

## **Resourcing Hub User Guide for External Examiners**

1. When you have been nominated to become an External Examiner at the University of Central Lancashire, you will receive an email from [noreply@uclan.ac.uk](mailto:noreply@uclan.ac.uk) with the heading of "External Examiner - Information Request".
2. Within this email you will be asked to click on a link to complete the necessary information.
3. The link will take you to the University of Central Lancashire Resourcing Hub where you will be required to register for a password.
4. Under the area named "Not Registered?" it will ask you to proceed to the registration process to do this you need to click on the button named "Register".
5. You will then be taken to the Email Verification page, here you will be required to enter your email address and under "verification" you need to check the box to confirm "I'm not a robot", then click on the "Send email" button.
6. You will receive another email from Jobs at UCLan asking you to verify your email address. In this email there will be a link to click on.
7. Once you have clicked on the link you will be taken to the Registration page where you will need to enter your details ie. Title, Forenames and Surname and then you will be required to create a password. Under "Terms and Conditions" check the box to confirm that you have read the Terms and Conditions, then click on the "Register" Button
8. Once registered you will be taken to the nomination form to complete. You will be required to complete your personal details and you will be required to upload your CV by clicking on the "upload new document" link the form
9. You will then have a series of questions to answer, which require a Yes or No answer. Dependent on your answer, there may be a drop down box that appears and you will be required to supply further supporting information.
10. At the end of the form there are some Equal Opportunities Monitoring questions to answer:
11. Once you have completed all questions on the form including the Equal Opportunities Monitoring questions click on the "Submit Details" button.
12. An acknowledgement will appear to confirm the submission of your details.
13. The information you have provided will then be processed by the School, and the Academic Quality Unit. Once we are satisfied that you have supplied all the necessary information and that

you meet our criteria for appointment, you will receive an email from [noreply@uclan.ac.uk](mailto:noreply@uclan.ac.uk) containing an offer of appointment

14. There is a link in the email which you will need to click on to review the offer and to accept or decline it.
15. When you click on this link you may be asked to sign into the system again, if this is the case a Login/Register page will appear, you will need to enter your email address and password (which you set up when you registered onto the system) in the "Already Registered" area.
16. You will then be taken to the "My Recruitment" page. On this page you will see an External Examiner section, in this section it will advise that "1 contract requires an action", click on this and it will take you to your contract letter.
17. At the end of the contract letter there will be three buttons named Accept, Decline and Cancel.
18. If you are happy with all the details in the contract letter click on the accept button and a pop up signature box will appear. You need to sign this box either by using your computer mouse or by signing on screen (if using a touch screen device). Once you have added your signature click on the confirm button.
19. A message will then appear where you can download your contract by clicking on "Download PDF".
20. You will also receive an email from [noreply@uclan.ac.uk](mailto:noreply@uclan.ac.uk) which will contain a copy of your signed contract.
21. Your appointment will be subject to satisfactory right to work checks being completed, and you will be sent further information regarding this process by email.
22. At any time you can sign into the system through this link [My Recruitment - Jobs at UCLan](#) and sign in using the instructions above, you will then be taken to the "My Recruitment" page. Click on "View All Contracts" in the External Examiner section.
23. You will then be taken to this page where you can access documentation such as the Academic Regulations, Expense guidelines etc.
24. If you click on the "Completed" link under "Status a download of your contract will appear for you to download onto your computer