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# User Guidance

## aCloud Recruitment Portal

Version: 1.0  
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## 1 Purpose of Document

The purpose of this document is to provide guidelines for users of the aCloud Recruitment portal, which is the new recruitment system at The Pirbright Institute.

This guide uses generic system images to direct you to each area of aCloud. This means the content of the images will not always match our system exactly and should only be used as a guide.

We hope that you find this guide helpful and if you have any feedback or questions please contact us on [askHR@pirbright.ac.uk](mailto:askHR@pirbright.ac.uk) or call the HR team.

## 2 Contents

This document breaks down into three sections.

1. [Candidate Portal](#)
2. [Applying for a position](#)
3. [Additional Tabs](#)

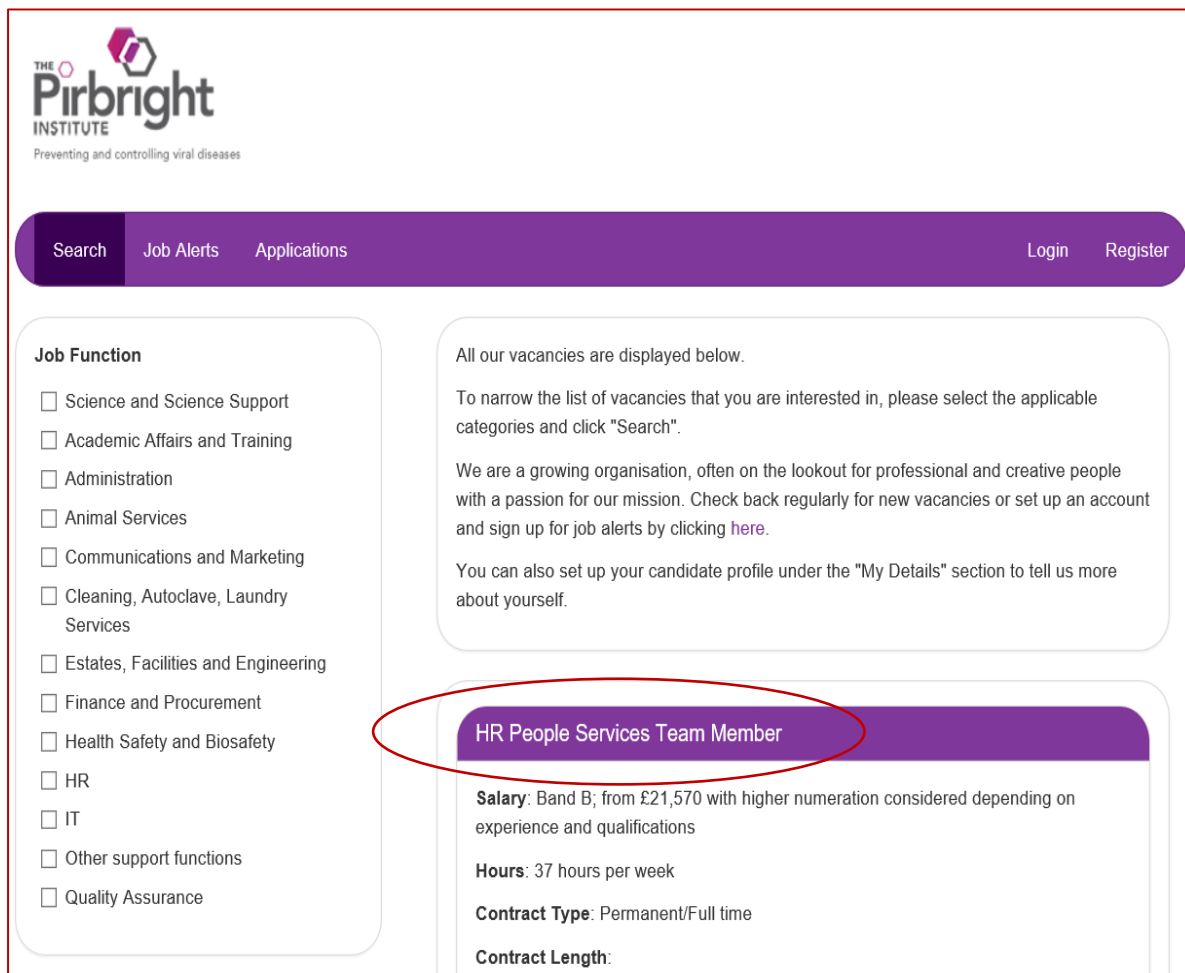
## 3 Candidate Portals

To apply for a position you will move through various webpages:

Area of system
Landing Page
Vacancy Search Options
About the process
Privacy Statement
Bio/Custom Questionnaire
Application Forms
Equal Opportunities Questionnaire
Exit Early Questionnaire
Withdrawn Questionnaire
Account activation

## 4 Applying for a position

The first screen you will see will be the landing page. Here you can choose your search criteria for finding a role. Next you can begin applying for a position by selecting the position title.



**THE Pirbright INSTITUTE**  
Preventing and controlling viral diseases

Search Job Alerts Applications Login Register

**Job Function**

- Science and Science Support
- Academic Affairs and Training
- Administration
- Animal Services
- Communications and Marketing
- Cleaning, Autoclave, Laundry Services
- Estates, Facilities and Engineering
- Finance and Procurement
- Health Safety and Biosafety
- HR
- IT
- Other support functions
- Quality Assurance

All our vacancies are displayed below.

To narrow the list of vacancies that you are interested in, please select the applicable categories and click "Search".

We are a growing organisation, often on the lookout for professional and creative people with a passion for our mission. Check back regularly for new vacancies or set up an account and sign up for job alerts by clicking [here](#).

You can also set up your candidate profile under the "My Details" section to tell us more about yourself.

**HR People Services Team Member**

**Salary:** Band B; from £21,570 with higher numeration considered depending on experience and qualifications

**Hours:** 37 hours per week

**Contract Type:** Permanent/Full time

**Contract Length:**



## 4.1 Application Process

During the application process, please note some of the stages and questionnaires are optional, anything marked with an '\*' (asterisk) is mandatory field and input is required.

### 4.1.1 About the Process

The first page of the application process is the 'About the Process'. Read through the 'Next Steps' information before proceeding to the next stage.

HR People Services Team Member Submit by 28 Jun 18 12:51

Progress bar:

About the Process / Process Statement Internal Application Form

## Your Next Steps

Many thanks for your interest in working for The Pirbright Institute. As a leading science and research establishment we pride ourselves on attracting the best talent from around the globe. We therefore appreciate the time and effort you are investing in applying to work with us. Please note, to complete our online application, and so that we can contact you during the recruitment process you will need a valid email address.

Your application will take approximately 15 minutes to complete and you will receive ongoing feedback throughout the process to help you decide whether or not you would like to continue your submission. Your application will remain completely anonymous until you submit it.

See our Privacy Statement on the next page to find out more about how we will use your personal information as part of the recruitment process.

There are two steps in the application process where you will have the opportunity to:

- Tell us about yourself
- Complete our short application form and attach your CV

You will receive an email to prompt you to validate your email address. Please make sure you complete this as soon as possible. Your application will not be complete without validation of your email address and this may cause delay to your submission.

You are now ready to begin! Please click 'continue'.

We wish you every success in your application.

If you are experiencing any problems during the application process, please contact the HR team via [jobs@pirbright.ac.uk](mailto:jobs@pirbright.ac.uk) or +44 (0)1483 232441.

Continue

Save

Exit

Click 'Continue' to move onto the next stage to the privacy statement.

### 4.1.2 Privacy Statement

Please ensure you read through the privacy statement and the privacy notice before continuing into the next page. This is important information about how we process your personal and sensitive details and your rights to your data which we hold.

If at any point during the selection process you click 'exit' you will be prompted by a message to confirm that you wish to exit without saving. If you click 'ok' you will be asked again to confirm or go back to process your application. If you have re-confirmed that you wish to exit you will then be presented with the exit early questionnaire to ask why you do not wish to proceed - see [4.1.8](#). Please click to continue once completed.

HR People Services Team Member
Submit by 28 Jun 18 12:51

33%

About the Process / Process Statement
Internal Application Form

## Privacy Statement

If you apply on-line for a position with The Pirbright Institute we will use the information you provide to assist in the recruitment and selection process.

Under the Data Protection Act 1998, the general information that you supply about yourself is known as your personal data and information about any criminal convictions, ethnic origin and health, amongst other things, is called 'sensitive personal data'.

We will process (e.g. record and use) your personal and sensitive personal data for its internal records, in the context of equal opportunity monitoring and to assist in the selection for employment process. Generally, we will only use your information within The Pirbright Institute. However, sometimes we use third parties to process your information on our behalf. The Pirbright Institute requires these third parties to comply strictly with our instructions and they do not use your personal information for their own business purposes unless you have explicitly consented to the use of your personal information in this way.

Your personal information will be retained only for as long as necessary to fulfil the purposes for which the information was collected, or as required by law.

If you have any queries or requests at any time concerning your personal information held by us or our practices in this regard, please contact us on [jobs@pirbright.ac.uk](mailto:jobs@pirbright.ac.uk)

**By submitting your application on-line you will be giving your consent to The Pirbright Institute to process your personal and sensitive personal data.**

**Please click 'Continue' to start the application process.**

Continue

Save

Exit

Click 'Continue' to proceed to the next stage

### 4.1.3 Bio and Custom Questions

Please complete this section to support your application and to progress to the next stage. These are mandatory fields.

## Your Next Steps

This section should take you a few minutes to complete.

Please read each question carefully and enter your responses. When you have answered the questions please click 'Continue'. Please note that once you have clicked 'Continue' and moved forward, you will not be able to go back and modify your responses.

### Animals in Research

The Pirbright Institute operates under the Animals (Scientific Procedures) Act 1986 (ASPA). Under this legislation, it is illegal to use an animal if there is an alternative non-animal method available and the potential benefits from the research must outweigh any possible animal suffering. At The Pirbright Institute, we ensure that animal care follows the requirements of the Code of Practice for the Housing and Care of Animals used in Scientific Procedures and strive to adopt higher standards where practicable and applicable.

Anyone working with animals at Pirbright must meet high ethical standards and adhere to strict legislation that safeguards animal welfare in the UK. You can see more information through the link [here](#).

The Pirbright Institute also requires all researchers undertaking overseas research which uses animals to comply with all relevant local and national regulatory systems in the host country where the research is to be conducted. In addition, researchers must apply certain standards consistent with the welfare requirements of ASPA and associated Code of Practice.

Are you willing to work in a scientific environment where animal research is being carried out?

- Yes
- I'm not sure and would like to hear more about it
- No

### Right to Work in the UK

Which of the following applies to you?

- I am a British citizen
- I have permanent leave to remain in the UK
- I have limited leave to remain e.g. spousal visa, student visa, working holiday visa
- I am a citizen of the EU and do not require a worker registration card
- I am a citizen of the EU and have a worker registration card
- I am a citizen of the EU and require a worker registration card
- I am not an EU/EEA national and require work sponsorship for a visa
- Other (please specify)

Please specify:

### Criminal Convictions

The Pirbright Institute respects the privacy of its candidates and the provisions of the Rehabilitation of Offenders Act (1974). Therefore, please answer the follow question your answers will remain confidential.

Do you have any unspent criminal convictions under the Rehabilitation of Offenders Act 1974?

- Yes (please give details below)
- No

Please give details:

Please note by telling us about a criminal record may not necessarily prevent you from being offered a job. We will consider the type of offence, the time since it happened, your age at the time and any other relevant factors when we make a decision on whether to offer you a job.

#### Information

What is an unspent criminal conviction?

Some criminal convictions can become 'spent' after a set length of time from the date of the conviction. If this length of time has not passed, the law states that you must tell us now about any criminal convictions you may have which is 'unspent'. If you do not tell us about your 'unspent' criminal convictions this may result in an unsuccessful application or dismissal at a later date. We do not expect you to tell us about speeding and traffic offences or parking violations.

Continue

Save

Exit

Please click 'continue' to proceed to the next stage.

#### 4.1.4 Registration

At this stage you are required to create an account if you do not already have an account with us to complete the application. Please follow the instructions to activate your account.

To continue your application please register. [Already have an account? Log in](#)

To save time register with

 Sign in  Sign in with LinkedIn

OR

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Complete this form to create an account. You will then receive an email to validate your email address.

Email

Password

Confirm password

- I confirm I am a current employee of Pirbright  
**This site is for existing employees of Pirbright**  
 If you are not an existing employee please follow [this link](#)
- I have read the [privacy notice](#) and agree to the terms and conditions

Sign up

It is a requirement to confirm that you have read the privacy notice and you must tick on both boxes in order to create your account, otherwise you will not be able to proceed. You only have to complete this once.

**Please Note: You will receive emails from our recruitment system. The emails are clearly marked as 'Pirbright Careers'. The first email will be sent to confirm you have created an account and will ask you to then *activate* your account.**



### 4.1.5 Application form

If you have not activated your account you are still able to complete the application form but please be mindful that once your application has been submitted it will **not** be processed until the activation process is completed. A reminder is set at the top bar of this next step stage.

#### Submitting Your Application

You are now ready to complete our online application process. Once you have filled in your personal details this document will be secured and only those involved in the recruitment process will be able to read it. This section should take you only a few minutes to complete. You will need to activate your account if you have not already done so, so that your application can be submitted.

To continue with the application process please complete the application form, please note fields marked ‘\*’ are required to be completed to progress your application

## Submitting Your Application

You are now ready to complete our online application process by filling out the form below, to do so you need to activate your account. Any contact details provided will be secured and only viewed by individuals in the recruitment process at The Pirbright Institute. Your information will only be used during your recruitment process and will not be stored for longer than 12 months. If you wish to retain your information throughout, we provide an option to do so. This section should take you 5 – 10 minutes to complete.

**Personal Details**

\* Title  ▼  
 Please specify:

\* First Name

\* Last Name

Known As

Initials

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**Contact Details**

\* Address 1

Address 2

\* Town

County

\* Post Code

\* Email Address

Home Telephone Number

Mobile Telephone Number

Work or other telephone number

Preferred Contact Telephone Number (the number we can contact you on about this application)

Home  
 Mobile  
 Work or other

Reason(s) for application

Please provide a reason for leaving current employment/seeking alternative employment (if applicable)

Salary Expectations

\* Salary Expectations

Your CV

\* Please upload your CV, Cover letter and other supporting documents here:

Browse...

OR

Choose from Dropbox

**Information**

When uploading documents;

- You must submit a copy of your CV/resume as part of this application
- Please format your document name to begin with <First name Initial> and <Surname> e.g. J Smith CV
- Please do not enclose any other personal details in your documents as we have sufficient details which you have already provided above.

*Please note that the system will only accept Word, Powerpoint, Excel, Open Office or PDF documents which do not exceed 4MB in file size.*

\* Select document type

CV/Resume  
 Cover letter  
 Publication  
 Qualification  
 Other

Optional Document 1

Browse...

OR

Choose from Dropbox

Select document type

CV/Resume  
 Cover letter  
 Publication

You have the opportunity to upload your publications, CV, covering letter and other supporting documents you feel that will help your application.

Additional Information

If you have not uploaded a Cover Letter as part of your application, please tell us why you would like to work for us.

\* Have you worked for us before? If yes, please provide us with details of your job title, dates of employment and line manager.

I have worked for you in the past  
 No  
**Please specify:**

Source of Application

\* Where did you hear about this vacancy?

--Select--

**Please specify:**

Additional Requirements

We are committed to ensuring that the organisation removes any unnecessary barriers to the employment of any individual. We recognise that in order to enable all individuals to compete on equal terms, some people may have additional requirements. If you are subsequently invited for an interview, are there any adjustments required to the recruitment process which would assist you? If so, please give details.

**Declaration**

By submitting this application, I confirm that the information given in this application is, to the best of my knowledge, correct. I understand that any offer is subject to receipt of satisfactory references. I fully understand that if subsequently any information given is found to be false or misleading, the company reserves the right to withdraw its offer of employment or cancel any agreement made. I understand that if this is discovered at a later date, I may be dismissed.

I have read and accept the conditions above.

**Continue**

Save Exit

Please ensure you read through the declaration before accepting the conditions and we recommend you check that all the relevant information you have supplied is required and correct before your application is submitted.

**Please note you will not be able to make any changes once your application is submitted.** If you notice there are any errors in your application after submission please contact [askhr@pirbright.ac.uk](mailto:askhr@pirbright.ac.uk) to let us know.

If you are happy with the information you have provided and have clicked that you have read and accepted the conditions then please click 'continue'.

**Your application has now been submitted.**

#### 4.1.6 *Equal Opportunities*

The information you share with us will support our equal opportunity monitoring purpose. The data you provide will remain anonymous and separate to your application

## Equal Opportunities

Thank you for submitting your application. The Pirbright Institute operates a policy of equality and fair treatment in employment. We aim to ensure that all job applications are treated fairly, regardless of gender, marital status, sexual orientation, age, ethnic origin, religion, belief or disability. We would like to ask you a few additional questions which will help us to monitor our equal opportunities policy. Any information given in this section will not be used in the selection process. The information that you provide will be held separately from your application and will be used for equal opportunities monitoring purposes.

Gender	--Select--	▼
Nationality	--Select--	▼
Marital Status	--Select--	▼
Sexual Orientation	--Select--	▼
Age	--Select--	▼
Ethnic Origin	--Select--	▼
	Please specify:	<input type="text"/>
Religion or Belief	--Select--	▼
	Please specify:	<input type="text"/>
Disability	--Select--	▼
<p>Under the Equality Act 2010, a person has a disability if he or she has 'physical or mental impairment which has a substantial and long term adverse effect on his or her ability to carry out normal day to day activities'. Do you consider yourself to have a disability and if yes, what is the nature of your disability?</p>		

Please click continue to proceed to the next stage.

### 4.1.7 Account activation

Please ensure you check your inbox for **account activation** email from 'Pirbright Careers', to process your submitted application. **If you have not received an activation email please check your email address is correct under 'My Details' tab on the top bar and then click 'Resend email'.**

Once you have activated your account a message will appear to say "Your application is being processed" in the text box under the job title of the job you have applied for.

The screenshot shows the Pirbright Institute application portal. At the top, the logo for 'THE Pirbright INSTITUTE' is displayed with the tagline 'Preventing and controlling viral diseases'. A navigation bar includes 'Search', 'Job Alerts', 'Applications' (with a notification badge), 'Messages', 'My Details', 'Account', and a user profile 'beth.jenkins' with a 'Logout' link. A purple banner at the top right says 'Please check your email to activate your account - Resend email', with 'Resend email' circled in red. The main content area is divided into two columns. The left column shows the user's profile: 'HR People Services Team Member (INTAPNC-BZJM-70)', 'The Pirbright Institute', 'Application submitted: Jun 22, 2018 15:36', and a 'Position of application' field. Below this is an 'Action Centre' with buttons for 'About the Process / Process Statement' and 'Internal Application Form', both with 'Review' buttons. The right column shows 'Pending requests' (No pending requests), 'Pending messages' (No pending messages), and 'Other Messages' (No messages).

Once your account has been activated please log in to resume to your application

The screenshot shows the Pirbright Institute application portal after account activation. The top navigation bar includes 'Search', 'Job Alerts', 'Applications', 'Login', and 'Register'. A green notification bar at the top says 'Account has been activated'. Below this is a purple banner titled 'Account activation' with the text: 'Thank you, your account has been activated. We will ask you to re-confirm your email address in about 1 year.' At the bottom, there are logos for 'change work now' and 'Athena SWAN' along with social media icons for Facebook, Twitter, LinkedIn, and RSS. The footer includes the Pirbright Institute logo and the text 'Athena SWAN'.

#### 4.1.8 Exit Early

If at any point during the selection process you click 'exit', you are leaving the application process and your application will not be progressed. You will be presented with the exit early questionnaire.

We are sorry that you are leaving the process. We would really like to know why you have decided not to progress your application further.

Please tell us why you are not continuing with your application.

- Just visiting to look at your online recruitment process
- I am no longer interested in this role
- The salary does not meet my expectations for this role
- The location is not suitable
- I don't think I am a good match
- The application process is taking too long to complete
- Other (please specify)

Please specify:

Click 'Continue' to leave the system.

#### 4.1.9 *Withdrawing your Application*

Once you have completed an application and you change your mind for any reason, you can choose to withdraw the application by going to the 'applications' tab in the navigation bar selecting the position title and then selecting the withdraw button.

The Pirbright INSTITUTE  
Preventing and controlling viral diseases

Please check your email to activate your account. - [Resend email](#)

Search Job Alerts **Applications** Messages My Details Account beth.jenkins Logout

**HR People Services Team Member (INTAPNC-BZJM-70)**

The Pirbright Institute  
Application submitted: Jun 22, 2018 15:36  
Position of application

**Action Centre**

About the Process / Process Statement

Internal Application Form

**Pending requests**  
No pending requests

**Pending messages**  
No pending messages

**Other Messages**  
No messages

The screenshot shows a user interface with a purple navigation bar at the top containing 'Search', 'Job Alerts', 'Applications' (with a notification icon), 'Messages', 'My Details', and 'Account'. Below this, the user is identified as 'HR People Services Team Member (INTAPNC-C5PX-6Q)'. The main content area is divided into three sections: 'Action Centre' with buttons for 'Review' under 'About the Process / Process Statement' and 'Internal Application Form'; and 'General Activities' with a 'Withdraw' button highlighted by a red oval.

Pending requests

No pending requests

Pending messages

No pending messages

Other Messages

No messages

Click 'Withdraw'

Once you have selected this you will be presented with a withdrawn questionnaire before exiting the system.



The screenshot shows a questionnaire titled 'Withdrawn' for 'HR, People Services Team Member'. It features a purple navigation bar at the top. Below the header, there is a 'Submitted' button. The main content area contains the text: 'We are sorry that you are withdrawing from the process. We would really like to know why you are leaving the process.' This is followed by a section titled 'Please tell us why you are not continuing with your application' with the following radio button options:
 

- I have been offered another job
- I have decided to stay where I am
- I have changed my mind about working for you. Please provide the reason(s) below.
- My personal circumstances have changed
- Other (please specify)

 Below these options is a text input field labeled 'Please specify:'. At the bottom of the form is an 'Additional Comments' text area. The form concludes with three buttons: 'Continue', 'Save', and 'Exit'. The 'change work now' logo is visible in the bottom left corner.



## 5. Additional Tabs

The additional tabs on the top bar help you to navigate through the portal and be in control of your account.

### 5.1 Job alerts tab

This allows you to select particular areas of our business that you may be interested in hearing about when opportunities arise and would like to be notified. You can also revisit this page at a later date and change your selection or choose to turn these notifications off, if this is no longer useful.



Please check your email to activate your account. - [Resend email](#)

Search Job Alerts Applications **1** Messages My Details Account beth.jenkins Logout

**Notifications**

Off  On

**Job Function**

**Employment Type**

**Contract Type**

**HR People Services Team Member**

**Salary:** Band B; from £21,570 with higher numeration considered depending on experience and qualifications

**Hours:** 37 hours per week

**Contract Type:** Permanent/Full time

**Contract Length:**

**Closing Date:** 28 June 2018

### 5.2 Applications tab

This allows you to see the current progress of your applications. It also shows previous applications you have applied for.

#### Current Applications

**HR People Services Team Member (INTAPNC-C5PX-6Q)**

**The Pirbright Institute**

Application submitted: Jun 13, 2018 16:09

Your application is being processed.

[Position of application](#)

#### Previous Applications

**Beth Test Advert (INTAPNC-5ICH-86)**

**The Pirbright Institute**

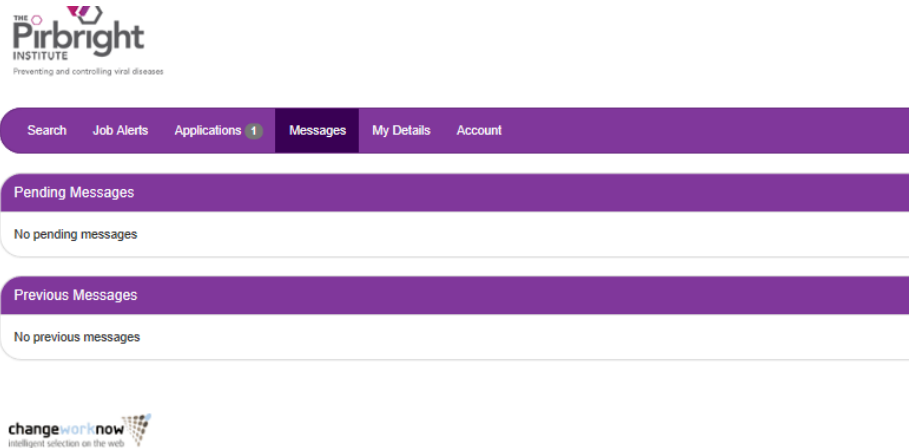
Application started: Jul 05, 2018 07:08

Application cancelled: This application was cancelled, you chose to abandon the application before submitting it.

[Position of application](#)

### 5.3 Messages

Please check 'messages' for any communications from us in regards to your submitted applications. A copy will be sent to the email address you provided on your application. If action is required please do so promptly to process your application efficiently and swiftly.



**THE Pirbright INSTITUTE**  
Preventing and controlling viral diseases

Search Job Alerts Applications **1** Messages My Details Account

Pending Messages

No pending messages

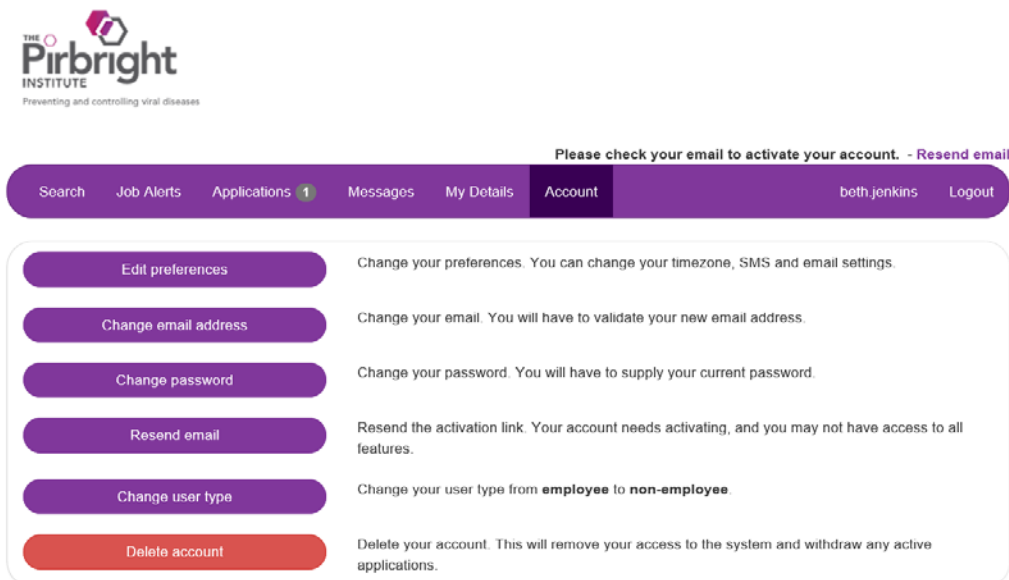
Previous Messages

No previous messages

change**worknow**  
Intelligent selection on the web

### 5.4 Account tab

This tab allows you to change your preferences in relation to your account.



**THE Pirbright INSTITUTE**  
Preventing and controlling viral diseases

Please check your email to activate your account. - Resend email

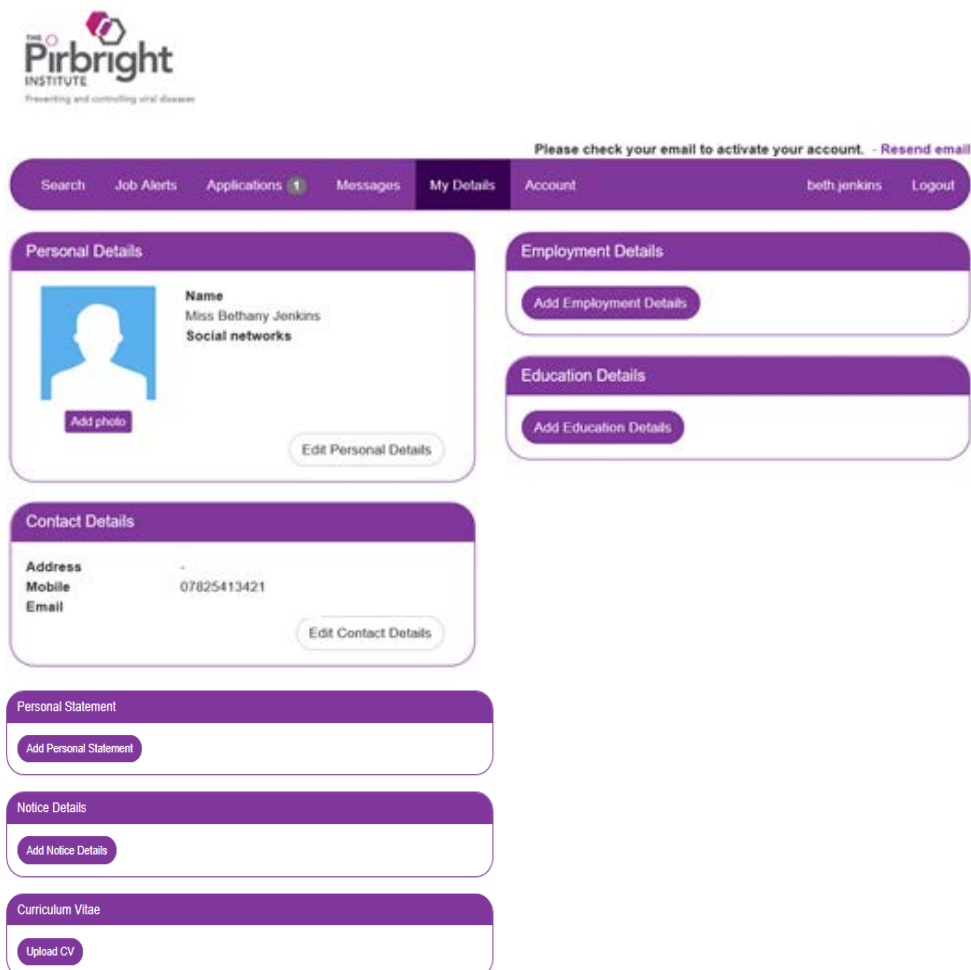
Search Job Alerts Applications **1** Messages My Details Account both.jenkins Logout

Edit preferences	Change your preferences. You can change your timezone, SMS and email settings.
Change email address	Change your email. You will have to validate your new email address.
Change password	Change your password. You will have to supply your current password.
Resend email	Resend the activation link. Your account needs activating, and you may not have access to all features.
Change user type	Change your user type from <b>employee</b> to <b>non-employee</b> .
Delete account	Delete your account. This will remove your access to the system and withdraw any active applications.

More information about the data we collect, how long it is retained and your right to request we delete it, is available in our [privacy notice](#)

## 5.5 My details

This contains all the personal details you have provided as part of your application process. You can edit any of this information, update your CV and add a cover letter. **It is not a requirement to add educational and employments details at this stage.**



We hope that this guide has been helpful to you in navigating our recruitment system.

If you are having any technical problems or you have any feedback or questions please contact [askhr@pirbright.ac.uk](mailto:askhr@pirbright.ac.uk).