DERBYSHIRE County Council

Job advertising and applicant processing

Recruit system Guidance for schools

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

To view the applications, log into Recruit (derbyshire.recruitsaas.com) with your username and password.

Please refer to instructions in your 'welcome email' on how to set your password and login

- When logged into Recruit, the User workflow area is shown by default, and the Recruit menu shows on the left.
- The top right question mark icon can be used to find the user guidance.
- The user workflow area contains lists of jobs at stage Live, assigned to you, or assigned to others.
- To change the lists of jobs that show in the User workflow area, click on the 'Manage dashboard' button and select or deselect from the options available.


View Applications for a job that has finished advertising

- From the **Recruit menu**, click on the Applications option, Applicants dashboard, then click on the Processing Applicants tab to select it.
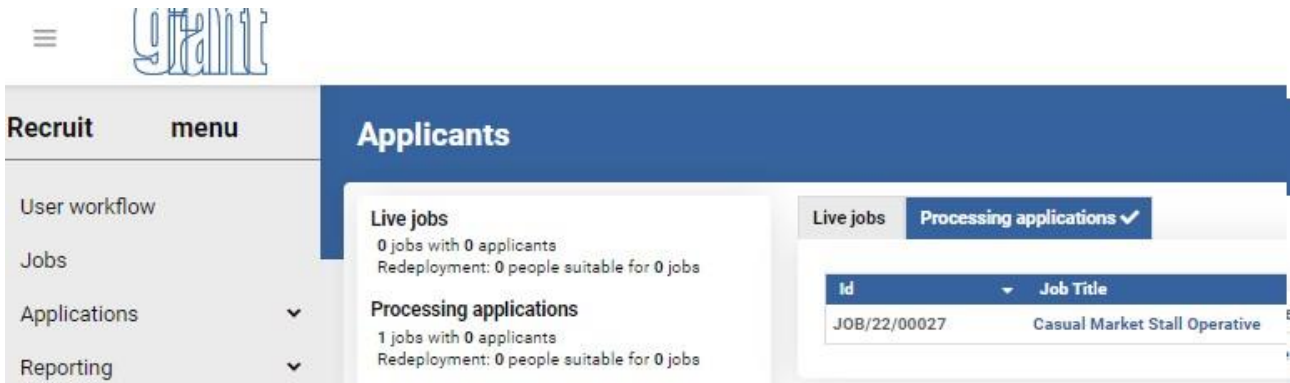
Note that applicants can also be viewed if a job is still being advertised – by clicking on the Live Jobs tab.

A list of jobs that have finished advertising shows, along with columns 'Applicants' and 'New applicants' (number of applicants at stage 1. Application Received)
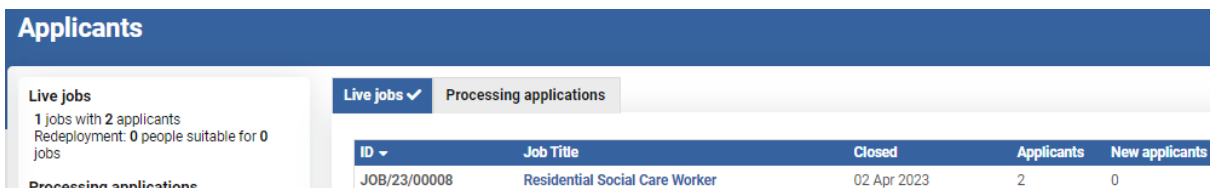
- Click on a job title. The applicants for that job are shown in a list, grouped by the stage that they are at:

When an application is first submitted, the application is at stage 1. Application Received.

The stage is updated to stage 2. Ready to Shortlist when offline applications have been added. Once applicants are at this stage, an email is sent, informing you that the job vacancy is ready for shortlisting.
If you haven't received an email informing you that the job is ready to shortlist, all offline applications may not have been added.

2

Some details can be viewed from the list of applicant records, for example, if the applicant indicates that they have a disability, then a 'Yes' can be seen in the Disability column. The 'Source' column indicates if the applicant has applied Online, Offline, or 'Offline with email' – they have provided an email address.

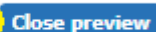Applicants are listed under the grouping '2. Ready to Shortlist'.

Viewing Online Application forms

To view the application form for an applicant that shows a Source of 'Online', click on the applicant name to open the applicant record.

Then click on the View application from button

.
- This opens the details in a web browser.
- The details can be saved in PDF format - for example by selecting 'Print'

- And from your pc printer options available, select an appropriate option, such a 'Cute pdf' or 'Microsoft print to PDF'.
- After viewing, close the web browser session, click on the red x in Recruit to close down the applicant record, and return to the list of applicants for the job.

Viewing Offline Application forms

To view the application form for an applicant that shows a Source of 'Offline', click on the applicant name to open the applicant record.
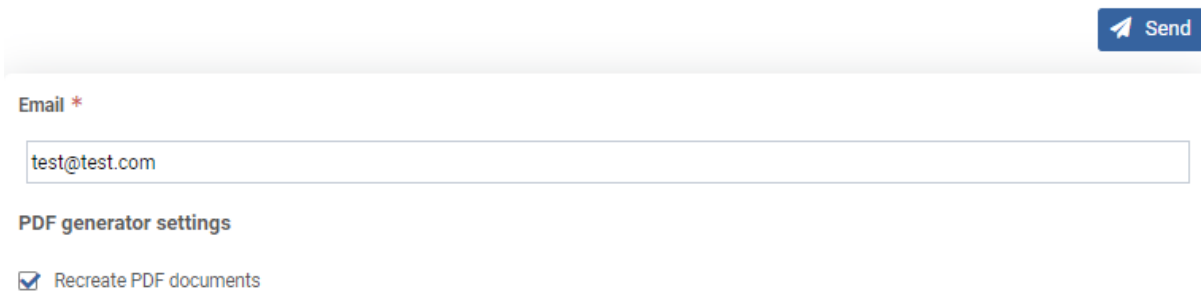The application form is uploaded to the attachments tab:

3
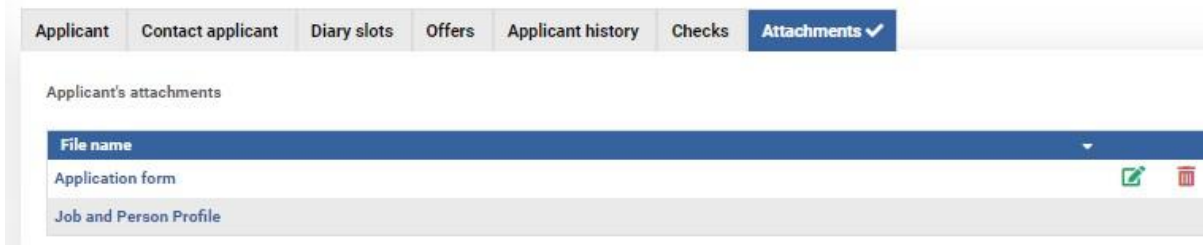
.
Click on the relevant File name to open it.

Sharing online application forms
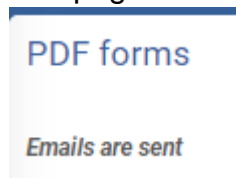
Send application as PDF forms
Send online application forms to panel members by email
Under Send application as PDF forms, click on the Send button

In the PDF creation window, type in the email address to send the forms to. Click to place a tick in the box to Recreate PDF documents.
Click the Send button.
The page confirms that the emails have been sent:

The recipient will be sent 2 emails. One with a link to the application forms, and another Authorisation email, containing a password.

June 2023

- Copy the password from the 'Authorisation' email
- Click on the link in the Application forms email, then paste in the password when prompted.
- Click in the grey box under the password box (just showing in the screenshot)

Please log in

Password ••••••••••••••••••••••••••••••

The application forms download - for example they may show like this when in Microsoft Edge web browser:

Downloads

75341 (3).pdf
Open file
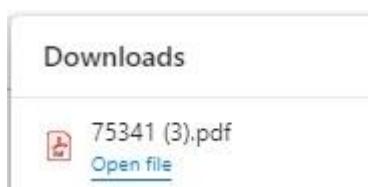
Download

.

To download online application forms for a job, go to Applications > Applicant dashboard, select either the Live or Processing Applications tab, then click on the job name to select it.

A list of applicants shows, grouped by the applicant stage. If you want to view all online applications, then on the left, under Preview PDF Forms click on the **Download** button.

If you want to only view application forms for applicants at a particular stage, first go to the group that you want to view, then select the Process Applicants button in the group header. Then on the left, under Preview PDF Forms click on the **Download** button

In the PDF creation window, click to place a tick in the box to Recreate PDF documents.

Click the **Create** button.

Links to the application forms are shown on screen.

Download PDF forms

PDF forms

Download application PDFs below:

⬇ 287893.pdf
⬇ 282261.pdf

Click on the pdf to open it and save, or to print off.

Please note that all personal data downloaded or exported from Recruit should be treated in line with your organisation data retention and security policies.

Job adverts are updated to the stage Job Closed automatically, 12 months after the job advert end date. This means that they will not show in lists on the User Workflow or the Job and Applications areas of Recruit.

Help and Support

If you have any issues or requests regarding Recruit, please email the Traded Recruitment Team in the first instance, with details of the issue or request: traded.recruitment@derbyshire.gov.uk