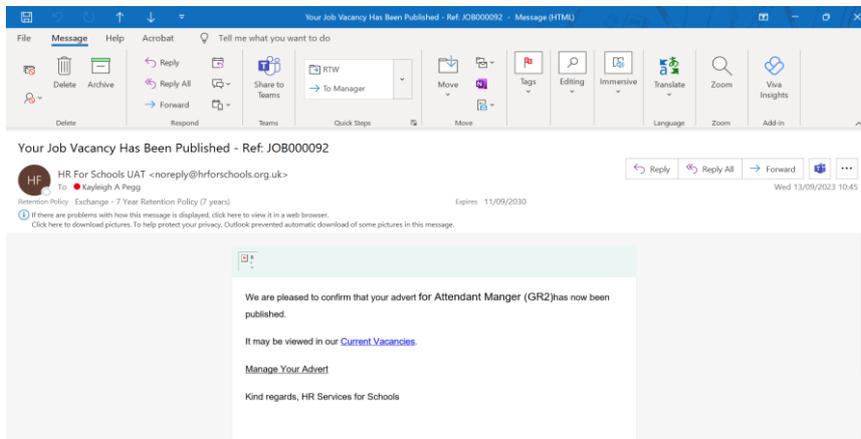# Online Recruitment Solution
Process guide

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Managing your vacancy

Once your advert has been approved and published, you will receive the following email notification. From here, you can view the live advert:


Once your advert is published, you will have the option to change the closing date, close or withdraw the vacancy via your account:
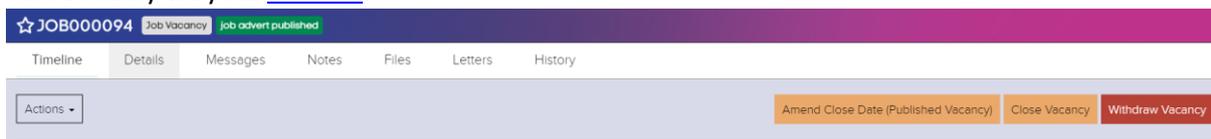
You can view and download application forms as and when they are received – there is no need to wait until the closing date has passed.
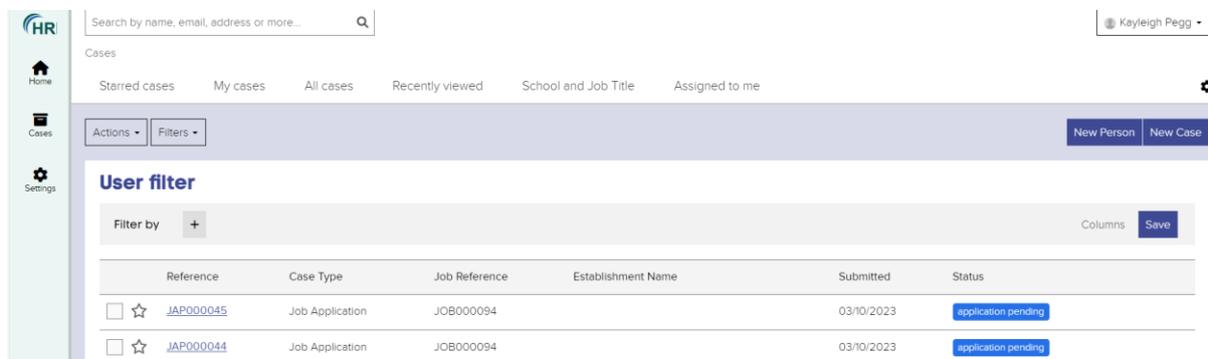

There will always be at least two attachments for each application – an application form and a supporting statement. If the application also submitted recruitment monitoring information, this will also be included alongside their application form.
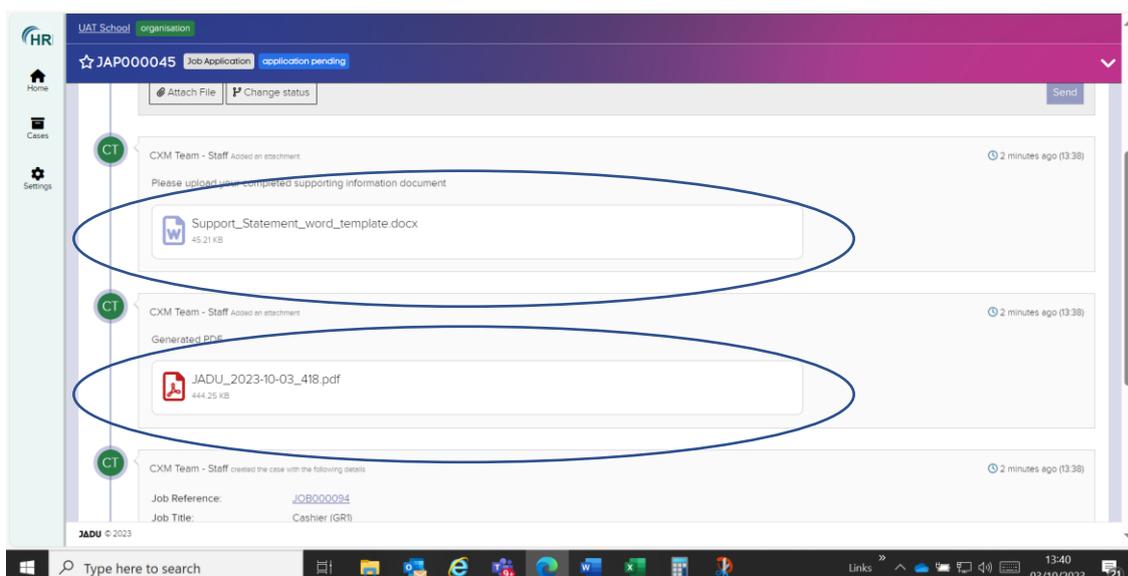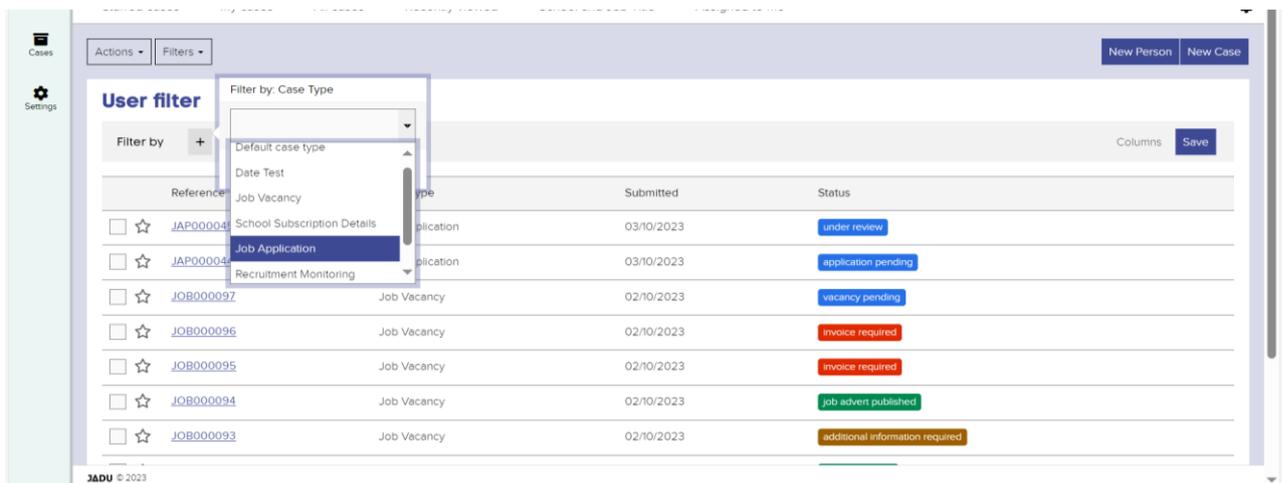
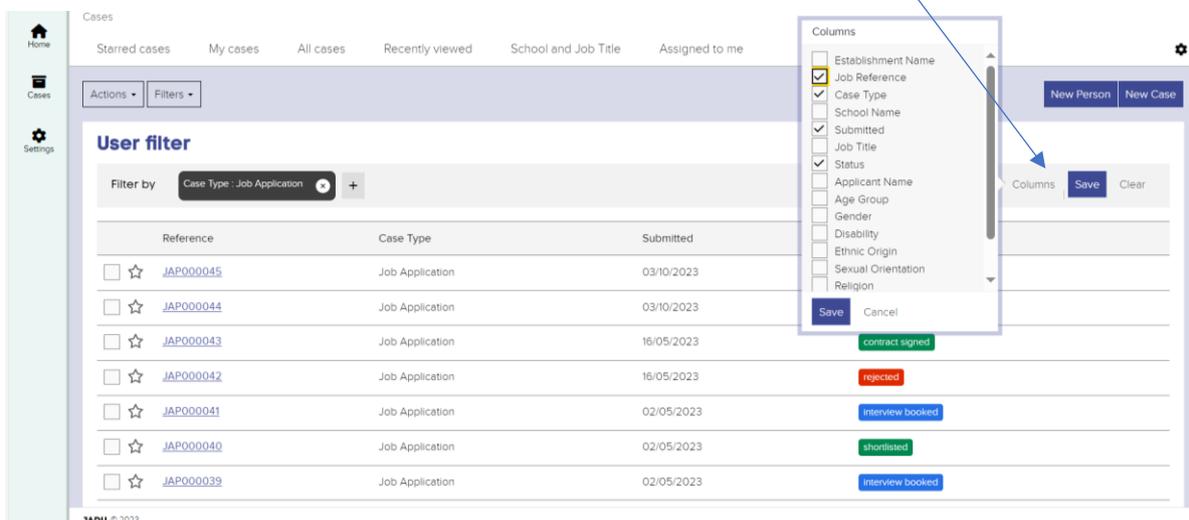Jadu CXM account for managing vacancies: Sign in | HR for Schools

It is recommended that you download and save locally a copy of each application form and then mark each application as 'Under Review'. You can do this as and when applications are received, you don't have to wait until the closing date.
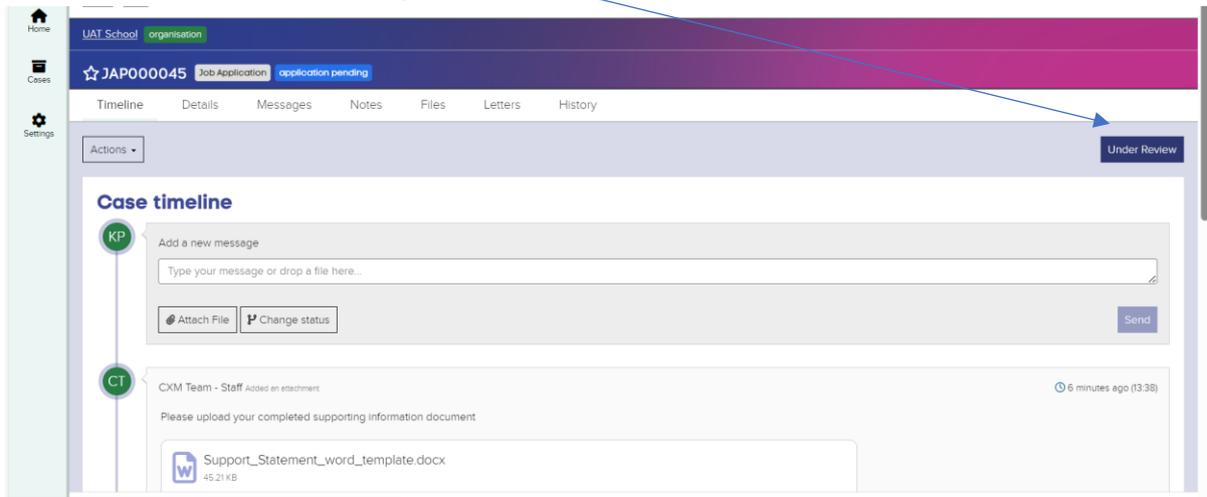
From your cases dashboard, you can filter so that you can only view any application forms that you have received:

You can also add and remove columns to suit you to help you identify the applications needed for a particular vacancy – we recommend you always display the job reference number:

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Once the closing date has passed and all applications have been marked as 'Under Review' you will then work with each application form case, rather than the job vacancy case itself.
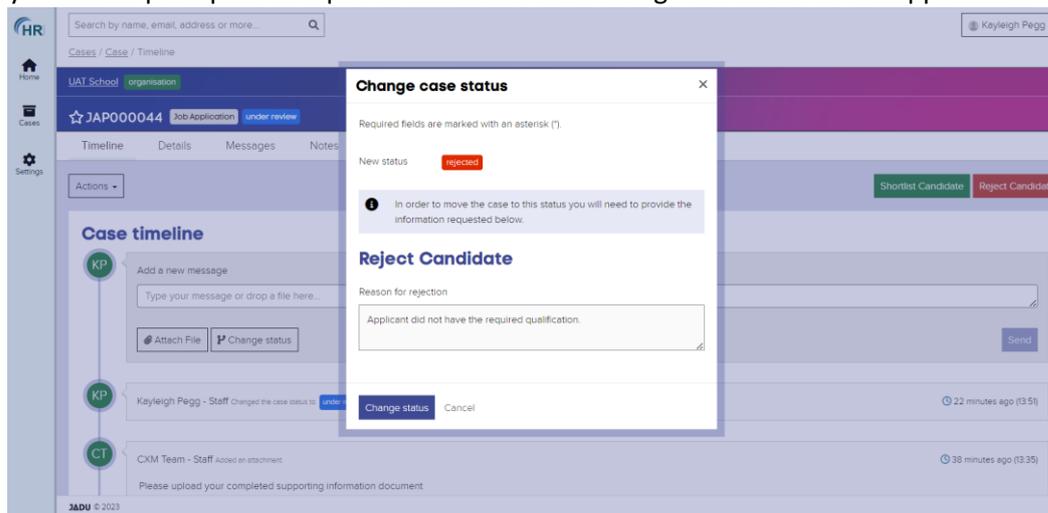
Short-listing should take place as an offline process as normal. Once a short-list of applicants has been drawn up, the administrator can then continue with the process via the recruitment solution.

In each application type, you will have the option to either short-list a candidate or eject a candidate:
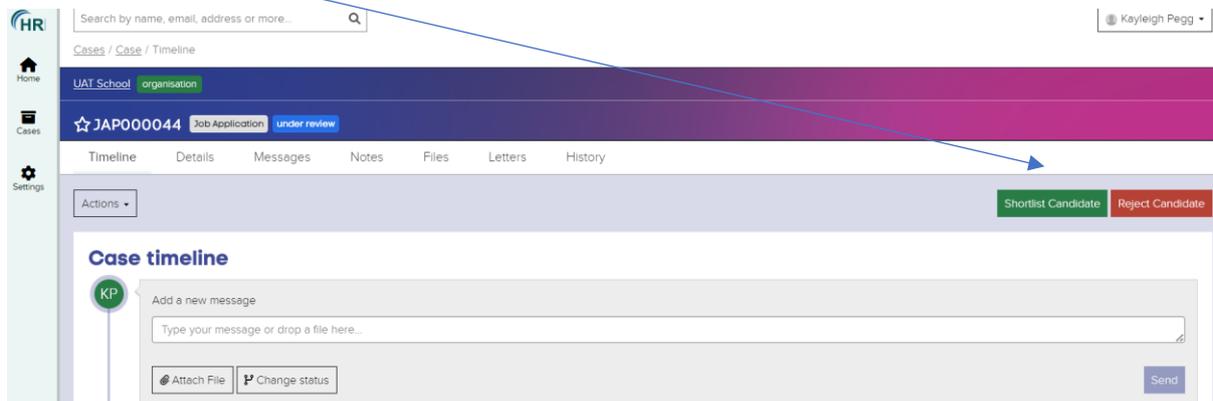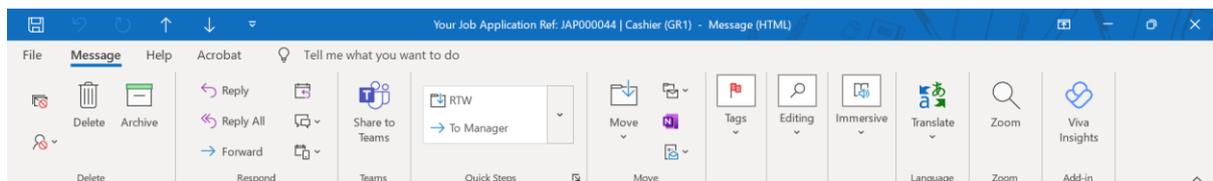

Reject an applicant

Where an applicant has not be successful at securing an interview, simply select 'Reject Candidate' and you will be prompted to input a reason and then change the status of the application:

The applicant will then receive the following email:

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Short-listed applicants
Where an applicant has been successful in securing an interview, simply select 'Shortlist candidate' and then change status:
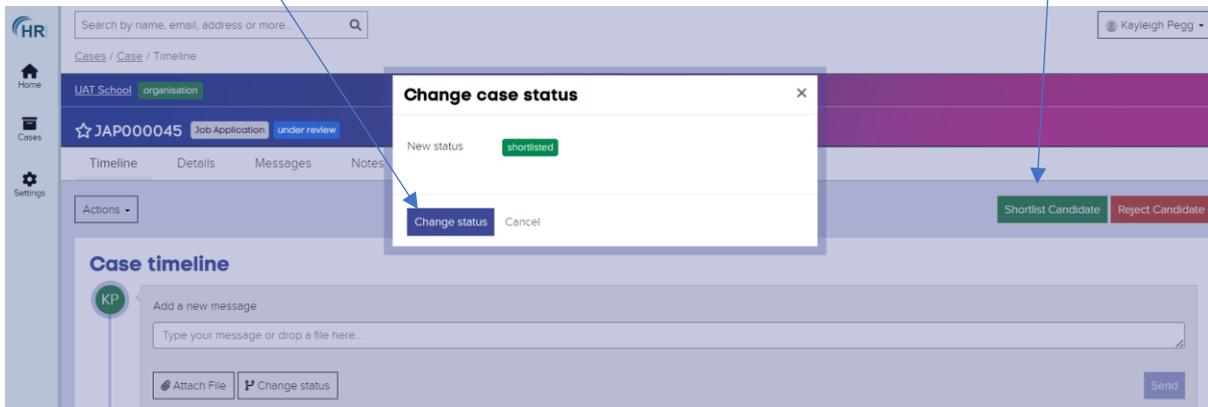
You will then be able to book an interview – simply fill out the required information in the form and select change status:

The applicant will receive their invite to interview letter via email:

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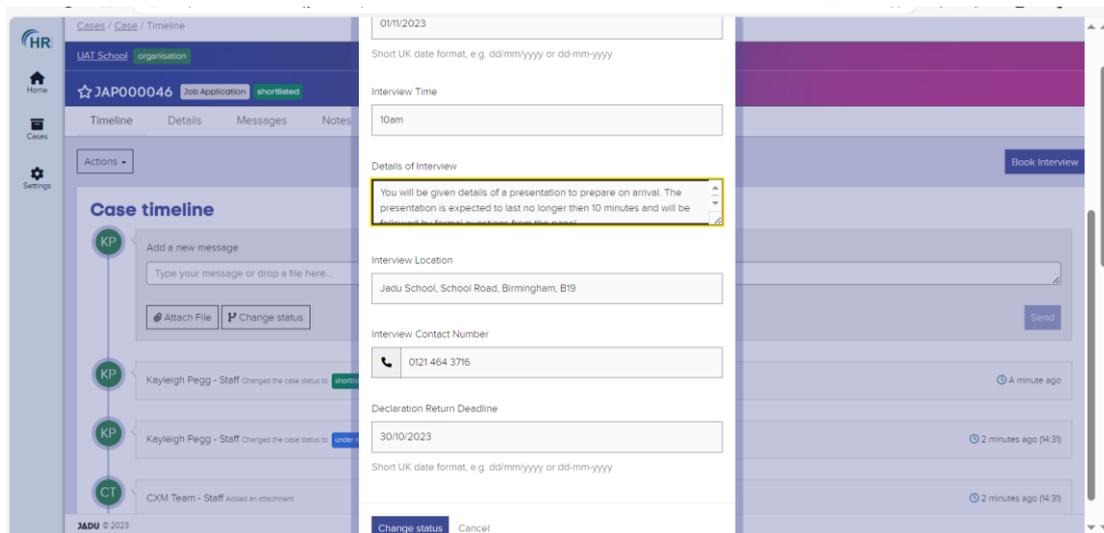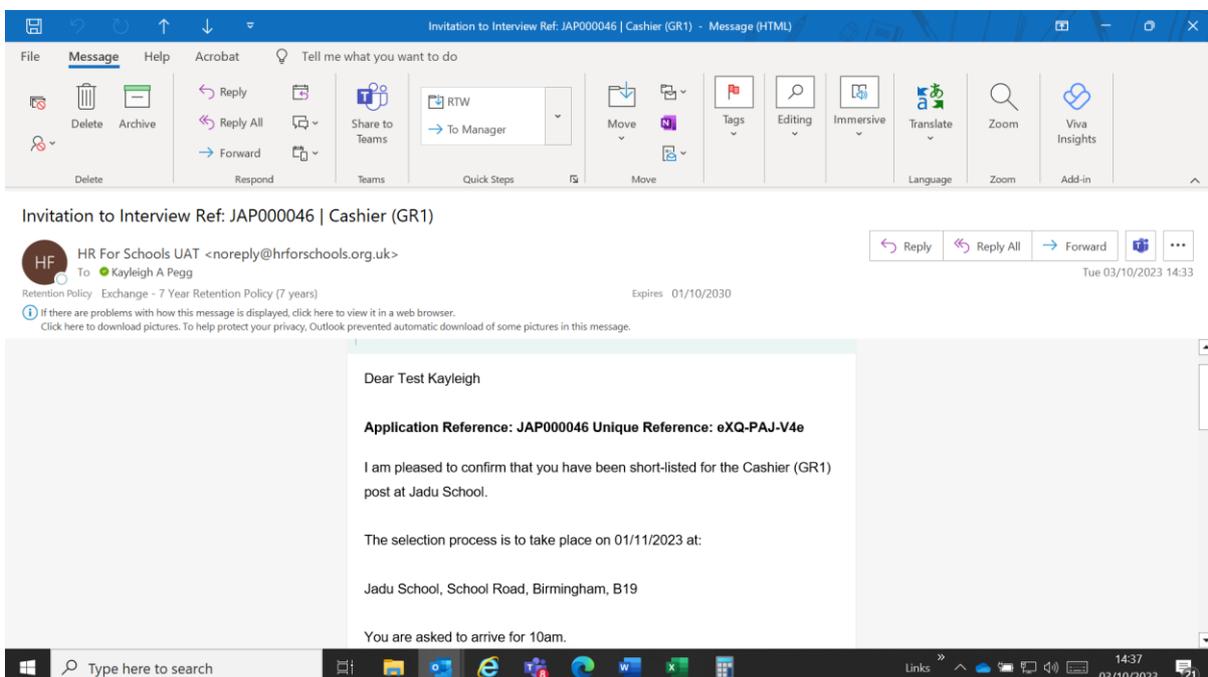Included in the interview invite is a link for a self-declaration form to be completed as per Keeping Children Safe in Education and also a link confirm whether they will be attending the interview:
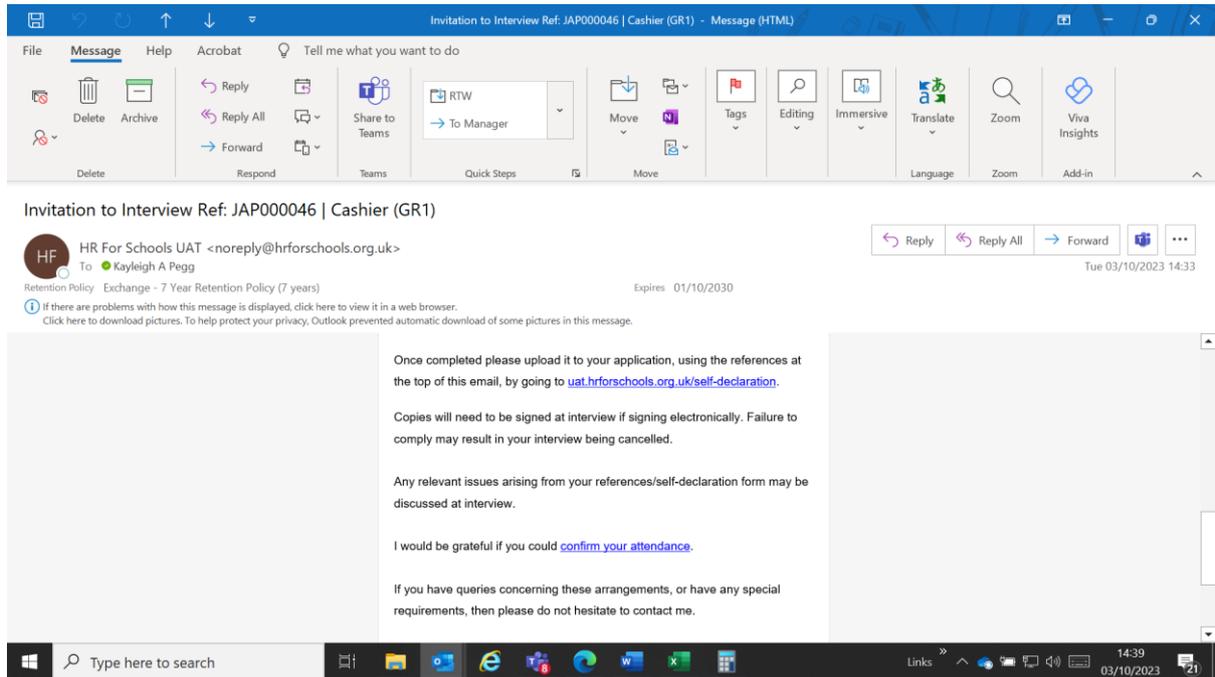
You will receive an email notification once a self-declaration form has been submitted and you will be able to view this directly in the application case type:
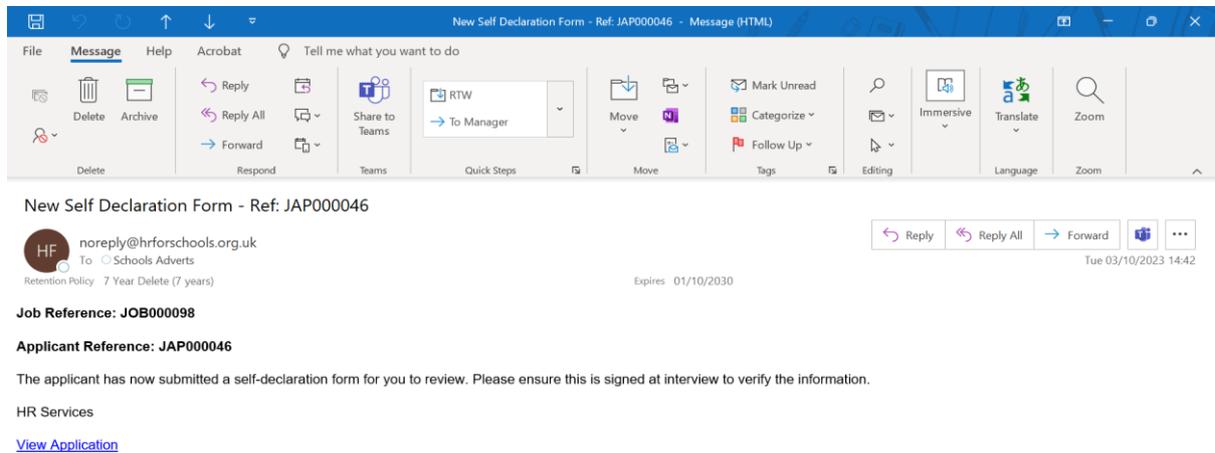
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By issuing an invite to interview, where the applicant has given consent, the references will also be requested at this point.
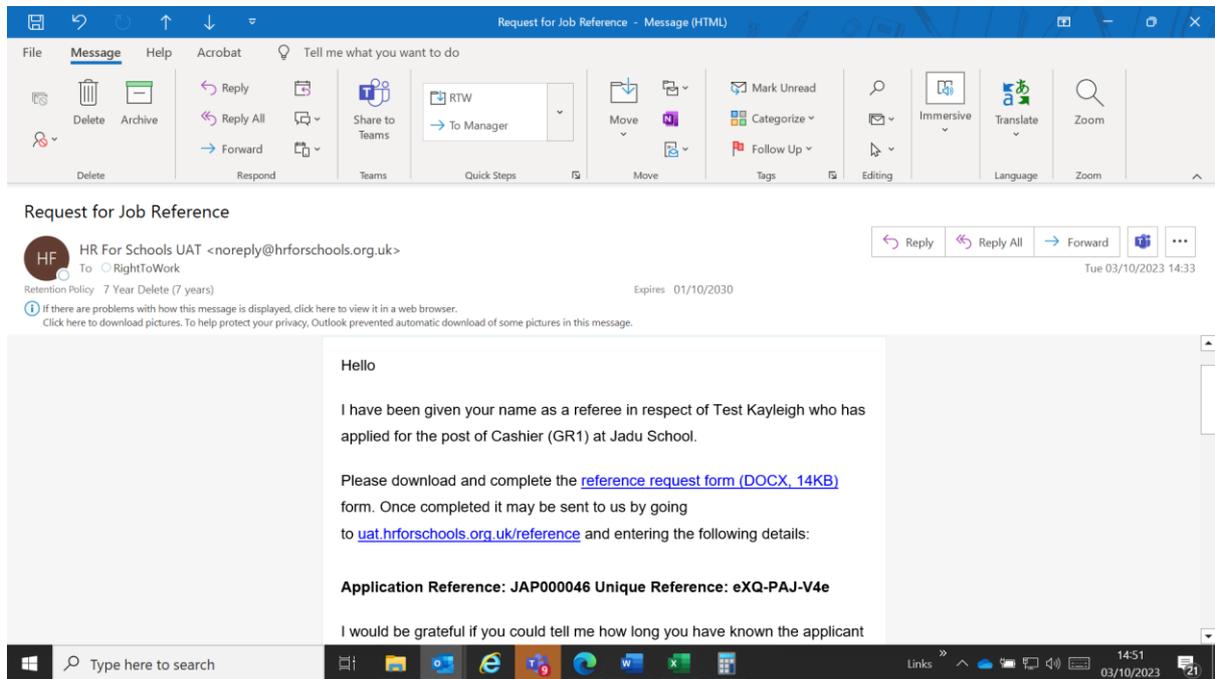
Again, you will receive an email notification to say a reference has been submitted and you will be able to view and download returned references via the application form case type:
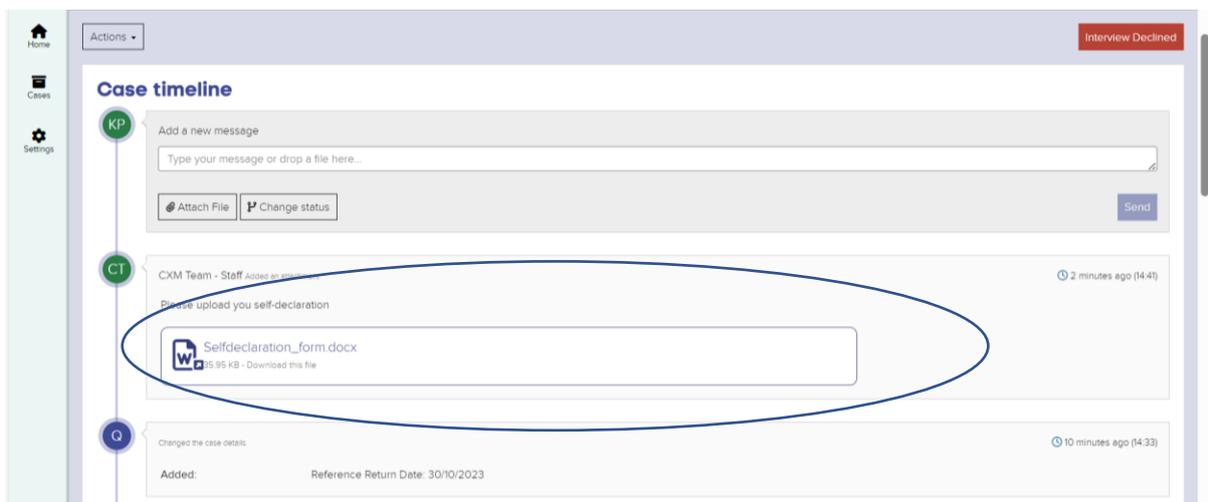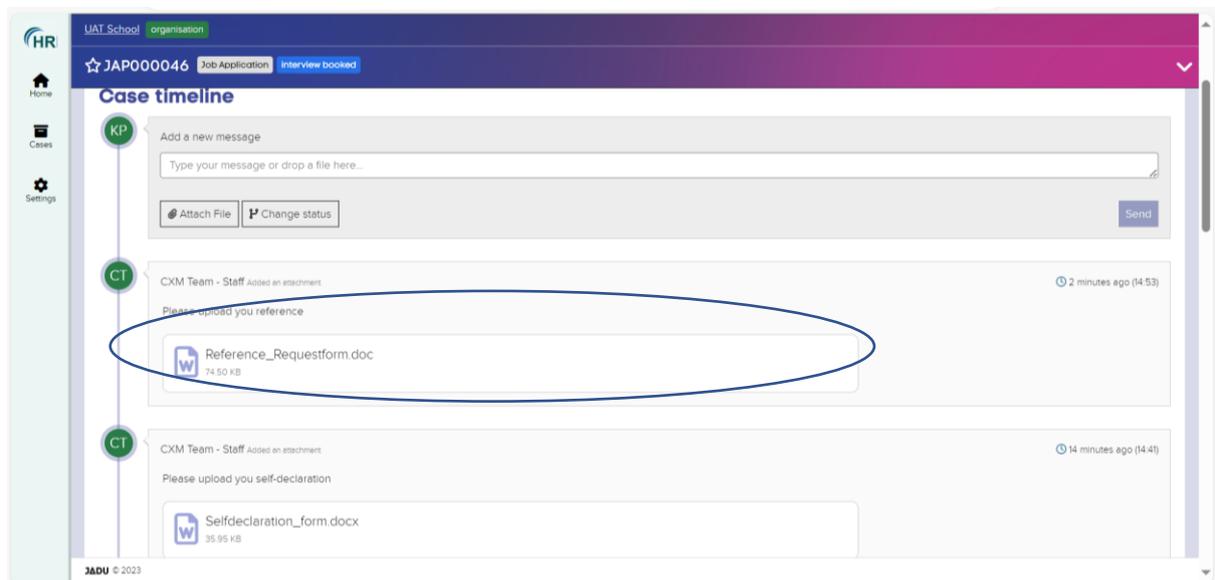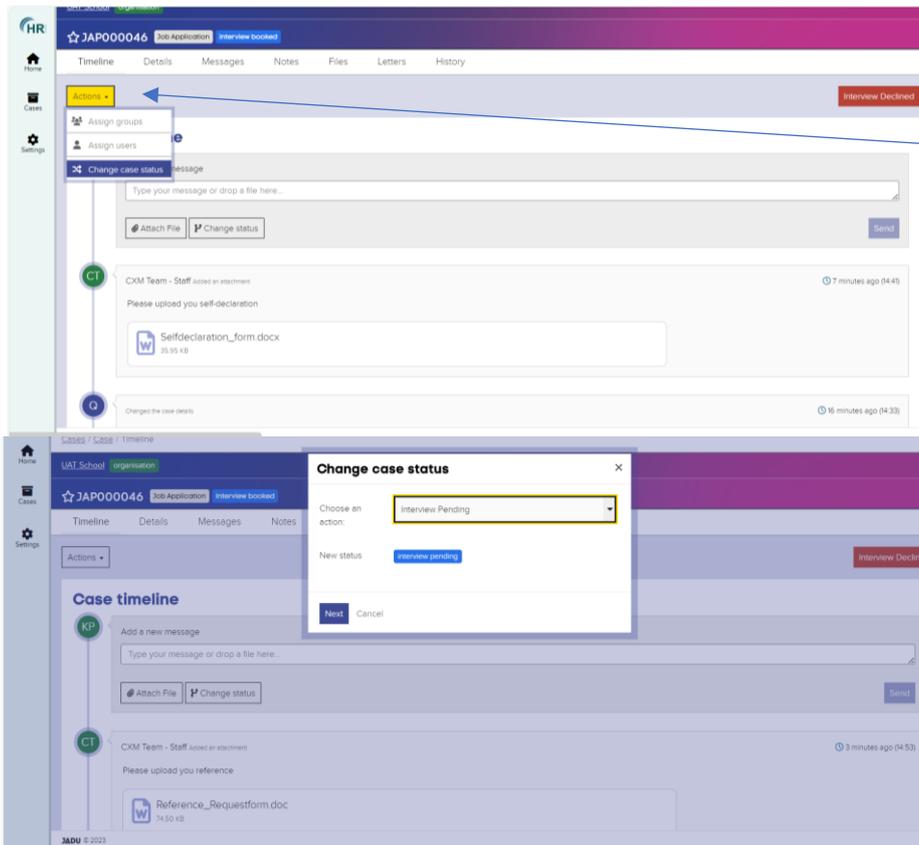
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Once attendance has been confirmed as well as the two references returned along with the self-declaration form, you will need to click into Actions and then change the case status to Interview pending whilst you await the selection process.

Following the selection process, and you are ready to offer the position to a preferred candidate, you will need to go through each of the application cases of the applicants who were short-listed and update them with the relevant status – you can either issue an unsuccessful letter or check references:

**Check references**

Where consent was not provided to apply for references prior to the interview, these will now be requested.

The status will now move to Final Review where you can ensure all relevant paperwork is all in order before you make an offer to your preferred candidate. A decision on who to appoint should be deferred until you are in receipt of two references for your preferred candidate.

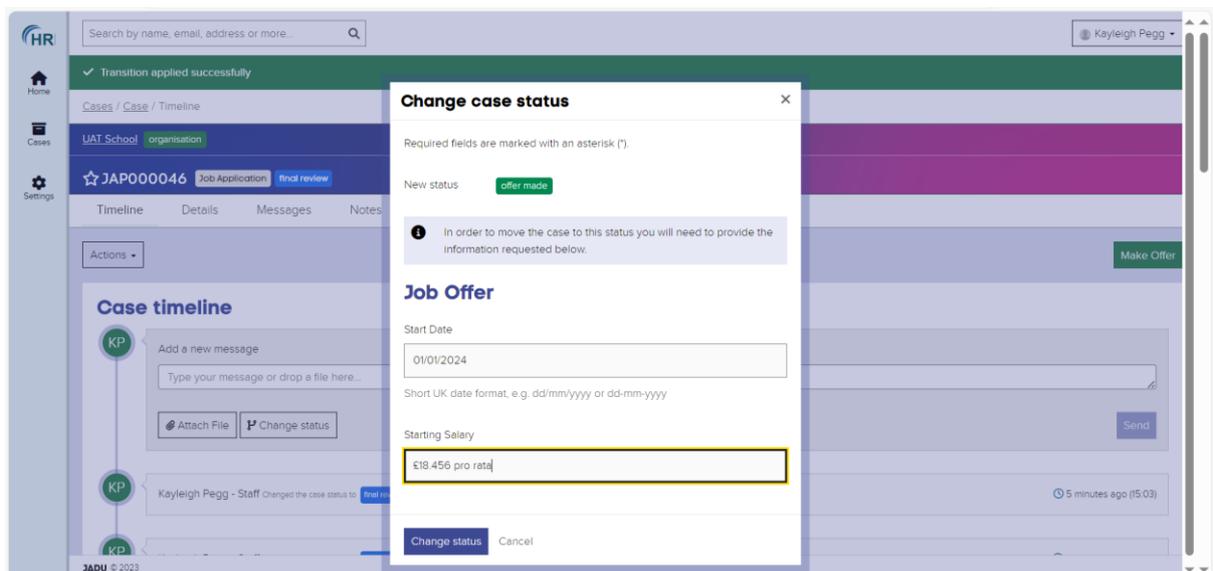Jadu CXM account for managing vacancies: <u>Sign in | HR for Schools</u>

Candidate unsuccessful:

Select 'Candidate Unsuccessful' and then input the required information – a notification will then be emailed to the candidate to notify them they have not been successful on this occasion.
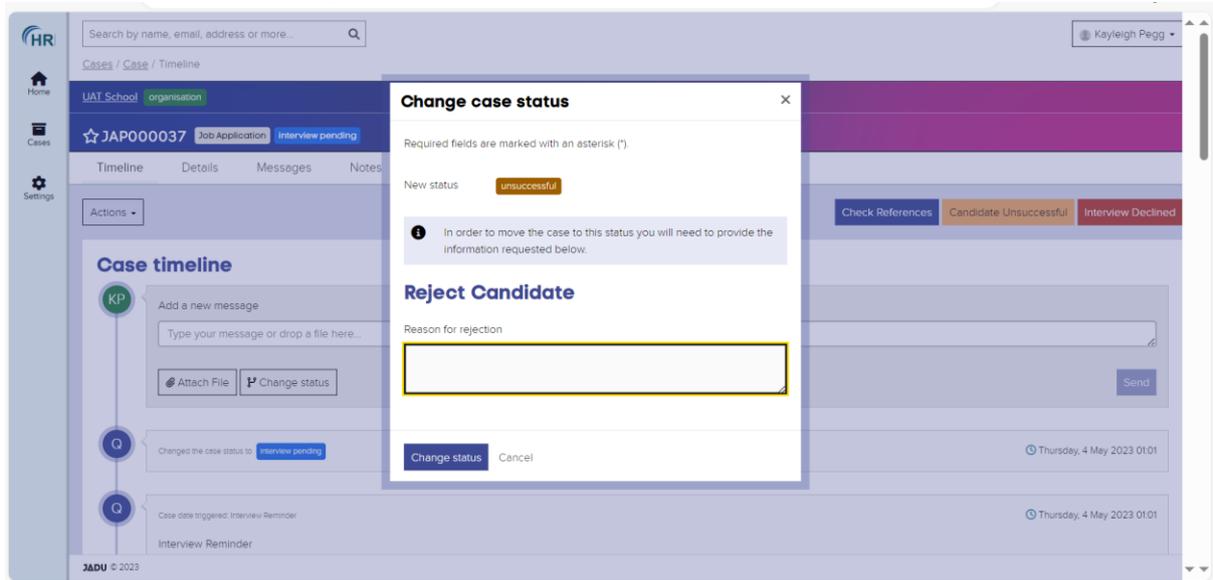
When you are ready to make an offer – simply select 'Make Offer' and then input the required information:

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The candidate will receive the following email notification:

Dear Test Kayleigh

Cashier (GR1) appointment at Jadu School

Following your interview, I am pleased to confirm that the Governing Body has approved the recommendation of its selection panel that you should be offered the post of **Cashier (GR1)** at this school with a start date of **01/01/2024**.

Your starting salary will be **£18.456 pro rata**.

This offer will be subject to your right to work in the United Kingdom, verification of your qualifications as required, an enhanced disclosure and barring certificate and a satisfactory outcome to pre-employment medical screening or examination.

I should be grateful if you could confirm your acceptance of this conditional offer by completing this online form and entering the following details:

Application Reference: JAP000046 Unique Reference: eXQ-PAJ-V4e

You will receive a full written contract of employment in due course.

They are asked to complete an online form to confirm their acceptance.

All information can be viewed at any point via the application case type timeline and you can also add any additional information or message throughout the process: