**Annexe B:** **Instructions on applying for Professorial Merit Pay on the ‘People XD’ system**

1. Go to [the](https://hr.admin.ox.ac.uk/professorial-merit-pay-2020) [Professorial Merit Pay 2025 application page](https://hr.web.ox.ac.uk/professorial-merit-pay-2025). Download *the call for Applications and Procedures 2025* and review the guidance outlining the application process. Make a note of the vacancy ID for your Division.

2. Log on to your employee self-service account (guidance is available via the [HR Self-Service tab on the Staff Gateway](https://staff.web.ox.ac.uk/hr-self-service-user-guides#collapse4031451)).Go to the Vacancies tab from your Home screen and search for the Divisional vacancy ID. To view the vacancy details, go to the three dots and click ‘Apply for Position’. This takes you to your internal Recruitment account. Follow all the application steps to complete and submit your application.

3. Complete the brief personal details form which will appear on your screen once you have registered. You will be asked for your title and address to be used for correspondence. Please use your Departmental address. You can find your employee number on your employee self-service profile or on your payslip. Click on “Save and Continue”.

4. A screen headed “Application Checklist” will now appear. You will be asked to complete a brief equal opportunities monitoring form and answer some additional questions. The data collected from both sections will be used for anonymous statistical reporting once the exercise is completed and is not seen by divisional PMP committees or by the SAP. When you are ready to upload your application, click on “Attach Documents”. Then click on “Browse” to find:

 i) your up to 2 page application letter;
ii) your publications list; and
ii) your disclosure of personal circumstances (if relevant).

 No other documents will be considered.

 Please save each file as a PDF prior to upload and include your surname, initials and the type of document in the filename e.g. Bloggs JJ Application, Bloggs JJ Disclosure.

Click on “Upload”. No other documents should be uploaded.

5. Now click “Return to Checklist”, and you will see the "Application Checklist" page again.

From this page:

* you can review your application if you wish by clicking on “Preview Form”;
* you can also save your application on the system *without submitting it* so that you can return to it later should you wish to modify it before submission
* when you are ready, you can submit your application by clicking on the "Submit" button.
**You must use "Submit" to submit your application no later than 12.00 noon on Monday 10 February 2025.**

6. You may now log out of the system. You will receive an email acknowledging receipt of your application. NB This will be a standard system acknowledgement e-mail; please ignore the reference to shortlisting.