

## e-Recruitment Hiring Checklist

Job Title:

Job Requisition Number:

This checklist is to help you remember the key functions and steps when looking at Hiring in e-Recruitment. The checklist should be referred to once the Publication closing date has past.

The checklist is a **reminder only** and you should refer to your instruction guides for further details on each task.

Task	Training Guide reference	Task Type	Completed
<b>Pre-Selection</b>			
Identify if any applicants have applied under the Two Ticks Scheme.	Pre-Selection page 9 - 10	Mandatory Task	<input type="checkbox"/>
Attach the Two Ticks Questionnaire for your panel members to complete.	Pre-Selection page 9 - 10	Mandatory Task - If Two Ticks is identified	<input type="checkbox"/>
Ensure that you have requested your Panel Members have access to the system by emailing: <a href="mailto:e-Recruitment@sheffield.ac.uk">e-Recruitment@sheffield.ac.uk</a> Access will be updated overnight.	Not Applicable	Mandatory Task	<input type="checkbox"/>
Email your panel members to advise them they can start ranking the applicants.	Not Applicable	Reccomended	<input type="checkbox"/>
The panel members will now assess the candidates. You are able to view their comments and see who has completed the assessment process. See Selection Guide page 8			
<b>Selection</b>			
Confirm who the Panel want to Invite to Interview and which applicants have been unsuccessful.	Not Applicable	Mandatory Task	<input type="checkbox"/>
Invite agreed applicants to Interview.	Selection page 11	Mandatory Task	<input type="checkbox"/>
Notify candidates who have been unsuccessful at shortlisting stage. <i>You are able to write to applicants if you prefer.</i>	Selection page 12	Mandatory Task <i>This must be completed by commencement of the appointment</i>	<input type="checkbox"/>

Carry out the Interviews and check the applicants Eligibility to Work. Checking the evidence an applicant brings to demonstrate their Eligibility to Work is **Mandatory**. You **must** provide HR with a hard copy of the evidence provided and your completed checklist for the appointed applicant.

Record Eligibility to Work on the e-Recruitment system. You should alert HR at appointment stage if you have uploaded the evidence. If you choose to not record the ETW check you will need to send HR a hard copy of the evidence provided and your completed checklist for the appointed applicant.	Not Applicable	Optional Task	<input type="checkbox"/>
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Upload Interview record Sheet on to the e-Recruitment system.	Selection page 14	Optional Task	<input type="checkbox"/>
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#### Offer Phase

Agree candidate to be appointed and notify the candidate.	Not Applicable	Mandatory Task	<input type="checkbox"/>
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Send the relevant Work Health Assessment (WHA) Questionnaire to the candidate. Risk Jobs receive the specialist questionnaire and non-risk jobs receive the general questionnaire. If the position is working with animal ensure you also send the LAA questionnaire. Ensure the applicant completes the questionnaire(s) or the appointment cannot be offered.	Offer Phase page 8 - 9	Mandatory Task	<input type="checkbox"/>
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Complete the Request to Appoint Questionnaire. Ensure that you send HR evidence of the Eligibility to Work Check if you did not record it or the quality of evidence uploaded is poor. You must also complete the PBS1 form if a Certificate of Sponsorship is required.	Offer Phase page 11 - 12	Mandatory Task	<input type="checkbox"/>
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Notify candidates who have been unsuccessful at Interview stage. You are able to write to applicants if you prefer.	Selection page 13	Mandatory Task	<input type="checkbox"/>
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You can track the progress of the contract through Occupational Health and Human Resources on e-Recruitment via the Activities menu. See Offer Phase Guide page 15. When the Contract has been issued you can complete the Hiring process.

Set the Unsuccessful Candidates to Rejected.	Selection page 14	Mandatory Task	<input type="checkbox"/>
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Change the Status of the Job Requisition to Closed.	Selection page 16	Mandatory Task	<input type="checkbox"/>
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#### Recruitment Completed

#### Additional Optional Functions

Attaching a Document or adding a Note can be actioned at all 3 stages of Hiring.	Selection page 10	Optional Task	
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Sending the candidate an email of your own composition can be actioned at all 3 stages of the Hiring.	Selection page 13	Optional Task	
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