Shortlisting Posts (Non-Teaching)

Guidance for Managers

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Overview

Once a post has closed, as the Hiring Manager you will be sent an email from the ESC Recruitment Team advising that the position you are responsible for recruiting has now closed and applications are available for reviewing.

Once you have completed the shortlisting process, you should send the completed interview request and shortlisting forms to the ESC Recruitment Team mailbox (ESC-RecruitmentTeam@northlan.gov.uk) for processing.
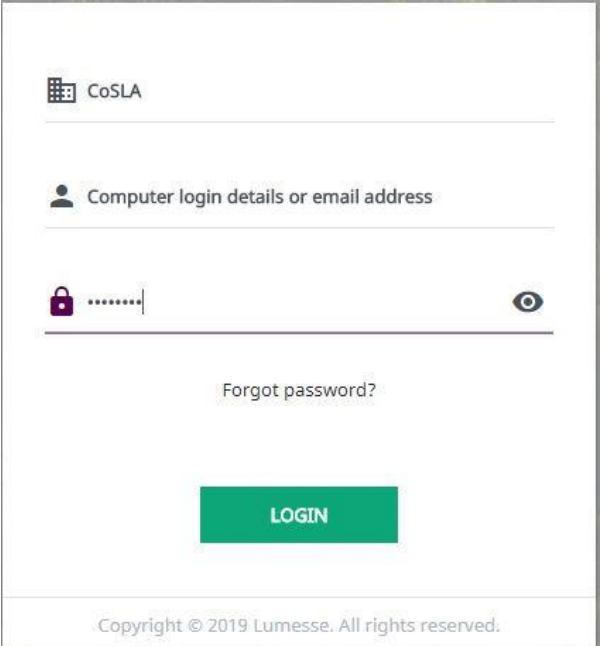
Process

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

CoSLA

Computer login details or email address

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Forgot password?

LOGIN

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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.

You will then be taken direct to the post you are Hiring Manager for. Here you will find all the necessary advertising information by clicking on the Attachments tab and Hyperlinks. All the documents can be accessed by clicking 👁 .

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

To shortlist your applications, you should review the employee specification and transfer the essential and desirable criteria from the employee specification onto the blank shortlisting proforma provided:

Some employee specifications are extremely detailed and it would not be possible to score applicants against every criteria, therefore, it is considered preferable to only score against criteria that can be positively assessed from the application form, e.g. qualifications; work experience; knowledge/skills/abilities, etc. for both essential and desirable criteria. Other essential criteria will/can be assessed at the interview stage.

To review the applications received you should click on the **Selection/Hiring** tab:

A list of candidates' names will appear. To view the application form, click on the ☰ icon under the Candidate Pack:

	CANDIDATE ▲	CV	CANDIDATE PACK
☐	Q Filter	Q Filter	
☐ ▦	K	📄 0	☰
☐ ▦	L	📄 0	☰
☐	M	📄 0	☰
☐	s	📄 0	☰

The application appears as a "pack" split into three sections:-

1) **Personal information** (name, address, etc)
2) **CV information** (work history, qualifications, references, etc)
3) **Application questions**

You may need to maximise the screen to view the form in full.

After reviewing the candidate's information, you should use the shortlisting pro forma to identify the criteria that the candidate has or has not met. This should be done by entering a √ or ✖ against the relevant criteria. **There should be no weighting of criteria.**

It is accepted that the approved method for shortlisting applications would be for you to read every individual application, however, in the case of a high volume of applications received this could become a time-heavy exercise. In this case, the Talentlink package has a feature that can filter applications using key words, e.g. Manual Handling. On the occasions when you select to use this method then you must evidence the key word(s) you have used to perform this filter to ensure consistency and in line with the essential criteria set out in the employee

specification. It must be stressed that the use of this method should be the exception and not the rule. To use this feature enter the key word(s) here:
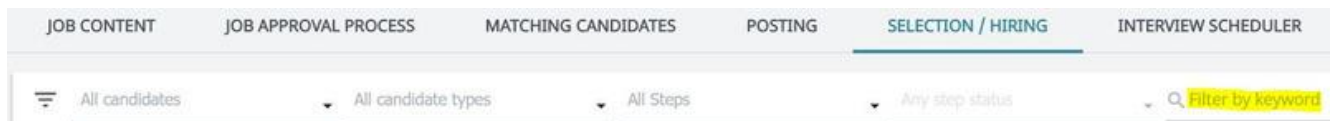
The above steps should be repeated for all remaining candidates.

Once the shortlisting process has been completed for all candidates you should review the completed shortlisting pro forma and decide which candidates are being taken forward to the next stage (i.e. those candidates who have met all of the essential criteria or, if this returns a high number of possible interviewees, you should refer to the desirable criteria to reduce the number of interviews).

The final stage in the shortlisting process is to email the completed shortlisting pro forma. Along with the completed **Interview Request Form** to the ESC Recruitment Team for progressing. This should be sent to: ESC-RecruitmentTeam@northlan.gov.uk

Upon receipt, the ESC Recruitment Team will arrange for emails to be sent to the successful candidates inviting them to attend an interview and we will also arrange for emails to be sent to the unsuccessful candidates.

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