

Reviewing Applications

Once your advert has closed, you can begin reviewing the applications in the “Jobs” section of your homepage. Here you will find a list of your open vacancies.

	Job Reference	Job Title	Job Status	Location	Directorate	Reports To	Closing Date	Is Live	Total	New
<input type="checkbox"/>	000086	RM - Administration Assistant	Live	Barnsley Centre	People	Jo Smith	30/06/2022	✓	3	3
<input type="checkbox"/>	000083	RM - Recruitment Assistant	Live	Barnsley Centre	People	Rachel Marriott	03/07/2022	✓	1	0

Click the job title of the job you would like to shortlist for, from the list of jobs.

This will bring up an anonymised list of candidates. You may notice some symbols and icons against the candidate, more information on these symbols/icons is available at the bottom of this guide.

	App Date	Candidate		Status
<input type="checkbox"/>	23/06/2022	Candidate (98)		New Application
<input type="checkbox"/>	23/06/2022	Candidate (97)		New Application
<input type="checkbox"/>	23/06/2022	Candidate (96)		New Application

Click on the candidate number in turn to view each application form.

Once in the application you can scroll down to see different sections, including qualifications, employment history and reference details.

Candidate (98)
Applied On 23/06/2022
★★★★★

Applied for: RM - Administration Assistant Job Ref: 000086 Job Location: Barnsley Centre

Application Form Supporting Documents Applied Jobs More

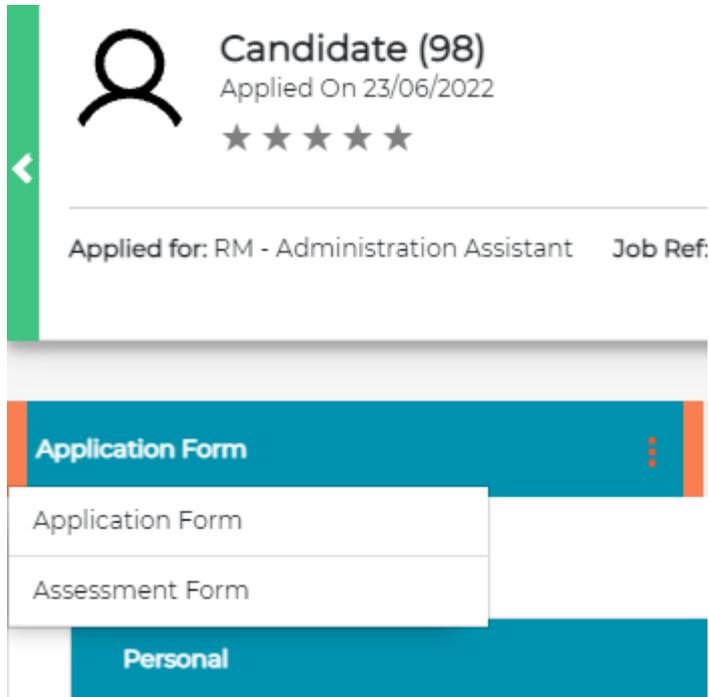
Application Form

Personal

Personal Details

Additional application questions

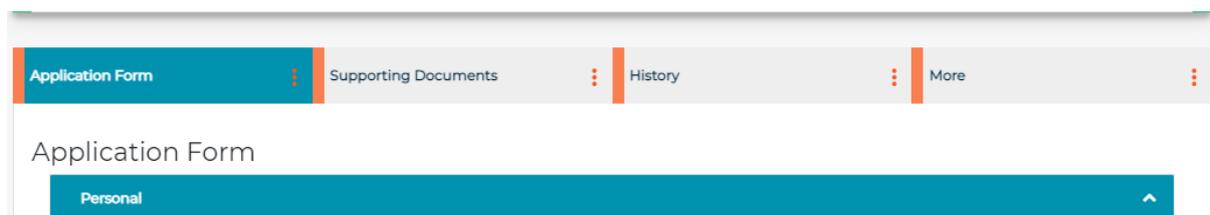
To view the responses to any additional application questions which have been added, click the three dots next to **application form** and select **assessment form** from the list



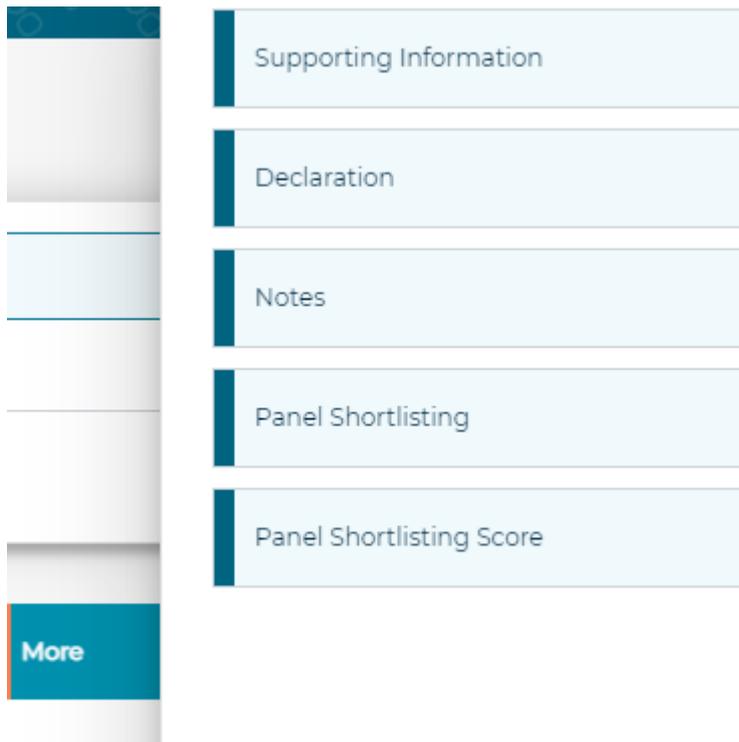
The screenshot shows a candidate profile for 'Candidate (98)' who applied on 23/06/2022. The profile includes a back arrow, a rating of five stars, and the text 'Applied for: RM - Administration Assistant Job Ref:'. Below this is a horizontal menu with four items: 'Application Form', 'Supporting Documents', 'History', and 'More'. The 'Application Form' item is highlighted in blue and has a three-dot menu icon to its right. A dropdown menu is open under 'Application Form', showing two options: 'Application Form' and 'Assessment Form'. Below the menu is a 'Personal' tab, also highlighted in blue.

Supporting information

To view the supporting information, click the three dots next to the **more** tab, and select **supporting information** from the list



The screenshot shows the 'Application Form' page. The top navigation bar has four tabs: 'Application Form', 'Supporting Documents', 'History', and 'More'. Each tab has a three-dot menu icon to its right. The 'Application Form' tab is active and highlighted in blue. Below the tabs, the page content shows 'Application Form' and a 'Personal' tab, which is also highlighted in blue.



Scoring the application

To view the shortlisting form, click the three dots next to the **more** tab and select **panel shortlisting** from the list

This will then open the shortlisting form for completion, to the right-hand side of the application form.

Instructions Please use the scoring criteria below when answering each section: 

Fails to meet criteria – Score = 0
Partly meets criteria – Score = 1
Meets criteria – Score = 2
Exceeds criteria – Score = 3

I. Skills and Abilities

Screening Score :

Click the pencil icon next to the instructions, and then enter a score for each of the sections based on the key provided (score between 0-3 based on how the application meets the job criteria)

Enter a shortlisting decision for each candidate (recommend interview, reject or reserve), and click **save**.

4. Shortlisting decision

Recommend Interview

Reserve

Reject

You can then move to the next application.

Navigation between applications

To review the next application either:

Click a candidate name in the list of candidate's column on the job's homepage or;

Click the green arrows to the left or right of the candidate key information section.



Your additional shortlisters will also need to review and score each application before you can complete your shortlisting.

Symbols and Icons

 - Candidate has applied under the disability confident guaranteed interview scheme, if the candidate meets the essential criteria, they must be offered an interview and cannot be placed as a shortlist reserve.

 - Candidate has applied as a Redeployee, your recruitment contact will confirm if there are any eligible redeployees for the role and if there is any action you need to take

 - Candidate has indicated they are an Internal candidate