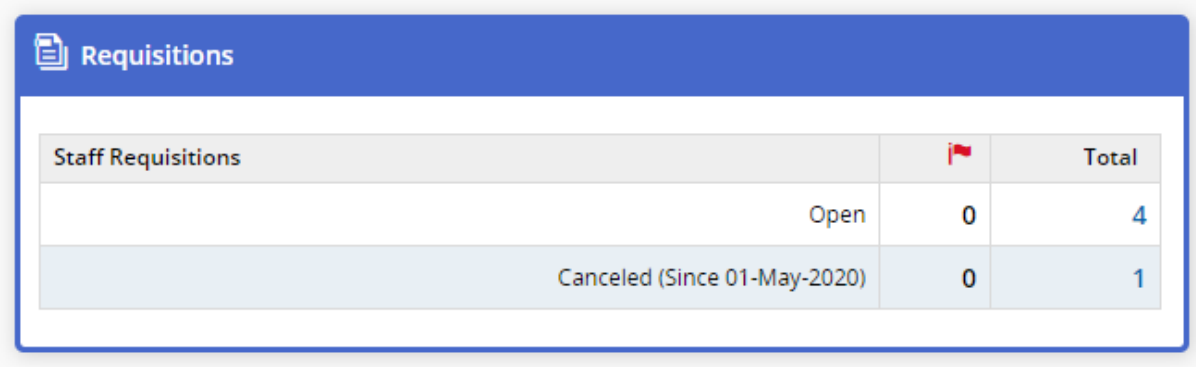


**Viewing Applicant
Submissions & Shortlisting**

Candidate Counts

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.



Staff Requisitions		Total
Open	0	4
Canceled (Since 01-May-2020)	0	1

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

E.g. In the screenshot below the first requisition has 5 completed submissions:

<input type="checkbox"/>				Title	ID	Location	Status	Status Detail		Recruiter
<input type="checkbox"/>				5 Senior Clerical Officer (TA)	20001096	NI > Down > Dundonald > Dundonald Office	Open	Posted (Ongoing)		Henry Andrew
<input type="checkbox"/>				5 Senior Clerical Officer	20001093	NI > Down > Dundonald > Dundonald Office	Open	Ready (21-07-20)		Recruiter

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

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

The following screen will be displayed listing the applicants for the role:

<input type="checkbox"/>			Candidate				Step	Selection Step, Status	Essential
<input type="checkbox"/>			Carter, Peggy (24664)				Shortlisting	Shortlisting - New	0 / 0
<input type="checkbox"/>			Ripley, Ellen (24663)				Shortlisting		
<input type="checkbox"/>			Pond, Amy (24662)				Shortlisting		
<input type="checkbox"/>			Danvers, Carol (24629)				Shortlisting		
<input type="checkbox"/>			Brody, Martin (24644)				Shortlisting	Shortlisting - New	0 / 0

Tip: Click on a column title to sort alphabetically, numerically or to group data together.

Tip: 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 provide them remote access to applicant details, the chairperson or the recruiter may need to remove the panel member from the requisition 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 for 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/Desirable** column within the requisition form. Doing this prior to advertising the post would have allowed the system to score your candidates answers based on the selection(s) they made on their application form. In turn, this can then provide a quick overview of how many essential and desirable criteria each candidate has met prior to shortlisting. If you did not use this functionality whilst creating your requisition, the scoring will remain ‘0/0’.

NB: This star illustrates top candidates who meet all your essential criteria.

Example of calculated responses:

Candidate				Step	Selection Step, Status	Essential	Desirable
Brody, Martin (24644)				Shortlisting	Shortlisting - New	0 / 1	3 / 4
Danvers, Carol (24629)				Shortlisting	Shortlisting - New	1 / 1	2 / 4
Ripley, Ellen (24663)				Shortlisting	Shortlisting - New	1 / 1	2 / 4

Tip: 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 and vice versa.

Example of non-scored responses:

<input type="checkbox"/>			Candidate				Step	Selection Step, Status	Essential
<input type="checkbox"/>			Carter, Peggy (24664)				Shortlisting	Shortlisting - New	0 / 0
<input type="checkbox"/>			Ripley, Ellen (24663)				Shortlisting	Shortlisting - New	0 / 0
<input type="checkbox"/>			Pond, Amy (24662)				Shortlisting	Shortlisting - New	0 / 0

Viewing Candidate Submissions (Applications) – Individually

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

<input type="checkbox"/>			Candidate				Step	Selection Step, Status	Essential
<input type="checkbox"/>			Ripley, Ellen (24663)				Shortlisting	Shortlisting - New	1 / 1
<input type="checkbox"/>			Carter, Peggy (24664)				Shortlisting	Shortlisting - New	1 / 1
<input type="checkbox"/>			Danvers, Carol (24629)				Shortlisting	Shortlisting - New	1 / 1
<input type="checkbox"/>			Pond, Amy (24662)				Shortlisting	Shortlisting - New	0 / 1
<input type="checkbox"/>			Brody, Martin (24644)				Shortlisting	Shortlisting - New	0 / 1

Their job submission (application form) will be displayed:

You are here > ... > Requisition List > Submission List > Candidate View

Submission: Ripley, Ellen for Senior Clerical Officer (ID: 20001093)

More Actions

Job Submission | Interviews | History

Language: English [Expand All](#)

Candidate Personal Information

Candidate Personal Information		
Internal Candidate	Employee Number	Forename
Yes	123	Ellen
Surname	National Insurance Number	Address (line 1)
Ripley	SA123456B	55 South Street

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 that section as necessary:

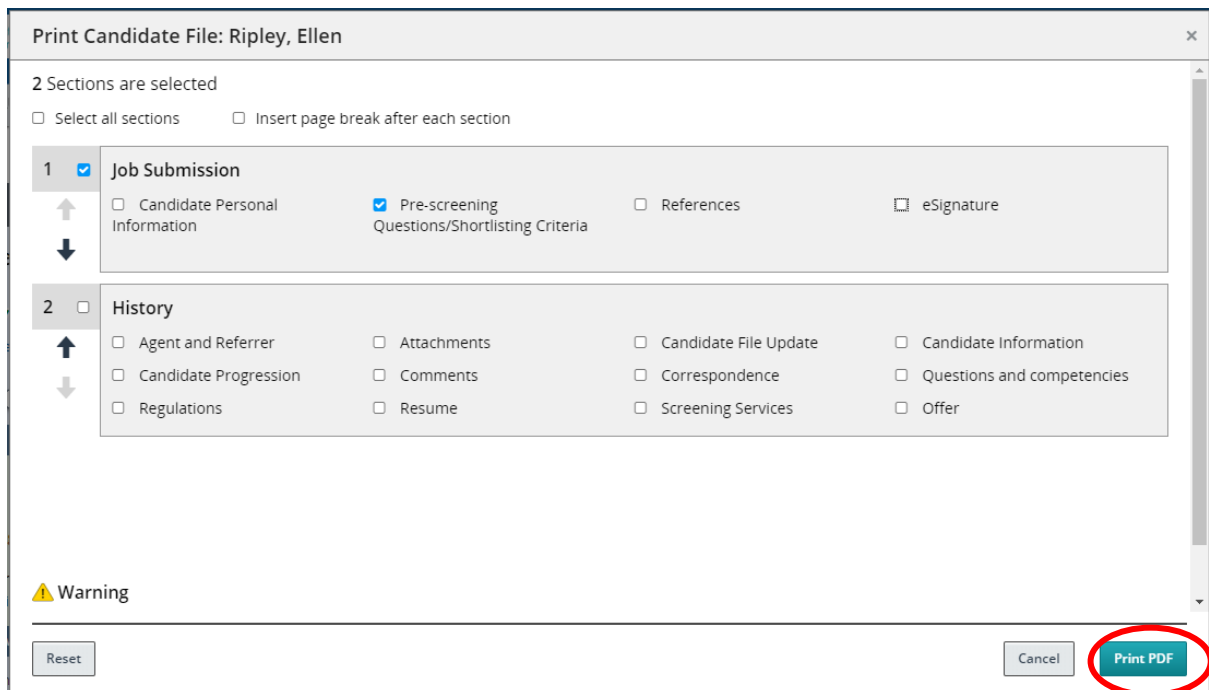
Job Submission | Interviews | History

Language: English [Expand All](#)

- ▶ Candidate Personal Information
- ▶ Employment
- ▶ Education and Qualifications
- ▶ Pre-screening Questions/Shortlisting Criteria
- ▶ References
- ▶ eSignature

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

The print configuration pop up is displayed. Deselect all sections apart from the Pre-screening Questions/Shortlisting Criteria section:



Print Candidate File: Ripley, Ellen

2 Sections are selected

Select all sections Insert page break after each section

1 Job Submission

↑

↓

Candidate Personal Information Pre-screening Questions/Shortlisting Criteria References eSignature

2 History

↑

↓

Agent and Referrer Attachments Candidate File Update Candidate Information

Candidate Progression Comments Correspondence Questions and competencies

Regulations Resume Screening Services Offer

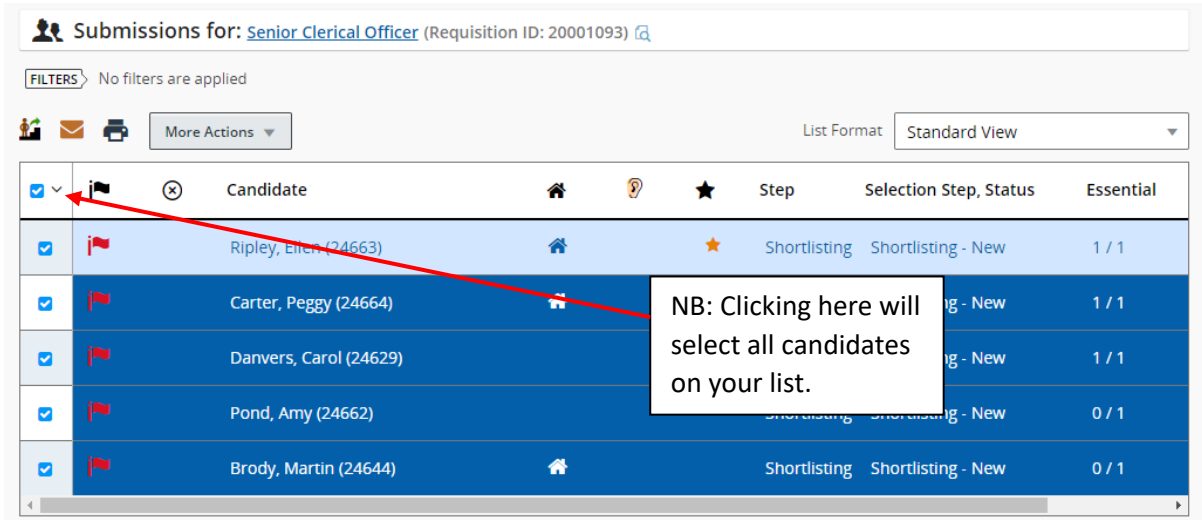
⚠ Warning

Reset Cancel **Print PDF**

Click the **Print (PDF) button**. The candidate questions will then be displayed in a separate tab in PDF format, making it easier to read the text responses:

Viewing Candidate Submissions (Applications) – In bulk

You can 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:



Submissions for: [Senior Clerical Officer](#) (Requisition ID: 20001093) [Q](#)

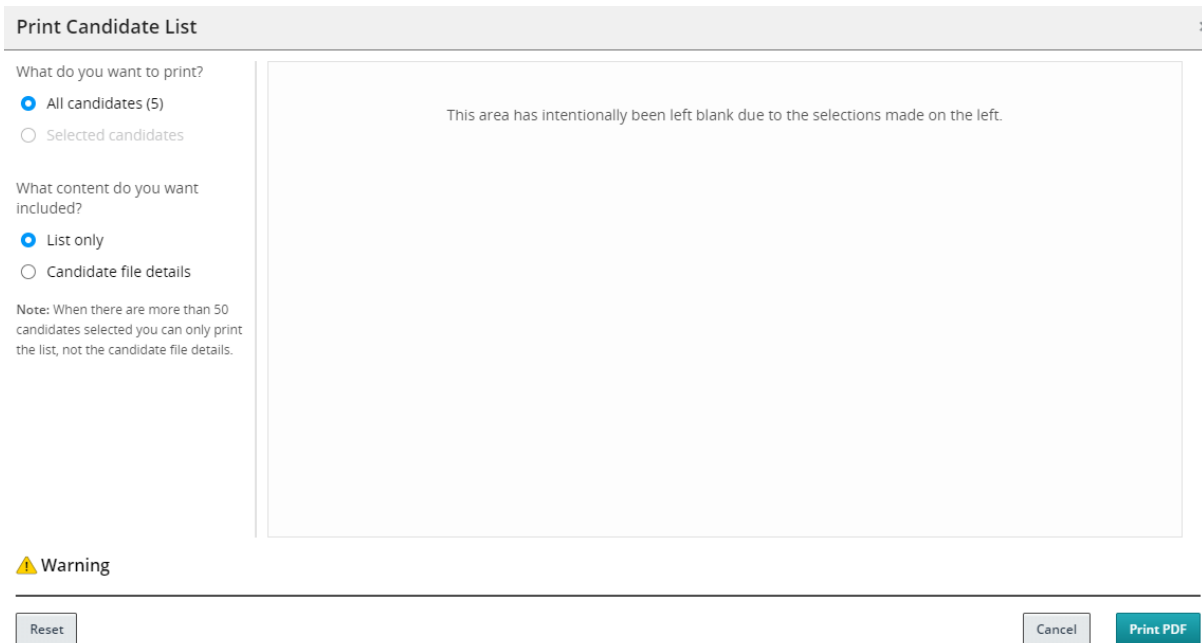
FILTERS > No filters are applied

More Actions List Format: Standard View

<input checked="" type="checkbox"/>	Candidate	Step	Selection Step, Status	Essential
<input checked="" type="checkbox"/>	Ripley, Eileen (24663)	Shortlisting	Shortlisting - New	1 / 1
<input checked="" type="checkbox"/>	Carter, Peggy (24664)		Shortlisting - New	1 / 1
<input checked="" type="checkbox"/>	Danvers, Carol (24629)		Shortlisting - New	1 / 1
<input checked="" type="checkbox"/>	Pond, Amy (24662)		Shortlisting - New	0 / 1
<input checked="" type="checkbox"/>	Brody, Martin (24644)	Shortlisting	Shortlisting - New	0 / 1

NB: Clicking here will select all candidates on your list.

The 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:



Print Candidate List

What do you want to print?

- All candidates (5)
- Selected candidates

What content do you want included?

- List only
- Candidate file details

Note: When there are more than 50 candidates selected you can only print the list, not the candidate file details.

This area has intentionally been left blank due to the selections made on the left.

Warning

Reset Cancel **Print PDF**

Example of List only:

FluidSubmissionPrint.js 1 / 1

Senior Clerical Officer (20001093)

Status: Approved
 Status Details: Approved
 Requisition Type: Professional

Recruiter: EA
 Hiring Manager: Manager, Hiring
 Hired Candidates: 0 out of 1

Primary Location: Dundonald Office

Candidate	Step	Selection Step, Status	Essential	Desirable
Ripley, Ellen (24663)	Shortlisting	Shortlisting - New	1 / 1	2 / 4
Carter, Peggy (24664)	Shortlisting	Shortlisting - New	1 / 1	2 / 4
Danvers, Carol (24629)	Shortlisting	Shortlisting - New	1 / 1	2 / 4
Pond, Amy (24662)	Shortlisting	Shortlisting - New	0 / 1	0 / 4
Brody, Martin (24644)	Shortlisting	Shortlisting - New	0 / 1	3 / 4

If you select to display the candidate file details for the selected candidate(s), the following print configuration pop up is displayed. Deselect all sections apart from the Job Submission Questions section:

Print Candidate List

What do you want to print?
 All candidates (5)
 Selected candidates

What content do you want included?
 List only
 Candidate file details

Note: When there are more than 50 candidates selected you can only print the list, not the candidate file details.

2 Sections are selected
 Select all sections Insert page break after each section

1 **Job Submission**
 Candidate Personal Information Employment Education and Qualifications Pre-screening Questions/Shortlisting Criteria
 References eSignature

2 Referral

3 History
 Agent and Referrer Attachments Candidate File Update Candidate Information
 Candidate Progression Comments Correspondence Questions and

Warning

Reset Cancel **Print PDF**

Click the **Print (PDF) button**. All selected candidates question responses will then be displayed in a separate tab in PDF format, making it easier to read the text responses.

Tip: In order to speed up the shortlisting process, it is recommended that you select all candidates on your list and use the functionality to print all candidates together at one time, either to PDF displayed on the screen, or to hardcopy should you prefer. (NB: To print to hardcopy you must first print to PDF and then right click on your mouse and print the document as normal).

Example of candidates selected in bulk and printed to PDF (notice there are 23pages reflective of all 11 applicants for this post):

CandidatePrint.jss 1 / 23

Candidate Name: Stark, Tony (14782) Job Title: Lynette SEO (Training) (19000444)

Stark, Tony (14782) applied for job: Lynette SEO (Training) (19000444)

Step Shortlisting	Latest Submission Medium Online	Recruiter Corporate Resourcing Team
Status New	Source LinkedIn	Hiring Manager Manager 01
Creation Date 02-Sep-2019	Submission Type Internal	

Questions

Disqualification Questions


Question	Answer	Result
<p>1. Are you eligible to remain in and take up employment in the UK?</p> <p>Please note that should you be offered this position, the Education Authority will request evidence of your right to work in the UK as outlined here: https://www.gov.uk/check-job-applicant-right-to-work</p> <p>Type: Single Answer</p>	X Yes	The Candidate Passes
<p>2. Do you have any gaps in your employment history?</p> <p>Type: Single Answer</p>	X No	The Candidate Passes
<p>3. The Authority, as part of its Equal Opportunities Policy, welcomes applications from people with disabilities.</p> <p>In accordance with the Disability Discrimination Act, a person is disabled if they have, or have had, "a physical or mental impairment which has, or has had a substantial and long-term adverse effect on their ability to carry out their normal day-to-day activities".</p> <p>Do you have a disability that</p>	X No	The Candidate Passes

Close the tab to exit and return to the Recruiting Centre.

Ensure you review all candidates and complete the relevant off-system shortlisting forms.

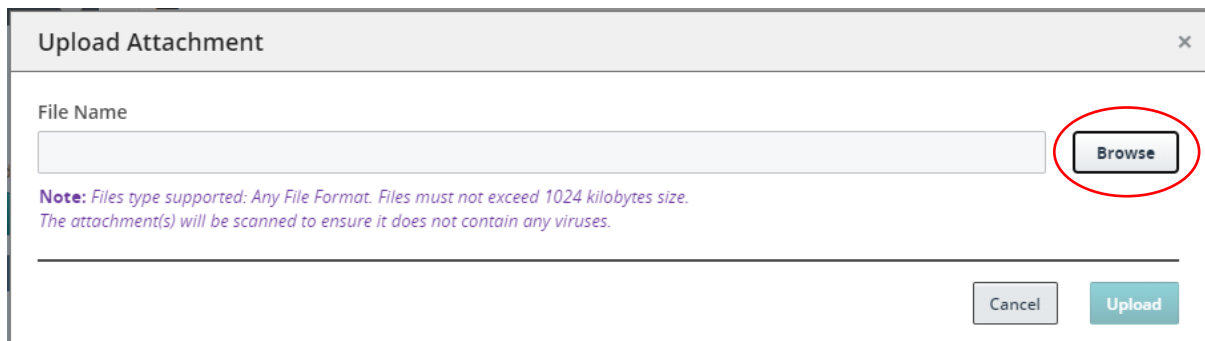
Uploading shortlisting documents to a Requisition

When you have completed your shortlisting forms, only the 'Shortlisting Final Order of Merit form' needs to be uploaded to the requisition on the e-recruitment system. 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.

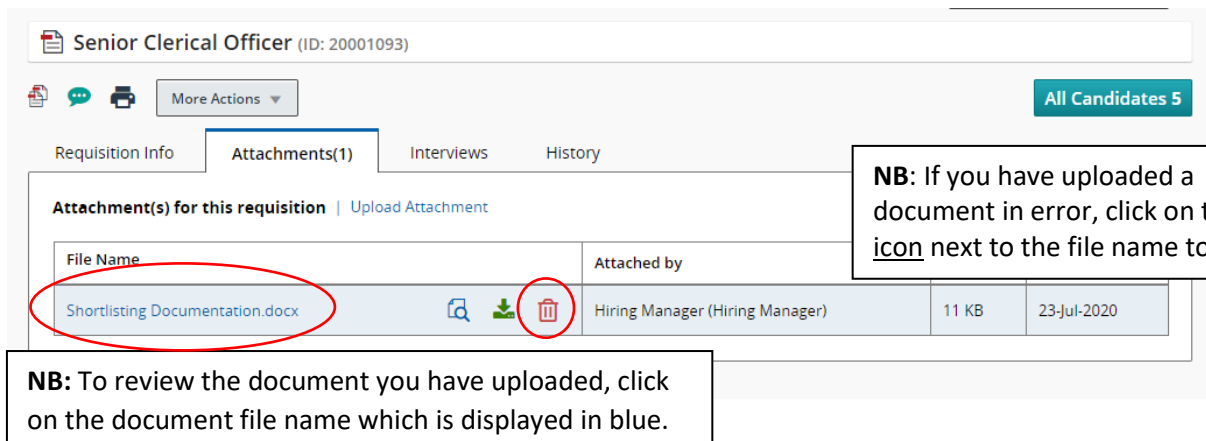
Click the **Upload Attachments** link to search for the document you would like to upload. The upload Attachment pop up is displayed. Click the **Browse** button to locate the document.



Note: Files type supported: Any File Format. Files must not exceed 1024 kilobytes size. The attachment(s) will be scanned to ensure it does not contain any viruses.

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.

File Name	Attached by	Size	Date
Shortlisting Documentation.docx	Hiring Manager (Hiring Manager)	11 KB	23-Jul-2020

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