

University of Portsmouth

Online Recruitment Guide
Occupational Health

Guide for newly appointed staff

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5/9/2014

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This guide has been put together so both internal and external candidates can feel confident in using the online recruitment system. This guide outlines each step in completing the Occupational Health form so if required reasonable adjustments can be made so you can begin your new appointment within the University.

Any Queries you may have regarding the process/ system please contact onlinerecruitment@port.ac.uk and a member of the team will get back to you as soon as possible.

If you have a query relating to any of the health questions or wish to speak to an Occupational Nurse in regards to completing the form please;

Contact us:

All Occupational Health staff can be contacted by telephone on 0239284 Ext. 3187 or by Email at: occupationalhealth@port.ac.uk

Find us:

University of Portsmouth
Occupational Health Service
3rd Floor
Nuffield Centre
St Michael's Road
Portsmouth PO1 2ED

www.port.ac.uk/ohs











1. Why do I need to complete this form?


The purpose of this questionnaire is to allow the University to fulfil its duty of care to you; therefore the omission of any relevant information may prevent the University from complying with its legal obligations and may affect the grounds for your employment. You may have access to your health or medical records held by Occupational Health at any reasonable time.

In order that the University can comply with its obligations under the Equality Act 2010 we would ask that you advise us of any health conditions or disabilities that may affect you. The information you provide is covered by the Data Protection Act 1998.

The health information on this form will remain confidential to Occupational Health and will be held securely within the department. HR services and your line manager will be informed of your health suitability for the job specified but no confidential health or medical information will be released without your informed consent.

It is important that you answer the occupational health form whilst reviewing the Job Hazard document that was attached with the vacancy. This way you can clearly answer all the questions whilst understanding what hazards may be involved in the role and how it can impact your health.

My Applications				
Vacancy	Application Date	Print	Status	Withdraw
10010088 - Chief Juggler	3/28/2014		Candidate fit for work	
10007069 - Lecturer in Petroleum Engineering - TEST	3/5/2014		Application under consideration	
Redeployment Only Test	3/3/2014		Application under consideration	
Research Fellows - Redeployment Test	2/19/2014		Offer made	
10007036 - Senior Finance Assistant	1/20/2014		Application under consideration	

Change page:  Page 1 of 2, items 1 to 5 of 8.

When you are in your home page in “My Applications” if you click on the vacancy it will take you to your application form. Toward the bottom right hand side you will find the vacancy advert (highlighted in red on the below screen shot). If you click on this you will also be able to open the further particulars by clicking the link at the bottom of the pop up.

This will have the Job Hazard form within it for you to look at while reviewing your health questionnaire.

The screenshot shows a job application form for the position of Lecturer in Petroleum Engineering. The form is titled "10007069 - Lecturer in Petroleum Engineering - TEST" and is from the Faculty of Technology, School of Engineering. It provides details on employment type (Open ended), basis (Full time), salary (£32,267 - £35,244), closing date (19th March 2014), and interview date (24th March 2014). The job description requires expertise in at least two of the following fields: Formation Evaluation, Drilling Engineering, Well Logging, and Petroleum Refinery Operations. It also mentions that candidates will be joining a forward-looking, research and industry-focused School with a strong international reputation in research and knowledge transfer activities. The duties include teaching at undergraduate level, supervision of undergraduate and postgraduate projects, laboratory work, research, and scholarly activities. The successful candidate is expected to contribute to research activities within the existing strong research culture. Candidates should possess a first degree in Mechanical and/or Petroleum Engineering, a PhD or significant and evidenced industrial experience, and a track record of achievement in the petroleum sector. Further information about the School can be found at www.port.ac.uk/departments/academic/engineering. For more detailed information about this vacancy, please select the link: [10007069 - Lecturer in Petroleum Engineering - TEST.docx](#).

On the right side of the form, there is a progress indicator showing that the application to 10007069 - Lecturer in Petroleum Engineering - TEST is 100% complete. A key indicates that the section is entirely complete (green checkmark), there are some incomplete optional fields (blue checkmark), and there are some incomplete fields that must be filled in before you can apply (red X). A list of sections includes: Notes for Guidance, Other Details, Personal Details, Employment Details, Education Details, Training and Memberships, Reasons for Applying, References, Recruitment and Staff Monitoring, and Declaration. A message states: "Your application is at a stage where no further changes can be made." A red box highlights a link: "You are applying to the vacancy 10007069 - Lecturer in Petroleum Engineering - TEST. Click here to read more."

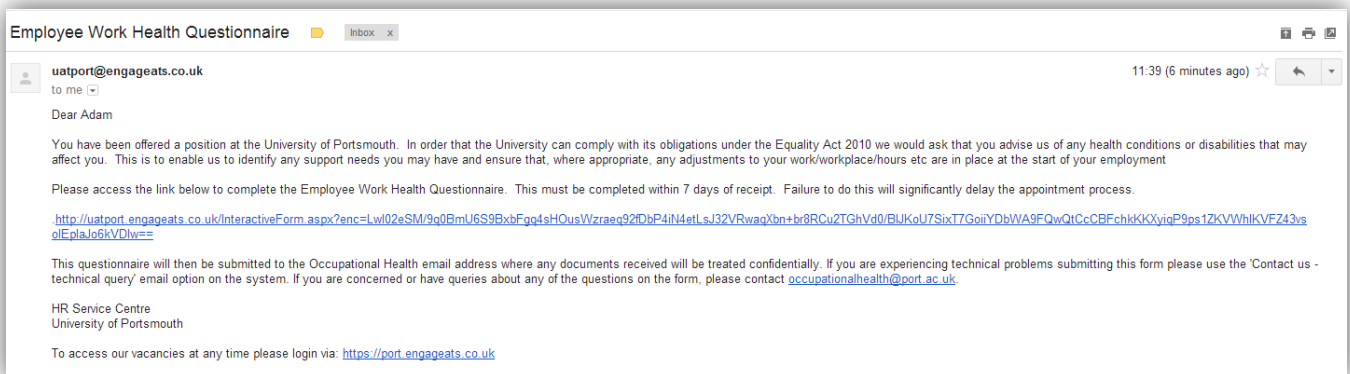
If the link on the Job Hazard form is broken then please click this link and you will be able to find the additional [Job Hazard Information](#).

Who to inform if the link is broken: onlinerecruitment@port.ac.uk

Please Note: Failure to complete and return your Occupational Health Form can result in significantly delaying the appointment process.

2. Receiving Notification & Logging In

Once you have been offered a position at the University you will receive an email congratulating you and asking you to complete an Occupational Health Questionnaire. Within this email you will be provided with a link which will take you directly to the questionnaire



You can also access the Occupational Health Questionnaire on your homepage within the Recruitment System. On the bottom right hand corner of your homepage you will see the link for “Employee Work Health Questionnaire”.

My Applications				
Vacancy	Application Date	Print	Status	Withdraw
10010088 - Chief Juggler	3/28/2014		Offer made	
10007069 - Lecturer in Petroleum Engineering - TEST	3/5/2014		Application under consideration	
Redeployment Only Test	3/3/2014		Application under consideration	
Research Fellows - Redeployment Test	2/19/2014		Offer made	
10007036 - Senior Finance Assistant	1/20/2014		Application under consideration	

Change page: Page 1 of 2, items 1 to 5 of 8.

My Saved Vacancies			
Vacancy	Bookmarked Date	Apply	Remove
You have no bookmarked vacancies.			

My Correspondence			
View: <input type="text" value="-- Application Stages --"/>			
Content	By/To	Type	Date Sent
> Dear Adam You have been offered a position at the University of Portsmouth. ...	Adam Zapple	Email	3/28/2014 11:39 AM
> Dear Mr Zapple Thank you for expressing your interest for the position 1001...	Adam Zapple	Email	3/28/2014 11:26 AM
> Dear Mr Zapple Thank you for expressing your interest for the position Rede...	Adam Zapple	Email	3/6/2014 3:07 PM
> Dear Mr Zapple Thank you for expressing your interest for the position 1000...	Adam Zapple	Email	3/5/2014 10:29 AM
> Dear Miss Clifford Thank you for visiting our website. We are pleased to con...	Adam Zapple	Email	3/3/2014 11:37 AM

Change page: Page 1 of 3, items 1 to 5 of 12.

Search Vacancies			
Keyword(s)	<input type="text" value="What?"/>	Advanced Search	Search

My Appointments			
List View <input type="radio"/> Calendar View <input type="radio"/>			
Confirmed Appointments	Location	When	Status

Occupational Health Form - to complete when i...
Link to Occupational Health Form
Employee Work Health Questionnaire

3. Completing Occupational Health Form

When you have clicked on your link you will be greeted with an 'Employee Work Health Questionnaire' like shown below. Please ensure you read the introduction, questions and declaration before completing the form. All fields are mandatory and need to be completed before you submit your form.

If you select **YES** for any questions you must fill in the field below with as much detail as possible so the Occupational Nurses can fully assess your declaration.

Employee Work Health Questionnaire

Please complete the form to provide information which the Occupational Health Service (OHS) will use to assess you and advise the University management of any action they recommend is taken to comply with the University's obligations towards you. This may require a telephone consultation or an appointment with one of the Occupational Health Nurses or Physicians. We would be grateful for your co-operation in discussing fully with the Occupational Health Service your individual needs.

You are obliged to make the University aware of any changes to your health which may impact on your ability to do your job either prior to or during the course of your employment. There are specific roles within the University which will require an automatic appointment with the Occupational Health Service because of particular job hazards and you will be notified should this be the case.

Do you have a known health condition or disability? * Yes No

If yes, please provide details (If no, please enter N/A or not applicable) *

May this health condition or disability affect your ability to carry out your role or perform it safely? * Yes No

If yes, please provide details (If no, please enter N/A or not applicable) *

Are you having or waiting for treatment or investigations of any kind at the present time? * Yes No

If yes, please provide details (If no, please enter N/A or not applicable) *

Do you need any special aids or adaptations to assist you at work, including access to/from premises, regardless of whether or not you have a health condition or a disability? * Yes No

If yes, please provide details (If no, please enter N/A or not applicable) *

Have you ever left any previous employment on health grounds or required adjustments to previous roles because of health problems? * Yes No

If yes, please provide details (If no, please enter N/A or not applicable) *

DECLARATION

In accordance with the University's obligations under the Data Protection Act 1998 the University confirms that the information provided in this form relating to your personal situation will be processed in accordance with the requirements for 'sensitive personal data' as defined in the Data Protection Act 1998. By returning this declaration form you are giving your consent to the University processing this data in that way.

I certify that to the best of my knowledge and belief my answer to this questionnaire is correct and I have not withheld any relevant information. I have read the job description, person specification and job hazard information and consider myself to be mentally and physically fit for this job.

Name *

Email Address *

Phone Number *

Date *

Job Title *

Department *

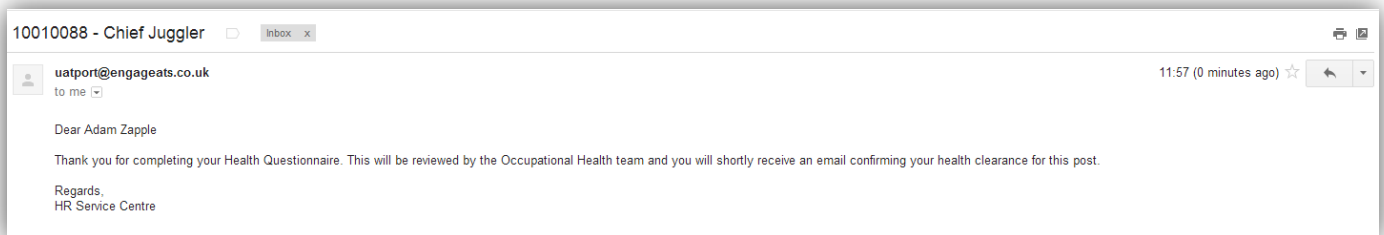
Save and Exit You can save your form at any time and come back to it later by clicking the 'Save and Exit' button.

Submit When you are happy with your form, click 'Submit'.

Please Note: The screen shot above only shows selected questions for illustrative purposes. The actual form you will complete will have 8 health questions to address.

Please note: On the bottom left hand corner of your health questionnaire there will be 2 purple buttons. One you use to submit your form and one entitled 'Save and Exit'. This will allow you to save your form and complete it at a later date if needed. You can access the form again through your email or home page and it will load your previously saved information.

Once you have completed your health questionnaire you will automatically receive email notification informing you that your questionnaire has been received and that Occupational Health will review it.



Once it has been reviewed you will receive a further email confirming your health clearance status for this post. Again like previously stated you can access your email correspondence through your homepage within the recruitment system if you have misplaced your email.

My Correspondence

View: -- Application Stages --

Content	By/To	Type	Date Sent
✓ Dear Adam Zapple Thank you for completing your Health Questionnaire. This w... Dear Adam Zapple Thank you for completing your Health Questionnaire. This will be reviewed by the Occupational Health team and you will shortly receive an email confirming your health clearance for this post. Regards, HR Service Centre	Adam Zapple	Email	3/28/2014 11:57 AM
> Dear Adam You have been offered a position at the University of Portsmouth. ...	Adam Zapple	Email	3/28/2014 11:41 AM
> Dear Adam You have been offered a position at the University of Portsmouth. ...	Adam Zapple	Email	3/28/2014 11:39 AM
> Dear Mr Zapple Thank you for expressing your interest for the position 1001...	Adam Zapple	Email	3/28/2014 11:26 AM
> Dear Mr Zapple Thank you for expressing your interest for the position Rede...	Adam Zapple	Email	3/6/2014 3:07 PM

Change page: [Navigation icons] Page 1 of 3, items 1 to 5 of 14.

Occupational Health Form - to complete when i...

Link to Occupational Health Form

Please allow up to 2 minutes for the link to the questionnaire to appear here. You may refresh your screen by pressing the F5 button on your keyboard.

3.1 Reminder Email

If you do not complete the Occupational Health Form then you will receive an email reminder 7 days after your initial email.

This email will specify that you have 5 working days to complete the health questionnaire before your HR Advisor and Line Manager are notified.

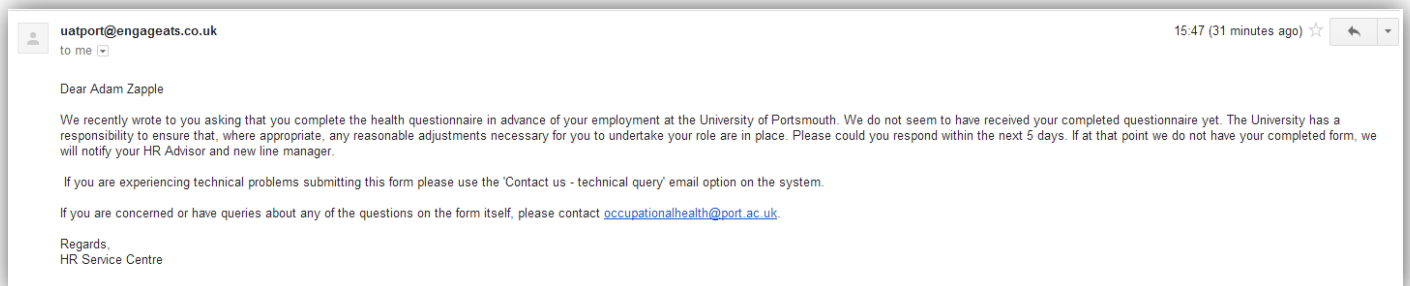
10010088 - Chief Juggler -
Dear Adam Zapple

We recently wrote to you asking that you complete the health questionnaire in advance of your employment at the University of Portsmouth. We do not seem to have received your completed questionnaire yet. The University has a responsibility to ensure that, where appropriate, any reasonable adjustments necessary for you to undertake your role are in place. Please could you respond within the next 5 days. If at that point we do not have your completed form, we will notify your HR Advisor and new line manager.

If you are experiencing technical problems submitting this form please use the 'Contact us - technical query' email option on the system.

If you are concerned or have queries about any of the questions on the form itself, please contact occupationalhealth@port.ac.uk.

Regards,
HR Service Centre





4. What Happens Next?

Once you have submitted your questionnaire your status within the recruitment system will change to '**Candidate Completed Occupational Health Form**'. You will stay at this stage until an Occupational Health Nurse has begun reviewing your questionnaire.

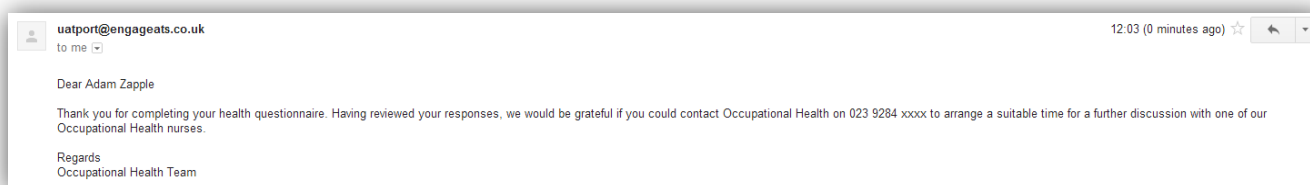
Once an Occupational Health Nurse has begun reviewing your form you can then progress to one of three stages.

Application Stage	Explanation
Candidate Completed Occupational Health Form	Candidates who have completed the health questionnaire and are awaiting review by Occupational Health
Under Review	Occupational Health is reviewing a candidates questionnaire as a candidate may need a further appointment to discuss their declaration in more detail
Candidate fit for work	Candidate has been processed as fit for work by Occupational Health after review
Candidate fit for work with adjustments	Candidate has been processed to fit for work with adjustments. Adjustments can be made to either the candidates work or workplace. This is recommended by Occupational Health after the review meeting with the candidate.

4.1 Under Review

<i>My Applications</i>				
Vacancy	Application Date	Print	Status	Withdraw
10010088 - Chief Juggler	3/28/2014		Under Review	

If your status changes to 'Under Review' you will receive email notification from Occupational Health asking you to contact them in regards to arranging further discussion with an Occupational Health Nurse.



An Occupational Health Nurse will either have a telephone discussion with you or ask you to make an appointment to discuss your declarations in more detail to see if they have an impact on your newly appointed role.

Once this appointment/ discussion has been held you will be placed into one of two final stages.



Dear Adam Zapple

Thank you for completing your health questionnaire. Having reviewed your responses, we would be grateful if you could contact Occupational Health on 023 9284 xxxx to arrange a suitable time for a further discussion with one of our Occupational Health nurses.

Regards
Occupational Health Team

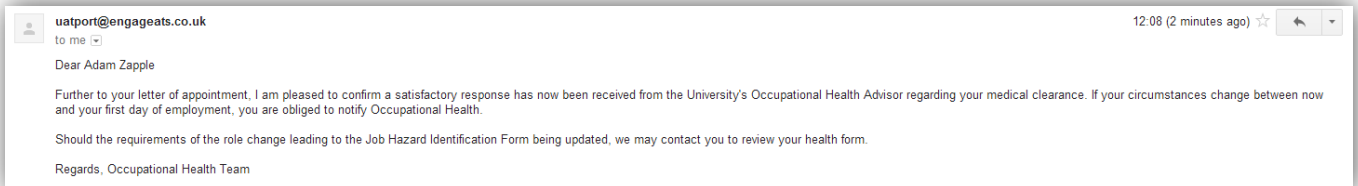
Please note: Contact information for Occupational Health is on the first page of this guide.

4.2 Candidate Fit for Work

My Applications				
Vacancy	Application Date	Print	Status	Withdraw
10010088 - Chief Juggler	3/28/2014		Candidate fit for work	

If your stage changes to 'Fit for Work' then your Health Form has been cleared by an Occupational Health Nurse and no adjustments need to be made for you to carry out your new role. Again you will receive email notification informing you that you have been cleared.

The email will also state that if your circumstances change between now and your first day of employment then you are obliged to notify Occupational Health so they can reassess your situation.





Dear Adam Zapple

Further to your letter of appointment, I am pleased to confirm a satisfactory response has now been received from the University's Occupational Health Advisor regarding your medical clearance. If your circumstances change between now and your first day of employment, you are obliged to notify Occupational Health.

Should the requirements of the role change leading to the Job Hazard Identification Form being updated, we may contact you to review your health form.

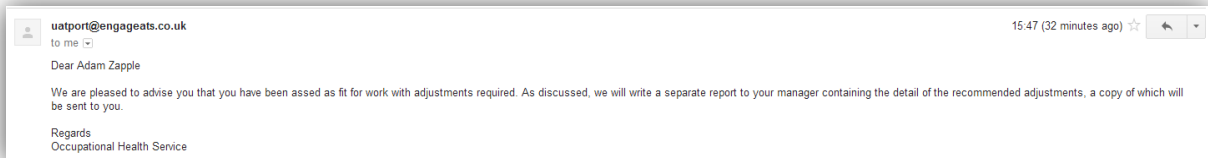
Regards, Occupational Health Team

4.3 Candidate Fit for Work with Adjustments

My Applications ^				
Vacancy	Application Date	Print	Status	Withdraw
10010088 - Chief Juggler	3/28/2014		Candidate fit for work with adjustments	

If your status changes to 'Fit for Work with Adjustments' then an Occupational Health Nurse has already spoken/ met with you and made some recommended adjustments that can be made before you begin your first day of employment.

Once an agreement has been finalised this health report will be sent to your Line Manager before your first day so they can make the necessary adjustments.



10010088 - Chief Juggler - Dear Adam Zapple

We are pleased to advise you that you have been assessed as fit for work with adjustments required. As discussed, we will write a separate report to your manager containing the detail of the recommended adjustments, a copy of which will be sent to you.

Regards
Occupational Health Service

5. Future Contact with Occupational Health

Once this questionnaire process is completed you will not have to contact Occupational Health unless you have a change in circumstance to your health, you are appointed to a new role or have other health/ medical queries you wish to discuss further.

Please be aware: *If you are an internal candidate applying for a new position within the University you will have to complete a new Health Questionnaire for your new position. This is because you will have to assess a new role against your current health and capabilities in case new hazards are presented.*

Below are some links that you may find useful to information about health events, who members of the team are and what health services are available to you.



[Occupational Health Webpages](#)

[The Occupational Health Team](#)

[Good Health at Work Leaflet](#)

[Health Promotion Calendar](#)

[Health Promotion](#)

[Health Information](#)

[Employee Assistance](#)