iTrent Recruitment

Request to Recruit

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

Document Owner	Name	Contact Details
		ESC-WorkforceSystemsDevelopmentTeam@northlan.gov.uk

Please click on the headings in the contents page below to be directed to that page within this guide (or press CTRL and click on the heading):

Table of Contents

Managers Guide – iTrent Recruitment

You will now request an advert (requisition) and manage the recruitment process via **myTeam** (iTrent), keeping the process streamlined within the one system.

This series of documentation will provide guidance on how to request a requisition, how to manage shortlisting, interviews and offer the successful applicant a position within the organisation.

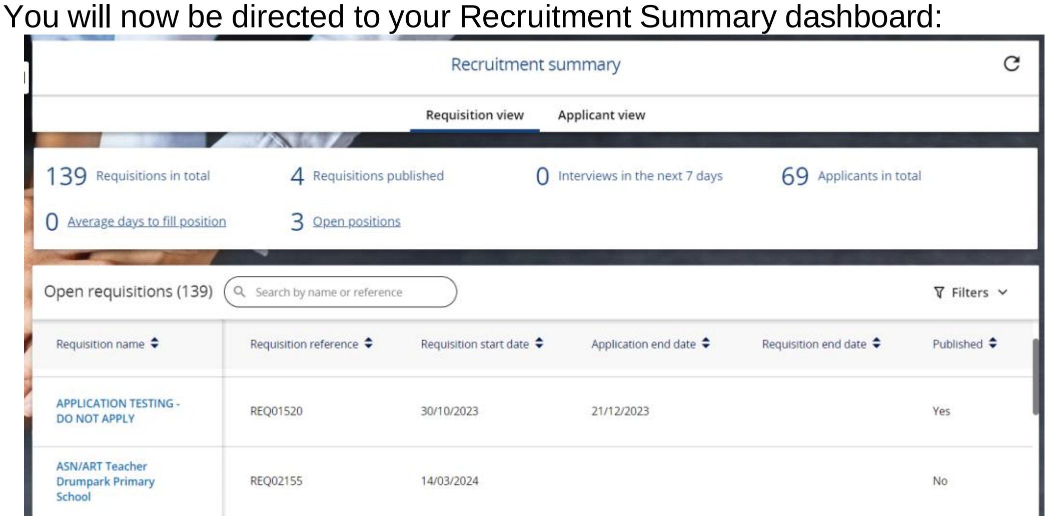
The **recruiting manager** must have completed the **interview and selection training** on **LearnNL**. We recommend that **all** participants in the selection process complete this training.

Logging In

Log in to myTeam under **People Manager** and select **"Recruitment"** from your main menu

options:

1. You will now be directed to your Recruitment Summary dashboard:

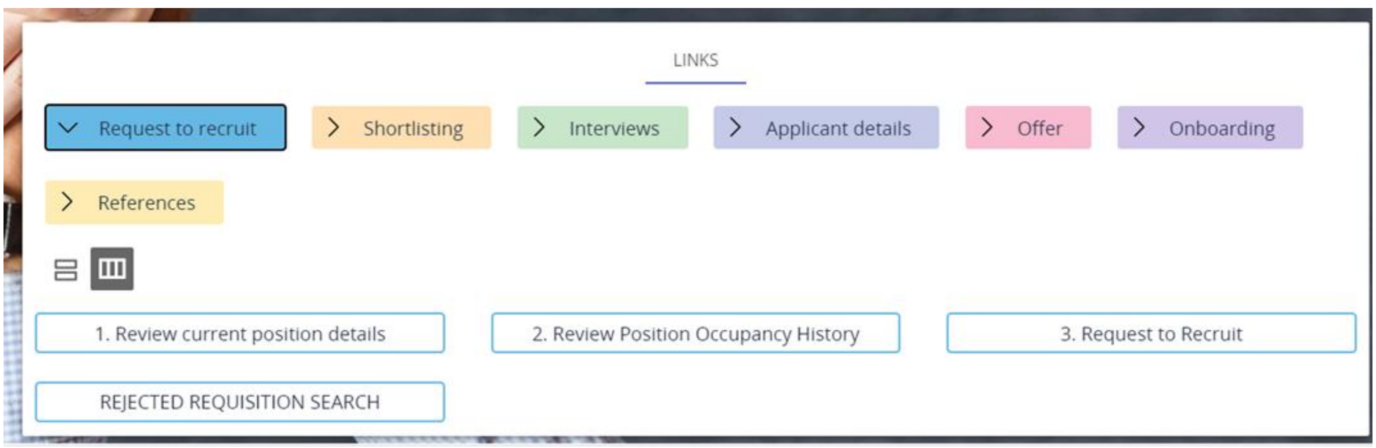


The “Open Requisition” section will display requisitions and provides a quick overview such as:

- Requisition name
- Number of applicants
- Status of requisition (published or not)

At the bottom of the summary page, you will have access to useful links that will assist you when navigating within the system; it contains helpful folders with steps under each folder which have been set up to ease your user experience.

***Please note*: When you click on the 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.**

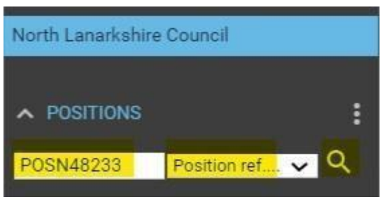


Request to Recruit

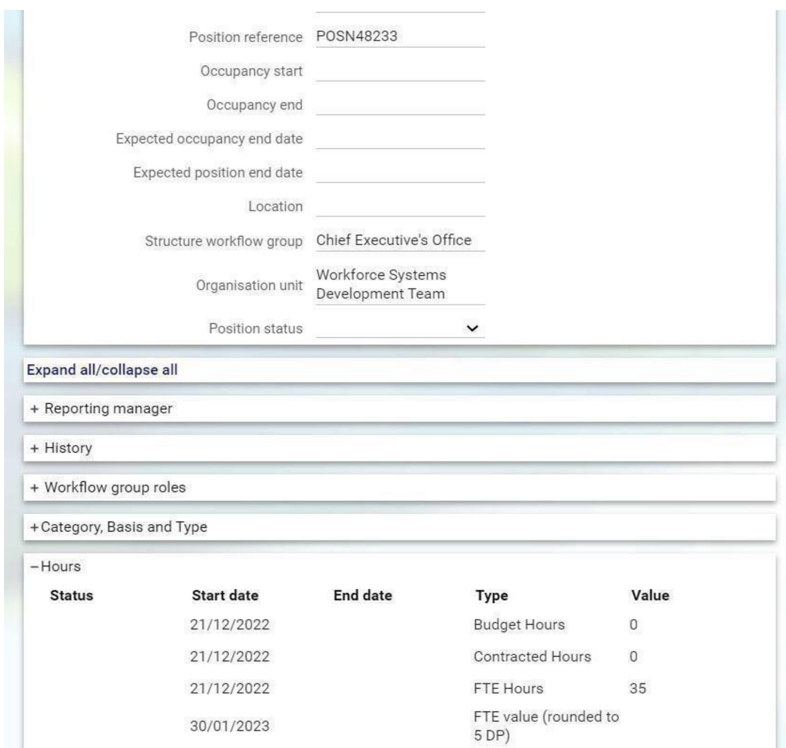
To request to recruit, the first stage in the process is to review the current position details. You **must be the reporting manager of the position(s)**, otherwise, you will not be able to view the information. Therefore, if one of your reportees or colleagues is the reporting manager for the position(s), you should advise them to complete this section to confirm the vacant position(s) details are correct. You are required to have this information before you can progress to Step 3, **“Request to Recruit”.**

Select **“1. Review current position details”** as shown below:

When this link is selected, a search bar will appear on the left-hand side of the page. Within the **"Search"** section, enter the position number, ensuring that the drop down is selected to **"Position ref. no."** and then search by clicking the magnifying glass:



Once you have entered the position number and clicked the magnifying glass to search - the **"Position Summary"** screen will display. You will now be able to review the current position details such as contracted hours and grade:



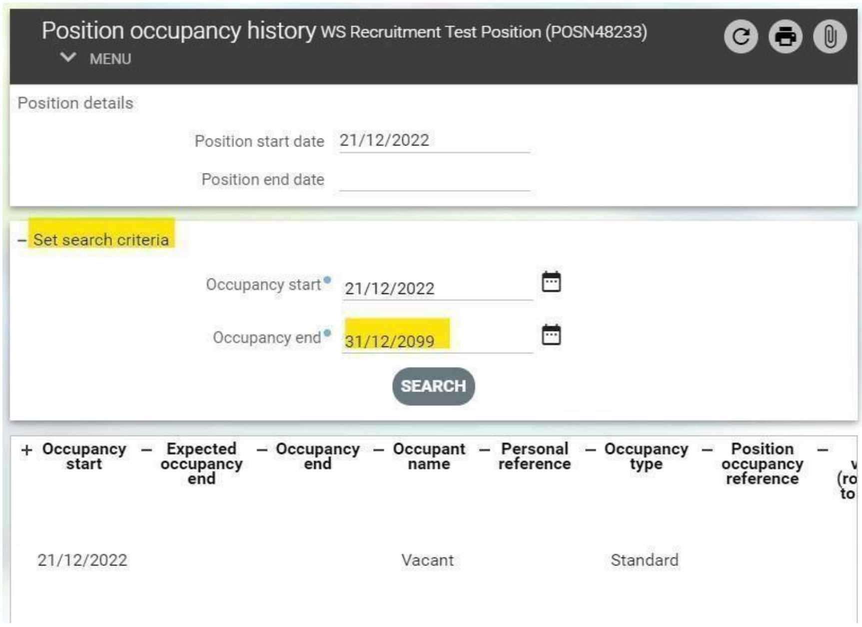
When you have reviewed the position details, the next step is to check that the position is vacant. The structure will only allow one occupant per position at any one time.

***Please note*: If, when reviewing, you notice details that are incorrect, for example, the wrong contracted hours within the position, you should not proceed. Contact your HR Business Partnership Team to gain clarity before progressing.**

Select **"2. Review Position Occupancy history"** from the menu bar:

This will display the **history** of the position occupancy. For this example, the position has been vacant from its creation. However, if an employee has been, or is currently in the position, their details will display below. To use a position to recruit, any employees' name who appears, must have an end date in the **"occupancy end"** field. If there is an employee within the position but **no "occupancy end"** is shown, you will be **unable** to use this position. Your HR Business Partner will be able to advise on how to progress with your position numbers if they are occupied.

To ensure you view any future dated changes, please click the highlighted **"Set search criteria"** below and search for a date in the future such as 31/12/2099. This will ensure that any future dated changes are displayed.



Repeat this step for each position number; you must ensure they are either vacant or have an occupancy end date. Once your position number(s) have been confirmed as vacant (or soon to be vacant), progress to the next link on the menu "**3. Request to Recruit.**"

Within the **“Requisition details”** page; under the **“Requisition”** heading, you should complete the following fields:

Requisition name – This is the name of the position you are recruiting for, i.e. Administration Assistant. *If you also intend to use this requisition to recruit for casual/sessional vacancies, please indicate this in the requisition name. For school recruitment, you should also include the name of school in this field.*

The **Requisition reference** will generate automatically once the request has been submitted.

Start date – This will always be completed as the current date, even if you intend for the successful applicant to start in the distant future.

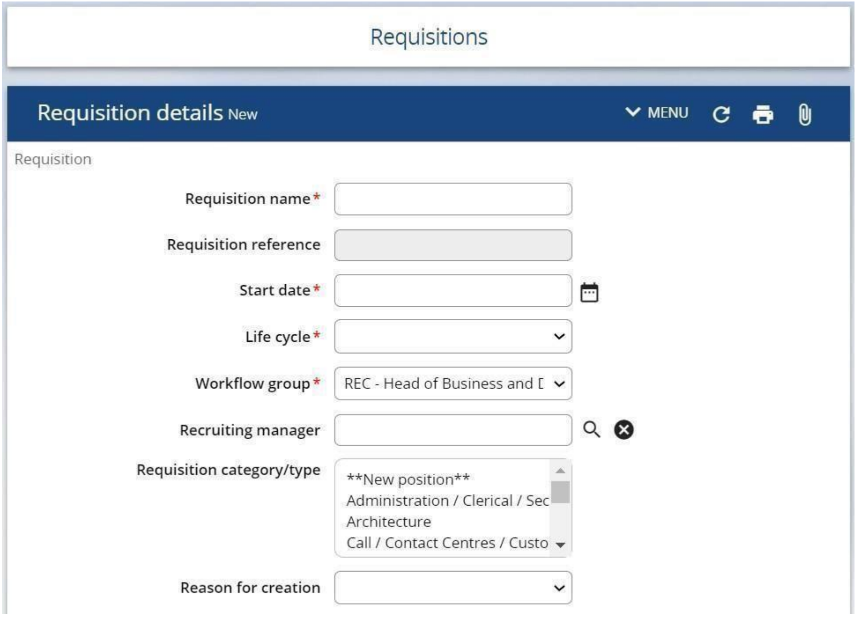
Life cycle – Select from the drop-down whether this is a **Teaching** or **Non-Teaching** requisition.

Workflow group – Select the relevant workflow group for your service/department. This is to ensure the request moves to the correct authorisation process for your service. ***Selecting the incorrect option here will direct this to the wrong authoriser and delay your recruitment request, so please check your workflow is accurate.***

Recruiting Manager – After selecting the magnifying glass icon you should update the drop-down search to “Personal reference” and enter your employee number. Then select your employee record from the results.

Requisition category/type – Select the most appropriate category for the position you are advertising. This will ensure your advert appears in the search results for applicants who filter their search by this field.

Reason for creation – From the drop-down list, select the reason for requesting the requisition.



At the **Additional fields** section, complete all fields relevant to the Request to Recruit. If any of the required information is **not completed**, your request to recruit will be **rejected** and you will have to resubmit this again.

Include details of the **Panel Members** for your requisition at the relevant field, as they will need to be attached by the **Workforce Resourcing team** to access applications and progress applicants through the recruitment process. If this is not added at this stage in the process it will delay panel members having access to view the requisition and support the recruitment campaign.

On completion of all information select **Save**. The request to recruit will then be directed through the authorisation process. The Hiring Manager will receive **an automated email notification** to confirm the authorisation stage the requisition is at, as well as the up to date stage, i.e. authorised or rejected.

Only press the Save button **once.** Once you have saved, please **do not make any changes** as this will cause the requisition to cancel and not progress. If you require to make any changes, follow the re-submission guidance.

The parties involved in each stage of the authorisation process are the **HR Business Partner Admin, Finance and HR Business Partner**.

When the requisition has been progressed to advert and published, the Recruiting Manager will receive an email with a link to the job on MyJobScotand. Please take the time to review the advert on MyJobScotland and inform the Workforce Resourcing Team as soon as possible if any amendments are required.

iTrent Recruitment allows you to view real time information, when an applicant applies, you can view their application.

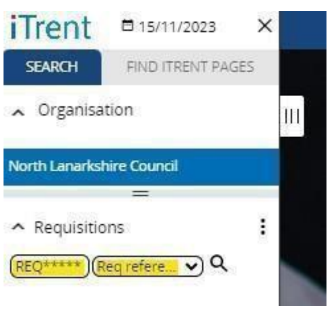
Applicants are **anonymous** on iTrent Recruitment. Managers, Panel Members and the Workforce Resourcing Team will not be able to view any identifiable information at the first stage of the process. Applicants will be provided with an **"Applicant Reference Number"** (APP********) and any identifiable information (such as their name) will only be made available when applicant is successful in being progressed to interview.

Requisition Request Rejected

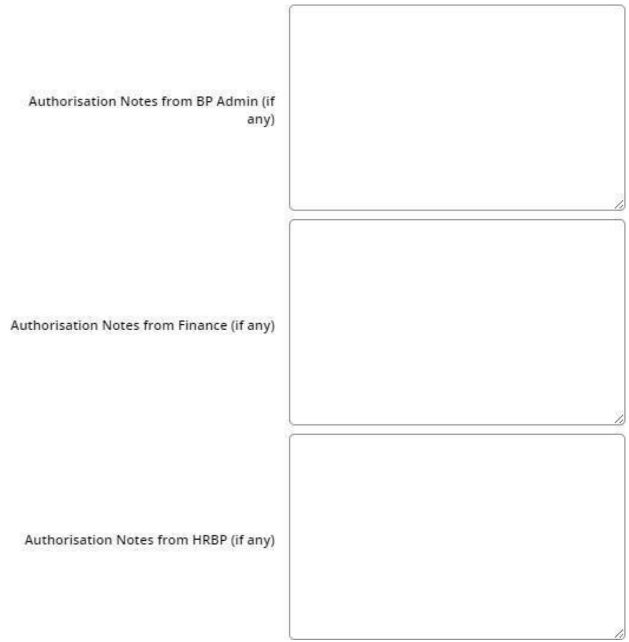
If your request to recruit has been rejected, you will receive an email notification of the stage and details of the authoriser who rejected the request. To view the reason for rejection, please log into **iTrent Recruitment** under your **People Manager role** and select the **Recruitment** link from the list on the home page.

Once selected you will be directed to your **Recruitment Summary**, with a list of links available. From here you should select the link **Rejected requisition search** under Request to Recruit:

You should then search for your requisition using the Requisition Reference Number (REQ*****):



The page will then refresh to the **Requisition Details** page for this requisition and the reason for rejection can then be found at the bottom of the page at the relevant field for **Authorisation Notes**:



To **resubmit your requisition**, make the required changes noted by the authoriser. Once the changes have been made, you must then select the **Resubmission** dropdown at the **Reason for creation** field which sits near to top of the page:

You must ensure this field is updated to **Resubmission**. Failure to do so means that your request to recruit will not be resubmitted to the authorisers.

You must then select the relevant reason for the original Request to Recruit from the drop down:

Once all previous steps have been completed and you are satisfied with the changes made, scroll to the bottom of the page and select **Save**:

This will then resubmit the request to recruit, and you will receive an email notification confirming this.

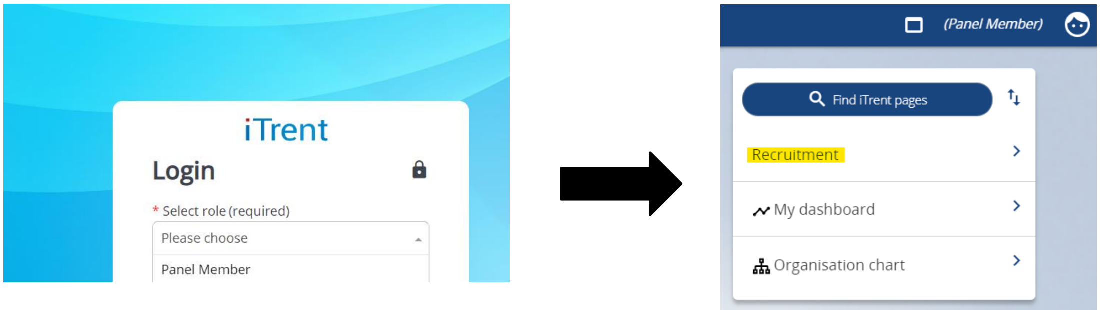
If you do not receive an email notification, please repeat the previous steps.

Requisition Published

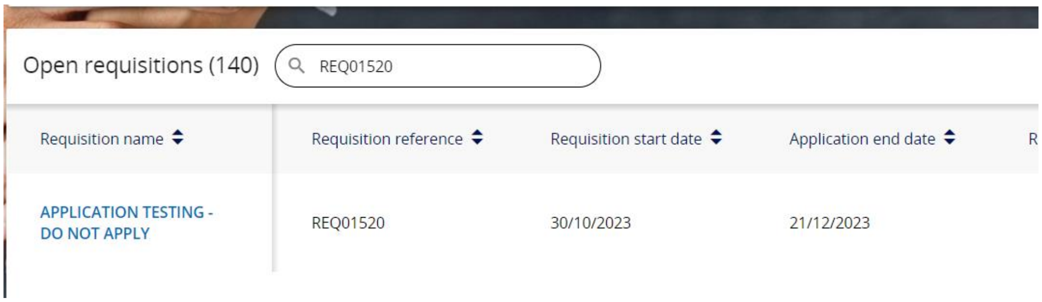
After your request to recruit has been fully authorised, this will then be directed to the Workforce Resourcing team **to progress to advert**. You will then receive an email notification when the requisition has been published which will include the requisition name, reference number and application closing date.

Accessing Your Requisition

Once your requisition has been published, you should be able to access this at the **Recruitment summary**. You can find this by logging into your **Panel Member Role** and then selecting the **Recruitment** link:



You should then search for your requisition by searching the requisition reference number included in your Requisition Published email:



Once your requisition has been requested, please manage the requisition via your Panel Member role. If you **do not** have the Panel Member role, contact the **Workforce Resourcing Team** via the **myNL Portal** for assistance.

Following Advert End Date

When the advert has closed, the Recruiting Manager will receive an email notification advising this. If after reviewing the number of applicants you decide you would like to **re-advertise**, you should contact the **Workforce Resourcing** team via the **myNL Portal** to request this and include the following:

- Requisition name
- Requisition reference number
- Whether the requisition should be re-advertised internally or externally
- How long this should be re-advertised for

A member of the team will then progress this accordingly.

Further Information

If you require further support –

For staff live on myNL Portal - Please raise a People Helpdesk General Enquiry request form.

For staff yet to be 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