ITRENT RECRUITMENT

A new layout to iTrent Recruitment launched on 7th November 2024 Guidance has been updated and can be accessed 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:

😻 Recruitment summary					G
	equisitions ublished pen positions		O Interviews in the next 7 days	69 Applicants in total	
Open requisitions (123) Search t Name 🗸	oy name, locatio Applicants 🗘	on Published 🗘	Q Location 🗢		isition 🗘 date
Active schools Coach (REQ03338) Additional Support Needs Assistant (REQ03043)	0	No		06/01/2025	Î
Additional Support Needs Assistant (REQ02971) Additional Support Needs Assistant (REQ03089)	0	No		12/08/2024 03/09/2024	
Additional Support Needs Assistant (Tempora	0	No		23/04/2024	v

Recruitment summary - New view:

Recruitment summary						G
		Requisition view A	pplicant view Pending er	nails (1581)		
35 Requisitions in total	15 Requis	itions published	0 Interviews in the r	next 7 days	3 Applicants in total	
Open requisitions (35)	Search by name or reference	\supset				⊽ Filters ∨
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:

< Back to recruitment summary	Clerical Assistant Test 18 (REQ02184)				G
	Requisition view	Applicant view	Pending em	ails (1581)	
Clerical Assistant Test 18 (REQ021	84) details >				
0 Applicants in total	0 New applicants in the last 5 days	No	Closing date	O Pending applications	
All applicants (0)	ference		1	All stages (0)	
			_(All stages (0)	2
				Web applicant (0)	
				Shortlisting (0)	
				Rejected after snortinsting (0)	
				First interview (0)	
				Reject after first interview (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.

CX - Clerical Assistant Test 1 Applicant in total	CX - Clerical Assistant Test 1 (REQ02166) de 1 Applicant in total 0 New a	
All applicants (1)	All applicants (1) Q. Search by name or reference	$\Big)$
Applicant 🖨	Applicant 🗢 Requisition name 🗢	
Miss Peppa Pig	Miss Peppa Pig Internal	

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