

## eRecruiter Quick-Guide

This is a quick guide for Recruiting Managers on the usage of eRecruiter. A comprehensive guide can be found [here](#):

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### Accessing the System:

To access the system log in at <https://abdn-ats-sso.hireserve.com> There is no log out button. As the system uses Shibboleth single-sign on you only need to close your browser to log out.

### Rating Candidates:

Please rate candidates once you have received notification that the post has closed at advert.

Please inform the HR Adviser who will be shortlisting. See [Policy on the Recruitment and Selection of Staff](#)

In Manager Tools click on [My Folders](#).

You will be presented with a list of folders corresponding to each vacancy you have access to.



**TIP: Search by Job Reference Number:**

Status 

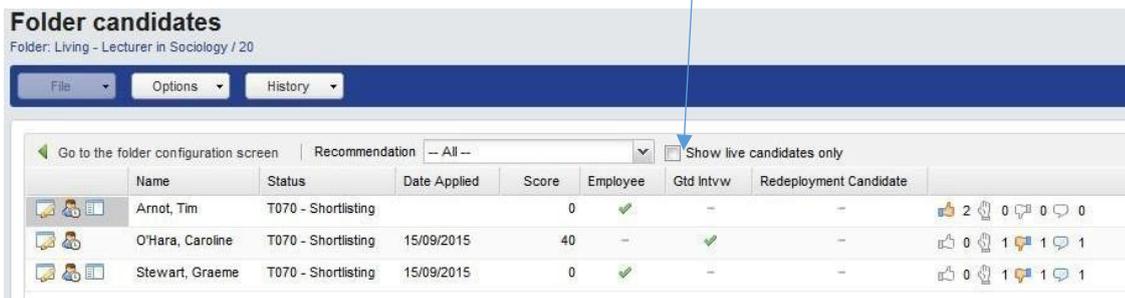
 All Folders

Click on the **View Candidates** icon  in the **My Folders** screen

You will be presented with a list of candidates that have applied for the vacancy you selected:

If you can't see your candidates choose "all" in the drop-down.

Leave this box unticked to see all of your candidates.



**Folder candidates**  
Folder: Living - Lecturer in Sociology / 20

File Options History

Go to the folder configuration screen Recommendation: -- All --  Show live candidates only

Name	Status	Date Applied	Score	Employee	Gtd Intvw	Redeployment Candidate	Recommendations
Arnot, Tim	T070 - Shortlisting		0	✓	-	-	2 0 0 0
O'Hara, Caroline	T070 - Shortlisting	15/09/2015	40	-	✓	-	0 1 1 1
Stewart, Graeme	T070 - Shortlisting	15/09/2015	0	✓	-	-	0 1 1 1

The list of applicants' highlights any that are current employees, Redeployment or Guaranteed Interview Scheme candidates.

Against the list of candidates there is a summary of the recommendations of the shortlisting panel, yourself included. There are 4 icons summarising recommendations:

-  Invite
-  Reserve
-  Reject candidate
-  Comments have been left

**NOTE:**  
Redeployment and Guaranteed Interview Scheme applicants **must** be invited to interview if they meet 100% of the vacancy's essential criteria (or would do with reasonable training for Redeployment candidates).

The number of shortlisters that have made each recommendation are noted beside each icon. Until you have made a recommendation it defaults at Reserve.

To view and rate a candidate's application click on the Rate Candidate icon.     

A new window will open giving you the opportunity to view the application form, the applicant's CV and any supporting documents the candidate may have uploaded.

You can also record comments against the applicant.

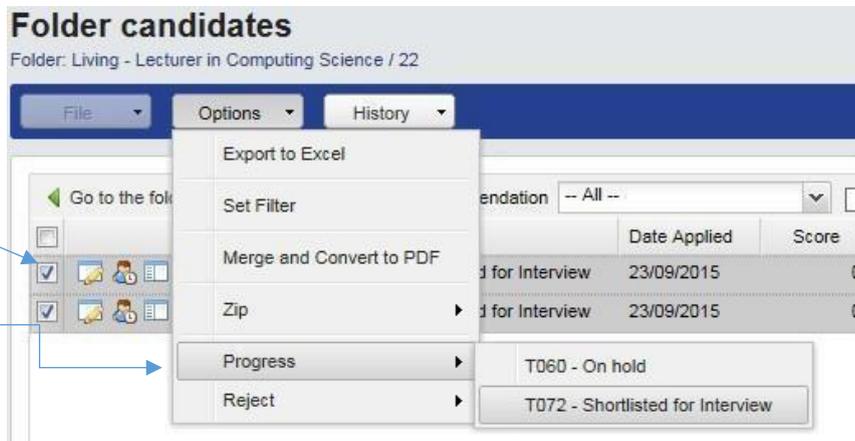
You can view the next candidate in the list by clicking "Next." Alternatively you can close the window and you will be returned to the list of candidates. **Recommendations and comments are saved automatically.**

***Bear in mind that any comments recorded may be sent to the applicant in the event of a Subject Access Request.***

***TIP: To open the Further Particulars and Person Specification click on Options-Documents and select the further particulars document. It will then open in a separate window***

### Shortlisting Candidates for Interview:

1. Select the candidates (tick the box  for each candidate) you want to invite to interview
2. Click on **Options-Progress-Shortlisted for Interview**.



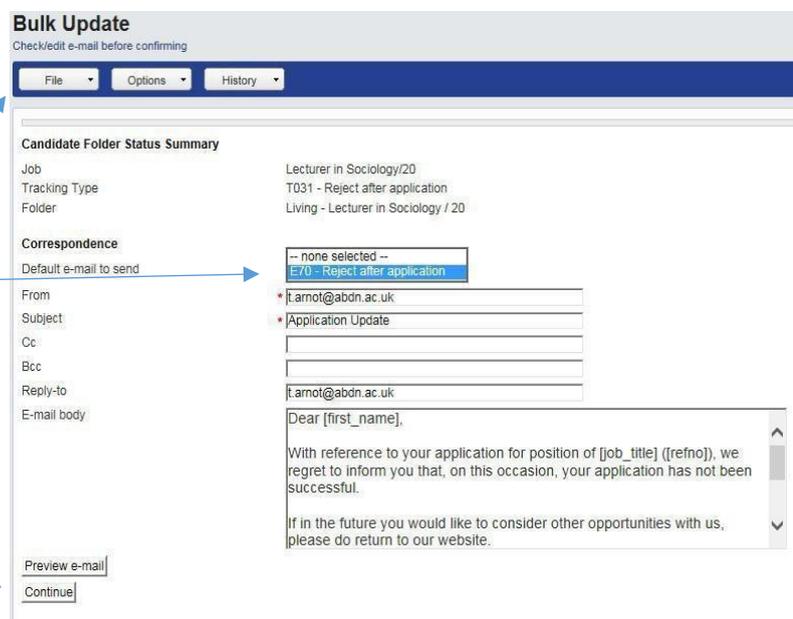
3. You will receive a warning message asking you to confirm this action. Click **OK** to proceed.

### Keeping Candidates “On Hold” prior to Interview:

Select the candidates you want to hold on reserve and go to **Options>Progress>On hold**

### Rejecting candidates after shortlisting:

1. Select the candidates you want to reject (tick the box  for each candidate) then **Options>Reject>Reject after Shortlisting**.
2. You will see a message asking you to confirm you wish to reject the selected candidate. Click **OK** to proceed.
3. You will then be asked to send an e-mail.
4. Select “**Reject after Shortlisting**” template.
5. Click **Continue** or go **File > Save** to send out the rejections.



**NOTE:**

To reject Redeployee Candidates please go to [Section 3.1](#) of the guidance notes

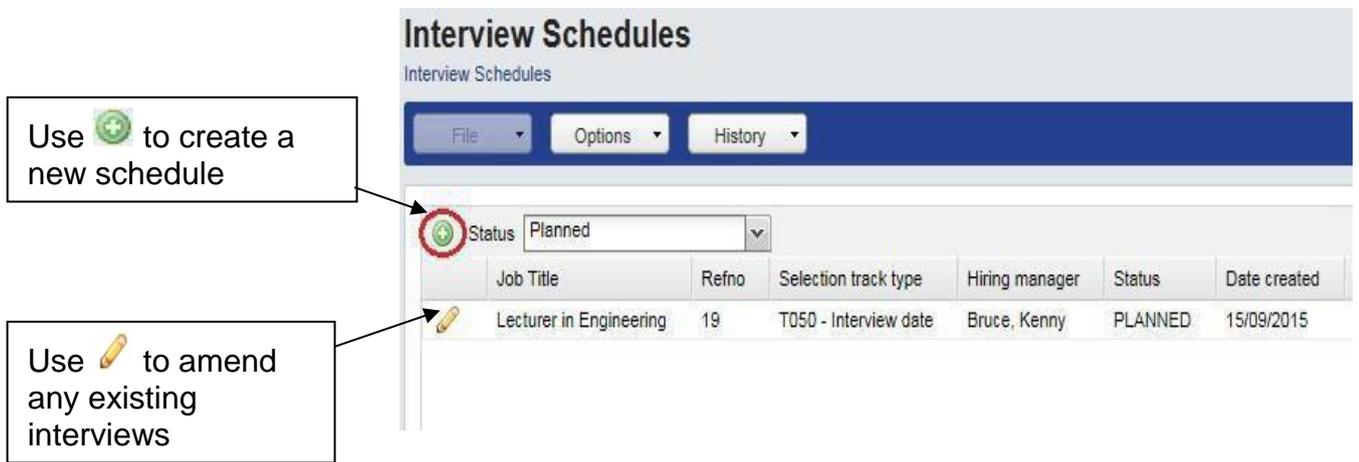
## Scheduling Interviews:

**Please inform the HR Adviser who will be on the recruitment panel before scheduling interviews.**

This quick guide shows you how to set up manual interviews only. If you want to set up Self-Select Interviews, or Separate Presentations and Interviews please go to Section 4 of the guidance notes.

\***Manual** – used to schedule interview slots and invite each candidate to a specific time.

1. Go to **Manager Tools > Interview Scheduler**



Use + to create a new schedule

Use pencil to amend any existing interviews

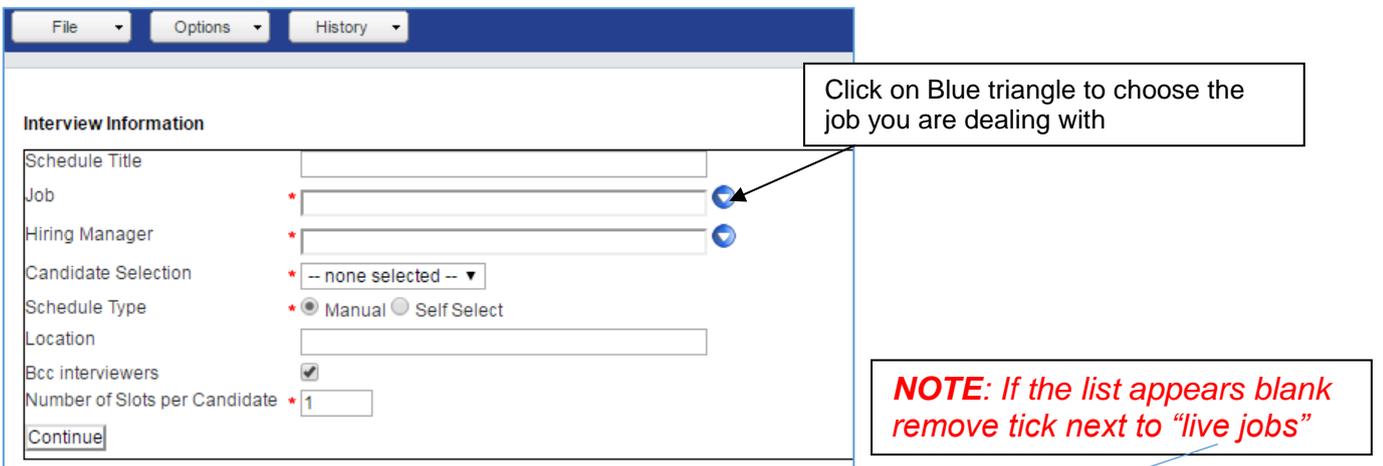
**Interview Schedules**  
Interview Schedules

File Options History

Status Planned

Job Title	Refno	Selection track type	Hiring manager	Status	Date created
Lecturer in Engineering	19	T050 - Interview date	Bruce, Kenny	PLANNED	15/09/2015

**NOTE: Do not draft any interview schedules before the vacancy is closed for further applications and you have undertaken the shortlisting process.**



File Options History

**Interview Information**

Schedule Title

Job \*  

Hiring Manager \*  

Candidate Selection \* -- none selected --

Schedule Type \*  Manual  Self Select

Location

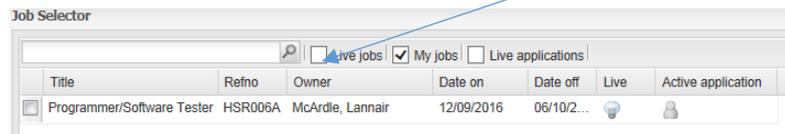
Bcc interviewers

Number of Slots per Candidate \*

Click on Blue triangle to choose the job you are dealing with

**NOTE: If the list appears blank remove tick next to "live jobs"**

1. A new window will be open with a list of your vacancies.
2. Select the job you are dealing with and press **OK**



Job Selector

Live jobs  My jobs  Live applications

Title	Refno	Owner	Date on	Date off	Live	Active application
<input type="checkbox"/> Programmer/Software Tester	HSR006A	McArdle, Lannair	12/09/2016	06/10/2...	<input type="checkbox"/>	

**Schedule Title** – this will automatically fill.

**Job** – this will automatically fill.

**Hiring Manager** – this will automatically fill.

**Candidate Selection** – select Shortlisted for Interview.

**Schedule Type** – Select Manual (to give candidates specific times) or Self Select (to give candidates to choose time slots. See section for more information)

**Location** – Enter the location of the interview. Be specific as what you input will be reflected in invitations sent out to candidates.

**Invite to Interview** – Select the invite to interview schedule template you wish to use. You will have options for a **telephone/Skype/VC interview** or **in-person interview**.

**NOTE.** If you not sure if all the candidates will be able to attend in person still select “in-Person” interview type

**Invite to Interview E-mail** – select which e-mail template you wish to use. If you are holding in-person interviews you will have the option of two templates: Confirmation of Interview and Confirmation of Presentation & Interview. **Select: Confirmation of Interview.**

If you selected Telephone/Skype/VC interview as the interview schedule template then you will have 3 e-mail templates to choose from. Select Telephone, Skype or VC depending on the kind of interview you are holding.

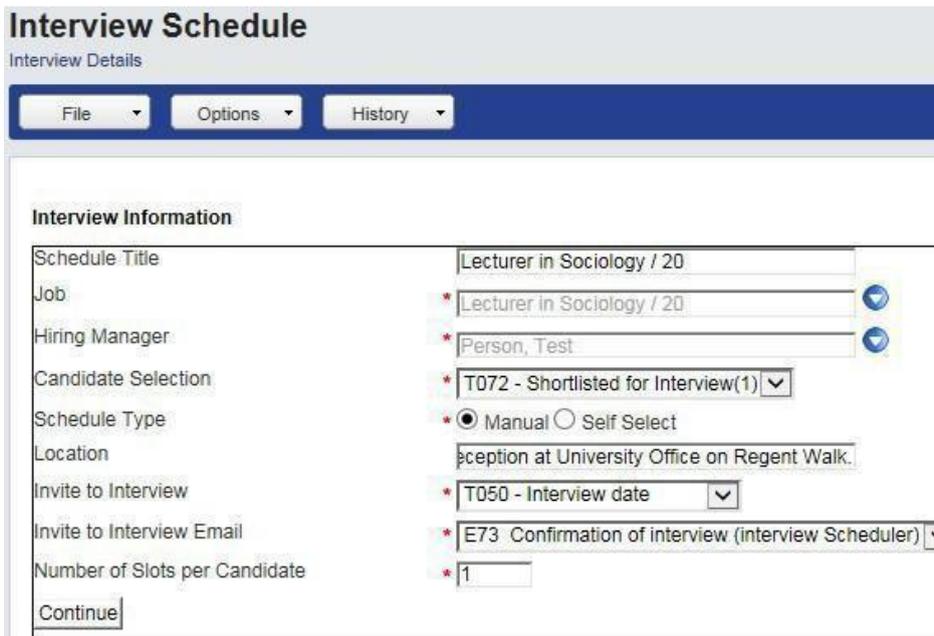
3. Click **Continue**.

4. You are then required to create interview slots of each candidate you have at the Shortlisted for Interview stage.

5. For each slot you **must** complete the following information:

- Date
- Time
- Duration of the interview
- Location is auto-populated from the information you entered earlier (but can be edited if need be).
- Comments – there is no

need to enter comments here. If your interview includes an exercise or some kind you may wish to include the details here. **Bear in mind any information entered here will be sent to the candidate.**



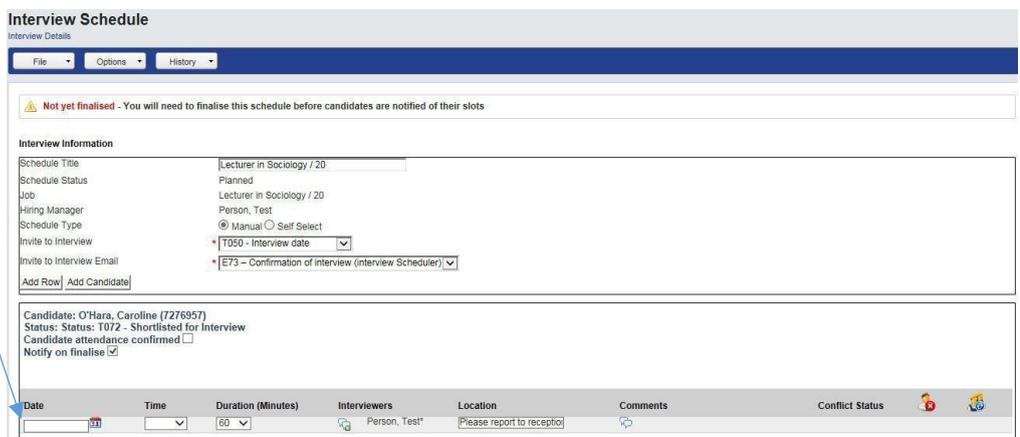
**Interview Schedule**  
Interview Details

File Options History

**Interview Information**

Schedule Title	Lecturer in Sociology / 20
Job	* Lecturer in Sociology / 20
Hiring Manager	* Person, Test
Candidate Selection	* T072 - Shortlisted for Interview(1)
Schedule Type	* <input checked="" type="radio"/> Manual <input type="radio"/> Self Select
Location	Exception at University Office on Regent Walk.
Invite to Interview	* T050 - Interview date
Invite to Interview Email	* E73 - Confirmation of interview (interview Scheduler)
Number of Slots per Candidate	* 1

Continue



**Interview Schedule**  
Interview Details

File Options History

⚠ Not yet finalised - You will need to finalise this schedule before candidates are notified of their slots

**Interview Information**

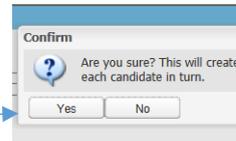
Schedule Title	Lecturer in Sociology / 20
Schedule Status	Planned
Job	Lecturer in Sociology / 20
Hiring Manager	Person, Test
Schedule Type	<input checked="" type="radio"/> Manual <input type="radio"/> Self Select
Invite to Interview	* T050 - Interview date
Invite to Interview Email	* E73 - Confirmation of interview (interview Scheduler)

Add Row Add Candidate

Candidate: O'Hara, Caroline (T276957)  
Status: Status: T072 - Shortlisted for Interview  
Candidate attendance confirmed   
Notify on finalise

Date	Time	Duration (Minutes)	Interviewers	Location	Comments	Conflict Status
		60	Person, Test*	Please report to reception		

6. Click **File-Finalise**. You will receive a warning message noting that finalising will e-mail the candidates and asks you to confirm.



7. Click **Yes** to proceed.

You will be shown a draft of the invite to interview e-mail. There is no need to enter any additional information however if for example you want your candidates to give a presentation or some other exercise you should enter the additional information here.

8. To send the e-mail click **File-Save**.

**NOTE: If you are arranging a Video Conference or Skype interview ensure you contact Recruitment Assistant for an assistance or contact Media Services directly, so necessary equipment is arranged for the interview. Interview panel members are expected to do the calls.**

Once the candidates have been invited to interview you can review the interview schedule and view the applications and references for each applicant that have been invited to interview.



Under Manager Tools click on **My Interviews**.

You will be presented with a list of interviews that have been scheduled. Included in the list is the date and time of each interview slot, the duration, the vacancy for which the interview scheduled, the name of the candidate, a list of the interviews and the interview location.

**My Interviews**  
All Interviews the users is assigned

File Options History

Time Period: Future Enter keywords

	Interview Date	Interview Time	Duration	Job Title	Ref No	Candidate ID	Candidate Name	Mobile phone	Interviewers	Interview Location
	20/10/2015	09:05:00	30	Tim Test	HRS123A	7450855	Arnot, Timothy	07 533	Bruce, Kenny	Please come to room 21 in the Sir Duncan Rice Library.
	20/10/2015	16:30:00	30	Tim Test	HRS123A	7451294	Collins, Paul	01	Bruce, Kenny	Please come to room 21 in the Sir Duncan Rice Library.

From this screen you can also view the candidates' applications (including CV and other attachments) and any references that have been returned. To view these documents click on the **View candidate documents** icon .

If you have several interviews arranged you can filter this screen so you can review the details of only one vacancy.

You can also export the list of interviews in to an Excel spreadsheet. Click on **Options-Export to Excel**.

## Assessing Candidates:

**NOTE 1: this function is only available on or after the candidate's interview date.**

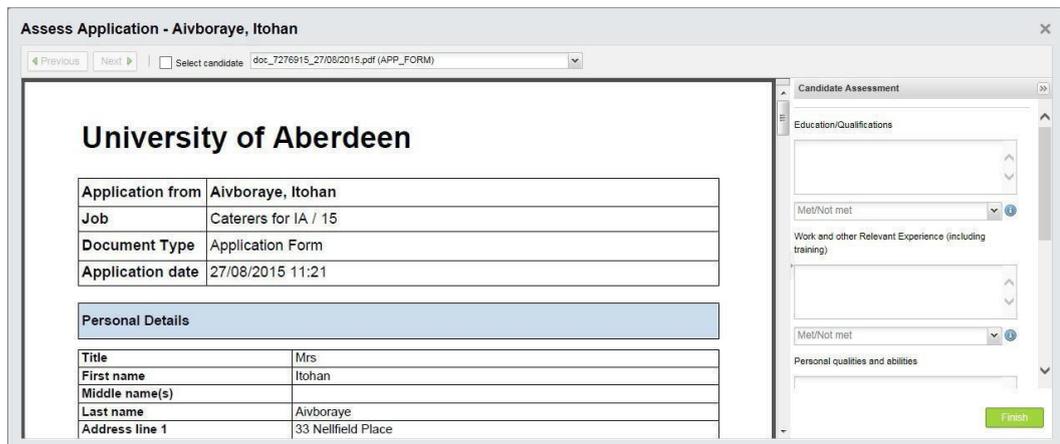
**NOTE 2: Assessment form MUST be filled out for ALL candidates attended the interview prior a successful candidate is progressed to "Recommend Offer"**

Once interviews are complete you will be able to record the outcomes of the interview on e-recruiter.

1. Click on **My Folders**. Then click on the **View Candidates** icon  for the vacancy you are working on. You will be presented with a list of candidates who were invited to interview.
2. For each candidate you will have the option to assess the candidate.
3. To do this click on Assess Candidate icon .

A new window will open.

4. Input your comments in every box
5. You are required to record comments for the candidates under each category of the Selection Decision Form. The categories of the form relate to the categories on the Person Specification for the vacancy. The categories are:



- Education/Qualifications
- Work and other Relevant Experience
- Personal Qualities and Abilities
- Other

6. Recommend if the candidate Exceeded, Fully met, Partly met or Did not meet the criteria in that category.
7. You are also required to record information about Equality & Diversity.

***NOTE: Every interview candidate should be asked about their contribution to Equality & Diversity in their previous employment. Their responses should be noted here.***

If it was not appropriate to ask this, or the candidate has no experience of contributing to E&D, the Convener of the Committee should give information relating to the University's policy on E&D and Athena SWAN. It must be recorded here if information was provided instead.

***NOTE: You will be asked to rate the answer the candidate gave. This is unfortunately a limitation of the system and any response can be recorded.***

When completing this form for your preferred candidate, note the terms and conditions of the offer of employment to be made including; salary, probation period and any other specific terms. You will be asked to rate the answer the candidate gave. This is again a limitation of the system and any response can be recorded.

**You MUST enter comments for all candidates invited to interview and record a rating under each criteria.**

8. Once complete click **Finish**.

## Progressing Your Preferred Candidate

**NOTE: all job offers should be made through HR.**

1. Select the candidate(s) you want to make an offer to (tick the box  for each candidate)
2. Click **Options > Progress > Recommend offer.**
3. Click **OK** to a warning message.
4. A workflow will initiate sending details to the Recruitment Assistant for the vacancy. They will take forward the offer and will advise of the outcome in due course.
5. If you have left any other candidates outstanding as reserves the Recruitment Assistant will inform reject them on verbal acceptance from the preferred candidate. Should the preferred candidate decline the Recruitment Assistant will discuss with you before making an offer to the reserve candidate.
6. Once offer is done Recruitment Assistant will be in touch to advise of the outcomes.



## Rejecting Candidates after Interview:

**NOTE:** An Assessment Form Must be filled out before any unsuccessful candidates get rejected.

- Go **Manager Tools > My Folders.**
- Click on the **View Candidates** icon  for the relevant vacancy
- select the candidates you want to reject (tick the box  for each candidate) then click **Options > Reject > Reject after interview**
- Click **OK** to proceed when a warning message comes up.
- Select Reject after interview email draft
- Click on **Continue.**

**NOTE:** If there are any candidates you want to hold as reserve candidates do not reject them at this time got to **Options-Progress-On Hold**