

# Moving to interview

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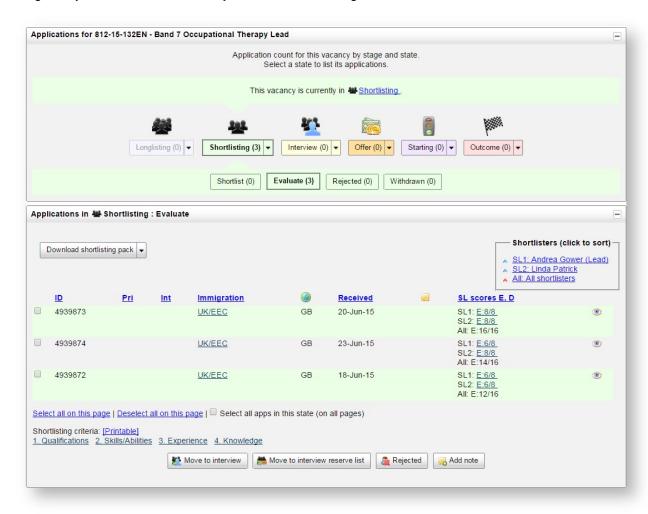
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- Shortlisting:Evaluate
- Moving the vacancy to Interview (Lead Shortlister)



### 1 Shortlisting: Evaluate

Once the final Shortlister has completed shortlisting all of the applications, and clicked on the **completed shortlisting** button, the screen will show that the applications are no longer in the *Shortlisting:Shortlist* stage, they have been automatically moved to *Shortlisting:Evaluate*.



This screen now reveals the scores that each Shortlister allocated to each application. The scores are added together and the overall score for each application is given in the Allrow. The applications are sorted by their essential scores in descending order, with the highest scoring at the top of the list.



Only the **Lead Shortlister** has tick boxes next to the applications.

The Shortlisting:Evaluate screen also reveals further details about each applicant which are hidden when in Shortlisting:Shortlist. These include:

- W

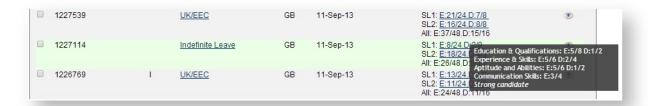
whether they have indicated that they have a disability by displaying the Two Ticks logo; and



• 1

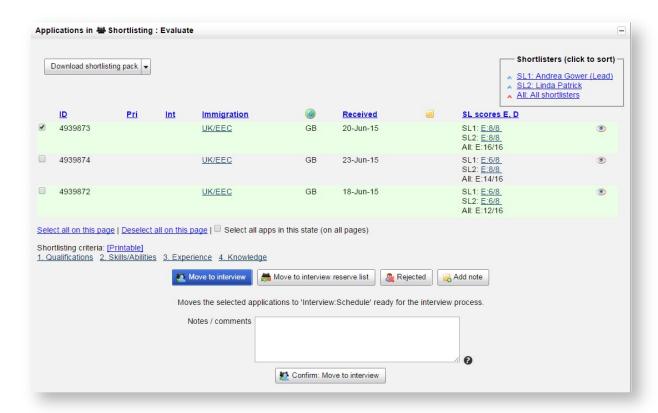
whether they are internal by displaying the Internal icon.

In order to reveal a breakdown of the scores and any notes made by anyone on the shortlisting panel, hover your mouse over the score in question.



Once a decision has been made as to who is going to be invited to interview, the **Lead Shortlister** needs to move the successful applications into the Interview stage. To do this:

- 1. Tick the applicants who are to be invited to interview.
- 2. Click the Move to interview button.
- 3. Add a note (optional).
- 4. Confirm.

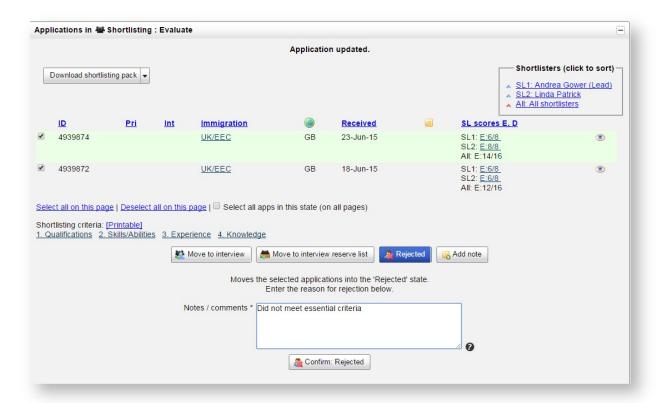


The remaining applications can either be rejected or moved to the interview reserve list. To do this:

- 1. Tick the applications you wish to move.
- 2. Click the Reject or Move to interview reserve list.



- 3. Add a note.
  - Remember to make the note generic if you have selected multiple applications.
- 4. Click Confirm.

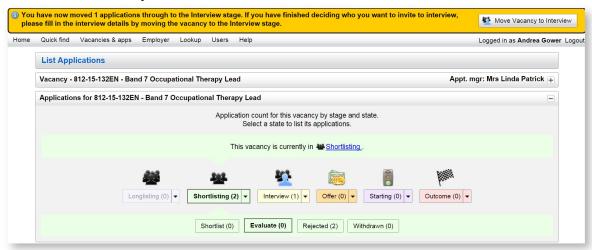




# 2 Moving the vacancy to Interview (Lead Shortlister)

Once you have moved the successful applications into Interview, you then need to move the vacancy to Interview in order to inform your HR Recruiting Contact of the decision and the interview arrangements. This is done by:

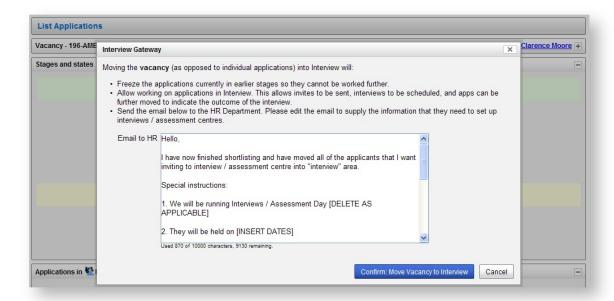
Click the Move vacancy to Interview button.



2. Complete the Interview Gateway template.



If there are any Two Ticks or other priority applicants left in the Shortlisting stage a red message will appear. Please follow the guidance in the message.





3. Click **Confirm:Move vacancy to interview**. This will send an email to your HR Contact and they will set up your interviews.