

## Processing Interview Outcomes

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## Processing Interview Outcomes on the Online Recruitment System

After interviews have been conducted, only the 'Summary Interview Score Sheet – Final Order of Merit' form should be uploaded to the requisition. The process for uploading the interview document is the same as that of uploading/attaching documents to a requisition which can be found on page 14.

### Corporate based positions

The following processes for notifying candidates of interview outcomes will be processed by the Corporate Recruiters.

### School based positions

The following processes for notifying candidates of interview outcomes will be processed by the School Hiring Manager (Principal)/Hiring Manager Assistant (nominee).

**Tip:** You can process outcomes one by one or you can process outcomes in bulk so long as the candidates are in the same step/status and moving to the same step/status, e.g. a group of candidates in "Stage 1 Interview/Assessment – Scheduled" and all moving to "Stage 1 Interview/Assessment – Rejected".

Outcomes could be as follows:

- Progress to a further Interview/Assessment
- Progress to Pre-employment checks
- Reject
- Rejected Reserve
- On Hold
- Candidate withdrawn
- Position Withdrawn

Progress successful candidate(s) to Pre-employment checks

Successful candidates must be progressed to the Step '**Pre Employment Checks**' and Status '**To be Checked**' and issued with the relevant correspondence to reflect this outcome.

**Please note this is a business change where it has been decided that it is the responsibility of Hiring Managers to notify candidates that they have been recommended for appointment subject to satisfactory completion of pre-employment checks. Correspondence templates have been added to the system for this process.**

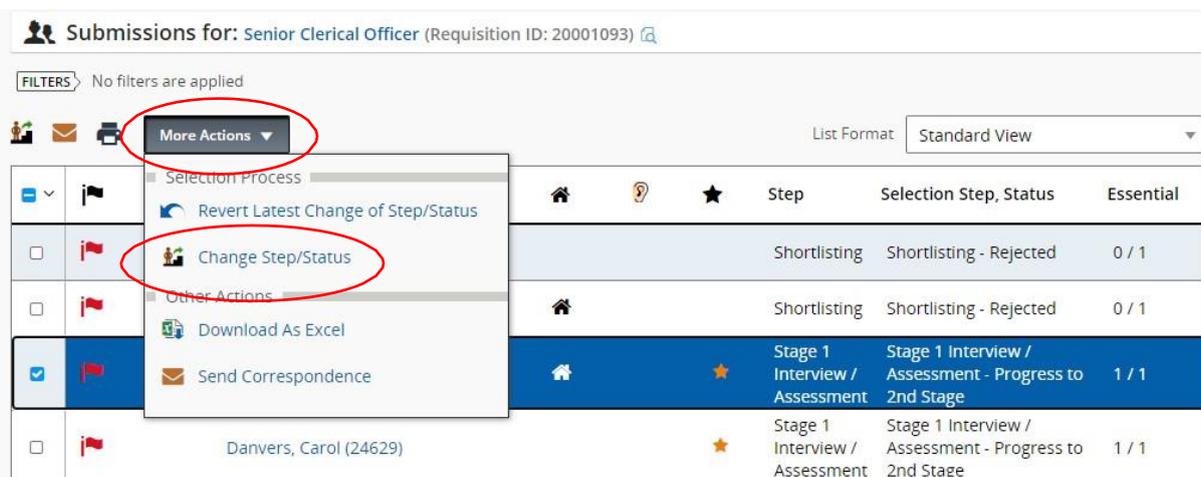
Select the successful candidate(s) to progress to pre-employment checks. The candidate(s) should currently have a Step and Status of either:

- Stage 1 Interview/Assessment –Scheduled
- Stage 2 Interview/Assessment –Scheduled
- Stage 3 Interview/Assessment –Scheduled

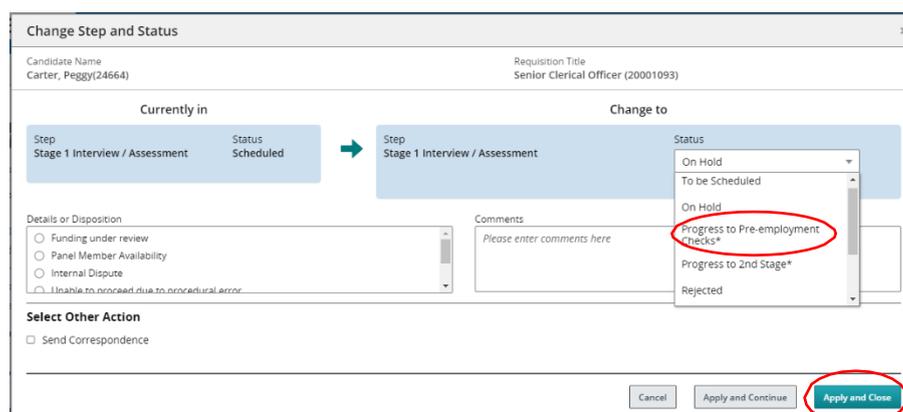
You can progress a candidate from the main candidate list of the requisition or from their job submission page. The steps remain the same but are completed from different screens. From the submission list, click the checkbox next to the candidate(s) you want to progress. Click **More Actions** and select **Change Step/status** from the drop down.

Alternatively, if you are progressing from the candidate submission, simply click **More Actions** and select **Change Step/status** from the drop down.

Should you progress a candidate from their job submission page, you can only progress one candidate at a time as opposed to completing this task for several candidates at once.



The 'Change Step and Status' pop up will be displayed. Under the **Change to** heading, change the new status to **Progress to Pre-employment Checks**:



Click **Apply and Continue**.

Candidate Name  
Carter, Peggy(24664)
Requisition Title  
Senior Clerical Officer (20001093)

**Currently in**

Step  
Stage 1 Interview / Assessment

Status  
Progress to Pre-employment Checks

➔

**Change to**

Step

Stage 2 Interview / Assessment ▼

Stage 1 Interview / Assessment

Stage 2 Interview / Assessment

Pre-employment Checks

Status

To be Scheduled ▼

\* = completes the step

Comments

Please enter comments here

**Select Other Action**

Send Correspondence

Cancel
Apply and Continue
Apply and Close

From this screen, under the Change to heading, change the step to **Progress to Pre-employment Checks**. The status drop down will automatically update to **To be Checked**:

Step

Pre-employment Checks ▼

Status

To be Checked ▼

\* = completes the step

To issue the relevant correspondence. From the **Select Other Action** heading, click on **Send correspondence**. Different templates will be available depending on the status that your candidate has reached. Click **Apply and Proceed to next action** button.

The 'Send Correspondence' pop up will appear. The process for issuing correspondence is the same process that you would have followed for issuing shortlisting and interview correspondence.

On the Send Correspondence pop up, ensure the send message by Email and write a message from template options are selected. Click **Next**.

The 'Template Selector' pop up will appear. Click on the relevant **Pre-employment** letter template you wish to use, you will notice that this will be highlighted in a dark shade of blue.

Send Correspondence - Select Template

Hide Template List

Filters ▼

Showing Templates (12)

PEC's Holding Letter - Non School Based - HQ

Code: EA\_PECs  
HOLDING LETTER - NON SCHOOL BASED - HQ  
4 paragraphs  
Intended for: All candidates  
Language: English

PEC's Holding Letter - School Based Non Teach

Code: EA\_PECs  
HOLDING LETTER - SCHOOL BASED NT  
4 paragraphs  
Intended for: All candidates  
Language: English

PEC's Holding Letter - School Based Teaching

Code: EA\_PECs  
HOLDING LETTER - SCHOOL BASED TEACH  
4 paragraphs  
Intended for: All candidates  
Language: English

PECS Letter - Non Teaching - Covid 19

Code: PECS - NON TEACHING - COVID\_19  
9 paragraphs

**PEC's Holding Letter - Non School Based - HQ** Paragraphs Preview

(Other Company Logos)

PEC's - Holding Letter - Non School Based Set Sequence 1

Dear (Candidate FirstName)

Congratulations. We are delighted to advise you that you have been recommended for appointment to the post of (Requisition Job Title).

This recommendation will be subject to the receipt of satisfactory completion of pre-employment checks (if required).

We will issue further correspondence in due course to commence any necessary pre employment checks.

Pre-employment Checking Service Signature Set Sequence 2

Yours sincerely,

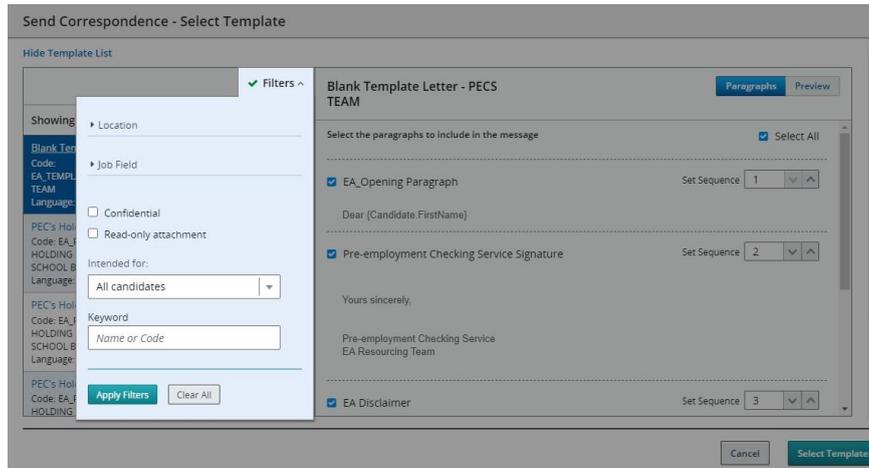
Cancel
Select Template

Page 5  
Version 1.4  
April 2024

You will be now able to preview the template paragraphs to ensure that you are selecting the correct template. Text in **curly brackets** will be populated in the actual correspondence received by the candidate.

All paragraphs are selected by default; however, you can remove paragraphs from your correspondence if they are not required by clicking the checkbox next to the paragraph title.

You can use the filters to assist you with your search.



Click the **select template** button to continue.

Preview the correspondence. If you would like to make any amendments to the content of the letter, click on the **Edit Message** button at the top of the pop up.

Click **Apply and Close**.

The following message will appear;



You will notice that the Selection Step/Status on the main candidate submission has been updated for your selected candidate;



It is extremely important that successful candidates are progressed to the Step '**Pre Employment Checks**' and Status '**To be Checked**' and that they are not progressed any further than the status '**To be Checked**' as this will cause a delay in the processing of relevant pre-employment checks.

**Moving candidates status beyond 'To be Checked' will result in the pre-employment team not having visibility of actions required.**

To view the correspondence that you have just sent, click on the candidate name to access their profile and select the **History** tab.

The candidate history has been logged. Click on the blue hyperlink under the **Details/Comments** column to view correspondence received by the candidate.

You will notice that the fields previously in curly brackets were populated in the correspondence received by the candidate.

## Rejecting a candidate after Interview

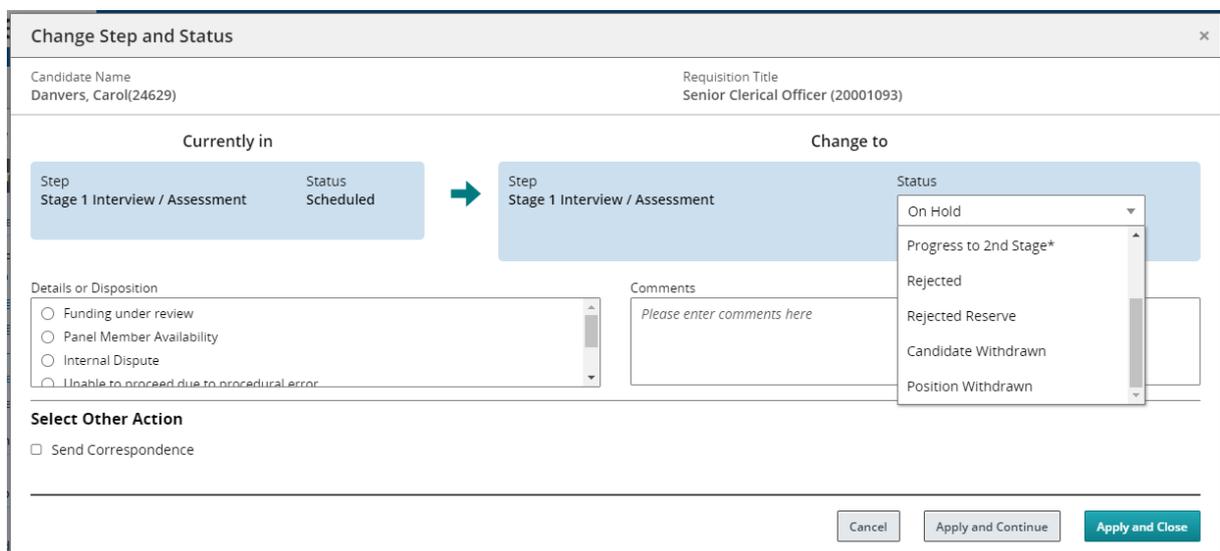
You can reject a candidate from within their job submission page or from the main candidate list of the requisition. The steps remain the same but are completed from different screens.

To progress a candidate from the job submission page, click **More Actions** at the top of the job submission, from the drop down menu, click on **Change Step/status**. Should you progress a candidate from their job submission page, you can only progress one candidate at a time as opposed to completing this task for several candidates at once.

Alternatively, you can select multiple candidates at once if you are moving them to the same step, for example, sending **unsuccessful following interview** letters. You can perform this action by selecting the name of the candidates from the main candidate list.

Click **More Actions**, from the drop down menu, click on **Change Step/status**:

The 'Change Step and Status' pop up will be displayed. Under the **Change to** heading, change the new status to rejected from the drop down menu:



Add comments if necessary.

Under **Details or Disposition**, using the radio buttons, select the appropriate reason. These will vary depending on the status selected.

Under **Select Other Action**, tick the checkbox to **Send Correspondence**.

Details or Disposition

- Failed testing: Failed driving test
- Failed testing: Failed in-tray exercise
- Failed testing: Failed assessment centre
- Did not attend interview

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**Select Other Action**

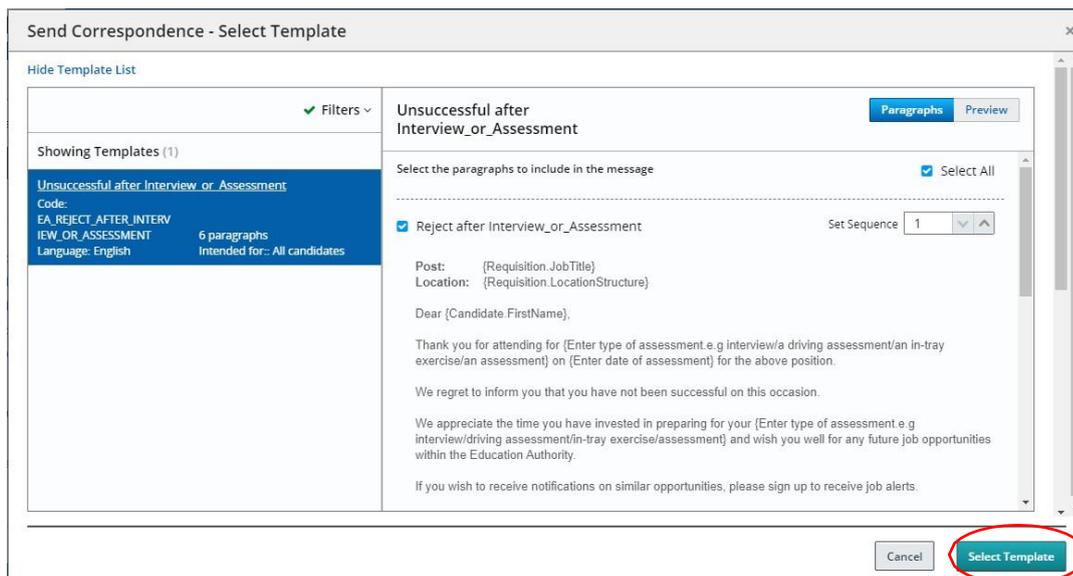
Send Correspondence

Click **Apply and Proceed to Next Action**.

The 'Send Correspondence' pop up will appear. The process for issuing correspondence is the same process that you would have followed for issuing shortlisting and interview correspondence.

On the Send Correspondence pop up, ensure the send message by Email and write a message from template options are selected. Click **Next**.

The 'Template Selector' pop up will appear. Click on the relevant letter template you wish to use, you will notice that this will be highlighted in a dark shade of blue.



Send Correspondence - Select Template

Hide Template List

Filters

Showing Templates (1)

**Unsuccessful after Interview\_or\_Assessment**

Code: EA\_REJECT\_AFTER\_INTERV  
IEW\_OR\_ASSESSMENT  
Language: English  
6 paragraphs  
Intended for: All candidates

Unsuccessful after Interview\_or\_Assessment

Paragraphs Preview

Select the paragraphs to include in the message  Select All

Reject after Interview\_or\_Assessment Set Sequence 1

Post: {Requisition.JobTitle}  
Location: {Requisition.LocationStructure}

Dear {Candidate.FirstName},

Thank you for attending for {Enter type of assessment e.g interview/a driving assessment/an in-tray exercise/an assessment} on {Enter date of assessment} for the above position.

We regret to inform you that you have not been successful on this occasion.

We appreciate the time you have invested in preparing for your {Enter type of assessment e.g interview/driving assessment/in-tray exercise/assessment} and wish you well for any future job opportunities within the Education Authority.

If you wish to receive notifications on similar opportunities, please sign up to receive job alerts.

Cancel **Select Template**

You will be now able to preview the template paragraphs to ensure that you are selecting the correct template. Text in **curly brackets** will be populated in the actual correspondence received by the candidate.

All paragraphs are selected by default; however, you can remove paragraphs from your correspondence if they are not required by clicking the checkbox next to the paragraph title.

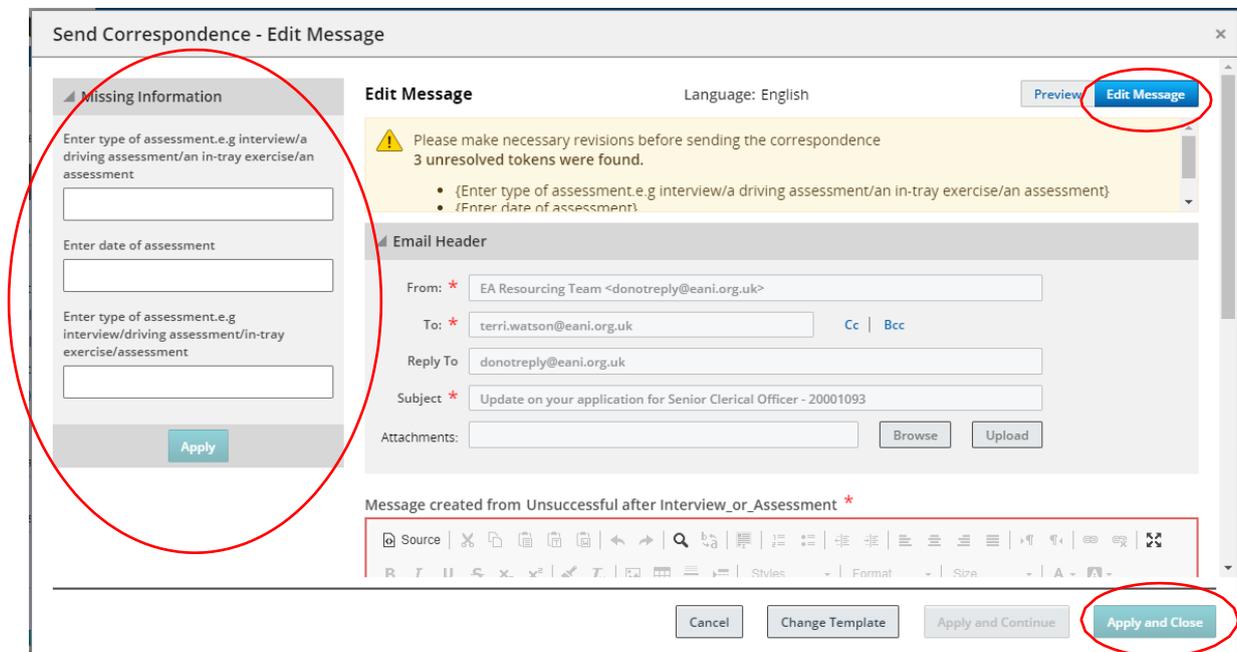
You can use the filters to assist you with your search.

Click the **Select Template** button to continue.

Enter any relevant missing information required to populate on the letter and click **Apply**.

When the missing information has been resolved. You will now be able to preview your letter. Text in curly brackets will now be populated in the correspondence received by the candidate.

If you would like to make any amendments to the content of the letter, click on the **Edit Message** button at the top of the pop up.



Click **Apply and Close**.

The following message will appear and you will be returned to the candidate submission list;



You will notice that the Selection Step/Status on the main candidate submission has been updated for your selected candidate;



To view the correspondence that you have just sent, click on the candidate name to access their profile and select the **History** tab.

The candidate history has been logged. Click on the blue hyperlink under the **Details/Comments** column to view correspondence received by the candidate.

You will notice that the fields previously in curly brackets were populated in the correspondence received by the candidate.

When you are finished, click the **Close** button.

## Rejected Reserve

Use the Rejected Reserve status for candidates that you are placing on a reserve list.

To do this, select the relevant candidate(s), click **More Actions** and select **Change Step/status** from the drop down.

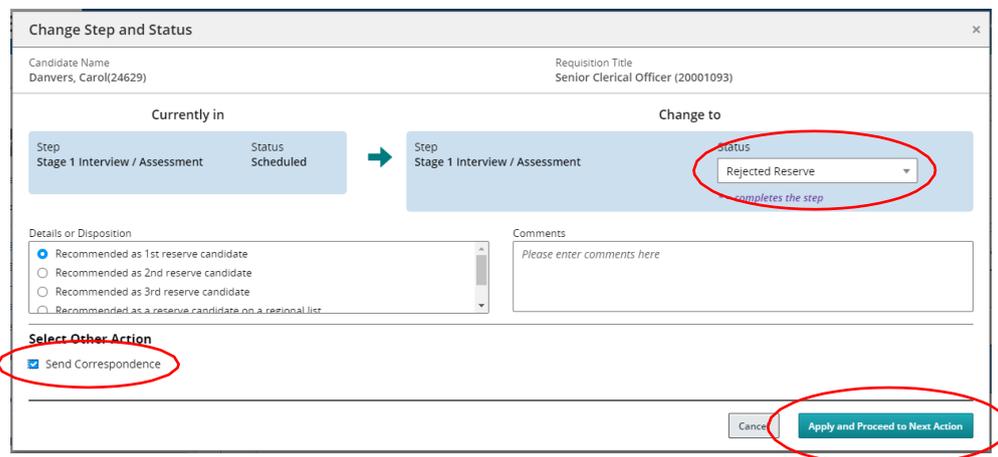
The 'Change Step and Status' pop up will be displayed. Under the **Change to** heading, change the new status to **Rejected Reserve** from the drop down menu:

Add comments if necessary.

Under **Details or Disposition**, using the radio buttons, select the appropriate reserve position.

Under **Select Other Action**, tick the checkbox to **Send Correspondence**.

Click **Apply and Proceed to Next Action**.



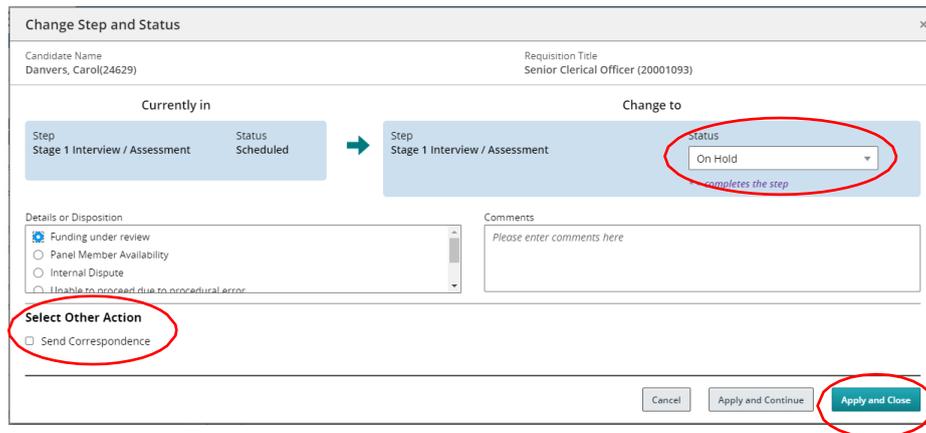
Follow the steps outlined above to issue out relevant correspondence to your candidate(s).

## Placing a candidate on Hold

You may on occasion, need to place candidates on hold. This is useful to reflect and explain any delays within the recruitment process.

To do this, select the relevant candidate(s), click **More Actions** and select **Change Step/status** from the drop down.

The 'Change Step and Status' pop up will be displayed. Under the **Change to** heading, change the new status to **On Hold** from the drop down menu:



Add comments if necessary.

Under **Details or Disposition**, using the radio buttons, select the appropriate reason.

Click **Apply and Close**.

Alternatively, if you have opted to update your candidates. Under **Select Other Action**, tick the checkbox to **Send Correspondence**. Click **Apply and Proceed to Next Action**.

Follow the steps outlined above to issue out relevant correspondence to your candidate (s).

## Candidate Withdrawn

Although candidates can withdraw from a recruitment process by logging on to their account, sometimes candidates may contact you, the recruiter, directly to advise you that they are withdrawing from the recruitment process.

To action this, select the relevant candidate(s), click **More Actions** and select **Change Step/status** from the drop down.

The 'Change Step and Status' pop up will be displayed. Under the **Change to** heading, change the new status to **Candidate Withdrawn** from the drop down menu:

Add comments if necessary.

Under **Details or Disposition**, using the radio buttons, select the appropriate reserve position.

Click **Apply Close**.

×
**Change Step and Status**

Candidate Name  
Danvers, Carol(24629)

Requisition Title  
Senior Clerical Officer (20001093)

Currently in

Step  
Stage 1 Interview / Assessment

Status  
Scheduled

➔

Change to

Step  
Stage 1 Interview / Assessment

Status  
Candidate Withdrawn

\* = completes the step

Details or Disposition

- No reason given
- Personal reasons given
- Accepted counter-offer from current employer
- Accepted offer from another employer

Comments

Please enter comments here

**Select Other Action**

Send Correspondence

Cancel
Apply and Continue
Apply and Close

Alternatively, if you have opted to update your candidates. Under **Select Other Action**, tick the checkbox to **Send Correspondence**. Click **Apply and Proceed to Next Action**.

Follow the steps outlined above to issue out relevant correspondence to your candidate(s).

## Position Withdrawn

If you ever need to withdraw a position during the recruitment process, you can do so by placing candidates into this status.

To action this, select the relevant candidate(s), click **More Actions** and select **Change Step/status** from the drop down.

The 'Change Step and Status' pop up will be displayed. Under the **Change to** heading, change the new status to **Position Withdrawn** from the drop down menu:

Add comments if necessary.

Under **Details or Disposition**, using the radio buttons, select the appropriate reserve position.

Under **Select Other Action**, tick the checkbox to **Send Correspondence**.

Click **Apply and Close**.

**Change Step and Status** ✕

Candidate Name  
Danvers, Carol(24629)

Requisition Title  
Senior Clerical Officer (20001093)

**Currently in**

Step  
Stage 1 Interview / Assessment

Status  
Scheduled

➔

**Change to**

Step  
Stage 1 Interview / Assessment

Status  

Position Withdrawn
▼

\* = completes the step

Details or Disposition

- Review of staffing
- Funding under review
- Advertised incorrectly
- Advertised in error

Comments

Please enter comments here

**Select Other Action**

Send Correspondence

Cancel

Apply and Continue

Apply and Close

Alternatively, if you have opted to update your candidates. Under **Select Other Action**, tick the checkbox to **Send Correspondence**. Click **Apply and Proceed to Next Action**.

Follow the steps outlined above to issue out relevant correspondence to your candidate(s).

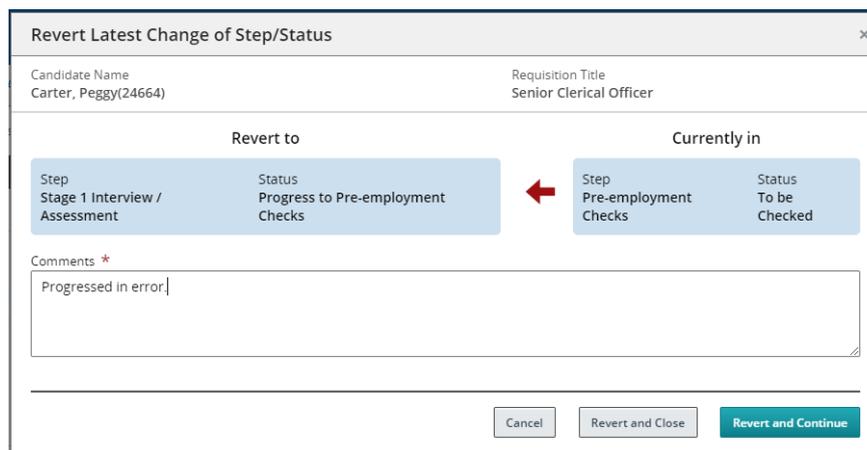
## Reverting a Step

If you have accidentally moved a candidate to the wrong Step or Status, you will want to revert this action. To do this, select the candidate that has been moved in error, click **More Actions** and select the **Revert latest change to step/status** from the drop down menu:



		More Actions	List Format	Standard View
<input type="checkbox"/>	Candidate	Step	Selection Step, Status	
<input type="checkbox"/>	Brody, Martin (24644)	Shortlisting	Shortlisting - Rejected	
<input type="checkbox"/>	Pond, Amy (24662)	Shortlisting	Shortlisting - Rejected	
<input type="checkbox"/>	Danvers, Carol (24629)	Stage 1 Interview / Assessment	Stage 1 Interview / Assessment - Scheduled	
<input checked="" type="checkbox"/>	Carter, Peggy (24664)	Pre-employment Checks	Pre-employment Checks - To be Checked	

The 'Revert the latest change of step/status' pop up appears:



**Revert Latest Change of Step/Status** [X]

Candidate Name: Carter, Peggy(24664)      Requisition Title: Senior Clerical Officer

Revert to	←	Currently in
Step: Stage 1 Interview / Assessment		Step: Pre-employment Checks
Status: Progress to Pre-employment Checks		Status: To be Checked

Comments \*

Provide a reason for reverting the action in the comments box and click **Revert and Close**. If you need to revert a candidate by more than one Step/Status at a time, click **Revert and Continue** instead.

If you click **Revert and Continue** and there is a further Step/Status to revert, the system will now display this in the pop up. Follow the same process of providing relevant details in the comments box and click either of the Revert buttons.

If you have clicked **Revert and Continue** in error instead of **Revert and Close**, simply click the **Cancel** button to leave the pop up and no further action will be taken.

**Tip:** If you have reverted a step/status that originally issued correspondence to a candidate, you may need to take corrective action.

For example, If you moved a candidate to '**Rejected**' in error and have issued correspondence to the candidate informing them of this, you will need to follow up with the candidate and advise them of the error.

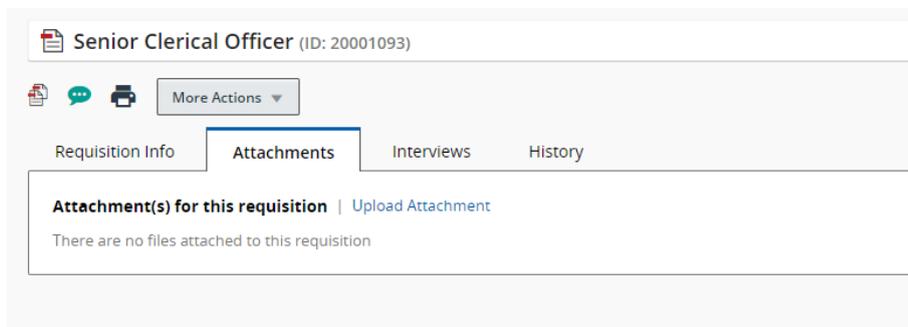
## Key point

It is recommended that all candidate correspondence is issued via the online recruitment system and not from users work or personal email address so that it can be tracked in the History tab and can be accessed or relied on at a later date if necessary.

## Uploading Interview documents to a Requisition

The process for uploading interview document is the same as that of uploading any documents to a requisition. In fact, they are all added, stored and viewable under the same tab.

You will need to have the document(s) you wish to upload either scanned or saved to your computer. From the Recruiting Centre, click the Requisitions channel. Locate the relevant requisition and click onto the requisition title to open it. Click on the **Attachments** tab. The following screen will be displayed:



**NB:** You can have a maximum of 10 attachments to a requisition. An attachment may have more than one page however; an attachment must not exceed the allocated limit of 1,024 kilobytes.

Click the **Upload Attachments** link to search for the document you would like to upload. The upload Attachment pop up is displayed. Click the **Browse** button to locate the document.



When you have located the document, click on it and click **Open**.

The **file name** field will now be populated with the title of the document you have selected. Click the **upload** button to add the document as an attachment to your requisition.

Senior Clerical Officer (ID: 20001093)

More Actions All Candidates 5

Requisition Info **Attachments(1)** Interviews History

Attachment(s) for this requisition | [Upload Attachment](#)

File Name	Attached by	Size	Date
<a href="#">Interview Documentation.docx</a>   	Hiring Manager (Hiring Manager)	11 KB	31-Jul-2020

**NB:** If you have uploaded a document in error, click on the bin icon next to the file name to delete

**NB:** To review the document you have uploaded, click on the document file name which is displayed in blue.

**Tip:** If you are attaching interview documents, it is recommended that you PDF these documents so that they cannot be amended after upload. You should also title them with a relevant name so that the contents can be easily identified.

For posts recruited within Corporate, please email the Recruiter/Recruiter Assistant to advise that the interview document(s) have been attached. This will enable your recruiter to issue the interview outcomes correspondence ).

Posts recruited via schools do not need to email their Recruiter/Recruiter Assistant to advise that interview documents have been attached as it is the schools responsibility to issue the relevant interview outcomes correspondence.

### Viewing attachments on a Requisition

You can view interview documents, and any documents that have been added to a requisition, by following a similar process to that of uploading attachments:

- Log on to the Recruiting Centre
- Click the Requisitions channel
- Locate the relevant requisition for which you would like to view the attachments
- Click onto the requisition title to open it
- Click on the **Attachments** tab
- All attachments are listed under the 'File Name' column of the page
- Click on the document to open and review the content