

1. INTRODUCTION TO USING RECRUIT

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1.1 *Setting up your access to Recruit*

There is no need for you to request manager access to Recruit, as this will be generated automatically through integration with SAP.

For new managers, the record in Recruit is created overnight, once a payroll record has been set up.

You will receive an email once your account is has been created in Recruit. The email provides a link to the system which will take you to the system login page below.

giant
recruit

Please log in

Username

Password

[Forgotten password](#)

Recruit 5.45.3 - Released 28/03/2018

Access to this system, data and associated networks are for authorised users only. Unauthorised access, or modification of data without permission, is unlawful, and could result in disciplinary or legal action being taken. Access to this system is monitored for both audit purposes in order to prevent unauthorised access attempts, and, to ensure compliance with current information security procedures.

It is essential that you keep your login details secret, and take reasonable steps to keep them secure, for example, by using a strong password. You should not re-use your login details for this system on other websites, or share them with other individuals. By continuing to use this system, you accept these conditions of use.

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Do not enter your user name or password on this screen but click on the 'Forgotten password' link'. This link will take you to the screen below in which you enter your email address, and then click Go

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Forgotten Password

Enter your email address below and we will send you an email with Reset password link.

Email

[Back to Login page](#)

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You will then receive an email with a reset password link. The email also confirms your username. Please note your username is your SAP logon not your network logon which for some users can be different (e.g. beginning with 0 rather than A).

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Reset Password

Please enter New password and confirm it below.

New password

Confirm password

[Back to Login page](#)

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You then need to create a password for your account in accordance with the Council's [password policy](#). Once you have entered your password and confirmed it click 'Go' and you will be taken to the Recruit login screen to enter both your username and password.

If you have not retained the initial email sent to you at implementation in August but are a manager, you should still be able to access the system as an account will have been created for you. Go to the Recruit login screen <https://derbyshire.recruitsaas.com/Login.aspx> Once here you can follow the instructions above.

1.1.1 Future Access

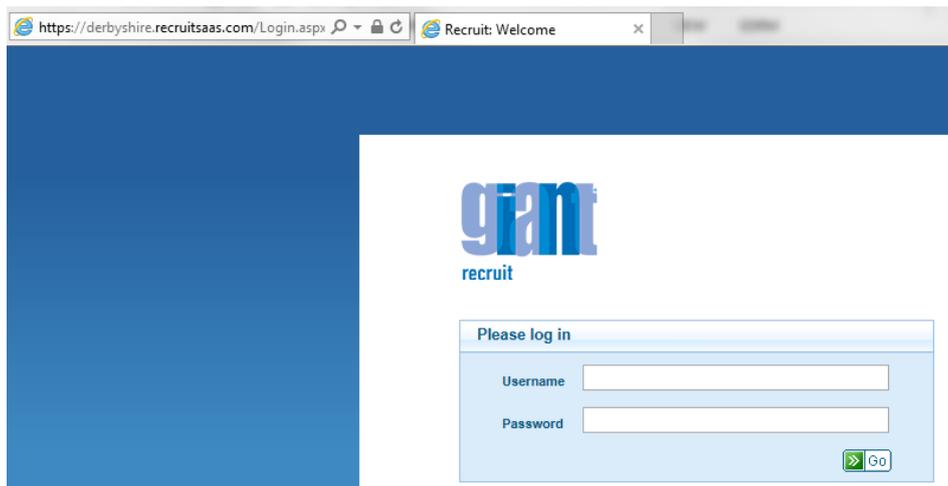
To use Recruit in future to recruit to vacancies and track progress you will need to click on the following link: <https://derbyshire.recruitsaas.com/Login.aspx>

You can retain the link to be used later by:

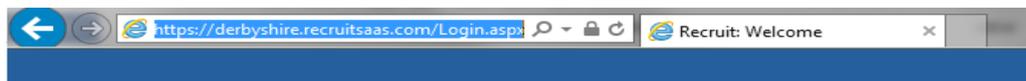
- **Adding it to your internet favourites**
- **Creating a shortcut on your desktop – instructions below.**

1.1.1.2 Creating a Shortcut on Your Desktop

You need to have Recruit open so use this link to access it <https://derbyshire.recruitsaas.com/Dashboard.aspx>. The link displays in top left hand corner of the screen.



Highlight the link: <https://derbyshire.recruitsaas.com/Login.aspx> If you click in the link will then highlight it and appear as below.

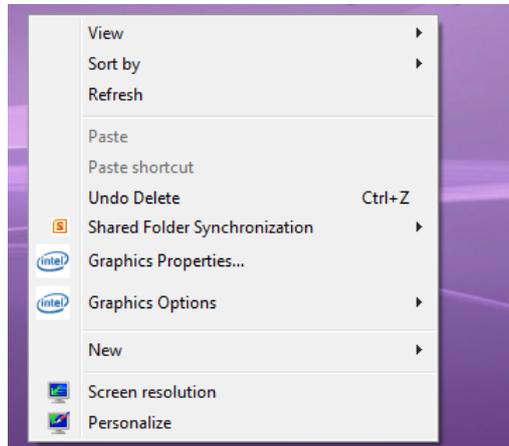


Right click on the mouse and select 'copy'. Navigate to the desktop on your PC/Laptop. An easy way to do this is to use the button at the bottom right handside of your screen.

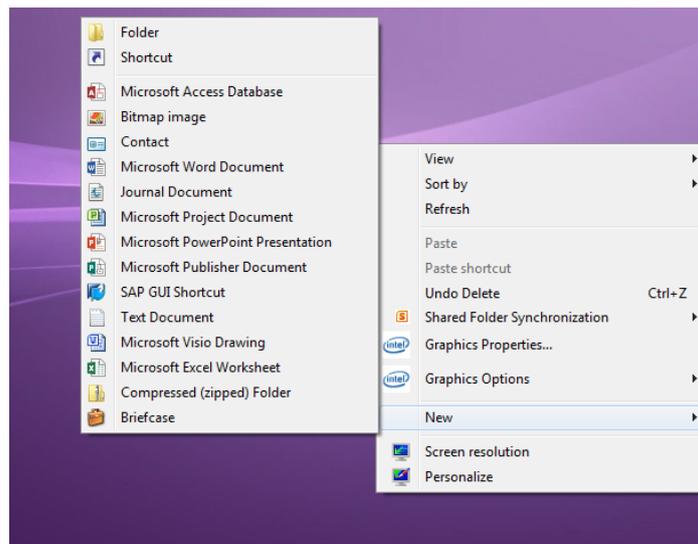


Click here and everything you have open will minimise.

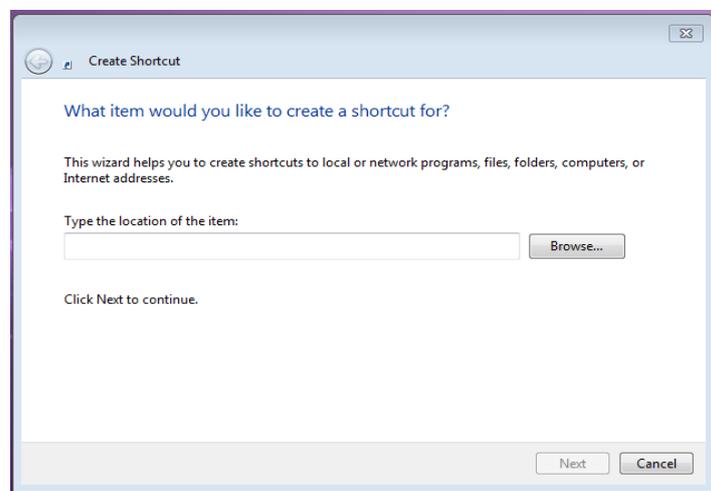
Right click on the mouse to display the following menu:



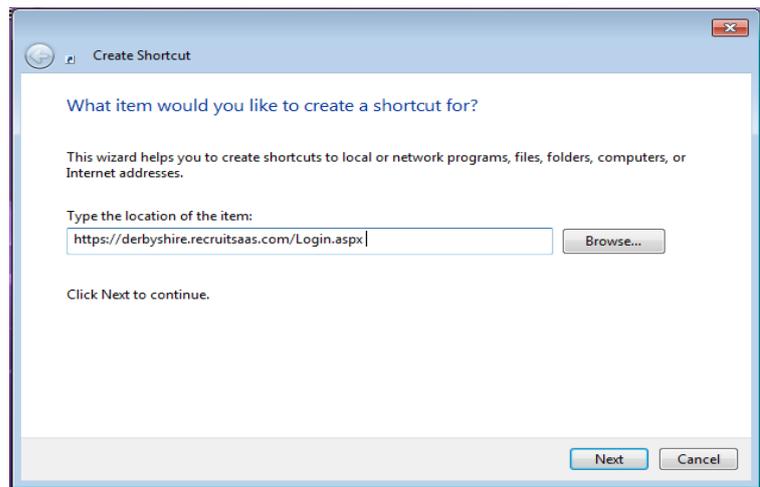
Scroll to 'New', and the following menu will appear:



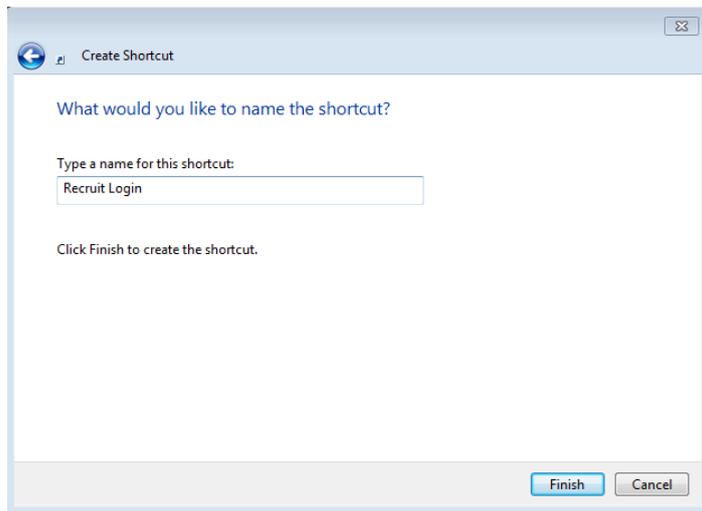
Select 'Shortcut' and the screen below will display:



Click into the box and right click the mouse and select 'paste', then click on 'Next'



When the following box appears, enter 'Recruit Login' into the field 'Type a name for this shortcut' and click 'Finish'.



Your new Recruit Login shortcut will appear on the desktop of your PC/Laptop.



1.2 Passwords

Your password must be between 8 and 30 characters long and must contain a lowercase character, uppercase character, numeric character and special character (e.g. £, \$, *, %, &).

1.2.1 I've forgotten my Recruit password

If you forget your password go to the log in screen for Recruit.



Please log in

Username

Password

[Forgotten password](#)

1.3 Manager dashboard

1.3.1 What is it ?

Your manager dashboard is the screen you see after you have logged in to Recruit, where you can see at a glance:

- The jobs that are currently assigned to you for action
- Jobs that are currently being advertised ('live')
- Jobs assigned to other people
- Jobs at the stage 'submit for review' (with HRSSC)
- Jobs awaiting references

You also access the Jobs and Applicants tabs, through which you can view and process jobs and applicants through the recruitment process.

recruit v5.01 User: [] | [Log out](#) | [Help](#)

[Dashboard](#) [Jobs](#) [Applicants](#) [My Details](#)

Dashboard [Manage Dashboard](#) [Show Notes](#)

Jobs Assigned To Me +

ID	Job Title	Work Stage	Since
JOB/18/00643	Day Care Assistant	Processing Applications	16 Jul 2018
JOB/18/00694	DAY CARE ASSISTANT	Processing Applications	18 Jul 2018
JOB/18/00720	DAY CARE ASST	Setting up Job	20 Jul 2018
JOB/18/00477	HR Officer	Processing Applications	05 Jun 2018

Jobs in Stage - Submit for Review +

There are no jobs.

Reference Check Response Not Received +

Live Jobs +

ID	Job Title	Registered Interest	Applications	Days Left
JOB/18/00690	DAY CARE ASSISTANT	0	3	0
JOB/18/00718	DAY CARE ASSISTANT	0	1	11

Jobs Assigned To Others +

1.3.2 Changing your dashboard view

You can change what you see on your dashboard by clicking on [Manage Dashboard](#) and selecting the headings you want to be on view.

If nothing is showing under a heading this may be because it has not been expanded. Click on the arrow next to the heading:-

Reference Check Response Not Received +

Any jobs under this heading will then appear (the names have been blanked below):

Reference Check Response Not Received +

Applicant name	Check	Date Requested
[]	Reference 1 - AN Other	23 Jul 2018
[]	Reference 1 - AN Other	23 Jul 2018
[]	Reference 3 - James Taylor	12 Jul 2018

1.4 Roles and access

1.4.1 Manager role

Within the system, your role determines what you have permission to view and do. This has been set up automatically through daily integration with SAP. If you are recorded as a recruiting manager within SAP you will have the role of 'manager' within Recruit. Recruit holds the Council's 'hierarchy' or organisational structure and this is updated nightly as part of the SAP integration with Recruit.

The manager role enables you to recruit to jobs within your hierarchy in SAP. You will also be able to view jobs that have been placed by people you manage. You cannot recruit to jobs which are not within your hierarchy.

Other roles within the Recruit system are HRSSC, HR View only (HR have an overview of their Department) and System Administrator.

1.4.2 Access for new managers

When a new manager or member of HRSSC has a payroll record created or transfers into a new role, the SAP integration will create the appropriate role in Recruit. The user will then be sent an email giving them instructions on how to access the recruit system. Access cannot be given during lockdown periods.

If a manager or member of HRSSC is no longer in the extract from SAP, their access to Recruit will be removed.

1.5 Applicant audiences

All vacancies placed on the council's job site will be advertised to a specific audiences. The audience determines who can see the job, and are as follows:

Audience	Who can see the advert
External	Everyone, including the public
Internal	Council employees
Ring fenced	Used for re-organisation and restructures, and viewable by individually at risk and group at risk employees
'At risk'	Individually at risk employees.

Everyone who registers on the council's jobs website will have an audience assigned to them. When first registering everyone is given an external audience. Council employees have the option to select their employer as Derbyshire County Council and enter their payroll number, giving them access to other categories of job as appropriate. The daily integration between Recruit and SAP gives and removes access to the above audiences.

The information about an employee's at risk status is taken from an integration between SAP and the redeployment register. The redeployment register is maintained by Departmental HR teams, and records all employees who have been informed they are individually at risk, or group at risk. It is important this is kept up to date as it will determine the vacancies at risk employees get access to.

1.6 Communicating with applicants

There are three options available to applicants when applying for a job, which will determine how we communicate with them throughout the recruitment process:

- On-line - all communications between the SSC and the candidate will be by email
- Off-line with email – this means that even though the application is off-line all communications between the SSC and the candidate will be by email
- Off-line – if no email address has been supplied any communication by the SSC to the applicant will be by letter.

1.7 Workflow and stages

1.7.1 Examples of workflow stages

1.7.2 Workflow History

1.7.3 What if I move an applicant to the wrong stage ?

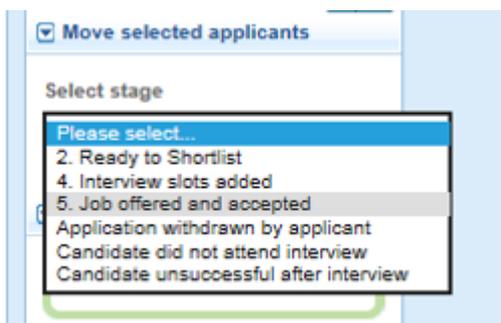
The system is based on jobs and applicants being moved through stages in the recruitment process. This is done by the manager, and in some cases HRSSC, depending on who is responsible for that stage in the process. **It is very important that a job or applicant is moved to the correct stage in the recruitment process.**

An applicant or job has to be at the right stage to continue through the recruitment process, for example, for the job to be advertised, or an applicant be invited for interview. If a job or applicant isn't moved on to the correct stage when this is necessary, they will not progress through the process.

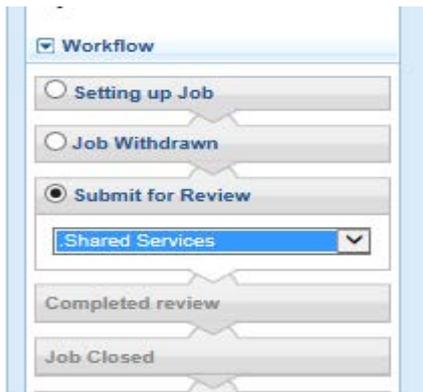
Applicants can see on their dashboard which stage they are currently at within the recruitment process.

1.7.1 Examples of workflow stages

Example of applicant workflow stages for an applicant who has already been shortlisted



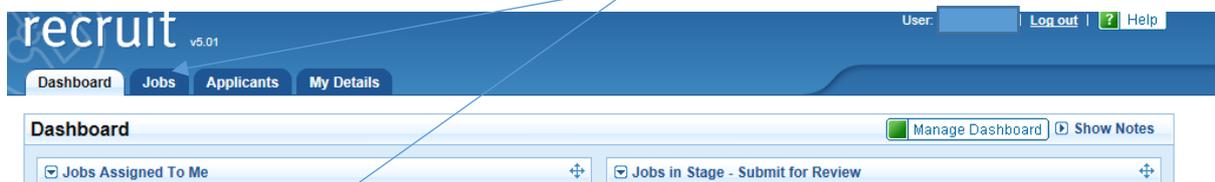
Example of job workflow stages for a job that is being submitted by the manager to HR SSC for review before being advertised :



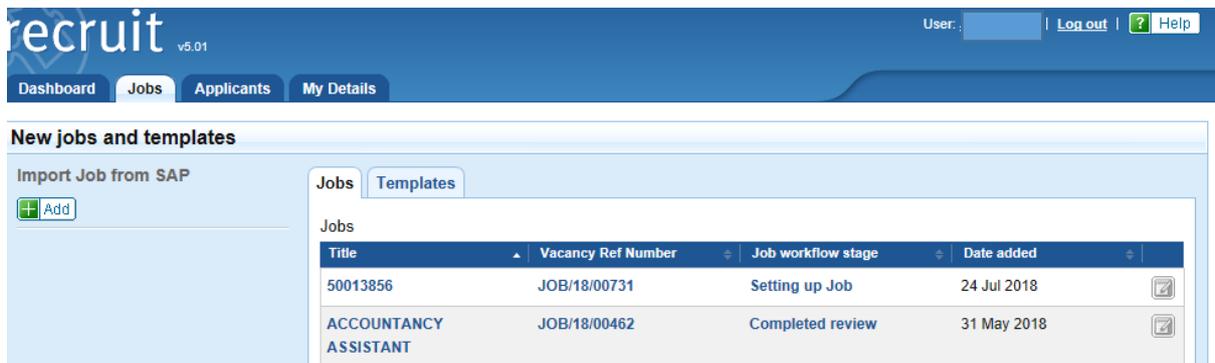
1.7.2 Workflow History

You can see the stages a job has been through and who moved it on in 'workflow history' on the job basic screen.

From the manager dashboard click on the jobs tab.

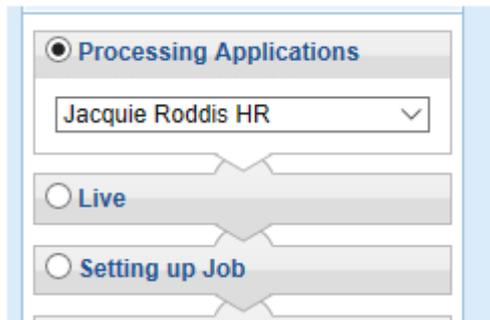


Then select the job that you want to see the workflow history for from the list, or search using the filter at the bottom of the screen.

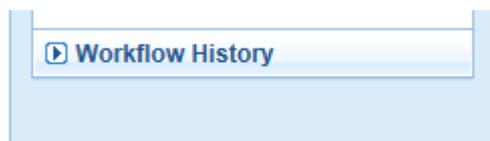


Clicking on the job title will take you to the Job basic screen for that job.

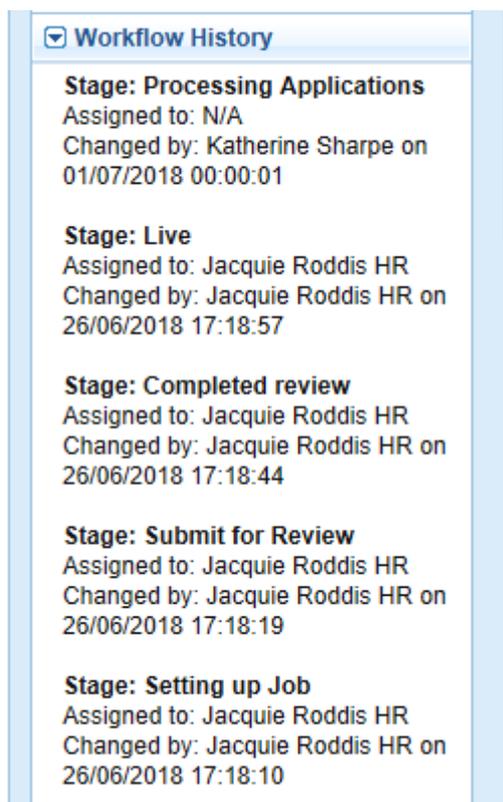
In the left hand pane under **Workflow** you will see the stage the job is currently at, in this case, processing applications.



To see the stages the job has been through, click on workflow history at the bottom of the screen.



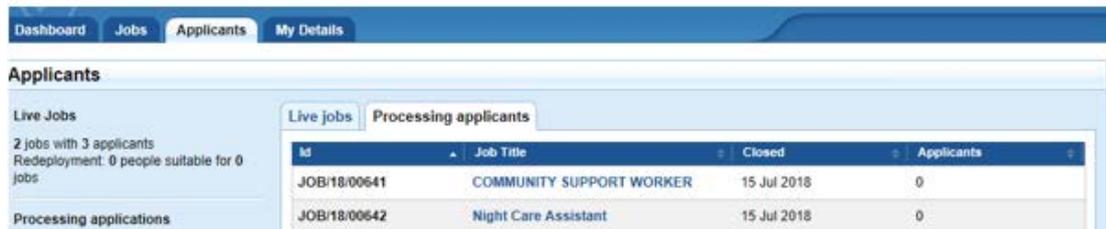
You will see the stages the job has moved through with dates, who the job was assigned to, and who set each stage.



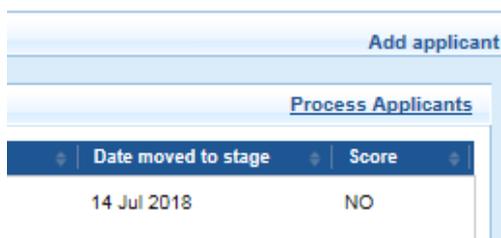
1.7.3 What if I move an applicant to the wrong stage ?

Care should be taken when setting the applicants to different stages as it is easy to select an incorrect stage, which can have implications for your recruitment process and the applicant.

If you do select the wrong stage, go to the applicant over view screen. To get to this from your dashboard, click on the Applicants dashboard tab, then the Processing applicants tab.



Select the job that you want to amend the applicant's stage for. Click on the 'process applicants' link for the stage that the applicant has been incorrectly moved to.



Select the applicant who you want to amend by clicking the tick box next to their name, and then click under 'Move selected applicants' in the left hand pane to select the correct stage for that applicant. Click go.

If the correct stage for the applicant is no longer available for selection this will need to be raised with the SSC.

1.8 Saving and navigation



1.8.1 The buttons above will appear at the top of the screen when you are working on jobs or applicants.



Get into the habit of clicking save regularly as you work.



Clicking finish will save and finish what you are working on.



Clicking the red cross cancels any changes and takes you back to the previous screen. Make sure that you have saved any changes before you do this to avoid losing information that you have just entered.



The go button must be clicked to action or process tasks. If you enter information, or select from a drop down list but don't press go, it will not be actioned.

1.9 Timing Out

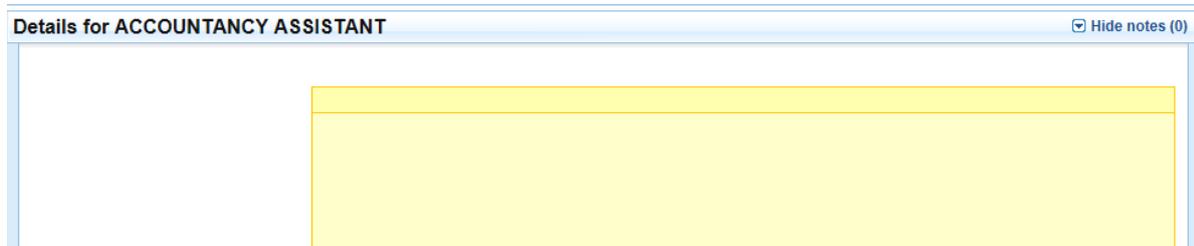
If you have the Recruit system open but do not use it for 30 minutes your session will time out. You will need to log back in to continue.

1.10 Notes field

You use the notes field to add any additional information for HR SSC to view. To see the notes field click on:

 Show Notes

The yellow notes field will then appear, which you can type in to. When you have finished click on save and 'hide notes'.



The screenshot shows a web interface window titled "Details for ACCOUNTANCY ASSISTANT". In the top right corner, there is a button labeled "Hide notes (0)". Below this, a large yellow rectangular area is visible, which is the notes field mentioned in the text.

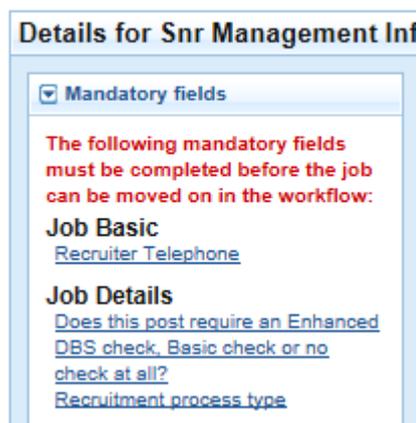
1.11 Mandatory Fields

Fields which are red are mandatory and must be completed before you can progress any further.



The screenshot shows a form field for "Recruitment process type". The field is highlighted with a red border and contains the text "Please select...". Below the field, there is a warning icon and the text "This field is required."

On the top left hand side of the screen any mandatory fields which still need to be completed will be highlighted.



The screenshot shows a section titled "Mandatory fields" with a checked checkbox. Below the title, there is a red warning message: "The following mandatory fields must be completed before the job can be moved on in the workflow:". Underneath, there are two sections: "Job Basic" with a link "Recruiter Telephone" and "Job Details" with links "Does this post require an Enhanced DBS check, Basic check or no check at all?" and "Recruitment process type".