HRIS: Recruitment navigation

HUMAN RESOURCES — UNIVERSITY OF OXFORD

This course should follow your reading of the 'NAV1 Accessing and Navigating CoreHR' guide. The topics covered are as follows:

- Recruitment Dashboard overview

- Vacancies

- Applicants

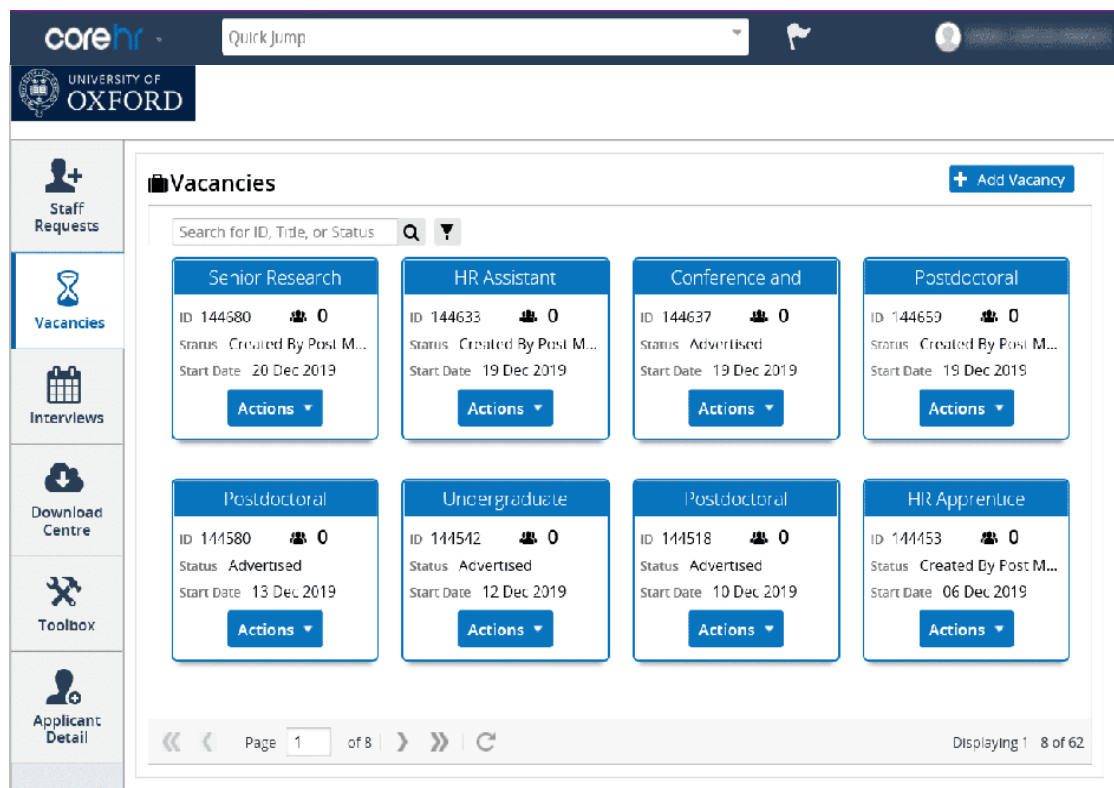- Remaining tabs: Interviews, Download Centre, Toolbox and Applicant Detail

Recruitment Dashboard overview

Access

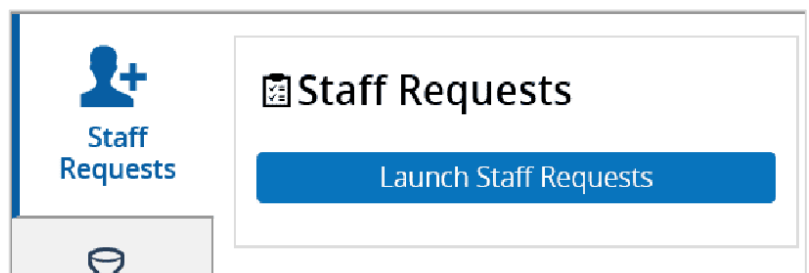Once logged in to CoreHR select **Recruitment Dashboard** from the *corehr* logo:

This will open the Recruitment Dashboard as shown here:


Staff Requests tab

For those with access to raise staff requests, you will be able to raise these from the *Staff Request* tab on your *Recruitment Dashboard.*

Interviews tab

This tab allows you to see interviews scheduled, where you are to be a panel member. It can display those interviews for the next five days or all scheduled.

By selecting each scheduled interview, you can see details of the relevant vacancy, and the applicant information for those invited to interview. If you do not have access to the CoreHR Recruitment portal, and are not invited to attend an interview as a panel member, then this screen will be blank.
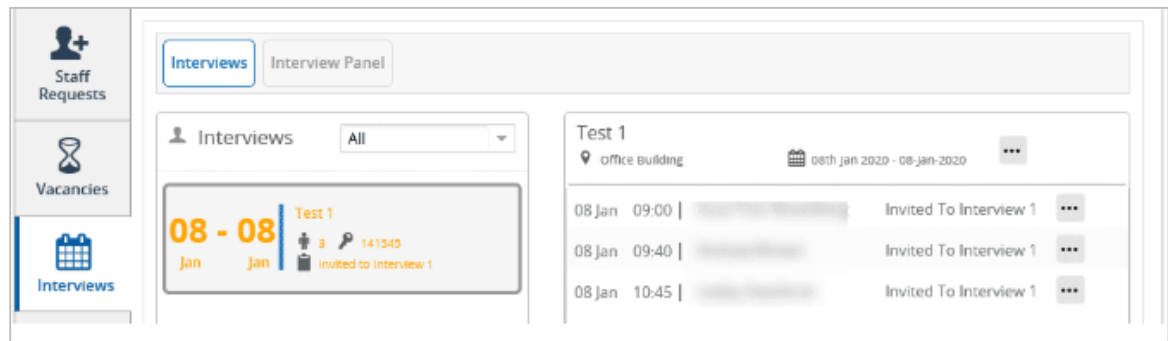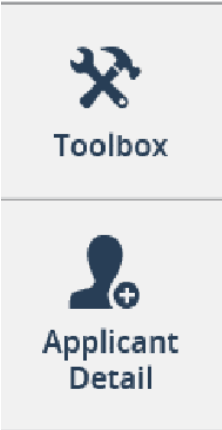

Download Centre tab

Currently not in use.

Remaining tabs

There are two more tabs on the dashboard:

- *Toolbox* will be used by the HRIS Support Centre only but visible to other users.

- *Applicant Detail* allows you to search for a specific applicant regardless of the vacancy they are associated with.

Vacancies tab

The Vacancies tab is where Recruitment Administrators will manage the vacancy, applicants and interviews. It is also where Read-Only users can view the details of vacancies. The labelled image below provides an overview of the Vacancies tab.
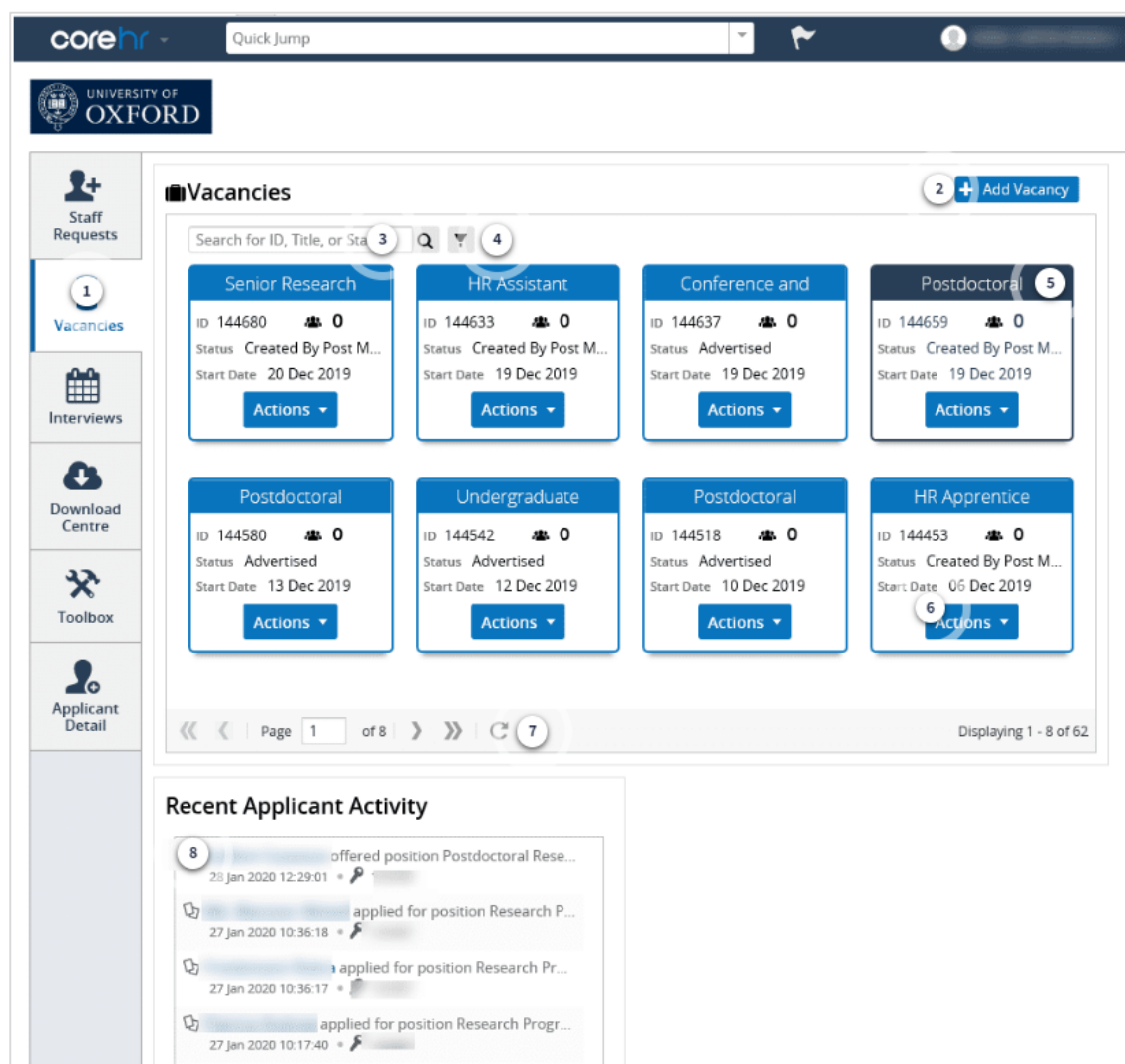
1. Vacancies

On this tab you will be able to search for your vacancies, add a vacancy manually and see recent applicant activity.

2. Add vacancy

You can manually add a vacancy using this function.

3. Search box

Enter the vacancy ID, title or status to help you narrow down your search so that you can find the vacancy you're looking for. Each vacancy has its own unique number in the system.

4. Filter

Several filter options are available to help you narrow down your search for a particular vacancy or a set of vacancies based on the filter chosen.

5. Vacancy

Each tile represents a vacancy, titled using the job title. Hover over the job title to see the title in full. Also shown is the vacancy ID, the vacancy status, number of applicants and the vacancy start date. A selected vacancy turns a darker shade of blue.

6. Actions

In order to edit your vacancy or manage your applicants you will need to select the relevant action from the Actions menu.
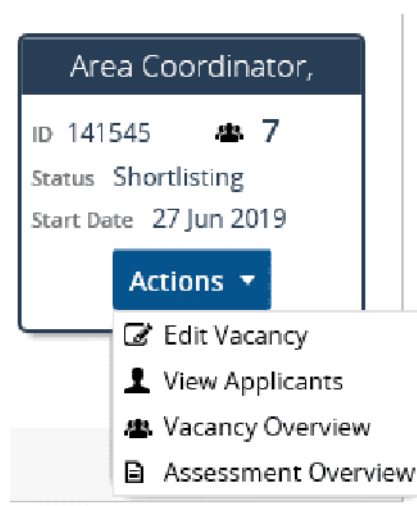
7. Page navigation

Use the arrows here to navigate through the pages of vacancies.

You can also manually type in a page number and press the return key on your keyboard for quick navigation to a particular page.
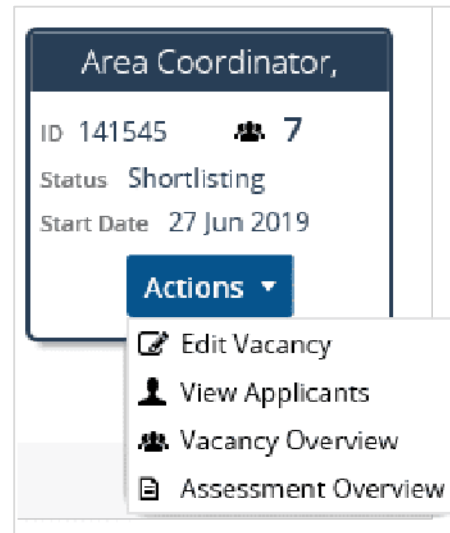
There is also a refresh icon. The Displaying 1–8 of 190 shows the number of vacancies in view per page and the total number of vacancies based on your security access.

8. Recent applicant activity

This displays activity from applicants over the last week.

Actions button

Once you have navigated to *Vacancies* and found your vacancy you will need to take action.

Edit Vacancy

When you select to edit the vacancy you will launch the *Vacancy Details* window. This is the tool you will use to:

- prepare your vacancy for advertising;

- record your shortlisting and/or interview panel;

- track your activity (events, and advertisement listings); and

- schedule interviews.

View Applicants

Here you can see all of your applicants. You can:

- view their applications and attached documents;

- generate shortlisting packs;

- invite to interviews; and

- update applicant status and their personal details.

Vacancy Overview

This function provides you with an overview of the vacancy. It is a snapshot of the vacancy ID, status, a summary of recent applicant activity (last 8 days), and comments. You can also see a graphic that explains, based on the example in the image below, that seven applicants applied. Of those seven, four were then shortlisted and the other three were rejected.
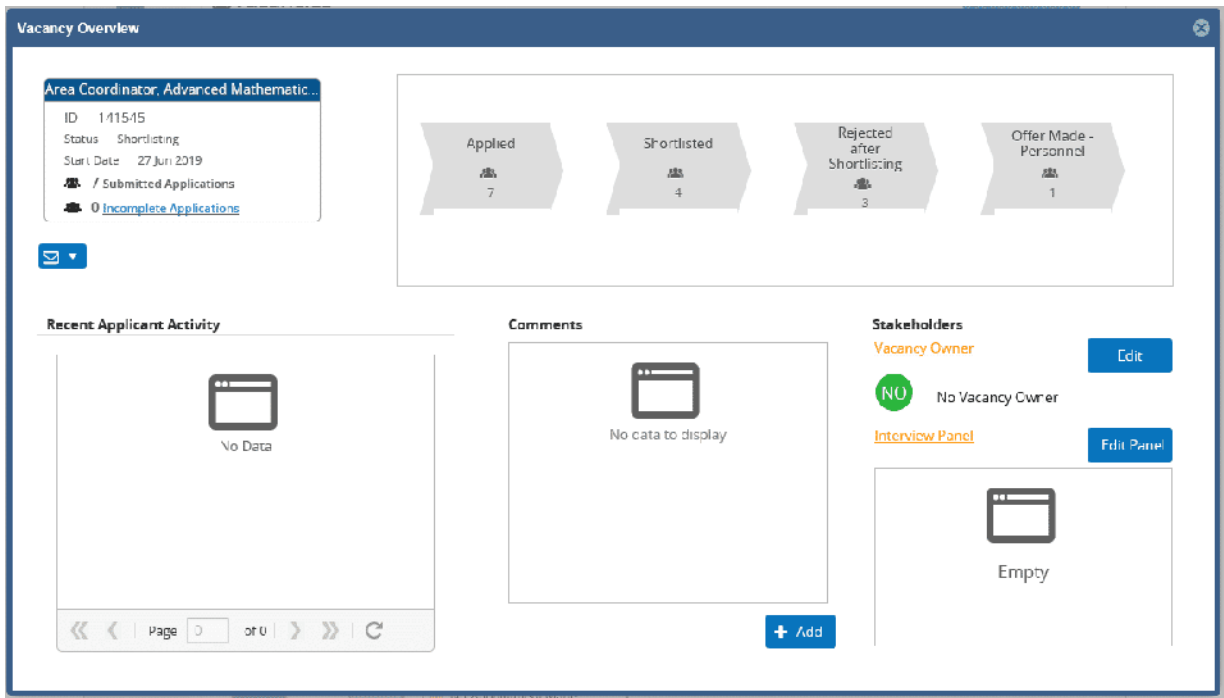
Assessment Overview

This is an area of the system currently not in use.

If we were recording our scores for each applicant within CoreHR this would provide an overview of those.

Viewing the details of the vacancy

Once you have located your vacancy and selected **Edit Vacancy** from *Actions*, the vacancy details will open in a new window.

Here you can review key information related to the vacancy, review the application questions and advert text, also read the attached job description.

Vacancy Details – 1

In this menu option you will be able to see any planned appointments linked to the vacancy, the vacancy status, the recruitment open and close times including the publish dates and the application form selected.

Vacancy Details – 2

This menu option provides you with the hierarchy of the role, eg the department the position will be in, the pay scale, and the vacancy type.

You will also find other details used in the advert, such as the location, grade and salary published, the contact name and details for the staff member managing the campaign.

There is also a button to view the Staff Request for reference.

Current Questions

This captures the questions asked in the application form. These are standard for every application, only two sections can be removed if appropriate (interview times and retirement related questions).

The questions can be reordered and additional category questions can be added as required (eg nursing and midwifery appointments).

Please note there are two buttons not in use (*Killer Question* and *Add Question*). It may seem as though you can edit a question but the system will not save your amendments. This restriction is to ensure consistent questions are asked across the University.

Vacancy Profile – Advert Text

The advert text can be added here. There is a Preview button to see how the text would appear in the live advert.

Vacancy Profile – Documents

The attached job description can be found in *Documents* under *Vacancy Profile*.

A double click on the document name or selecting **View Document** under the **three dots** will open the job description in a separate browser window.
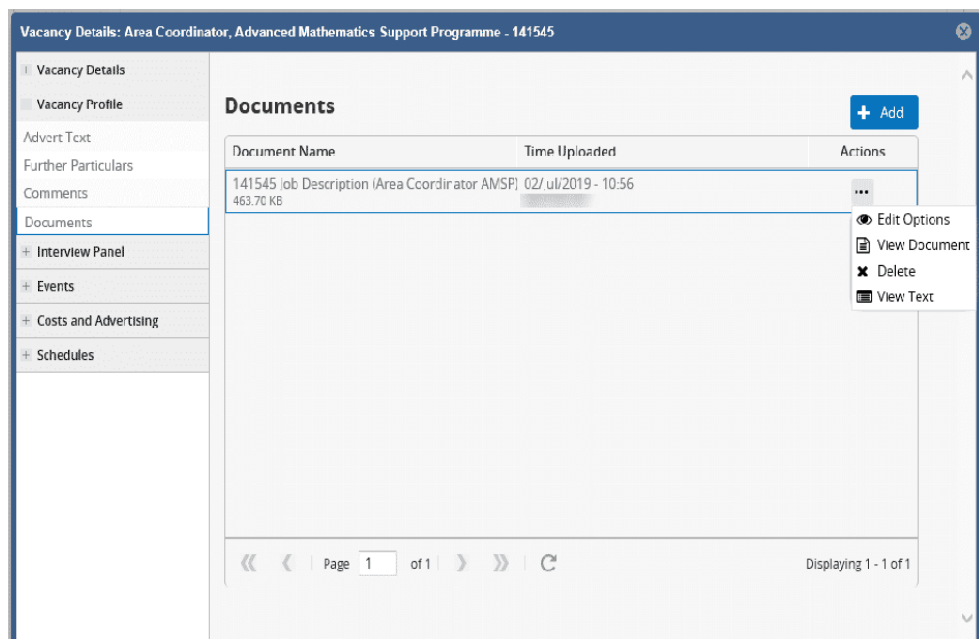
Vacancy Profile – Comments

Comments can also be found here, this is a free-text box that can be used to capture additional information in relation to the vacancy. Information can be added at any time.
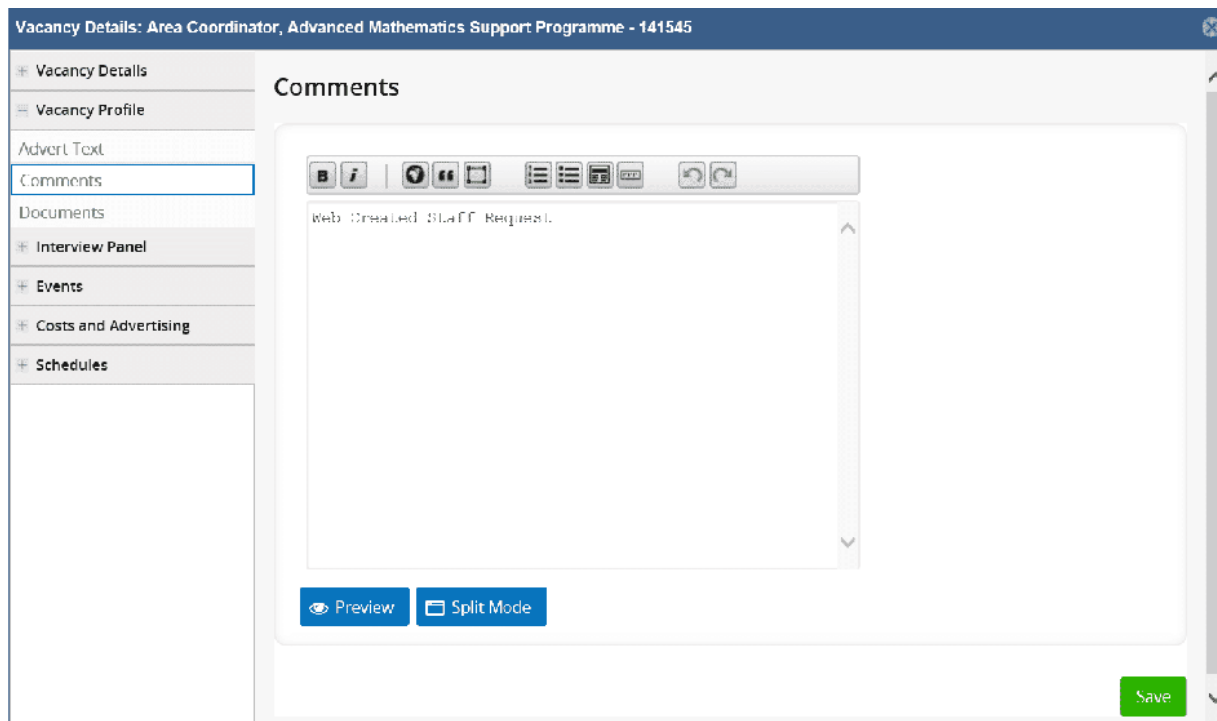
Other Vacancy Detail menu options

As well as *Vacancy Details* and *Vacancy Profile* there are 4 more menu options. See below to learn more about these menu options and when they are used.

Selecting **Interview Panel** in the menu bar will show you the added panel members and their basic details such as interviewer type and contact information. This is also the screen to use to add panel members.
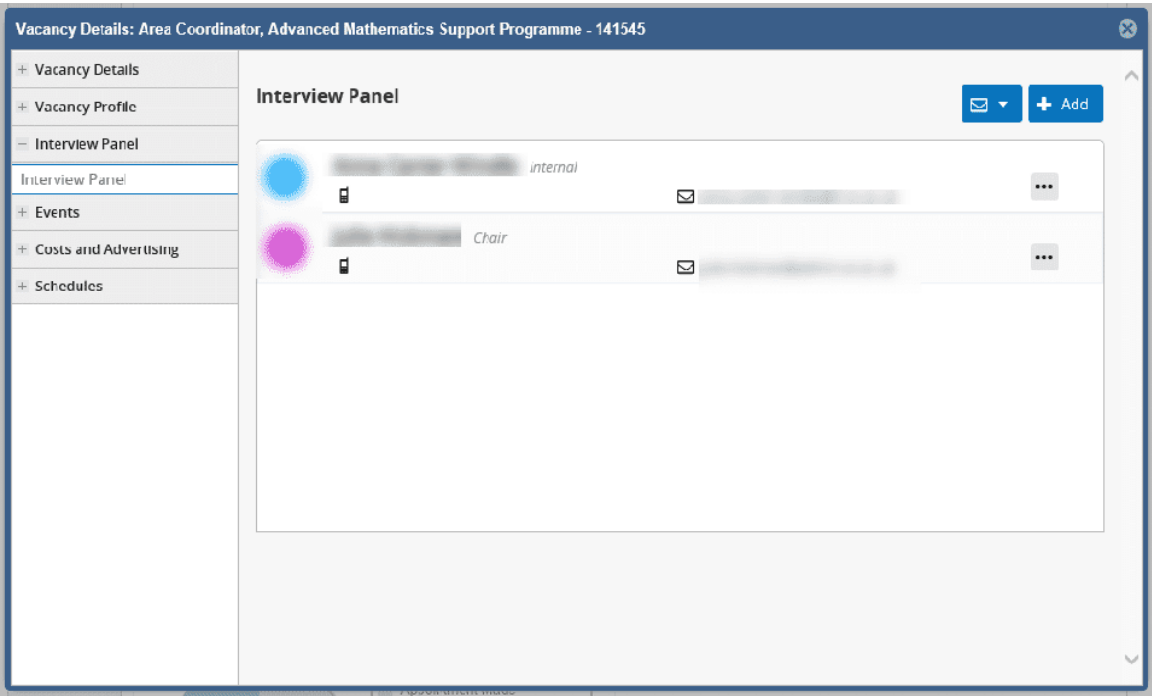
Under *Events* you can review the completed *Vacancy Events* including date completed and any comments. These are the actions or steps taken by the Recruitment Administrator in relation to the recruitment campaign. *Applicant Events* is used by a Recruitment Administrator to cascade appropriate tasks to the successful applicant's details in order to tick off completed recruitment tasks.
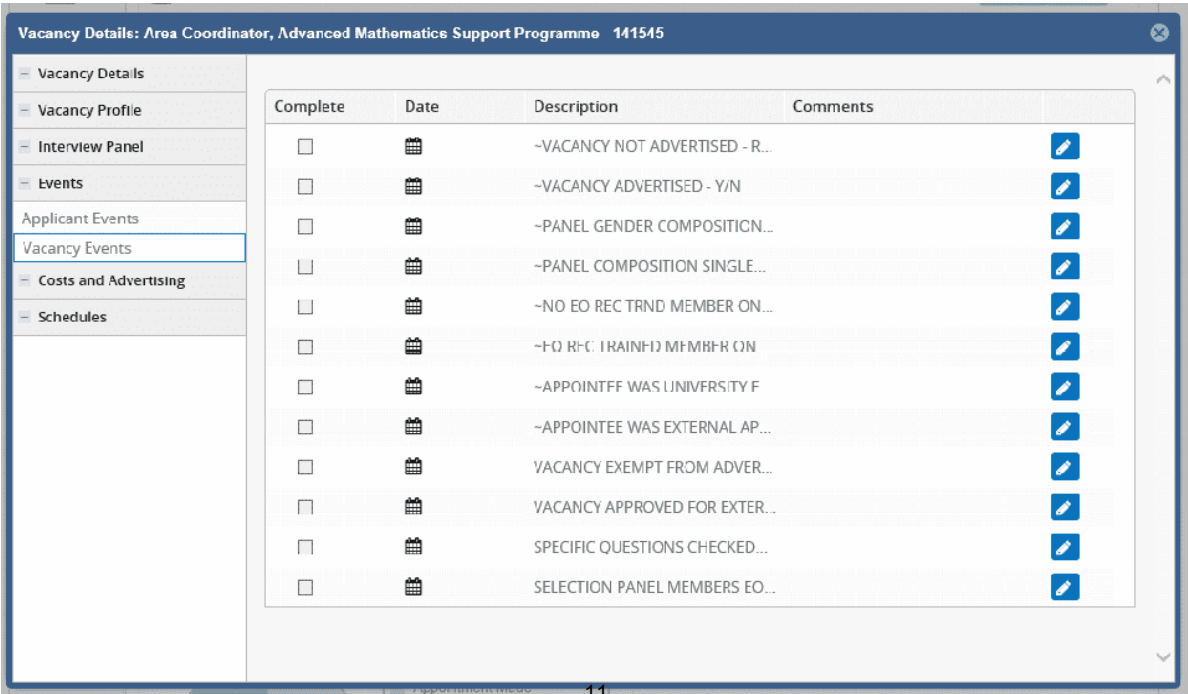
Costs and Advertising – *Costs* is where you record costs incurred during the run of the recruitment campaign. *Advertising* is used to record where you have advertised the role, the period it was advertised there and the associated cost.

Under *Schedules* you can view the scheduled interviews, and under *Applicants* you can see how many applicants have been invited to interview and what time their interview will be.
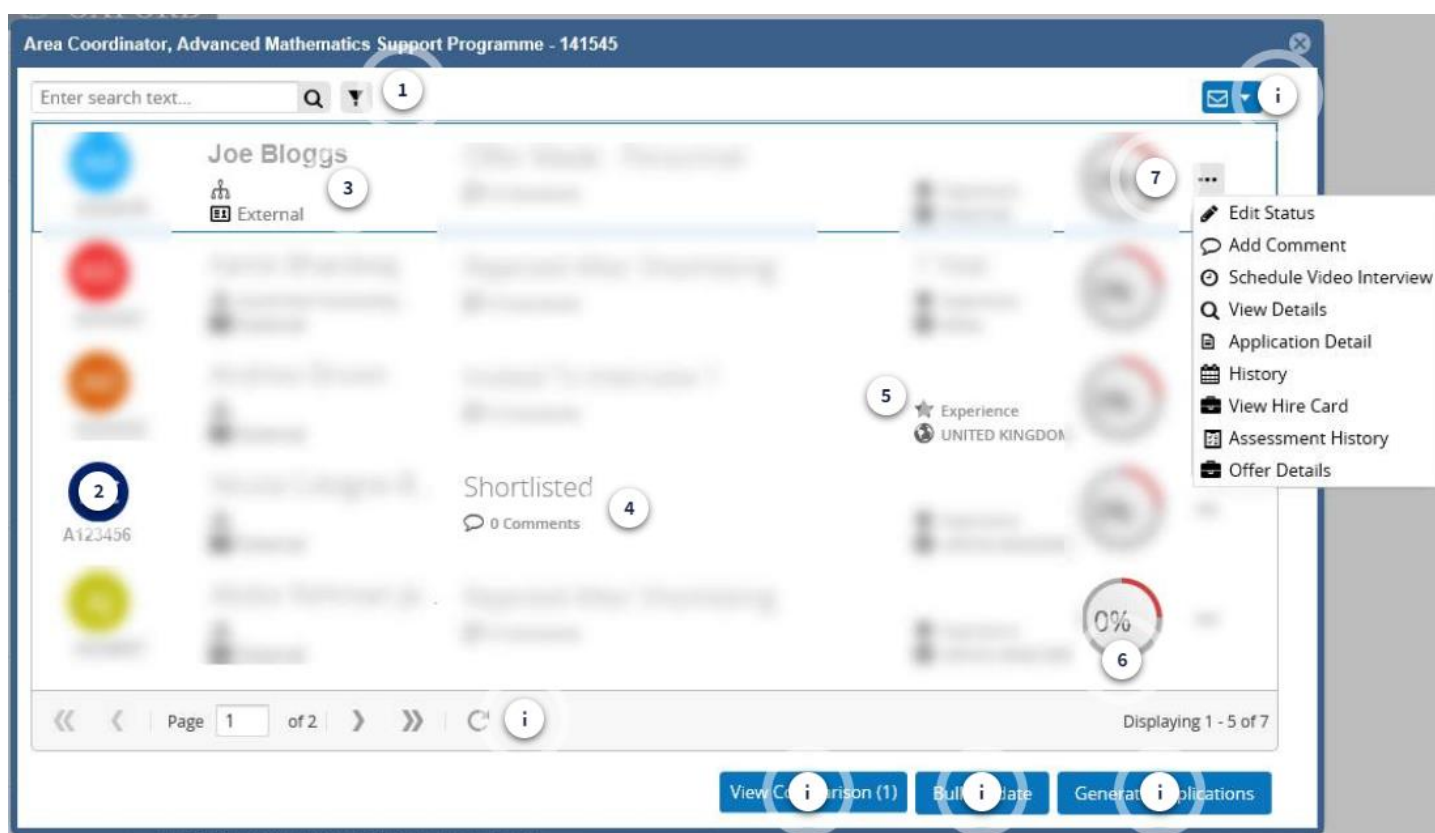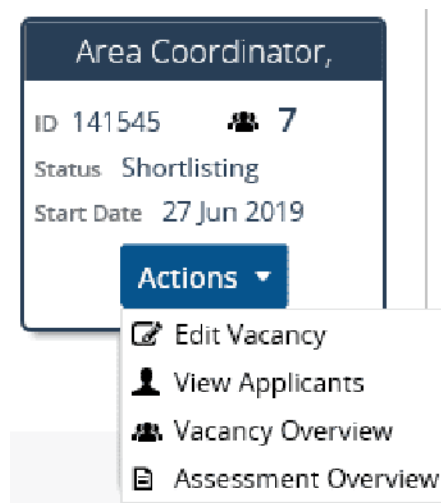
Applicants

Viewing applicants

From the *Actions* menu select **View Applicants** to see a list of all applicants who have applied and their completed applications.
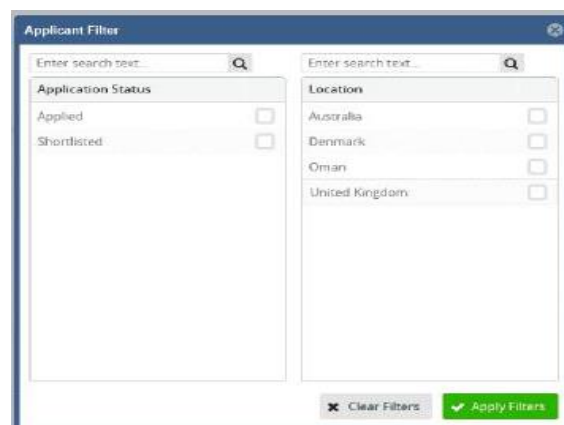

1. Applicant search and filter

You can search for an applicant with:

-part or all of applicant name

-part or all of the applicant ID

-applicant status

You can also use a filter, see image on the right.

2. Applicant ID

Each applicant is given a unique ID number when they register to apply. Each is 7 characters long starting with an A.

3. Applicant name

The applicant's first and last name appears here. Due to certain functionality the University is not using the information below the name is not relevant.

4. Applicant status

You can see the status of each applicant in this column and also any comments associated with that applicant.

5. Applicant overview – not in use

6. Assessment score – not in use

7. Applicant menu

Selecting the three dots opens a menu window. Below is a list of the functions you can do from here:

- change an individual applicant status through **Edit Status**

- **Add Comment**

- **View Details** allows you to manage an applicant's personal details such as their personal contact information

- see their completed application form in another browser window via **Application Detail**

- **History** shows their progress throughout the recruitment process

- view any offers made via **Offer Details**

Schedule Video Interview, View Hire Card, View and **Assessment History** are not in use.

Page navigation

Similar to the page function on the *Vacancies* screen, here you can see how many pages the total list of applicants is displayed across.

You can refresh, navigate by the arrows, and enter a specific page number.
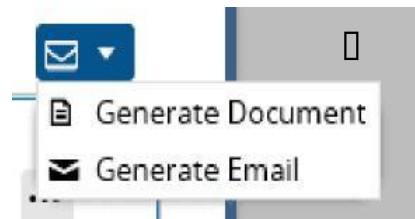
On the left side is a total of number of applicants and how many are being displayed.

Correspondence generation

By clicking on the email icon you can generate documents or emails to send to applicants.
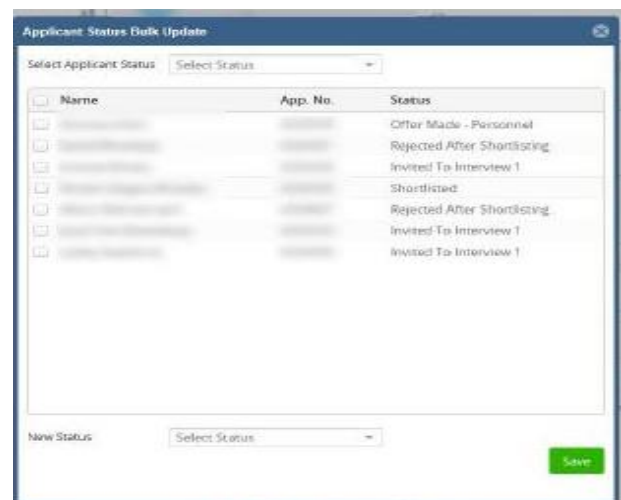
Examples of the correspondence are:

- Shortlisting form

- Invites to interview

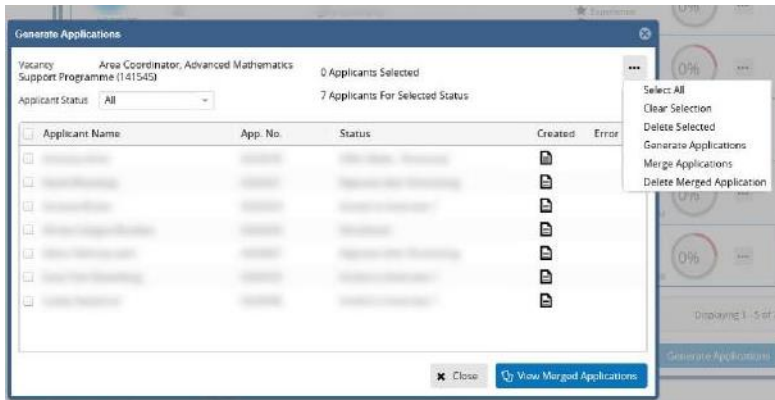- Rejections

- Forms eg University Card

Bulk update

In the system Recruitment Administrators can update a number of applicant statuses in bulk.

Eg you have 12 applicants who have all been rejected post shortlisting, you can update their status to *Rejected After Shortlisting*.

Generate applications

A Recruitment Administrator can filter by Applicant Status and then generate PDF documents which include the application and attached documents per applicant.

These can then be merged into a single PDF.

View comparison – this is not in use.
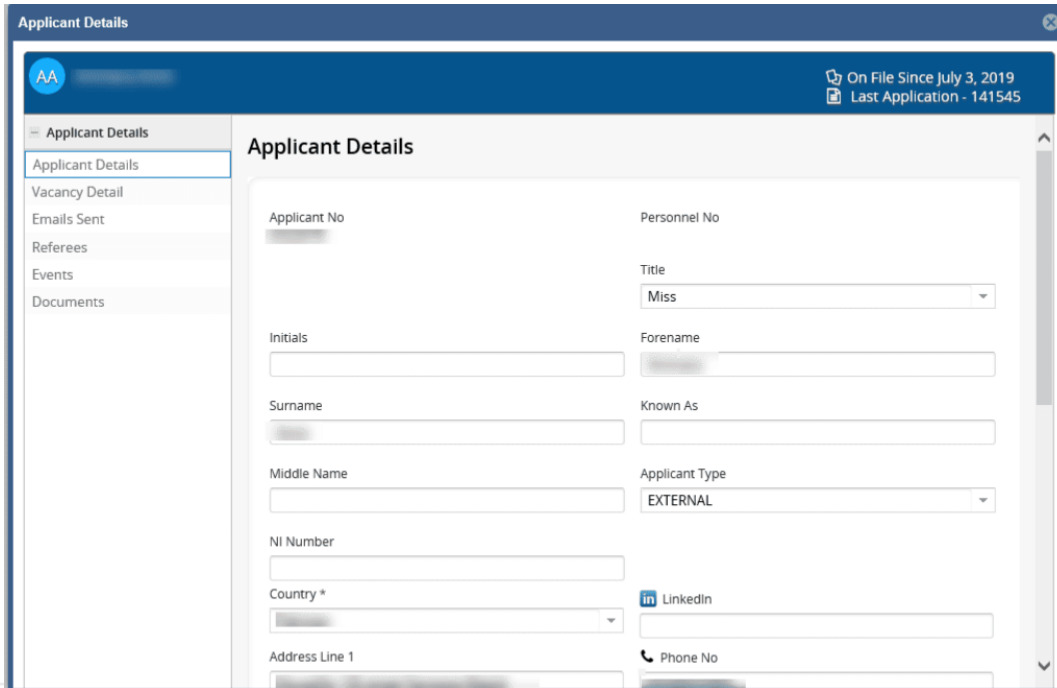
Applicant menu

In the *View Applicants* screen, clicking the **three dots** at the end of each applicant row will open the *Applicant menu*. You can select the following options:

- **Edit Status** – change the status of that applicant only

- **Add Comment** – capture additional information about that applicant

- **View Details** – manage an applicant's personal details such as their personal contact information

- **Application Detail** – view that applicant's completed application form in another browser window

- **History** – a visual showing each status the individual applicant reached in the selection process

- **Offer Details** – view the offer made to that applicant for that vacancy
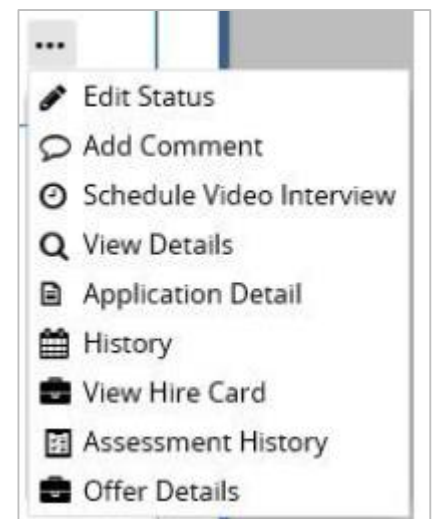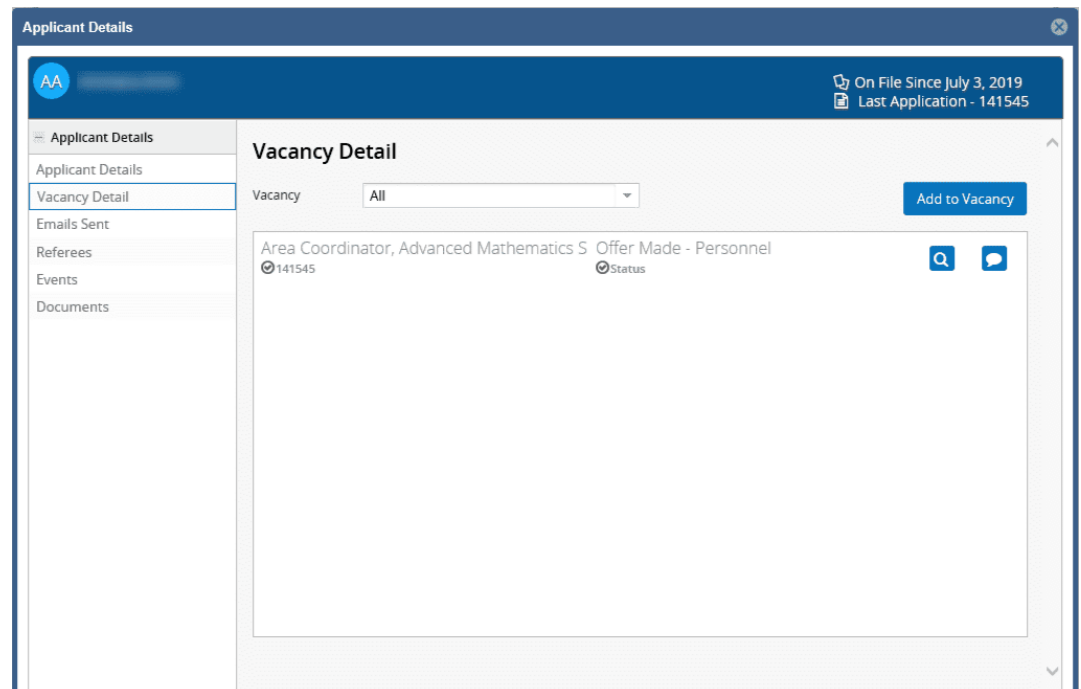
View Details from Applicant menu

Selecting **View Details** from the *Applicant menu* will open a new screen called *Applicant Details*. This is where you will find information specifically about that applicant.


Applicant Details allows you to see and edit an applicant's personal details, eg home address and other contact information.

Vacancy Detail shows the details of this vacancy and other vacancies the applicant has applied for.

Referees contains information about the referees, their contact details, whether they can be contacted and the option to contact them through letter or email.
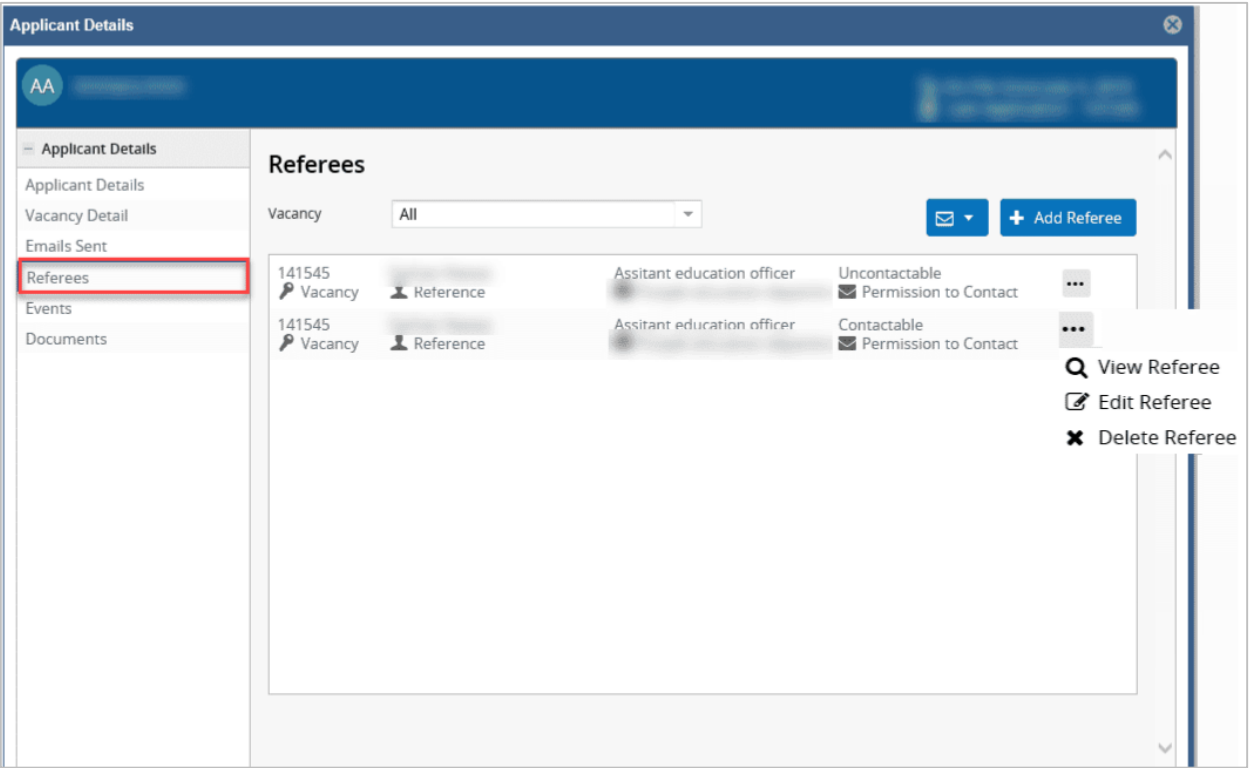

Documents is where you will find any documents that have been manually uploaded by the Recruitment Administrator.
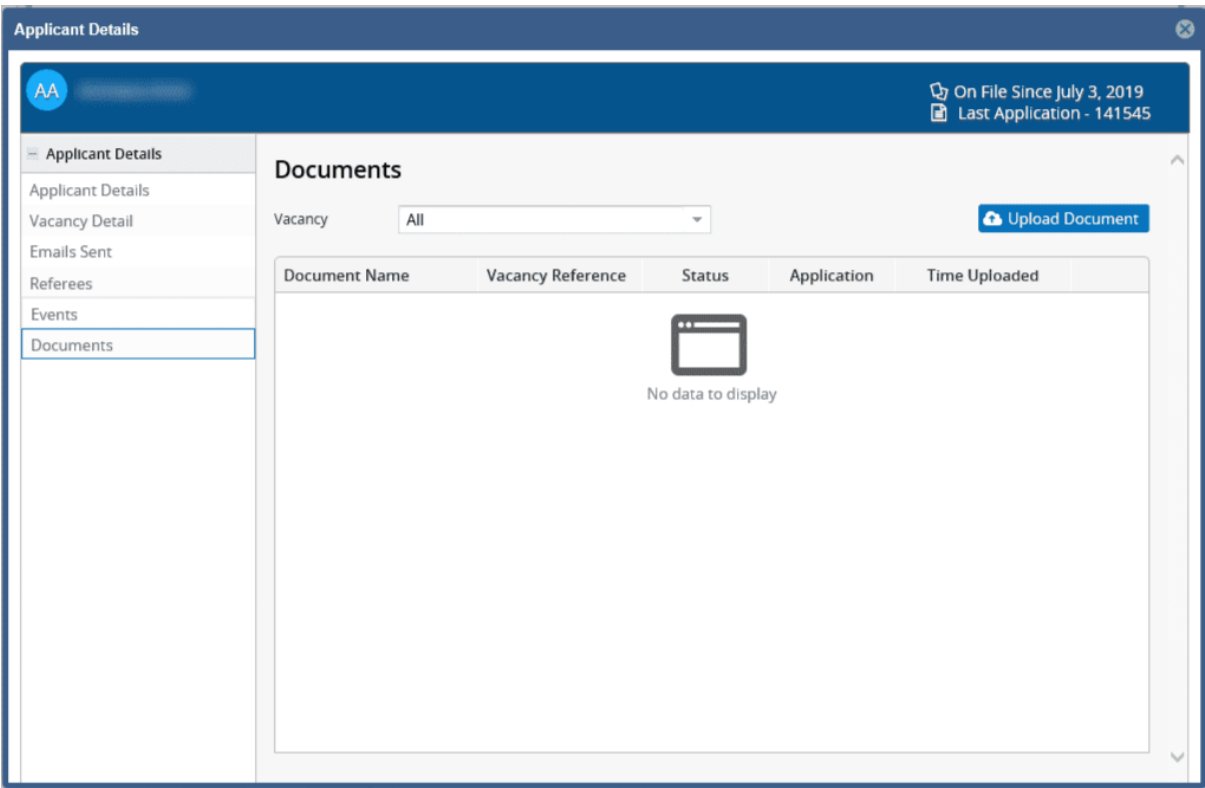
Remaining tabs: Interviews, Download Centre, Toolbox and Applicant Detail

Interviews

You will only see details here if you have been invited onto an interview panel and scheduled to attend an interview. Interviews are created and scheduled elsewhere in the system in *Vacancy Details*.
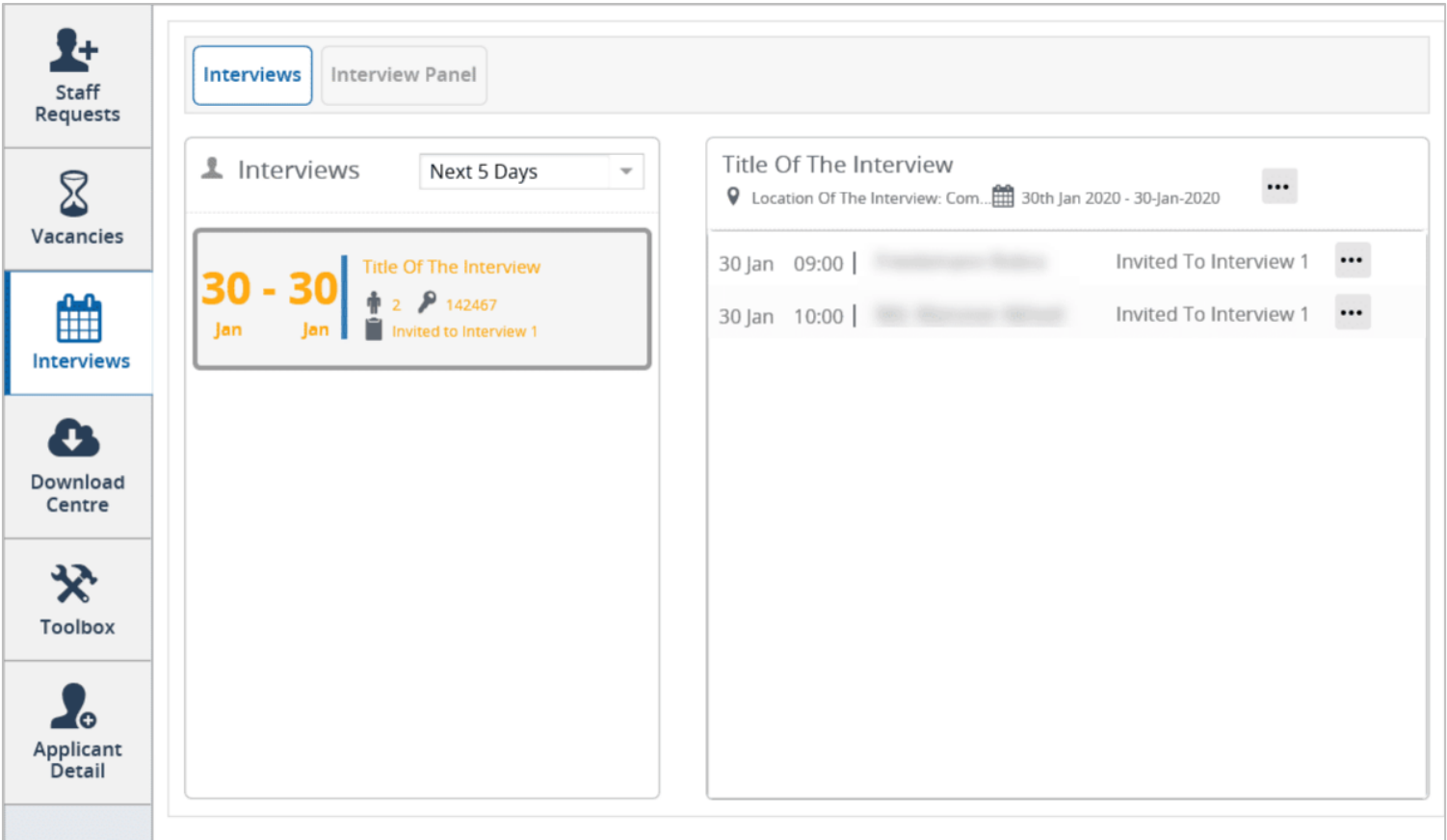

Interviews lists the interviews you have scheduled. You can see which applicants have been invited to the interview, the interview details and there is a link (top line three dots) to view the vacancy information or export the schedule.

Using the **three dots** adjacent to each applicant will allow you to see more information relating to that applicant, such as their personal details or their completed application form.

Interview Panel shows you tiles of all the vacancies where you are listed as a panel member. It is very similar to the information displayed when you select **Vacancies** tab from the main dashboard. Each tile represents a vacancy and you have an **Actions** button to select **View Applicants**, **Vacancy Details** or **Edit Vacancy** status.

Download Centre – currently not in use

The Download Centre is where all generated correspondence and the downloading of forms will appear. You will receive a notification once a document is available to download.
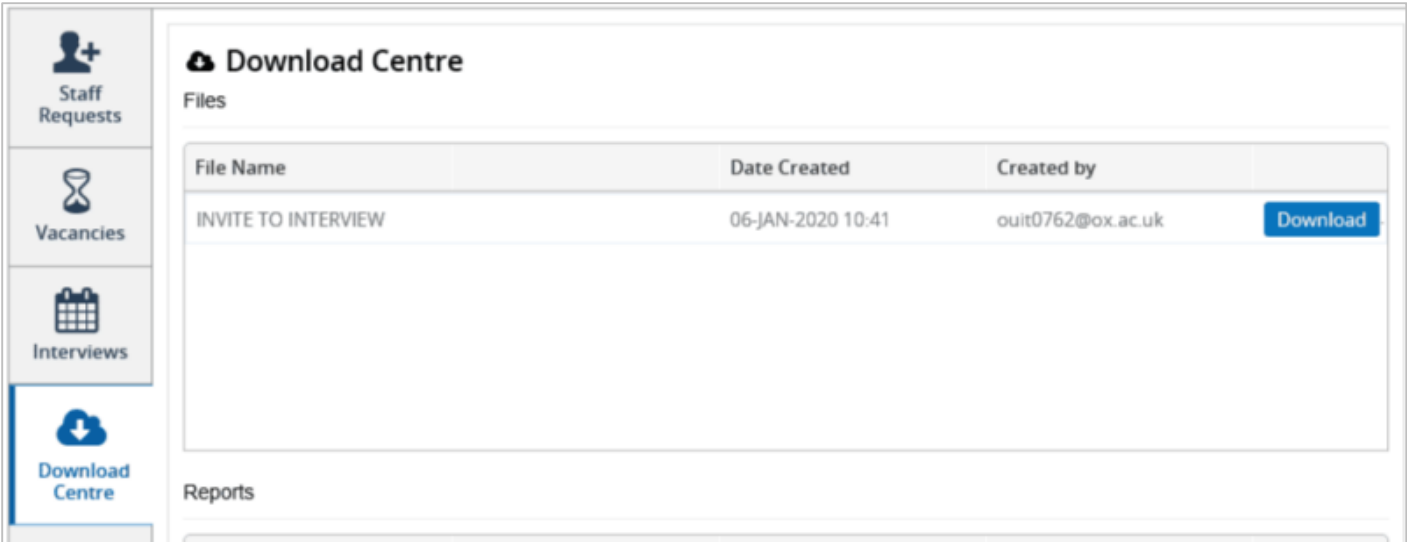
Toolbox

Used by the HRIS Support Centre only. They will have access to more functions than shown below. These functions will allow them to set-up certain elements or make changes that only they have system access to do.
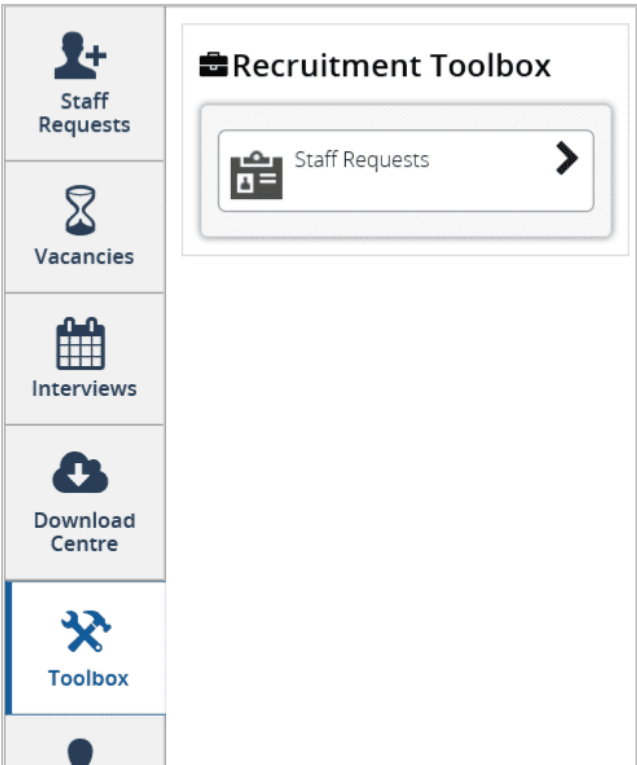
Applicant Detail

A list of all applicants regardless of vacancy applied for. It is updated periodically so it may not contain all applicants who have recently applied for a position. It is strongly advised that you locate information on an applicant through the relevant vacancy instead of using this tab.

If you do use this tab, you can search for an applicant using their name or the title of the available role.

Please note: Read-Only users must use the system to view data only, and are not permitted to edit any information. Most of the system areas are accessible in read-only mode for these users. Due to some of the system settings, some areas cannot be locked down and therefore are editable:

Schedules- adding a new interview schedule for that vacancy

Schedules- editing an existing interview schedule