

Simply Personnel Recruitment Manager

Managing Your Workflow

Simply Recruitment: Managing your workflow.

This document provides step-by-step guide for users to give an easy understanding on how to process you applicants through the recruitment flow.


If at any time you need help or just need some questions answered please use our on-line helpdesk at www.simplypersonnel.co.uk where you will find comprehensive articles and an option to open a support ticket.

Thank you

The Simply Personnel Team.

Processing an Applicant:

When you add applicant to a vacancy you are required to place at a point in your recruitment flow. Each entry will show on the task list as well as in the vacancy and the applicant maintenance screens.

 **Task Summary**

- 10 URGENT TASKS
- 0 UPCOMING TASKS
- 0 FUTURE TASKS

Click [here](#) to review and action

Click on the tab at the top of your main dashboard,

Task Date	Task	Vacancy	Applicant	Owner	Notes
20/04/2009	Invite to 1st Interview	TS	Smith, John	ADMIN	

This list will show you which stage of your recruitment flow your applicants are at. To move the applicant to the next stage simply double click on the entry, then the following window will open up.

Respond to Action ✖

Applicant:

Action:

Response:

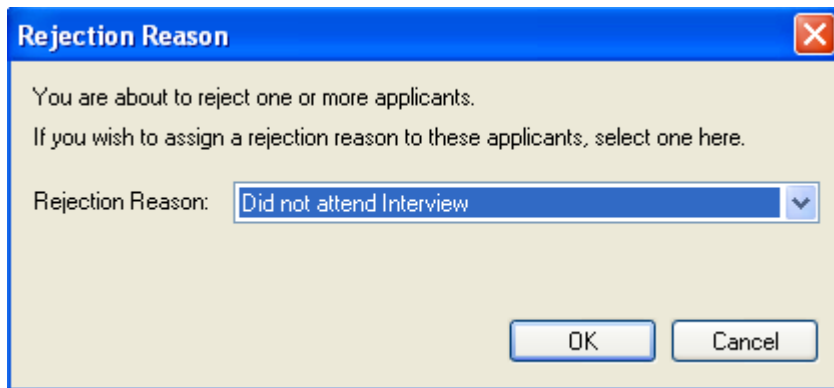
Closing Narrative:

Follow-On Actions:

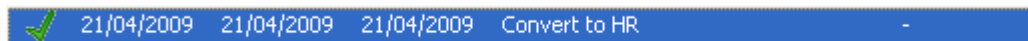
Action	Date	Template	Owner
Awaiting Interview Date	21/04/2009	Interview 1 confirmation	ADMIN

Select from the drop down list of responses related to the action and then click on **OK**.

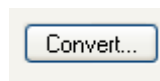
If the action was a Rejection, the flow will ask you for a rejection reason. Select from the drop down list and click on **OK**.



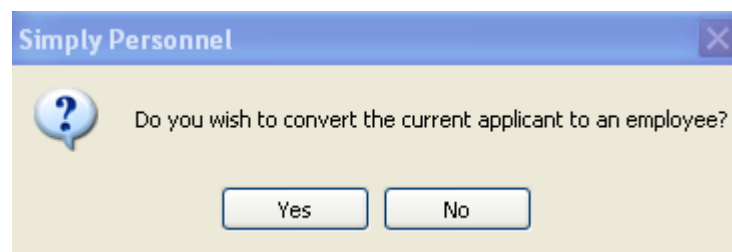
When you get an applicant through the recruitment flow and wish to offer them the vacancy and they accept, you will then need to convert them across to your Personnel Manager. There will be a prompt on your recruitment flow.



If you then go in to the applicant record (via applicant maintenance) and to the **Actions** page there is a button at the bottom of the page that states convert.

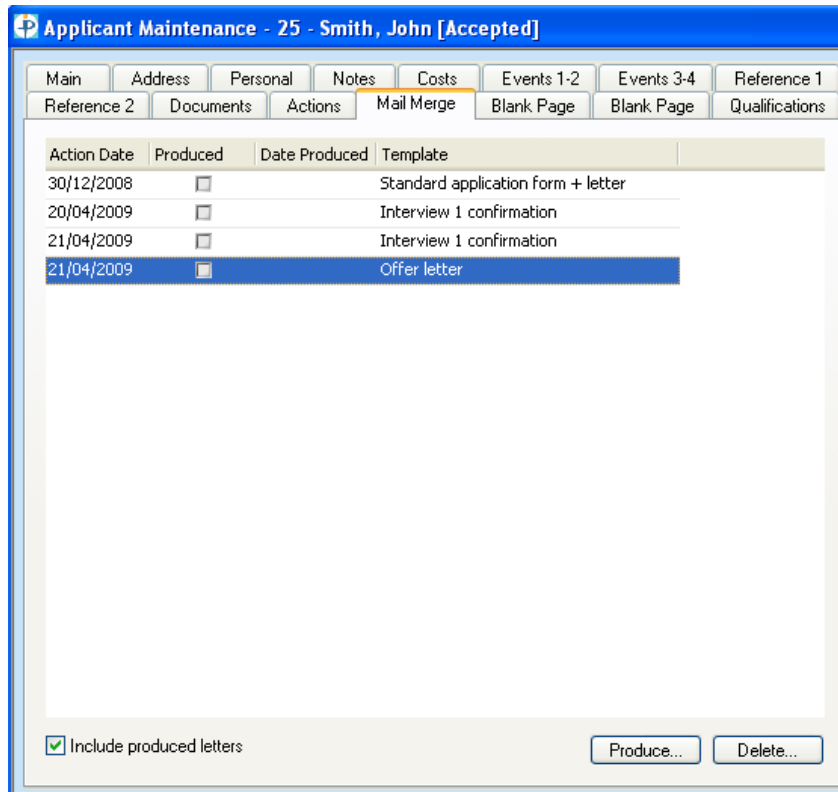


Click on this button and you will be asked 'Do you wish to convert the current applicant to an employee?'



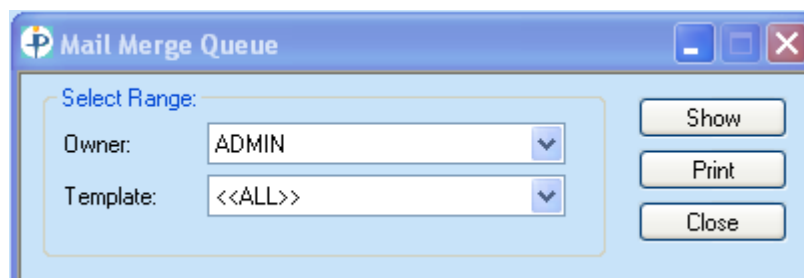
If you select yes you will be taken to the New Starter page where you can allocate the holiday entitlement and any further information.

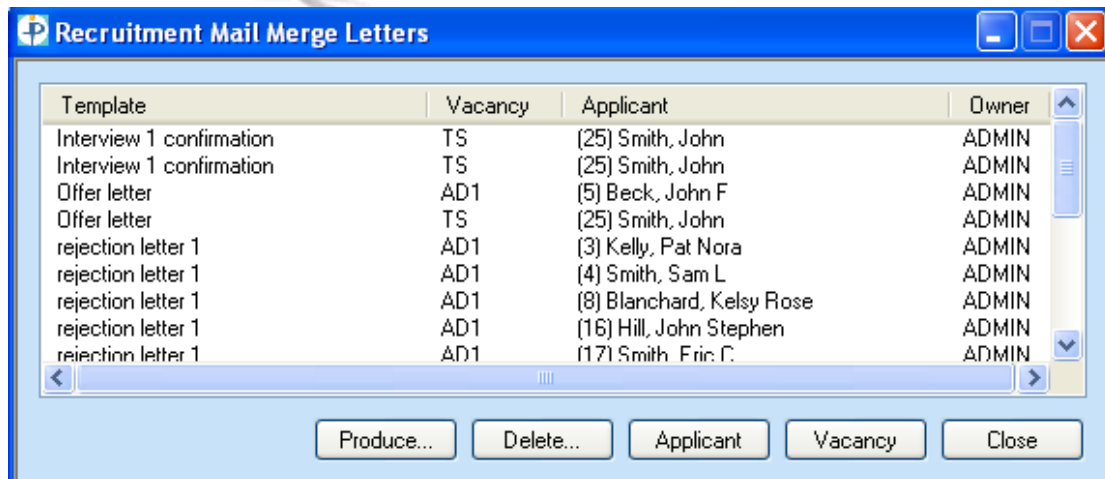
As the applicant is progressing through the recruitment flow you may have linked certain documents, they are accessible by a number of options, firstly you can access the documents via the applicant maintenance screen under the tab **Mail Merge**, there will be a record of the document that you have linked. To produce them highlight the required documents and click on **produce**.



The other option is to go back to the main recruitment dashboard and select **Print Letters**.

This will open up another window, where you can select the owner and a specific template, click on **show**.





Highlight the required document and click on produce, you can also go to the applicant or the vacancy from here.

