

Job advertising and applicant processing

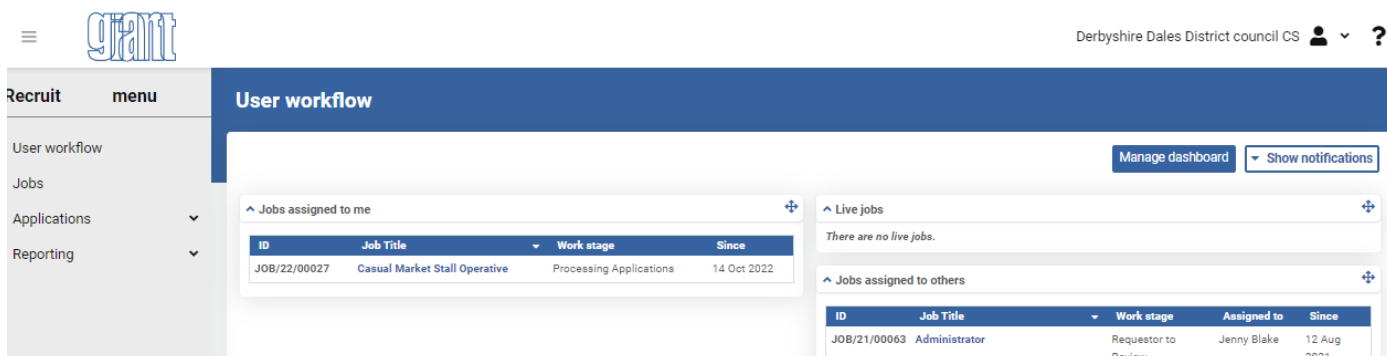
Recruit system Guidance for schools



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](https://derbyshire.recruitsaas.com) (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.



Derbyshire Dales District council CS  

Recruit menu

User workflow

Jobs

Applications

Reporting

User workflow Manage dashboard Show notifications

Jobs assigned to me

ID	Job Title	Work stage	Since
JOB/22/00027	Casual Market Stall Operative	Processing Applications	14 Oct 2022

Live jobs

There are no live jobs.

Jobs assigned to others

ID	Job Title	Work stage	Assigned to	Since
JOB/21/00063	Administrator	Requestor to Review	Jenny Blake	12 Aug 2021

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.

The screenshot shows a dashboard with a left-hand menu containing 'User workflow', 'Jobs', 'Applications', and 'Reporting'. The main area is titled 'Applicants' and has two tabs: 'Live jobs' and 'Processing applications' (which is selected). Under 'Live jobs', there are 0 jobs with 0 applicants and 0 redeployments. Under 'Processing applications', there is 1 job with 0 applicants and 0 redeployments. A table below shows one job: JOB/22/00027, Casual Market Stall Operative.

Note that applicants can also be viewed if a job is still being advertised – by clicking on the Live tab.

A list of jobs that have finished advertising shows.

This screenshot shows the 'Applicants' dashboard with the 'Processing applications' tab selected. A table lists jobs with the following columns: Id, Job Title, Closed, and Applicants. One job is listed: JOB/22/00027, Casual Market Stall Operative, closed on 31 Jan 2023, with 1 applicant.

- Click on a job title. The applicants for that job are shown in a list, grouped by the stage that they are at:

This screenshot shows the 'Applicants for Casual Market Stall Operative' page. It features a 'Statistics' section on the left showing 1 total applicant and 0 rejected (0.00%). On the right, under '1. Application Received (1)', there is a table with columns: Applicant, Disability, Source, and Date moved to stage. One applicant is listed: James Smith (75341), with 'Disability' set to 'Yes', 'Source' as 'Online', and 'Date moved to stage' as 23 Jan 2023.

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. An automatic email is sent, informing you that the job vacancy is ready for shortlisting.

Until you receive an email informing you that the job is ready to shortlist, all offline applications may not have been added.

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 but has provided an email address: 'Offline with email'.

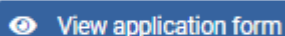
Applicants are listed under the grouping 'Ready to Shortlist'.

Applicants for Casual Market Stall Operative									
<p>Statistics</p> <p>Total applicants: 1</p> <p>Rejected: 0 (0.00%)</p> <p>Job details</p>	<p>2. Ready to Shortlist (1)</p> <table border="1"> <thead> <tr> <th>Applicant</th> <th>Disability</th> <th>Source</th> <th>Date moved to</th> </tr> </thead> <tbody> <tr> <td>J. (75341)</td> <td></td> <td>Online</td> <td>23 Jan 2023</td> </tr> </tbody> </table>	Applicant	Disability	Source	Date moved to	J. (75341)		Online	23 Jan 2023
Applicant	Disability	Source	Date moved to						
J. (75341)		Online	23 Jan 2023						

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 form button

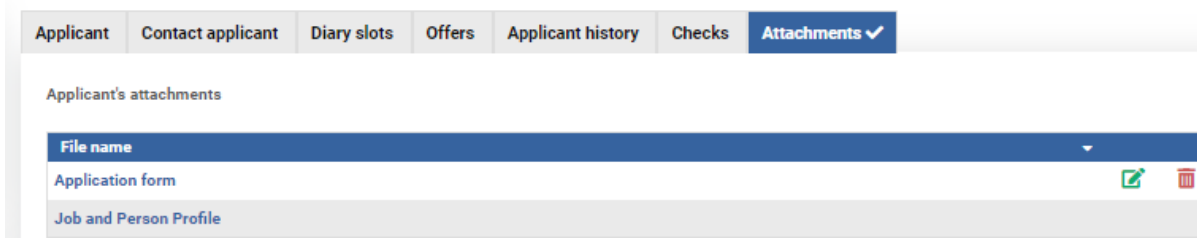
 View application form

- This opens the details in a web browser.
- The details can be saved in PDF format - for example by selecting to 'print' to a PDF printer, such a Cute PDF or Microsoft print to PDF printers.
- 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:

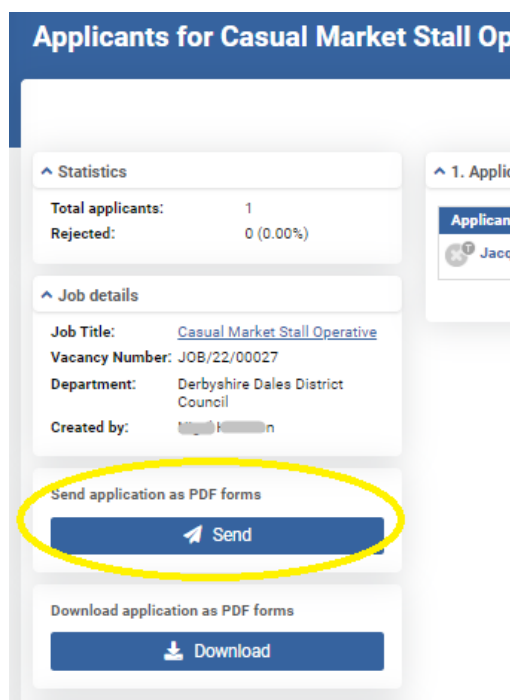


Click on the file name to open it.

Sharing online application forms

Send application as PDF forms

To share a pdf version of application forms with other members of the interview panel, and yourself, make sure that in Recruit, you have the view of applicants for the job showing.



- In the left hand pane, click on the Send button under Send application as PDF forms.
- In the PDF creation window, type in the email address to send to.
- Tick to select the option to either merge all into one PDF or to recreate PDF documents separately.

PDF creation

Send application PDF forms

Job details	
Vacancy Number :	JOB/22/00027
Job Title:	Casual Market Stall Operative
Department:	Derbyshire Dales District Council
Business unit:	Community & Environmental Services
Establishment:	Community & Environmental Services
Current stage:	Processing Applications
Accepted by:	Michael Harrison

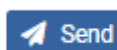
Email *

▲ This field is required.

PDF generator settings

Merge all applications to one PDF document

Recreate PDF documents



- Press the Send button
- A message indicates that the emails have been sent - click on Finish or on the red x to close this message.

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

[noreply@jobsder... Application forms for job reference JOB/22/00027 - Casual Market Stall O...](#) Mon 23/01/2023 12:..
CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you r

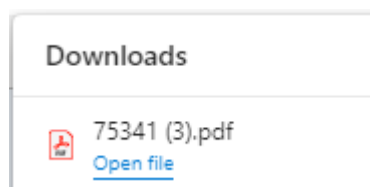
[noreply@jobsder... Authorisation for application forms for job reference JOB/22/00027 - Cas...](#) Mon 23/01/2023 12:..
CAUTION: This email originated from outside of the organisation. Do not click links or open attachments unless you r

- 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

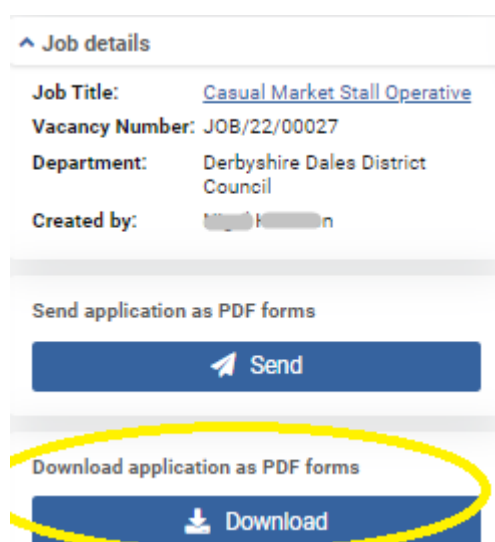
Password

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

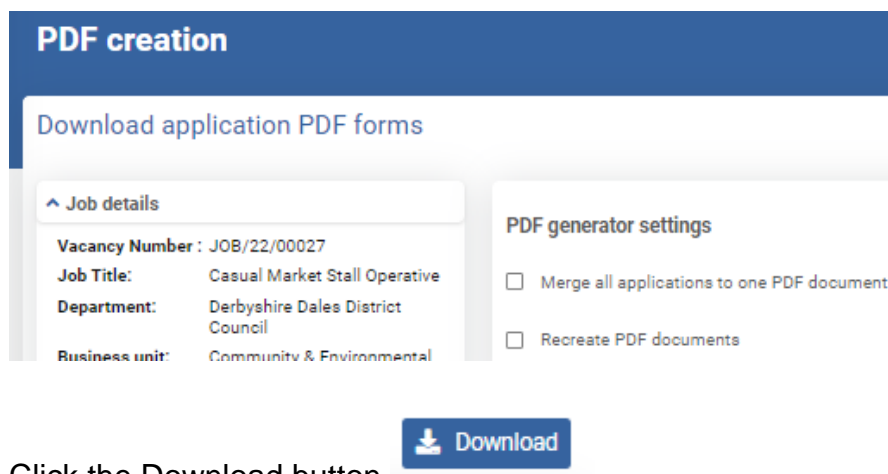


Download application as PDF forms

To use this option to download online application forms to your pc:
Make sure that in Recruit, you have the view of applicants for the job showing.
Click on Download



In the PDF Generator window, choose to either merge documents or to recreate each one:




Click the Download button

A link to the file(s) shows

Emailing PDF forms

PDF forms

Download application PDFs below:

 [75341.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