



St Mary's  
University  
Twickenham  
London

# **RECRUITMENT MANAGER GUIDE**

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## INTRODUCTION

The new Recruitment Manager profile has been designed to ensure that all levels of manager have access to a wide range of information about their recruitment activities within an easy-to-use environment. The following functionality will be available for Recruitment Managers:

- Submit a request to recruit
- View recruitment campaigns
- View applications
- Conduct shortlisting
- Schedule candidates for interview
- Make an offer
- Run management information reports

If you have line management responsibilities as part of your role you will be allocated a Recruitment Manager account. You will have full access to all your recruitment campaigns.

As a recruiting manager, you will have been given the relevant access through the Recruitment Manager function in order to carry out the full range of your recruitment management responsibilities. You do not have access to sensitive information of applicants.

## DATA PROTECTION

As Recruitment Manager contains detailed position information including salary scales it is important that you use it responsibly to ensure that the security of this information is maintained at all time.

Therefore, when you have finished using Recruitment Manager please always ensure that you logout.

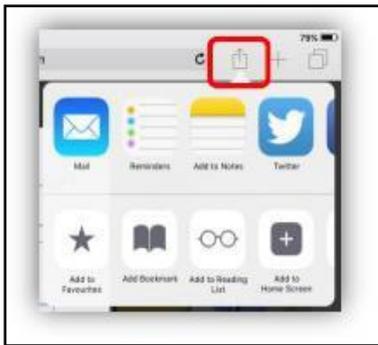
It is also important that you **never let anyone else know your username and password** as this information would allow people to access information on you and your staff through Recruitment Manager, exposing a risk of identity fraud.

## HOW TO ACCESS RECRUITMENT MANAGER

You can access Recruitment Manager from any internet connected computer device. You can access via your St Mary's computer or device, your own home computer, laptop, tablet, iPad, iPhone or Smartphone.

To access on iPad and iPhone

- Add the following URL address in your address bar:  
[https://ce0230li.webitrent.com/ce0230li\\_ess/ess/index.html#/login](https://ce0230li.webitrent.com/ce0230li_ess/ess/index.html#/login)
- On your device select the 'Send To' icon



- At this stage you have 3 options:
  - 'Add to Favourites' and click save
  - 'Add Bookmark' and click Save
  - 'Add to Home Screen' and click Add

Now the icon will appear on your home screen like an app would.

### TO ACCESS FROM A ST MARY'S SITE

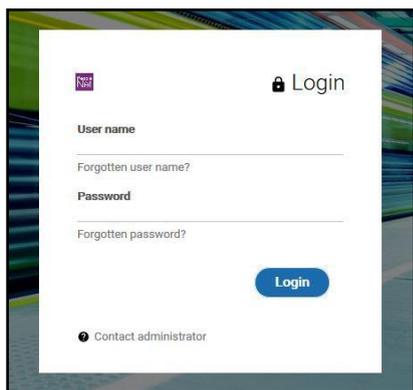
- Go to the StaffNet page
- Click on the PeopleNet icon and logon with your usual ESS username (your payroll number found on the back of your staff ID) and password
- Select People Manager link from the quick links menu on PeopleNet

### TO ACCESS REMOTELY FROM A PERSONAL DEVICE

- Go to URL – [https://ce0230li.webitrent.com/ce0230li\\_web](https://ce0230li.webitrent.com/ce0230li_web)

Once you have accessed Recruitment Manager, you will see the login screen below appear.

- Login with your **PeopleNet** user name (your payroll number with a leading zero i.e. 0526890) and password, then click Login.



The login screen will refresh to allow you to select which role you want to access. To access your Recruitment Manager view you will need to select **Recruitment Manager** from the drop-down menu provided.

If you are a first-time user you will need to reset your password to setup your account.

## HOW TO ACCESS THE RECRUITMENT MODULE

To access the recruitment module, go to your Recruitment Manager Home Page and select **Recruitment** from the Sections Menu.

### 1. RECRUITMENT AND REQUISITION SUMMARY SCREENS

The recruitment role includes two summary screens that will provide an overview of your current open recruitment campaigns.

#### 1.1. Recruitment Summary

Click on the recruitment section to load the Recruitment Summary screen.

Recruitment summary

Alerts

*No data to be displayed due to preferences being turned off*

Open requisitions (6)

Name	Applicants	Published	Location	Start date	Application end date	Requisition end date
Business Applications Developer (SMU10018)	3	Yes	St Mary's University, Waldegrave...	02/11/2020	02/11/2020	
Communications Manager (SMU10014)	3	Yes	St Mary's University, Waldegrave...	20/10/2020	20/10/2020	
Fixed Term Hourly Paid Academic Staff (SMU1001...)	71	Yes		12/08/2020		
Lecturer in Drama (SMU10017)	0			30/10/2020		
Planning Analyst (SMU10010)	0	Yes	St Mary's University, Waldegrave...	11/08/2020	18/09/2020	

LINKS

Request to Recruit > Shortlisting > Make an Offer

New- Requisition details View Existing Requisition Details

The recruitment summary provides you with an overview of the status of your open requisitions. Once a campaign is finished HR will close the requisition and it will no longer appear on this screen.

#### 1.2. Requisition Summary

To drill down into a specific requisition, click on the requisition name to load the requisition summary.

**Requisition details**

3 Applicants in total      0 Closing date in days      0 Pending applications

Job title: Business Applications Developer      Application end date: 02/11/2020      Published?: Yes      Recruitment manager: Mr Vladimir Putin

**Manage applicants**      JUMP TO STAGE      DOWNLOAD

SHORTLISTING (3)      ON HOLD PENDING DECISION (0)      SCHEDULE FOR INTERVIEW (0)      FIRST INTERVIEW (0)      SECOND INTERVIEW (0)

Applicant details	Attachments	Current Salary	Location	Notice Period	Stage notes
George West (AAAAAA111190) Internal Applied on 02/11/2020	ALL DOCS				No notes
Sir B (AAAAAA111191) Internal Applied on 02/11/2020	ALL DOCS				No notes
Laddi Ken (AAAAAA1111...) External Applied on 02/11/2020	ALL DOCS				No notes

This page gives you an overview for a single requisition and allows you to see the applicants that have applied for and reached each stage within the recruitment lifecycle.

If a candidate has marked themselves as self-certified disabled then a blue flag  will display against their name on the manage applicants' section.

You cannot make any changes to the recruitment campaign details on these screens. Please contact the HR Recruitment team if you require any amendments to be made via [HRhelpdesk@stmarys.ac.uk](mailto:HRhelpdesk@stmarys.ac.uk).

## 2. REQUEST TO RECRUIT

The first part of the recruitment process involves creating a request to recruit in the form of a requisition. The requisition holds the details of the vacancy request and other information including:

- Reason for creation
- Advert closing date
- Shortlisting information
- Interview information

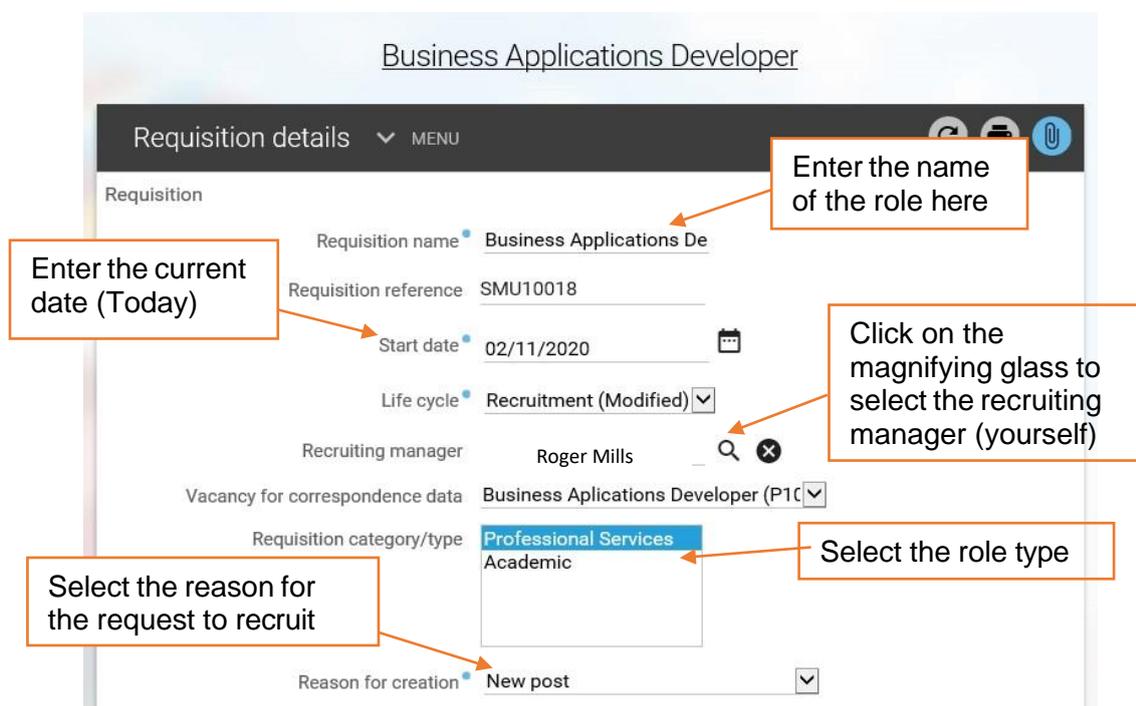
You should only be creating a requisition on Recruitment Manager if your Headcount Control business case has already been fully approved. Please contact [HRhelpdesk@stmarys.ac.uk](mailto:HRhelpdesk@stmarys.ac.uk) if you have any questions regarding the recruitment process.

## 2.1. Create a new Request to Recruit

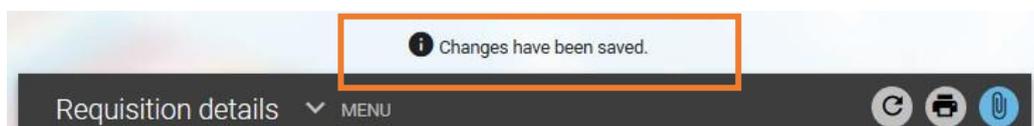
To submit a new requisition, click on the **New – Requisition details** link at the bottom of the Recruitment Summary screen.



Details on how to complete the requisition form are noted below.



Once you have completed your requisition form, click **Save**. A notification will appear at the top of the page to confirm changes have been saved.



Your requisition will now be visible on the Recruitment Summary screen with an **ORANGE** icon indicating the progress of the requisition:



Once the requisition has been authorised by the Recruitment team, you will be notified by email and the icon on the Recruitment Summary screen will change to **BLUE**:

Name	Applicants	Location	Start date	Application end date	Requisition end date
Casual Student Ambassadors x5 (SMU1000...)	0	St Mary's University, Waldegrave ...	25/06/2020	06/07/2020	
Planning Analyst (SMU10006)			18/06/2020	17/07/2020	

### 2.2. View existing requisition details (vacancy)

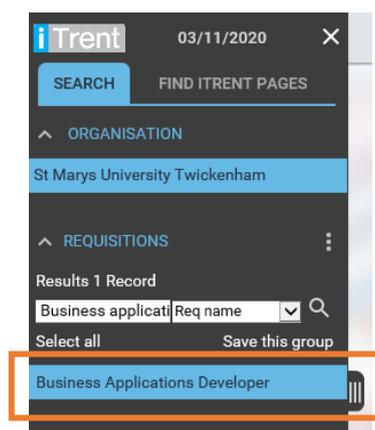
Return to the Recruitment Summary screen by clicking on the navigation button at the top of the Requisition Summary screen:



To view the basic details of your requisition/recruitment campaign e.g. reference number, closing date etc. select the name of the requisition on the **Recruitment Summary screen**:

Name	Applicants	Published	Location	Start date	Application end date	Requisition end date
Business Applications Developer (SMU10018)	3	Yes	St Mary's University, Waldegrave...	02/11/2020	02/11/2020	
Communications Manager (SMU10014)	3	Yes	St Mary's University, Waldegrave...	20/10/2020	20/10/2020	

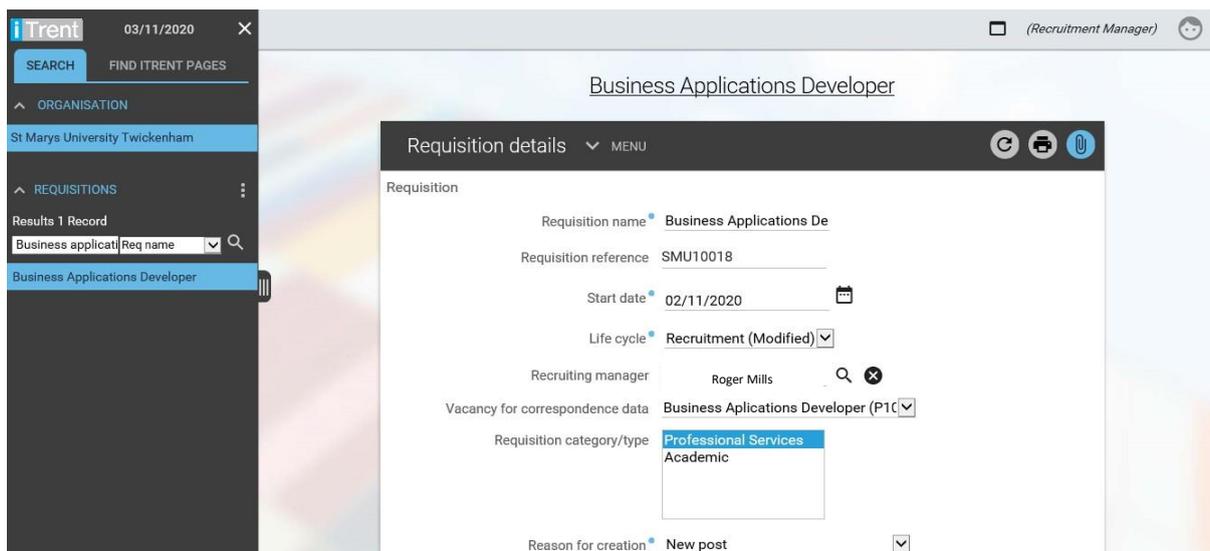
Alternatively, you can perform a search via the left-hand panel search field and then select the requisition you want to view details for:



Scroll down to your available links and select **View Existing Requisition Details** under **Request to recruit**:



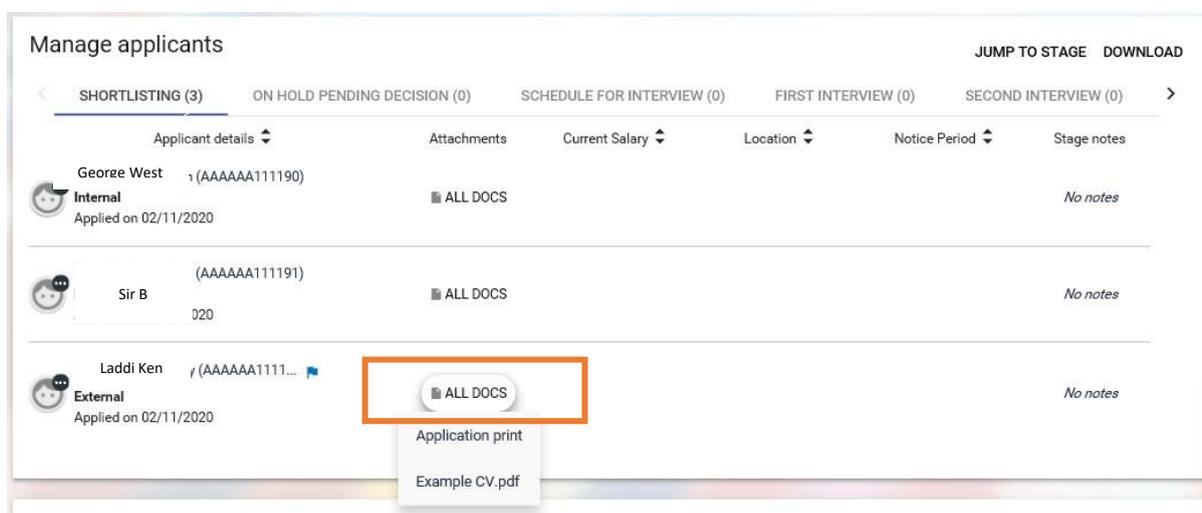
Details of the requisition will display on this page (refer to section 1.2 for more information on this).



**\*If you need to make any changes to the information on this page please contact the Recruitment team via [HRhelpdesk@stmarys.ac.uk](mailto:HRhelpdesk@stmarys.ac.uk)**

### 3. VIEWING APPLICATIONS

You can download an applicant’s application form and any other documents which they have attached with their application from the **Requisition Summary screen**. To do this, select the **ALL DOCS** button next to the applicant’s name and the application or attachment you want to download:



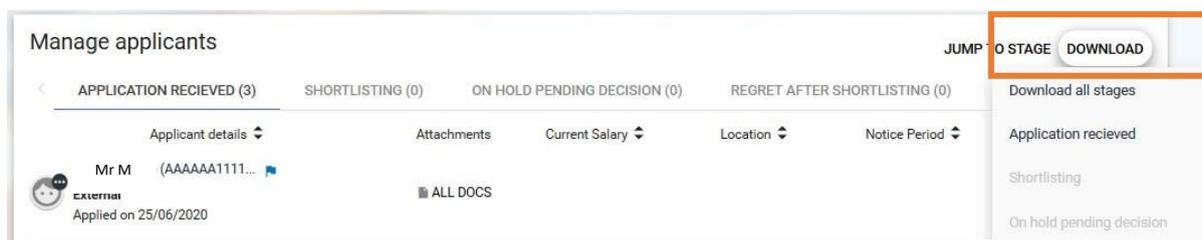
The selected attachment will open a PDF document which can be viewed for shortlisting purposes.

The PDF document can also be printed or saved to an external folder.

**If you save applications outside of the recruitment system you must ensure this is not in a shared area and/or password protect the document(s).**

**You will need to ensure that all applications stored outside of the recruitment system are deleted once the recruitment campaign is finished. Failure to do this could result in a breach of our Data Protection Policy regarding the storage and retention of applicant's information.**

If you want to download all documents across all stages of the requisition or attachments for a single stage (e.g. Shortlisting), select the **DOWNLOAD** button and the stage required:



You can also choose to download candidate applications in bulk via the Requisition Campaign Summary. To do this, please refer to section 3 for Shortlisting.

## 4. SHORTLISTING

Applications can be viewed once the advert has closed, however you should shortlist applications as per the guidance within the Recruitment & Selection policy.

### 4.1. Review Requisition Campaign Summary

You will be notified by email when the advert for your vacancy has closed and candidates are ready to be shortlisted. To start shortlisting, click on the **Shortlisting** folder at the bottom of the **Requisition Summary** and select **Review Requisition Campaign Summary**.



The Requisition Campaign Summary provides you with a summary of the details for a selected requisition:

**Business Applications Developer**

Requisition campaign summary Business Applications Developer MENU

Requisition name [Business Applications Developer \(SMU10018\)](#)

Job title Business Applications Developer

Requisition start date 02/11/2020

Application closing date 02/11/2020

Published **Yes**

Vacancies 1

Applicants 3

Document attachments

- Business Applications Developer JD\_v2.pdf
- Business applications developer advert\_v2.docx

+ Applications

**Callout boxes:**

- This is the advert closing date (points to Application closing date)
- The name is a hyperlink which when clicked will open a new view and display the relevant Requisition details (points to Requisition name)
- This field will display Yes if the job has been published to web recruitment. (points to Published)
- This field displays the total number of vacancies for the selected requisition. (points to Vacancies)
- This field displays the total number of applicants for the selected requisition. (points to Applicants)

The page makes use of plus + and minus - icons which when clicked will expand or collapse the display of additional information.

To view a list of applicants who have submitted an online application, select the + plus icon next to **Applications**.

Document attachments

- Business Applications Developer JD\_v2.pdf
- Business applications developer advert\_v2.docx

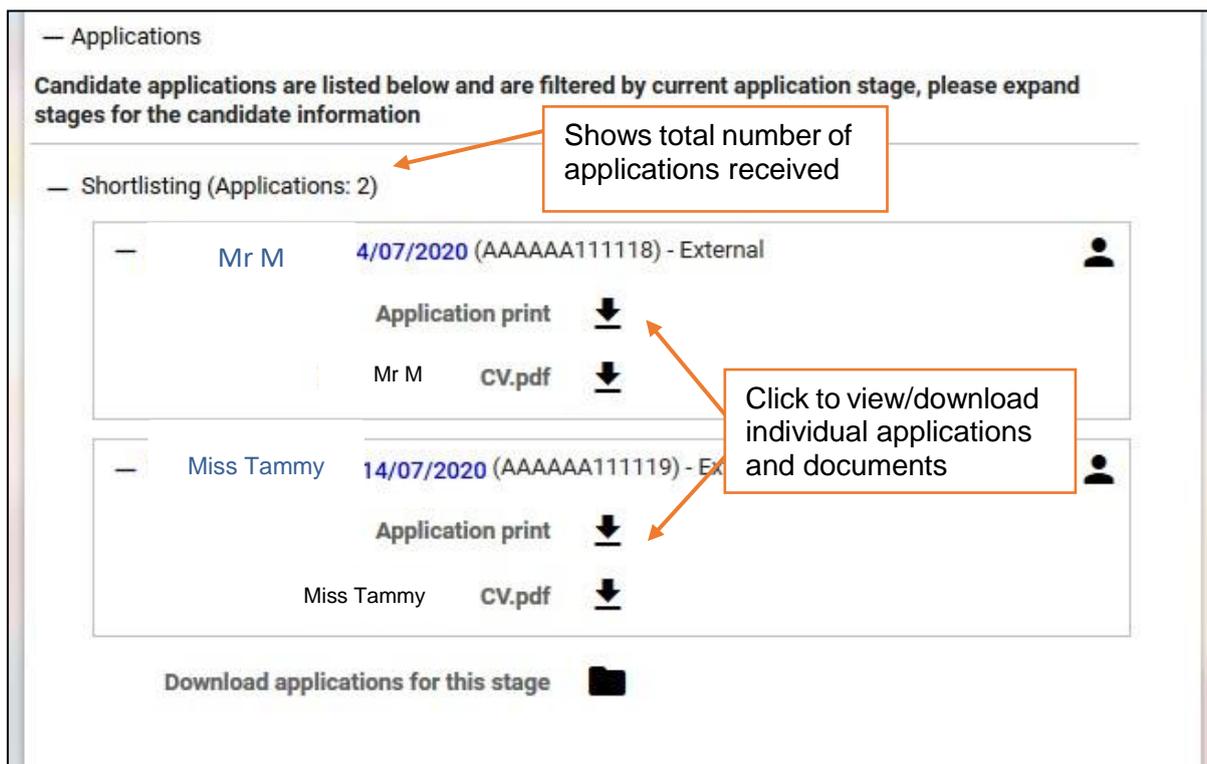
+ Applications

You can now click on the + icon next to the **Shortlisting** stage to view the applicant details (applications and any attached documents):

- Applications

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

+ Shortlisting (Applications: 2)



To view an individual application form, click on the button  this will open a PDF document which can be viewed for shortlisting purposes.

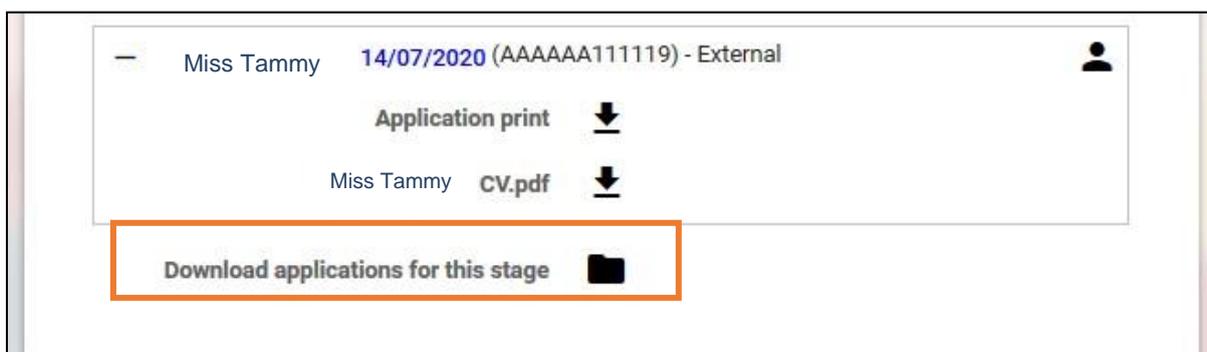
The PDF document can also be printed or saved to an external folder.

**If you save applications outside of the recruitment system you must ensure this is not in a shared area and/or password protect the document(s).**

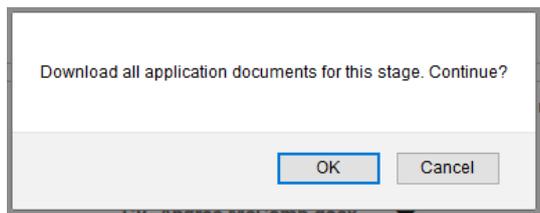
**You will need to ensure that all applications stored outside of the recruitment system are deleted once the recruitment campaign is finished. Failure to do this could result in a breach of our Data Protection Policy regarding the storage and retention of applicant's information.**

#### 4.2. Download All Applications in Bulk

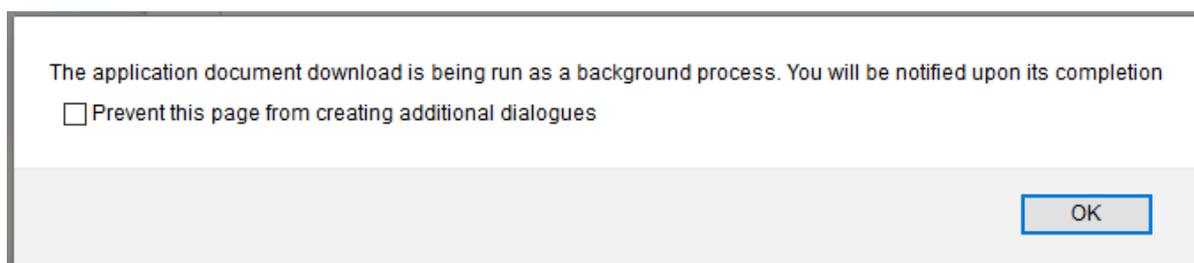
Click on **Download applications for this stage** on the **Requisition Campaign Summary** page to download all candidate application forms and attached documents:



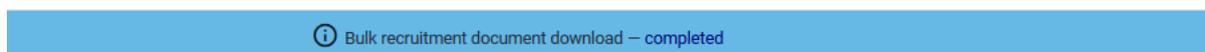
You will be prompted with a confirmation screen asking if you want to continue with the bulk download process:



A message will appear to confirm the bulk application download is being compiled as a background process:



You will receive an email to confirm the bulk application download process has finished and a message will also appear at the top of your Recruitment Manager screen:



An alarm icon will also appear at the top left-hand corner of your screen to notify you when the bulk application download process has completed:

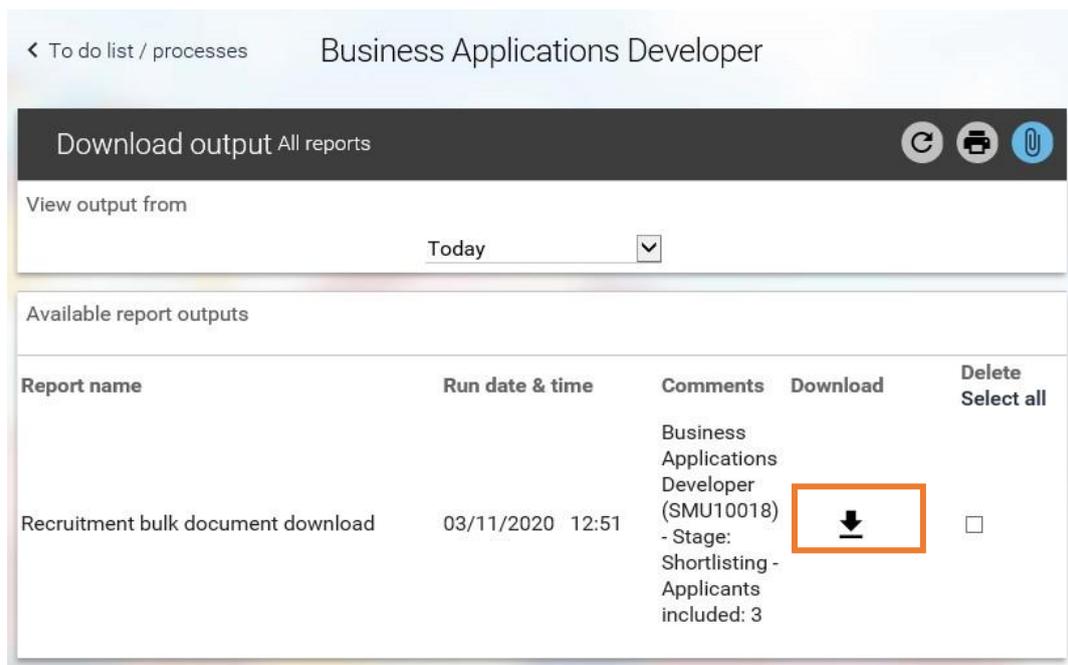


Click on the alarm icon at the top of the page to go to your to-do/processes section of iTrent where you can download the applications. You can also access your to-do list from the Recruitment Manager homepage (refer to the People Manager guide for more information on this)

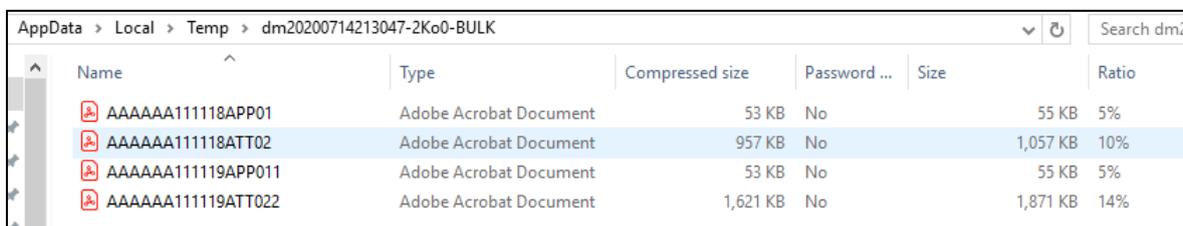
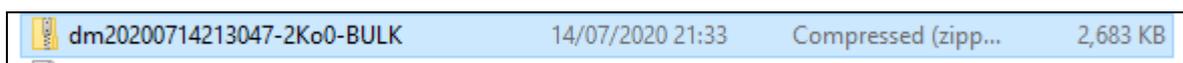
Select the **Processes** tab on your to-do list to view the completed process and click on the arrow next to the process to go to the downloads page:



You will be able to download your document by clicking on the arrow button – Download – icon:



The applications will be available to open/save as PDF documents stored in a compressed folder:



**If you save applications outside of the recruitment system you must ensure this is not in a shared area and/or password protect the document(s).**

**You will need to ensure that all applications stored outside of the recruitment system are deleted once the recruitment campaign is finished. Failure to do this could result in a breach of our Data Protection Policy regarding the storage and retention of applicant's information.**

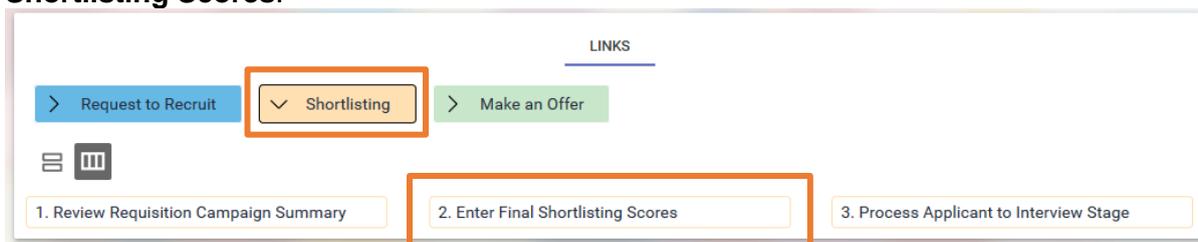
### 4.3. Scoring

**Shortlisting can be conducted after the advert closing date. Please note however – panel members must enter their scores/comments before the Recruiting Manager.**

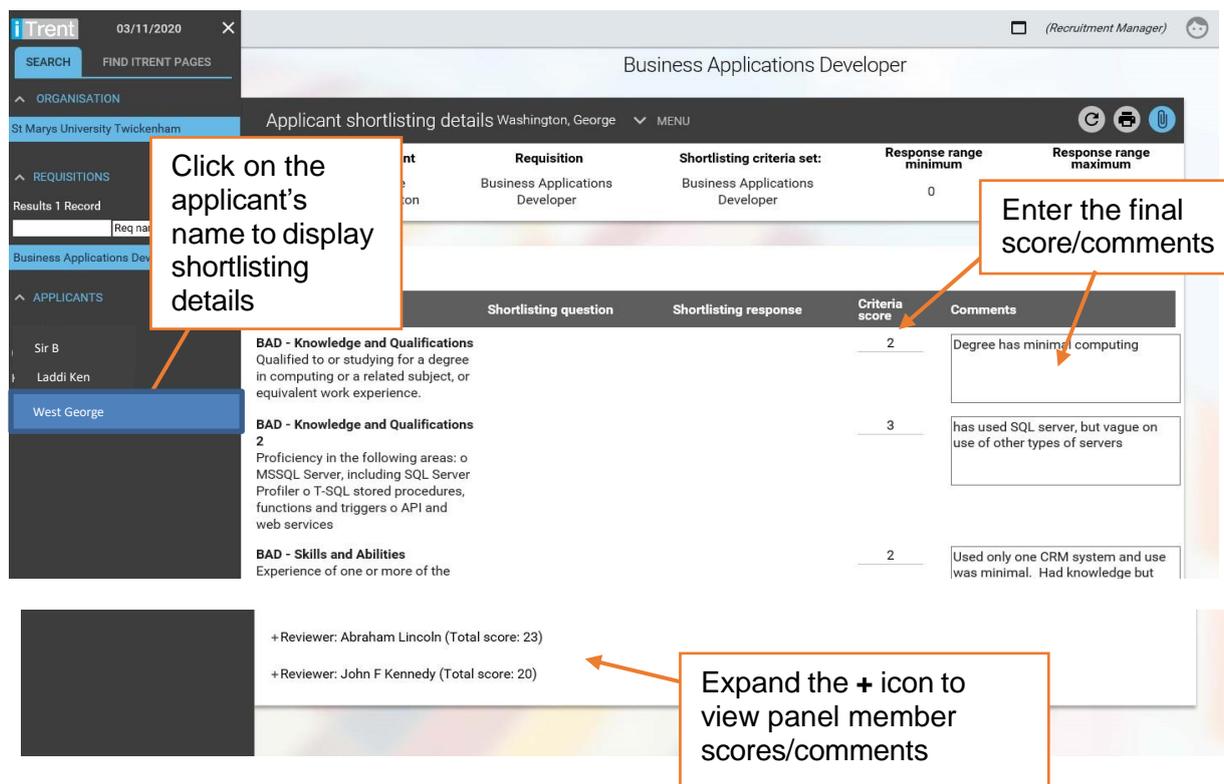
#### **Record final scores for applicants**

To begin shortlisting, navigate to the additional links under the **Requisition Summary screen**. To record scores on the recruitment system, select the **Shortlisting** folder from the

available links under the requisition summary screen and click on **2. Enter Final Shortlisting Scores**.

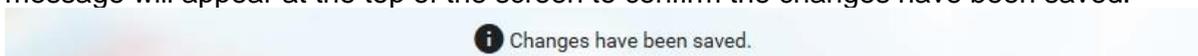


Clicking on this link will take you to the shortlisting details page displayed below. All applicants will display on the left-hand panel, select an applicant's name for the shortlisting page to load for the chosen applicant.



**You must complete the above for each applicant** by selecting the applicants name from the list on the left-hand pane and entering the total scores against each shortlisting criteria.

Once you have entered the final scores against the applicant, click **SAVE**. A notification message will appear at the top of the screen to confirm the changes have been saved:



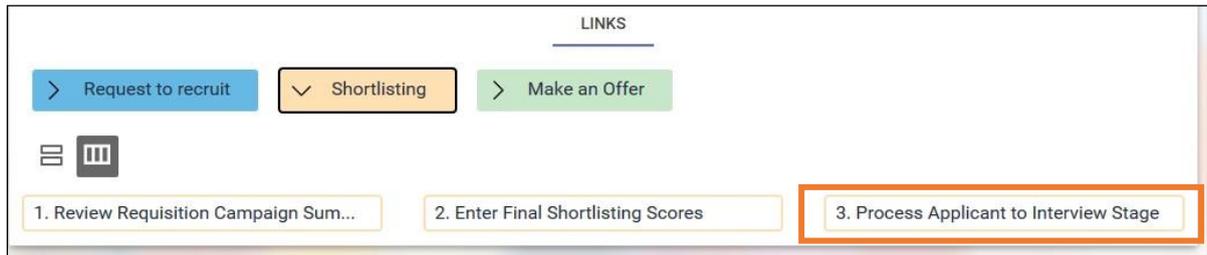
**The recruiting manager must record the final scores for each applicant on the recruitment system before candidates can be invited for interview.**

## 5. PROCESSING APPLICANT TO INTERVIEW STAGE

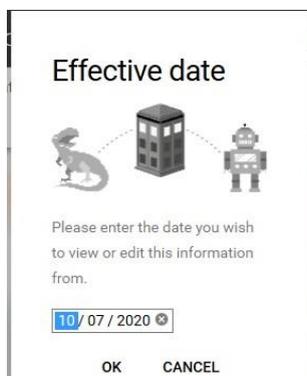
Once the Recruiting Manager has completed shortlisting on Recruitment Manager, the next step is to move the shortlisted candidates to the next stage on the recruitment system. **This will allow HR to create and send the invite to interview emails.**

To start this process, you will need to move shortlisted candidates to the **Schedule for Interview** stage of the recruitment campaign:

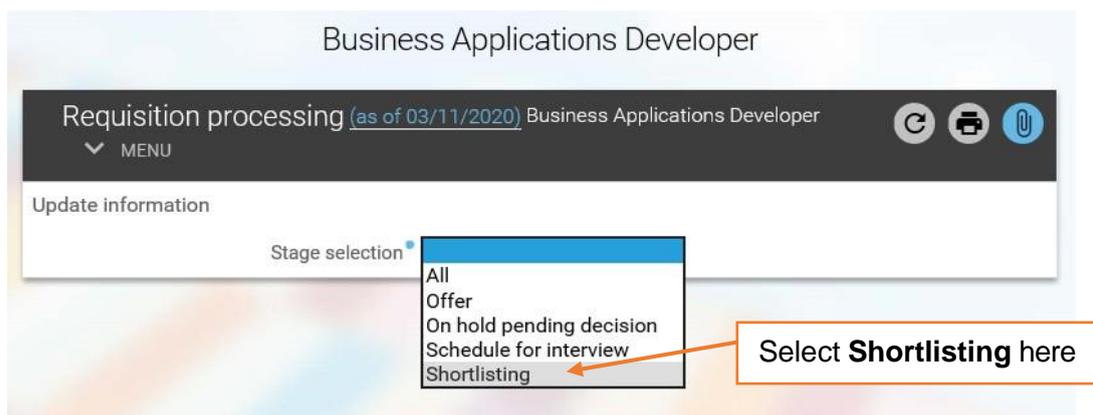
Select the **Shortlisting** folder from the available folders under the Requisition Summary screen and click on **3. Process applicants to interview stage**.



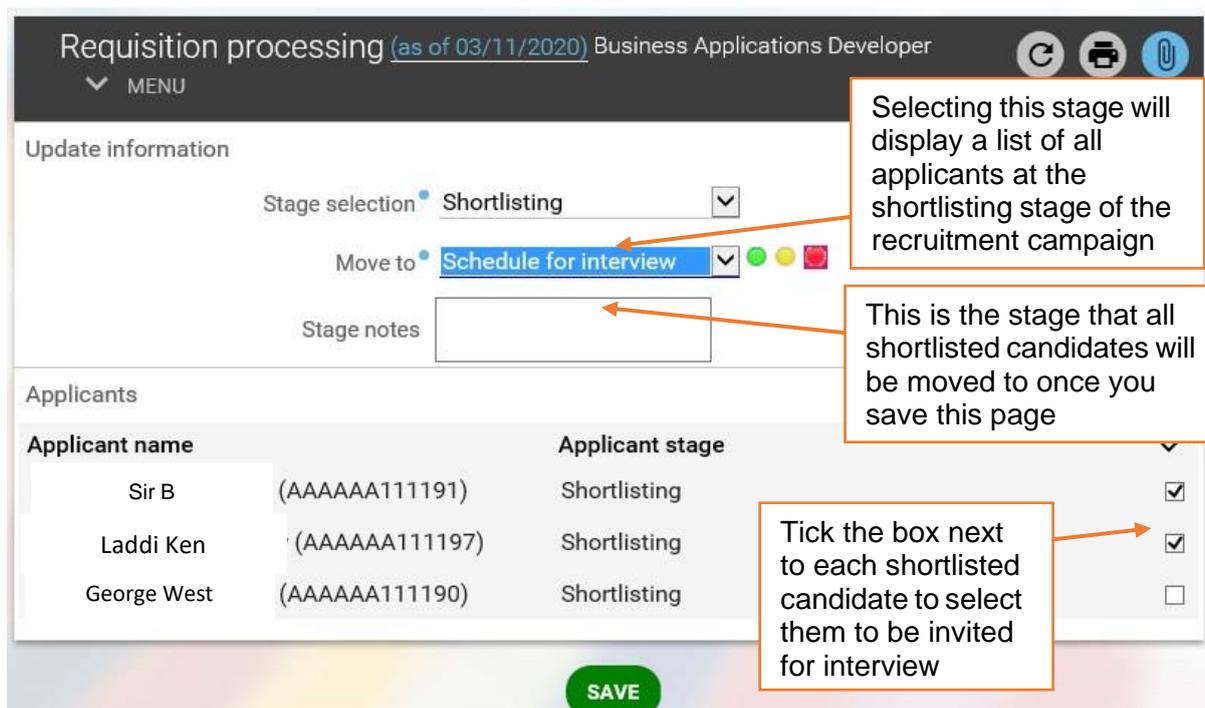
You will be prompted to confirm the effective date (today):



The Requisition Processing page will load and is used to process the applicants forward through the recruitment system:

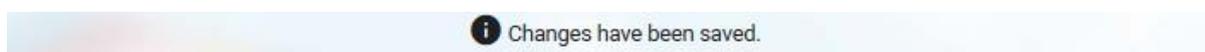


For the **Stage Selection** field, you must select the **Shortlisting** stage from the drop-down menu to start the process. Selecting the Shortlisting stage will load all applicants at the shortlisting stage of the recruitment campaign for the selected requisition:



To schedule candidates for interview you must select the **Schedule for interview** stage from the drop-down menu for the field **‘Move to’**.

Select the shortlisted applicants you want to progress to schedule for interview stage of the recruitment campaign and click **SAVE**. A notification message will appear at the top of the screen to confirm the changes have been saved and an email will be sent to HR to invite the selected candidates for interview.



Candidates will be invited to book an interview slot via the online recruitment portal and the recruiting manager will be notified every time a candidate has booked/deleted an interview slot.

## 6. MAKING AN OFFER

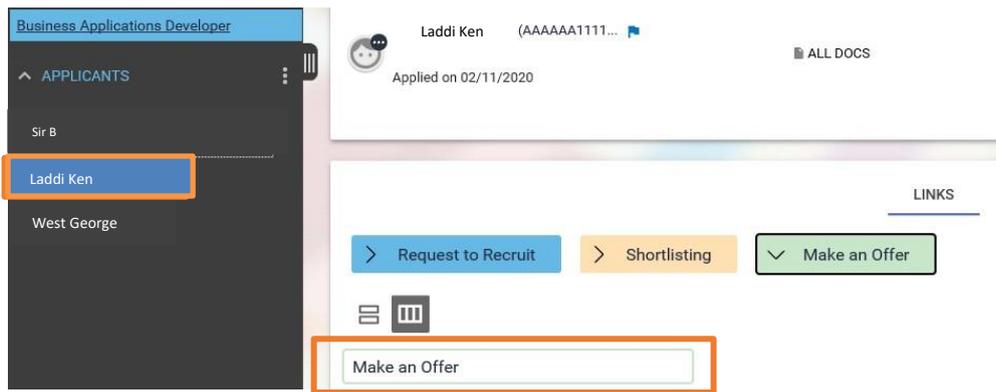
Once the interview process has been completed the recruiting manager must process the appointed candidate on the recruitment system.

To do this, select the **Make an Offer** folder from the available links in the requisition summary screen.



Select the **Make an Offer** button to load a list of candidates on the left-hand panel:

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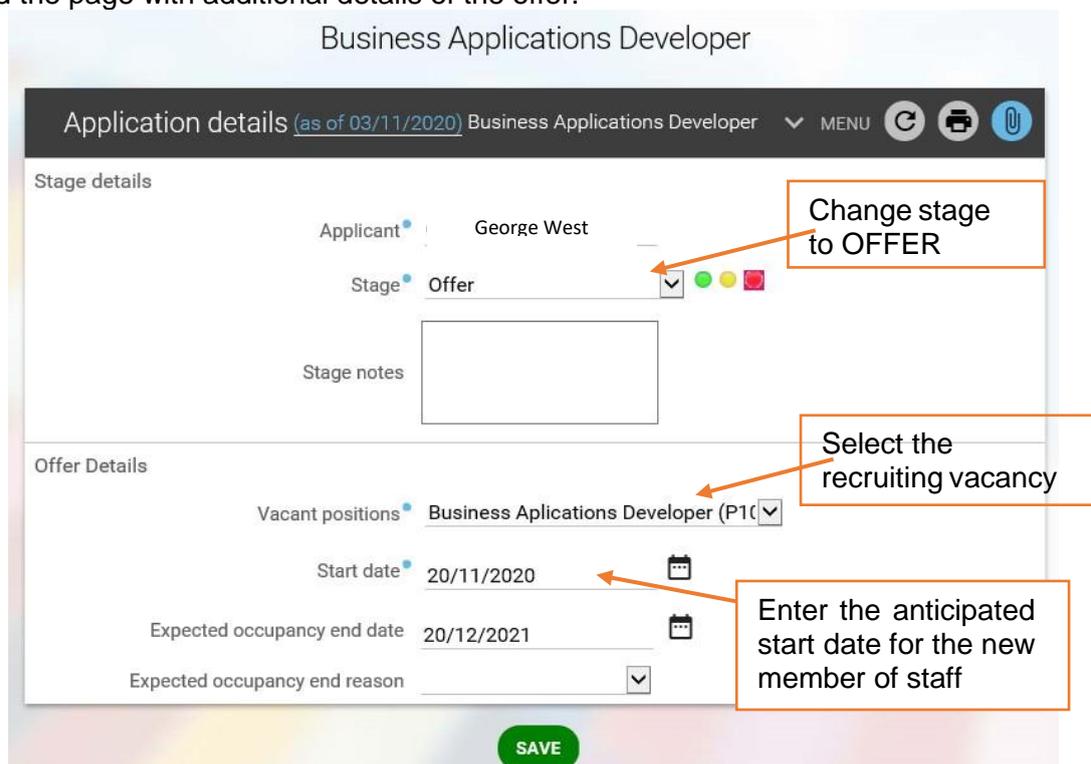


Select the name of the appointed candidate and confirm the effective date (today):



The Application details page will load showing the appointed candidates (in this example we are appointing George West) stage details.

To make an offer, you must change the stage to **Offer** stage on this page, this will now reload the page with additional details of the offer.



Select the vacancy for this requisition from the drop-down menu for **Vacant positions** and enter the **Start date** of the employee (this can be an anticipated start date or the start date discussed with the candidate during interview). You can also choose to enter an expected occupancy end date and add notes (for the attention of HR) against this appointment in the box provided. Once complete, click **SAVE**.

A notification message will appear at the top of the screen to confirm the changes have been saved and an email will be sent to HR to start the offer and appointment process for your new starter:

 Changes have been saved.

**You must also email a completed Appointment form to [HRhelpdesk@stmarys.ac.uk](mailto:HRhelpdesk@stmarys.ac.uk) as soon as you have completed this process on Recruitment Manager. The Appointment form template can be found here: <http://staffnet/services-departments/HumanResources/Documents/Recruitment/Appointment%20Sheet%20-%20Nov%202020.doc>**

**Once the offer has been made on Recruitment Manager, and on receipt of the Appointment form, HR will pick up from the system that you have offered the post and will issue a formal conditional offer and commence pre-employment checks.**

HR will contact you once all the pre-employment checks are completed. You can then arrange a definite start date with the successful candidate

Please note that the start date of your new member of staff will be confirmed once HR have completed all pre-employment checks and a start date has been agreed with the new starter.

## **HELPFUL CONTACTS**

If you have any questions, queries or issues when using the recruitment system or about the recruitment process please contact:

[HRhelpdesk@stmarys.ac.uk](mailto:HRhelpdesk@stmarys.ac.uk)

If your query is regarding your Recruitment Manager login please contact:

[HRsystems@stmarys.ac.uk](mailto:HRsystems@stmarys.ac.uk)