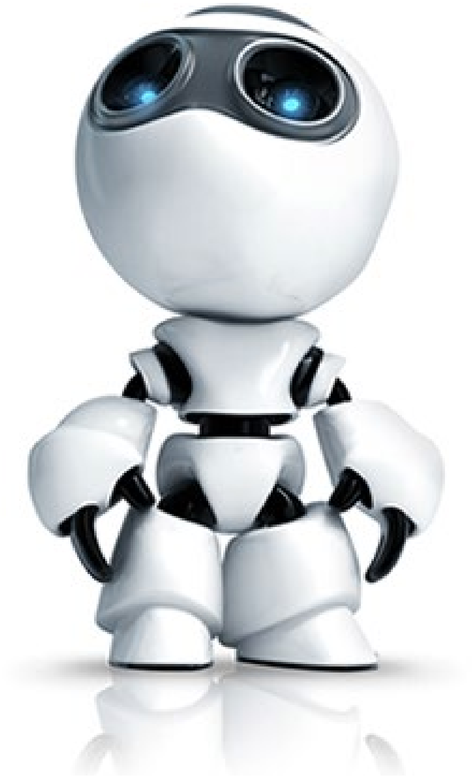
Recruitment Self Service User Guide

University of HUDDERSFIELD



Inspiring global professionals

Contents

Introduction

The University of Huddersfield recruitment system is a self-service system that is provided by the Human Resources Group enabling a more streamlined recruitment process which allows for:

- Direct access to applications at the point they are submitted
- Quicker turnaround time for shortlisting
- Shortlisted applicants booking an available interview slot
- Onboarding portal for successful applicants including the ability to:
    - Electronically sign issued contracts and formally accept offers of employment
    - Welcome successful applicant and provide a detailed profile of the University
    - Provide additional details e.g. bank details to speed up getting them started

This is provided as part of the HR system (iTrent) and all members of staff will have access to this, however, access is only provided to vacancies where you are either the recruiting manager or a member of the selection panel.

Selection Process Overview

This section provides a brief overview of the selection process. If the process item is a task that you should complete as either a recruiting manager or selection panel member, then there will be a link to take you directly to the correct section of this guide for further detail and instructions on how to carry that task out correctly.

1. The Human Resources Recruitment team will advertise your position on the University's vacancies webpage and the HR Officer will contact the recruiting manager via email to confirm when this is live.

2. Applicants complete and submit their applications. Applications are available for you to view as soon as the applicant has submitted them.

3. Begin the shortlisting process. You can either:
    a. Sign in to iTrent periodically to check for new applications and shortlist as applications are coming in. You will need to download a blank copy of the shortlisting grid from the HR website. Your HR Officer will provide you with a link to this when they confirm your vacancy is live on the website.
    b. Wait for the application closing date and complete the shortlisting process on all received applications. You will receive a copy of the shortlisting grid with the applicant names pre-populated via email the day after the application closing date has passed.

4. Agree with the other panel members who should be shortlisted. Once this is agreed **one** person should sign in to iTrent and update the application status to "2. Invite to interview" or "2.1. Not shortlisted initial stage". They should also upload the completed shortlisting grid and interview arrangements pack to iTrent.

5. HR will create an interview schedule within iTrent which mirrors the schedule that was uploaded as part of the interview arrangement pack as described in the step above. HR will also carry out a disability check. If an applicant has declared a disability and meets the

criteria for the role but has not been shortlisted, they will be invited to interview. The HR Recruitment team will notify the panel that this is the case and agree timings for the additional interview(s).

6. Applicants who have been invited to interview will receive an invitation to book an available interview slot, these will be on a first come first served basis. The selection panel can monitor the interview bookings and see which applicants have booked an interview slot and the time slot they have chosen.

7. The day following the interview booking deadline, the selection panel will receive a copy of the final interview schedule. Applicants that have not booked an interview slot are listed separately on the interview schedule.

8. Interviews are held followed by discussions by the panel.

9. The panel chair uploads the completed chair's information pack to iTrent.

10. If there is an appointable applicant, the recruiting manager should contact them to verbally offer them the position and inform their HR Officer (Recruitment and Selection) of the outcome.

11. The HR team will update the applicant status in iTrent. This will trigger an email to the applicant which contains a link to the onboarding portal. From here the successful applicant can review their offer letter and employment contract which they need to sign electronically. Once they have done so they can formally accept the offer in the onboarding portal.

12. Once the offer has been accepted by the applicant, the HR team will begin the process of pre-employment checks i.e. requesting references, occupational health clearance etc.

13. References that are received will be automatically sent to the recruiting manager by email the day after they are received. If you have any concerns regarding any of the references received, you should contact HR as soon as possible to discuss these concerns, otherwise no further action is required.

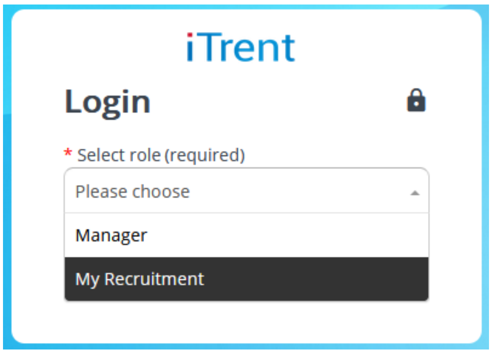
14. The applicant completes the onboarding checklist on the onboarding portal adding any required additional information. The recruiting manager and selection panel can review their progress on the checklist but will not be able to view the details they have entered.

Signing into iTrent

You can access iTrent at https://itrent.hud.ac.uk/ which should automatically sign you in.

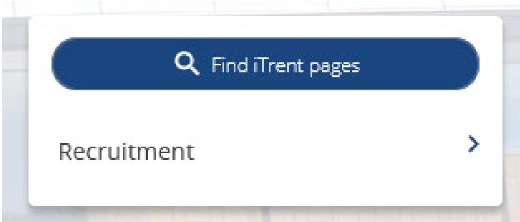
Note: iTrent is only available while working on campus, or when connected to the University network via a secure remote connection. This will either be Remote/Unidesktop/Parallels or VPN.

If you already have access to iTrent, either as a Line Manager or as an Absence Administrator, you will be prompted to select which role you to sign in to iTrent with. You should select the "My Recruitment" role from the drop-down list and click the "Login" button.



Access Recruitment tab

Once you have signed in to iTrent you will be taken to the home page. In the top right of the screen click on the "Recruitment" option and you will be taken to the recruitment summary page.



This page will list any open vacancies (known as "requisitions" within iTrent) where you are either the recruiting manager or a member of the selection panel.

Clicking on one of these requisitions will display more details for that requisition, including a list of all applicants.

Downloading Recruitment Template Files

There are several documents which will need to be completed and submitted to HR via iTrent during the recruitment process. Copies of the blank template files for these have been made available to download from iTrent and instructions on how to find and download these files are included in this section.

Shortlisting Grid Template (Shortlisting Method 1)

The shortlisting grid is a matrix that lists all applicants and the selection criteria. You will use this file to demonstrate which applicants you feel should be shortlisted, based on meeting the criteria in the person specification for the position. You must only shortlist an applicant if they evidence that they meet the criteria for the position.

If you plan on shortlisting using Shortlisting method 1 (see the Shortlisting section of this guide for more detail), you will need to download a blank shortlisting grid template. To download this file from iTrent, follow the steps below:

1. Sign in to iTrent as detailed in the Signing in to iTrent section of this guide and click on the Recruitment option in the top right corner of the iTrent home page. This will open the Recruitment summary page.

2. Scroll down to the “Links” section which is below the applicant listing and click on the “Step 1 - Shortlisting” option which will expand the options relating to shortlisting.

3. Click on the “Download shortlisting grid template” option and a blank template file will be downloaded to your computer.

Interview Arrangements Pack Template

The interview arrangements pack contains the details of the interview, such as interview format (i.e. remote/in person), details of any test or other selection activities, and the interview schedule. This will need to be provided to the Human Resources Recruitment team so that they can make the required arrangements for you.

To download this file from iTrent, follow the steps below:

1. Sign in to iTrent as detailed in the Signing in to iTrent section of this guide and click on the Recruitment option in the top right corner of the iTrent home page. This will open the Recruitment summary page.

2. Scroll down to the “Links” section which is below the applicant listing and click on the “Step 1 - Shortlisting” option which will expand the options relating to shortlisting.

3. Click on the “Download interview arrangements template” option and a blank template file will be downloaded to your computer.

Chair’s Information Pack Template

The Chair’s Information Pack includes details of the responsibilities of the chair during the interview process and a template of the chair’s report to be completed after the interviews have concluded.

It also includes a section for the details of the preferred and reserve candidates that will need to be completed and submitted to Human Resources.

To download this file from iTrent, follow the steps below:

1. Sign in to iTrent as detailed in the Signing in to iTrent section of this guide and click on the Recruitment option in the top right corner of the iTrent home page. This will open the Recruitment summary page.

2. Scroll down to the “Links” section which is below the applicant listing and click on the “Step 2 - Interviews” option which will expand the options relating to interviews.

3. Clicking on the “Download chair’s information pack template” option and a blank template file will be downloaded to your computer which you should complete.

Shortlisting

One of the advantages of having access to iTrent to monitor your requisitions is that applications are available for you to review as soon as they have been submitted. This means that you do not have to wait for the job advert to close and receive the applications from the Human Resources team and gives you the freedom to complete the shortlisting in one of two ways.

1. You can either choose to shortlist as you go, which will involve downloading a blank shortlisting grid from iTrent (or via the Human Resources Website) and periodically checking iTrent for new applications. You can then fill in the shortlisting grid for that application. A copy of the shortlisting grid that has been pre-populated with all applicant names will be automatically emailed to all panel members on the day following the applications closing date which you can disregard. You may prefer to shortlist in this way as it can reduce the time required for shortlisting, resulting in faster turnaround for the applicant, it also spreads the workload out over a longer period which may be particularly appealing if you are anticipating a high level of interest in a vacancy.

2. Alternatively, you may prefer to wait until the application closing date has passed and sign in to iTrent to review all the applications. The advantage of this method is that you could have a more complete view of the applications you have received, however, this could also feel a little overwhelming if you have received a lot of applications. You will not need to download the blank shortlisting grid template if you choose this approach because a copy of the shortlisting grid that has been pre-populated with all applicant names will be automatically emailed to all panel members which you should complete.

How you chose to complete the shortlisting process is up to you and the way that you view the applications will be different depending on the approach taken and so this guide details how to view/download your applications in the following sections.

NOTE: Whichever method you chose, do not change the application status of any application. A nominated panel member will do this once the final shortlist has been agreed.

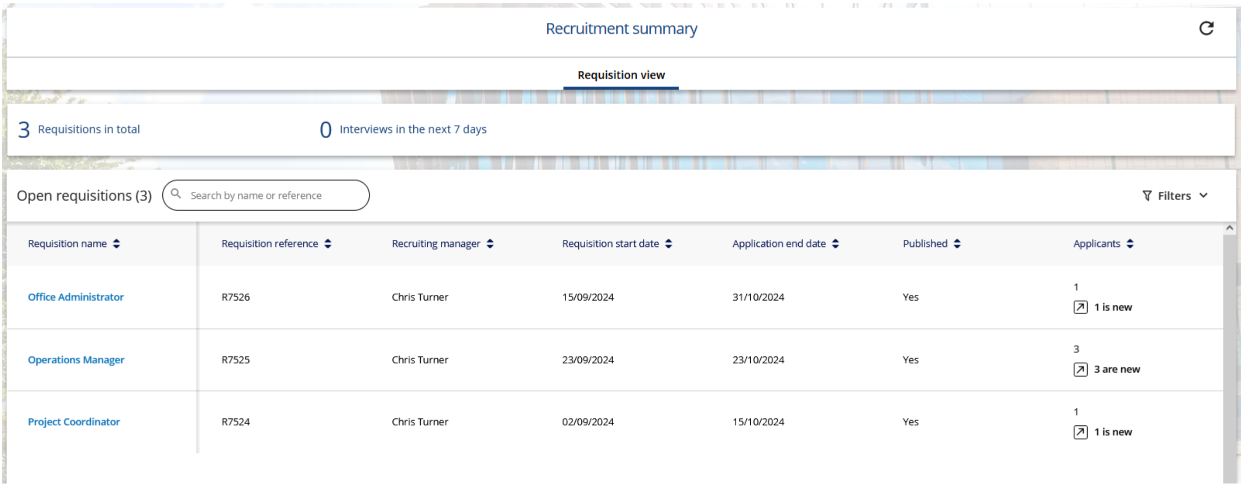
Once you have completed the shortlisting process, the Human Resources team will complete the disability check. If there is an applicant that has not been shortlisted but has declared a disability and meets the criteria for the role, as evidenced by the shortlisting grid submitted, they will change their application status to Invite to interview, notifying the recruiting manager that this is the case and agree timings for the additional interview(s).

Viewing and Downloading Applications

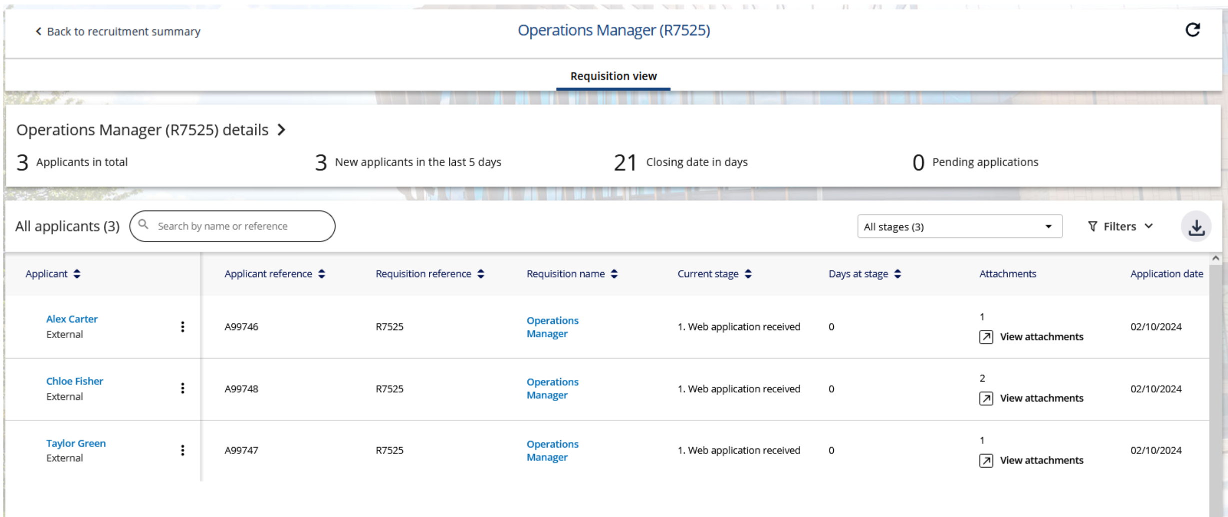
Shortlisting Method 1 – Shortlist as you go.

If you have chosen to shortlist as you go, you would periodically sign in to iTrent to check for any new applications and view each application individually as they are received. To view applications for a requisition, follow the steps below:

1. Sign in to iTrent as detailed in the Signing in to iTrent section of this guide and click on the Recruitment option in the top right corner of the iTrent home page. This will open the Recruitment summary page.



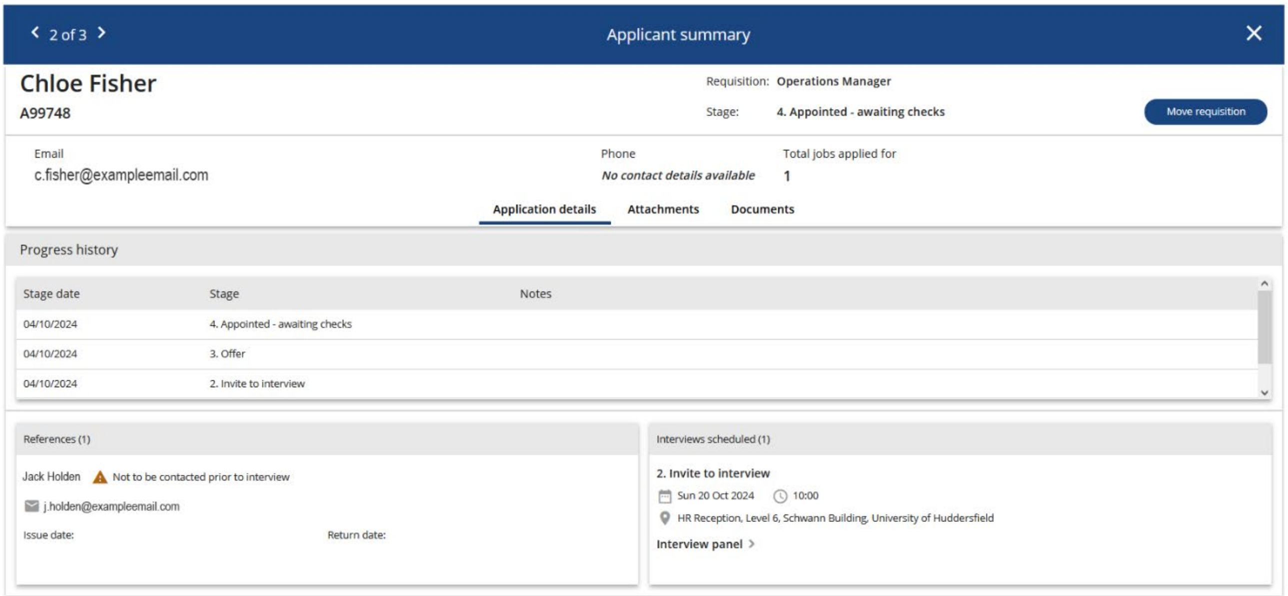
2. This page lists all requisitions where you are either the recruiting manager or on the selection panel. Click on the relevant requisition to open a summary of the requisition, which includes a list of all submitted applications.



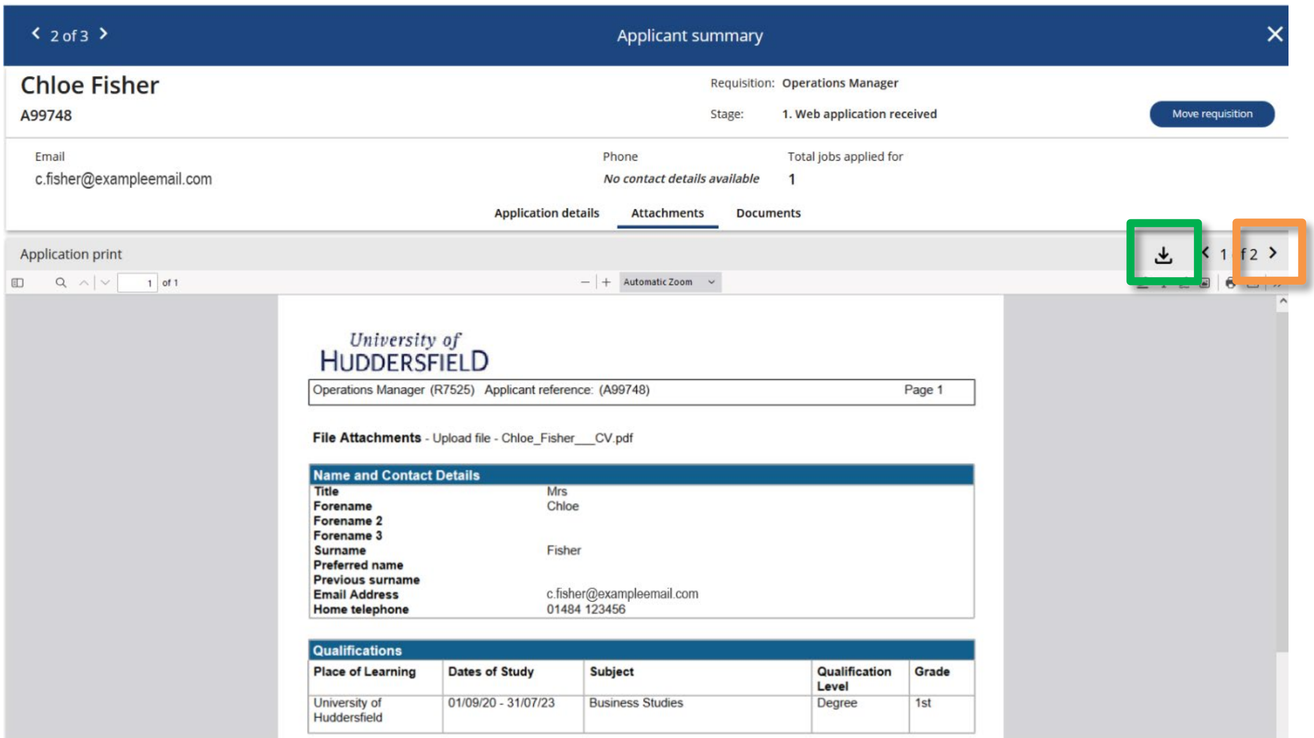
3. If you have not already done so, download a copy of the Shortlisting grid template as described in the [Downloading the Shortlisting Grid]() section of this guide.

   NOTE: You will only need to do this for the first applicant as subsequent applicants should be added to your existing shortlisting grid.

4. Click on an applicant's name to open the Applicant Summary page.



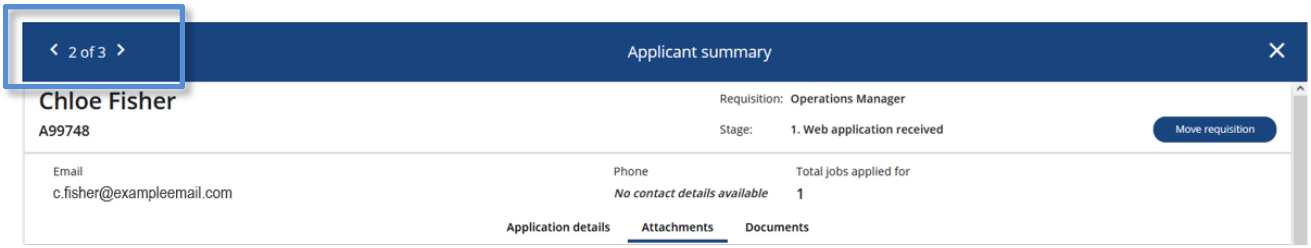
5. Click on the Attachments tab and the application form will load.



If the application includes a file that was submitted in support of the application (e.g. a CV or supporting statement/cover letter) these will be shown as additional pages. You can view these by clicking on the next arrow (highlighted orange in the screenshot above). You can also download the application to view outside of iTrent by clicking on the download button (highlighted green in the screenshot above).

6. Enter the applicant details on to the Shortlisting grid template that you downloaded and use this to guide you on whether you think the applicant should be shortlisted or not.

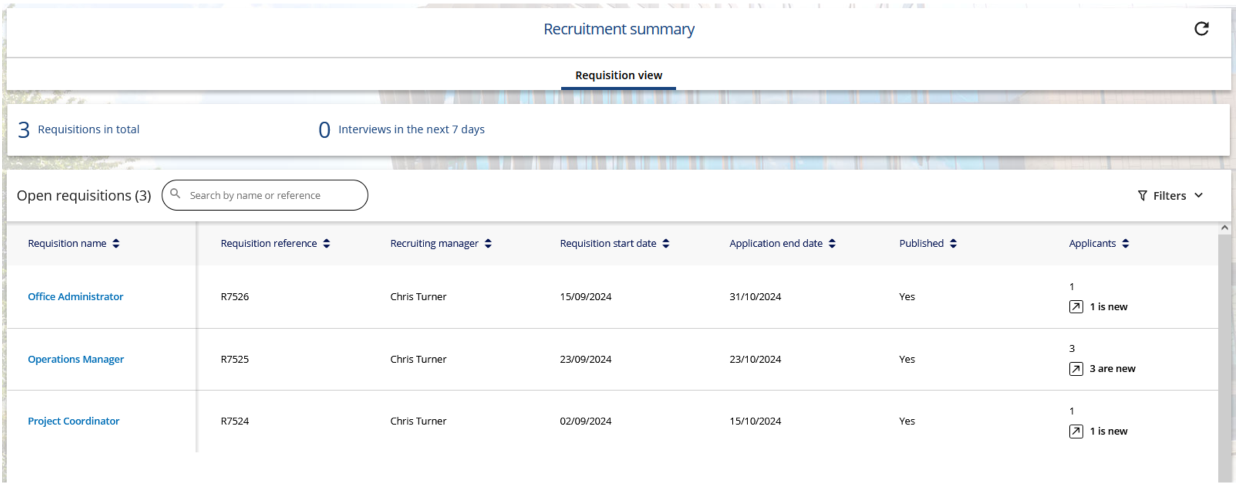
7. If you are reviewing more than one application, you can navigate between applications using the Next/Back arrows at the top of the page.



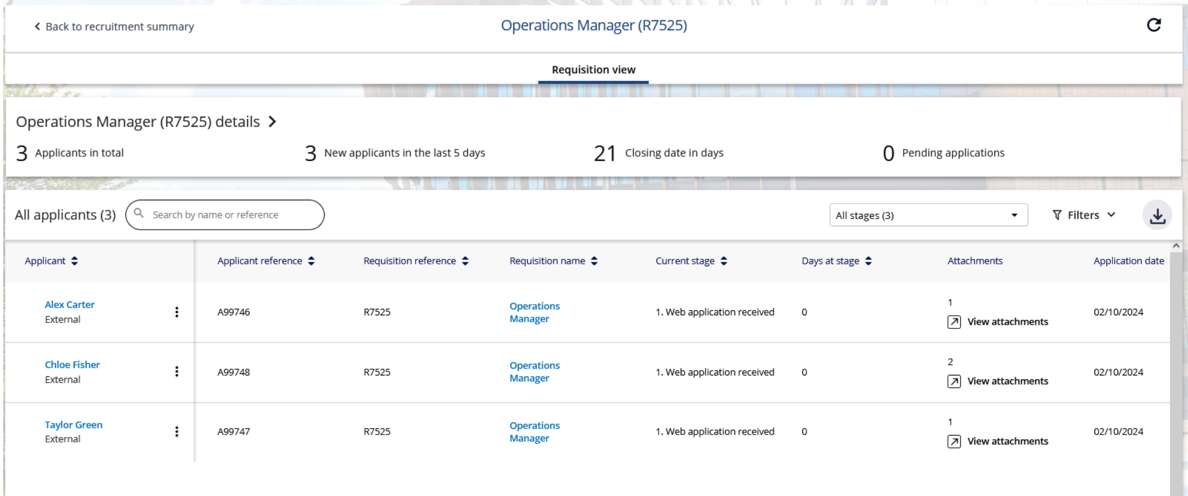
Shortlisting Method 2 – Shortlist After Applications Close.

If you have chosen to shortlist after the applications closing date, you would download all applications as a .zip file. This file will contain a .pdf copy of all applications received, and any documents attached in support of the application (e.g. CVs or supporting statements). To download the applications, follow the steps below:

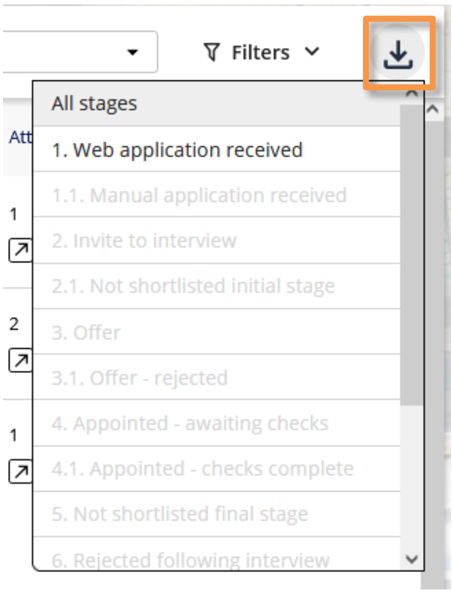
1. Sign in to iTrent as detailed in the Signing in to iTrent section of this guide and click on the Recruitment option in the top right corner of the iTrent home page. This will open the Recruitment summary page.



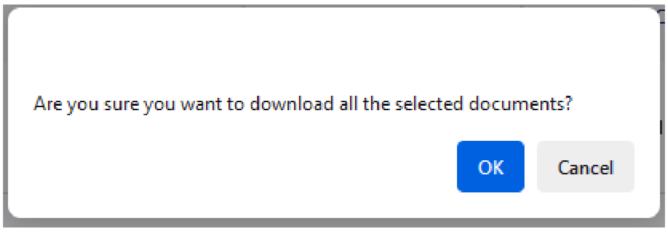
2. This page lists all requisitions where you are either the recruiting manager or on the selection panel. Click on the relevant requisition to open a summary of the requisition, which includes a list of all submitted applications.



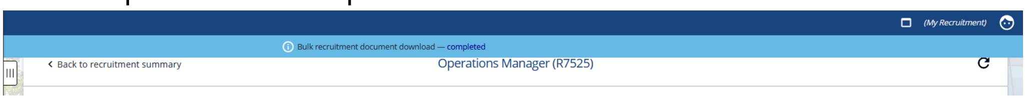
3. Click on the download button which appears to the top right-hand side of the applicant list and select the "All stages" option from the drop-down list that appears.



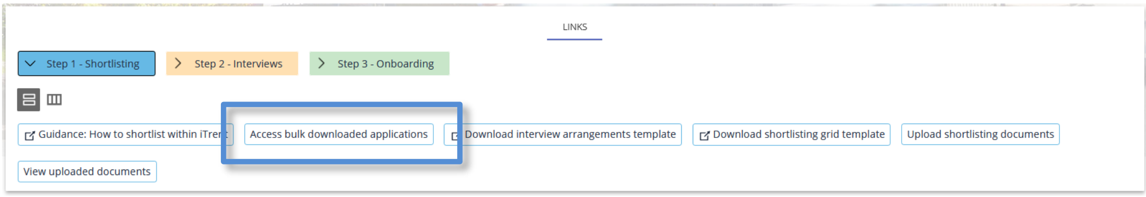
4. A message will pop up asking if you are sure you want to download all the selected documents.



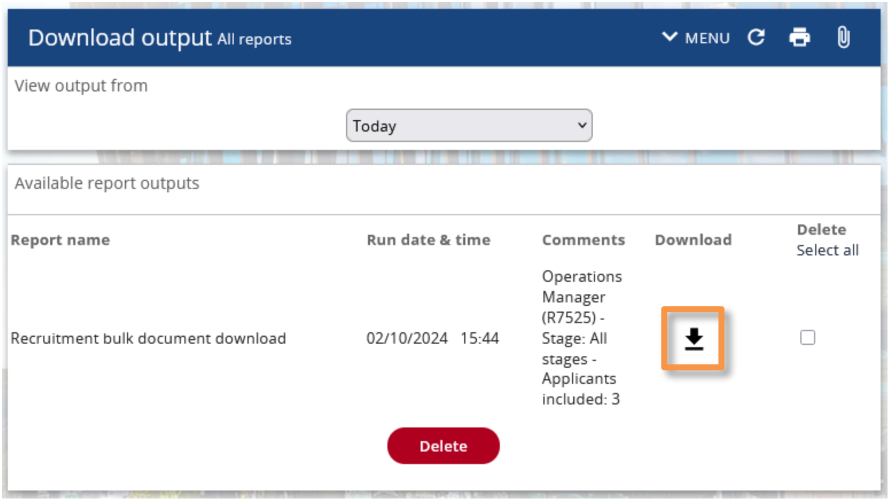
5. Click on the OK button and iTrent will begin collating the applications in to one file. This will run as a background task and may take a few minutes depending on how many applications have been received. A notification will appear in a blue bar at the top of the page when this process has completed.



6. To download the applications file, scroll down to the “Links” section which is below the applicant listing. If the “Step 1 – Shortlisting” options are not already expanded, click on this option to do so.



7. Click on the “Access bulk downloaded applications” option, this will take to you to the “Download output” page which lists the files that you have generated today.



8. Click on the Download button (highlighted orange in the screenshot above) and a .zip file containing all submitted applications and associated supporting documents will be downloaded to your computer.

9. Use the Shortlisting grid that you received via email as a template to demonstrate which candidates meet the criteria to be shortlisted.

10. Meet with the other members of the selection panel to agree the final shortlist.

Updating Applicant Stage

Once the final shortlist has been agreed by the panel, **one** person should be nominated to update the application status of all applicants to either “2. Invite to interview” or “2.1. Not shortlisted initial stage” depending on if they have been shortlisted or not.

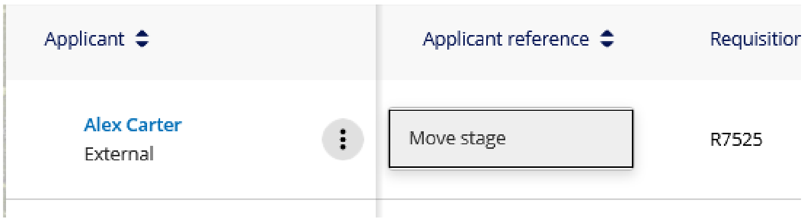
You have the option of changing the status of individual applications, which may be preferred in cases where you have a small number of applications, or you can update application statues in bulk, which is a particularly useful option where many applications have been received.

Changing Individual Applicant Status

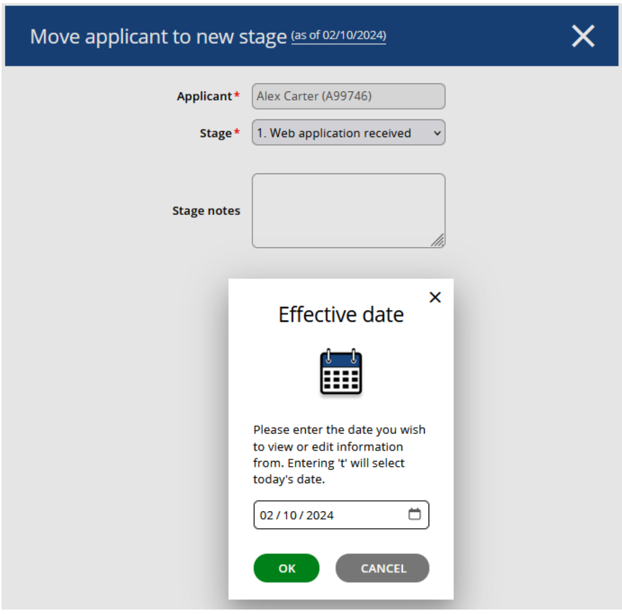
To update the status of individual applications, you should follow the steps below:

1. Sign in to iTrent as detailed in the Signing in to iTrent section of this guide and navigate to the correct requisition by clicking on the “Recruitment” option in the top right corner of the iTrent home page and selecting it from the “Open requisitions” list.

2. In the “All applicants” list, there are three dots to the right-hand side of each applicant’s name, this is the menu button. Click on this and select the “Move stage” option.



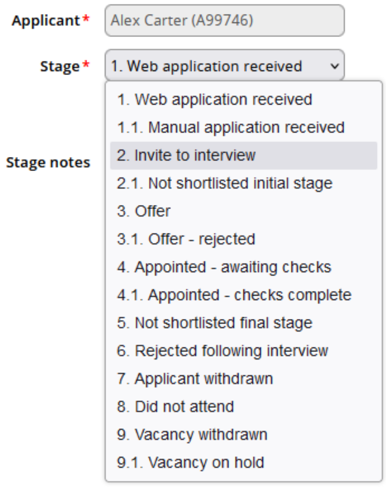
3. This will open the “Move applicant to new stage” window and ask you to confirm the effective date.



4. Set the effective date to today’s date if it is not already set to this and click OK.

5. Check the applicant’s name to confirm that you have selected the correct applicant

6. Click on the “stage” dropdown and select the appropriate stage.



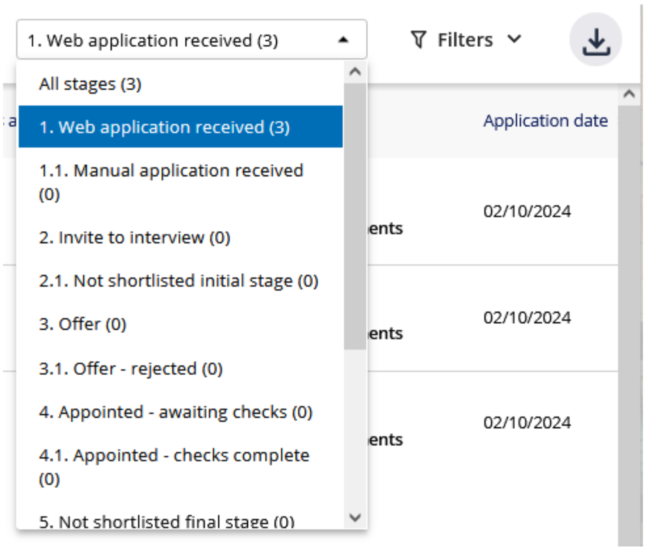
7. Once you are happy that the details are correct, click on the “Move stage” button.

Changing Application Status in Bulk

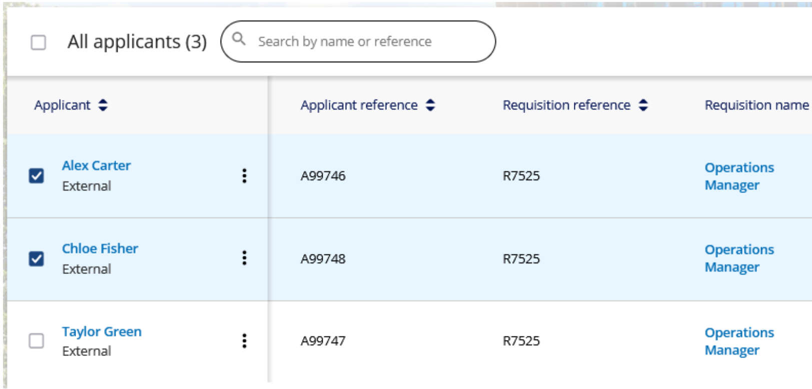
To update the status of applications in bulk, you should follow the steps below:

1. Sign in to iTrent as detailed in the Signing in to iTrent section of this guide and navigate to the correct requisition by clicking on the “Recruitment” option in the top right corner of the iTrent home page and selecting it from the “Open requisitions” list.

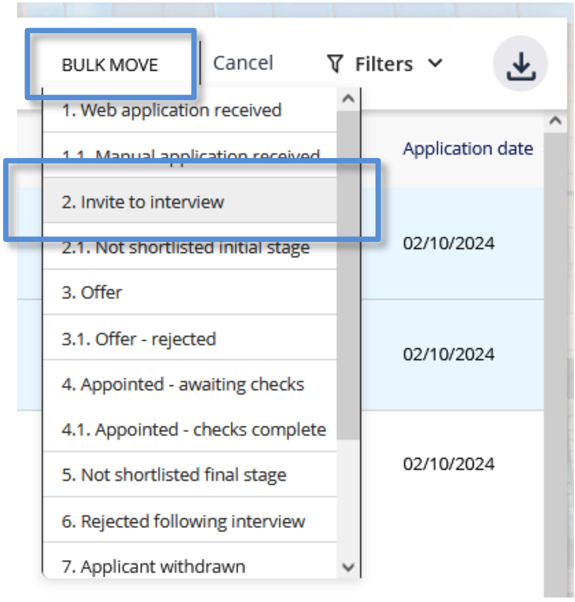
2. Click on the Stage filter which is available at the top of the applicant list and select “1. Web application received” from the drop-down menu. This will filter the applicant listing and a check box will appear next to each applicant.



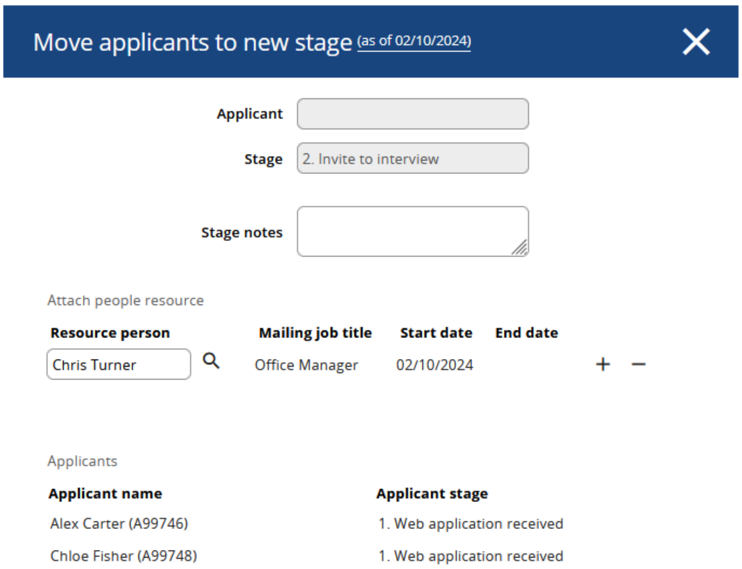
3. Select all the applicants that have been shortlisted using the checkbox.



4. Click on the “Bulk move” option and select the “2. Invite to interview” option from the drop-down list.



5. This will open the “Move applicants to new stage” page. Check the names to ensure the correct applicants have been selected and click on the “Move stage” option and their status will be changed.



6. Repeat this process for applicants that have not been shortlisted selecting the “2.1. Not shortlisted initial stage” option from the Bulk move drop-down list.

NOTE: There may on rare occasions be an applicant who has a manual application rather than an application submitted via the online recruitment system. In this case, you will need to repeat steps 3 – 6 of this process with the “1.1 Manual application received” status selected.

Upload Shortlisting Grid and Interview Arrangements Pack to iTrent

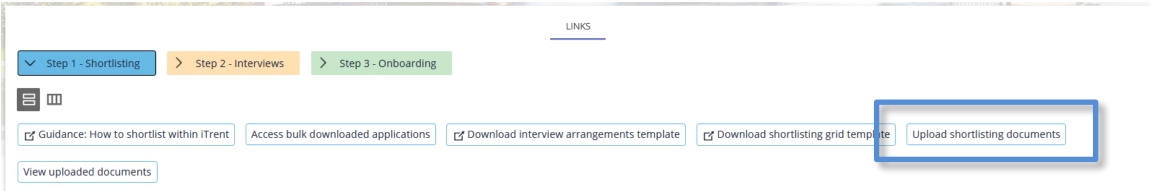
Once the final shortlist has been agreed by the panel, **one** person should be nominated to upload the final completed version of both the Shortlisting grid and Interview arrangements pack to iTrent.

NOTE: If you have not yet downloaded the Interview Arrangements pack template, details on how to do this is available in Downloading the Interview Arrangements Pack Template section of this guide.

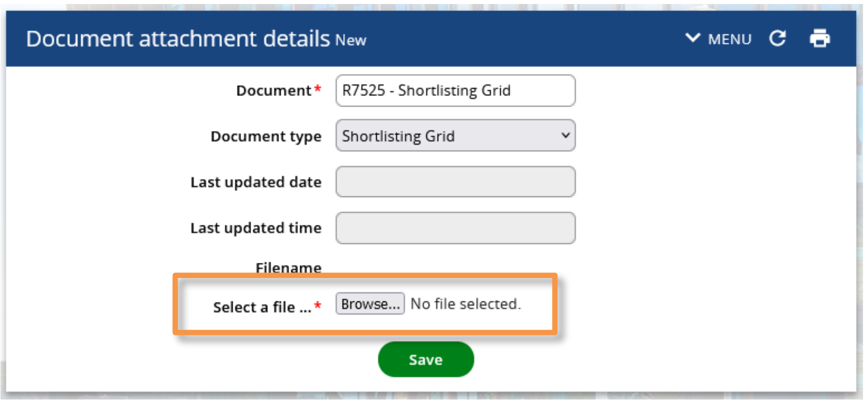
To do this, follow the steps below:

1. Sign in to iTrent as detailed in the Signing in to iTrent section of this guide and navigate to the correct requisition by clicking on the “Recruitment” option in the top right corner of the iTrent home page and selecting it from the “Open requisitions” list.

2. Scroll down to the “Links” section which is below the applicant listing. If the “Step 1 – Shortlisting” options are not already expanded, click on this option to do so and click on the “Upload shortlisting documents” option which will open the “Document attachment details” page.



3. Enter the File description e.g. “R1234 – Shortlisting Grid” in to the “Document” field and select either “Shortlisting grid” or “Interview arrangements” from the drop-down menu according to which file you are uploading.



4. Click on the browse button next to the "Select a file…" (highlighted orange in the screenshot above) and select the document you are uploading.

5. Click on the save button and the document will be uploaded to iTrent.

6. Click on the "New" button and repeat this process for the next document.

Interviews

Once you have completed the shortlisting process and the required checks have been completed by HR, emails will be sent out informing applicants of the outcome of their application.

Applicants who have a status of "2 Invite to interview" will be asked to sign in to their online recruitment account and book an available interview slot. These slots were provided by the selection panel in the Interview Arrangements Pack and added to iTrent by the HR team. These slots are booked on a first come first served basis.

If an applicant needs to change their booked time slot, they can do so via their online recruitment account up to the interview booking end date. They will need to cancel their original booking and then re-book another available time slot. If they need to change their time slot after the booking end date has passed, they will need to contact the HR team as soon as possible to see if this can be accommodated.

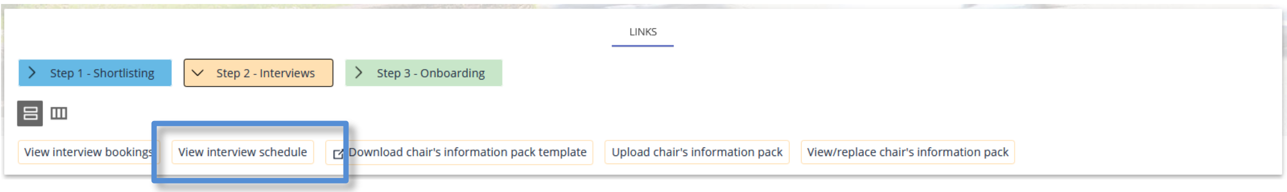
View Interview Schedule details

Using iTrent, you can view the interview schedule details that the applicant sees. This includes details such as the interview booking end date, the appointment type (e.g. Interview & Test), the duration of the interview, where applicants should report to, and the wording that they will see on the booking page.

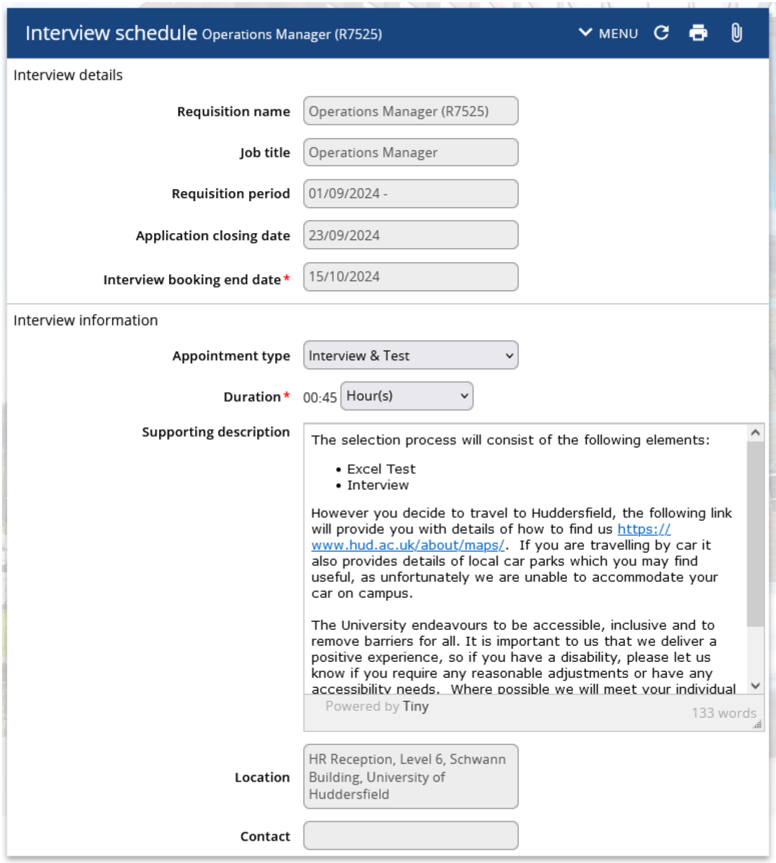
To view this information, you should follow the steps below:

1. Sign in to iTrent as detailed in the Signing in to iTrent section of this guide and navigate to the correct requisition by clicking on the "Recruitment" option in the top right corner of the iTrent home page and selecting it from the "Open requisitions" list.

2. Scroll down to the "Links" section which is below the applicant listing and click on the "Step 2 - Interviews" option which will expand the options relating to interviews.



3. Click on the "View interview schedule" option and this will open the Interview schedule page for the selected requisition.



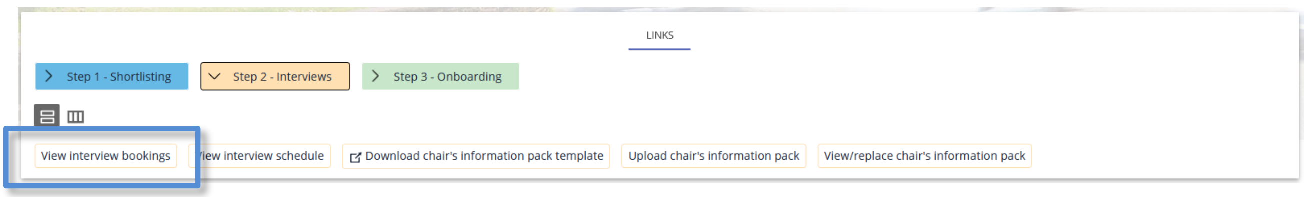
View Interview bookings

You can monitor which of the applicants invited to interview have or have not booked an available interview slot by reviewing the “Candidate online booking” page. This page provides a list of all applicants at this stage, including the date that the invitation was sent to them and whether they have booked an interview slot or not. If an applicant has booked an interview slot, then the slot start time will be shown. A copy of the final interview schedule will be sent to the recruiting manager and all panel members via email the day following the Interview booking end date.

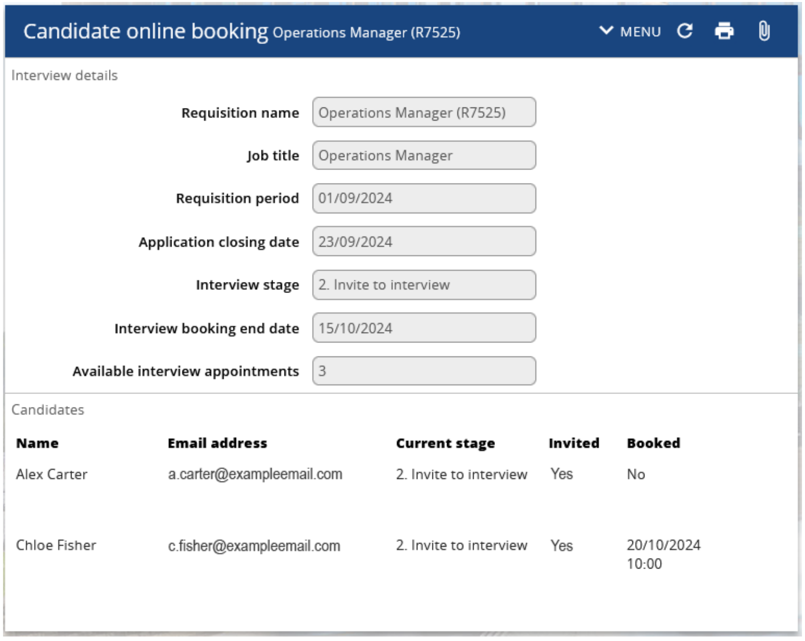
To review the applicant bookings, follow the steps below:

1. Sign in to iTrent as detailed in the Signing in to iTrent section of this guide and navigate to the correct requisition by clicking on the “Recruitment” option in the top right corner of the iTrent home page and selecting it from the “Open requisitions” list.

2. Scroll down to the “Links” section which is below the applicant listing and click on the “Step 2 - Interviews” option which will expand the options relating to interviews.



3. Click on the “View interview bookings” option and this will open the “Candidate online booking” page for the selected requisition.



Candidate online booking Operations Manager (R7525) MENU

Interview details

Requisition name	Operations Manager (R7525)
Job title	Operations Manager
Requisition period	01/09/2024
Application closing date	23/09/2024
Interview stage	2. Invite to interview
Interview booking end date	15/10/2024
Available interview appointments	3

Candidates

Name	Email address	Current stage	Invited	Booked
Alex Carter	a.carter@exampleemail.com	2. Invite to interview	Yes	No
Chloe Fisher	c.fisher@exampleemail.com	2. Invite to interview	Yes	20/10/2024 10:00

Interview Schedule

On the day following the booking end date, all members of the selection panel will receive a copy of the final interview schedule by email. This lists all interview slots with the start and end time of the interview and, where applicable, the start and end time of any tests and additional selection activities (e.g. campus tours).

The schedule will detail if any of the interviews are due to be held remotely (Teams). If they are, candidates should be sent a Teams invitation by the School/Service at least one day before the interview day.

Requisition Reference	R7525
Job Title	Operations Manager
Interview Type	Interview & Test
Interview Date	20/10/2024
Interview Location	Tolson Room
Panel Members	Chris Turner Megan Lewis Andrew Walker John Wilson

Requisition Reference	Requisition Job Title	Interview Date	Test Start - End	Interview Start - End	Applicant Name
R7525	Operations Manager	20/10/2024	09:00 - 09:25 (25 mins)	09:30 - 09:45 (20 mins)	
R7525	Operations Manager	20/10/2024	10:00 - 10:25 (25 mins)	10:30 - 10:45 (20 mins)	Chloe Fisher
R7525	Operations Manager	20/10/2024	11:00 - 11:25 (25 mins)	11:30 - 11:45 (20 mins)	
R7525	Operations Manager	20/10/2024	12:00 - 12:25 (25 mins)	12:30 - 12:45 (20 mins)	

Invite to Interview - No Interview Booked

Applicant Name	Application Stage	Date Invited to Interview
Alex Carter	2. Invite to interview	30/09/2024

If an applicant has been invited to interview but has not booked an interview slot, they will be listed separately on this report.

This will allow you to prepare ahead of time for the interview day.

Interview Outcome

Once the interviews have concluded, the selection panel will discuss whether any of the candidates were suitable to appoint to the post and select a preferred candidate and reserve candidate where applicable. The Chair will need to download a copy of the Chair's Information Pack template to complete the interview report and then upload this to iTrent. A link to the pack will also be sent to all panel members in the email containing the interview schedule.

The recruiting manger should contact the preferred applicant and make a verbal offer of employment and inform the HR team if they have accepted or rejected the offer. You **should not** make any changes to the application status; the HR team will update the application status to "3. Offer" or "6. Rejected following interview" in iTrent as appropriate. Applicants will receive an email informing them of the outcome of the interview one their application status has been updated.

The successful applicant will receive a link to the onboarding portal where they can review/sign their offer letter and contract and formally accept their offer and complete the onboarding checklist.

Uploading the completed Chairs Information Pack

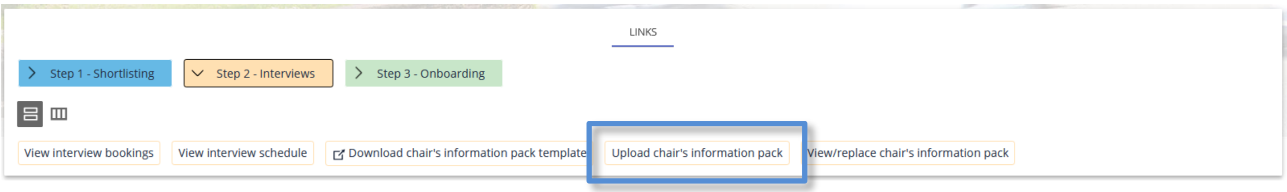
Once the interview report within the Chair's Information Pack has been completed it will need uploading to iTrent.

If you have not already done so, you will need to download the Chair's Information Pack template from iTrent and complete it. Details on how to do this can be found in the Chair's Information Pack Template section of this guide.

To do this follow the steps below:

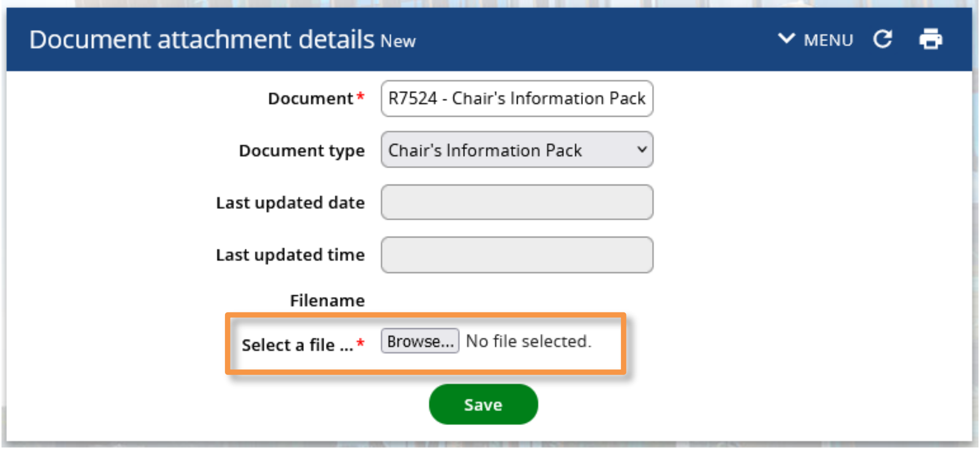
1. Sign in to iTrent as detailed in the Signing in to iTrent section of this guide and navigate to the correct requisition by clicking on the "Recruitment" option in the top right corner of the iTrent home page and selecting it from the "Open requisitions" list.

2. Scroll down to the "Links" section which is below the applicant listing and click on the "Step 2 - Interviews" option which will expand the options relating to interviews.



3. Click on the "Upload chair's information pack" option and this will open the "Document attachment details" page for the selected requisition.

4. Enter the File description e.g. "R1234 – Chair's Information Pack" in to the "Document" field and select "Chair's Information Pack" from the drop-down menu.



5. Click on the browse button next to the “Select a file…” (highlighted orange in the screenshot above) and select the document you are uploading.

6. Click on the save button and the document will be uploaded to iTrent.

Onboarding

Once interviews have been held, the recruiting manager should contact the preferred candidate(s) to verbally offer them the post and discuss a suggested start date based upon the candidate’s notice period. The suggested start date will be subject to the completion of all onboarding checks.

Where the candidate requires a visa, please contact your HR Officer (Recruitment and Selection) and they will advise of a suggested start date dependent upon visa processing times.

If no notice period or visa is required, then the proposed start date should be at least 3 weeks in advance, to enable the contract and onboarding processes to be completed.

When the verbal offer has been accepted and a suggested start date agreed, the recruiting manager should notify their HR Officer (Recruitment and Selection). The HR team will then progress the appointment, providing the successful candidate with access to the onboarding portal to review their offer letter and contract of employment, which they will need to sign electronically. Once they have done so, they will have the option to formally accept the offer.

Once the candidate has accepted the offer, they will have full access to the onboarding portal where they will see a more detailed profile of the University and will be asked to complete a checklist which includes providing essential information that was not collected during the application process (e.g. emergency contact information and bank details).

Note: If the successful applicant is an internal applicant (i.e. they already work at the University) they will not need to be onboarded and will not receive a link to the onboarding portal. Instead, they will receive their offer letter and new employment contract via MyHR which they should sign electronically.

References

When the successful applicant formally accepts their offer via the onboarding portal the Human Resources Recruitment team will begin the process of obtaining references. The referees will receive a standard reference form which they will complete and submit directly into the HR system online.

The recruiting manager will receive an email that summarises all references returned on the previous day for any position that they are recruiting for.

References Recieved on 05/10/2024

Requisition Reference	Requisition Job Title	Applicant Name	Referee Name	Reference Type	Referee Job Title	Referee Company Name	Returned Date	Question	Response
R7525	Operations Manager	Chloe Fisher	Fiona Mckinnon	Employer	Operations Manager	Noventra Solutions	04/10/2024	Please indicate the capacity in which you are providing this reference	Line Manger
								Please confirm their start date with you	01/01/2021
								Please confirm their end date with you	01/10/2024
								Current or most recent salary	£30,000
								Have they held a position with financial responsibilities to your satisfaction?	No
								Please provide your opinion about the candidate's suitability for the post	I believe they would be suitable forthis post.

If you have any concerns about a reference that you have received, you should contact the Human Resources team at hr@hud.ac.uk as soon as possible to discuss your concerns.

Onboarding Checklist

When the successful applicant has formally accepted their offer in the onboarding portal they will have a checklist of items that they should complete. This includes confirming their personal details, providing their bank details and emergency contact details etc. You can use iTrent to monitor their progress through this checklist, although to protect their personal/confidential details you will not be able to view the details that they have entered.

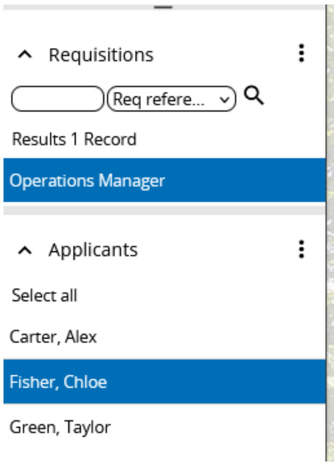
To check an applicant's progress through the onboarding checklist, follow the steps below:

1. Sign in to iTrent as detailed in the Signing in to iTrent section of this guide and navigate to the correct requisition by clicking on the "Recruitment" option in the top right corner of the iTrent home page and selecting it from the "Open requisitions" list.

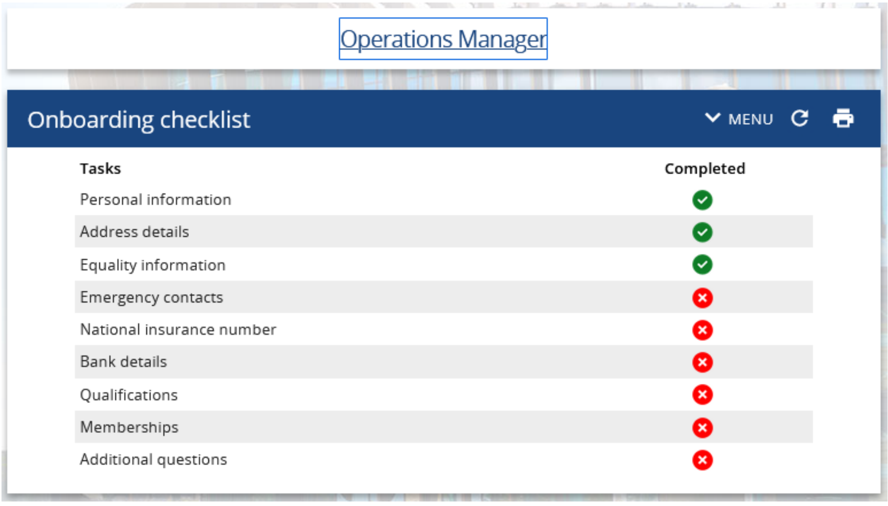
2. Scroll down to the "Links" section which is below the applicant listing and click on the "Step 3 - Onboarding" option which will expand the options relating to onboarding.

3. Click on the "View onboarding checklist progress" option.

4. The applicants for this position will be listed on the left-hand side of the page.



Select the appropriate person from this list and the onboarding checklist for that person will load with each item on the checklist marked as completed or not completed.



5. If you have appointed more than one person to the position, you can view their progress through the checklist by clicking on their name on the list from the list of applicants on the left-hand side of the page.

In addition to the items on the checklist, your HR Officer will ensure that a Right to Work check is in place, together with any other checks required for the appointment (e.g. a DBS check). They will contact you to confirm the candidate's start date once all checks have been completed.