



How to...manage your recruitment campaign

Purpose:

This guide will show you how to manage your recruitment campaign.

Please watch the following video to further support the recruitment process.

[Video 3: Shortlisting and interviewing](#)

Logging in to YourHR:

- Logging in to Your HR: To log into Your HR, please refer to the **How to...Log in to Your HR Guide**.

Managing your recruitment campaign:

When logging into Your HR you will need to select the Recruitment Role in the dropdown list as shown below

iTrent

Roles

* Select role (required)

Recruitment - New Process

Login

? Contact administrator

Click on Recruitment in the top right of the screen. You will then be taken through to the Recruitment summary screen.

On this screen you will be able to see at a glance how many applicants have applied for your vacancy.

To look in further detail, you will need to click into the vacancy you wish to have a look at. You can do this by clicking on the Requisition name. From here you can view the attachments on each applicant with the below screen:

The supporting statement can be viewed by expanding the notes option. Alternatively, the full electronic application form can be viewed by selecting attachments.

To bulk download the application forms you will need to copy and paste the Requisition Reference (RA number) into the left hand search bar and select Step 1, Create bulk application extract. You will then see the following summary screen which will show you an overview of your campaign.

TEST

Requisition campaign summary TEST

Requisition name TEST

Job title

Requisition start date 26/06/2024

Requisition end date

Application closing date 03/07/2024

Published Yes

Vacancies 3

Appointments 2

Applicants 14

Document attachments

JD

+ Applications

+ Additional links

To download your application forms, you will need to click on Applications and then into the areas in which your applications are held, for example Web Applicant. Here you will be able to click on the document file and download all of the application forms and supporting information.

Web applicant (Applications: 4)

Application print

Application print

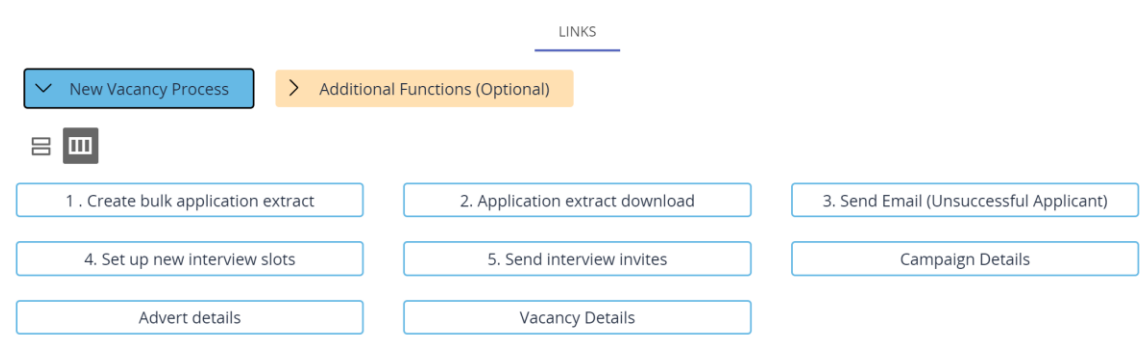
Application print

test.docx

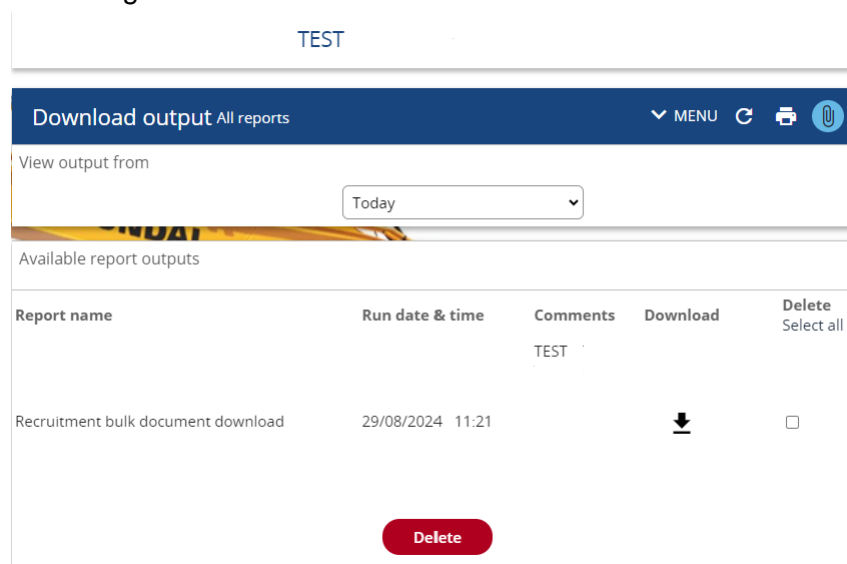
Application print

Download applications for this stage

Using the menu button you can navigate to Step 2, Application extract download to download your application forms.



You will see the following screen:



Click on the download arrow to generate a zip folder which will contain all of your application forms and supporting documents.

Once you have downloaded your applications, please ensure you pay particular attention to the 'Applicant Status' section of the application form

As you are already aware, a redeployee application takes priority over other applications and as such you will need to put the external applications on hold and shortlist the redeployee(s) applications first. You can, however, move quite quickly to interview if the redeployee(s) meets your essential criteria.

Please refer to the [Managers Guide to Redeployment and FAQs](#). If you have any queries, please contact the Redeployment Advisor or your HR Advisor at hradvice@warwickshire.gov.uk

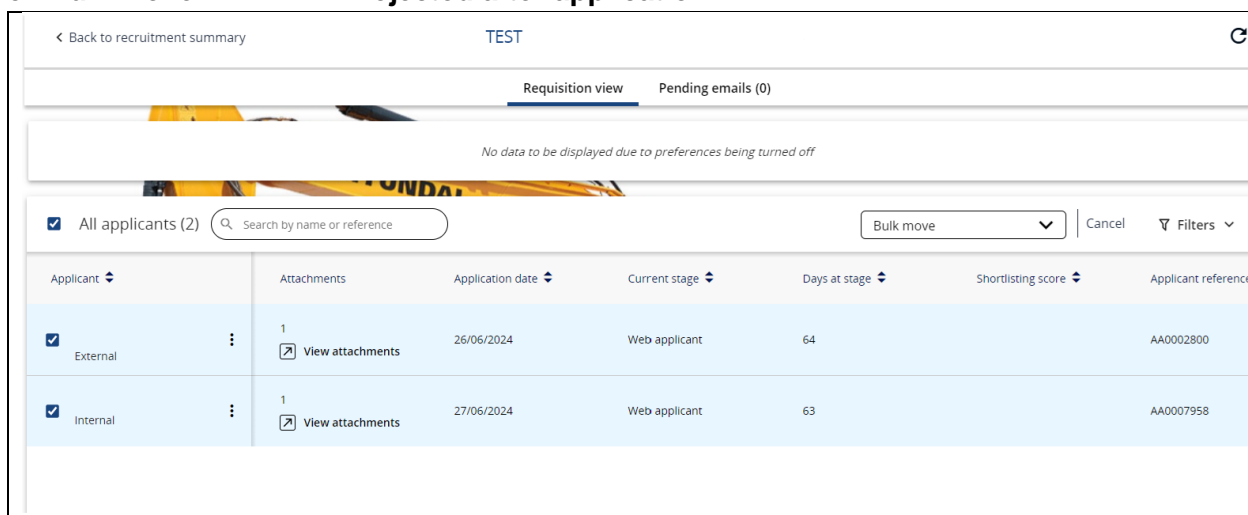
Applicants who have declared that they are an Ex Armed Forces member or would like to be considered under the Guaranteed Interview Scheme should be shortlisted for interview if they meet the minimum criteria for the post.

Please refer to [Guaranteed Interview Scheme \(GIS\) Guidance](#). If you have any queries, please contact your HR Advisor at hradvice@warwickshire.gov.uk

Following shortlisting:

Once you have completed your shortlisting, you will need to move your candidates to the appropriate stage. You can navigate to the main summary page on your requisition by clicking on the Job Title at the top of your screen.

Unsuccessful candidates will need to move from Web Applicant to the 'Rejected after application' stage. To do this you will need to select those who are being rejected and then click on **Bulk Move** and select '**Rejected after application**'.



The screenshot shows a recruitment management interface. At the top, there is a navigation bar with a back arrow, the text 'Back to recruitment summary', a 'TEST' label, and a refresh icon. Below this is a tabbed interface with 'Requisition view' selected and 'Pending emails (0)' next to it. A message states 'No data to be displayed due to preferences being turned off'. Below this is a section for 'All applicants (2)' with a search bar and a 'Bulk move' dropdown menu. The main part of the interface is a table with columns: Applicant, Attachments, Application date, Current stage, Days at stage, Shortlisting score, and Applicant reference. Two applicants are listed: an External applicant (AA0002800) and an Internal applicant (AA0007958), both in the 'Web applicant' stage.

Applicant	Attachments	Application date	Current stage	Days at stage	Shortlisting score	Applicant reference
<input checked="" type="checkbox"/> External	1 View attachments	26/06/2024	Web applicant	64		AA0002800
<input checked="" type="checkbox"/> Internal	1 View attachments	27/06/2024	Web applicant	63		AA0007958

You will then see the following screen where you will need to select ‘Generate Emails’

Move applicants to new stage (as of 29/08/2024)

Applicant

Stage

Rejected following application

Stage notes

Generate correspondence

Generate emails

Attach people resource

Resource person

Mailing job title

Start date

End date

Applicants

Applicant name

Applicant stage

Web applicant

Web applicant

Move stage

You will need to send the generated rejection following application emails from Step 3 Send Email (Unsuccessful Applicant).

New Vacancy Process

Additional Functions (Optional)

1 . Create bulk application extract

2. Application extract download

3. Send Email (Unsuccessful Applicant)

4. Set up new interview slots

5. Send interview invites

Campaign Details

Advert details

Vacancy Details

Alternatively, you can send the Pending Emails tab available at the top of the screen:

Recruitment summary							
Requisition view				Pending emails (1)			
<input type="checkbox"/> All correspondence (2)		<input type="text" value="Search..."/>		<div>Filters</div>			
Name	Requisition	Template	Email address	Email subject	Generated date	Status	Review
<input type="checkbox"/> (AA0002800) External	TEST (RA0006118)	WARCC - Rejection Email after Application Review			29/08/2024	✓	Review
<input type="checkbox"/> (AA0007958) Internal	TEST (RA0006118)	WARCC - Rejection Email after Application Review			29/08/2024	✓	Review

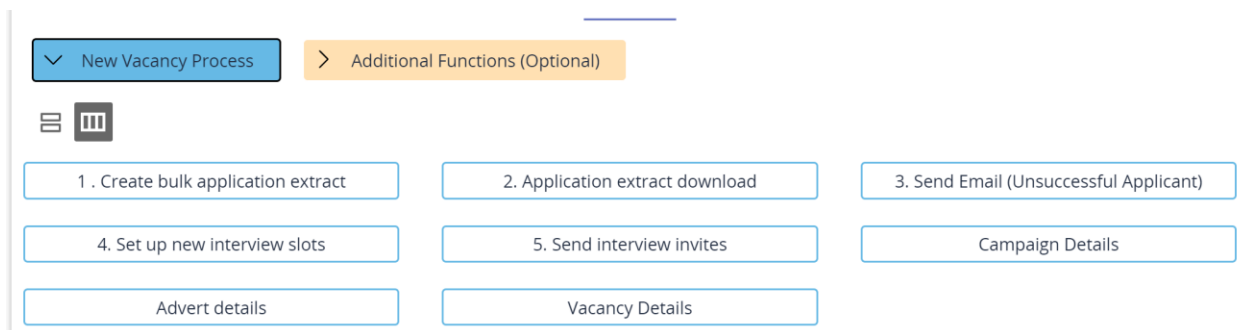
From here you can review and send the rejection email. This gives the option of amending the rejection email, if appropriate.

It can take a few moments for the system to generate these emails, especially if you are rejecting a large number of applicants. You can click on the refresh button to ensure all candidates are there. Alternatively you can wait until you received a blue bar stating 'document merge complete'

Click **Send** and the email will automatically be sent to rejected candidates.

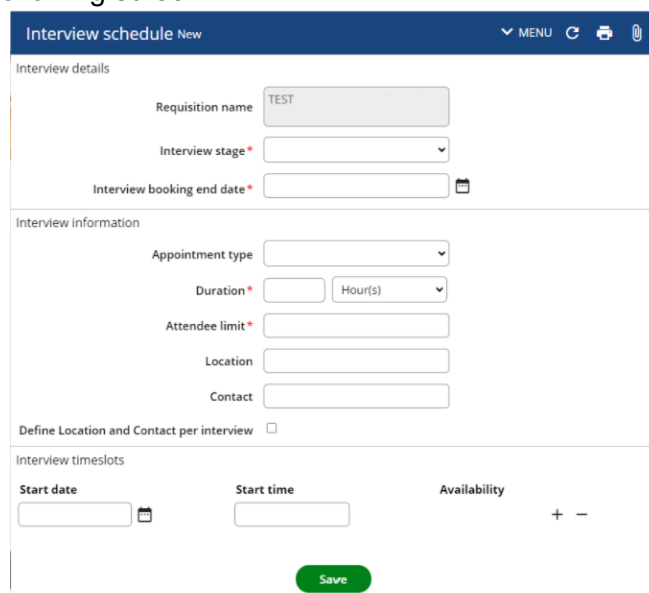
For the candidates who have met your shortlisting requirements, you will need to move your shortlisted candidates to the 'First Interview' stage. To do this you will need to select those who are being invited to interview and then click on Bulk Move and select 'First Interview', you will then be asked for an effective date, this should be today's date.

Now candidates have been moved to the right stages you can proceed with inviting the candidates to interview. To do so, select Step 4, Set up new interview slots



The screenshot shows a navigation menu for the 'New Vacancy Process'. At the top, there are two tabs: 'New Vacancy Process' (active) and 'Additional Functions (Optional)'. Below the tabs, there are several buttons arranged in a grid. The buttons are: '1. Create bulk application extract', '2. Application extract download', '3. Send Email (Unsuccessful Applicant)', '4. Set up new interview slots', '5. Send interview invites', 'Campaign Details', 'Advert details', and 'Vacancy Details'.

You will then see the following screen:

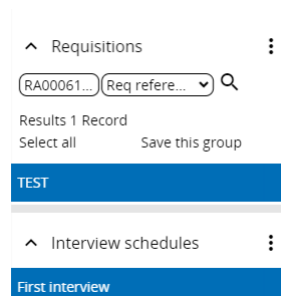


The screenshot shows the 'Interview schedule New' form. The form is divided into several sections. The 'Interview details' section includes fields for 'Requisition name' (TEST), 'Interview stage' (dropdown), and 'Interview booking end date' (calendar icon). The 'Interview information' section includes fields for 'Appointment type' (dropdown), 'Duration' (dropdown), 'Attendee limit' (text input), 'Location' (text input), and 'Contact' (text input). There is a checkbox for 'Define Location and Contact per interview'. The 'Interview timeslots' section includes fields for 'Start date' (calendar icon), 'Start time' (text input), and 'Availability' (dropdown). A green 'Save' button is at the bottom.

- Requisition name and job title will be populated for you.
- Interview stage - In this instance you would be selecting First Interview
- Interview booking end date - this is the date in which you would like all candidates to have booked their interview slot by, for example 3 days prior to the interview date
- Appointment type - You will select interview. This will then populate the duration and the attendee limit, both of which can be amended
- Duration - Length of the interview that will be taking place. This will be populated as 1 hour, however it can be changed
- Attendee limit - The number of individuals attending at the one time. For the majority of vacancies this will always be 1, however an example of when this may be different is if you were holding a group exercise as part of an assessment and you required all candidates to arrive at the same time
- Location - This is the address where the interview will be held
- Contact - The contact details of who the candidates should report to on the day or who they should contact should they require assistance
- Define Location and Contact per interview - If you were holding interviews in different locations then you would tick this box and define the location for each interview
- Start date - Interview date
- Start time - Time of interview (please use the 24-hour clock format)
- Availability - Using the + and - add or remove the number of interview slots available

Once you have set up your interview slots you will need to click **save**. You will then need to click through the next step to send the interview invites to the candidates.

NOTE: When setting up multiple time slots please ensure you use the + button rather than clicking save and opening a new form per time slot. The system should look like the below with one First interview record on the left-hand side:



Return to the main screen and click into Step 5 to send interview invites:


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graph TD; A[New Vacancy Process] --> B[Additional Functions Optional]; B --> C[1. Create bulk application extract]; C --> D[2. Application extract download]; D --> E[3. Send Email Unsuccessful Applicant]; E --> F[4. Set up new interview slots]; F --> G[5. Send interview invites]; G --> H[Campaign Details]; I[Advert details]; J[Vacancy Details];
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TEST

Candidate online booking TEST

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Interview details

This page lists the current status of each candidate and allows the option to invite any who are or have been at the stage of First interview. It requires a positive action to invite a candidate to book a time for an interview online. Please check carefully the selected candidates as the page has automatically suggested the most appropriate selection. An email notification will be sent immediately to the selected candidates after submission. An email can be resent to an already notified candidate if required.

Requisition name

TEST

Interview stage

First interview

Interview booking end date

03/07/2024

Available interview appointments

0

Current stage

All

Here you will be able to see all of the candidates who have been moved to the 'First Interview' stage. All of the information at the top of the page will have been completed for you, you will have to select the names at the bottom of the page and press **invite**.

It is recommended that if someone has not booked into their slot, you make contact with them to see if they will be attending.

For further information or support please refer to the intranet or alternatively you could raise a request or query on the [HR and Payroll Service Desk](#)

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