

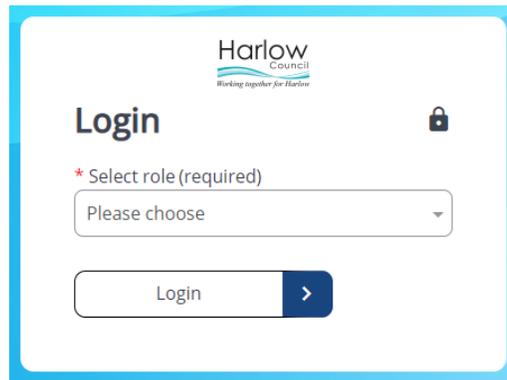
Recruiting Manager – User Guide

When the HR team has received relevant sign off / authority for a job to be advertised (along with relevant documentation – Job Description etc.) it will be posted to the internal / external job vacancies web portal via iTrent. Recruiting managers will have access to their vacancy in the system and will be able to:

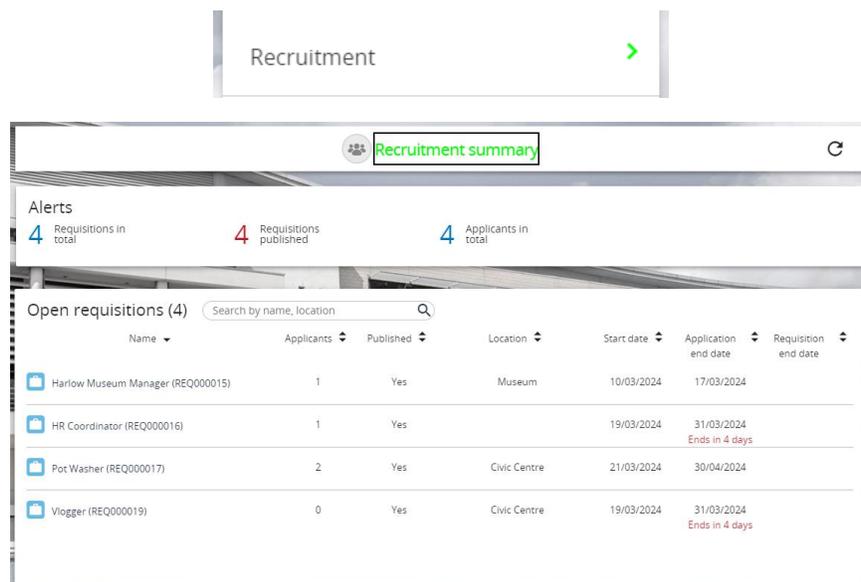
- Review job applications as soon as they are received
- Move candidates to different stages of the recruitment lifecycle
- Send rejection emails to candidates that have been unsuccessful either after shortlisting or after interview
- Have easier access to applicant information

The iTrent Recruiting Manager profile is accessed via the iTrent core system (the same link that is used for People Manager): https://ce0549li.webitrent.com/ce0549li_web

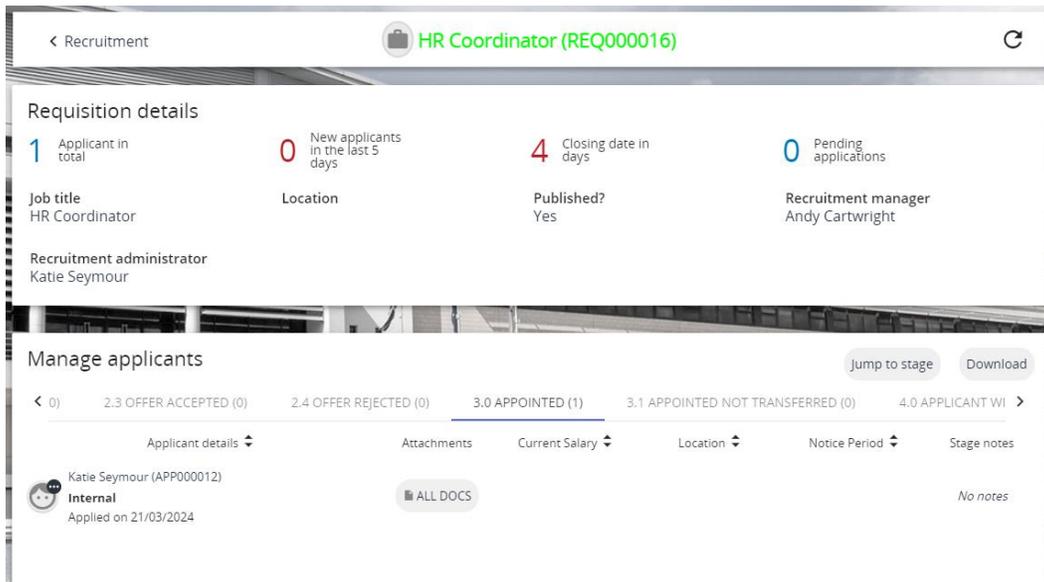
When logging in, the recruiting manager may be presented with a screen asking which role to log in as, select 'Recruiting Manager'. Can't see the role on the drop down? Please speak to HR who will add this to your security profile.



Once logged in, click on 'Recruitment' on the menu on the far right. This will take you to the Recruitment Summary page.



The recruitment summary page will show highlights of the jobs that you have access to. Clicking on the job title of one of the jobs in the summary will take you to the Requisition summary page.

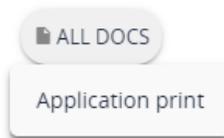


The recruitment summary has a 'manage applicants' section where applicants can be found along with their job application. If a candidate has a flag next to their name this means that they have indicated a disability and when considering their application you should consider the organisations commitment to the Disability Confident scheme.

The stages are built based on a recruitment lifecycle and candidates can move from one stage to another. Initially most applicants will come in via stage 'Web applicant' (ie. Applied via the web portal).



Clicking on 'All Docs' next to the applicant will give you the option of 'Application Print'. Please note that this is a print to screen (opens in pdf format) and will not send off to the printer.



Recruiting managers can review job applications as they are received. The iTrent workflow will send an email to the main recruiting manager to advise when an application has been received in the system. All vacancies will close at midnight on the application closing date. The HR team will send email confirmation when the job has closed and email confirming next steps required as well as moving all applicants to the shortlisting stage in the lifecycle.

iTrent can draft standard email responses for any rejections after shortlisting or after interview. To do this the applicant/s needs to be moved to the appropriate stage. This can be done in either the 'View / Amend – Application Progress' screen (which enables movement of a stage for an individual applicant) or via 'View / Amend – Requisition application processing' (which enables movement of a singular or group of applicants). In the below example we have two candidates at the shortlisting stage and we are ticking on applicant to be moved to 'Reject after shortlisting'. An email merge is available at the rejection stage and a box is presented that states 'Run document merge' which can be ticked if an email is to be generated. The system will go away and generate this once the save button is pressed.

Requisition processing (as of 27/03/2024) Pot Washer ▼ MENU ↻ 🖨

Update information

Stage selection * 0.3 Shortlisting ▼

Move to * 0.4 Reject after Shortlisting ▼ ● ● ● ●

Stage notes

Run document merge

Attach people resource

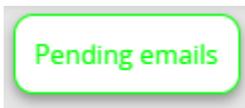
Resource person	Mailing job title	Start date	End date
<input type="text" value="Andrew Cartwright"/> 🔍	Casual HR Systems Manager	21/03/2024	+ -

Applicants

Applicant name	Applicant stage	
Hannah Bartram (APP000013)	0.3 Shortlisting	<input type="checkbox"/>
Katie Seymour (APP000014)	0.3 Shortlisting	<input checked="" type="checkbox"/>

[Save](#)

When the email/s are ready to be sent they can be accessed via the 'Pending emails' button:



Select the emails that you would like to have sent and press 'send' (you can at this stage, if required, amend the email address in which the email is to be sent).

Pending email correspondence ▼ MENU ↻ 🖨 📎

Deselect all

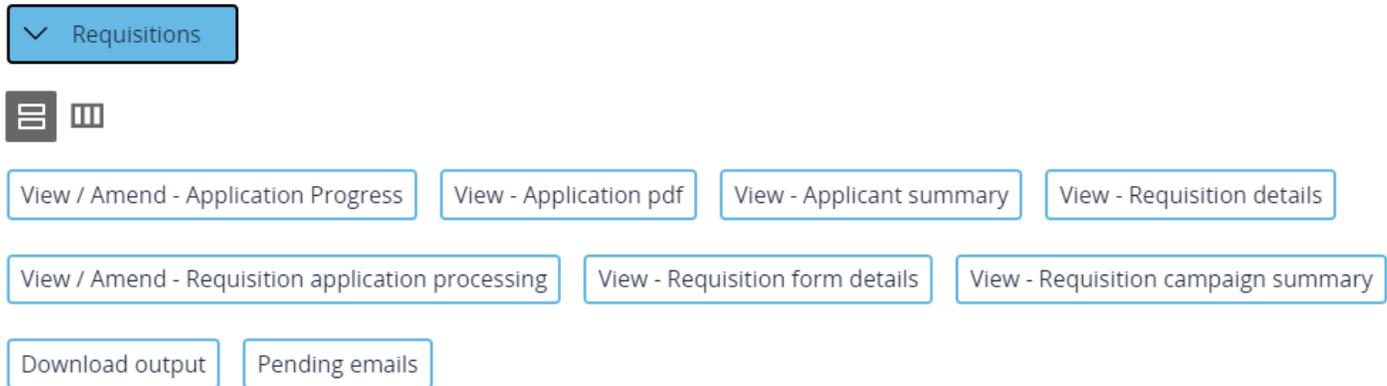
Name	Template	Email address	Email subject	Generated date	
Katie Seymour	HDC Reject after shortlist	<input type="text" value="ks@hotmail.com"/>	Harlow District Council - Job Application for Pot Washer	27/03/2024	<input checked="" type="checkbox"/>

[Send](#)

Other candidates can be progressed through the lifecycle. Up to the point that they get to 'Provisional Offer' (after relevant references / vetting is completed) at which point the recruitment pack will be passed to HR who will progress from that point onwards.

Other screens that the recruiting manager has access to...

As well as the screens mentioned above the recruiting manager has access to some other screens (Links all available at the bottom of the requisition summary screen – please note these are links in relation to requisitions and if you click them on the main recruitment summary screen the system will ask you to confirm which requisition you are looking to check the screen against – the requisition search is located on the left of the screen).



View / Amend – Application Progress:

As mentioned previously this enables movement of a singular applicant from one stage to another. At later stages in the process, with HR, this is where they will be allocated a vacant position to be moved into on their start date.

View – Application pdf:

This screen is an alternative screen for downloading the application form.

View – Applicant Summary:

This screen gives an overview of the applicant and includes contact details (if input on their application). It also includes an overview of the stage dates of the lifecycle, any drafted correspondence and any attachments.

The screenshot shows the 'Applicant Summary' page for Katie Seymour (APP000014). The page has a green header with 'Applicant Summary Katie Seymour (APP000014)' and navigation icons. Below the header is the 'Personal details' section, which includes the applicant's name, reference number (APP000014), email (k@hotmail.com), and contact information. The 'Progress history' section is a table with columns for 'Stage date', 'Stage', and 'Notes'. The 'Correspondence (2)' section shows two entries: 'HDC Reject after shortlist' dated Wed 27 Mar 2024 and 'HDC Reject after shortlist' dated Fri 22 Mar 2024. The 'Applicant attachments (1)' section shows one attachment: 'Application print'.

Stage date	Stage	Notes
27/03/2024	0.4 Reject after Shortlisting	N/A
27/03/2024	0.1 Web applicant	N/A
27/03/2024	0.3 Shortlisting	N/A
22/03/2024	0.1 Web applicant	N/A
22/03/2024	0.3 Shortlisting	N/A
22/03/2024	0.4 Reject after Shortlisting	N/A

View – Requisition details:

This is some of the initial core details that was used to create the requisition by HR and is where the Requisition Reference number would have been generated during the creation.

View – Requisition form details:

This screen would have been the other main screen that HR would have used to create the vacancy. It indicates if the job is published / not published as well as the job application and type and other core detail for the job advert.

View – Requisition campaign summary:

This is a useful screen that contains some of the items above all on one screen. It includes the date the requisition was created, the closing date, how many vacancies from the structure has been attached, how many applicants. It also gives a link to any attachments that the job was advertised with and another alternative option to view job applicants and applications.

The screenshot shows a web interface for a 'Requisition campaign summary' for a 'Casual Ambulance Driver' position. The page has a teal header with the title and navigation icons. The main content area displays various fields for requisition details. Below this, there is a section for 'Document attachments' with two PDF files listed. At the bottom, there is a section for 'Applications' with a note about filtering candidate applications.

Field	Value
Requisition name	Casual Ambulance Driver (REQ000017)
Job title	Casual Ambulance Driver
Requisition start date	27/03/2024
Requisition end date	
Application closing date	14/04/2024
Published	Yes
Vacancies	1
Appointments	0
Applicants	0

Document attachments

- Job description - Ambulance Driver.pdf
- Employee profile - Ambulance Driver.pdf

— Applications

Candidate applications are listed below and are filtered by current application stage, please expand stages for the candidate information