

Interview Outcomes and Starter Form

Please note: This process does not replace any conversations you should have with candidates. You should still verbally offer the job to a candidate, as well as discussing things such as start date, salary etc.

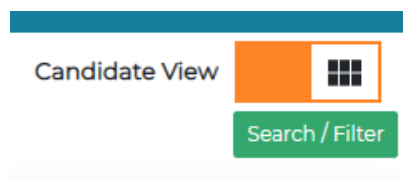
1. Following the interviews, reasons for your decisions on each candidate interviewed needs to be recorded.

Log into Jobtrain and Hover over the job you wish to view the candidates for until its borders become green and click on it.

<input type="checkbox"/>	Job Reference	Job Title	Job Status
<input type="checkbox"/>	SRF number - (Jobtrain 250319)	SRF Jobtrain test 250319	Offered
<input type="checkbox"/>	SRF9999999	TEST	Shortlisting

This will display a list of all candidates that have applied for the role.

If you want to filter the list of candidates to show just those invite to interview, then click 'Search/ Filter'



You will then bring up the options to search or filter on

Search by Candidate Name Application Status Pre-Assessment Candidate Type

App Date Candidate Status Ranking Edit Interview Std Shortlisting Interview Outcomes Shortlisting

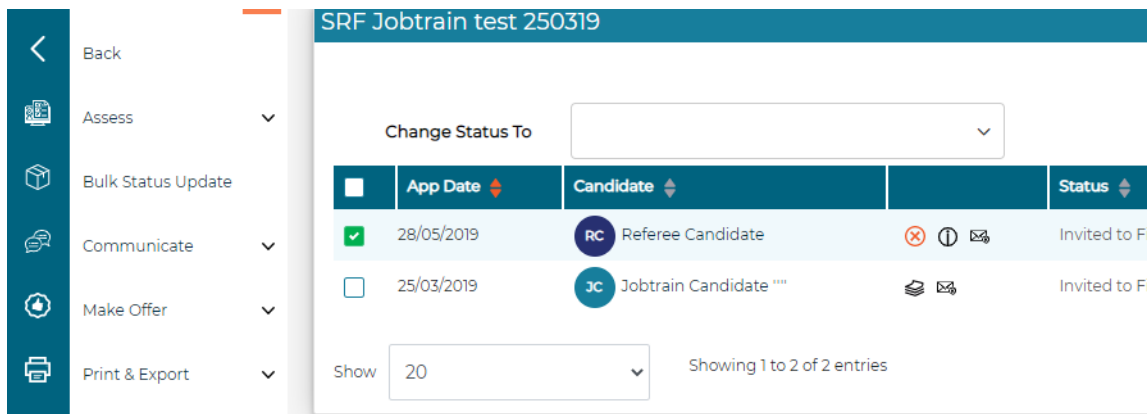
Click on 'Application Status' to open the drop down and select the appropriate status (e.g. "Invited to First Interview") and then either click out the box or the arrow to close the list.

Then click search under 'Candidate type'.

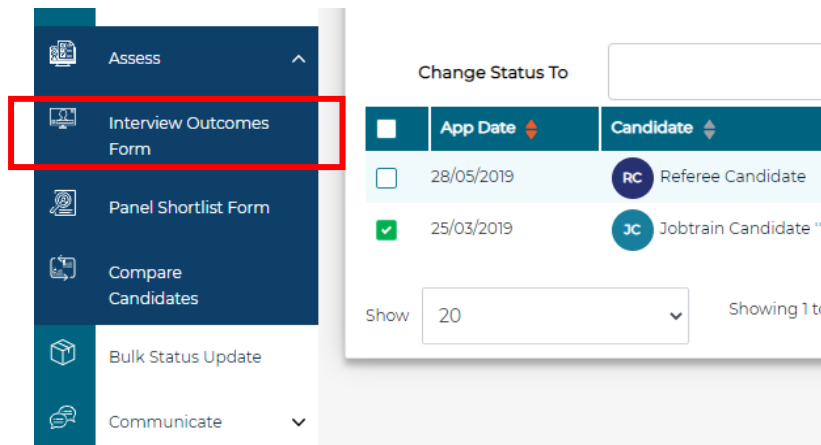
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2. Tick the candidate you want to enter interview outcomes for.



Then select 'Assess' on the left hand side to open the drop down and click 'Interview Outcomes Form'



The below form will then open for you to record your decisions following the interviews

The screenshot shows a 'Screening form' window titled 'Interview Outcomes form'. It contains the following fields:

- Candidate:** Referee Candidate
- Job:** SRF Jobtrain test 250319/SRF number - (Jobtrain 250319)

Below the fields is a text area with the following instructions:

1. Following the interview, please enter your reasons and decisions for the candidate either being unsuccessful or appointed. Please ensure that the comments provided are constructive, balanced and based on the role requirements from the Job Description and Person Specification as this information may be used to provide feedback to candidates.

At the bottom right, there are 'Save' and 'Exit' buttons.

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In the text box, type in your comments and click save to exit the form.

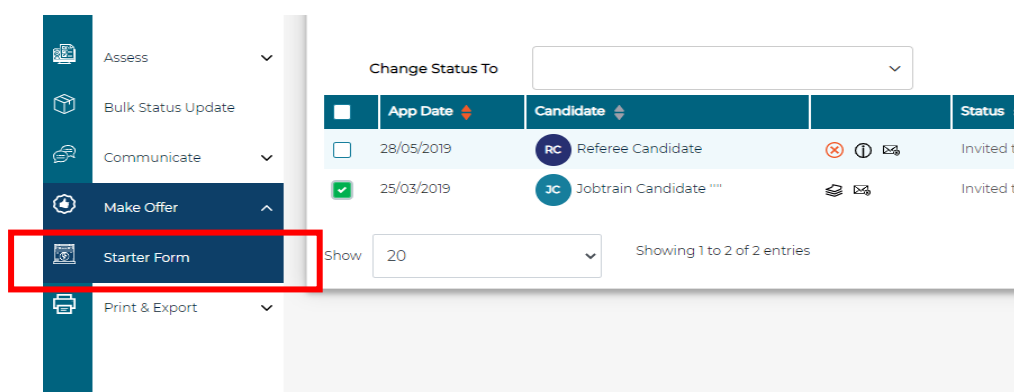
Please note: the content of this record could be shared with the candidate if requested, so please write the feedback in a way in which you would be comfortable for the candidate to read it and is related to the Job Description and Person Specification.

Repeat this for all remaining candidates invited to interview.

If you need to view your comments again, you can access them through the same route outlined above to access the form again.

3. For the successful candidate, we also need the starter form completed once a salary and start date has been agreed.

On the main candidate list, tick against the appropriate candidate and select 'Make Offer' in the left-hand menu to open the drop down and click 'Starter Form'



The below window will then open and you need to complete as many of the fields required by the Hiring Manager.

Those in red are mandatory fields, the other fields will be relevant to the particular job role you are offering.

The information being populated feeds into the offer letter and contract sent to the successful candidate.

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Starter form

New Starter Form
Hiring Manager to Complete:-

Title	Miss	First Name	Jobtrain
Middle name	Mid	Last name	Candidate™
Job Reference	SRF number - (Jobtrain 250319)	Job Title	SRF Jobtrain test 250319
Department		Employment Type *	Please Select
If Fixed Term, offered end date		If Fixed Term, Reason	Please Select
Contract hours per week (if casual staff max hours per week) *		Weeks per year *	
FTE value *		Employment basis *	Please Select
Annual salary *		Spinal point *	
Offered Start Date *			

Working Pattern - For full-time and part-time positions, please enter the number of working hours and minutes on applicable each day. For casual positions, please enter 0 hours and 00 minutes on each day.

[Monday] - Hours *	Please Select	[Monday] - Minutes *	Please Select
[Tuesday] - Hours *	Please Select	[Tuesday] - Minutes *	Please Select

If a Skilled Worker CoS or other important information needs to be noted, this can be made here in the below box.

Comments (250 character limit)

4. Next to confirm the interview decisions, the statuses for the candidates need to be changed.

To mark a candidate as unsuccessful, change the status to **Recommend Unsuccessful Following Interview**

If your offered candidate then declines your offer, you have access to update their status to **Candidate rejected offer**.

If you have reserve candidates, change their status to **Reserve (Interview)**

To appoint a candidate, change the status to **Offer Made & Starter Form Complete**

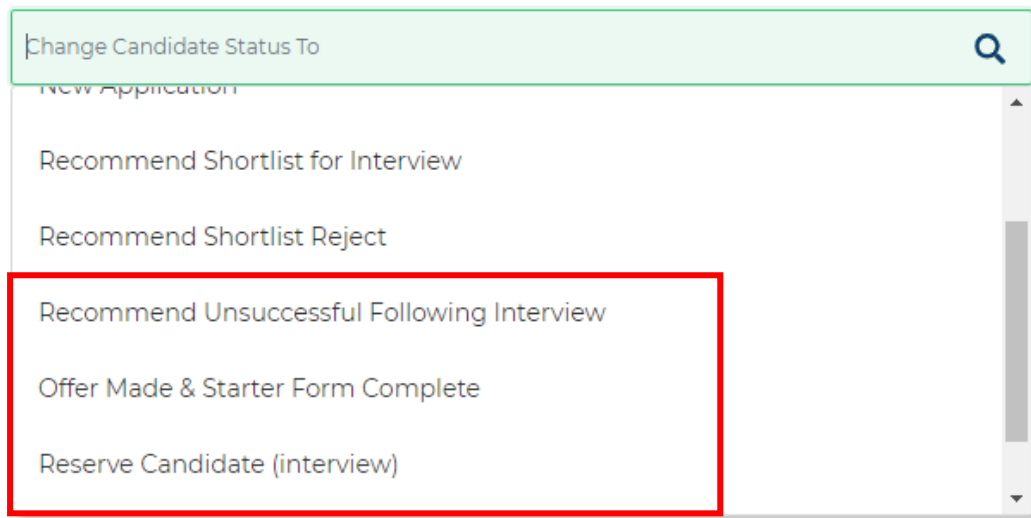
This status change will generate a notification that will go to the HR team to complete the remainder of the Starter Form and for the offer to be authorised and generated for the successful candidate.

Please note: Any changes to a candidate's status should only be made by the Chair once shortlisting is complete, or their delegate.

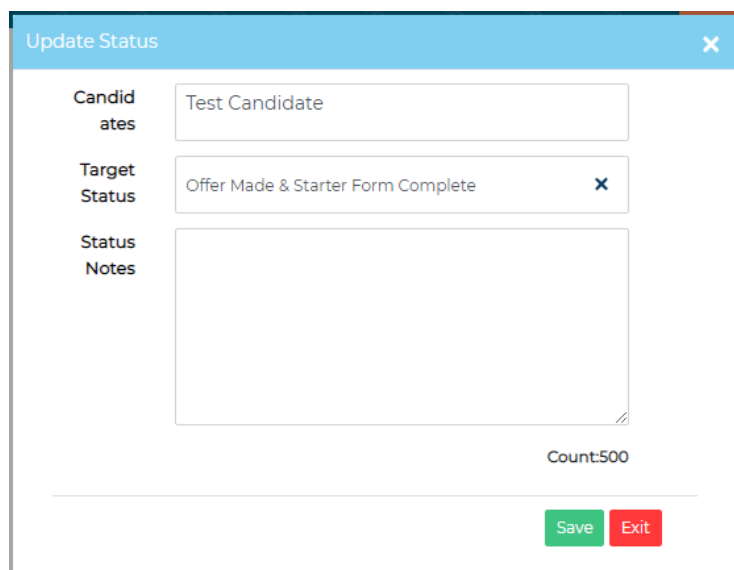
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On the main candidate list, tick the candidates you wish to change the status for and click on the downward arrow next to 'Change Status to' and select the appropriate status as below.



When the status is changed, the system will generate the following 'Update Status' box. Click 'Save' and it will take you back to the list of candidate names.

A screenshot of a dialog box titled "Update Status" with a close button (X) in the top right corner. The dialog contains three fields: "Candidates" with the value "Test Candidate", "Target Status" with the value "Offer Made & Starter Form Complete" and a close button (X), and "Status Notes" which is an empty text area. Below the text area, it says "Count:500". At the bottom of the dialog, there are two buttons: "Save" (green) and "Exit" (red).

Please note: you no longer need to add comments in the notes box

Please inform the HR Coordinator, that you've changed the statuses and they will email the candidates who haven't been successful at interview, unless you tell them that you wish to contact the candidates directly.

Please note: HR Coordinators won't contact any candidates listed as reserves and we advise that the panel contacts any candidates in this position to ensure they are kept in loop with their application status.

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You can check the status of your candidate's offer at any time by logging back in to Jobtrain. A status of "Onboarding Started" means the contract has been sent to the candidate.

A status of "Onboarding Complete" means the candidate has accepted their contract and the paperwork is being processed by HR Operations.

[END OF PROCESS]