**eRecruitment ORIGINATOR – Overview of Process**

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

**ORIGINATOR’S ACTIONS:**

**OTHERS’ ACTIONS:**

First and Second Approver give approval (or reject request)

HR Systems team load web staff requests (requests are allocated a vacancy number)

**CREATING A VACANCY**

**Originator completes and submits Staff Request for approval**

Off System. Local HR Team emails **Originator**/Recruiter with vacancy number

Local HR Team add recruitment dates and make vacancy live

Recruiter submits web applications during or after the vacancy closes

Applicants apply for vacancy online

Recruiter changes applicant statuses (eg. Reject Before Interview - RBI) and sends out emails as appropriate eg. invite for interview

**APPLICATIONS AND INTERVIEWS**

Off System. Interview Panel make decisions

Applications are viewed in eRecruitment and then shortlisted by the panel

Off System. After interviews have taken place panel makes appointment decision

Recruiter changes applicant status for chosen applicant to ‘Before Offer Check’ and others to ‘Reject After Interview – RAI’

System automatically sends BOC email to local HR Team

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.)

Off System. Local HR Team perform checks and email the **Originator** /Recruiter

System sends automatic email to Approver

**MAKING AN APPOINTMENT**

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

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

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