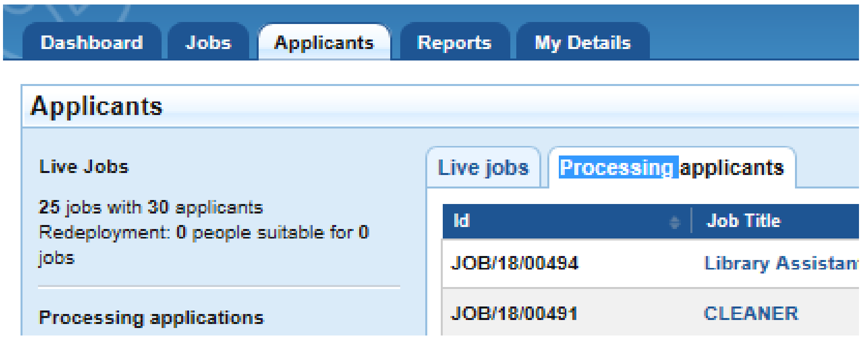
6. AFTER THE INTERVIEW/SELECTION PROCESS

<table>
<tr><td>1</td><td>

Select the successful applicant

Once the selection process/interview has taken place and you have spoken to the successful candidate and verbally offered them the job, and they have accepted, HRSSC need to be informed.

You do this in Recruit by going to the Applicants tab and clicking on the Processing Applicants tab.

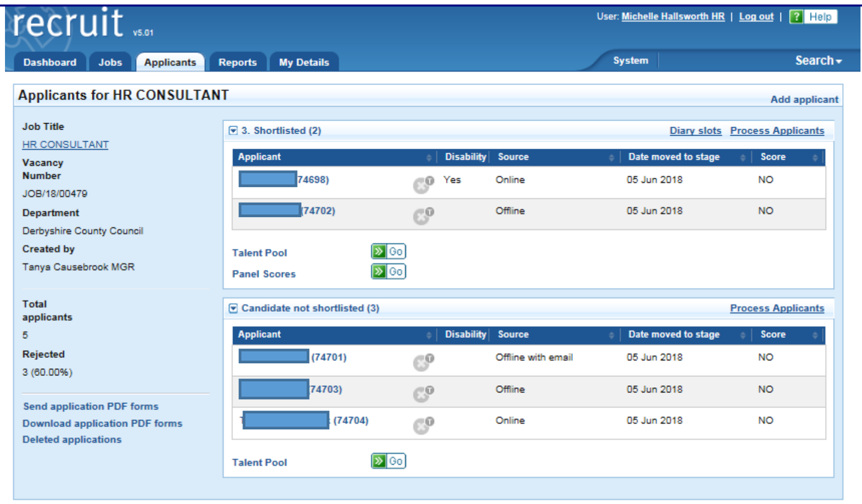


</td></tr>
<tr><td></td><td>

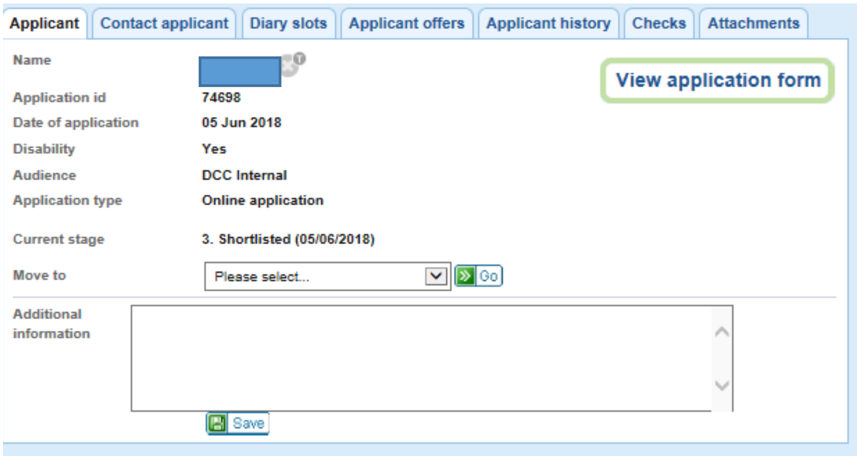
When the list of jobs is displayed, click on the job title of the post you are filling and the job will display. If you have a lot of jobs in the list, use the filter at the bottom of the list.

Clicking on the job will show all the applicants for the job at the various stages of the process – those have been short listed, and those which have not.

</td></tr>
</table>



From the list of applicants at stage 3. Shortlisted, click on the name of the applicant who has been successful and the applicant's record will display.



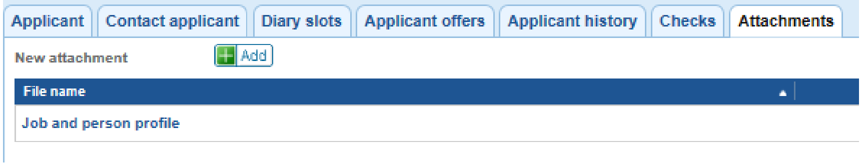
2.

Attach scanned documents

You should scan and save the following documents, and attach them to the successful applicant's record. HRSSC cannot progress the appointment without them:

- A copy of the ID document the candidate has provided at interview to prove their right to work e.g. a passport, signed as original seen, the.
- Any handwritten interview notes.
- Any other documents e.g. qualifications.

To attach these to the candidate, in the Applicant's record you go to the Attachments tab. Select +Add by New attachment.



Then click browse. Browse to the folder where you have saved a scanned copy of the documents, click to select the file, give the file a meaningful name (e.g. John Jones' passport) and then save.

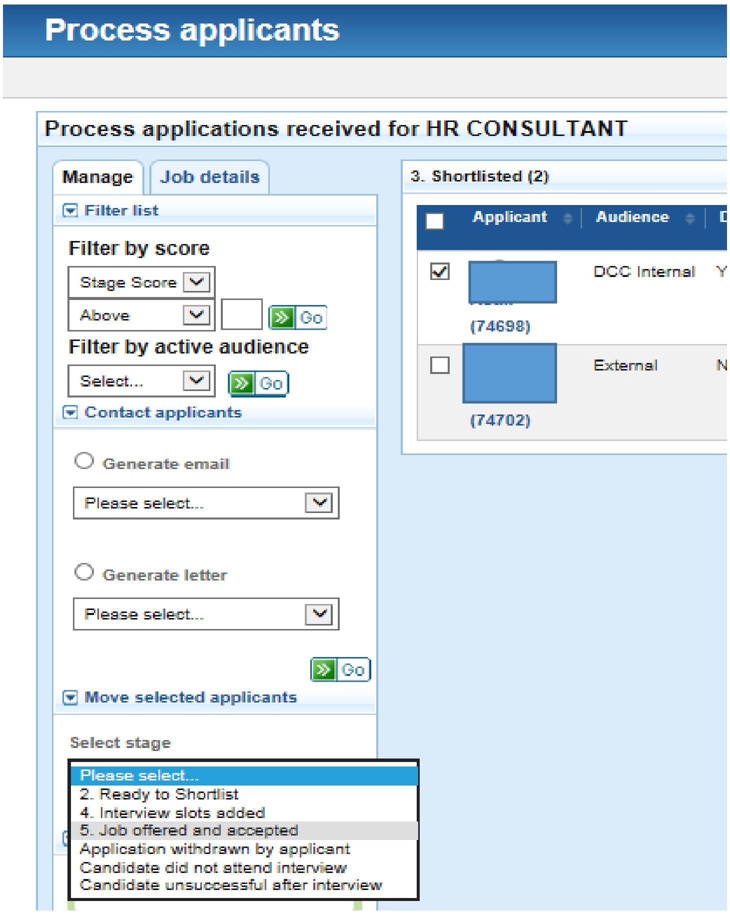
You can continue to add more documents in this way.

3.

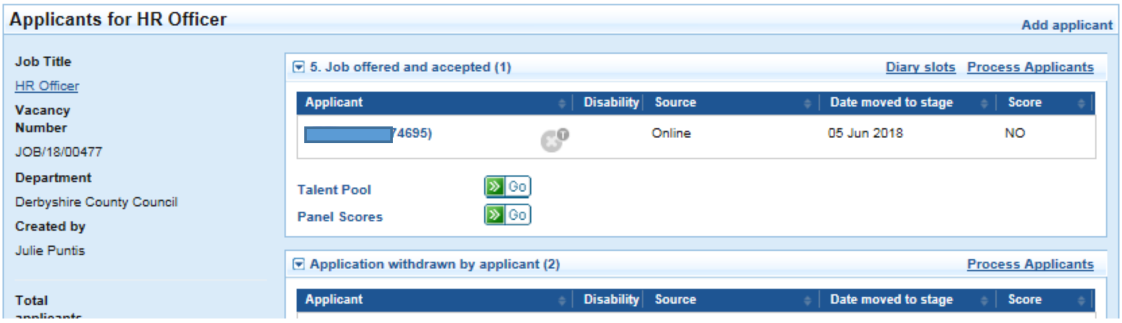
Move the successful candidate to 'offered and accepted'

You now need to move the successful candidate to the stage 'offered and accepted'. Go back to the overview of applicants for the job by clicking the red x to close down the successful applicant's record. Click on the 'process applications' link on the top right hand side. From the list of applicants, select the successful candidate by ticking the box next their name.

In the left hand pane, under the 'Move selected applicants' heading select '**Job Offered and Accepted'** from the drop down list. Then click Go.

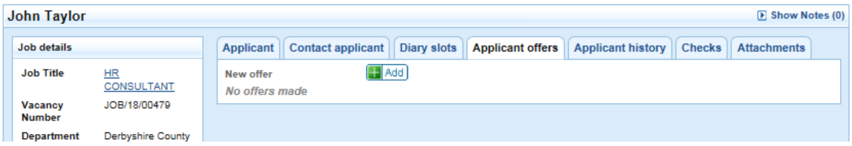


The applicant should now show under the heading stage 5. Job Offered and Accepted.



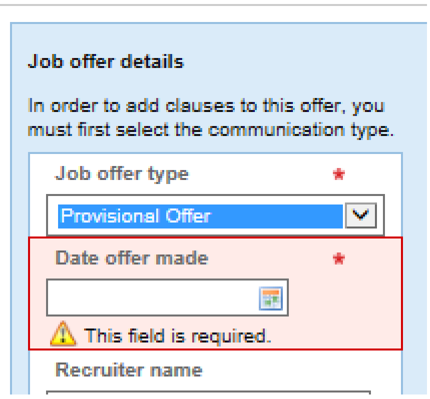
Creating a job offer

Click on the name of the applicant and then go to the Applicant offers tab.

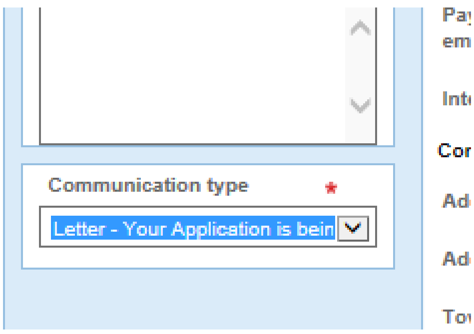


Click on +Add by New Offer.

Enter job offer type of **'Provisional Offer'** and enter the date the offer was made.

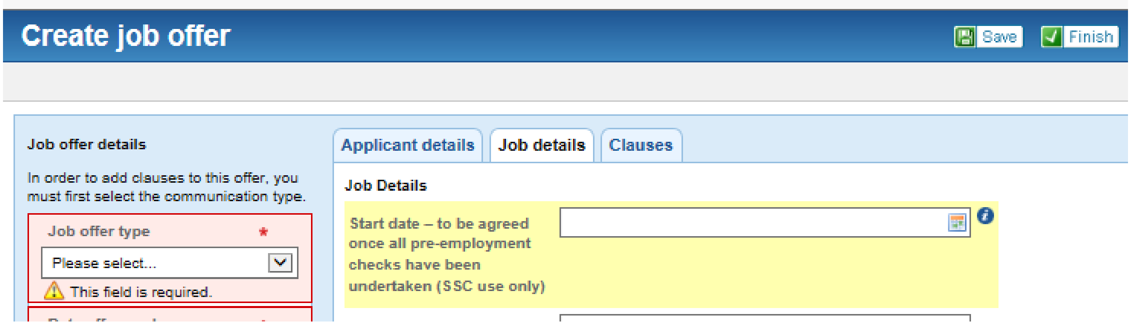


Next select communication type of **'Letter – your application is being processed'.**



Click Save.

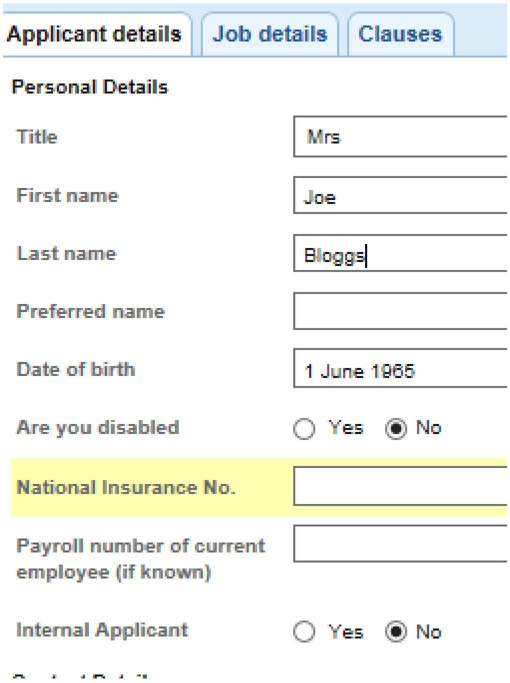
4\. In the middle of the create job offer screen, go to the **Job details tab**.



Add in the following:

- **SCP** - enter the spinal column point for the starting salary
- **DBS verifier** email – if applicable enter the email address of the person who will undertake the DBS verification.
- If the job advert was for multiple posts you will need to enter the position number that this successful candidate will occupy.

Go to the **Applicant details tab** on the Create job offer screen:



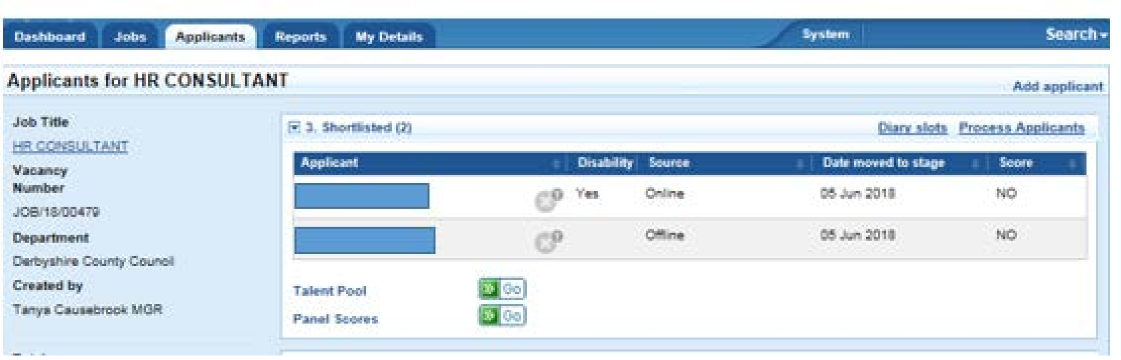
Select the button if internal (a current employee) and add the employee's payroll number if known.

Click Finish then click on the red x to close down the successful applicant details.

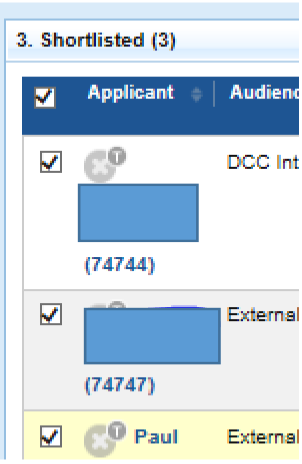
5\. Move unsuccessful candidates ***to the stage 'Candidate unsuccessful after interview.***

Ensure you have spoken to unsuccessful candidates so they aware of the outcome of the interview, before updating their workflow stage so that they do not find out via their dashboard.

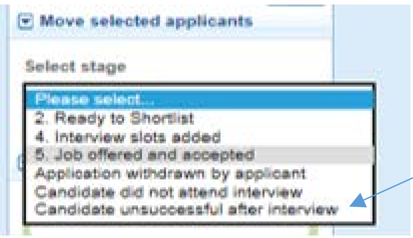
Go back to the applicants tab, and the group of applicants that are at the stage shortlisted. Click on ‘Process Applicants’ on the right hand side.



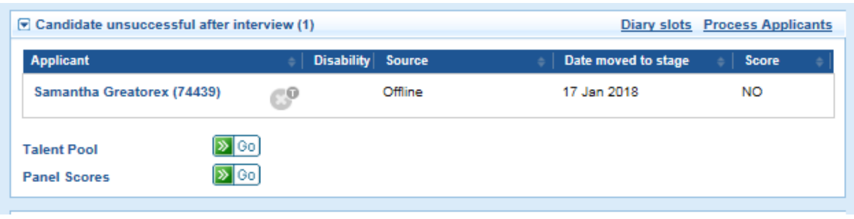
Click in the header to place a tick in the boxes next to the applicants’ names.



In the left hand pane in the ‘move selected applicants’ section, select Candidate Unsuccessful After Interview and click Go.



The applicants will then appear in the ‘Candidate unsuccessful after interview’ category.



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Ignore the talent pool and panel scores functions which are not being used.

6.

Pre-employment Checks

The SSC will now process the successful candidate by:

- Checking the required attachments you have uploaded, e.g. the Identity check document, qualifications etc. and contacting you with any queries.
- Requesting any checks that are required for the post.
- Uploading references received to the applicant ‘Attachment’ area.

You will be required to confirm the references are satisfactory, and can view the progress of checks and references.

The medical questionnaire will be sent to the successful candidate with the proceed to offer letter or email.

You can view the reference in the attachments.

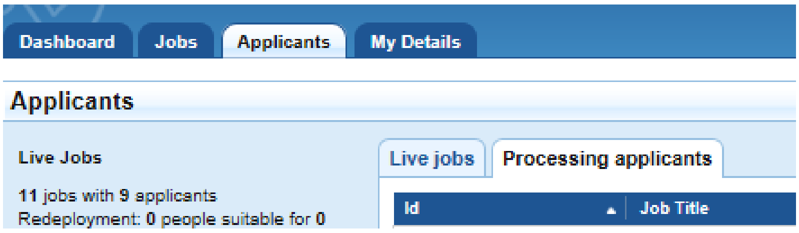
Any correspondence from the candidate is saved on the applicants attachment tab.

HRSSC will send the proceed to offer letter/email to the successful candidate, containing the appropriate clauses.

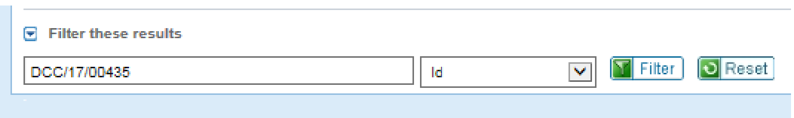
7

To view the progress of pre-employment checks

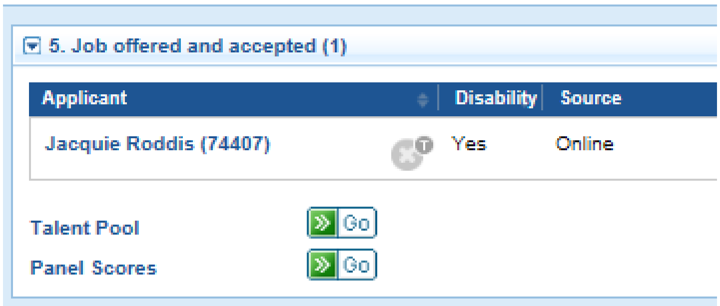
Go the Applicants Dashboard and then the Processing Applicants tab.



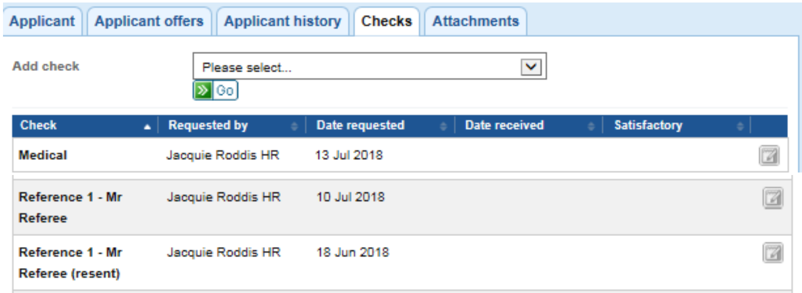
You will then need to search by job ID and click filter.



Click on the job title and then the successful candidate’s name.



The checks that have been requested and received can be found in listed in the Checks tab



You can see what has been requested and if references have been chased.

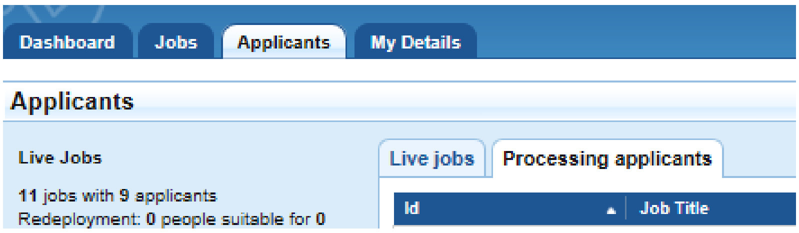
If a reference has not been received, the original request is resent by HRSSC 10 working days after the initial request, and again 5 working days later.

8.

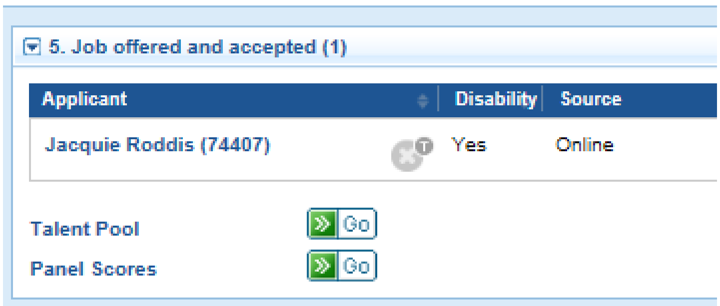
References

When a reference is returned you will receive an email containing instructions on how to accept or decline it.

To view the reference, go to the Applicants tab > Applicant dashboard > Processing Applicants

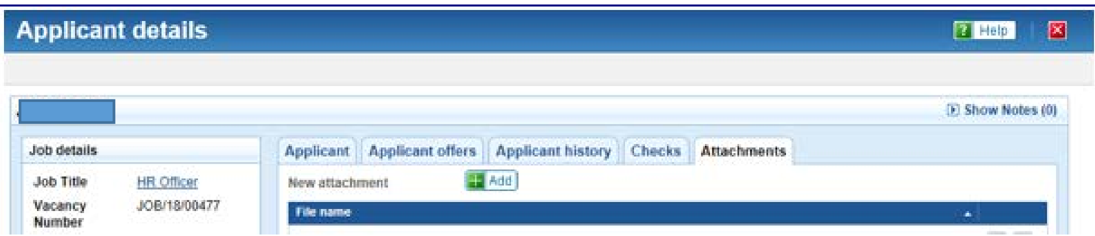


Click on the job title for vacancy reference or search using the id reference and filter at the bottom.



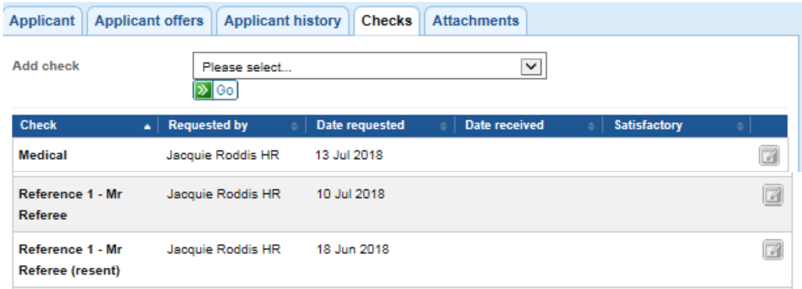
Click on the candidate name to open the applicant record.

Go to the Attachments tab and click on the reference attachment (listed under File name below).



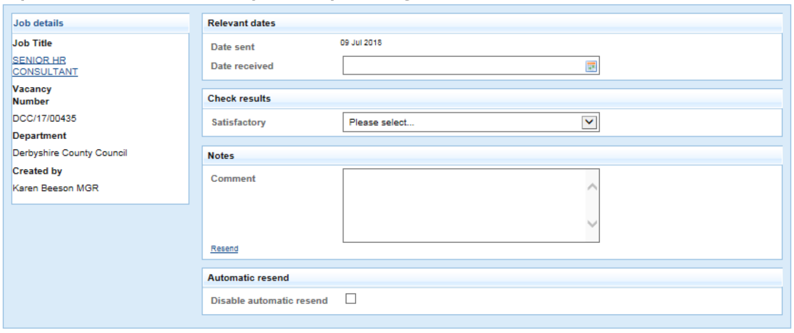
Once you have reviewed the reference you will need to confirm if you are happy to accept it or decline it.

Go to the Checks tab on the applicant record.



Click on the edit button to the right of the reference check name.

Update the check by completing the fields below:



- For Date received, select the date.
- Select yes or no for ‘satisfactory’ - to accept or decline this reference.
- Click Finish

Then email emp-checks@derbyshire.gov.uk to notify the Pre-Contractual Screening team that you have updated this, quoting the job reference number.

It is important that you send this email making the SSC aware the reference has been reviewed, otherwise the appointment start date could be delayed.

9.

Start date

Once all checks are complete, the HR SSC will send you an email – outside the Recruit system – to request a start date.