Online Panel shortlisting

Go to https://jobs.reading.ac.uk/AzureAD365/
We would recommend using the latest version of Internet Explorer or Google Chrome.

The following screen will be shown

Click on ‘Sign in using Microsoft 365’

The following screen will be shown
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Enter your @reading.ac.uk email address

Then click ‘Sign in’

The following screen will be shown:

Enter your @reading.ac.uk email address and University log-in password

The following screen will be shown:

The vacancies that you have been given access to will be shown here.

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

1. **Internal candidate**
2. **Applied to University of Reading before**
3. There is an attachment to the application. If a candidate has this next to their name, it is important to go into the Documents section on the right hand side of the screen.

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.
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To record your feedback on the application, click on Panel Shortlist Form on the left hand side of the page:

The following screen will appear for the candidate you are reviewing:

Go through the form writing comments where required and attach a score to each criterion as follows:

0 = Failed to meet requirement; 1 = Meets requirement; 2 = Well exceeds requirement.

**PLEASE NOTE:**

*Comments on each application must be recorded in the system so there is a record of the feedback in the event of a query from a candidate. If requested, the comments recorded in the system will be shared with the candidate, so please bear this in mind when commenting on the applications.*

*The scoring is a tool for the Panel members to help sort applications from one to another and it is a suggested scoring system only.*
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When completed, click ‘Save’ in the top right-hand corner and the total score will appear in the box next to ‘Result’ at the bottom.

Click Close to come out of this form.

Move onto the next candidate on the list by clicking on the list of names on the left-hand side and repeat the process above for each application.

Once all members of the Panel have completed the shortlisting, the icon under Shortlisting Score will change from red to green and the TOTAL score given to each candidate will be shown on the list of candidates:

Discussions can take place at the Shortlisting Meeting and Panel members can make amendments to their scores or comments by logging into their own Jobtrain account if required.

A comparison of the total scores can be accessed by clicking on the green icon under ‘Shortlisting Score’.
The following screen will appear:

To compare comments given by each Panel member, click on Compare Shortlisting Forms and the following screen will appear:

**PLEASE NOTE:**

*In addition, for each candidate there is an option to provide a star ranking. Whilst this isn’t mandatory to use, please be aware that once a star/s is selected we can’t remove them, and this information could be made available to candidates if they dispute a decision.*
To confirm the shortlisting decisions, change the status of each candidate:

To reject a candidate at this stage, change the status to **Recommend Shortlist Reject**

To shortlist a candidate for interview, change the status to **Recommend Shortlist for Interview**

**PLEASE NOTE:**

*Any changes to a candidate’s status should only be made by the Chair once shortlisting is complete, or their delegate.*

When the status is changed, the system will generate the following ‘Update Status’ box. Click ‘Confirm’ and it will take you back to the list of candidate names.

When a candidate status is changed to ‘Recommend for shortlist’ a notification will appear in the HR administration section of the ATS. The HR Coordinator will then ensure the interview details and panel members are logged on the ATS and send interview invitations to the shortlisted candidates.

The HR Coordinator will also send emails to the candidates not shortlisted, so they have an update on their application.
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END OF PROCESS