



How to view details of interviews taking place within the next 5 days

The Interviewer can check what Interviews are taking place in the next 5 days.

The interviewer can log into eRecruitment by doing the following.

Home Help Services Library Accounts Teaching My Tab

Customise

eRecruitment

Dashboard

Welcome,

My Details

Office 365 Email

Learn

eRecruitment is used to complete a variety of recruitment related processes, including: raising/approving Staff Requests, arranging for vacancy adverts to be posted, short-listing applications, arranging interviews, and appointing successful candidates to roles.

If you require access to eRecruitment as a new user, or if there is a problem with your existing access, please contact the HR Systems team for assistance (HR.Systems@ed.ac.uk or 508126).

For Guidance on using eRecruitment please refer to the comprehensive user manuals available on our webpages

[Launch ERecruitment](#)

Click on the **Launch eRecruitment** button.

The first screen the interviewer will see is:

corehr DASHBOARDS CHARLES DARWIN

Charles Darwin
Academic, College Of Medicine And Vet Medicine

Interviews Interview Panel

My Interviews

Interviews

1st Round Interviews
Old College, Room G1.3 09th Sep 2016

09:30	Klaus Fuchs	Invite For First Inter...
11:00	Lilian Lindsay	Invite For First Inter...
11:40	Flora Philip	Invite For First Inter...
12:20	Dugald Stewart	Invite For First Inter...

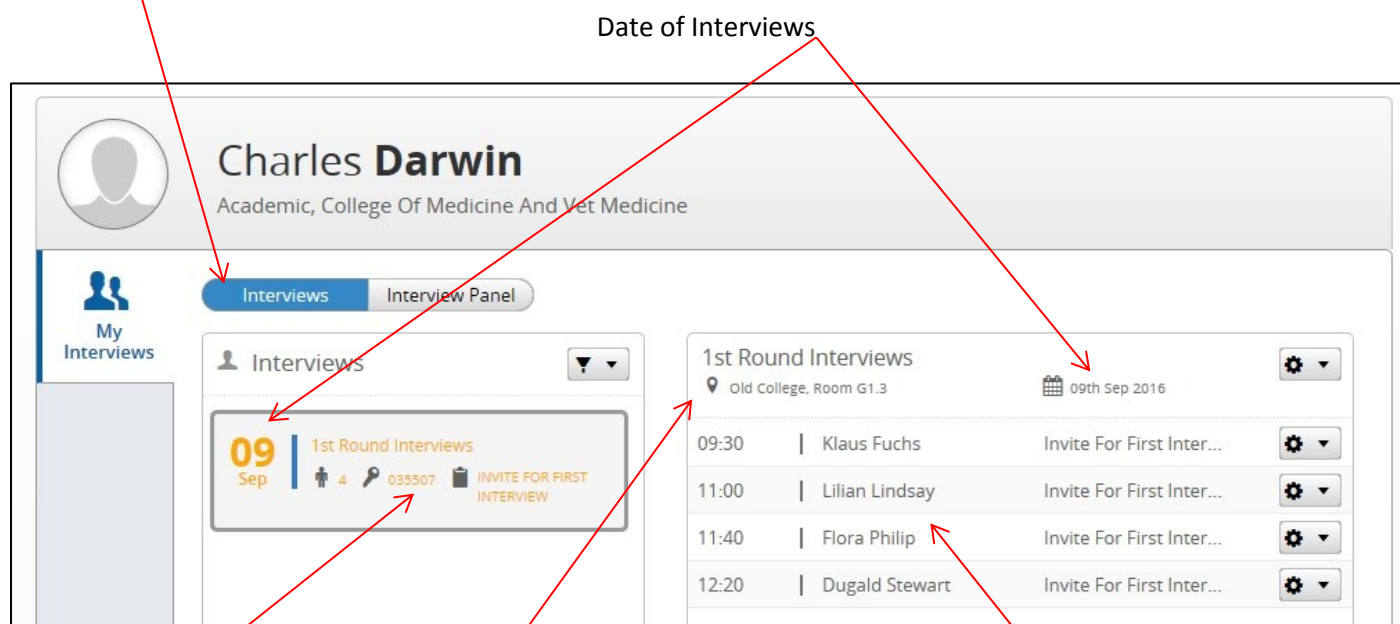
Page 1 of 1 Displaying 1 - 4 of 4

If the interviewer has an upcoming interview within the next 5 days, and the recruiter has created an interview schedule and assigned the interviewer to the interview schedule, then this will appear for the interviewer as soon as they log in.

If the interviewer is not able to see a vacancy as soon as they log into the screen, this could be for any of the following reasons:

- The recruiter has not added the interviewer to the interview panel.
- The recruiter has added the interviewer to the interview panel, but not created an interview schedule and assigned both the interviewers and applicants to the interview schedule.
- The recruiter has added the interviewer to the interview panel, AND has created the interview schedule and assigned both the interviewers and applicants to the interview schedule, but the date of the interview on the schedule is not within 5 days of the date the interviewer has logged into Core Portal.

On the **Interviews** screen, the interviewer can glean the following detail:



Charles Darwin
Academic, College Of Medicine And Vet Medicine

Interviews | Interview Panel

My Interviews

Interviews

1st Round Interviews
Old College, Room G1.3 | 09th Sep 2016

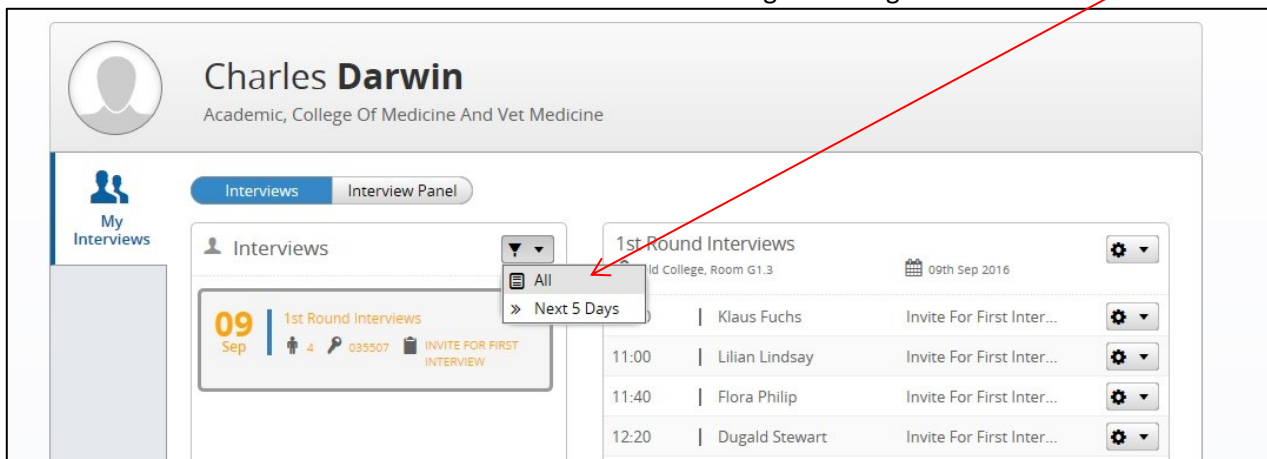
Time	Applicant Name	Action
09:30	Klaus Fuchs	Invite For First Inter...
11:00	Lilian Lindsay	Invite For First Inter...
11:40	Flora Philip	Invite For First Inter...
12:20	Dugald Stewart	Invite For First Inter...

Vacancy Number

Location of Interviews

Applicant Names and corresponding interview time

For scenario c) the interviewer can check if they are assigned to the interview schedule by selecting **All** in the filter. This will list all the Interview Schedules the Interviewer has been assigned to regardless of date.



Charles Darwin
Academic, College Of Medicine And Vet Medicine

Interviews | Interview Panel

My Interviews

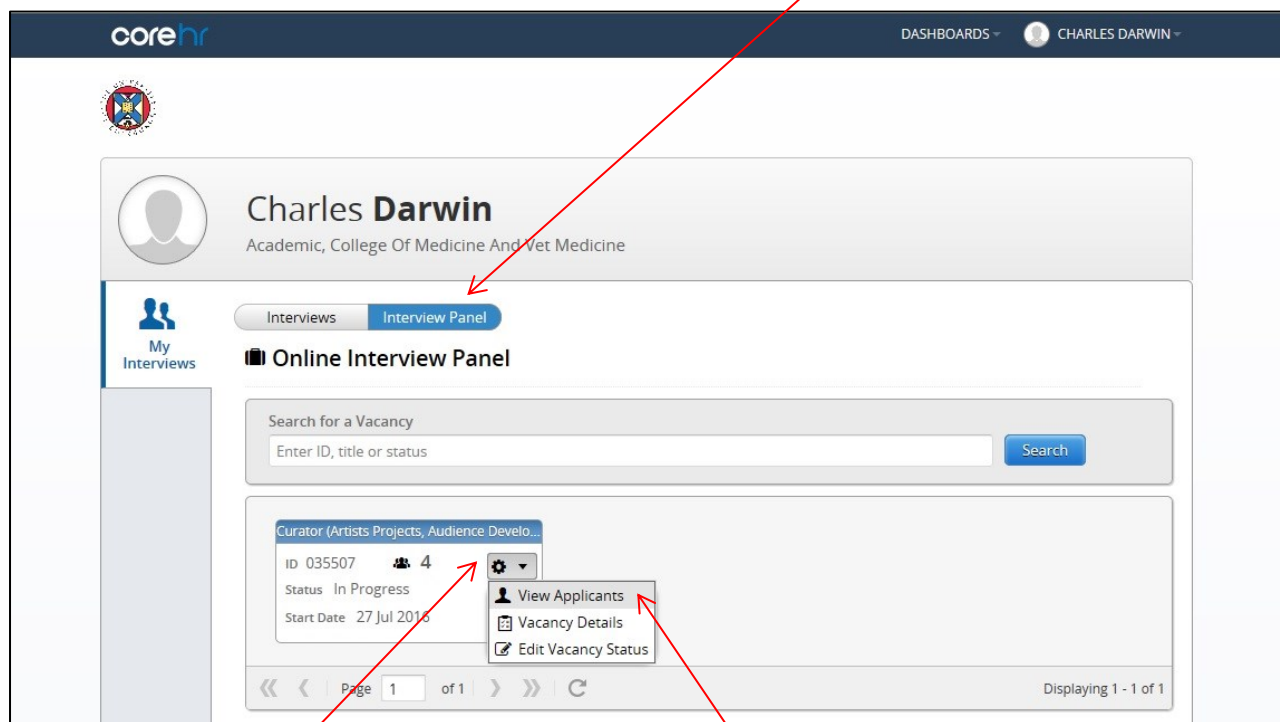
Interviews

1st Round Interviews
Old College, Room G1.3 | 09th Sep 2016

Filter: **All** (selected) | Next 5 Days

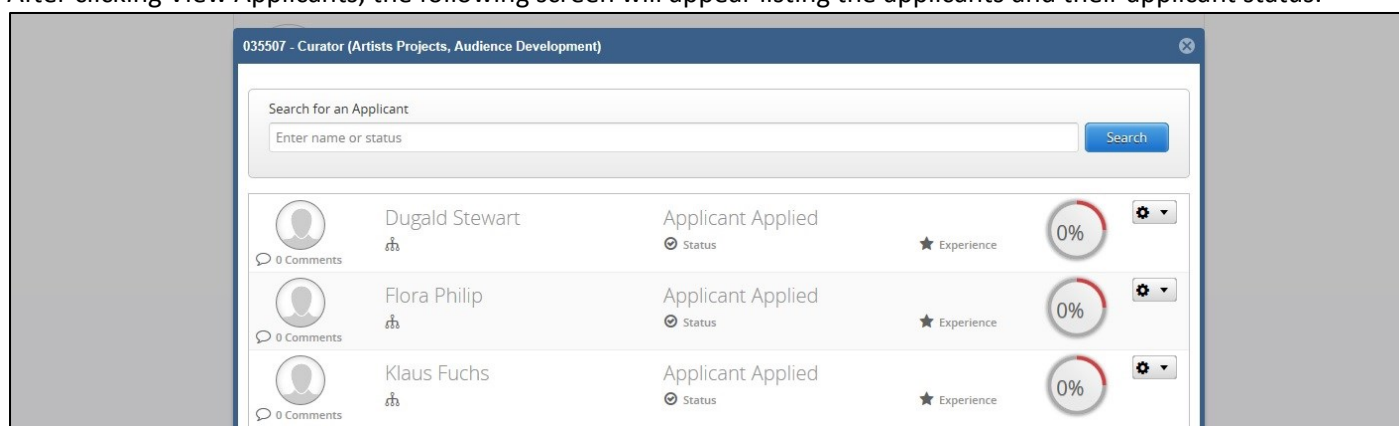
Time	Applicant Name	Action
09:30	Klaus Fuchs	Invite For First Inter...
11:00	Lilian Lindsay	Invite For First Inter...
11:40	Flora Philip	Invite For First Inter...
12:20	Dugald Stewart	Invite For First Inter...

For scenario b) the interviewer can view applications, but unable to view details of the actual interview until the schedule has been created and assigned to interviewers and applicants.
To view applications the interviewer can click on Interview Panel button



Then click on the cog wheel icon, then click on View Applicants.

After clicking View Applicants, the following screen will appear listing the applicants and their applicant status.





To view individual applications, click on the cog wheel icon.

035507 - Curator (Artists Projects, Audience Development)

Search for an Applicant
Enter name or status Search

	Dugald Stewart	Applicant Applied	
0 Comments		Status	Experience 0%
	Flora Philip	Applicant Applied	
0 Comments		Status	Experience 0%

Application Detail

Then click on Application Detail.

This will open the application in a web browser window.

Application Form - Internet Explorer

https://www-dev.arts.corepos.is.ed.ac.uk/coreportal_dev/req_application_form.do

Interviews | Core HR (Corefy 2.0) | Application Form

Application Form

Curator (Artists Projects, Audience Development)

Personal Details

Title	Mr.
Forename	Dugald
Preferred Name	
Middle Name(s)	
Initial(s)	D
Surname	Stewart
House Number or Name	1
Street	1
Address 3	1
Town/City	1
Post Code	1
Country of Residence	UNITED KINGDOM
Contact No.	0789123456
Email Address	Dugald.Stewart@ed.ac.uk

Qualifications