

2. OVERVIEW OF THE RECRUITMENT PROCESS

[2.1 Manager and HRSSC roles in the recruitment process](#)

[2.2 Recruitment timeline](#)

[2.3 Closing dates](#)

[2.4 Email notification](#)

2.1 Manager and HRSSC roles

Your role as a manager at each step of the recruitment process is summarised below, next to the steps HRSSC undertake.

Step	Manager	HRSSC
Advert Set Up	Manager sets up job and submits advert for review.	
		<i>HRSSC reviews job/advert and sends back to manager to be made live.</i>
Advert Live	Manager makes advert live.	
Applications received	Manager views all online applications via dashboard.	
Ready for shortlisting		<i>HRSSC uploads any offline applications and advises manager when ready to shortlist (applicant stage 2. Ready to shortlist).</i>
Shortlisted	For jobs being advertised at the ' at risk ' stage, manager reviews applications and contacts applicants, to arrange to meet, and updates applicant stage as appropriate	
	For internally and externally advertised jobs manager shortlists, updates applicant stage to '3.Shortlisted', and sets up and allocates interview slots. Then updates applicant stage to '4.Interview slots added'	
	Manager is the contact point for interview candidates.	<i>HRSSC sends interview invitations.</i>
Interview/selection process	Manager interviews candidates.	
	Manager identifies successful candidates and updates applicants' stages.	
Job verbally offered and accepted	Manager makes provisional job offer and updates applicant stage to 5.Job offered and accepted.	
	Manager: scans copy of ID and other relevant documents and attaches to applicant.	

Step	Manager	HRSSC
Pre-Employment Checks	Manager notified when references returned, updates check as accepted, and confirms start date.	<i>HRSSC sends reference requests and DBS and medical questionnaire generated.</i>
Appointment		<i>HRSSC generates proceed to offer letter HRSSC - generate report to add to SAP.</i>

2.2 Recruitment Process Timeline

Below is an outline timeline for a normal recruitment process, including the 'at risk' advertising stage, in working days.

Working Day	
1	Manager sets up job on Recruit and submits to HRSSC for review.
4	Within 3 days HR SSC review job, set a closing date of 7 working days for 'at risk' applications and send back to manager, to make live.
6	Latest the job advert goes live (will go live earlier, on day 4 if manager actions immediately on receipt from HRSSC).
11	Closing date for at risk employees to allow min 5 working days for job to be viewed/applied for.
13	All 'at risk' applications, including off line, available for manager to consider.
By day 15/16	<p>If no applications received, HRSSC send the job to manager for review before internal/external advertising with a closing date of two weeks on a Sunday.</p> <p>Manager makes the advert live.</p>
By day 18	<p>If at risk applications received, manager has reviewed applications and met at risk employees to assess suitability.</p> <p>If appointment made, process ends here.</p> <p>If no appointment made, manager submits priority candidate assessment forms to Departmental HR for approval</p>
By day 20	Departmental HR review priority candidate assessment forms. If approved, HR send authorisation email to HR SSC for job to be advertised internally/externally.
21	<p>HRSSC process job to be advertised internally/externally and send to manager to make live. HRSSC set closing date for a Sunday allowing at least 16 days.</p> <p>Manager informs HR SSC if any changes required e.g. to the interview date.</p>

23	Latest the job goes live internally or externally (if no action from manager). Closing date set for on a Sunday, allowing two clear weeks.
Sunday after day 35/36	Closing date
Tuesday	All offline applications available – ready to shortlist
w/c day 41 or 42	Earliest interview date, allowing a week's notice for candidates, end of the week commencing.

Note the above is a guide only, and will vary depending on how long it takes you to make the advert live, short list, consider any 'at risk' applicants etc..

2.3 Closing dates

HRSSC will set closing dates once the job has been set up by the manager and submitted to them for review.

For jobs going through the normal recruitment process – advertised to 'At risk' employees first, for a minimum of 5 working days - HRSSC will set an initial closing date of 7 working days. The 7 days will start from the day HRSSC send the advert back to you for review, to ensure a minimum of 5 working days for applications in the event that the manager does not make the job live, and it goes live by default after 2 days.

For jobs being advertised internally or externally, the closing date will be a Sunday, as now, allowing a minimum of 16 days for applications.

2.4 Email notifications

2.4.1 Accessing Recruit through email notifications

You'll receive email notifications at specific stages within the recruitment process, to inform you that action can be taken, e.g. a job advert made live, or shortlisting can begin.

There will usually be a link within the message which takes you straight to the job it relates to within the Recruit system, as in the example email below. **You must already be logged in to Recruit before you click the link** for the link to take you straight to the job.

If you aren't already logged in, the link will take you to the Recruit home page, and you will need to log in, and then search for the job from your dashboard.

EXAMPLE EMAIL NOTIFICATION

From: <noreply@jobsderbyshire.recruitsaas.com>

Date: 25 July 2018 at 13:35:04 BST

To: <[\[REDACTED\]](#)>

Subject: Job ready to make Live - reference JOB/18/00739 - Day Care Assistant

The advert request you submitted has now been processed and is available for you to review. Please log into Recruit and then click on this [link](#).

- To view the actual advert you should click on the Preview button and if you are happy with the advert you should set the workflow stage to Live and then click on 'Finish'.
- If the advert needs amending please supply full details using the notes facility in Recruit and set the workflow stage to Submit for Review and then click on 'Finish'.

Further guidance can be found [here](#).

Please be aware that if you do not update the job within two working days the advert will be made live by default.


2.4.2 Email Notifications - selecting the notifications you want to receive

Emails will be sent to you to advise you of the progress of your job through the selection process, for example to tell you that the advert is ready to be made live, or the applicants are ready for shortlisting. You can tailor the email notifications you receive through the manager dashboard.



Select the 'My details' tab.



You can turn notifications on or off here, by selecting from the drop down lists. For example below, the manager has chosen to be informed when his/her adverts go live, but not every time an application is submitted. Click  Save once you have finished.

Inform me when my jobs go live

On



Inform me when applications are submitted for my job

Off



Inform me when my jobs are about to close

1



Inform me when my jobs move to stage

Completed review



Inform me when jobs are updated after selected stage

Off



Inform me when applications are moved to selected stage

Off



Inform me when my live jobs change audience status

Off



Save

