Interview Outcomes and Starter Form

Please note: This process does not replace any conversations you should have with candidates. You should still verbally offer the job to a candidate, as well as discussing things such as start date, salary etc.

1. Following the interviews, reasons for your decisions on each candidate interviewed needs to be recorded.
   Log into Jobtrain and Hover over the job you wish to view the candidates for until its borders become green and click on it.

   ![Jobtrain screenshot](image)

   This will display a list of all candidates that have applied for the role.
   If you want to filter the list of candidates to show just those invite to interview, then click ‘Search/Filter’

   ![Search/Filter button](image)

   You will then bring up the options to search or filter on

   ![Search filters](image)

   Click on ‘Application Status’ to open the drop down and select the appropriate status (e.g. “Invited to First Interview”) and then either click out the box or the arrow to close the list.

   Then click search under ‘Candidate type’.
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2. Tick the candidate you want to enter interview outcomes for.

Then select ‘Assess’ on the left hand side to open the drop down and click ‘Interview Outcomes Form’

The below form will then open for you to record your decisions following the interviews
In the text box, type in your comments and click save to exit the form.

**Please note:** the content of this record could be shared with the candidate if requested, so please write the feedback in a way in which you would be comfortable for the candidate to read it and is related to the Job Description and Person Specification.

Repeat this for all remaining candidates invited to interview.

If you need to view your comments again, you can access them through the same route outlined above to access the form again.

3. Next to confirm the interview decisions, the statuses for the candidates need to be changed.

To reject a candidate at this stage, change the status to **Recommend Unsuccessful Following Interview**

If you have reserve candidates, change their status to **Reserve**

To appoint a candidate, change the status to **Request Offer (+ Email to HR)**

If your offered candidate then declines your offer, you have access to update their status to **Candidate rejected offer**.

**Please note:** Any changes to a candidate’s status should only be made by the Chair once shortlisting is complete, or their delegate.
On the main candidate list, tick the candidates you wish to change the status for and click on the downward arrow next to ‘Change Status to’ and select the appropriate status as below.

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

**Please note:** you no longer need to add comments in the notes box

4. For the successful candidate, we also need the starter form completed once a salary and start date has been agreed.

   On the main candidate list, tick against the appropriate candidate and select ‘Make Offer’ in the left hand menu to open the drop down and click ‘Starter Form’
The below window will then open and you need to complete as many of the fields required by the Hiring Manager.

Those in red are mandatory fields, the other fields will be relevant to the particular job role you are offering.

The information being populated feeds into the offer letter and contract sent to the successful candidate.

If a Tier 2 CoS or other important information needs to be noted, this can be made here in the below box.
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From the status change in step 3, a notification will go to the HR team to complete the remainder of the Starter Form and for the offer to be authorised and generated for the successful candidate.

Please inform the HR Coordinator, that you’ve changed the statuses and they will email the candidates who haven’t been successful at interview, unless you tell them that you wish to contact the candidates directly.

Please note: HR Coordinators won’t contact any candidates listed as reserves and we advise that the panel contacts any candidates in this position to ensure they are kept in loop with their application status.

You can check the status of your candidate’s offer at any time by logging back in to Jobtrain. A status of “Onboarding Started” means the contract has been sent to the candidate.

A status of “Onboarding Complete” means the candidate has accepted their contract and the paperwork is being processed by HR Operations.

[END OF PROCESS]