VACANCY MANAGEMENT

HR RECRUITMENT SYSTEM

Training Guide
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HR Recruitment System - Stonefish

This guide will explain the Vacancy Management process.

Vacancy management is used for administering open positions including scoring, short-listing, interview selection and arrangements and job offers.

Short-listing can start as soon as applications are received in advance of the deadline if required.

Accessing Stonefish

Stonefish is accessed through the Web at https://jobs.royalholloway.ac.uk/

The login page will be displayed:
Vacancy Management

1. Enter your University Username and Password and either of the following Home pages will be displayed:

If your Home page is the top one click on **Vacancy Management**
This screen shows all vacancies for which you are Chairing or assisting as a panel member.

**Scoring Applicants**

To start viewing applications and to start scoring applicants, follow the steps below:

1. Once you have received an email confirming your vacancy is live and that an applicant has submitted an application you are able to start scoring. The status of these vacancies will show as Open.
Once the closing date for applications has passed the status of the vacancy will change to Closed/Shortlisting. This means you can now submit your shortlisting decisions.

The job will be replicated in the above list for each ‘Type’ of recruitment it has gone to:

- Redeployment – ‘Redep’
- Internal Only – ‘Intern’
- External – ‘Open’ currently all vacancies will show as Open

Where applicants have applied in each ‘Type’ or stage in the advertising process, shortlisting will need to be conducted for each.

1. Click on the title of the vacancy to view all applications for that post and type, the following Job Summary page will be displayed:
The Chair can only view other panel members' scores once the job has closed to applicants and the chair has independently carried out their own scoring of each applicant and submitted them.

2. Click on the applicants' name and the Application Form and Selection Criteria tabs are displayed.

1. If the applicant has completed or attached additional information then further tabs will be displayed.

**Application Form Tab**

The **Application Form** tab displays all the personal information including Education, Employment details, and Referees.

**Selection Criteria Tab and Scoring**

The **Selection Criteria** tab enables scoring against the essential and desirable criteria as specified on the person specification. Only criteria listed as measurable at the application stage will be displayed.

To score the criteria follow the steps below:

2. Click on **Selection Criteria** to start scoring.
3. Having read the applicants answer, click on  and choose the relevant score from the list

4. Click on  to make any notes required

5. Repeat steps 2 and 3 until scores have been added for each criteria

6. If an applicant scores - Does not meet criterion once on an Essential Criteria the following message will be displayed:

7. Click on OK if the rest of the Selection Criteria is not to be scored. Should you wish to continue to score this applicant click on Cancel

8. Click on  in the top right hand corner of the screen to move to the next applicant

9. Continue to score each applicant as above and navigate by clicking on  to move forward or  to re-visit an applicant if necessary

10. Scoring cannot be submitted until the vacancy has reached the closing date
HR Recruitment System - Vacancy Management

1. All changes are saved automatically

CV, Publication List, Covering Letter

These tabs will only appear where the applicant has uploaded documents in their application against defined document types (e.g. CV, publications etc.)

When you click on the tab a ‘file download’ window will appear, click on open. The file may take a few moments to open.

2. The ability to upload documents is only available to applicants applying for research and academic roles

All Documents tab

The All Documents tab will show any uploaded documents

10. Click on Return to Job Summary once all applicants are scored

11. If the job has closed and scores and notes are entered against each applicant, click on Complete Scores

2. Scores can be amended until you click on Complete Scores

12. The following message box will be displayed:
13. Click on OK and the following Message box will be displayed:

YOU HAVE NOW COMPLETED THE SHORTLIST PROCESS
Shortlisting Decisions (Chair only)

Once a post has closed you are able to submit your shortlisting decisions (the Status on the Jobs Page will change to Closed/Shortlisting.)

Scoring must have been completed by the Chair (as an absolute minimum) before the shortlisting process can be completed. The Chair can submit scoring on behalf of the whole panel.

1. All panels members are required to complete their own scores or the Chair can submit scores on behalf of all the panel members.

For users with the role of the chair of a vacancy the decision field will now be displayed:

If you wish to view the scores of the panel members click on Scores/Notes from the left hand panel and then View All Scores/Notes

A new screen will appear:
Making Final Shortlisting Decisions

1. You can sort the applicants in order of their total, essential or desirable scores.

2. Click on ▼ and choose the relevant option from the list, stating who you would like to Shortlist, Reserve or Reject.

3. The system will automatically email applicants confirming the decision of the panel (once the Recruitment Team has confirmed the shortlisting) at 1am the following morning. Please therefore ensure that any applicants who should be shortlisted or added as a reserve applicant are marked accordingly. All applicants with the status reject will automatically receive an unsuccessful application email which cannot be stopped.

4. Once all candidates have a decision, click on the Interview Arrangements button.
You will not be able to submit your shortlisting decisions until the minimum information is completed on this tab.

The minimum information required is: Interview date, venue and there must be at least 2 panel members, including the Chair.

Please note however all relevant information on the form must be completed in order for the Recruitment Team to send out any invites to shortlisted applicants.

The panel members whose details have been provided to the Recruitment Team will display at the top of the form. If these are incorrect or you would like to add more members click on Edit interview panel members.

Then click on Add new panel member.
Enter the panel members' First name, Surname, Email Address and the Role as a Panel Member.

If a panel member is not going to be involved in the interviews unselect them from the Include list.

Click on Save.

**Interview Date** Enter the date or use the calendar to select the interview date.

**Default interview length** Click on \( \) and choose the relevant option from the list.

**Venue** Enter the venue for the interview.

**Candidate to report to** Enter the name of the person the applicants need to report to on arrival.

**Candidate report to where** Enter details of where the applicants need to report to on arrival.

**Contact Telephone Number** Enter the contact telephone number of the person the applicants are reporting to on arrival.

**Pre-interview time** Click on \( \) and choose the relevant time from the list if there is to be a pre-interview meeting.

**Gaps between candidates** Enter the number of minutes break required between each applicant.

**Scheduled breaks** Click to select the relevant radio button \( \) if Yes is selected you will be required to provide details in the free text box.

**Planned lunch break** Click to select the relevant radio button \( \) if Yes is selected you will be required to provide details in the free text box.

**Number of interview rounds** Select from the drop down the required number of interview rounds.

**Test/Assessment** Click to select the relevant radio button \( \) if Yes is selected complete the edit test/assessment details form.
Edit Test/Assessment Details

Does the Test/Assessment require different scheduling to the interview?  
- Yes  
- No

Preferred Date: 04/04/2014

Preferred Length: 30 minutes

Venue: Huntersdale Board Room

Candidate to report to: Helen Angel

Candidate report to where: Huntersdale Reception

Contact telephone number: 01784 276456

Details for candidate:

Notes:

Presentation click to select the relevant radio button. If Yes is selected complete the edit presentation details form

Edit Presentation Details

Does the Presentation require different scheduling to the interview?  
- Yes  
- No

Preferred Length: 30 minutes

Title:

Details for candidate:

Notes:

Update Details  Cancel
Additional Details

**Tour** Click to select the relevant radio button if Yes is selected complete the edit tour details

**Edit Tour Details**

Does the Tour require different scheduling to the interview? Yes / No

Preferred Date:
04/04/2014

Preferred Length:
30 minutes

Venue:
Huntersdale Board Room

Candidate to report to:
Helen Angel

Candidate report to where:
Huntersdale Reception

Contact telephone number:
01784 276466

Details for candidate:

Notes:

Update Details Cancel

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**Publications Required** Click to select the relevant radio button if yes complete the details

**Pre-interview visit invites** Not in use

**Notes** Add any additional comments here

5. Click on Submit Shortlist

6. A message box will be displayed for confirmation on the decisions made if there are no anomalies (see point 12 for further details)

7. If all panel members have not submitted scores then the following message box will appear
8. To confirm this click on OK

You will then be required to enter the reasons why not all panel members have submitted scores. Click \textit{Save Notes} when you have finished.

9. Click on OK, the following message box will be displayed:

10. Click on OK
11. Click on OK

12. You may receive one or both of the following messages 1) If you have not shortlisted an applicant who has successfully met your essential criteria and has opted into the Two Ticks Disability scheme which guarantees an interview for such applicants. Or 2) You have not shortlisted an applicant with a score higher or equal to those you have shortlisted

13. The following message will display for the Two Ticks

14. Click on OK

15. The disability applicant will automatically be added to your shortlist (they will be highlighted). You now have the option to remove another applicant or submit your shortlist as it is.

16. click on Submit Shortlist

17. The following message will display if you have not shortlisted an applicant who has scored higher than those you have shortlisted on the essential criteria
18. Click on OK – this will highlight the applicant with the higher/same score. You can then decide whether to shortlist this applicant or if you do not amend your shortlist you must provide notes against the applicant you are not shortlisting by clicking on

![Screenshot of shortlisting notes](image.png)

Click on Save Notes

19. Click on **Submit Shortlist** again

20. You will then receive a final message if you haven't amended your shortlisting to include the applicant with a higher/equal score, asking you to confirm that you are happy that you have not shortlisted them. Click on OK.

21. The message will appear as point 6 confirming those applicants shortlisted. If you wish to amend your final decisions click on Cancel otherwise click on OK

22. The status of the vacancy has been updated to **Shortlist Submitted**

23. The shortlist has now gone to HR to approve, an email will be received by the chair to confirm when this has been actioned
Interview Decisions (Chair only)

Decisions from the interview round must be entered in Stonefish in order to ensure that an Offer Letter is sent to the successful applicant, applicants receive notification of the outcome of interview and to ensure that our records are accurate.

To add the interview decisions, follow the steps below:

1. Click [Vacancy Management], the following screen will be displayed

2. Click on post title where the Interview decision is required, the following screen will be displayed

3. Click on [Make Interview Decisions] and the following pop up widow will be displayed
4. Click on the ▼ and chose the relevant option from the Interview decision list

   - Options are: Reserve after interview (number of reserve), reject after interview, Offer, Application Withdrawn, and Did not attend.

   - If you have decided to have more than one round of interviews, and you wish for an applicant to carry through to a subsequent interview, please leave them with a blank decision.

You are required to enter notes to state why you are setting the status for each applicant.

5. Click on Submit and you will be asked to confirm that you wish to submit the final decisions, click on Ok.

   - Save can be clicked at any time but will not submit the decision/notes
6. You will then be informed that the decisions have been submitted and asked if you would like to enter the offer details now. Click on OK.

- Failure to complete the online offer details will cause delays in sending out any written offers.

Your decisions have been submitted.

Would you like to enter the offer details now?

Click OK to enter offer details, or Cancel to return to the interview grid.

7. The system will automatically select the appropriate offer of appointment form that you are required to complete. Any field that is marked with a red * is mandatory. The information requested is needed to create the written offer for the successful applicant. Interview notes for all applicants must be provided so that we have a record of the interview process. Once you have completed all sections click on Submit to send this through the Recruitment Team.

8. The Recruitment Team will now receive notification of the offer of the Final Interview decisions, unsuccessful applicants will be notified (where appropriate) and we will arrange for an offer letter to be drafted and sent out.
If you are appointing to a Professorship you will be required to complete the following section in addition to the standard offer of appointment form. You will also be required to upload interview notes and the completed Professorial Banding Matrix.
Enquiries, Getting Help and Comments

For all Enquiries Contact

Recruitment Team

Email: recruitment@rhul.ac.uk