iTrent Recruitment

Arranging a Start Date

Manager's Guide

Version Control

Version	Author	Date Completed	Description
0.1	Amy Dale/John Doherty	February 2023	Initial guide
0.2	Amy Dale/John Doherty	April 2023	Updates to guide
0.3-0.5	John Doherty	January 2024	Updates to guide
0.6	Nichola Millen	February 2024	Updates to guide
0.7	Amy Dale	April 2024	Updates to guide
0.8	Amy Dale	April 2024	Updates to guide
0.9	Dylan Tollan	May 2024	Updates to guide
0.10	Amy Dale	November 2024	Updates following Phase 2 iTrent Recruitment & Split of Guidance

Developed By:

Name	Date
Workforce Systems Development Team/Workforce Resourcing Team	February 2023

Reviewed & Approved By:

Job Title	Name	Date	Version Approved
Workforce Systems Development Lead	Nichola Millen	Feb 2023	1
Data, Quality & Projects Lead	Sharon Cairns	Feb 2023	1
Workforce Systems Admin Senior Advisor	Amy Dale	January 2024	1
Workforce Systems Development Lead	Nichola Millen	January 2024	1
Senior People Helpdesk Advisor	Emma Fitzpatrick	November 2024	1

Document Owner

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Confirming a Start Date

When **all pre-employment checks** have been completed, you will be notified of this by email and asked to confirm a suitable start date. You must contact the successful applicant(s) to confirm a mutually agreeable start date and confirm this by myNL Portal/email with your Recruitment Advisor. Please ensure you also include the following:

- Reporting details for their first day (location/person/time)
- If the position has a rotating work pattern (for example, over 4 weeks), you must confirm which day and week of the pattern the agreed start date will be (for example, week 2 day 3)

Please allow for a **minimum of 14 days' notice** of the start date to ensure the Workforce Resourcing team can process this before the employee commences their new role.

The Workforce Resourcing Team will confirm this with the applicant(s) in an email/case and transfer the applicant to the position (and an employee number will be generated for new employees to NLC). You will then have access to the employee on your myTeam account. An email will be issued to you to confirm this and their employee number which will allow you to arrange IT access etc. mySelf access will automatically be provided.

However, should your new staff member require access to core iTrent and/or myTeam for their new role – please complete the relevant security forms on www.myNL.co.uk or on myNL Portal send these to the ESC People Helpdesk at esc-helpdeskteam@northlan.gov.uk or within a People Helpdesk General Enquiry on myNL Portal

Further Information

If you require further support –

For staff live on myNL Portal - Please raise a [People Helpdesk General Enquiry](#) request form.

For staff not yet enrolled - Please email ESC-HelpDeskTeam@northlan.gov.uk

Glossary

Requisition - Advert requests are now known as Requisitions.

Applicant – People who apply for requisitions are now known as applicants.

Published - Means the requisition has been published and applicants can apply.

REQ Number – This is the new job reference number.

APP Number – This is the applicant reference number.