

## Reviewing Applications

Once your advert has closed, you can begin reviewing the applications in the “Jobs” section of your homepage. Here you will find a list of your open vacancies.

	Job Reference	Job Title	Job Status	Location	Directorate	Reports To	Closing Date	Is Live	Total	New
<input type="checkbox"/>	000086	RM - Administration Assistant	Live	Barnsley Centre	People	Jo Smith	30/06/2022	✓	3	3
<input type="checkbox"/>	000083	RM - Recruitment Assistant	Live	Barnsley Centre	People	Rachel Marriott	03/07/2022	✓	1	0

Click the job title of the job you would like to shortlist for, from the list of jobs.

This will bring up an anonymised list of candidates. You may notice some symbols and icons against the candidate, more information on these symbols/icons is available at the bottom of this guide.

	App Date	Candidate		Status
<input type="checkbox"/>	23/06/2022	Candidate (98)		New Application
<input type="checkbox"/>	23/06/2022	Candidate (97)		New Application
<input type="checkbox"/>	23/06/2022	Candidate (96)		New Application

Click on the candidate number in turn to view each application form.

Once in the application you can scroll down to see different sections, including qualifications and employment history.

**Candidate (98)**  
Applied On 23/06/2022  
★★★★★

Applied for: RM - Administration Assistant    Job Ref: 000086    Job Location: Barnsley Centre

Application Form    Supporting Documents    Applied Jobs    More

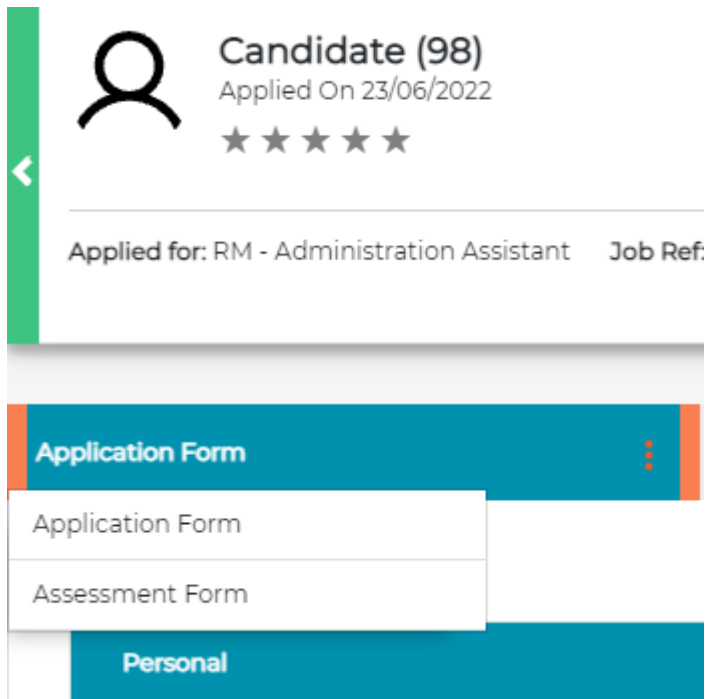
Application Form

Personal

Personal Details

## Additional application questions

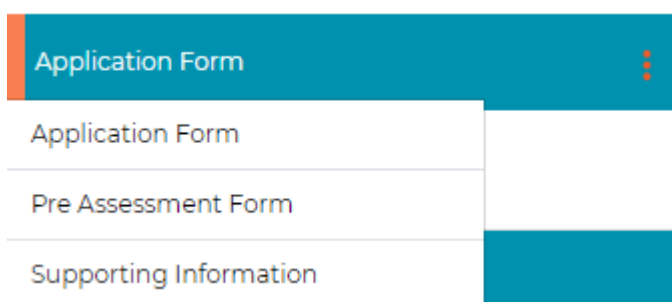
To view the responses to any additional application questions which have been added, click the three dots next to **application form** and select **assessment form** from the list



The screenshot shows a candidate profile for 'Candidate (98)' who applied on 23/06/2022. The profile includes a back arrow, a rating of five stars, and the text 'Applied for: RM - Administration Assistant Job Ref:'. Below this, there is a list of items: 'Application Form', 'Assessment Form', and 'Personal'. The 'Application Form' item is highlighted in blue and has a three-dot menu icon to its right. A dropdown menu is open below 'Application Form', listing 'Application Form', 'Assessment Form', and 'Personal'. The 'Assessment Form' option is highlighted in blue.

## Supporting information

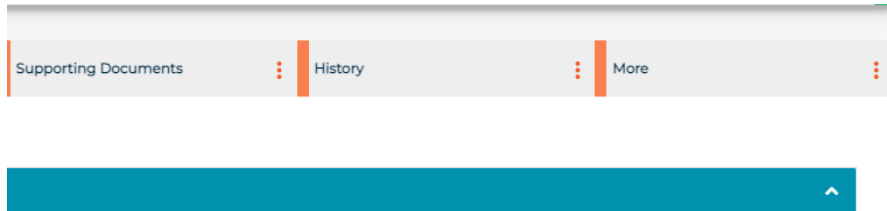
To view the supporting information, click the three dots next to application form and select **supporting information** from the list.




The screenshot shows a dropdown menu for the 'Application Form' item. The menu lists three options: 'Application Form', 'Pre Assessment Form', and 'Supporting Information'. The 'Supporting Information' option is highlighted in blue.

## Scoring the application

To view the shortlisting form, click the three dots next to the **more** tab and select **panel shortlisting** from the list.



This will then open the shortlisting form for completion, to the right-hand side of the application form.

**Instructions** Please use the scoring criteria below when answering each section: 

Fails to meet criteria – Score = 0  
Partly meets criteria – Score = 1  
Meets criteria – Score = 2  
Exceeds criteria – Score = 3

I. Skills and Abilities

Screening Score :

Click the pencil icon next to the instructions, and then enter a score for each of the sections based on the key provided (score between 0-3 based on how the application meets the job criteria)

Enter a shortlisting decision for each candidate (recommend interview, reject or reserve), and click **save**.

#### 4. Shortlisting decision

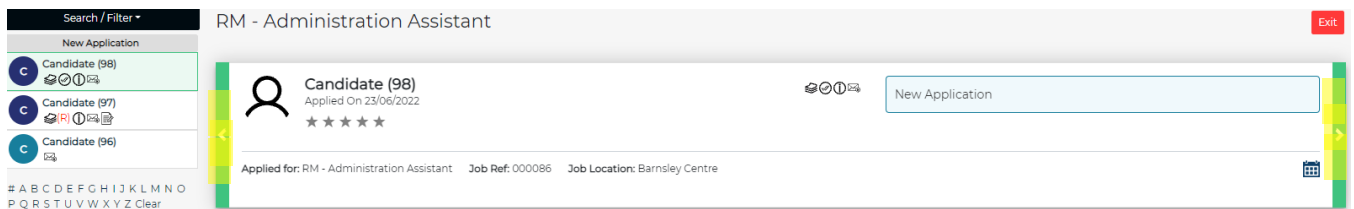
- Recommend Interview
- Reserve
- Reject

You can then move to the next application.

### Navigation between applications


To review the next application either:


- Click a candidate name in the list of candidate's column on the job's homepage or;
- Click the green arrows to the left or right of the candidate key information section.




Your additional shortlister(s) will also need to review and score each application before you can complete your shortlisting.

### Symbols and Icons

 - Candidate has applied under the disability confident guaranteed interview scheme, if the candidate meets the essential criteria, they must be offered an interview and cannot be placed as a shortlist reserve.

 - Candidate has applied as a Redeployee, your recruitment contact will confirm if there are any eligible redeployees for the role and if there is any action you need to take

 - Candidate has indicated they are an Internal candidate