

Progressing your Successful Candidate following Interview

Once you have made a verbal conditional offer to your successful candidate(s), and this has been accepted, you need to complete your interview outcome form.

From your job's homepage, select the relevant job title from the list of jobs

<input type="checkbox"/>	Job Reference	Job Title	Job Status	Location	Directorate	Reports To	Closing Date
<input type="checkbox"/>	000086	RM - Administration Assistant	Live	Barnsley Centre	People	Jo Smith	30/06/2022
<input type="checkbox"/>	000083	RM - Recruitment Assistant	Live	Barnsley Centre	People	Rachel Marriott	03/07/2022

You will then be able to view the list of candidates

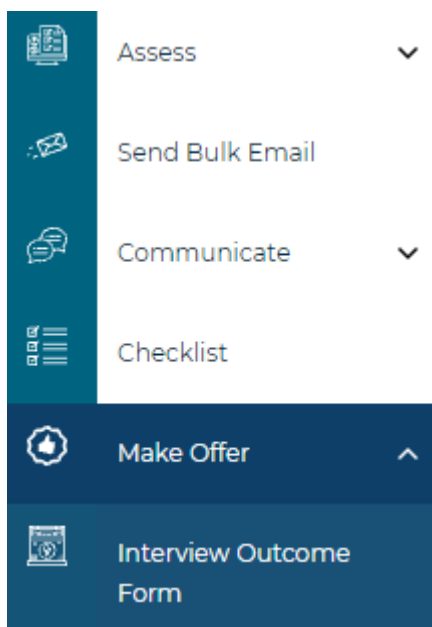
Candidate	Status	Ranking	Edit	Interview
JB Joe Bloggs (96)	Interview Booked	★★★★★		27/06/2022 09:15

Check the check box next to your successful candidate

<input type="checkbox"/>	App Date	Candidate
<input checked="" type="checkbox"/>	23/06/2022	JB Joe Bloggs (96)

In the left-hand menu, click **Make Offer**

And then click **Interview Outcome Form**



Complete all relevant fields with the information for your successful candidate and then click **save** at the bottom of the page

Click **exit** to return to the list of candidates.

Repeat the process for any additional successful candidates.

Note – Only complete up to the section that states “FOR RECRUITMENT TEAM TO COMPLETE”

– All mandatory fields are highlighted in red

Changing the successful candidate’s status

To change the candidate’s status, check that the check box next to the name(s) of the successful candidate(s), click in the ‘Change Candidate Status To’ field above, and select ‘**Request Offer**’

Change Candidate Status To



The below pop-up field will appear, do **not** enter any notes, click **save** to confirm and you will return to the main page.

Update Status ✕

Candidates	<input type="text" value="Joe Bloggs"/>
Target Status	<input style="border: 2px solid red;" type="text" value="Request Offer"/> ✕
Status Notes	<div style="border: 1px solid #ccc; height: 60px;"></div>

Count:500

Save Exit

You will then need to send interview documentation to your recruitment contact.