# Job advertising and applicant processing

## Recruit system

## GUIDANCE FOR MANAGERS

## Contents

# Job advertising and applicant processing

## Recruit system

## 1. INTRODUCTION

Recruit is Derbyshire County Councils system for recording the recruitment process. Jobs are added in the system and are advertised on www.jobs.derbyshire.gov.uk.

Applicants can apply for jobs using online application forms. If they apply offline, their details can be added to Recruit by the Recruitment team.

The progress of applicants is recorded, including noting the pre employment checks for successful applicants.

Progress in Recruit is noted by updating jobs and applicants to different stages.

The Recruitment Team use templates to send emails and letters regarding recruitment.

Setting up access to Recruit

Recruit system user accounts for managers are automatically created and maintained from information in SAP.

Managers are sent a welcome email when the user account is created in Recruit. The email has a link to the system. https://derbyshire.recruitsaas.com/Login.aspx, and guidance on how to set the password, using the '**Get new password'** link. You don't need to have the welcome email to get access to Recruit - just use the link above.

*Note: If you have a requirement for a Recruit user account, and are not a manager, or need permissions to access more jobs and applicants, then please contact the Recruitment Teams using the details at the end of this guide.*

# Job advertising and applicant processing

## Recruit system



Click on the 'Get new password' link'.

In the next screen, enter your email address, and then click Get new password



A confirmation shows:

# Job advertising and applicant processing

## Recruit system



You will be sent an email containing a reset password link. The email also confirms your username. Your username is your SAP payroll number, <u>not</u> your network logon. This can be different for some users. (e.g. if your network login begins with A or an E).
Click on the link in the email for password reset
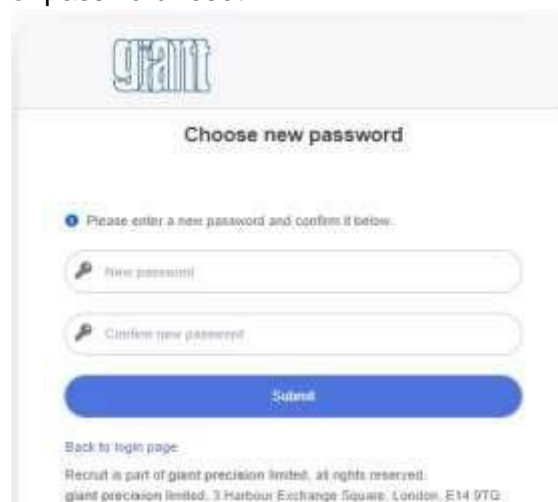


Type in a password for your account in accordance with the Council's password policy Confirm the password and click 'Submit'.

The Recruit login screen shows.
Enter your username and password.
You are now logged in.

To use Recruit in future, you just need to use this link:
https://derbyshire.recruitsaas.com/Login.aspx

You can save the link for easy access by:
 • Adding the link to your internet favourites
 • Create a shortcut on your desktop – instructions in Appendix 1.

Recruit menu

# Job advertising and applicant processing

## Recruit system



Home page - User workflow

The user workflow is the screen you see after you have logged in to Recruit, where you can see at a glance:

- Jobs that are currently assigned to you
- Jobs that are currently being advertised ('Live Jobs')
- Jobs assigned to other people
- Jobs at the stage 'Submit for review' (with HR Services to check)

From the left hand Recruit menu, you can find more details regarding Jobs and Applicants.

**Jobs** - you can add job adverts, update job details and update 'stages' for your jobs.
**Applications** - you can view and process applicants through the recruitment process.
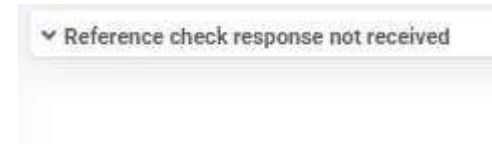
Changing your home page or User workflow view
Change what you see on your home page by clicking on the Manage Dashboard button and selecting the lists that you want to view.



To show list details, click on the down arrow next to the heading

# Job advertising and applicant processing

## Recruit system



If there are any records, the list details will show



| Applicant name | Check | Date requested |
|---|---|---|
| Jacquie ▬▬▬ | Reference 2 - ~~Jacquie Bo▬~~ | 07 Sep 2022 |

Manager permissions

The area where you work determines what you have permission to view and update in Recruit. The permissions have been set up automatically through information sent from SAP each weekday night. If you are a line manager in SAP, you will have 'manager' permissions in Recruit.

The permissions enable you to recruit to jobs in the area where you work. You can view jobs that have been placed by people that you manage. You cannot recruit to jobs which are not in your area.

Other types of recruit user have different permissions - for example the HR Recruitment teams can view and update all Derbyshire County Council jobs.

Note that if a manager shows as having left employment in SAP, their Recruit user account is automatically made inactive

## 2. CREATE JOB ADVERT

Before you start
    You will need the following before you can advertise a job.

Vacancy Control approval reference.

    This is the reference from your Departmental vacancy control process. It can be in any format. Through the usual Departmental vacancy control (VC) process, authorisation is given:
    1. To fill the vacancy.
    2. For any exception to the normal process - ie job being advertised to individually at risk (IAR) employees first (before being advertised internally, then externally).
    3. For any exemption to the requirement to advertise jobs internally before externally.

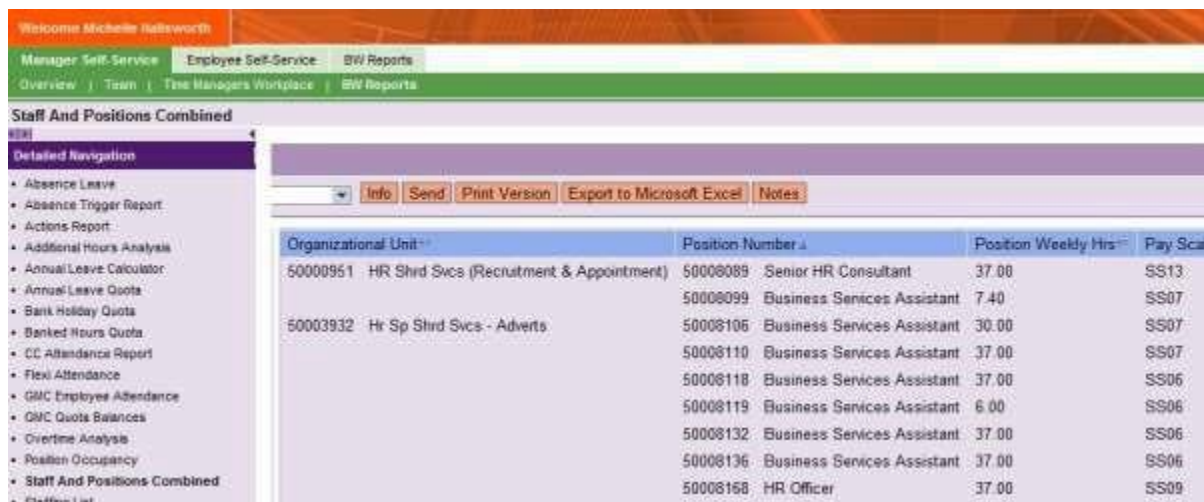The position number for the job you are recruiting to.

# Job advertising and applicant processing

## Recruit system

The position number is the information that is entered into Recruit when creating a new job advert. Once the position number is entered, a job form shows, prefilled with job details. These details have come from SAP.

How to find the position number

If this is an existing post, you can find the position number on a report in Workplace. In Manager Self Service, accessed under the green BW reports tab, the 'Staffing and positions combined' report lists all the posts within your hierarchy as well as the current and previous occupants (see below). Scroll to the right to see the occupants. You don't need to add any dates or other information to run the report. There is a mini guide on d-net under 'BW reports mini guides' on running this report if you need more guidance.



**Ensure the details against the position number are correct** before adding to Recruit. If they are not, you must get the details amended first.

Your job advert will not be progressed if the details held against the position number on SAP are different to those entered or updated on the job advert in Recruit. If you make changes to the auto populated information in the job in Recruit, may delay the advertising process for you.

Areas that may need amending in SAP before you start recruitment could include recent changes approved to:
   • Working hours
   • Grade
   • Base

A Position number amendment form is available on Our Derbyshire to request to change details held against the position number in SAP.

# Job advertising and applicant processing

## Recruit system

### Advert text

Have the advert text drafted, ready, so that you can copy and paste it into Recruit.

### Job and Person profile

Ensure that you have an up to date job and person profile, in pdf format.

The job and person profile should describe the job in a way that is meaningful to applicants to enable them to understand the job they are applying for and the skills, knowledge and experience we are looking for.

If you have updated an existing job and person profile, or created a new one for the recruitment process, make sure you have checked with your operational HR team, to ensure that the changes have not had any impact on the job's evaluation score line or grade.

For a small number of very frequently recruited to jobs, the Recruitment team will supply the job and person profile, so there is no requirement to attach it. Managers will already be aware if this is the case.

### Provisional interview date

You will need to enter a provisional interview date when you set up your job, ready for when your job is advertised internally or externally (depending on what has been agreed at vacancy control).

No interview dates are required for priority consideration interviews for 'individually at risk' applicants, as managers will normally arrange to meet them at a mutually convenient time.

The normal process will be for jobs to be open to 'at risk' employees only for at least five working days, before being advertised to a wider audience. This makes it difficult to accurately predict a provisional interview date for the internal/external advertising stage as timescales will depend on whether or not any 'at risk' applicants apply within the first 5 days, and how long it takes you to consider them.

Although it is a mandatory field, you can give an estimate at this point, and as it is a text field you can enter 'week commencing'. You can review and amend the date by informing the Recruitment Team. A good time to do this is when the job is readvertised to more applicants - for example all employees (internally), or to everyone (externally).

# Job advertising and applicant processing

## Recruit system

As a guide, below are the earliest possible interview dates, counting in working days from the day you set a job up in Recruit and set the job to stage 2 'Submit for review':

|  | Earliest date for interview after internal/external advert |
|---|---|
| **Advertised through the normal process to 'at risk' employees first** | **34** working days from the day you set the job up on Recruit (if no 'at risk' applications are received at first stage). |

| **Advertised outside the normal process, internally or externally, without being advertised to 'at risk' employees first** | If you set the job up on Recruit:<br>• On a Mon or Tues - **22** working days.<br>• On a Weds – Fri – **27** working days. |
|---|---|

Setting up job

<div style="border:1px solid black">

**<span style="color:red">Remember to save regularly and always save before leaving a page or moving to a different tab</span>**

</div>

Login

Go to the Recruit website https://derbyshire.recruitsaas.com/Login.aspx and login.



The Recruit home page, called **User workflow,** opens.

The user logged in shows top right, from this area you can 'Edit my details' or Logout.

Clicking on the question mark takes you to the Help and Support page. This page has links to the latest user guidance.

# Job advertising and applicant processing

## Recruit system





Create a job advert

From the Recruit menu on the left, click to select Jobs
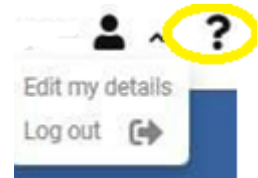
**Recruit menu**

User workflow

Jobs

Applications ⌄

Search ⌄

The New jobs and templates page opens. Select + Add by 'Import Job from SAP'.

# Job advertising and applicant processing

## Recruit system

In the Job requisition window, enter the SAP position number:



*For existing posts you can find the position number in the Manager Self Service area of workplace, under the green BW reports tab, in the 'Staffing and positions combined' report.*

Click **Send Request**

Job Form

The Job form opens, with the Job Basic tab highlighted. The details are pre-populated with some information from SAP. The remaining fields need filling in. Mandatory fields are marked with a red asterisk *

The buttons at the top of the form enable you to

**Preview:** Based on the details entered, this shows a preview of the advert as it would look on the jobs.derbyshire web pages.

**Print:** enables you to print off any saved job details

**Save:** Saves any details entered

**Finish:** or 'Save and Close' This saves any details entered, closes the job details and returns to the list of jobs on the jobs page. Left hand panel

Mandatory fields section

This panel shows a list of any mandatory fields that have not been filled in.
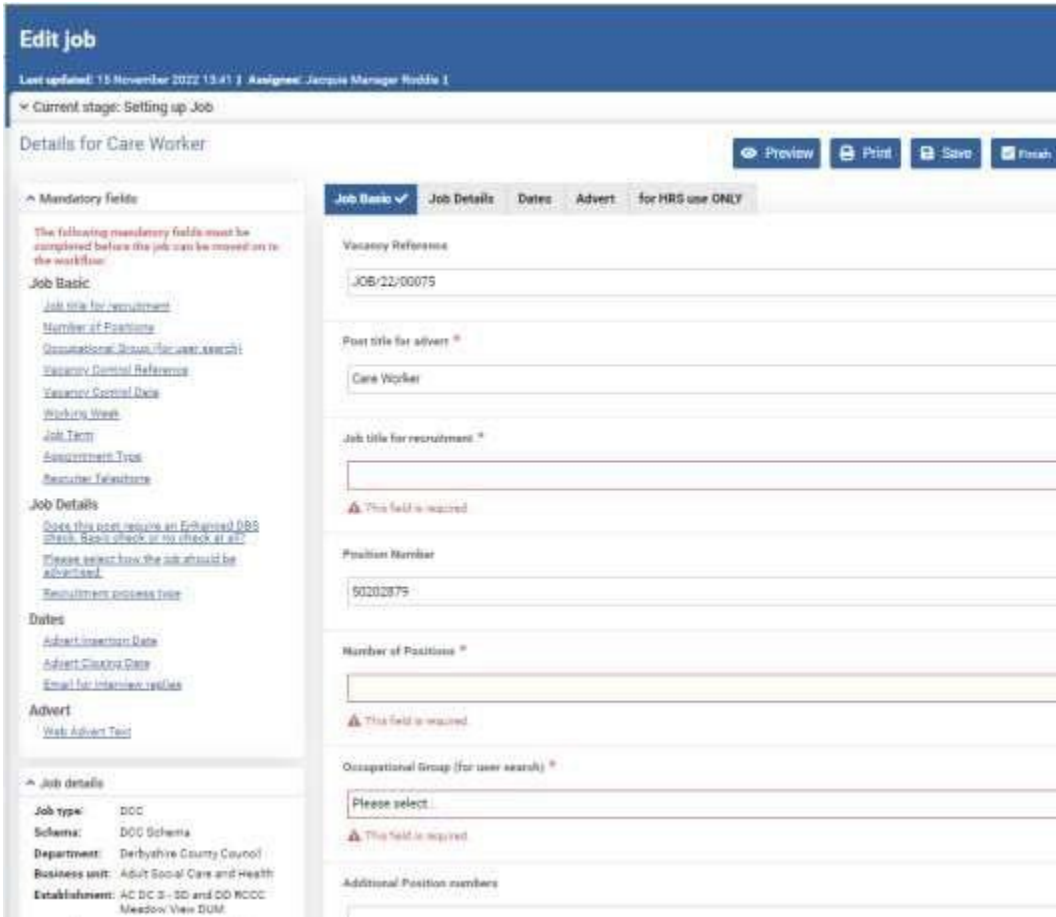
Job Details

This section includes details of the Directorate and the area that the job is in.

# Job advertising and applicant processing

## Recruit system

 Job Basic tab



Enter details on the form:

**Vacancy Reference** - is prefilled and cannot be changed (read only).

**Post Title** – is pre-populated , amend to make it more user friendly if needed

 **Position number** –read only.

**Number of positions** * usually 1, but add the number if more than one post is being advertised.

**Occupational Group** * – this is used by applicants for the job search – only one group per advert can be selected.
**Additional position numbers** – is only needs filling in if multiple jobs are being advertised in one advert.
**Department** – should not be amended.

**Work Location** – can be amended to provide a more helpful address eg JHH can be amended to John Hadfield House. The actual location **must not** be changed.

# Job advertising and applicant processing

## Recruit system

**Grade** should not be amended.

V**acancy control reference** *. This is free text to reflect different Department's processes.

**Vacancy control date** * Add the date the vacancy control decision was made

.
**Working Week** *- this is either Monday to Friday or 5 from 7

**Job Term** * Select from the drop down list.

**Job family** – read only

 **Appointment type**

 **Fixed term reason, Fixed term end date** - add details if applicable

 **Hours** – should not be amended

 **If not all year select number of weeks** - add details if applicable

 **Recruiter name** - optional
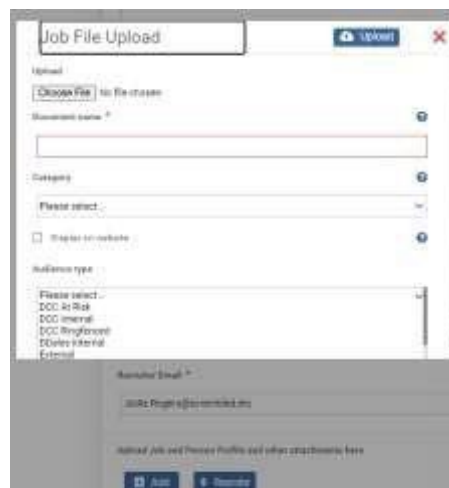
**Recruiter telephone** * Add an external phone number.

**Recruiter email** * essential for communications. Email is prefilled with the line manager email, this can be changed if another person is doing the recruiting.

Click the **Save** button

 **Add Job and person profile**
To do this click + Add.

# Job advertising and applicant processing

## Recruit system

In the Job File Upload window, select **Choose File**
Windows Explorer opens - browse to your file, click on it to select,
Click **Open**.



- Type a name for the document (this appears on the job advert)
- Select the document category
- Click to place a tick in Display on website
- Leave the audience type empty - do not select anything here

Click the **Upload** button



Click the Save button and move to the next tab

Job Details tab

Go to the Job details tab and complete the following fields:

**Is the post politically restricted?** * more information is at the top of the job form. Click the down arrow to expand underneath 'Current stage: Setting up job' to view the information



**Does this post require a DBS check?** *

# Job advertising and applicant processing

## Recruit system

**Would you like to accept CVs for this position?** If so, the job advert will use a short application form and prompt the applicant to upload a CV

**How should the job be advertised?** * this refers to who should the advert be available to and when - the drop down list gives the options available

**What is the recruitment process type?** * some jobs working with children require a different type of recruitment process, select from the options available

**Does this post attract additional payments?** If applicable**,** select from the options available

**Is a car needed for work**\* (prefilled)

**Is IT access needed** * (prefilled)

**Is this a re-advertisement**?

Click the **Save** button and move to the next tab

# Job advertising and applicant processing

## Recruit system



| Job Basic | Job Details ✓ | Dates | Advert | for HRS use ONLY |

**Is the post Politically Restricted? – Click on arrow next to current stage above for guidance** *

○ Yes  ● No

**Does this post require an Enhanced DBS check, Basic check or no check at all?** *

Please select...

⚠ This field is required.

**Would you like to accept CVs for this position rather than the DCC application form?**

○ Yes  ● No

**Please select how the job should be advertised:** *

Please select...

⚠ This field is required.

**Recruitment process type** *

Please select...

⚠ This field is required.

**Does this post attract a Market Supplement**

○ Yes  ● No

**Does this post attract additional payments?**

Please select...

**Will the successful candidate be required to use a car for work** *

○ Yes  ● No

**Will the successful candidate require access to the Council's IT systems?** *

● Yes  ○ No

**Re-advertisement**

○ Yes  ● No

# Job advertising and applicant processing

## Recruit system

Dates tab



Enter details of your preferred **Advert insertion date**, **Advert Closing date**

**Email for interview invites** * Enter an email address for replies to interview invites for shortlisted candidates.

**Is this a rolling job?** Leave as No, unless this is a hard to fill post that will be advertised for several months**.** ie School Crossing Patrol

Click the **Save** button and move to the next tab

Advert tab
To add web advert text, click on the Edit button

# Job advertising and applicant processing

## Recruit system

| Job Basic | Job Details | Dates | Advert ✔ | for HRS use ONLY |
|---|---|---|---|---|

**Web Advert Text** *

Website text added:               No

Other selected media:             0

Total advertising costs:          £0.00

Advertising copy                  📝 Edit

Click on the next Edit button

**Advert copy**

➖ Show Copy
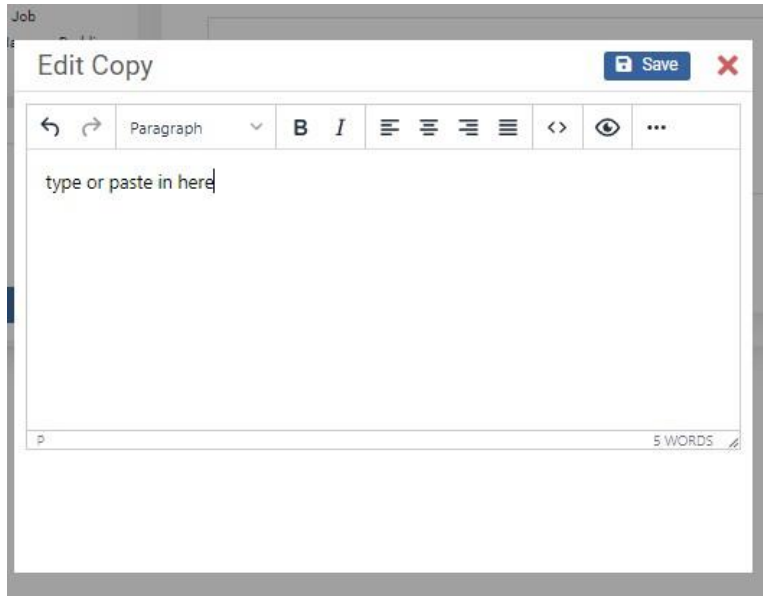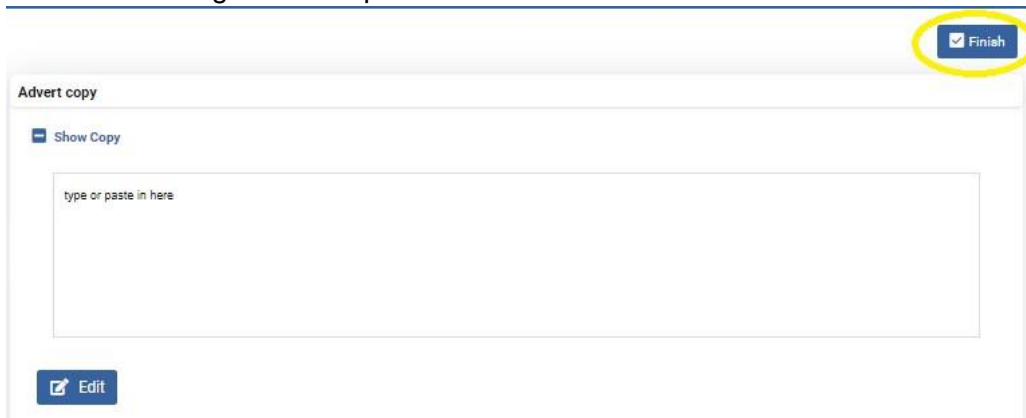
📝 Edit

Paste or type the advert text in the Edit Copy window, then click Save

# Job advertising and applicant processing

## Recruit system



Click Finish - this returns to the Job basic tab.
Click on the Advert tab again to complete this section.



Add in the following optional information

# Job advertising and applicant processing

## Recruit system

External Media if Required

[                                    ]

Cost Centre - required for newspaper or external media requests

[                                    ]

Recruitment page

| Please select...                   |
|-------------------------------------|
| Please select...                    |
| ICT Recruitment Page                |
| Careers in Social Care Page         |
| Childrens Services Recruitment Pages |
| Adult Care Recruitment Page         |

**External media** - if the job is to be advertised externally and there is a budget for this, type in the name of the media ( ie magazine, newspaper) and then the

**Cost Centre** that this will be charged to.

**Recruitment page -** the derbyshire web site has several pages dedicated to recruiting to certain areas. If details also need to go on a particular page, select which page here.

Click Save.
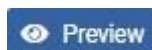
👁 Preview

The preview button, allows you to see what the advert would look like on the jobs web pages.
Note that not all the information is saved at this point

Submit for review
Once the details have been added, the job is set to the next stage - Submit for Review.
Assign to .HR Services, who will check and update the job details ready for advertising

To update the job to stage Submit for Review, go to the left hand 'Workflow' section.
Click on the button for Submit for Review, and select '.HR Services' from the list underneath it, to reassign the job

# Job advertising and applicant processing

## Recruit system
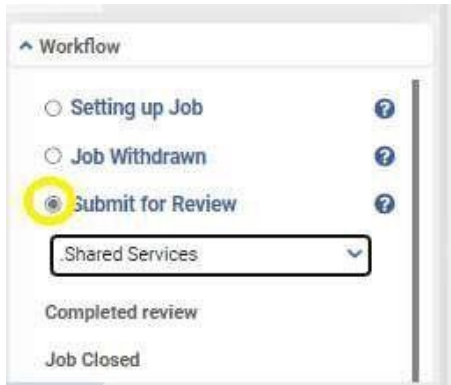


Click Finish. You are returned to the jobs page.

When the job is at this stage you are not able to view or update it.

Completed review
HR Services check and update the job details within 3 days. They update the job to the next stage, Completed review.
The job details are visible again in recruit, and some details can be edited.
An email sent to your inbox contains advice on what to do next.

If you do nothing, the Recruitment team will update the job to the next stage, Live.
If you prefer, you can update the job to this next stage
Live
To update a job to the Live stage:
In the left hand Workflow section, click on the button for Live. If the job is already assigned to you, leave your name selected underneath the Live stage name
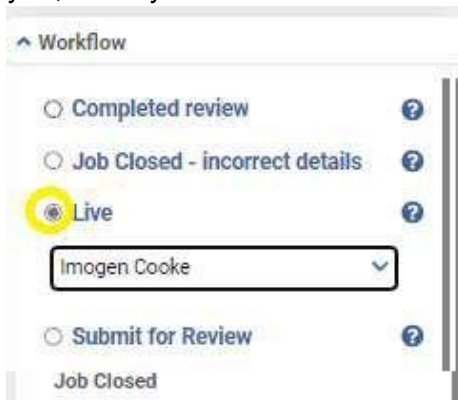


Click Finish.

At this stage, the job will be advertised on the jobs derbyshire webpages. It will be advertised until the day after the 'Advert closing date' that is noted on the job details.

# Job advertising and applicant processing

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If you are not happy with the job advert, please contact HR Services to let them know.

### 3   ADVERTISE THE JOB

The job is advertised on jobs.derbyshire.gov.uk. Any applications that are submitted whilst the advert is live can be viewed in Recruit - before the job advert ends.

### 4   PROCESSING APPLICATIONS

#### Applicant audiences

Vacancies placed on the Council's job site can be advertised to different audiences. The audience selected by HR Services for each job determines who can see the job. Applicants need to register and sign in to be able to see some jobs.

| Audience | Who can see the advert |
|----------|------------------------|
| External | Everyone - no need to sign in |
| Internal | Council employees |
| Ring fenced | Employees flagged as ringfenced |
| 'At risk' | Employees flagged as at risk. |

When registering as an applicant, council employees have the option to select their employer as Derbyshire County Council, and to enter their payroll number. Entering this information allows employees to view more jobs. Information on what applicants can see, based on their payroll number, comes from SAP.

#### Ways to apply

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 HR Services and the candidate will be by email
- Off-line with email –the application is off-line (ie by emailing in an application form) but if an email address is supplied, all communications will be by email
- Off-line – if no email address has been supplied, communication will be by letter.

#### Viewing 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 HR Services to say that any off-line applications, have been added.

# Job advertising and applicant processing

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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.

### Email Notification - Ready to Shortlist

Once the job advert has ended, you will receive an email to let you know that that all applications are available for you to review and shortlist. It will be similar to the example below.

Log into Recruit before clicking on the link in 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 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 the question mark (Help) icon top right of the Recruit system or via this link.

### Processing Applicants

To view applications for a job:
Login to Recruit. From the Recruit menu, click Applications > Applicants dashboard.



Click on the Processing applications tab:
A list of jobs available to you, that have finished advertising shows, along with columns 'Applicants' and 'New applicants' (number of applicants at stage 1. Application Received)
Click on the job title to open a view showing the job and applicant details. The applicants for that job are shown in a list, grouped by the stage that they are at:

# Job advertising and applicant processing

## Recruit system
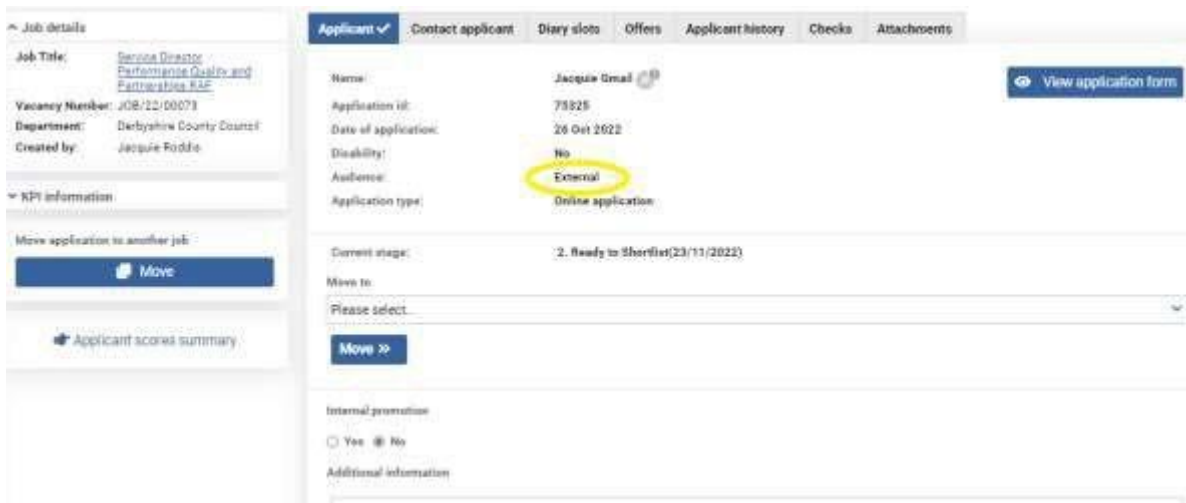


Some details can be viewed from the list of applicant records, for example, if the applicant indicates that they have a disability, then a 'Yes' can be seen in the Disability column

Check applicant details - click on the applicant name to view:



The Audience in the screen shot shows as 'External'. This applicant is not flagged as a Derbyshire County Council employee. The Audience shows if the applicant is flagged as:

- At risk (individually at risk)
- Ring-fenced
- Internal
- External

It is important that you always check if any applicants have the audience 'At risk'.      This should be shown on their applicant record, Applicant tab. They should also indicate it on their application form.

Please be aware that all 'offline' applications show as External. You should check if an offline applicant is 'at risk'.  This should show on their job application.  If the job has only been advertised

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to the 'at risk' audience, and an offline application is received and there is no indication that they are individually 'at risk' this should be checked with your operational HR team. 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.

Viewing Online Application forms

Click on the View application form button.

This opens the application form in your web browser. The details can be saved in PDF format - for example by selecting 'Print' - from your pc printer options available, select an appropriate option, such a 'Cute pdf' or 'Microsoft print to PDF'.

Viewing Offline applications

Paper application form that are sent by post, or application forms that are sent by email are offline forms. The forms will have been uploaded to the applicant Attachments tab area. These need to be downloaded individually. Anyone that these forms are shared with **must** have deleted them by 12 months after the job advert has ended.

To view the applications, go to the Applicant 'Attachments' tab. The application form should show there – click on the name of the file to open it.
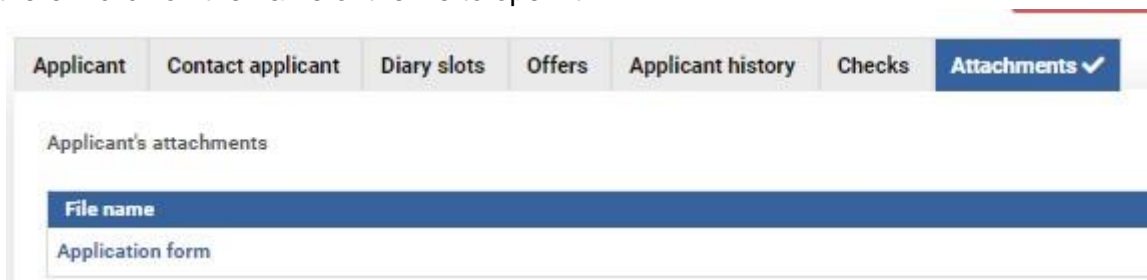
Sharing Online Application Forms

You do not need to print application forms to share with other panel members. The on-line forms can be shared securely even if the other panel members do not have access to Recruit. There are two options for sharing: To find the options, click on the red cross above the applicant record (if it is open) to close it, and return to a list of applicants for the job.

Check the left hand panel:

# Job advertising and applicant processing

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**Send application as PDF forms**
Send online application forms to panel members by email
Under Send application as PDF forms, click on the Send button



In the PDF creation window, type in the email address to send the forms to. Click to place a tick in the box to Recreate PDF documents.
Click the Send button.
The page confirms that the emails have been sent:



The recipient will be sent 2 emails. One with a link to the application forms, and another Authorisation email, containing a password.



- Copy the password from the 'Authorisation' email
- Click on the link in the Application forms email, then paste in the password when prompted.
- Click in the grey box under the password box (just showing in the screenshot)

# Job advertising and applicant processing

## Recruit system

Please log in

Password •••••••••••••••••••••••••

The application forms download - for example they may show like this when in Microsoft Edge web browser:

Downloads

75341 (3).pdf
Open file
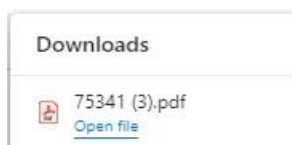
**Preview PDF Forms**
View the forms securely in Recruit.
To view online application forms for a job, go to Applications > Applicant dashboard, select either the Live jobs or Processing Applications tab, then click on the job name to select it.

A list of applicants shows, grouped by the applicant stage. If you want to view all online applications, then on the left, under Preview PDF Forms click on the **Preview** button.

If you want to only view application forms for applicants at a particular stage, first go to the group that you want to view, then select the Process Applicants button in the group header.
Then on the left, under Preview PDF Forms click on the **Preview** button

In the PDF creation window, click to place a tick in the box to Recreate PDF documents.

Click the **Create** button.

The application forms are shown on screen.

The Prev and Next button in the menu bar allow toggling between applications. The print and download buttons are on the right:

# Job advertising and applicant processing

## Recruit system
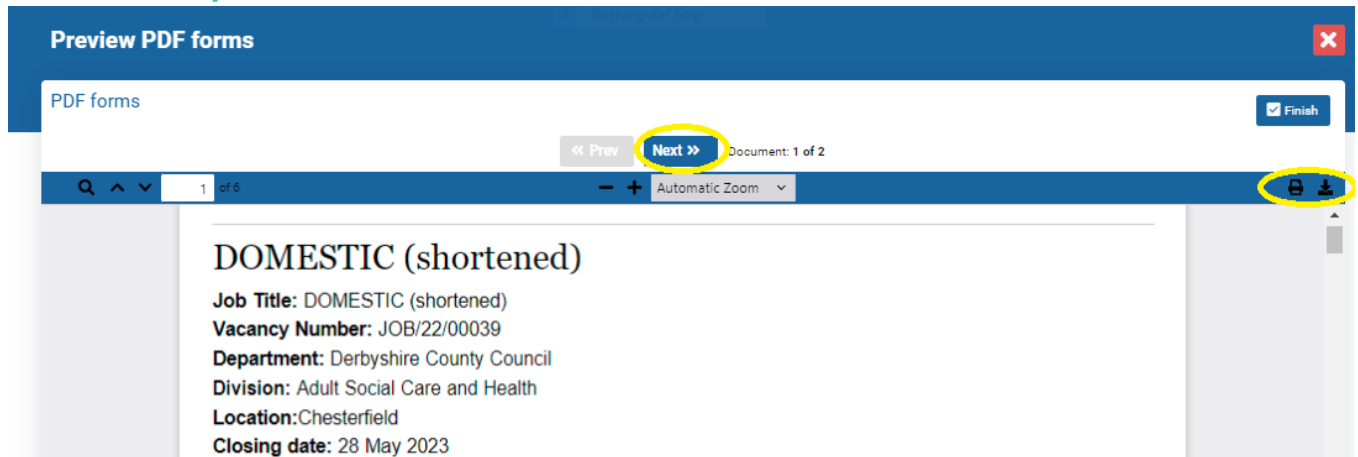


Click on the red cross to return to the list of job and applicants.

Shortlistin
g

Applicant details are reviewed, and a shortlist made.

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**

# Job advertising and applicant processing

## Recruit system

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 operational HR team, for review and approval. If the forms are approved, operational HR will email the SSC to confirm that the job can now be advertised to a wider audience (internally or externally).

The 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

The shortlisted applicants need to be recorded in Recruit.

To get to the job and applicant view, click Applications > Applicants dashboard.
  Click on the Processing applications tab:



A list of jobs available to you, that have finished advertising shows.
Click on the relevant job title to open a view showing the job and applicant details:

Update Recruit to show who is shortlisted as follows:

With the job and applicants showing, click on the Process applicants button on the top right hand side.

# Job advertising and applicant processing

## Recruit system



Click to place a tick in the box to the left of the applicants that are to be shortlisted. In the Select stage drop down list, select '3. Shortlisted' .



Click on the Move Applicants button. You may need to click on the refresh button in your web browser to view all the applicants.



Interview Invites

Option 1 Send interview invites out yourself
If you are arranging interviews yourself, for example via an MS Teams meeting, you can send out the invite from your MS Teams calendar.

# Job advertising and applicant processing

## Recruit system

**For 'At risk' applicants -** Contact 'at risk' applicants directly and arrange a mutually convenient time to meet. Keep a record of your conversations/emails with 'at risk' employees.

If you are contacting applicants directly about interviews, then go to Candidate Not Shortlisted section next.

 Option 2 Ask HR to send out invites
This section is only required if you want HR to send out interview invites on your behalf.

If you would like the HR team to send out an interview invite on your behalf (this won't be a Teams meeting invite, but an email or letter advising of date, time and location of interview), then you do need to update Recruit, as follows:

- Add interview details - date time location, applicant  •    Update the Applicant stage to Interview slots added

 **Adding interview details in Recruit**
Setting up interview details in Recruit is a two stage process.

- set up interview slots,
- allocate an applicant to each slot

You should aim to give applicants at least 7 day's notice of their interview. It can take up to 3 days from when you move applicants to the next stage ('4.Interview slots added') for HR to send applicants their invitations to interview (by email or letter).

You need to be logged into Recruit and in the view of job and applicants. (From the Recruit menu, click on Applications> Applicants dashboard and the Processing applicants tab. Click on the job name.)

Applicants are grouped by their applicant stage. Go to the group of applicants that are at stage 3.Shortlisted.



Click on the Diary slots link in the top right hand corner.

In the Diary Slots windows, click on +Add Multiple Slots

# Job advertising and applicant processing

## Recruit system



Select the date for interview, type in number of slots ( number of interviews) and click + Add Multiple Slots
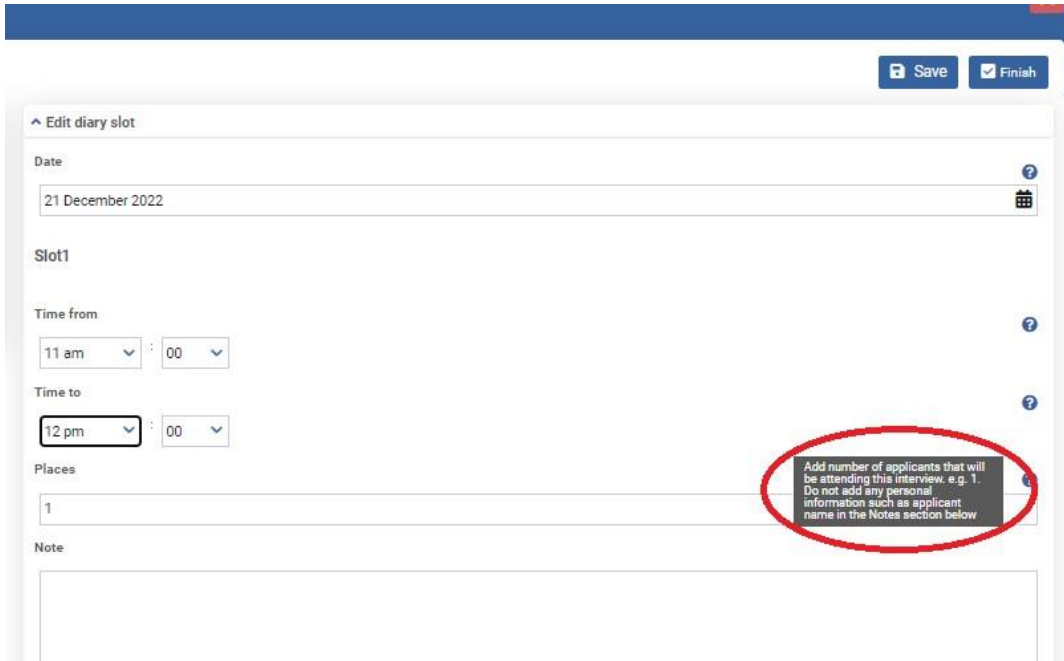


Enter details of the time, places (1 place) for each slot.

<span style="color:red">Do not write anything in the Notes field that you do not want all applicants to see. Any text written in the notes field shows on the applicant 'My dashboard' on the jobs web page. The applicant can see any unallocated diary slots and the dairy slots notes.</span>

The instruction, to not add any personal information in the Notes field, shows in Recruit in the help text for the 'Places' field (shown ringed in red)

# Job advertising and applicant processing

## Recruit system



Scroll down and click on +Add by the Location, use the filter to select a location, click on button to the left of the location, click +Add Selected



Scroll up to the top of the page and click Finish.
The diary slots show with no applicant linked to them:

# Job advertising and applicant processing

## Recruit system



Click on the green edit button to open the details for the first slot.
Underneath the location section for the first slot, click + Add Applicant



The shortlisted applicants show. Place a tick to select one of the applicants, and click +Add selected



The applicant shows in the diary slot details. Click **Finish**.
Repeat for all the other diary slots.
When all shortlisted applicants have been allocated a slot, click on the red x to return to the list of job and applicants
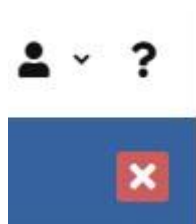


### Interview slots added

If you have added diary slots (or interview slots) then you need to update the applicant stage to the next stage. This will notify HR so that they know to send out interview invites.

You only need to do this step if you have added diary slots - If you are sending out your own interview invites, leave the applicants at stage 3. Shortlisted, and go to the Candidate not shortlisted section of this document.

   Update Recruit to show who has diary slots added as follows:

# Job advertising and applicant processing

## Recruit system

With the job and applicants showing, click on the Process Applicants button 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

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

Select Finish.

### HR send out Interview Invites

If you have updated applicants to the stage Interview slots added, then HR will send out the interview invites. These will be sent by email if the applicant has an email address noted, otherwise a letter will be sent.

Applicants that have applied on-line will be able to see the status of their application on their 'My dashboard', so it is important to update the stage for applicants.

Applicants will also be able to view their interview invitation email, via their 'My dashboard'.

### Confirming interview attendance

In the job details, Dates tab there is an 'Email for interview replies' field.

Applicants are asked to email this Email address, to confirm or decline their interview.

It is the manager's responsibility to keep a record of who is attending interviews and if required, chase up those that have not responded.

Applicants are asked to contact the manager directly if they want to re-arrange their interview.

### Candidate not shortlisted

Update applicants who are unsuccessful. Applicants can see the status of their application on their 'My dashboard', so updating the stage in Recruit will let them know that they have not been shortlisted.

Go to the job and applicant view, click Applications > Applicants dashboard.
Click on the Processing applications tab:
.

# Job advertising and applicant processing

## Recruit system

**Applicants**

| Live jobs | | Live jobs | Processing applications ✓ |
|---|---|---|---|
| 3 jobs with 7 applicants | | | |
| Redeployment: 0 people suitable for 0 jobs | | **Id** ⌄ | **Job Title** |

A list of jobs available to you, that have finished advertising shows.
Click on the relevant job title to open a view showing the job and applicant details:

Update Recruit to show who is unsuccessful at this stage:

With the job and applicants showing, by the group of applicants at stage Ready to Shortlist, click on the Process Applicants button ( top right hand side).

| | | | | ← Back | ➕ Add |
|---|---|---|---|---|---|
| ⌃ 2. Ready to Shortlist (3) | | | | Diary slots | Process applicants |
| **Applicant** | **Disability** | **Source** | **Date moved to stage** | | **Scored** |

- Click to place a tick in the box to the left of the applicants that are to be marked as not shortlisted.
- In the Select stage drop down list, select 'Candidate not shortlisted'.
- Click Move applicants button

**Process applicants**

Process applications received for Residential Social Care Worker

| Manage ✓ | Job details | 2. Ready to Shortlist (1) | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|
| ⌄ Filter list | | ☑ **Applicant** | **Audience** | **EDA** | **Source** | **Date applied** | **Stage score** | **Essential score** | **Desirable score** |
| ⌄ Contact applicants | | ☑ Jenny Longstocking (73312) | External | Yes | Offline with email | 07 Sep 2022 | 0 | 0 | 0 |
| ⌃ Move selected applicants | | | | | | | | | |
| Select stage | | | | | | | | | |
| Candidate not shortlisted ⌄ | | | | | | | | | |
| Move applicants » | | | | | | | | | |

# Job advertising and applicant processing

## Recruit system

You are returned to the list of applicants for the job. Applicants who have been updated to Candidate not shortlisted show in the list.

Job Offered and Accepted

Once the selection process/interview has taken place and a decision has been made, contact the applicant (usually by phone), and verbally offered them the job.
If they accept (subject to relevant checks), then inform HR as follows:

Update the applicant stage in Recruit, attach relevant documentation to the applicant record, and add a 'Job Offer' record. To do this:

Go to the job and applicant view, click Applications > Applicants dashboard.

Click on the Processing applications tab:
.



A list of jobs available to you, that have finished advertising shows.
Click on the relevant job title to open a view showing the job and applicant details.
By the group of Shortlisted applicants, click on Process Applicants
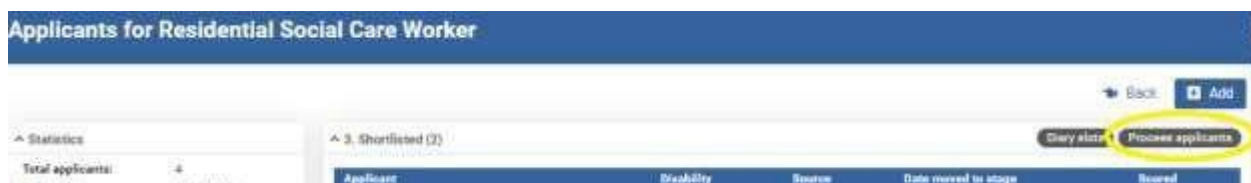


- Click to place a tick in the box to the left of the applicants that are to be marked as successful
- In the Select stage drop down list, select '5. Job Offered and Accepted.
- Click Move applicants button

# Job advertising and applicant processing

## Recruit system
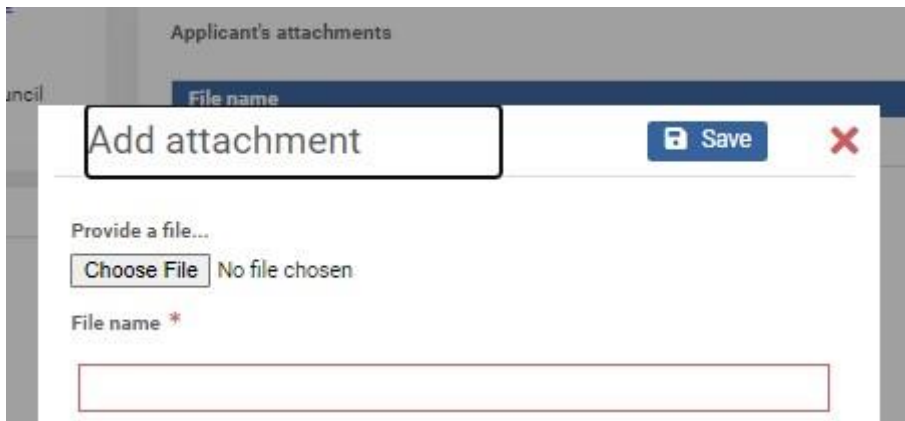
### *Attach documents*

Scan and save the following documents, and attach them to the successful applicant's record. HR 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. Please verify and annotate that it is a true copy of the original and sign and date the photocopy. •     Any handwritten interview notes.
- Any other documents e.g. qualifications. Please verify and annotate qualification certificates to confirm it is a true copy of the original and sign and date the photocopy.

To attach these open the Applicant's record and go to the Attachments tab.

Select +Add Attachment.



Then click Choose File. Browse to the folder where you have saved a scanned copy of the documents, click to select the file, click Open.

In the File name field, type in a meaningful name (e.g. John Jones' passport)

Save.

You can add more documents in this way.

### *Add a Job Offer record*

With the applicant record open, go to the Offers tab.

# Job advertising and applicant processing

## Recruit system
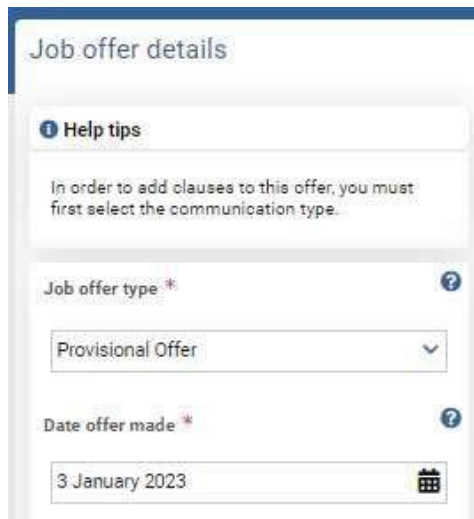


Click on +Add Offer.

In the Job offer details section, enter job offer type of 'Provisional Offer' and select the date that the offer was made from the calendar.

Select Communication type of - 'Letter - your application is being processed'.

Save.



The Applicant details pe populate the main section. If the applicant is already an employee,

update this section to add in a payroll number and select Yes for Internal Applicant.

Click on the Job details tab.

<span style="color:red">This section is important to complete, particularly if the job advert is for more than one post. Details for the specific job role/ position number, and line manager for example, need adding here.</span>

Check the details that have been pre populated from the job advert details. Then update or add in information:

- Position number that this successful candidate will occupy

- Starting Spinal Column Point - enter the spinal column point for the starting salary
- DBS verifier (if not line manager) if applicable enter the email address of the person who will undertake the DBS verification.
- Line manager

# Job advertising and applicant processing

## Recruit system

Click Finish to Save and Close.
A Job offer record has been created.

.
Leave the successful applicant at this stage - Job Offered and Accepted. HR will be aware that the Pre Employment checks need to be carried out

Candidate Unsuccessful after Interview

Contact unsuccessful candidates to make them aware of the outcome of the interview. Then update their stage in Recruit as follows:

With the view of job and applicants open, find group of applicants at stage Shortlisted.
Click on 'Process Applicants'.
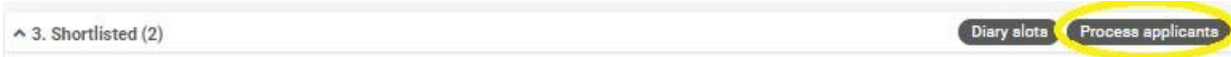


- Click to place a tick in the box to the left of the Shortlisted applicants that are to be marked as not successful
- In the Select stage drop down list, select 'Candidate Unsuccessful after Interview'.
- Click Move applicants button

HR carry out Pre-employment Checks

HR will now process the successful candidate by:

- Checking the attachments you uploaded, e.g. Right to Work information
- Sending out requests for verification of any checks required for the post. Eg DBS, references
- Attaching references received to the applicant 'Attachment' area.

The medical questionnaire will be sent to the successful candidate with the 'Proceed to Offer' letter or email.

HR will send the Proceed to offer letter/email. A copy of the details sent can be viewed in the

Applicant History tab of the applicant record.

View the progress of pre employment checks and references.

In Recruit, have the Applicant record open

Go to the job and applicant view, click Applications > Applicants dashboard.
Click on the Processing applications tab:
.
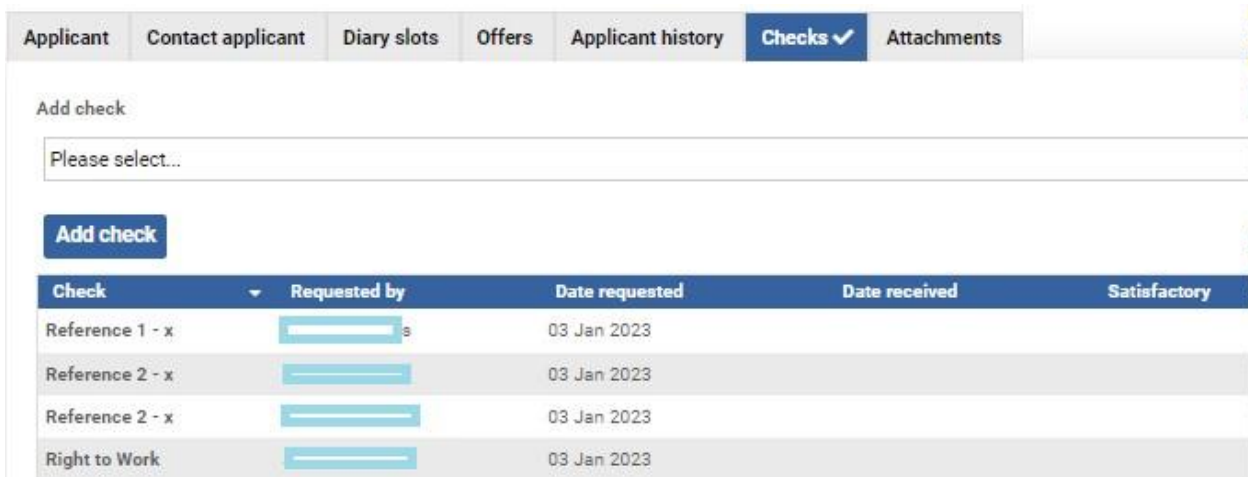
# Job advertising and applicant processing

## Recruit system
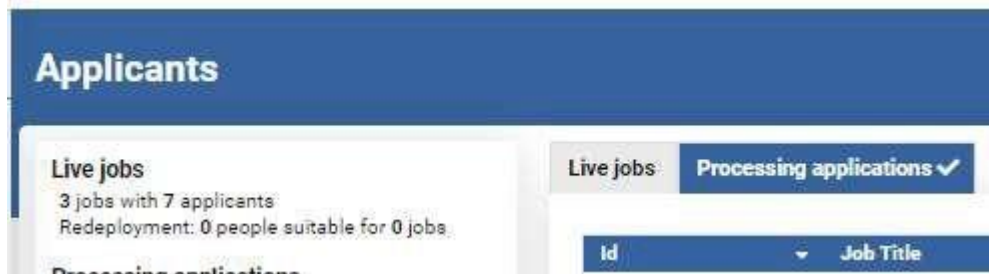


A list of jobs available to you, that have finished advertising shows.
Click on the relevant job title to open a view showing the job and applicant details.
Click on the applicant name.

Go to the Checks tab



The screen shot shows references, and Right to Work information requested for this applicant, but not yet received.
.

**If a reference has not been marked with a Date received after 10 days, the email is automatically resent. If not marked with a Date received after 15 days, the request is again resent.**

View the reference reply, and correspondence from the candidate in the Applicant attachments tab.

### Accept (or decline) References

When a reference is returned, you will be sent an email containing instructions on how to accept or decline it.
To view the reference, in Recruit, have the Applicant record open

# Job advertising and applicant processing

## Recruit system

Go to the job and applicant view, click Applications > Applicants dashboard.
Click on the Processing applications tab:

Click on the applicant name to open the applicant record.

Go to the Attachments tab and click on the reference attached to open and view it.

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 entering the following:
- For Date received, select the date.
- Select yes or no for 'satisfactory' - to accept or decline this reference
- Add any relevant detail in the Notes section, including your initials.
- Click Finish

In Outlook, send an email to the address in the instructions sent earlier, to notify the relevant HR team that the reference check details have been updated, quoting the job reference number. JOB/..
<span style="color:red">It is important that you make HR aware that the reference has been reviewed, otherwise the appointment start date could be delayed.</span>

Start Date

Once the checks have been completed HR will email you to ask for information on working pattern and start date.

Once the Start Date has been confirmed the Contract is sent out. Sending out the contract and receiving it back, is recorded in the Checks area.

The new starter details are added to SAP/ updated in SAP and the recruitment process is complete.

# Job advertising and applicant processing

## Recruit system

### APPENDIX

**Appendix 1 How to create a desktop shortcut**

To create a Desktop Shortcut

- Copy the link to Recruit: https://derbyshire.recruitsaas.com/login.aspx.

- On your PC or laptop desktop, right click your mouse. This displays the following menu:



- Click on 'New', and the following menu will appear:
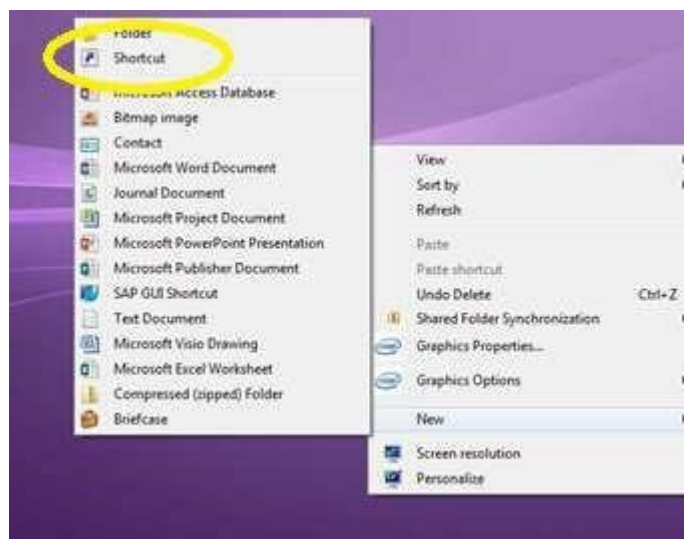
# Job advertising and applicant processing

## Recruit system

- Select 'Shortcut'.

- 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 appears on the desktop of your PC/Laptop.

# Job advertising and applicant processing

## Recruit system



Recruit Login

**Appendix 2 : Information about Job stages and Applicant stages**

Job and Applicant stages

The system is based on jobs and applicants being moved through stages in the recruitment process. This is carried out by the recruiting manager, or the Recruitment team (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, 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 sign in to their applicant account on jobs.derbyshire.gov.uk and see which stage they are currently at in the recruitment process on their 'My dashboard'.

Examples of workflow stages
The stages that a job or applicant can be moved to depends on the current stage that the job or applicant is at.

Example of job workflow stages, seen next to the Jobs form, for a job at stage Completed review:
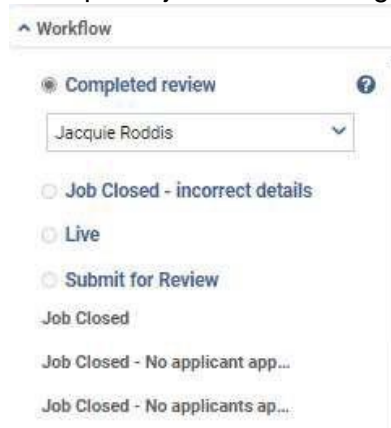


Example of applicant workflow stages, seen on an applicant record for an applicant who is shortlisted

# Job advertising and applicant processing

## Recruit system

| Current stage: | 3. Shortlisted(28/11/2022) |
|---|---|

Move to

Please select...

Please select...
2. Ready to Shortlist
4. Interview slots added
5. Job offered and accepted
Application withdrawn by applicant
Candidate did not attend interview
Candidate unsuccessful after interview

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

If you do select the wrong stage, see if the correct stage is available in the list to update to.

If it isn't, then you may be able to select a stage earlier in the process, from the list of available stages. Then move the stage along until the right stage is selected. (For example, if you accidentally update an applicant to Applicant Withdrawn, you will need to set their stage to the first stage of Application Received. Then update and move along to the required stage.

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

### Appendix 3: Some system features

Saving and navigation
Buttons above are at the top of the screen when you are working on jobs or applicants.
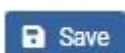
**Save** Save regularly as you
work.

**Finish** Clicking finish will save and close the record.

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.

**Move »** The Move or Move applicants buttons button must often be used to update information such as the stage.. If you select from a drop down list but don't press Move, the changes will not be saved.

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

# Job advertising and applicant processing

## Recruit system

Notes field

You use the notes field on the job form to add any additional information for the Recruitment team to view. To see the Notes field click on the down arrow to expand:

▾ Show notes (1)

The yellow notes field shows, type in text. When you have finished click on Save.

### Appendix 4: Overview of the recruitment process

Manager and Recruitment Team roles

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

| Step | Manager | HR |
|---|---|---|
| **Advert Set Up** | Manager sets up job and submits advert for review. | |
| | | HR reviews job/advert and sends back to manager to be made live. |
| **Advert Live** | Manager makes advert live. | |
| **Applications received** | Manager views all online applications via dashboard. | |
| **Ready for shortlisting** | | HR uploads any offline applications and advises manager when ready to shortlist (applicant stage 2. Ready to shortlist). |
| **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 (optional) sets up and allocates interview slots. Then updates applicant stage to '4.Interview slots added' | |

# Job advertising and applicant processing

## Recruit system

| | | |
|---|---|---|
| | Manager is the contact point for interview candidates. | HR sends interview invitations. |
| **Interview/selection process** | Manager interviews candidates. | |
| **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. These documents should be verified, signed and dated confirming the original document has been seen. | |
| | Manager moves all unsuccessful candidates to stage 'Candidate unsuccessful after interview (4)' | |
| **Pre-Employment Checks** | Manager notified when references returned, updates check as accepted, and confirms start date. | HR generates proceed to offer letter, sends reference requests, DBS and medical questionnaire . |
| **Appointment** | | HR generates contract of employment |

Recruitment Process Timeline
Below is an outline timeline for a recruitment process, in working days.
This is for a job advert that involves advertising first to 'at risk' applicants, re advertising at a later date to internal applicants, and readvertising later to all applicants.

Note that some jobs can be advertised to all applicants at the same time.

| Working Day | |
|---|---|
| 1 | Manager sets up job on Recruit and updates the stage for HR to review. |

# Job advertising and applicant processing

## Recruit system

| | |
|---|---|
| **4** | Within 3 days HR review job, and updates stage for manager to view, HR usually make the advert live. |
| **6** | **Latest the job advert goes live** (can go live earlier, on day 4 if actioned immediately). |
| **11** | **Closing date for at risk employees** to allow a minimum of 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** | **If no applications are received,** the HR manager to review job before internal/external advertising **with a closing date of two weeks on a Sunday.**<br><br>Manager/ HR makes the advert live**.** |

| | |
|---|---|
| **By day 18** | **If at risk applications received,** manager has reviewed applications and met at risk employees to assess suitability. |
| | **If appointment made, process ends here.** |
| | **If no appointment made**, manager submits priority candidate assessment forms to operational HR for approval |
| **By day 20** | Operational HR review priority candidate assessment forms. If approved, operational HR send authorisation email to HR for job to be advertised internally/externally. |
| **21** | HR update the job, to be advertised internally/externally and ask manager to make live. HR set closing date for a Sunday allowing at least 16 days.<br><br>Manager informs the HR if any changes required e.g. to the interview date. |
| **23** | **Latest the job goes live internally or externally** (if no action from manager).<br>Closing date set for on a Sunday, allowing two clear weeks. |
| **Sunday after day 35/36** | Closing date |

# Job advertising and applicant processing

## Recruit system

| | |
|---|---|
| **Tuesday** | All offline applications available – ready to shortlist. The manager receives an email to confirm all offline applications have been input into Recruit and they can commence the shortlisting process. |
| **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, shortlist, consider any 'at risk' applicants etc.***

Closing dates

HR will add an advert closing date once the job has been set up in Recruit and updated to the Submit for review stage.

For jobs going through the normal recruitment process – advertised to 'At risk' employees first, for a minimum of 5 working days - HR will set an initial closing date of 7 working days. The 7 days will start from the day the HR 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.

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:** <jonandtanya@uwclub.net>
**Subject: Job ready to make Live - reference JOB/18/00739 - Day Care Assistant**

# Job advertising and applicant processing

## Recruit system

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 via the question mark icon in Recruit

### Appendix 5: Advertising job to certain audiences

To support the Council's commitment to retaining talent and minimising redundancies wherever possible, the normal process will be for jobs to be initially **open to individually at risk employees only** for a **minimum of 5 working days at the start of the recruitment process**. Once the manager has set up the job, the HR will set the closing date, for 7 working days' time. This allows 5 working days for applications, and 2 days for the job to go live in the event the manager doesn't action it sooner.

Employees who are 'individually at risk' on the redeployment register need to register on the jobs web site and enter their payroll number. Once this is done, they will be automatically given access, from details supplied each night from SAP, to view and apply for jobs at this stage and can set up alerts to be notified of any jobs added to the jobs site.

**The benefits of this approach:**

- Enables employees to receive genuine 'priority consideration' for vacancies before other employees or the public.
- Gives employees seeking redeployment timely, direct online access to all vacancies as they arise, reducing reliance on manual processes and the chances of redeployment opportunities being missed.
- Signals the Council's commitment to supporting employees at risk of redundancy.

Vacancy Control exceptions

# Job advertising and applicant processing

## Recruit system

Any exceptions to a job being advertised to 'at risk' employees first i.e. where a job bypasses the 'at risk' stage and goes straight out to internal or external advert - must be approved through the Departmental vacancy control process.

<div style="border:1px solid black; padding:10px;">

**Departmental vacancy control process**

Through the usual Departmental vacancy control (VC) process, authorisation given:

1. **To fill the vacancy.**
2. **For any exception to the normal process of the job being advertised to individually at risk (IAR) employees first (before being advertised internally, then externally).**
3. **For any exemption to the requirement to advertise jobs internally before externally.**

</div>

Identifying 'At risk' Employees

Although managers can see the 'audience' an employee belongs to in each applicant's record on the Recruit system, and if they are 'At risk', employees will also be asked to indicate their 'individually at risk' status on their application form.

**For any employee applying offline, their audience will always display as external. These applications need to be scrutinised as at risk employees should indicate their status on their form. If this is not clear you should query this with a member of the operational HR team.**

Redeployment support

Individually at risk employees will be encouraged to register for alerts, and become familiar with looking at and applying for jobs online. Redeployment officers will continue to support employees seeking redeployment, liaise with recruiting managers where necessary, and will also have access to all vacancies. Employees who cannot use the system to search and apply for vacancies online will be given support to look for and apply for redeployment opportunities off line. **At risk employees applying offline need to ensure that their application form is clearly marked to indicate their at risk status.**

Eligibility for priority consideration at other advertising stages

Individually at risk employees are eligible for priority consideration at whatever stage they apply for a job, including if the job has moved to the internal or external advertising stage, having been through the 'at risk' advertising stage. It is expected that this should happen less frequently with the introduction of the new 'at risk' stage of advertising.

# Job advertising and applicant processing

## Recruit system

You may need to re-advertise a job, for example if two posts are advertised but only one is filled, a job is offered to a candidate who then withdraws, or if a job is advertised to an 'at risk' audience and no suitable candidate is found.

- Login to Recruit, the User workflow page opens.
- In the Recruit menu area, click on Applications then Applicants dashboard.
- The Applicants page opens. Click to highlight the 'Processing Applicants' tab.



- From the list of jobs, click on the job that you want to re-advertise.

The Job and applicant view opens. In the left hand panel, click on the link showing the job title:



The Job form opens.

In the workflow (left hand pane), the radio button for stage Processing Applications is selected. Select the radio button for stage Setting up Job, and then click Save in the top right hand corner.

# Job advertising and applicant processing

## Recruit system



Some of the fields are now editable. Update any information that needs changing For example this could include:

**Job Basic Tab**
- Number of positions.
- Vacancy control information

**Job Detail Tab**
- How the job should be advertised
- Readvertisement. (yes)

**Dates**
- Interview date.
- Email address for interview replies

**Advert**
- Advert text.
- Where the job is to be advertised externally ( ie newspaper)
- 'Media' to be used.
- Cost centre for any external adverts.

If you make an amendment to the job advert, add a note with summary information. This is so that HR are aware. To add a note:
By 'Show Notes', click on the down arrow to expand the notes section



The yellow notes field shows, type in text. Click on Save.

You can **preview** the advert at this stage by clicking on the preview button. 

HR now need to check and update some information for the advert. To notify them, update the job stage to Submit for Review:

# Job advertising and applicant processing

## Recruit system

In the workflow (left hand pane), select the radio button for Submit for Review, and in the drop down list underneath, select .HR Services. Click Finish

### Appendix 7: Example of Priority Candidate Assessment form

**Priority Candidate Assessment Form**

*- To be completed in all cases when a priority status candidate is not appointed*

*- This form may be used to record when an 'at risk' candidate is not short-listed for interview or has an unsuccessful statutory trial period*

| Name of Employee | Employee Number |
|---|---|
|  |  |

| Current Position | Potential Position | Job Advert Ref |
|---|---|---|
| Department | Department |  |
| Position | Position |  |
| Grade | Grade |  |
| Hours/Days per week | Hours/Days per week |  |
| Base Location | Base Location |  |
| Job Family | Job Family |  |

| Applicant's Status | | | |
|---|---|---|---|
| Group at Risk | ☐ | Individually at Risk | ☐ |
| *Guaranteed Interview | ☐ | *Priority Interview | ☐ |

*Where large numbers of 'at risk' employees apply for the same post, shortlisting may be necessary

| Assessment Method | | | |
|---|---|---|---|
| Shortlisting Application Form | ☐ | Interview | ☐ |
| Work Taster | ☐ | Statutory Trial | ☐ |

**Essential Criteria**

# Job advertising and applicant processing

## Recruit system

Please note that the 'essential' requirements within the person profile for a vacancy should be relevant and genuine so as not to unnecessarily exclude potentially suitable 'at risk' employees from redeployment opportunities. The selection process should also ensure that it does not unnecessarily exclude applicants from outside the service area who have transferable skills and experience which would enable them to do the job, for example by using very context specific interview questions.

**Retraining**

Funding of retraining should be discretionary, subject to an identified business need and reasonableness in the circumstances. It is proposed that the total cost of retraining will not normally exceed 50% of the cost of the deleted post's annual savings.

Please provide the reasons why you believe the individual is **not suitable** for the position for which they are being assessed by completing the applicable categories below:

| | |
|---|---|
| **Skills gap:**<br>Please give details of the gap in skills and why you feel it is not possible to bridge this with reasonable retraining and support. | |
| **Knowledge gap:**<br>Please give details of the gap in knowledge and why you feel it is not possible to bridge this with reasonable retraining and support. | |

# Job advertising and applicant processing

## Recruit system

| | |
|---|---|
| **Retraining requirements:**<br>Are there any **essential** qualifications that the employee does not currently hold?<br>What retraining and support would be required to enable the individual to commence/succeed in the role?<br>Does the candidate have the relevant skills, aptitude and commitment to complete the retraining and carry out the duties of the role effectively?<br>Please estimate:<br>• timescale to complete retraining<br>• total retraining costs (including course fees, registration fees, exam fees, equipment, cost of cover and/or time away from work)<br>• Percentage of salary of deleted post | |
| **Additional Comments:** | |
| **Recruiting Manager:** | **Date:** |
| **Department:** | **Service Area:** |

- This form must be submitted to your Senior HR/HR Business Partner for authorisation before advising the applicant that they have not been appointed or releasing the vacancy for further advertising, in accordance with the Council's Redundancy, Redeployment, Protection of Earnings and Buy Out of Hours policies and Core Principles for Managing Organisational Reviews.

- Please ensure that shortlisting, interview notes or trial period assessment notes are attached on submission to HR.

| **Senior HR/HR Business Partner** | **Date:** |
|---|---|

# Job advertising and applicant processing

## Recruit system

### Appendix 8: Where to get Help and Support

The user guidance covers many areas of how to use Recruit, and the recruitment process.

However if you have any queries or issues, please contact the HR teams by email:

If your query is regarding

- Adult Social Care and Health, contact ; asch.recruitment@derbyshire.gov.uk

- Childrens Services, contact : cs.recruitment@derbyshire.gov.uk

- Place or Corporate Services and Transformation, contact cst.place.recruitment@derbyshire.gov.uk