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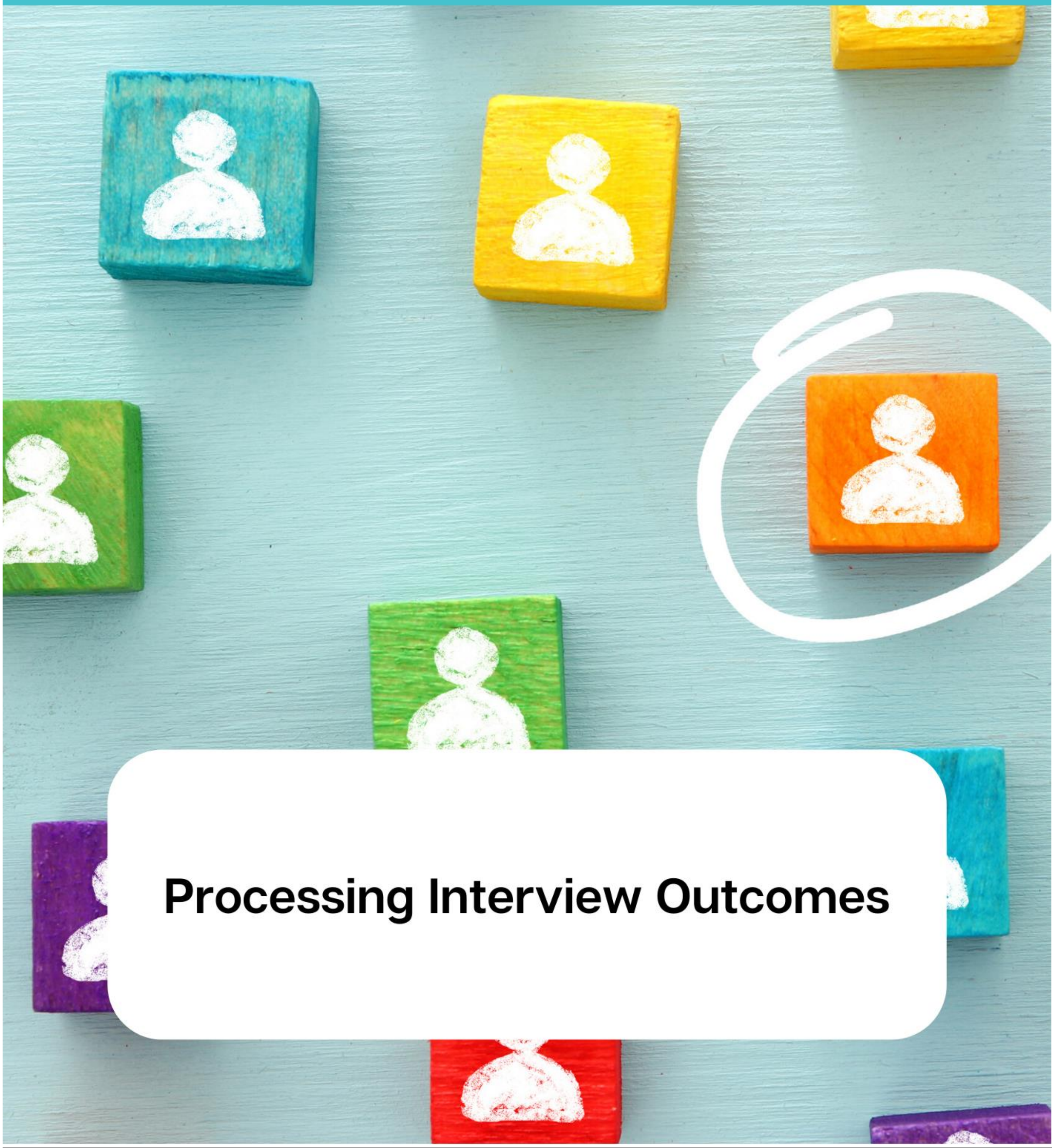
User Guide



Processing Interview Outcomes

Processing Interview Outcomes on the Online Recruitment System

After interviews have been conducted, only the 'Summary Interview Score Sheet – Final Order of Merit' form should be uploaded to the requisition. The process for uploading the interview document is the same as that of uploading/attaching documents to a requisition which can be found on page 14.

Corporate based positions

The following processes for notifying candidates of interview outcomes will be processed by the Corporate Recruiters.

School based positions

The following processes for notifying candidates of interview outcomes will be processed by the School Hiring Manager (Principal)/Hiring Manager Assistant (nominee).

Tip: You can process outcomes one by one or you can process outcomes in bulk so long as the candidates are in the same step/status and moving to the same step/status, *e.g. a group of candidates in "Stage 1 Interview/Assessment – Scheduled" and all moving to "Stage 1 Interview/Assessment – Rejected".*

Outcomes could be as follows:

- Progress to a further Interview/Assessment
- Progress to Pre-employment checks
- Reject
- Rejected Reserve
- On Hold
- Candidate withdrawn
- Position Withdrawn

Progress successful candidate(s) to Pre-employment checks

Successful candidates must be progressed to the Step Pre Employment Checks and Status **'To be Checked'** and issued with the relevant correspondence to reflect this outcome.

Please note this is a business change where it has been decided that it is the responsibility of Hiring Managers to notify candidates that they have been recommended for appointment subject to satisfactory completion of pre-employment checks. Correspondence templates have been added to the system for this process.

Select the successful candidate(s) to progress to pre-employment checks. The candidate(s) should currently have a Step and Status of either:

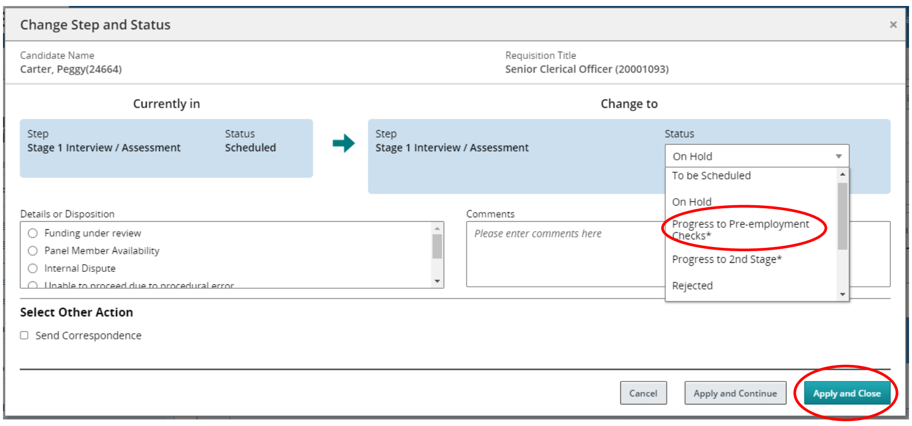
- Stage 1 Interview/Assessment – Scheduled
- Stage 2 Interview/Assessment – Scheduled
- Stage 3 Interview/Assessment – Scheduled

You can progress a candidate from the main candidate list of the requisition or from their job submission page. The steps remain the same but are completed from different screens.
From the submission list, click the checkbox next to the candidate(s) you want to progress. Click **More Actions** and select **Change Step/status** from the drop down.

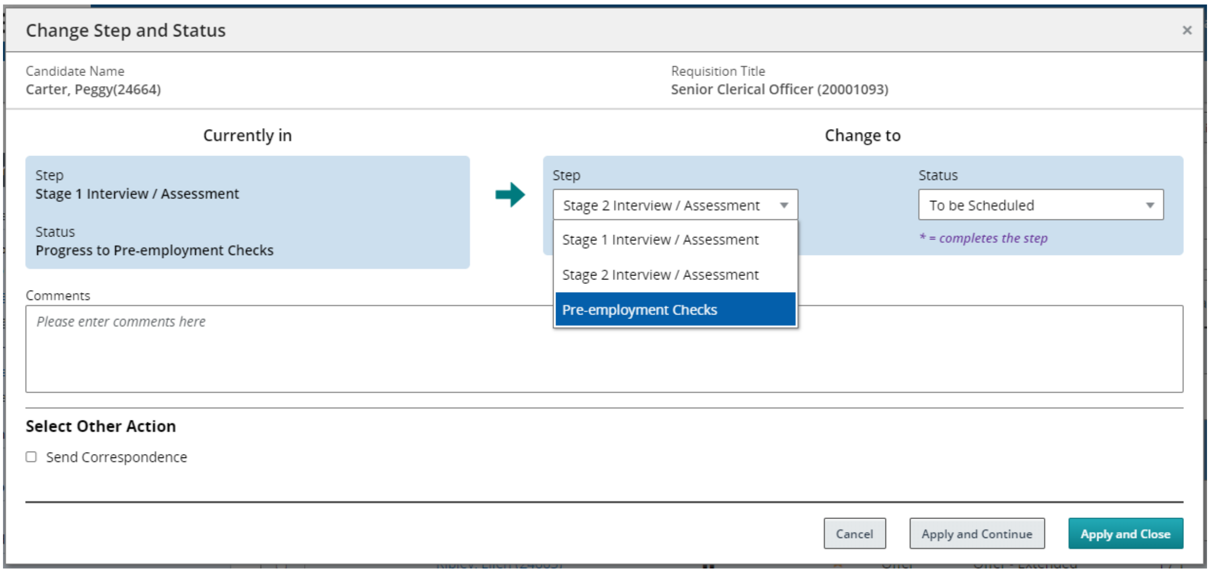
Alternatively, if you are progressing from the candidate submission, simply click **More Actions** and select **Change Step/status** from the drop down.

Should you progress a candidate from their job submission page, you can only progress one candidate at a time as opposed to completing this task for several candidates at once.

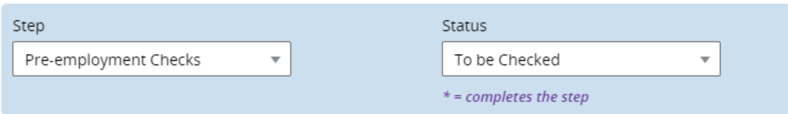
The 'Change Step and Status' pop up will be displayed. Under the **Change to** heading, change the new status to **Progress to Pre-employment Checks**:



Click **Apply and Continue.**



From this screen, under the Change to heading, change the step to **Progress to Pre-employment Checks**. The status drop down will automatically update to **To be Checked:**

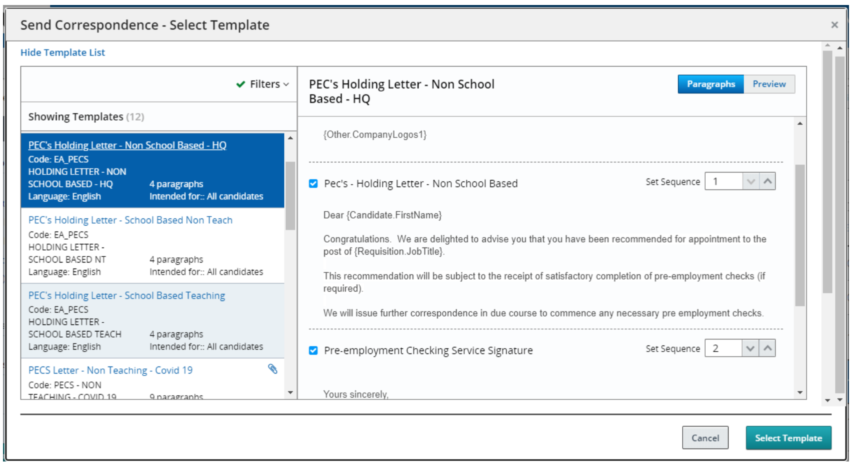


To issue the relevant correspondence. From the **Select Other Action** heading, click on **Send correspondence.** Different templates will be available depending on the status that your candidate has reached. Click **Apply and Proceed to next action** button.

The 'Send Correspondence' pop up will appear. The process for issuing correspondence is the same process that you would have followed for issuing shortlisting and interview correspondence.

On the Send Correspondence pop up, ensure the send message by Email and write a message from template options are selected. Click **Next.**

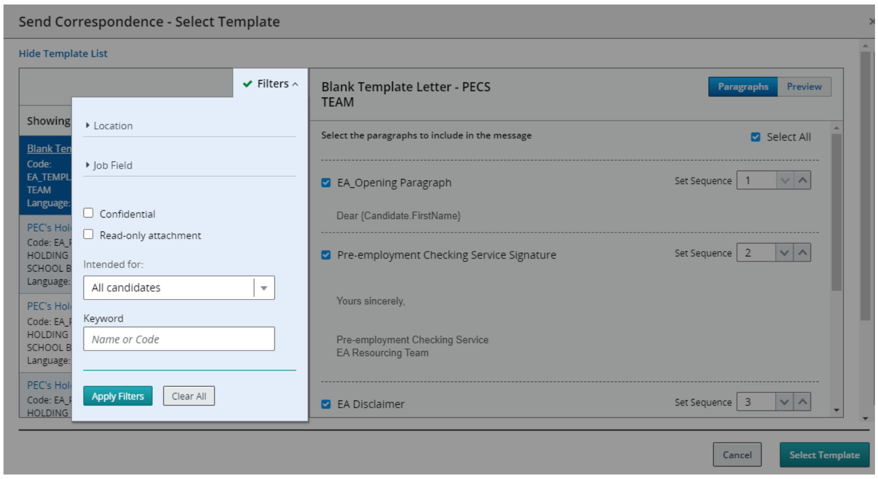
The 'Template Selector' pop up will appear. Click on the relevant **Pre-employment** letter template you wish to use, you will notice that this will be highlighted in a dark shade of blue.



You will be now able to preview the template paragraphs to ensure that you are selecting the correct template. Text in **curly brackets** will be populated in the actual correspondence received by the candidate.

All paragraphs are selected by default; however, you can remove paragraphs from your correspondence if they are not required by clicking the checkbox next to the paragraph title.

You can use the filters to assist you with your search.



Click the **select template** button to continue.

Preview the correspondence. If you would like to make any amendments to the content of the letter, click on the **Edit Message** button at the top of the pop up.

Click **Apply and Close.**

The following message will appear;

You will notice that the Selection Step/Status on the main candidate submission has been updated for your selected candidate;

It is extremely important that candidates are not progressed any further than the status '**To be Checked'** as this will cause a delay in the processing of relevant pre-employment checks.

Moving candidates beyond this step will result in the pre-employment team not having visibility of actions required.

To view the correspondence that you have just sent, click on the candidate name to access their profile and select the **History** tab.

The candidate history has been logged. Click on the blue hyperlink under the **Details/Comments** column to view correspondence received by the candidate.

You will notice that the fields previously in curly brackets were populated in the correspondence received by the candidate.

Rejecting a candidate after Interview

You can reject a candidate from within their job submission page or from the main candidate list of the requisition. The steps remain the same but are completed from different screens.

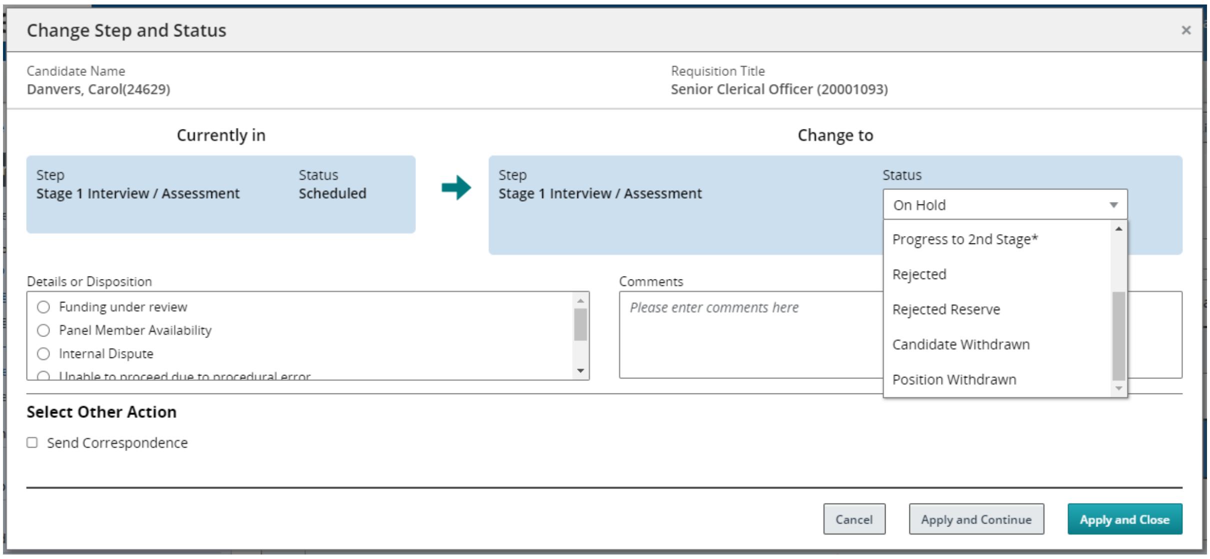
To progress a candidate from the job submission page, click **More Actions** at the top of the job submission**,** from the drop down menu, click on **Change Step/status.** Should you progress a candidate from their job submission page, you can only progress one candidate at a time as opposed to completing this task for several candidates at once.

Alternatively, you can select multiple candidates at once if you are moving them to the same step, for example, sending **unsuccessful following interview** letters. You can perform this action by selecting the name of the candidates from the main candidate list.

Click **More Actions,** from the drop down menu, click on **Change Step/status:**

On the **Change to** section, select the relevant status from the drop down list.

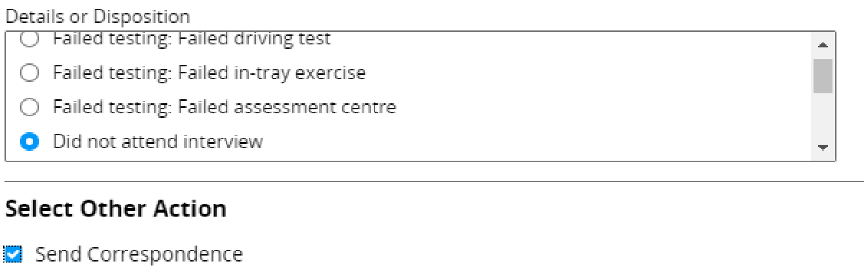
The 'Change Step and Status' pop up will be displayed. Under the **Change to** heading, change the new status to rejeected from the drop down menu:



Add comments if necessary.

Under **Details or Disposition**, using the radio buttons, select the appropriate reason. These will vary depending on the status selected.

Under **Select Other Action**, tick the checkbox to **Send Correspondence.**

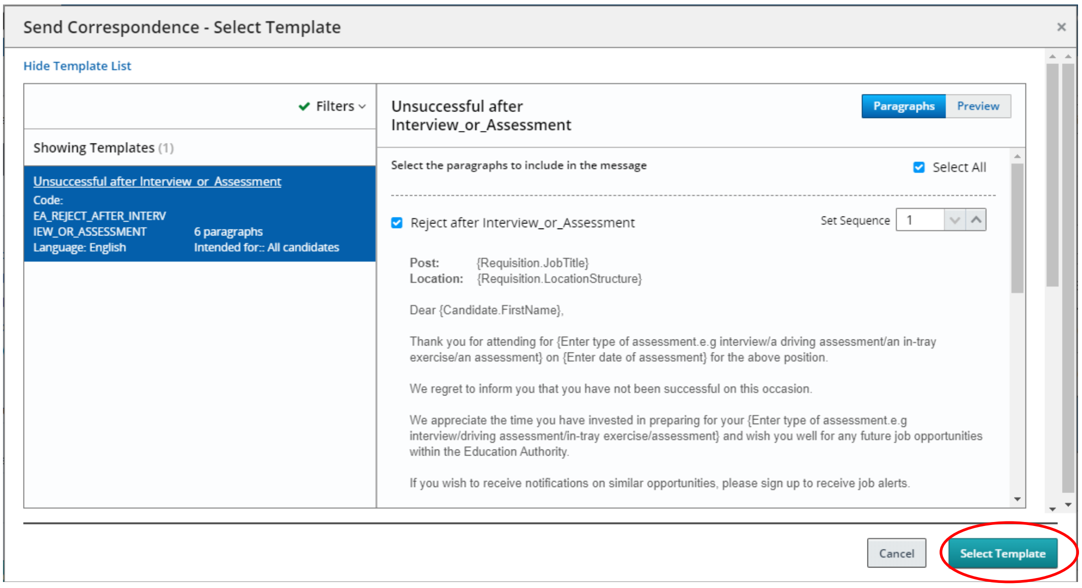


Click **Apply and Proceed to Next Action.**

The 'Send Correspondence' pop up will appear. The process for issuing correspondence is the same process that you would have followed for issuing shortlisting and interview correspondence.

On the Send Correspondence pop up, ensure the send message by Email and write a message from template options are selected. Click **Next.**

The 'Template Selector' pop up will appear. Click on the relevant letter template you wish to use, you will notice that this will be highlighted in a dark shade of blue.



You will be now able to preview the template paragraphs to ensure that you are selecting the correct template. Text in **curly brackets** will be populated in the actual correspondence received by the candidate.

All paragraphs are selected by default; however, you can remove paragraphs from your correspondence if they are not required by clicking the checkbox next to the paragraph title.

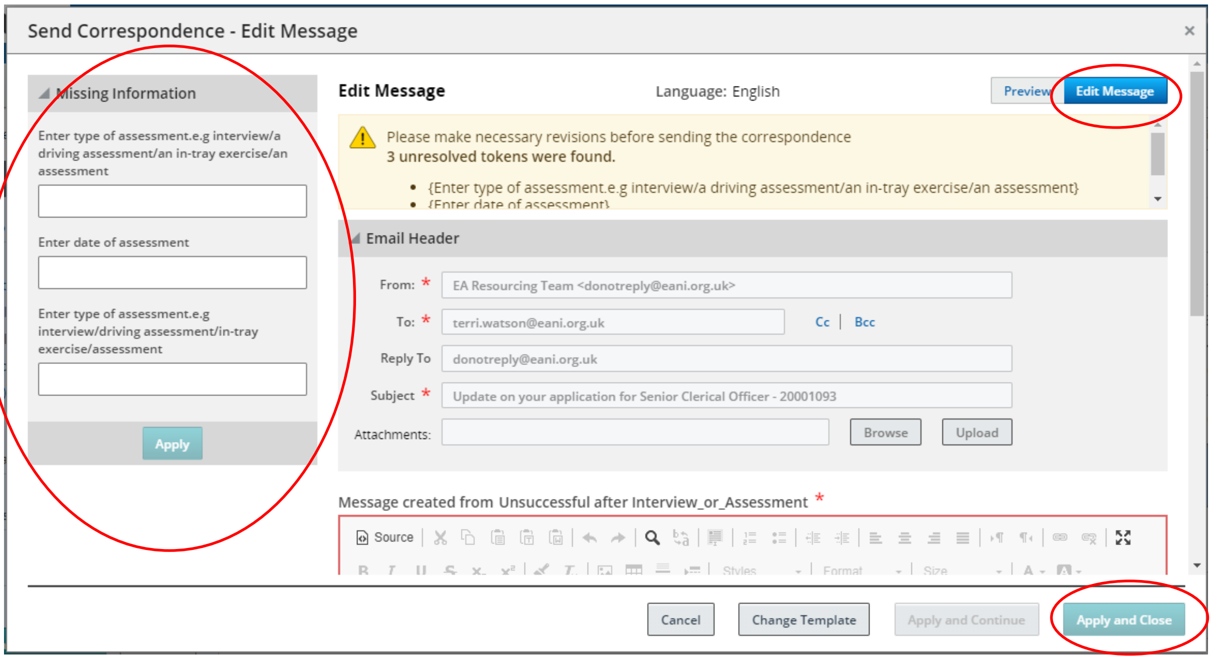
You can use the filters to assist you with your search.

Click the **Select Template** button to continue.

Enter any relevant missing information required to populate on the letter and click **Apply**.

When the missing information has been resolved. You will now be able to preview your letter. Text in curly brackets will now be populated in the correspondence received by the candidate.

If you would like to make any amendments to the content of the letter, click on the **Edit Message** button at the top of the pop up.



Click **Apply and Close.**

The following message will appear and you will be returned to the candidate submission list;

You will notice that the Selection Step/Status on the main candidate submission has been updated for your selected candidate;

To view the correspondence that you have just sent, click on the candidate name to access their profile and select the **History** tab.

The candidate history has been logged. Click on the blue hyperlink under the **Details/Comments** column to view correspondence received by the candidate.

You will notice that the fields previously in curly brackets were populated in the correspondence received by the candidate.

When you are finished, click the **Close** button.

Rejected Reserve

Use the Rejected Reserve status for candidates that you are placing on a reserve list.

To do this, select the relevant candidate(s), click **More Actions** and select **Change Step/status** from the drop down.

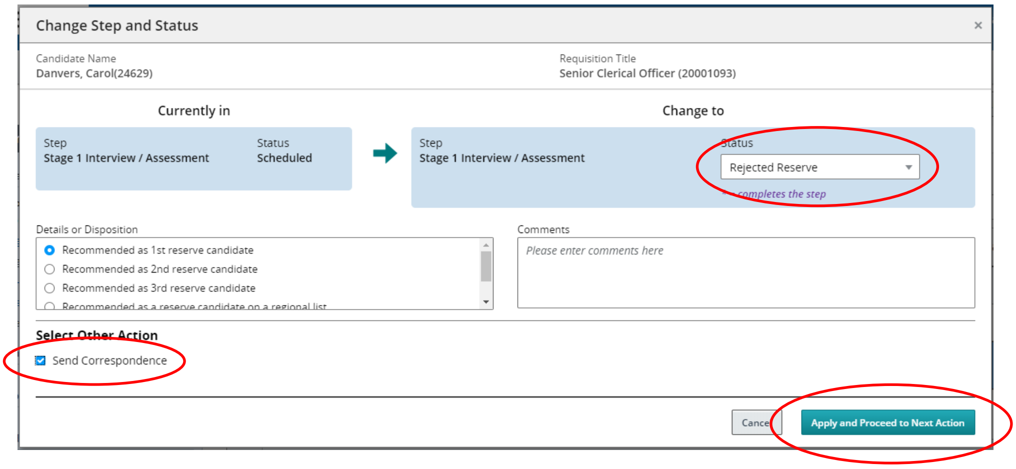
The 'Change Step and Status' pop up will be displayed. Under the **Change to** heading, change the new status to **Rejected Reserve** from the drop down menu:

Add comments if necessary.

Under **Details or Disposition**, using the radio buttons, select the appropriate reserve position.

Under **Select Other Action**, tick the checkbox to **Send Correspondence.**

Click **Apply and Proceed to Next Action.**



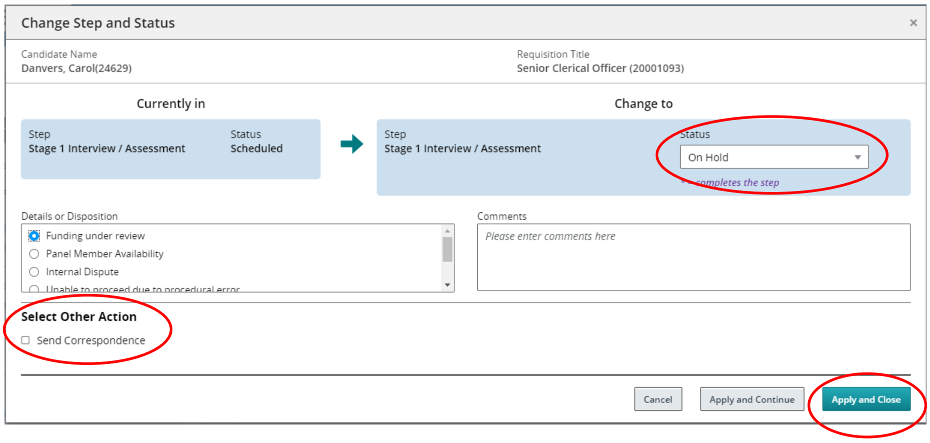
Follow the steps outlined above to issue out relevant correspondence to your candidate(s).

On Hold

You may on occasion, need to place candidates on hold. This is useful to reflect and explain any delays within the recruitment process.

To do this, select the relevant candidate(s), click **More Actions** and select **Change Step/status** from the drop down.

The 'Change Step and Status' pop up will be displayed. Under the **Change to** heading, change the new status to **On Hold** from the drop down menu:



Add comments if necessary.

Under **Details or Disposition**, using the radio buttons, select the appropriate reason.

Click **Apply and Close.**

Alternatively, if you have opted to update your candidates. Under **Select Other Action**, tick the checkbox to **Send Correspondence.** Click **Apply and Proceed to Next Action.**

Follow the steps outlined above to issue out relevant correspondence to your candidate(s).

Candidate Withdrawn

Although candidates can withdraw from a recruitment process by logging on to their account, sometimes candidates may contact you, the recruiter, directly to advise you that they are withdrawing from the recruitment process.

To action this, select the relevant candidate(s), click **More Actions** and select **Change Step/status** from the drop down.

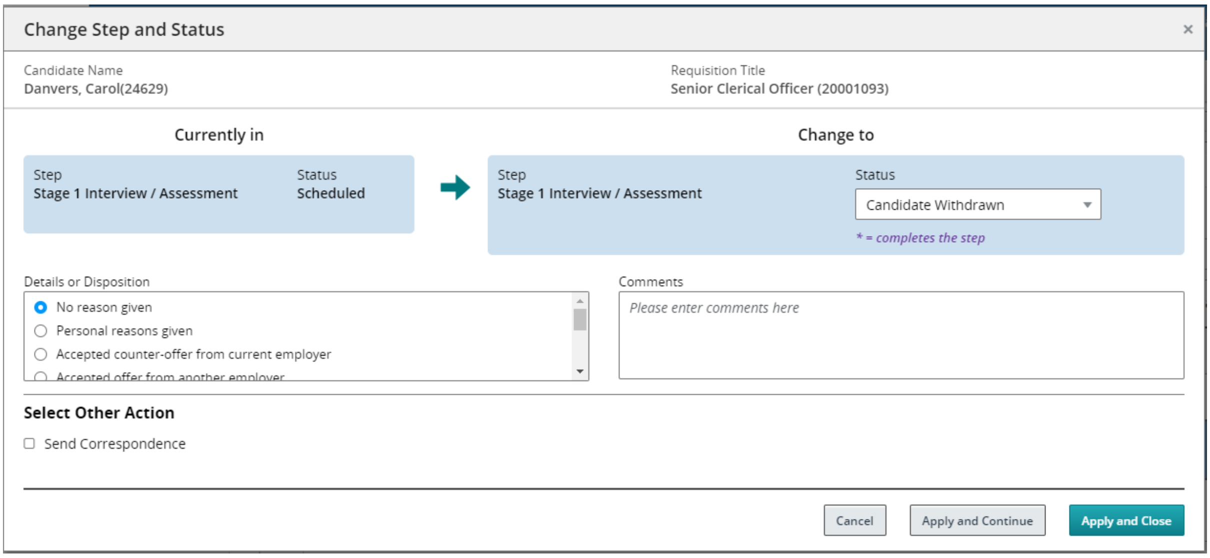
The 'Change Step and Status' pop up will be displayed. Under the **Change to** heading, change the new status to **Candidate Withdrawn** from the drop down menu:

Add comments if necessary.

Under **Details or Disposition**, using the radio buttons, select the appropriate reserve position.

Under **Select Other Action**, tick the checkbox to **Send Correspondence.**

Click **Apply and Proceed to Next Action.**



Alternatively, if you have opted to update your candidates. Under **Select Other Action**, tick the checkbox to **Send Correspondence.** Click **Apply and Proceed to Next Action.**

Follow the steps outlined above to issue out relevant correspondence to your candidate(s).

Position Withdrawn

If you ever need to withdraw a position during the recruitment process, you can do so by placing candidates into this status.

To action this, select the relevant candidate(s), click **More Actions** and select **Change Step/status** from the drop down.

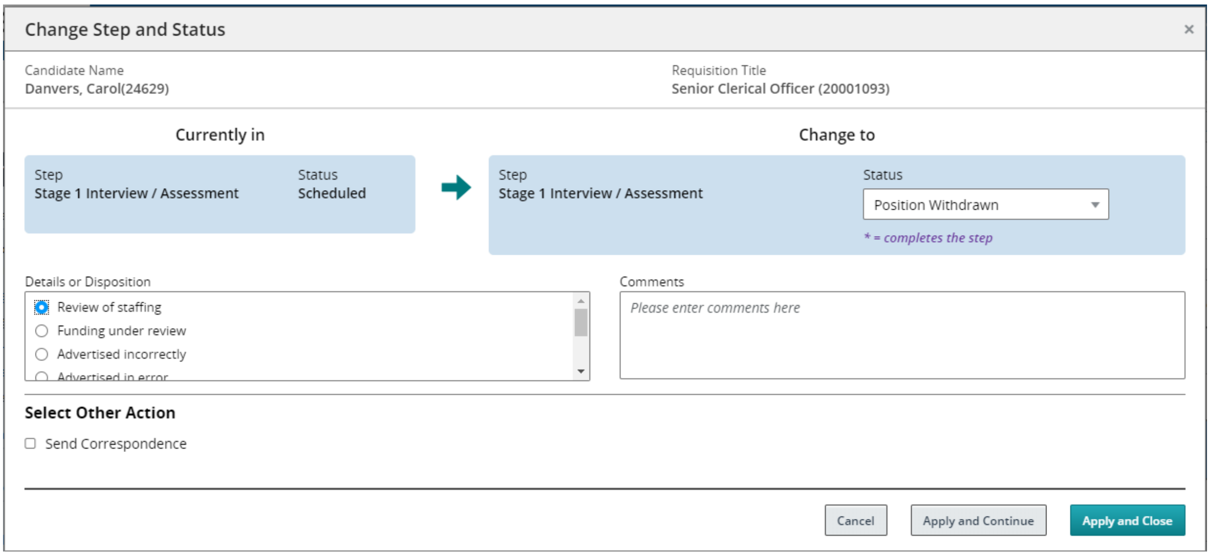
The 'Change Step and Status' pop up will be displayed. Under the **Change to** heading, change the new status to **Position Withdrawn** from the drop down menu:

Add comments if necessary.

Under **Details or Disposition**, using the radio buttons, select the appropriate reserve position.

Under **Select Other Action**, tick the checkbox to **Send Correspondence.**

Click **Apply and Proceed to Next Action.**



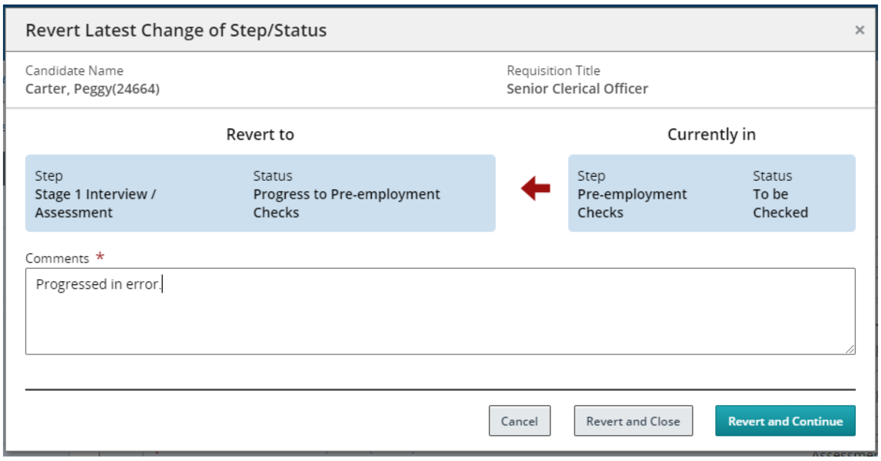
Alternatively, if you have opted to update your candidates. Under **Select Other Action**, tick the checkbox to **Send Correspondence.** Click **Apply and Proceed to Next Action.**

Follow the steps outlined above to issue out relevant correspondence to your candidate(s).

Reverting a Step

If you have accidentally moved a candidate to the wrong Step or Status, you will want to revert this action. To do this, select the candidate that has been moved in error, click **More Actions** and select the **Revert latest change to step/status** from the drop down menu:

The '**Revert the latest change of step/status'** pop up appears:



Provide a reason for reverting the action in the comments box and click **Revert and Close.** If you need to revert a candidate by more than one Step/Status at a time, click **Revert and Continue** instead.

If you click **Revert and Continue** and there is a further Step/Status to revert, the system will now display this in the pop up. Follow the same process of providing relevant details in the comments box and click either of the Revert buttons.

If you have clicked **Revert and Continue** in error instead of **Revert and Close**, simply click the **Cancel** button to leave the pop up and no further action will be taken.

Tip: If you have reverted a step/status that originally issued correspondence to a candidate, you may need to take corrective action.

For example, If you moved a candidate to '**Rejected**' in error and have issued correspondence to the candidate informing them of this, you will need to follow up with the candidate and advise them of the error.

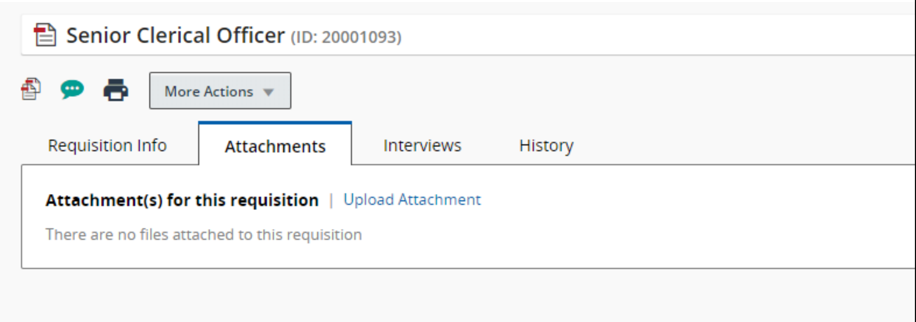
Key point

It is recommended that all candidate correspondence is issued via the online recruitment system and not from users work or personal email address so that it can be tracked in the History tab and can be accessed or relied on at a later date if necessary

Uploading Interview documents to a Requisition

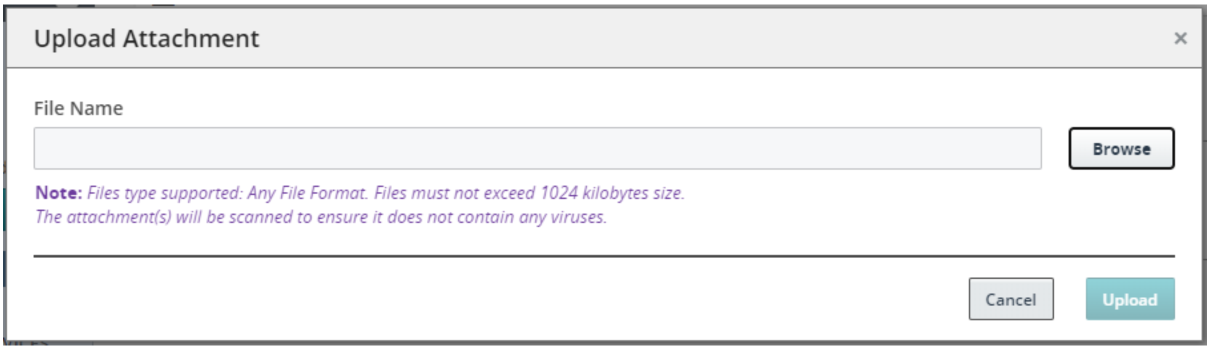
The process for uploading shortlisting document is the same as that of uploading any documents to a requisition. In fact, they are all added, stored and viewable under the same tab.

You will need to have the document(s) you wish to upload either scanned or saved to your computer. From the Recruiting Centre, click the Requisitions channel. Locate the relevant requisition and click onto the requisition title to open it. Click on the **Attachments** tab. The following screen will be displayed:



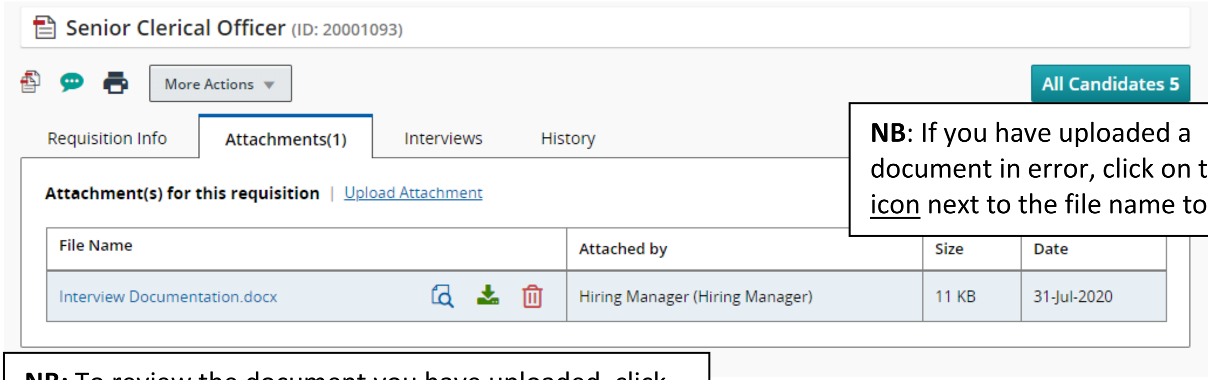
NB: You can have a maximum of 10 attachments to a requisition. An attachment may have more than one page however; an attachment must not exceed the allocated limit of 1,024 kilobytes.

Click the **Upload Attachments** link to search for the document you would like to upload. The upload Attachment pop up is displayed. Click the **Browse** button to locate the document.



When you have located the document, click on it and click **Open.**

The **file name** field will now be populated with the title of the document you have selected. Click the **upload** button to add the document as an attachment to your requisition.



NB: If you have uploaded a document in error, click on the bin icon next to the file name to delete

NB: To review the document you have uploaded, click on the document file name which is displayed in blue.

Tip: If you are attaching shortlisting documents, it is recommended that you PDF these documents so that they cannot be amended after upload. You should also title them with a relevant name so that the contents can be easily identified.

For posts recruited within Corporate, please email the Recruiter/Recruiter Assistant to advise that the shortlisting document(s) have been attached. This will enable your recruiter to issue the shortlisting outcomes correspondence (i.e. not shortlisted or invites to interview). **Failure to do so may result in a delay in your interviews taking place as candidates should be given reasonable notice.**

Posts recruited via schools do not need to email their Recruiter/Recruiter Assistant to advise that shortlisting documents have been attached as it is the schools responsibility to issue the relevant shortlisting outcomes correspondence (i.e. not shortlisted or invites to interview).

Viewing attachments on a Requisition

You can view shortlisting documents, and any documents that have been added to a requisition, by following a similar process to that of uploading attachments:

- Log on to the Recruiting Centre
- Click the Requisitions channel
- Locate the relevant requisition for which you would like to view the attachments
- Click onto the requisition title to open it
- Click on the **Attachments** tab
- All attachments are listed under the ‘File Name’ column of the page
- Click on the document to open and review the content