



## Manager Re.cr.uit Digital Tool Guide

**PLEASE READ THIS IN DETAIL PRIOR TO ACTIONING ANYTHING  
ON THE DIGITAL TOOL**

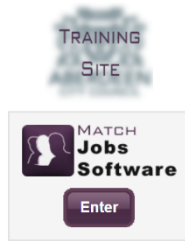
Once you have submitted your request to recruit and had your conversation with a member of the Talent Team, the job will be input into the digital tool.

If you haven't done so already, we will need to set you up as a manager on the re.cr.uit site and instructions for that will be sent to you via email.

We will then send you a URL to the digital tool and when you click on it you will see the below:



Employees  
Please click above to enter



Recruitment Team  
Please click above to enter



Managers  
Please click above to enter

Match Jobs Training Software is © AES Digital Solutions Ltd and licenced to Aberdeen City Council.

You will need to select 'Manager Portal' to access the system as a recruiting manager. When you click 'enter', you will be presented with the login page:



### Information

To Log in, enter your Employee No and password then click the Log-in button.

If you need your Employee No. or have forgotten it, then enter your email address and click the "Send Employee No." button

If you need your password or have forgotten it, then enter your employee number and click the "Send Password" button.

If you do not have an email address, then please contact the Talent Team to get your details.

If you have any problems with the Managers Portal please contact the Talent Team by email: [talent@aberdeencity.gov.uk](mailto:talent@aberdeencity.gov.uk) or by phone: 01224 523939.

### Log In

Employee No

Email Address

Password

Need your Employee No.?

Email

Forgotten your password?

Employee No

Once you have logged in, you will see all of your 'live' jobs. These are those which are ongoing but have not yet been filled. You will be able to

'view' these jobs but not all of the subsequent sections will be available to you yet.

MatchJobs Aberdeen Training  
Managers Portal
Darren Buck  
Employee Number: 3825319
TRAINING  
SITE

---

Job IPT
Change Password Logout

My Job Appointment Summaries

Job Name	Position No.	Date Submitted	Date Closed	Date Matched	Last Date of Interview	Position Filled	Action
Admin Team Leader		01/10/2020	01/10/2020	01/10/2020		no	<a href="#">view job</a> :: <a href="#">panellists</a> :: <a href="#">shortlist</a> :: <a href="#">interview details</a> :: <a href="#">feedback</a>
Test Job for Demo	00001(cloned)	10/08/2020	10/08/2020	10/08/2020		no	<a href="#">view job</a> :: <a href="#">panellists</a> :: <a href="#">shortlist</a> :: <a href="#">interview details</a> :: <a href="#">feedback</a>
PA to Darren Buck	12345	27/05/2020	09/06/2020	03/06/2020		no	<a href="#">view job</a> :: <a href="#">panellists</a> :: <a href="#">shortlist</a> :: <a href="#">interview details</a> :: <a href="#">feedback</a>

MatchJobs Aberdeen Training Software, © 2009-2020, AES Digital Solutions Ltd

Once your vacancy has closed (i.e. the internal advert has run its course), you will receive an email like the below:

MatchJobs Aberdeen Training: Reminder: Admin Team Leader is closed. Please start to assign panellist and shortlist.

---

R

re.cruit@aberdeentraining.matchjobs.co.uk

Thu 10/1/2020 2:30 PM

To: Darren Buck

📧 ✉️ 🗑️ 👍 🗨️ 🗨️ 📅 ↶ ↷ ⋮

Hi Darren,

This job: Admin Team Leader, has been closed on 01/10/2020 at 14:30.  
You may start to assign panellists and shortlist.

Kind regards  
Aberdeen Talent Team  
*Please do not reply.*

[Reply](#) | [Forward](#)

When you next log into the digital tool, you will then see one of the sections has become available to you. This is called 'Panellists'. This section will allow you to select who specifically will be on your interview panel.

MatchJobs Aberdeen Training  
Managers Portal
Darren Buck  
Employee Number: 3825319
TRAINING  
SITE

---

Job IPT
Change Password Logout

My Job Appointment Summaries

Job Name	Position No.	Date Submitted	Date Closed	Date Matched	Last Date of Interview	Position Filled	Action (i)
Admin Team Leader		01/10/2020	01/10/2020	01/10/2020		no	<a href="#">view job :: panellists :: shortlist :: interview details :: feedback</a>
Test Job for Demo	00001(cloned)	10/08/2020	10/08/2020	10/08/2020		no	<a href="#">view job :: panellists :: shortlist :: interview details :: feedback</a>
PA to Darren Buck	12345	27/05/2020	09/06/2020	03/06/2020		no	<a href="#">view job :: panellists :: shortlist :: interview details :: feedback</a>

MatchJobs Aberdeen Training Software, © 2009-2020, AES Digital Solutions Ltd

When you click on 'Panellists', you will simply add each panel member's first name, last name and email address. Once complete, you click 'save and confirm interview panellists'.

MatchJobs Aberdeen Training  
Managers Portal
Darren Buck  
Employee Number: 3825319
TRAINING  
SITE

---

Job IPT
Change Password Logout

Set Panellists for Interviews

Job Name	Position No.	Date Submitted	Date Closed	Date Matched
Admin Team Leader		01/10/2020	01/10/2020	01/10/2020

Panel Members\*: (Please specify 2 to 10 panel members.)

First Name	Surname	Email Address

MatchJobs Aberdeen Training Software, © 2009-2020, AES Digital Solutions Ltd

Back to Job Summary :: Back to Show Filled Jobs

**Set Panellists for Interviews**

Job Name	Position No.	Date Submitted	Date Closed	Date Matched
Admin Team Leader		01/10/2020	01/10/2020	01/10/2020

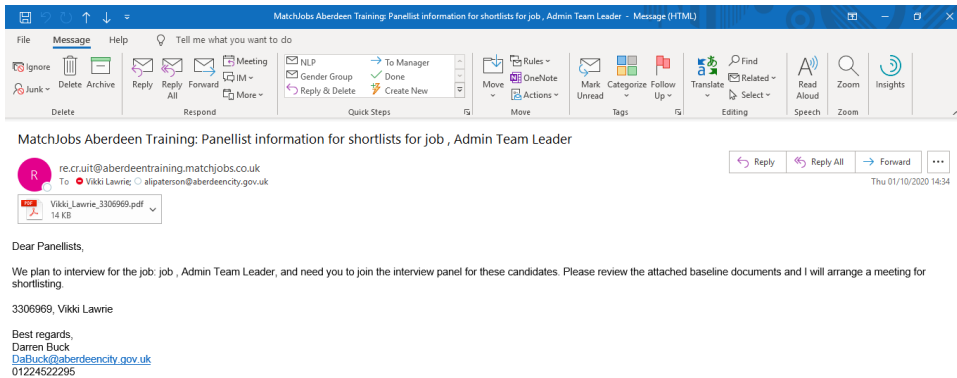
Panel Members: (Please specify 2 to 10 panel members.)

First Name	Surname	Email Address
Vikki	Lawrie	V.Lawrie@aberdeencity.gov.uk
Alison	Paterson	AlPaterson@aberdeencity.gov.uk

Save and confirm interview panellists

Back to Job Summary :: Back to Show Filled Jobs

Each panel member will then receive an email which includes the job information:



Once you have submitted the panellist information, you will see the below. All you have to do to get back to the job is click 'back to job summary'.

MatchJobs Aberdeen Training Managers Portal Darren Buck  
Employee Number: 3825319 TRAINING SITE

Job IPT Change Password Logout

Back to Job Summary :: Back to Show Filled Jobs

**Panellists for this job are saved successfully.**  
 Interest shown candidate information for interview is sent to panel members.  
[Back to Job Summary](#)

Back to Job Summary :: Back to Show Filled Jobs

MatchJobs Aberdeen Training Software, © 2009-2020, AES Digital Solutions Ltd

Once you have selected your panel members, you will then see that the next section 'shortlist' has become available to you:

MatchJobs Aberdeen Training Managers Portal Darren Buck  
Employee Number: 3825319 TRAINING SITE

Job IPT Change Password Logout

Show Filled Jobs

My Job Appointment Summaries

Job Name	Position No.	Date Submitted	Date Closed	Date Matched	Last Date of Interview	Position Filled	Action <span style="font-size: xx-small;">ⓘ</span>
Admin Team Leader		01/10/2020	01/10/2020	01/10/2020		no	<a href="#">view job</a> :: <a href="#">panellists</a> :: <a href="#">shortlist</a> :: <a href="#">interview details</a> :: <a href="#">feedback</a>
Test Job for Demo	00001(cloned)	10/08/2020	10/08/2020	10/08/2020		no	<a href="#">view job</a> :: <a href="#">panellists</a> :: <a href="#">shortlist</a> :: <a href="#">interview details</a> :: <a href="#">feedback</a>
PA to Darren Buck	12345	27/05/2020	09/08/2020	03/08/2020		no	<a href="#">view job</a> :: <a href="#">panellists</a> :: <a href="#">shortlist</a> :: <a href="#">interview details</a> :: <a href="#">feedback</a>

Show Filled Jobs

MatchJobs Aberdeen Training Software, © 2009-2020, AES Digital Solutions Ltd

When you click on 'shortlist', you will be able to see all of the candidates that the Talent Team has released to you. Initially, you will only see the candidates that are in the highest priority with people with over a 70% match and will go through the full process with them before coming back to this point with the next priority group if unsuccessful. Please refer to the overall re.cr.uit guidance to learn more about this.

MatchJobs Aberdeen Training Managers Portal

Darren Buck  
Employee Number: 3825319

TRAINING SITE

Job IPT Change Password Logout

Back to Job Summary :: Back to Show Filled Jobs

**Checking Shortlist for Interviews**

Job Name	Position No.	Date Submitted	Date Closed	Date Matched
Admin Team Leader		01/10/2020	01/10/2020	01/10/2020

Candidate No.	Expressed Interest	CV / Baseline	Shortlist for Interview	If you do not select a candidate for interview, you must add a reason why you think the candidate should not be interviewed. This will be passed to the candidate.
3306969	yes	download	<input checked="" type="checkbox"/>	

Back to Job Summary :: Back to Show Filled Jobs

MatchJobs Aberdeen Training Software, © 2009-2020, AES Digital Solutions Ltd

In this section, you are able to view candidate information by clicking 'download':

CANDIDATE DETAILS 1 / 2

**Candidate Profile (01/10/2020)**

Employee Name: Vikki Lawrie  
 Employee Number: 3306969  
 Date of Birth:   
 Email Address:   
 Work Phone: 01224 522474  
 Disability:   
 Current Position: People and Organisation Advisor  
 Contracted Hours:   
 Current Specialist Knowledge and Skills: Customer Service - Front Line Customer Service, Driving Cars

**Previous Employment:**

Job Title	Directorate/ Service	Employer	Specialist Knowledge	Start Date	End Date	Grade	Final Salary	Reason For Leaving
Delivery Driver								

**Training Record:**

Qualification/Training Course	Training Provider/Establishment	Grade	Date Achieved	Qualification Type

**Referees:**

**At this point, you just need to save and confirm shortlist. We are not asking you to review applications as the recruitment process so far has determined that these employees should be interviewed as a potential fit to the role. Should there be any issues, please contact [Talent@aberdeencity.gov.uk](mailto:Talent@aberdeencity.gov.uk) in the first instance.**

Once you have saved and confirmed, you will then see that 'interview details' has become available:

MatchJobs Aberdeen Training Managers Portal **Darren Buck** Employee Number: 3825319 TRAINING SITE

Job IPT Change Password Logout

Show Filled Jobs

**My Job Appointment Summaries**

Job Name	Position No.	Date Submitted	Date Closed	Date Matched	Last Date of Interview	Position Filled	Action
Admin Team Leader		01/10/2020	01/10/2020	01/10/2020		no	view job :: panelists :: shortlist :: interview details :: feedback
Test Job for Demo	00001(cloned)	10/08/2020	10/08/2020	10/08/2020		no	view job :: panelists :: shortlist :: interview details :: feedback
PA to Darren Buck	12345	27/05/2020	09/06/2020	03/06/2020		no	view job :: panelists :: shortlist :: interview details :: feedback

Show Filled Jobs

MatchJobs Aberdeen Training Software, © 2009-2020, AES Digital Solutions Ltd

This section will allow you to set up your own interviews. All you need to do is select a date and time for each candidate. Please bear in mind your interview duration as well as any appropriate breaks in between each candidate.

You will also need to put additional details such as location, who to report to and who to ask for, important information about the process, any additional selection methods etc.

Please remember that you should give sufficient notice which we determine is approx. 7 days.



Back to Job Summary :: Back to Show Filled Jobs :: Back to Check Shortlist

## Selecting Interview Details

Job Name	Position No.	Date Submitted	Date Closed	Date Matched
Admin Team Leader		01/10/2020	01/10/2020	01/10/2020

Candidate No.	Short Listed	Interview Date	Interview Time	Location / address of interview including room number and any additional data regarding assessments or other elements.
3306969	yes	<input type="text"/>	HH <input type="text"/> MM <input type="text"/>	<input type="text"/>

Save and confirm interview details

Back to Job Summary :: Back to Show Filled Jobs :: Back to Check Shortlist

MatchJobs Aberdeen Training Software, © 2009-2020, AES Digital Solutions Ltd

Once you have done that for each candidate and clicked 'save and confirm interview details', all panel members will receive the below email along with the summary for candidates:

MatchJobs Aberdeen Training: Panellist information for interviews for job , Admin Team Leader

re.cr.uit@aberdeentraining.matchjobs.co.uk  
To: Vikki Lawrie, alipaterson@aberdeencity.gov.uk  
Cc: Talent

Reply Reply All Forward ...

Thu 01/10/2020 14:42

 Vikki\_Lawrie\_3306969.pdf  
14 KB

Dear Panellists,

We plan to interview for the job: job , Admin Team Leader.  
We need you to join the interview panel for these candidates, on the dates and times shown.

**3306969, Vikki Lawrie, 01/10/2020, 14:45**

Room 4W04 in Marischal College, Broad Street, AB10 1AB. Please arrive in plenty of time for your interview. Once you're at Marischal College, please report to main reception and ask for Darren Buck. One of our team will come to collect you and take you to the interview room. At 14.45, you will be given a brief in-tray exercise to undertake and this will last 15 minutes. Your interview will then last 30 minutes.

Also attached is the baseline pdf for each candidate and the job details that they were originally sent.

Best regards,  
Darren Buck  
[DaBuck@aberdeencity.gov.uk](mailto:DaBuck@aberdeencity.gov.uk)  
01224522295

Candidates may contact you to request changes to the interview date / time etc. If that is the case, you just need to go back to this page and click 'edit'. This will allow you to make any amendments. It is also helpful for any changes you need to make to the process (if you've made a mistake, for example).

Back to Job Summary :: Back to Show Filled Jobs :: Back to Check Shortlist

Selecting Interview Details

Job Name	Position No.	Date Submitted	Date Closed	Date Matched
Admin Team Leader		01/10/2020	01/10/2020	01/10/2020

Candidate No.	Short Listed	Interview Date	Interview Time	Location / address of interview including room number and any additional data regarding assessments or other elements.	Actions
3306869	yes	01/10/2020	14:45	please report to main reception and ask for Darren Buck. One of our team will come to collect you and take you to the interview room.	edit

Back to Job Summary :: Back to Show Filled Jobs :: Back to Check Shortlist

Once the interviews are over, the final section will become available to you:

Show Filled Jobs

My Job Appointment Summaries

Job Name	Position No.	Date Submitted	Date Closed	Date Matched	Last Date of Interview	Position Filled	Action
Admin Team Leader		01/10/2020	01/10/2020	01/10/2020	01/10/2020	no	view job :: panelists :: shortlist :: interview details :: feedback
Test Job for Demo	00001(cloned)	10/08/2020	10/08/2020	10/08/2020		no	view job :: panelists :: shortlist :: interview details :: feedback
PA to Darren Buck	12345	27/05/2020	09/06/2020	03/06/2020		no	view job :: panelists :: shortlist :: interview details :: feedback

Show Filled Jobs

For each candidate, you need to select an outcome (appointed / not appointed). Please remember only to select the number of candidates you have approval for:

Back to Job Summary :: Back to Show Filled Jobs

**Candidate Interview Feedback**

Job No.	Job Name	Position No.	Date Submitted	Date Closed	Date Matched
	Admin Team Leader		01/10/2020	01/10/2020	01/10/2020

Candidate No.	Interview Date	Interview Time	Appointable?	Feedbacks
3306969	01/10/2020	14:45	- not entered -	<p><b>Strengths Feedback</b></p> <p><b>Weaknesses Feedback</b></p> <p><b>Areas for Development Feedback</b></p>

Back to Job Summary :: Back to Show Filled Jobs

We ask that you do not provide feedback in this section. Instead, for all internal candidates, you should arrange a feedback session in person, over the phone or on MS Teams.

Back to Job Summary :: Back to Show Filled Jobs

**Candidate Interview Feedback**

Job No.	Job Name	Position No.	Date Submitted	Date Closed	Date Matched
	Admin Team Leader		01/10/2020	01/10/2020	01/10/2020

Candidate No.	Interview Date	Interview Time	Appointable?	Feedbacks
3306969	01/10/2020	14:45	appointable - offered	<p><b>Strengths Feedback</b> A feedback session will be arranged if required.</p> <p><b>Weaknesses Feedback</b> A feedback session will be arranged if required.</p> <p><b>Areas for Development Feedback</b> A feedback session will be arranged if required.</p>

Back to Job Summary :: Back to Show Filled Jobs

Once you have done that for each candidate, please click 'save and confirm interview feedback'. Once you have done that and returned to the main page, you will notice that the job has disappeared:

MatchJobs Aberdeen Training Managers Portal Darren Buck  
Employee Number: 3825319 TRAINING SITE

Job IPT Change Password Logout

Show Filled Jobs

**My Job Appointment Summaries**

Job Name	Position No.	Date Submitted	Date Closed	Date Matched	Last Date of Interview	Position Filled	Action
Test Job for Demo	00001 (cloned)	10/08/2020	10/08/2020	10/08/2020		no	<a href="#">view job</a> :: <a href="#">panellists</a> :: <a href="#">shortlist</a> :: <a href="#">interview details</a> :: <a href="#">feedback</a>
PA to Darren Buck	12345	27/05/2020	09/06/2020	03/06/2020		no	<a href="#">view job</a> :: <a href="#">panellists</a> :: <a href="#">shortlist</a> :: <a href="#">interview details</a> :: <a href="#">feedback</a>

Show Filled Jobs

MatchJobs Aberdeen Training Software, © 2009-2020, AES Digital Solutions Ltd

If you click 'show filled jobs', all of your jobs that have been concluded will be found there.

MatchJobs Aberdeen Training Managers Portal Darren Buck  
Employee Number: 3825319 TRAINING SITE

Job IPT Change Password Logout

Back to Job Summary

**My Filled Job Appointment Summaries**

Job Name	Position No.	Date Submitted	Date Closed	Date Matched	Last Date of Interview	Position Filled	Action
Admin Team Leader		01/10/2020	01/10/2020	01/10/2020	01/10/2020	yes	<a href="#">view job</a> :: <a href="#">panellists</a> :: <a href="#">shortlist</a> :: <a href="#">interview details</a> :: <a href="#">feedback</a>
Test Job for Demo	00001	08/08/2020	11/08/2020	11/08/2020	11/08/2020	yes	<a href="#">view job</a> :: <a href="#">panellists</a> :: <a href="#">shortlist</a> :: <a href="#">interview details</a> :: <a href="#">feedback</a>
Canteen Manager	Fin1000017	01/03/2020	02/03/2020	21/07/2020		yes	<a href="#">view job</a> :: <a href="#">panellists</a> :: <a href="#">shortlist</a> :: <a href="#">interview details</a> :: <a href="#">feedback</a>
Finance Admin	Fin1000014	25/02/2020	25/02/2020	25/02/2020	28/02/2020	yes	<a href="#">view job</a> :: <a href="#">panellists</a> :: <a href="#">shortlist</a> :: <a href="#">interview details</a> :: <a href="#">feedback</a>

Back to Job Summary

MatchJobs Aberdeen Training Software, © 2009-2020, AES Digital Solutions Ltd