

**Priority Candidate Support Scheme**

The priority candidate support scheme team (PCSS) are supporting priority candidates to identify appropriate vacancies across all University departments.

Please can you complete the following form to allow the team to be able to identify your skills and talents and assist you with your search.

**SKILLS PROFILE**

**PERSONAL INFORMATION** (Please indicate your preferred method of contact)

|  |  |
| --- | --- |
| Full name |  |
| Contact number  |  |
| Work email address |  |

|  |  |
| --- | --- |
| Date current role ends |  |
| Personnel number |  |
| Visa status (if applicable) |  |

Please indicate which grades you would consider so we can maximise the number of opportunities we discuss with you. (See the salary scales: <https://finance.admin.ox.ac.uk/salary-scales>)

|  |  |
| --- | --- |
| Grade levels considered (circle as appropriate) |  1 2 3 4 5 6 7 8 9 10 |

 **QUALIFICATIONS**

|  |  |
| --- | --- |
| Highest academic qualification(level & subject) |  |
| Relevant professional qualifications (level & subject) |  |
|  |
|  |

**PROFESSIONAL DEVELOPMENT/TRAINING**

|  |  |
| --- | --- |
| **Please list any recent training completed (e.g Leadership/ Management, IT,)** |  |
|  |  |
|  |  |

 **KEY SKILLS / TRANSFERABLE SKILLS**

The priority candidate support team will review job descriptions and cross match the essential selection criteria with priority candidates' key skills and experience.

Please can you tick all the skills / areas of experience that are applicable to you so we can discuss the maximum number of suitable opportunities with you.

|  |  |  |  |
| --- | --- | --- | --- |
| Facilities Management |  | Customer Service |  |
| Project Management |  | Procurement |  |
| Budget and Financial Planning |  | Copywriting/Design |  |
| Employee Management |  | Administration/Data entry |  |
| Health & Safety  |  | Marketing/Social Media/Content Management |  |
| Clinical Experience |  | Research & Data Analysis |  |
| Student Admissions  |  | Data Protection |  |
| Software Development |  | Finance |  |
| IT Support |  | Legal |  |
| Alumni & Development |  | PA |  |
| Fundraising |  |  |  |

 **Please list any other specialist skills relevant to your current or previous roles**

|  |
| --- |
|  |

**SYSTEMS** (Please select any systems you have used):

|  |  |  |  |
| --- | --- | --- | --- |
| ORACLE R12 |  | X5 |  |
| CoreHR |  | Mosaic |  |
| DARS |  | Canvas |  |
| eVision |  |  |  |

**MICROSOFT OFFICE** (Please select any MS office you have used):

|  |  |  |  |
| --- | --- | --- | --- |
| Word |  | Powerpoint |  |
| Excel |  | Access |  |

**DECLARATION**

By completing this form and entering your details below, you consent to being contacted directly by the PCSS to discuss potential opportunities and also consent to the PCSS discussing your skills profile with recruiting managers (no personal details will be disclosed). Your CV and details will be retained whilst you remain a priority candidate. They will be destroyed when you are no longer part of the scheme.

|  |  |
| --- | --- |
| Full name |   |
| Date  |   |