CorePortal User Guide E-Recruitment: Short-listing and Interview documentation and process

1.1 Introduction

For managers involved in short-listing job applicants and / or participating on Selection Boards, CorePortal provides access to the application forms of candidates, along with other associated documentation required for short-listing and interviewing.

Through the 'My Competitions' section of the E-recruit module on CorePortal, managers can access the necessary material in an electronic format.

1.2 To access 'My Competitions':

Log in to CorePortal (for step-by-step guide on how to log in, see User Guide for Staff Requisitions)

Click on My eRecruitment Self Service and this page will appear: Click on My Competitions

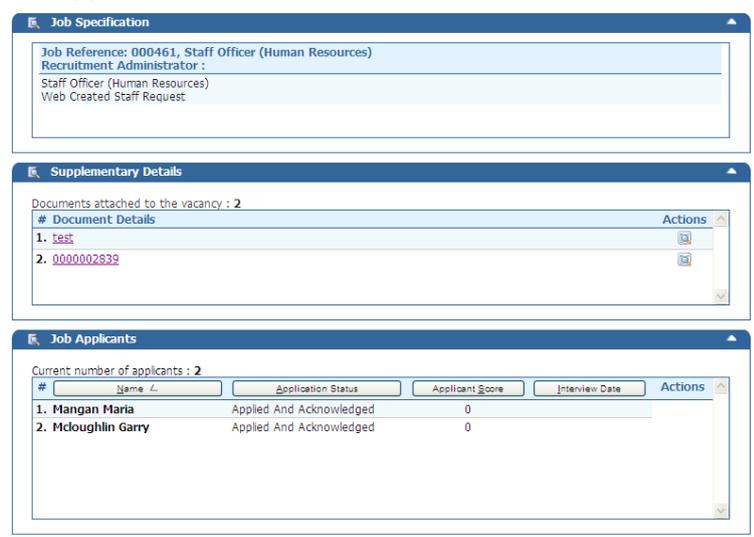This will bring you to a list of all of the competitions that you have an involvement in:

In this example, there is one competitions listed.
Double click on the Job ID Competition number:

The next screen will give you the following information

This page consists of 3 sections.

1. Detail of the Job Title and competition reference number
2. Documentation that will have been uploaded by the HR team including:
    i) The candidate brief used in the advertising of the job
    ii) A Short-listing grid (*aka Screening grid*)
3. Application forms for all applicants, including their CVs

1.3 Reviewing the applications for short-listing:

You can click on the applicants' names one-by-one and review their application and print it off if you wish.

Or you can select the 'Applicant Report' option at the end of the screen which will show all of the application forms in sequence, and you can print that if you wish – to avoid printing each one individually.

When the hiring manager has reviewed all of the applications, he/she should open and save the Short-listing grid that has been provided in Section 2 of the screen above. The grid should be completed, signed and then provided to the Director for signature. The completed Short-listing grid, with both signatures should be sent to HR Resourcing and Benefits team.

Only the hiring manager will have automatic access to the competition and applicants' details through his/her Core Portal account. Where additional managers are assisting with the Short-listing process, the HR administrator can provide access for additional named staff members to access the same detail through their CorePortal accounts for a particular competition.

On occasions where a manager may wish to review applications for a post outside of DIT premises, where he/she does not have access to CorePortal, a PDF file of the applications will be provided by HR. For data protection purposes, it is important that this pdf file is deleted once the short-listing has been carried out.

1.4   Arranging the interviews with candidates

The HR administrator will update the status of each applicant on Core E-recruit, based on the information provided on the Short-listing grid. The usual options will be:
a)   Invite to interview
b)   Regret after short-listing

Detail of the Selection board members, the interview dates and location should be provided to the HR administrator at the time of short-listing in order that the candidates can be contacted.

The HR administrator will use the Core E-recruit system to email candidates inviting them to interview, advising them of the date, time and location. Applicants that are not proceeding any further in the competitions will also be advised by email at the same time.

On occasions where a presentation or IT test or any other form of selection method is to be used as part of the interview process, this should be advised to the HR administrator with the return of the short-listing grid.

1.5   Arranging the interviews with Selection Board members

The Chair of the Selection Board will be a member of DIT management, and will receive an email advising them to log into Core Portal where they will find all of the information they will require for chairing the Interviews including:

1)   Selection Procedures document
2)   Guidelines for Interviewing

3) Various policies including equal opportunities, employment of non-EEA nationals,
4) Candidate brief
5) Completed short-listing grid
6) Interview evaluation sheets
7) Selection board report
8) Application forms and CVs of interviewees

This documentation will be uploaded by the HR administrator and will appear in Section 2 of the screen as shown above.
The Chair of the Selection Board will print out the relevant documentation in advance of the interviews, including the Short-listing grid, Interview evaluation sheets and Selection Board report.

Other internal members of the Selection Board will receive an email advising them to log into Core Portal and to print out (as per Section 2 above) the application forms and CVs. These members should read all of the related policy material, printing if they wish.

External members of the Selection Board and members of Governing Body invited to attend will receive an email advising them that the interview documentation will be provided by post / courier. An interview pack will be provided to these External members by the HR administrator in advance of the interviews.

1.6 Interview process

The interview and selection process will proceed as normal, with an evaluation form completed for each interviewee, signed by all members of the Board.

A Selection Board Report recommending a candidate (and reserves, if any) for appointment will be completed by the Chair and signed by all members of the Board.

These documents should be returned to the HR administrator along with any other notes or printed material related to the interview process.

1.7 Post – Interview

Some or all of the following post-interview checks may be required including references, Garda Vetting, verification of qualifications, and Governing Body approval.
When an offer of appointment has been approved to proceed, an email advising the successful candidate (and reserves, if any) will be sent by email through the E-recruit system by the HR administrator.
Job offer documentation will follow in the post to the successful candidate. Those unsuccessful will be notified by email through the E-recruit system by the HR administrator.

1.8 Monitoring the progress of the competitions

At any time from the closing date of the competition, up to the time of appointment, the hiring manager may review the status of the competition through Core Portal.

By looking at the 'My Competitions' section of E-recruit, he/she can see the status of each of the applicants

Initially, all applicants will have the status of 'Applied and Acknowledged'. As the competition progresses, some will have their status changed to: 'Regret' 'invite to interview' 'regret after interview' 'Offer applicant' 'Applicant accepts' 'Applicant rejects' 'Offer reserve candidate' etc

The hiring manager can see the progress of the competition through CorePortal up to the point where the successful applicant commences employment and the competition is closed.