

Recording the interview results

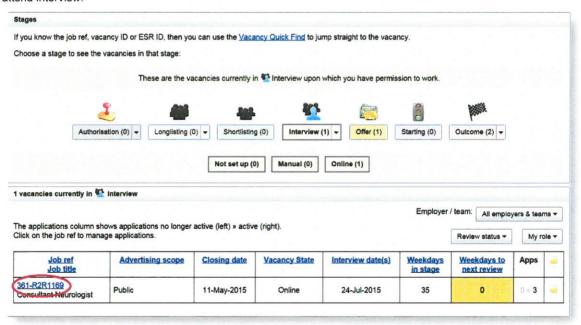
Recording the interview results

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Accessing the vacancy

- 1. Click on the Interview button.
- 2. Click the **Job Reference** button on the left hand side. This will bring up the list of Applicants who were scheduled to attend interview



Recording the interview results

You now need to record the outcome of each applicant's interview using the tick boxes to the left of their ID number and the buttons at the bottom of the page.

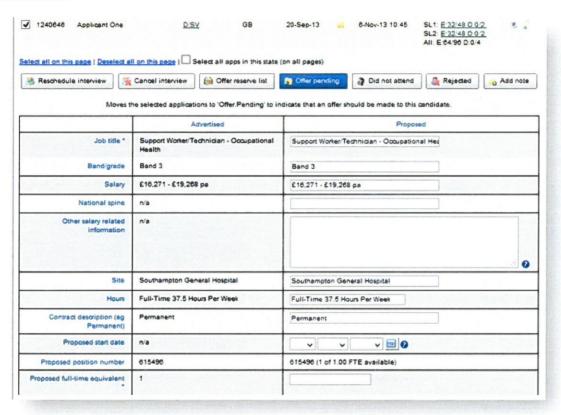
Only the **Lead Interviewer** has the tick boxes because this work is part of their role. Please contact your HR Contact if one of the other Interviewers needs to become the Lead Interviewer.

We recommend that you do this in the following order:

Offer:Pending

The successful applicant(s) should be moved to Offer:Pending.

- 1. Tick the tick box next to the applicant's ID number.
 - Offers have to be made individually.
- 2. Click Offer pending.
- 3. Complete / amend the necessary fields in the table.
 - 1 These details will be viewed by the HR Contact who, if they approve them, will use them as the basis of the conditional offer letter.
- 4. Click Confirm.



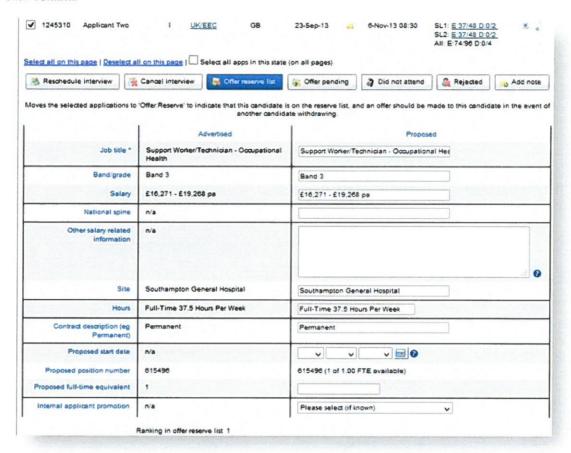
Offer reserve list

Second / third choice Applicants etc. can be moved into the Offer:Reserve state. The reserves can be offered the post if the first choice(s) decline the offer or fail the remaining employment checks.

To move an Applicant to Offer: Reserve:

- 1. Tick the tick box next to the Applicant's name.
 - Reserve offers have to be made individually.
- 2. Click Offer reserve list.
- 3. Complete / amend the necessary fields in the table.
 - If you are adding a second person to the reserve list, you will have the option to select what order they should appear in the list.

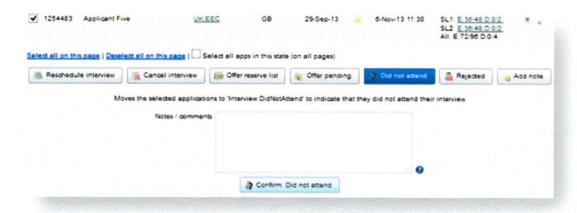
4. Click Confirm.



Did not attend (DNA)

Any applicants who were scheduled to attend, but did not turn up for their interview should be moved to the DNA state (DNA stands for "Did Not Attend").

- 1. Tick the tick box next to the applicant(s) name.
 - You can DNA in bulk.
- 2. Click Did not attend.
- 3. Add a note (optional).
- 4. Click Confirm:Did not attend.



Reject

Unsuccessful applicants. Those who attended interview and are not being made an offer or held in reserve should be moved into the rejected state.

- 1. Tick the tick box next to the applicant(s) name.
 - 1 You can reject in bulk.
- 2. Click Rejected.
- 3. Add a note.
 - 1 If rejecting in bulk ensure that this note is generic.
- 4. Click Confirm:Rejected.



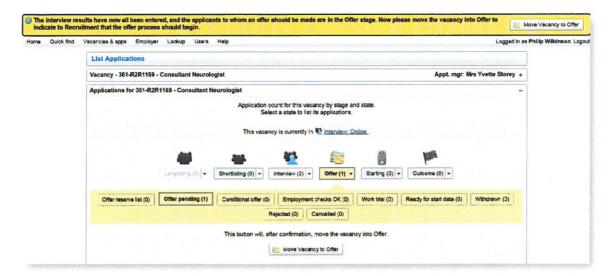
Informing HR of the results (moving the vacancy to offer)

1. Click Move vacancy to offer. The button is found in the message on the yellow background at the top of your screen.

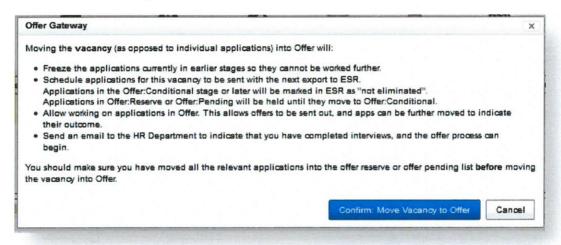


OR

Click on the Offer button and select the Move vacancy to offer button found there.



2. Click Confirm: Move vacancy to offer.



This will send a notification to the HR Contact informing them of your decision to offer the post to those applicant(s) you have moved to the Offer stage. They can now proceed with preparing and sending the conditional offer letter.

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