Interview outcomes

School based positions.

After interviews have been conducted, you will need to notify all candidates of the interview outcomes.

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- Candidate withdrawn
- Position Withdrawn

You can perform this action from the main candidate list of the requisition or from within their job submission page. 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.

Regardless of which screen you choose to do this from the '**Change Step and Status'** pop up is the same.

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.

An additional information box may appear depending on the status that you candidate is being progressed to. These reasons will vary depending on what stage of the process the candidate is at.

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 process for issuing correspondence is the same process that you would have followed for issuing shortlisting and interview correspondence.

Notifying successful candidates

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.

You can perform this action from the main candidate list of the requisition or from within their job submission page. 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 candidate/s from the main candidate list.

Regardless of which screen you choose to do this from the **'Change Step and Status**' pop up is the same.

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

On the **Change to** section, select the **Progress to Pre-employment Checks** from the drop down list.

Click **Apply and continue.**

On the **Step** section, select **Pre-employment Checks** from the drop down list.

The status section should 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 process for issuing correspondence is the same process that you would have followed for issuing shortlisting and interview correspondence.

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.

Uploading Interview documents to a Requisition

When you have completed your interviews, you will only need to upload the **Interview Summary Score Sheet** or **Final Order of Merit form** to the requisition on the online recruitment system.

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

The process for uploading interview 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 onto the requisition title to open it. Click on the **Attachments** tab. The following screen will be displayed:

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 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 chosen. 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 beside the file name to remove the document.

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.

Tip: If you are attaching interview 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.

Viewing attachments on a Requisition

You can view interview 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

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