Viewing Applicant Submissions and Shortlisting

If you are named on a Requisition, you can log into your account at any stage of the recruitment process to establish how many candidates have submitted a completed application.

From the Recruiting Centre, click on the **total number** next to the **Open** staff requisitions within the Job Requisitions channel.

The candidate count for completed submissions is visible in the third column of each requisition. **Incomplete applications will not be counted or displayed.**

To display the list of candidates who have applied for a requisition, click on the candidate count number.

If you have less candidates displaying on your list in comparison to the candidate count, this is because an applicant may have been automatically rejected for not meeting the disqualification question during their application.

This screen will be displayed listing the applicants for the role. You can click on a column title to sort alphabetically, numerically or to group data together.

It is recommended that the panel reviews the candidate list and any conflict of interest is declared prior to shortlisting.

Where a conflict of interest has been declared and the panel member has been added to the requisition to allow remote access to applicant details, the chairperson or recruiter may need to remove the panel member to disable their access to the recruitment campaign.

Please note that this system action is **only required for posts recruited by Corporate** and not those recruited through schools, as Boards of Governors will not be added to the system as panel members.

A Hiring Manager's Guide to Shortlisting

Hiring Manager's should not begin to shortlist until a post has closed. Although a Hiring Manager can access submissions prior to the post closing, an applicant can continue to update their submission until the deadline of the post closing. Any amendments made by the applicant will automatically update on the Hiring Managers list.

If you opted to use either**, single select or multiple select** questions for a recruitment campaign, you and your Recruiter may have updated the **Essential and Desirable** column within the requisition form. Doing this before advertising the post would have allowed the system to calculate your candidates answers based on the selection they made on their application form. This can then provide a quick overview of how many essential and desirable criteria each candidate has met prior to shortlisting.

This is an example of calculated responses

If candidates are calculated, you can click on the **Essential** column header to sort the column numerically. If your initial click sorts the column ascending, you can click the header again to sort descending.

If you did not use this functionality whilst creating your requisition, the information contained within these columns will remain '0/0'.

This is an example of non-calculated responses:

<u>You must not rely on this information to shortlist your candidates. This information should only be used to give you a quick overview of the candidate responses to yes/no questions on their application form.</u>

<u>It is important that each panel member reviews each application to determine how and to what extent each candidates meets the criteria.</u>

<u>Viewing Candidate Submissions (Applications) - Individually</u>

To view a candidate submission, click on their name within the Candidate column:

Their job submission will be displayed:

Job submissions will have six sections:

1. Candidate Personal Information
2. Employment
3. Education and Qualifications
4. Pre-screening Questions/Shortlisting Criteria
5. References
6. eSignature

Use the arrow to the left of the section to expand and collapse it as necessary:

This summary card will give you a quick overview of key information contained within the candidate's submission.

Please note, if a candidate has had multiple roles for the same employer, the **Work Experience** block <u>will not</u> calculate the number of years' experience. **This is expected behaviour.**

The **'Pre-screening Questions and Shortlisting Criteria'** section will display candidate responses to the questions set at requisition stage:

Remember to review the responses to the **Eligibility to Work and Introductory Questions**. You will want to review any gaps in employment listed by the candidate and be mindful of any reasonable adjustments required.

If gaps in employment have been identified, the information will be available within this section.

If you have asked for text responses to questions, you may find it difficult to read the responses in the small pane provided on this page. To enlarge the view, click the **print** button at the top of the candidate submission.

This print configuration pop up is displayed. You can choose which sections of the submission you wish to print. Alternatively, if you wish to print all sections, you can select the tick box beside the relevant section.

Click the **Print (PDF) button**. The sections that you have chosen to print will then be displayed in a separate tab, in PDF format, making it easier to read.

Should you prefer to have a hardcopy of the candidate responses, you can right click on the PDF and select to print the document as normal.

Note that they system will only print 50 candidate file details at any one time.

To return to the previous page, close the tab.

You can use the navigation arrows to move through the candidate submissions. If you are unsure of what an arrow does, hover over it and a tooltip will be displayed to assist you.

If you wish to return to the list of candidate, select the **back to submission list** button.

Viewing Candidate Submissions (Applications) – In bulk

You can also view candidate submissions by selecting candidates on your main candidate list. To do this, tick the checkbox in the first column and then click the **print** button. By doing this, you can display more than one candidate submission at a time.

Clicking here will select all candidates on your list.

This print configuration pop up is displayed. You can select to print the list of selected candidates only or you can select to print the candidate file details.

This is an example of the list display

If you select to display the candidate file details for the selected candidates, this print configuration pop up is displayed. You can choose which sections of the submission you wish to print. Alternatively, if you wish to print all sections, you can select the tick box beside the relevant section.

Click the **Print (PDF) button**. The sections that you have selected to print will then be displayed in a separate tab in PDF format,

To print a hardcopy you can then right click on your mouse and select to print the document as normal.

Review all candidates and complete the relevant off-system shortlisting forms.

Please note that additional supporting documentation can be found within the toolkit which is hosted on the EA Staff Hub on the Education Authorities website

Close the tab to exit and you will return to the candidate list. .

Uploading shortlisting documents to a Requisition

When you have completed your shortlisting, you will only need to upload the completed **Shortlisting Final Order of merit** form to the requisition on the online-recruitment system.

Managers should retain all shortlisting documentation confidentially in line with relevant Retention and Destruction Schedule.

The process for uploading shortlisting documents 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 documents 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 on the requisition title to open it. Click on the **Attachments** tab.

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.

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

To review the document you have uploaded, click on the document **file name** that should be displayed in blue.

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 your recruitment team to advise them that the shortlisting documents have been attached. This will enable your recruiter to issue the shortlisting outcomes correspondence, for example, 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 to advise that shortlisting documents have been attached.

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

Slide to be included to explain which documents to be returned following shortlisting.