To sign into Jobtrain

Go to https://jobs.reading.ac.uk/jobtrain6/default2.aspx

The following screen will be shown

Username: Your email address

Password: Jobtrain01

You will be asked to update your password on first log-in. Your old password is ‘Jobtrain01’
Recruitment ATS: Jobtrain
HIRING MANAGERS GUIDANCE

The following screen will be shown

![Screen shot of Jobtrain interface](image)

The vacancies that you are managing will be shown

Click on the icon under the List column to access the full list of candidates applied

![List icon](image)

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

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

The following symbols may appear next to the names:

- **I** Internal candidate
- **** Applied to University of Reading before
- ✏️ There is an attachment to the application
Click along the tabs to view each section of the application. When the applicant has supplied a CV, this will appear on screen when you click on the CV tab.

Move onto the next candidate on the list by clicking on the list of names on the left hand side.
Recruitment ATS: Jobtrain
HIRING MANAGERS GUIDANCE

Make notes on each candidate by clicking on ‘Notes’ on the top right hand side

Click on ‘Add Note’

Type in title and notes. Then click ‘Save Note’. Please note, that if the candidate submits a freedom of information request, these notes will be included in what is given to them.

This can be viewed again by clicking on ‘Notes’ in the top right hand corner of the candidate record

Forward your feedback on each candidate to recruitment@reading.ac.uk quoting the Job reference number and your comments will be forwarded to the Selection Panel to take into consideration at shortlisting.

Ends