

HIRESERVE
HIRING MANAGER PORTAL
PANEL MEMBER USER GUIDE
(SHORTLISTING)

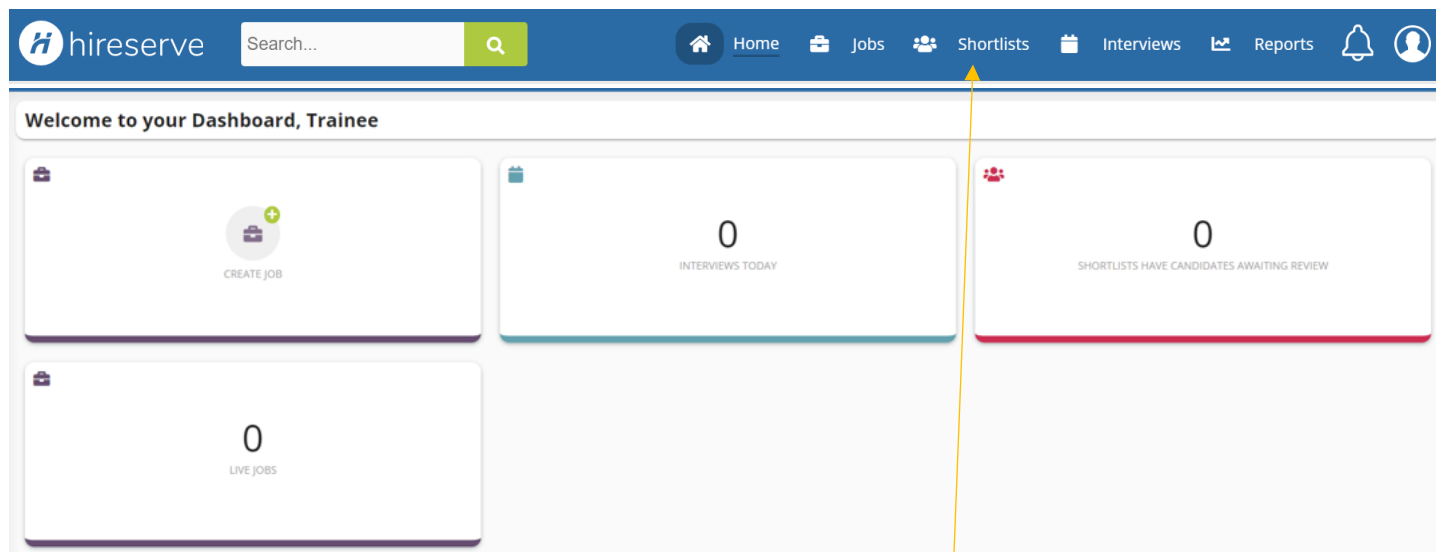
LOGGING IN

You can access the system by clicking on the link below. We are using Single Sign-On, therefore you will not be required to set up a username or password. *Please note that training is required prior to being granted access to the system.*

<https://ljmu-ats-sso.hireserve.com>

GETTING STARTED

You can access the various areas of the system via the menu options at the top of the screen as well as the various tiles on the dashboard as below (Create Job, Interviews Today, Shortlists Have Candidates Awaiting Review and My Jobs).

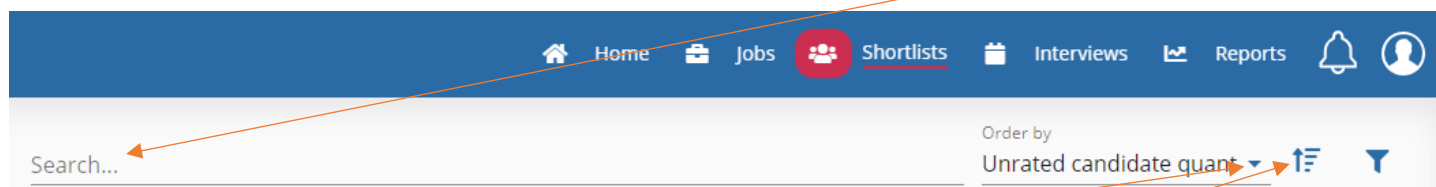


The area of the system you will be using to view and assess applications is '**Shortlists**'.

You will receive an automated email from the system when you have been added to a vacancy as a panel member.

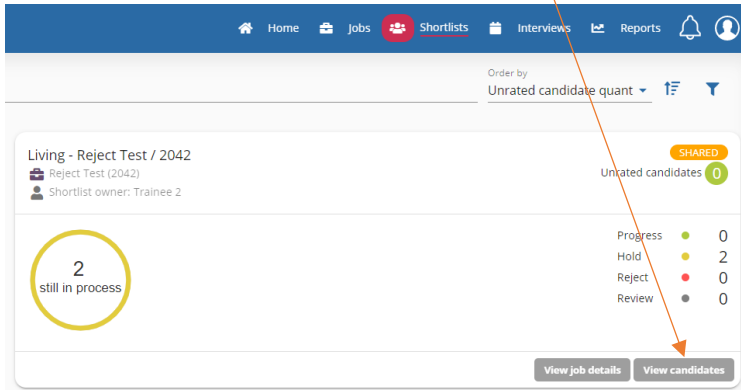
ASSESSING CANDIDATES

Once candidates have started applying for the vacancy a manager can view the applicants by clicking on 'Shortlists' tab and finding the vacancy, you can either search on Vacancy Reference Number here.....



...or you can 'Order by' clicking on the drop-down arrow and choosing 'Refno'. Click on the arrow to switch between ascending / descending.

Once you have the vacancy open you can click 'View candidates'



You will now be taken to the 'Candidate Grid' which will show you all applications received to date. If a candidate has indicated that they have a disability that they wish to be taken into account, a green tick will appear under the '**Disability Confident Flag**' column. They only need to be shortlisted should they meet **all** of the essential criteria i.e. they cannot be filtered out based on desirable criteria if your shortlist is longer than you would like.

	CANDIDATE_NAME	USER_TRACK_TYPE	APPLIC_TRACK_DATE	SCORE	Employee	AUTO_ELIG_FOR_INTVW_FLAG		ASSESSOR_APPLIC_SCORE	ASSESSOR_INT_SCORE
	Decision	9391398	T02 - Application Received (on-line)	21/03/2022	0	-	-	★ ★ ★ ★ ★	★ ★ ★ ★ ★

These candidates can now be rated, click the 'three dots' (these may appear to the right of the screen) and choose 'Assess Candidate' (the helpful 'traffic light' decision system will initially default all applicants to an amber 'pause' status).

	CANDIDATE_NAME	USER_TRACK_TYPE	APPLIC_TRACK_DATE	SCORE	Employee	AUTO_ELIG_FOR_INTVW_FLAG		ASSESSOR_APPLIC_SCORE	ASSESSOR_INT_SCORE
	Decision	9391398	T02 - Application Received (on-line)	21/03/2022	0	-	-	★ ★ ★ ★ ★	★ ★ ★ ★ ★

A preview of their application form will appear (you can toggle between application documents received in the drop-down box)

9391398

Select candidate

 Decision ✔ ⏸ ✖

doc_9391398_21-03-2022.pdf (APP_FORM) ★

On the right-hand side you can carry out an assessment of the candidate against the person specification criteria (which HR will have added at the vacancy approval stage) by adding any notes then choosing the appropriate assessment option from the drop-down lists from options **Criteria Exceeded**, **Criteria Met**, **Criteria Partially Met** and **Criteria Not Met** (you can expand the width of this assessment column if it helps by clicking and dragging the left margin).

Candidate Assessment >>

Attention to detail

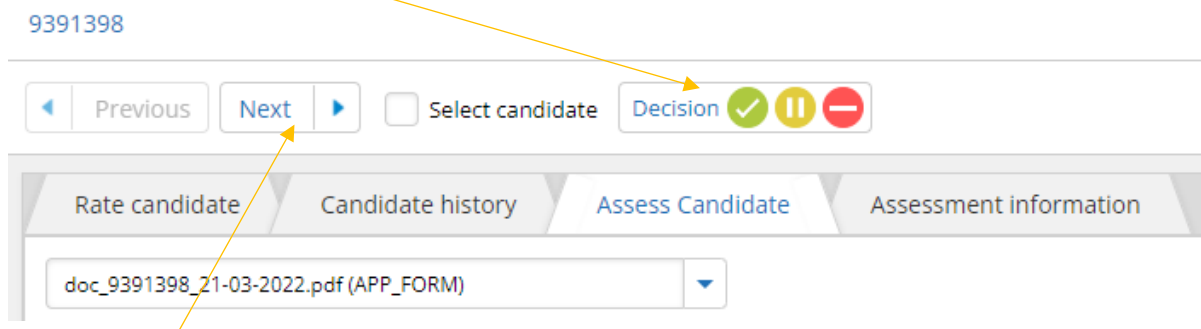
▼ ⓘ

Communication skills

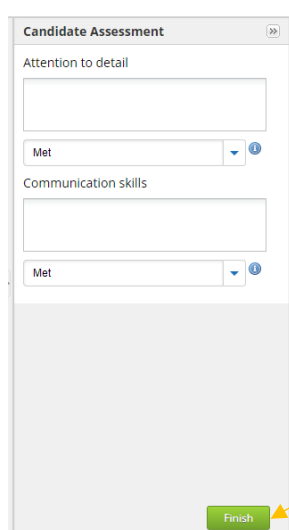
▼ ⓘ

Please be mindful of data protection and that candidates would have the right to see any information written about them in the system should they submit a Data Subject Access Request. Information added here should be objective.

Also ensure you click on 'Save' regularly at the bottom of the screen to avoid loss of information and then make your individual 'Decision' by choosing the appropriate option, **note that this does not progress or reject the applicant at this stage.**

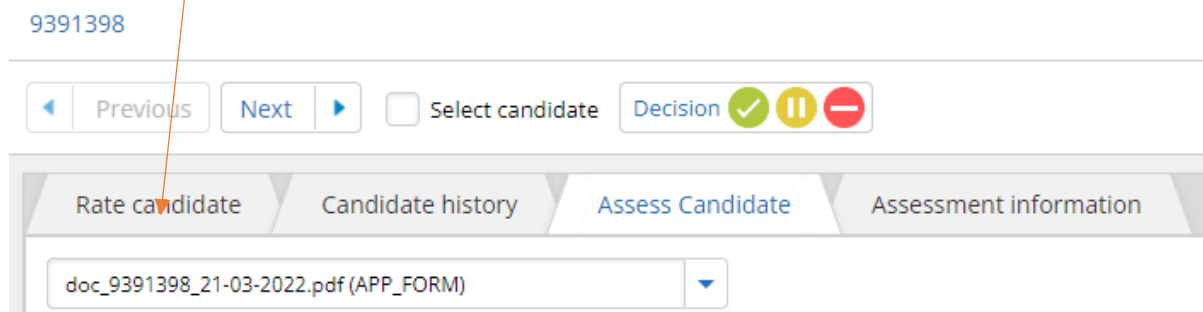


You can then click 'Next' to move to the next candidate and repeat the process, once complete click the 'Finish' button

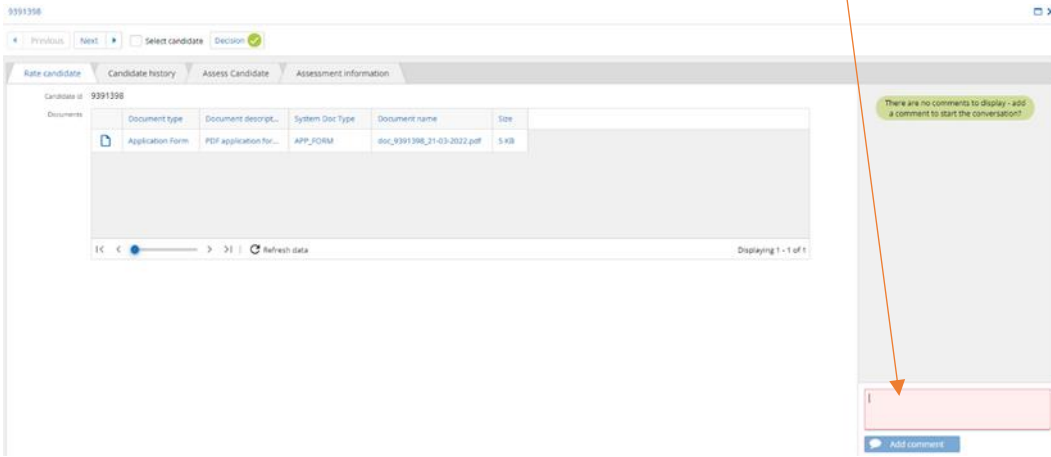


Panel Member Collaboration and Decision Making

When on the candidate grid, you can click on the 'three dots' next to the applicant and choose 'Rate Candidate' (or select the 'Rate Candidate' tab if already in the candidate details screen),



This will allow you to add any notes or questions into the Comments box which other panel members can review and respond to. Click on 'Add comment' to submit your comment or question as below.



This is more of a conversational tool to allow online collaboration rather than an assessment tool (which should be done via the Assess Candidate tab). **The Data Protection considerations mentioned earlier also apply here, therefore please ensure that any comments/questions or responses are both relevant and appropriate.**

Once all panel members have completed their shortlisting, in your candidate folder, you can sort candidates by the **Assessor Application Score** column to see which candidates have scored most highly and along with the helpful 'traffic light' decision system, may help you come to a decision more quickly as a panel of who you would like to progress/reject or those candidates where there are clear differences of opinion that require further discussion.

You can also sort by candidates who have identified a disability to check that these are given appropriate scrutiny by clicking the 'Disability Confident Flag' column heading. A green tick will appear in this column if a candidate has declared a disability.

Status: SHARED, Access mode: OWNER, Shortlist owner: Trainee 2

	CANDIDATE_NAME	USER_TRACK_TYPE	APPLIC_TRACK_DATE	SCORE	Employee	AUTO_ELIG_FOR_INTVW_FLAG	ASSASSOR_APPLIC_SCORE	ASSASSOR_INT_SCORE
<input checked="" type="checkbox"/>	9340754	T02 - Application Received (on-line)	21/03/2022	0	-	-	1	5
<input type="checkbox"/>	9340736	T02 - Application Received (on-line)	21/03/2022	0	-	-	1	5
<input checked="" type="checkbox"/>	9391398	T02 - Application Received (on-line)	21/03/2022	0	-	-	1	5

If you require any further support whilst using the Hiring Manager Portal, do not hesitate to contact a member of the HR Resourcing Team via HRAssistant@ljmu.ac.uk.