

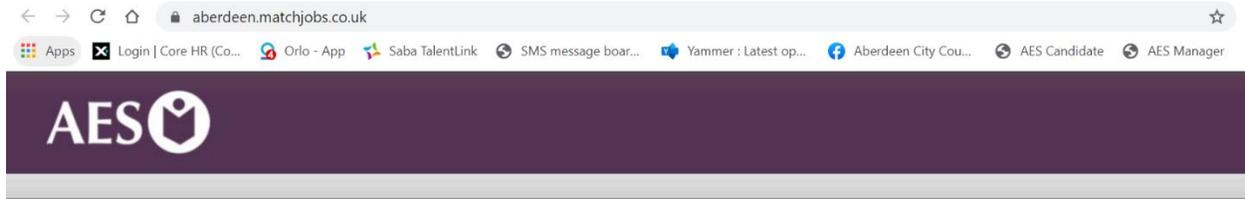


Overview of the Scheme

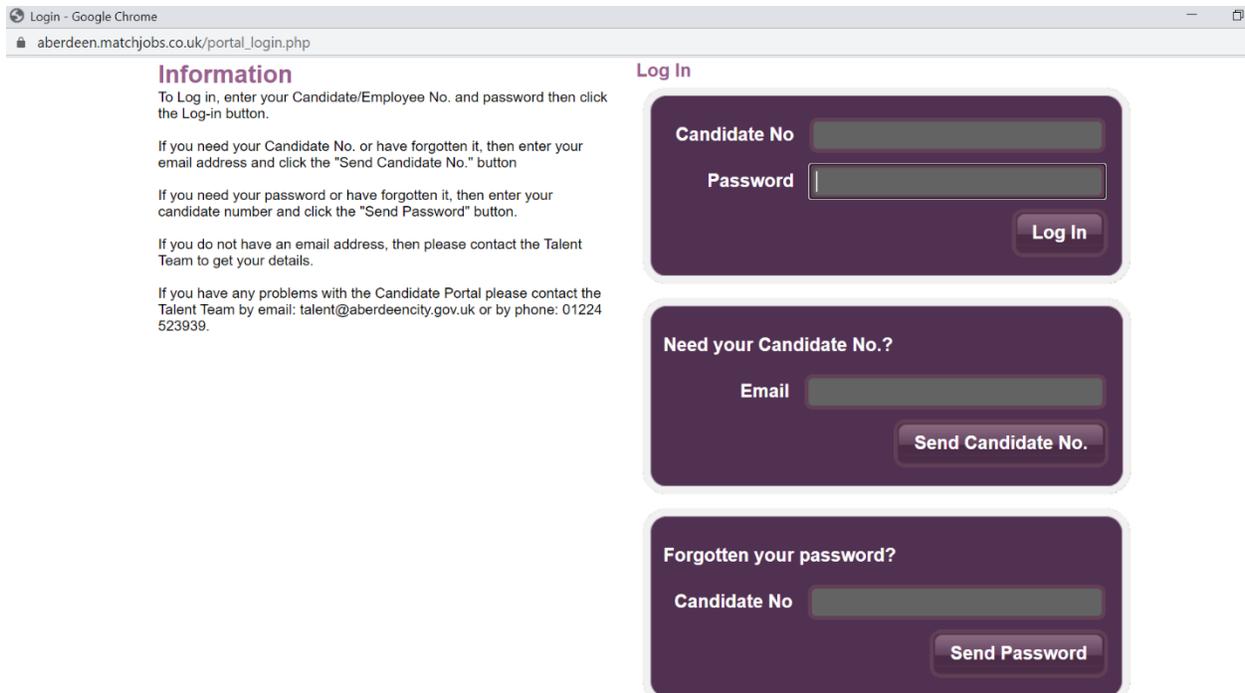
Re.cr.uit Digital Tool Guide – Part 1 – Completing your Individual Profile

Once you have completed the MS Forms questionnaire which gives us your approval to upload key information from CoreHR into the digital tool and create an account for you, you will be sent an email with the link to the digital tool along with a username and password. You will also be sent a link to complete the workplace preferences questionnaire (OPQ32 by SHL).

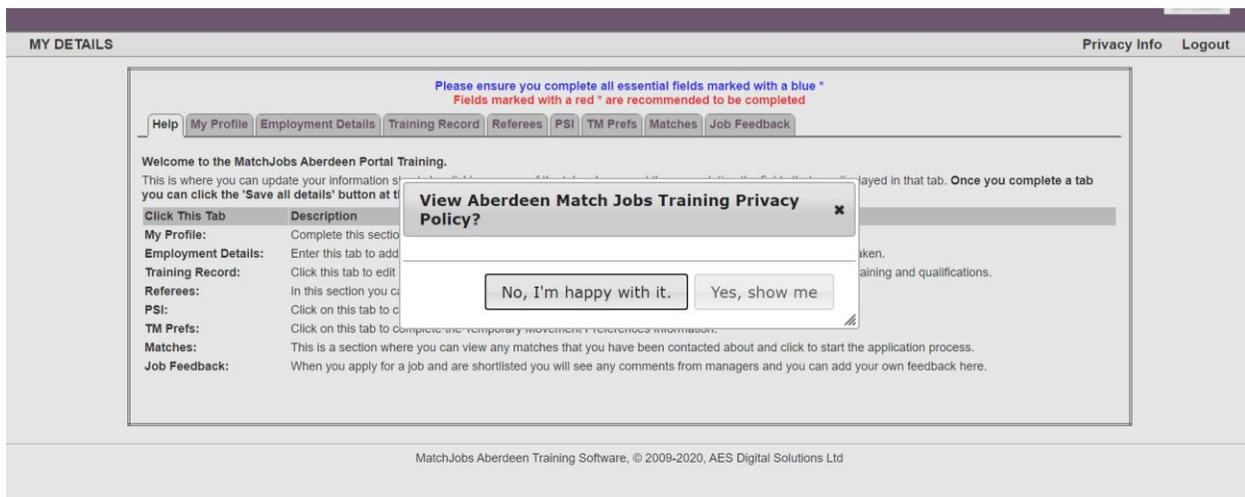
When you click the link to the digital tool, you will see the screen below. As an employee, you will click to enter the re.cr.uit portal on the left (image below).



Once you have clicked 'enter', you will be presented with a login screen. On this login screen, you can enter the username / candidate number and password given to you (or, if you have logged in before, the password that you have created). There is also the option here to get email reminders of your candidate number or password. If you are having continued issues, the contact details for the Talent Team are also provided.



When you login to the digital tool, you will get a pop up asking you if you want to view the privacy police. This is our privacy notice for the re.cr.uit digital tool. You can choose to view it by clicking **'Yes, show me'** or you can skip it by clicking **'No, I'm happy with it'**. You can still view the privacy information at any point by clicking the button in the right-hand corner of the screen which says **'Privacy Info'**.



Other information you will see on this home page include:

- **'MY DETAILS'** – this allows you to view all of your information in one printable document

- **‘Logout’** – this allows you to sign out of the digital tool
- **Various tabs across the top** – we will go into each of these now

My Profile

This is the tab with the basic, key information about you. You will notice that some of this information is pre-populated. This is because we will have uploaded some data from CoreHR.

The screenshot shows the 'My Profile' page for a candidate with ID 1111111. The page is titled 'Test Subject Candidate/Employee No.: 1111111'. It features a navigation bar with tabs: 'My Profile', 'Employment Details', 'Training Record', 'Prefs', 'Matches', and 'Job Feedback'. The 'My Profile' tab is active. The form is divided into sections: 'Personal Data', 'Address', and 'Portal Document'. The 'Personal Data' section includes fields for Candidate No., Title, First name, Email, Re-enter Email, Work Phone, Mobile phone, Family Name, Portal Password, Portal Accessible?, Home phone, Preferred Contact, On Flexible Early Retirement, and TM Max Hours. The 'Address' section includes Address 1, Address 2, Address 3, Town, County, City Resident?, Foreign Language Speaker?, Languages Spoken, and Postcode. The 'Portal Document' section has links for 'Download Document' and 'Download CV PDF'. A 'Save all details' button is located at the bottom of the form. A footer at the bottom of the page reads 'MatchJobs Aberdeen Software, © 2009-2021, AES Digital Solutions Ltd'.

It is important to note that the digital tool has a lot of set functions that we will not be using at Aberdeen City Council. On **‘My Profile’**, you do not need to complete any of the sections under **‘Address’** or **‘Portal Document’** as these will not be used for re.cr.uit.

On this tab, you are also able to change your contact email address, contact telephone number and your password. You are also able to change your name. However, we ask that you maintain the same name and details as those that are in CoreHR. Therefore, if your surname changes for example, you should change in the digital tool and also ensure that it is changed on CoreHR.

You will also see **‘TM Max Hours’**. TM stands for Temporary Movement. The digital tool is also used to support the Temporary Movement of Staff Protocol, which supports us to move resource across the organisation during times of emergency (e.g. the coronavirus pandemic response). In this particular section, it is asking you for the maximum number of hours per week you would be willing to support temporary movement (if at all). We recommend that if you are willing to volunteer for temporary movement, that you put your

contracted hours here or, if you are part-time, your hours plus any additional you would be willing to do. This is not a confirmation or agreement to anything, it is just so that the Talent Team know what opportunities / resourcing needs they are able to contact you about.

At the bottom, there is a button which says ‘**Save all details**’. You do not need to do this after completing each tab. However, you do need to click it once you plan on exiting the digital tool otherwise your information will not be saved.

Employment Details

This section is intended to capture your employment history as well as your skills and experience.

MatchJobs Aberdeen
Candidate (re.cruit) Portal
Test Subject
Candidate/Employee
No.: 1111111

MY DETAILS
Privacy Info Logout

Please ensure you complete all essential fields marked with a blue *
Fields marked with a red * are recommended to be completed

Help
My Profile
Employment Details
Training Record
PreR
Matches
Job Feedback

My Employment Details: (1)

Job Title / Post Name	Function/Cluster	Employer / Organisation	Job Category	Level of Experience	Specialist Knowledge	Duties	Start Date	End Date	Grade	Final Salary	Reason For Leaving	Actions
System Tester	Resources / People & Organisational Development	Aberdeen City Council			Administration, Customer Service - Front Line Customer Service, Computer literate / Basic computer use	I provided testing for the digital system	01/09/2021					Edit - Remove

Add Employment Details

Current Specialist Knowledge: (1)

Assessing individual needs *
Basic Calculations *
Co-ordination / logistics *
Data Analysis *
Please Input ...

Save all details

In this tab, you can add work history by clicking on ‘**Add Employment Details**’. You can also edit and remove work history under ‘**Actions**’.

When you click on ‘**Add Employment Details**’, the page will be expanded:

Hide Employment Details Form

Enter Employment Details for Video Demo :: Candidate no: 000000	
Job Title/ Post Name:	<input type="text"/> 
Function/Cluster:	<input type="text"/> 
Employer/ Organisation:	<input type="text"/> 
Job Category:	- not entered - 
Level of Experience:	- not entered - 
Specialist Knowledge:	<input type="text" value="please input ..."/> 
Duties:	<div style="border: 1px solid black; height: 80px; width: 100%;"></div> 
Start Date:	<input type="text"/>  
End Date:	<input type="text"/>  
Grade:	<input type="text"/>
Final Salary:	<input type="text"/>
Reason For Leaving:	<input type="text"/>
When you enter data into this form, click: <input type="button" value="Save this form"/> Then you can click any "Save all details" button.	

Again, for re.cr.uit purposes, we will not need all of the information in the section. We will need:

- **Job Title / Post Name**
- **Function / Cluster (if ACC)**
- **Employer / Organisation (if not ACC)**
- **Specialist Knowledge** – this is based on a number of pre-identified skills / experience that will be available as a list on People Anytime. When you type a letter, the digital tool will provide you with a list of the skills / experience available to select. Please ensure that you view the list on People Anytime first and that you continue to check that list on a regular basis. We will update the list as and when required and will clearly identify the latest additions so that employees can log in to the digital tool and add any that are applicable to them.
- **Duties** – we won't use this to align employees but we will look at the this if we need to 'deep dive' into employee details. Recruiting managers will also be given this at interview / selection stage.
- **Start Date**
- **End Date**

You do not need to provide us with:

- **Grade**
- **Final Salary**
- **Reason for Leaving**

Unlike the 'Save all Details' button, you **MUST** click 'Save this form' after every new entry.

Once you have added your employment history, you should also update your 'Current Specialist Knowledge'. This should include **all** of the Specialist Knowledge elements you that you have not included in your job history that you may have from other non-work-related activity (e.g. hobbies, groups etc.)

There are also certain other aspects that we would like you to enter in the 'Current Specialist Knowledge'. This includes some qualifications, licences, registrations or checks.

You will need to review [the list on People Anytime](#) and ensure that you are adding **ALL** that apply to you and using the **EXACT** wording. When we are aligning employees to jobs, we will be using these skills and you will get points for each one that you match. Therefore, accuracy is essential and we advise you to spend time on getting this bit right.

Again, [this list is available on People Anytime](#) and is updated on a regular basis. You should make sure to check this list regularly.

MatchJobs Aberdeen
Candidate (re.cruit) Portal

Test Subject
Candidate/Employee
No.: 1111111

MY DETAILS

Privacy info Logout

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Help My Profile Employment Details Training Record Prefs Matches Job Feedback

My Employment Details: (1)

Job Title/Post Name	Function/Cluster	Employer/Organisation	Job Category	Level of Experience	Specialist Knowledge	Duties	Start Date	End Date	Grade	Final Salary	Reason For Leaving	Actions
System Tester	Resources / People & Organisational Development	Aberdeen City Council			Administration, Customer Service - Front Line, Customer Service, Computer literate / Basic computer use	I provided testing for the digital system	01/06/2021					Edit - Remove

Add Employment Details

Current Specialist Knowledge: 0

Assessing individual needs | Basic Calculations | Co-ordination / logistics | Data Analysis | Please Input ...

Save all details

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Training Record

This is the section where you will add all of your qualifications, professional memberships and training history.

MatchJobs Aberdeen
Candidate (re.c.r.uit) Portal

Test Subject
Candidate/Employee
No.: 1111111

MY DETAILS
Combine for Printing

Privacy Info Logout

Please ensure you complete all essential fields marked with a blue *
Fields marked with a red * are recommended to be completed

Help My Profile Employment Details Training Record **Fields** Matches Job Feedback

My Training Records

Qualification/Training Course	Training Provider/Establishment	Type	Grade	Date Achieved	Renewal Date	Actions
Business Administration	RGU	HNC level qualification	Pass	16/08/2018		Edit :: Remove

Add a Training Record

Qualification Families: Please ensure you tick any that apply

Similar to the previous tab, you can add a training record by clicking 'Add a Training Record' and this will expand the page.

Fields marked with a red * are recommended to be completed

Help My Profile Employment Details **Training Record** Referees PSI TM Prefs Matches Job Feedback

My Training Records:

Qualification/Training Course	Training Provider/Establishment	Type	Grade	Date Achieved	Qualification Type	Renewal Date	Actions
Business Administration	RGU	HNC level qualification	Pass	16/08/2018			Edit :: Remove

Hide Training Records Form

Enter Training Records for
Video Demo :: Candidate no: 000000

Qualification/Training Course:

Training Provider/Establishment:

Type:

Grade:

Date Achieved:

Qualification Type:

Renewal Date:

When you enter data into this form, click: Then you can click any "Save all details" button.

The information you will input is:

- **Qualification / Training Course** – this is the name of the course
- **Training Provider / Establishment** – this is the name of the organisation who ran the course
- **Type** – this is needed where applicable. Please leave blank if none apply.
- **Grade** – the result you achieved. If it is not a course which has a result, please leave blank.
- **Qualification Type** – complete this if any from the drop down list are applicable. If not, please leave blank.
- **Renewal Date** – this is only for certain qualifications, certificates, licences, memberships etc. which have a renewal date. If the training record you are providing does not have this, just leave blank.

You **MUST** click 'Save this form' after each entry.

You will also see a section with some qualifications and you should tick all that apply to you.

aberdeen.matchjobs.co.uk/dataentry/cd/edit.php?CDD_id=1520&task=edit&initial=1

- Qualification - Anatomical Pathology
- Qualification - Architecture
- Qualification - BA Childhood Practice or equivalent
- Qualification - BA In Community Learning And Development or equivalent diploma/PQDIP or a Masters
- Qualification - BA Social Work
- Qualification - BA Social work &or Registered General Nurse &or Occupational Therapist
- Qualification - Certificate of Professional Competence in Transport Management
- Qualification - Children's Residential Practitioner
- Qualification - Children's Residential Qualification - City and Guilds/Lantra or equivalent qualifications in chainsaw use and tree climbing
- Qualification - Degree in community learning and development or equivalent
- Qualification - Degree level
- Qualification - Degree level or equivalent in an economics or commercial related discipline
- Qualification - Degree or post graduate qualification in Library and Information Studies
- Qualification - Domestic Energy Assessor
- Qualification - Early Years
- Qualification - Educated to HNC level or equivalent
- Qualification - Engineering (Civil)
- Qualification - Financial or relevant industry experience
- Qualification - HNC / SVQ / Higher Technicians Certificate or equivalent
- Qualification - HNC / SVQ 3 in Social Care
- Qualification - HNC in Engineering
- Qualification - HNC in Management Studies/software development or equivalent
- Qualification - HNC Social Services
- Qualification - HND in Landscape Architecture or Design
- Qualification - Honours degree in psychology or equivalent recognised by the British Psychological Society
- Qualification - Horticulture SVQ level 3 / City and Guilds level or equivalent
- Qualification - Law Degree / Diploma in Legal Practice
- Qualification - MHO registration
- Qualification - NEBOSH National General Certificate in Occupational Health and Safety
- Qualification - PODE / GTCS
- Qualification - Planning
- Qualification - Post Graduate Diploma Human Resource Management
- Qualification - Relevant Asbestos certification
- Qualification - Science / Laboratory
- Qualification - SCQF level 9/BA Childhood Practice or equivalent or experience in undertaking delegated duties and be willing to work toward the SCQF level 9 or equivalent qualification
- Qualification - Site Management Safety Training Scheme (SMSTS)
- Qualification - Site Supervision Safety Training Scheme (SSSTS)
- Qualification - Social Services and Healthcare SCQF Level 6
- Qualification - Social Services and Healthcare SCQF Level 7
- Qualification - Surveying
- Qualification - Trades
- Qualification - Trading Standards

Prefs

This section is for your salary expectations / desires and for Temporary Movement and Emergency Planning. You only need to complete the Temporary Movement and Emergency Planning section if you are willing to undertake temporary alternative duties, as per the Temporary Movement of Staff Protocol, as required. Or, if you are willing to sign up to be part of the volunteer pool for emergency responses.

MatchJobs Aberdeen
Candidate (no.ccaat) Portal

MY DETAILS

Test Subject
Candidate/Employee
No.: 1111111

Privacy info Logout

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Help
My Profile
Employment Details
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Please tick all the boxes that relate to salary ranges that you would like to achieve

My salary Ranges preferences:

Select All

<input type="checkbox"/> £11549 - 17451	<input type="checkbox"/> £17470 - £17682	<input type="checkbox"/> £17701 - £18201	<input type="checkbox"/> £18220 - £18759
<input type="checkbox"/> £18778 - £20164	<input type="checkbox"/> £20183 - £22684	<input type="checkbox"/> £22703 - £25512	<input type="checkbox"/> £25531 - £29991
<input type="checkbox"/> £29110 - £33170	<input type="checkbox"/> £33189 - £37822	<input type="checkbox"/> £37941 - £43405	<input type="checkbox"/> £43425 - £49639
<input type="checkbox"/> £49659 - £56981	<input type="checkbox"/> £56700 - £156550		

TM and EP preferences: Please ensure you tick any that apply

<input type="checkbox"/> EP - Availability - Evening	<input type="checkbox"/> EP - Availability - Overnight
<input type="checkbox"/> EP - Availability - Weekend	<input type="checkbox"/> EP - General Assistant
<input type="checkbox"/> EP - General Assistant Signed Off (Talent Team Use Only)	<input type="checkbox"/> EP - Marshal / Steward
<input type="checkbox"/> EP - Marshal / Steward Signed Off (Talent Team Use Only)	<input type="checkbox"/> EP - Reception Centre Assistant
<input type="checkbox"/> EP - Reception Centre Assistant Signed Off (Talent Team Use Only)	<input type="checkbox"/> EP - Reception Centre Manager
<input type="checkbox"/> EP - Reception Centre Manager Signed Off (Talent Team Use Only)	<input type="checkbox"/> TM Administration / corporate and business functions
<input type="checkbox"/> TM Anything	<input type="checkbox"/> TM Availability - Evening
<input type="checkbox"/> TM Availability - Overnight	<input type="checkbox"/> TM Availability - Weekend
<input type="checkbox"/> TM Business resilience	<input type="checkbox"/> TM Child and adult protection services
<input type="checkbox"/> TM Community support and working in the community	<input type="checkbox"/> TM Cooking / catering / free school meals
<input type="checkbox"/> TM Driving / collecting / movement of goods & people	<input type="checkbox"/> TM Education / childcare / working with young people
<input type="checkbox"/> TM Environmental health / protective services	<input type="checkbox"/> TM Facilities / cleaning
<input type="checkbox"/> TM Front-line customer services (incl. face-to-face, email and telephone)	<input type="checkbox"/> TM IT / digital
<input type="checkbox"/> TM Manual handling / lifting & carrying	<input type="checkbox"/> TM Personal care
<input type="checkbox"/> TM Registrar functions	<input type="checkbox"/> TM Support work / general duties in health and care provisions
<input type="checkbox"/> TM Supporting bereavement services / crematorium / burials / mortuary	<input type="checkbox"/> TM Waste and recycling services / waste collection
<input type="checkbox"/> TM Willing to work in hazardous locations	<input type="checkbox"/> TM Working on helplines / telephone communication
<input type="checkbox"/> TM Working with vulnerable adults	

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For ‘**My Salary Range Preferences**’, you should select all the salary ranges that would be acceptable to you for internal recruitment opportunities. Please note that this is based on FULL TIME EQUIVALENT so is based on full-time hours (35-37 hours per week depending on terms and conditions). Please refer to the [People Anytime pages for pay](#) (or [here](#) for teaching employees) which outline grades, hourly rates and full-time equivalents so you can make sure you’re selecting the right options for you. Please note, that the options in the digital tool are an amalgamation of all of the Council’s salary scales and ranges so you may need to choose options slightly outwith your desired scope. For example, if I would be looking for part-time opportunities at Grades 7 – 9, I would select:

- £18220 - £18759
- £18778 - £20164
- £20183 – £22684
- £22703 - £25512

This is even though for part-time work, the salary would be less. You will then be sent jobs in those grade boundaries that you align to along with information about hours available. It also gives you the opportunity to contact the recruiting manager or Talent Team to see if part-time hours are available for that role.

If you’re looking for full-time opportunities, you may still be emailed about part-time opportunities within the grade / salary boundaries you have chosen. You are under no obligation to register interest in these.

For **'TM and EP Preferences'**, anything with **'TM'** in front of it relates to Temporary Movement and includes the areas you would be willing and able to support. **'TM Anything'** should be selected if you would be willing to support any area which is not specifically mentioned. The **'TM'** choices also include your availability. Please select all that apply.

Anything with **'EP'** in front of it relates to the Emergency Planning volunteering. Please select all those which you would be willing to volunteer for. Please do not select any that mention Talent Team Use Only as our team will use these to identify those who have completed training for these roles.

When this is done, you will have completed your individual profile.

You will also need to complete the workplace preferences questionnaire (OPQ32) which will be sent to you.

Please remember to continuously update your profile and check for any additions either in the system itself or on People Anytime. This is essential to get the best possible chances of being aligned to other roles.

If you align to any vacancies, you will notified by email about this and next steps.

