

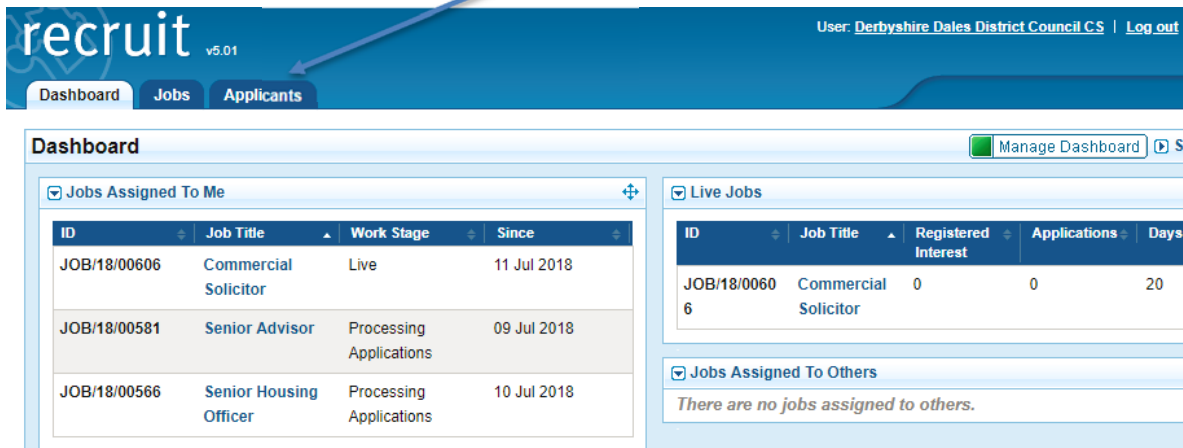
Recruit System Guidance

Viewing applicant details and sharing application forms with other interview panel members

Your job has been advertised on the Jobs Derbyshire website and all job applications received (online and offline) can be viewed online by logging into Recruit.

To view these log into Recruit <https://derbyshire.recruitsaas.com/Dashboard.aspx>, with your username and password.

The dashboard will then display. Go to the Applicants tab and then click on the Applicants Dashboard.



recruit v5.01 User: [Derbyshire Dales District Council CS](#) | [Log out](#)

Dashboard **Jobs** Applicants

Dashboard Manage Dashboard

Jobs Assigned To Me

ID	Job Title	Work Stage	Since
JOB/18/00606	Commercial Solicitor	Live	11 Jul 2018
JOB/18/00581	Senior Advisor	Processing Applications	09 Jul 2018
JOB/18/00566	Senior Housing Officer	Processing Applications	10 Jul 2018

Live Jobs

ID	Job Title	Registered Interest	Applications	Days
JOB/18/00606	Commercial Solicitor	0	0	20

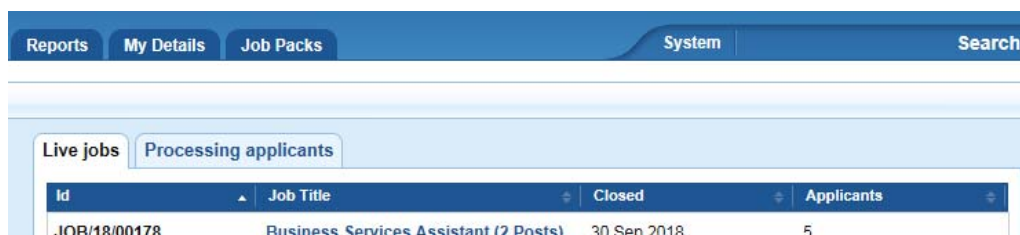
Jobs Assigned To Others

There are no jobs assigned to others.

Once in the Applicants Dashboard you need to select the Processing Applicants tab. Any jobs for your school or establishment where the closing date has past will then display.

Please be aware that until you receive an email informing you that the job is ready to shortlist all offline applications may not have been added to the system.

If the closing date has not passed and you would like to view job applications already submitted you can so in the same way using the Live jobs tab.



Reports My Details Job Packs **System** Search

Live jobs **Processing applicants**

Id	Job Title	Closed	Applicants
JOB/18/00178	Business Services Assistant (2 Posts)	30 Sep 2018	5

Click on the advert title in the job title column and the job's basic details display in the left-hand column and all applicants are listed under the heading 'Ready to Shortlist'.

The screenshot shows a job title section with the following elements:

- Job Title:** Student Support Technician - Library
- Ready to Shortlist:** 2. Ready to Shortlist (10)
- Applicant:** A button labeled 'Applicant' is visible below the shortlist count.

The list of applicants display with the following column headings

The screenshot shows the header row of an applicant list table with the following columns:

Applicant	Disability	Source	Date moved to stage	Score
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The 'Source' column indicates if the applicant applied online, offline, or if they applied offline and have provided an email address.

To view an applicant's full details and access their application form click on their name. You can view online applications by clicking on the view application form button.

[View application form](#)

If the applicant is offline you will find their application form in the attachments tab.

The screenshot shows a navigation bar with the following tabs:

- Applicant
- Contact applicant
- Diary slots
- Applicant offers
- Applicant history
- Checks
- Attachments

Sharing Application form with Interview Panel Members

Application forms for online applications can be shared easily and securely with other interview panel members. Although interview panel members will view online applications in Recruit they will not require system access setting up to do so. To share the forms the process below should be followed:

- In the left hand column click on Send application PDF forms.

Applicants dashbo

Applicants for Student Support Technician - Library

Job Title
[Student Support Technician - Library](#)

Vacancy Number
JOB/18/00018

Department
Schools and Academies

Created by
Rebecca Astles

Total applicants
10

Rejected
0 (0.00%)

[Send application PDF forms](#)
[Download application PDF forms](#)

- Type in the email address of the person who requires the forms then tick to merge all into one PDF or to recreate PDF documents separately. This need to be done separately for each person requiring the forms.

•

Email *

This field is required.

Merge all applications to one PDF document

Recreate PDF documents

- Click send.

The panel member will receive 2 emails. One with a link to the application forms, and another with a password to enter into the link for access. The person can

access the application forms for the job, can view them and save them but will have no other system access. The link is only active for 3 weeks.

Offline forms are saved in the attachment tab of the individual applicant. The forms can be viewed, printed or saved. As this contains personal data please adhere to your school or establishment's policy on personal data when deciding the method of sharing the offline application forms.

The screenshot shows a web application interface for a user named 'Jacquie Roddis'. The interface is divided into several sections:

- Header:** 'Jacquie Roddis' on the left and 'Show Notes' on the right.
- Navigation Tabs:** 'Applicant', 'Contact applicant', 'Diary slots', 'Applicant offers', 'Applicant history', 'Checks', and 'Attachments'.
- Job details (left sidebar):**
 - Job Title: [Year 1 Class Teacher](#)
 - Vacancy Number: JOB/18/00009
 - Department: Schools and Academies
 - Created by: (blank)
- Attachments (main content area):**
 - 'New attachment' section with a green '+ Add' button.
 - 'File name' section with a dropdown menu showing 'Applicaation form -Jacquie Roddis' and icons for print and save.
 - 'Job Description' section.
 - 'Person Specification' section.

Please be aware that the job will be closed on the system and no longer be available 3 months after the closing date has passed.