

Online Recruitment Solution

Process guide

OFFICIAL

Managing your vacancy

Once your advert has been approved and published, you will receive the following email notification. From here, you can view the live advert:

													X
File Message Help	Acrobat 🛛 🖓 Tell m	e what you wa	nt to do										
Delete Archive	 → Forward Resply All → Forward Construction 	Share to Teams	➡ RTW → To Manager Quick Steps	ب م	Move Move	a v Pags	Lediting	Immensive V	Translat Languag	e Zoom	Viva Insights Add-in		^
Your Job Vacancy H	Your Job Vacancy Has Been Published - Ref: JOB000092												
HR For Schools	IIAT <norenly@hrforscho< td=""><td>ols or a uks</td><td></td><td></td><td></td><td></td><td></td><td></td><td>) Reply</td><td>≪∋ Reply All</td><td>→ Forward</td><td>ų,</td><td>•••</td></norenly@hrforscho<>	ols or a uks) Reply	≪∋ Reply All	→ Forward	ų,	•••
To Kayleigh A P	To • Knyleigh A Pegg Wed 13/09/2023 10:45												
Retention Policy Exchange - 7 Y If there are problems with how	Reminion Policy: Exchange - 7 Year Retantion Policy (7 years) Expires 11/09/2030 On If there are conferent with here this measure induced and do here to were in the second of the secon												
Click here to download picture	s. To help protect your privacy, Outle	ok prevented auto	matic download of some pict	ures in this r	message.								
		K R											
		We are pleas published.	ed to confirm that your	advert fo	or Attendant	Manger (GR	2)has now I	been					
		It may be view	wed in our Current Vac	ancies									
		Manage Your	Advert										
		Kind regards,	HR Services for School	ols									

Once your advert is published, you will have the option to change the closing date, close or withdraw the vacancy via your <u>account</u>:

会 JOB000094 Job Vacancy job advert published										
Timeline	Details	Messages	Notes	Files	Letters	History				
Actions -								Amend Close Date (Published Vacancy)	Close Vacancy	Withdraw Vacancy

You can view and download application forms as and when they are received – there is no need to wait until the closing date has passed.

(HR	Search by nam	e, email, address or n	nore Q						Kayleigh Pegg •
	Cases								
Home	Starred case	es My cases	All cases	Recently viewed	School and Job Title	Assigned to me			\$
Cases	Actions - F	ilters 🕶							New Person New Case
Settings	User fil	ter							
	Filter by	+							Columns Save
		Reference	Case Type	Job Reference	Establishment N	lame	Submitted	Status	
		JAP000045	Job Application	JOB000094			03/10/2023	application pending	
		JAP000044	Job Application	JOB000094			03/10/2023	application pending	

There will always be at least two attachments for each application – an application form and a supporting statement. If the application also submitted recruitment monitoring information, this will also be included alongside their application form.

(HR	UAT School organisation	·//···/
	☆JAP000045 Job Application pending	~
Home	Attach File P Change status	Send
Cases		
~	CXM Team - Staff Assis in resonance	③ 2 minutes ago (13:38)
Settings	Please upload user compreted supporting information document	
	Support_Statement_word_template.docx	
	CT) CXM Team - Staff Active on machines	③ 2 minutes ago (13:38)
	Generated PDs	
	ADU 2023-10-03-418 or f	
		Ĭ
	CT) CXM Team - Staff overage the case with the following details	③ 2 minutes ago (13:38)
	Job Reference: JOB000094	
	Job Title: Cashier (GRI) 2000 4 2023	
		10.10
H ,	으 Type here to search 🛛 🗐 📒 🦉 🥔 🖉 🤹 🔽 📰 🦉 Links 🦥 🔶 🖷	■ 💭 🗇) 📰 13:40 03/10/2023 🔁

It is recommended that you download and save locally a copy of each application form and then mark each application as 'Under Review'. You can do this as and when applications are received, you don't have to wait until the closing date.

UAT School	organisation	
☆ JAP00	00045 Job Application ending	
Timeline	Details Messages Notes Files Letters History	
Actions •		Under R
Case	timeline	
KP	Add a new message	
	Type your message or drop a file here	
	Attach File Change status	Send
CT <	CXM Team - Staff Added on estachment	🕚 6 minutes ago (13.:
	Please upload your completed supporting information document	
	Support_Statement_word_template.docx	

From your cases dashboard, you can filter so that you can only view any application forms that you have received:

Cases	Actions • Filters •	,			New Person New Case
\$ Settings	User filter	•			
	Filter by + Default case type Date Test				Columns Save
	Reference Job Vacancy	ype	Submitted	Status	
	JAP00004	n Details plication	03/10/2023	under review	
	JAP000044 Recruitment Monitor	plication	03/10/2023	application pending	
		Job Vacancy	02/10/2023	vacancy pending	
	<u> </u>	Job Vacancy	02/10/2023	invoice required	
	□ ☆ <u>JOB000095</u>	Job Vacancy	02/10/2023	invoice required	
	□ ☆ <u>JOB000094</u>	Job Vacancy	02/10/2023	job advert published	
	□ ☆ <u>JOB000093</u>	Job Vacancy	02/10/2023	additional information required	
	JADU © 2023				

You can also add and remove columns to suit you to help you identify the applications needed for a particular vacancy – we recommend you always display the job reference number:

Home Cases Settings	Cases Starred cases My cases Actions • Filters • User filter Filter by Cise Type : Job Applicat	All cases Recently viewed	School and Job Title Assigned to	ome Columns Establishment Name Job Reference School Name Submitted Job Title Status Applicant Name Applicant Name Gender	New Person New Case
	Reference	Case Type	Submitted	Disability Ethnic Origin	
	☐ ☆ JAP000045	Job Application	03/10/2023	Sexual Orientation	
	□ ☆ JAP000044	Job Application	03/10/2023	Save Cancel	
	☐ ☆ JAP000043	Job Application	16/05/2023	contract signed	
	☐ ☆ JAP000042	Job Application	16/05/2023	rejected	
	□ ☆ JAP000041	Job Application	02/05/2023	interview booked	
	☐ ☆ JAP000040	Job Application	02/05/2023	shortlisted	
	□ ☆ <u>JAP000039</u>	Job Application	02/05/2023	interview booked	
	3ADU © 2023				

Once the closing date has passed and all applications have been marked as 'Under Review' you will then work with each application form case, rather than the job vacancy case itself.

Short-listing should take place as an offline process as normal. Once a short-list of applicants has been drawn up, the administrator can then continue with the process via the recruitment solution.

In each application type, you will have the option to either short-list a candidate or eject a candidate:

(HR	Search by name, email, address or more Q	Kayleigh Pegg •
*	<u>Cases</u> / <u>Case</u> / Timeline	
Home	UAT School organisation	
Cases	なJAP000044 Bob Application Lunder review	
*	Timeline Details Messages Notes Files Letters History	
Settings	Actions •	Shortlist Candidate Reject Candidate
	Case timeline	
	KP Add a new message Type your message or drop a file here	
	Attach File Change status	Send

Reject an applicant

Where an applicant has not be successful at securing an interview, simply select 'Reject Candidate' and you will be prompted to input a reason and then change the status of the application:

(HR	Search by name, email, address or more Q		I Kayleigh Pegg -
	<u>Cases</u> / <u>Case</u> / Timeline		_
Home		Change case status ×	
Cases	☆ JAP000044 3ob Application under review	Required fields are marked with an asterisk (").	
\$	Timeline Details Messages Notes	New status rejected	
Settings	Actions -		Shortlist Candidate Reject Candidate
	Orres timeline	In order to move the case to this status you will need to provide the information requested below.	
		Reject Candidate	
	Add a new message	Reason for rejection	
	Type your message of drop a memore	Applicant did not have the required qualification.	<i>d</i>
	Attach File P Change status		Send
	Kayleigh Pegg - Staff Changed the case status to under	Change status Cancel	(3 22 minutes ago (13:51)
	CXM Team - Staff Acced on attachment Please unload your completed supporting info	mation document	(0 38 minutes ago (13:35)
	JADU © 2023		

The applicant will then receive the following email:

8	୨ ଅ ↑	↓ ⊽		Your Job Application Ref: J	AP000044 Cash	ier (GR1) - Messag	e (HTML)				- 10	• />	×
File	Message Help	Acrobat G	Tell me what you	want to do									
™ ~ ⊗	Delete	← Reply ← Reply All → Forward Respond	Image: Share to Teams Image: Share to Teams Image: Share to Teams Image: Share to Teams	To Manager ℃	Move	Tags	Editing	Immersive	Translate	Zoom	Viva Insights Add-in		^
Your	Your Job Application Ref: JAP000044 Cashier (GR1)												
Retentio () If the Click	HR For Schools UAT <noreply@hrforschools.org.uk></noreply@hrforschools.org.uk>												
	Cashier (GR1) appointment at Jadu School (Academy)											•	
	Thank you for your application form, I regret to inform you that you have not been successful on this occasion.												
I would however like to take this opportunity to thank you for your interest in this vacancy and wish you every success in the future.													
		Yours sincerely,											
	HR Services for Schools												

Short-listed applicants

Where an applicant has been successful in securing an interview, simply select 'Shortlist candidate' and then change status:

(HR	Search by name, email, address or more		🗶 Kayleigh Pegg 👻
	Cases / Case / Timeline		
Home	UAT School organisation	Change case status ×	
Coses		Nou statue aboutured	
ń	Timeline Details Messages Notes		↓
Settings	Actions -	Change status Cancel	Shortlist Candidate Reject Candidate
	Case timeline		
	Add a new message		
	Type your message of drop a life here		di la constante de la constante
	Attach File		Send

You will then be able to book an interview – simply fill out the required information in the form and select change status:

Cur	Cases / Case / Timeline	01/11/2023	A A
(HR	UAT School organisation	Short UK date format, e.g. dd/mm/yyyy or dd-mm-yyyy	
Home	☆JAP000046 Job Application shortlisted	Interview Time	
	Timeline Details Messages Notes	10am	
\$	Actions -	Details of Interview	Book Interview
Settings	Case timeline	You will be given details of a presentation to prepare on arrival. The presentation is expected to last no longer then 10 minutes and will be followed by formal questions from the page!	
	Add a new message	Interview Location	
	Type your message of drop a life nere	Jadu School, School Road, Birmingham, B19	<u>a</u>
	Attach File	Interview Contact Number	Send
		0121 464 3716	
	Kayleigh Pegg - Staff Changed the case status to shorten	Declaration Return Deadline	(3 A minute ago
	Kayleigh Pegg - Staff Changed the case status to under t	30/10/2023	() 2 minutes ago (14:31)
		Short UK date format, e.g. dd/mm/yyyy or dd-mm-yyyy	
	CXM Team - Staff Added an ettachment		③ 2 minutes ago (14:31)
	JADU © 2023	Change status Cancel	•••

The applicant will receive their invite to interview letter via email:

8	りて) ↑	↓ ≂			Invitation to Intervi	ew Ref: JAP0	00046 Casł	nier (GR1)	Message (i	HTML)				æ	⊢ / ª	
File	Message	Help	Acrobat	Q Tell m	e what you wa	ant to do											
5	Ŵ	-	← Reply	Ē	D	T RTW		Ľ⊅	۲ŋ -	P	2	5	a a	Q	\otimes		
0	Delete	Archive	≪ Reply All	ب ج	Share to Teams	→ To Manager	~	Move	N	Tags	Editing	Immersive ~	Translate	Zoom	Viva Insights		
	Delete		Forward	Ľ. ~	Teams	Quick Stops	5	Mar	× 🗟				Language	Zoom	Add in		
	Delete		D (LADO			Quick steps	12	MO	ve				canguage	20011	Add-III		~
Invita	ition to	Intervie	w Ref: JAP0	00046 0	ashier (G	R1)						4		6	N -		
HF	HR For	Schools L	JAT <noreply@< td=""><td>hrforscho</td><td>ols.org.uk></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>C Reply</td><td>C Reply All</td><td>→ Forwa</td><td>rd 🧤</td><td>23 14:33</td></noreply@<>	hrforscho	ols.org.uk>								C Reply	C Reply All	→ Forwa	rd 🧤	23 14:33
Retention	Policy Exch	iange - 7 Ye	ar Retention Polic	y (7 years)				Exp	ires 01/10	/2030					Tu	03/10/202	.5 14.55
i) If the Click	re are proble here to down	ns with how t load pictures.	this message is displ . To help protect you	ayed, click here r privacy, Outlo	to view it in a we ok prevented aut	b browser. omatic download of some	pictures in thi	s message.									
																	*
					Dear Te	est Kayleigh											
					Applica	ation Reference: J	AP00004	6 Unique F	Referenc	e: eXQ-P/	AJ-V4e						
					I am ple	eased to confirm the	at you hav	e been sho	ort-listed	for the Ca	shier (GR′)					
					post at	Jadu School.											
					The sel	ection process is to	take plac	e on 01/11	/2023 at:								
					Jadu Se	chool, School Road	l, Birmingh	am, B19									
					You are	e asked to arrive for	10am.										•
-	, Туре	here to s	earch		di 🥫	🥶 🧭	via 🔇	. 🐖	×				Links ×	\ 📥 🚛 🖫] () 🎫	14:37 03/10/202	3 21

Included in the interview invite is a link for a self-declaration form to be completed as per Keeping Children Safe in Education and also a link confirm whether they will be attending the interview:



You will receive an email notification once a self-declaration form has been submitted and you will be able to view this directly in the application case type:

File Message Help Acrobat Tell me what you want to do Image: State of the s
Image: Delete Archive Image: Delete Arc
noreply@hrforschools.org.uk

The applicant has now submitted a self-declaration form for you to review. Please ensure this is signed at interview to verify the information.

HR Services

View Application

Home	Actions •	Interview Declined
Cases	Case timeline	
\$ Settings	Add a new message Type your message or drop a file here # Attach File P Change status	Send
	CM Team - Staff Access on particular Dense upload you self-declaration Selfdeclaration_form docx Siss Star - Download this file	(\$) 2 minutes ago (14-41)
	Cranged The case decase Added: Reference Return Date: 30/10/2023	① 10 minutes ago (14:33)

By issuing an invite to interview, where the applicant has given consent, the references will also be requested at this point.



Again, you will receive an email notification to say a reference has been submitted and you will be able to view and download returned references via the application form case type:

(HR	UAT School organisation	^
	☆ JAP000046 Job Application Interview booked	~
Home	Case timeline	
Cases	KP Add a new message	Ш
	Type your message or drop a file here	Ш
Settings	Attach File P Change status	
	CXM Team - Staff Acces on iteratives ego (453)	
	Please opticed you reference	
	Reference_Requestform.doc	
	CXM Team - Staff Acces on startment (3) 14 minutes ago (14.41)	
	Please upload you self-declaration	
	Selfdeclaration_form.docx	
	3ADU © 2023	Ŧ



Once attendance has been confirmed as well as the two references returned along with the self-declaration form, you will need to click into Actions and then change the case status to Interview pending whilst you await the selection process.

Following the selection process, and you are ready to offer the position to a preferred candidate, you will need to go through each of the application cases of the applicants who were short-listed and update them with the relevant status – you can either issue an unsuccessful letter or check references:



Check references

Where consent was not provided to apply for references prior to the interview, these will now be requested.

The status will now move to Final Review where you can ensure all relevant paperwork is all in order before you make an offer to your preferred candidate. A decision on who to appoint should be deferred until you are in receipt of two references for your preferred candidate.

Candidate unsuccessful:

Select 'Candidate Unsuccessful' and then input the required information – a notification will then be emailed to the candidate to notify them they have not been successful on this occasion.

(HR	Search by name, email, address or more Q		Kayleigh Pegg •	
*	<u>Cases</u> / <u>Case</u> / Timeline		-	
Home	UAT School organisation	Change case status ×		
Cases	☆ JAP000037 Job Application Interview pending	Required fields are marked with an asterisk (*).		
÷	Timeline Details Messages Notes	New status		
Settings	Actions +	Insuccessur	Check References Candidate Unsuccessful Interview Declined	
		In order to move the case to this status you will need to provide the information requested below.		
	Case timeline			
	Add a new message	Reject Candidate		
	Type your message or drop a file here	Reason for rejection	le le	
	Attach File		Send	
	Changed the case status to Kervew panding	Change status Cancel	() Thursday, 4 May 2023 0101	
	Case data triggered: Interview Reminder Interview Reminder		() Thursday, 4 May 2023 0101	
	3∆DU © 2023			- -

When you are ready to make an offer – simply select 'Make Offer' and then input the required information:

CHR	Search by name, email, address or more Q		🗶 Kayleigh Pegg 🔹	î
A	✓ Transition applied successfully			
Home	<u>Cases</u> / <u>Case</u> / Timeline	Change case status ×		Ш
Cases	UAT School organisation	Required fields are marked with an asterisk (*).		
\$ Settings	C JAP000046 Job Application final review	New status offer made		"
	Timeline Details Messages Notes			
	Actions •	 In order to move the case to this status you will need to provide the information requested below. 	Make Offer	
	Case timeline	Job Offer		
		Start Date		
	Add a new message	01/01/2024		
	Type your message or drop a file here	Short UK date format, e.g. dd/mm/yyyy or dd-mm-yyyy	<i>b</i>	
	Attach File	Starting Salary	Send	
		£18.456 pro rata		
	Kayleigh Pegg - Staff Changed the case status to that re		⑦ 5 minutes ago (15:03)	
		Change status Cancel		

The candidate will receive the following email notification:

Dear Test Kayleigh	This offer will be subject to your right to work in the United Kingdom, verification of your qualifications as required, an enhanced disclosure and
Cashier (GR1) appointment at Jadu School	barring certificate and a satisfactory outcome to pre-employment medical screening or examination.
Following your interview, I am pleased to confirm that the Governing Body has approved the recommendation of its selection panel that you should be offered the post of Cashier (GR1) at this school with a start date	I should be grateful if you could confirm your acceptance of this conditional offer by completing this <u>online form</u> and entering the following details:
of 01/01/2024 .	Application Reference: JAP000046 Unique Reference: eXQ-PAJ-V4e
Your starting salary will be £18.456 pro rata.	You will receive a full written contract of employment in due course.

They are asked to complete an online form to confirm their acceptance.

All information can be viewed at any point via the application case type timeline and you can also add any additional information or message throughout the process:

Actions • Begin Pre-Emple Case timeline Add a new message Type your message or drop a file here Type your message or drop a file here Image: Attach File Image: Attach File Image: Attach File Image: Attach File
Case timeline Add a new message Type your message or drop a file here Add a new message or drop a file here Add a new message or drop a file here Add a new message or drop a file here Add a new message or drop a file here
Add a new message Type your message or drop a file here Image: Attach File Image: P Change status
Type your message or drop a file here
Attach File P Change status
CXM Team - Staff Changed the cose status to other accepted
Kayleigh Pegg - Staff Updated the case and changed the case atom to other mass
Added: Start Date: 01/01/2024
Added: Starting Salary: £18.456 pro rata