

eRecruit

Hiring Manager guidance

Version 1.

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1.eRecruit navigation

1.1 Logging in to eRecruit

Although the eRecruit system is compatible with current versions of all major web browsers it is advised to use **Google Chrome** for optimum performance and functionality.

To log-in to eRecruit, click on the **eRecruit login** link from the left-hand side navigation bar on the UoB jobs homepage.

You will then be prompted to enter your standard UoB username and password through the University **Single Sign-On** (SSO) system (unless you are already logged in through SSO in the same browser).

Note - If you are then prompted to change your password this is an automated message from our system supplier. Please be assured that at this stage you have already securely logged in using UoB Single Sign-On. If prompted please therefore do not enter your UoB password but enter any combination of 8 characters and you will be able to proceed to eRecruit and will not then have to use this 'password' again. If you have any queries on this please email hr-systems@bristol.ac.uk.

Enter your username and password and you will be taken to a default **workspace** page in the eRecruit system for your user type – this is your **eRecruit homepage**.

The workspace you have now entered is securely maintained outside of the University server by the external supplier of the system, Lumesse. From time to time you may see on-screen references to **Lumesse Talentlink**; this is the name of the Lumesse 'product' the University is using, which we have branded eRecruit.

If you have eRecruit open but do not use it for 30 minutes you will be **timed-out**. If this happens, simply return to the **eRecruit login** link as above.

1.2 How the workflow process works in eRecruit

Your **Faculty/ Divisional HR Team** will co-ordinate the whole recruitment and selection process using the eRecruit system and, if you have been allocated as an operational contact, you (along with other contacts for the job) will receive **e-mail prompts** at each stage where action is required from you.

HR will automatically **populate the basic vacancy details**. So they can initiate the process, you will need to supply them with the **job description/ person specification, advert** and details of **contacts** who need to be allocated to the vacancy.

All UoB staff have been set up as basic level users of eRecruit. When your Faculty/ Divisional HR Team initiate a vacancy in the system they will allocate users as **'operational' contacts** for that specific vacancy as requested. The allocated contacts could be the line manager/ lead recruiter, administrative staff supporting the manager in the process or other panel members.

If you have been allocated to the vacancy you will be able to log into the system and have a **full view of all the information for your vacancy, and the candidates that have applied**, at all stages of the process from initiation to offer.

All Heads of School/ Division, School and Faculty Managers and administrators from the previous system have been set up as **advanced users** in eRecruit. This means that, whether or not they have been allocated as a contact for a specific vacancy, they will be able to view and, if required, enter outcomes for all vacancies and candidates in their organisational unit (and units below in the organisational hierarchy).

Additional advanced users can easily be set up by your Faculty/ Divisional HR Team as and when required.

If you have been allocated to the vacancy or have been set up as an advanced user, you will also be able to **review applications** and **record the short-list and final outcome of the interview/ selection process on-line**.

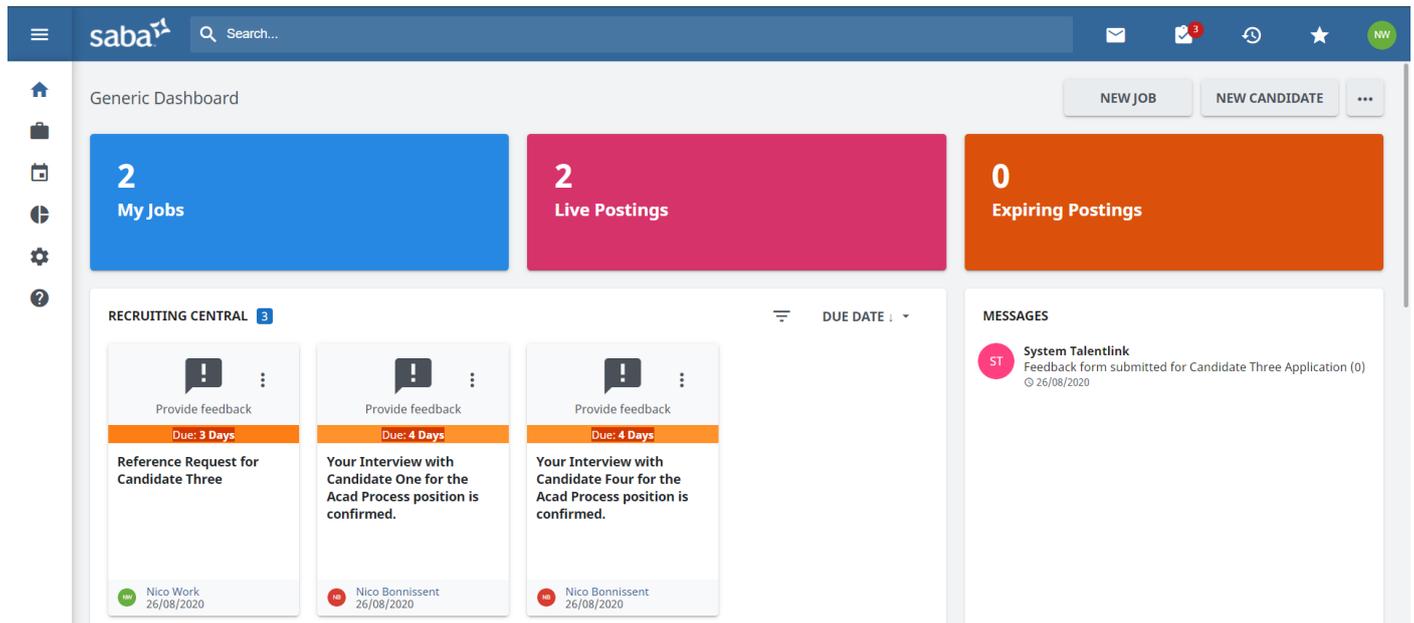
All vacancies will be subject to an on-line check by HR against a **University-wide redeployment pool**, and there may be the option of selecting from matching candidates from the pool rather than advertising where appropriate.

All communications with candidates and forms associated with the process are also completed and recorded in the system (except where specified in this guide).

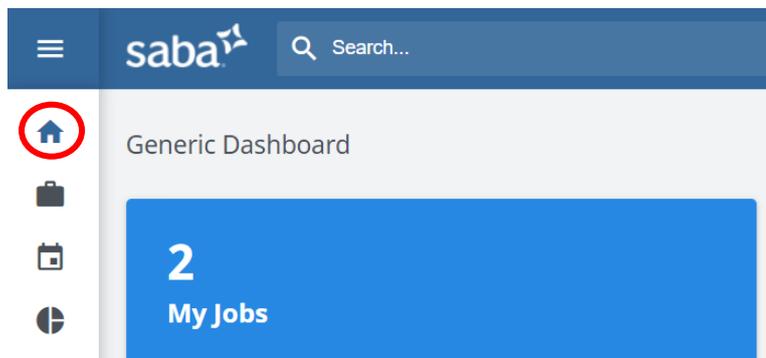
eRecruit is an on-line system and, as such, holds all job and candidate information electronically. You will not therefore be routinely sent communications or applications by hard copy.

1.3 Your Dashboard

When you log-in into eRecruit you will normally be taken straight to your Dashboard:



You can also always access your dashboard by clicking here:



From your dashboard you can access your current live roles (1), your jobs that are currently advertised (2), your Recruiting Central (3), assigned tasks list (4) and messages:

The screenshot shows the Saba dashboard with the following elements:

- 1**: Home icon in the left sidebar.
- 2**: 'My Jobs' widget (blue) and 'Live Postings' widget (pink).
- 0**: 'Expiring Postings' widget (orange).
- 3**: 'RECRUITING CENTRAL' section containing three 'Provide feedback' cards with due dates (3 and 4 days).
- 4**: 'MESSAGES' section showing a 'System Talentlink' message about a feedback form.

1.3.1 My jobs

Here, you will see an overview of all your current jobs, the numbers of candidates and their status:

ALL JOB VACANCIES NEW JOB

Active Job Vacancies, Hiring Team (1), Job Status (7)

Job Title	Candidates	Next Posting Expiration	Number of Positions	Organisation	Due Date
Acad Process ACAD100365	4 (3 active, 1 inactive)	30/09/2020	1	Academic Posts	-
test scheduler ACAD100347	4 (4 active)	Not posted	1	Academic Posts	-

1.3.2 Live posting

Here, you can see your roles that are currently being advertised, where they are being advertised and the posting end dates:

LIVE POSTINGS

TITLE	END DATE	SITES
Acad process test	30/09/2020	Next Gen Site
Acad process test	31/12/2099	External Career Site

1 - 2 of 2 record(s) | page 1

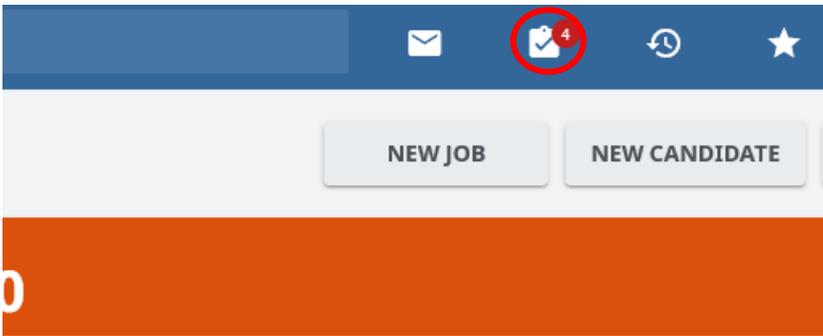
2.CV review - shortlisting candidates for Panel members

You will be invited to log-in your eRecruit account to review the candidates' applications.

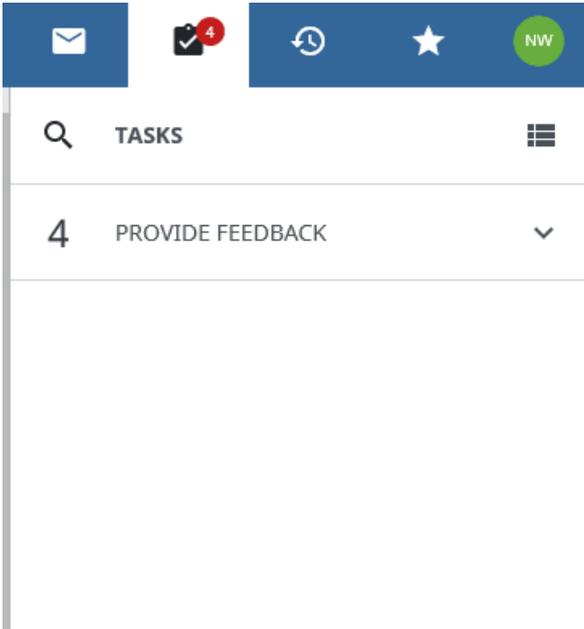
2.1 Panel Member review

2.1.1 Option 1: Using the Tasks list

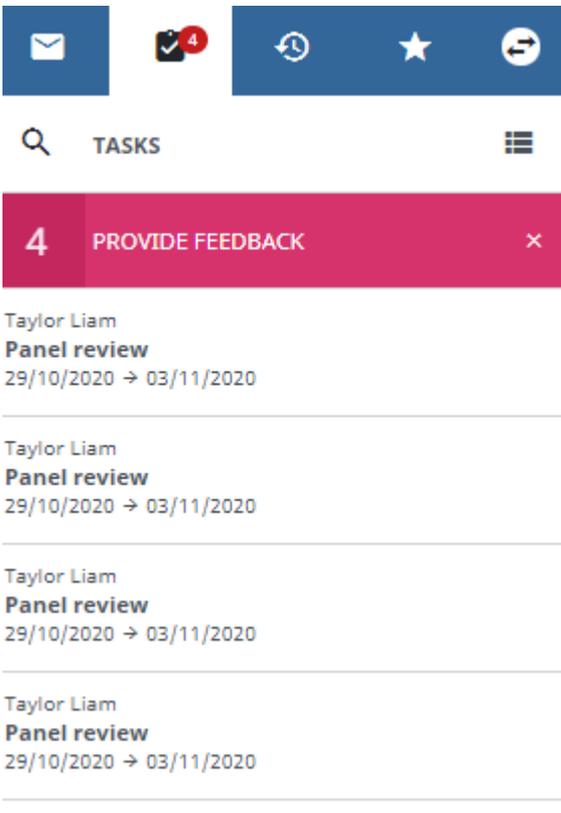
Once logged in eRecruit, look on the top right corner for the small clipboard logo:



This will open a side menu where you can find all tasks assigned to you.

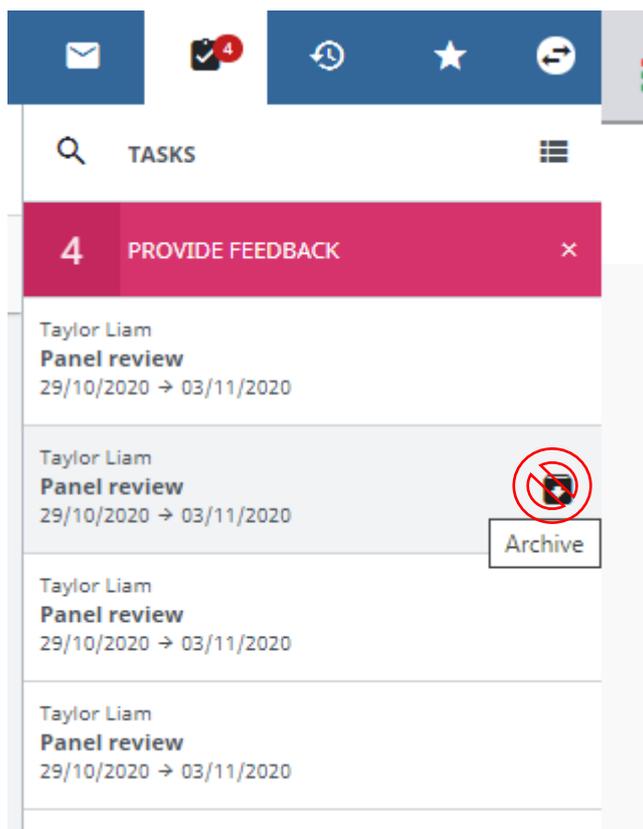


When you click on provide feedback, a list of the candidates to be reviewed will open:



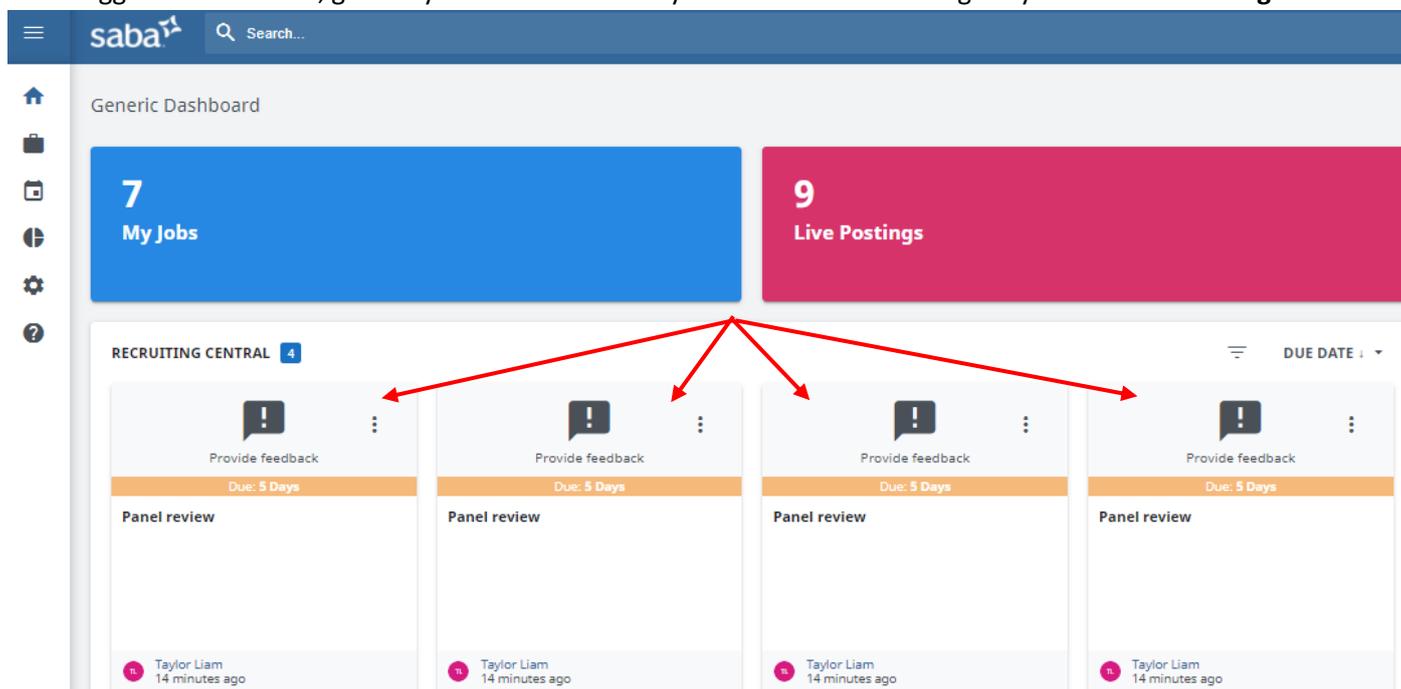
click on the line **Panel review** to open the CV review tool.

Please note that you should not archive the task. Do not click on the black box on the right as this will archive the task without actioning it.



2.1.2 Option 2: Using Recruiting Central in the dashboard

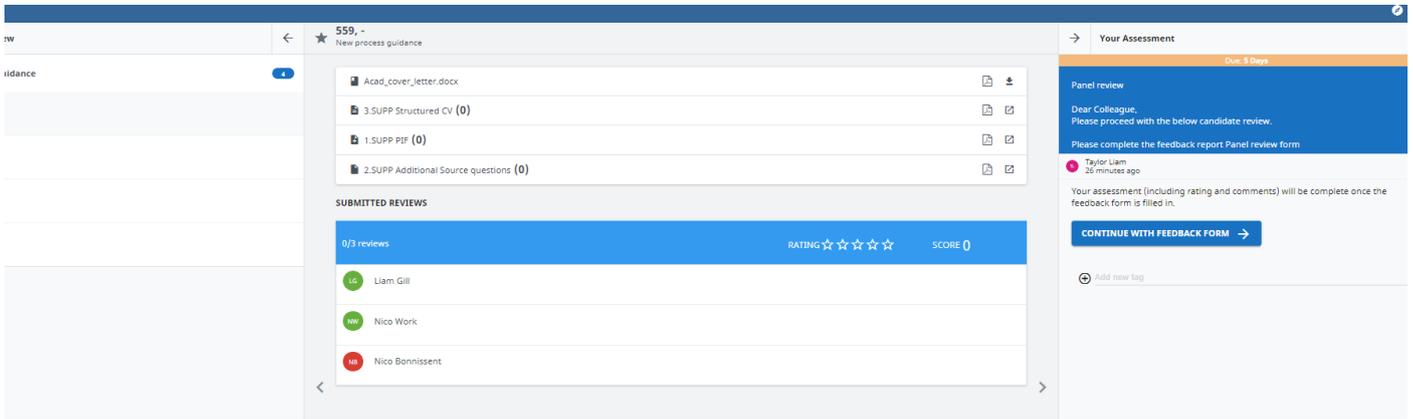
Once logged into eRecruit, go into your dashboard and you will see tasks waiting for you in the **Recruiting Central**:



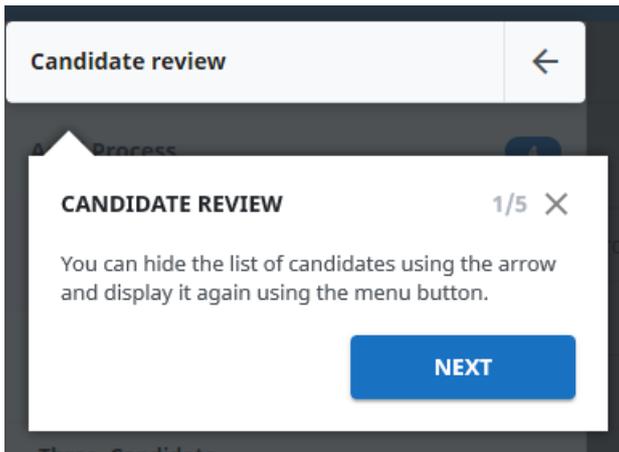
Click on one of the boxes to access the CV review tool.

2.2. CV Review Tool

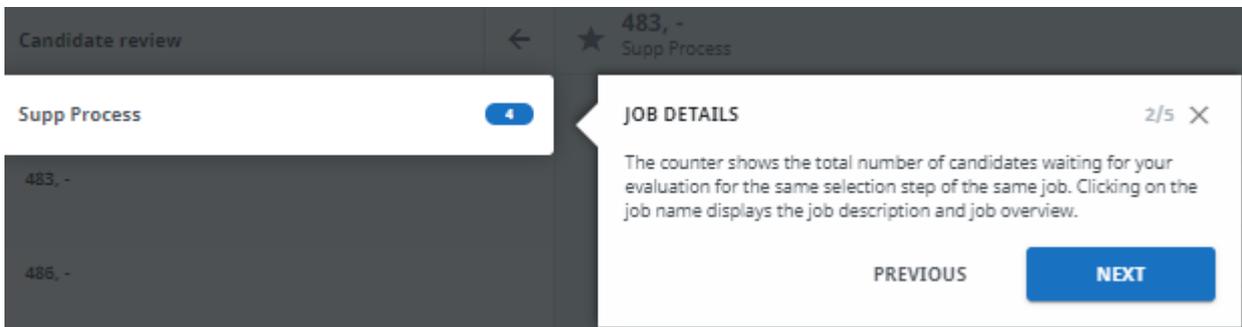
Once in the CV Review tool you will have few options:



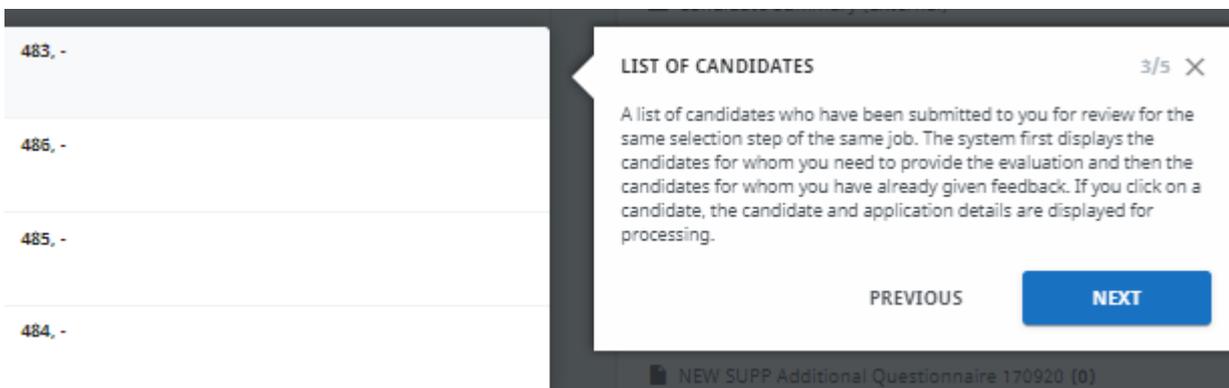
1. Candidate review:



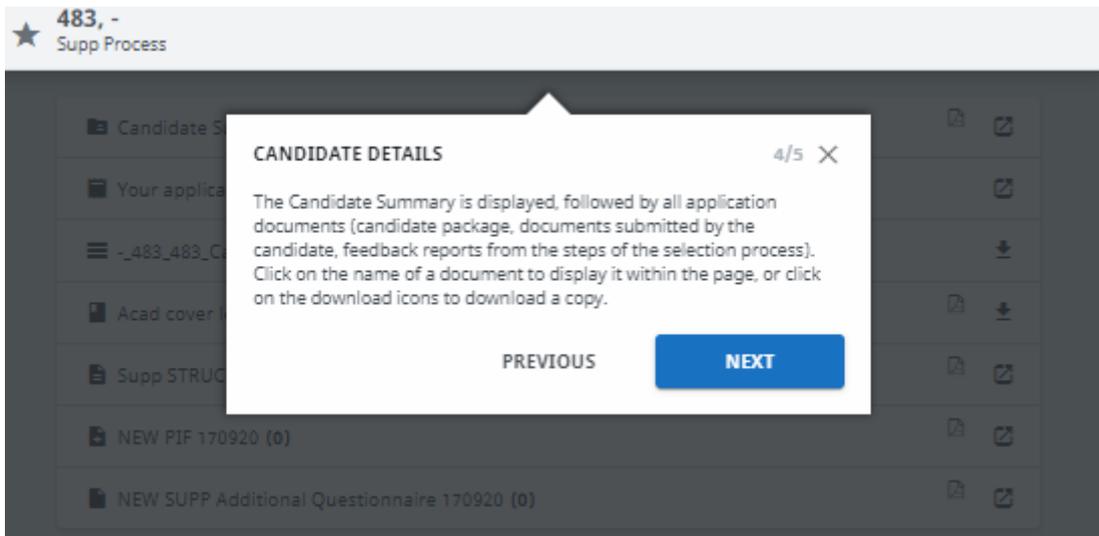
1.1 Job Details:



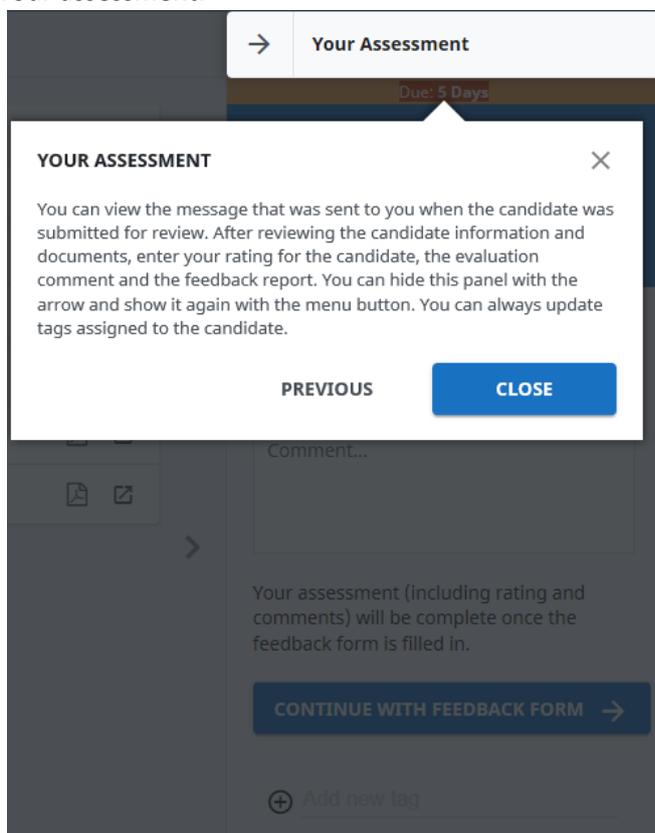
1.2 List of Candidates:



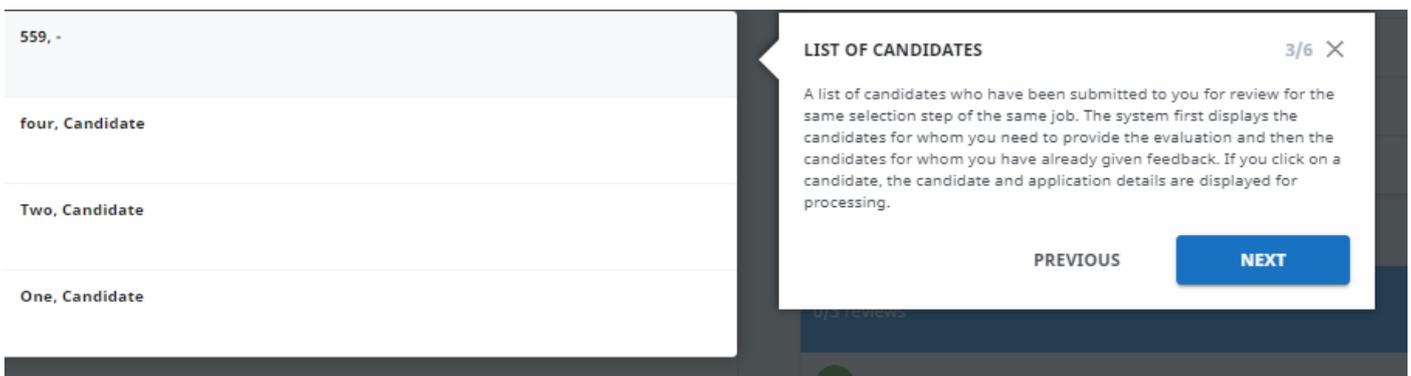
2. Candidate Details:



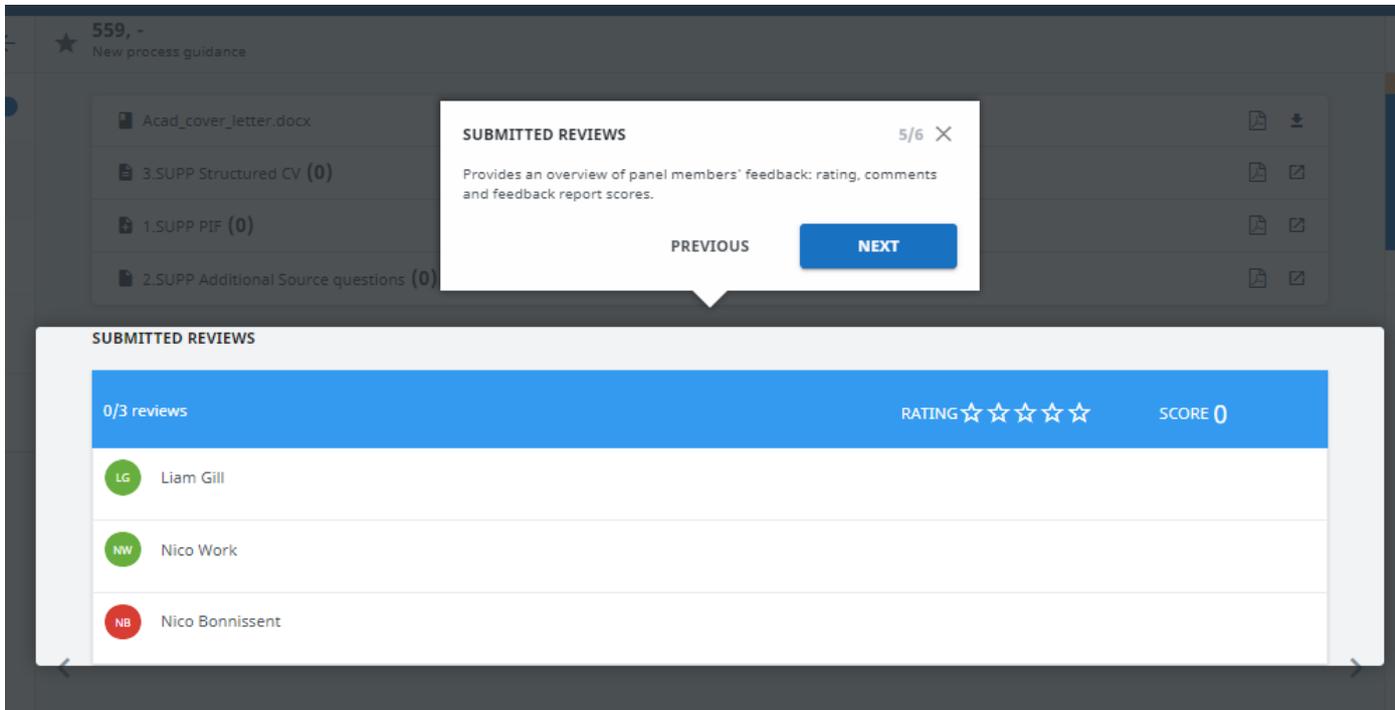
3. Your assessment:



4. Move to the previous/next candidate:



5. Submitted reviews:



Once you have reviewed a candidate's documents, please click on **Continue feedback** and a new **feedback form** will open.

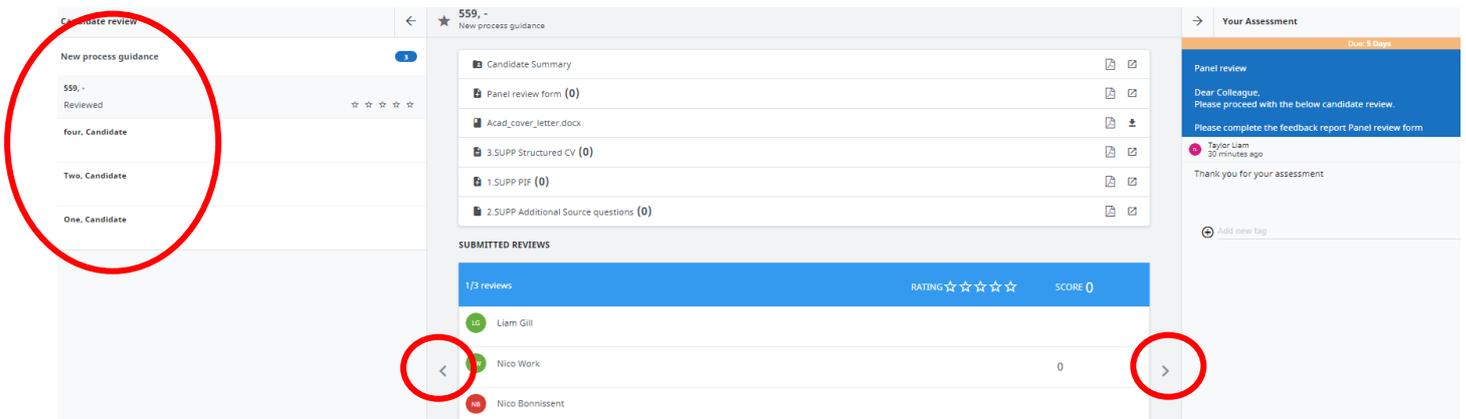
Please select the desired outcome for the candidate by selecting **Save**:

What is your recommended outcome for this candidate?

Progress to the next step
 Reject

Please use the below if you have any comments you would like to share with the rest of the panel:

You can then continue reviewing the other candidates by clicking on the candidate's name or on the arrows:



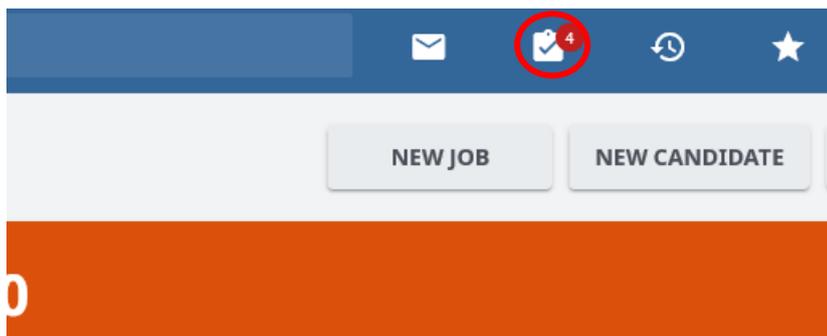
3.CV review - shortlisting candidates for Hiring Manager

3.1 Accessing the CV review tool

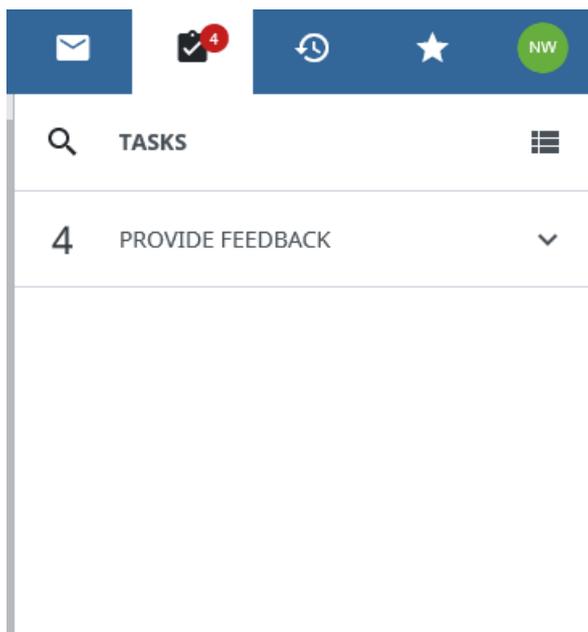
To access this function, you have two options:

3.1.1 Option 1: Using the Tasks list

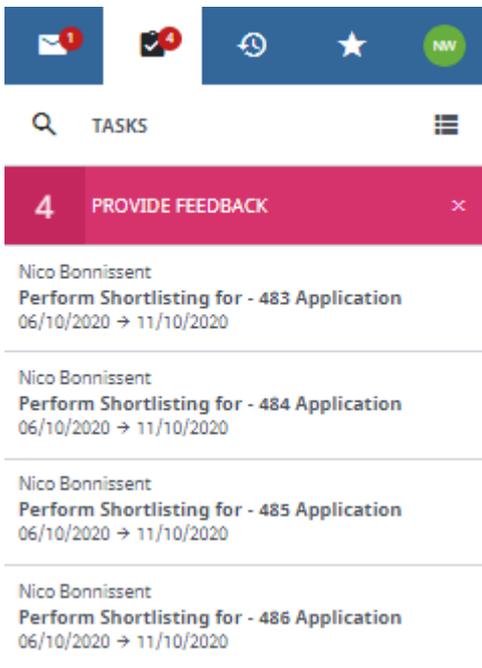
Once logged in eRecruit, look on the top right corner for the small clipboard logo:



This will open a side menu where you can find all tasks assigned to you.

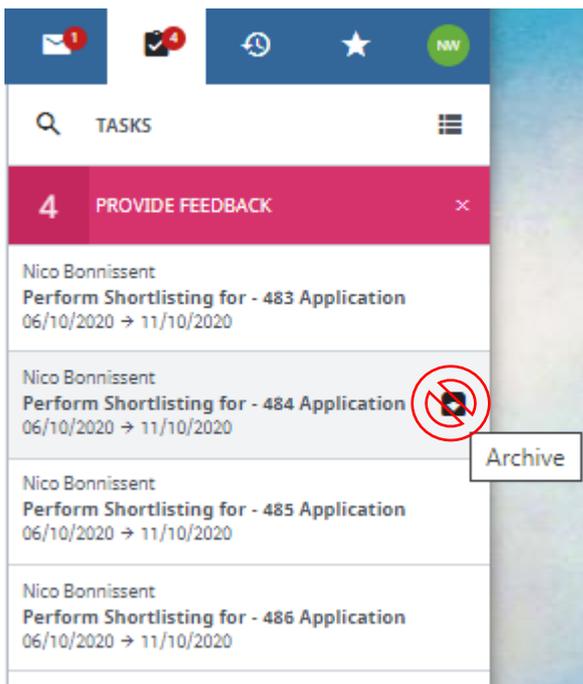


When you click on provide feedback, a list of the candidates to be reviewed will open:



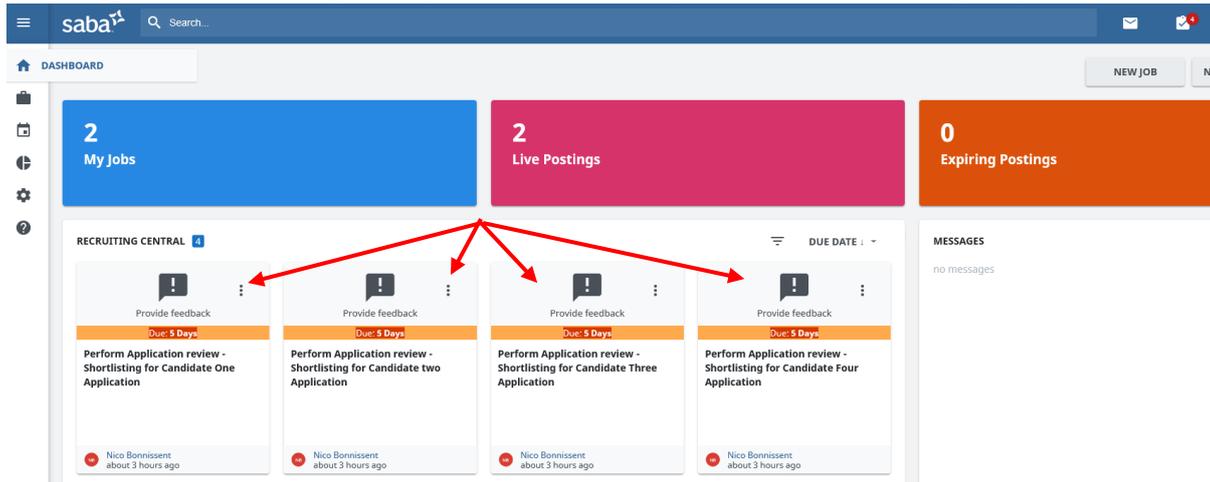
click on the line **Perform Application review** to open the CV review tool.

Please note that you should not archive the task. Do not click on the black box on the right as this will archive the task without actioning it.



3.1.2 Option 2: Using Recruiting Central in the dashboard

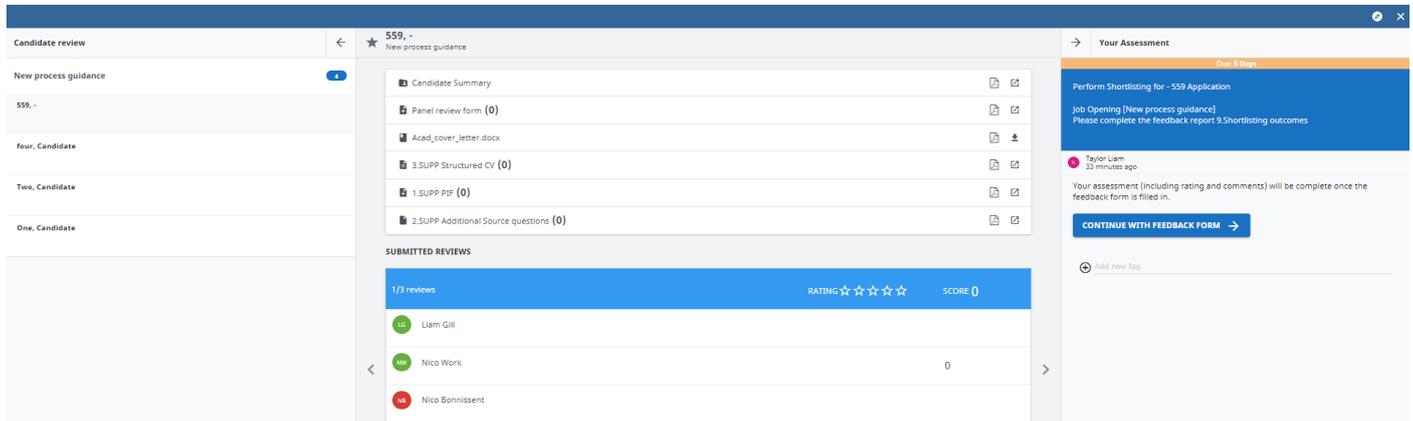
Once logged into eRecruit, go into your dashboard and you will see tasks waiting for you in the **Recruiting Central**:



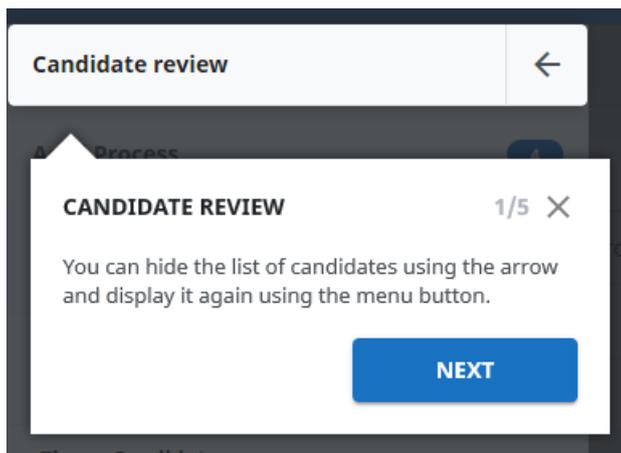
Click on one of the boxes to access the CV review tool.

3.2. CV Review Tool

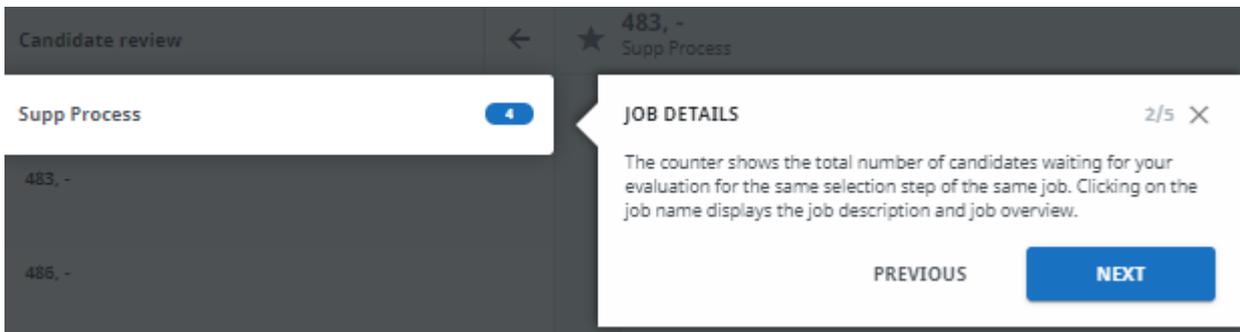
Once in the CV Review tool you will have few options:



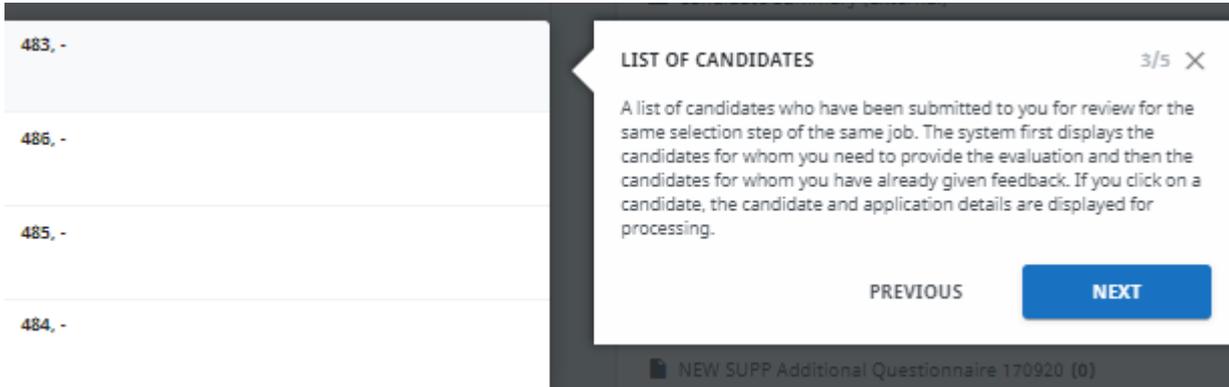
1.Candidate review:



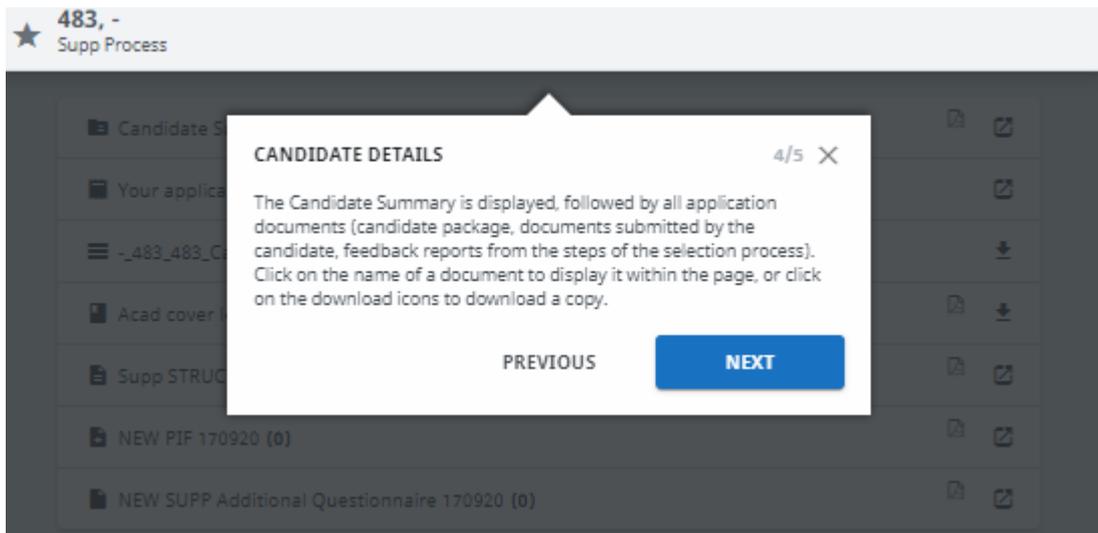
2.Job Details:



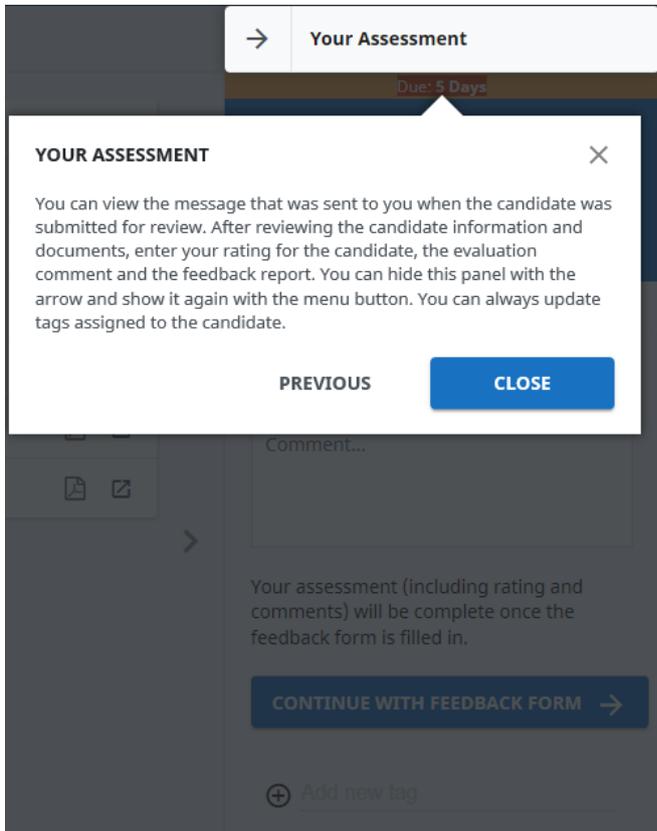
3. List of Candidates:



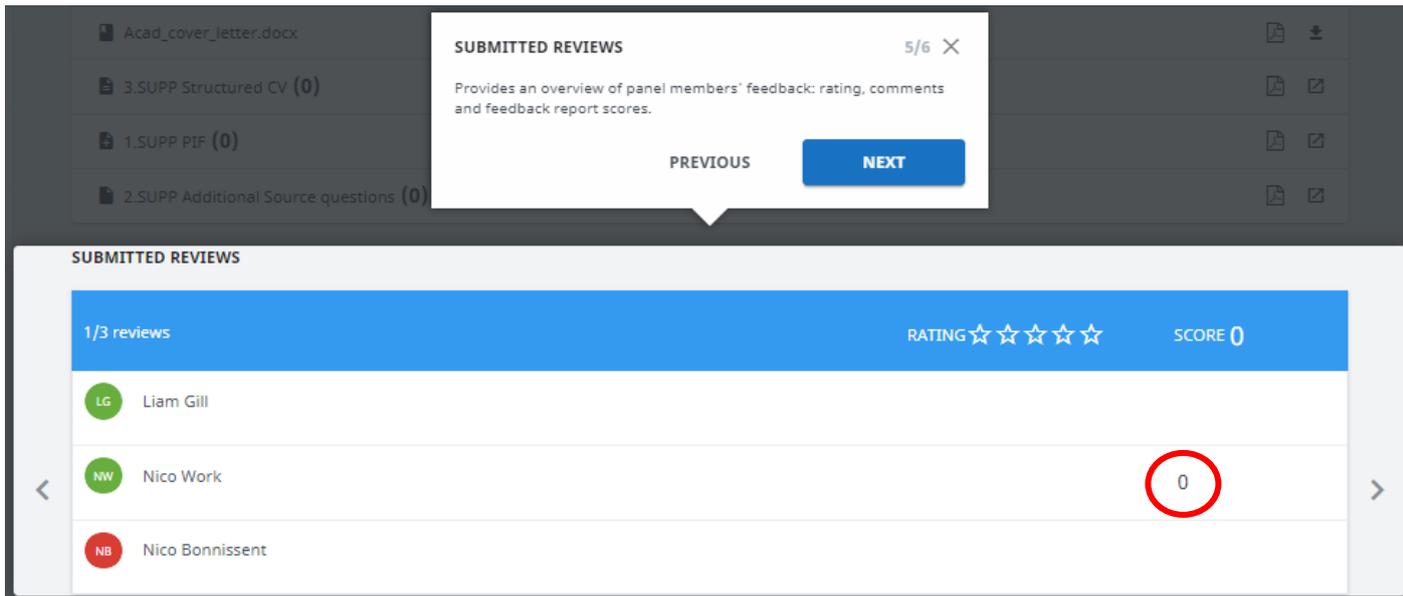
4. Candidate Details:



5. Your assessment:

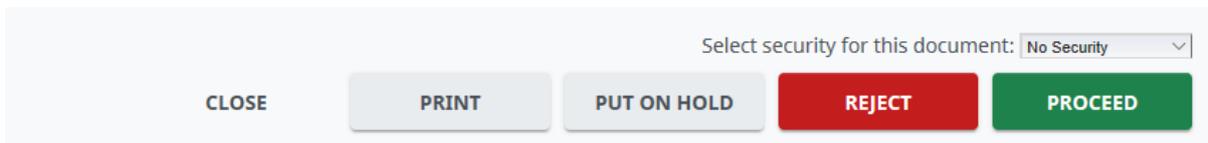


6. Panel member review – You can see the review by clicking on 0 next to the reviewer name:

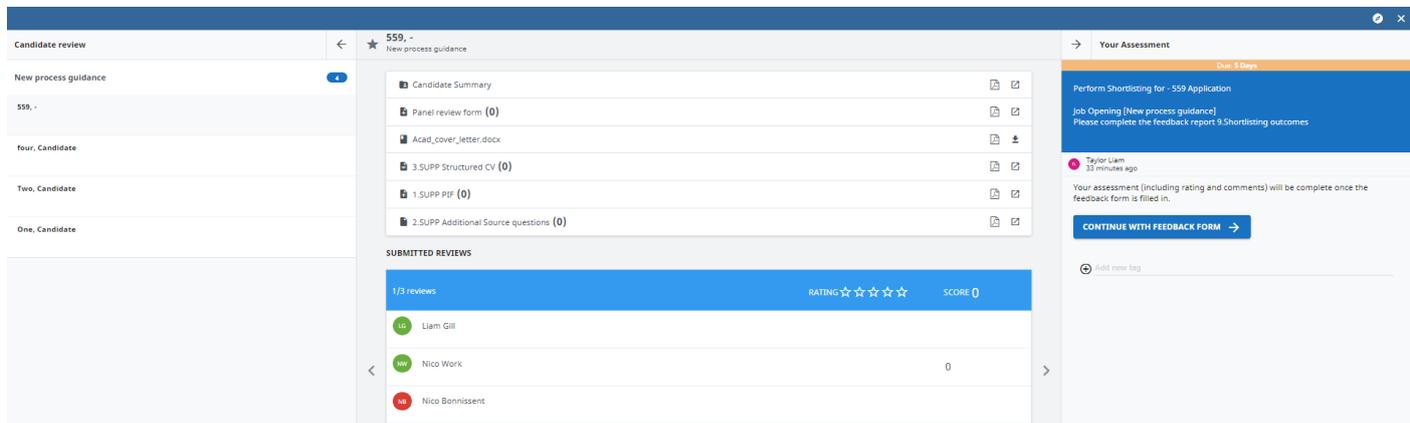


Once you have reviewed a candidate’s documents, please click on **Continue feedback** and a new **feedback form** will open.

Please select the desired outcome for the candidate by selecting **Put on hold**, **Reject** or **Proceed**:

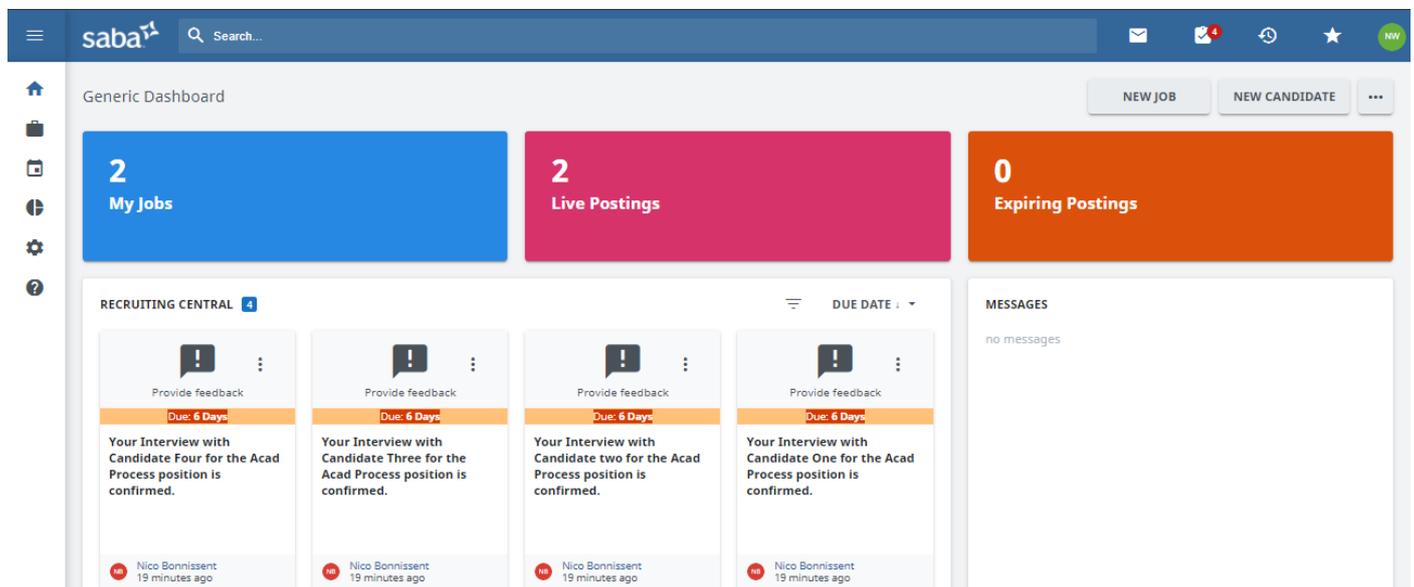


You can then continue reviewing the other candidates by clicking on the candidate’s name or on the arrows:



4. Virtual interview feedback

Once the interview slots are confirmed by the candidates, you will see a confirmation on both your **Tasks list** and your **Recruiting Central** inbox on your **Dashboard**:



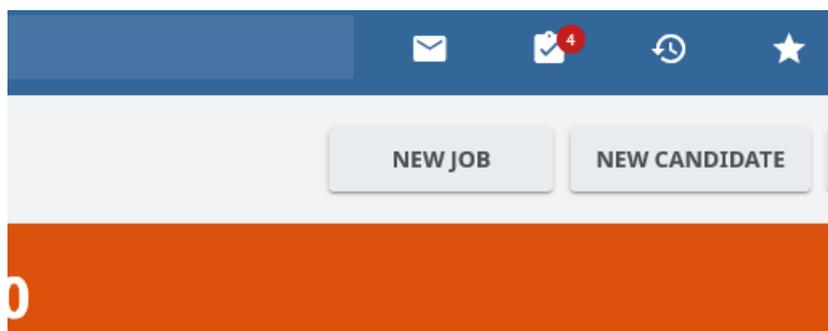
Leave the notifications until the Virtual interviews have taken place as you need to interview the candidate before leaving feedback.

4.1 Accessing the feedback form

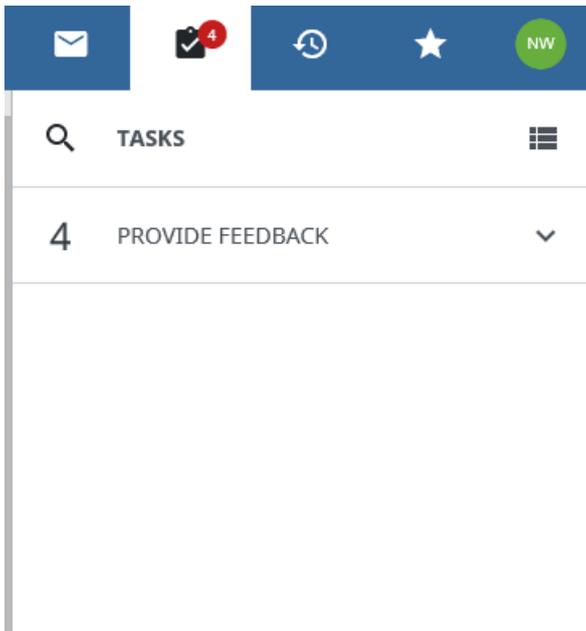
Once the interviews have taken place, you have two options to access the Feedback form to select the outcome of the interview.

4.1.1 Option 1: using the Tasks list

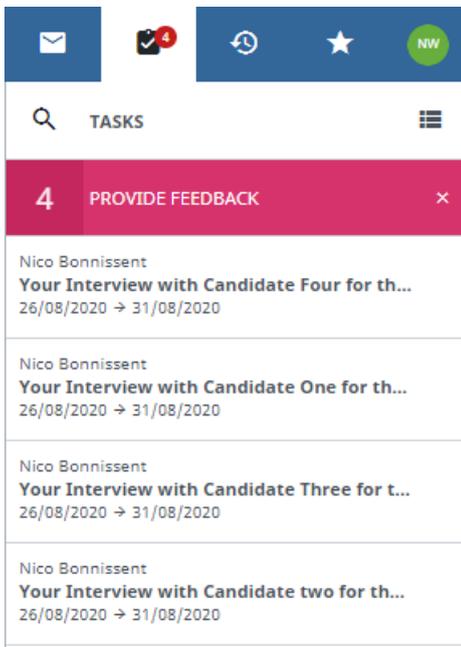
-Once logged in eRecruit, look in the top right corner for the small clipboard logo:



This will open a side menu where you can find all tasks assigned to you.

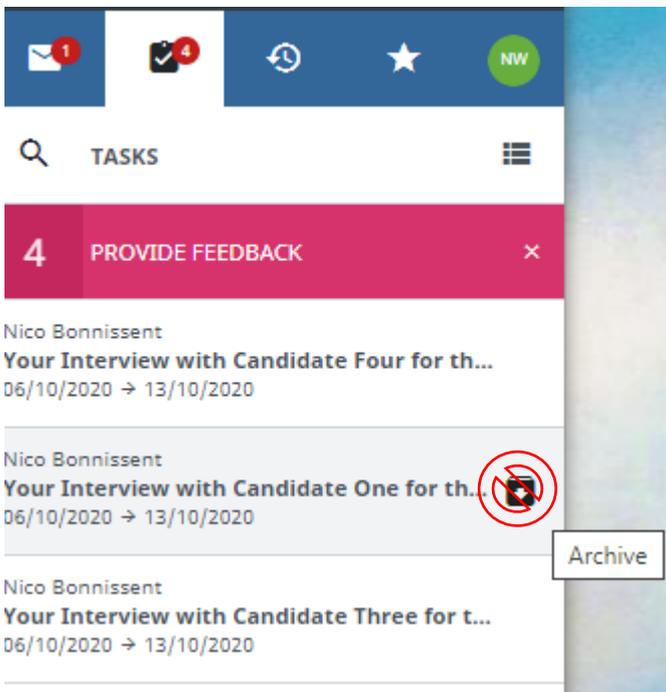


When you click on provide feedback, a list of the candidates to be reviewed will open:



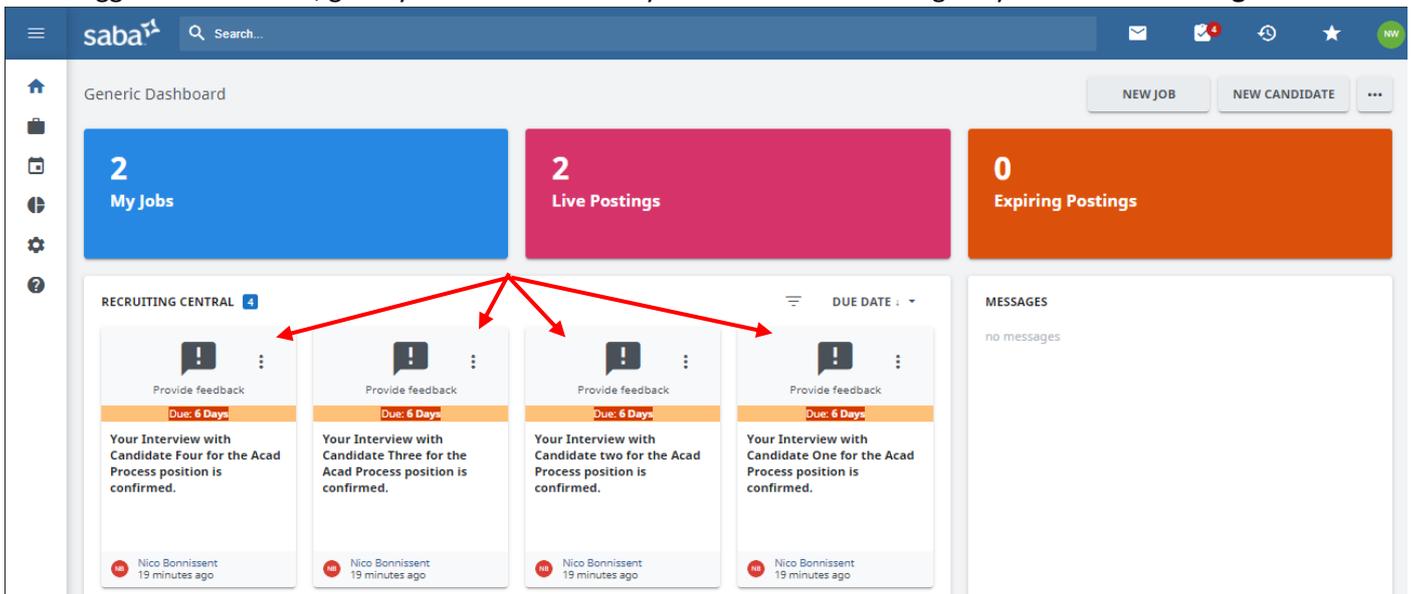
click on the line **Your interview with “Candidate name”** to open the CV review tool.

Please note that you should not archive the task. Do not click on the black box on the right as this will archive the task without actioning it. We will mark the candidates in the next section of the Review Tool.



4.1.2 Option 2: Using Recruiting Central on your dashboard

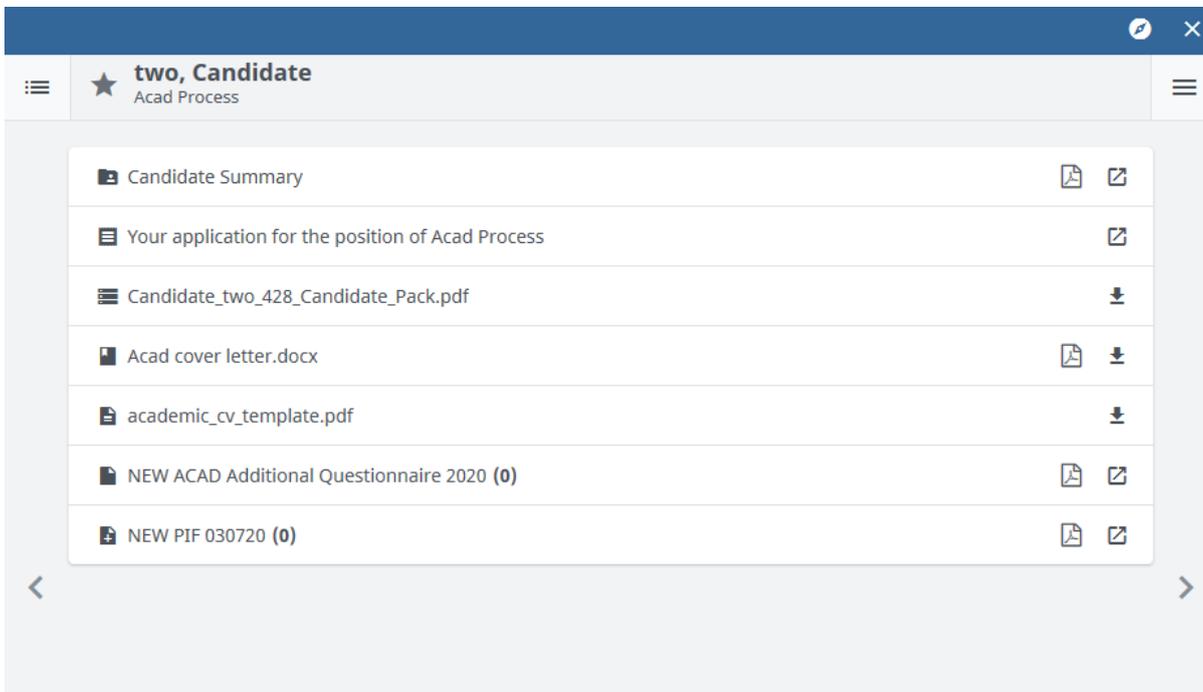
Once logged into eRecruit, go to your dashboard and you will see tasks waiting for you in the **Recruiting Central**:



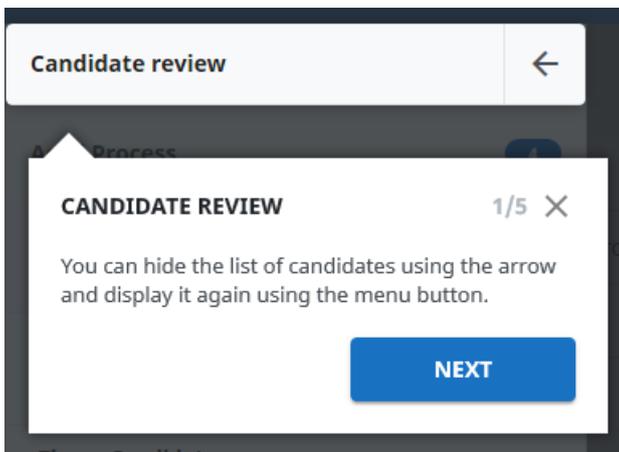
Click on one of the boxes with the text **Your interview with “Candidate Name”** to access the Review tool and proceed to the next step.

4.2 Review tool

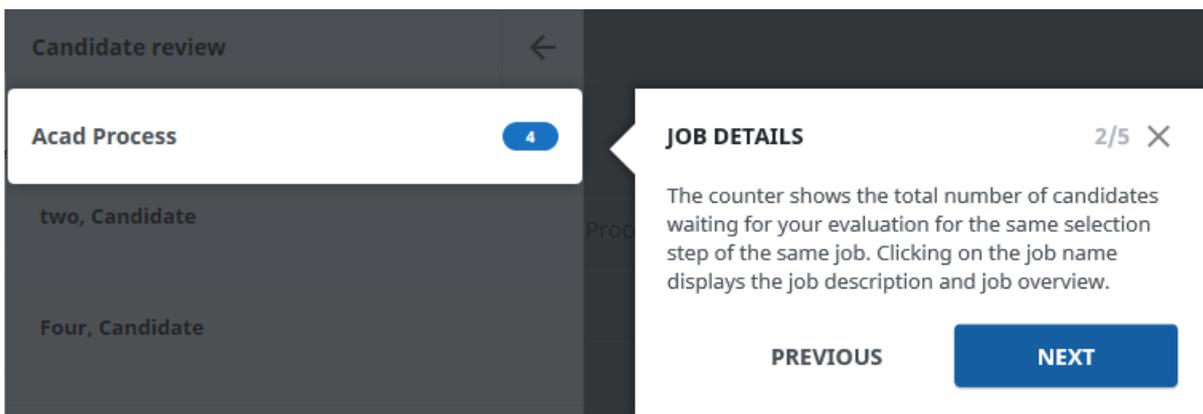
Once in the Review tool you will have few options:



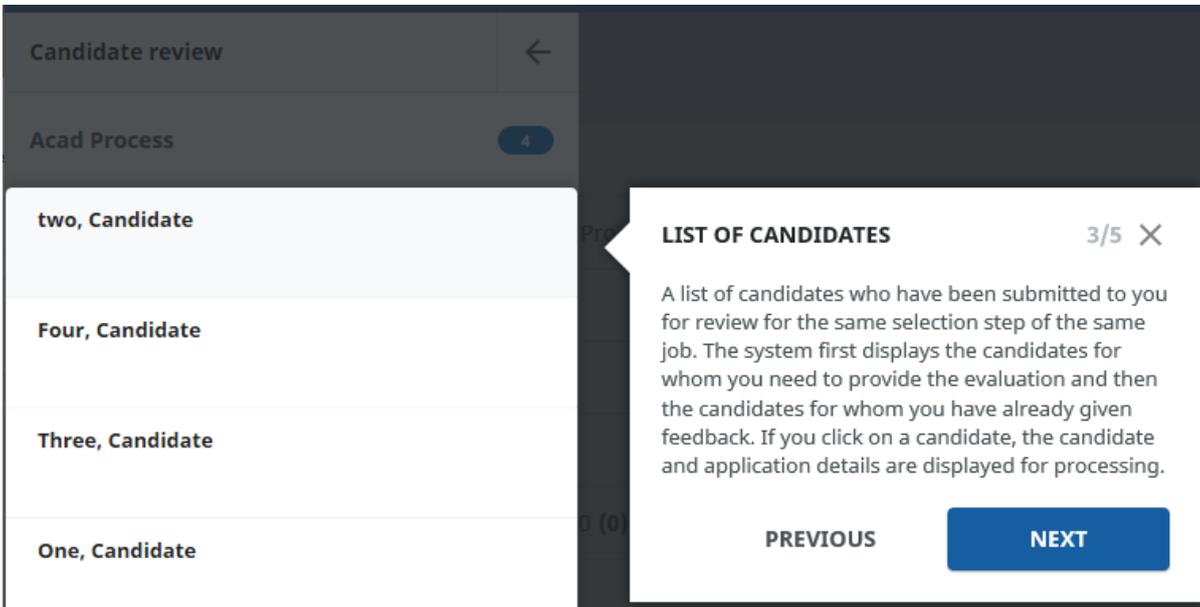
1. Candidate review:



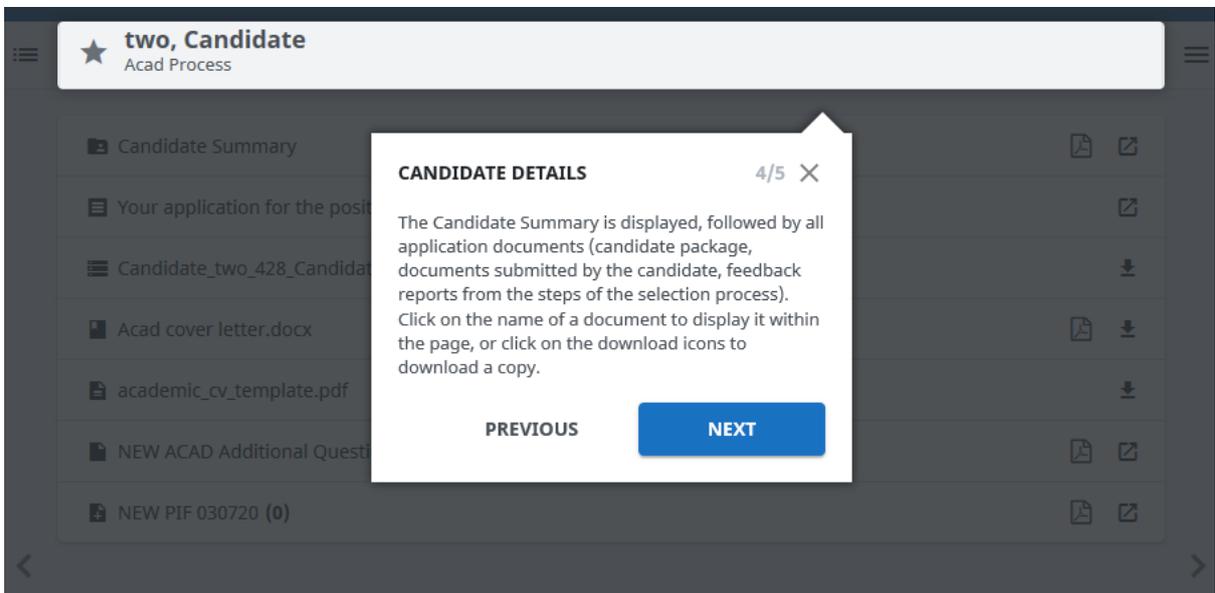
a. Job Details:



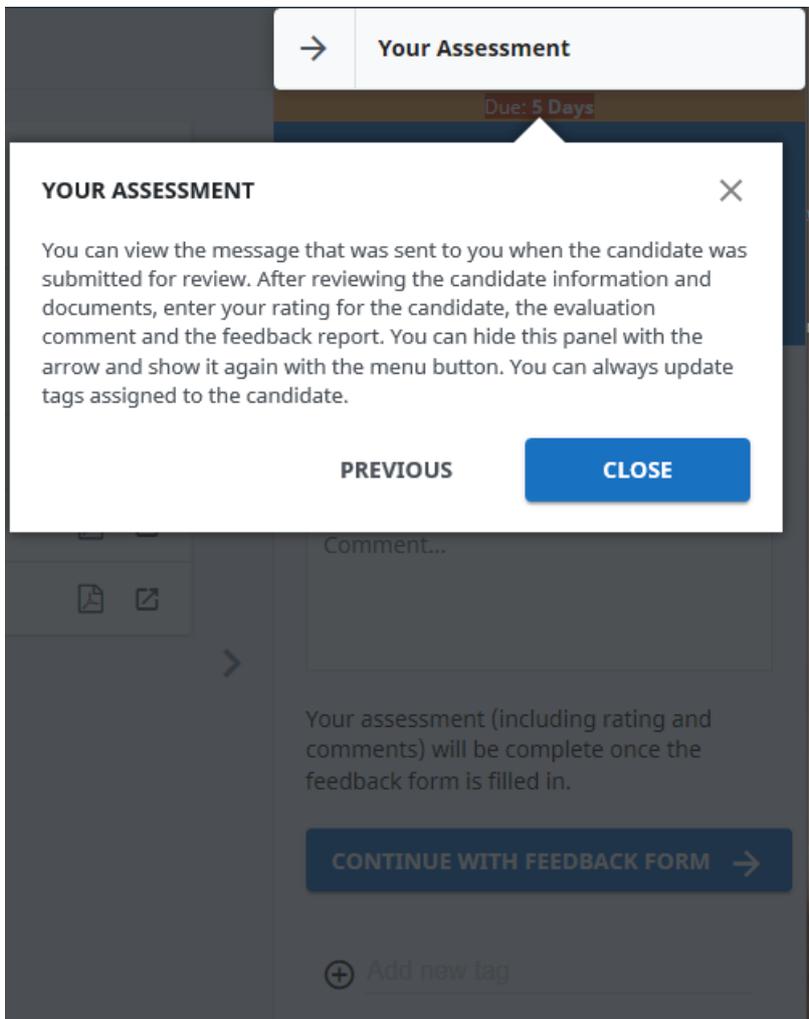
2. List of Candidates:



3. Candidate Details:

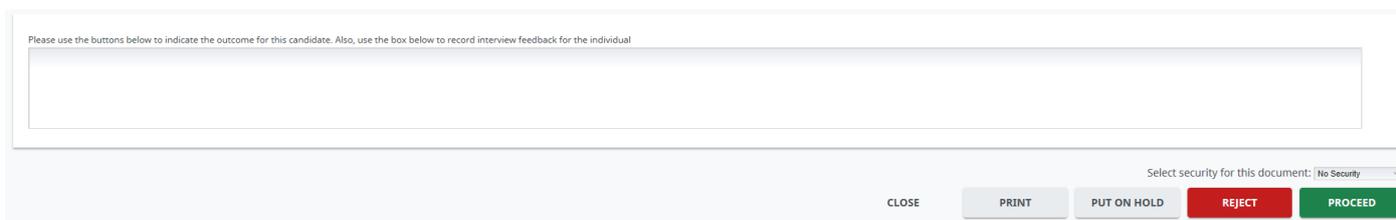


4. Your assessment:

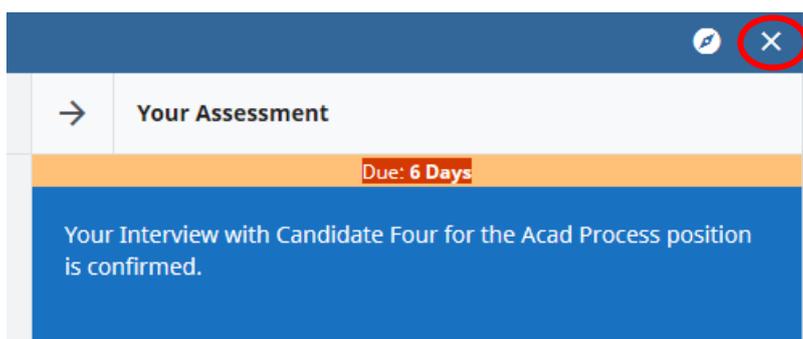


Once you have interviewed the candidate potentially reviewed the documents, click on **Continue feedback** and a new **feedback form** will open.

Please select the desired outcome for the candidate by selecting **Put on hold**, **Reject** or **Proceed**. Please note that you can also add some comments in the feedback box:



Once you have indicated the outcome of the virtual interviews for all the candidates, click on the cross in the top right corner:



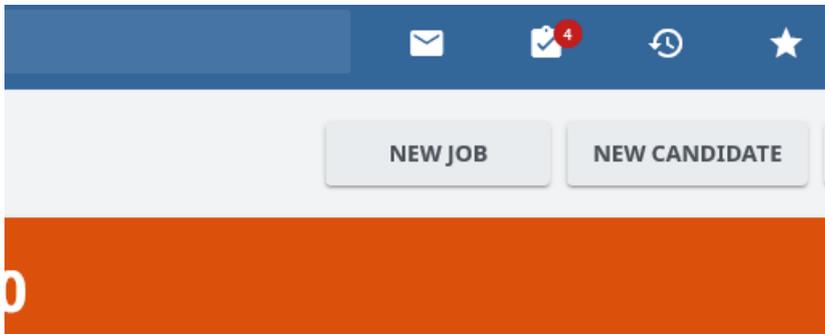
5. Reference Check (Academic roles only)

Once you inform HR of the list of candidates that you wish to interview via the eRecruit system, the references for each candidate will be automatically requested.

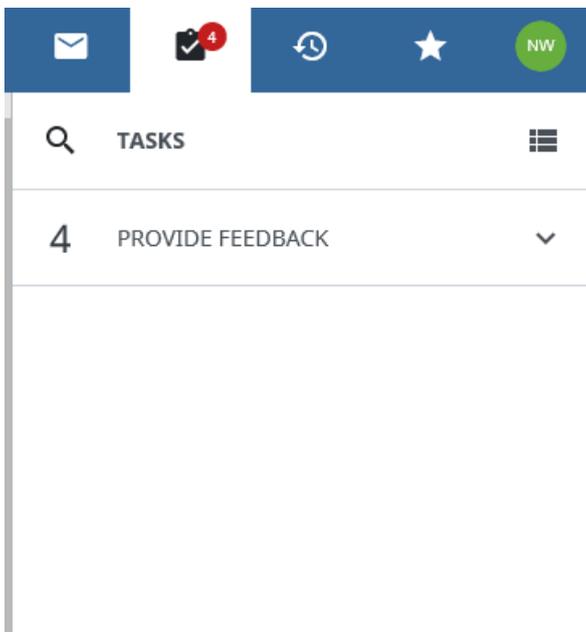
5.1 Accessing the Reference review tool:

5.1.1 Option 1: using the Tasks list

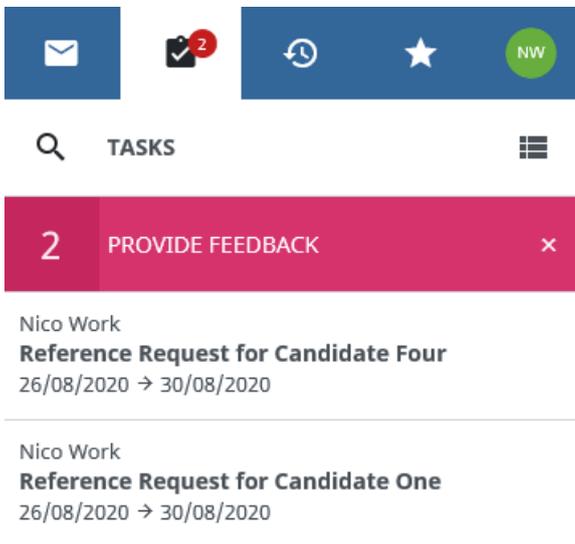
Once logged in eRecruit, look in the top right corner for the small clipboard logo:



This will open a side menu where you can find all tasks assigned to you.

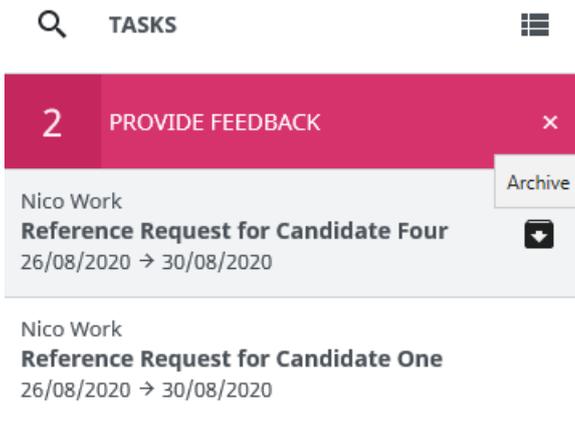


When you click on provide feedback, a list of the references to be reviewed will open:



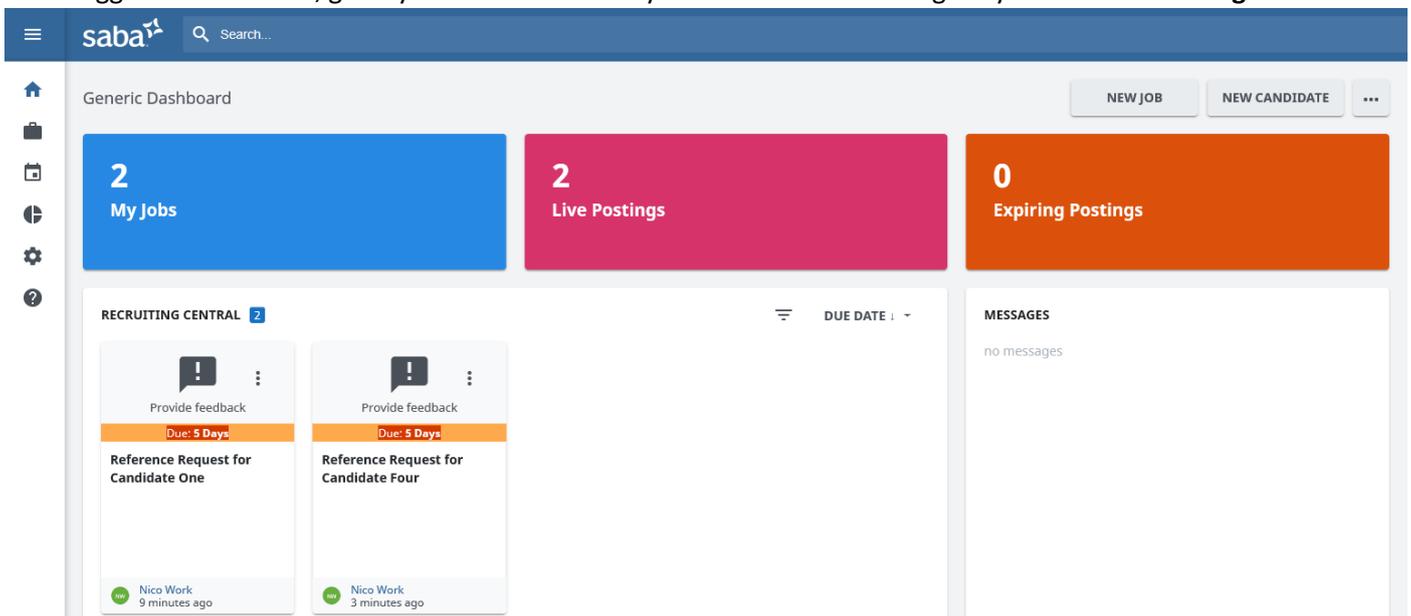
click on the line **Reference Request for “Candidate name”** to open the review tool.

Please note that you should not archive the task. Do not click on the black box on the right as this will archive the task without actioning it:



5.1.2 Option 2: Using Recruiting Central on your dashboard

Once logged into eRecruit, go to your dashboard and you will see tasks waiting for you in the **Recruiting Central**:



Click on one of the boxes with the words **Reference Request for “Candidate name”** to access the Review tool.

5.2 Reviewing the References

You will be able to see how many references have been returned so far at the bottom of the page:

SUBMITTED REVIEWS		
1/3 reviews	RATING ☆☆☆☆☆	SCORE 0
 test test		0
 tes test		
 test test		

On the above example, only one of the three references has been returned so far.

The reference will also be in the list of the candidate’s documents:

★ Four, Candidate Acad Process	
 Candidate Summary	 
 Candidate reference request (0)	 
 Reference_document.docx	 
 Reference Request for Candidate Four	
 Reference Request for Candidate Four	
 Reference Request for Candidate Four	
 Telephone/video interview outcomes (0)	 
 Short-list for Acad Process ACAD100365	
 Application for the position of ACAD100365 Acad process test – telephone/video interview confirm...	
 Shortlisting outcomes (0)	 
 Your application for the position of Acad Process	
 Candidate_Four_435_Candidate_Pack.pdf	
 Acad cover letter.docx	 
 NEW ACAD Additional Questionnaire 2020 (0)	 
 NEW PIF 030720 (0)	 

5.3 Leaving feedback

Once all three references for a candidate have been returned, you need to confirm whether you are happy with the information provided:

SUBMITTED REVIEWS

3/3 reviews		RATING ☆☆☆☆☆	SCORE 0
 test test			0
 tes test			0
 test test			0

click on **Continue with feedback form**:

Your assessment (including rating and comments) will be complete once the feedback form is filled in.

[CONTINUE WITH FEEDBACK FORM →](#)

 Add new tag

Complete the form and once finished click on **Send and Complete**:

Please confirm your assessment of the references received for this candidate.

Reference 1:

- Satisfactory
 Not satisfactory

Please provide your comments on this reference. Please note that comments must be provided if your assessment is that the reference is unsatisfactory

Reference 2:

- Satisfactory
 Not satisfactory

Please provide your comments on this reference. Please note that comments must be provided if your assessment is that the reference is unsatisfactory

Reference 3:

- Satisfactory
 Non Satisfactory

Please provide your comments on this reference. Please note that comments must be provided if your assessment is that the reference is unsatisfactory

Please confirm whether you are content for the offer of employment for this individual to now be confirmed.

- Yes
 No

Please provide your comments if you are not content for the offer of employment to be confirmed; your HR Team will contact you to discuss this further.

Select security for this document: No Security

CLOSE

PRINT

SEND AND COMPLETE

You can now review other candidates still in process by either clicking on their name or via the navigation arrows:

Candidate review

← ★ **Four, Candidate**
Acad Process

Acad Process 1

Four, Candidate
✓ Progressed ☆ ☆ ☆ ☆ ☆

One, Candidate

- 📄 Reference_document.docx 📄 ⬇
- 📄 Candidate reference request (0) 📄 📄
- 📄 Reference_document.docx 📄 ⬇
- 📄 Reference Request for Candidate Four 📄
- 📄 Reference Request for Candidate Four 📄
- 📄 Reference Request for Candidate Four 📄
- 📄 Telephone/video interview outcomes (0) 📄 📄
- 📄 Short-list for Acad Process ACAD100365 📄
- 📄 Application for the position of ACAD100365 Acad process test – telephone/video interview confirm... 📄
- 📄 Shortlisting outcomes (0) 📄 📄
- 📄 Your application for the position of Acad Process 📄
- 📄 Candidate_Four_435_Candidate_Pack.pdf ⬇
- 📄 Acad cover letter.docx 📄 ⬇
- 📄 NEW ACAD Additional Questionnaire 2020 (0) 📄 📄

6. Full interview feedback

Once the interview slots are confirmed by the candidates, you will see a confirmation on both your **Tasks list** and **Recruiting Central** on your **Dashboard**:

saba 📧 🔔 4 🔄 ⭐ NW

Generic Dashboard NEW JOB NEW CANDIDATE ...

2

My Jobs

2

Live Postings

0

Expiring Postings

RECRUITING CENTRAL 4

Provide feedback

Due: 6 Days

Your Interview with Candidate Four for the Acad Process position is confirmed.

Nico Bonnissent 19 minutes ago

Provide feedback

Due: 6 Days

Your Interview with Candidate Three for the Acad Process position is confirmed.

Nico Bonnissent 19 minutes ago

Provide feedback

Due: 6 Days

Your Interview with Candidate two for the Acad Process position is confirmed.

Nico Bonnissent 19 minutes ago

Provide feedback

Due: 6 Days

Your Interview with Candidate One for the Acad Process position is confirmed.

Nico Bonnissent 19 minutes ago

MESSAGES

no messages

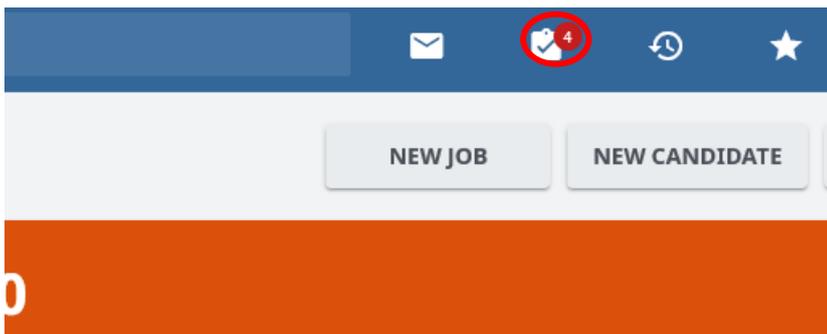
Leave the notifications until the interviews have taken place as you need to interview the candidate before leaving feedback.

6.1 Accessing the feedback form

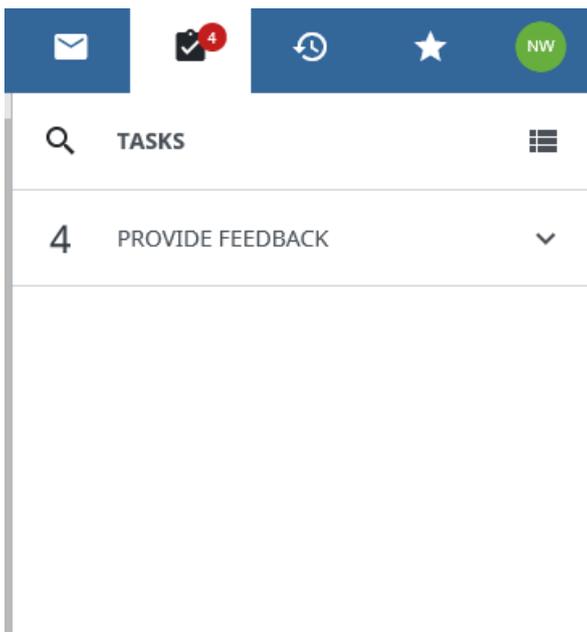
Once the virtual interviews have taken place, you have two options to access the Feedback form to select the outcome of the interviews.

6.1.1 Option 1: using the Tasks list

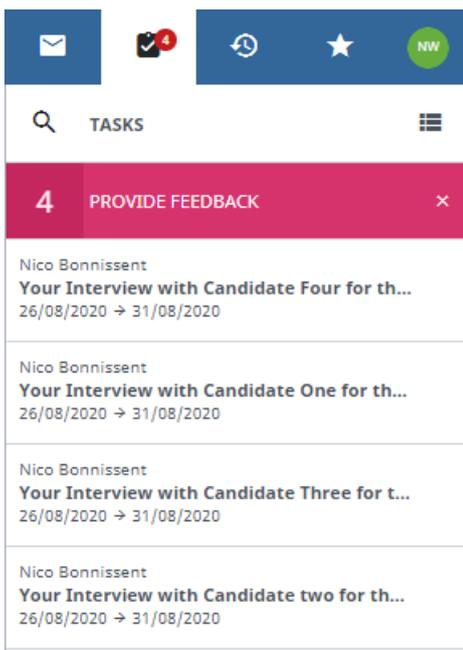
-Once logged into eRecruit, look in the top right corner for the small clipboard logo:



This will open a side menu where you can find all tasks assigned to you.

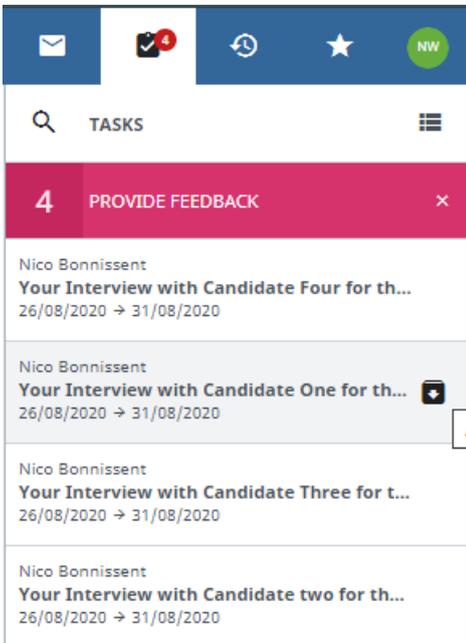


When you click on provide feedback, a list of the candidates to be reviewed will open:



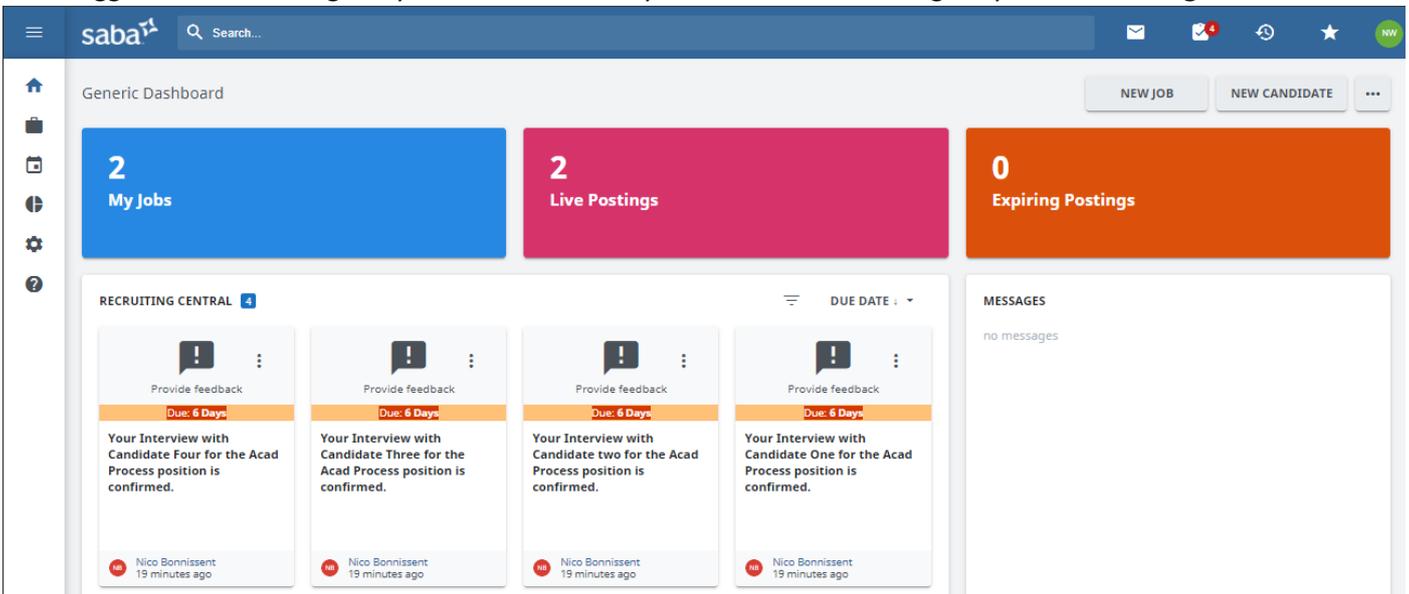
click on the line **Your interview with “Candidate name”** to open the CV review tool.

Please note that you should not archive the task. Do not click on the black box on the right as this will archive the task without actioning it:



6.1.2 Option 2: Using Recruiting Central on your dashboard

Once logged into eRecruit, go to your dashboard and you will see tasks waiting for you in **Recruiting Central**:

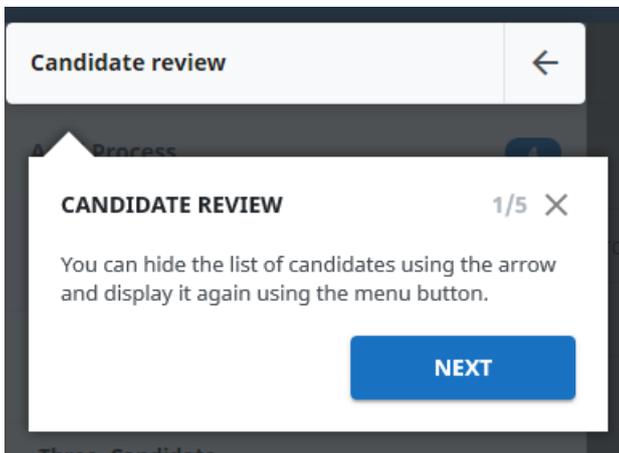


Click on one of the boxes with the words **Your interview with “Candidate Name”** to access the Review tool.

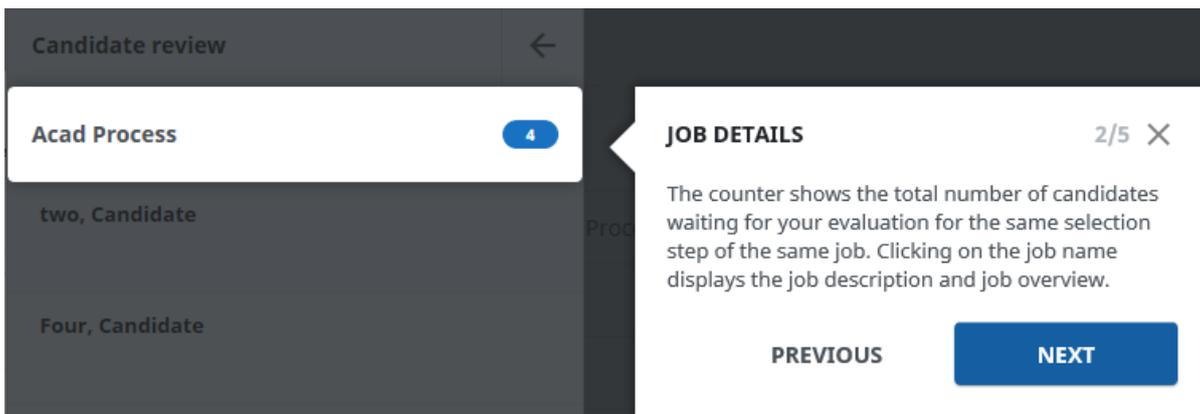
6.2 Review tool

Once in the Review tool you will have few options:

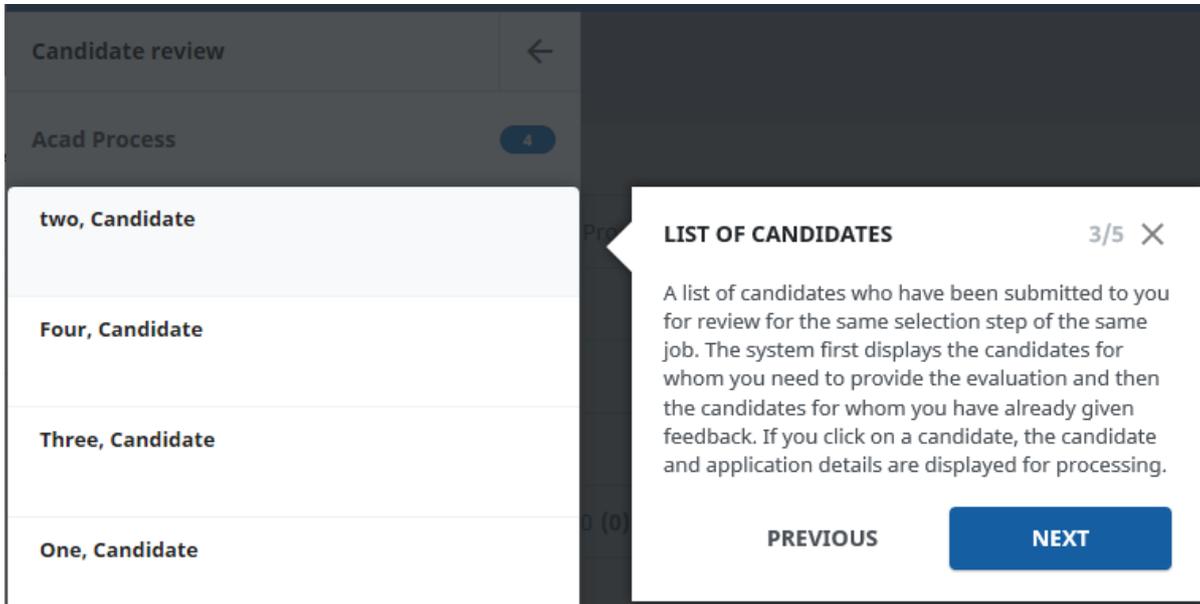
Candidate review:



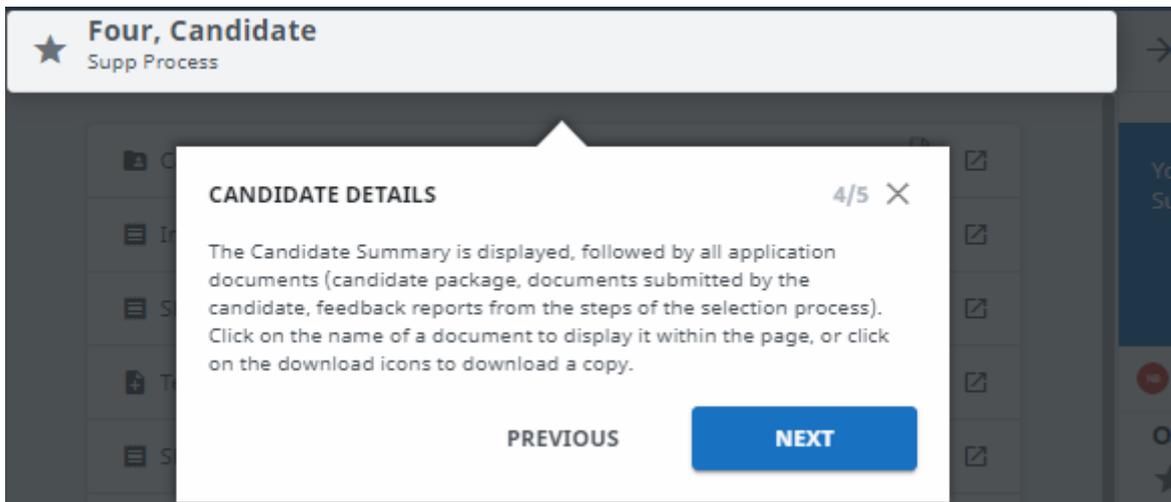
Job Details:



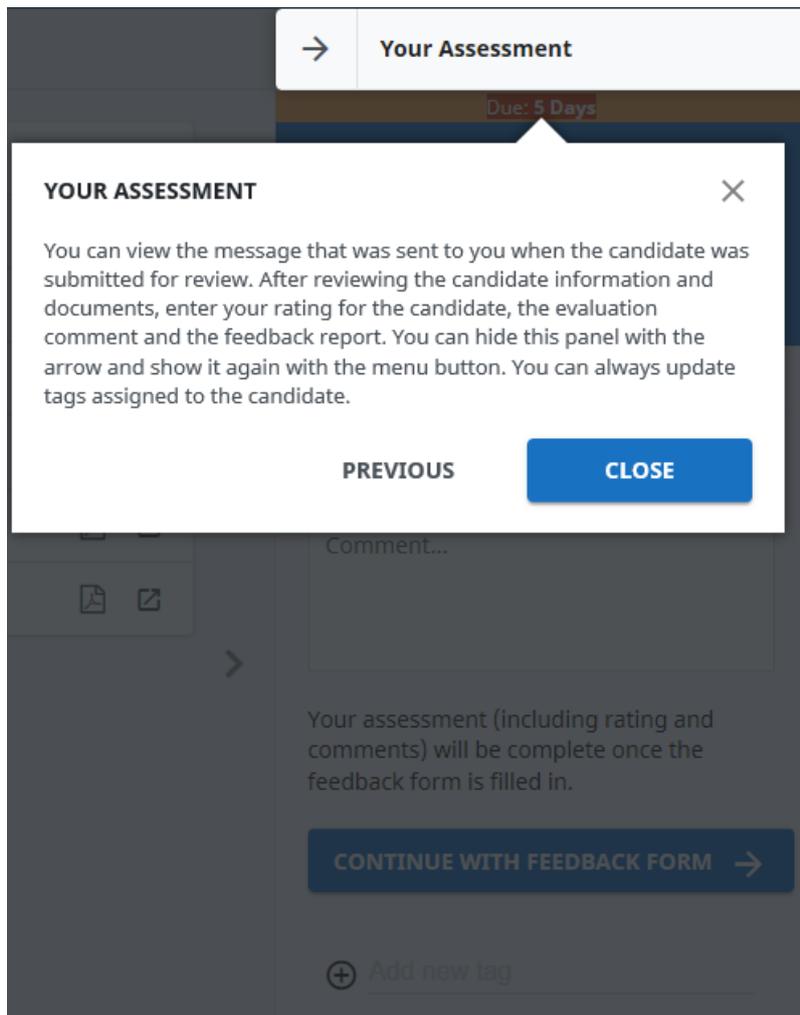
List of Candidates:



5. Candidate Details:



6. Your assessment:



Once you have interviewed the candidate potentially reviewed the documents, click on **Continue feedback** and a new **feedback form** will open.

Select the outcome for the candidate by selecting **Put on hold**, **Reject** or **Proceed**. Please note that you can also add some comments in the feedback box:

Please use the buttons below to indicate the outcome for this candidate. Also, use the box below to record interview feedback for the individual

Select security for this document: No Security

CLOSE PRINT PUT ON HOLD REJECT PROCEED

You can then go on to do the same for the other candidates by clicking on their name or on the arrows:

🔍 ✕
two, Candidate
Acad Process

📄 Candidate Summary	📄 ↗
📄 Your application for the position of Acad Process	↗
📄 Candidate_two_428_Candidate_Pack.pdf	⬇
📄 Acad cover letter.docx	📄 ⬇
📄 academic_cv_template.pdf	⬇
📄 NEW ACAD Additional Questionnaire 2020 (0)	📄 ↗
📄 NEW PIF 030720 (0)	📄 ↗

Once you have recorded the outcome for all the interviewed candidates, click on the cross on the top right corner:

🔍 ✕

Due: 6 Days

→ **Your Assessment**

Your Interview with Candidate Four for the Acad Process position is confirmed.