

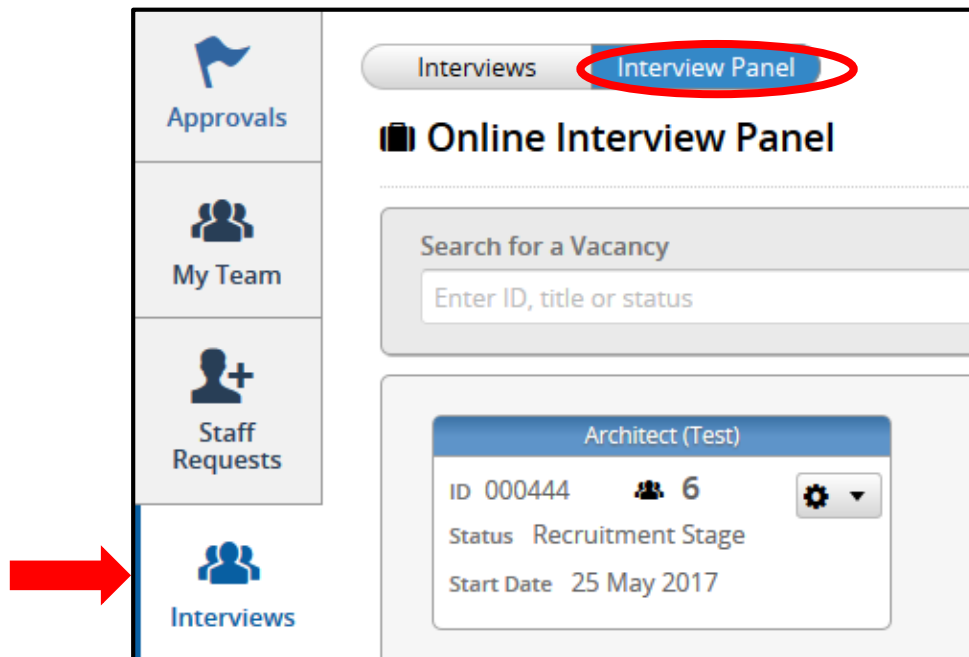
eRecruitment Interview Panel Guidelines

All documentation and applications relating to recruitment competitions can be accessed through [Employee Self Service](#) (ESS). Please see below the steps involved in accessing the required documentation:

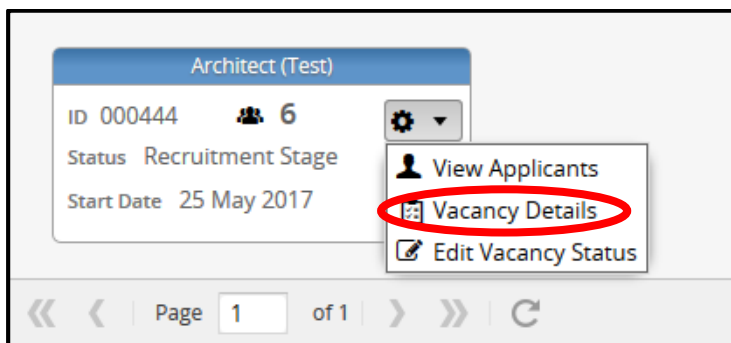
1. Log on to [ESS](#) using your standard network log-in details. Go to **Dashboards >> Manager Dashboard** at the top of the screen.



2. On the left hand side, select the **Interviews** tab, then select the **Interview Panel** button. Here you will see the posts for which you are a board member.



3. To access the applications and documentation, select **Vacancy Details** from the dropdown menu.



4. Select the **Documents** button at the top of the screen and the required documents will be listed as below.

Vacancy Details: Architect (Test) - 000444

Job Description Documents

Documents + Add

Document Name	Filename	Filesize (KB)	Actions
1. Shortlisting Memorandum	Shortlisting Memo.doc	39.50	⚙️
2. Job Description_Test_Architect	TEST_job spec_Sample testPurposes.d...	11.40	⚙️
3. Merged Applications	000444_build_interview_pack.pdf	401.80	⚙️
4. Shortlisting Scoresheet	Shortlisting - Definitive Score Sheet.doc	219.50	⚙️
5. Shortlisting Summary Report	Shortlisting - Summary Report.docx	41.20	⚙️

(i) Shortlisting Stage

The following shortlisting documentation should be found under this tab:

- Shortlisting Memorandum – outlining the instructions for the panel
- Job Description
- Merged Applications – all applications merged into one single PDF document
- Shortlisting Scoresheet – including the names of all applicants
- Shortlisting Summary Report

(ii) Interview Stage

The following interview documentation should be found under this tab:

- Interview Schedule
- Job Description
- Shortlisted Applications – shortlisted candidates' applications in one single PDF document
- Selection Board Report

5. To view each document, select **View Document** from the dropdown menu which will open the document in Word or PDF format. Once opened, the documents can be downloaded and saved to your computer.

Documents + Add

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View Document
Delete
View Text

6. GDPR and Data Protection Law Compliance

Documentation relating to recruitment processes must not be circulated beyond the agreed members of the selection board. Please ensure you do not download or access the documentation on any mobile device/USB key/home computer unless it is encrypted. If hardcopies of these documents are printed, they should be safely and securely stored at all times until the recruitment process is complete. Once the recruitment process has concluded, please ensure to delete any electronic copies of documentation relating to the process which you may have downloaded and stored on your computer. Hardcopies of documentation relating to the recruitment process should also be shredded confidentially when the process is complete.