People and Money system

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Hiring Guide- How to Review Applications (Longlist/Shortlist)

Hiring Manager or School Department Admin
Estimated time to complete: 6 minutes

Applications may display the following symbols:

- Indicates a new application
- Indicates a referred candidate
- Indicates an internal candidate
- Indicates the candidate is active on another requisition

It is now mandatory for external candidates and students applying via the student careers site to submit a CV as an attachment to the job application. Covering letters may also be attached, although this is not mandatory, as they are not always required across the university. CVs are held in the Document Records of any hired candidates.

Once the job advert closes an automated shortlisting matrix will be issued by email to the named recruiter on a job requisition. This is an excel template which prepopulates the names of all candidates and their responses to the standard pre-screening questions (e.g. Right to Work, Notice Period) into a shortlisting matrix. This matrix can then be used by the hiring team to score and record their sift outputs and decisions for selection/Non selection. The Matrix will not pick up any manually added pre-screening questions at this time. It should be noted that any applications added to a requisition after the advert expiration date will need to be manually added. The matrix will be sent to the the named recruiter on the requisition by the following business working day after the job advert closes and this should be saved to the attachments section of the requisition.
Once a candidate has been moved to the interview phase a report will be sent to the recruiter listed on the requisition via email to provide the reference details submitted on application. This is currently limited to 2 references only and is currently sent the following day at 8am although this frequency may reduce.

If a candidate has accidentally withdrawn an application, please follow the steps to return an application to a prior state.

As a result of the launch of Skills and Qualification app, hiring managers can now see skills and qualifications information provided by internal candidates.

In Brief...

This is a simple overview of the process.

Sort Pre-screening Responses

1. From the Home page, click the Navigator menu on the top left icon.

2. Expand the My Client Groups section and click Hiring.

3. In the Job Requisitions screen, click on the Job name then click the Active Applications.

4. Go to pre-screening questions. Show filters then select the Question and Answer.

5. Then sort by pre-screening responses.

View Job Application Attachments

1. Click on any documents attached to the candidate’s job application, they will appear underneath their name in the candidate list or you can click on the candidate and go to the ‘Attachment’s tab in the left-hand menu.

Move Candidate to Longlist

1. To move candidate(s) to phase ‘Screening - Longlisted’, tick the box next to candidate name, then click the Action button. Select Move.

2. Enter the Phase: Screening and select Longlisted for State field. Then click Save and Close.
Move Candidate to Shortlist

1. To move candidate(s) to phase ‘Screening - Shortlisted’, tick the box next to candidate name, then click the Action button. Select Move.

2. Enter the Phase: Screening and select Shortlisted for State field. Then click Save and Close.

Move Candidate to Interview and Selection

1. To move candidate(s) to phase ‘Interview and Selection’ tick the box next to candidate name, then click the Action button. Select Move.

2. Select Phase: Interview and Selection and State: Interview to be Scheduled.

Move Candidate to Offer

1. To move candidate to Phase ‘Offer’, tick the box next to candidate name, then click the Action button. Select Move.

2. Select Phase: Offer and State: To be created. Then click Save and Close.

Return to prior state

1. To view all applicants, remove the ‘Active applications’ filter.

2. Click the applicant name to view their application

3. Click the Action button. Select Return to Prior State.

4. Click Yes to confirm.

For detailed guidance, see the next section.

In Detail…

Sort Pre-Screening Responses

1. From the Home page, click the Navigator menu on the top left icon.
2. Expand the **My Client Groups** section and click **Hiring**.

3. In the **Job Requisitions** screen, click on the **Job name**.
4. Click **Active Applications**.

5. Click on **Show Filters**.
6. Select the **Question and Answer (Dropdown)** and **Sort By** criteria.

**View Job Application Attachments**

1. In the candidate list, click on any document attachments that appear underneath the candidate’s name:

   ![Image of candidate list with attachments]

2. You can also access job application attachments by click on the candidate, click on the ‘Attachments’ tab in the left hand menu and select ‘Preview’ in the View dropdown:
Select the **File** dropdown to view an alternative attachment.

**Move Candidate to Longlist**

1. To move Candidate(s) to phase ‘Screening - Longlisted’, Tick the box next to Candidate name.
2. Click the **Action** button.
3. Select **Move**.
4. Enter the details as below:
   a. **Phase** is a dropdown option – Enter **Screening**.
   b. **State** is a dropdown option – Enter **Longlisted**.
c. Click **Save and Close**.

**Move Candidate to Shortlist**

1. To move Candidate(s) to phase ‘Screening - Shortlisted’, Tick the box next to Candidate name.

2. Click the **Action** button.

3. Select **Move**.

4. Enter the details as below:
   
   a. **Phase** is a dropdown option – Enter **Screening**.
b. **State** is a dropdown option – Enter **Shortlisted**.

c. Click **Save and Close**.

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**Move Candidate to Interview and Selection**

1. To move Candidate(s) to phase ‘Interview and Selection, Tick the box next to Candidate name.

2. Click the **Action** button.

3. Select **Move**.

4. Enter the details as below:
a. **Phase** is a dropdown option – Enter *Interview and Selection*.

b. **State** is a dropdown option – Enter *Interview to be Scheduled*.

c. Click **Save and Close**.

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Move Candidate to Offer

1. To move Candidate(s) to phase ‘Offer’, Tick the box next to Candidate name.

2. Click the **Action** button.
3. Select **Move**.

4. Enter the details as below:
   
   a. **Phase** is a dropdown option – Enter **Offer**.
   
   b. **State** is a dropdown option – Enter **To be Created**.
   
   c. Click **Save and Close**.

Return to prior state

1. If a candidate has accidentally withdrawn their application they may show an inactive. To view all applicants, remove the ‘Active applications’ filter.
2. Select the candidate name to view the application.

3. Click the **Action** button then select **Return to Prior State**.
4. Click **Yes** in the warning popup

5. Confirmation appears on screen that the candidate has returned to the previous state
Glossary

Please refer to the glossary