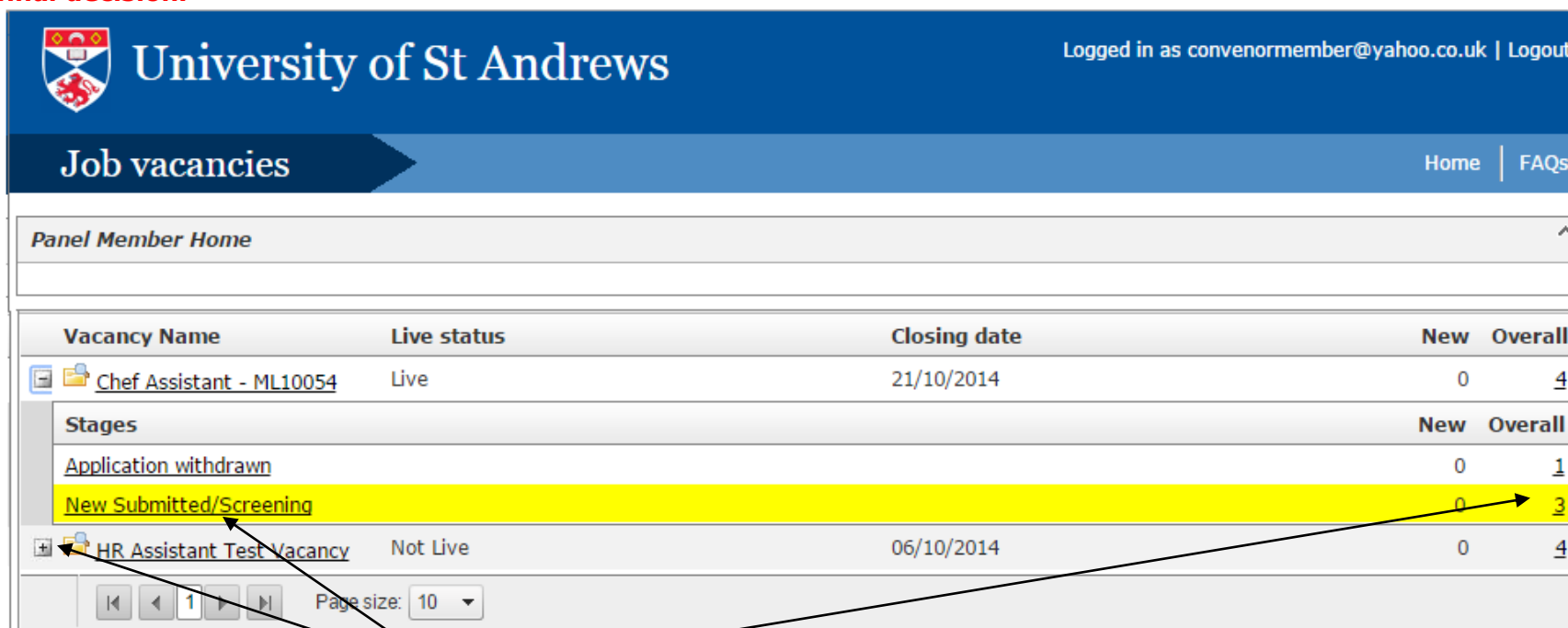


## Review Process for Selection Committee

When you enter the online portal, you will be taken to your new simplified home page, as seen below. Here you will see the vacancies that you are reviewing, the closing date and the number of candidates that need to be reviewed by the committee.

As a convener or panel member you will be required to score and recommend decisions to candidates at two points in the recruitment process – Screening & Interview. You will now be able to view candidates at all stages throughout the process.

**Please note – panel members must enter their scores/comments before the Convener as the Convener has the final decision.**





University of St Andrews

Logged in as convenormember@yahoo.co.uk | Logout

Job vacancies

Home | FAQs

Panel Member Home

Vacancy Name	Live status	Closing date	New	Overall
 <a href="#">Chef Assistant - ML10054</a>	Live	21/10/2014	0	<u>4</u>
<b>Stages</b>			<b>New</b>	<b>Overall</b>
<a href="#">Application withdrawn</a>			0	<u>1</u>
<a href="#">New Submitted/Screening</a>			0	<u>3</u>
 <a href="#">HR Assistant Test Vacancy</a>	Not Live	06/10/2014	0	<u>4</u>

Page size: 10

To view applications and application stages expand the vacancy name by clicking the plus sign. You will see that applications at the review stages that require you to score and recommend decisions are now highlighted in yellow. To score candidates click on the links in the rows highlighted yellow. If you wish to view candidates not currently in the review stage you can click on the links in the rows which are not highlighted in yellow.

**Provide Recommendation(s)**

When you click on one of the links in the above screenshot you are taken to the page where your candidates are listed, you will only be able to navigate to candidates who are at the same stage within the process.

The below screenshot displays the page you are taken to if you clicked a link to candidates in the review stage for the "Chef Assistant – ML10054" vacancy in the screenshot above.

**Vacancy Name** - this can be clicked to view the vacancy details.

This 'dashboard' allows you to easily filter your list of candidates.

Select a number of candidates and click 'Export all scores'. An excel file will open with the scores, recommendations and notes that you have given against each candidate.

Here you can filter your list of candidates to identify those that have a 'saved' recommendation

Recommendations for vacancy Chef Assistant - ML10054 at application stage New Submitted/Screening

Search and Filter Applications	Incomplete	Complete
<a href="#">Candidates the Panel has entered scores against</a>	3	0
<a href="#">Candidates the Panel has recommended a decision on</a>	3	0
Candidates you have entered scores against	3	0
Candidates you have recommended a decision on	3	0
TOTAL / SHOW ALL CANDIDATES		3

Search Candidates:

Your saved (not yet submitted) decisions	0
Your candidates with no saved or submitted decisions	3

Select a number of candidates and then "Bulk print" to print applications, CVs, or references for a number of candidates at once

Export all scores, recs, etc. Upload scores, recm etc  
Bulk Recommend Decisions Bulk Send To Reviewer  
Print status: Show All Show Unprinted Bulk Print

Candidate	Recommendation	Send to Reviewer	Print	Refs/Docs	Print Status	Select All
<a href="#">Black, Jannat - 435509</a>	<ul style="list-style-type: none"><li>Member, Panel - yet to review</li><li>Member, Convenor - yet to review</li></ul>	Send	Print	Refs Docs		<input type="checkbox"/>
<a href="#">Munro, Sasha - 435971</a>	<ul style="list-style-type: none"><li>Member, Panel - yet to review</li><li>Member, Convenor - yet to review</li></ul>	Send	Print	Refs Docs		<input type="checkbox"/>

These ICONS allow you to view the application supporting documents, and references.

Click the candidate name or the arrow to start providing your recommendations.

If you are a convener, you will see a list of the panel members in this column, along with either "Yet to review" or the recommendation they provided.

To bulk print or bulk recommend candidates, use the "select all" option and then select either "Bulk Recommend Decisions" or "Bulk Print".



Recommendations for vacancy [Chef Assistant - ML10054](#) at application stage [New Submitted/Screening](#)

Search and Filter Applications	Incomplete	Complete
<a href="#">Candidates the Panel has entered scores against</a>	<a href="#">3</a>	<a href="#">0</a>
<a href="#">Candidates the Panel has recommended a decision on</a>	<a href="#">3</a>	<a href="#">0</a>
Candidates you have entered scores against	<a href="#">3</a>	<a href="#">0</a>
Candidates you have recommended a decision on	<a href="#">3</a>	<a href="#">0</a>
TOTAL / SHOW ALL CANDIDATES		<a href="#">3</a>

Search Candidates:

Your saved (not yet submitted) decisions	<a href="#">0</a>
Your candidates with no saved or submitted decisions	<a href="#">3</a>

Export all scores, recs, etc.   
 Upload scores, recm etc.  
 Bulk Recommend Decisions [?](#)   
 Bulk Send To Reviewer  
 Print status:  Show All  Show Unprinted   
 Bulk Print

Enter a word, click search and any applications that include the entered word will appear.


Recommendation <a href="#">?</a>	Send to Reviewer	Print	Refs/Docs <a href="#">?</a>	Print Status <a href="#">?</a>	Select All <input type="checkbox"/>
<ul style="list-style-type: none"> <li>Member, Panel - yet to review</li> <li>Member, Convenor - yet to review</li> </ul>			Refs Docs		<input type="checkbox"/>
<a href="#">Munro, Sasha - 435971</a> <ul style="list-style-type: none"> <li>Member, Panel - yet to review</li> <li>Member, Convenor - yet to review</li> </ul>			Refs Docs		<input type="checkbox"/>

'Print Status' includes either a red, orange or green traffic light icon, which indicates:

- Red – you have printed NONE of the documents associated with that candidate
- Orange – you have printed SOME of the documents
- Green – you have printed ALL of the documents

**Export of Scores and Recommendations Information (to be used by Convenors and Panel Members)**

- Select the candidates that you would like to export data for and then click the 'export all scores, recs, etc' icon.


University of St Andrews
Logged in as [convenormember@yahoo.co.uk](#) | [Logout](#)

Job vacancies
Home | [FAQs](#)

Recommendations for vacancy [Chef Assistant - ML10054](#) at application stage [New Submitted/Screening](#)

Search and Filter Applications	Incomplete	Complete
<a href="#">Candidates the Panel has entered scores against</a>	3	0
<a href="#">Candidates the Panel has recommended a decision on</a>	3	0
Candidates you have entered scores against	3	0
Candidates you have recommended a decision on	3	<a href="#">0</a>
<b>TOTAL / SHOW ALL CANDIDATES</b>		<b>3</b>

Your saved (not yet submitted) decisions [0](#)

Your candidates with no saved or submitted decisions [3](#)

✕ Export all scores, recs, etc.    ✕ Upload scores,recm etc.

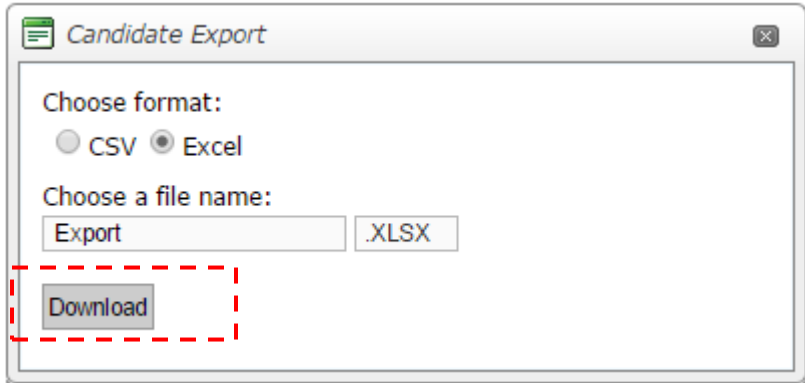
Bulk Recommend Decisions [?](#)     Bulk Send To Reviewer

Print status:  Show All    Show Unprinted    Bulk Print

Candidate	Recommendation <a href="#">?</a>	Send to Reviewer	Print	Refs/Docs <a href="#">?</a>	Print Status <a href="#">?</a>	Select All
<a href="#">➔</a> <a href="#">Munro, Sasha - 435971</a>	<ul style="list-style-type: none"> <li>Member, Panel - yet to review</li> <li>Member, Convenor - yet to review</li> </ul>			<a href="#">Refs</a>  <b>Docs</b>	<span style="color: red; font-size: 20px;">●</span>	<input checked="" type="checkbox"/>
<a href="#">➔</a> <a href="#">Nyuugen, Jenny - 435918</a>	<ul style="list-style-type: none"> <li>Member, Panel - yet to review</li> <li>Member, Convenor - yet to review</li> </ul>			<a href="#">Refs</a>  <b>Docs</b>	<span style="color: red; font-size: 20px;">●</span>	<input type="checkbox"/>

Page:  of 1  Page size:  
Item 1 to 2 of 2

- The 'candidate export' window will appear, where you can click 'download' to open the export file.



- A file will open and it will include columns of information for the convenor or panel member to view and fields for further information to be entered in (if you are the convenor and are going to re-upload the file into the system).

Select an application stage to recommend the candidate to. When this file is re-uploaded onto the system, the candidate will be automatically moved to that stage.

Select scores for each item.

A	B	C	D	E	F	G	H	I
<b>Vacancy: Chef Assistant - ML10054</b>								
Panel Members: Panel Member								
<b>CandidateID</b>	<b>Forename</b>	<b>Surname</b>	<b>Recommendation</b>	<b>Note</b>	<b>Saved/Submitted</b>	<b>Specific Knowledge and Experience.Comments</b>	<b>Specific Knowledge and Experience.St A Essential 1</b>	<b>Specific Knowledge and Experience.St A Essential 2</b>
435971	Sasha	Munro	Invite to interview				4	4

### **Import of Scores and Recommendations Information (to be used by Convenors)**

When the convenor has entered in all of the information needed to review a candidate (stage, score), select the candidates to upload information against. By uploading the file, the convenor's recommendation will be processed on the system.

Please note, in order to successfully upload the file, a recommendation stage must be selected for each candidate in the file.

- Select 'Upload scores, comments and recommendations' in order to upload the information onto the system.

TOTAL / SHOW ALL CANDIDATES 3

Search Candidates:

Export all scores, recs, etc.  Upload scores,recm etc.

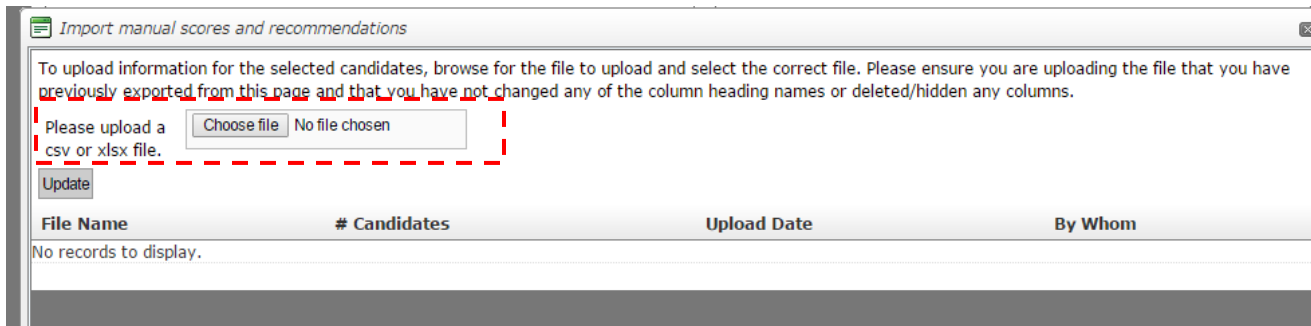
Bulk Recommend Decisions Bulk Send To Reviewer

Print status:  Show All  Show Unprinted

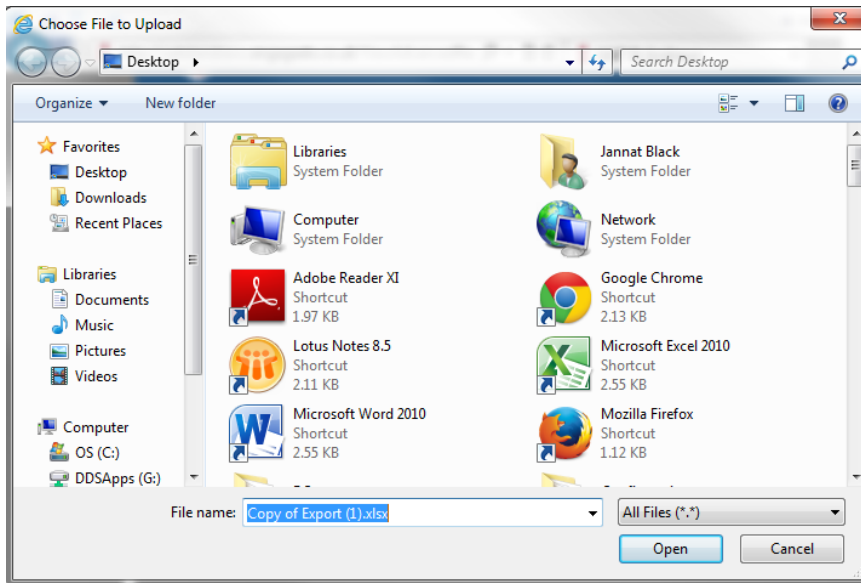
Candidate	Recommendation	Send to Reviewer	Print	Refs/Docs	Print Status	Select All
<a href="#">Munro, Sasha - 435971</a>	<ul style="list-style-type: none"><li>• Member, Panel - yet to review</li><li>• Member, Convenor - yet to review</li></ul>	Send	Print	Refs Docs		<input checked="" type="checkbox"/>
<a href="#">Nyugen, Jenny - 435918</a>	<ul style="list-style-type: none"><li>• Member, Panel - yet to review</li><li>• Member, Convenor - yet to review</li></ul>	Send	Print	Refs Docs		<input type="checkbox"/>

Page:  of 1  Page size:   Item 1 to 2 of 2

- A window will appear that asks you to browse for the file.

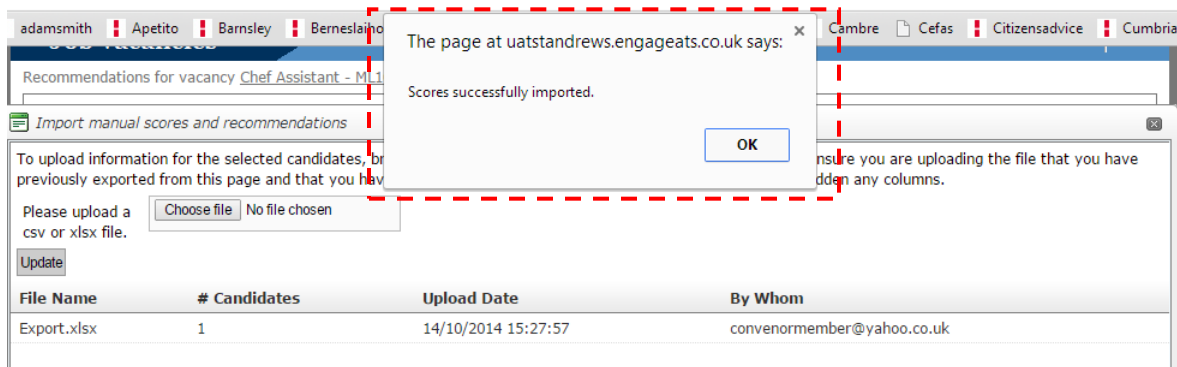


- Click browse and then navigate to the upload file:





- Select the file from your computer. You'll be taken back to the upload window, where you'll see the name of the file has been entered into the 'please upload' field. Click 'Update' to finalise the upload.



- You will see the recommended stage have been updated for each candidate on the recommendations page:

TOTAL / SHOW ALL CANDIDATES 3

Search Candidates:  Search Clear Search

Export all scores, recs, etc. 
  Upload scores, recm etc.

Bulk Recommend Decisions 
  Bulk Send To Reviewer

Print status:  Show All  Show Unprinted

Candidate	Recommendation	Send to Reviewer	Print	Refs/Docs	Print Status	Select All
<a href="#">Black, Jannat - 435509</a>	<ul style="list-style-type: none"> <li>Member, Panel - vet to review</li> <li>Member, Convenor - Invite to interview</li> </ul>	<input type="button" value="Send"/>	<input type="button" value="Print"/>	Refs Docs	<input checked="" type="radio"/>	<input type="checkbox"/>
<a href="#">Munro, Sasha - 435971</a>	<ul style="list-style-type: none"> <li>Member, Panel - vet to review</li> <li>Member, Convenor - Invite to interview</li> </ul>	<input type="button" value="Send"/>	<input type="button" value="Print"/>	Refs Docs	<input checked="" type="radio"/>	<input type="checkbox"/>

Page: 1 of 1 Go Page size: 2 Change Item 1 to 2 of 2

- If you click on the candidate's name to go into the full recommendations page, you'll see the uploaded information has also updated the fields in 'Step 2' and 'Step 3'

**Step 2: Enter in notes/scores**

St A Essential 1	4
St A Essential 2	4
St A Essential 3	
St A Desirable 1	
St A Desirable 2	
St A Desirable 3	

**Step 3: Your recommendation**

Recommended stage  
Invite to interview

Additional comments

Submitted on  
14 Oct 2014 15:44

## Send Information to a Reviewer: (Convenor Only)

If you would like someone who is not on the panel to view a candidate's application, you can use the 'Send' icon. If the person you'd like to send information to is not yet on the system, you can add them in. This process is described in detail below.

Select a number of candidates and then click on "Bulk Send to Reviewers" to forward documents for multiple candidates to reviewer(s) at the same time.

Search Candidates:

Export all scores, recs, etc. Upload scores, recs, etc.  
 Bulk Recommend Decisions Bulk Send To Reviewer  
Print status:  Show All  Show Unprinted Bulk Print

Candidate	Recommendation	Send to Reviewer	Print	Refs/Docs	Print Status	Select All <input type="checkbox"/>
<a href="#">Brown, Simone - 439051</a>	<ul style="list-style-type: none"><li>Member, Panel - yet to review</li><li>Member, Convenor - yet to review</li></ul>			 		<input type="checkbox"/>
<a href="#">Nyugen, Jenny - 435918</a>	<ul style="list-style-type: none"><li>Member, Panel - yet to review</li><li>Member, Convenor - yet to review</li></ul>					<input type="checkbox"/>

Page: 1 of 1 Go Page size: 2 Change Item 1 to 2 of 2

Click on 'Send' icon next to a candidate to forward documents for an individual candidate to a reviewer.

- Click on 'send' to forward a candidate's information or 'Bulk send to Reviewer' to send details of all the candidates to reviewer(s).
- The 'request history' window will open. Click on 'Send a new request'

Request History

**Request History** [Send a new Request](#)

Reviewer	Status	Date		Role
Panel Member	Pending	15/10/2014 11:28:38		Panel Member
Convenor Member	Pending	15/10/2014 11:28:38		Convenor

- The 'Send to Reviewer' window will open. Select the reviewer that you would like to send the candidate details to.

Send to Reviewer

Step 1 : Request Details

Candidate Simone Brown

School / Unit

Reviewer  [Create new Reviewer](#)

\* Add at least one Reviewer

Reviewer	Email Address	Ranking	Remove
Select the reviewers that this recommendation will be sent to from the drop down list above.			

Only for me  for everyone

Save and Continue

- You can also search and select reviewers by School/Unit, using the first dropdown. In this dropdown you will see a category for External Reviewers, where individuals who have previously been sent information to will appear.

The screenshot shows a web application window titled "Send to Reviewer". The main heading is "Step 1 : Request Details". Below this, the "Candidate" field is set to "Simone Brown". A dropdown menu for "School / Unit" is open, showing a list of options: "School of Language", "School of Medicine", "School of Physics", "School of Technology", and "Test Group". A red dashed box highlights the dropdown menu and the "Create new Reviewer" link. Below the dropdown, there is a "Reviewer" field with a "Select the reviewers to" label and two radio buttons: "Only for me" and "for". To the right of the dropdown, there is a table with columns "Email Address", "Ranking", and "Remove". Below the table, there is a "Save and Continue" button.

- If you need to add a reviewer that is not yet on the system, select 'Create new Reviewer'

This screenshot is similar to the one above, showing the "Send to Reviewer" application window. The "School / Unit" dropdown menu is open, and the "Create new Reviewer" link is highlighted with a red dashed box. The rest of the interface, including the candidate name "Simone Brown", the "Reviewer" field, and the "Save and Continue" button, remains the same.

- A window will open that will allow you to enter the individual's Name, Job Title and Email Address. You also must set up a 'dummy' password (they will not be logging on to the system), such as 'password!'.
- Finally, click the 'External Reviewer' user group. This will allow you to easily find the individual again in the future when searching for them, as described on the previous page.

**Add Individual**

[Add a](#)

permission level\* Reviewer ✕

Title\* Dr

First name\* John

Last name\* Doe

Telephone Number

Job Title\* x

E-mail address\* john.doe@university.ac.uk

Password\* password!

Confirm Password\* password! ✕

Ranking\* 0

User Groups

- External Reviewer

Notify User [View and edit the notification email](#)

OK Cancel

- Once all information is entered in, click 'OK'. You will now be able to select them from the dropdown.

- Each time you select someone from the dropdown they will appear in the reviewer table. This allows you to send the candidate details to multiple reviewers at once.

The screenshot shows a web application window titled "Send to Reviewer". The main heading is "Step 1 : Request Details". Below this, there are several form fields: "Candidate" with the value "Simone Brown", "School / Unit" with a dropdown menu showing "School of Medicine", and "Reviewer" with a dropdown menu showing "Panel Member". A blue link "Create new Reviewer" is positioned to the right of the "Reviewer" dropdown. Below these fields is a table with four columns: "Reviewer", "Email Address", "Ranking", and "Remove". The table contains two rows: "Dean of Music" with email "brown@brown.com" and ranking "0", and "Panel Member" with email "memberpanel@yahoo.co.uk" and ranking "0". Each row has a red "X" icon in the "Remove" column. Below the table are two radio buttons: "only for me" (unselected) and "for everyone" (selected). A "Save and Continue" button is located at the bottom right of the form area.

Reviewer	Email Address	Ranking	Remove
Dean of Music	brown@brown.com	0	✗
Panel Member	memberpanel@yahoo.co.uk	0	✗

- Once you have selected the reviewers, click 'Save and Continue'. This takes you to the notification email page, where you can select the email that will go to the reviewer(s).

Send to Reviewer

Step 2 : Notification Email

Send from system

Send from me

Template

Subject

ABC [Icons] [B] [I] [U] [abc] [List icons] [x<sup>2</sup>] [x<sub>2</sub>] [List icons]

[List icons] [Zoom] [Print]

Dear {ReviewerTitle} {ReviewerFirstName} {ReviewerLastName}

A recommendation request has been created for the {CandidateTitle} {CandidateFirstName} {CandidateLastName}'s application for the following vacancy {VacancyTitle}.

Please click on the below links to view the documents:

{ApplicationFormUrl}  
{CvUrl}

Kind regards,  
{RecruiterFirstName} {RecruiterLastName}

Design ↔ HTML

Previous Save and Continue



- Once you have selected the email, click 'Save and Continue' and you are taken to the final step, where you select which documents you want to send to the reviewer(s). You can send the candidate application form, CV or additional documents.

Send to Reviewer

Step 3 : Attach Documents

Select any documents that you wish to attach to the email that will be sent to the reviewers

Candidate Documents

- Filename
- Application Form
- CV Upload

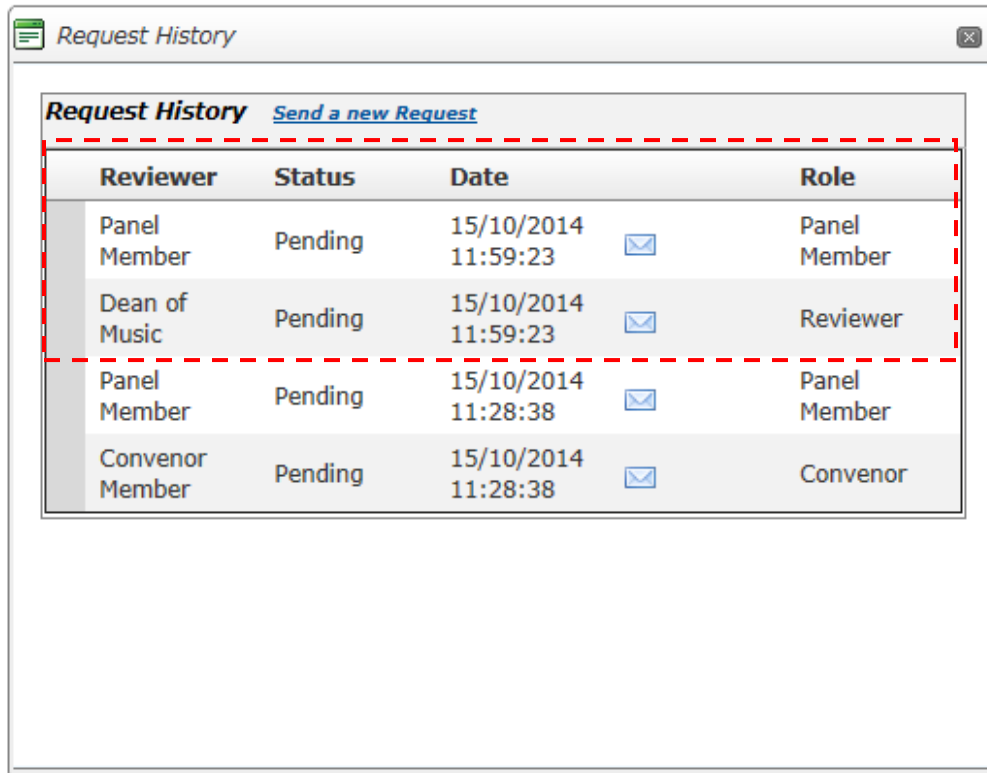
Documents that have already been uploaded

[Show all documents from all recruiters, not just mine](#)





Include in email	Filename	Delete
<input type="checkbox"/>	CV.pdf	✗

Upload a new document (pdf xls xlsx doc docx rtf only please)

- Click 'Save and Send' and the reviewer emails will go out with all relevant attachments. You will be taken back to the 'request history' window, where you will see the new requests in the table.



The screenshot shows a window titled "Request History" with a close button in the top right corner. Below the title bar, there is a header section with the text "Request History" and a link "Send a new Request". A table is displayed below the header, containing four rows of request data. Each row includes a reviewer name, status, date and time, an email icon, and a role. A red dashed box highlights the first two rows of the table.

Reviewer	Status	Date		Role
Panel Member	Pending	15/10/2014 11:59:23		Panel Member
Dean of Music	Pending	15/10/2014 11:59:23		Reviewer
Panel Member	Pending	15/10/2014 11:28:38		Panel Member
Convenor Member	Pending	15/10/2014 11:28:38		Convenor




**Provide Recommendation(s)**

Once you have clicked on a candidate name a screen will open which will allow you to view the application form, scoring form and provide a recommendation.

**Job vacancies** Home | FAQs

You can save your scores/notes at any time. If saving, you will need to return to submit your recommendation Save

Click Submit when you have finished the review process. This will submit your recommendation and accompanying notes Submit

Candidate	Vacancy	Recommendation	Refs/Docs	Print Status
 Brown, Simone - 439051	Chef Assistant - ML10054	<ul style="list-style-type: none"> <li>Member, Panel - yet to review</li> <li>Member, Convenor - yet to review</li> <li>Member, Panel - yet to review</li> </ul>	Refs Docs	 

**Step 1: Review the application**

Candidate Name: Simone Brown  
Candidate Id: 439051

**Chef Assistant - ML10054**

Department	English Language Teaching
School/Unit	School of English
Type of Employment	Fixed Term
Working Hours	Full Time
Grade	Grade 4
Job Family	Operational & Facilities

**Personal**

**Personal Details**

Title	Miss
Forename	Simone
Middle Name(s)	
Surname	Brown

**Contact Details**

Email Address	simone@yahoo.commy
Address Line 1	uoiuoiu
Address Line 2	oiuoiu
Town	oiuoiuoi
Region	uoiuoiu
Postcode	oiuoiuoiu
Country	United Kingdom

**Step 2: Enter in notes/scores**

Specific Knowledge and Experience

Comments

St A Essential 1

St A Essential 2

St A Essential 3

St A Desirable 1

**Step 3: Your recommendation**

Recommended stage

Additional comments

You can save your scores/notes at any time. If saving, you will need to return to submit your recommendation Save

Click Submit when you have finished the review process. This will submit your recommendation and accompanying notes Submit

Clicking this arrow takes you back to your list of candidates.

Clicking this arrow takes you to the next candidate.

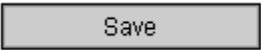
Enter scores.

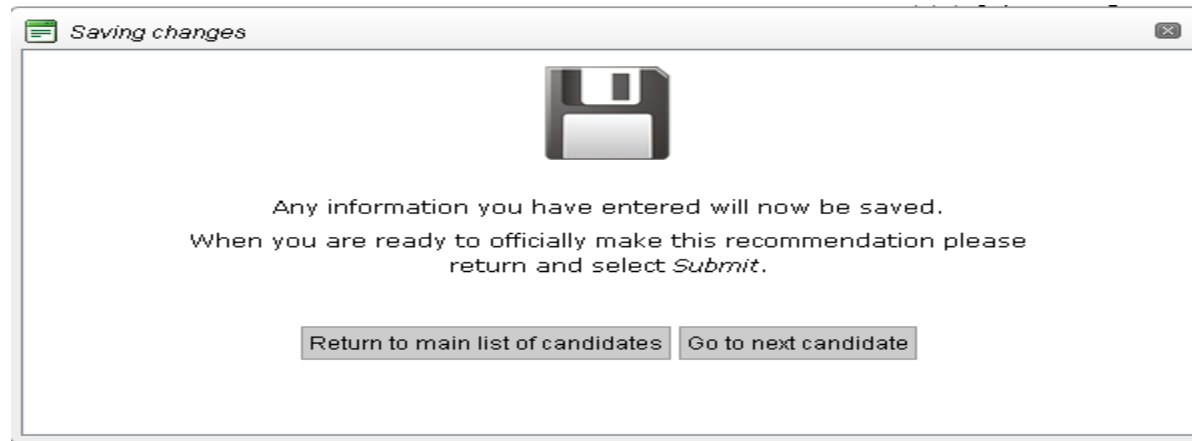
All reviewing, scoring and recommending happens within this area.

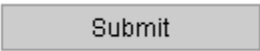
Provide recommendation

New navigation options; see "Navigation Buttons/Actions" section for more details.

### **Navigation Buttons/Actions**

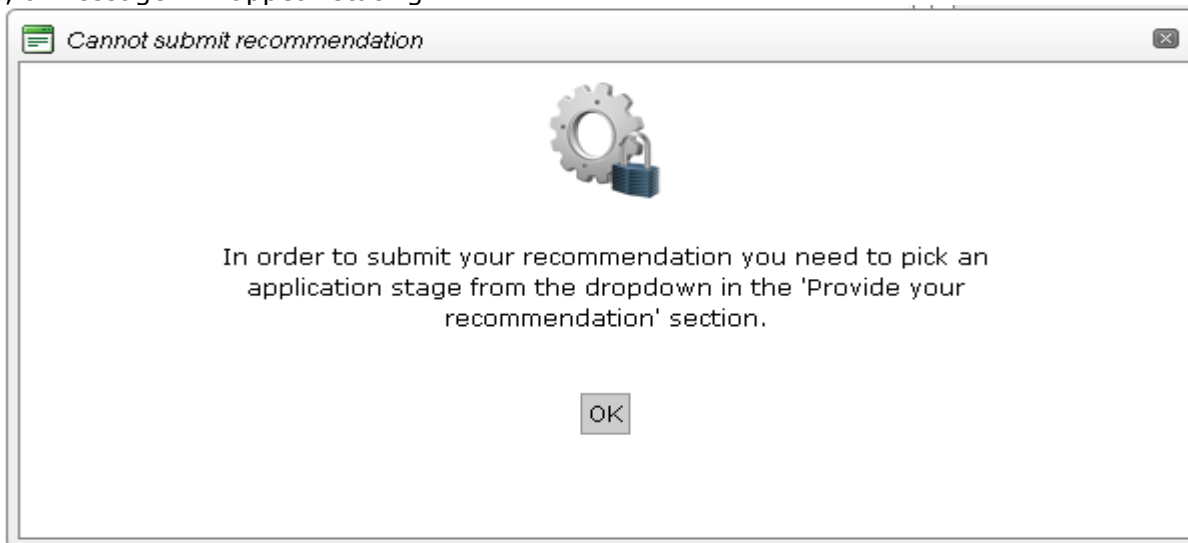
-  scores and recommendations can be saved at any time by clicking this button.



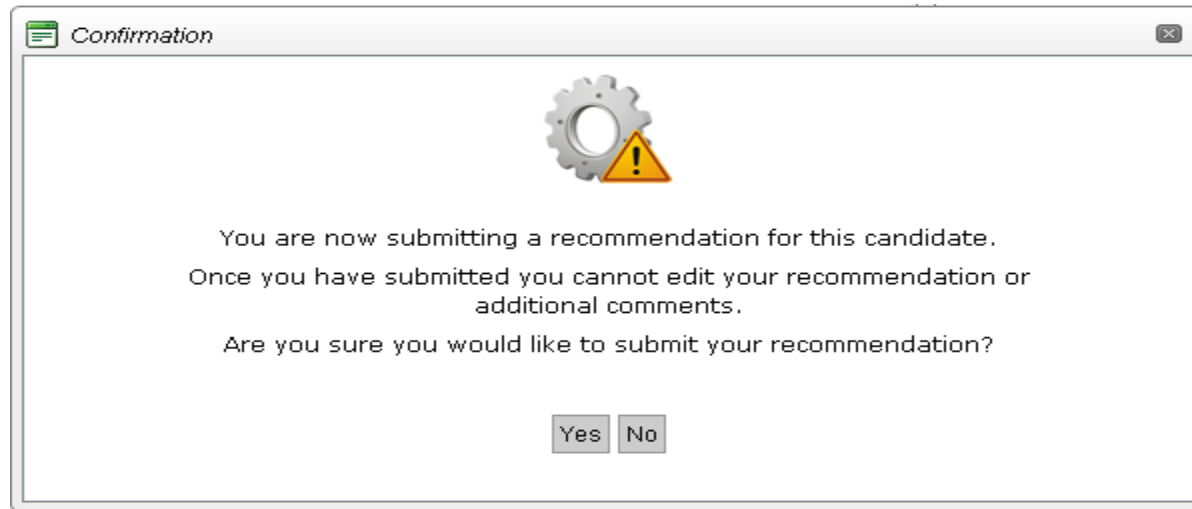
-  recommendations will be submitted when this option is clicked. You cannot click Submit if you have not picked something from the Recommendation dropdown.



If you try to do this, a message will appear stating:

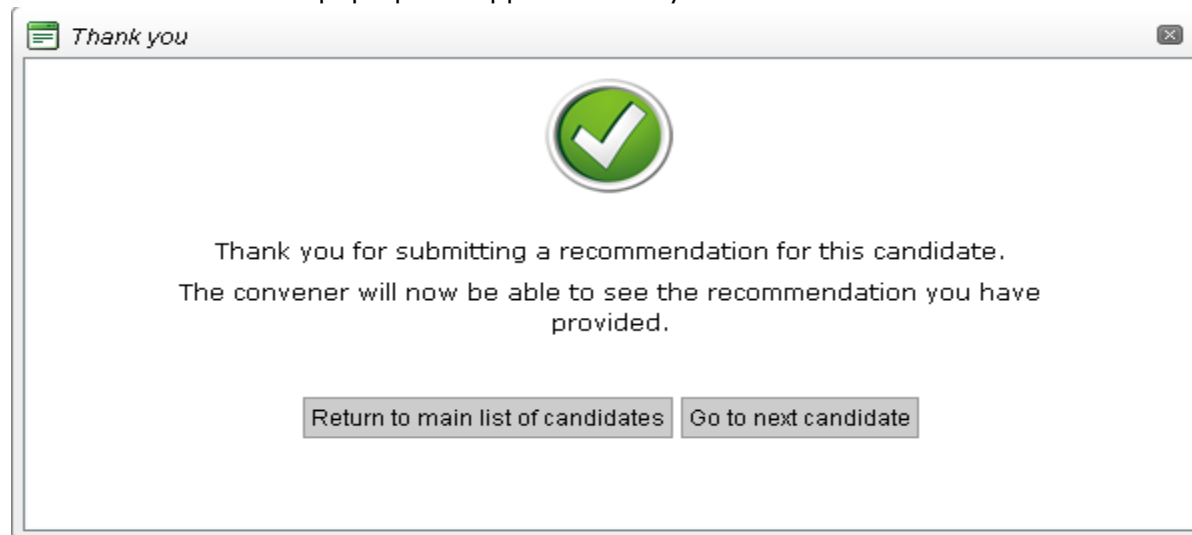


If something has been selected in the recommendation dropdown and "submit" is clicked, the below message will appear:

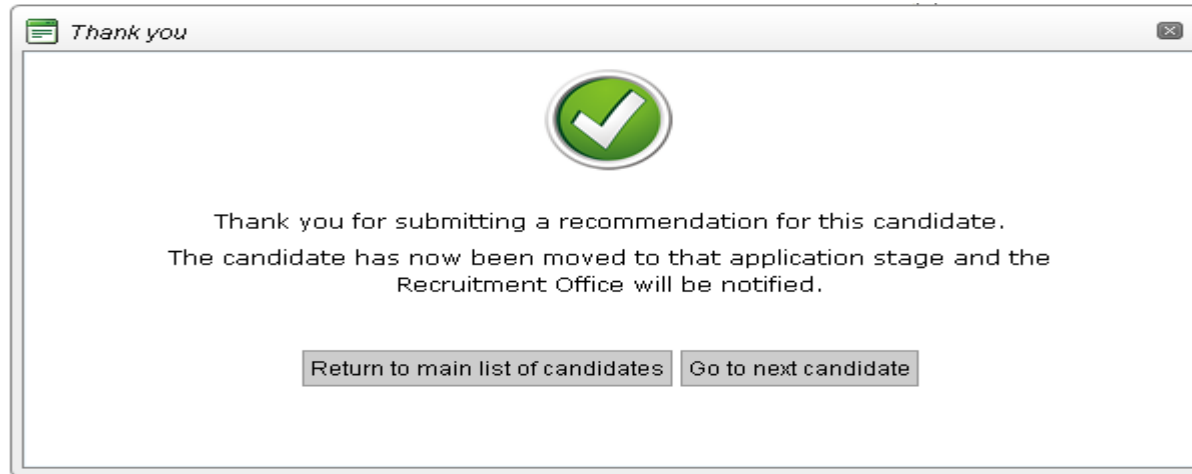


If you select "No" the pop up will shut and the page behind will be un-changed.

If a **Panel Member** selects "Yes" another pop up will appear that says:



If a **Convener** selects "Yes" another pop up will appear that says:





**View only candidates**

The below screenshot displays the page you are taken to if you clicked a link to candidates who are no longer in the review stage. This is a read only view and you only have the option to print or view the applications and references and export scores and recommendations.

Search Candidates:

Export all scores, recs, etc. Upload scores, recm etc.  
 Bulk Recommend Decisions Bulk Send To Reviewer  
Print status:  Show All  Show Unprinted Bulk Print

Candidate	Recommendation	Send to Reviewer	Print	Refs/Docs	Print Status	Select All <input type="checkbox"/>
<a href="#">Black, Jannat - 435509</a>	<ul style="list-style-type: none"><li>Member, Panel - Invite to interview</li><li>Member, Convenor - Invite to interview</li></ul>	Send	Print	Refs Docs		<input type="checkbox"/>
<a href="#">Munro, Sasha - 435971</a>	<ul style="list-style-type: none"><li>Member, Panel - Invite to interview</li><li>Member, Convenor - Invite to interview</li></ul>	Send	Print	Refs Docs		<input type="checkbox"/>

Page:  of 1  Page size:   Item 1 to 2 of 2

If you click on the candidate name or the arrow you are taken to a view only version of the page where you provided your recommendation.

Job vacancies					Home	FAQs
Candidate	Vacancy	Recommendation	Refs/Docs	Print Status		
Munro, Sasha - 435971	Chef Assistant - ML10054	<ul style="list-style-type: none"> <li>Member, Panel - yet to review</li> <li>Member, Convenor - Invite to interview</li> </ul>	Refs Docs			

Candidate Name: Sasha Munro Candidate Id: 435971	
<b>Chef Assistant - ML10054</b>	
<b>Department</b>	English Language Teaching
<b>School/Unit</b>	School of English
<b>Type of Employment</b>	Fixed Term
<b>Working Hours</b>	Full Time
<b>Grade</b>	Grade 4
<b>Job Family</b>	Operational & Facilities
<b>Personal</b>	
<b>Personal Details</b>	
<b>Title</b>	Miss
<b>Forename</b>	Sasha
<b>Middle Name(s)</b>	
<b>Surname</b>	Munro
<b>Contact Details</b>	
<b>Email Address</b>	sasha@yahoo.commy
<b>Address Line 1</b>	dsd
<b>Address Line 2</b>	sdsd
<b>Town</b>	sd
<b>Region</b>	sds
<b>Postcode</b>	dsdsd
<b>Country</b>	

<b>Step 2: Enter in notes/scores</b>	
Specific Knowledge and Experience	
Comments	<div style="border: 1px solid gray; height: 100px;"></div>
St A Essential 1	<input type="text" value="4"/>
St A Essential 2	<input type="text" value="4"/>
St A Essential 3	<input type="text"/>
St A Desirable 1	<input type="text"/>

<b>Step 3: Your recommendation</b>	
Recommended stage	
Invite to interview	
Additional comments	
Submitted on	
14 Oct 2014 15:44	