E-Recruitment User Guide:

Panel Members
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1. Introduction

When a vacancy is advertised the manager responsible for the vacancy will identify one or more additional officers to assist with the candidate screening process. The officer(s) will view the submitted application forms and give their opinion as to whether the candidates are suitable to progress to the next stage of the selection process. This approach ensures that there is no individual bias when screening candidates. Where possible, it is recommended that a gender balance is considered when selecting the officers to be involved.

This exercise (short-listing) is based on the Council’s Competency Framework which is available on RCT Source under ‘My HR Knowledge Bank’. When a vacancy is advertised the responsible manager will identify up to 6 competency statements from the person specification relating to the post being advertised. Candidates are then expected to provide evidence as to how their experience, qualifications etc meet the competencies identified.

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 members of the short-listing panel can view applications by logging-in to WCN ATS and use the electronic screening form to give their opinion of each candidate. The manager responsible for the vacancy will then use this information to determine which candidates progress to the next stage of the screening process.

The following pages give a step by step guide in how to screen candidates 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:

By default your username will be your network username and the initial password is ‘Password1’ (this can be changed when you login for the first time).

Most users will have a number of user profiles attached to their username. These profiles have different levels of access that enable users to carry out various tasks during the recruitment process. To view and screen applications for vacancies for which you are a member of the short-listing panel you need to ensure you select the ‘Panel Member’ 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:

Logon to the system using your RCT network user ID initial password of ‘Password1’

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

If when clicking ‘Change Profile’ you don’t move to the above screen, that means you only have one user profile available.

3. Viewing Applications

To view application forms, select ‘Applications’ from the left hand menu and click ‘View All Applications’:
You will then see a list view of all applications that are currently available for screening. It is important to remember that users have access to applications the moment they are submitted – you don’t have to wait until the vacancy closing date has passed to begin screening. This can be particularly useful when a vacancy has a large number of applications:

The view on the above screen can be customised by the user to show a variety of information. WCN ATS includes pre-defined views (Public Views) and allows users to create their own (Private Views). The Public Views include 2 that are specific to the screening process:

**Application Screening – All Fields:** This view shows the maximum of competency statements (6) and maximum of panel members (5)

**Application Screening – Comments Only:** This view shows a Comments field for the maximum of panel members (5).

The view can be selected by clicking the drop down menu in the middle of the screen and choosing from the available options:
When you have selected the view you want you can customise it by clicking the icon. This will display a pop up window where you can hide/add/remove the fields that are displayed on the screen:

To save the new layout, click the ‘Save Options’ tab and give the new layout a name. This new layout will then be available under ‘Private Views’ as described above.
To view a candidate’s application, highlight the candidate you want to view and click ‘View’:

4. Screening Applications

You will then be taken to the candidate’s Application Summary. Some data on this screen is anonymised to comply with the Council’s Equal Opportunities Policy. Details of forms...
completed by the candidate and other members of the short-listing panel can be viewed in the ‘Application’ Section. The application form completed by the candidate will be available from the link titled ‘General’ or Disclosure’, depending on the type of application form chosen for this vacancy. Alternatively, if the candidate applied offline, you can view a PDF of their application form by clicking the link titled ‘Upload Paper Application’.

If other panel members have completed screening an application, you can view their comments by clicking the link titled ‘Screening Feedback’.

When clicking a link to an application form the form content will appear on a tab below the ‘Application’ section (if a candidate has applied offline this is where the PDF of their form will be available):

A new tab will appear containing selective application form details
The new tab will contain all relevant data for short-listing purposes (competency evidence, education history, employment history etc):

Scroll down through form to see all information

Should you wish to view a hard copy of the form click the ‘Print’ button to print a PDF or HTML version of the form (these can also be saved to your pc):

If a hard copy of the form is required click the ‘Print’ button

You will then be able to print the format of your choice:
When you have reviewed the candidate’s application you can record your opinions via a screening form. This form allows you to give your opinions as to whether the candidate has provided sufficient evidence that they have met the competency statements and record any other comments that may be useful to the screening panel. To launch the screening form, click the ‘Screening Form’ button:

A ‘PDF’ will be generated that can be printed or saved.

The form will contain the competency statements and the responses of the candidate. Select the appropriate rating (met, partially met or not met) from the drop down menu:
On the evidence provided, select the appropriate ‘Rating’. Repeat for all other competency statements.

The form also contains a comments box that can be used to record information about your opinion of candidate’s application e.g. select for interview, reject candidate or any other relevant details not related to the competency statements (qualifications, experience etc).

When you have completed the form click the Submit button to save the content:

Scroll down and add comments that will assist when viewing screening results in table form

When complete click ‘Submit’

If you have more than one application to screen, you can move to the next candidate by using the Previous and Next buttons on the right hand side of the screen:
Alternatively, to return to the list of candidates select ‘View All Applications’ from the left hand menu:

Depending on the layout you have chosen (as detailed in Viewing Applications) you can view a layout of your comments and others completed by the short-listing panel:
Panel members should continue to login to WCN ATS on a regular basis to screen applications up to the vacancy closing date. The manager responsible for the vacancy will then select or reject candidates based on the comments of the panel.