5. PROCESSING APPLICATIONS

You can view applications as they arrive on your dashboard, before the closing date, but must not shortlist or process applications within the system until you have been notified by email from the SSC to say that any off-line applications, have been added and that all applications are ready to shortlist. Do not start the shortlisting process before receiving this email.

Remember that once you update the system to say an applicant is 'not shortlisted' the applicant will be able to see this on their dashboard. It is important not to update the system with shortlisting decisions until after the closing date, as applicants would usually expect decisions to be made once all applications had been received.

5.1 Email Notification

You will receive an email from HRSSC to let you that that all applications are available for you to review and shortlist. It will be similar to the one below. Log into Recruit before clicking on the link within the email, and the link will take you straight to the job. If you click on the link before logging in you will be taken to the login page, and will go via the Recruit dashboard where you will need to search for the job.

Example notification email to Recruiting Manager

Subject: Job Vacancy is Ready for Shortlisting JOB/18/00739 - Day Care Assistant
The above job has now closed and all applications (including off-line if applicable) are available for you to view and shortlist. Log into Recruit and then click on this link.

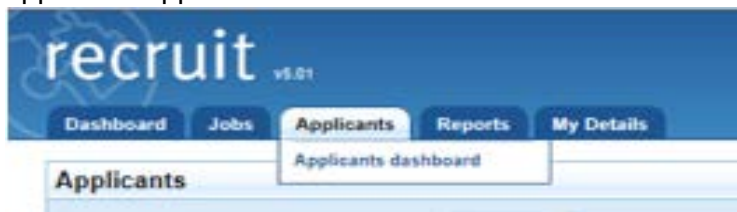If you are unsure of how to access and process application forms please access guidance using this link.

The Advertising Team
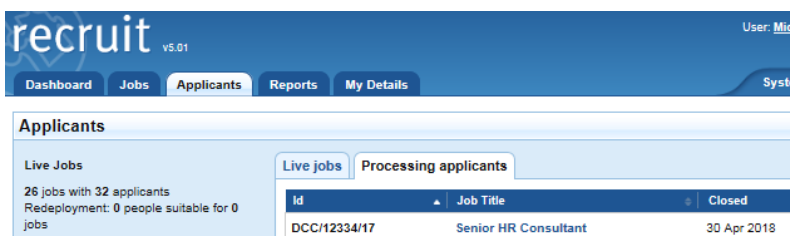01629 535118 - Option 1

5.2 Step by Step Guide

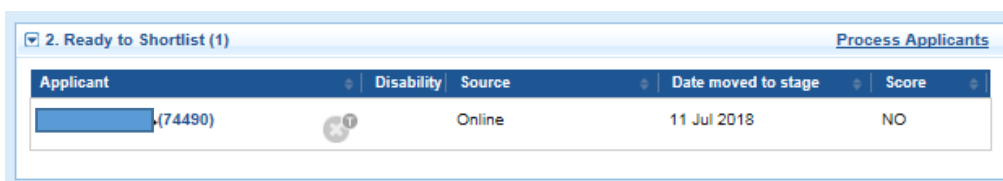| 1	Check your email inbox for the email from HRSSC notifying you that all applicants are ready to shortlist. Do not start to shortlist and process applications in the system until you receive this (off-line applications may not yet have been added to the job).
	Log into Recruit before you click on the link in the email, and it will take you straight to the Job in Recruit.
	If you aren't logged in when you click the link you will be taken to the log in screen, and will have to search for the job from your dashboard - click on the applicants/applicants dashboard tab.
	And then the processing applications tab:
	If there are a lot of jobs, search for the job using the Job number, using the 'search by ID' filter at the bottom of the page.
2	***Viewing applicants***
	Clicking on the job title opens the job. You'll see the applicants who have applied. The workflow stage should show **'2. Ready to Shortlist'**
	The column headed Disability indicates to managers if an applicant has declared they are disabled.
	An applicant who is disabled should be shortlisted if they meet all essential criteria for the post to support our commitment to be a Disability Confident employer.
	This view also indicates how the applicant has applied - online, offline with email or offline without email.
	All applicants applying online and those applying off line but providing an email, will receive all correspondence via email. Offline applicants who have not provided an email will receive a letter.

	Note the scoring function is not in use currently.
	If you click on an individual applicant you will then see further information about their application:
	You can see the Audience they belong to – in this case 'External'. This tells you whether the applicant is:
	• At risk' (individually at risk) • Ring-fenced • Internal • External
	Whatever stage of the recruitment process you are at, whether having advertised to at risk employees only, or internally or externally, it is important that you always check to see if any employees that have applied have the audience 'At risk'. This should be shown on their applicant record as above, and they should also indicate it on their application form.
	Employees shown as 'at risk' are individually at risk which means in line with the Council's Redundancy and Redeployment Policies, if they meet the essential criteria for the post, they should receive priority consideration and be considered before other applicants. See guidance section 3.for more detailed guidance on this.
3	***Viewing Application forms online*** If the applicant has applied on-line their application form can be viewed by clicking on the View application form button. The application form opens in a new tab and can then be viewed – see example below.

DERBYSHIRE
County Council

Community Support Worker

Job Title: Community Support Worker
Vacancy Number: JOB/18/00726
Department: Derbyshire County Council
Division: Adult Care
Location: High Peak
Closing date: 24 July 2018

Application ID: 75012

PERSONAL DETAILS

Title

Miss

First names

Preferred first name

Last name

Address line 1

5 House Street

It is recommended that you do not print off forms unnecessarily.

There is no longer a requirement to get on-line forms signed at interview.

You can easily share online and offline applications forms securely with panel members, who do not need to be users of Recruit. See below for details on how to do this.

To close down the application form click on the large red x to close that tab.

4.	**_Viewing Offline applications_**
	If an applicant has applied off-line you view their application form by clicking on the applicant and viewing the Applicant details below.

Janey Greatorex ▶ Show Notes (

Job details			Applicant	Applicant offers	Applicant history	Checks	Attachments

Job Title	Business Services Officer
Vacancy Number	JOB/18/00560
Department	Derbyshire County Council
Created by	Sean Parry

Name   Janey Greatorex

Application id   74794

Date of application   21 Jun 2018

Disability   Yes

Audience   External

Application type   **Offline application**

Current stage   4. Interview slots added (21/06/2018)

Move to   Please select... ▾ [≫ Go]

Additional information

[💾 Save]

Edit applicant details

	Click on the Attachments tab and you will see the application which you can click on to view.

Applicant details [? Help]

Janey Greatorex ▶ Show Notes (0

Job details		Applicant	Applicant offers	Applicant history	Checks	**Attachments**

Job Title	Business Services Officer
Vacancy Number	JOB/18/00560
Department	Derbyshire County Council
Created by	Sean Parry

New attachment   [+ Add]

File name	▲	
Application - Janey Greatorex	[✎]	[🗑]
Job & person Profile		

5	**_Sharing Online Application Forms_**
	You do not need to print off application forms to share with other panel members. The on-line forms can be shared securely in the system even if the other panel members do not have system access.
	To share all the on-line forms close down the individual record, if open, by clicking on the red x so you are back in the job applicant overview screen. In the bottom left hand side pane, click on 'Download application PDF forms'.

You will then be given the option to either:

- Merge all applications to one PDF document

Or

- Recreate PDF documents (this will create individual documents for each applicant)

Select the option you require, then click the send button on the top right hand side of the bar.

PDF creation

Vacancy Number

JOB/18/00726

Job Title

Community Support Worker

Department

Derbyshire County Council

Business Unit

Adult Care

Establishment

AC DC West - Queens Court DC DUM

Current Stage

Processing Applications

Created By

Debbie Varney

No. of applicants

Merge all applications to one PDF document ☐

Recreate PDF documents ☐

To check the content of the application forms that have been prepared for sharing, click on the link to the forms merged into one document (as below) OR if you've recreated individual documents, click on an applicant name.

✓ Finish

Download application PDFs below:

Merged PDF file.pdf

Click Finish

To send the application forms to interview panel members click on the 'Send application PDF forms' link.

Send application PDF forms
Download application PDF forms
Deleted applications

Enter the email address of the panel member, and tick whether the forms are merged or 'recreated' as separate documents. Click send.

Vacancy Number	Email	*	
DCC/12334/17	⚠ This field is required.		
Job Title			
Senior HR Consultant	Merge all applications to one PDF document	☐	
Department			
Derbyshire County Council	Recreate PDF documents	☐	

The panel member will receive two emails, the first with a link to the forms, and the second with a password, with instructions on how to access the forms. They should:

- copy the password received in the second email
- click on the link in the first email, and
- paste the password in at the prompt.
- they can then view the application forms. The link for these remains valid for 21 days after which time the recruiting manager would have to send the forms again.

6.

Sharing offline application forms

The process for sharing offline applications is different. You should click on the off-line applicant:

Applicant	Disability	Source	Date moved to stage	Score
Janey Greatorex (74794)	Yes	Offline with email	21 Jun 2018	NO

and then go to the attachments tab, and click to open the job application form attachment.

Applicant details   [?] Help   ❌

Janey Greatorex   ▶ Show Notes (0)

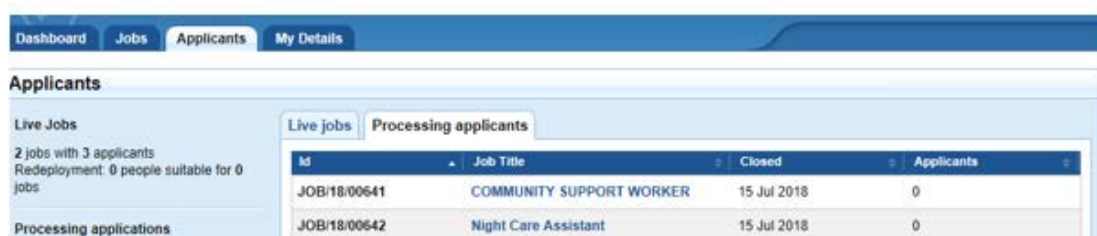| Job details		Applicant	Applicant offers	Applicant history	Checks	Attachments
Job Title	Business Services Officer	New attachment	➕ Add			
Vacancy Number	JOB/18/00560	File name				
Department	Derbyshire County Council	Application - Janey Greatorex				
Created by	Sean Parry	Job & person Profile				

You will need to save the form outside the Recruit system and email separately. You should **only** use a Derbyshire County Council email address when sending these. Ensure that they are deleted from where you saved them as soon as you have sent them, as copies of application forms should not be kept in multiple places outside the system.

Other members of the interview panel need to be aware that all application forms need to be kept no long than 6 months after the interviews have taken place.

7.

Short listing candidates
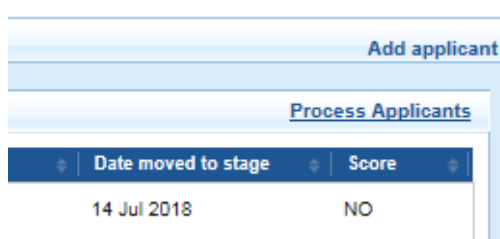
To shortlist candidates you need to be on the applicant over view screen. To get to this, from your dashboard click on the Applicants dashboard tab, then the Processing applicants tab.

If you need to search for the job, use the filter at the bottom and search by the reference number (id). When you click on the job you will see a the list of applicants.

Click on the Process Applicants link on the top right hand side.

You'll see the list of applicants with tick boxes next to their name. Place a tick in the box by each applicant that you want to shortlist (online and offline). Ignore the three columns relating to scoring, as we are not using this function currently.

In the left hand pane, under Move selected applicants, select the stage

'3. Shortlisted' and click .

| 8. | **_Considering 'At risk' applicants_**

Any individually at risk ('At risk) employees that apply for the job, whether within the 5 day 'at risk' stage at the beginning of the recruitment process, or in response to an |

internal/external advert, must be given a priority consideration interview if they meet the essential requirements for the vacancy or could do so with reasonable training/support.

If individually at risk candidates apply alongside other candidates for a job which has been advertised internally or externally, and are eligible for a priority consideration interview, you must see them, and decide whether they are appointable, **before** you see any other candidates.

You should follow the same steps in Recruit for moving 'at risk' applicants to the stage 'short listed' or 'candidate not shortlisted' depending on whether they are eligible for a priority consideration interview or not.

Where there is more than one 'at risk' employee eligible for priority consideration there will normally be a competitive process amongst priority candidates to fill the job.

You may be contacted by an 'at risk' applicant's redeployment officer, to discuss the employee's application for your post.

If you decide not to appoint an at risk employee

If there are 'at risk' applicants for your job but you do not appoint any of them, you must complete a priority candidate assessment form, available at Appendix 1 of this manager guidance, for each applicant. The form is used to record the grounds on which the candidate(s) have been deemed unsuitable. This form can also be used to record the reasons why an 'at risk' candidate has not been shortlisted for a priority consideration interview.

Before you can move the unfilled job on to be advertised internally/externally, you must send the priority candidate assessment form(s) to your Departmental HR team, for review and approval. If the forms are approved, Departmental HR will email HR SSC to confirm that the job can now be advertised to a wider audience (internally or externally).

HR SSC will then send the job back to you to make live. You may want to review and amend the interview date that you entered when you set the job up, as you will now have a firm closing date for internal or external advertising.

If you appoint an 'at risk' employee, after having considered several 'at risk' priority candidates, you do not need to complete a priority candidate assessment form for the unsuccessful candidates.

| 9.	
	Setting up interview slots and allocating them to candidates
	'At risk' applicants - you do not need to set interview slots up for priority consideration interviews for 'at risk' candidates. The usual approach is for the manager to contact 'at risk' applicants directly and arrange a mutually convenient time to meet. Keep a record of your conversations/emails with 'at risk' employees.
	Setting up interviews Setting up interview times is a two stage process. First you set up interview slots, and then you allocate an applicant to each slot.

You should aim to give applicants at least 7 day's notice of their interview. Take into account that it will take up to 3 days from when you move applicants to the stage '4.Interview slots added' for HRSSC to send applicants their invitations to interview (by email or letter).

You need to be in the applicant overview screen. From your dashboard click on the applicant dashboard tab, click on the job, and you will see the applicant overview (the list of applicants).

Click on the diary slots link in the top right hand corner of the applicant overview.

Diary slots Process Applicants

Then click on the +Add button by 'Add multiple diary slots'.

Add multiple diary slots
+ Add
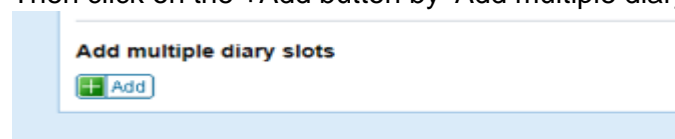
Then add the date and the number of slots (usually one per candidate you are interviewing).Click add.

You will see the following screen. Enter the date of the interview and the number of shortlisted candidates who require interview slots. Click on Add.

Add multiple diary slots

Date	26 July 2018
Slots	2

+ Add

You'll see the following screen.

Edit diary slot

Date	26 July 2018

Slot 1

Time from	09 am : 00
Time to	09 am : 20
Places	1
Note	There will be a short literacy test as part of selection process.

Slot 2

Time from	09 am : 30
Time to	09 am : 50
Places	1
Note	

Enter the time each interview will start and end.

Enter 1 in 'Places' (this is the number of candidates to be invited for each timeslot so will usually be 1).

On the first timeslot add in the note field any additional information that you want to be included in the invitation to interview. For example, details of any selection tests, or presentations that you will require applicants to do.

Then click Add.

Adding the interview location.

Click +Add by Location.

Location

Not added yet...   [+ Add] [🗑 Delete]

All Derbyshire County Council locations are held here – you are advised to search by postcode.

Add Location   [+ Add Selected] [❌]

	Address	Town	Postcode
○	Shared Services Centre	Dale Road, Matlock	DE4 3RD

Found 1 of total 891

▼ Filter these results

de4 3rd	Postcode ▼	[🔽 Filter] [🔄 Reset]

Search for the location in the list, and select the button next to the correct interview location. Click Add selected in the top right hand corner. Click save, to save all the interview slots.

Once the diary slots (interviews) have been created you need to allocate each slot to an applicant. Click edit by the first slot (the green button below).

Click +Add by the applicants section.

Place a tick to the left of the applicant you want to allocate to the slot, and click +Add selected in the top right hand corner. Select Finish.

Continue to repeat these steps with all other applicants until all slots have been allocated.

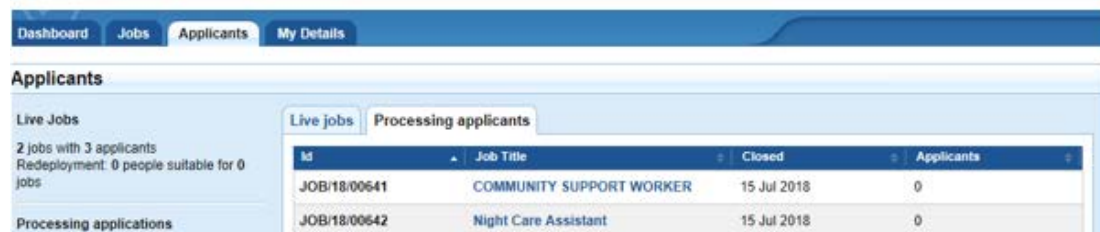Then click on the red x to close down the diary slots window

10.

Moving shortlisted candidates to the next stage '4. Interview slots added'.

You then need to move all candidates shortlisted for interview to the next stage.   To get to this from your dashboard click on the Applicants dashboard tab, then the Processing applicants tab.

If you need to search for the job, use the filter at the bottom of the Processing applicants tab, and search by the reference number (id).

When you click on the job you will see the list of applicants.

Click on the Process Applicants link on the top right hand side.
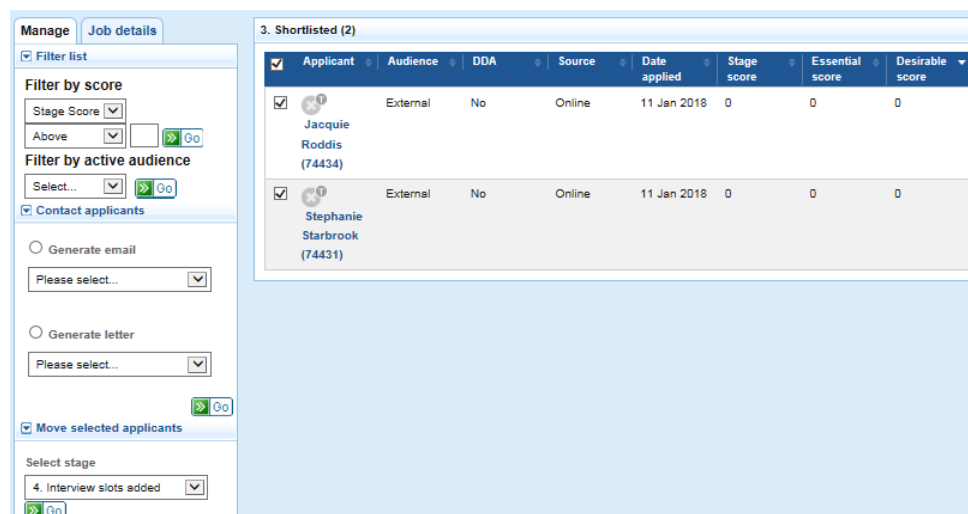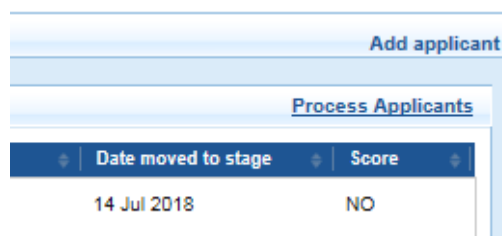
In the Applicant column, tick to select all the applicants that are at stage 3. Short listed. If you tick the box in the heading row all candidates will be selected. (Ignore the scoring columns which are not being used).

In the 'Move selected applicants' area, select '4. Interview slots added'.
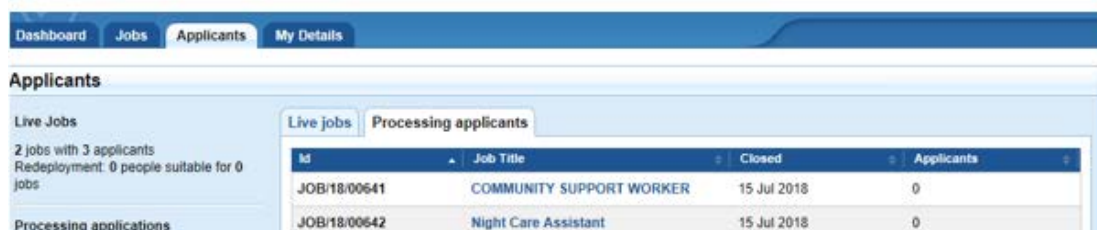
Click Go. Select Finish.

Please be aware that once processed the applicants will be returned to the stage 3. Shortlisted.   This means that the interview notifications have been processed.

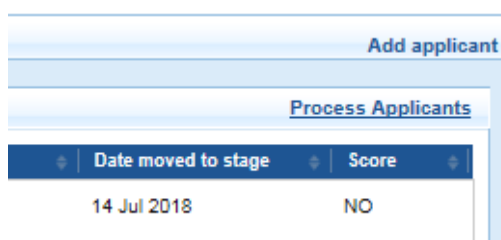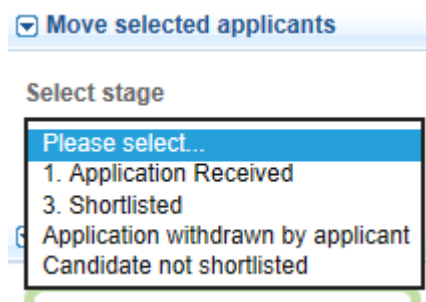| 11.	
	Unsuccessful candidates who are not shortlisted **As well as updating those applicants shortlisted for interview, remember to also update those who are unsuccessful. Applicants will be checking their dashboard to see if they have been shortlisted or not.** You need to be in the applicant overview screen. To get to this, from your dashboard click on the Applicants dashboard tab, then the Processing applicants tab. If you need to search for the job, use the filter at the bottom of the Processing applicants tab, and search by the reference number (id). When you click on the job you will see the list of applicants. Click on the Process Applicants link on the top right hand side. The unsuccessful candidates will still be at the 'Ready to Shortlist' stage. Select the (unsuccessful) applicants, using the check box next to their name. In the 'Move selected applicants' area in the left hand pane select 'Candidate not shortlisted'. Click Go. To navigate away from this view, click on the tabs - Dashboard, Jobs, Applicants – to get to the area you require.

> Once you have updated the stages for all the applicants, you can see who is at which of the different stages - see the example below.
>
>

5.3 Inviting applicants to interview

The HR SSC will now process the interview invites. These will either be sent by email or letter. All applicants, both on-line and off-line that provide an email address will receive an email. Only off-line applicants who have not provided an email address will receive a letter.

Once the interview notifications have been processed the applicants will be returned to the stage 3. Shortlisted. This means that the interview notifications have been processed. You can view the interview invites in individual applicant's records in the Applicant history tab.

Applicants should receive at least 7 days' notice of their interview. You should have allowed up to three days from when you move applicants to the stage '4.Interview slots added' for HRSSC to send applicants their invitations to interview (by email or letter).

Applicants that have applied on-line will be able to see the status of their application on their dash board if they log into their account, so it is important to update the workflow stage for unsuccessful applicants, as well as successful applicants. The applicant's account is updated, and visible to them, as soon as you move them to the new stage e.g. shortlisted, or not shortlisted. It is not dependent on the SSC having processed the candidate, for example by sending them an invitation to interview.

Candidates for interview who apply online will also be able to view their interview invitation in their account, via the dashboard.

5.4 Confirming attendance at interview

Applicants will contact you, the recruiting manager, directly to confirm or decline their attendance at interview. You will be asked to provide an email address for candidates to use to confirm their attendance when the advert is placed (see guidance on completing the Job details tab). It does not need to be your personal work account and could be a shared inbox.

This email address is provided to the candidate in the invitation to interview. It will be the manager's responsibility to keep a record of who is attending and if required, chase up those that have not responded. HRSCC will no longer do this for managers as it is more efficient for managers to deal directly with their candidates.

Applicants will also contact the manager directly if they want to re-arrange their interview.