

Any eligible applications received off-system must be entered into PeopleXD, as per the instructions in this guide. This applies to college applicants applying for internal-only vacancies, as well as manual applications received due to other exceptional circumstances.

Further details about the internal-only application process for college applicants is [outlined on the Jobs site](#). Further details (and a manual application form) can be found in the Recruitment guidance on the [HR Support website](#).

This guide covers the system steps once you have received a completed application form and Supplementary details form (for college applicants).

This guide covers the following process steps:

<b>1. Identify vacancy ID .....</b>	<b>2</b>
<b>2. Search for existing applicants.....</b>	<b>2</b>
<b>3. Create a new applicant record .....</b>	<b>3</b>
Attach to a vacancy .....	3
Attach applicant documents .....	3
Diversity Details .....	4

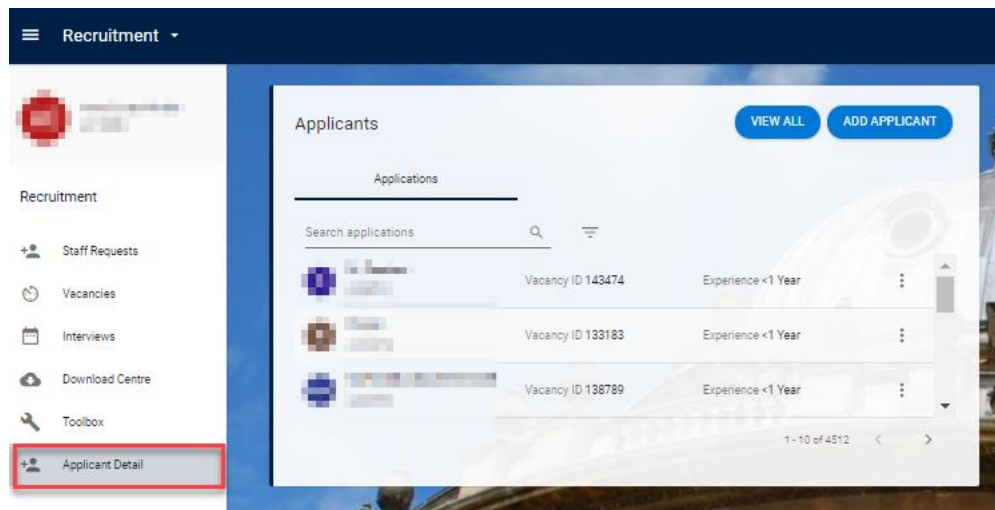
## 1. Identify vacancy ID

Your first step is to identify the vacancy ID for the vacancy the applicant is applying for.

## 2. Search for existing applicants

Check if a record already exists for this applicant, before creating a new one.

### Recruitment dashboard > Applicant Detail



Search for applicant using their name in the search bar.

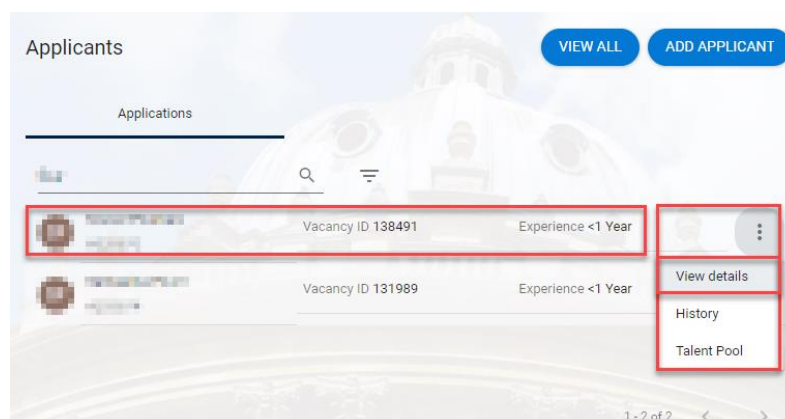


**Note\*** This search will only return applicants that have previously applied for a vacancy within the department(s) to which you have access.



**Did you find a record for this applicant?**

- No** – follow the guidance below to [create the applicant record](#).
- Yes** – click on the ellipsis (three dots) at the end of the applicant row and select **View Details** as shown in image below. Now go to the guidance in [attach to a vacancy](#).



### 3. Create a new applicant record

1. Click on the **ADD APPLICANT** button.
2. Enter the applicant's Forename, Surname and email address into the pop-up, and click **OK**.
3. You will be taken to the **Applicant Details** screen.
4. Fill in the address details, starting with the country field, and click **Save**.

### Attach to a vacancy

Once you have created a new applicant record, you must link the applicant to the vacancy for which they are applying. This must also be completed for any existing applicants.

1. Remaining in the created record, navigate to **Vacancy Detail** from the left-side menu.
2. Click **ADD TO VACANCY** and enter the Vacancy Id or select from the drop-down list.
3. Click **OK**. The vacancy details will be listed in the table below.

### Attach applicant documents

1. Click **Documents** in the left-side menu.
2. Click **UPLOAD DOCUMENT**.
3. Fill out the form:

Field Name (* mandatory)	Description
<b>Document Type*</b>	Ensure you select <b>Applicant Document</b> .
<b>Vacancy*</b>	Select the vacancy.

<b>Description*</b>	Add a name for the document - this will appear in the document list. Include the applicant and document names in the description.
<b>Comments</b>	Add any relevant comments
<b>Include on PDF</b>	Slide the toggle across to the right. <b>Except for the Supplementary Detail Form</b> , see note below.
<b>File to Upload</b>	Select the arrow icon to open your files. Search and select the document to attach.

4. Once you have completed the form, click **OK**.

Repeat steps 1 – 4 for each document that needs to be added.

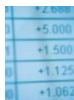


**Note\*** The **Supplementary Detail Form** must be uploaded but ensure **not** to slide the 'Include on PDF' toggle to the right. This form should be viewed by the Recruitment Administrator and any concerns about the information provided should be raised with your HR Business Partner and with the panel, dependent on the situation, before the interviews.

## Diversity Details

If this applicant is appointed to the role, when their employee record has been created in People Management, they should be encouraged to enter their equality and diversity details via [HR Self-Service](#).

### Useful Reports:



[RECDEP41 APPLICANT AND VACANCY](#) details can be run to:

- check the status of applicants and vacancies
- check status dates
- analyse applicants and vacancies over a particular time period
- analyse applicants by legal sex and grade for recruitment monitoring purposes