



University of Essex

iTrent User Guide

Recruitment

Hiring Manager and Requisition Administrator Access Guide

People & Culture – Resourcing Team
March 2021

 iTrent

 Login

User name

Password

Login

 [Contact administrator](#)

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iTrent Recruitment terminology

(required)	<ul style="list-style-type: none">▪ Defines a mandatory field which must be completed before you are able to save the page
Application closing date	<ul style="list-style-type: none">▪ The last day that applicants can submit their application
Appointment type	<ul style="list-style-type: none">▪ The type of interview, e.g. with test or presentation
Bulk application print	<ul style="list-style-type: none">▪ Functionality to download all application forms for the vacancy
Funding approval reference	<ul style="list-style-type: none">▪ The funding approval code received from the Unit 4 system. This can be found on the request to recruit approval PDF document. Post will not normally be advertised without funding approval being in place
Interview booking end date	<ul style="list-style-type: none">▪ The last day the applicant can book their interview slot online through the applicant web recruitment portal. All adverts close at midnight
Interview stage	<ul style="list-style-type: none">▪ Most likely first interview but the interview stage upon which the applicant is at (some could be at second interview)
Lifecycle	<ul style="list-style-type: none">▪ The lifecycle which the vacancy follows in iTrent. This will be UoE standard life cycle unless otherwise specifically stated by the Resourcing Team
People resource	<ul style="list-style-type: none">▪ Another employee who can be assigned against the vacancy and given 'Panel Member' access to review applications in iTrent
Recruiting Manager	<ul style="list-style-type: none">▪ The Hiring Manager who will be carrying out the actions in iTrent for the recruitment campaign for a particular vacancy, not necessarily the reporting (line) manager. This person will have access to the online appointment form in OnBase
Requisition	<ul style="list-style-type: none">▪ The iTrent term for the job vacancy being recruiting to
Requisition Administrator	<ul style="list-style-type: none">▪ Recruiting Managers can assign another member of their team access to create interview schedules and send invitations for their vacancy. This access level is called 'Requisition Administrator'. This person will also have access to the online appointment form in OnBase
Requisition campaign summary	<ul style="list-style-type: none">▪ A summary of the vacancy information, detailing any documentation that has been attached to it and the names of the applicants along with their applications forms
Requisition category/type	<ul style="list-style-type: none">▪ The categorisation for the vacancy, this feeds which section it displays in on the Essex vacancies home page
Requisition processing	<ul style="list-style-type: none">▪ The screen on which applicants can be moved to different stages of the requisition lifecycle e.g. from the shortlisted stage to first interview
Requisition reference	<ul style="list-style-type: none">▪ The unique identifier for the vacancy, this should always be used in communications and when searching in iTrent. A vacancy could have the same title as another, but it will always have a unique reference

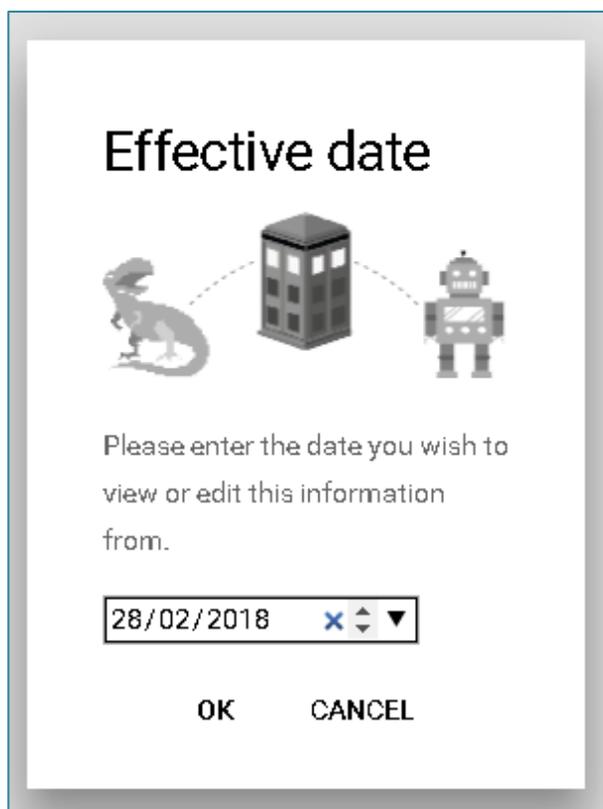
Overview

Using the e-recruitment system, iTrent, Hiring Managers and their nominated Requisition Administrators have the ability to:

- Start the process for a new vacancy (requisition)
- Give panel member access to the requisition
- Add multiple funding approval numbers to iTrent
- Upload required documentation
- Monitor the progress of that vacancy (view number of applicants and applications)
- View and download applications (Academic and Professional Services)
- Set up interview schedules (Professional Services roles only)
- Send invitations to interview using the 'Choose and Book' functionality (Professional Services roles only)

What is an effective date?

You can set the date to any time; past, present or future to enable you to create/view the information at that particular point in time. The Hiring Manager access defaults to using today's date. If you have changed the effective date a quick way to return to today is to click 'cancel'.



The Home page¹

HOME 12/02/2020 X

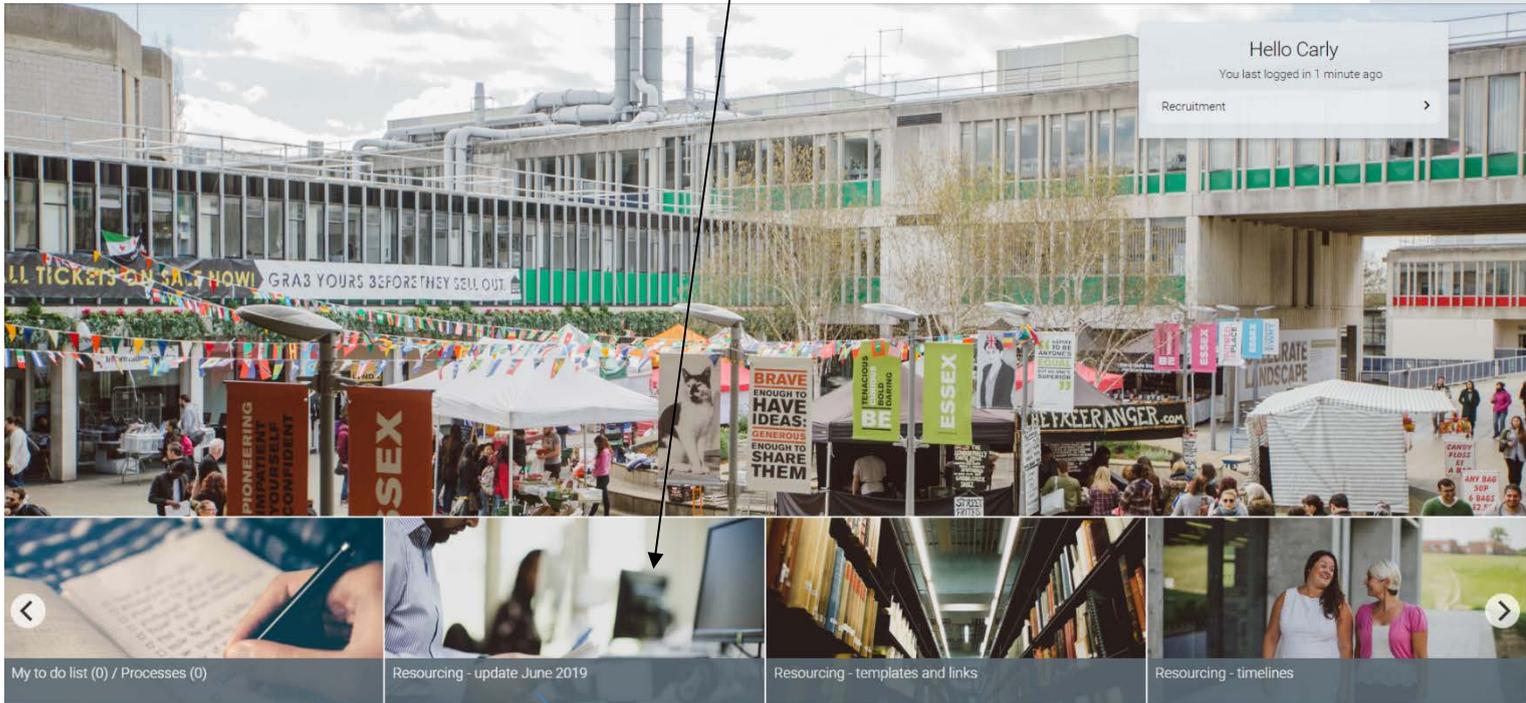
ORGANISATION

University of Essex ORG

Click on 'Home' to return to the home point

Menu to access different iTrent accesses and settings

Click to reveal further information



Resourcing - update June 2019 X

JUNE 2019
Welcome to the Resourcing Team

There have been some changes in recent months to the Resourcing Team:

- Duncan Cline joined as a Resourcing Manager in February 2019
- Katie Taylor, Resourcing Advisor, started her maternity leave in May 2019
- Jodie Lucas joined the team earlier this month as Resourcing Adviser
- Zoe Smith also joined the team in June 2019 as a Resourcing Assistant

Zoe and Jodie will be supporting the team for the next year through the increased Planning Round activity.

From 10 June, some departmental contacts have changed. You can view your Resourcing contacts [here](#).

Hiring Manager

The roll out of the new Hiring Manager access on iTrent enabling managers to have greater control of their recruitment processes is nearly complete, with the majority of Professional Services Sections now using this.

If you would like further guidance on using Hiring Manager, or have any feedback, please contact your Resourcing Advisor.

Planning Round

Earlier this year, the Vice-Chancellor announced the creation of 100 new academic and 50 new professional posts, the largest expansion of staff in our 55-year history.

The first wave of the planning round is well underway, with interviews for some posts already having taken place.

If you have any feedback or suggestions for process improvements regarding next year's Planning Round please email hr@essex.ac.uk.

Staff Directory Articles

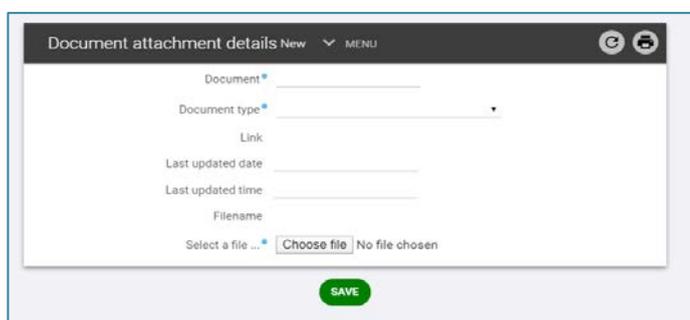
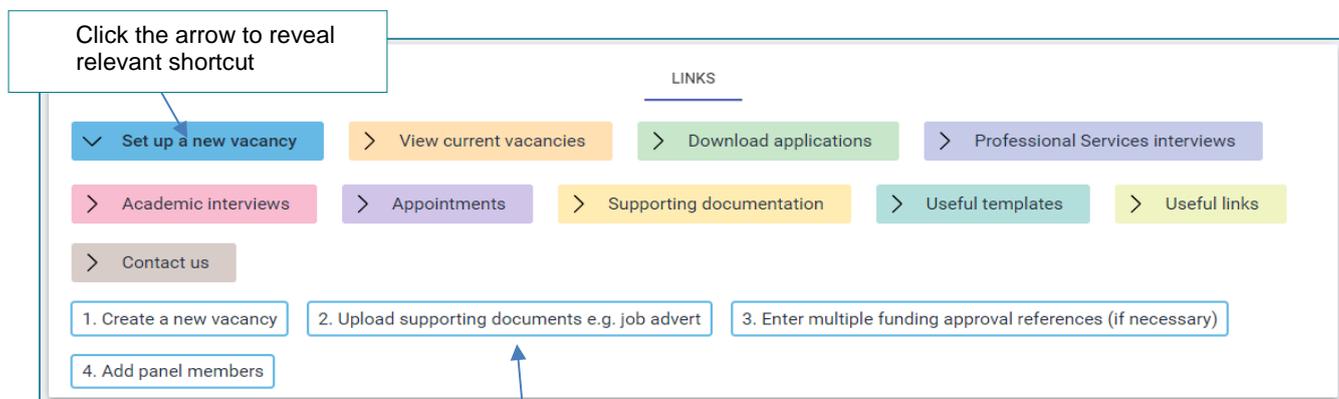
There are now [Staff Directory articles](#) on all aspects of the recruitment journey, from Vacancy Areas to Offer of Employment. You will find the Recruitment Guidance and Framework here, as well as all forms you will need during the process.

If you feel there is any aspect of guidance or information missing, please contact hr@essex.ac.uk.

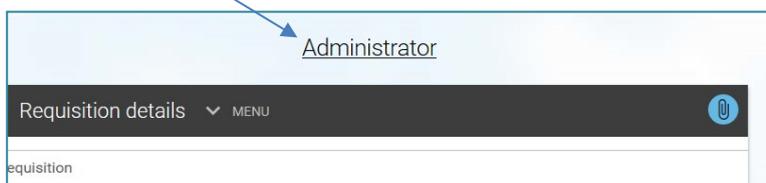
¹ Please note that the images on the homepage, carousel and articles in the News section may change from time to time.

Navigation tips

Once you have entered 'Recruitment' from the Home page, you will find the 'Links' menu. This will give you access to everywhere you need to during the recruitment process.



Clicking on the vacancy title at the top of the page will take you back to the previous screen



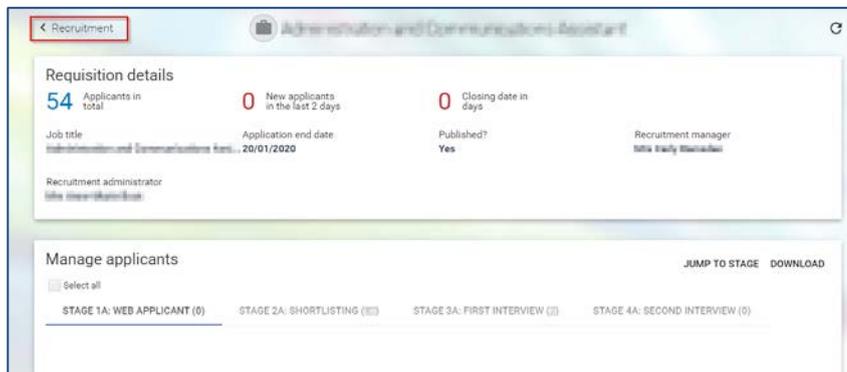
Useful tips for using iTrent

- You should use Google Chrome as a browser
- Shortcut keys
 - Pressing the tab key in a field will move you forward from one field to the next
 - Pressing shift + tab key at the same time will move you backwards from one field to the next
 - Press return key to activate (replaces mouse click)

- Wherever you see the magnifying glass  you need to click it to open the database
 - Enter relevant text to search the database
 - Select your choice
 - Press return key to display your selection or select using your mouse
- The side menu can be expanded by clicking here



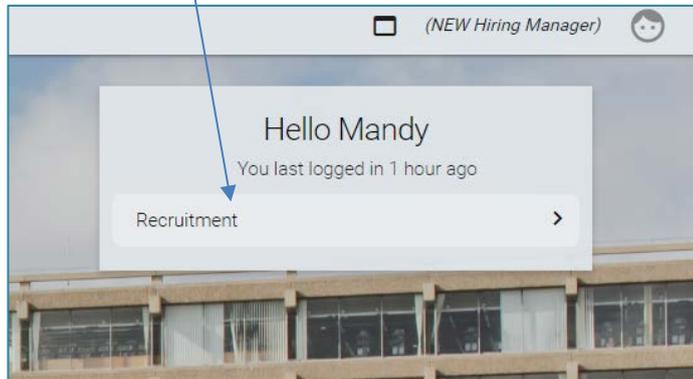
- If you want to return to the 'recruitment summary screen' from the 'manage applicants' section, click on the recruitment button at the top of the page:



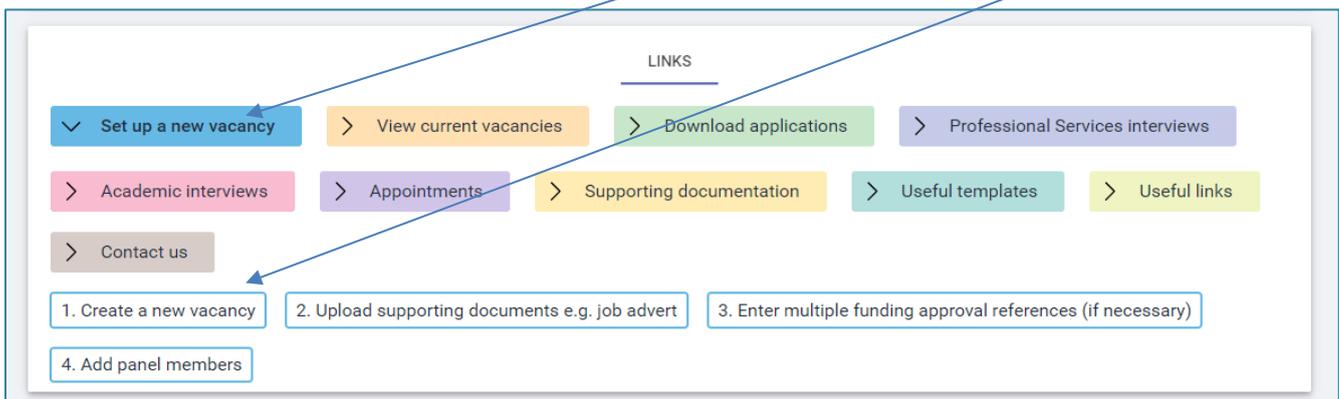
How do I start a new vacancy?

Prior to starting the new vacancy you should have your [U4 Business World \(Agresso\)](#) approval PDF and your completed [job pack](#) ready to upload. Please do not start your new requisition until you have both documents ready.

1. From the Home page, select 'Recruitment'



2. In the links box at the bottom of the screen, select the 'Set up a new vacancy' menu and 'Create a new vacancy'.



3. This will open the 'Requisition details' screen. Within the requisition details page you should complete the following:

Requisitions

Requisition details New MENU

Requisition

Requisition name

Requisition name: This is the job title only - e.g. 'Administrator' and should not include contract type, location or Department

Requisition reference will be automatically generated

Requisition reference

Start date: This is the date you create your requisition (i.e. today's date)

Start date

Life cycle

Life cycle: Select UoE standard life cycle

Recruiting manager: Click on the magnifying glass, type in your surname, click on the magnifying glass again and click on your name. **Requisition administrator:** If you require access for another member of your team to be able to set up interview schedules and send invitations on your behalf, click on the magnifying glass, type in their surname, click on the magnifying glass again and click on their name.

Recruiting manager

Requisition administrator

Requisition category/type

Requisition category/type: The options in this box relate to the vacancy types on our website. You can select more than one option by holding down the 'Ctrl' button and selecting again

Academic
Education
Estates
Professional
Research

Reason for creation

Reason for creation: Select the option that relates to your current vacancy

Appointments

Applicants

Additional fields

Funding approval reference (e.g. 100143)

Funding approval reference: If you have multiple reference numbers, only enter one in this box. The others can be added after you have completed this page. You will find this on your funding approval form. If your requisition is for an 'Advert only' (i.e. the applications are not going through iTrent), please just type 'Advert only'. If your requisition is for a GTA or GLA, type GTA/GLA. No other text should be entered into this box

Has post been through HERA process?

HERA: All new or significantly changed posts need to go through the HERA system

If you answered YES, provide the HERA ref no. if NO please provide reasons why

Can this post be advertised as a job share arrangement?

Job Share: Complete both boxes indicating the role's suitability for a job share

If no, why?

Information only

Timelines and guidance

The Resourcing Team will aim to advertise your post within 5 working days of full information being received. Recruitment timelines and Guidance: <https://www.essex.ac.uk/staff/recruiting-staff/recruitment-timelines>

Advert live date

Advert closing date

Interview date

Name of publications/website for advertisement

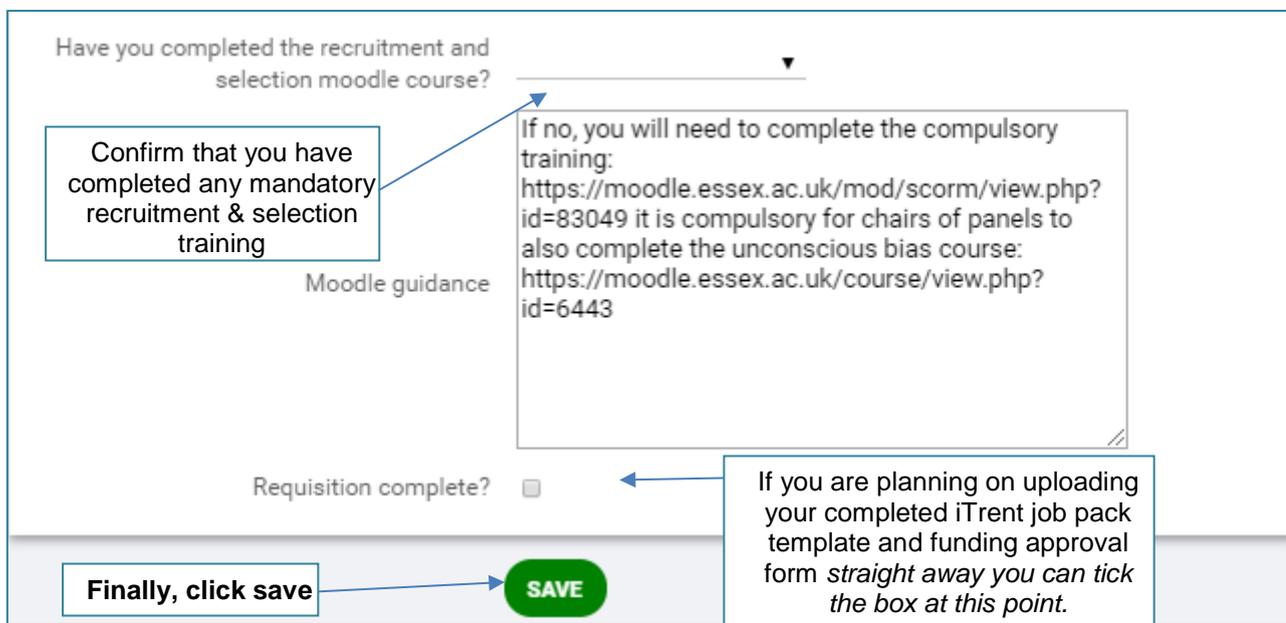
ostcodes

Additional notes

Key dates: Advert start and end date must be completed in date format. Speak to your Resourcing Adviser for current timescales. The interview date box can contain text or/a date (e.g. TBC or w/c 3rd October). Academic posts must have a confirmed interview date

Websites for publication: Enter the name of any additional websites you want to advertise on. All posts will be advertised on our website, jobs.ac.uk and social media as standard. The cost of the first paid for advert will be covered by the Resourcing Team. Additional adverts will be paid for by the Department.

Any further information you would like your Resourcing Adviser to be aware of



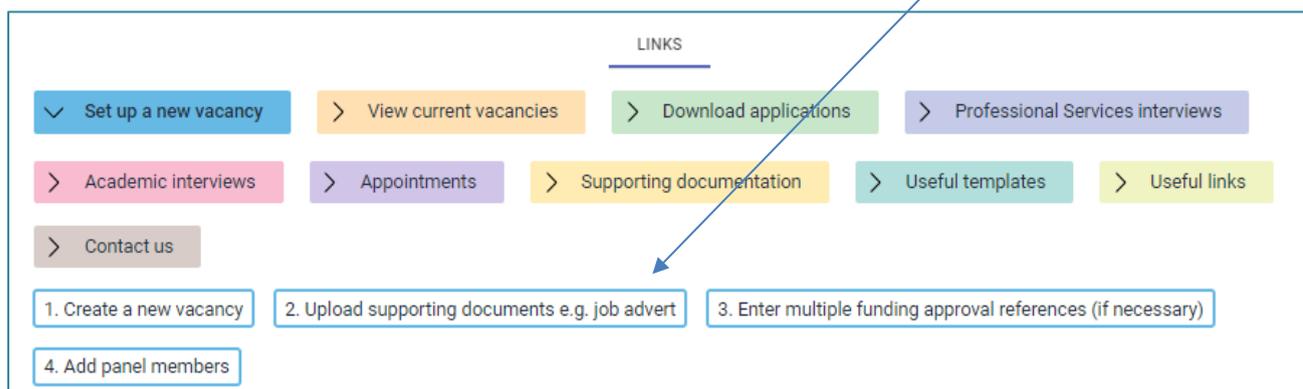
Funding approval numbers: If your requisition is for an 'Advert only' i.e. the Resourcing Team are placing an advert for you, but the applications are coming directly to you, please enter the text **Advert only here, rather than a funding approval number (if the post is for a GTA or GLA, please enter GTA/GLA). Funding approval must be in place before a post is advertised.*

4. You will receive an automated email confirming that you have submitted your requisition.

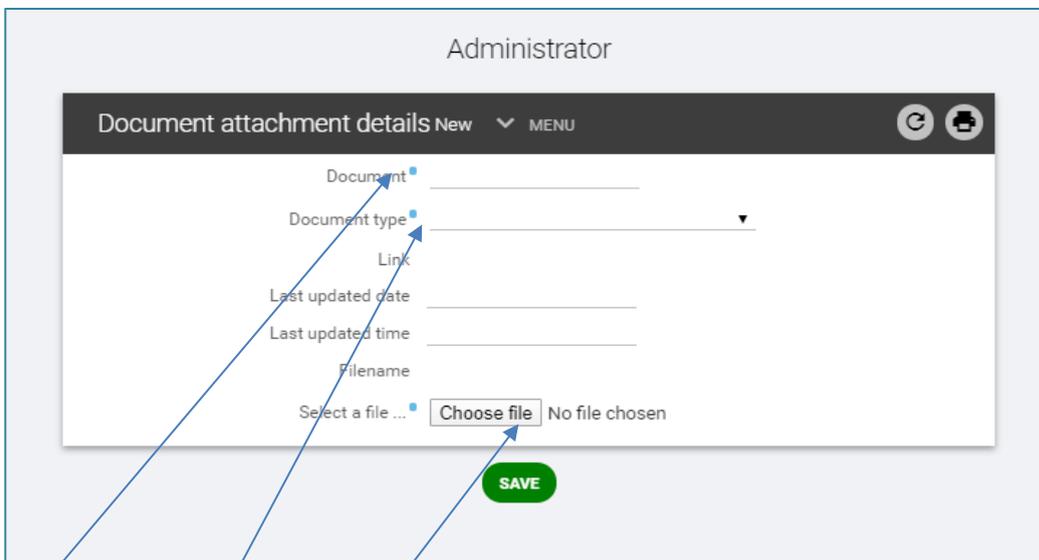
You do **not** need to contact the Resourcing Team to say that you have uploaded your documents, as an automated email will alert the team that your requisition is ready for processing.

How do I upload documentation?

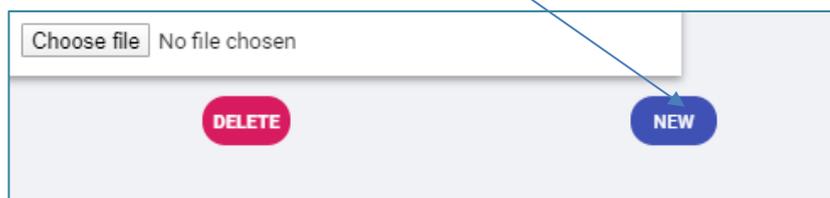
5. You will now need to upload your funding approval form, completed job pack and advertising information for academic posts (where appropriate). Click on 'Upload supporting documentation' from the 'Links' menu.



6. Enter the fields as shown on the next page to upload all of your supporting documentation.



- **Document (required):** This is the name of the document, for example Funding Approval or Job pack
- **Document type:** Select the relevant option from the drop down
- **Select a file:** Click on 'Choose file' and upload the document from your computer, and click 'Save'
- To upload a second document, click on the 'New' button that will appear once you have clicked save and repeat the steps above



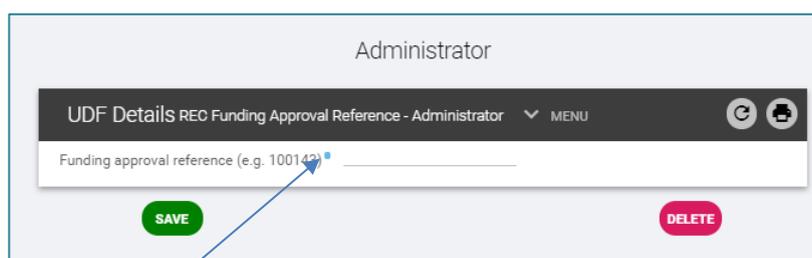
7. If you haven't already done so, return to the Requisition screen and tick the 'Requisition Complete' box, and 'Save'.

How do I add multiple funding approval numbers?

If you have more than one funding approval number please do not add them all in to the 'Requisitions detail screen'. Only one number should be in this field.

8. If you have multiple funding approval numbers to enter, click on 'Enter multiple funding approval references (if necessary)' from the 'Links' menu. If you have left iTrent, you will need to search for the REQ in the side menu.

9. From the side menu, select 'REC Funding Approval Reference'



- Add in your additional approval reference and click 'Save'
- If you have further approval numbers to add, click 'New' (this button will appear once you have clicked

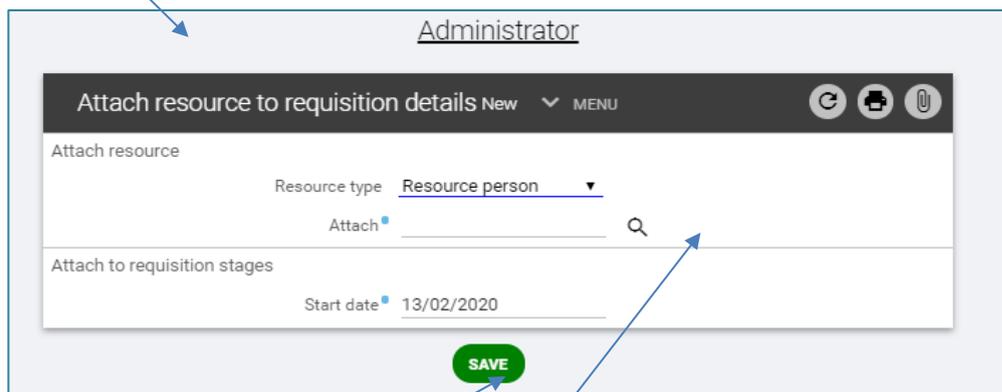
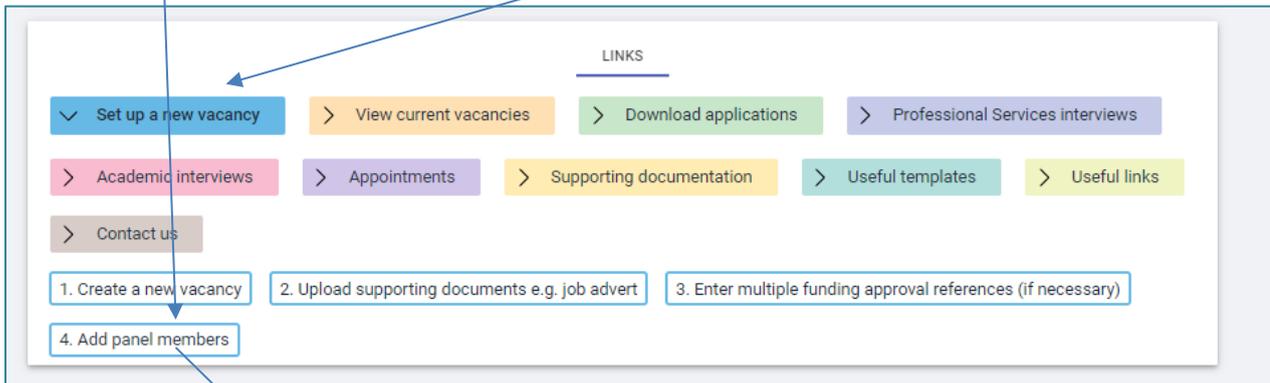
'Save') and repeat the step above

- Clicking on the 'Home' button will return you to the main menu

How do I attached a panel member?

If your panel member has not had this access on iTrent previously, you will need to email resourcing@essex.ac.uk as you will not be able to add them with the instructions below.

10. To give other members of the panel access to the requisition, select 'Start new vacancy' from the Home page, then select 'Add panel members' from the 'Links' menu. If you have left iTrent, you will need to search for the REQ in the side menu.



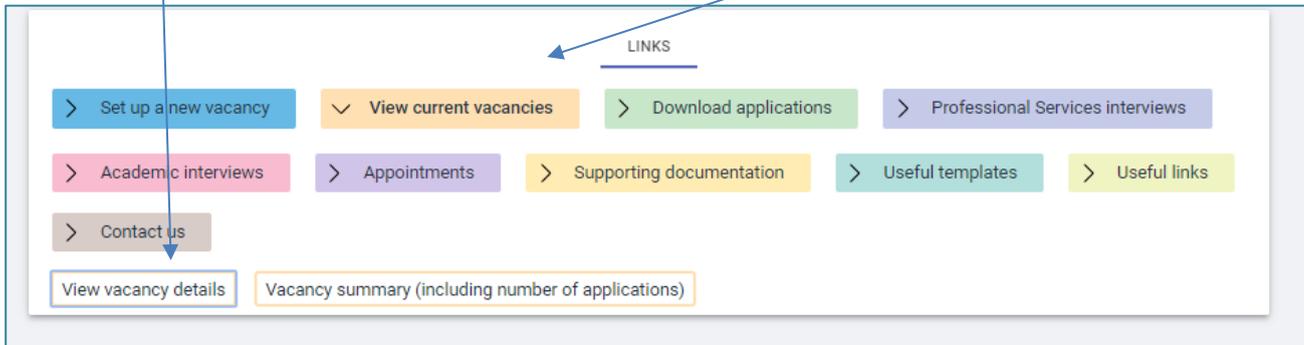
- Click on the magnifying glass to the side of 'Attach'
- In the pop up screen that appears, search for the name of your panel member by entering the surname and then clicking on the magnifying glass. Select the correct name
- The state date will default to today's date and should not be amended
- Click 'Save'
- To add additional panel members, click on the 'New' button that appears once you have clicked save and repeat the process
- Your panel members will be listed on the left-hand side of the screen

Should you need to remove a panel member at any point during the recruitment process, please email resourcing@essex.ac.uk. There is no limit to the number of Panel Members that can be associated with a requisition.

Should you wish to amend any of the requisition details once you have completed the processes, please contact the Resourcing Team. You can upload documentation, add additional funding approval numbers and panel members at any point.

How do I view current vacancies?

You can review the details of your vacancy at any time. From the 'Links' menu, select 'View current vacancies' and then 'View vacancy details'.

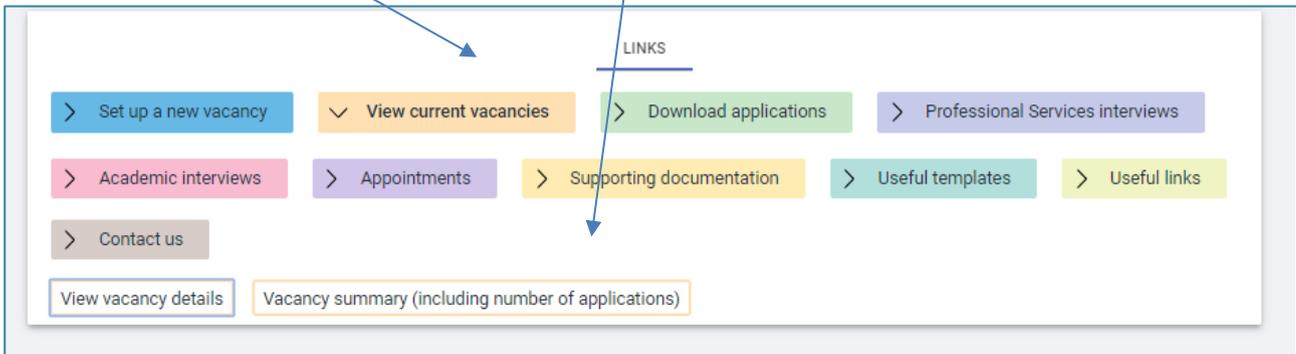


In the side menu, search for your requisition. The requisition details screen will open. **Should you wish to amend any of the requisition details once you have completed the processes please contact the Resourcing Team.**

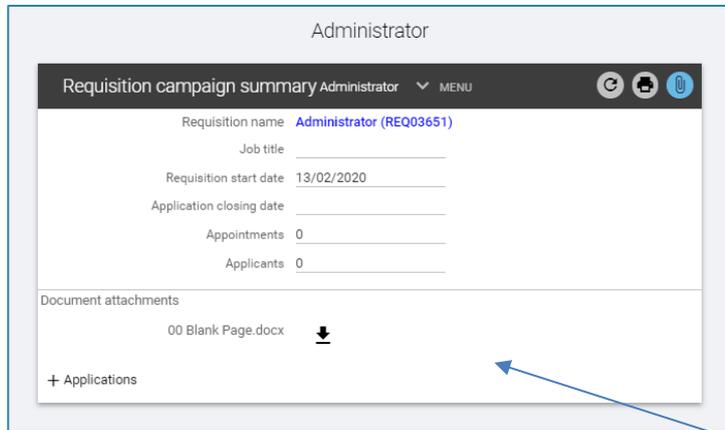
You can see an overview of all your current vacancies in the main 'Recruitment Summary' screen.

How do I view the number of applications?

Whilst your post is being advertised you can also view the number of applications you have received. From the 'Links' menu, select 'View current vacancies' and then 'Vacancy summary (including number of applications)'



In the side menu, search for your requisition. You will then see the 'Requisition campaign summary' screen.



- Attachments, such as job descriptions and funding approval forms can be viewed and downloaded here
- To view applications, click on the cross to expand the section and then '+ Stage 1a Web applicant' you will see a list of the applicants. You will be able to view individual applications (if you wish to bulk download the applications, return to the 'Links' menu and click on 'Download applications')
- To print off individual applications, click on 'Application print' next to the applicant's name. If you have an academic post, you will need to print each document separately, or 'Bulk download' all applications together



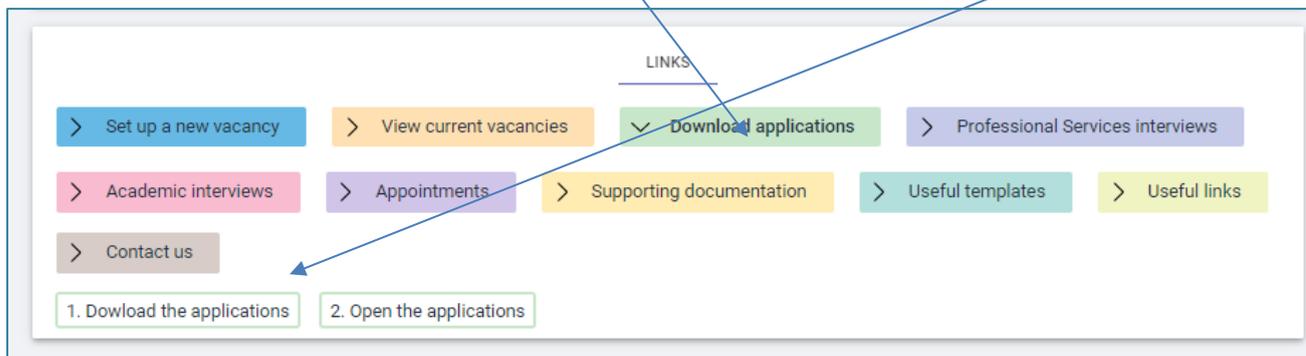
What happens once the post has closed?

The morning after the post has closed the Resourcing Team will email the Hiring Manager, Requisition Administrator and any Panel Members with a post closed email containing the shortlisting grid and a reminder of next steps.

Shortlisting should take place as soon as the panel can convene. [Guidance on shortlisting](#) is available. The Chair of the shortlisting panel should upload the shortlisting decision grid as soon as it is completed.

How do I download the applications?

From the 'Links' menu, select 'Download applications', and then 'Download the applications'.



Professional services (Sections and Departments) requisitions

1. Click on the magnifying glass, enter your requisition number or name in the pop up box and click

on the magnifying glass.

2. Click 'Search'.

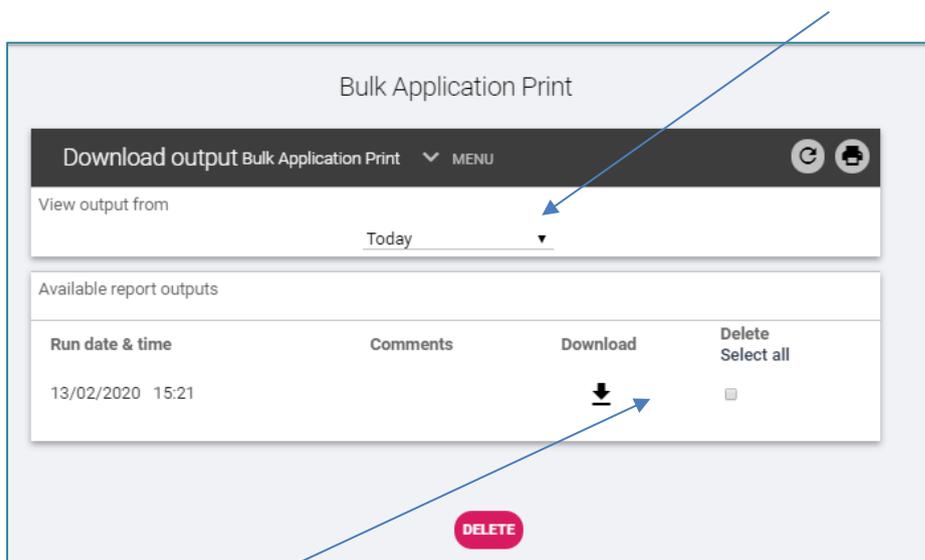
3. A list of your applicants will appear; only tick those that you want to **exclude** from the download. If you have a large number of applications, you may find it helpful to click on the tick under the word 'exclude' and then deselect those you wish to print.

4. Click on 'Run' at the bottom of the screen. You will see a message which reads 'Generating report Bulk application print. You will be notified upon its completion'.

5. Once the report has been generated, you will receive an email to say "Report Bulk Application Print" has completed, and a blue notification bell will appear next to your side menu.

6. Click on the words 'Bulk application print', this will take you to the 'Links' menu. Select 'Open the applications'.

7. You will be shown a list of your bulk downloads from today (to see older downloads you can change the 'View output from' dropdown menu accordingly).



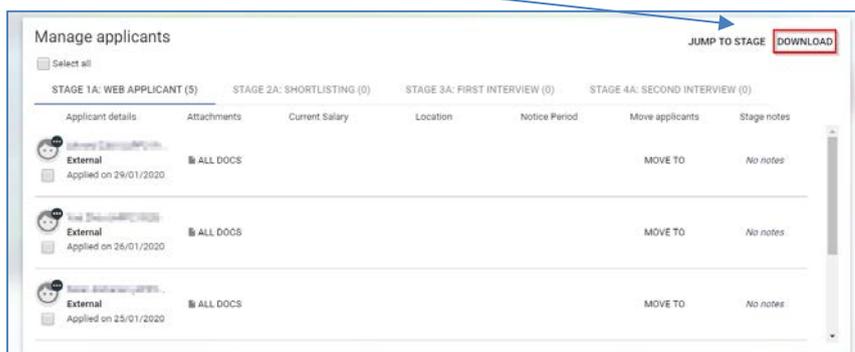
8. Click on the download icon next to the report you wish to view.

9. This will open as a PDF in the left-hand corner of your screen. From here you can view, save and print the applications.

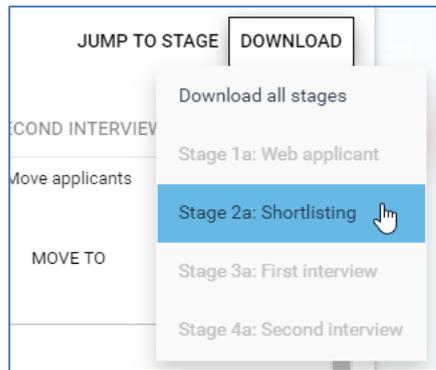
Academic requisitions

1. Click on the relevant requisition.

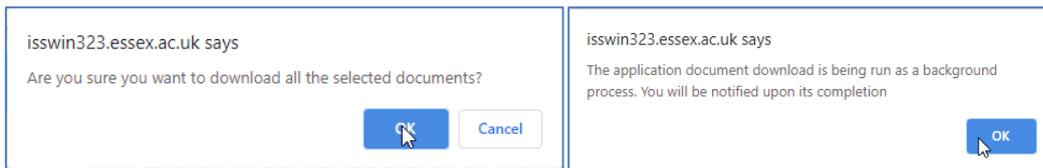
2. Click on the 'Download' button.



3. Select the stage you wish to download from (for example Stage 2a: Shortlisting).



4. When prompted, select 'ok' twice.

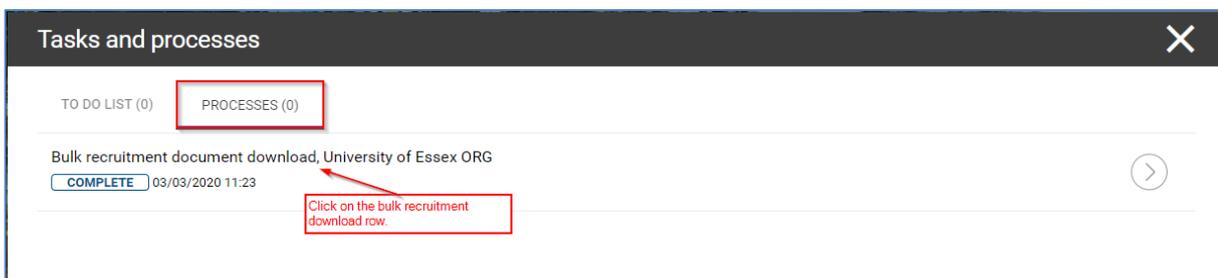


5. Click on the 'Home' button to return to the Home screen.

6. Click on the 'My to do list/processes' box.



7. Click on the 'processes' heading.



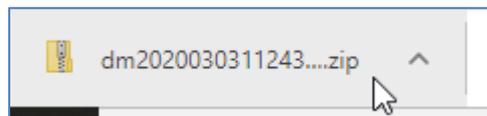
8. Click on the bulk recruitment document download.

9. If there are multiple downloads showing, check the date and time showing to ensure you have the correct one.

10. On the download output screen, click on the download arrow next to the date and time of your report.

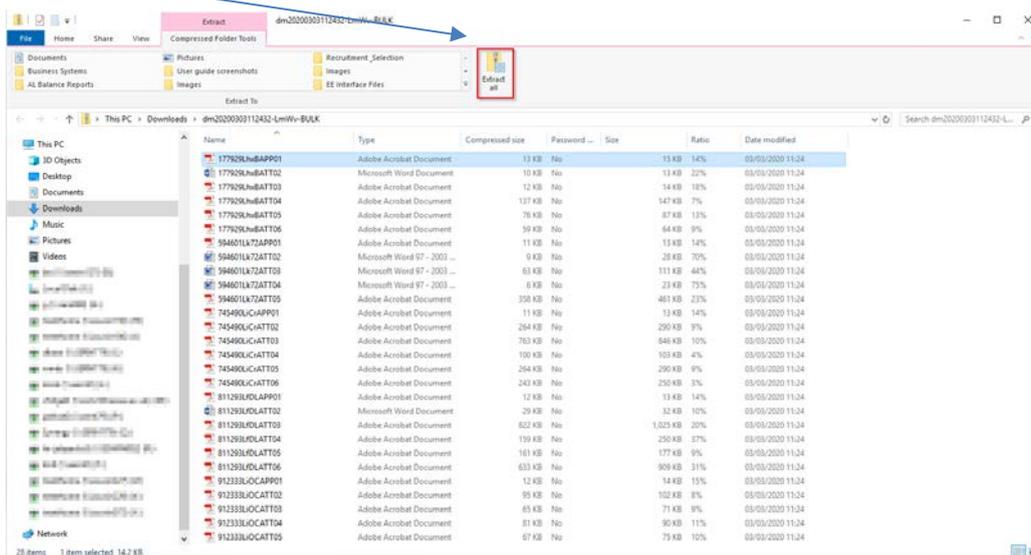
Report name	Run date & time	Comments	Download	Share info	Delete Select all
Recruitment bulk document download	03/03/2020 11:24	Lecturer, Senior Lecturer or Reader in Accounting (REQ03534) - Stage: Stage 1a: Web applicant - Applicants included: 5			

11. Wait for the download to complete (if in Chrome there will be a pop up at the bottom left of the screen).



12. Open the zip file.

13. Extract and save or print the application forms (whatever is required).

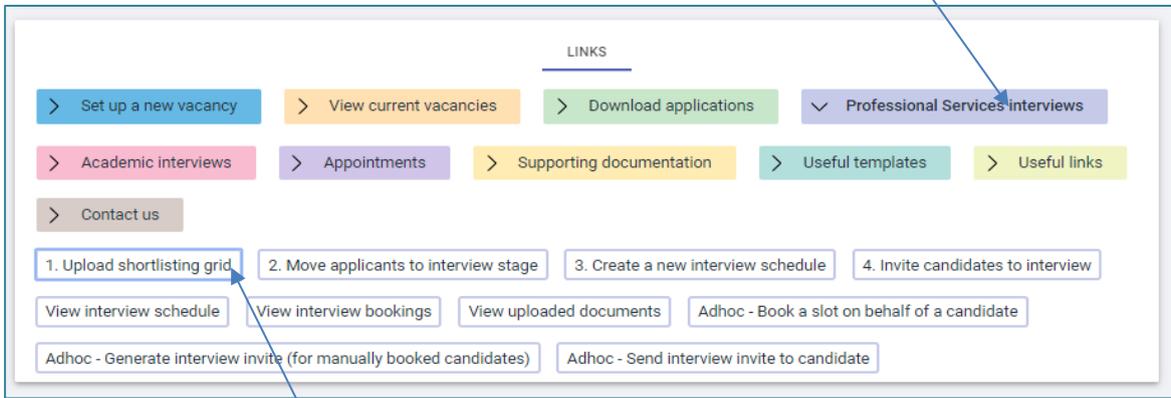


How do I set up an interview schedule and send invitations?

Both the Hiring Manager and Requisition Administrator have access to set up interview schedules and send invitations to candidates for posts within Professional Services Sections. The interview invitations for Academic posts and Professional Services posts within Departments will be sent by the Resourcing Team.

Professional Services (Sections) requisitions

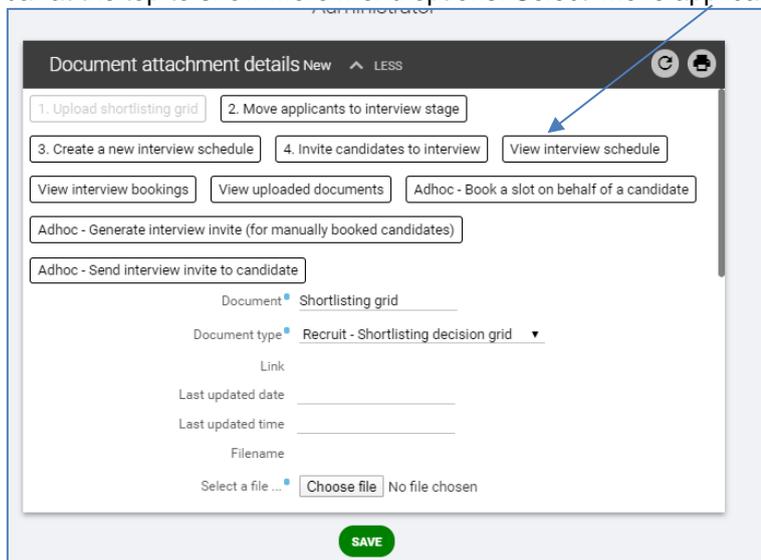
1. From the 'Links' screen, select the interview option, 'Professional Services interviews'.



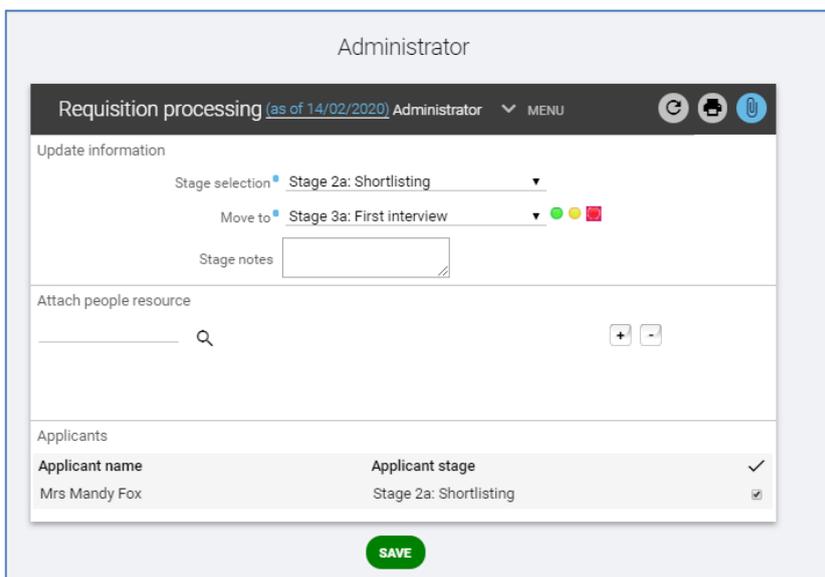
2. Select 'Upload shortlisting grid'.

3. Select your requisition from the 'Open requisitions box' above. Upload your shortlisting grid in the 'Document attachment screen' plus your interview plan if the Resourcing Team are to send the interview invitations.

4. Click on the grey bar at the top to show more menu options. Select 'Move applicants to interview stage'.

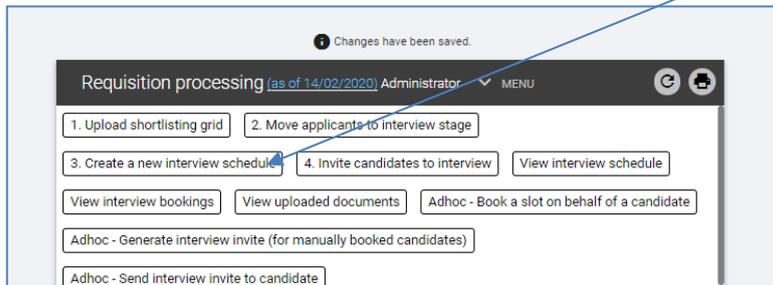


5. Applicants will appear in iTrent at a certain 'stage'. This stage indicates the point in the recruitment process they are currently at. (Applicants will show as 'Stage 1a: Web applicant' whilst the post is being advertised. The Resourcing Team will move them to 'Stage 2a: Shortlisting' the morning after the closing date).

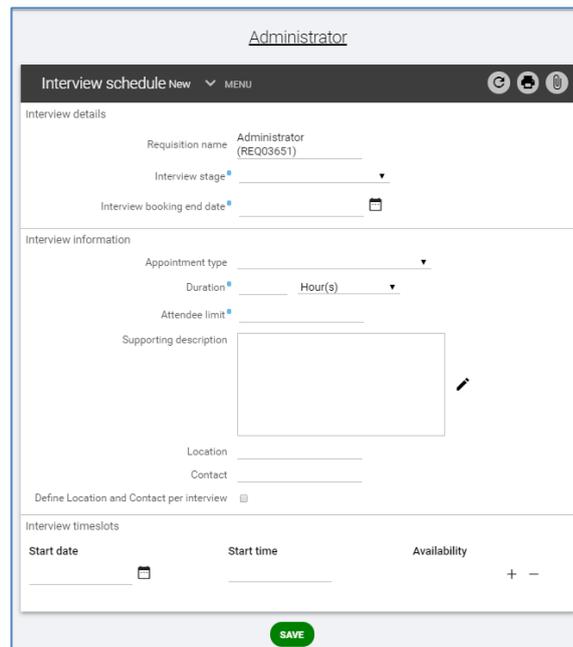


- Select 'Stage 2a: Shortlisting' from the stage selection drop-down options
- In 'Move to' select 'Stage 3a: First interview' or 'Stage 4a: Second interview' as appropriate
- Select the candidates that you are inviting to interview by ticking the box
- Click 'Save' at the bottom of the page

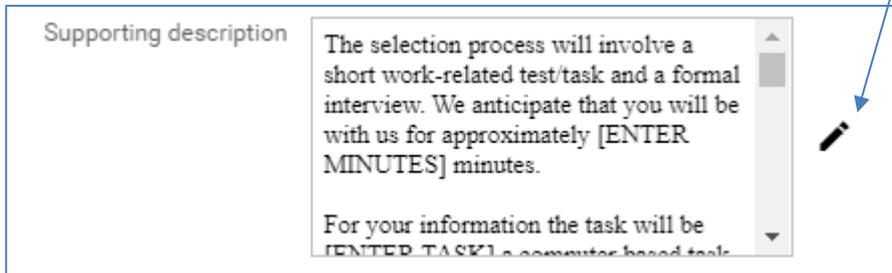
6. Your shortlisted candidates are now ready to be invited to interview. Select 'Create new interview schedule' from the top menu:



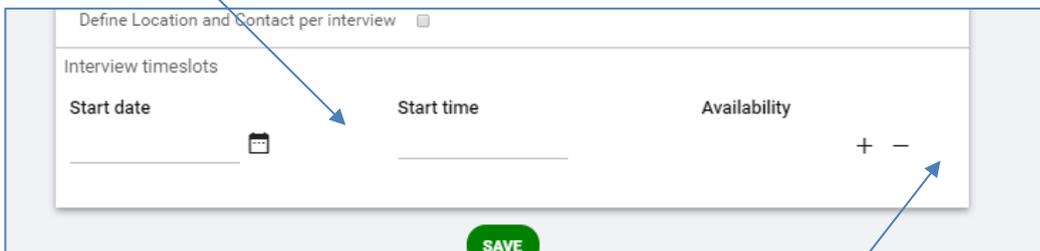
- The following screen will appear:



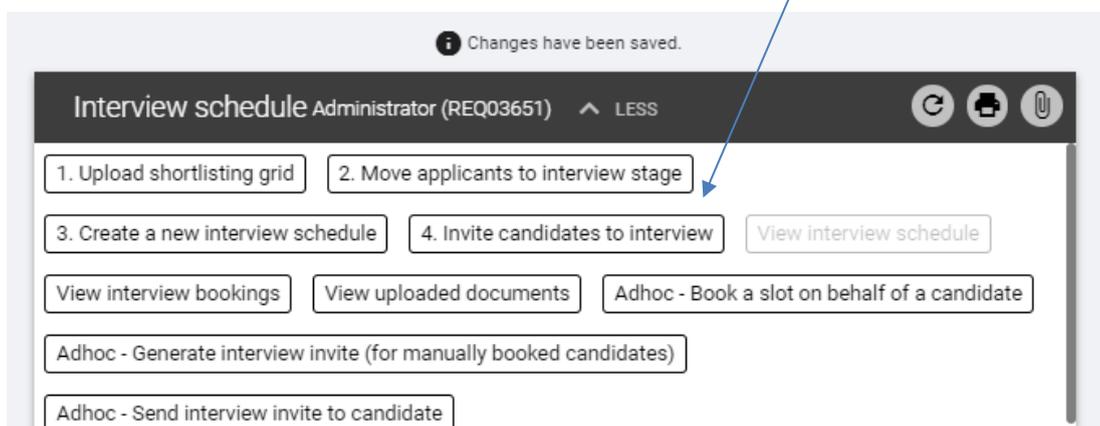
- Select the relevant interview stage (First or Second)
- Interview booking end date is the last date that candidates can 'choose and book' their interview slot. This is usually 3 working days prior to the interviews to give you time to contact any candidates who have not booked and to prepare a schedule email for the panel and reception
- In 'Appointment type' select the relevant interview type. This will bring through relevant text for your interview invitations
- Duration will automatically default to 2 hours, amend this to the total time a candidate can expect to be with you. For example, if there is a 15 minute test and a 45 minute interview, you would enter 01:00.
- Attendee limit should always remain as 1 (discuss with your Resourcing Adviser before amending this figure)
- Supporting description is the text for your invitation. You should edit this by clicking on the pencil icon to the right of the description box:



- This will bring up an HTML editor, where you can view and edit the invitation text. The templates have been set up so that there will only need to be minimal changes (e.g. adding in the correct duration as it will always default to 2:00 hours, presentation title, details of the interview test/task or change visitor reception to a different reception at the University). All of the standard text regarding expenses and right to work documentation must be left in. You do not need to add in interview arrival times or point of contact as this will pull through from the next two fields
- In 'Location' enter Colchester Campus, Southend Campus or Loughton Campus
- In 'Contact' add in the name and extension number of the person collecting candidates from reception, e.g. Jamie Jones ext.1234
- Leave 'Define location and contact per interview' blank
- Under 'Start date' click on the calendar icon and select the date of your interview



- In start time enter the time the interview process will start, not the time you wish candidates to arrive (the candidates invitation will advise them to arrive at reception 10 minutes prior to start time). You do not need to list separate times if there is a test or presentation in addition to the interview
- To add another interview time slot click on the '+' below 'Availability', and this will bring up another line
- Continue repeating the steps above until you have entered all of your interview time slots. (You can have multiple dates as well as times). Then click the 'Save' button
- Next, click on 'Invite candidates to interview' from the top menu



Candidate online booking Administrator (REQ03651) MENU

Interview details

This page lists the current status of each candidate and allows the option to invite any who are or have been at the stage of Stage 3a: First interview. It requires a positive action to invite a candidate to book a time for an interview online. Please check carefully the selected candidates as the page has automatically suggested the most appropriate selection. An email notification will be sent immediately to the selected candidates after submission. An email can be resent to an already notified candidate if required.

Requisition name: Administrator (REQ03651)
 Job title: _____
 Requisition period: 13/02/2020
 Application closing date: _____
 Interview stage: Stage 3a: First interview
 Interview booking end date: 11/03/2020
 Available interview appointments: 3
 Current stage: All

Name	Email address	Web applicant	Current stage	Invited	Booked	✓
Mrs Mandy Fox	email@email.co.uk	No	Stage 3a: First interview	No	No	

INVITE

- Check that 1) all of the names showing are the candidates you wish to invite, 2) that there is an email address showing for each of them and 3) they are all ticked
- Click on 'Invite'
- The date will appear under the 'invited' column for each candidate to confirm that the invite has been sent, and a message will appear at the top of the screen saying 'Changes have been saved'
- The candidates will receive an email asking them to log into their candidate portal and book an interview time slot

If you are holding second interviews as part of your selection process, you will need to follow the steps above again ensuring that:

- When moving the candidates in 'Stage Selection', select 'Stage 3a: First Interview' and move to 'Stage 4a: Second Interview'
- When setting up the interview schedule, select 'Stage 4a: Second Interview' in 'Interview Stage'

You will receive an emailed schedule 2 working days prior to the interviews, and you will be able to monitor interview bookings at any point.

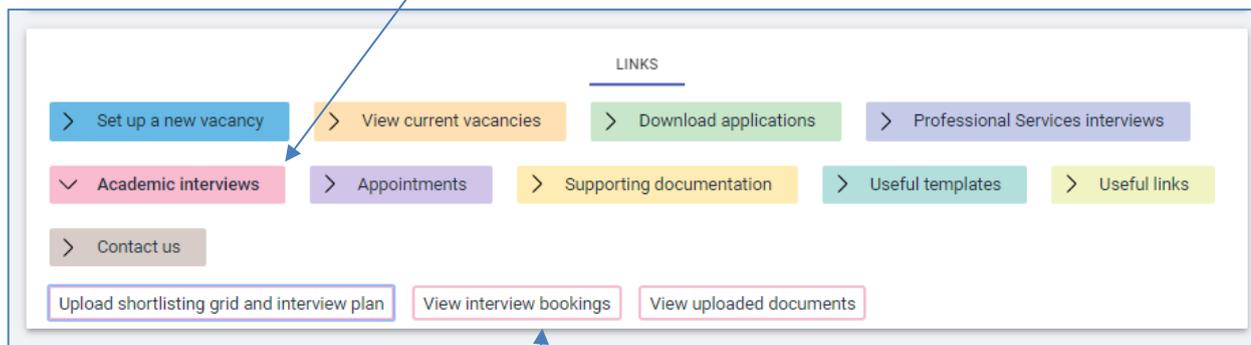
What do I do if I process candidates to the wrong stage?

If you realise you have moved a candidate to interview stage in error please contact the Resourcing Team as soon as possible who will correct this for you. You do not need to move unsuccessful candidates – the Resourcing Team will do this for you.

How do I invite candidates and monitor interview slots for Academic and Departmental interviews?

Invitations will be sent by the Resourcing Team for these role types. Once shortlisting has taken place (and relevant authorisations obtained), you should upload the completed shortlisting grid and interview plan to iTrent.

1. From the 'Links' menu, select 'Academic interviews'



2. Select 'Upload shortlisting grid and interview plan'.
3. Select your requisition from the 'Open requisitions box' above. Upload your shortlisting grid in the 'Document attachment screen' plus your interview plan.

There is no need to inform the Resourcing Team that you have uploaded the documents as they will receive an automated email from iTrent informing them.

To view the interview slots, select 'View interview bookings'

How do I monitor interview bookings? (All role types)

Once the interview booking end date has passed you will be sent an interview schedule by email showing all candidates who have booked a slot (usually 2 working days prior to the interviews). For Professional Service roles you will need to contact any candidates that have not yet booked to see if they are attending (see next step below). If the interviews are being organised by the Resourcing Team (Academic/Departmental), this will be done on your behalf. If you wish to check the progress of the bookings prior to receiving your final schedule you should follow the steps below:

- From the 'Links' menu select 'Professional Services interviews' or 'Academic interviews'
- Click on 'View current interview bookings'
- Either click on the relevant open requisition from the box above, or search for it in the side menu
- A list of candidates will appear in the side menu. If you hover the cursor over each candidate you will see the details of their booking, or click on them to display in the main part of the screen. If they have not yet booked an interview slot, only their name and interview stage will show

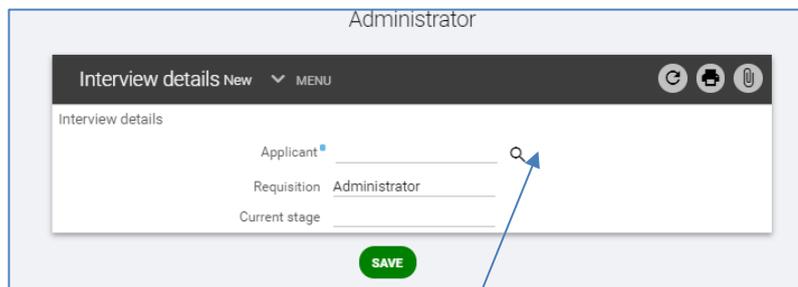
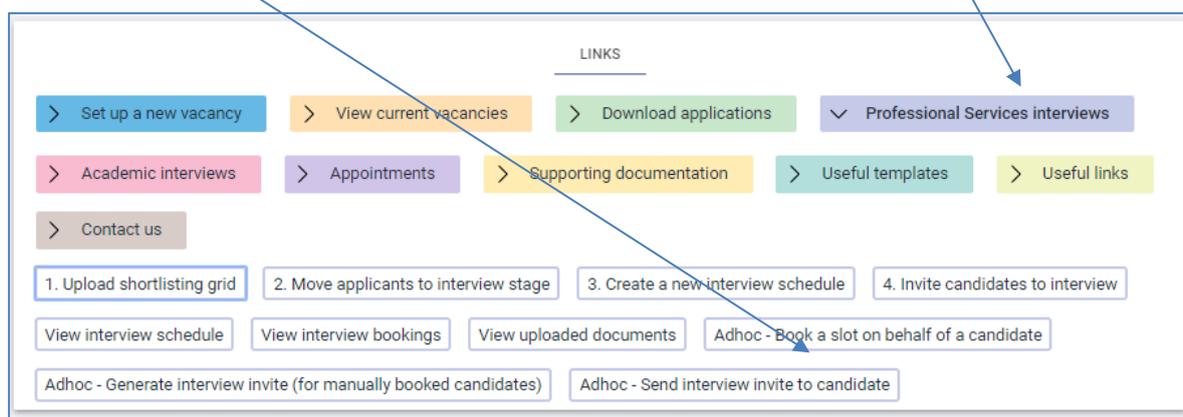
NOTE: For Professional Service Section roles, once the interview schedule is confirmed you will then need to send a final schedule to the full interview panel and to the main University reception (if you have asked candidates to report there). The panel should also have access to the candidate applications and the job description/person specification for the role so please make sure they have this information prior to the interviews. For Departmental roles, the Resourcing Team will carry out this process on your behalf.

What do I do if a candidate has not booked an interview slot? (Professional Service roles)

If a candidate has not booked their slot, you should contact them by telephone or by email to establish if they still want to be considered for the role. If they do not wish to continue with the recruitment process, please email the Resourcing Team who will withdraw their application.

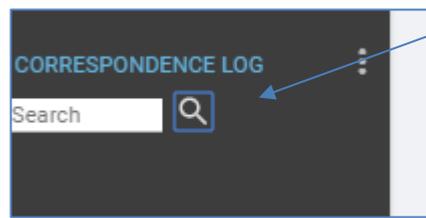
Should the candidates still wish to come for interview, they will not be able to book the timeslot themselves if the booking end date has passed. The Hiring Manager or Requisition Administrator both have access to do this on behalf of the candidate, and should book them in on the system manually.

To manually book a candidate into an interview slot, click on 'Professional Services interviews' in the 'Links' menu, and then 'Adhoc – Book a slot on behalf of a candidate', and select the relevant requisition from either the open requisitions box above or the side menu:



- Search for the applicant using the magnifying glass and the applicant surname
- Click 'Save'
- Further boxes will open up at this point, tick 'Use interview schedule'
- Click on the magnifying glass next to 'Start date'. This will bring up a list of the empty interview slots
- Click on the slot you wish to add your applicant to
- Click 'Save'
- From the top menu or the 'Links' menu, select 'Adhoc – Generate interview invite (for manually booked candidates)'
- A list of applicants will appear in your side menu. Select the applicant you wish to invite
- Click the magnifying glass, and the magnifying glass again. Answer 'ok' to the prompt. Select the invitation template you wish to use and click 'Run' (if you need guidance on which template to use please contact your Resourcing Adviser)
- Ensure that 'Generate emails' is ticked
- Next, click on 'Run'. You will see a message that says 'The request has been queued. You will be notified when the process has completed'. Once the email has sent, you will see a blue bar appear across the top of your screen to confirm, and a blue bell icon will appear next to your side menu
- Return to the 'Links' menu and select 'Adhoc – Send interview invite to candidate'
- Your list of applicants will appear in the side menu. Click on the applicant you wish to send to

- A new box will appear in the side menu, 'Correspondence Log'. Click on the magnifying glass, and answer 'Ok' to the prompt



- This will bring up a list of any emails in the side menu for that applicant that have not been sent
- Select the relevant email
- Click on the pencil icon to amend any text in the invitation and click 'Ok'
- Click 'Send'
- The screen will show the date and time that the invitation was sent

What do I do following the interviews?

Following Professional Service role interviews, the Chair should contact their Resourcing Adviser prior to making the offer to the successful candidate. Academic offers should be approved by either the Executive Dean, Vice-Chancellor or their delegate.

The signed, completed interview decision grid should be uploaded to iTrent, and the [online appointment form](#) completed (plus right to work documentation attached if applicable) for the successful candidate. To do this, follow the steps below:

- From the 'Links' menu, select 'Appointments'
- Click on 'Upload interview decision grid'
- In 'Document' enter the name of the document you are uploading
- Select the relevant document type from the drop down list
- Upload the document from your computer
- Click 'Save'
- To upload another document, click 'New' and repeat the steps above

What other support is available?

You will find useful templates and links on the pages you will access frequently. On the 'Home' page the carousel across the bottom has document templates, user guides, and timelines and contact details.

There is guidance on all stages of the recruitment process on the [Staff Directory](#).

Guidance on the use of the online appointment form, through OnBase can also be found on the [Staff Directory](#).

For further support contact your [Resourcing Adviser](#).