

ITRENT RECRUITMENT

New Layout Launching
7th November 2024

*Full guidance and videos will be updated
by **14th November 2024** on myNL:
<https://mynl.co.uk/knowledge-base/itrent-recruitment-onboarding/>

The layout of the Recruitment summary page has changed.

The new and improved look includes a change regarding how you move and view applicants between stages.

Recruitment summary - Existing view:

Name	Applicants	Published	Location	Start date	Application end date	Requisition end date
Active schools Coach (REQ03338)	0	No		06/01/2025		
Additional Support Needs Assistant (REQ03043)	0	No		12/08/2024		
Additional Support Needs Assistant (REQ02971)	0	No		12/08/2024		
Additional Support Needs Assistant (REQ03089)	0	No		03/09/2024		
Additional Support Needs Assistant (Tempora...	0	No		23/04/2024		

Recruitment summary - New view:

Requisition name	Requisition reference	Requisition start date	Application end date	Requisition end date	Published	Applicants
Clerical Assistant Test 18	REQ02184	28/10/2024			No	0
Clerical Assistant Test 21	REQ02187	28/10/2024			No	0
Clerical Assistant Test 22	REQ02188	28/10/2024			No	0
Clerical Assistant Test 23	REQ02189	28/10/2024			No	0
Clerical Assistant Test 24	REQ02190	28/10/2024			No	0

Viewing applicants at each stage:

When you have selected your requisition from the recruitment summary, you will see your requisition summary and you will now view applicants at each stage by selecting the drop down and selecting the applicable stage:

Requisition name	Requisition reference	Requisition start date	Application end date	Requisition end date	Published	Applicants
Clerical Assistant Test 18	REQ02184	28/10/2024			No	0

Move applicant stages:

When you wish to progress an applicant to a new stage when you are within the requisition summary, please click the 3 dot icon and then press "move stage". This will then bring up the page in use for moving applicants.

Applicant
Miss Peppa Pig Internal

Applicant	Requisition name
Miss Peppa Pig Internal	CX - Clerical Assistant Test 1 (REQ02166)

IF YOU HAVE ANY QUESTIONS OR REQUIRE ANY SUPPORT WITH THIS CHANGE, PLEASE CONTACT THE PEOPLE HELPDESK TEAM VIA THE MYNL PORTAL