



How to view Applicants and Applications

Home Help Services Library Accounts Teaching My Tab

Customise

eRecruitment

Dashboard

Welcome,

My Details

Office 365 Email

Learn

[Launch ERecruitment](#)

Click on the **Launch eRecruitment** button.

You will be directed to this screen:

corehr DASHBOARDS CHARLES DARWIN

Charles Darwin
Academic, College Of Medicine And Vet Medicine

Interviews Interview Panel

My Interviews

Interviews

No Applicants Found

Click on **Interview Panel** button to view detail about your vacancy.

If the Interviewer is on the Interview panel, the vacancy will populate on this page. It is possible to enter the vacancy number and click on Search if the Interviewer is linked to many vacancies.

Charles Darwin
Academic, College Of Medicine And Vet Medicine

My Interviews

Interviews Interview Panel

Online Interview Panel

Search for a Vacancy

Enter ID, title or status

Search

Curator (Artists Projects, Audience Develo...

ID 035507 4

Status In Progress

Start Date 27 Jul 2016

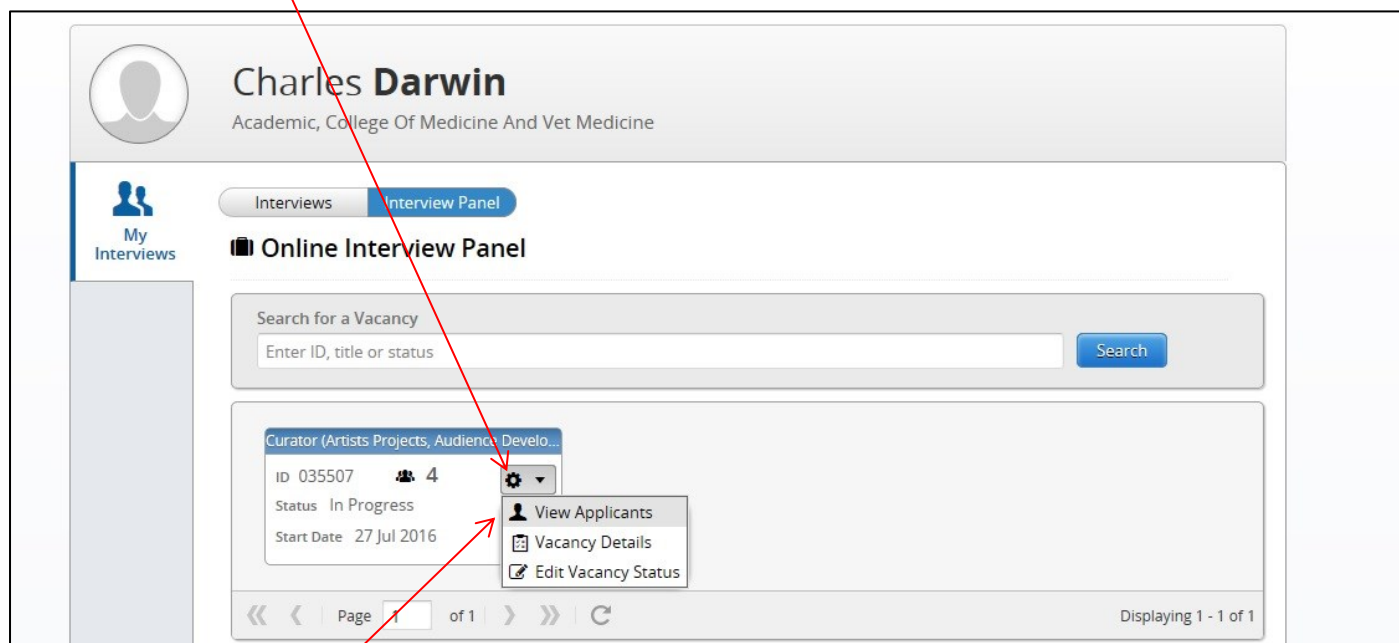
Page 1 of 1

Displaying 1 - 1 of 1

The Recruiter will add an interviewer to the interview panel, which will allow the interviewer to view vacancies. If the Interviewer is not able to see the vacancy in the Interview Panel screen, please contact the Recruiter and ask to be added to the Interview Panel for the specific vacancy.

The Interviewer can view the listing of applicants and view their individual applications.

Click on the cog wheel icon.



Charles Darwin
Academic, College Of Medicine And Vet Medicine

My Interviews

Interviews Interview Panel

Online Interview Panel

Search for a Vacancy
Enter ID, title or status Search

Curator (Artists Projects, Audience Development)

ID 035507 4

Status In Progress

Start Date 27 Jul 2016

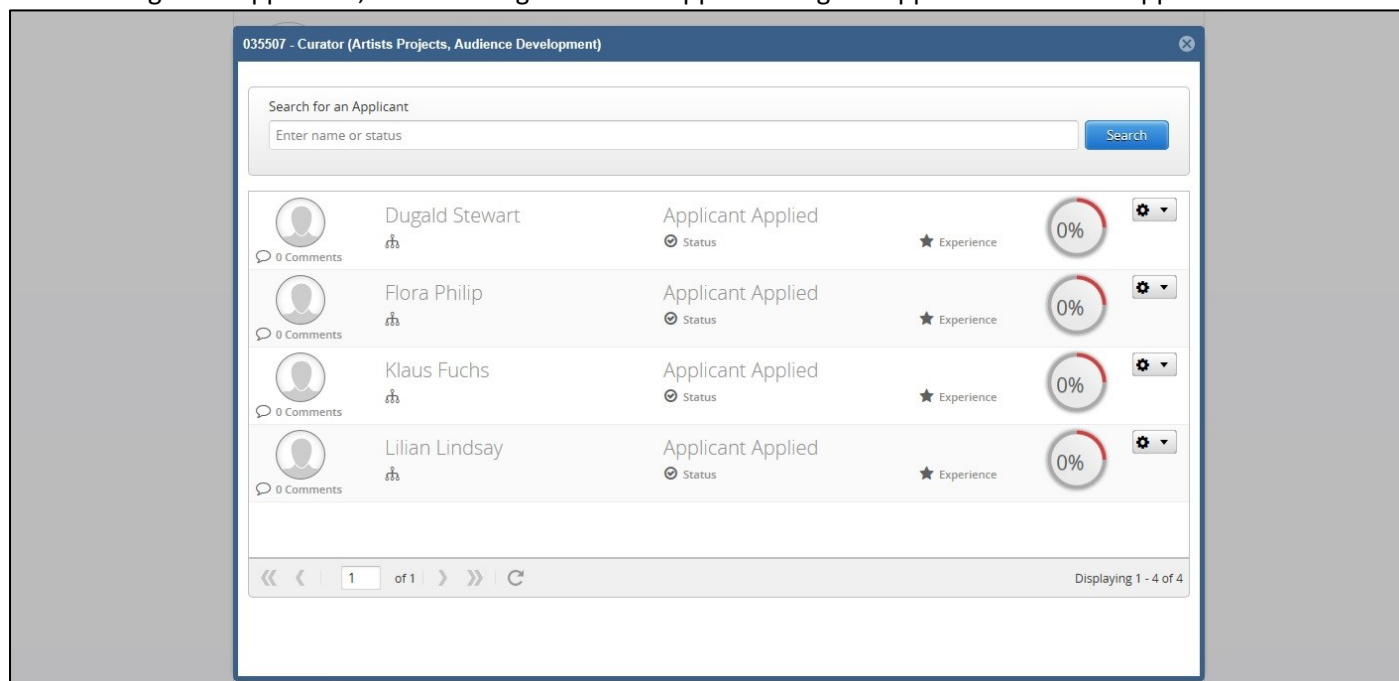
View Applicants
Vacancy Details
Edit Vacancy Status

Page 1 of 1 Displaying 1 - 1 of 1

Click on **View Applicants**.

It is possible for the Interviewer to click on the “Vacancy Details” and “Edit Vacancy Status” options. However, for Interviewers these options are not active. Recruiters are able to update the necessary sections on behalf of the Interviewer in the back office.

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



035507 - Curator (Artists Projects, Audience Development)

Search for an Applicant
Enter name or status Search

| | | | | |
|--|----------------|-------------------|--------------|----|
| | Dugald Stewart | Applicant Applied | ★ Experience | 0% |
| | Flora Philip | Applicant Applied | ★ Experience | 0% |
| | Klaus Fuchs | Applicant Applied | ★ Experience | 0% |
| | Lilian Lindsay | Applicant Applied | ★ Experience | 0% |

Page 1 of 1 Displaying 1 - 4 of 4



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 | ★ Experience | 0% | |
| | Flora Philip | Applicant Applied | ★ Experience | 0% | |

Application Detail

Then click on Application Detail.

This will open the application in a web browser window.

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

| | |
|------------------------|-----|
| Qualification | |
| Qualification Other | |
| Subject | |
| Result | |
| Institute | |
| Institute Other | |
| From Year | |
| To Year | |
| Section Not Applicable | Yes |

Relevant Training

Relevant Training

Employment History

| | |
|-----------------------|--|
| Employer Name | |
| Employer Address | |
| Start Date (DD/MM/YY) | |