iTrent Recruitment

Arranging an Interview

Manager’s Guide

Version Control

Version	Author	Date Completed	Description
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Developed By:

Name	Date
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Reviewed & Approved By:

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Workforce Systems Admin Senior Advisor	Amy Dale	January 2024	1
Workforce Systems Development Lead	Nichola Millen	January 2024	1
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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):

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Interviews

***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.**

Recruitment Panel

The Panel must consist of at **least two** Panel Members. The Panel Members must be aware of the following when applicants are moved to first interview and are no longer anonymous:

- **Personal relationship** – If a panel member identifies an applicant, they have a personal relationship with then the Panel Member **will not** be permitted to take part in the Panel.
- **Objectivity** – Any Panel Member who feels their knowledge of an applicant would seriously compromise their objectivity must withdraw from the selection process. It is the responsibility of the Panel Member to declare this interest. Failure to do so and to continue to participate in the recruitment process will be deemed a breach of policy and may be subject to disciplinary action under the Disciplinary Policy.
- **Internal applicant** - If an internal applicant is applying for a position, and the applicant's line manager is participating in the recruitment process, this is deemed to be a professional relationship, and the panel can continue as is.

  - **Constitution of Interview Panel – Teaching**

<u>Head Teacher (Primary & Secondary)</u>

Councillor
E&F Manager /Head of Service
Teacher of Equivalent Rank (Head Teacher)
3 Members of the Parent Council

<u>Depute Head Teacher (Primary & Secondary)</u>

Head Teacher
E&F Manager
Teacher of Equivalent Rank (Depute Head Teacher)

2 Members of the Parent Council

<u>Principal Teacher (Primary)</u>

Head Teacher
E&F Manager/CIIL/CIO
Teacher of Equivalent Rank (Principal Teacher)

<u>Principal Teacher (Secondary)</u>

Head Teacher
E&F Manager/CIIL/CIO
Teacher of Equivalent Rank (Principal Teacher of same subject)

<u>Unpromoted Teacher (Primary & Special)</u>

Head Teacher
Head Teacher from another Primary School
Promoted Teacher from same school

<u>Unpromoted Teacher (Secondary)</u>

Head Teacher
Depute Head Teacher from another Secondary School
Promoted Teacher from same school (Head of the Department for post advertised)

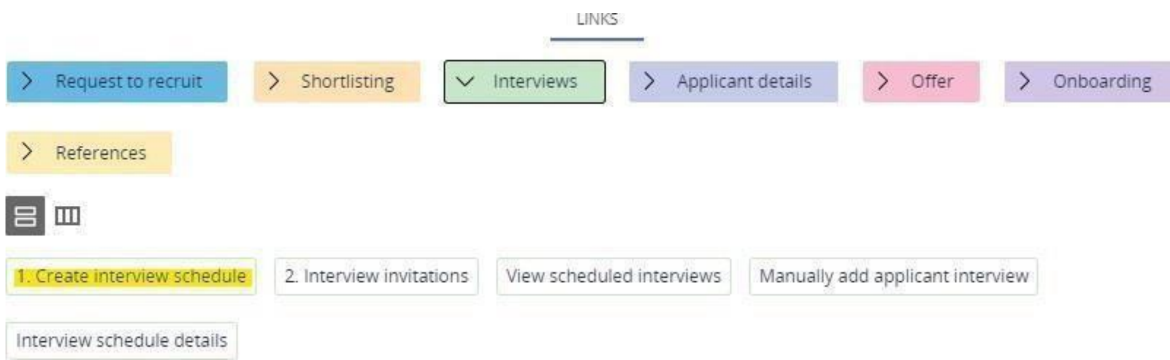
Constitution of Interview Panel – **Non-Teaching**

There must be at least two members on the Panel and the Hiring Manager must take the lead as Chair of the Panel.

*If you have concerns over any of the above, please contact the **Workforce Resourcing Team** for further advice via **myNL Portal**.*

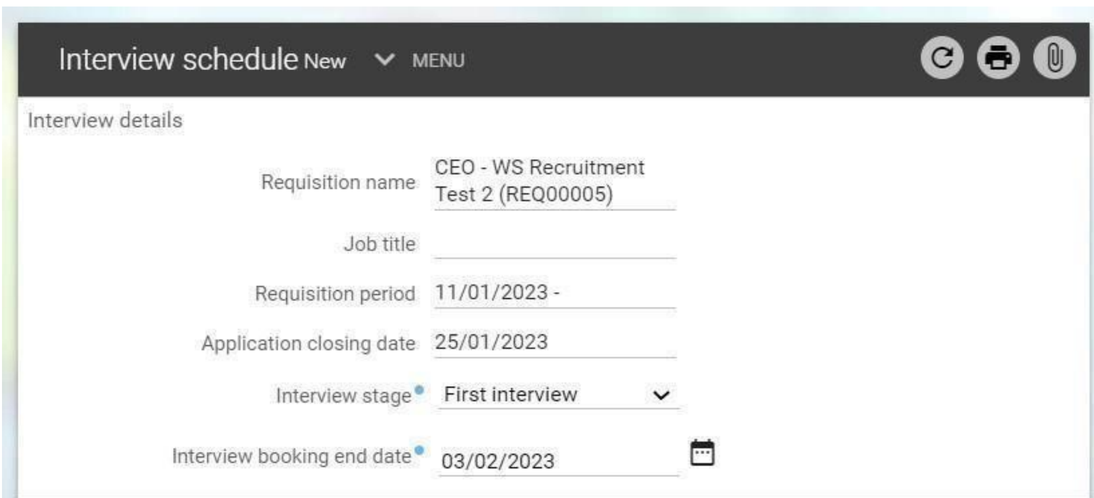
Progressing to Interview

Before you invite applicants to interview, you need to create the **interview schedule**, which details the slots that are available for interviews. Select the link **1. Create interview schedule** from within the **Interviews** section:

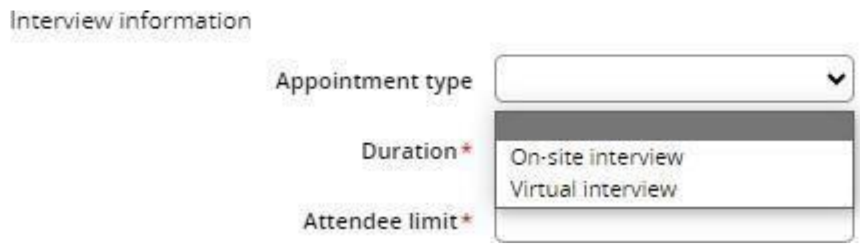


Then, search for the requisition at the left hand pane using either the **requisition name** or **requisition number** to search.

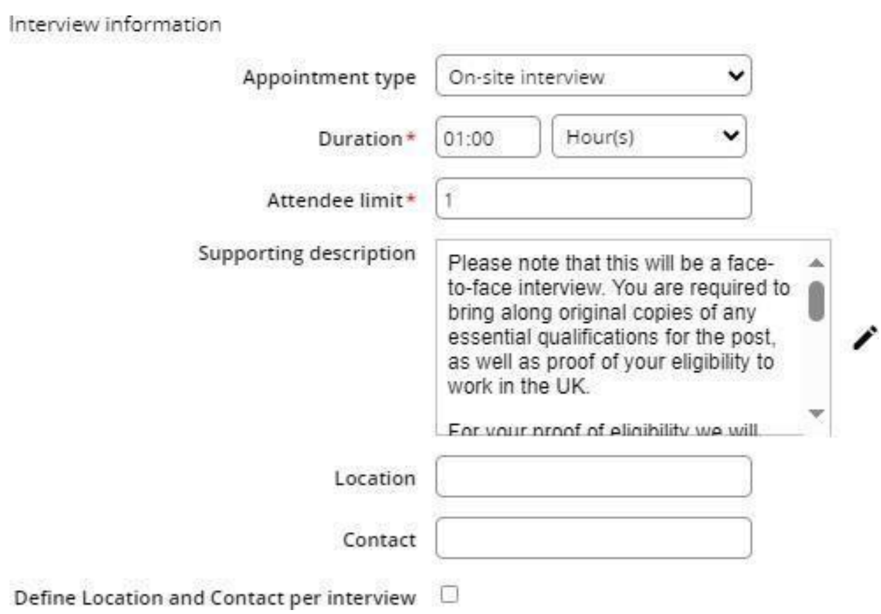
At the **Interview stage** field, select whether this is a first or second interview from the drop-down list. Update the **Interview booking end date** field to the date the **interview booking must close**. We would recommend allowing applicants to book interview slots until at least **two days prior to the interview date**. Once this date has passed, the applicants will not be able to book their interview slot:



Within **Interview information** section, the **Appointment Type** field should be updated to either **On-site** or **Virtual interview**:



Once selected, the page will refresh, and a number of the following fields will then be populated:



The **Duration** field will automatically update to 01:00 hour, however this can be amended to suit the interview durations that you want to set.

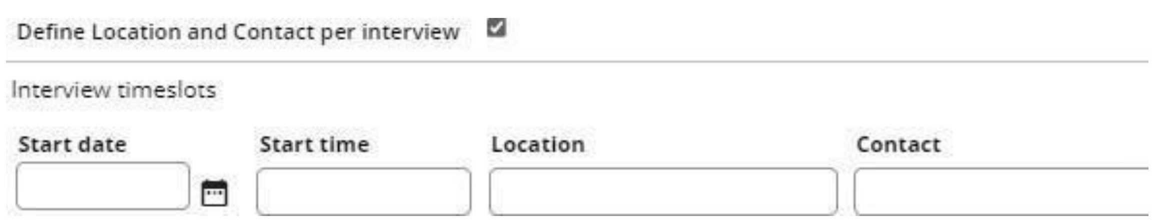
The **Attendee limit** is the limit of how many applicants can book each interview slot. If you only wish to interview one applicant per interview slot, this should remain as 1. If, however, you are conducting group interviews, this field must be updated to the maximum number of applicants you can accommodate at each interview slot. Further guidance on group interviews can be found here.

The **Supporting description** field will be populated with information relating to the option selected at the **Appointment** type field. You can then add further information for the applicants by selecting the pen icon. This would include information such as the format of the interview (for example: question and answer format/group interview) and details of any tasks to be completed on the day or presentations to be sent prior to interview (including email address of who these should be sent to and by what date/time). The text included at this field will appear on the email invitation to interview.

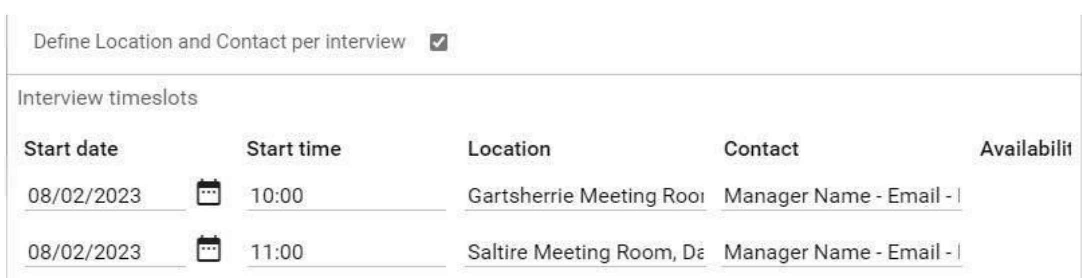
The **Location** and **Contact** must be added at these fields, at **Contact,** detail full name and email address of a contact point within the Panel if the location and contact is the same for every interview. Only leave these fields blank if the location and/or the interview contact will differ for some interviews (for example, interviews over multiple days or with different lead interviewers).

Within the **Interview timeslots**, enter the **Start date** and **Start time** of each interview slot. You can then use the **+** and **–** icons to add or remove slots:

If you wish to set up interview slots with different locations and contacts, select the tick-box for **Define Location and Contact per interview**. This will then refresh the page and allow you to define the **Location** and **Contact** per interview slot. At **Contact** detail full name and email address.



You can then enter the location and contact for each timeslot:



Select **Save when** you have scheduled your interviews and are ready to progress. *Please ensure that you have booked the room you have chosen ahead of sending out these invites*.

Virtual Interviews

For virtual interviews, after these have been scheduled on iTrent, it is the Panel's responsibility to schedule the Microsoft Teams invites off iTrent. You can find each applicant's email address and interview slot by accessing the link **2. Interview invitations** under **Interviews**:

The page will then refresh and the applicant booking information can be found at the bottom, including their email address and their interview slot if they have booked one:

Candidates

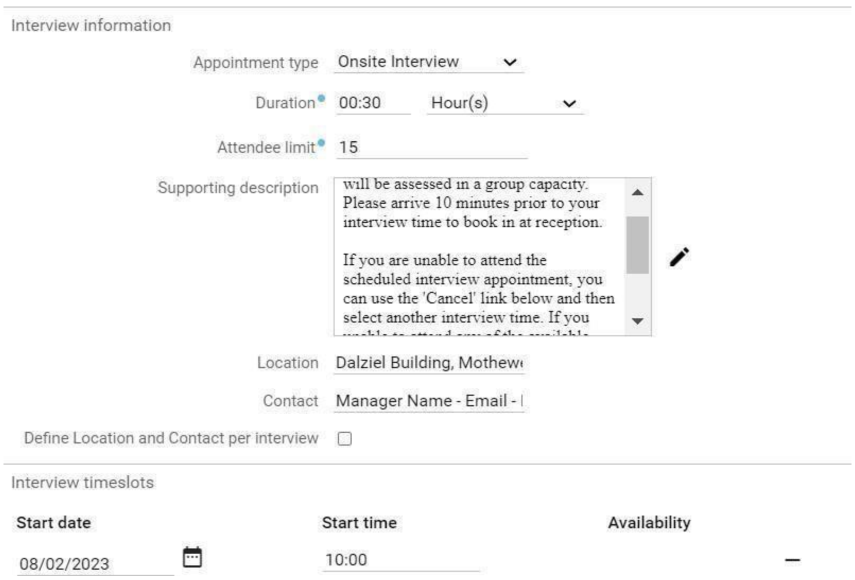
Name	Email address	Web applicant	Current stage	Invited	Booked	✓
Mr August Fourteenth	augustfourteenth1408@outlook.com	Yes	First interview	No	No	
Mr August Fourteenth	augustfourteenth1408@outlook.com	Yes	First interview	31/08/2023	11/09/2023 09:30	

Group Interviews

If you wish to conduct group interviews, within the **Attendee limit** field you should enter the maximum number of applicants you wish to interview per slot. This will then enable that number of applicants to book each available interview slot.

In the example below, the manager wishes to invite 15 applicants to the one group interview within Dalziel Building, Motherwell.

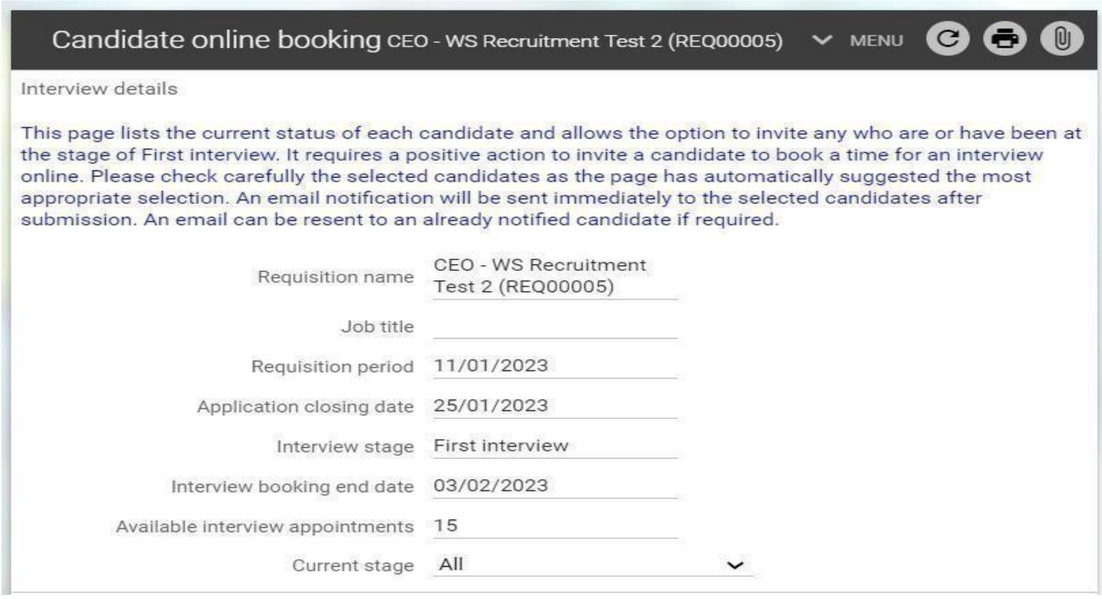
The **Attendee limit** field should therefore be set as 15 and the **Supporting description will** be edited to advise applicants it will be a group interview. Within the **Interview timeslots** section, only one interview timeslot is required as all applicants will be invited to interview on the same date and at the same time: When you have updated the necessary field select **Save**.



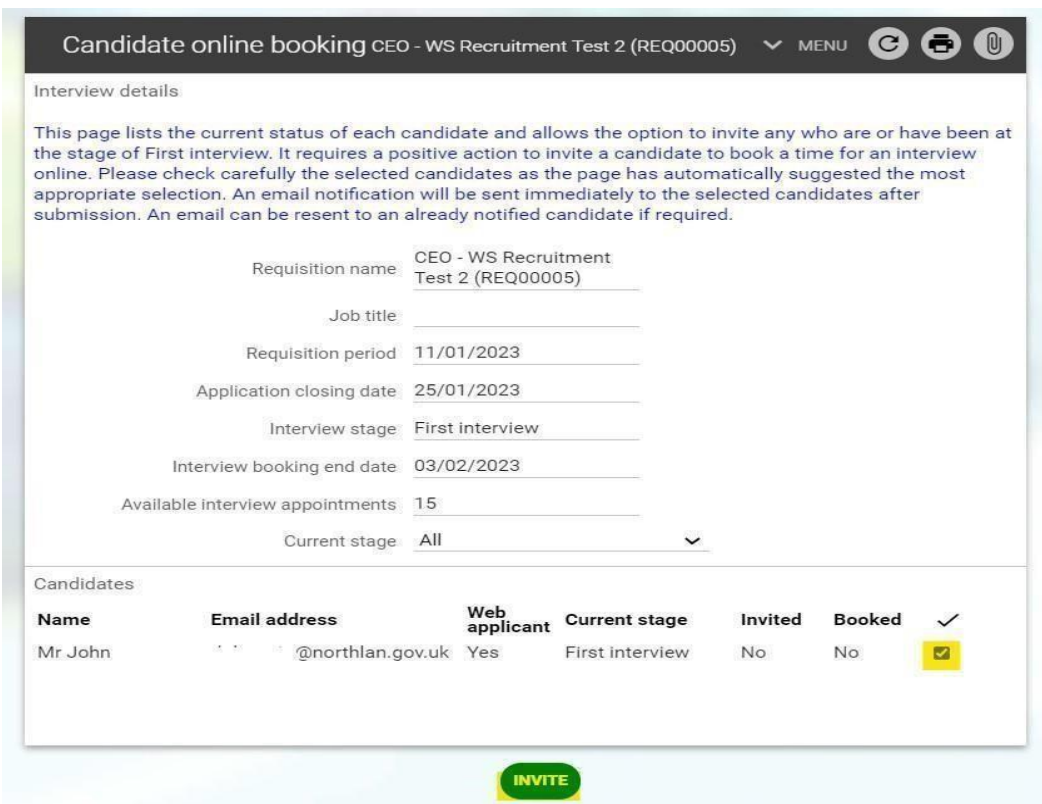
Inviting Applicants to Interview

Once the interview schedule has been created you can then invite the applicants to interview. To do this you should select **2. Interview invitations** under the **Interviews** section:

The page will refresh, with the relevant fields populated from the requisition details and the interview schedule created at the previous step. Within the **Current stage** field, please ensure you select either the “First interview” or “Second interview” dropdown option. This will ensure only the applicants who have been successful in gaining an interview are invited.



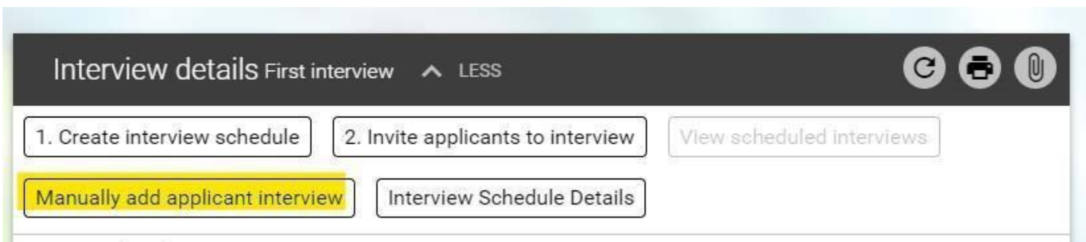
Within the **Candidates** section, the applicants who are at this stage will automatically display. To invite them, ensure the tick-box under the tick icon is selected for every applicant and then select the **Invite** button:

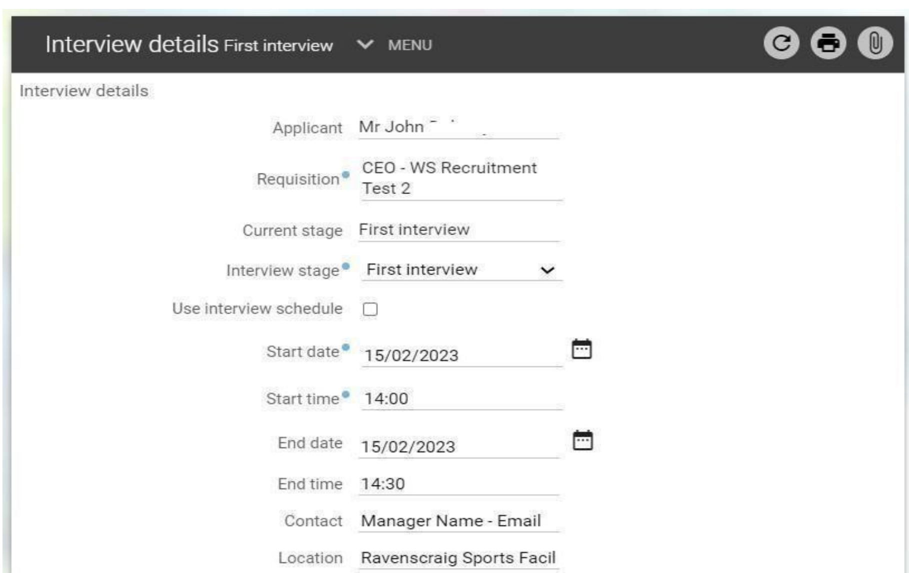


It is important to double check the applicants are all at the correct **Current stage** to ensure you are only inviting applicants who are being progressed to interview, as once you select **Invite** the applicants will be sent an email immediately.

Rescheduling an Interview

If an applicant contacts you to advise they are unable to attend the interview at the provided date(s) and time(s), you can manually enter a new interview date and time agreed by yourself and the applicant. To do this select the link **Manually add applicant interview** from the menu at the top of the page:





The page will then refresh as below, allowing you to create new interview slots. Select the magnifying glass icon at the **Applicant** field and search for the applicant. The **Interview stage** field will then be updated to either **First Interview** or **Second Interview**. Enter the alternative interview date and time under **Start date** and **Start time**, as well as updating the **Contact** and **Location** fields with the relevant information:

Interview Assessment Forms

The process for the Interview Assessment Forms has not changed. All interview assessments and associated recruitment documentation for the unsuccessful applicants should be retained by the interview panel in line with retention schedules and destroyed after 6 months. You can find the relevant Interview Assessment Forms at the following links:

- Non-Teaching Interview Assessment Form
- Teaching Interview Assessment Form

The Professional Dialogue Form is also available for relevant promoted Teacher positions.

Applicants Who Did Not Attend Interview

Following interviews, any applicants who did not attend will be actioned as follows. Using the move applicants procedure, you should select the applicant(s) who did not attend interview and then **Bulk move** them to the stage **Application withdrawn.**

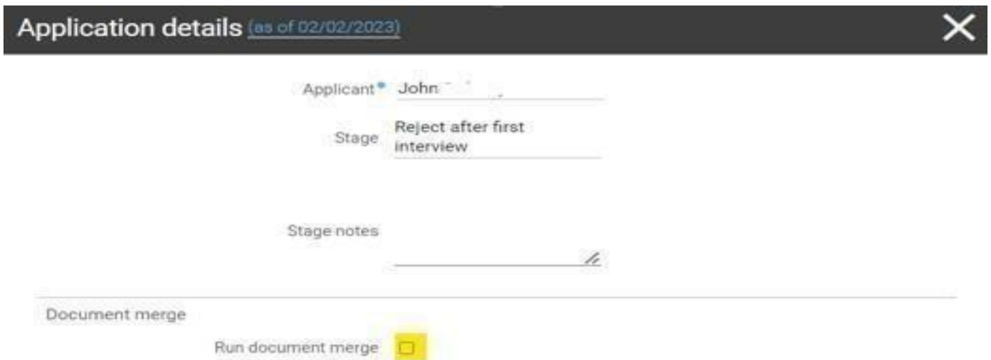
The effective date will be confirmed as the current date. Once selected, you will see an overview of the applicants to be moved to the **Application withdrawn** stage. After double-checking the details are correct, select **Save**. The page will refresh and return to the **Manage applicants** area, where these applicants will now appear under the stage **Application withdrawn**. If this does not update instantly, please refresh the page by selecting the highlighted icon at the top of the page:

Rejecting Applicants after Interview

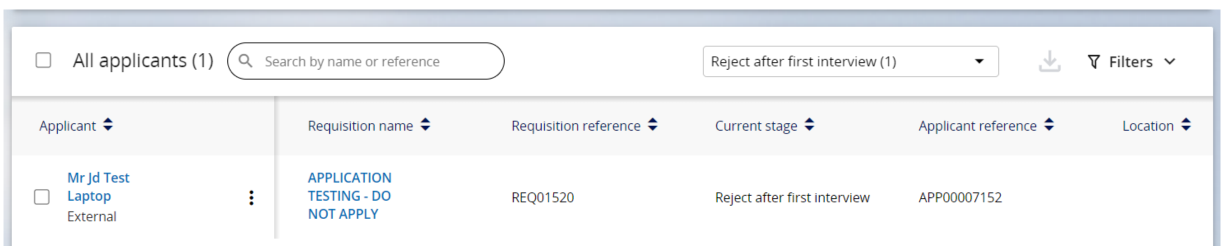
Once you have conducted your interviews and the panel has decided the successful applicant(s), we recommend all applicants are notified on the outcome of their interview by phone call and arrangements made to provide feedback if this is requested.

You should then bulk move the applicants to **Reject after first interview**.

When rejecting applicants at this stage, you must ensure you select “Run document merge” and then click “Save” This will then issue a notification to the applicant to advise they have been unsuccessful following their interview.



You can check this process has worked by selecting the **Reject After First Interview** Stage, this will display the rejected applicants:



If the rejected applicants do not display at this stage, please select the refresh icon at the top of the page:

The process above is the same for second interviews, however, instead of selecting **Reject After First Interview** you should select **Reject After Second Interview**.

Reserve Applicant

If you have a reserve applicant for the requisition, firstly carry out the above step to ensure the applicant is notified they have been unsuccessful. You should then move the applicant from stage **Reject After First Interview** or **Reject After Second Interview** to the **Reserve applicant** stage.

The applicant will then appear under the **Reserve Applicant** stage:

Please ensure before moving an applicant to the Reserve Applicant stage that they are included when rejecting the unsuccessful applicants, as otherwise they will not receive email correspondence following their interview, advising them of their outcome.

No Suitable Applicants

If the panel determines there are no suitable applicants after completing their interviews, they must contact the **Workforce Resourcing Team** via the myNL Portal to request whether they wish to re-advertise and a member of the team will progress this accordingly.

If you would like to re-advertise, confirm the following details in your email:

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

Progressing to Offer

If the panel determines there are suitable applicants after interviewing, you must progress following the guidance for completing an offer of employment.

When you have updated the necessary field select **Save**