

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.

Stages

If you know the job ref, vacancy ID or ESR ID, then you can use the [Vacancy Quick Find](#) to jump straight to the vacancy.

Choose a stage to see the vacancies in that stage:

These are the vacancies currently in Interview upon which you have permission to work.

Authorisation (0) ▾ Longlisting (0) ▾ Shortlisting (0) ▾ Interview (1) ▾ Offer (1) Starting (0) Outcome (2) ▾

Not set up (0) Manual (0) Online (1)

1 vacancies currently in Interview

The applications column shows applications no longer active (left) » active (right).
Click on the job ref to manage applications.

Employer / team: All employers & teams ▾

Review status ▾ My role ▾

Job ref Job title	Advertising scope	Closing date	Vacancy State	Interview date(s)	Weekdays in stage	Weekdays to next review	Apps	
361-R2R1168 Consultant Neurologist	Public	11-May-2015	Online	24-Jul-2015	35	0	0 » 3	

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.

i Offers have to be made individually.

2. Click **Offer pending**.

3. Complete / amend the necessary fields in the table.

i 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**.

☒ 1240648 Applicant One D.S.V GB 20-Sep-13 6-Nov-13 10:45 SL1: E:32/48 D:0/2
SL2: E:32/48 D:0/2
All: E:64/96 D:0/4

[Select all on this page](#) | [Deselect all on this page](#) | ☐ Select all apps in this state (on all pages)

[Reschedule interview](#) [Cancel interview](#) [Offer reserve list](#) [Offer pending](#) [Did not attend](#) [Rejected](#) [Add note](#)

Moves the selected applications to 'Offer:Pending' to indicate that an offer should be made to this candidate.

	Advertised	Proposed
Job title *	Support Worker/Technician - Occupational Health	Support Worker/Technician - Occupational Health
Band/grade	Band 3	Band 3
Salary	£16,271 - £19,268 pa	£16,271 - £19,268 pa
National spine	n/a	
Other salary related information	n/a	
Site	Southampton General Hospital	Southampton General Hospital
Hours	Full-Time 37.5 Hours Per Week	Full-Time 37.5 Hours Per Week
Contract description (eg Permanent)	Permanent	Permanent
Proposed start date	n/a	
Proposed position number	615496	615496 (1 of 1.00 FTE available)
Proposed full-time equivalent	1	

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.

i Reserve offers have to be made individually.

2. Click **Offer reserve list**.

3. Complete / amend the necessary fields in the table.

i 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**.

☒ 1245310 Applicant Two I [UK/EEC](#) GB 23-Sep-13 5-Nov-13 08:30 SL1: [E:37/48 D:0/2](#)
 SL2: [E:37/48 D:0/2](#)
 All: [E:74/96 D:0/4](#)

[Select all on this page](#) | [Deselect all on this page](#) | ☐ Select all apps in this state (on all pages)

[Reschedule interview](#) [Cancel interview](#) [Offer reserve list](#) [Offer pending](#) [Did not attend](#) [Rejected](#) [Add note](#)

Moves the selected applications to 'Offer Reserve' to indicate that this candidate is on the reserve list, and an offer should be made to this candidate in the event of another candidate withdrawing.

	Advertised	Proposed
Job title *	Support Worker/Technician - Occupational Health	Support Worker/Technician - Occupational Health
Band/grade	Band 3	Band 3
Salary	£16,271 - £19,268 pa	£16,271 - £19,268 pa
National spine	n/a	
Other salary related information	n/a	
Site	Southampton General Hospital	Southampton General Hospital
Hours	Full-Time 37.5 Hours Per Week	Full-Time 37.5 Hours Per Week
Contract description (eg Permanent)	Permanent	Permanent
Proposed start date	n/a	<input type="text"/>
Proposed position number	615496	615496 (1 of 1.00 FTE available)
Proposed full-time equivalent	1	<input type="text"/>
Internal applicant promotion	n/a	Please select (if known) <input type="text"/>

Ranking in offer reserve list 1

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**.

☒ 1254483 Applicant Five [UK/EEC](#) GB 29-Sep-13 5-Nov-13 11:30 SL1: [E:36/48 D:0/2](#)
 SL2: [E:36/48 D:0/2](#)
 All: [E:72/96 D:0/4](#)

[Select all on this page](#) | [Deselect all on this page](#) | ☐ Select all apps in this state (on all pages)

[Reschedule interview](#) [Cancel interview](#) [Offer reserve list](#) [Offer pending](#) [Did not attend](#) [Rejected](#) [Add note](#)

Moves the selected applications to 'Interview DidNotAttend' to indicate that they did not attend their interview.

Notes / comments

[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.
 - i** You can reject in bulk.
2. Click **Rejected**.
3. Add a **note**.
 - i** If rejecting in bulk ensure that this note is generic.
4. Click **Confirm:Rejected**.

Applicant ID	Applicant Name	UK/EEC	GB	28-Sep-13	6-Nov-13 09:15	SL1: E 35/48 D 0/2 SL2: E 35/48 D 0/2 All: E 70/96 D 0/4
<input checked="" type="checkbox"/>	1252286 Applicant Three	UK/EEC	GB	28-Sep-13	6-Nov-13 09:15	SL1: E 35/48 D 0/2 SL2: E 35/48 D 0/2 All: E 70/96 D 0/4
<input checked="" type="checkbox"/>	1253849 Applicant Four	Indefinite Leave	GB	29-Sep-13	6-Nov-13 10:00	SL1: E 34/48 D 0/2 SL2: E 34/48 D 0/2 All: E 68/96 D 0/4

Select all on this page | Deselect all on this page | ☐ Select all apps in this state (on all pages)

[Reschedule interview](#) [Cancel interview](#) [Offer reserve list](#) [Offer pending](#) [Did not attend](#) [Rejected](#) [Add note](#)

Moves the selected applications into the 'Rejected' state.
Enter the reason for rejection below:

Notes / comments " Did not answer questions with enough detail "

[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.

The Interview results have now all been entered, and the applicants to whom an offer should be made are in the Offer stage. Now please move the vacancy into Offer to indicate to Recruitment that the offer process should begin. [Move Vacancy to Offer](#)

Home Quick find Vacancies & apps Employer Lookup Users Help Logged in as howard test oox Logout

[List Applications](#)

Vacancy - Patient Coordinator Appt. mgr: Ms Cheryl Day +

Applications for - Patient Coordinator

Application count for this vacancy by stage and state.
Select a state to list its applications.

This vacancy is currently in [Interview: Online](#).

Longlisting (0) Shortlisting (0) Interview (1) Offer (1) Starting (0) Outcome (0)

Reserve list (0) Schedule (0) Interview (0) Did not attend (0) Rejected (1) Withdrawn (0)

OR

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

The interview results have now all been entered, and the applicants to whom an offer should be made are in the Offer stage. Now please move the vacancy into Offer to indicate to Recruitment that the offer process should begin. [Move Vacancy to Offer](#)

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List Applications

Vacancy - 361-R2R1169 - Consultant Neurologist Appt. mgr: Mrs Yvette Storey +

Applications for 361-R2R1169 - Consultant Neurologist

Application count for this vacancy by stage and state.
Select a state to list its applications.

This vacancy is currently in [Interview: Online](#).

Longlisting (2) Shortlisting (0) Interview (2) **Offer (1)** Starting (0) Outcome (0)

Offer reserve list (0) **Offer pending (1)** Conditional offer (0) Employment checks OK (0) Work trial (0) Ready for start date (0) Withdrawn (0)

Rejected (0) Cancelled (0)

This button will, after confirmation, move the vacancy into Offer.

[Move Vacancy to Offer](#)

2. Click **Confirm: Move vacancy to offer**.

Offer Gateway

Moving the vacancy (as opposed to individual applications) into Offer will:

- Freeze the applications currently in earlier stages so they cannot be worked further.
- Schedule applications for this vacancy to be sent with the next export to ESR. Applications in the Offer:Conditional stage or later will be marked in ESR as "not eliminated". Applications in Offer:Reserve or Offer:Pending will be held until they move to Offer:Conditional.
- Allow working on applications in Offer. This allows offers to be sent out, and apps can be further moved to indicate their outcome.
- Send an email to the HR Department to indicate that you have completed interviews, and the offer process can begin.

You should make sure you have moved all the relevant applications into the offer reserve or offer pending list before moving the vacancy into Offer.

[Confirm: Move Vacancy to Offer](#) [Cancel](#)

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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