Manager Re.cr.uit Digital Tool Guide

<mark>**PLEASE READ THIS IN DETAIL PRIOR TO ACTIONING ANYTHING ON THE DIGITAL TOOL**</mark>

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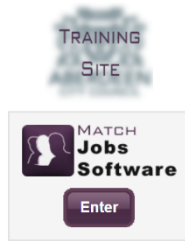
You will need to select 'Manager Portal' to access the system as a recruiting manager. When you click 'enter', you will be presented with the login page:

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.

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

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.

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'.

Each panel member will then receive an email which includes the job information:
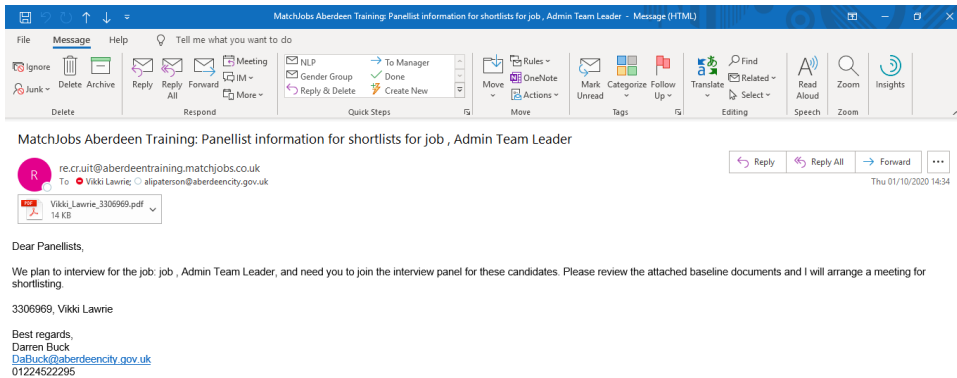
Once you have submitted the panellist information, you will see the below. All you have to do to get back to the job is click 'back to job summary'.

MatchJobs Aberdeen Training
Managers Portal

Darren Buck
Employee Number: 3825319

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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

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Once you have selected your panel members, you will then see that the next section 'shortlist' has 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		no	view job :: panellists :: shortlist :: interview details :: feedback
Test Job for Demo	00001(cloned)	10/08/2020	10/08/2020	10/08/2020		no	view job :: panellists :: shortlist :: interview details :: feedback
PA to Darren Buck	12345	27/05/2020	09/06/2020	03/06/2020		no	view job :: panellists :: shortlist :: interview details :: feedback

Show Filled Jobs

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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.

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

At this point, you just need to save and confirm shortlist. We are not asking you to review applications as the re.cr.uit 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 in the first instance.

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

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Admin Team Leader		01/10/2020	01/10/2020	01/10/2020		no	view job :: panellists :: shortlist :: interview details :: feedback
Test Job for Demo	00001(cloned)	10/08/2020	10/08/2020	10/08/2020		no	view job :: panellists :: shortlist :: interview details :: feedback
PA to Darren Buck	12345	27/05/2020	09/06/2020	03/06/2020		no	view job :: panellists :: shortlist :: interview details :: feedback

Show Filled Jobs

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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.

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:

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).

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

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:

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Darren Buck
Employee Number: 3825319

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Back to Job Summary :: Back to Show Filled Jobs

Candidate Interview Feedback

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 -	**Strengths Feedback** **Weaknesses Feedback** **Areas for Development Feedback**

Save and confirm interview feedbacks

Back to Job Summary :: Back to Show Filled Jobs

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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.

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Candidate Interview Feedback

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	**Strengths Feedback** A feedback session will be arranged if required. **Weaknesses Feedback** A feedback session will be arranged if required. **Areas for Development Feedback** A feedback session will be arranged if required.

Save and confirm interview feedbacks

Back to Job Summary :: Back to Show Filled Jobs

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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:

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Show Filled Jobs

My Job Appointment Summaries

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Test Job for Demo	00001(cloned)	10/08/2020	10/08/2020	10/08/2020		no	view job :: panellists :: shortlist :: interview details :: feedback
PA to Darren Buck	12345	27/05/2020	09/06/2020	03/06/2020		no	view job :: panellists :: shortlist :: interview details :: feedback

Show Filled Jobs

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

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Managers Portal

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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	view job :: panellists :: shortlist :: interview details :: feedback
Test Job for Demo	00001	06/08/2020	11/08/2020	11/08/2020	11/08/2020	yes	view job :: panellists :: shortlist :: interview details :: feedback
Canteen Manager	Fin1000017	01/03/2020	02/03/2020	21/07/2020		yes	view job :: panellists :: shortlist :: interview details :: feedback
Finance Admin	Fin1000014	25/02/2020	25/02/2020	25/02/2020	26/02/2020	yes	view job :: panellists :: shortlist :: interview details :: feedback

Back to Job Summary