
iTrent Recruitment Offer of Employment Manager's Guide



**Employee
Service Centre**

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Version Control

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Name	Date
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Please note that when you click on links, iTrent will prompt you on the left-hand pane to search for the Requisition or Applicant depending on what part of the process you are working on. You must enter this information even if you are accessing via the Recruitment Summary – otherwise, the page will not populate.

Progressing to Offer

If the Panel determines there are suitable applicants after interviewing, you must progress using this guidance for **the Workforce Resourcing Team** to make an offer of employment to the applicant, which is **subject to satisfactory pre-employment checks**.

Please note that the contract offer form must be completed for the Workforce Resourcing Team to be able to progress with the successful applicants. Failure to submit will delay in appointment of applicants.

Contacting the Successful Applicant(s)

Before progressing on iTrent Recruitment, contact the successful applicant(s) to advise they have been successful at interview. An applicant's contact details can be found in their **Applicant Summary** which can be accessed by selecting the applicant's name within the requisition summary.

Moving Applicant Stages

Select those you wish to offer a vacancy from their current stage (select either **First Interview** or **Second Interview** from the drop down), select the checkbox under the person icon, select **Move to** and then select **Progress to Offer** from the dropdown.

The **Application details** screen will appear, please ensure the **Stage** is showing as

Progress to offer and select **Save**:

The screenshot shows a dark-themed 'Application details' window for an applicant named John. The 'Stage' is set to 'Progress to offer'. Below this, there is a 'Stage notes' field. At the bottom, there is a section titled 'Attach people resource' with columns for 'Resource person', 'Mailing job title', 'Start date', and 'End date'. A search icon is visible under the 'Resource person' column.

The applicant(s) will appear under the **Progress to Offer** stage. This will notify the Workforce Resourcing Team an offer has been made and they progress with the pre-employment checks when you have completed your **Contract Offer Form(s)** for the successful applicant(s).

Once the applicant(s) have been progressed to offer, under the **Offer** links, please select **Complete offer form**:

The screenshot shows a 'LINKS' section with a horizontal navigation bar containing buttons for 'Request to recruit', 'Shortlisting', 'Interviews', 'Applicant details', 'Offer', and 'Onboarding'. Below this is a 'References' button. At the bottom, there are four buttons: 'Complete offer form' (highlighted in yellow), 'View completed offer form', 'Upload endorsed documents', and 'View endorsed documents'.

Search for the relevant applicant's name and select either **Contract Offer Form – Teaching** or **Contract Offer Form – Non-Teaching** (as applicable):

The screenshot shows a dark-themed 'APPLICANTS' list. It displays 'Results 1 Record' with a search bar containing 'Surname' and a magnifying glass icon. Below the search bar are 'Select all' and 'Save this group' options. A list item for 'John' is highlighted in blue. Below this, there are sections for 'REQUISITIONS' and 'UDF CATEGORIES (APPLICANT ...)'. Under the 'UDF CATEGORIES' section, 'Contract Offer Form - Non Teaching' is highlighted in yellow.

Ensure all fields on the Contract Offer Form are completed. The Workforce Resourcing Team require **all information** on this form to start the offer process and begin the pre-employment checks.

The screenshot shows a web form titled "UDF Details Contract Offer Form - Non Teaching - CEO - WS Recruitment Test 2 John". The form contains the following fields and sections:

- Position Reference Number
- Position Title
- Name of Successful Candidate
- Employment Location (please include full address)
- Working from Home (dropdown menu)
- Is the successful candidate a current employee? (dropdown menu)
- Employee Number
- If current employee, is this an additional contract (dropdown menu)
- If current employee, is this a transfer (dropdown menu)
- If candidate has multiple positions which positions will they continue in

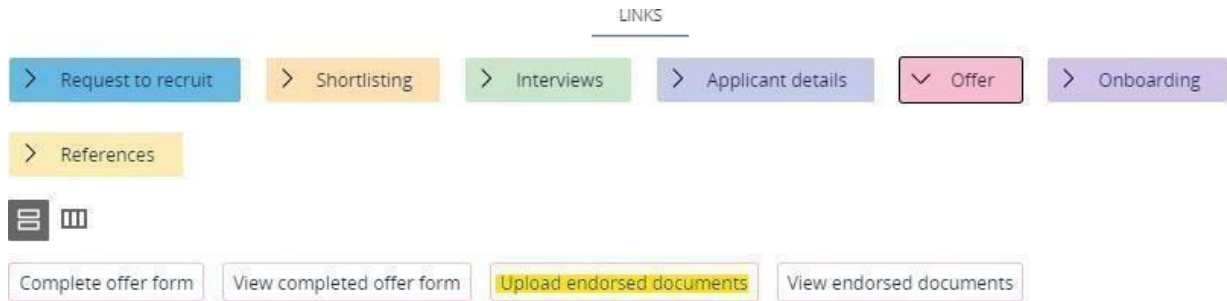
Once completed, select **Save**.

To view your completed Contract Offer Form, select the link **View completed offer form**:

The screenshot shows a navigation bar with the following buttons: Request to recruit, Shortlisting, Interviews, Applicant details, Offer, and Onboarding. Below this is a References button and a menu icon. At the bottom, there are buttons for Complete offer form, View completed offer form, Upload endorsed documents, and View endorsed documents.

If you have copies of the successful applicant's qualifications and eligibility to work in the UK from their interview, these must be uploaded at this stage via the link **Upload endorsed documents**. UK legislation on right to work checks now requires a member of the Panel to view and endorse all original documentation from the applicant. If you have not obtained this at interview, you must arrange to meet with the successful

applicant to get this documentation and upload this once received. To upload this, go to the menu and select **Upload endorsed documents**:

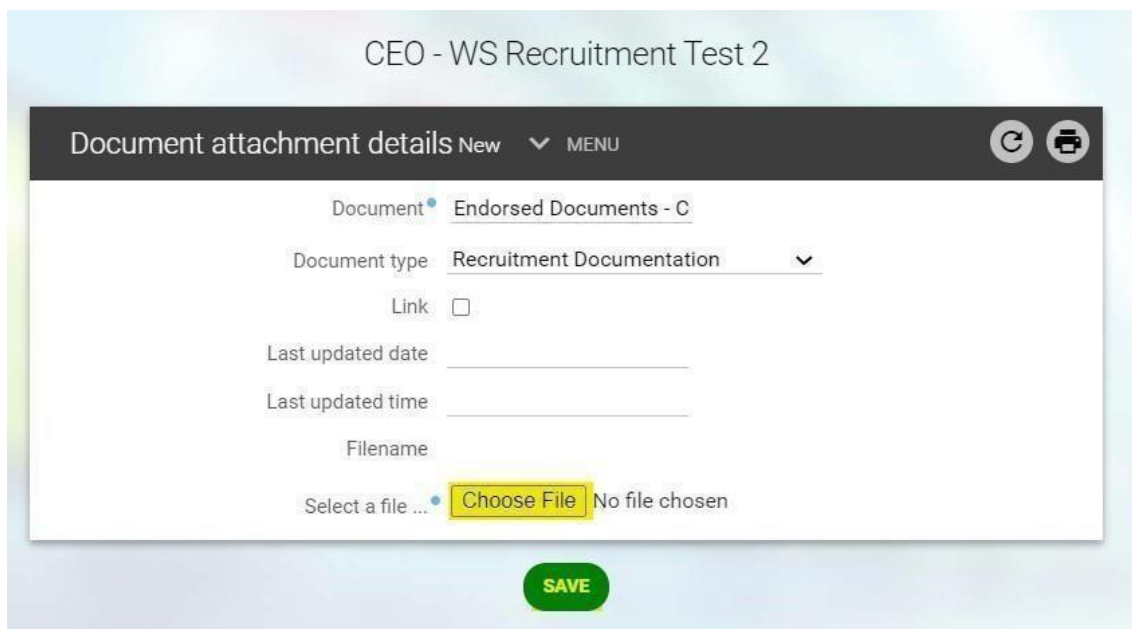


Within the **Document** field, enter the document name in the following format:

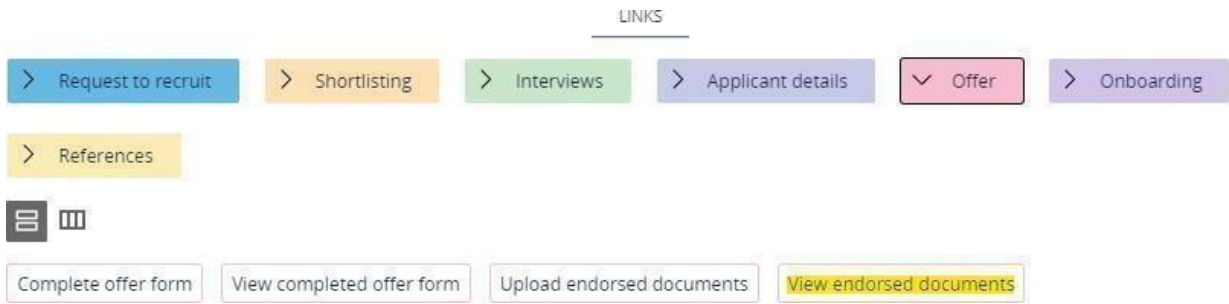
Endorsed Documents - Applicants Name

The **Document type** field must always be updated to the **Recruitment Documentation** dropdown.

Select **Choose File** and then search for and select the relevant saved file. Once updated, select **Save**:



You can view any endorsed documents that have been uploaded by selecting the link **View endorsed documents**:



Once you have searched for and selected the relevant applicant, uploaded documents will appear under the **Document Attachments** section on the left-hand panel. You can then **view/download the documents** from here:

Document attachments

Additional Recruitment

If other vacancies arise and you would like to fill these with suitable applicants from the ongoing recruitment campaign, you must complete the [Additional Recruitment Request Form](#) and return via **myNL Portal**. The form must be **fully approved by the HR Business Partner** for the Workforce Resourcing Team to progress the additional appointment(s).

For any additional appointments, please ensure you move them to the **Progress to Offer** stage and complete the relevant Contract Offer Form/upload their endorsed documents. This will allow the Workforce Resourcing Team to progress accordingly when appropriate approval received.

