

UCD Online Hiring Form Tips & Tricks

I have entered a non-scale amount/other post title why can I not submit the form?

You need to select non-scale/other title from the drop down list before the form can be submitted.

I want to submit an extension and a change in hours for the same person?

You would need to complete 2 separate forms at the same time i.e. an extension and a change in hours.

I don't have the Post/Staff Plan number can I submit the form anyway?

Unfortunately both of these are required before the form can be submitted. Your Finance Manager would be able to advise.

This post has to be advertised with logos and has other funding T&Cs where do I note these requirements?

Logos and other additional documents can be uploaded in the supplementary documents category. Advertising Requirements can be included in the comments category.

I want this post to start as soon as possible. What should I put as the planned start date?

The planned start date is provisional and is subject the standard resourcing timelines and applicant notice periods. If an immediate start date is requested the date should be at least 2 weeks in the future to allow for the form to be reviewed by the relevant approvers. If shorter, please contact your Resourcing Consultant.

How do I submit a request for a Post Retirement Contract in the new system?

You would need to process a form through the system while also discussing the objective grounds for a post-retirement contract with your local Resourcing Consultant so that approval can be sought from the Higher Education Authority (this can take 8-10 weeks).