Online Recruitment Solution
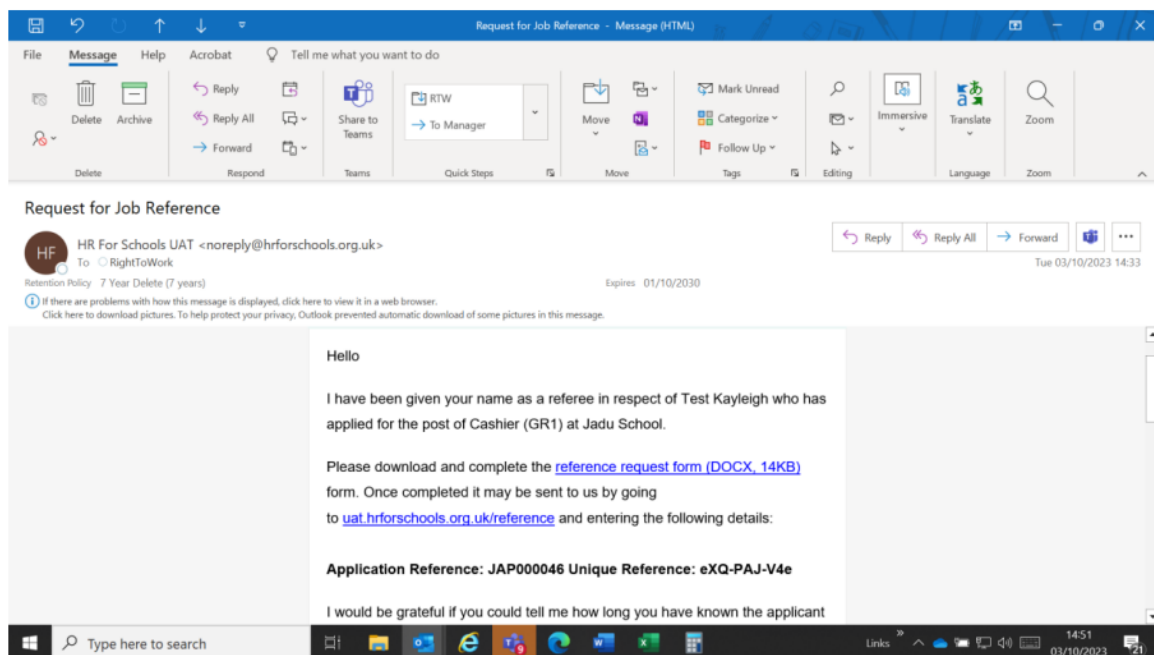
Hints and tips

Application forms

As and when application forms are submitted, save a copy of the form locally on your machine as well as changing the status of the application to 'Under Review' rather than waiting till the closing date has passed.

Chasing references or incorrect email address supplied

When you input the interview details and send the invitations to interview the system will automatically send the reference requests (if the candidate has given their consent for references to be requested at this stage). You will be copied into this email. If you need to chase references then you can forward this email to the referees, this ensures that the referees have the links and unique references to complete and submit the reference.

If the candidate has not consented to references being submitted at this stage the requests will not be sent automatically. Please refer to the process guide for further instruction in this scenario.