

HIRESERVE
HIRING MANAGER PORTAL
PANEL MEMBER USER GUIDE
(SHORTLISTING)

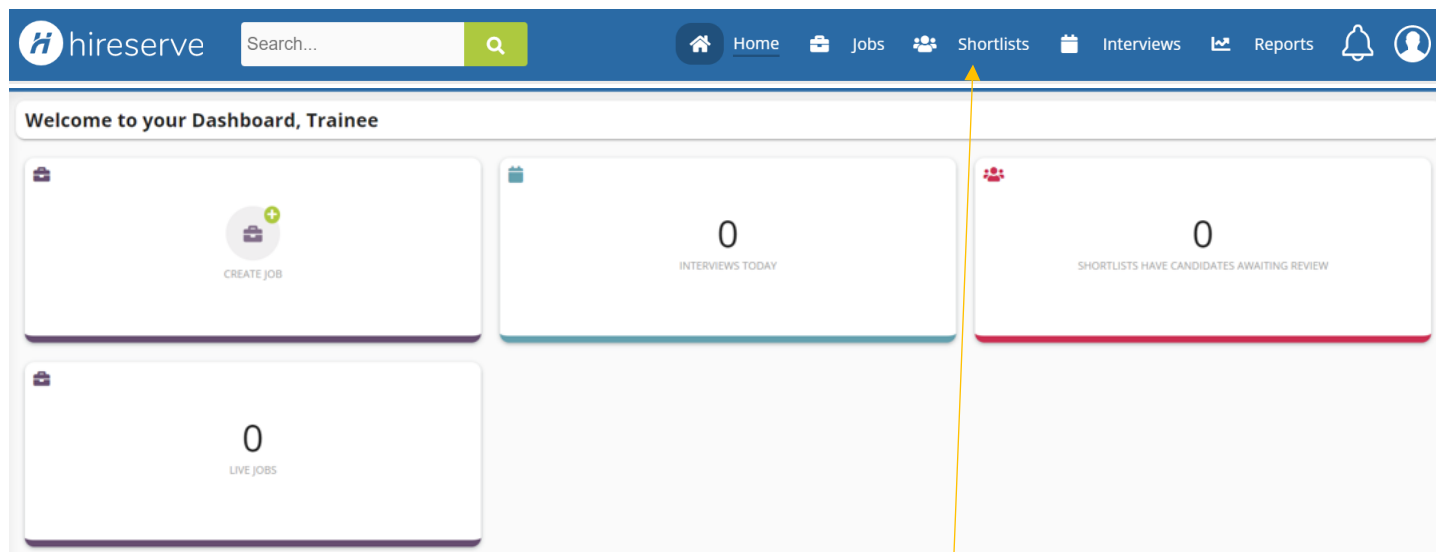
LOGGING IN

You can access the system by clicking on the link below. We are using Single Sign-On, therefore you will not be required to set up a username or password. *Please note that training is required prior to being granted access to the system.*

<https://ljmu-ats-sso.hireserve.com>

GETTING STARTED

You can access the various areas of the system via the menu options at the top of the screen as well as the various tiles on the dashboard as below (Create Job, Interviews Today, Shortlists Have Candidates Awaiting Review and My Jobs).

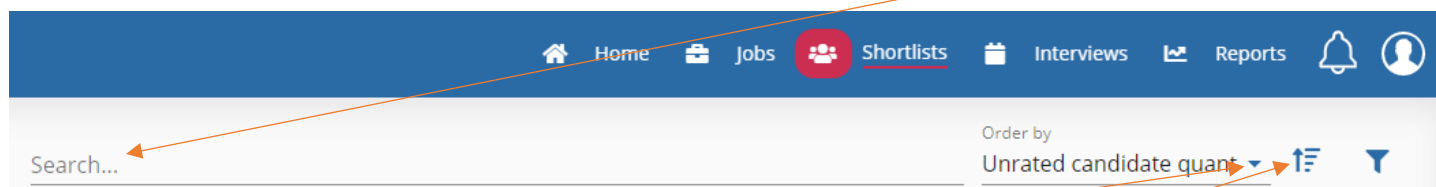


The area of the system you will be using to view and assess applications is '**Shortlists**'.

You will receive an automated email from the system when you have been added to a vacancy as a panel member.

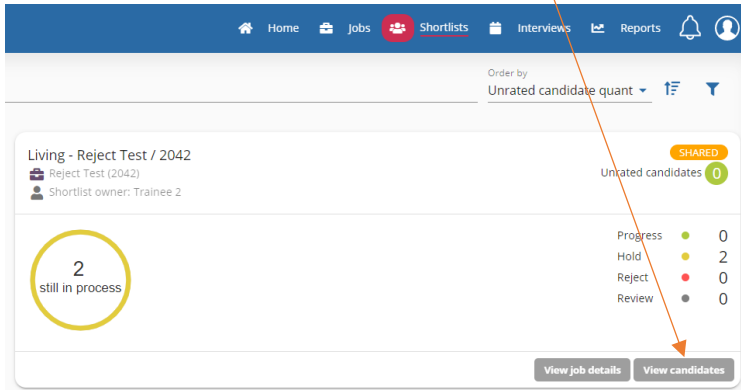
ASSESSING CANDIDATES

Once candidates have started applying for the vacancy a manager/ panel members can view the applicants by clicking on '**Shortlists**' tab and finding the vacancy, you can either search on Vacancy Reference Number here.....



...or you can 'Order by' clicking on the drop-down arrow and choosing 'Refno'. Click on the arrow to switch between ascending / descending.

Once you have the vacancy open you can click '**View candidates**':



You will now be taken to the 'Candidate Grid' which will show you a list all applications received to date. There are a few important flags visible on this grid that you need to pay attention to:

Employee Flag: There will be a tick in the '**Employee**' column if the candidate has applied via the LJMU Intranet site (or they will have selected 'Yes' in response to the employee question if they applied via the LJMU website instead).

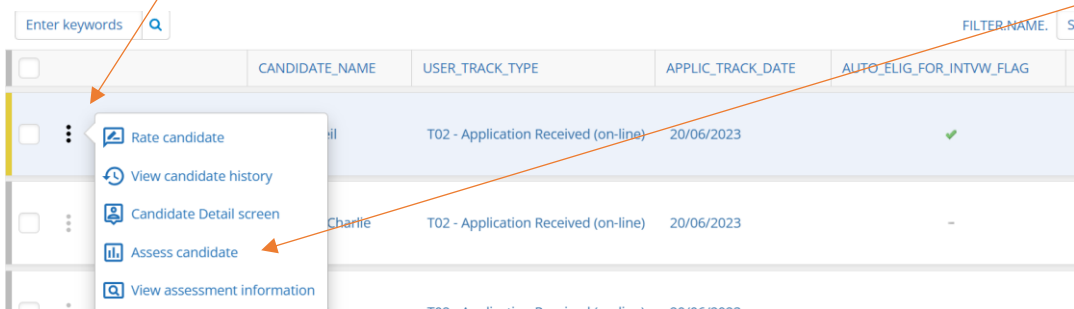
Important - Redeployment Flag: Any candidate who is currently on the redeployment register and therefore needs to be given priority consideration for our vacancies will be identified in the '**Redeployment**' column. *Please note that candidates may have answered this question incorrectly (i.e. if are currently external to LJMU will not be a redeployee). Please speak to HR if in any doubt about candidates' status.*

Important - Disability Confident Flag: If a candidate has indicated that they have a disability that they wish to be taken into account, **they must be shortlisted if they meet all of the essential criteria i.e. they cannot be filtered out based on desirable criteria if your shortlist is longer than you would like.** A green tick will appear in the '**Disability Confident Flag**' column.

| | CANDIDATE_NAME | USER_TRACK_TYPE | APPLIC_TRACK_DATE | SCORE | Employee | Redeployment | Disability Confident Flag |
|--------------------------|-------------------|--------------------------------------|-------------------|-------|----------|--------------|---------------------------|
| <input type="checkbox"/> | Larsen, Neil | T02 - Application Received (on-line) | 27/11/2023 | 0 | - | N | ✓ |
| <input type="checkbox"/> | Bakewell, Joan | T02 - Application Received (on-line) | 27/11/2023 | 0 | - | N | - |
| <input type="checkbox"/> | Langdale, Charlie | T02 - Application Received (on-line) | 27/11/2023 | 0 | - | N | - |

These candidates can now be assessed. Decisions will default to grey **Decision ?** until reviewed and a decision indicated.

Click the 'three dots' (these may appear to the right of the screen for some users) and choose '**Assess Candidate**' (the helpful 'traffic light' decision system will initially default all applicants to an amber 'pause' status).



A preview of their application form will appear. **Important: Any additional documents submitted by the candidate (i.e. CV) will appear in the drop-down box.** The JD for the role will always appear here too so you can refer to it if needed:

| | |
|------------------|----------------------------|
| Application from | Larsen, Neil |
| E-mail Address | n.larsen@ljmu.ac.uk |
| Job | Recruitment Manager / 2190 |
| Document Type | Application Form |
| Application date | 27/11/2023 10:48 |

On the right-hand side you can carry out an assessment of the candidate against the person specification criteria (which HR will have added at the vacancy approval stage) by adding any notes then choosing the appropriate rating from the drop-down list. The options are **Criteria Exceeded, Criteria Met, Criteria Partially Met and Criteria Not Met** (you can expand the width of this assessment column if it helps by clicking and dragging the left margin).

Attention to detail

Communication skills

Met/Not met

Please be mindful of data protection and that candidates would have the right to see any information written about them in the system should they submit a Data Subject Access Request. Information added here should be objective.

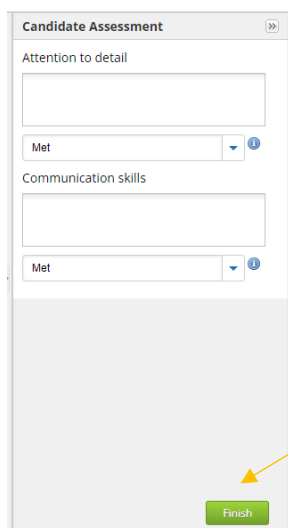
Also ensure you click on 'Save' regularly at the bottom of the screen to avoid loss of information (a yellow warning triangle ⚠️ will appear if unsaved information has been added) and then make your individual 'Decision' by choosing the appropriate option, **note that this does not progress or reject the applicant at this stage.**

Previous Next Select candidate Decision

Rate candidate Candidate history Assess Candidate Assessment information

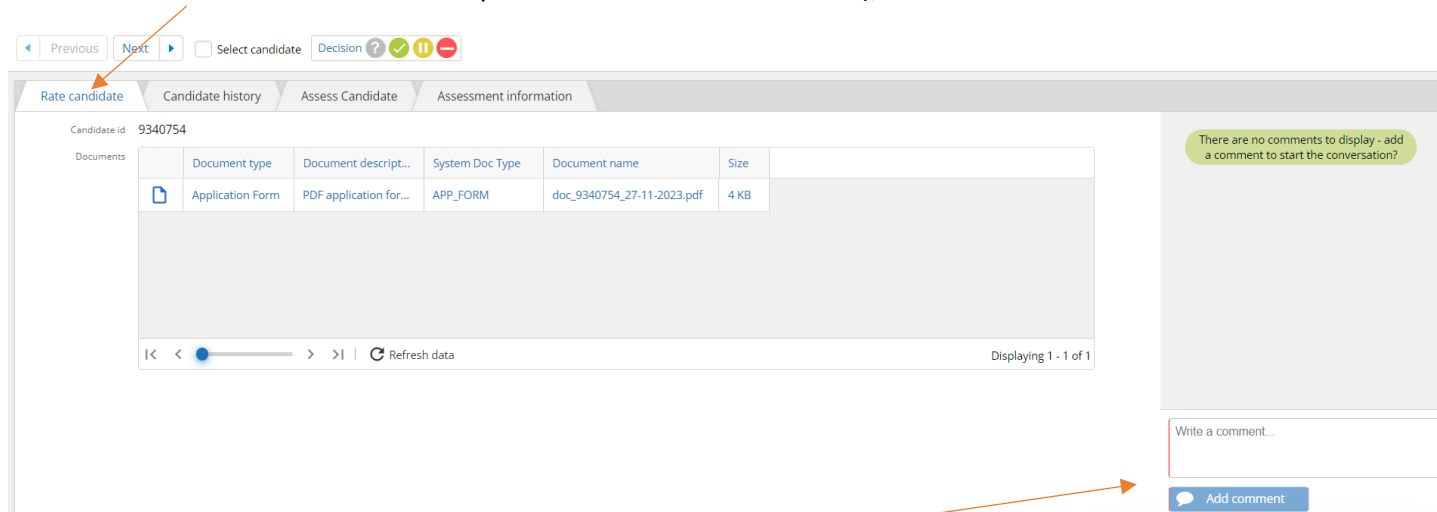
doc_9340754_27-11-2023.pdf (APP_FORM)

You can then click 'Next' to move to the next candidate and repeat the process, once complete click the 'Finish' button (this will take you back to the candidate grid):



Panel Member Collaboration and Decision Making

When on the candidate grid, you can click on the 'three dots' next to the applicant and choose 'Rate Candidate' (or select the 'Rate Candidate' tab if already in the candidate details screen),



This will allow you to add any notes or questions into the Comments box which the hiring manager can review and respond to. Click on 'Add comment' to submit your comment or question.

This is more of a conversational tool to allow online collaboration rather than an assessment tool (which should be done via the Assess Candidate tab). **The Data Protection considerations mentioned earlier also apply here, therefore please ensure that any comments/questions or responses are objective, relevant and appropriate.**

Once your shortlisting is completed, your candidate grid will update according to your ratings. You can sort candidates by 'Assessor Application Score' to see which candidates have scored most highly and along with the 'Score Overview' traffic light decision system, may help you come to a decision more quickly as a panel of who you would like to progress/reject or those candidates where there are clear differences of opinion that require further discussion

| | CANDIDATE_NAME | USER_TRACK_TYPE | APPLIC_TRACK_DATE | SCORE | Employee | Redeployment | AUTO_ELIG_FOR_INTWV_FLAG | SCORE_OVERVIEW | ASSESSOR_APPLIC_SCO |
|--------------------------|------------------|--------------------------------------|-------------------|-------|----------|--------------|--------------------------|----------------|---------------------|
| <input type="checkbox"/> | Elliot, Alex | T02 - Application Received (on-line) | 23/11/2023 | 0 | - | N | ✓ | 1 2 ● | ★★★★★ |
| <input type="checkbox"/> | Hireserve, Holly | T02 - Application Received (on-line) | 23/11/2023 | 0 | - | N | - | 1 2 ● | ★★★☆☆ |
| <input type="checkbox"/> | Oracle, Oliver | T02 - Application Received (on-line) | 23/11/2023 | 0 | - | Y | - | ● 2 1 | ★★★★★ |

You can also sort the columns to show candidates who have applied under the **LJMU Redeployment Procedure** to ensure that priority candidates are assessed first. The column can also be sorted to show candidates who have identified a disability and ensure these are given appropriate scrutiny by clicking the **'Disability Confident Flag'** column heading.

Status: SHARED, Access mode: OWNER, Shortlist owner: Trainee 2

| Enter keywords | CANDIDATE_NAME | USER_TRACK_TYPE | APPLIC_TRACK_DATE | SCORE | Employee | AUTO_ELIG_FOR_INTVW_FLAG | | ASSESSOR_APPLIC_SCORE | ASSESSOR_INT_SCORE | |
|-------------------------------------|----------------|-----------------|--------------------------------------|------------|----------|--------------------------|---|-----------------------|--------------------|-------|
| <input checked="" type="checkbox"/> | Decision | 9340754 | T02 - Application Received (on-line) | 21/03/2022 | 0 | - | - | | ★★★★★ | ★★★★★ |
| <input type="checkbox"/> | Decision | 9340736 | T02 - Application Received (on-line) | 21/03/2022 | 0 | - | - | | ★★★★★ | ★★★★★ |
| <input checked="" type="checkbox"/> | Decision | 9391398 | T02 - Application Received (on-line) | 21/03/2022 | 0 | - | - | | ★★★★★ | ★★★★★ |

Once all panel members have assessed independently and have met as a group to decide on a shortlist, the next step is to proceed shortlisted candidates and close down unsuccessful candidates. Only the job owner is able to do this function in the system.

Interview guidance and templates can be accessed [here](#).

If you require any further support whilst using the Hiring Manager Portal, do not hesitate to contact a member of the HR Resourcing Team via HRAssistant@ljmu.ac.uk.