



Interviewing Posts

Guidance for Manager

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Overview

Once applications have been shortlisted and, as the Hiring Manager, you have completed and returned your interview request and shortlisting forms, the ESC Recruitment Team will either: allocate the candidates a specific time slot or set up the required interview timeslots and issue email invites to the shortlisted candidates asking them to select their preferred interview timeslot.

Process

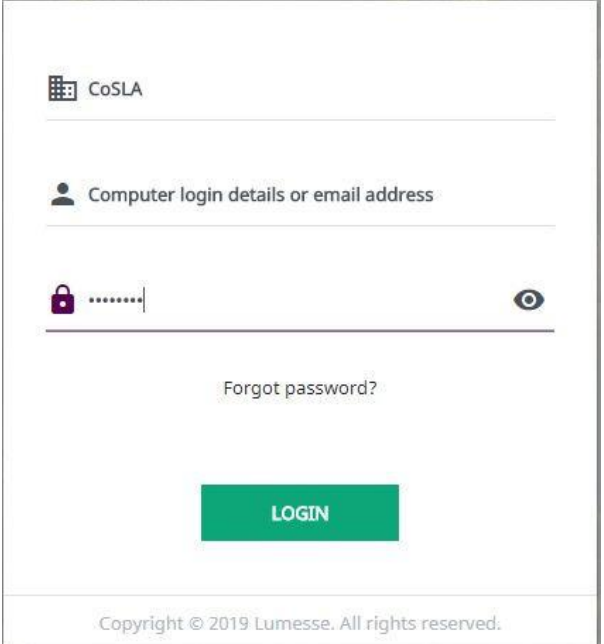
On receipt of your interview request, you will be sent notification from the ESC Recruitment Team that your interview invites have been issued to the shortlisted candidates. You will already have received the link to take you to this position in the email previously issued at the shortlisting stage.

Enter your account details as below:-

Company Name: CoSLA

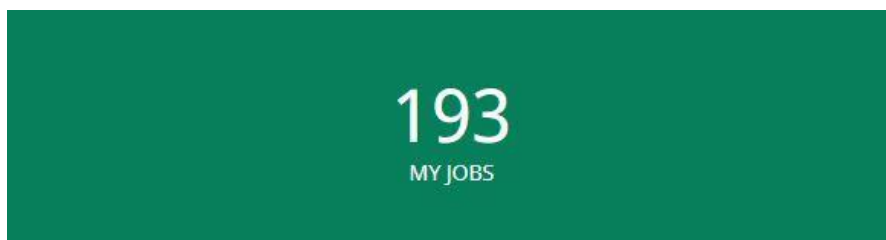
User Name: Computer login/full email address

Password: Your password



If you have forgotten your password, please click on the **Forgot password?** button. You will be asked to input your email address and a link will be sent to you to allow you to change your password.

Once you have logged into the [Talentlink](#) site, you will be taken to the “dashboard”. The dashboard lists all jobs that you are attached to. Click on the My Jobs button:



If you are the Hiring Manager for a number of different posts, you should select the post title for the post being interviewed:

	JOB TITLE	CANDIDATES			
		NEW	IN PROCESS	OFFERED	ALL
<input type="radio"/>	Accommodation Officer (Temporary) (NLA04102)	1	0	0	1
<input type="radio"/>	Administrative Assistant (Job Share) (Term Time) (NLA04123)	1	0	0	1
<input type="radio"/>	Administrative Assistant (Part Time) (Temporary) (NLA04124)	0	0	0	0
<input type="radio"/>	Caretaker (Temporary) (NLA04120)	2	0	0	2
<input type="radio"/>	Clerical Assistant (Part Time) (Temporary) (5 Posts) (NLA04126)	0	0	0	0
<input type="radio"/>	Clerical Assistant/Typist (2 Posts incl 1 Part Time) (Temporary) (NLA04125)	12	0	0	12
<input type="radio"/>	Clerical Assistant/Typist (Temporary) (NLA04121)	8	0	0	8

Interview timeslots will already have been created by the ESC Recruitment Team and the running order for your interviews can be viewed on the Interview Scheduler tab:

JOB CONTENT	JOB APPROVAL PROCESS	MATCHING CANDIDATES	POSTING	SELECTION / HIRING	INTERVIEW SCHEDULER																																																																													
<table border="1"> <thead> <tr> <th>⚙️</th> <th>TIME</th> <th>LEAD INTERVIEWER</th> <th>INTERVIEWERS TEAM</th> <th>LOCATION</th> <th>STEP NAME</th> <th>CANDIDATE NAME</th> </tr> </thead> <tbody> <tr> <td colspan="7">17/05/2019</td> </tr> <tr> <td></td> <td>09:30 - 09:50</td> <td>K</td> <td></td> <td>Municipal Buildings, Kildonan Street</td> <td>Interview 1</td> <td>L ></td> </tr> <tr> <td></td> <td>09:50 - 10:10</td> <td>K</td> <td></td> <td>Municipal Buildings, Kildonan Street</td> <td>Interview 1</td> <td>J ></td> </tr> <tr> <td></td> <td>10:10 - 10:30</td> <td>K</td> <td></td> <td>Municipal Buildings, Kildonan Street</td> <td>Interview 1</td> <td>P ></td> </tr> <tr> <td></td> <td>10:50 - 11:10</td> <td>K</td> <td></td> <td>Municipal Buildings, Kildonan Street</td> <td>Interview 1</td> <td>B ></td> </tr> <tr> <td></td> <td>11:10 - 11:30</td> <td>K</td> <td></td> <td>Municipal Buildings, Kildonan Street</td> <td>Interview 1</td> <td>R ></td> </tr> <tr> <td></td> <td>11:30 - 11:50</td> <td>K</td> <td></td> <td>Municipal Buildings, Kildonan Street</td> <td>Interview 1</td> <td>J ></td> </tr> <tr> <td></td> <td>11:50 - 12:10</td> <td>K</td> <td></td> <td>Municipal Buildings, Kildonan Street</td> <td>Interview 1</td> <td>C ></td> </tr> <tr> <td></td> <td>14:00 - 14:20</td> <td>K</td> <td></td> <td>Municipal Buildings, Kildonan Street</td> <td>Interview 1</td> <td>C ></td> </tr> <tr> <td></td> <td>14:20 - 14:40</td> <td>K</td> <td></td> <td>Municipal Buildings, Kildonan Street</td> <td>Interview 1</td> <td>K ></td> </tr> </tbody> </table>						⚙️	TIME	LEAD INTERVIEWER	INTERVIEWERS TEAM	LOCATION	STEP NAME	CANDIDATE NAME	17/05/2019								09:30 - 09:50	K		Municipal Buildings, Kildonan Street	Interview 1	L >		09:50 - 10:10	K		Municipal Buildings, Kildonan Street	Interview 1	J >		10:10 - 10:30	K		Municipal Buildings, Kildonan Street	Interview 1	P >		10:50 - 11:10	K		Municipal Buildings, Kildonan Street	Interview 1	B >		11:10 - 11:30	K		Municipal Buildings, Kildonan Street	Interview 1	R >		11:30 - 11:50	K		Municipal Buildings, Kildonan Street	Interview 1	J >		11:50 - 12:10	K		Municipal Buildings, Kildonan Street	Interview 1	C >		14:00 - 14:20	K		Municipal Buildings, Kildonan Street	Interview 1	C >		14:20 - 14:40	K		Municipal Buildings, Kildonan Street	Interview 1	K >
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All paperwork and forms required for the interview process can be found on the Attachments/Hyperlinks tab.

JOB CONTENT	JOB APPROVAL PROCESS	MATCHING CANDIDATES	POSTING	SELECTION / HIRING
Job Requisition	Job Description	Profile	Budget & Cost	Attachments
PREVIEW	NAME	DESCRIPTION		
	AD.docx	Advert		
	Hyperlinks for Non Teachers.docx	Hyperlinks (Non Teachers)		
	Schedule A Revised May 2017.pdf	Terms and Conditions		
	JD & ES.docx	Job Description and Employee Specification		

Here you will find the job advert, job description & employee specification, terms and conditions for the post and a file containing all of the required recruitment forms.

The file called **Hyperlink for Non Teachers.docx** or **Hyperlink for Teachers.docx** or **Hyperlink for Promoted Teachers.docx** includes links to the forms required for these particular job types, as follows:

[Advert Request Form](#)

[Advert Request Form](#)

[Advert Request Form](#)

[Shortlisting Proforma \(Non Teaching\)](#)

[Shortlisting Proforma \(Unpromoted Teaching\)](#)

[Shortlisting Proforma \(Promoted Teaching\)](#)

[Interview Request Form](#)

[Interview Request Form](#)

[Interview Request Form \(Promoted Teaching\)](#)

[Non-Teaching Interview Assessment Form](#)

[Teaching Interview Assessment Form](#)

[Teaching Interview Assessment Form](#)

[Contract Offer Form \(Non Teaching\)](#)

[Contract Offer Form \(Teaching\)](#)

[Contract Offer Form \(Teaching\)](#)

During the interview, an interview assessment form is required from each member of the interview panel for each candidate being interviewed.

As part of the interview process, copies of the candidate's eligibility to work in the UK (full birth certificate AND a document showing name, address and National Insurance Number OR a current passport); and any necessary qualifications, should be taken and endorsed by an appropriate person as having seen the original documents and added to the candidate's interview pack.

If you need further support, please call the ESC People Helpdesk on 01698 403151 or email ESC-Helpdeskteam@northlan.gov.uk