

UNIVERSITY OF  
ABERDEEN

# eRecruiter Quick Guide

Version 1.0

hrrecruitment@abdn.ac.uk

## Accessing the System

To access the system, log in at <https://abdn-ats-ss0.hireserve.com>. Please note, there is no log out button, simply close your browser to log out.

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# Shortlisting Candidates

Please email the Recruitment Team at [hrrecruitment@abdn.ac.uk](mailto:hrrecruitment@abdn.ac.uk) to confirm the shortlisting panel and they will grant them access.

To view the vacancy folders that you have access to, go to *Manager Tools*, click on *My Folders*:



or search by the job reference number:



To view the candidates and their documents, click on the *View Candidates* icon  in the *My Folders* screen. You will be presented with a list of candidates who have applied for the vacancy selected. To view all candidates, leave the box unticked. Should you be unable to view your candidates choose 'All' in the drop-down box:

## Folder candidates

Folder: Living - Lecturer in Sociology / 20

	Name	Status	Date Applied	Score	Employee	Gtd Intvw	Redeployment Candidate					
  	Arnot, Tim	T070 - Shortlisting		0		-	-	 2	 0	 0	 0	 0
  	O'Hara, Caroline	T070 - Shortlisting	15/09/2015	40	-		-	 0	 1	 1	 1	 1
  	Stewart, Graeme	T070 - Shortlisting	15/09/2015	0		-	-	 0	 1	 1	 1	 1

Redeployment candidates or candidates who are eligible for the Guaranteed Interview Scheme will be highlighted with a tick in the appropriate column:  These individuals **must** be invited to interview if they meet all of the essential criteria for the post (or would do with reasonable training for Redeployment candidates).

To open the Further Particulars and Person Specification (which contains the criteria for the post) click on *Options - Documents* and select the further particulars document. It will open in a separate window.

To view an application form, the candidate's CV and any supporting documents the candidate may have uploaded and rate a candidate's application click on the *Rate Candidate* icon: 

A window will pop up. There are three icons summarising recommendations and a comments box, which must be completed to evidence the reason for the decision:

Invite



Hold



Reject



You can view the next candidate in the list by clicking *Next*. Alternatively you can close the window and you will be returned to the list of candidates.

Recommendations and comments are saved automatically.

Please note that any comments recorded will be shared with the candidate should they submit a Subject Access Request.

# Inviting Candidates for Interview

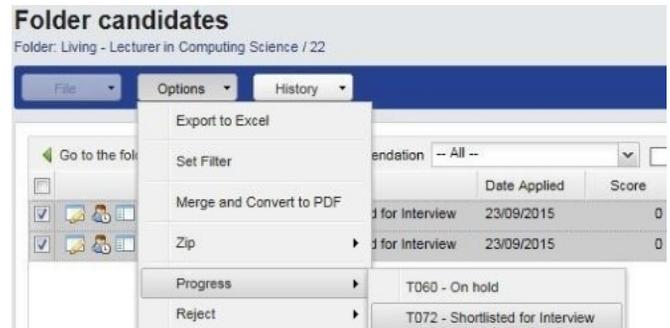
Once the panel agree the shortlist, the candidates' status must be changed within *My Folders*:

(a) *Candidates who are to be invited to interview:*

i. Select the candidates (tick the box for each candidate) to be invited to interview.

ii. Click on *Options > Progress > Shortlisted for Interview*.

iii. A Message will pop up asking you to confirm this action. Click *OK* to proceed.



(b) *Candidates who are to be kept on hold:*

i. Select the candidates (tick the box for each candidate) you want to hold on reserve.

ii. Click on *Options > Progress > On Hold*.

*(c) Candidates to be rejected after shortlisting:*

- i. Select the candidates (tick the box for each candidate) to be invited to interview.
- ii. Click on *Options > Reject > Reject after shortlisting*.
- iii. Click *OK* to proceed.
- iv. You will be asked to send an email.
- v. Select the *Reject after Shortlisting* template.
- vi. Click *Continuous* or *File > Save* to send out the rejections.

**NB To reject Redeployee Candidates, please see Section 3.1 of the full eRecruiter Guidance Notes.**

# Scheduling Interviews

Interviews should only be scheduled after the post has closed at advert and shortlisting has taken place.

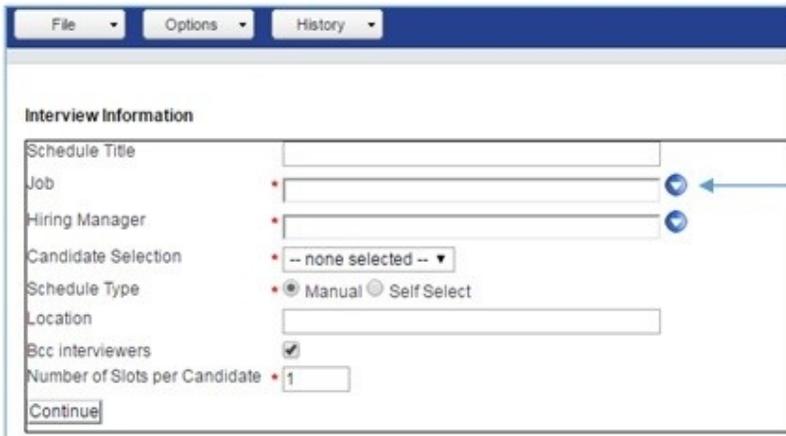
This section provides guidance on how to set up manual interviews. Should you require to set up 'Self-Select Interviews' or 'Separate Presentations and Interviews' please go to [Section 4](#) of the full eRecruiter Guidance Notes.

To schedule interviews:

Go to *Manager Tools > Interview Scheduler*.

Click  icon to create a new schedule.

A pop-up window will appear prompting you to select the post:



The screenshot shows a web application window titled 'Interview Scheduler'. At the top, there are three menu items: 'File', 'Options', and 'History'. Below this is the 'Interview Information' section, which contains several fields and controls:

- Schedule Title:** A text input field.
- Job:** A dropdown menu with a blue triangle icon on the right.
- Hiring Manager:** A dropdown menu with a blue triangle icon on the right.
- Candidate Selection:** A dropdown menu with the text '-- none selected --' and a downward arrow.
- Schedule Type:** Radio buttons for 'Manual' (selected) and 'Self Select'.
- Location:** A text input field.
- Bcc interviewers:** A checked checkbox.
- Number of Slots per Candidate:** A text input field containing the number '1'.
- Continue:** A button at the bottom left.

Click on the blue triangle to choose the post you wish to schedule interviews for.

A new window will open with a list of your posts:

**Job Selector**

Live jobs  My jobs  Live applications

Title	Refno	Owner	Date on	Date off	Live	Active application
<input type="checkbox"/> Programmer/Software Tester	HSR006A	McArdle, Lannair	12/09/2016	06/10/2...		

Untick 'Live Jobs', select the post you are scheduling interviews for and click *OK*. You will be taken to another screen to select the type of interview, where the candidates should report to before the interview, and the number of interview slots:

**Interview Schedule**

Interview Details

File Options History

**Interview Information**

Schedule Title	Lecturer in Sociology / 20
Job	* Lecturer in Sociology / 20
Hiring Manager	* Person, Test
Candidate Selection	* T072 - Shortlisted for Interview(1)
Schedule Type	* <input checked="" type="radio"/> Manual <input type="radio"/> Self Select
Location	ception at University Office on Regent Walk.
Invite to Interview	* T050 - Interview date
Invite to Interview Email	* E73 Confirmation of interview (interview Scheduler)
Number of Slots per Candidate	* 1

Continue

*Click the image to see what should be entered into each field*

Click *Continue*.

# Scheduling Interviews (continued)

You are then required to create interview slots for each candidate you have shortlisted for interview:

**Interview Schedule**  
Interview Details

File Options History

**⚠ Not yet finalised** - You will need to finalise this schedule before candidates are notified of their slots

**Interview Information**

Schedule Title	Lecturer in Sociology / 20
Schedule Status	Planned
Job	Lecturer in Sociology / 20
Hiring Manager	Person, Test
Schedule Type	<input checked="" type="radio"/> Manual <input type="radio"/> Self Select
Invite to Interview	* T050 - Interview date
Invite to Interview Email	* E73 - Confirmation of interview (Interview Scheduler)

Add Row Add Candidate

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Candidate: O'Hara, Caroline (7276957)  
Status: Status: T072 - Shortlisted for Interview  
Candidate attendance confirmed   
Notify on finalise

Date	Time	Duration (Minutes)	Interviewers	Location	Comments	Conf
<input type="text" value="31"/>	<input type="text"/>	<input type="text" value="60"/>	<input type="text" value="Person, Test*"/>	<input type="text" value="Please report to reception"/>	<input type="text"/>	

For each slot you **must** complete the following information:

Date.

Time.

Duration of the interview.

Location is auto-populated from the information you entered earlier (but can be edited if required).

Comments: There is no need to enter comments here. If your interview includes an exercise, you may wish to include the details and this information will be sent to the candidate.

Click *File > Finalise*.

You will receive the following warning message “Are you sure? This will create interview records for candidates and will e-mail the details to each candidate in turn” Click *Yes* to proceed- no communication will be sent to the candidates until the next step.

You will be directed to a new screen which will display a draft of the ‘Invite to interview’ e-mail. There is no need to enter any additional information however if you require candidates to give a presentation or some other exercise, you should enter the additional information here.

To send the e-mail click *File > Save*.



# Pre-Interview

Once the candidates have been invited to interview, you can review the interview so invited to interview.

Under *Manager Tools* click on *My Interviews*:



You will be presented with a list of interviews that have been scheduled. Included in which the interview is scheduled for, the names of the candidates and interview loc

## My Interviews

All Interviews the users is assigned

A screenshot of the 'My Interviews' interface. It features a dark blue header with 'File', 'Options', and 'History' buttons. Below is a search bar with 'Time Period' set to 'Future' and a search icon. The main content is a table with columns: Interview Date, Interview Time, Duration, Job Title, Ref No, Candidate ID, Candidate Name, Mobile phone, Interviewers, and Interview L. Two rows of interview data are visible.

Time Period	Interview Date	Interview Time	Duration	Job Title	Ref No	Candidate ID	Candidate Name	Mobile phone	Interviewers	Interview L
Future	20/10/2015	09:05:00	30	Tim Test	HRS123A	7450855	Arnot, Timothy	07 533	Bruce, Kenny	Please cor
Future	20/10/2015	16:30:00	30	Tim Test	HRS123A	7451294	Collins, Paul	01	Bruce, Kenny	Please cor

From this screen you can also view the candidates' applications (including CV and *candidate documents* icon to view these.

To export the list of interviews to an Excel spreadsheet, click on *Options > Export to*

schedule and view the applications and references for each candidate who has been

in the list is the date and time of each interview slot, the duration, the vacancy for  
location:



Location
come to room 21 in the Sir Duncan Rice Library.
come to room 21 in the Sir Duncan Rice Library.

other attachments) and any references that have been returned. Click on *view*

*Excel.*

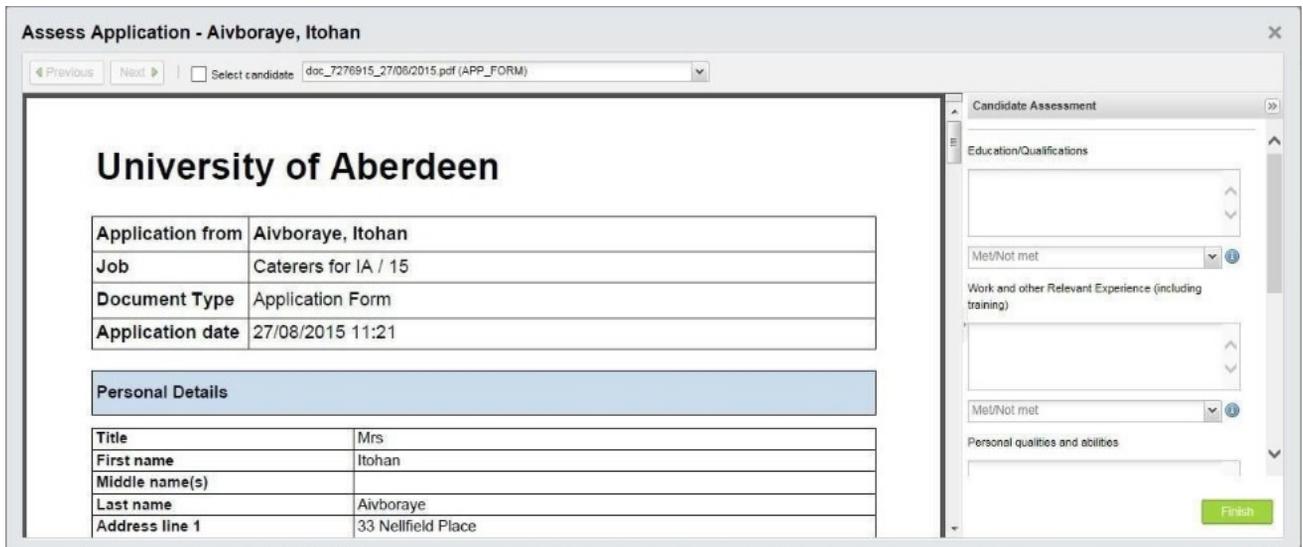
# Post-Interview

## (a) Assessing Candidates:

Once interviews are complete, you will be able to record the outcomes of the interview on eRecruiter.

**Before any offer is made, all candidates invited to interview must be assessed via eRecruiter.**

Click on *My Folders*. Then click on the *View Candidates* icon  for the vacancy you are working on. You will be presented with a list of candidates who were invited to interview. Click on Assess Candidate icon . A new window will pop up:



Assess Application - Aivboraye, Itohan

◀ Previous Next ▶ | Select candidate: dot\_7276915\_27/08/2015.pdf (APP\_FORM)

### University of Aberdeen

Application from	Aivboraye, Itohan
Job	Caterers for IA / 15
Document Type	Application Form
Application date	27/08/2015 11:21

**Personal Details**

Title	Mrs
First name	Itohan
Middle name(s)	
Last name	Aivboraye
Address line 1	33 Nellfield Place

**Candidate Assessment**

Education/Qualifications

Met/Not met

Work and other Relevant Experience (including training)

Met/Not met

Personal qualities and abilities

Finish

Input your comments in every box, detailing whether or not the candidate met the criteria for the post.

You are required to record comments for the candidates under each category of the Candidate Assessment Decision Form. The categories on the form relate to the categories on the Person Specification for the vacancy, being:

- Education/Qualifications
- Work and other Relevant Experience
- Personal Qualities and Abilities
- Equality and Diversity
- Other

*(a) Assessing Candidates:*

- 1 You should record if the candidates Exceeded, Fully met, Partly met or Did not meet the criteria in that category and select your preferred candidate.
- 2 You will be asked to rate the answers to the interview questions given by the candidates.
- 3 If any of the candidates are a reserve, please note this.
- 4 You should also provide details of suggested salary and preferred start date.

Once complete, click *Finish*.



# Post-Interview (continued)

*(c) Rejecting Candidates Following Interview:*

**An Assessment Form must be filled out before any unsuccessful candidates are rejected.**

*Go Manager Tools > My Folders.*

Click on the *View Candidates* icon for the relevant vacancy.

Select the candidates you want to reject (tick the box for each candidate) then click *Options > Reject > Reject after interview*.

Click *OK* to proceed when a warning message comes up.

Select *Reject after interview* email draft.

Click on *Continue*.

**If there are any candidates you want to hold as reserve candidates do not reject them at this time got to *Options > Progress > On Hold***

*(d) Progressing Your Preferred Candidate:*

You are required to notify HR of the preferred candidate who you recommend to offer the post to. **All job offers must be made by HR.** To do this:

Select the candidate(s) you want to make an offer to (tick the box for each candidate)

Click *Options > Progress > Recommend offer:*



Click *OK* to a pop up message.

A workflow will initiate sending details to the Recruitment Assistant for the vacancy, who will take forward the offer and will advise on the outcome in due course.

If any candidate has a status of *on hold* or reserve, the Recruitment Assistant will reject them, following verbal acceptance from the preferred candidate. Should the preferred candidate decline the offer, the Recruitment Assistant will discuss with you before making an offer to the reserve candidate. The Recruitment Assistant will be in touch to advise on the outcome.