System User Guide

Hiring Manager and School/Department Administrator (SDA) - How to Hire an External Candidate System User Guide

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Contents

Introduction

This guide covers key tasks for **Hiring Managers** and **SDAs i**n **'How to Hire an External Candidate'** system process. It is related to the Process User Guide for Recruitment and Onboarding which is linked below.

[Guide to Recruitment and Onboarding](#)

Once a job offer is accepted by an **external candidate** they must be moved manually to HR for processing. For internal candidates, once the offer is accepted this will automatically move the candidate for HR processing.

In Brief

This section is a simple overview and should be used as a reminder. More detailed information on each outcome is provided later in this guide.

1. From the Home page, choose **My Team** or **My Client Groups,** then **Hiring**.

2. Click the **Applications** link for the appropriate requisition to view candidates.

3. Click the ellipsis next to the appropriate external candidate.
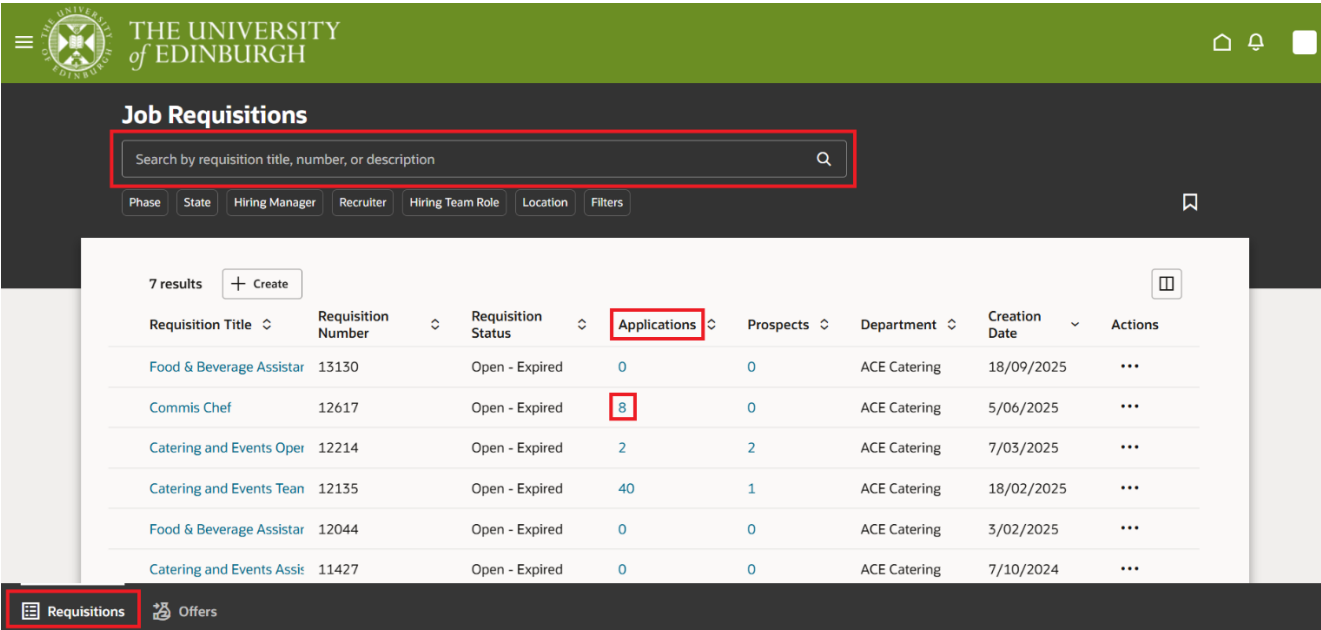
4. Select **Move to HR**.

In Detail

This section provides the detailed steps and includes relevant screenshots from the system.

1. From the People and Money homepage select My Team (if accessing as a Line Manager) or My Client Groups (if accessing as an SDA), then the **Hiring App**.
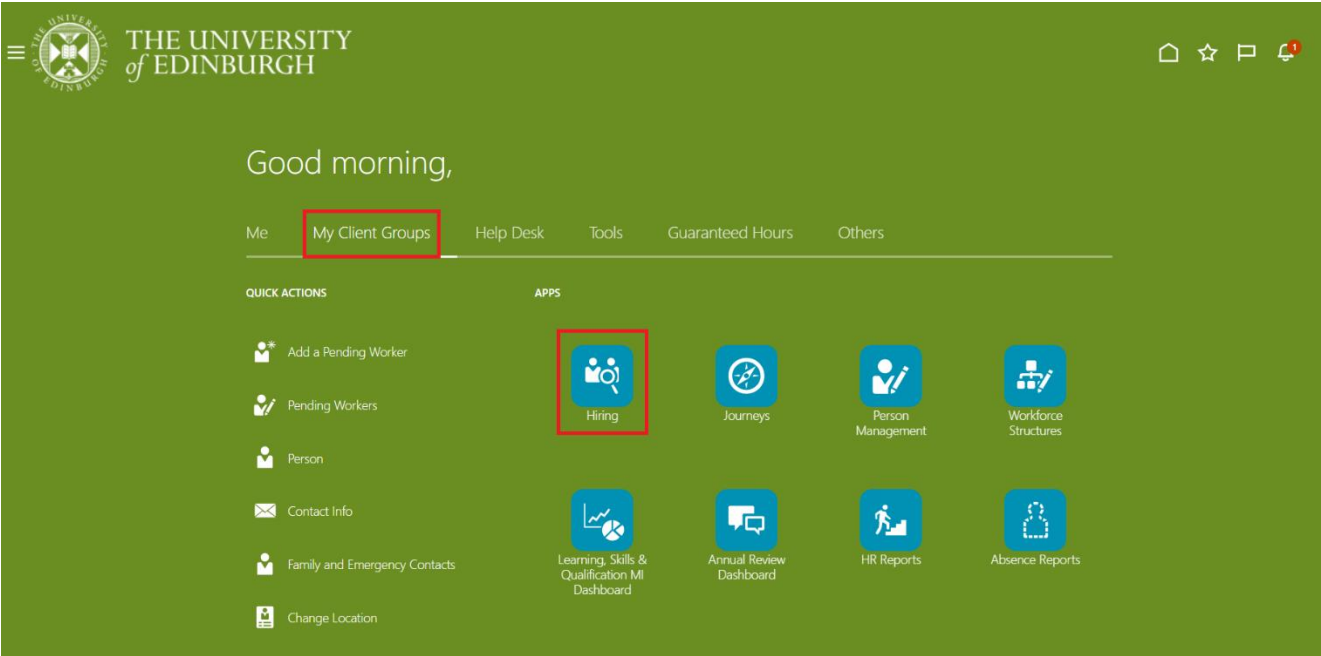

2. In the **Requisitions** tab, search for the job requisition using the requisition title, number or description. Then, click on the number of applications for the correct job requisition.

3. Click the ellipsis next to the appropriate external candidate and select **Move to HR**. The candidate's status should be **Offer, Accepted**.
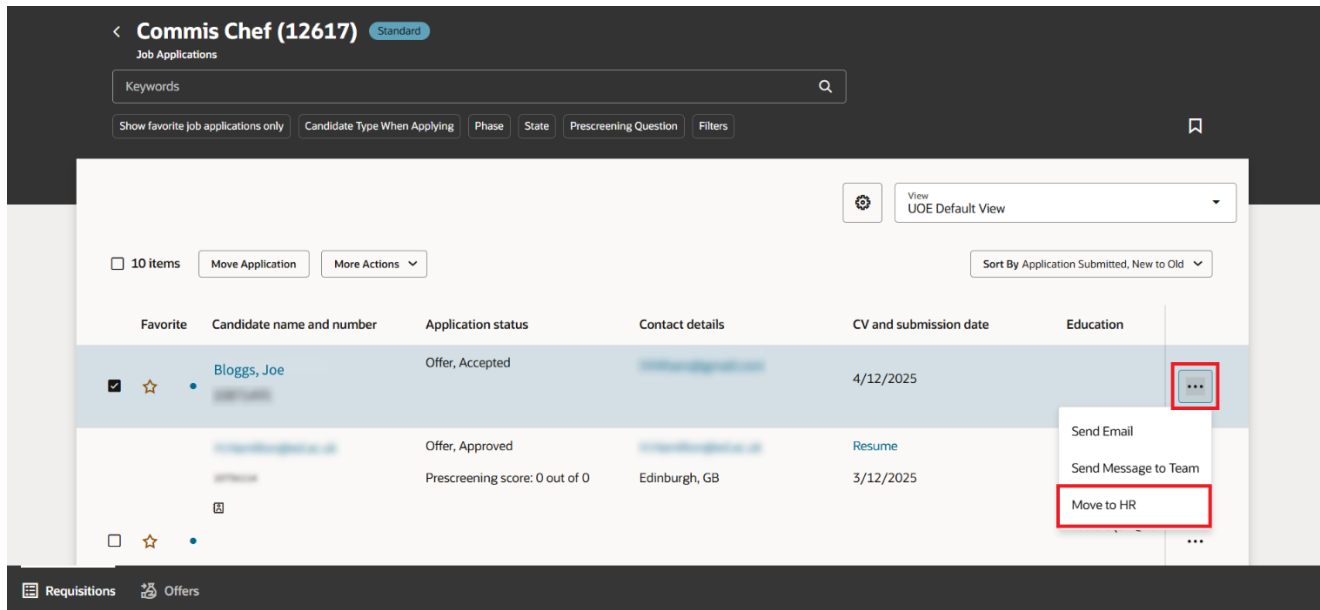
A confirmation message saying '**Job application moved**' will appear at the bottom of the screen.
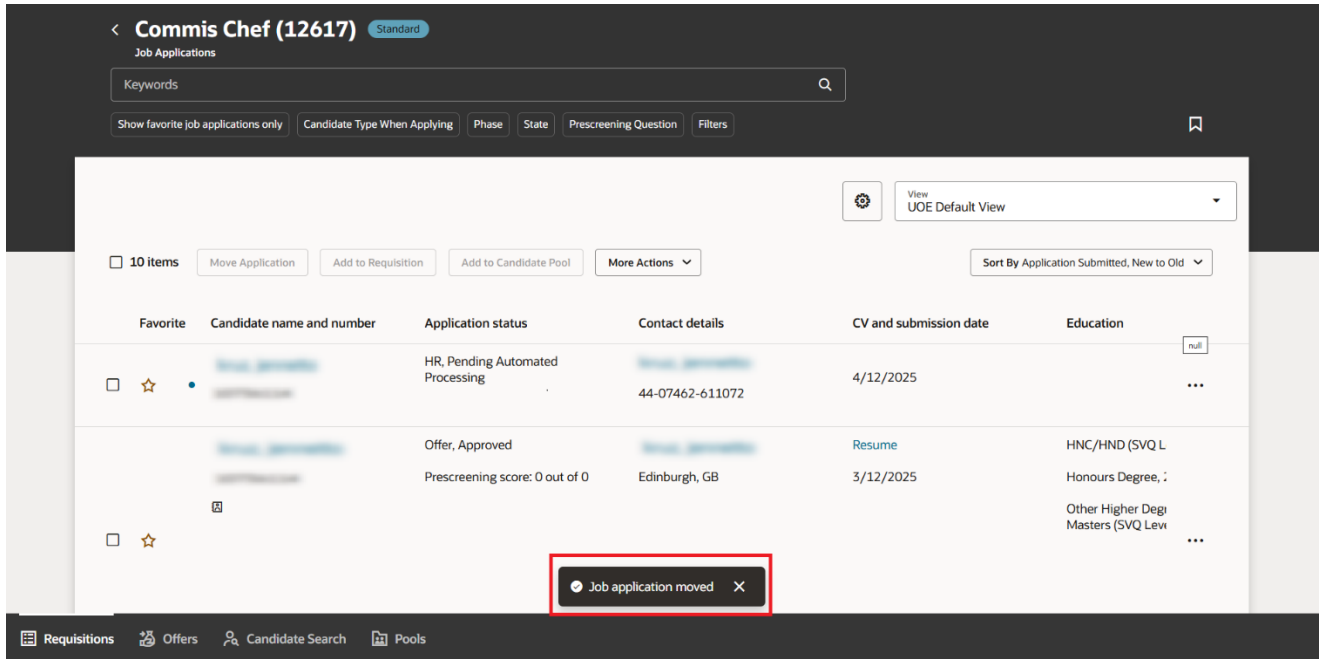
Once complete, the candidate record will no longer be visible in the applications screen and the external candidate moves to HR for processing as a pending worker.

Pending Workers can be viewed in the Pending Worker List. SDAs should navigate to My Client Groups>Pending Workers or for Line Managers, My Team > New Person> Pending Workers. Here you can change their start date if required.

Version History

Version	Date	Description	Approved By
2.0	15 December 2025	• Updated guide to new format. • Updated screenshots and steps to reflect Redwood changes in P&M.	SK

Reviewers & Approvers

Further details of the Reviewers and Approvers of this document can be found by contacting HR Process Improvement. Please raise a Service Request using the category Continuous Improvement.