eRecruit

Hiring Manager guidance

Version 1.

October 2020

Document owner: Nico Bonnissent

Contents

1.eRecruit navigation	2
1.1 Logging in to eRecruit	2
1.2 How the workflow process works in eRecruit	3
1.3 Your Dashboard	4
1.3.1 My jobs	5
1.3.2 Live posting	5
2.CV review - shortlisting candidates for Panel members	5
2.1 Panel Member review	5
2.1.1 Option 1: Using the Tasks list	5
2.1.2 Option 2: Using Recruiting Central in the dashboard	7
2.2. CV Review Tool	7
3.CV review - shortlisting candidates for Hiring Manager	11
3.1 Accessing the CV review tool	11
3.1.1 Option 1: Using the Tasks list	11
3.1.2 Option 2: Using Recruiting Central in the dashboard	13
3.2. CV Review Tool	13
4. Virtual interview feedback	16
4. Virtual interview feedback4.1 Accessing the feedback form	16 16
 4. Virtual interview feedback 4.1 Accessing the feedback form 4.1.1 Option 1: using the Tasks list 	16
 4. Virtual interview feedback 4.1 Accessing the feedback form 4.1.1 Option 1: using the Tasks list 4.1.2 Option 2: Using Recruiting Central on your dashboard 	
 4. Virtual interview feedback 4.1 Accessing the feedback form 4.1.1 Option 1: using the Tasks list 4.1.2 Option 2: Using Recruiting Central on your dashboard 4.2 Review tool 	
 4. Virtual interview feedback 4.1 Accessing the feedback form 4.1.1 Option 1: using the Tasks list 4.1.2 Option 2: Using Recruiting Central on your dashboard 4.2 Review tool 5. Reference Check (Academic roles only) 	
 4. Virtual interview feedback	
 4. Virtual interview feedback	
 4. Virtual interview feedback 4.1 Accessing the feedback form 4.1.1 Option 1: using the Tasks list 4.1.2 Option 2: Using Recruiting Central on your dashboard 4.2 Review tool 5. Reference Check (Academic roles only) 5.1 Accessing the Reference review tool: 5.1.1 Option 1: using the Tasks list 5.1.2 Option 2: Using Recruiting Central on your dashboard 	
 4. Virtual interview feedback 4.1 Accessing the feedback form 4.1.1 Option 1: using the Tasks list 4.1.2 Option 2: Using Recruiting Central on your dashboard 4.2 Review tool 5. Reference Check (Academic roles only) 5.1 Accessing the Reference review tool: 5.1.1 Option 1: using the Tasks list 5.1.2 Option 2: Using Recruiting Central on your dashboard 5.2 Reviewing the References. 	
 4. Virtual interview feedback	
 4. Virtual interview feedback 4.1 Accessing the feedback form 4.1.1 Option 1: using the Tasks list 4.1.2 Option 2: Using Recruiting Central on your dashboard 4.2 Review tool 5. Reference Check (Academic roles only) 5.1 Accessing the Reference review tool: 5.1.1 Option 1: using the Tasks list 5.1.2 Option 2: Using Recruiting Central on your dashboard 5.2 Reviewing the References. 5.3 Leaving feedback. 6. Full interview feedback 	
 4. Virtual interview feedback 4.1 Accessing the feedback form 4.1.1 Option 1: using the Tasks list 4.1.2 Option 2: Using Recruiting Central on your dashboard 4.2 Review tool 5. Reference Check (Academic roles only) 5.1 Accessing the Reference review tool: 5.1.1 Option 1: using the Tasks list 5.1.2 Option 2: Using Recruiting Central on your dashboard 5.2 Reviewing the References 5.3 Leaving feedback 6. Full interview feedback form 	16 16 16 18 18 18 22 22 22 22 22 22 22 22 22 22 22 22 22
 4. Virtual interview feedback	16 16 16 18 18 18 22 22 22 22 22 22 22 22 22 22 22 22 22
 4. Virtual interview feedback 4.1 Accessing the feedback form 4.1.1 Option 1: using the Tasks list 4.1.2 Option 2: Using Recruiting Central on your dashboard 4.2 Review tool 5. Reference Check (Academic roles only) 5.1 Accessing the Reference review tool: 5.1.1 Option 1: using the Tasks list 5.1.2 Option 2: Using Recruiting Central on your dashboard 5.2 Reviewing the References 5.3 Leaving feedback 6. Full interview feedback form 6.1.1 Option 1: using the Tasks list 6.1.2 Option 2: Using Recruiting Central on your dashboard 	16 16 16 18 18 18 22 22 22 22 22 22 22 22 22 22 22 22 22

1.eRecruit navigation

1.1 Logging in to eRecruit

Although the eRecruit system is compatible with current versions of all major web browsers it is advised to use **Google Chrome** for optimum performance and functionality.

To log-in to eRecruit, click on the **eRecruit login** link from the left-hand side navigation bar on the UoB jobs homepage.

You will then be prompted to enter your standard UoB username and password through the University **Single Sign-On** (SSO) system (unless you are already logged in through SSO in the same browser).

Note - If you are then prompted to change your password this is an automated message from our system supplier. Please be assured that at this stage you have already securely logged in using UoB Single Sign-On. If prompted please therefore do not enter your UoB password but enter any combination of 8 characters and you will be able to proceed to eRecruit and will not then have to use this 'password' again. If you have any queries on this please email hr-systems@bristol.ac.uk.

Enter your username and password and you will be taken to a default **workspace** page in the eRecruit system for your user type – this is your **eRecruit homepage**.

The workspace you have now entered is securely maintained outside of the University server by the external supplier of the system, Lumesse. From time to time you may see on-screen references to **Lumesse Talentlink**; this is the name of the Lumesse 'product' the University is using, which we have branded eRecruit.

If you have eRecruit open but do not use it for 30 minutes you will be **timed-out**. If this happens, simply return to the **eRecruit login** link as above.

1.2 How the workflow process works in eRecruit

Your **Faculty/ Divisional HR Team** will co-ordinate the whole recruitment and selection process using the eRecruit system and, if you have been allocated as an operational contact, you (along with other contacts for the job) will receive **e-mail prompts** at each stage where action is required from you.

HR will automatically **populate the basic vacancy details**. So they can initiate the process, you will need to supply them with the **job description/ person specification**, **advert** and details of **contacts** who need to be allocated to the vacancy.

All UoB staff have been set up as basic level users of eRecruit. When your Faculty/ Divisional HR Team initiate a vacancy in the system they will allocate users as **'operational' contacts** for that specific vacancy as requested. The allocated contacts could be the line manager/ lead recruiter, administrative staff supporting the manager in the process or other panel members.

If you have been allocated to the vacancy you will be able to log into the system and have a **full view of all the information for your vacancy, and the candidates that have applied**, at all stages of the process from initiation to offer.

All Heads of School/ Division, School and Faculty Managers and administrators from the previous system have been set up as **advanced users** in eRecruit. This means that, whether or not they have been allocated as a contact for a specific vacancy, they will be able to view and, if required, enter outcomes for all vacancies and candidates in their organisational unit (and units below in the organisational hierarchy).

Additional advanced users can easily be set up by your Faculty/ Divisional HR Team as and when required.

If you have been allocated to the vacancy or have been set up as an advanced user, you will also be able to **review** applications and record the short-list and final outcome of the interview/ selection process on-line.

All vacancies will be subject to an on-line check by HR against a **University-wide redeployment pool**, and there may be the option of selecting from matching candidates from the pool rather than advertising where appropriate.

All communications with candidates and forms associated with the process are also completed and recorded in the system (except where specified in this guide).

eRecruit is an on-line system and, as such, holds all job and candidate information electronically. You will not therefore be routinely sent communications or applications by hard copy.

1.3 Your Dashboard

When you log-in into eRecruit you will normally be taken straight to your Dashboard:

≡	saba ¹ Q Search				🖂 🖓 👁 ★ 🖮
^	Generic Dashboard				NEW JOB NEW CANDIDATE
•	2 My Jobs		2 Live Postings		O Expiring Postings
?	RECRUITING CENTRAL 3	Provide feedback	Províde feedback	👳 DUE DATE : 👻	MESSAGES System Talentlink Feedback form submitted for Candidate Three Application (0) © 26/08/2020
	Due: 3 Days Reference Request for Candidate Three	Due: 4 Days Your Interview with Candidate One for the Acad Process position is confirmed.	Due: 4 Days Your Interview with Candidate Four for the Acad Process position is confirmed.		
	Wico Work 26/08/2020	Nico Bonnissent 26/08/2020	Nico Bonnissent 26/08/2020		

You can also always access your dashboard by clicking here:

≡	saba ¹ Q Search
	Generic Dashboard
	2 My Jobs

From your dashboard you can access your current live roles (1), your jobs that are currently advertised (2), your Recruiting Central (3), assigned tasks list (4) and messages:

≡	saba ¹ Q Search				🖂 🖓 😔 🛧 🤤
↑	Generic Deshboard		2		NEW JOB NEW CANDIDATE
	2		2		0
•	My Jobs		Live Postings		Expiring Postings
\$					
0	RECRUITING CENTRAL 3	3		😇 DUE DATE 1 👻	messages 4
	1	1			System Talentlink Feedback form submitted for Candidate Three Application (0) © 26/08/2020
	Due: 3 Days	Due: 4 Days	Due: 4 Days		
	Reference Request for Candidate Three	Your Interview with Candidate One for the Acad Process position is confirmed.	Your Interview with Candidate Four for the Acad Process position is confirmed.		
	Wico Work 26/08/2020	Nico Bonnissent 26/08/2020	Nico Bonnissent 26/08/2020		

1.3.1 My jobs

Here, you will see an overview of all your current jobs, the numbers of candidates and their status:

ALL JO	B VAC	ANCIES					NEW JOB
Add filte	r •	× 🖬 ९	Active Job Vacancies, Hiring Team (1), Job Status (7)				呈
2 item	s						\$
		↑ Job Title	Candidates	Next Posting Expiration	Number of Positions	Organisation	Due Date
	:	Acad Process ACAD100365		30/09/2020	1	Academic Posts	-
	:	test scheduler ACAD100347		Not posted	1	Academic Posts	-

1.3.2 Live posting

Here, you can see your roles that are currently being advertised, where they are being advertised and the posting end dates:

END DATE	SITES	
30/09/2020	Next Gen Site	
31/12/2099	External Career Site	
	END DATE 30/09/2020 31/12/2099	END DATE STES 30/09/2020 Next Gen Site 31/12/2099 External Career Site

2.CV review - shortlisting candidates for Panel members

You will be invited to log-in your eRecruit account to review the candidates' applications.

2.1 Panel Member review

2.1.1 Option 1: Using the Tasks list

Once logged in eRecruit, look on the top right corner for the small clipboard logo:



This will open a side menu where you can find all tasks assigned to you.



When you click on provide feedback, a list of the candidates to be reviewed will open:



click on the line **Panel review** to open the CV review tool.

Please note that you should not archive the task. Do not click on the black box on the right as this will archive the task without actioning it.

	20	Ð	*	Ð
۹	TASKS			=
4	PROVIDE FEE	DBACK		×
Taylor L Panel I 29/10/2	.iam r eview 2020 → 03/11/20	120		
Taylor L Panel I 29/10/2	.iam r eview 2020 → 03/11/20	120	Γ	Archive
Taylor L Panel I 29/10/2	.iam review 2020 → 03/11/20	120		
Taylor L Panel I	.iam review			

2.1.2 Option 2: Using Recruiting Central in the dashboard

Once logged into eRecruit, go into your dashboard and you will see tasks waiting for you in the **Recruiting Central**:

≡	Saba ¹² Q Search			
A	Generic Dashboard			
	7		9	
	# My lobs		Live Postings	
v			j.	
\$				
0	RECRUITING CENTRAL			= DUE DATE + *
	1 :		– – :	1 :
	Provide feedback	Provide feedback	Provide feedback	Provide feedback
	Due: 5 Days	Due: 5 Days	Due: 5 Days	Due: 5 Days
				- and - concern
	Taylor Liam 14 minutes ago			

Click on one of the boxes to access the CV review tool.

2.2. CV Review Tool

Once in the CV Review tool you will have few options:

					Ø
w	÷	559, - New process guidance		\rightarrow	Your Assessment
	_				Due: 5 Days
ildance		Acad_cover_letter.docx	🖻 🛓	Pane	I review
		■ 3.SUPP Structured CV (0)		Dear Pleas	Colleague, se proceed with the below candidate review.
		■ 1.SUPP PIF (0)		Pleas	se complete the feedback report Panel review form
		2.SUPP Additional Source questions (0)		S 2	aylor Llam 5 minutes ago
		SUBMITTED REVIEWS		Your feed	assessment (including rating and comments) will be complete once the back form is filled in.
		0/3 reviews RATING 女女女 SCORE (D	CC	DNTINUE WITH FEEDBACK FORM $ ightarrow$
		Liam Gill		Ð	
		Nico Work			
		8 Nico Bonnissent			
				>	

1. Candidate review:



1.1 Job Details:

Candidate review	÷	*	483, - Supp Process	
Supp Process	•	K	JOB DETAILS 2/5 ×	c
483, -			The counter shows the total number of candidates waiting for your evaluation for the same selection step of the same job. Clicking on the job name displays the job description and job overview.	
486, -			PREVIOUS	

1.2 List of Candidates:

483, -	LIST OF CANDIDATES 3/5	×
486, -	A list of candidates who have been submitted to you for review for t same selection step of the same job. The system first displays the candidates for whom you need to provide the evaluation and then t candidates for whom you have already given feedback. If you click of candidate the candidate and application details are displayed for	the the on a
485, -	processing.	
484, -	PREVIOUS	
	NEW SUPP Additional Questionnaire 170920 (0)	

2. Candidate Details:

463, - Supp Process	
Candidate S.	
CANDIDATE DETAILS 4/5 X	C1
The Candidate Summary is displayed, followed by all application	
documents (candidate package, documents submitted by the	+
Click on the name of a document to display it within the page, or click	<u> </u>
Acad cover on the download icons to download a copy.	D 🛓
Supp STRUC PREVIOUS NEXT	
NEW PIF 170920 (0)	
	R ex
NEW SUPP Additional Questionnaire 170920 (0)	

3. Your assessment:

	\rightarrow	Your Assessment				
		Due: 5 Days				
YOUR ASSESSMENT		×				
You can view the message that was sent to you when the candidate was submitted for review. After reviewing the candidate information and documents, enter your rating for the candidate, the evaluation comment and the feedback report. You can hide this panel with the arrow and show it again with the menu button. You can always update tags assigned to the candidate.						
	P					
	Co	mment				
	Your com feed	r assessment (including rating and ments) will be complete once the back form is filled in.				
		ONTINUE WITH FEEDBACK FORM $ ightarrow$				
	Ð	Add new tag				

4. Move to the previous/next candidate:



5. Submitted reviews:

Acad_cover_letter.docx		<u></u> ∆ ±
3.SUPP Structured CV (0)	Provides an overview of panel members' feedback: rating, comments	e c
1.SUPP PIF (0)	and feedback report scores.	ß Z
2.SUPP Additional Source questions		e e
SUBMITTED REVIEWS		
SUBMITTED REVIEWS 0/3 reviews	RATING ሏ ሏ ሏ ሏ	SCORE ()
O/3 reviews	RATING ጟ ጟ ጟ ጟ	score ()
0/3 reviews Liam Gill Nico Work	RATING ☆ ☆ ☆ ☆	SCORE ()

Once you have reviewed a candidate's documents, please click on **Continue feedback** and a new **feedback form** will open.

Please select the desired outcome for the candidate by selecting **Save**:

What is your recommended outcome for this candidate? O Progress to the matt late Progress to the matt late Progress to the matt late Progress with the matt of the panel: Progress with the for the panel:			ß
	PRINT	CLOSE	SAVE

You can then continue reviewing the other candidates by clicking on the candidate's name or on the arrows:

Consider review	← ★	559, - New process guidance		→ Your Assessment
New process guidance	•			Due: 5 Days
		Candidate Summary		Panel review
ssy, - Reviewed	* * * * *	Panel review form (0)		Dear Colleague, Please proceed with the below candidate review.
four, Candidate		Acad_cover_letter.docx	≧ ±	Please complete the feedback report Panel review form
		3.SUPP Structured CV (0)		 Taylor Liam 30 minutes ago
Two, Candidate		1.SUPP PIF (0)	Č C	Thank you for your assessment
One, Candidate		2.SUPP Additional Source questions (0)		
		SUBMITTED REVIEWS		Add new tag
\smile		1/3 reviews	RATING 古 古 古 古 古 SCORE ()	
		Liam Gill		
	<	Nico Work	0)
	\sim	Nico Bonnissent	_	

3.CV review - shortlisting candidates for Hiring Manager

3.1 Accessing the CV review tool

To access this function, you have two options:

3.1.1 Option 1: Using the Tasks list

Once logged in eRecruit, look on the top right corner for the small clipboard logo:



This will open a side menu where you can find all tasks assigned to you.



When you click on provide feedback, a list of the candidates to be reviewed will open:



click on the line Perform Application review to open the CV review tool.

Please note that you should not archive the task. Do not click on the black box on the right as this will archive the task without actioning it.



3.1.2 Option 2: Using Recruiting Central in the dashboard

Once logged into eRecruit, go into your dashboard and you will see tasks waiting for you in the Recruiting Central:

≡	saba ¹² Q search				Sec. 19
A •	ASHBOARD				NEW JOB NE
ů.					
	2		2		0
A	My Jobs		Live Postings		Expiring Postings
			, and the second se		
.					
0	RECRUITING CENTRAL	1		😇 DUE DATE : 👻	MESSAGES
	1 : 4		1 1 :	1	no messages
	Provide feedback	Provide feedback	Provide feedback	Provide feedback	
	Due: 5 Days	Due: 5 Days	Due: 5 Days	Due: 5 Days	
	Perform Application review - Shortilisting for Candidate One Application	Perform Application review - Shortlisting for Candidate two Application	Perform Application review - Shortlisting for Candidate Three Application	Perform Application review - Shortlisting for Candidate Four Application	
	Nico Bonnissent about 3 hours ago	Nico Bonnissent about 3 hours ago	Nico Bonnissent about 3 hours ago	Nico Bonnissent about 3 hours ago	

Click on one of the boxes to access the CV review tool.

3.2. CV Review Tool

Once in the CV Review tool you will have few options:

						0 ×
Candidate review	ر +	559, - New process guidance			-	Your Assessment
	_					Due: 5 Days
New process guidance	•	Candidate Summary		C Z	F	Perform Shortlisting for - 559 Application
559, -		Panel review form (0)		ß ø	ر ۲	ob Opening [New process guidance] Nease complete the feedback report 9.Shortlisting outcomes
four, Candidate		Acad_cover_letter.docx		🛆 🛓		
		3.SUPP Structured CV (0)		ß Ø	G	Taylor Liam 33 minutes ago
Two, Candidate		■ 1.5UPP PIF (0)		ß C	2	'our assessment (including rating and comments) will be complete once the eedback form is filled in.
One, Candidate		2.SUPP Additional Source questions (0)		D D		CONTINUE WITH FEEDBACK FORM \rightarrow
		SUBMITTED REVIEWS				0
		1/3 reviews	RATING合合合合合	SCORE ()		Rud new ray
		2 Liam Gill				
		Nico Work		0	>	
		Nico Bonnissent				

1.Candidate review:

Candidate review	÷	
Process		
CANDIDATE REVIEW	1/5 X	
You can hide the list of candidates using the and display it again using the menu button.	arrow	
NEXT		
Three Candidate		_

2.Job Details:

Candidate review	÷	*	483, - Supp Process	
Supp Process	4	K	JOB DETAILS	2/5 X
483, -			The counter shows the total number of candidates waiting for evaluation for the same selection step of the same job. Clickin job name displays the job description and job overview.	r your ig on the
486, -			PREVIOUS	α

3. List of Candidates:

483, -	LIST OF CANDIDATES $_{3/5}$ \times
486, -	A list of candidates who have been submitted to you for review for the same selection step of the same job. The system first displays the candidates for whom you need to provide the evaluation and then the candidates for whom you have already given feedback. If you click on a candidate the candidate and application details are displayed for
485, -	processing.
484, -	PREVIOUS
	NEW SUPP Additional Questionnaire 170920 (0)

4. Candidate Details:

*	483, - Supp Process				
	Candidate S.		B	Ø	
	Your applica	CANDIDATE DETAILS 4/5 × The Candidate Summary is displayed, followed by all application		Ø	
	≡483_483_C	documents (candidate package, documents submitted by the candidate, feedback reports from the steps of the selection process). Click on the name of a document to display it within the page, or click		±	
	Acad cover l	on the download icons to download a copy.		*	
	Supp STRUC	PREVIOUS NEXT	B	Ø	
	NEW PIF 1709	20 (0)	2	Ø	
	NEW SUPP Ad			Ø	

5. Your assessment:



6. Panel member review – You can see the review by clicking on 0 next to the reviewer name:



Once you have reviewed a candidate's documents, please click on **Continue feedback** and a new **feedback form** will open.

Please select the desired outcome for the candidate by selecting Put on hold, Reject or Proceed:

		Select s	ecurity for this docume	ent: No Security \vee
CLOSE	PRINT	PUT ON HOLD	REJECT	PROCEED

You can then continue reviewing the other candidates by clicking on the candidate's name or on the arrows:

						 Image: A set of the set of the
Candidate review	÷	★ 559, - New process guidance				→ Your Assessment
New process guidance	•	Candidate Summary		2 2		Due: 5 Days Perform Shortlisting for - 559 Application
559, -		Panel review form (0)		ß Z		Job Opening [New process guidance] Please complete the feedback report 9 Shortlisting outcomes
four, Candidate		Acad_cover_Jetter.docx		🛆 ±		,
		3.SUPP Structured CV (0)		2 2		Taylor Liam 33 minutes ago
Two, Candidate		1.SUPP PIF (0)		<u> 2</u>		Your assessment (including rating and comments) will be complete once the feedback form is filled in.
One, Candidate		2.SUPP Additional Source questions (0)		2 2		CONTINUE WITH FEEDBACK FORM \rightarrow
		SUBMITTED REVIEWS				
		1/3 reviews	RATING 女女女女	SCORE ()		•
		G Liam Gill				
		Kico Werk		0	>	
		Nico Bonnissent				

4. Virtual interview feedback

Once the interview slots are confirmed by the candidates, you will see a confirmation on both your **Tasks list** and your **Recruiting Central** inbox on your **Dashboard**:



Leave the notifications until the Virtual interviews have taken place as you need to interview the candidate before leaving feedback.

4.1 Accessing the feedback form

Once the interviews have taken place, you have two options to access the Feedback form to select the outcome of the interview.

4.1.1 Option 1: using the Tasks list

-Once logged in eRecruit, look in the top right corner for the small clipboard logo:



This will open a side menu where you can find all tasks assigned to you.



When you click on provide feedback, a list of the candidates to be reviewed will open:



click on the line Your interview with "Candidate name" to open the CV review tool.

Please note that you should not archive the task. Do no click on the black box on the right as this will archive the task without actioning it. We will mark the candidates in the next section of the Review Tool.



4.1.2 Option 2: Using Recruiting Central on your dashboard

Once logged into eRecruit, go to your dashboard and you will see tasks waiting for you in the **Recruiting Central**:



Click on one of the boxes with the text **Your interview with "Candidate Name"** to access the Review tool and proceed to the next step.

4.2 Review tool

Once in the Review tool you will have few options:

			ø	×
≔	★ two, Candidate Acad Process			≡
	Candidate Summary	ß	ß	
	Your application for the position of Acad Process		ß	
	Candidate_two_428_Candidate_Pack.pdf		ŧ	
	Acad cover letter.docx	ß	ŧ	
	academic_cv_template.pdf		Ŧ	
	NEW ACAD Additional Questionnaire 2020 (0)	ß	ß	
	NEW PIF 030720 (0)	ß	ß	
<				>

1. Candidate review:



a. Job Details:



2. List of Candidates:



3. Candidate Details:

=	*	two, Candidate Acad Process			=
		Candidate Summary		Ø	
		Your application for the posit	The Candidate Summary is displayed followed by all	Z	
		Candidate_two_428_Candidat	application documents (candidate package, documents submitted by the candidate, feedback reports from the steps of the selection process).	Ŧ	
	E.	Acad cover letter.docx	Click on the name of a document to display it within the page, or click on the download icons to	±	
	B	academic_cv_template.pdf	download a copy.	±	
		NEW ACAD Additional Questi	PREVIOUS	Ø	
	1	NEW PIF 030720 (0)		Ø	
<					>

4. Your assessment:

	\rightarrow	Your Assessment					
		Due: 5 Days					
YOUR ASSESSMENT		×					
You can view the message that was sent to you when the candidate was submitted for review. After reviewing the candidate information and documents, enter your rating for the candidate, the evaluation comment and the feedback report. You can hide this panel with the arrow and show it again with the menu button. You can always update tags assigned to the candidate.							
	Р	PREVIOUS					
	Co	omment					
	Your com feed	r assessment (including rating and nments) will be complete once the dback form is filled in.					

Once you have interviewed the candidate potentially reviewed the documents, click on **Continue feedback** and a new **feedback form** will open.

Please select the desired outcome for the candidate by selecting **Put on hold**, **Reject** or **Proceed**. Please note that you can also add some comments in the feedback box:

Please use the buttons below to in	licate the outcome for this candidate. Also, use the l	ox below to record interview feedback for th	he individual					
						Select s	ecurity for this docum	ent: No Security ~
				CLOSE	PRINT	PUT ON HOLD	REJECT	PROCEED

Once you have indicated the outcome of the virtual interviews for all the candidates, click on the cross in the top right corner:



5. Reference Check (Academic roles only)

Once you inform HR of the list of candidates that you wish to interview via the eRecruit system, the references for each candidate will be automatically requested.

5.1 Accessing the Reference review tool:

5.1.1 Option 1: using the Tasks list

Once logged in eRecruit, look in the top right corner for the small clipboard logo:



This will open a side menu where you can find all tasks assigned to you.



When you click on provide feedback, a list of the references to be reviewed will open:



click on the line Reference Request for "Candidate name" to open the review tool.

Please note that you should not archive the task. Do no click on the black box on the right as this will archive the task without actioning it:



5.1.2 Option 2: Using Recruiting Central on your dashboard

Once logged into eRecruit, go to your dashboard and you will see tasks waiting for you in the Recruiting Central:

	saba ⁷ Q Search				
↑	Generic Dashboard				NEW JOB NEW CANDIDATE
•	2 My Jobs		2 Live Postings		O Expiring Postings
0	RECRUITING CENTRAL 2	Provide feedback Due: 5 Days Reference Request for Candidate Four		\Xi DUE DATE : 👻	MESSAGES no messages
	Nico Work 9 minutes ago	Wico Work 3 minutes ago			

Click on one of the boxes with the words Reference Request for "Candidate name" to access the Review tool.

5.2 Reviewing the References

You will be able to see how many references have been returned so far at the bottom of the page:

SUBMITTED REVIEWS						
1/3 re	riews	RATING ☆ ☆ ☆ ☆ ☆	SCORE ()			
Π	test test		0			
•	tes test					
Π	test test					

On the above example, only one of the three references has been returned so far.

The reference will also be in the list of the candidate's documents:

*	Four, Candidate Acad Process		
	Candidate Summary	ß	
	Candidate reference request (0)	ß	
	Reference_document.docx	ß	±
	Reference Request for Candidate Four		Z
	Reference Request for Candidate Four		
	Reference Request for Candidate Four		Ø
	Telephone/video interview outcomes (0)	ß	
	Short-list for Acad Process ACAD100365		
	Application for the position of ACAD100365 Acad process test – telephone/video interview confirm		
	Shortlisting outcomes (0)	ß	
	I Your application for the position of Acad Process		
<	Candidate_Four_435_Candidate_Pack.pdf		ŧ
	Acad cover letter.docx	ß	ŧ
	NEW ACAD Additional Questionnaire 2020 (0)	ß	
	NEW PIF 030720 (0)	D	

5.3 Leaving feedback

Once all three references for a candidate have been returned, you need to confirm whether you are happy with the information provided:

SUBMITTED REVIEWS

3/3 reviews	RATING☆☆☆☆☆	SCORE ()
test test		0
tes test		0
test test		0

click on Continue with feedback form:



You can now review other candidates still in process by either clicking on their name or via the navigation arrows:

Candidate review \leftarrow	*	Four, Candidate Acad Process			
Acad Process					
Four, Candidate ✓ Progressed রররর					
One, Candidate					
		Reference_document.docx	ß	ŧ	
		Candidate reference request (0)		ß	
		Reference_document.docx	ß	Ŧ	
		Reference Request for Candidate Four		Ø	
		Reference Request for Candidate Four		Ø	
	<	Reference Request for Candidate Four		Ø	>
		Telephone/video interview outcomes (0)	ß	Ø	
		■ Short-list for Acad Process ACAD100365		ß	
		Application for the position of ACAD100365 Acad process test – telephone/video interview confirm		ß	
		Shortlisting outcomes (0)	ß	ß	
		Your application for the position of Acad Process		ß	
		Candidate_Four_435_Candidate_Pack.pdf		ŧ	
		Acad cover letter.docx	ß	Ŧ	
		NEW ACAD Additional Questionnaire 2020 (0)	ß	ß	

6. Full interview feedback

Once the interview slots are confirmed by the candidates, you will see a confirmation on both your **Tasks list** and **Recruiting Central** on your **Dashboard**:

≡	saba ⁷¹ Q Search				🗢 🥵 🕉 🗶 🧧	
^	Generic Dashboard				NEW JOB NEW CANDIDATE	
	2 My Jobs		2 Live Postings		O Expiring Postings	
¢ 0						
-	RECRUITING CENTRAL				MESSAGES no messages	
	Provide feedback Dues Days Your Interview with Candidate Four for the Acad Process position is confirmed.	Provide feedback Dues 6 Days Your Interview with Candidate Three for the Acad Process position is confirmed.	Provide feedback Due 6 Days Your Interview with Candidate two for the Acad Process position is confirmed.	Provide feedback <u>Due: 6 Days</u> Your Interview with Candidate One for the Acad Process position is confirmed.		
	Nico Bonnissent 19 minutes ago	Nico Bonnissent 19 minutes ago	Nico Bonnissent 19 minutes ago	Nico Bonnissent 19 minutes ago		

Leave the notifications until the interviews have taken place as you need to interview the candidate before leaving feedback.

6.1 Accessing the feedback form

Once the virtual interviews have taken place, you have two options to access the Feedback form to select the outcome of the interviews.

6.1.1 Option 1: using the Tasks list

-Once logged into eRecruit, look in the top right corner for the small clipboard logo:

			ଊ ★
	NEW JOB	NEW	CANDIDATE
D			

This will open a side menu where you can find all tasks assigned to you.



When you click on provide feedback, a list of the candidates to be reviewed will open:



click on the line Your interview with "Candidate name" to open the CV review tool.

Please note that you should not archive the task. Do no click on the black box on the right as this will archive the task without actioning it:



6.1.2 Option 2: Using Recruiting Central on your dashboard

Once logged into eRecruit, go to your dashboard and you will see tasks waiting for you in Recruiting Central:

≡	saba ¹ Q Search				🗠 😚 🛧	NW
^	Generic Dashboard				NEW JOB NEW CANDIDATE	
•	2 My Jobs		2 Live Postings		O Expiring Postings	
0	RECRUITING CENTRAL			😇 DUE DATE : 🝷	MESSAGES	
	Provide feedback Due: 6 Days	Provide feedback Due: 6 Days	Provide feedback Due: 6 Days	Provide feedback Due: 6 Days	no messages	
	Your Interview with Candidate Four for the Acad Process position is confirmed.	Your Interview with Candidate Three for the Acad Process position is confirmed.	Your Interview with Candidate two for the Acad Process position is confirmed.	Your Interview with Candidate One for the Acad Process position is confirmed.		
	Nico Bonnissent 19 minutes ago	Nico Bonnissent 19 minutes ago	Nico Bonnissent 19 minutes ago	Nico Bonnissent 19 minutes ago		

Click on one of the boxes with the words Your interview with "Candidate Name" to access the Review tool.

6.2 Review tool

Once in the Review tool you will have few options:

Candidate review:



Job Details:

Candidate review	÷		
Acad Process	4	JOB DETAILS	2/5 🗙
two, Candidate	P	The counter shows the total waiting for your evaluation f step of the same job. Clickin displays the job description	number of candidates or the same selection g on the job name and job overview.
Four, Candidate		PREVIOUS	NEXT

List of Candidates:

Candidate review	÷						
Acad Process							
two, Candidate	Pre	LIST OF CANDIDATES	3/5 🗙				
Four, Candidate		A list of candidates who have been submitted to you for review for the same selection step of the same job. The system first displays the candidates for whom you need to provide the evaluation and then the candidates for whom you have already given					
Three, Candidate		the candidates for whom you have already given feedback. If you click on a candidate, the candidate and application details are displayed for processin					
One, Candidate	0 (0	PREVIOUS					

5. Candidate Details:

🖪 C		4/5 X		
	The Candidate Summary is displayed, followed by all applicati			
🗐 S	documents (candidate package, documents submitted by the candidate, feedback reports from the steps of the selection pr Click on the name of a document to display it within the page.			
E Te	on the download icons to download a copy.		2	
	PREVIOUS NEX	кт	E2	

	→ Your Assessment				
	Due: 5 Days				
YOUR ASSESSMENT		×			
You can view the message that was sent to you when the candidate was submitted for review. After reviewing the candidate information and documents, enter your rating for the candidate, the evaluation comment and the feedback report. You can hide this panel with the arrow and show it again with the menu button. You can always update tags assigned to the candidate.					
	PREVIOUS CLOSE				
	Comment				
	Your assessment (including rating and comments) will be complete once the feedback form is filled in.				
	⊕ Add new tag				

Once you have interviewed the candidate potentially reviewed the documents, click on **Continue feedback** and a new **feedback form** will open.

Select the outcome for the candidate by selecting **Put on hold**, **Reject** or **Proceed**. Please note that you can also add some comments in the feedback box:

Please use the buttons below to indicate the outcome for this candidate. Also, use the box below to record interview feedback for the individual					
			Select s	ecurity for this docu	iment: No Security
	CLOSE	PRINT	PUT ON HOLD	REJECT	PROCEED

You can then go on to do the same for the other candidates by clicking on their name or on the arrows:

			ø	×
≔	★ two, Candidate Acad Process			≡
	Candidate Summary	ß	Z	
	I Your application for the position of Acad Process		Ø	
	Candidate_two_428_Candidate_Pack.pdf		Ŧ	
	Acad cover letter.docx	ß	Ŧ	
	academic_cv_template.pdf		Ŧ	
	NEW ACAD Additional Questionnaire 2020 (0)	ß	Ø	
	NEW PIF 030720 (0)	ß	Z	
<				>

Once you have recorded the outcome for all the interviewed candidates, click on the cross on the top right corner:

