



Civil Service Resourcing - Recruiter Guidance  
**Version 01**

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## Introduction

The purpose of this guide is to assist recruiters successfully progress candidates through the selection process on line using the full e-Recruitment system and help vacancy holders successfully fill their vacancies.

As a recruiter it is your responsibility to ensure the vacancy is administered correctly and candidates are treated fairly and appointed on merit.

Included in this guide are step by step instructions at each stage of the selection process, from publishing the vacancy, selection, and extending an offer.

The guide must be adhered to in conjunction with your internal departmental policies and procedures.



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## Vacancy holder and panel member access

**Important Notice:** If you administer recruitment on behalf of **Ministry of Defence** or **Department for International Development** vacancy holders are not required to register as an authorised user. These departments use a 'single Sign on' feature whereby they access CS Jobs directly via your own HR systems, without the need for a separate username and password.

Vacancy holders and selection panel members must have access to CS Jobs to raise a vacancy online and progress candidates through the selection process.

**The Access Request form can be found [here](#)**, which they need to complete and send to CS Resourcing System Support Team (SST) at [sst.csr@csresourcing.gsi.gov.uk](mailto:sst.csr@csresourcing.gsi.gov.uk). SST will then email them their username and password.

If the vacancy holder did not grant access to their panel members whilst raising their vacancy you can add them. For guidance on how to add panel members go to page 10.

**Note:** Panel members should be given access to the vacancy **before** it is advertised, once 'live' you **cannot** add or remove panel members until after the closing date.

If you try to grant access and identify they are not registered as an authorised user you must ask them to complete an Access Request form for Vacancy Holders.



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## Publishing a new vacancy

Important things to consider before reviewing and publishing a vacancy:

### Business/budget approval

Before you can advertise vacancies you must obtain a copy of the vacancy approval from the vacancy holder.

### Civil Service Resourcing Vacancy Filling Scheme (VFS)

Ensure the Vacancy Filling Scheme guidelines are adhered to:

**Stage 1\*** – Internal, level moves

**Stage 2** - Exclusive 10 day period for surplus staff in all departments at their current grade

**Stage 3** - Vacancies advertised to staff in all departments and accredited Non Departmental Public Bodies (NDPB), regardless of grade

**Stage 4** - External recruitment

\*This is not a compulsory Stage.

Departments can advertise at Stage 1 on promotion or at Stage 3 on level transfer where there is an exceptional business need and approval has been granted. You should obtain a copy of the approval.

**In exceptional circumstances** due to specific business requirements the vacancy holder can contact the Civil Service Resourcing Exemption Team who can give approval to bypass Stage 2 or advertise Stages concurrently, they can be contacted by email: [stage2exemptionrequests.csr@csresourcing.gsi.gov.uk](mailto:stage2exemptionrequests.csr@csresourcing.gsi.gov.uk)

Responsibility for contacting the Civil Service Resourcing Exemption Team will vary in departments, please refer to your internal guidance for confirmation.

### Establish the selection process and timeline

Contact the vacancy holder to establish what their selection process is e.g. test, sift, interview, assessment etc and agree a manageable timeline for each stage.

It is best practice to give candidates five working days to prepare for an interview/assessment so you should take this into consideration when agreeing dates for the selection process.

Within the advert include the selection dates to allow candidates to plan ahead.

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## External advertising

If you are advertising a Stage 4 vacancy and the vacancy holder would like to use external media you may be required to source media recommendations and costs or work with a third party supplier who will do this on their behalf.

Once you have sourced the appropriate media prior to booking ensure the vacancy holder has approved the advert content and costs.


Make sure you inform the vacancy holder of the timescales that are dictated to you by the media sites as it could impact on their recruitment timeline.


## Review online vacancy template

It is important that you review the advert content prior to publishing the vacancy.

## Hints and tips when editing/reviewing the online vacancy template:

Mandatory fields are indicated by an asterisk (\*).

The 'people' icon  denotes fields that will be displayed to applicants within the advert.

The  icon is the vacancy updates page, which must be complete prior to advertising.

A vacancy cannot be activated until all of the mandatory fields have been completed.

**Do not use the back button** within CS Jobs as connection can be lost and there is a possibility you will lose the data you are entering online.

The system has a 60-minute timeout built in for security purposes. If you are not able to complete the vacancy template within this time, you should save the vacancy details by clicking the 'confirm' button at the bottom of the template. You can return to the vacancy template at any time and complete the outstanding fields.

Always use your mouse to 'click' on the relevant information when selecting from the drop-down options rather than the scroll button; this will ensure the correct value is selected.

To paste information into free text fields you will need to use the keyboard shortcut Ctrl+V as the ability to right click has been disabled for security reasons.

**So it is easier for you to edit/review the online vacancy template it is recommended you have the following information to hand:**

- the relevant pay scales
- the [Civil Service Competency Framework](#)
- authorisation to advertise

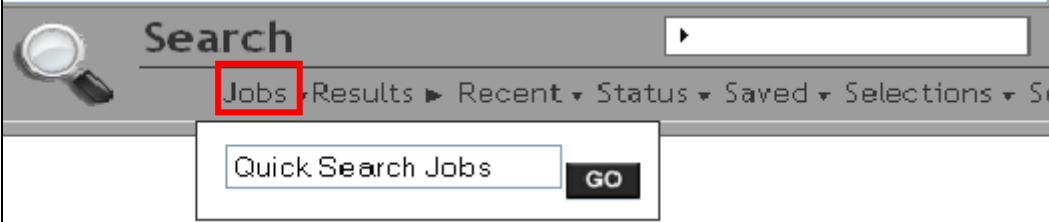
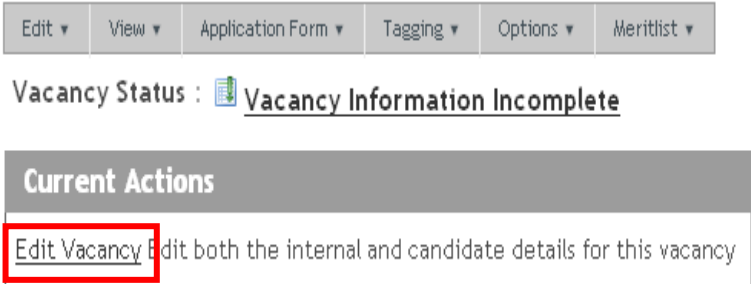

- details of the agreed selection process and timeline

### Further help:

If you experience any technical problems with the system contact CS Resourcing System Support Team (SST) by email [sst.csr@csresourcing.gsi.gov.uk](mailto:sst.csr@csresourcing.gsi.gov.uk).

SST's opening hours is Monday to Thursday 8:30am to 5:00pm and Friday 8:30am to 4:30pm and they have a 48 hour turnaround time.


### Follow the guidance to edit/review the vacancy template:

Step	Action
1.	Logon to CS Jobs with your username and password – the homepage will appear.
2.	Click on 'Jobs' and enter the vacancy reference number in the free text box. <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div>
3.	Click on 'Edit Vacancy' and review the advert content updating where applicable. <div style="border: 1px solid gray; padding: 5px; margin: 10px 0;">  </div> <p><b>Note:</b> It is recommended that you review the following information:</p> <ul style="list-style-type: none"> <li>• Essential and desirable criteria</li> <li>• Salary matches grade</li> <li>• Competencies</li> <li>• Selection process and dates</li> <li>• Contact details</li> </ul> <p>Once you are happy the advert content is correct click on 'Confirm' to return to the vacancy overview page.</p>
4.	Click on the  icon to open the updates page, which can be found on the right hand side of the vacancy overview page.
5.	<b>Rejection criteria:</b> Using the radio buttons select 'Yes' or 'No' to all of the eligibility questions.

	<p><b>Note:</b> This information should be pre-defined as per your departments' policies and only changed in exceptional circumstances.</p>
6.	<p><b>Current stage:</b> This field will automatically update once you populate the 'Stage Information' section in step 10.</p> <p><b>Note:</b> The 'Current Stage' can take up to 10 minutes to update.</p>
7.	<p><b>Notes:</b> This field is visible to applicants and gives you an opportunity to provide them with any additional information e.g. recruitment team contact details.</p>
8.	<p><b>Recruitment team info:</b> Select the recruitment team details using the drop-down menus.</p>
9.	<p><b>Type of vacancy:</b></p> <p><b>Is this vacancy linked to a campaign:</b> Using the radio buttons select 'Yes' or 'No'.</p> <p>If you select 'Yes' you need to enter a unique vacancy reference number in the free text box.</p> <div style="border: 2px solid red; padding: 5px; margin: 10px 0;"> <p>Is this vacancy linked to a campaign? * <input type="radio"/> Not selected <input checked="" type="radio"/> Yes <input type="radio"/> No</p> <p>Enter campaign number * <input style="width: 200px;" type="text"/></p> </div> <p><b>Note:</b> The linked campaign functionality can be used when there are multiple locations and the vacancy holder wants to manage a merit list individually for each location. Candidates who apply for multiple linked campaigns only progress through the selection process once but they are notified of their selection outcome on each vacancy.</p> <p><b>Do you want to use a short application form:</b> Using the radio buttons select 'Yes' or 'No'</p> <p><b>Note:</b> If the online test is the initial sift stage the vacancy holder can opt to use the short application form. The short application form does not ask the candidates to complete their competency examples until they successfully pass the online test.</p> <p>If 'Yes' is selected you will be asked to complete the <b>full application form deadline date</b>. Candidates who are successful at the online test will have until this date to complete their competency example.</p>
10.	<p><b>Stage information:</b></p> <p><b>Current stage closing date:</b> Enter the vacancy closing date.</p> <p><b>Stage 1 open date or initial stage live date:</b> Input the go live date irrespective of the vacancy being advertised at stage 1.</p> <p><b>Stage 1, 2, 3 or 4 numbers of posts available, closing date and opening date:</b> Complete the fields that correspond with the advertising stage. The number of posts may decrease as the vacancy progresses through each Stage.</p>





	<p><b>Stage 2 override:</b> If the vacancy holder has been granted approval to bypass Stage 2 or advertise Stages 2 and 3 concurrently select 'Yes'.</p>
11.	<p><b>Online tests:</b></p> <p><b>Is a test required for this vacancy:</b> If the CSIST is required select the appropriate test from the drop-down menu and then confirm whether you want <b>all candidates</b> or <b>promotion candidates</b> only to complete the test.</p> <p><b>Do you want to include a statement re completion of the online test?:</b> Use the radio button to select 'Yes' or 'No' .</p> <p>If you select 'Yes' you can include a statement e.g. "you have until midnight on the test deadline date to complete and submit your test".</p> <p><b>Online test deadline:</b> Enter the deadline date for completing the test. It is recommended that you allow candidates a further 3 days after the advert closing date to complete the test.</p> <div data-bbox="279 862 798 996"> <p>Is a Test required for this vacancy?  Do you want to test all candidates or only those applying on promotion? *  Do you want to include a statement re completion of online the test?  Online Test Deadline *</p> </div> <div data-bbox="933 851 1385 1008"> </div> <p><b>Note:</b> The system will automatically invite candidates to the test by adding a test at this stage.</p>
12.	<p><b>Additional vacancy information:</b></p> <p><b>Override anonymisation:</b> Using the radio buttons select 'Yes' or 'No' If you select 'Yes' the candidates identity will be available to the vacancy holder at sift stage.</p> <p><b>Grade entry qualifications:</b> Using the radio buttons select 'Yes' or 'No' If you select 'Yes' a free text box will appear to enter further details.</p> <p><b>Terms of transfer:</b> Select the transfer terms from the drop-down box.</p>
13.	<p><b>Additional statements for vacancy advert:</b></p> <p><b>Publication source:</b> Always select Civil Service Jobs and any other publication where the advert will be published</p> <p>Double left-click on the selected publication source or highlight and then click the  to move it to the 'Selected Values' list. You can add more than one value.</p> <p><b>Do you want to include a submission statement?</b> Using the radio buttons select 'Yes' or 'No'. If you select 'Yes' a statement will appear about applications being made online.</p> <p><b>Do you want to include terms and conditions:</b> Using the radio buttons select 'Yes' or 'No'. If you select 'Yes' a free text box will appear to enter further</p>



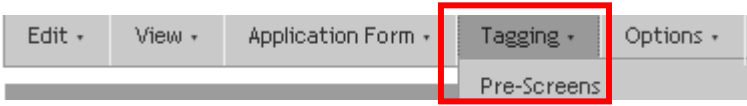
	<p>details.</p> <p><b>Will you be accepting applicants who are still on probation:</b> Using the radio buttons select 'Yes' or 'No'. A statement will appear in the advert informing candidates whether or not to apply.</p> <p><b>Note:</b> This should mirror the answer to the eligibility question regarding probation in step 5.</p> <p><b>Do you want to include a statement of Nationality:</b> Using the radio buttons select 'Yes' or 'No'. If you select 'Yes' a statement will appear.</p> <p><b>Is this vacancy in Northern Ireland:</b> Using the radio buttons select 'Yes' or 'No'. If you select 'Yes' you will be asked to select <b>which community is encouraged to apply</b> from a drop-down menu.</p> <p><b>Vacancy status:</b> Use the drop-down to select the vacancy status. This can be updated throughout the recruitment process.</p>
14.	Once you are happy the information is complete click 'Confirm' and you will return to the vacancy overview page.

All vacancies must have pre-screen questions attached to prevent ineligible candidates from completing the online application.

There are a number of different pre-screen options available and they can be found in **Annex A** on page 62.

All vacancies have 'Basic' pre-screens attached, if you wish to change these follow the guide below.

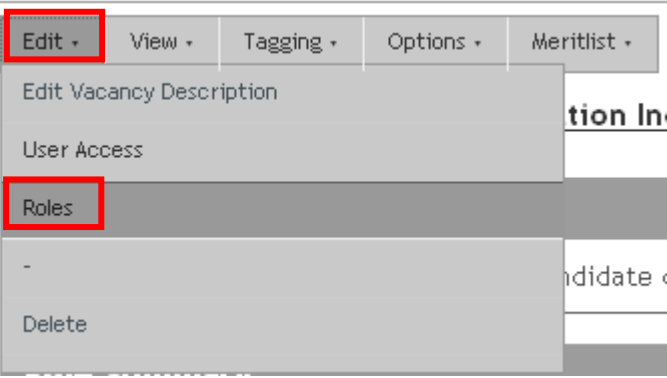
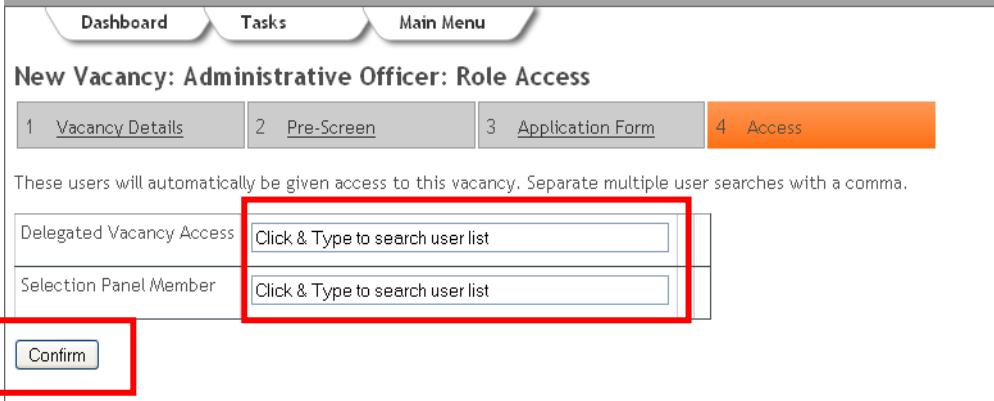
**Follow the guidance to tag pre-screen questions:**

Step	Action
1.	<p>From the overview page click 'Tagging' and then select 'Pre-Screens' from the drop-down menu.</p> 
2.	Use the radio button to select a pre-screen option and click on 'Confirm' to return to the vacancy overview page.

If the selection panel members have not been granted access by the vacancy holder you must add them prior to publishing the vacancy.

**Note:** Panel members should be given access to the vacancy **before** it is advertised, once 'live' you **cannot** add or remove panel members until after the closing date.

**Follow the guidance to add panel members:**

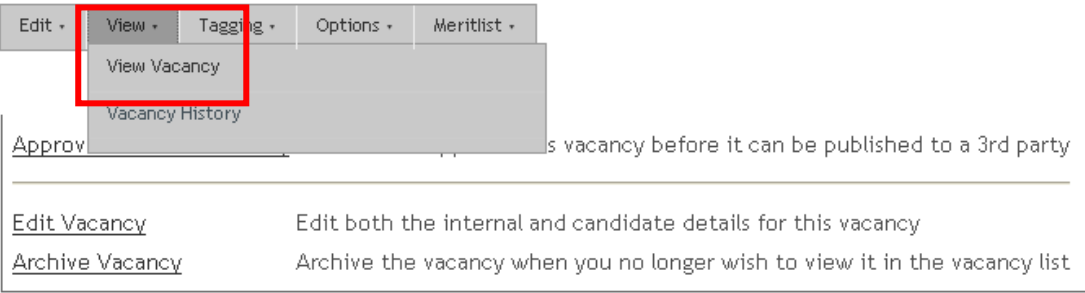
Step	Action
1.	<p>From the overview page click on 'Edit' then select 'Roles' from the drop-down menu.</p> 
2.	<p>There are two options available:</p> <p><b>Delegated Vacancy Access</b> – Anyone with this role will have full access rights to your vacancy. You may choose to share these permissions if you are undertaking a large recruitment campaign to share the responsibility.</p> <p><b>Selection Panel Member</b> – This gives limited access to your vacancy and is useful for your panel members. Selection panel members can print applications and input scores and feedback with this access level.</p>  <p>Click in the relevant box and type the surname of the person that you wish to add.</p> <p>Click on the individuals name from the list. If the individual does not appear in the list they do not have access to the system and they must register. Go to page 4 for instructions.</p> <p>To add more than one individual separate names by using a comma</p> <p><b>Note:</b> Panel members must only be given one level of access; do not enter their name in both the delegated and panel member access fields.</p> <p>Once complete click 'Confirm' and you will be taken to the vacancy overview</p>



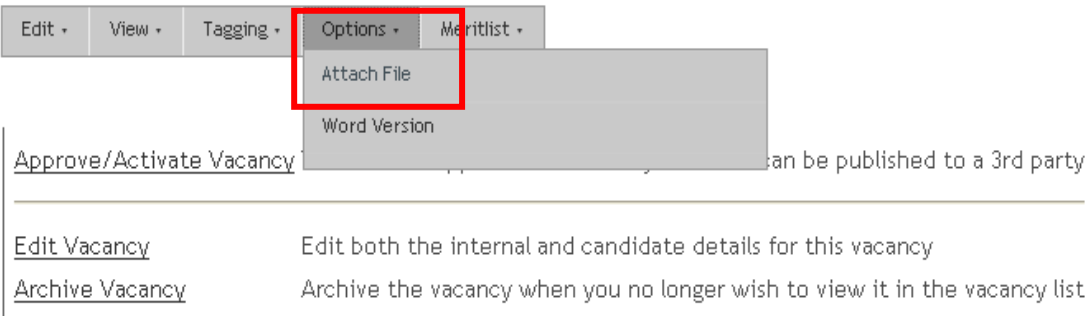
page.

Before publishing the vacancy you can review the advert content and attach documents.

**Follow the guidance to view your vacancy:**

Step	Action
1.	<p>From the vacancy overview page click on 'View' and select 'View Vacancy' from the drop-down menu.</p>  <p>The screenshot shows a navigation bar with buttons for 'Edit', 'View', 'Tagging', 'Options', and 'Meritlist'. The 'View' button is highlighted with a red box, and its dropdown menu is open, showing 'View Vacancy' as the selected option. Below the navigation bar, there is a section for 'Approve/Activate Vacancy' with a text area and a 'Word Version' link. At the bottom, there are two links: 'Edit Vacancy' and 'Archive Vacancy', each with a brief description of their function.</p>
2.	<p>The advert will open in a separate window. Once you have reviewed the information close this window to return to the vacancy overview page.</p>

**Follow the guidance to attach a document:**

Step	Action
1.	<p>From the vacancy overview page click on 'Options' and select 'Attach File' from the drop-down menu.</p>  <p>The screenshot shows the same navigation bar as in the previous step. The 'Options' button is highlighted with a red box, and its dropdown menu is open, showing 'Attach File' as the selected option. Below the navigation bar, there is a section for 'Approve/Activate Vacancy' with a text area and a 'Word Version' link. At the bottom, there are two links: 'Edit Vacancy' and 'Archive Vacancy', each with a brief description of their function.</p>
2.	<p>Select the document you wish to upload by using the 'Browse' button.</p> <p>Choose a descriptive document title as it will appear in the advert and application form e.g. "Statement of Suitability".</p> <p>Enter a tick next to 'Candidates' and 'Recruiters' to ensure the document is visible.</p> <p>Click on 'Submit Form'.</p>



File to Upload:

Document Title:

Display Order:


**Visibility**

Candidates:

Recruiters:

Agency:

Confirmation that the document has been uploaded successfully will appear.

 Attachment has been uploaded.

Id	Document Title	Display Order	Visibility			Date Modified	Delete
			Candidates	Recruiters	Agencies		
306519	Attachment	<input type="text" value="999"/>	Yes	Yes	No	30 Jan 2014	<a href="#">Delete</a>

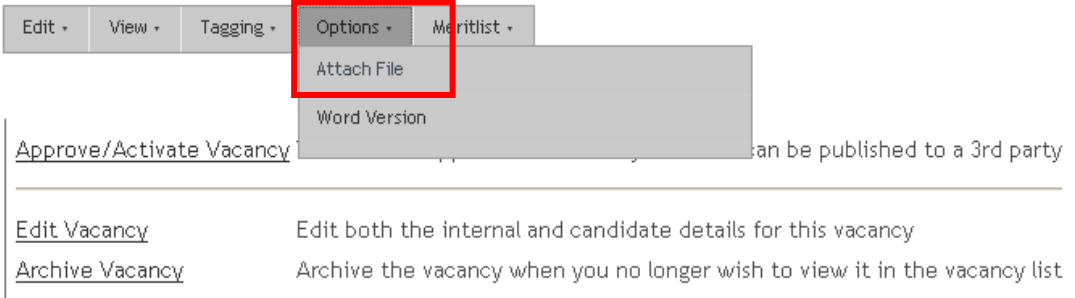
To upload more than one document repeat step 2.

3. To return to the vacancy overview page click on the vacancy reference number/job title.

**1397038. Project Manager - 03. Requires Activation**

If a document has been attached in error you can remove the document.

**Follow the guidance to remove a document:**

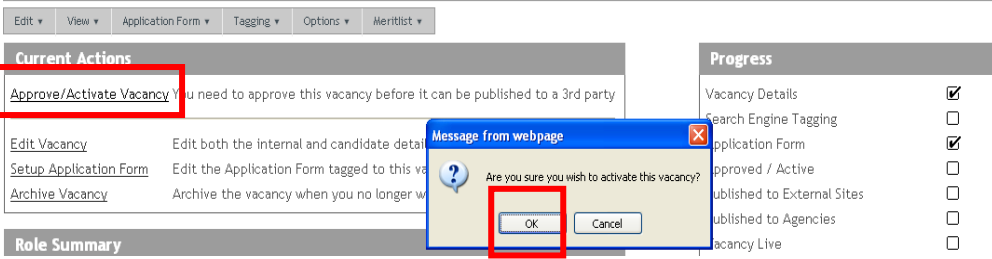
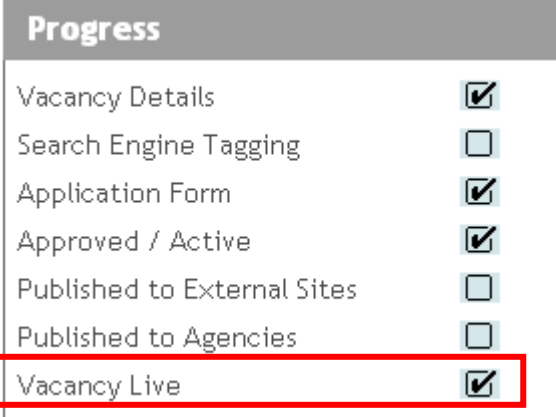
Step	Action
1.	<p>From the vacancy overview page click 'Options' and select 'Attach File' from the drop-down menu.</p>  <p>Approve/Activate Vacancy <input type="checkbox"/> can be published to a 3rd party</p> <p><a href="#">Edit Vacancy</a> Edit both the internal and candidate details for this vacancy</p> <p><a href="#">Archive Vacancy</a> Archive the vacancy when you no longer wish to view it in the vacancy list</p>
2.	Click on 'Delete' next to the document you wish to remove

Id	Document Title	Display Order	Visibility			Date Modified	Delete
			Candidates	Recruiters	Agencies		
306519	Attachment	999	Yes	Yes	No	30 Jan 2014	Delete

3. To return to the vacancy overview page click on the vacancy reference number/job title.  
**1397038. Project Manager - 03. Requires Activation**

The vacancy is now ready to be published.

**Follow the guidance to publish the vacancy:**

Step	Action
1.	<p>From the vacancy overview page click on 'Approve/Activate Vacancy'.</p> <p>A pop up message will appear asking for you to confirm you wish to activate this vacancy, click on 'OK'.</p> <p>1397062. Recruitment Adviser - 03. Requires Activation</p> 
2.	<p>On the live date you will see a tick next to 'Vacancy Live'.</p> 

The vacancy will be published on CS Jobs on its 'Live' date.

**Next Steps:**

Inform the vacancy holder that their advert is complete and will be published on the agreed 'Live' date.



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Allocate the vacancy to a nominated recruiter who will be responsible for the administration and provide the vacancy holder with their contact details in case they have any queries throughout the recruitment process.



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## Re-advertise a vacancy

If a vacancy closes with no successful candidates or insufficient candidates the vacancy can progress to the next Stage in the Vacancy Filling Scheme. The vacancy holder **must** have approval first.

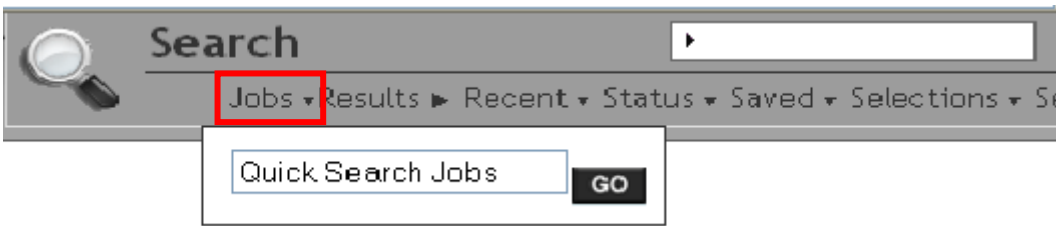
The vacancy holder does not need to create a new advert if progressing to Stage 2 or 3, only when moving to Stage 4. Candidates who have applied at a previous stage cannot be stopped from applying for an **external** vacancy as per the 'Fair and Open' Civil Service Recruitment Principles.

Follow the 'Publish a new vacancy' guidance on page 5 if you are moving your vacancy to Stage 4. If you need to progress a vacancy to Stage 2 or 3 read pages 5 and 6 before you follow the guide below.

The vacancy template must be updated before publishing and the following information is likely to change:

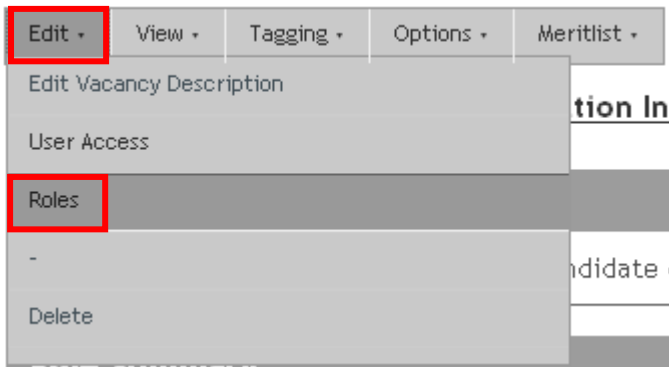
- Selection dates
- Advertising Stage
- Advertising dates

### Follow the guidance to edit the vacancy template:

Step	Action
1.	Logon to CS Jobs with your username and password – the homepage will appear.
2.	<p>Click on 'Jobs' and enter the vacancy reference number in the free text box. Select vacancy title when it appears.</p> <p>Click on 'Go' and you will be taken to the vacancy overview page.</p> 
3.	<p>If the vacancy is activated you will need to deactivate first.</p> <p>Click on 'De-activate Vacancy'.</p> <p>A box will appear asking you to confirm 'Do you wish to deactivate this vacancy' select 'OK'.</p>

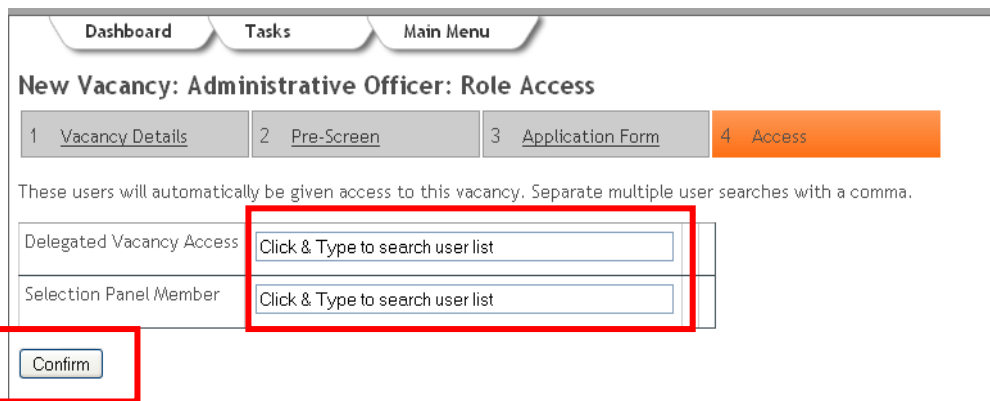


	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Edit ▾</span> <span>View ▾</span> <span>Tagging ▾</span> <span>Options ▾</span> <span>Meritlist ▾</span> </div> <p>Vacancy has been activated</p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 10px;"> <span style="border: 2px solid red; padding: 2px;">Deactivate Vacancy</span> Vacancy must be deactivated before details can be edited         </div> </div>
4.	<p>Click on 'Edit Vacancy' and review the advert content, updating information where applicable.</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 10px;"> <div style="display: flex; justify-content: space-between; border-bottom: 1px solid #ccc; margin-bottom: 5px;"> <span>Edit ▾</span> <span>View ▾</span> <span>Application Form ▾</span> <span>Tagging ▾</span> <span>Options ▾</span> <span>Meritlist ▾</span> </div> <p>Vacancy Status :  <b>Vacancy Information Incomplete</b></p> <div style="background-color: #f0f0f0; padding: 5px; margin-top: 5px;"> <p><b>Current Actions</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <span style="border: 2px solid red; padding: 2px;">Edit Vacancy</span> Edit both the internal and candidate details for this vacancy         </div> </div> </div> <p><b>Note:</b> Review/amend the following information:</p> <ul style="list-style-type: none"> <li>Selection process and dates</li> <li>Contact details if changed</li> <li>Advertising stage</li> </ul> <p>Click 'Confirm' and you will return to the vacancy overview page</p>
5.	<p>Click on the  icon, which can be found on the right hand side of the overview page</p>
6.	<p>Edit the information so it corresponds with the new advertising Stage.</p> <p>You <b>must</b> change the following information:</p> <ul style="list-style-type: none"> <li>Current Stage closing date</li> <li>Number of posts available at the new Stage</li> <li>Closing date for the new Stage</li> <li>Opening date for the new Stage</li> </ul> <p><b>Do not</b> change:</p> <ul style="list-style-type: none"> <li>Stage 1 open date or initial stage live date</li> </ul> <p>Click 'Confirm' and you will return to the vacancy overview page.</p>
7.	<p>If the selection panel members have changed click on 'Edit' then select 'Roles' from the drop down menu.</p>



**Delegated Vacancy Access** – Anyone with this role will have full access rights to the vacancy. The vacancy holder may choose to share these permissions if they are undertaking a large recruitment campaign to share the responsibility.

**Selection Panel Member** – This gives limited access to the vacancy and is useful for the panel members. Selection panel members can print applications and input scores and feedback with this access level.



Click in the relevant box and type the surname of the person that you wish to add.

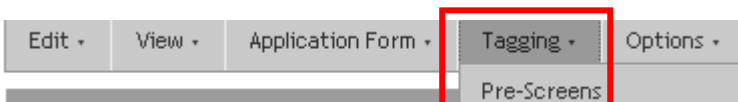
Click on the individuals name from the list. If the individual does not appear in the list they do not have access to the system and they must register. Go to page 4 for instructions.

To add more then one individual separate names by using a comma

**Note:** Panel members must only be given one level of access do not enter their name in both the delegate and panel member access fields.

Click on 'Confirm' and you will be taken to the vacancy overview page.

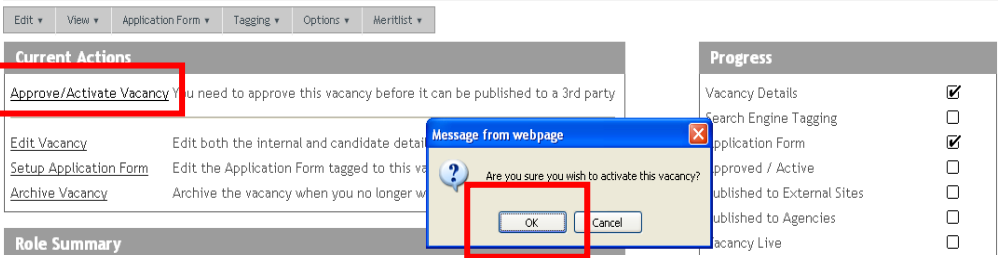
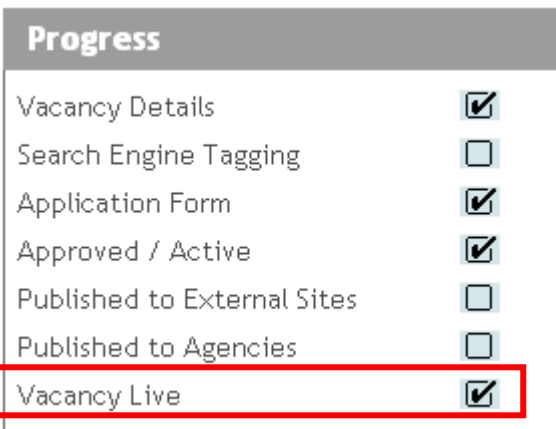
8. From the overview page check the correct pre-screens are attached. Click on 'Tagging' and then select 'Pre-Screens' from the drop-down menu.



Use the radio button to select a pre-screen option and click on 'Confirm' to return to the vacancy overview page.

The vacancy is now ready to be published.

**Follow the guidance to publish the vacancy:**

Step	Action
1.	<p>From the vacancy overview page click on 'Approve/Activate Vacancy'.</p> <p>A pop up message will appear asking for you to confirm you wish to activate this vacancy, click on 'OK'.</p> <p>1397062. Recruitment Adviser - 03. Requires Activation</p> 
2.	<p>On the live date you will see a tick next to 'Vacancy Live'.</p> 

The vacancy will be published on CS Jobs on its 'Live' date.

**Next Steps:**

Inform the vacancy holder that their vacancy is complete and will be published on the agreed 'Live' date.

Allocate the vacancy to a nominated recruiter who will be responsible for the administration and provide the vacancy holder with their contact details in case they have any queries throughout the recruitment process.



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## Civil Service Initial Sift Test (CSIST)

### The purpose of the CSIST and what it measures

The CSIST is a set of online Situational Judgement Tests (SJT) for grades AA – SEO. The tests are designed to assist with recruitment by allowing the recruiter to sift out those who are unlikely to work effectively at the grade level which they have applied for. The CSIST broadly measures behaviours underpinning the Civil Service Competency Framework (CSCF).

The CSIST can be used to sift out the bottom third of the applicant pool at the initial stages of selection and therefore helps to reduce the time and cost spent on sifting based on application forms alone. Other practical benefits include:

- Content of tests are based on real-life work scenarios
- Cost-effective and quick to complete
- Immediate results for recruiters
- Tests are marked automatically so are error free and quick to score
- Easily accessible online via CS Jobs
- Norm tables relevant to a Civil Service comparison group
- Feedback provided automatically for candidates.

The CSIST was designed to compliment job specific selection methods (e.g. other psychometric tests, interviews, assessment centres etc) and ultimately the decision to select the best candidate(s) for the job should not be based on CSIST alone.

If a candidate achieves the required standard on the CSIST, their score will be banked for 180 days. If the candidate applies for any subsequent vacancies at the same grade within the 180 day period they should not be asked to complete the CSIST again.

For further information on the CSIST refer to the FAQ's or contact the Civil Service Resourcing Occupational Psychologist team via email:

[csresourcing.occupationalpsychologyteam@hmrc.gsi.gov.uk](mailto:csresourcing.occupationalpsychologyteam@hmrc.gsi.gov.uk).

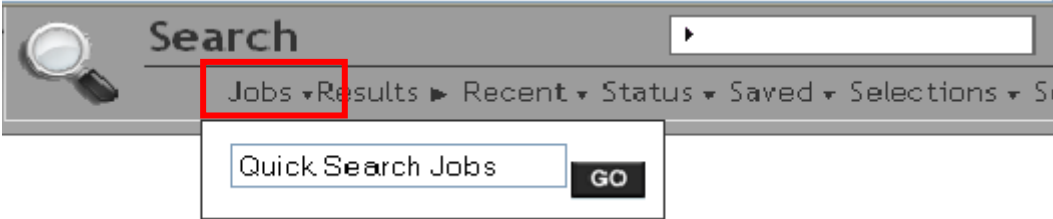
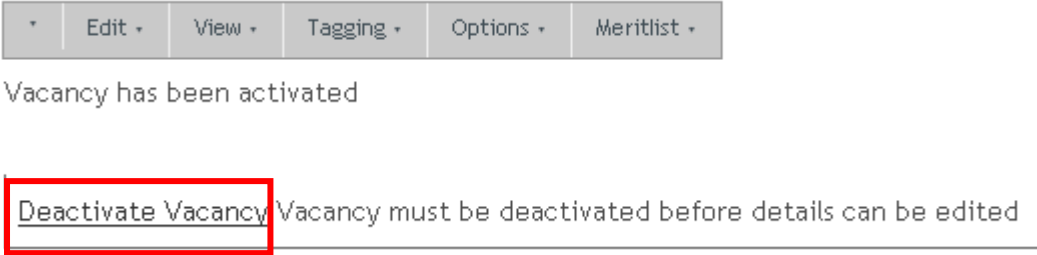

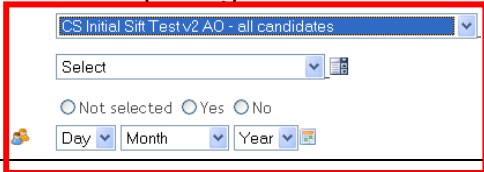
### Attaching a CSIST to a vacancy

Depending on departmental policies, a vacancy holder can choose at what point in their selection process they want candidates to sit the CSIST. Recruiters should encourage them to use it as the first step in their process to sift out the bottom third of the applicant pool.

When the CSIST is used as the first sift, it will be available to candidates as soon as they submit their application and, the system will automatically invite them to take the test. The CSIST must be attached to the vacancy prior to advertising, instructions can be found in the 'Publishing a vacancy' section.

If the CSIST is used later in the selection process e.g. after sift, you will need to attach it at the appropriate stage in the selection process.

**Follow the guidance to attach a CSIST after the advert has closed:**


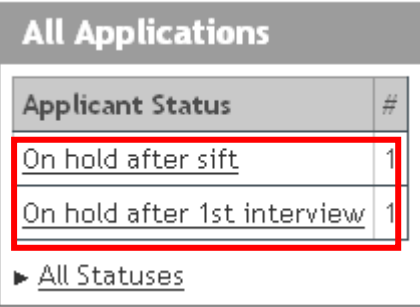

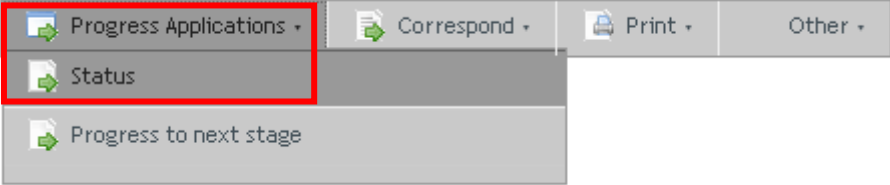


Step	Action
1.	Logon to CS Jobs with your username and password – the homepage will appear.
2.	<p>Click on ‘Jobs’ and enter the vacancy reference number in the free text box.</p> 
3.	<p>If your vacancy is still activated you will need to deactivate first.</p> <p>Click on ‘De-activate Vacancy’.</p> <p>A box will appear asking you to confirm ‘Do you wish to deactivate this vacancy’ select ‘OK’.</p> 
4.	Click on the  icon to open the updates page, which can be found on the right hand side of the overview page.
5.	<p><b>Online tests:</b></p> <p><b>Is a test required for this vacancy:</b> Select the appropriate test from the drop-down menu and then select whether you want <b>all candidates</b> or <b>promotion candidates</b> only to complete the test.</p> <p><b>Do you want to include a statement re completion of online the test?:</b> Select ‘No’ as the advert has closed so you do not require a statement.</p> <p><b>Online test deadline:</b> Enter the deadline date for completing the test.</p> <p>Is a Test required for this vacancy?  Do you want to test all candidates or only those applying on promotion? *  Do you want to include a statement re completion of online the test?  <b>Online Test Deadline *</b></p> 



6.	Click 'Confirm' and you will return to the vacancy overview page.
----	---

Once you have attached the test you must invite candidates to take the test by changing their online status.

**Follow the guide to invite candidates to take the test:**

Step	Action
1.	From the vacancy overview page click on the  icon to open a list of candidate statuses.
2.	Depending on what stage of the process you are at select the status of applications. 
3.	Using the tick box within each row select the candidate(s). 
4.	At the bottom of the list of candidates click on 'Progress Applications' and select 'Status' from the drop down menu. 
5.	From the drop-down menu select 'Invited to Online Test' and click on 'Update Status'. <p>Applications will be displayed here</p>  <p>Potential emails will be displayed here</p>  <p><b>Note:</b> An email is tagged to this status it will appear. <b>Do not amend the email text.</b></p>



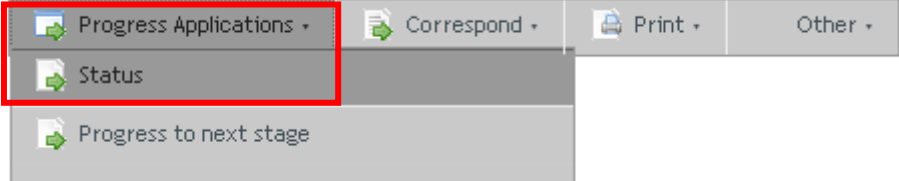

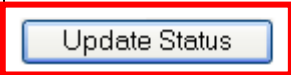


6.	You will be notified that the status has updated successfully and you can click on the 'Return to Candidate List' link to return to your list of candidates.
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## Test re-set

If a candidate encounters any technical problems with the online test they may contact the recruitment team for assistance. You will need to investigate the issue (possibly in conjunction with the System Support team) and decide if their test should be re-set.

### Follow the guidance to re-set a test:

Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear.
2.	<p>Enter the candidates name in the free text field.</p> <p><b>Note:</b> The surname must be entered first with a comma between surname and forename e.g. Smith,William.</p> 
3.	<p>Using the tick box select the candidate.</p> 
4.	<p>Click on 'Progress Applications' and select 'Status' from the drop down menu.</p> 
5.	<p>From the drop-down menu select 'Invite to Online Test' and click on 'Update Status'.</p> <p>Applications will be displayed here</p>  <p>Potential emails will be displayed here</p> 
6.	You will be asked to match a correspondence, click on 'Send Email Now' next to <b>reset online test</b> .

	<p><b>Matching Correspondence</b></p> <p>Invited to online test [Private - Application to &lt;&gt;] <input type="button" value="Send Email Now"/></p> <p><b>Reset online test [Private - Application to &lt;&gt;] <input type="button" value="Send Email Now"/></b></p> <p>Click on 'Send Email Now' again. <b>Do not amend the email text.</b></p> <p>Click on 'Confirm' to issue the email.</p>
7.	Click on the link 'Click here to go back to your search results'.

Candidates have now been invited to re-sit the online test.

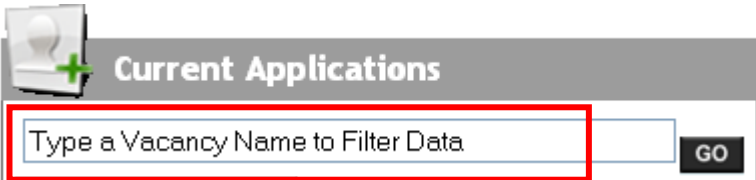
## Help required

The CSIST is compatible with the following assistive technologies: Jaws, Dragon, Supernova and Zoomtext.

To support the needs of candidates with a disability (e.g. dyslexia), additional time can be granted **before** they take the test.

A CSIST Reasonable Adjustment form is available and should be held locally, you can send a copy to the candidate so they can provide further information. This information should feed into how much additional time is awarded.

### Follow the guidance to setup extra time:

Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear.
2.	<p>Enter the vacancy reference number in the 'Current Applications' free text field.</p>  <p>Select your vacancy from the drop-down menu.</p>



Click on 'Go' to display a list of candidate statuses.

3. Select the 'Help Required' status and a list of candidates will appear.

Applicant Status	#
Help required	4
Awaiting sift	8

4. Using the tick box within each row select the candidate(s).

5. At the bottom of the list of candidates click on 'Progress Applications' and select 'Status' from the drop-down menu.

6. Using the drop-down menu select 'Online test – Time Extended' and then select the amount of extra time you have granted.

Click on 'Update' and you will be notified the status changed successfully.

1. Select the Status / Flag you wish to alter
2. Select the new Value for that Status / Flag
3. Click Update to change candidates' status / flag

---

## Raising the pass mark

In exceptional cases, such as when the volume of applicants is likely to be high, departments can adopt a higher pass mark on the understanding that:

- The minimum benchmark for the relevant CSIST is set for GIS candidates.
- Applicants are informed in the advert.

Vacancy holders must offer the GIS candidates an interview, based on the minimum pass mark even if this takes them over the planned maximum number of interviewees.

You must notify the vacancy holder of the candidates who have applied via the Guaranteed Interview Scheme.

For guidance on how to notify candidates of their CSIST result go to page 42. Candidates who do not meet the minimum pass mark will be automatically rejected.



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## Pre-selection activities

During the advertising period it is the responsibility of the recruitment team to monitor and progress candidates and their applications.

### The pre-selection activities a recruiter should undertake are:

- Help required
- Duplicate applications
- Line manager feedback
- Civil Service Initial Sift Test (CSIST)
- Supporting documents/CV
- GIS candidates

Further information can be found below.

### Help required

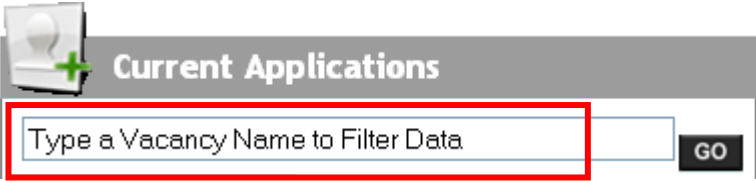
If a candidate requires additional assistance during the application process they will request what they need in their application form.


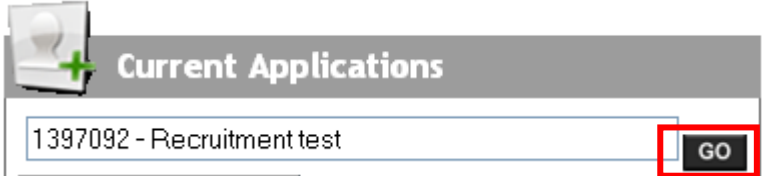
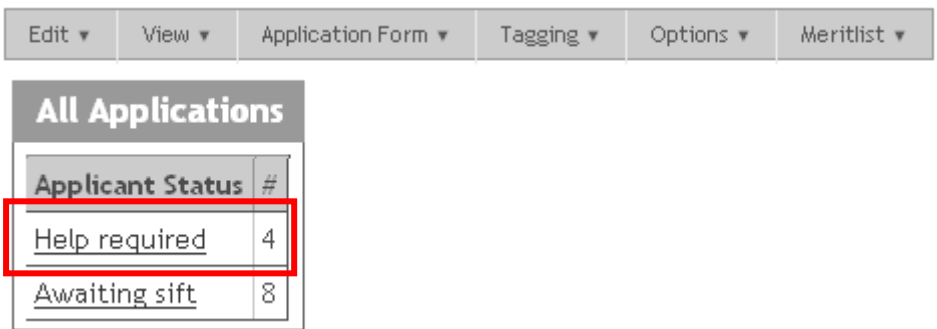

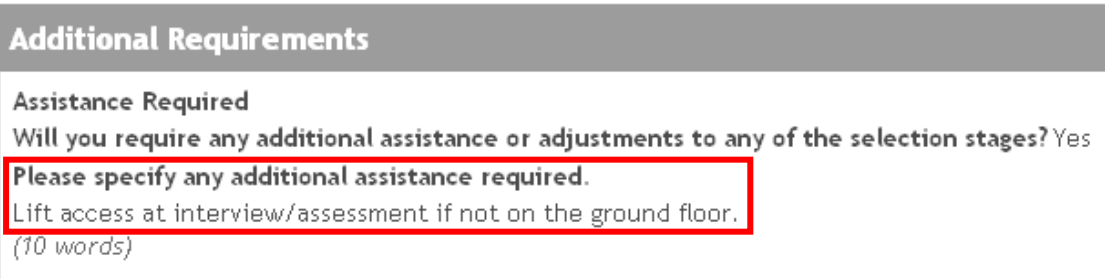
Once they submit their application the system will automatically move them to the 'Help Required' status.


If the candidate requests additional assistance e.g. car parking space at interview, it is recommended you inform the vacancy holder at the right time in the selection process to prevent any unfair judgement. For example if someone requests coloured papers at an assessment day due to dyslexia **do not** inform the vacancy holder at sift stage wait until they have been successful and invited to the assessment day.

You should refer to your own internal departmental policy for further information.

### Follow the guidance to identify help required candidates:

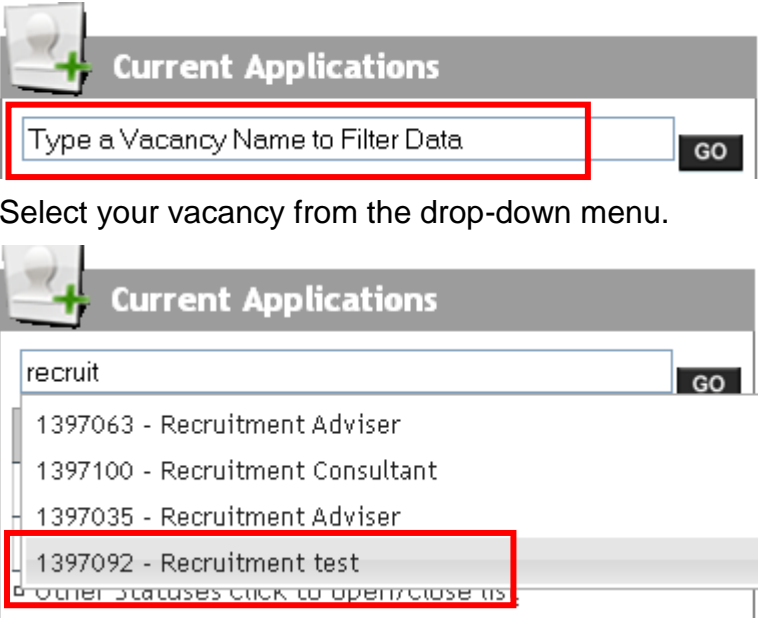
Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear
2.	Enter the vacancy reference number in the 'Current Applications' free text field.  Select your vacancy from the drop-down menu.

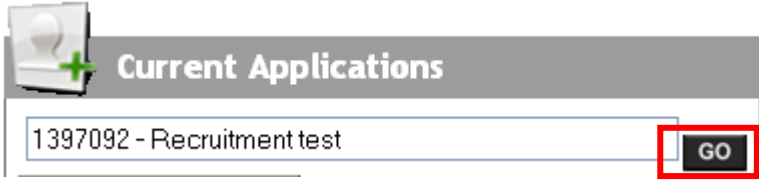
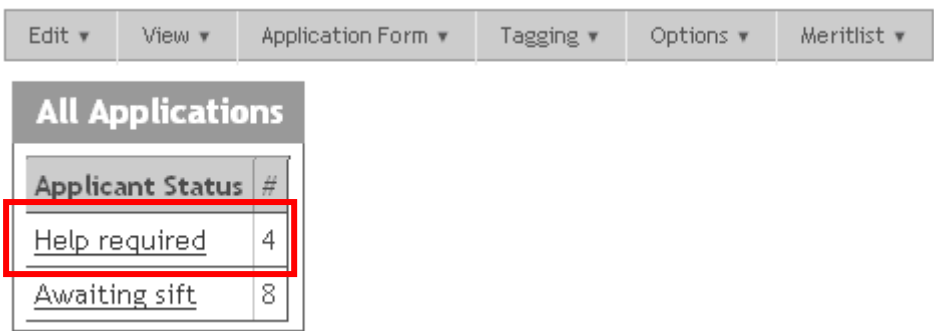

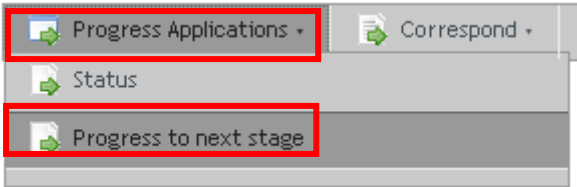

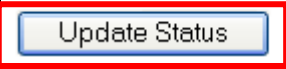
	 <p>Click on 'Go' to display a list of candidates statuses.</p> 
3.	<p>Select the 'Help Required' status and a list of candidates will appear.</p> <p><b>Note:</b> If there are no candidates requesting help the status will not appear.</p> 
4.	<p>Click on the  icon to open the application form.</p>
5.	<p>Within the 'Additional Requirements' section of the application form you will see what assistance the candidate has requested. If you require further information regarding their request contact the candidate.</p>  <p><b>Note:</b> If the additional assistance request relates to the CSIST please go to page 20 for further information.</p>
6.	<p>It is important you record exactly what assistance the candidate requires so you can refer to this information and notify the vacancy holder.</p> <p>This information is also required if a Subject Access Request is made.</p>

	<p><b>Note:</b> To prevent bias <b>do not</b> enter this information in the 'Comments' section as this is visible to the vacancy holder.</p> <p>Click on the vacancy title to return to the vacancy overview page.</p> <p><b>1000027. test Civil servant 2 - Project Manager</b></p>
7.	Click on the  icon to open the vacancy updates page.
8.	Enter the candidates name, ID number and what assistance they require in the 'Notes' field.
	<b>Do not enter this information into the notes field that is visible to applicants.</b>
9.	Click 'Confirm' and you will return to the vacancy overview page.

Once you have processed all of the 'Help Required' candidates you must move their application to the first stage of the selection process e.g. 'Awaiting Sift' or 'Invited to Online Test'.

**Follow the guidance to change a candidate status:**

Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear
2.	<p>Enter the vacancy reference number in the 'Current Applications' free text field.</p>  <p>Select your vacancy from the drop-down menu.</p> <p>Click on 'Go' to display a list of candidates statuses.</p>

							
3.	<p>Select the 'Help Required' status and a list of candidates will appear.</p>  <table border="1" data-bbox="292 533 587 779"> <thead> <tr> <th>Applicant Status</th> <th>#</th> </tr> </thead> <tbody> <tr> <td>Help required</td> <td>4</td> </tr> <tr> <td>Awaiting sift</td> <td>8</td> </tr> </tbody> </table>	Applicant Status	#	Help required	4	Awaiting sift	8
Applicant Status	#						
Help required	4						
Awaiting sift	8						
4.	<p>Using the tick box within each row select the candidate(s).</p> 						
5.	<p>At the bottom of the list of candidates click on 'Progress Applications' and select 'Progress to Next Stage' from the drop down menu.</p> 						
6.	<p>From the drop-down menu select the status you wish to move candidates to e.g. 'Awaiting Sift' or 'Invited to Online Test'.</p> <p>Click on 'Update Status'.</p> <p>Applications will be displayed here</p>  <p>Potential emails will be displayed here</p>  <p>If an email is tagged to the status it will appear. <b>Do not amend the email text.</b></p>						
7.	<p>You will be notified that the status has updated successfully and you can click on the 'Return to Candidate List' link to return to your list of candidates.</p>						

## Duplicate applications

The system checks for duplicate applications using a pre-determined number of criteria, e.g. date of birth, last line of address, name etc.

Applicants are notified immediately that their second application has been withdrawn and only their first application will be considered.

## Line manager feedback

A validation email is sent to line managers when a member of their staff applies for a vacancy at either Stage 1, 2 or 3.

If the line manager does not agree with the information declared by the candidate they can provide feedback, which is visible to recruiters only.

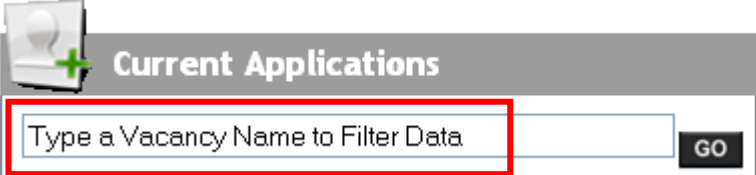
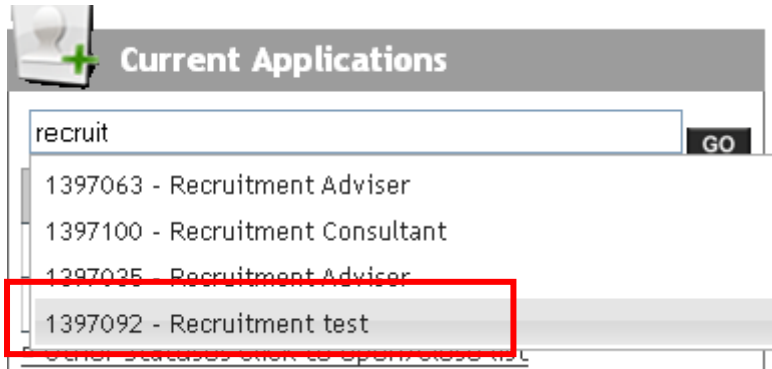
A recruiter must review this feedback and contact the line manager to gather further information (if required).


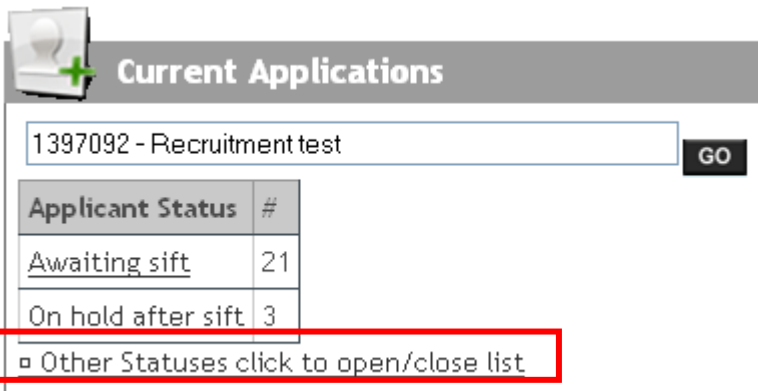

Once you have gathered sufficient information you must share this with the vacancy holder who must make an informed decision as to whether the candidate meets the eligibility requirements for the job.

If the candidate does not meet the eligibility requirements they must be withdrawn from the vacancy.

All correspondence must be saved in the event of a Subject Access Request being made.

### Follow the guidance to view line manager feedback:

Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear.
2.	<p>Enter your vacancy reference number in the 'Current Applications' free text field.</p>  <p>Select your vacancy from the drop-down menu.</p> 

	<p>Click on 'Go' to display a list of candidates statuses.</p> 
3.	<p>Click on 'Other Statuses click to open/close list', which will display a list of sub statuses.</p>  <p>Select 'Line Manager Validation' and a list of candidates will appear.</p> <p><b>Note:</b> A '0' will be displayed next to 'Line Manager Validation' if line manager has provided feedback.</p>
4.	<p>Click on the  icon to open the application form.</p>
5.	<p>Within the 'Line Manager Validation' section of the application form you will see what feedback the line manager has provided.</p>

## Civil Service Initial Sift Test (CSIST)

If a CSIST is part of the selection process please go to page 20 for further information.

## Supporting documents/CV

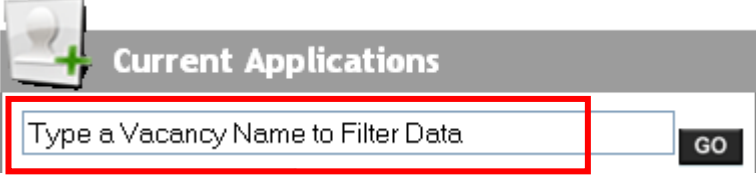
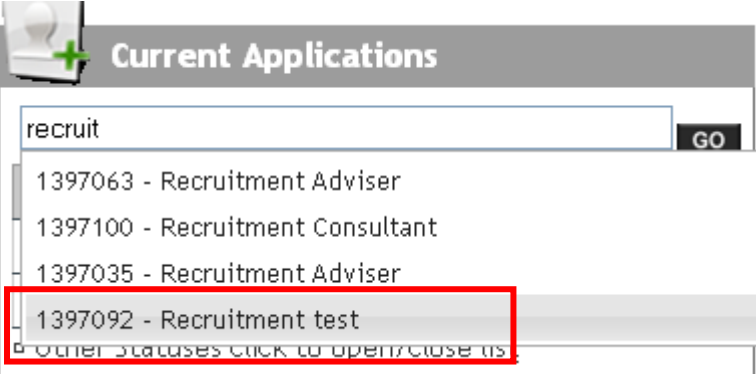
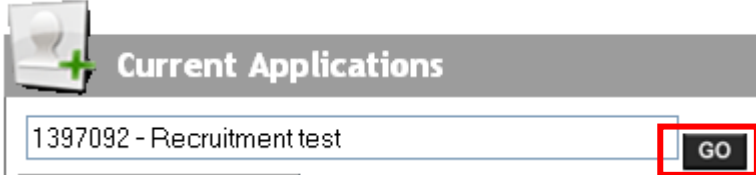
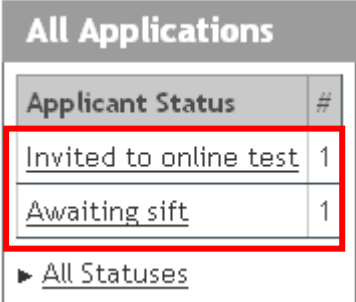


Ensure all candidates have attached their CV or supporting document if they were requested in the advert.

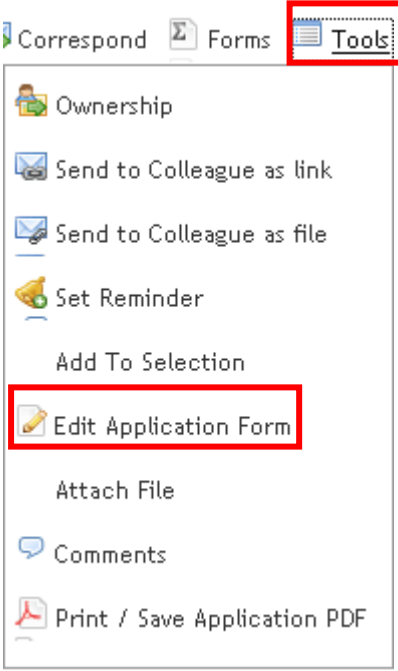
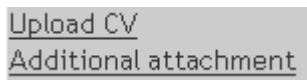

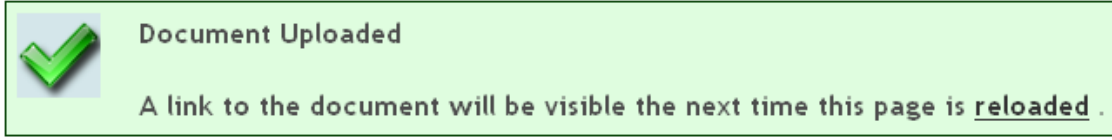
If there is a document missing, it is recommended you contact the candidate to request a copy. Once you are in receipt of the document attach it to the candidates application form.

You should refer to your departmental policy regarding this as it may not be the responsibility of the recruitment team/provider to do this.

**Follow the guidance to check for supporting documents/CV and attach to application form:**



Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear.
2.	<p>Enter the vacancy reference number in the 'Current Applications' free text field.</p>  <p>Select your vacancy from the drop-down menu.</p>  <p>Click on 'Go' to display a list of candidates statuses.</p> 
3.	<p>Depending on what stage of the process the candidates are at select the status of applications e.g. 'Awaiting Sift or 'Invited to online test' and a list of candidates will appear.</p> 
4.	<p>Within each candidate row look for the CV and/or supporting document icon. If the icon is missing contact the candidate.</p> 
5.	<p>To attach a missing document click on the  icon to open the application form.</p>

6.	<p>Click on 'Tools' and from the drop-down menu select 'Edit Application Form'.</p> 
7.	<p>From the left hand menu select 'Upload CV' or 'Additional Attachment'.</p> 
8.	<p>Click on 'Browse' to search and upload the document.</p> <p>Once you have selected your document click on 'Save and Proceed'.</p>  <p>You will be notified when the document has uploaded successfully.</p> 

## Guaranteed Interview Scheme

The selection panel will set a minimum standard for each competency at the start of a selection process. If more than the required number of candidates meets the minimum standard the panel can raise this minimum for all candidates except those who have asked for a guaranteed interview.

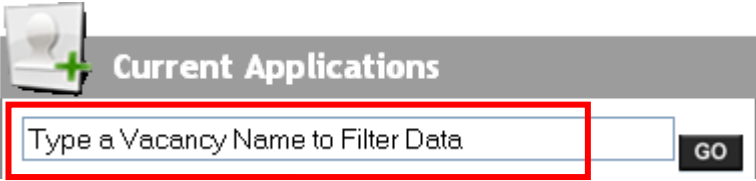

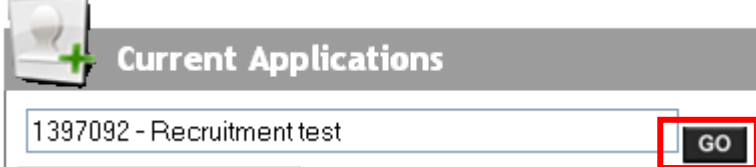
The minimum pass mark for GIS candidate is 4 per competency.

The vacancy holder must offer the GIS candidates an interview, based on the pass mark of 4 even if this takes them over the planned maximum number of interviewees. At interview the same minimum standard applies to all candidates.

It is recommended you notify the vacancy holder of the candidates who have applied under the GIS to ensure they offer them an interview if they meet the minimum pass mark.

If any additional assistance has been requested by the candidate you must only notify the vacancy holder of their request at the necessary stage in the selection process e.g. parking space at assessment centre so they can make any reasonable adjustments.

**Follow the guidance to identify GIS candidates:**

Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear
2.	<p>Enter your vacancy reference number in the ‘Current Applications’ free text field.</p>  <p>Select your vacancy from the drop-down menu.</p>  <p>Click on ‘Go’ to display a list of candidates statuses.</p> 
3.	Depending on what stage of the process the candidates are at select the status of applications you wish to view e.g. ‘Awaiting Sift’, ‘Scheduled for Interview’ or ‘Scheduled for Assessment’ and a list of candidates will appear.



**All Applications**

Applicant Status	#
Awaiting sift	1
Scheduled for 1st interview	1

▶ All Statuses

Candidates who have applied under the GIS will be highlighted in red within the GIS column.

GIS
Yes
Yes
Yes
No

Pre-selection activities must be carried out up to and including the vacancy closing date so no candidates are missed.

**Next Steps:**

Inform your vacancy holder when you have completed all of your pre-selection activities so they can progress to the first stage of the selection process.

**No applications received**

Contact the vacancy holder to discuss their options. If they have approval to progress to the next stage in the VFS go to page 16 to re-advertise their vacancy,



## Arrange interviews/assessment (set up a schedule)

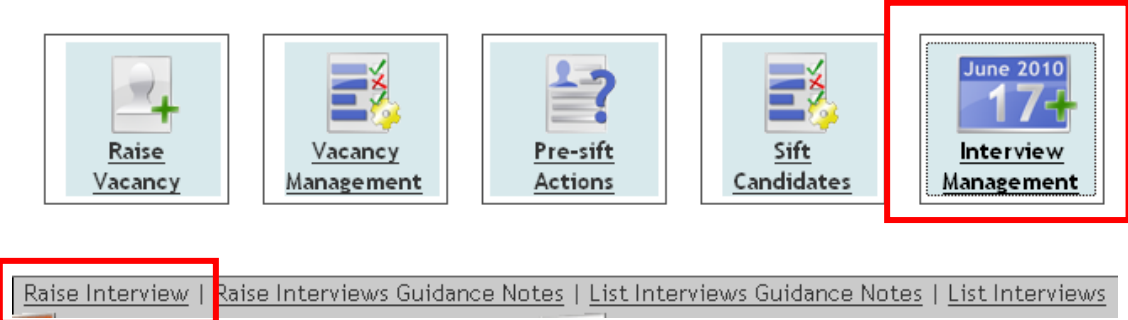
The vacancy holder will notify you when they are ready for you to progress candidates to the interview/assessment stage.


You can set up interview and assessment schedules within CS Jobs that allows candidates to choose a date and time that best suits them.


Results from the previous stage of the selection process e.g. sift cannot be issued to the candidates until a schedule has been created.

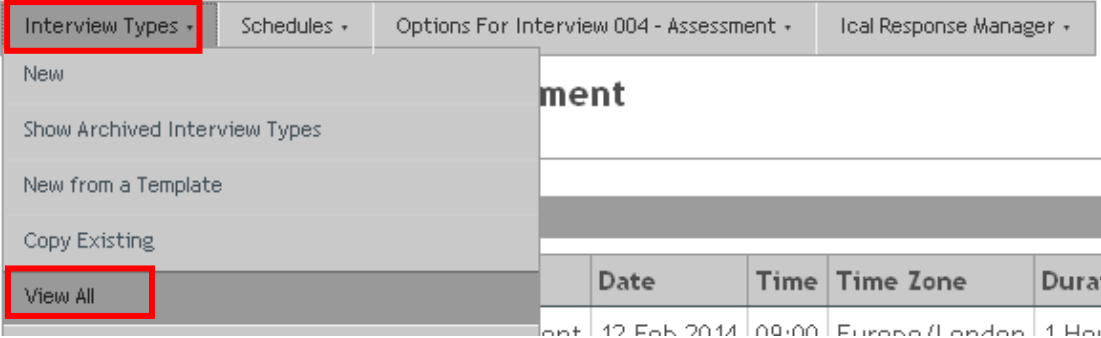
If you are required to setup a schedule on behalf of the vacancy holder follow the guide below.

### Follow the guidance to setup a schedule:

Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear.
2.	<p>Click on the 'Interview Management' icon.</p> <p>Select the 'Raise Interview' link and you will be taken to the vacancy template page.</p> 
3.	<p>Select the template that matches your required schedule type then click 'Next'.</p> <p><b>Create From Template: Select Template</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Interview 001 - Telephone Interview</li> <li><input type="radio"/> Interview 003 - 2nd Interview</li> <li><input type="radio"/> Interview 004 - Assessment</li> <li><input type="radio"/> Interview 002 - 1st Interview</li> </ul> <p><input type="button" value="Next"/></p>
4.	<p>Fields marked '<b>Internal</b>' will only be visible to the recruitment team.</p> <p>Fields marked '<b>External</b>' are visible to candidates. Please be descriptive providing full vacancy title, reference number, full postal address and a contact</p>

	<p>for arrival.</p> <p>Internal Title <input type="text" value="Interview 004 - Assessment"/></p> <p>External Title <input type="text" value="Interview 004 - Assessment"/></p> <p>Start Date (Mandatory) <input type="text" value="Day"/> <input type="text" value="Month"/> <input type="text" value="—"/> <input type="text" value=""/></p> <p>Internal Location <input type="text" value="[Insert Location]"/></p> <p>External Location <input type="text" value="[Insert Location]"/></p> <p>The 'Start Date' is the first day of interviews.</p> <p>Select the vacancy you wish to tag this schedule to by putting a tick in the box.</p> <p><b>Tag to Vacancy</b></p> <p><input checked="" type="checkbox"/> 1397035 - Recruitment Adviser</p> <p>Click on 'Create' and you will be notified if your schedule has been created successfully.</p> <div data-bbox="284 853 908 1003" style="border: 1px solid green; padding: 5px;">  <p>New interview type created.</p> <p><a href="#">Go to "Interview 004 - Assessment"</a></p> </div> <p>Click on the link to take you to the schedule overview page.</p>
5.	<p>From the overview page you can edit each section of the schedule by clicking on the 'Edit' links.</p> <p><b>Basic details:</b> Interview details visible to recruitment team and vacancy holder only.</p> <p><b>Candidate view:</b> Interview/assessment details visible to candidates.</p> <p><b>Email confirmation:</b> Candidate will receive a confirmation email once they schedule a slot.</p> <p><b>Email reminder:</b> Email sent to candidate to remind them of their scheduled interview/assessment.</p> <p><b>Advanced options:</b> This section allows you to choose whether a candidate can self schedule, reschedule etc.</p> <p><b>Upload document:</b> You can upload documents to your schedule that will be visible to the candidates e.g. site map, pre-employment documents, job role etc.</p> <p><b>Note:</b> Read this information carefully to ensure it is all correct.</p>
6.	<p>You can upload documents to the schedule that will be visible to the candidates e.g. site map, pre-employment documents, job role etc.</p> <p>To add a document click on the 'Edit' link within the 'Upload Document' section,</p>

	<p>this will open in another window.</p> <div data-bbox="279 246 1380 336"> <p><b>Upload Documents</b> <span style="float: right; border: 1px solid red; padding: 2px;">Edit</span></p> <p style="text-align: center;">There are no documents currently tagged to this interview type</p> </div> <p>Complete the document title and description, which is visible to candidates.</p> <p>Select the file you wish to upload by using the 'Browse' button.</p> <p>Click on 'Add'.</p> <p>Upload a new document and tag it to this interview type</p> <p>Title <input type="text"/></p> <p>Description <input type="text"/></p> <p>File <input type="text"/> <input type="button" value="Browse..."/></p> <div data-bbox="263 817 359 896" style="border: 1px solid red; padding: 2px; display: inline-block;">Add</div> <p>Confirmation that the document has been uploaded successfully will appear.</p> <p>To upload more than one document repeat step 6.</p>
7.	<p>You must now set up the interview dates and times. Click 'Edit within the Interview slots section.</p> <div data-bbox="279 1108 1109 1467"> <p><b>Interview slots</b> <span style="float: right; border: 1px solid red; padding: 2px;">Edit</span></p> <div data-bbox="566 1220 1093 1422" style="border: 1px solid orange; padding: 10px; background-color: #fff9c4;">  <p>There are no slots set up for this selection event click 'Edit' to create a schedule for candidates to book into</p> </div> </div>
8.	<p><b>Date:</b> Enter the date of the interview / assessment.</p>
9.	<p><b>Length:</b> Enter the duration time for each interview / assessment.</p> <p><b>Note:</b> Make sure you include time to consider candidates after their interview/assessment.</p>
10.	<p><b>Time:</b> Enter the time of the first interview / assessment.</p>
11.	<p><b>Number of slots:</b> Enter the number of panels running concurrently.</p> <p><b>Example:</b> Number of slots equals 1 Panel 1 – 9am</p> <p><b>Example:</b> Number of slots equals 2 Panel 1 – 9am Panel 2 – 9am</p>
12.	<p><b>Number of sequential slots:</b> Enter the number of sequential slots.</p>

	<p><b>Example:</b> Number of sequential slots equals 1 Panel 1 – 9am Panel 2 –9am</p> <p><b>Example:</b> Number of sequential slots equals 3 Panel 1 – 9am, 10am, 11am Panel 2 – 9am, 10am, 11am</p> <p><b>Note:</b> If there is a lunch break scheduled repeat steps 8 – 12 for morning and afternoon.</p>																																				
13.	<p><b>Interviewers:</b> If the assessors have access to CS Jobs you can select their name from the drop down list.</p> <p>If the vacancy holder would like their selection panel members to receive a calendar notification please tick the box.</p> <p>Send iCal Calendar Notification Now <input checked="" type="checkbox"/></p> <p><b>Note:</b> If you enter interviewer’s details they will receive a calendar notification once the schedule has been created, when a candidate chooses one of their slots and if the candidate removes themselves from the slot.</p> <p>Click on ‘Enter’ to complete.</p>																																				
14.	<p>If the interviews / assessments take place over more than one day repeat steps 8 to 13 for each date until your schedule is complete.</p>																																				
15.	<p>If you want to return to the schedule overview page click on ‘Interview Types’ and select ‘View All’ from the drop down list.</p>  <p>A list of all of the interview schedules will appear, select the one you wish to view.</p>																																				
16.	<p>If you wish to <b>edit a slot</b> click on ‘Edit’ and a separate window will open.</p> <table border="1" data-bbox="288 1709 1385 1928"> <thead> <tr> <th>Interview Type</th> <th>Date</th> <th>Time</th> <th>Time Zone</th> <th>Duration</th> <th>Internal Attendees</th> <th>Status</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>BP3301</td> <td>5 Mar 2014</td> <td>09:00</td> <td>Europe/London</td> <td>1 Hour</td> <td></td> <td>Free</td> <td>Edit</td> <td><input type="checkbox"/></td> </tr> <tr> <td>BP3301</td> <td>5 Mar 2014</td> <td>10:00</td> <td>Europe/London</td> <td>1 Hour</td> <td></td> <td>Free</td> <td>Edit</td> <td><input type="checkbox"/></td> </tr> <tr> <td>BP3301</td> <td>5 Mar 2014</td> <td>11:00</td> <td>Europe/London</td> <td>1 Hour</td> <td></td> <td>Free</td> <td>Edit</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>Choose Interviewer <input type="text"/> <input type="button" value="Add"/> <input type="button" value="Remove"/> <input type="button" value="Delete Checked Slots"/></p> <p>Edit the information and click on ‘Update’. Confirmation the slot has updated will be displayed.</p>	Interview Type	Date	Time	Time Zone	Duration	Internal Attendees	Status			BP3301	5 Mar 2014	09:00	Europe/London	1 Hour		Free	Edit	<input type="checkbox"/>	BP3301	5 Mar 2014	10:00	Europe/London	1 Hour		Free	Edit	<input type="checkbox"/>	BP3301	5 Mar 2014	11:00	Europe/London	1 Hour		Free	Edit	<input type="checkbox"/>
Interview Type	Date	Time	Time Zone	Duration	Internal Attendees	Status																															
BP3301	5 Mar 2014	09:00	Europe/London	1 Hour		Free	Edit	<input type="checkbox"/>																													
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BP3301	5 Mar 2014	11:00	Europe/London	1 Hour		Free	Edit	<input type="checkbox"/>																													





Please alter the details of this slot using the form below

BP3301

5 March 2014 Start Hour 9 Min 00 Length 1 hour

- -

17. If you wish to delete a slot put a tick in the box and click on 'Delete Checked Slots'. Confirmation the slot has been deleted will be displayed.

Interview Type	Date	Time	Time Zone	Duration	Internal Attendees	Status	Edit	<input type="checkbox"/>
BP3301	5 Mar 2014	09:00	Europe/London	1 Hour		Free	Edit	<input type="checkbox"/>
BP3301	5 Mar 2014	10:00	Europe/London	1 Hour		Free	Edit	<input type="checkbox"/>
BP3301	5 Mar 2014	11:00	Europe/London	1 Hour		Free	Edit	<input type="checkbox"/>

Choose Interviewer

Your schedule is now complete.

### Next Steps:

Candidates now need to be notified of their results and their scores and feedback made visible to them. This will also release your scheduled slots so they can choose a date and time that best suits them. Please go to page 42 for guidance.



## Notify candidate(s) of selection results

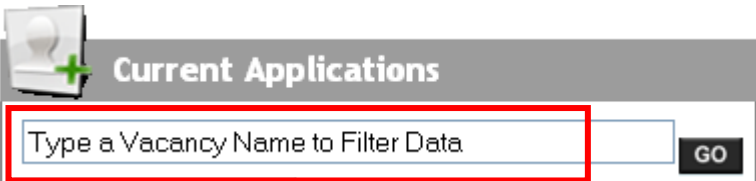

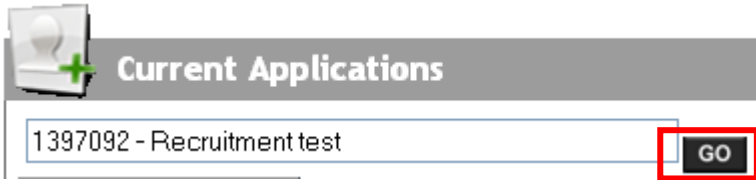
The vacancy holder will notify you when they are ready for you to release results and notify candidates of their selection outcome.

All candidates must be notified of their result via CS Jobs and to do this their online status must be changed.

Before notifying candidates of their result vacancy holders must enter all scores and feedback online. If the vacancy holder has not done this please contact them before you release results.

If the next stage in the selection process requires you to set up a schedule and you have not done so please refer to page 37 for further information.

**Follow the guidance below to release results:**

Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear.
2.	<p>Enter the vacancy reference number in the 'Current Applications' free text field.</p>  <p>Select the vacancy from the drop-down menu.</p>  <p>Click on 'Go' to display a list of candidates statuses.</p> 
3.	<p>To notify candidates of their result select the correct status.</p> <p><b>Awaiting Sift</b> – candidates who have been sifted</p> <p><b>Scheduled for Interview</b> – candidates who have been interviewed</p>

**Scheduled for Assessment** – candidates who have attended an assessment.

All Applications	
Applicant Status	#
Awaiting sift	1
Scheduled for 1st interview	1
▶ All Statuses	

4. You can review scores that have been entered online for all candidates.

Using your mouse right click anywhere on screen and a separate window will open titled 'Select Columns to be Displayed'.


Put a tick next to the columns you wish to view and click on 'Submit Query'.

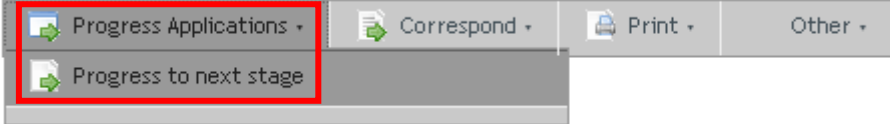

- Sift Total Score
- Sift Overall Rating
- Sift Outcome
- Selection event 1 Competence 8
- Selection event 1 Interview Total Score
- Selection event 1: Interview Overall Rating
- Selection event 1: Interview Outcome
- Selection event 1: Order of Merit
- Selection event 2: Interview Total Score
- Selection event 2: Interview Overall Rating
- Selection event 2: Interview Outcome
- Selection event 2: Order of Merit
- Selection event 3: Interview Total Score
- Selection event 3: Interview Overall Rating
- Selection event 3: Interview Outcome
- Selection event 3: Order of Merit

Additional columns will be available. You can filter any column into numerical or alpha order by selecting the column heading.

<u>Selection event 3: Interview Total Score</u>	<u>Selection event 3: Interview Outcome</u>
3	Make An Offer
1	Unsuccessful

4. Using the tick box within each row select the candidates.

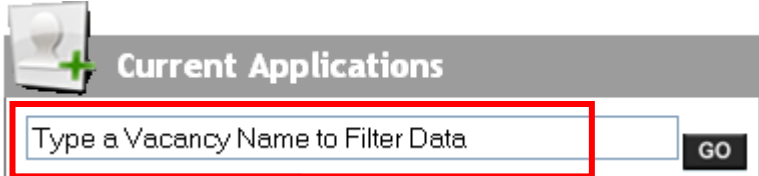



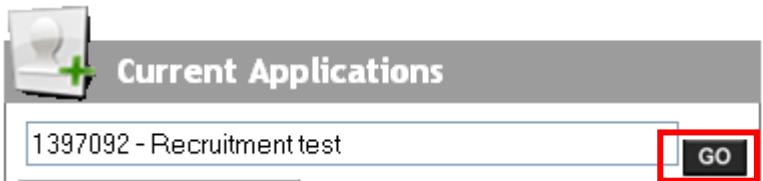
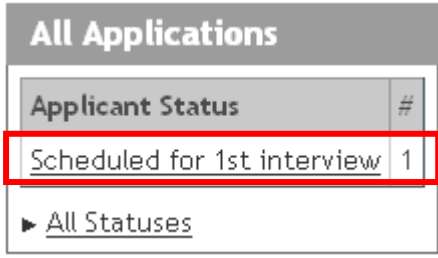

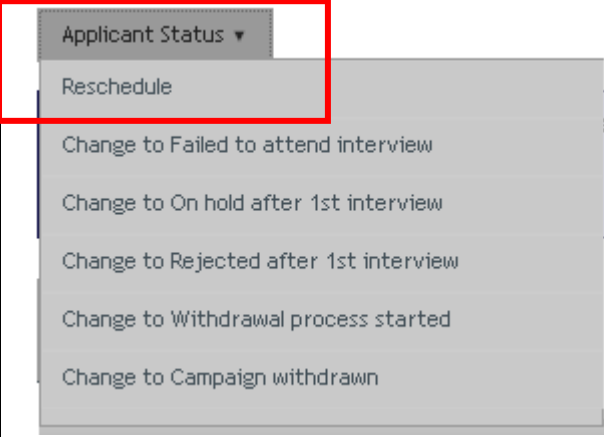

	<p><b>Note:</b> If you are notifying the successful, unsuccessful and reserve list candidates you will need to release these results separately as you can only change one status at a time.</p>
5.	<p>At the bottom of the list of candidates click on 'Progress Applications' and select 'Progress to Next Stage' from the drop-down menu.</p> 
6.	<p>From the drop-down menu select the status you wish to move the candidates to. Applications will be displayed here</p> <p>Move to Status <input type="text" value="Select"/></p> <p>Potential emails will be displayed here</p>  <p>If an email is tagged to the status you have selected the content will appear. <b>Do not amend the email text.</b></p> <p>Click on 'Update Status'.</p>
7.	<p>You will be notified that the status updated successfully and you can click on the 'Return to Candidate List' link.</p> <p>Repeat steps 4, 5 and 6 if you have more results to release.</p>

Candidates have now been notified of their selection result and their online status changed.

Once a candidate has scheduled an interview/assessment they may contact you to change their slot. You can do this on their behalf if there is vacant slot.

**Follow the guidance to schedule a candidate into a vacant slot:**

Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear.
2.	<p>Enter your vacancy reference number in the 'Current Applications' free text field.</p>  <p>Select your vacancy from the drop-down menu.</p>

	 <p>Click on 'Go' to display a list of candidates statuses.</p> 
3.	<p>Depending on what stage of the process the candidates are at select the status of applications e.g. 'Scheduled for Interview or 'Scheduled for Assessment' and a list of candidates will appear.</p> 
4.	<p>Click on the  icon to open the candidate history.</p>
5.	<p>Click on the 'Applicant Status' tab and select 'Reschedule' from the drop-down menu.</p>  <p><b>Note:</b> If there are no vacant slots 'Reschedule' will not be an option and you will need to contact the vacancy holder to see if they can accommodate the candidate's request.</p>
6.	<p>Select the available slot you wish to book.</p> <p><b>Note:</b> All unavailable slots are greyed out.</p>

	<p><b>Interview 002 – 1st Interview</b></p> <p>30th March 2014 <a href="#">09:00</a> <a href="#">10:00</a> <a href="#">11:00</a> <a href="#">12:00</a></p>
7.	<p>Click on 'Confirm' to book the slot.</p> <p><b>Confirmation</b></p> <p>Please confirm that you would like to schedule for the time and date indicated below</p> <p>Date 20th February 2014 Time 11 : 00</p> <p><input type="button" value="Confirm"/></p> <p>You may also wish to email confirmation to the applicant. You can then also send a letter to confirm this if this is required at this stage</p> <p><b>Note:</b> A confirmation email will be sent to the candidate.</p>

You have now scheduled a candidate into a vacant slot and the candidate notified of their new date and time.

### Next steps:

Depending on what stage the vacancy is at in the selection process will determine your next step.

### Interview/assessment

Candidates have been invited to attend an interview/assessment. Notify your vacancy holder that results from the previous stage have been released.

### No successful candidate(s)

If the vacancy holder did not identify any successful candidate contact them to discuss their options. If they have approval to progress their vacancies to the next stage in the VFS go to page 16 to re-advertise their vacancy.

### Successful candidate(s)

The selection process is complete and a successful candidate(s) identified.

Pre-appointment checks as specified in the advert **must** now be carried out.

You will need to inform the vacancy holder what checks you need to undertake and advise them how long they will approximately take.

If you asked your vacancy holder to collect **pre-appointment documents** from candidates at interview/assessment you must request these **immediately to prevent delays in the recruitment process**.

Go to page 47 for further information on pre-appointment checks.

---

## Pre-employment/posting checks

It is the responsibility of the recruitment team to ensure candidates have the correct checks carried out before they take up duty.

### Pre-posting checks (internal candidates only)

Checks on internal candidates differ depending on the department. Please refer to your department's internal policies and procedures.

### Pre-employment checks (external and OGD candidates only)

[Baseline Personnel Security Standards](#) describes the minimum pre-employment checks that must be applied to all civil servants. Some departments will require more enhanced vetting.

The BPSS consist of the following checks:

- Age
- Identity
- Nationality and Immigration Status (including an entitlement to undertake the work in question)
- Employment History (past 3 years)
- Criminal record (unspent convictions only)
- Character enquiry form.

Before a formal offer of employment can be made (unless in exceptional circumstances) all checks must be satisfactorily complete. **These checks can take several weeks** and you should make your vacancy holder aware to manage expectations.

Any concerns arising from the pre-appointment checks should be referred to the vacancy holder. In these circumstances they must consider the risks involved if they were to employ the candidate taking into account the nature of the work in their Business Area and the job offered. It is their decision whether to appoint the person. They may wish to consult with their HR unit if further advice is needed.

There is an on-boarding form within CS Jobs that allows you to record and monitor the progress of all pre-employment checks.

**Follow the guide below to update the on-boarding form:**

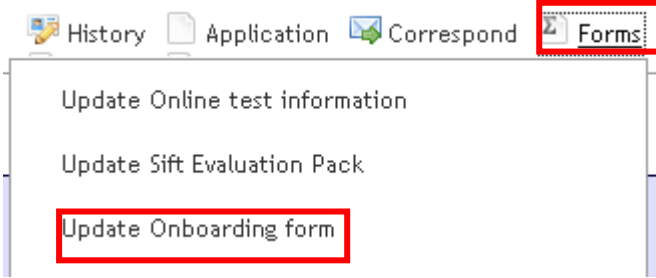
Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear.
2.	Enter the candidates name in the free text field and click on 'Go'. A list of candidates will be displayed matching your name search.

**Note:** The surname must be entered first with a comma between surname and forename e.g. Smith,William.



3. Select the candidate by clicking the  icon to open their history.

4. Click on 'Forms' and from the drop-down menu select 'Update Onboarding form'.



5. **Summary:**

This section allows you to record important dates e.g. date checks commence and complete.

You have the opportunity to enter an explanation if you do not meet your service level agreement (SLA), which can be used for management information.

It is recommended you keep your vacancy holder updated throughout the checking period and the two **'follow up'** dates can be used to record when you contact them.

**Note:** The candidate's personal information will pull through from their application form.

Name of checker:	<input type="text"/>	
Date Checks Commenced	- - - - -	
Name of Successful Candidate	First name: Claire	Surname: Comerford
National Insurance Number		
Date of Birth		
Date Paperwork Received (Day 1)	- - - - -	
Follow Up (Day 11)	Select	- - - - -
Follow Up (Day 20)	Select	- - - - -
Checks Passed?	Select	Date Passed - - - - -
Checks Complete	- - - - -	Number of days taken (calendar days) (time lapse between date checks commenced & checks complete) Select
Reasons for checks taking longer than SLA agreement	<input type="text"/>	

6. **Pension and Identity:**  
Select 'Yes' or 'No' from the drop-down menu to confirm whether these checks





are required.

If you select 'Yes' enter the dates the forms were sent to the candidate and the date you cleared the check.

Pension Questionnaire	Required Select ▼ *	Date sent - ▼ - ▼ - ▼	Date cleared - ▼ - ▼ - ▼
Character Declaration	Required Select ▼ *	Date sent - ▼ - ▼ - ▼	Date cleared - ▼ - ▼ - ▼
ID paperwork and check	Required Select ▼ *	Date received - ▼ - ▼ - ▼	Date cleared - ▼ - ▼ - ▼
Nationality Checks	Required Select ▼ *		Date cleared - ▼ - ▼ - ▼

**7. Police checks:**

If a police check is required select 'Yes' and complete the date and comments fields.

If the candidate resided outside of the uk for 6 months or more and further information is required select 'Yes' and complete the date and comments field.

Convictions	Required Select ▼ *	Does the individual have any convictions? Select ▼	Comments
Has the individual lived outside the UK for 6 months or more in the last 3 years?	Required Select ▼ *	Date information sent to candidate - ▼ - ▼ - ▼	Date Information returned from candidate - ▼ - ▼ - ▼
	Is individual cleared? Select ▼	Date cleared - ▼ - ▼ - ▼	Comments

**8. Enhanced security checks:**

Select 'Yes' or 'No' to confirm what security clearance is required.

BPSS	Required Select ▼ *	Date Form sent to candidate - ▼ - ▼ - ▼	Date form received from candidate - ▼ - ▼ - ▼
	Provider Used Select ▼	Date sent to vetting provider - ▼ - ▼ - ▼	Ref Number [ ]
		Date resent to provider - ▼ - ▼ - ▼	Ref Number [ ]
	Is individual cleared? Select ▼	Date Certificate Received - ▼ - ▼ - ▼	
CTC	Required Select ▼ *	Date information sent to candidate - ▼ - ▼ - ▼	
	Is individual cleared? Select ▼ *	Date Clearance Received - ▼ - ▼ - ▼	
SC Clearance	Required Select ▼ *	Date information sent to candidate - ▼ - ▼ - ▼	
	Is individual cleared? Select ▼	Date Clearance Received - ▼ - ▼ - ▼	
DV Clearance	Required Select ▼ *	Date information sent to candidate - ▼ - ▼ - ▼	
	Is individual cleared? Select ▼ *	Date Clearance Received - ▼ - ▼ - ▼	

**9. Employment checks and references:**

Select 'Yes' or 'No' from the drop-down menu to confirm whether these checks are required.

If you select 'Yes' enter the dates the forms were sent to the employer/referee



and the date you cleared the check.

Confirm whether the individual passed these checks (if required) by selecting 'Yes' or No' from the drop-down menu.

Employee History Check (HMRC check)	Required Select *	Date Information sent - - - - -	
	Did individual pass check? Select	Date Completed - - - - -	
Employer Reference Checks	Required Select *	Date Requests sent - - - - -	Date chased (if required) - - - - -
	Did individual pass the reference check? Select	Date cleared - - - - -	
Personal References	Required Select *	Date Requests sent - - - - -	Date chased (if required) - - - - -
	Did individual pass the reference check? Select	Date cleared - - - - -	

10. **Health checks:**

Select 'Yes' or 'No' from the drop-down menu to confirm if a health check is required.

If you select 'Yes' enter the dates the referral was made and cleared providing detail in the notes field.

Select 'Yes' or 'No' to confirm whether the health referral was cleared.

Health Check	Required Select *	Health Declaration Received - - - - -	
		Date of Health Check Referral - - - - -	Date of Health Check referral returned - - - - -
	Did the individual pass the health check? Select	Notes: <input type="text"/>	

**Next steps:**

**Failed checks**



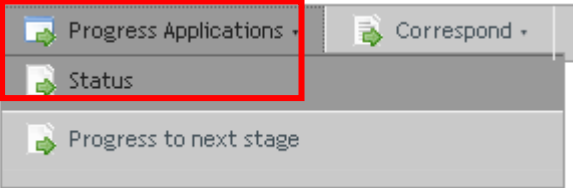

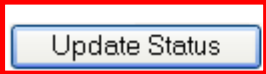
Notify the vacancy holder that the candidate has failed their pre-employment/posting checks and provide the reason why.

Discuss with the vacancy holder their options e.g. offer a reserve list candidate the job or re-advertise the vacancy. If they wish to re-advertise their vacancy they must get approval first.

The candidate who has failed checks needs to be notified and their online status changed.



**Follow the guide to reject a candidate who fails checks:**

Step	Guide
1.	Logon to CS Jobs using your username and password – the homepage will appear.
2.	<p>Enter the candidates name in the free text field and click on 'Go'. A list of candidates will be displayed matching your name search.</p> <p><b>Note:</b> The surname must be entered first with a comma between surname and forename e.g. Smith,William.</p> 
3.	<p>Using the tick box select the candidate you wish to notify.</p> 
4.	<p>At the bottom of the list of candidates click on 'Progress Applications' and select 'Status' from the drop-down menu.</p> 
5.	<p>From the drop-down menu select either the 'Rejected after pre-employment checks' or 'Rejected after pre-posting checks' status.</p> <p>Applications will be displayed here</p>  <p>Potential emails will be displayed here</p>  <p>If an email is tagged to the status you have selected the content will appear. <b>Do not amend the email text.</b></p> <p>Click on 'Update Status'.</p>

**Passed checks**

Notify the vacancy holder that all pre-employment/posting checks are satisfactorily complete.



---

The vacancy holder can contact the candidate and agree a start date. Once they have agreed a start date they will provide you with the candidates 'first day arrangements' details e.g. reporting instructions, agreed working pattern, etc so you can issue the formal offer.

If you have a standard form for vacancy holders to complete e.g. new entrant notification form, which will provide you with all of the candidates 'take up duty' details please supply them with a copy.

Go to page 53 to issue a formal offer of employment.



---

## Formal offer



Once the vacancy holder has agreed a start date with the candidate you can issue a formal offer of employment.

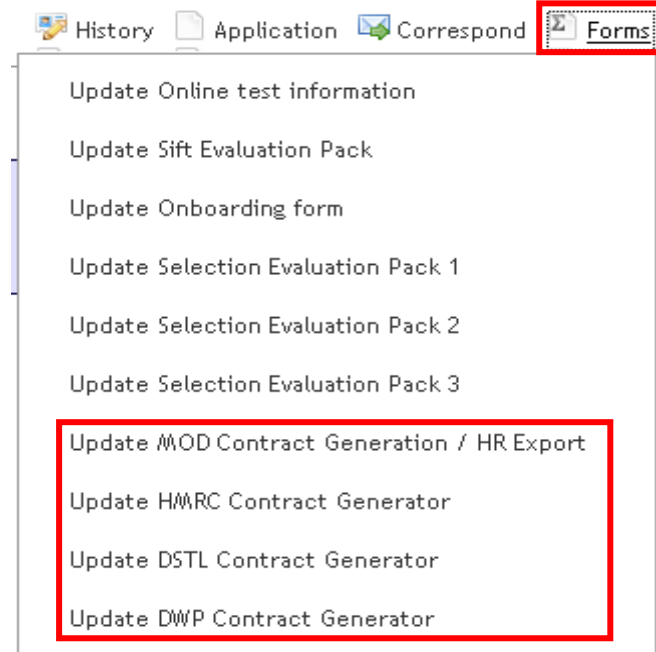
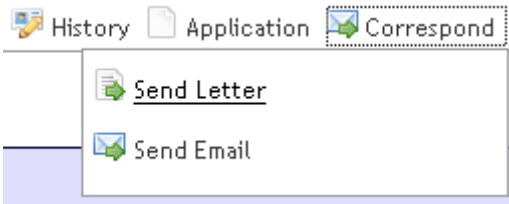
If **employment contracts (terms and conditions)** are produced by the recruitment team you must issue it to the candidate at this stage.


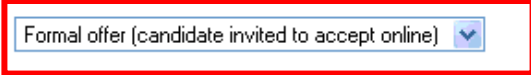

The candidate will then accept or reject the formal offer of employment online.

If you are a department that generates a contract within CS Jobs follow the instructions below.

**Follow the guidance below to create an employment contract in CS Jobs:**

Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear.
2.	Enter the candidates name in the free text field and click on 'Go'. A list of candidates will be displayed matching your name search.  <b>Note:</b> The surname must be entered first with a comma between surname and forename e.g. Smith,William.  
3.	Select the candidate by clicking the  icon to open their history.
4.	Click on 'Forms and from the drop-down menu select the 'Contract Generator' for your department.



	
5.	<p>Complete all of the information required to generate an employment contract for your department and click 'Confirm'.</p> <p><b>Note:</b> The information required varies for each department.</p>
6.	<p>Click on 'Correspond' and select 'Send Letter' from the drop-down menu.</p> 
7.	<p>The address to which you would like to send these letters to and also the sender should be pre-populated with 'Home' and your name.</p> <p>Select the template you wish to send the candidate using the drop-down box.</p> <p>Put the radio button next to 'PDF' and click on 'Preview the letters'.</p> <p>Please select which address you would like to send these letters to: <input type="text" value="Home"/></p> <p>Select a sender for these letters: <input type="text" value="..."/></p> <p>Please select one of the following templates: <input type="text" value="Appendix 1: Letter of Introduction"/></p> <p>Choose the extension of the letters</p> <p><input type="radio"/> Rtf</p> <p><input checked="" type="radio"/> Pdf</p> <p><input type="button" value="Preview the letters"/></p>
8.	<p>The letter will be displayed for you to review.</p>

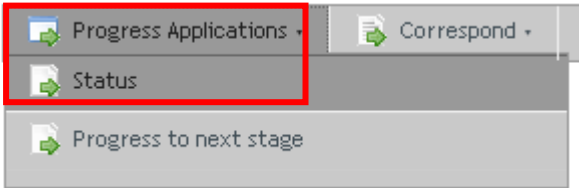

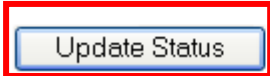
	<p>Click on 'Create Merge with Inserted Values'.</p> 
9.	<p>From the drop-down box select the status 'Formal offer (candidate invited to accept online)'.</p> <p>Please select a <b>status</b> that these candidates will be moved to if applicable once <b>Update the letter log &amp; candidate's status</b> will be pressed</p>  <p>If you want to update the letter log and the status for all the selected candidates, press <b>Update the letter log &amp; candidate's status</b></p>  <p>Click on 'Update the letter log and Candidate's status'.</p>

The candidate has been sent their employment contract, which they must now accept or reject online.

If you do not generate a contract through CS Jobs you can still change their status to ensure they accept the formal offer of employment online.

**Follow the guidance to issue a formal offer of employment:**

Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear.
2.	<p>Enter the candidates name in the free text field and click on 'Go'. A list of candidates will be displayed matching your name search.</p> <p><b>Note:</b> The surname must be entered first with a comma between surname and forename e.g. Smith,William.</p> 
4.	<p>Using the tick box select the candidate you wish to notify.</p> 
5.	At the bottom of the list of candidates click on 'Progress Applications' and select 'Status' from the drop-down menu.

	
6.	<p>From the drop-down menu select the 'Formal Offer (candidate invited to accept online)' status.</p> <p>Applications will be displayed here</p>  <p>Potential emails will be displayed here</p>  <p>The formal offer email will be visible <b>do not amend the email text</b>.</p> <p>Click on 'Update Status'.</p>

You have now issued the candidate with a formal offer of employment, which they must accept online.

### Next steps:

Candidates **must** confirm whether they accept the offer of employment online via their communication centre.

Once they make their decision their online status will change to '**Formal Offer (candidate decision received online)**'.

If you have not had a response within 2 working days it is recommended that you contact the candidate to prevent any delays.

### Accept offer

If the candidate accepts the offer of employment change their status to 'Offer Accepted'. Go to page <<insert page>> to issue them with the 'first day arrangements' details.

### Reject offer



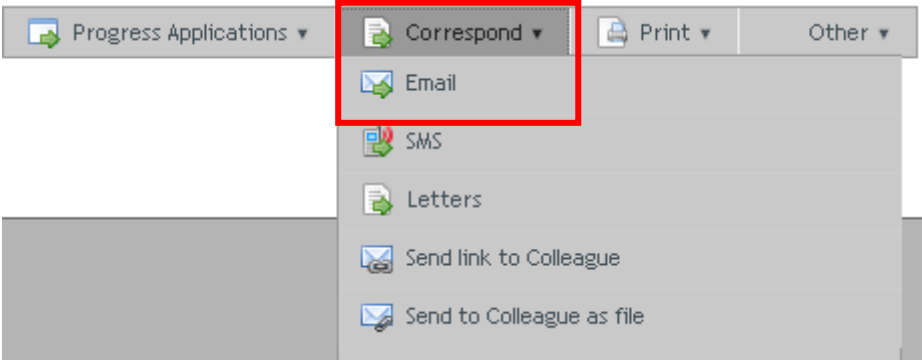
If the candidate rejects the offer of employment change their status to 'Offer Declined'.

Contact the vacancy holder to discuss their options e.g. offer a reserve list candidate the position or re-advertise the vacancy.



## First day arrangements

Once the candidate accepts the formal offer of employment you must issue them with their 'first day arrangements' details e.g. start date, start time, office location etc.

Step	Action
1.	Logon to CS Jobs using your username and password – the homepage will appear.
2.	<p>Enter the candidates name in the free text field and click on 'Go'. A list of candidates will be displayed matching your name search.</p> <p><b>Note:</b> The surname must be entered first with a comma between surname and forename e.g. Smith,William.</p> 
4.	<p>Using the tick box select the candidate you wish to notify.</p> 
5.	<p>At the bottom of the list of candidates click on 'Correspondence' and select 'Email' from the drop-down menu and a blank email template will be displayed.</p> 
6.	<p>Enter a descriptive email <b>subject</b> in the 'Subject' free text box e.g. Ref: 123 Project Manager – First Day Arrangements.</p> <p>In the <b>message</b> free text field enter the reporting instructions e.g. date, time, office location, name of contact etc.</p>

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Sender

Send a copy to yourself

Please note that you will receive one email for every application that you are sending.

Subject:

Message

Type 'First' into the free text box to search for the 'First Day Arrangements' status.

Please select any new status below

status1: Applicant Status - First day arrangements

Any file you wish to attach?   [Click Here To Add Another File](#)

Click on 'Send Email Now'.

First day arrangements have now been sent to the candidate so they can report for duty on their agreed start date.

**Next steps:**

To ensure you can notify the Shared Service Centre (SSC) so an employee account can be set up go to page 59 for on-boarding instructions.



## On-boarding



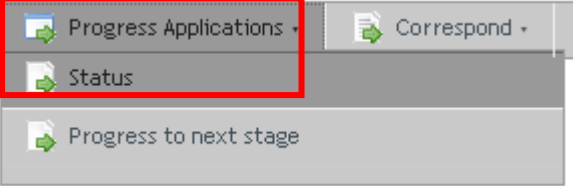

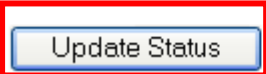
You must liaise with the departments Shared Service Centre (SSC) to ensure an employee account is built prior to the successful candidate taking up duty.

To prevent any delays that could result in the new entrant not receiving their monthly salary it is imperative that you notify SSC at the earliest opportunity.

The information SSC requires will vary for each department so you must follow your internal departmental policies and procedures.

At this point you must change the candidate's online status to 'Ready to Hire', which is the last step in the online process.

### Follow the guidance to move a candidate to 'Ready to Hire':

Step	Guide
1.	Logon to CS Jobs using your username and password – the homepage will appear.
2.	<p>Enter the candidates name in the free text field and click on 'Go'. A list of candidates will be displayed matching your name search.</p> <p><b>Note:</b> The surname must be entered first with a comma between surname and forename e.g. Smith,William.</p> 
3.	<p>Using the tick box select the candidate you wish to notify.</p> 
4.	<p>At the bottom of the list of candidates click on 'Progress Applications' and select 'Status' from the drop-down menu.</p> 
5.	<p>From the drop-down menu select 'Ready to Hire'.</p> <p>Applications will be displayed here</p>  <p>Potential emails will be displayed here</p> 

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Click on 'Update Status'.
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The successful candidate has been appointed and the selection process complete.

**Next steps:**

**Recruitment papers**

Follow your department's data retention policy to weed and/or file the candidate's recruitment papers and where applicable forward them via secure post to the HR unit.

**Archive vacancy**

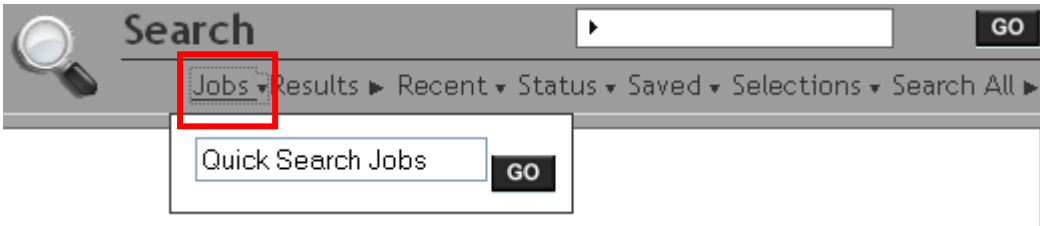

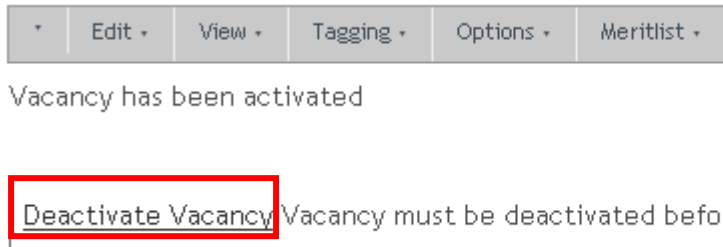
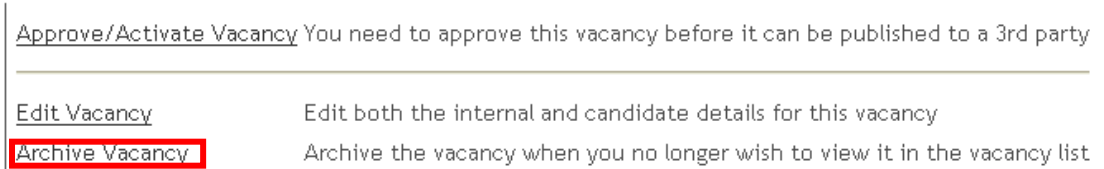
Once all vacancies are filled go to 61 to archive the vacancy.



## Archive a vacancy

Once a vacancy is filled you must close and archive it on CS Jobs.

Follow the guidance to archive a vacancy:

Step	Action
1.	Logon to CS Jobs with your username and password – the homepage will appear.
2.	<p>Click on 'Jobs' from the search bar and enter the vacancy reference number in the free text field.</p> <p>Click on 'Go' to open the vacancy overview page.</p> 
3.	Click on the  icon to open the updates page, which can be found on the right hand side of the overview page.
4.	<b>Vacancy status:</b> Select 'Closed' from the drop-down menu.
5.	Click on 'Confirm' to return to the vacancy overview page.
6.	<p>If your vacancy is still activated you will need to deactivate it first by clicking on 'Deactivate Vacancy'.</p> 
7.	<p>You can now archive the vacancy by clicking on 'Archive Vacancy'.</p> 
8.	<p>Next to the vacancy reference number/job title you will see your vacancy has been archived.</p> <p><b>1397061. Administrative Officer - 08. Archived</b></p>

The vacancy is now complete.

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## Annex A

There are a number of pre-screen options available. It is your responsibility to tag the correct questions depending on the vacancy you are advertising. Listed below are the options available;

### Basic (Stage 1 - 3)

Question
Do you meet the eligibility requirement for this job as described in the job advert?

### Basic (Stage 4)

Question
Do you meet the eligibility requirement for this job as described in the job advert?
Will you be 17 or over at the anticipated start date of employment?
Do you have the required qualifications, which were stated in the job advert?

### Stages 1 - 3

Question
Have you informed your manager about this application?
Do you meet the eligibility requirement for this job as described in the job advert?
Are you currently on any formal proceedings for absence, work performance or discipline?

### Stages 1 - 3 (driving licence)

Question
Have you informed your manager about this application?
Do you meet the eligibility requirement for this job as described in the job advert?
Are you currently on any formal proceedings for absence, work performance or discipline?
Do you currently hold a full driving licence that permits you to drive in the UK or can reasonable adjustments be made under the Equality Act 2010?

### Stages 1- 3 (FTA)

Question
Have you informed your manager about this application?
Do you meet the eligibility requirement for this job as described in the job advert?
Are you currently on any formal proceedings for absence, work performance or discipline?
Are you a Temporary Fixed Term Appointee, that was appointed without going through recruitment and selection exercise that was openly advertised?

### Stages 1 - 3 (licence & FTA)

Question
Have you informed your manager about this application?
Do you meet the eligibility requirement for this job as described in the job advert?
Are you currently on any formal proceedings for absence, work performance or discipline?
Do you currently hold a full driving licence that permits you to drive in the UK or can reasonable adjustments be made under the Equality Act 2010?
Are you a Temporary Fixed Term Appointee, that was appointed without going through recruitment and selection exercise that was openly advertised?



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## Stage 4

Question
Do you meet the eligibility requirement for this job as described in the job advert?
Will you be 17 or over at the anticipated start date of employment?

## Stage 4 (nationality)

Question
Do you meet the eligibility requirement for this job as described in the job advert?
Will you be 17 or over at the anticipated start date of employment?
Have you read the guidance on nationality available in the information about this post(s)?
Do you meet the Civil Service Nationality Requirements?
Are you lawfully resident in the UK?
Are you lawfully entitled to work in the UK?

## Stage 4 (driving licence)

Question
Do you meet the eligibility requirement for this job as described in the job advert?
Will you be 17 or over at the anticipated start date of employment?
Do you currently hold a full driving licence that permits you to drive in the UK or can reasonable adjustments be made under the Equality Act 2010?

## Stage 4 (qualifications)

Question
Do you meet the eligibility requirement for this job as described in the job advert?
Will you be 17 or over at the anticipated start date of employment?
Do you have the required qualifications which were stated in the job advert?

## Stage 4 (nationality & driving)

Question
Do you meet the eligibility requirement for this job as described in the job advert?
Will you be 17 or over at the anticipated start date of employment?
Have you read the guidance on nationality available in the information about this post(s)?
Do you meet the Civil Service Nationality Requirements?
Are you lawfully resident in the UK?
Are you lawfully entitled to work in the UK?
Do you currently hold a full driving licence that permits you to drive in the UK or can reasonable adjustments be made under the Equality Act 2010?

## Stage 4 (nationality & qualifications)

Question
Do you meet the eligibility requirement for this job as described in the job advert?
Will you be 17 or over at the anticipated start date of employment?
Have you read the guidance on nationality available in the information about this post(s)?
Do you meet the Civil Service Nationality Requirements?
Are you lawfully resident in the UK?
Are you lawfully entitled to work in the UK?
Do you have the required qualifications, which were stated in the job advert?

## Stage 4 (driving & qualifications)



Question
Do you meet the eligibility requirement for this job as described in the job advert?
Will you be 17 or over at the anticipated start date of employment?
Do you currently hold a full driving licence that permits you to drive in the UK or can reasonable adjustments be made under the Equality Act 2010?
Do you have the required qualifications which were stated in the job advert?

## Stage 4 (all)

Question
Do you meet the eligibility requirement for this job as described in the job advert?
Will you be 17 or over at the anticipated start date of employment?
Have you read the guidance on nationality available in the information about this post(s)?
Do you meet the Civil Service Nationality Requirements?
Are you lawfully resident in the UK?
Are you lawfully entitled to work in the UK?
Do you currently hold a full driving licence that permits you to drive in the UK or can reasonable adjustments be made under the Equality Act 2010?
Do you have the required qualifications which were stated in the job advert?

## Telephony Work

Question
Are you aware that this post(s) involves extensive telephony work?
This post(s) may involve variable work patterns. Have you read the information in the job advert?

## HMRC BDDP

Question
Have you read the information provided in the job advert?
To apply for this post(s) please confirm that you have agreed with your manager: <ul style="list-style-type: none"> <li>• The examples you have used</li> <li>• That you meet the relevant criteria</li> <li>• That you will be released if selected</li> </ul>
Are you already on another training programme e.g.: BDDP or TPDP (You can apply if you are currently studying for AIIT, CTA, ELTT, ITLT or AIIT)?
Have you been removed from a Programme as a result of failing a knowledge assessment, skills assessment or practical work assessment report within the last 2 years?
Will you have completed any probation period prior to April 2012?
Are you subject to formal action under the Managing Poor Performance and Attendance Process?
Are you a Temporary Fixed Term Appointee, that was appointed without going through a recruitment and selection exercise that was openly advertised?

## ONS – TO

Question
Can you work 78 hours per calendar month (this equates to an average of 18 hours per week)?
Our hours of operation are from 9.00am to 9.30pm. You will be allocated at least half of your time in the evenings according to the availability of hours. Is this acceptable to you?
Do you have indefinite, unrestricted leave to remain and work in the UK (without an end date or expiry date on any Visa or Student Visa)?

## ONS – IPS





Question
Are you able to occasionally stay away overnight?
Do you have sole use of a landline telephone? (This can include, for example, a landline in a family residence, but NOT a landline shared with, or by, one or more separate dwellings.)
Have you had more than 3 Jobs in the last 5 Years (or more than 3 jobs in 1 year if you are applying for the post at Dover)?
Do you have indefinite, unrestricted leave to remain and work in the UK (without an end date or expiry date on any Visa or Student Visa)?

## ONS – Titchfield

Question
If you are a current employee and work on Titchfield Site, please confirm that you have checked your eligibility under the Titchfield Staffing Strategy, and are therefore eligible to apply for this post.

## ONS- FIF

Question
Can you work a minimum of 95 hours per calendar month?
Are you available 2 out of 3 days Monday to Wednesday each week from 9.00am to 9.00pm?
Are you available to work a minimum of 3 evenings a week on a regular basis (which may include Monday to Wednesday)?
Do you currently possess a full UK Driving Licence (or EU Full Member Country Equivalent Driving Licence)?
Do you have full use of car? (By 'full use of a car' we mean unrestricted availability of a vehicle for work purposes at any time of the day)
Do you have sole use of a landline telephone? (This can include, for example, a landline in a family residence, but NOT a landline shared with, or by, one or more separate dwellings)
This post requires all interviewers to work in all areas within a reasonable distance (up to approximately a 40 mile radius) of their home address. Are you willing to do this?
Do you have indefinite, unrestricted leave to remain and work in the UK (without an end date or expiry date on any Visa or Student Visa)?

## Legal Services

Question
Do you meet the Civil Service Nationality Requirements?
Are you lawfully resident in the UK?
Are you lawfully entitled to work in the UK?
Are you a qualified barrister or solicitor, or shortly to become so?
Do you have a 2.1 degree (in any subject), or, if not will you be able to demonstrate equivalent high level academic and/or professional achievement?

