REC 2

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

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.

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.

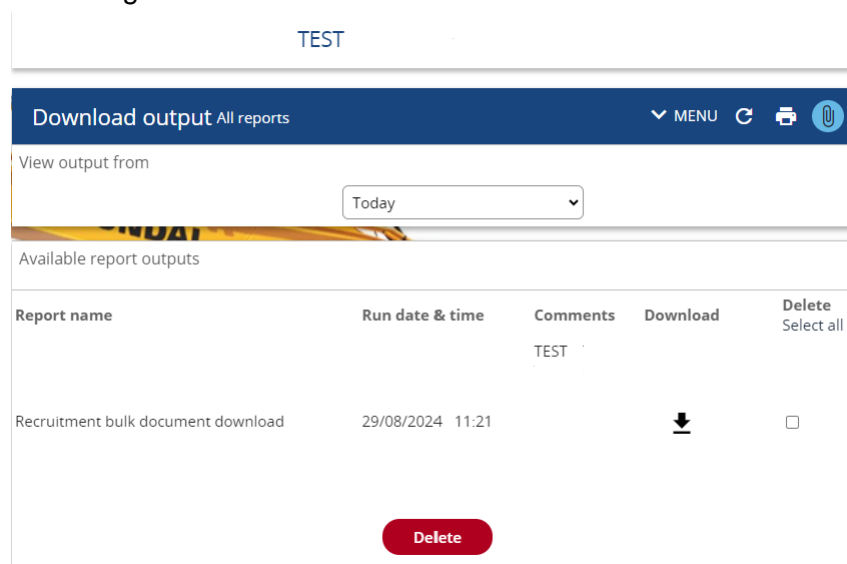Using the menu button you can navigate to Step 2, Application extract download to download your application forms.
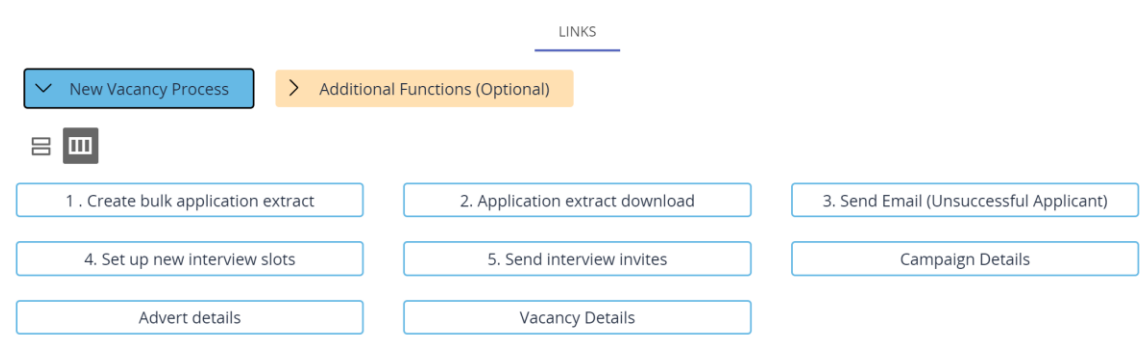
You will see the following screen:

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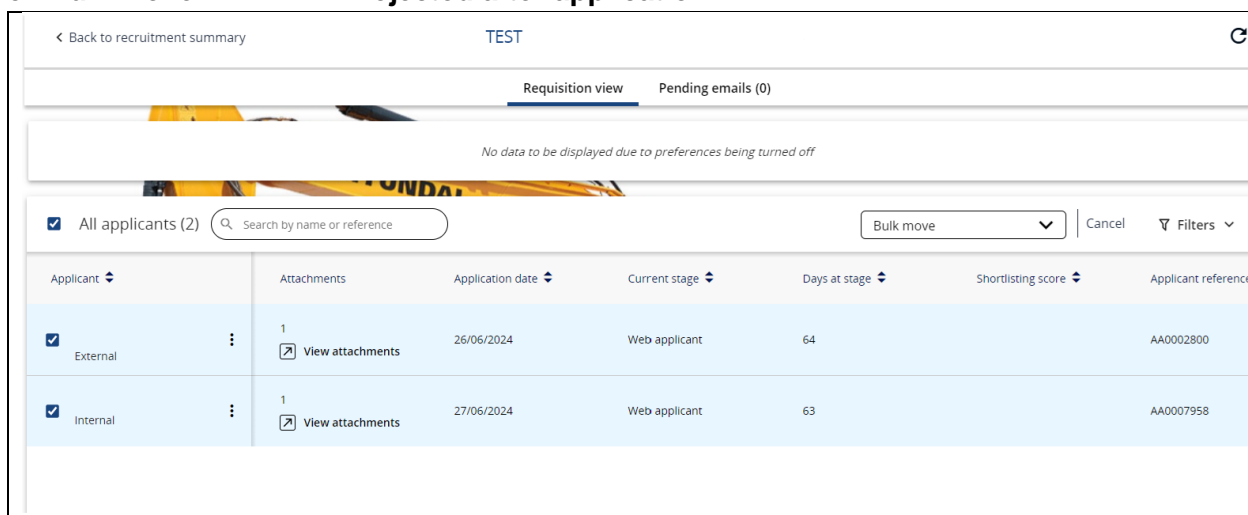
Applicants who have declared that they are an Ex Armed Forces member or would like to be considered under the Guaranteed Interview Scheme should be shortlisted for interview if they meet the minimum criteria for the post.

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

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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**'.

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

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

Alternatively, you can send the Pending Emails tab available at the top of the screen:
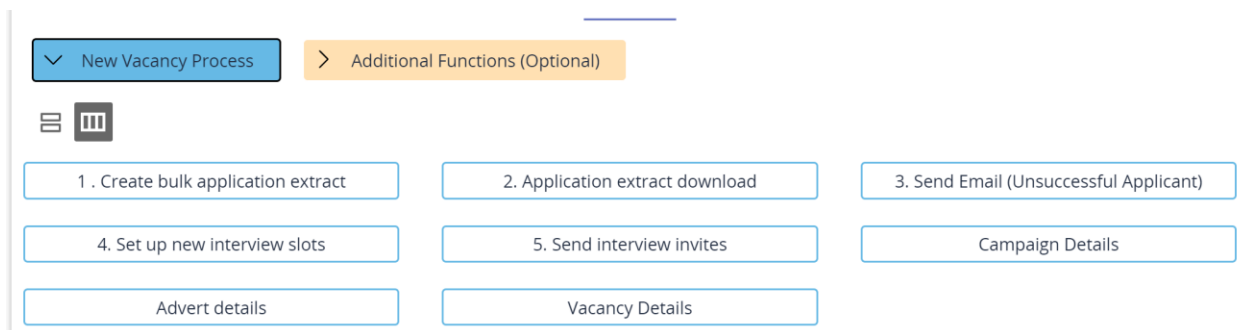
From here you can review and send the rejection email. This gives the option of amending the rejection email, if appropriate.

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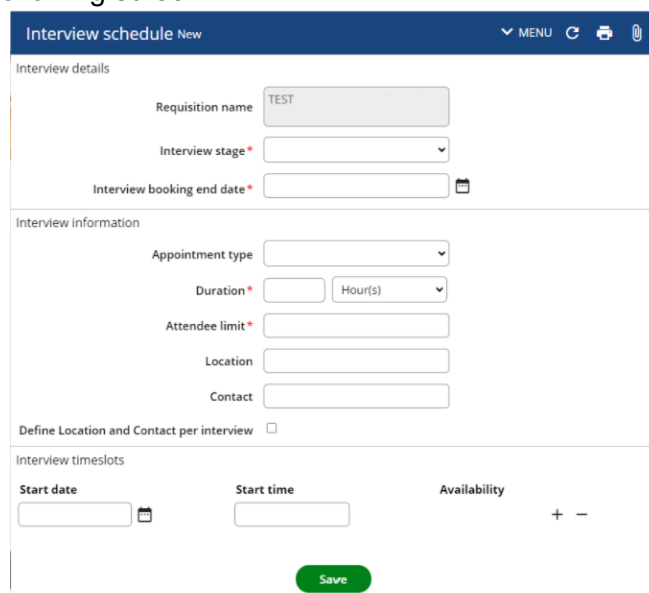
For the candidates who have met your shortlisting requirements, you will need to move your shortlisted candidates to the 'First Interview' stage. To do this you will need to select those who are being invited to interview and then click on Bulk Move and select 'First Interview', you will then be asked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

You will then see the following screen:

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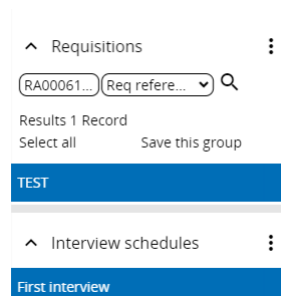
Return to the main screen and click into Step 5 to send interview invites:

You will then see the following screen:

Prior to clicking invite, please ensure you see an email address present for each candidate. If there is not an email address, please contact your designated Recruitment Advisor

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.**

Prior to your interview date you may wish to check the schedule for the day. To do this you will log in, return to this screen and see the candidate name and the time/date they have booked.

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

If interviews are taking place virtually an interview invite will need to be sent to candidates once their slot has been booked.

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

Creation Date	19/01/2023
Author	KE
Review Date	01/02/2025