REQUEST TO RECRUIT PROCESS

A QUICK GUIDE ON HOW TO REQUEST TO RECRUIT

1

BEFORE REQUESTING TO RECRUIT:

- Ensure that you have the POSN reference number/s for the POSN you wish to fill. You should link in with your HRBP for this information if not already known.

LOGGING IN TO MYTEAM

- Log in to MyTeam and click on the "Recruitment" menu option

Recruitment >

2

3

RECRUITMENT DASHBOARD

- You will then be presented with your Recruitment dashboard, go to the bottom of the dashboard and go to the "Links" section, click on "Request to Recruit" links

REVIEW CURRENT POSITION DETAILS

- Click on "Review Current Position Details" link, reviewing the position details to ensure this is correct. If there are any incorrect fields, please liaise with your HRBP at this stage.

4

5

REVIEW POSITION OCCUPANCY HISTORY

- Click on "Review Position Occupancy History" link, enter the POSN number on the left-hand search bar, ensuring that you select "position. ref. no" from the drop down, then search by clickng on the magnifying glass.

- This will then show the occupancy history within the POSN. Ensure that the position is either currently "vacant" or that there is an end date within the "Occupancy end" column. Press "select search criteria" and input 31/12/2099 and this will show any future occupants of the position.

6

REQUEST TO RECRUIT

- Once you have reviewed the position details and occupancy history, please click the "Request to Recruit" link, complete all fields (please see user guide for further guidance),

and press save. You will receive on screen confirmation that your changes have been saved. Your request to recruit has been successful and will now follow the authorisation process. You will be notified by email if your request has been approved or rejected.

IF YOU REQUIRE ANY FURTHER ASSISTANCE, PLEASE VIEW THE MANAGERS ITRENT RECRUITMENT GUIDE IN THE FIRST INSTANCE VIA MYNL. IF YOU STILL REQUIRE ASSISTANCE, PLEASE CONTACT THE RECRUITMENT TEAM AT ESC-RECRUITMENTTEAM@NORTHLAN.GOV.UK