eRecruitment ORIGINATOR – Overview of Process

This process map is designed to give an overview of the recruitment process. For comprehensive step-by-step instructions please refer to the eRecruitment manual

ORIGINATOR'S ACTIONS:

OTHERS' ACTIONS:

CREATING A VACANCY

Originator completes and submits Staff Request for approval

First and Second Approver give approval (or reject request)

HR Systems team load web staff requests (requests are allocated a vacancy number)

Local HR Team add recruitment dates and make vacancy live

Off System. Local HR Team emails **Originator**/Recruiter with vacancy number

APPLICATIONS AND INTERVIEWS

Applicants apply for vacancy online

Recruiter submits web applications during or after the vacancy closes

Applications are viewed in eRecruitment and then shortlisted by the panel

Off System. Interview Panel make decisions

Recruiter changes applicant statuses (eg. Reject Before Interview - RBI) and sends out emails as appropriate eg. invite for interview

Off System. After interviews have taken place panel makes appointment decision

Recruiter changes applicant status for chosen applicant to 'Before Offer Check' and others to 'Reject After Interview – RAI'

System automatically sends BOC email to local HR Team

MAKING AN APPOINTMENT

Off System. Local HR Team perform checks and email the **Originator** /Recruiter

If check is successful post can be offered to candidate. Recruiter changes applicant status to 'Applicant Offered' and enters appointment details . (Recruiter receives no further system notification at this point.)

System sends automatic email to Approver

If approved by Approver the system sends an email to Local HR team to produce contract. If rejected, email is sent to inform Recruiter and HR Team

The Local HR team changes applicant status. Contract is then sent to the department. Appointee's details download into Oracle

Recruiter sends out 'Regret' emails to all unsuccessful candidates

When applicant's status reads 'HR Use Only' this indicates the process is complete