E-Recruitment User Guide:

Hiring Manager - Interviews
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1. Introduction

Following the completion of the interview process, the manager responsible for a vacancy can record the outcome of the interviews online.

Interview questions and the responses to them are saved in an online form that can be used to record the decision of the interview panel and provide feedback to candidates on their interview performance. Candidates are then advised of the decision of the interview panel by Human Resources.

The Council’s online recruitment site is provided by WCN (World Career Network) and their product is referred to as WCN ATS (Applicant Tracking System).

The following pages give a step by step guide in how to record the outcome of interviews and update the status of a candidates application online using WCN ATS.
2. Login to WCN ATS and Select your Profile

The link to access WCN ATS is available on Inform. Clicking the link on the ‘Popular Tasks’ page will take you to the login screen as described in the previous User Guide (Creating a Vacancy). To record the outcome of interviews, select the ‘Hiring Manager’ profile. To do so, click on your username in the top left and select ‘Change Profile’ from the menu or select ‘Misc’ from the left hand menu and click the ‘Change Profile’ option:

The following screen will display a list of the user profiles available to you. Select the ‘Hiring Manager’ profile and click the ‘Change Profile’ button to select the appropriate profile:

To change profiles click on your username and select ‘Change Profile’ from the drop down menu

Or click ‘Misc’ and select ‘Change Profile’ from the drop down menu

Select ‘Hiring Manager - Shortlisting’ and then click the ‘Change Profile’ button
3. Recording Interview Details

3.1 Entering Interview Questions

Interview questions can be added when the ‘Create a Vacancy’ template is completed (see the ‘Hiring Manager – Creating a Vacancy’ user guide). To enter interview questions at a later time select ‘Vacancies’ then ‘View All Vacancies’ from the main menu and select the appropriate vacancy from the list. Alternatively, if you have already accessed your vacancy a shortcut menu will appear that displays a list of recently accessed vacancies. You can also select your vacancy here:

You will then see the vacancy summary screen. The tabs available (Details, Description etc) contain the information completed when the vacancy was created. Click the ‘Description’ tab to enter your interview questions:
Then click to make the form active. Scroll down the form to ‘First Round Interview Questions’. Select yes to the question ‘Are you ready to set your first round interview questions?’:

Select the number of questions from the drop down menu (up to a maximum of six):

You will then be able to enter your interview questions. These questions will then appear on a screening form that you can complete when the interviews have taken place (as described in Section 3.3):
When you have entered the questions scroll to the bottom of the form and click Save to save your interview questions.

3.2 Processing Applications

When interviews have taken place the manager who created the vacancy is responsible for moving the candidates through the remaining stages of the workflow (confirmed...
attendance at interview, selected for rejection, selected for verbal offer etc). This can be done by updating the status of the candidates individually or in bulk.

To update the status of an individual candidate, view the vacancy as described in Section 3.1 and select ‘View All Applications’ from the ‘Applications’ tab or the link next to the appropriate candidate status:

To view an application, either double click on the application you want or highlight it and click ‘View’:
Click [Attended Interview] to confirm that the candidate attended the interview. You will now have further options to update the candidate’s application, including completing interview feedback:

Alternatively, from the list view highlight all candidates using the 'Selected' button and choose 'progress application' from the 'Status' menu:

You will be advised of the status you are moving the applications to (in this case 'confirmed attendance at first interview'). Click [Confirm] to complete the task (this may take a few seconds to complete):
The status of all selected applications will have been updated:

This method is particularly useful when dealing with high numbers of applications.

**3.3 Entering Interview Feedback**

After updating the status of the applications, follow the process for viewing an application as described in Section 3.2. You will then be taken to the candidate’s application summary. You will now be able to record interview feedback for the candidate.
To record interview feedback, click the 'Interview Feedback' button to launch the interview feedback form:

The form will contain the interview questions that were created earlier in the recruitment process (see Section 3.1). You will be able to give a rating and make a note for each question:

When the form is completed, select the appropriate outcome for the candidate from the drop down menu (Progress to Next Stage or Reject) and click 'Submit' to save the content:
If you have more than one candidate to update, you can move to the next candidate by using the **<< Previous** and **Next >>** buttons on the right and left hand sides of the screen:

Click **‘Submit’** to save content

Select outcome of interview

**Click the Next (or Previous) button to move to the next candidate**

Continue until you have recorded the interview feedback for each candidate. If you want to return to the list view select **from the on screen options.**
4. Selecting and Rejecting Candidates

The final step is to determine which candidate(s) will be offered the post and which candidates will be unsuccessful. This can be done for each individual candidate or in bulk (as described in Section 3.2).

To select a candidate from the list view, either double click on the application you want or highlight it and click ‘View’. To confirm the offer of a post to a candidate click

**Select for Verbal Offer**

Click ‘Select for Verbal Offer’ for the chosen candidate(s)

Please note there is no communication with the successful candidates via WCN ATS at this stage. Successful candidates should be notified of the outcome verbally by the manager or Human Resources. Candidates will receive written confirmation of the offer and other correspondence (contract of employment etc) from Human Resources.

As before, you can move to the next candidate by using the << Previous and Next >> buttons on the right and left hand sides of the screen:

Alternatively, to select candidates in bulk, from the list view highlight the candidates you want to select and click **Status** and select ‘Other Status from the options available. This is used rather than ‘Progress Application’ as there are a number of stages a candidate can be moved to following interview (on hold, selected for next stage etc):
When you have clicked ‘other status’ you will be given a list view of all the various stages of an application. Scroll down the list and select the appropriate stage (e.g. ‘Selected for Conditional Verbal Offer After First Interview’):

Click 'Status' and select ‘other status,’

Click 'Change Status' to confirm the action.

To reject a candidate from the list view, either double click on the application you want or highlight it and click ‘View’. To confirm the rejection of the candidate’s application click 'Selected for rejection after first interview'.

Alternatively, from the list view highlight all candidates and select ‘reject application’ from the ‘Status, menu:'
You will be advised of the status you are moving the application to (in this case ‘Selected for rejection after first interview’). Click [Confirm] to complete the task (this may take a few seconds to complete):

The status of all selected applications will have been updated. Finally, contact your HR support to advise that you have completed the rejection of candidates. HR will contact the unsuccessful candidates to advise them of the decision.