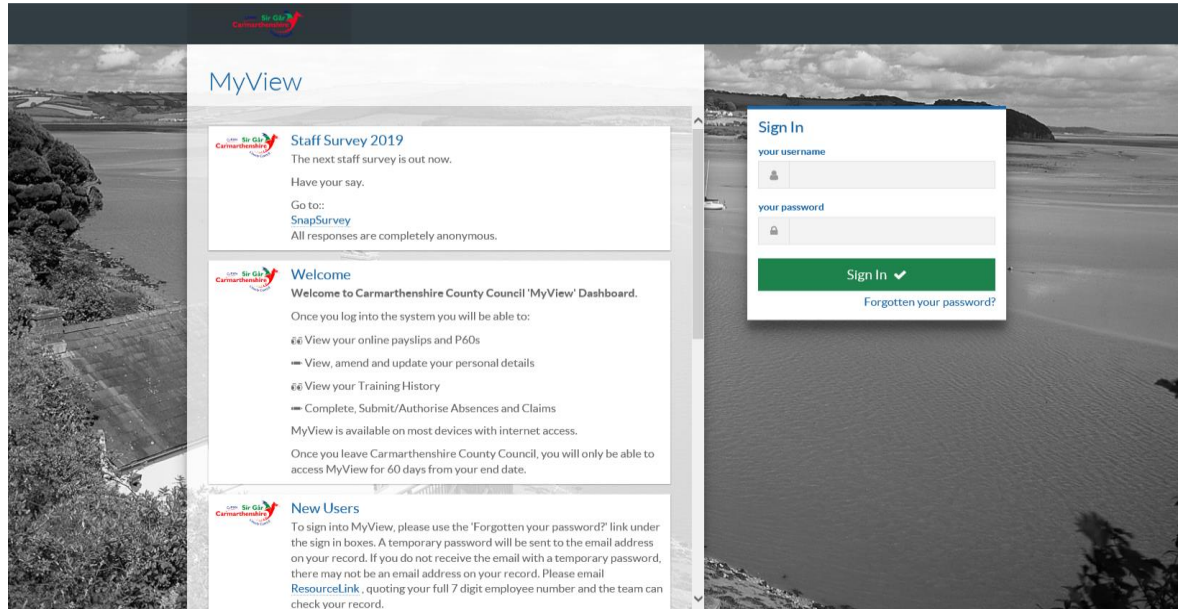


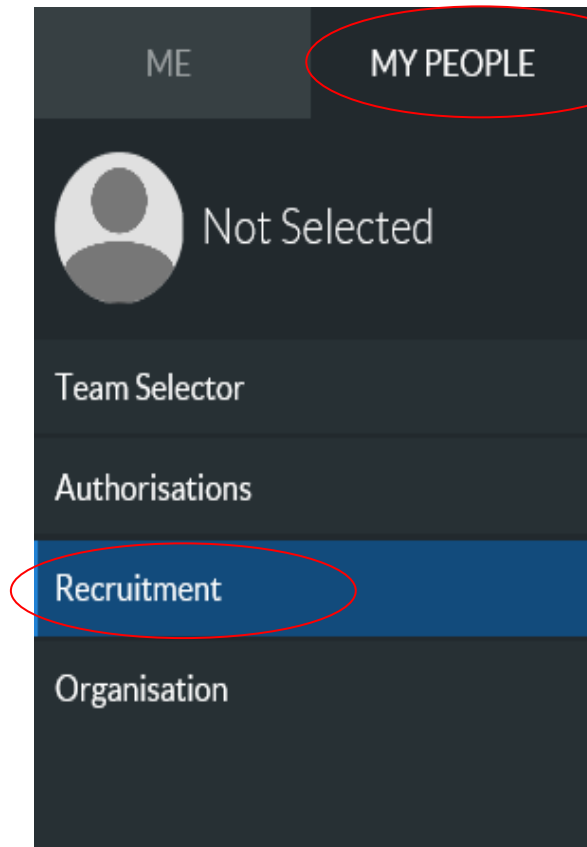
Manager Recruitment Guide

To access the 'Manager Recruitment' screen: -

- a. Log in to your My View/Self Service account

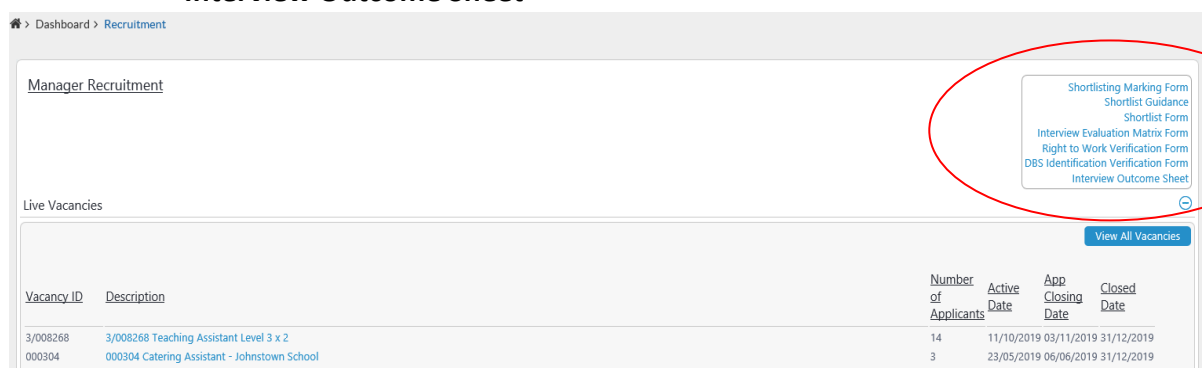


- b. Click on the 'My People' tab on the top left hand of the page & then select 'Recruitment' on the left-hand side of the screen



c. Guidance notes & all forms relevant to the recruitment process are available on the top right-hand side of the Manager Recruitment screen (see example below). It is important that the documents highlighted in **bold** in the list below, are completed and returned to the Recruitment Team at various stages throughout the recruitment process as prompted within this guidance, otherwise your recruitment process could be delayed.

- Manager Recruitment Guide
- Shortlisting Marking Form
- Shortlist Guidance
- **Shortlist Form**
- Interview Evaluation Matrix Form.
- **Right to Work Identification Verification Form**
- DBS Identification Verification Form (only to be completed where DBS is required for post)
- **Interview Outcome Sheet**



d. Your vacancies will appear under 'Manager Recruitment' (see example above). Please note that vacancies will remain open on this view for 6 months from the closing date to allow you access to the data should you need it to provide feedback or if you are challenged on any recruitment outcome.

e. Select the relevant vacancy from the list by clicking on the job title highlighted in **blue**

f. Once you have selected the relevant vacancy, you will then be able to: -

- view the Vacancy Details e.g. Advert text, grade, closing date etc.
- view the Employee Benefits e.g. salary

(see example on next page)

Manager Recruitment

Vacancy Details	
Vacancy ID	028820
Description	Performance and Information Officer
Date Set Up	26/09/2019
Post	028820 Performance & Information Officer
Job	NIC-JOB National Joint Council Job Details
Grade	GRADE G Grade G
Location	LD17 3 Spilman Street
Notes	
Job Description	Closing Date : 17/10/2019Performance & Systems / 3 Spilman Street, CarmarthenPerformance & Information Officer(Secondment/Temporary for 1 year due to Special Projects)£24,799 - £28,785 (Grade G)An exciting opportunity has arisen for a secondment/temporary for 1 year to join our Performance, Analysis & Systems team in driving performance across the department of communities. The post holders will have responsibility for all aspects of the attached Job Profile, but in particular will be a key contact on the development and frontline support of Housing IT systems. This will include administering and developing the Housing systems to suit business practice, providing system support, training for system users, overseeing system upgrades and system related project work.The post holder will also support the provision, analysis and interpretation of management information and data across a wide and diverse department. Core skills in data extraction and analysis (Using tools such as Microsoft Excel or Microsoft Access) would be advantageous.It is highly likely over the next few years a new IT system for Housing, Care and Support and public protection services will be implemented. It is an exciting time to join the team to embrace the new systems, new technologies and improve frontline services ways of working.Systems training and support will be provided to the successful applicant, you will be required to work as part of a team as well as working off your own initiative. A basic knowledge of Welsh is required to accomplish this post. Support can be provided on appointment to reach this level.For an informal discussion please contact Jonathan Davies, Telephone - 01554 899308, 07776669215 or email JJADavies@carmarthenshire.gov.uk Please click on the link in the Downloads boxbelow to view a .pdf copy of the Job Profile and Person Specification.You will need to sign in to your account before clicking on apply for this post.
Responsible Person	[Redacted]
Feedback Cutoff Date	[Redacted]
App Closing Date	17/10/2019
Contact Details	[Redacted]
Contract Hours	[Redacted]
FTE	1.0

Employee Benefits

Salary	24,799.00 To 28,785.00
---------------	------------------------

Shortlisting Marking Form
Shortlist Guidance
Shortlist Form
Interview Evaluation Matrix Form
Right to Work Verification Form
DBS Identification Verification Form
Interview Outcome Sheet

- view and open attachments e.g. Job Profile (see example below). To open these documents, you must **click on the document** and select **“Download this document”** which appears in the Document Tasks in a blue box to the left of the screen).

The screenshot shows a document management interface. On the left, there is a sidebar with a 'Document Tasks' section. The 'Download this document' button is highlighted in a blue box. The main content area shows a document titled '013960.pdf' (Acrobat Document, 454 KB) under the 'Job Profiles' category. Below the document, there is a 'Recruitment' section. The 'Download this document' button is circled in red in the original image.

- View all applications for this post (see example on next page). All applications should appear as ‘Application Form Received’. However please be aware that applicants can withdraw their application form via their applicant account at any time up to the closing date. If this occurs, this will be recorded as ‘Application Withdrawn’.

To access the application form for each applicant, click on the applicants surname under ‘Applicant Name’ highlighted in **blue**. You can view the applicant’s form online by clicking next or you can select to print by clicking ‘print form’ and ‘print’ once you have scrolled down through the form.

Applications

Select/Deselect All
 Status
 Update with

App ID	Applicant Name	Disability	Status	Date	Source	Int/Ext	Action
<input type="checkbox"/> 0036736	JENKINS		Application Form Received	17/10/2019	Carmarthenshire County Council Website	external	<input type="button" value="Print Letters"/> <input type="button" value="Feedback"/>
<input type="checkbox"/> 0032879	MORGAN		Application Form Received	10/10/2019	Carmarthenshire County Council Website	external	<input type="button" value="Print Letters"/> <input type="button" value="Feedback"/>

- g. Once your vacancy has closed you should review each application carefully against the essential criteria for the post and shortlist for interview. The 'Shortlisting Marking Form' and 'Shortlisting Guidance' are provided to assist you (both documents are available on the top of the Manager Recruit system). The shortlisting marking form does not have to be forwarded to HR however must be retained by you for 6 months following the interview date. Please be aware that you could be asked to produce this should any applicant challenge or ask for feedback on why they were not shortlisted.
- h. When you have completed your shortlist, you should update the applicant status on Manager Recruit by selecting the appropriate status i.e. 'Not Shortlisted' or 'Shortlisted' as follows: -
- Select 'Application Received' from the Status dropdown field
 - Select 'Not Shortlisted' or 'Shortlisted' from the 'Update with' dropdown field
 - Click on the box next to the App ID/Applicant Name
 - Click 'Submit'

If 'Not Shortlisted' is selected and submitted, an email (see below) is automatically sent to the applicant. Please remember that you may be contacted by the applicant to provide feedback.

Annwyl <PERS_FIRST_FORNAME>,

Mae'n flin gennym roi gwybod i chi nad oedd eich cais wedi bodloni'r meini prawf angenrheidiol i gael ei gynnwys ar restr fer y swydd ganlynol: <VAC_LONG_DESC_CY>.

Diolch am ddangos diddordeb yn y swydd hon a phob hwyl i chi ag unrhyw geisiadau am swyddi gyda Chyngor Sir Caerfyrddin yn y dyfodol.

***** Peidiwch ag ateb y neges hon gan ei bod wedi'i hanfon gan gyfrif nad yw'n cael ei fonitro. *****

Y Tîm Recriwtio

~~~~~  
Dear <PERS\_FIRST\_FORNAME>,

We regret to inform you that on this occasion your application didn't meet the necessary criteria to be shortlisted for the post <VAC\_LONG\_DESC>.

Thank you for showing an interest in this position and we wish you well for any future application with Carmarthenshire County Council.

\*\*\* Please do not reply to this email as it has been sent from an unmonitored account. \*\*\*

Recruitment Team

If 'Shortlisted' is selected and submitted the following email will be sent to the applicant.

Annwyl <PERS\_FIRST\_FORNAME>

Mae'n bleser gennym roi gwybod i chi eich bod ar restr fer y swydd wag <VACANCY\_ID> <VAC\_LONG\_DESC\_CY> oedd a'r dyddiad cau <VAC\_CLOSED\_DATE>.

Byddwch yn cael rhagor o fanylion ynghylch y broses ddethol yn y man. Cofiwch nodi'ch Rhif Adnabod Ymgeisydd <APPLICANT\_ID> a Rhif Adnabod y Swydd Wag <VACANCY\_ID> wrth gysylltu a ni yn y dyfodol.

\*\*\*Peidiwch ag ateb y neges hon gan ei bod wedi'i hanfon gan gyfrif nad yw'n cael ei fonitro\*\*\*

Y Tim Recriwtio

\*\*\*\*\*

Dear <PERS\_FIRST\_FORNAME>,

We are pleased to inform you that you have been shortlisted for the post <VACANCY\_ID> <VAC\_LONG\_DESC> which closed on <VAC\_CLOSED\_DATE>.

You will receive further details about the selection process shortly. Please quote your Applicant Id <APPLICANT\_ID> and Vacancy Id <VACANCY\_ID> in any future communication.

Recruitment Team

\*\*\*Please do not reply to this email as it has been sent from an unmonitored account\*\*\*

- i. You should now complete the 'shortlisting form' (available at the top of the page of Manager Recruit) and email to [Jobs@carmarthenshire.gov.uk](mailto:Jobs@carmarthenshire.gov.uk) notifying the Recruitment Team of the shortlisted applicants and giving details of the interview i.e. date, times, venue, supplementary assessments etc. The Recruitment Team will then update the applicant status to 'Interview Arranged' which will result in an email/letter being generated to the shortlisted applicants providing them with details of the interview/selection process.

- j. Each Recruitment Panel Member should complete an 'Interview Evaluation Matrix Form' (available at the top of the page of Manager Recruit) per applicant to record the contents of the competency-based interview. The interview evaluation form does not have to be forwarded to HR however must be retained by the Recruitment Panel for 6 months following the interview date. Please be aware that you could be asked to produce this should any applicant challenge the interview decision or ask for feedback on why they were not successful and this document may be required as evidence in Employment Tribunal.
- k. Shortlisted applicants will be asked to notify the Recruiting Officer if they are unable to attend. If the applicant declines the interview, the Recruiting Officer can update the applicant status to 'Declined Interview' which will generate the following email: -

Annwyl <PERS\_FIRST\_FORNAME>,  
 Nodwn na allwch ddod i gam nesaf y broses ddethol ar gyfer y swydd wag ganlynol: : <VACANCY\_ID>  
 <VAC\_LONG\_DESC\_CY>.

**\*\*\* Peidiwch ag ateb y neges hon gan ei bod wedi'i hanfon gan gyfrif nad yw'n cael ei fonitro. \*\*\***

Y Tîm Recriwtio  
 ~~~~~

Dear <PERS_FIRST_FORNAME>,
 Thank you for advising us that you are unable to attend the next stage of the selection process for the
 vacancy: <VACANCY_ID> <VAC_LONG_DESC>.

***** Please do not reply to this email as it has been sent from an unmonitored account. *****

Recruitment Team

- l. If an applicant fails to notify the Recruiting Officer of their nonattendance and does not attend the interview, you can select 'Interview Not Attended' which will result in the following email being sent: -

Annwyl <PERS_FIRST_FORNAME>,
 Mae'n flin gennym nad oeddech yn gallu dod i'r broses ddethol ar gyfer y swydd wag
 ganlynol: <VACANCY_ID> <VAC_LONG_DESC_CY>.

Rydym wedi tynnu'ch cais ar ôl.

Diolch am ddangos diddordeb mewn gweithio i Gyngor Sir Caerfyrddin.

*** Peidiwch ag ateb y neges hon gan ei bod wedi'i hanfon gan gyfrif nad yw'n cael ei fonitro. ***

Y Tîm Recriwtio

Dear <PERS_FIRST_FORNAME>,

We are sorry that you were unable to attend the selection process for the post <VACANCY_ID> <VAC_LONG_DESC>.

Your application has now been withdrawn from the process.

Thank you for your interest in working for Carmarthenshire County Council.

*** Please do not reply to this email as it has been sent from an unmonitored account. ***

Recruitment Team

- m. If after the interview the applicant is unsuccessful in the process, the status 'Not Selected' needs to be selected and submitted and the following email will be sent.

Annwyl <PERS_FIRST_FORNAME>,

Mae'n flin gennym roi gwybod i chi nad ydych wedi llwyddo yn y broses ddethol ar gyfer y swydd wag ganlynol <VACANCY_ID> <VAC_LONG_DESC_CY>.

Os hoffech gael adborth mae croeso i chi gysylltu a'r swyddog recriwtio:

<VAC_CONTACT_NAME>- <VAC_CONTACT_EMAIL_AD>

Diolch am ddangos diddordeb yn y swydd hon a phob hwyl i chi ag unrhyw geisiadau am swyddi gyda Chyngor Sir Caerfyrddin yn y dyfodol .

Peidiwch ag ateb y neges hon gan ei bod wedi'i hanfon gan gyfrif nad yw'n cael ei fonitro
Y Tim Recriwtio

Dear <PERS_FIRST_FORNAME>,

We regret to inform you that on this occasion you have been unsuccessful in the selection process for this post <VACANCY_ID> <VAC_LONG_DESC>.

Should you wish to receive some feedback regarding this, please contact the recruiting officer.

<VAC_CONTACT_NAME> - <VAC_CONTACT_EMAIL_AD>.

Thank you for showing an interest in this position and we wish you well for any future application with Carmarthenshire County Council.

Recruitment Team

Please do not reply to this email as it has been sent from an unmonitored account

- n. You should update the status of the successful applicant to 'Appointed'. Please email the completed 'Interview Outcome Sheet' and 'Right to Work ID Verification Form' (available at the top of the page of Manager Recruit) along with the Right to Work evidence produced to jobs@carmarthenshire.gov.uk. This should be done as quickly as possible to keep delays in the recruitment process to a minimum.
- o. On receipt of these documents, the Recruitment Team will update the status with 'Provisional Job Offer' and the following email will be sent to the successful candidate.

Dear <PERS_FIRST_FORENAME>

With regards to your recent interview, we are pleased to advise that you are our preferred candidate for e above post. This offer is provisional subject to satisfactory completion of pre appointment enquiries which confirm your suitability for appointment to this position.

Salary Range: £<VAC_BENEFIT_MIN_RANG> to £<VAC_BENEFIT_MAX_RANG>

Hours of Work: <VAC_FTE_HOURS> hours per week

Place of Work: <LOC_LONG_DESC>

You will commence on the lowest point of your salary range, normally proceeded by annual increments to the maximum of the grade.

Should you accept a fixed term appointment to e.g. cover maternity/sickness absence etc., the appointment will terminate on the date as stated in your terms of employment or when the post holder returns, whichever occurs earlier and will not attract a redundancy payment.

Your conditions of service will be in accordance with National Joint Council (NJC) for Local Government Services, as supplemented by local decisions.

Your appointment is subject to a satisfactory completion of a 6 month probationary period during which time you will be required, with the aid of suitable instruction and supervision to demonstrate your suitability for the post. Failure to demonstrate satisfactory performance will result in the termination of your employment at any time during the probationary period.

Once pre-employment checks have been completed and a start date has been agreed with your new line manager, you will be asked to provide information via our Onboarding system to enable us to set you up on our HR/ Payroll systems and to undertake basic induction. A link will be sent to you to enable you to access this.

Would you please confirm your acceptance of this post by emailing the Recruitment Team at Recruitment@carmarthenshire.gov.uk.

Recruitment Team

The Recruitment Team will undertake all necessary pre employment checking e.g. references, DBS, health clearance etc.

As processes are updated on Resourcelink by the Recruiting Team, you will be able to view the most up to date status e.g. References requested, References received etc.

- p. Once all pre employment checks are completed, the Recruitment Team will notify you and attach all pre employment checks e.g. references for your final scrutiny. If you are satisfied with the checks, you can then contact the successful applicant to agree a start date.
- q. As soon as you have agreed a start date please notify the Recruitment Team by completing a new starter form and emailing it to CEHRM@carmarthenshire.gov.uk

On receipt of the new starter form, the Recruitment Team will set up the successful candidate on the Council's Onboarding system.

You can view the progress of your new recruit through onboarding.

If you have appointed an existing CCC employee, the onboarding process does not apply although you should ensure that you complete a departmental induction with them before and/or as soon as they take up their post with you.

The following email is sent to the new appointee once they have been set up on the Onboarding System:

Annwyl <FORENAME>,

Ymhellach i dderbyn gwiriadau cyn-gyflogaeth boddhaol, rydym yn falch o gadarnhau eich dyddiad cychwyn gyda'r Awdurdod.

Gan ragweld eich cyflogaeth sydd ar ddod, mae angen i chi gynhyrchu a chwblhau nifer o ddogfennau. Fe welwch y rhain a gwybodaeth ddefnyddiol arall ynglŷn â'ch cyflogaeth gyda ni trwy glicio ar y ddolen ganlynol:

<https://resourcelink.carmarthenshire.gov.uk/dashboard>

Eich enw defnyddiwr yw <EMPNO>. Ar fewngofnodi gyntaf, cliciwch ar "Wedi anghofio eich cyfrinair?" i gael mynediad i'ch tystlythyrau mewngofnodi unigryw.

Os bydd angen unrhyw gyngor neu gefnogaeth bellach arnoch, e-bostiwch CEHRM@carmarthenshire.gov.uk.

~~~~~  
Dear <FORENAME>,

Further to receipt of satisfactory pre-employment checks being received, we are pleased to confirm your start date with the Authority.

In anticipation of your imminent employment, we need you to produce and complete a number of documents. You will find these and other useful information regarding your employment with us by clicking on the following link:

<https://resourcelink.carmarthenshire.gov.uk/dashboard>

Your Username is <EMPNO>. On first log-in please click on "forgotten password" to access your unique log-in credentials.

Should you require any further advice or support please email [CEHRM@carmarthenshire.gov.uk](mailto:CEHRM@carmarthenshire.gov.uk).

WE RELY ON YOU TO UPDATE YOUR MANAGER RECRUIT SCREENS TO ENSURE THAT YOUR APPLICANTS ARE KEPT UP TO DATE WITH THE PROGRESS OF THEIR APPLICATION AND TO ENSURE THAT ANY DELAYS ARE KEPT TO A MINIMUM. THANK YOU FOR YOUR COOPERATION!