eRecruitment INTERVIEWER – Overview of Process

CREATING A VACANCY

Staff Request submitted by Originator/Recruiter for approval

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HR Systems team load web staff requests (requests are allocated a vacancy number) ← First and Second Approver give approval (or reject request)

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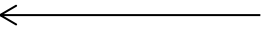Local HR Team add recruitment dates and make vacancy live → Off System. Local HR Team emails Originator/Recruiter with vacancy number
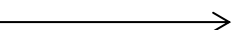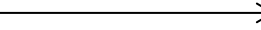

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APPLICATIONS AND INTERVIEWS

Applications are viewed in eRecruitment and then shortlisted by the panel ← Recruiter submits web applications during or after the vacancy closes ← Applicants apply for vacancy online

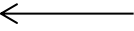→ Off System. Interview Panel make decisions → Recruiter changes applicant statuses (eg. Reject Before Interview - RBI) and sends out emails as appropriate eg. invite for interview

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MAKING AN APPOINTMENT

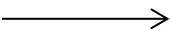System automatically sends BOC email to local HR Team ← Recruiter changes applicant status for chosen applicant to 'Before Offer Check' and others to 'Reject After Interview – RAI' ← Off System. After interviews have taken place panel makes appointment decision
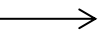
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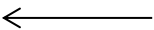Off System. Local HR Team perform checks and email the Originator/Recruiter → If check is successful post can be offered to candidate. Recruiter changes applicant status to 'Applicant Offered' and enters appointment details . (Recruiter receives no further system notification at this point.) → System sends automatic email to Approver

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Recruiter sends out 'Regret' emails to all unsuccessful candidates ← The Local HR team changes applicant status. Contract is then sent to the department. Appointee's details download into Oracle ← If approved by Approver the system sends an email to Local HR team to produce contract. If rejected, email is sent to inform Recruiter and HR Team

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When applicant's status reads 'HR Use Only' this indicates the process is complete

This process map is designed to give an overview of the recruitment process. For comprehensive step-by-step instructions please refer to the eRecruitment manual