

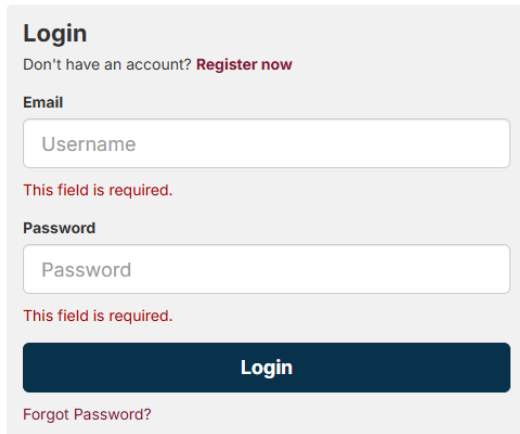
# Recruiting Manager Guidance

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# Logging In

Go to [Education Jobs South](#), enter your username and password. Click Login

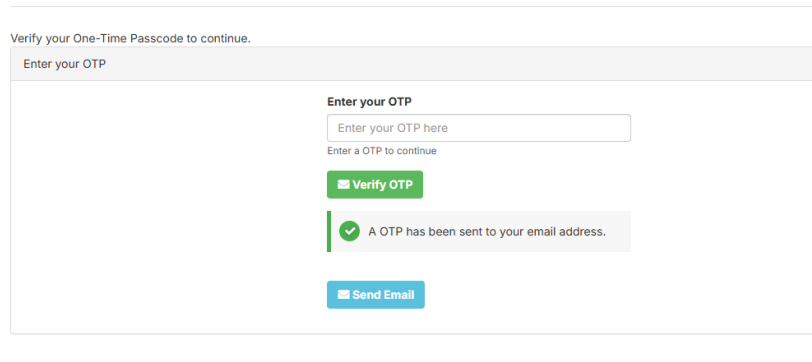


The screenshot shows a login form with the following elements:

- Login** header
- Text: "Don't have an account? [Register now](#)"
- Email** label above a text input field containing "Username". Below the field is the error message "This field is required."
- Password** label above a text input field containing "Password". Below the field is the error message "This field is required."
- A dark blue **Login** button.
- A [Forgot Password?](#) link at the bottom.

A one time passcode will be emailed to you. It may take a couple of minutes for this to arrive. If the email doesn't arrive, please check your spam folder.

## Email Verification



The screenshot shows an email verification form with the following elements:

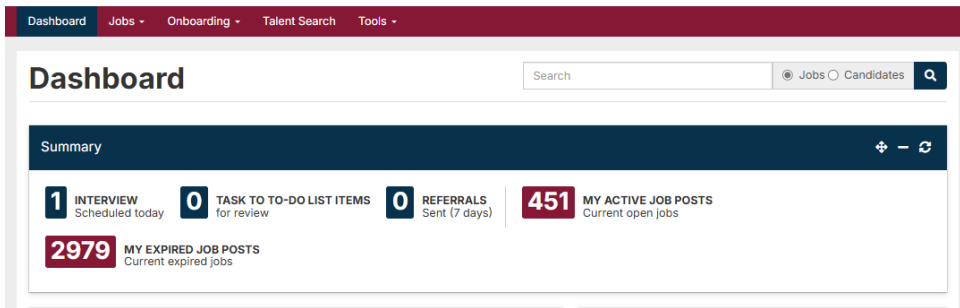
- Text: "Verify your One-Time Passcode to continue."
- Text: "Enter your OTP" above a large text input field.
- Enter your OTP** sub-header above a smaller text input field containing "Enter your OTP here". Below this field is the text "Enter a OTP to continue".
- A green **Verify OTP** button.
- A green checkmark icon followed by the text: "A OTP has been sent to your email address."
- A blue **Send Email** button.

Enter the one time passcode and click Verify OTP

If you do not have an account set up, you will need to submit a new user request using the Education Jobs South - enquiry form on our [website](#).

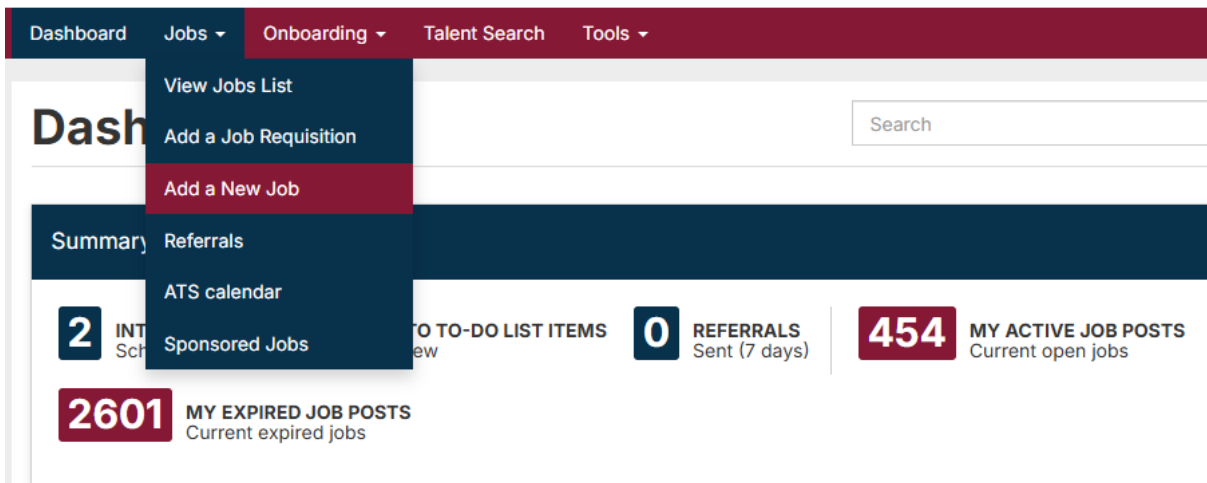
## Dashboard

When you have logged in, you will be taken to your Dashboard. From here, you can see an overview of your job vacancies.



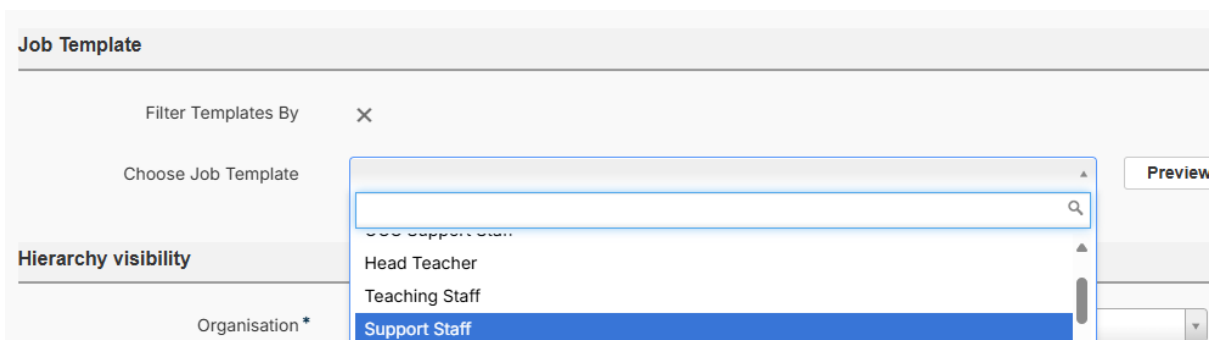
## Create a New Advert

From the dashboard page, click on Jobs, select Add a New Job



## Job Setup

Choose the Job Template relevant to the type of advert you are placing.



If your account only has access to one school, the Organisation will pre-populate. If you have access to more than one school, you need to select the relevant school.

## Hierarchy visibility

Organisation \*

Service provider EPS

Complete all the relevant fields in the Job Details section ensuring all fields marked with \* are completed

The establishment name and location will automatically populate from the school you selected in Organisation.

The salary, salary frequency, contract type, job category, phase of education, job type and establishment name and location will show on the advert.

Please ensure to list the Full-Time Equivalent annual salary for part-time employees alongside the part-time actual salary in the Salary Text field.

### Job Details

Job Title *	<input type="text" value="Test Advert 1"/>	
Job Reference *	<input type="text" value="EPSEDJOBS/747/4879"/>	
Number of Positions *	<input type="text" value="1"/>	
Job Category *	<input type="text" value="Support"/>	
Working Hours	<input type="text" value="37"/>	
Contract Type *	<input type="text" value="Permanent - Full Time"/>	
Contract Template	<input type="text" value="Optional"/>	
Contract Details	<input type="text"/>	
Salary Currency	<input type="text" value="GBP"/>	
Salary	<input type="text" value="1"/>	<input type="text" value="1"/>
Salary Frequency	<input type="text" value="Annual"/>	
Salary Text	<input type="text" value="£1 - £1"/>	
Country *	<input type="text" value="United Kingdom"/>	
Establishment Name and Location *	<input type="text" value="Test Location"/>	
Postcode *	<input type="text" value="SO23 8UJ"/>	
Job Advert Map	<input checked="" type="checkbox"/> Show Map	

Local Authority\* Hampshire

Phase of Education\* Other

Experience Level\* Not Applicable

Purchase Order

Featured vacancy (additional\* charge applies)  Non-featured vacancy

**Assign roles for this job**

Job Hiring Manager Donna Howard

**Job Notifications**

Applications notification

Notification sent to job owner when a specified number of completed applications has been reached.

## Job Application Settings

If you wish to use online applications, **DO NOT** tick Prevent online ATS Applications.

If you wish to use offline applications, tick Prevent online ATS Applications.

If you are using the online applications, the application flow has been set by system administrators, no changes are required.

**Job Application Settings**

Prevent online ATS Applications  Yes

**Application Flow**

Select Options

## Candidate Processing

The onboarding package for references has been set by system administrators and will be triggered when a candidate is invited to interview.

**Candidate Processing**


---

**Email pack**

Email pack \*

---

**Candidate / Employee Onboarding**

Onboarding Package 

---

**Animations**

Animation on hired  Enable animation

---


**Internal Feedback Forms**


Shortlist Questionnaire

Longlisting Questionnaire

---

**Interview Stage**

  Enable SMS notifications

Interview Workflow  Support

Interview Feedback Questionnaire

---

**Offer Stage**

Offers Questionnaire

## Custom Notifications

If you wish to customise notifications to candidates when they are processed, you can do so here.

**Custom Notifications**

When a candidate moves to  send an  to the following users

Pre-configured email templates are available in the dropdown below

Email Subject

**B** *i*

[Email Shortlisted Status]

## Custom Fields

These fields do not appear in the advert but can be used for reporting.

Complete all the custom fields marked with \*

The jobs board the advert will be posted to, is pre-set.

**Custom Fields - this is where you add any questions that relate to the vacancy, that you wish to report on. Note: these do not appear on job adverts.**

Replacement Type*	<input type="text" value="Please select"/>
Leaver name	<input type="text"/>
Please select your SLA type.* Please pay attention to the applicable costs depending on your SLA type. If you are unsure what contractual arrangement you have with EPS, please contact us	<input type="text" value="Please select"/>
Permission to use images in photos (Consent) - Do you have written consent from the subject or individual depicted to publish this photo/image?	<input type="text" value="Please select"/>
Permission to use images in photos (Intellectual Property Rights) - Do you have proper licensing or permission to use stock images pursuant to the relevant Intellectual Property laws?	<input type="text" value="Please select"/>
Key Stage*	<input type="text" value="Please select"/>
Suitable for a job share arrangement?*	<input type="text" value="Please select"/>
Suitable for ECT?*	<input type="text" value="Please select"/>
Suitable for Apprentices?*	<input type="text" value="Please select"/>
Is this job for multi-locations?	<input type="text" value="Please select"/>
Enter your DfE Establishment Number (4 digits)*	<input type="text"/>
Enter your Local Authority Prefix Number (3 digits e.g. 850 or 931)*	<input type="text"/>
Main subject*	<input type="text" value="Please select"/>
District*	<input type="text" value="Please select"/>
Please select the Jobs Board the advert will be posted to.*	Hampshire
Job Type*	<input type="text" value="Please select"/>

## Job Dates

Amend the start and closing dates as appropriate.

Click Next

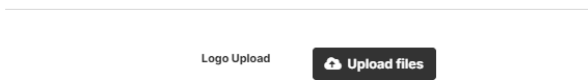
**Job Dates**

Advert Start Date *	<input type="text" value="28 Mar 2025"/>	Visible to *	Everyone
Then from	<input type="text"/>	Visible to	Everyone
Closing Date *	<input type="text" value="27 Apr 2025"/>		

Cancel finish/save and continue later Next

## Job Description

If you wish to add your school logo to the advert, you can upload it by clicking Upload files in the Logo Upload section.



The internal advert text can be left blank.

Enter your advert text into the Advert Text (external) box

You can format the text by clicking on the button, more options will appear.

**Advert Text (external)**

B i U x<sub>2</sub> A: ☰ ☰ ☰ ¶ +

x<sup>2</sup> AA A A Normal

|This is a test job advert

**Safer Recruitment**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.

**Content assistant feedback**

**Gender bias** ?

Masculine: 0, Feminine: 4.

**Reading ease** ?

Score: 62.9

**Advert length** ?

Count: 67 - The ideal word count is 601.

**Long sentences** ?

2 sentences are considered too long.

**Accessibility**

Guidance on [writing accessible content](#)

The Safer Recruitment statement has been automatically added to the advert text and should not be removed.

If you wish to attach any documents to your advert, you can upload them by clicking Upload files

When you have added all the information click Next

Upload documents: [Upload files](#)

Related job search terms

[Back](#) [Cancel](#) [External Preview](#) [Internal Preview](#) [finish/save and continue later](#) [Next](#)

The advert is now complete and will go live on the selected start date.

## View Existing Adverts

From your dashboard, go to Jobs and click View Jobs List

### EDUCATION JOBS SOUTH

Dashboard Jobs Onboarding Talent Search Tools

View Jobs List

Add a Job Requisition

Add a New Job

Summary Referrals

ATS calendar

Sponsored Jobs

0 UNFINISHED JOBS

0 TO DO LIST ITEMS

0 REFERRALS Sent (7 days)

424 MY ACTIVE JOBS Current

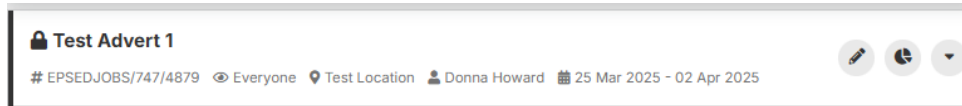
2666 MY EXPIRED JOB POSTS Current expired jobs

There are options on the left-hand side to see either Active, Unfinished (these are adverts you have started but not completed), Expired (past the closing date), Upcoming (not yet live) and Closed (these are fully completed through the recruitment process).

Job Status	
Active jobs	1 >
Unfinished jobs	6
Expired jobs	5
Upcoming jobs	0
Closed jobs	4

## Edit an Advert

To edit an advert, click on the pencil icon.

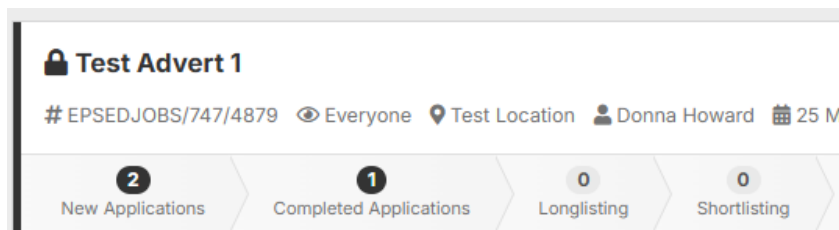


This will take you into the options that you selected when you created the advert.

## View Candidates

### All Candidates Overview

Select the job advert



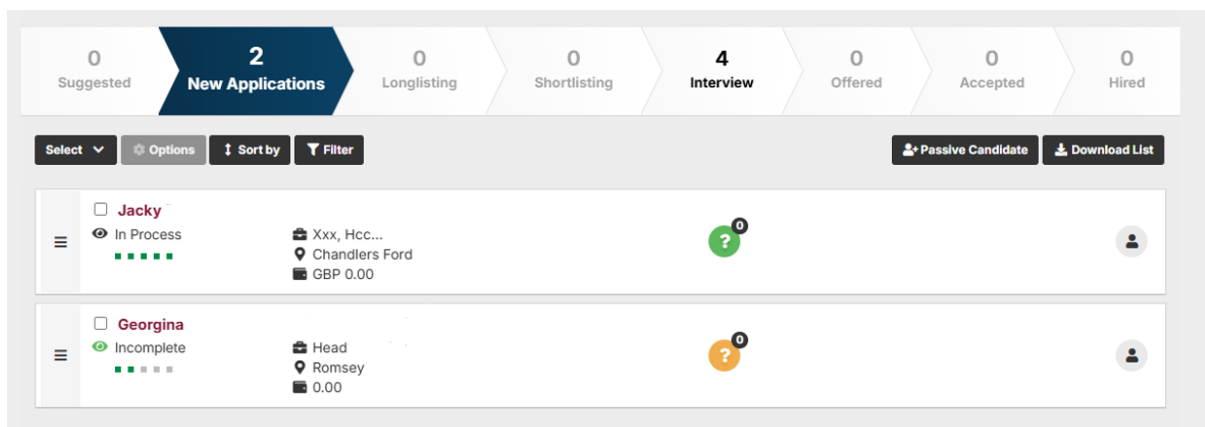
This will show an overview of the number of candidates in each stage.

The New Applications section will show the number of applicants that clicked on Apply Now on the job, but did not complete their application.

The Completed Applications section will show the number of candidates that have submitted their full application. These are the candidates you need to review.

To view candidates in various stages, click on the stage name.

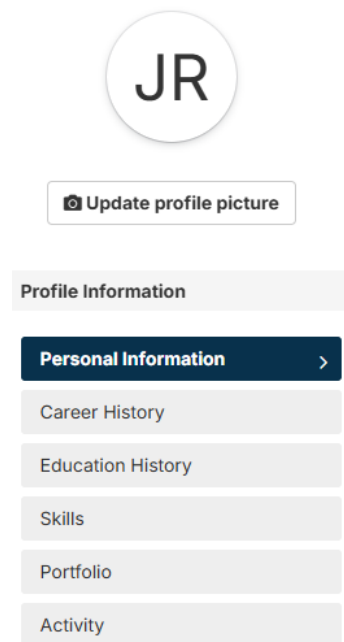
A green ? indicates the applicants that have submitted the full application. An orange ? indicates the applicants that clicked apply, but did not submit.



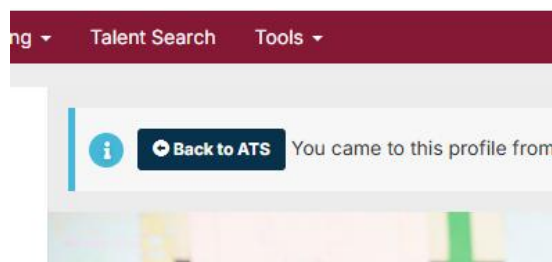
## View Specific Candidate

To view the candidate profile, click on their name.

You can then see their career and education history using the navigation pane on the left hand side




To view the application form, click Back to ATS



Click on the green ? next to the candidate and select the application form.



You can download the full candidate pack by clicking on the person icon  on the right hand side.

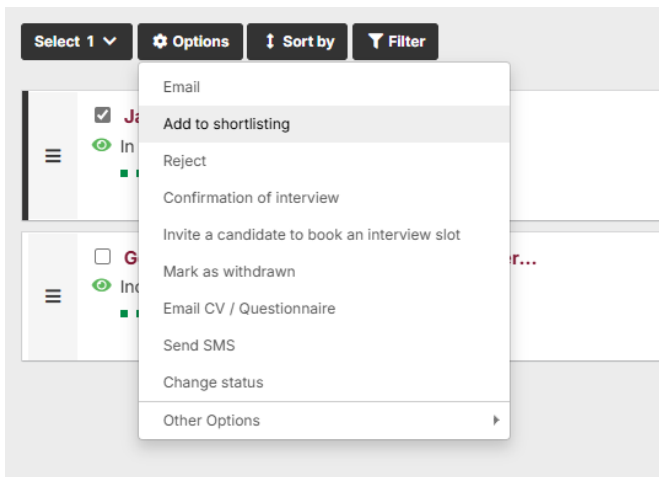
Then click the download button  in the Application Summary section.

## Application Summary [New application](#)

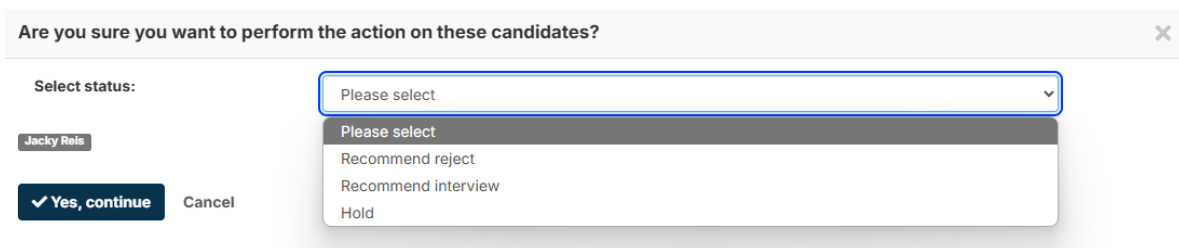
This will download their full education history, employment history and application form.

## Shortlist a Candidate

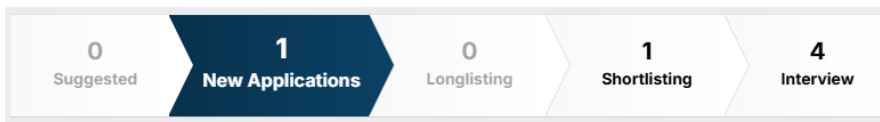
To Shortlist the candidate, from the list of candidates, put a tick in the box next to the relevant candidate name(s) and click Options then select Add to shortlisting



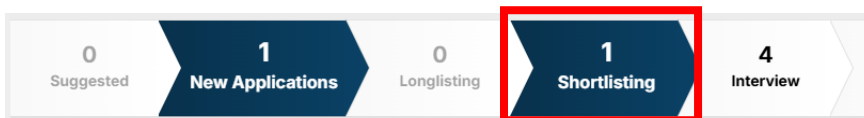
You can then select if you want to recommend a reject, or interview. Click Yes, continue



This will then move the candidate into Shortlisting

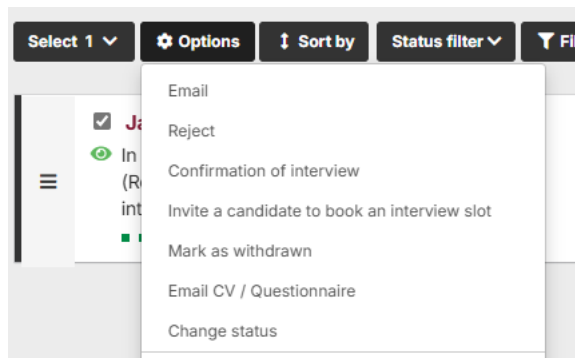


To view candidates within shortlisting, click on Shortlisting in the navigation bar

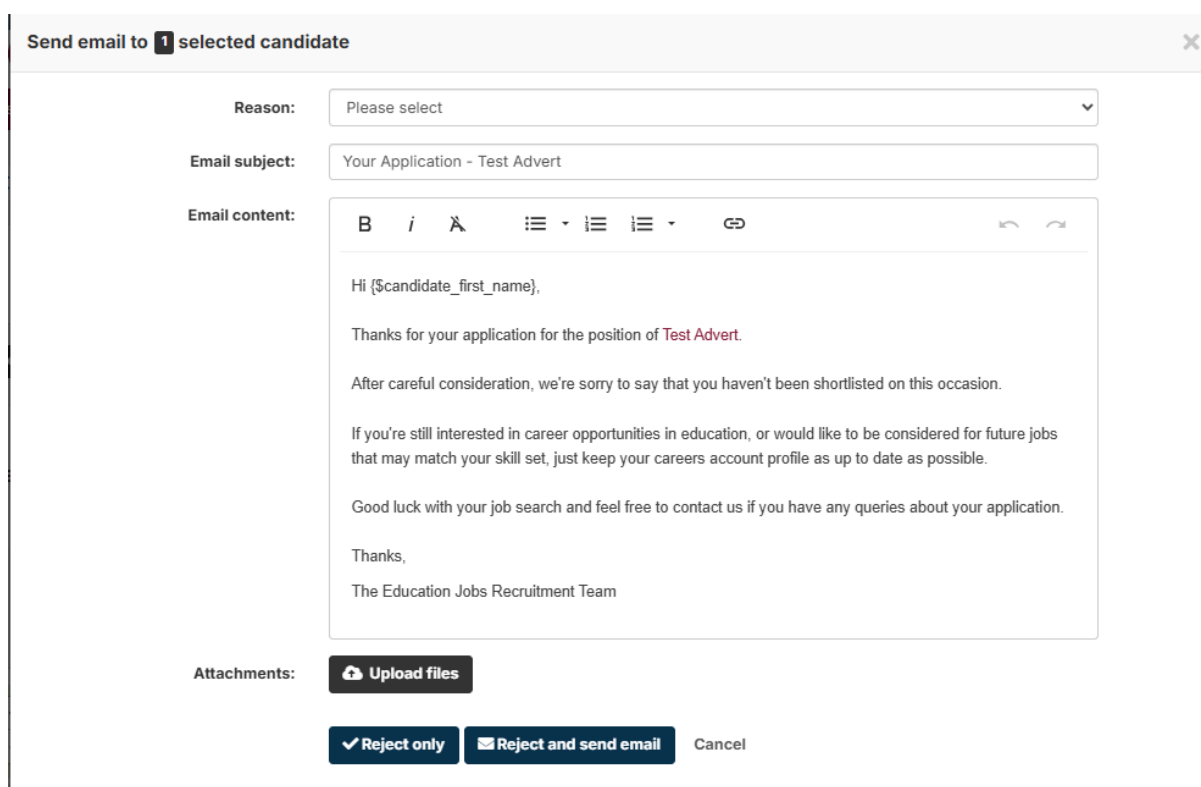


## Reject Candidate

To reject a candidate at any stage, put a tick next to their name, click Options, then select Reject.

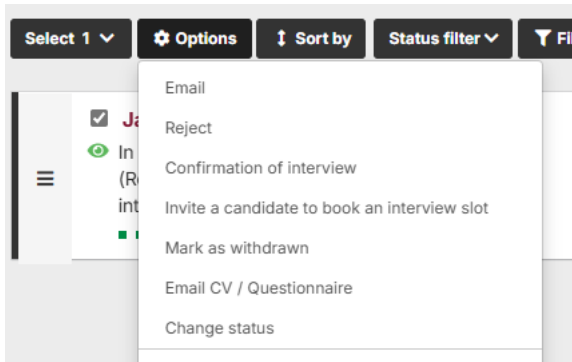


A pop-up box will appear. Select the rejection reason. Amend the email as appropriate. Click Reject and send email.

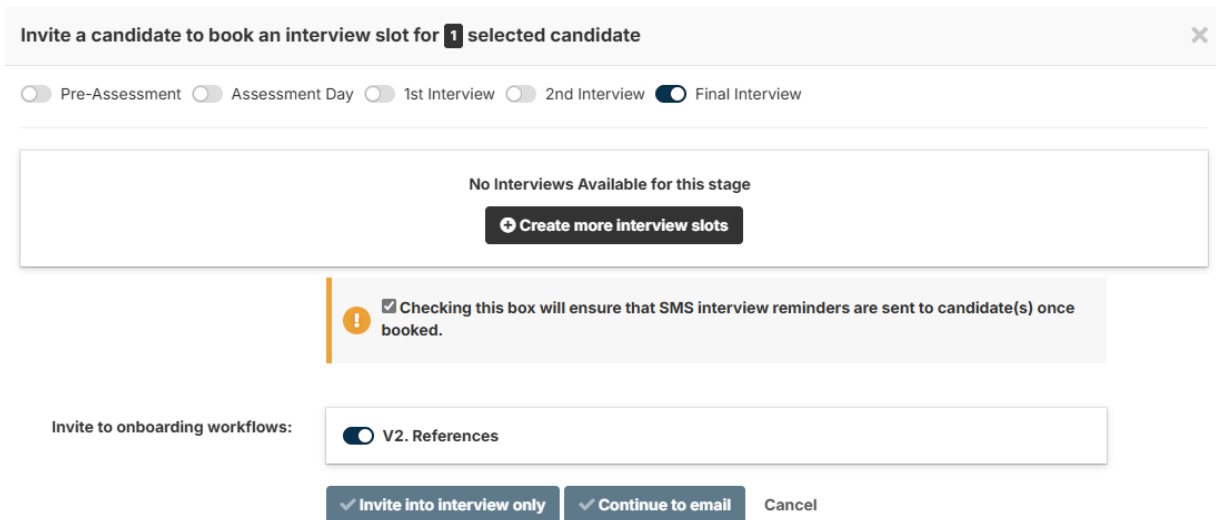
A screenshot of a pop-up box titled 'Send email to 1 selected candidate'. The box contains a 'Reason' dropdown menu with 'Please select' as the current selection. Below this is an 'Email subject' field with the text 'Your Application - Test Advert'. The 'Email content' field is a rich text editor with a toolbar and contains the following text: 'Hi {\$candidate\_first\_name},', 'Thanks for your application for the position of Test Advert.', 'After careful consideration, we're sorry to say that you haven't been shortlisted on this occasion.', 'If you're still interested in career opportunities in education, or would like to be considered for future jobs that may match your skill set, just keep your careers account profile as up to date as possible.', 'Good luck with your job search and feel free to contact us if you have any queries about your application.', 'Thanks,', and 'The Education Jobs Recruitment Team'. At the bottom, there is an 'Attachments' section with an 'Upload files' button. Below the attachments section are three buttons: 'Reject only', 'Reject and send email', and 'Cancel'.

## Inviting to Interview

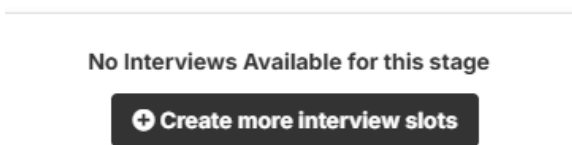
To invite a candidate to book an interview, select the candidate(s) by putting a tick next to their name, click Options, select Invite a candidate to book an interview slot.



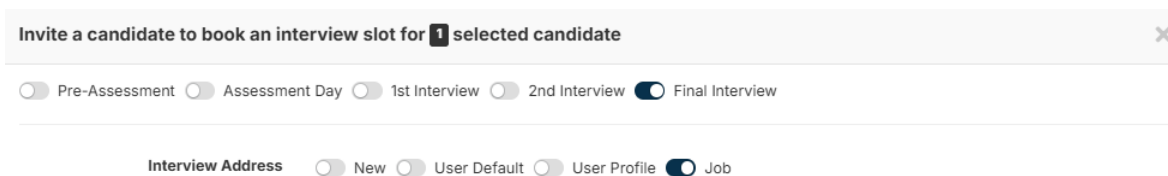
A pop-up box will appear. Select the relevant interview stage.



The system will prompt you to create interview slots at this stage. To do so, click **Create more interview slots**



You can select the address of the interviews. If you select Job, it will bring up the school address details.



You can add yourself as an attendee, and add others to the attendees

Type to search colleagues or add external attendees

- Test Interviewer
- Test Interviewer
- Test Interviewer

You can then create interviews in bulk by selecting Create Bulk Interviews

Add start and end dates, start and end times, duration of interview slots, you can exclude days or times.

Once you have added all the interview information, click Create interviews

Create a single interview  Create Bulk Interviews

Repeat Interview:

Duration:

Exclude these days:  Mon  Tue  Wed  Thu  Fri  Sat  Sun

Exclude these times:

Preview Interviews:

Wednesday, 02 Apr 2025

- From 09:30 To 10:00
- From 10:00 To 10:30
- From 10:30 To 11:00
- From 11:00 To 11:30
- From 11:30 To 12:00
- From 12:30 To 13:00
- From 13:00 To 13:30

Checking this box will ensure that SMS interview reminders are sent to candidate(s) once booked.

You will see how many interviews there are available to be booked.

**Invite a candidate to book an interview slot for 1 selected candidate** ✕

Pre-Assessment
  Assessment Day
  1st Interview
  2nd Interview
  Final Interview

---

There are 30 interview times available for this stage

**+ Add new interview slot**

!  Checking this box will ensure that SMS interview reminders are sent to candidate(s) once booked.

Invite to onboarding workflows:  V2. References

Click Continue to email.

You can amend the email text or add attachments at this point. When you are ready to send, click Invite into interview and send email.

**Send email to 1 selected candidate** ✕

Email subject:

Email content:

**B** *i* ~~A~~ ☰ ▾ ☰ ▾ ☰ ▾ ↶ ↷

Hi {\$candidate\_first\_name},

Thank you for your application for the role of **Test Advert 1**.

I'm delighted to invite you to an interview, please log into your account and use the button on your dashboard to pick a time suitable for you. If you've got any questions, please get in touch.

If you need any adjustments to be made or facilities provided to enable you to attend your interview please let me know prior to the interview so these can be arranged.

Looking forward to meeting you,

Donna Howard

Attachments:

Invite to onboarding workflows:  V2. References

Checking this box will ensure that SMS interview reminders are sent to candidate(s) once booked.

The candidate will then receive an email inviting them to log in to book and interview and another email with a link to complete the referee details.

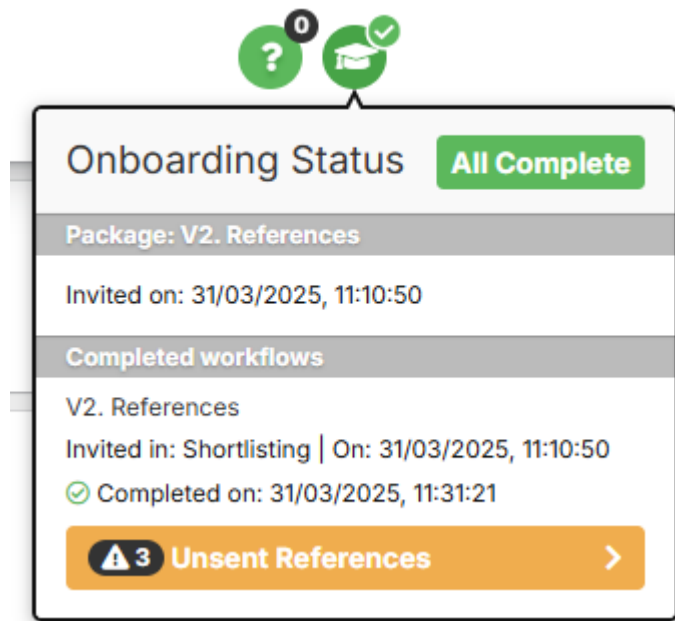
## Requesting Pre-Interview References

Once a candidate has completed the referee details you will be able to request the references.


View the candidates in the interview stage as detailed in [View Candidates](#)

When you see the candidate details within the interview stage there will be a green hat symbol showing once the candidate has completed their referee details.

Hover over the hat symbol and a pop up box will appear.



Click on the “unsent references”. This will take you to the reference details page. You can view each referee the candidate has provided. To request the reference, click Save and send to

Not sent to referee - Requires action **Required** Professional Reference 

Referee name:

Your job title here:

Your relationship to the referee:

Referee job title:

Organisation name: \*

With organisation between:

Referee contact number:

Referee email: \*   
We will send an email at this address requesting a reference check.

Referee address:

This will send the reference request to the referee.

## View Completed Reference

View the candidates in the interview stage as detailed in [View Candidates](#)

Click on the green hat symbol.

This will take you to the workflow page.

The top box will show the status of each reference request.

If the reference has been returned, the completed workflow will show as Referee Workflow.

The screenshot displays a 'Completed Workflows' section with a notification badge '3'. It contains two workflow cards. The first card, 'V2. References', is marked as 'Completed a month ago' and assigned to 'Candidate - created a month ago'. It lists three reference items: 'References' (green circle), 'Completed - a month ago' (checkmark) with a 'Reference Check' icon, and 'Sent to referee - a month ago' (checkmark) with a 'Completed by referee - a month ago' (checkmark) and 'Required Professional' status. Below this is another 'Reference' item with 'Sent to referee - a month ago' (checkmark) and 'Completed by referee - a month ago' (checkmark) with 'Required Any Type' status. The third item is 'Not sent to referee - Requires action' (orange box) with 'Optional Any Type' status. A right-pointing arrow is visible. The second card, 'Referee Workflow', is also marked as 'Completed a month ago' and assigned to 'My Manager (HRQP@hants.gov.uk) - created a month ago'. It lists 'Reference Form' (green circle) and 'Completed - a month ago' (checkmark) with a 'Questionnaire' icon. A right-pointing arrow is visible.

To view the reference, click on the arrow

## Referee Workflow

Completed a month ago

Assigned to: My Manager (HRQP@hants.gov.uk)- created a month ago

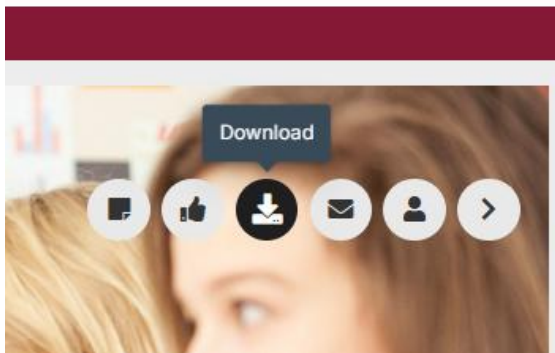
Reference Form

Completed - a month ago ? Questionnaire



That will take you into all the questions and answers the referee has provided.

You can download all references using the download button at the top of the page



## Offering Employment

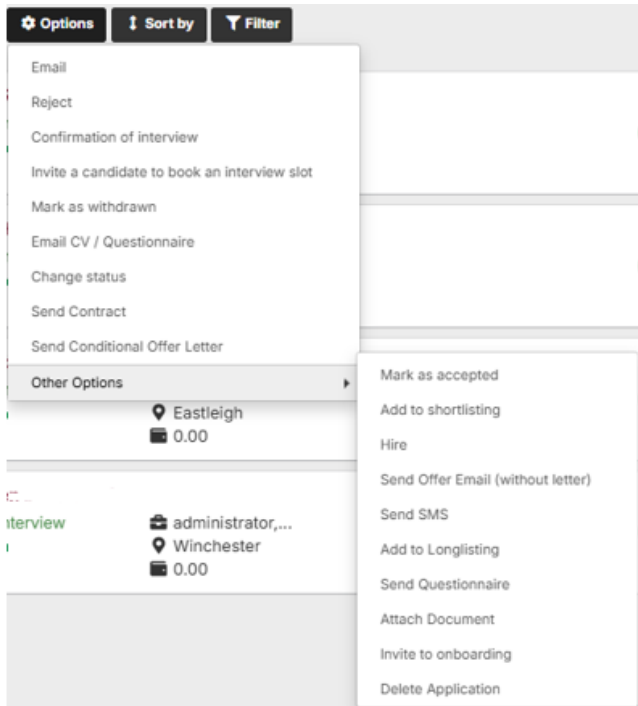
All pre employment checks following an offer of employment can be done offline using your existing processes.

## Hiring Candidate

Once you have a confirmed start date and firm offer of employment, you can move the successful candidate to Hired.

View the candidate in the interview stage as detailed in [View Candidates](#)

Select the candidate(s) by putting a tick next to their name, click Options, Other Options and select Hire



Click Hire only which will move them to the hired stage.

## Close the Advert

Once you have completed the recruitment process, go to the Jobs list, select the down arrow next to the appropriate advert. Click Close

