

## A Manager's Guide to Logging on to the Online Recruiting Centre and General Navigation

Welcome to your upgraded online recruitment system. This is a cloud-based system, which means it can be accessed by users on demand via the Internet. This online recruitment system is now compatible with mobile devices that will now allow you to carry out tasks such as requisition and candidate management. As with all cloud-based systems, this application will be subject to mandatory upgrades and users will be informed of any changes that may affect the user experience.

To access the online recruitment centre, enter the URL into your browser. The URL is <https://eani.taleo.net>

The recommended browser for this application is Google Chrome.

Frequent users may find it beneficial to bookmark this URL to their browser for quick and easy access.

On the User Sign In screen, enter your username and password, and then click the **Sign in** button.

In the event that you have difficulties logging in or have forgotten your password, you can click on this link or contact a system administrator via email.

The email address for system administrators is: [onlinerecruitmentsystemadmin@eani.org.uk](mailto:onlinerecruitmentsystemadmin@eani.org.uk)

### The Welcome Centre

This screen is known as the Welcome Centre, it is a home page that is displayed to users immediately after they log in.

We strongly recommend that users continually keep up to date with News Items as this is where we will post any notifications of system downtime or upgraded functionality.

### The Recruiting Centre

This is a Quick Access panel which provides an alternative "one-click" access to items without having to click through to the Recruiting Centre.

To access the Recruiting Centre click on either of these **Recruiting** buttons.

The Hiring Manager's Recruiting Centre has four channels, **Requisitions, Candidates, Offers and Tasks**.

You can click these tabs to access any information or items that you are named on as the associated Hiring Manager, Hiring Manager Assistant or Panel Member. For example, clicking on the requisition tab will display all your requisitions.

To return to the recruiting centre, click on the recruiting tab on the core navigation bar.

The communications channel can be accessed from the **help** tab. This can be found by clicking on your user name at the top right of the Recruiting Centre. Within this channel you will find helpful information and supporting documents. This channel will continually be updated with relevant information.

You can close the communications channel by closing the tab.

This is a **refresh** button. When pressed, the statistics in the Recruiting Centre will be the most up-to-date. Statistics are also updated immediately after login.

Items listed in the flag column are specific to each user. They represent the items that are new or that have been updated by another user since you last viewed them.

If you ever need to return to the Welcome Centre, click this **icon**  and then click the **Home link**.

#### General Navigation Tips

Where displayed, click on the navigation arrows to move through screens. If you are unsure what the arrows do, hover over these to display the tooltip.

Click the back to requisition list button to return to the previous page.

Do not use the Back and Forward buttons of your internet browser. For security reasons, you may find that the page you are looking for cannot be displayed.

Always log out of the system using the **Log Out** button before closing the browser window which can be located under your user name at the top right of the pane. If you do not do this, you may find a delay in logging in the next time you launch the online recruitment system.