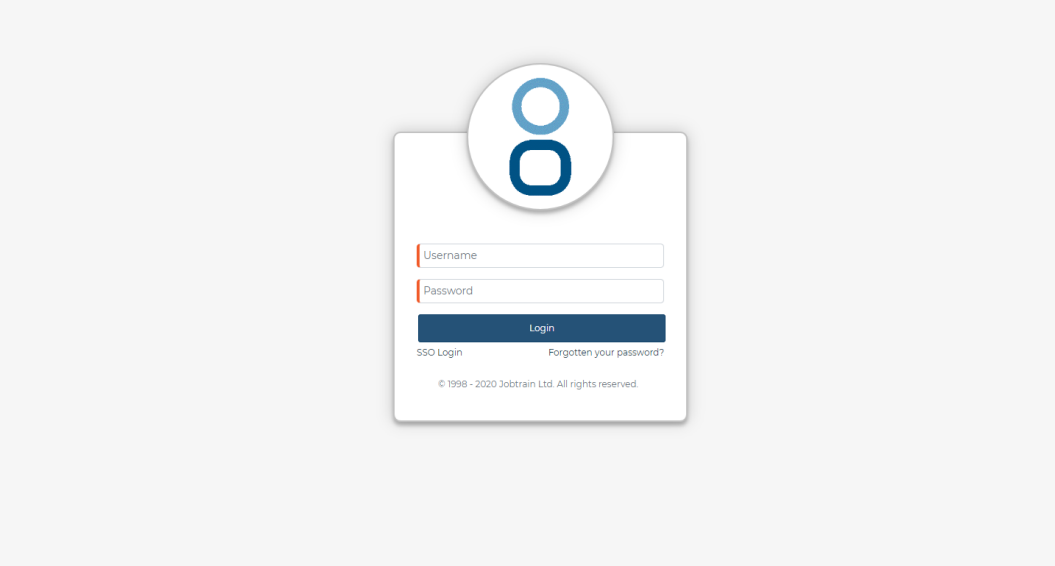
Recruitment ATS: Jobtrain

HIRING MANAGERS GUIDANCE

Signing In and Online Panel shortlisting

1. **Go to** https://jobs.reading.ac.uk/client/Login1
   We would recommend using the latest version of Internet Explorer or Google Chrome.

   The following screen will be shown

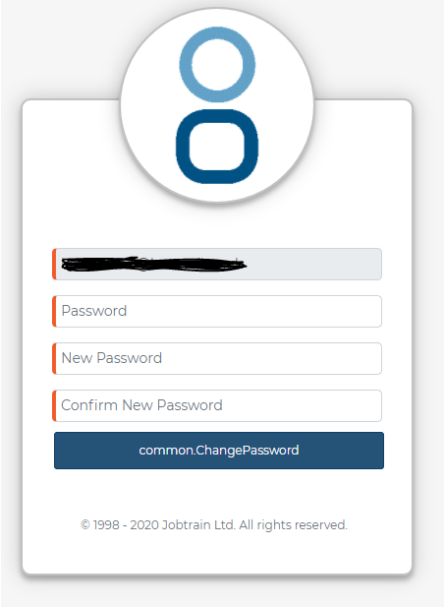


   Username: Your email address, as set up by the HR Coordinator

   Password: Jobtra!n01

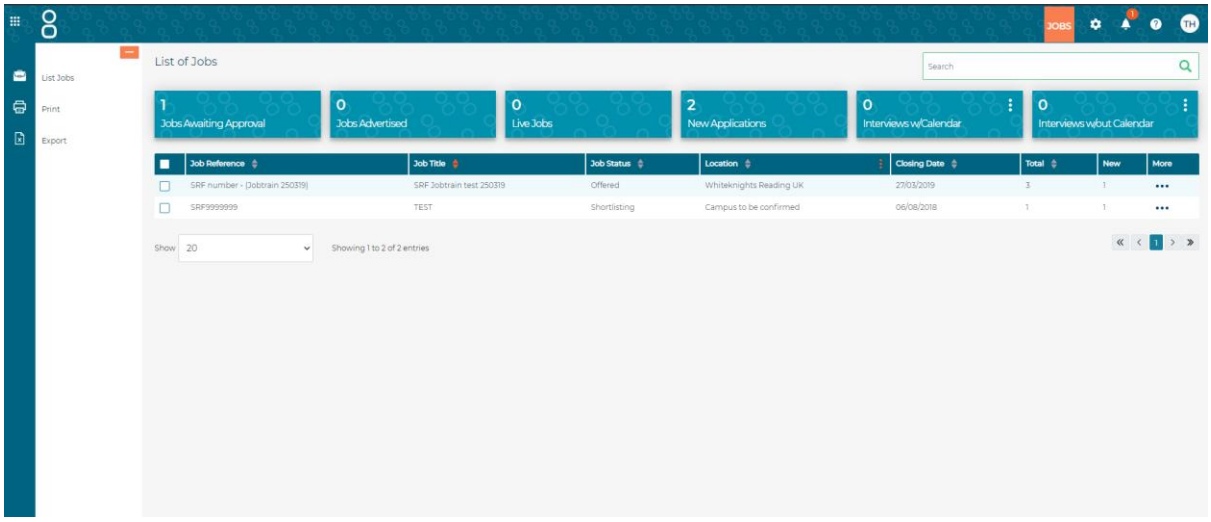
   Then click 'Login'

2. You will be asked to update your password on first log-in. Your old password is as above. The following screen will be shown:



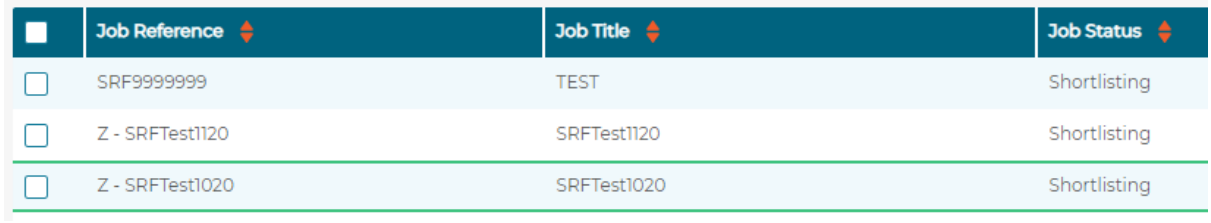
Please note: your password needs to be 8 or more characters, have at least 2 more numbers [0-9], have 1 more special characters (allowed special characters !@#$%&*()_+{}:;.?) and have 1 upper case character.

Click 'Change Password' and you will be taken through to the following screen.

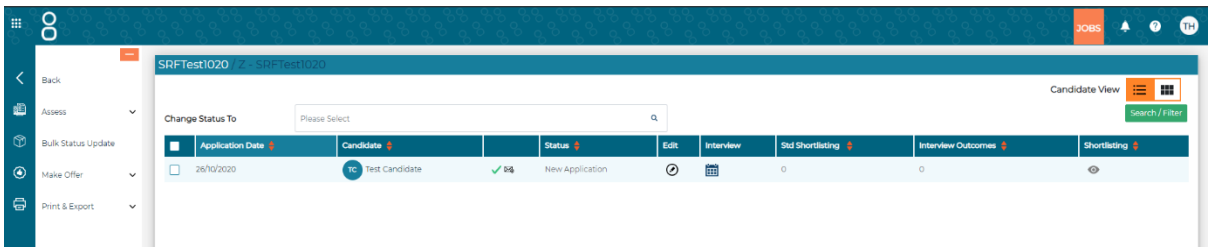


The vacancies that you have been given access to will be shown here.

3. Hover over the job you wish to view the candidates for until its borders become green and click on it.



This will display a list of all candidates that have applied for the role.



The following symbols may appear next to the names:

ⓘ Candidate is a current employee (internal application).

Candidates who have passed pre-assessment 'killer questions' against the job.

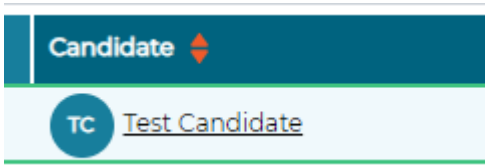
Candidates who have failed pre-assessment 'killer questions' against the job.

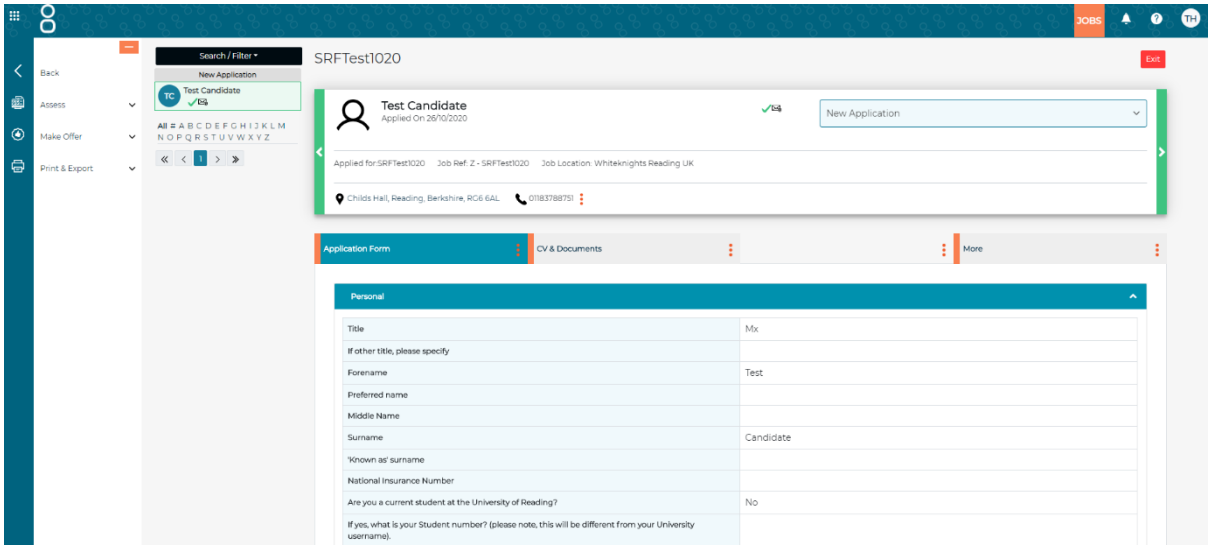
An email has failed to send to the candidate.

Candidate has been added manually

There is an attachment to the application. If a candidate has this next to their name, it is important to click on the paperclip icon to take you to the Supporting Documents page.

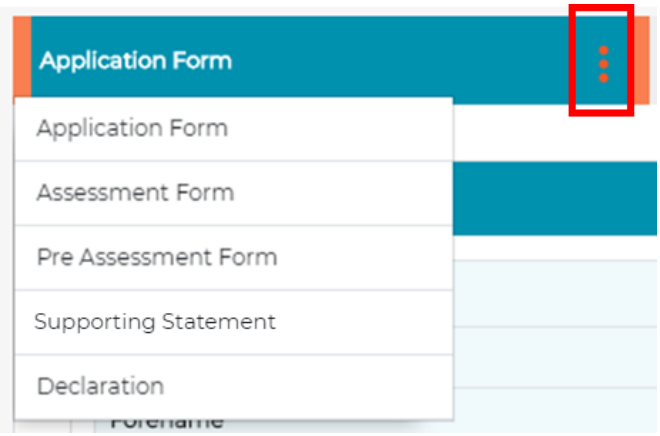
4. Click on the **candidate's name** to display their individual record.





The previous tabs of personal, education, employment and references tab are now all under the Application Form tab.

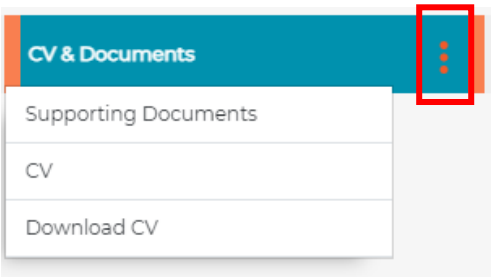
The 'Additional Information' tab can now be found by selecting the three dots on the "Application form" tab and then selecting "Additional Info" in the dropdown.



If you have arranged with your HR Coordinator to have pre-assessment questions and/ or an assessment form, then you can also find the candidate responses here as well.

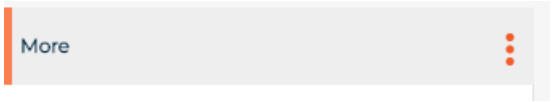
You can toggle back to the "Application Form" using the same method.

Where a CV or additional supporting documents have been included, the "CV & Documents" tab will show.

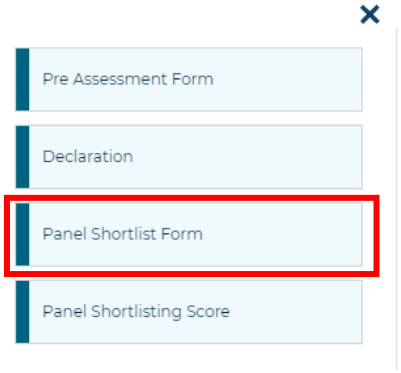


The CV will show when you click on the tab, but to see other supporting documents click on the three dots to bring the drop-down list to select these.

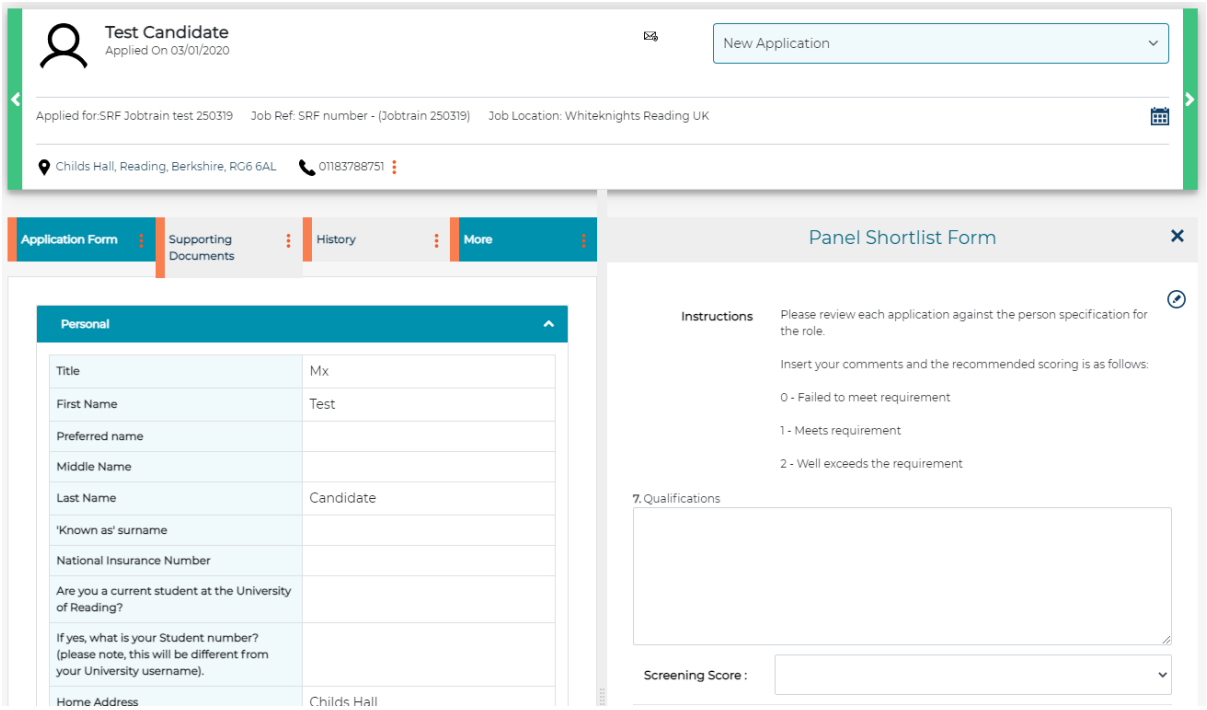
5. To record your feedback on the application, click on 'More' in the candidate's application



And then select Panel Shortlist Form in the window that opens



This will bring up the Panel Shortlist Form next to the application



To write on the form select the following icon

6. Go through the form whilst reviewing the application and write comments where required and give a score to each criterion as follows:

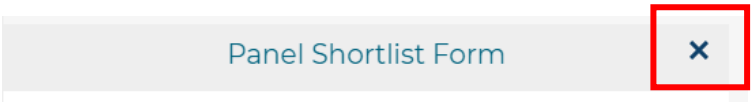
   0 = Failed to meet requirement; 1 = Meets requirement; 2 = Well exceeds requirement.

   Please note: Constructive comments related to the job description and person specification on each application must be recorded in the system, so there is a record of the feedback in

the event of a query from a candidate. If requested, the comments recorded in the system will be shared with the candidate, so please bear this in mind when commenting on the applications.

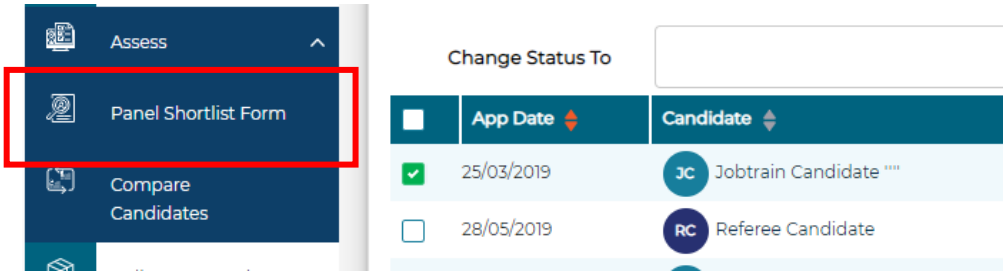
When completed, click 'Save' under the last criterion at the bottom of the form.

Click the X to the right of the Panel Shortlist Form heading to come out of this form.



If you need to edit the form, re-open the form and select the following icon and make the required amendments before saving the form again.

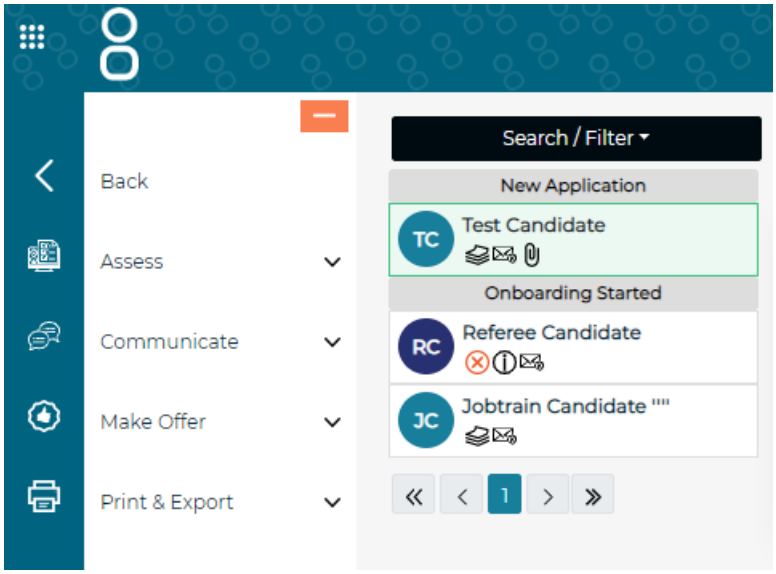
Alternatively select the required candidate with a green tick, open the drop down under 'Assess' and select 'Panel Shortlist Form'.



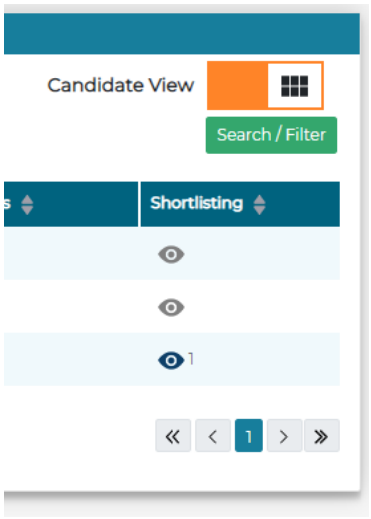
Please note: These forms can either be completed by shortlisters independently, or if a shortlisting meeting is held by one person on behalf of the panel.

Please advise your HR Coordinator which option you will be going with.

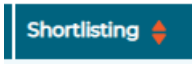
7. If you have multiple candidates, move onto the next candidate on the list by clicking on the list of names on the left-hand side and repeat the process above for each application.



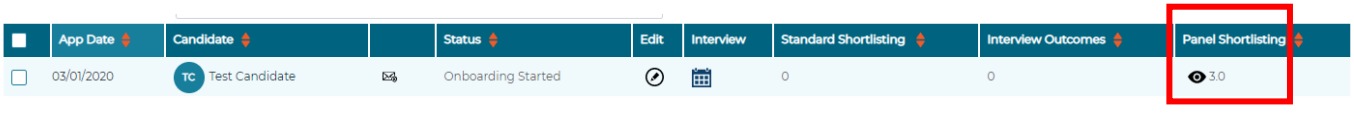
Once all members of the Panel have completed the shortlisting, the icon under Shortlisting Score will change from grey to blue and the total score given to each candidate will be shown on the list of candidates:



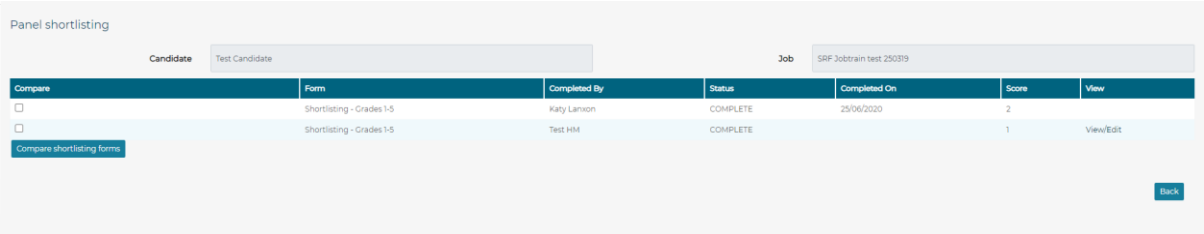
You can now sort the shortlisting scores by clicking on the arrows next to the shortlisting heading



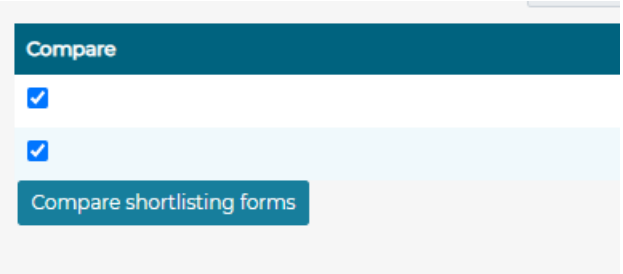
If you want to compare one candidate's scores and comments, this can be accessed by clicking on the blue icon under 'Shortlisting Score'.

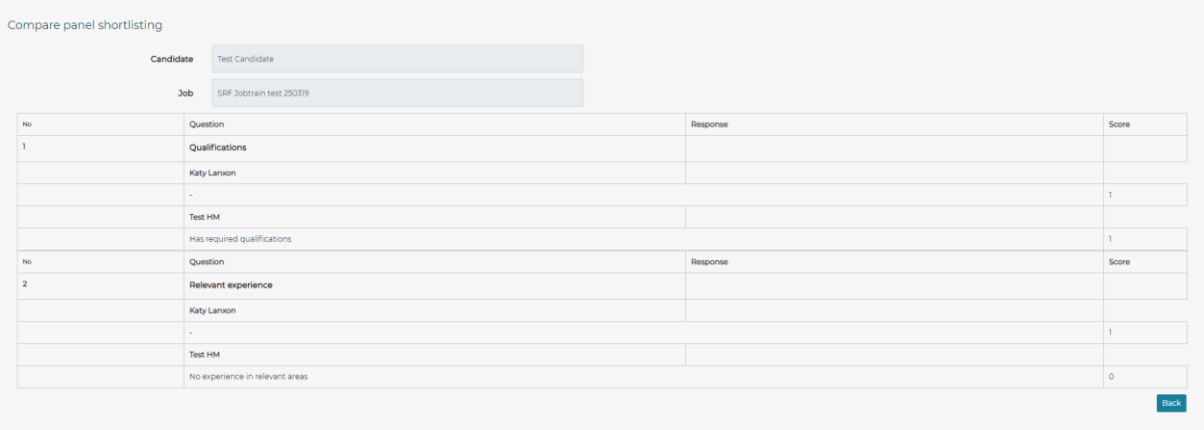


The following screen will appear:



To compare comments given by each Panel member, select the relevant shortlisters under 'Compare' and then click on Compare Shortlisting Forms and the following screen will appear:





8. Please note this section may not be relevant to you.
Any changes to a candidate's status should only be made by the Chair once shortlisting is complete, or their delegate.

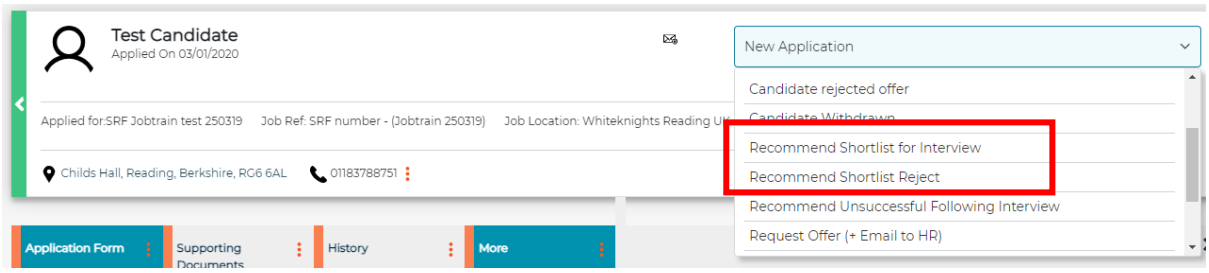
If required to confirm the shortlisting decisions, you will need to change the candidate statuses.

To reject a candidate at this stage, change the status to **Recommend Shortlist Reject**

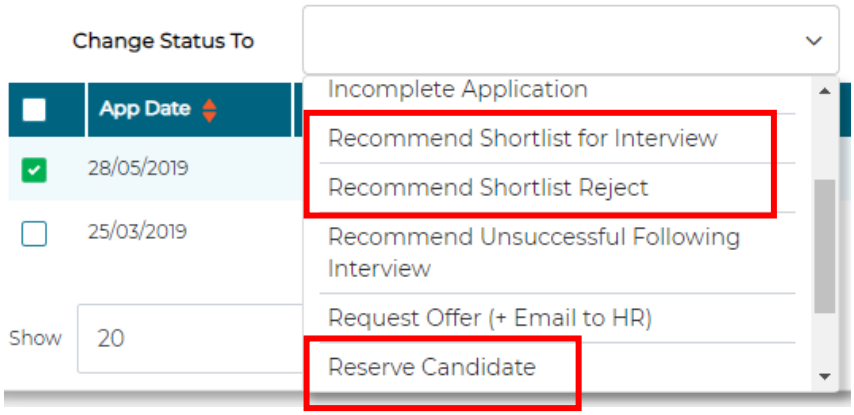
To shortlist a candidate for interview, change the status to **Recommend Shortlist for Interview**

If you have reserve candidates, change their status to **Reserve**

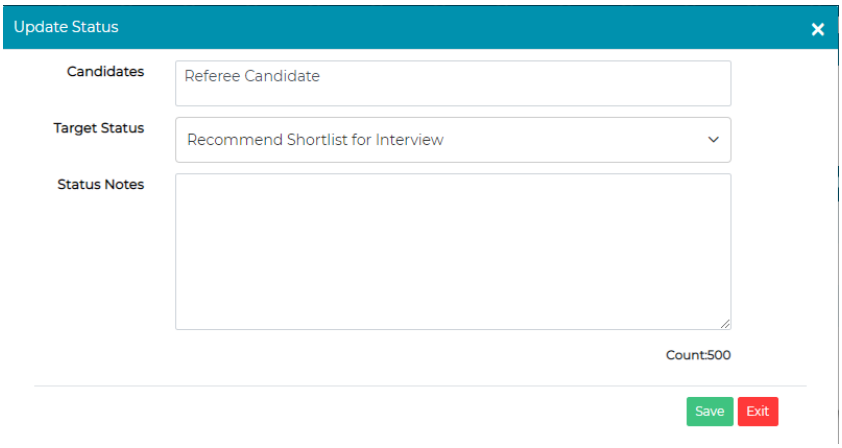
You can change the status of each candidate by either selecting from the drop down in the application as below:



Or in the main candidate list, tick the candidates you wish to change the status for and click on the downward arrow next to 'Change Status to' and select the appropriate status as below:



When the status is changed, the system will generate the following 'Update Status' box. Click 'Save' and it will take you back to the list of candidate names.



When candidate statuses have been changed, please inform the HR Coordinator that shortlisting is finalised. They will then send interview invitations to the shortlisted candidates and request references if required.

The HR Coordinator will also send emails to the candidates not shortlisted and reserve applicants, so they have an update on their application.

END OF PROCESS