ROb Read only access to e-Recruitment

With read-only access there is a range of information you can view but not amend. However you are able to generate letters, forms and some contracts. The table at the end of this guide details the documents that can be produced from the e-Recruitment module.

This guide covers the following:

A. Viewing vacancy details
B. Viewing applicant details
   1. Viewing Applicant statuses
   2. Viewing individual applicant details
C. Generating letters, forms and contracts
D. Table of documents available in CoreHR

What’s changed?
Guidance added on generating letters and forms. Nov16

Navigate to: Recruitment > Recruitment Enquiries > Vacancy Detail

A. VIEWING VACANCY DETAILS

1. Enter your search criteria eg the Vacancy ID and click on Search.

2. The Vacancy Selection window opens:
3. Double click to open the vacancy you wish to view. The *Vacancy Query* window opens:

![Vacancy Query Window](image)

4. From the **Select Detail** box click on vacancy profile to view further details of the vacancy.

4.1. **Job Description** tab: contains the advert text and the type of application form attached to the vacancy (Application Form Profile).
4.2. **Other Details tab:** contains details of the grade and salary and departmental information that appear on the advert.

4.3. **Documents tab:** shows all documents that have been attached to the advert. Once the merged applicant pack has been created this can also be viewed here.
4.4. **Questionnaire tab**: shows all questions included on the application including any specific questions that have been added for this particular vacancy.

5. To view posts and planned appointments that have been linked to the vacancy choose ‘Appointments’ from the Select Detail box.
B. VIEWING APPLICANT DETAILS

1. Viewing Applicant statuses

Navigate to: Recruitment > Recruitment Enquiries > Applicant Status

1.1. Enter or search for the vacancy you wish to view and click on

1.2. The applicants for your chosen vacancy will be displayed:

1.3. To view an individual applicants details eg home address click on the applicant you wish to view and then click on Applicant Detail.
1.4. To view an individual application click on the applicant that you wish to view and then click on Application Detail.

1.5. Click on to exit.

2. Viewing individual applicant details

Navigate to: Recruitment > Recruitment Enquiries > Applicant Detail

The 'Query Applicant' window opens:

2.1. Enter your search criteria (this will usually be the applicant No or Name) and click on search.

2.2. Results of your search will be displayed in the Applicant Detail section in the lower half of the screen.

2.3. Click once to select the record you want to view then double click in the applicant ID field to open the record.

The Applicant record opens:
2.4. To view details of any vacancies that the applicant has applied for choose ‘Vacancy Detail’ in the Select Detail box.

C. GENERATING LETTERS, FORMS AND CONTRACTS

CorePersonnel >Recruitment >Recruitment Enquiries >Applicant Status

1. The Vacancy screen will open. In the Vacancy Id field, enter or select your vacancy from the list of values.
2. Select the relevant applicant status e.g. *Shortlisted* and click the button. A list of relevant applicants will be displayed.

3. Select **Tools > Letters** from the menu.

4. The *Generate Letters Module* dialogue box will appear:

   Update as follows:

   **4.1.** Letter Group: Recruitment (default)

   **4.2.** Select the Letter Type Invite to Interview

   **4.3.** Options will default to ‘Perform Mail Merge’ and must not be changed
4.4. Ensure the Selection option is set to All Query Records.

4.5. Ensure the Send Email field is unchecked.

4.6. Click the **OK** button.

5. A new pop up window will open.


7. If you can’t see the prompt questions, minimise all screens to find prompt box.

8. If the message below appears at the top of the page click on **Enable Content**.

   ![Security Warning]

   *Note: The message will also appear if you re-open the document. Either click on "Enable Content" or the 'x' on the right-hand side which will ensure that the macro will not re-run as it has now been disabled.*

   If you receive the message below, select 'No'.

   ![Security Warning]

9. Enter the relevant details for each prompt. **NB**: some prompts are repeated for each applicant. You will need to answer each of these in turn for each applicant you are generating a letter for.

10. If required amend the text.

11. Save, print and post the letter as required.
12. Save the document in a secure location as a .doc or .docx file and Exit to return to CoreHR.

13. Close the window in your browser.

14. If the document is saved as a .docx you will not see the above Security Warning when reopening a saved document.

D. TABLE OF DOCUMENTS AVAILABLE IN COREHR

<table>
<thead>
<tr>
<th>Document</th>
<th>Module</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conditional offer letter</td>
<td>e-Recruitment</td>
<td></td>
</tr>
<tr>
<td>Congregation form</td>
<td>e-Recruitment</td>
<td></td>
</tr>
<tr>
<td>Contract (various)</td>
<td>Personnel</td>
<td>Select the required contract template from the list. <strong>It is important that you select the correct contract template depending on the type of post.</strong> The template will be pre-populated with standard paragraphs in accordance with the data selected in the <strong>Employee Status</strong> and <strong>Sub Status</strong> fields. It is important that these have been completed accurately so the contract letter is appropriately populated.</td>
</tr>
<tr>
<td>Data collection form</td>
<td>e-Recruitment</td>
<td>The document will be populated with specific questions in accordance with your responses to the on-screen prompts. You must answer each of the additional questions carefully so the correct questions are included.</td>
</tr>
<tr>
<td>Equality and diversity form</td>
<td>Personnel</td>
<td>For direct appointments <strong>only</strong>. All other appointees will have provided equality data as part of their online application.</td>
</tr>
<tr>
<td>Pre-emp health questionnaire</td>
<td>e-Recruitment</td>
<td>When generating the questionnaire you must answer each of the additional medical questions carefully.</td>
</tr>
<tr>
<td>University card Form</td>
<td>e-Recruitment</td>
<td></td>
</tr>
</tbody>
</table>