



East Dunbartonshire Council

Talentlink Guide

V07 May 2026





Introduction

This guide has been written to cover the basics of the Talentlink Recruitment process within East Dunbartonshire Council, further resources are available to assist you with Safe Recruitment & Selection.

Please ensure you read the following sections:

- Recruitment Steps
- Important information
- Recruitment Documentation

Each step within recruitment tasks has been broken to chapters, with a quick guide followed by more detailed instructions including screen shots.

Training Courses & Further Support

If you have any issues or would like further information or guidance, please consider the following options:

- **Reserve a place on a Recruitment & Selection training course** (See People Development for dates)
- **Contact HR/Recruitment for advice concerning the recruitment process/documentation**



Important Information

As there are strict legislative guidelines surrounding recruitment processes within the UK, it is essential that Safe Recruitment is practiced throughout East Dunbartonshire Council.

As a Recruiting Manager **YOU** have responsibility to ensure that your successful candidate has supplied **ALL** the necessary documentation required for the post and that you have completed all of the steps within Talentlink **BEFORE** the candidate is set to hired.

Following all of the steps within Talentlink process will ensure that your new employee will receive their contract in a timely manner and be paid accordingly. Conversely, if you do not follow the steps and processes this will have the opposite effect.

- Please ensure you have read 'The Recruitment & Selection Policy' situated in The Hub: ['Recruitment & Selection Policy' link](#)
- If you have any issues with any of the steps in this process, please contact the Employee Services team who will assist you.
- In order to access all of the screens on Talentlink, please ensure you have **unblocked pop-ups from the Talentlink website.**



Notes and Guidance

Appointment Feedback Form

- Before setting the candidate to 'Hired' on Talentlink – the **Appointment Feedback** form must be completed.
- This form will provide you with a guide to all the required documentation for your candidate and will assist in ensuring a contract is obtained in a timely manner and the employee paid accordingly.
- You are advised **NOT TO AGREE A START DATE** before all of the documentation has been reviewed & uploaded.
- Please also note, as per the Disclosure Scotland Act 2020, it is an offence to offer a start date for a regulated role before a PVG check has been completed. Certificates from previous roles are not acceptable. It is also an offence for a PVG scheme member to start regulated work with East Dunbartonshire Council /Leisure Trust before an updated PVG check has been completed.

Please **DO NOT** complete the appointment form with false/incorrect information, if you are experiencing delays in obtaining any of the documentation, and/or need further assistance; Please contact HR Recruitment as soon as possible. HR.Recruitment@eastdunbarton.gov.uk

Once completed you can then set your candidate to 'Hired' within Talentlink **Employee Services** will then begin to process the paperwork.

All questions require a response. Please be aware that the appointment feedback form cannot be partially completed and saved. It must be completed in full.

Access Talentlink

Talentlink System Navigation

Log in Details:

These will be provided by HR Recruitment when you are actively recruiting new staff members. A login and password will be set up and sent to you in an email.

Please email HR Recruitment – HR.Recruitment@eastdunbarton.gov.uk if you require a user account set up.

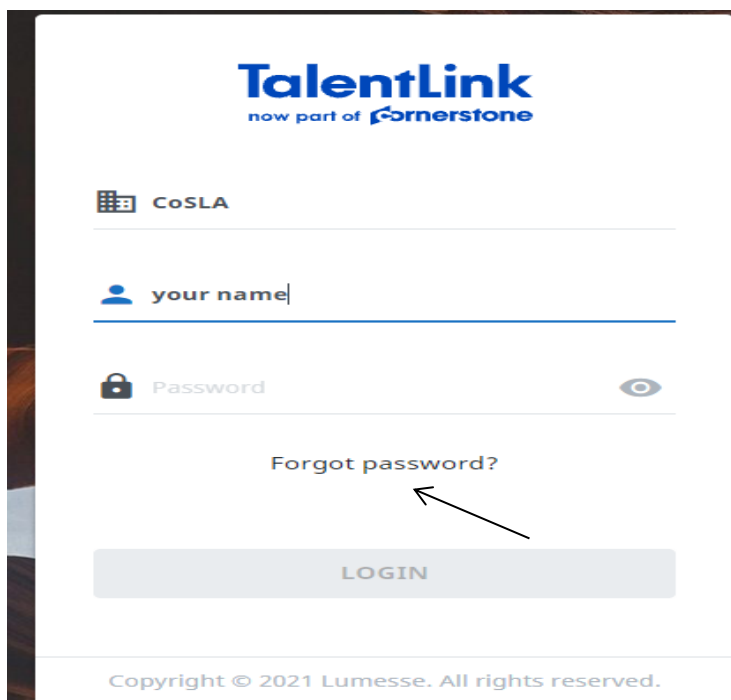
DO NOT USE INTERNET EXPLORER – this is no longer in use for Talentlink

The address of the website is <https://emea5.lumessetalentlink.com/>

Company name is **CoSLA** (all uppercase except the o)

Your log in is your **first name** space **surname** (lower case)

Your password is **talentlink** (lower case) – (for new account holders)



If you forget your password click on: **Forgot password?**



PASSWORD MANAGEMENT

Forgot password?

In order to authenticate who are you, we must send you an email to the email address provided for your account.

In this email you will find a link you must click to authenticate.

The Company Name is case sensitive.

Company Name:

E-mail:

To prove you are not a robot, type the text from the graphic or audio:



[Captcha audio version](#) | [Reload](#)

CANCEL

SUBMIT

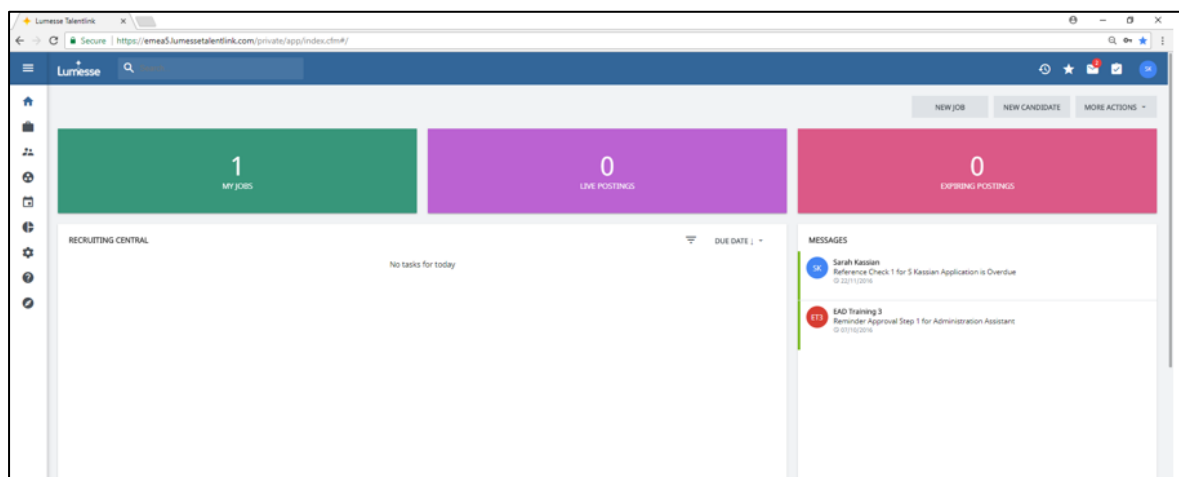
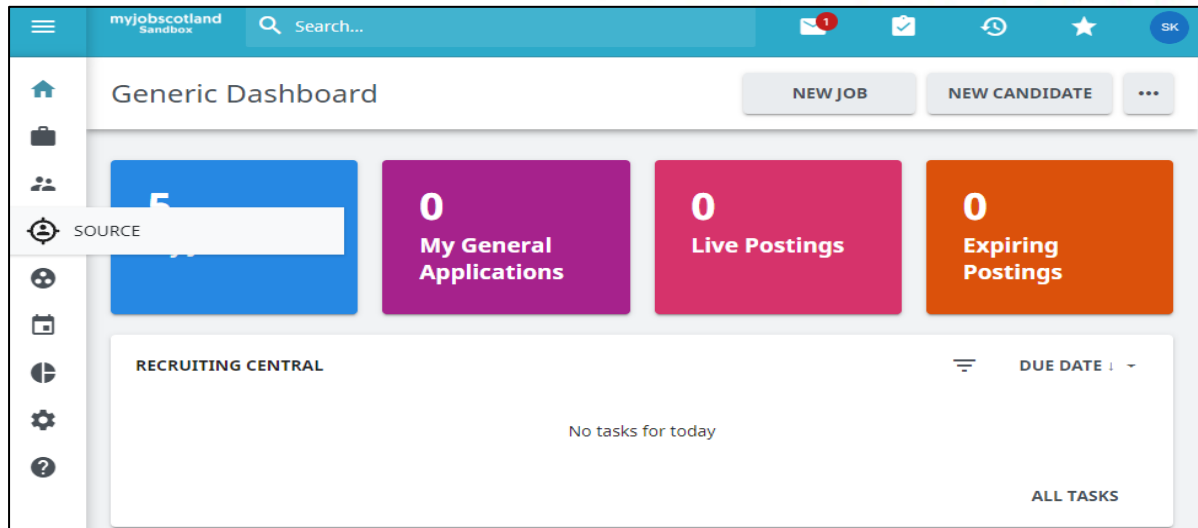
Company Name = CoSLA

Email = your EDC email address

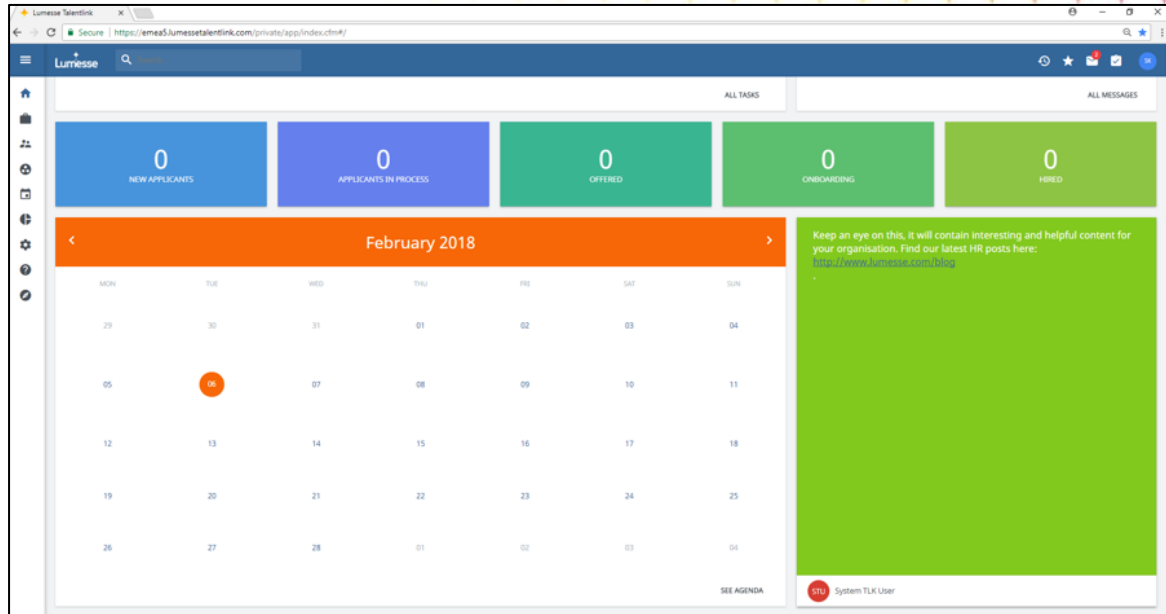
Enter Captcha text, Click Submit

You will receive an email from the system which will allow you to amend your password.

Dashboard – displays tiles / counter widgets relevant to your recruitment



Scroll down for more



Clicking on My Jobs will display vacancies you have access to

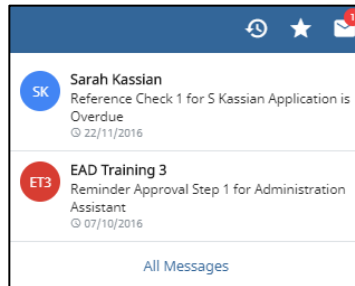
The screenshot shows the 'JOBS' section in the Lumesse HR system. It includes a filter bar with options for 'Organisation Name', 'Contract Type', and 'Cancelled, Closed, Closed / Filled, Held, ...'. The user is logged in as 'Kassian Sarah'. Below the filter bar is a table with the following columns: JOB TITLE, CANDIDATES (NEW, IN PROCESS, OFFERED, ALL), POSTED, NUMBER AVAILABLE (OPEN, FILLED), CREATION DATE, DUE DATE, and RECLUTER TEAM MEMBER 1. The table contains one row for the job 'Clinical Assistant (EAD00855)'. The table is currently showing 1 item on page 1/1.

JOB TITLE	CANDIDATES				POSTED	NUMBER AVAILABLE		CREATION DATE	DUE DATE	RECLUTER TEAM MEMBER 1
	NEW	IN PROCESS	OFFERED	ALL		OPEN	FILLED			
Clinical Assistant (EAD00855)	0	0	0	0	-	1	0	02/02/2018	-	Kassian Sarah

Tasks associated with the recruiting process (approvals, interviews, feedback, and so on) can be viewed by clicking on Recruiting Central icon (top right of the dashboard)

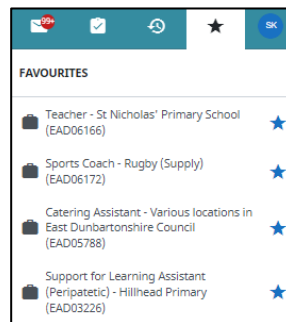
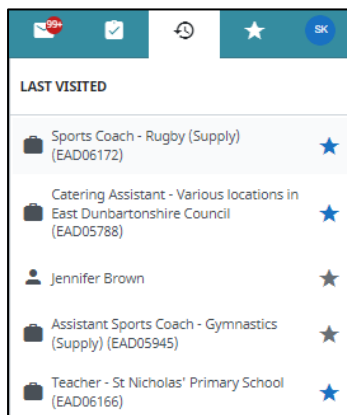


Other Icons are Last Visited, Favourites and Messages

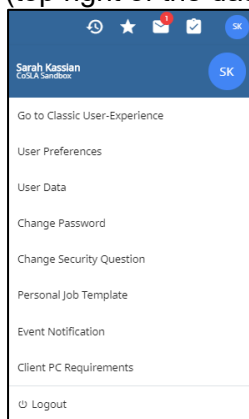


To set up a favourite click onto a job / candidate, then go into the last visited icon at the top right of the page (looks like a clock), you will then see a list of your last visited jobs/candidates. To the right of each job/candidate, there is the outline of a star. If you click this star, it will highlight to a colour - this means it is saved to your favourites.

If you then click into the favourites icon (the star to the right of the last visited icon), you will see your favourited jobs and/or candidates.



To set User Preferences, Change Password, Logout etc click on the circle containing your initials (top right of the dashboard) and select from the menu below.





Review Candidates

Steps to successful shortleeting are covered within the current Recruitment and Selection training course available through the People Development Training Flyer.

- ✓ Please ensure you are shortleeting based on the role profile
- ✓ Be aware of Candidate scoring (this is based on candidate responses to the questions within the questionnaire attached to the vacancy)
- ✓ Candidates with a score **over 1000** and who **meet the Essential Criteria** should be considered in accordance with the 'Guaranteed interview scheme'
- ✓ Candidates with a score **over 500** have responded saying they have been either made redundant or taken voluntary severance from a local authority (further advice on this should be obtained from a Case Adviser)
- ✓ Be aware of the **Charter of Commitment**
- ✓ Ensure you are aware of the current Recruitment & Selection Policy
- ✓ Ensure you are aware of the relevant legislation. E.g. Equality Act etc.
- ✓ Shortleeting forms are available through The Hub and should be retained as per the Policy guidance.

If you need further assistance, please refer to East Dunbartonshire Recruitment & Selection Policy situated on The Hub. HR.Recruitment@eastdunbarton.gov.uk

Review Candidates

Log in & click on the My Jobs tile Click on: The job title you wish to view

JOB TITLE	CANDIDATES				POSTED	NUMBER AVAILABLE		CREATION DATE	DUE DATE	RECRUITER TEAM MEMBER 1
	NEW	IN PROCESS	OFFERED	ALL		OPEN	FILLED			
Clerical Assistant (EAD00865)	0	0	0	0	-	1	0	02/02/2018	-	Kassian Sarah

The following page will appear.

OVERVIEW	
job Status	Open
Approval Process	Approved
Candidates	New: 5 / In Process: 0 / Offered: 0 / Hired: 0 / Closed: 0 / All: 5
Archived Applications:	0

ADMINISTRATIVE DATA	
job number	EAD00865
Internal job Number	P0225
Geographical Area	Kirkintilloch
Location	Southbank Marina, 12 Strathkelvin Place, Kirkintilloch
Postcode	G66 1XT
Additional Information	-
Contact Details	-
Cost Code	-
Additional Advertising?	-
job Category	Administration / Clerical / Secretarial
job Sub-Category	General Administration Assistant
PVG/Disclosure	No PVG or Disclosure
Political Restriction	No
Political Restriction Grading	-
An intrinsic function of the work allows a health/disability question?	-
Does Rehabilitation of Offenders Act Exceptions	-
Order apply?	-
Internal/External?	External

CONTRACT	
Number available	1
Contract Type	Permanent
Salary	- - GBP -
Duration	- -
Work Hours	- - -
Position Type	Casual/Relief
Reason for vacancy	Absence Cover
Is this job a re-advertisement?	No
Grade	Education Support Officer
Working Year	-
Weeks per year	0.00
Contract End Date	-
Administrative comments	-

View the information regarding the job posting & detail under the JOB CONTENT heading.

To amend any of the detail, please contact HR Recruitment.

Sub headings

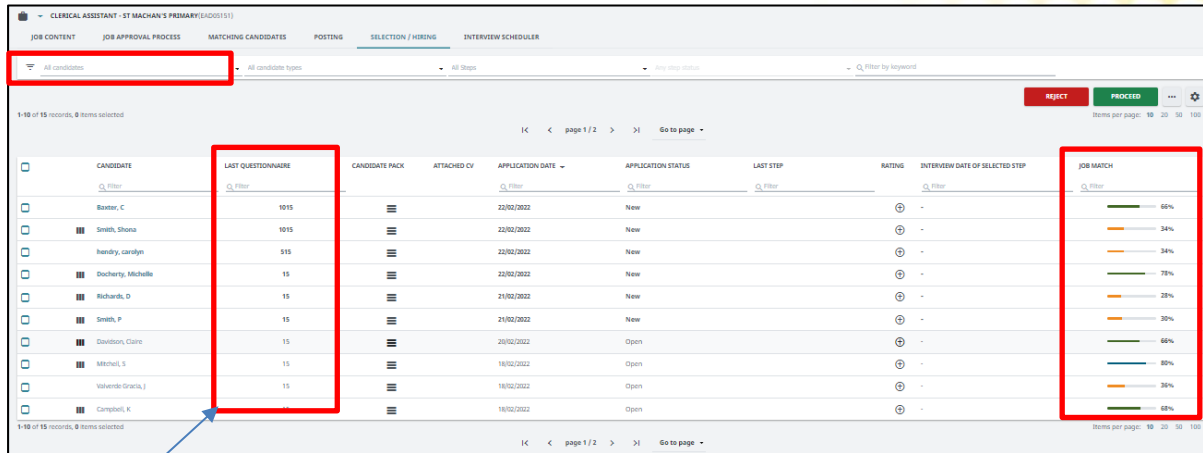
- **Job Requisition:** Shows a summary of the job details.
- **Job Description:** Shows more information relating to the role profile.
- **Profile:** Contains the questionnaire used to filter candidates who do not match essential criteria
- **Budget & Cost:** Not currently used by East Dunbartonshire Council
- **Attachments:** Role Profile and any other relevant documents are here.

To view candidates: Click on the heading SELECTION / HIRING

Within the Selection & Hiring tab you will see

Application Status Filter: this defaults to ALL Candidates (as highlighted below)
 As candidates move through the recruitment process you can filter to **new / in process / closed**.

This is the main page that you will use to review candidates, create candidate packs, update candidate status and set up interviews



Scoring under the heading LAST QUESTIONNAIRE (important) is based on each candidate's questionnaire results.

***A candidate with a score of over 1000, has declared that they consider themselves as disabled and could be included in the guaranteed interview scheme.**

To see the responses on the questionnaire click onto the score. This will open the completed questionnaire. The information via the questionnaire will also ask if any special assistance is required for interview. If the candidate answers 'Yes' then they will be asked for the detail of this assistance. Currently any other scoring is not relevant

DISABILITY
 The council welcomes applications from applicants who assess themselves as having a disability and guarantees an interview to those individuals who meet the minimum criteria for the job. To help you, a disability is defined as a physical (e.g. mobility difficulties, hearing or sight impairments) or mental impairment (e.g. learning disabilities), which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities.

Do you consider yourself to have a disability?
 Yes No

Do you require any special assistance/provision if called to interview?
 Yes No

Please specify:

“Job Match”

On the right hand side of the screen, the column headed Job Match is a keyword match. It looks for keywords of the job summary / advert and matches them to words used by the candidate in their application and is displayed as a % percentage

Please note the Job Match % should not be relied upon, for candidate selection.



Withdrawn Candidates/Incomplete Applications

An applicant can withdraw their application at any stage in Talentlink you will be able to view them from the status bar in ALL and Closed filter

You will not be able to see incomplete applications.

You will only see applications when they have been submitted by the candidate.

Rejected Candidates

Candidate applications are rejected by the system as they have answered negatively to the essential criteria questions contained within the questionnaire.

*E.g. Do you have a qualification in ***? If the candidate has answered no, the system will automatically reject the application and send an email to the candidate.*

Essential Criteria is gathered from the ROLE PROFILE – please ensure that this is correct

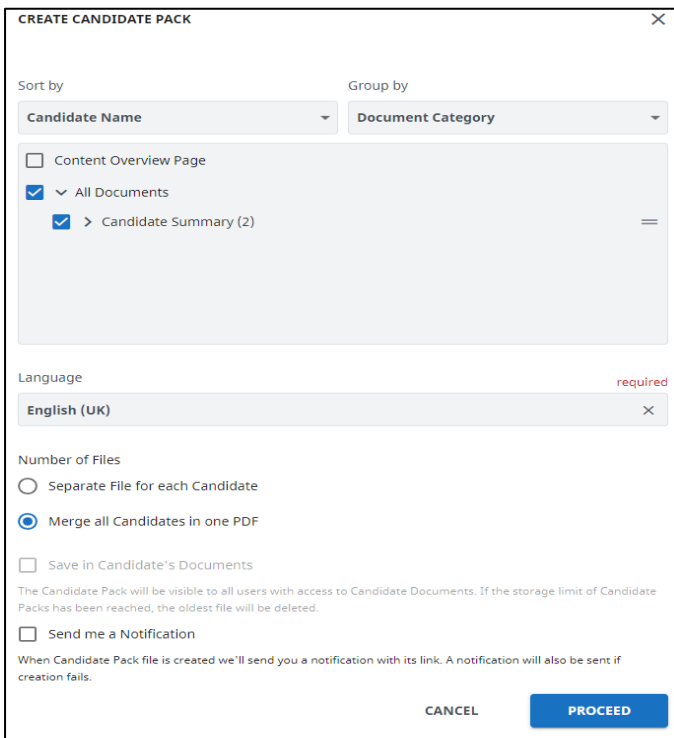
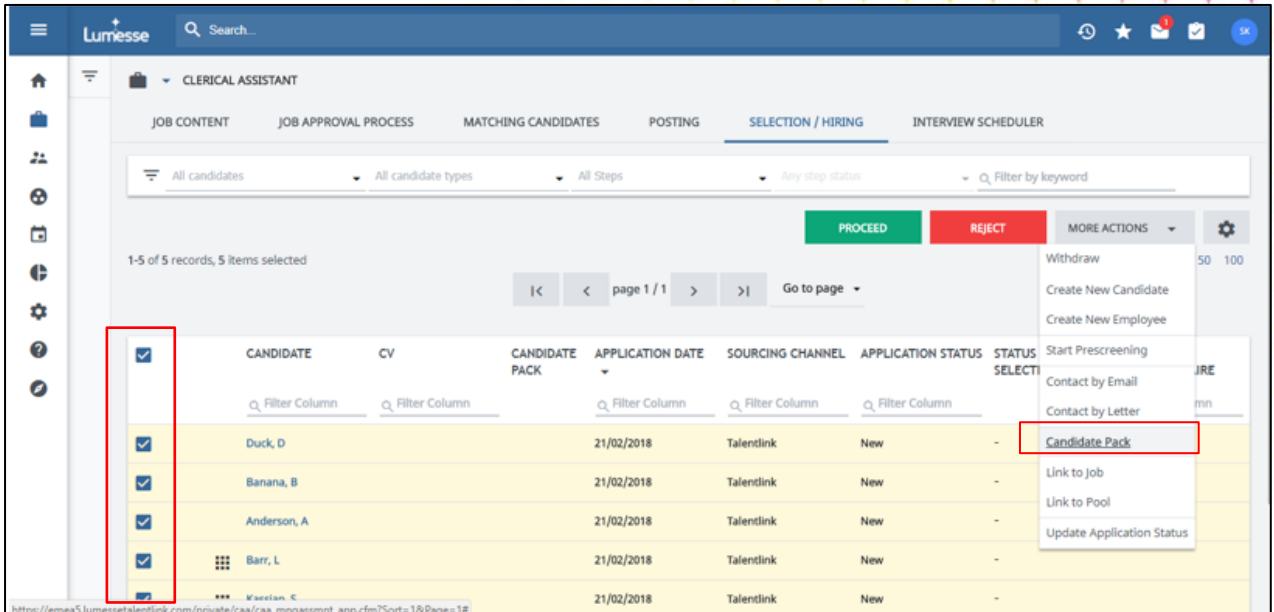
Create Candidate Packs

Candidate packs can be created individually or all in one pack.

These pack/s are PDF format and contain all of the information submitted by the candidates and the questionnaire responses.

The PDF's can then be saved, printed or emailed to your recruitment panel for shortlisting.

- **Click:** & filter to **new candidates**
 - **Choose: Select/Deselect all** – alternatively you can manually tick the box to the left of the candidate name or for all of the candidates you want to select. (If you have more than 1 page of applicants – repeat this process for each page until all are selected)
- **Click:** More actions / 3 dots top right hand side of page
- **Select:** Candidate Pack (see screen shots on next page)



- To sort into alphabetical order click on sort by and select 'Name'
- To sort by application date select 'Application date'

The bottom of the screen allows you to select separate files for each candidate or merge all applications into 1 PDF.

Click onto the PDF to open, review and/or print

Reject Candidate(s) after Application Review

After reviewing/shortleeting candidates; the next stage is to reject unsuccessful candidates.

Open the job from the dashboard

From the SELECTION / HIRING heading after clicking on your job number from the home page. Filter to New Candidates, select the candidate(s) you wish to reject. (tick the left hand box next to the candidate name) Select REJECT from the right hand side of the page then select Contact Candidate By Email (on pop up page)

CLERICAL ASSISTANT

JOB CONTENT JOB APPROVAL PROCESS MATCHING CANDIDATES POSTING **SELECTION / HIRING** INTERVIEW SCHEDULER

New All candidate types All Steps Any step status

1-5 of 5 records, 3 items selected

PROCEED **REJECT** CANDIDATE PACK Settings

page 1 / 1 Go to page

<input type="checkbox"/>	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	STATUS OF SELECTED STEP	LAST QUESTIONNAIRE
	Filter Column	Filter Column		Filter Column	Filter Column	Filter Column		Filter Column
<input type="checkbox"/>	Duck, D			21/02/2018	Talentlink	Open	-	
<input type="checkbox"/>	Banana, B			21/02/2018	Talentlink	Open	-	
<input checked="" type="checkbox"/>	Anderson, A			21/02/2018	Talentlink	Open	-	
<input checked="" type="checkbox"/>	Barr, L			21/02/2018	Talentlink	Open	-	
<input checked="" type="checkbox"/>	Kassian, S			21/02/2018	Talentlink	Open	-	

1-5 of 5 records, 3 items selected

page 1 / 1 Go to page

REJECT APPLICATION
 Candidate: L Barr, S Kassian ...
 Application: Clerical Assistant

APPLICATION INFORMATION

Reason of Rejection: Please select

Administrative comments:

SELECT NEXT ACTION

Do you want to contact candidates?

Contact Candidate by Email
 Contact Candidate by Letter
 Do not contact

Do you want to link candidates to your talentpool?

Link to Pool
 Link to Job

SELECT

SELECT

Select the reason for rejection from the drop down box. (Bear in mind – that, if you have selected multiple candidates to reject, they will all have the same reason) add any administrative comments (if applicable) Select Contact Candidate (preference e-mail)

The candidates will not see the reason for rejection or administration comments unless they submit a data protection enquiry.

A further pop up screen will appear

CONTACT CANDIDATE

From Use email address of Connected User (Sarah Kassian - sarah.kassian@east)
 Use alternate Email Address
 noreply@myjobscotland.gov.uk

To (required) Number of selected candidates 3
 L Barr
 lyn.barr@eastdunbarton.gov.uk
 S Kassian
 sarah.kassian@eastdunbarton.gov.uk
 A Anderson
 aanderson@hotmail.com

BCC

Separate with semicolons
 WARNING: Bcc Recipient will receive one email per candidate contacted

Check:

- the email address has defaulted to **noreply@myjobscotland** if not, you can type in noreply@myjobscotland (unless you prefer that rejected candidates can return an email to you)
- the **correct candidates** are being emailed.

Use an Email Template EAD - Reject After Application Review

Subject (required) Application for the position of [%job_opening_name%]
 ADD MERGE FIELDS

Priority High
 Normal
 Low

Sensitivity Normal

Message: DO YOU WANT TO EDIT TH...

Associated Form Select Questionnaire
 ASSOCIATED FORM

Save Email in candidate history.

- **Select the Email Template:** this is normally defaults to 'EAD – Reject After Application Review': if not select the email template from the drop down box., or by selecting "other" then select the appropriate email from the next screen
- You can add in additional text, or review the information being sent to the candidates by selecting '**Do you want to edit the message**' A pop up of the email will appear. (the. "Text in brackets eg [%First_Name%] are merge fields which contain information from candidate applications, job details and organisation. **Do not over-type or remove any of these.**")

Email language English (UK)

Delay for sending (required) 0 Days. Send on 22/02/2018

EMAIL ATTACHMENTS

ADD A NEW DOCUMENT

CANCEL SEND

- **Delay for Sending:** Use this if you don't want the message to be sent to the candidate immediately. E.g. to delay sending rejection until after closing date. Please note delayed emails cannot be cancelled once this option has been selected.
- **Send.** This will send the email to the candidate/s.

Dear S

Thank you for applying for the position of Clerical Assistant. After careful consideration, I write to advise that on this occasion we will not be taking your application further.

If you have not done so already, we recommend that you take advantage of our email job alert service so that you can receive the latest vacancies as they arise. You can register at our website once you have carried out a search.

We would like to take this opportunity to thank you for the interest you have shown in this post and to wish you every success in the future.

Many thanks,
East Dunbartonshire Council
myjobscotland.gov.uk

Note!

When you return to the **Selection/Hiring Tab**, go to the new filter, you will see that the candidates who have been rejected are no longer available, however you will be able to access them through the ALL or CLOSED filters.

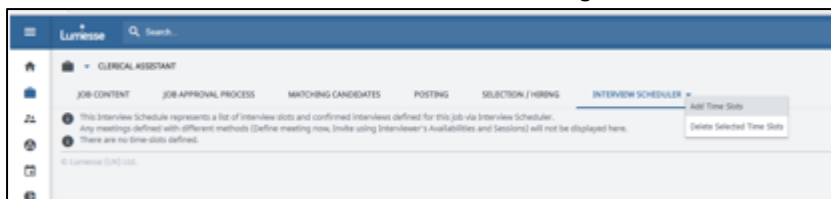
If you reject the wrong candidate in error, please contact HR recruitment for advice ASAP.

Arrange Interviews

The following step shows how interview slots can be set up for candidates to be taken forward to interview.

Before setting up interviews, please ensure you have checked your timezone (**User Preferences**, preferred timezone should be Europe/London) otherwise, your interview slots will set up with the wrong times

From the INTERVIEW SCHEDULER heading, select Add Time Slots



Interview 1

Select the lead Interviewer

Select the date you will be holding the interviews on
 Please give candidates at least 1 week's notice of interview dates

The screenshot shows the 'ADD TIME SLOTS' form. The form is titled 'ADD TIME SLOTS' and has a close button (X). The 'Selection Step (required)' is set to 'Interview 1'. The 'INTERVIEWER(S)' section has a 'Lead Interviewer' field with a radio button selected for 'Talentlink User' and another radio button for 'External User'. Below this is a search field containing 'Sarah Kassian' and an 'ADVANCED SEARCH' button. There are also buttons for 'ADD OPTIONAL INTERVIEWER' and 'ADD EXTERNAL INTERVIEWER'. The 'TIME SLOTS' section has a 'Date (required)' field set to '28/03/2018' and a dropdown menu set to 'Europe/London'. Below the date field is a calendar for 'March, 2018' showing the days of the week and the dates. The date '28' is highlighted. There are also fields for 'Start time (required)', 'Meeting duration', and 'End time (required)', all set to 'Europe/London'.

If you are setting up more than 1 interview, select **Series of Meetings**

Date (required)	28/02/2018	Europe/London
	<input type="radio"/> Single Meeting <input checked="" type="radio"/> Series of Meetings	
Start time (required)	09:00	Europe/London
Meeting duration	00h:30m	
Pause duration	00h:15m	
Number of Meetings	4	
End time (required)	11:45	Europe/London
Number of Concurrent Slots	1	
LOCATION		
	<input checked="" type="radio"/> Standard location <input type="radio"/> One time location	
Location (required)	<input type="text" value="Broomhill, F1"/>	
	<input type="button" value="ADVANCED SEARCH"/>	
	<input type="button" value="CANCEL"/>	<input type="button" value="SAVE"/>

Enter the start time of the first interview

Enter the duration of the interview (all slots will be created with this length of slot)

Enter the pause duration (time between each interview slot)

If you need to schedule breaks, you will need to set up your timeslots in batches to allow a lunchbreak so set up your morning slots and then your afternoon slots **OR** set up an extra slot and then delete the timeslot which would allow for lunch.

Number of Meetings: enter the number of candidates being invited to interview.

Concurrent slots: leave this as 1

The system automatically calculates the end time

Select the location – or enter a one time location if your required location is not on the dropdown

Save

Your interview slots will appear in the scheduler

JOB CONTENT JOB APPROVAL PROCESS MATCHING CANDIDATES POSTING SELECTION / HIRING INTERVIEW SCHEDULER							
							Grouped By: Date UNGROUP
TIME	LEAD INTERVIEWER	INTERVIEWERS TEAM	LOCATION	STEP NAME	CANDIDATE NAME	ACTIONS	
28/02/2018							
<input type="checkbox"/> 09:00 - 09:30	Sarah Kassian		Broomhill, F1	Interview 1	-	<input type="checkbox"/> <input type="edit"/> <input type="delete"/>	
<input type="checkbox"/> 09:45 - 10:15	Sarah Kassian		Broomhill, F1	Interview 1	-	<input type="checkbox"/> <input type="edit"/> <input type="delete"/>	
<input type="checkbox"/> 10:30 - 11:00	Sarah Kassian		Broomhill, F1	Interview 1	-	<input type="checkbox"/> <input type="edit"/> <input type="delete"/>	

1 - 3 of 3 record(s) 20 page 1 / 1 Go to page: 1

This Interview Schedule represents a list of interview slots and confirmed interviews defined for this job via Interview Scheduler.
 Any meetings defined with different methods (Define meeting now, Invite using Interviewer's Availabilities and Sessions) will not be displayed here.

From the SELECTION / HIRING heading

select the candidates you are inviting to interview (tick the box adjacent to their name)
 then click on PROCEED

<input type="checkbox"/>	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	STATUS OF SELECTED STEP	LAST QUESTIONNAIRE
<input checked="" type="checkbox"/>	Duck, D			21/02/2018	Talentlink	Open	-	
<input checked="" type="checkbox"/>	Banana, B			21/02/2018	Talentlink	Open	-	

Select Interview 1 from the next screen, scroll to the bottom and click OK
 A confirmation of selected applications, processed and successful will pop-up

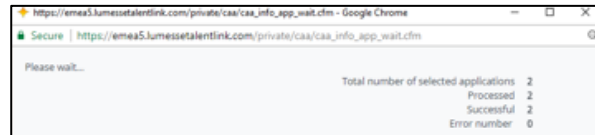
APPLICATION INFORMATION

Current Status: Open
 New Status: In Process

Administrative comments:

What do you want to do next?

- Panel Review
- Interview 1
- Interview 2
- Preferred Candidate Notification
- Reference Check 1
- Reference Check 2
- Reference Check 3



You will now see another pop up.

ASK TO SCHEDULE **INVITE**

Pick slots from: **Interviewers** **Requisition** Define now Self-booking Off **On** Days

PARTICIPANTS **add location**

LOCATION
 Meeting location: On specified location
 Please add at least one considered location. When adding more than one you can place them in your preferred order by using drag & drop & live availability.

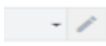
MEETING COMMENT
 Comment:

Meeting duration: 01:00
 Pause duration: 0:00

Calendar: May 2024

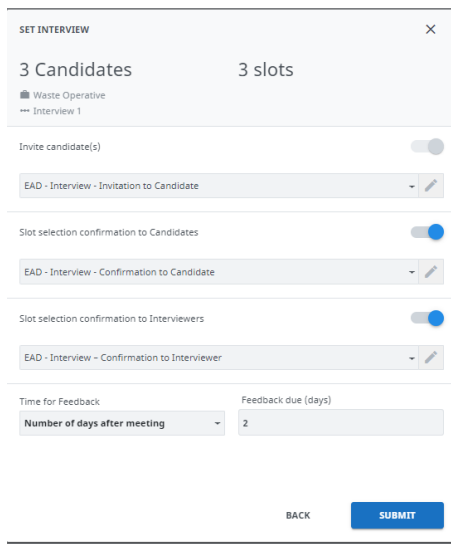
You can add other interview participants by clicking on add participant.
 Add the interview location using add location.
 Click on the requisition box to enable candidate to select their own interview slots.
 Click 'On' for self booking.
 Click Invite

The set interview pop up will now show.

If you want to add any text to the invitation, click on the  adjacent to Confirmation to Candidate(s), this will open up the email.

The text in [%brackets%] are fields which merge from the candidate details, vacancy information and the interview scheduler, **do not remove or over-type these**.

After clicking submit, a pop-up will confirm the selected candidate(s) have been invited.



Close Bookings

The ability to book an interview slot will now close before the interview - this defaults to 3 days however can be amended by the user to whatever delay they want between days and hours beforehand.

Option 2: Interview Scheduling – Allocate Individual Time Slots

If you need to book a candidate onto a particular timeslot instead of giving multiple options, then you can manually book them into the preferred spot. Make sure you have followed the steps to set up interviews before you try to allocate the time slots.

From SELECTION / HIRING Heading - select candidates who are to be interviewed

Tick the box to the left of the name of the candidate you want to manually book into a slot
 Click on Proceed, select Interview 1 (or 2, if applicable) – (This process is completed for candidates individually)

If you require to edit the email this also has to be done for each candidate you book in.

CLERICAL ASSISTANT

JOB CONTENT JOB APPROVAL PROCESS MATCHING CANDIDATES POSTING **SELECTION / HIRING** INTERVIEW SCHEDULER

All candidates All candidate types All Steps Any step status Filter by keyword

1-2 of 2 records, 1 items selected

PROCEED REJECT MORE ACTIONS

Items per page: 10 20 50 100

<input type="checkbox"/>	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	STATUS OF SELECTED STEP	LAST QUESTIONNAIRE
<input checked="" type="checkbox"/>	Banana, B			21/02/2018	Talentlink	In Process	-	
<input type="checkbox"/>	Duck, D			21/02/2018	Talentlink	In Process	-	

1-2 of 2 records, 1 items selected

Items per page: 10 20 50 100

APPLICATION INFORMATION

Current Status: New (Last Update 27/02/2018)
 New Status: In Process

Administrative comments:

What do you want to do next?

- Panel Review
- Interview 1
- Interview 2
- Preferred Candidate Notification
- Reference Check 1
- Reference Check 2
- Reference Check 3
- Offer Checklist
- Appointment Information
- Complete steps yourself without submitting to anyone else

CANCEL **OK**

Click OK

myjobscotland

B Smith
 Employability and Learning Facilitator, Interview 1

ASK TO SCHEDULE CONTINUE

Pick slots from: **Requisition** Define now **Off** On

Self-booking: **Off** On

PARTICIPANTS

- B Smith, Candidate
- Lynn Barr, Lead Interviewer

LOCATION

Southbank House,
 Room resource Planning
 Southbank Business Park Kirkintilloch
 G66 7UQ Glasgow
 Scotland, United Kingdom

MEETING COMMENT

Comment:

10/05/2024
 09:00 - 10:00 Southbank House

10/06/2024
 Monday
 09:00 - 10:00 Southbank House

10:15 - 11:15 Southbank House

Select: Requisition.

Select: Self-booking off

Click on the interview date on the calendar and the interview slots will appear below.

Select the interview slot for the candidate (right hand corner)

The set interview screen will appear. You can edit the email to the candidate (if required) at this point.

SET INTERVIEW
✕

B Smith

Employability and Learning Facilitator

Interview 1

09:00 (60minutes)

Monday, 10/06/2024

Southbank House,
G66 1XQ Glasgow, resource Planning

Notify Candidate

EAD - Interview - Confirmation to Candidate ✖ ✎

Notify Interviewers

EAD - Interview - Confirmation to Interviewer ✖ ✎

Feedback due date

12/06/2024 📅

BACK
SET INTERVIEW

Click Set Interview

In the Interview Scheduler, the candidates name will appear next to the time slot you selected
 A confirmation email is automatically sent to the candidate, showing the interview date and time.
 It details the various documents they are required to bring along to the interview.

TIME	LEAD INTERVIEWER	INTERVIEWERS TEAM	LOCATION	STEP NAME	CANDIDATE NAME
10/06/2024					
📅 09:00 - 10:00	Lynn Barr		Southbank House,	Interview 1	B Smith >
📅 10:15 - 11:15	Lynn Barr		Southbank House,	Interview 1	A Person >



Dear Candidate

Thank you for your application for the position of Clerical Assistant. We are delighted to confirm your interview details, as shown below:

Date: 1 May 2025
Time: 9:30
Location: Southbank House, Kirkintilloch.
Interviewer(s): John Smith

Please check if we are able to offer any special arrangements to assist you at your interview by contacting a member of our Employee Services Team via email to hr.recruitment@eastdunbarton.gov.uk.

East Dunbartonshire Council will not contact your current/most recent employer prior to you receiving a conditional offer of appointment. The reference pro-forma and job profile will be issued to your referee(s) for completion and it is your responsibility to ensure timely completion and return of references within 2 weeks, otherwise any conditional offer of employment may be withdrawn.

Under the [Immigration, Asylum and Nationality Act 2006](#), we require you to bring original documentation confirming you are legally entitled to live and work in the UK.

If this post requires qualifications as stated in the Role Profile, please bring your original qualifications and any other required documentation with photocopies to the interview also any other qualifications, as stated on your application

and **Passport or Birth Certificate**
National Insurance Number
Confirmation of your current address

and, if applicable for the post

Driving licence
SSSC registration,
GTC membership

also, any documentation issued by the UK Border Agency

If you are unable to attend the interview, please contact the interviewer.

Please note on the interview booking link there is an option to advise if you are unable to attend for interview. This does not mean that there are alternative dates available. Alternative dates will only be arranged at the discretion of the Chair of the Recruitment Panel.

We look forward to meeting you.

Many thanks,
East Dunbartonshire Council
jmyjobs@scotland.gov.uk

Interview Documentation

All candidates **MUST** bring original documents to the interview as detailed below:

- Identity: Passport, Birth Certificate or photo driving licence
- Immigration regulations: Including, P45, National Insurance Card/or official documentation with the national insurance, Passport, Full British Birth Certificate.
- Any applicable education/skill certificates
- Information should be thoroughly reviewed and **copies taken or scanned at interview stage**.

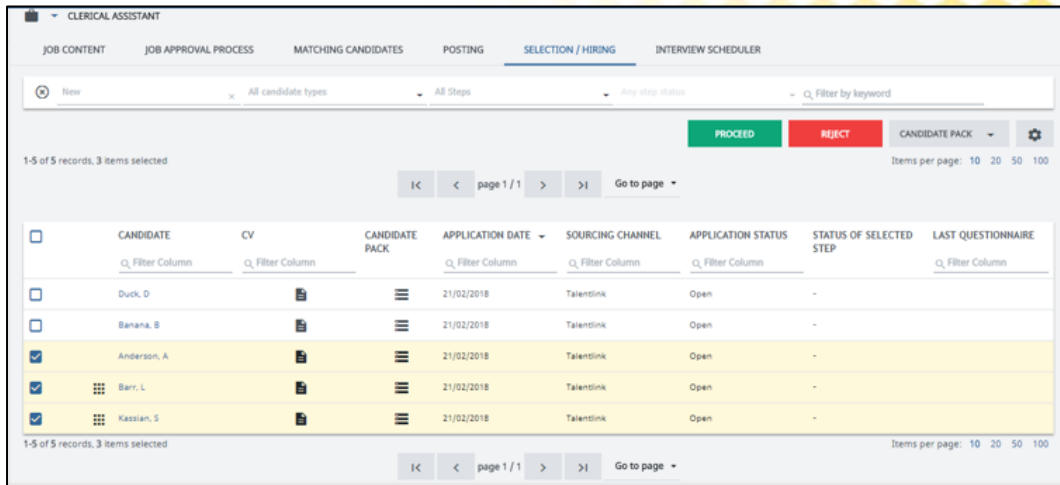
If candidates are unable to supply this information, please contact HR Recruitment for advice as UK Government legislation is very strict in this matter. We will not be able to proceed with recruitment and/or issue a contract until all of the above documentation has been submitted for review.

Reject Candidate/s after Interview

Once you have interviewed your candidates and are ready to make your selection, you will need to advise the unsuccessful candidates. However, you may want to contact your successful candidate first to ensure they would like to accept the role before advising the others that they have been rejected.

Please consider the charter of commitment for selection process time frame and advising candidates.

From SELECTION / HIRING heading
 Select the candidate(s) you are rejecting then click Reject



Select the reason for rejection add any applicable admin comments
 (candidates will not see the reason for rejection or the admin comments)
 Select contact candidate by email and click ok to continue

The screenshot shows the 'REJECT APPLICATION' form for candidate 'D Duck'. The form has two main sections: 'APPLICATION INFORMATION' and 'SELECT NEXT ACTION'. In the 'APPLICATION INFORMATION' section, there is a 'Reason of Rejection' dropdown menu currently set to 'Please select', and an 'Administrative comments' text area. In the 'SELECT NEXT ACTION' section, there is a question 'Do you want to contact candidates?' with three radio button options: 'Contact Candidate by Email' (which is selected and highlighted with a red box), 'Contact Candidate by Letter', and 'Do not contact'. Below this, there is another question 'Do you want to link candidates to your talentpool?' with two checkbox options: 'Link to Pool' and 'Link to Job'. At the bottom of the form, there are 'SELECT' buttons for each of the checkbox options, and 'CANCEL' and 'OK' buttons at the very bottom.

(The candidate will not see reason for Rejection or the administrative comments)

A further pop up screen will appear

CONTACT CANDIDATE

From Use email address of Connected User (Sarah Kassian - sarah.kassian@east...)

Use alternate Email Address
 noreply@myjobscotland.gov.uk

To (required)

Number of selected candidates 3

L Barr
 lynn.barr@eastdunbarton.gov.uk

S Kassian
 sarah.kassian@eastdunbarton.gov.uk

A Anderson
 aanderson@hotmail.com

BCC

Separate with semicolons
 WARNING: Bcc Recipient will receive one email per candidate contacted

Check:

- the email address has defaulted to **noreply@myjobscotland** (unless you prefer that rejected candidates can return an email to you)
- the **correct candidates** are being emailed.

Use an Email Template: this is normally defaulted to 'EAD – Reject After Interview': if not select the email template from the drop down box., or by selecting "other" then select the email from the next screen click OK, you will then return to this screen, scroll to the bottom and click SEND

Use an Email Template EAD - Reject after Interview

Subject (required) Application for the position of {%job_opening_name%}

ADD MERGE FIELDS

Priority High Normal Low

Sensitivity Normal

Message: DO YOU WANT TO EDIT TH...

Associated Form Select Questionnaire

ASSOCIATED FORM

Save Email in candidate history.

Email language English (UK)

Delay for sending (required) 0 Days. Send on 28/02/2018

EMAIL ATTACHMENTS

ADD A NEW DOCUMENT

CANCEL SEND



FILTER
Organisation: East Dunbartonshire Council | Language: All

page 1/2 > >| Go to page

NAME	DESCRIPTION	LANGUAGE	ORGANISATION
<input type="radio"/> Advise Manager Vacancy Live on MJS	Email to advise manager vacancy live on MyJobScotland	English (UK)	EAD
<input type="radio"/> EAD - Automatic Reply	EAD - Automatic Reply	English (UK)	EAD
<input type="radio"/> EAD - Automatic Reply (General Application)	EAD - Automatic Reply (General Application)	English (UK)	EAD
<input type="radio"/> EAD - Confirmation of offer	EAD - Confirmation of offer	English (UK)	EAD
<input type="radio"/> EAD - Delay in Recruitment Process	EAD - Automatic Reply	English (UK)	EAD
<input type="radio"/> EAD - Gather referee details	EAD - Gather referee details	English (UK)	EAD
<input type="radio"/> EAD - Interview - Confirmation to Candidate	EAD - Interview - Confirmation to Candidate	English (UK)	EAD
<input type="radio"/> EAD - Interview - Invitation to Candidate	EAD - Interview - Invitation to Candidate	English (UK)	EAD
<input type="radio"/> EAD - Interview - Cancellation to Candidate	EAD - Interview - Cancellation to Candidate	English (UK)	EAD
<input type="radio"/> EAD - Invite to express interest	EAD - Invite to express interest	English (UK)	EAD
<input type="radio"/> EAD - Preferred Candidate Notification	EAD - Preferred Candidate Notification	English (UK)	EAD
<input type="radio"/> EAD - Reject - Essential Criteria not met	Rejection due to essential criteria not met	English (UK)	EAD
<input checked="" type="radio"/> EAD - Reject After Application Review	EAD - Reject After Application Review	English (UK)	EAD
<input type="radio"/> EAD - Reject after Interview	EAD - Reject after Interview	English (UK)	EAD
<input type="radio"/> EAD - Reject after Telephone Interview	EAD - Reject After Telephone Review	English (UK)	EAD

page 1/2 > >| Go to page

CANCEL OK

Contact Candidates
Applicant List Duck D
Confirmation
Your Email has been sent to the following recipients (1)
Duck D (duckie@gmail.com)

CLOSE

A pop up will appear to confirm the candidate(s) you have rejected.

Progress Successful Candidates/s

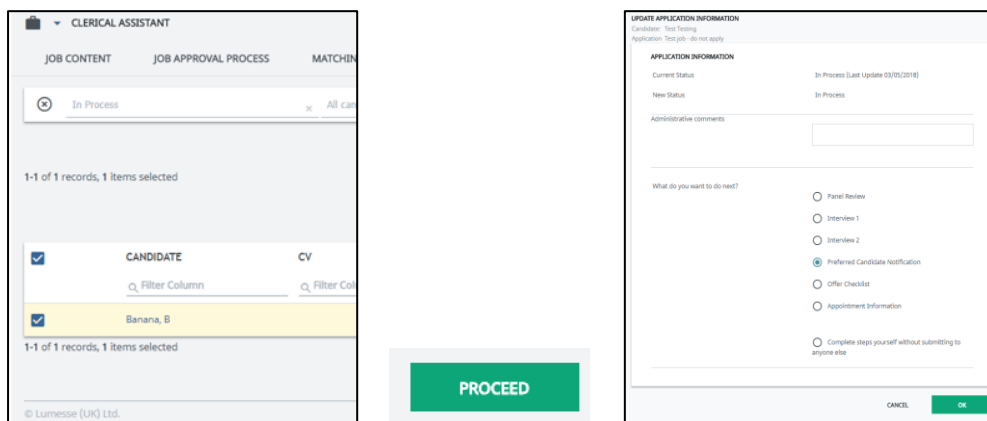
Usually, the hiring manager will phone the successful candidate following interviews. Please be aware that if Disclosure Scotland and PVG applications are required these can take between 2 and 6 weeks to process.

As per the Disclosure Scotland Act 2020 it is now an offence to offer a start date for a regulated role before a PVG check has been completed. Certificates from previous roles are not acceptable. It is also an offence for a PVG scheme member to start regulated work with East Dunbartonshire Council /Leisure Trust before an updated PVG check has been completed.

Managers should also use the Preferred Candidate Notification

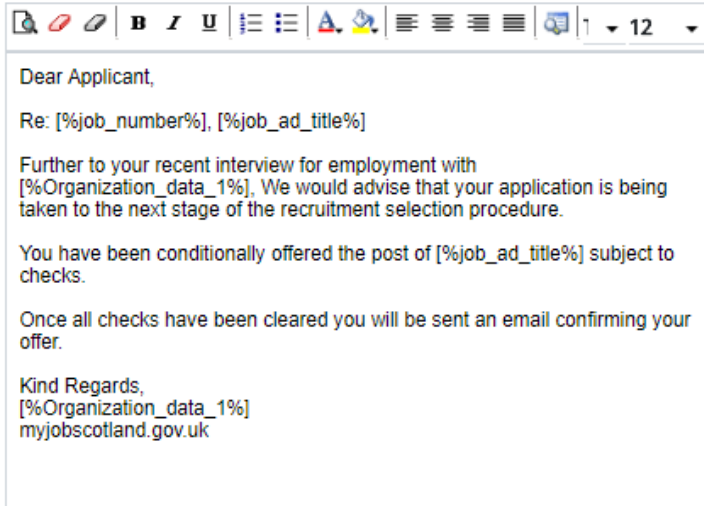
Tick the checkbox adjacent to the candidate's name, then select proceed (top right of screen)

Another screen will pop-up – select Preferred Candidate Notification



The email can be edited by clicking on DO YOU WANT TO EDIT THE MESSAGE

The standard email is as below (fields in brackets are merge fields, do not remove or overtype these)

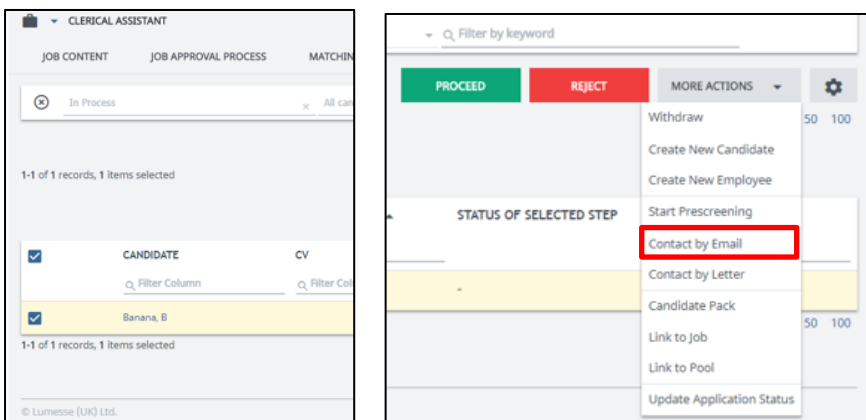


Scroll to the bottom of the page and click send.

The successful candidate should receive written verification to match the verbal offer once any PVG checks have been completed. This email will show an indicative **start date which requires to be edited**.

From the SELECTION / HIRING heading, select the successful candidate you are offering the job to.

From MORE ACTIONS or (3 dots at top right of page), select Contact by Email



On the next pop-up screen click on the dropdown at **Select an Email Template**

CONTACT CANDIDATE

From Use email address of
 Connected User (Sarah Kassian - sarah.kassian@east

Use alternate Email Address

To (required) SK TEST
 sarahk.xls@gmail.com

BCC

Separate with semicolons
 WARNING: Bcc Recipient will receive one email per candidate contacted

Use an Email Template Select an Email Template

Select the email template Confirmation of Offer from the next screen then scroll to the bottom and click OK

SELECT AN EMAIL TEMPLATE

FILTER
 Organisation East Dunbartonshire Cou Language All

page 1/2 > >| Go to page

	NAME	DESCRIPTION	LANGUAGE	ORGANISATION
<input type="radio"/>	Advise Manager Vacancy Live on MJS	Email to advise manager vacancy live on MyJobsScotland	English (UK)	EAD
<input type="radio"/>	EAD - Automatic Reply	EAD - Automatic Reply	English (UK)	EAD
<input type="radio"/>	EAD - Automatic Reply (General Application)	EAD - Automatic Reply (General Application)	English (UK)	EAD
<input checked="" type="radio"/>	EAD - Confirmation of offer		English (UK)	EAD
<input type="radio"/>	EAD - Reject - Essential Criteria not met	Rejection due to essential criteria not met	English (UK)	EAD
<input type="radio"/>	EAD - Reject After Application Review	EAD - Reject After Application Review	English (UK)	EAD
<input type="radio"/>	EAD - Reject after Interview	EAD - Reject after Interview	English (UK)	EAD
<input type="radio"/>	EAD - Reject after Telephone Interview	EAD - Reject After Telephone Review	English (UK)	EAD

page 1/2 > >| Go to page

CANCEL OK

The system will then return to the previous screen, which will show the selected email template

Click on DO YOU WANT TO EDIT THE MESSAGE

This will open up the email

Edit the text of the email to confirm the start date (**insert date**) you have agreed with the candidate,

Do not edit any text within square brackets eg [%job_number%], [%job_ad_title%]
 These are merge fields which are populated with information from vacancy details within Talentlink

Please remember Disclosure Scotland and PVG applications can take between 2 and 6 weeks to process, and it is an offence to offer a start date before the PVG check is completed.

Dear Applicant|

Re: [%job_number%], [%job_ad_title%]

Further to your recent interview for employment with [%Organization_data_1%],

We are pleased to confirm you have been offered the post of [%job_ad_title%] subject to references and, if required, Disclosure or PVG.

Your grade and salary will be from £[%salary_min%] to £[%salary_max%], as advertised, and your indicative start date will be (insert date)

Please reply to confirm acceptance of this offer by return email.

For new employees only a bank mandate, criminal convictions form, ICT and Anti-bribery Policy forms are attached.

Please read the attached Acceptable use of ICT Facilities Policy v2.1, sign and email ICT Form to IT.ServiceLine@eastdunbarton.gov.uk

Please read the attached Understanding of Anti-bribery Policy, sign and email [email_to_fraud@eastdunbarton.gov.uk](mailto:fraud@eastdunbarton.gov.uk)

Please complete and sign the attached Bank Mandate and email to Payroll@eastdunbarton.gov.uk

Please complete the criminal convictions form and return it to your hiring manager.

To prevent any delay in the payment of your salary, please ensure you complete and return the forms to the email addresses detailed above within 7 days from the date of this email.

If you require a Disclosure Scotland or PVG check, your hiring manager will contact you to arrange this.

Kind Regards,

[%Organization_data_1%]
 myjobscotland.gov.uk

Scroll to the bottom of the page and click on SEND

The screenshot shows a web-based interface for configuring an email. At the top right, there is a dropdown menu labeled 'Select Questionnaire' with a downward arrow and an eye icon. Below this, the 'Associated Form' section contains a button labeled 'ASSOCIATED FORM'. A checkbox labeled 'Save Email in candidate history.' is checked. The 'Email language' is set to 'English (UK)'. The 'Delay for sending (required)' is set to '0 Days, Send on 08/03/2018'. Below this is the 'EMAIL ATTACHMENTS' section, which includes a button 'ADD A NEW DOCUMENT' and a list of attachments: 'Acceptable use of ICT Facilities Policy (UK) 228 Kb Remove View v2.1'. At the bottom of the form are 'CANCEL' and 'SEND' buttons.

- The email has the following attached:
 - ✓ Bank Mandate
 - ✓ ICT Form
 - ✓ Anti bribery policy and form
 - ✓ ICT Acceptable use policy which should be read before signing the form.
 - ✓ Criminal Convictions form
 - ✓ Each form contains return details.
 - ✓ All start dates are subject to satisfactory references and mandatory documentation being provided **BEFORE** the candidate starts employment.

Send Reference Requests (Not required for Internal Candidates)

The minimum requirement for EDC (non-teaching, external applicants) is that two satisfactory reference requests have been received. One reference must be from **current/most recent employer**.

Reference requests can be sent directly from Talentlink and will include the reference pro-forma & role profile only. No other documentation requires to be sent.

Locate the Role Profile

You will need the role profile to attach to the reference request. You may already have the Role Profile saved, however If you don't you can access and save by following these instructions:


From MY JOBS – click on the job
 Click on the job title to open the job
 Click on sub heading **Attachments**.
 Click on the icon below PREVIEW
 The role profile will open up

Save the role profile onto your desktop or into a folder you can access, you will use this to add as an attachment on the email to the referee.

CLERICAL ASSISTANT

JOB CONTENT | JOB APPROVAL PROCESS | MATCHING CANDIDATES | POSTING | SELECTION / HIRING | INTERVIEW SCHEDULER

Job Requisition | Job Description | Profile | Budget & Cost | **Attachments**

PREVIEW	NAME	DESCRIPTION	SIZE
	EAD00865 Role Profile.doc	Role Profile	124 KB

© Lumesse (UK) Ltd.

Role Profile

sustainable thriving achieving
East Dunbartonshire Council
 www.eastdunbarton.gov.uk

Role Details

Job Title:	Clerical Assistant ES0125	Service:	HR Services
Directorate:	Education, People & Business	Reporting to:	Team Leader Employee Services
Grade:	Grade 4	Hours:	35 Hours per week
Work Location:	Broomhill		

Role Purpose

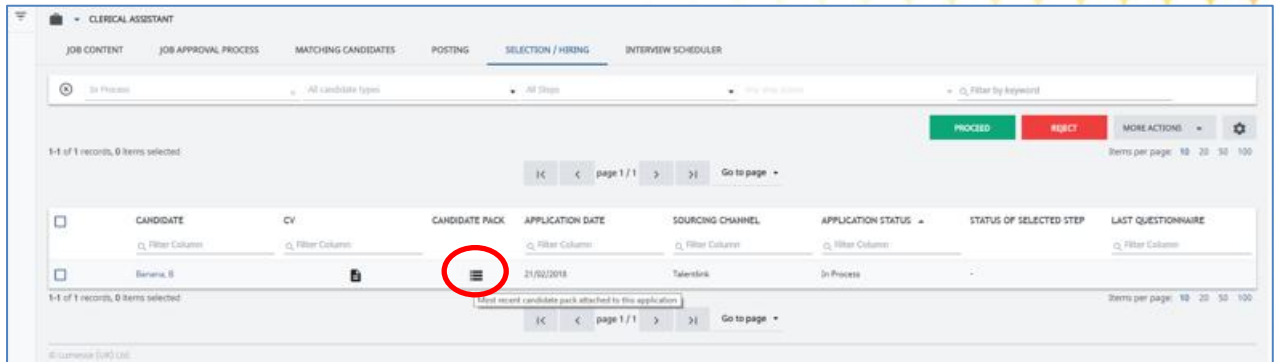
- Reporting to the Team Leader Employee Services contribute to the delivery of a range of generalist clerical and administrative support services, to the broader Organisational Transformation team.
- Participate in the ongoing review and development of Organisational Transformation administrative systems and processes to ensure consistency of approach and customer-focused cost effective service provision.

Send a Reference Request – reference check 1

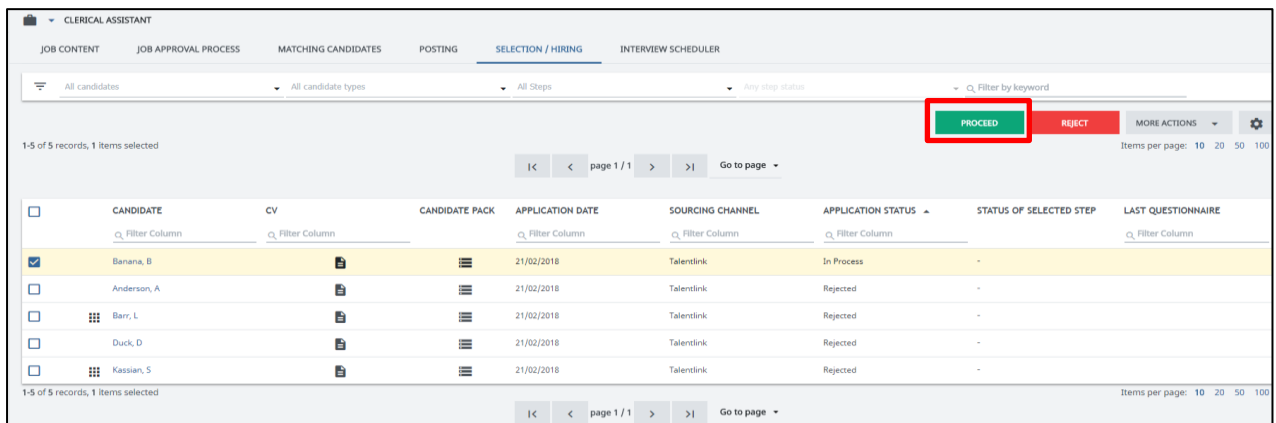
From the heading SELECTION / HIRING

Obtain the referee email addresses from the Candidate Pack (already created when shortlisting)

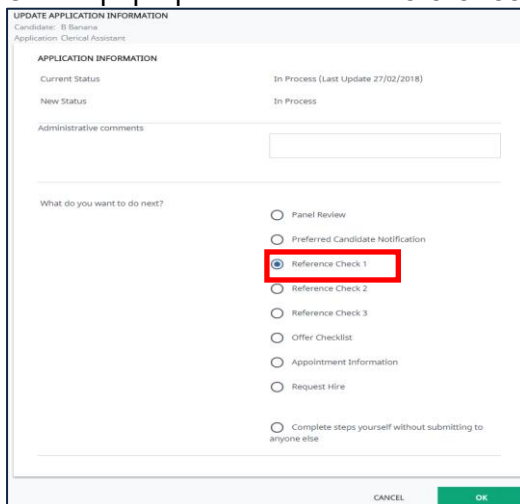
PLEASE NOTE REFERENCE 2 MUST BE SENT USING THE PROCESS ON PAGE 35



Select the Candidate (by ticking box on the left hand side) click PROCEED



On the pop-up screen select **Reference check 1** and click on OK



PLEASE NOTE REFERENCE 2 MUST BE SENT USING THE PROCESS ON PAGE 35



Enter the referee's email address adjacent to **Assign to**
Check Email template displays **EAD-Contact Referee**
Do not tick any of the boxes under **Attachments**

To attach the Role Profile click on **ADD A NEW DOCUMENT**

ASSIGN STEP

Due Date dd/mm/yyyy 22/10/2018

Schedule date dd/mm/yyyy _____

Receive notification when complete Yes No

From Sarah Kassian (sarah.kassian@eastdunbarton.gov.uk)

Assign to name_of_referee@email.com
Please enter at least one valid Email address.

CC sarah.kassian@eastdunbarton.gov.uk

Use an Email Template EAD - Contact Referee

Subject (required) Reference required; [%First_Names] [%Last_Names] for the position of [%job_opening]
[ADD MERGE FIELDS](#)

Priority High Normal Low

Sensitivity Normal

Message: [EDIT MESSAGE](#)

Template Reference Request Proforma [Preview](#)

Save Email in candidate history.

Email language English (UK)

ATTACHMENTS

- All documents submitted by the applicant for this job
- All documents submitted for this job
- EAD00865 B Banana.docx
- Interview for the position of Clerical Assistant
- Interview for the position of Clerical Assistant
- Confirmation of Interview with B Banana for the role of Clerical Assistant
- All Feedback Reports created during this Selection Process
- Candidate most recent CV
- EAD00865 B Banana.docx
- Personal Information
- Most recent candidate pack
- All Documents

EMAIL ATTACHMENTS

[ADD A NEW DOCUMENT](#)

CANCEL [SUBMIT](#)

The referee will receive the email below and complete the [Reference Request Proforma](#)

From: noreply@myjobscotland.gov.uk

Sent: 09 March 2018 15:06

To: sarahk.xls@gmail.com

Subject: Reference required; B Banana for the position of Clerical Assistant

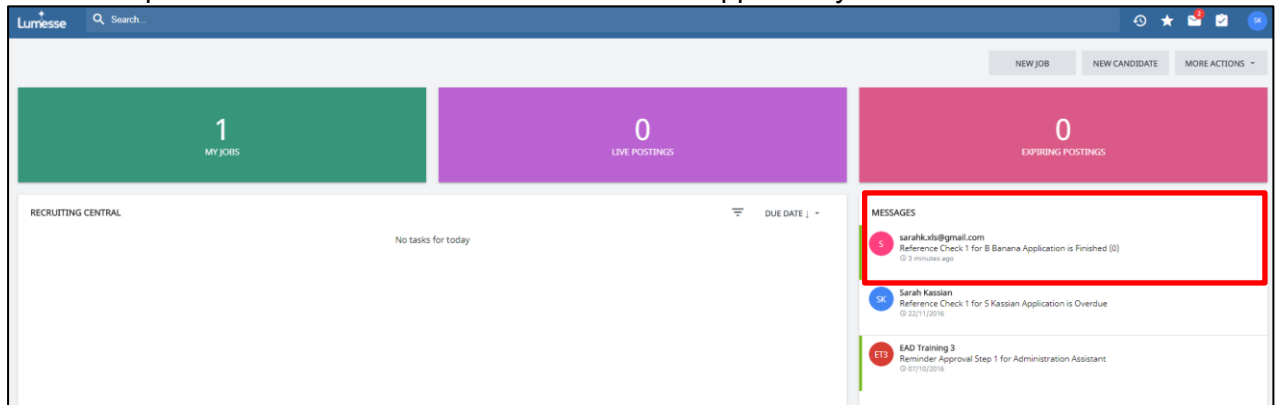
B Banana has applied for the post of Clerical Assistant and has given your name as a referee.

Could you please complete our Reference Request Form within the next 2 working days by clicking the link below.

If this is a driving post, it is essential that you complete the driving section in relation to the applicant's capacity and capability to drive.
[Reference Request Proforma](#)


Many thanks,
 East Dunbartonshire Council
myjobscotland.gov.uk

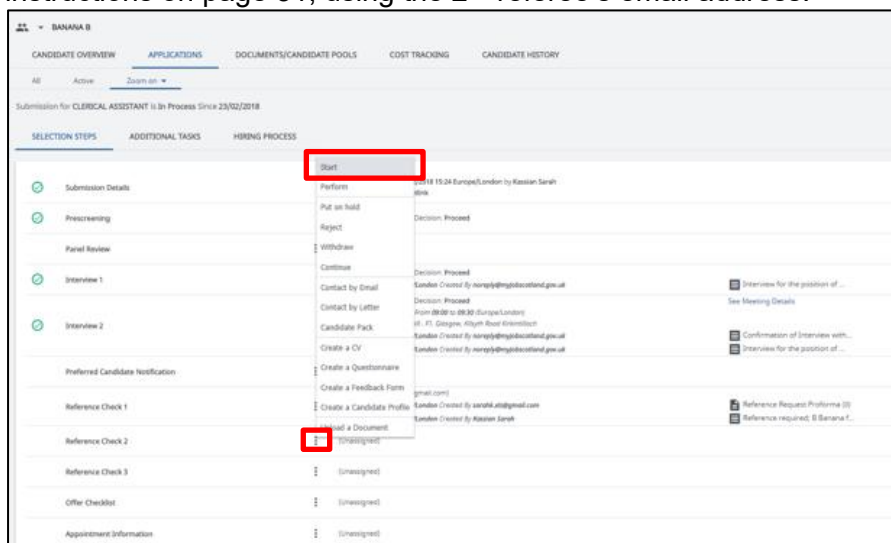
When complete the finished reference notification will appear in your MESSAGES



PLEASE SEE FOLLOWING INSTRUCTIONS TO SEND REFERENCE 2

From SELECTION / HIRING heading click on the candidates name, the SELECTION STEPS will open up

Click on  adjacent to Reference Check 2, select **Start** from the mini menu, then follow the instructions on page 31, using the 2nd referee's email address.





Review the Reference

The screenshot shows a dashboard with three main sections: 'MY JOBS' (1), 'LIVE POSTINGS' (0), and 'EXPIRING POSTINGS' (0). Below these is a 'RECRUITING CENTRAL' section with 'No tasks for today'. On the right, a 'MESSAGES' sidebar is highlighted with a red box, containing a list of notifications. The first two messages are highlighted with a red box: 'lynn.barr@eastdunbarton.gov.uk Reference Check 2 for B Banana Application is Finished (0)' and 'sarahk.xds@gmail.com Reference Check 1 for B Banana Application is Finished (0)'. Other messages include 'Sarah Kassian Reference Check 1 for S Kassian Application is Overdue' and 'EAD Training 3 Reminder Approval Step 1 for Administration Assistant'.

The completed references will appear under MESSAGES
Click on the message, the notification screen will appear with a list of candidate documents
Click on the Reference Request Proforma

The notification window shows a message from 'B Banana Clerical Assistant Reference Check 2' sent on 09/03/2018. The subject is 'Reference Check 2 for B Banana Application is Finished'. The attachments listed are: 'B_Banana_220505_Candidate_Pack.pdf', 'Candidate Summary', 'EAD00865 B Banana.docx', and two instances of 'Reference Request Proforma'.

The completed reference will display, scroll down to review the full details of the reference.

The Reference Request Proforma form displays the following details:

- Author: sarahk.xds@gmail.com
- Candidate: B Banana (220505)
- Job Title: Clerical Assistant (EAD00865)
- Score: 0
- Document updated on: 09/03/2018
- Feedback Report: Reference Request Proforma (Version 11)
- Language: English (UK)

The form includes a section for 'Reference Request Proforma' with the following fields:

- Candidate Name: B Banana
- Post applied for: Clerical Assistant
- How long have you known the candidate and in what capacity?
- Length of time: Years (10), Months (0)
- Capacity: Employee

A note at the bottom states: 'Please refer to the role profile and based on your knowledge of the applicant provide an indication of how you feel that the candidate will perform in this role. NOTE: If you have not had experience of the individual in a work capacity please provide any information in the 'Additional Comments' section.'

If the references are satisfactory the next step is to upload the appointment documentation

Follow the instructions below to attach all relevant documentation to the candidate's record. This documentation must be uploaded to **Talentlink** before the candidate is set to hired.

Failure to upload the correct documentation may affect the candidate's employment status, payment of salary and delay issue of contract.

All relevant documentation can be uploaded as 1 document.

From SELECTION / HIRING heading

Click directly onto the candidates name to access the selection steps screen.

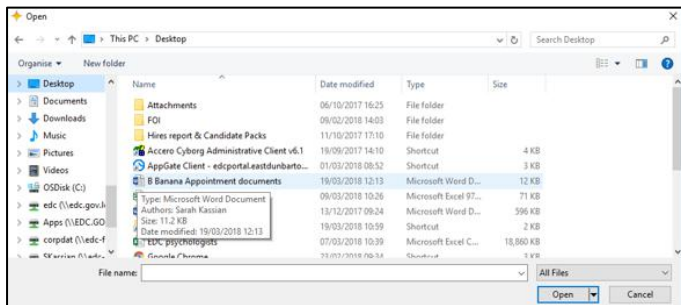
From the SELECTION STEPS - click on the  adjacent to **Appointment Information**

CANDIDATE OVERVIEW	APPLICATIONS	DOCUMENTS/CANDIDATE POOLS	COST TRACKING	CANDIDATE HISTORY
All	Active	Zoom on ▾		
Submission for CLERICAL ASSISTANT is In Process Since 23/02/2018				
<div style="border: 1px solid red; display: inline-block; padding: 2px;">SELECTION STEPS</div> ADDITIONAL TASKS HIRING PROCESS				
✓	Submission Details	Submission date: 21/02/2018 15:24 Europe/London by Kassian Sarah Sourcing Channel: Talentlink		
✓	Prescreening	Closed (Kassian Sarah) Decision: Proceed		
	Panel Review	: (Unassigned)		
✓	Interview 1	Closed (Kassian Sarah) Decision: Proceed 23/02/2018 15:23 Europe/London Created By norrely@myjobscotland.gov.uk		
		Interview for the position of ...		
✓	Interview 2	Closed (Kassian Sarah) Decision: Proceed Meeting date 28/03/2018 From 09:00 to 09:30 (Europe/London) Meeting location: Broomhill, Ft, Glasgow, Kilsyth Road Kirkintilloch 27/02/2018 16:38 Europe/London Created By norrely@myjobscotland.gov.uk		
		See Meeting Details		
	Preferred Candidate Notification	: (Unassigned)		
	Reference Check 1	Completed (sarahc.xis@gmail.com) 09/03/2018 16:11 Europe/London Created By sarahc.xis@gmail.com 09/03/2018 15:04 Europe/London Created By Kassian Sarah		
		Reference Request Proforma (0) Reference required; B Banana f...		
	Reference Check 2	Completed (Barr Lynn) 09/03/2018 16:41 Europe/London Created By Barr Lynn 09/03/2018 16:38 Europe/London Created By Kassian Sarah 09/03/2018 16:36 Europe/London Created By Kassian Sarah		
		Reference Request Proforma (0) Reference required; B Banana f... Reference required; B Banana f...		
	Reference Check 3	: (Unassigned)		
	Offer Checklist	: (Unassigned)		
	Appointment Information	: (Unassigned)		

Select **ADD DOCUMENT** / Upload or Add Document from the mini menu

CANDIDATE OVERVIEW	APPLICATIONS	DOCUMENTS/CANDIDATE POOLS	COST TRACKING	CANDIDATE HISTORY
All	Active	Zoom on ▾		
Submission for CLERICAL ASSISTANT is In Process Since 23/02/2018				
<div style="border: 1px solid red; display: inline-block; padding: 2px;">SELECTION STEPS</div> ADDITIONAL TASKS HIRING PROCESS				
✓	Submission Details	Submission date: 23/02/2018 15:24 Europe/London by Kassian Sarah Sourcing Channel: Talentlink		
✓	Prescreening	Closed (Kassian Sarah) Decision: Proceed		
	Panel Review	: (Unassigned)		
✓	Interview 1	Decision: Proceed Created By norrely@myjobscotland.gov.uk		
		Interview for the position of ...		
✓	Interview 2	Decision: Proceed From 09:00 to 09:30 (Europe/London) At Ft, Glasgow, Kilsyth Road Kirkintilloch Created By norrely@myjobscotland.gov.uk		
		See Meeting Details		
	Preferred Candidate Notification	: (Unassigned)		
	Reference Check 1	Contact by Email Contact by Letter Created By Kassian Sarah		
		Reference Request Proforma (0) Reference required; B Banana f...		
	Reference Check 2	Candidate Park Created By Barr Lynn Created By Kassian Sarah		
		Reference Request Proforma (0) Reference required; B Banana f... Reference required; B Banana f...		
	Reference Check 3	Create a Questionnaire Create a Feedback Form		
	Offer Checklist	Create a Candidate Profile		
	Appointment Information	<div style="border: 1px solid red; display: inline-block; padding: 2px;">Upload a Document</div>		

Click on **Choose file** > locate the candidate appointment documents




Upload documents with a relevant description, eg **Appointment Docs**
 Select Document Type as **Other** then click **SUBMIT**

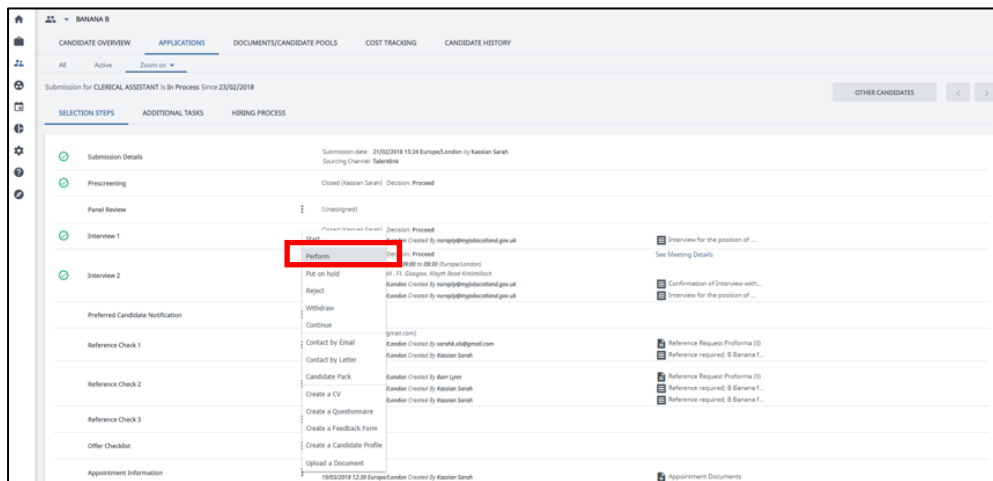
Complete the Appointment Information Checklist

This is your checklist, as hiring manager, to ensure you have captured all of the relevant information and documentation. Please ensure that this has been completed before setting your candidate to hired

This step must be done in full – **you will NOT be able to save the list and return to complete**

Under the heading **Selection Steps** click on  adjacent to **Appointment Information** (This step is now mandatory; candidate cannot be set to “Hired” unless this step has been completed)

From the mini menu select: **Perform**



The Appointment Information form will open up (only a small portion of the form is shown below)
 Complete the form then select **Send and Complete** (at the bottom of the form)
 Please be aware that all questions require a response.

Candidate Name: B Banana (220505)
 Feedback Report: Appointment information (Version 63)
 Form id: 22708
 Form description: Feedback Report - Appointment
 Form update date: 01/06/2016
 Form comment: -
 Form language: English (UK)

APPOINTMENT FEEDBACK FORM - This must be fully completed with all documents. Do not submit if you do not have all of the information and documents ready. Missing information or documents will result in non payment of salary and may delay the start date.

Failure to supply the correct information and documentation will result in non payment of salary.
 Criminal Convictions Form - is attached to the Interview Confirmation email & must be completed by the candidate prior to the interview commencing.

CONFIRMATION OF OFFER EMAIL - Manager can edit this email to confirm proposed start date etc. Bank Mandate Form and ICT Form - are attached to the Confirmation of Offer email . Once completed these should be submitted to the address at the bottom of each form and not back to the employing department. Please ensure you send this email to the successful candidate before performing this final step.

Appointment on Non Standard Conditions of Service. If you wish to appoint the new employee on a higher spinal point than the 1st point of this grade, or wish to increase the annual leave to be accredited. - please complete and upload supporting documents. Non Standard Conditions of Service form must be signed by the Head of Service

Please enter the indicative start date
 Please bear in mind that if a PVG is required this can take 4 to 6 weeks. *

PLEASE SCAN AND UPLOAD ALL CANDIDATE DOCUMENTS

APPOINTMENT CHECKLIST - please complete

Is this an internal vacancy? *

Yes
 No


If this vacancy was advertised internally only and the successful candidate is an agency worker, have you had approval to pay the agency release fee? *

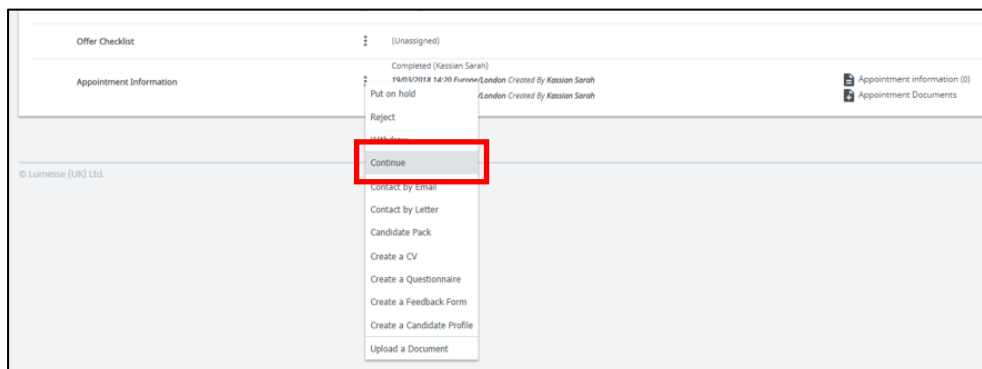
Copy of SSSC (for Social Worker, Early Years Worker or Playscheme Worker) *

Yes
 Not applicable to post

Satisfactory references received? - 1 for internal candidate - 2 for external candidate *

1 (Internal Vacancy)
 2 (External Vacancy)

After completing the form, click on the  adjacent to Appointment Information then select Continue



Another screen will pop-up

ensure **Do not start another step** is selected, click **OK**

Change candidate to Hired


This is the last step to be completed on Talentlink.

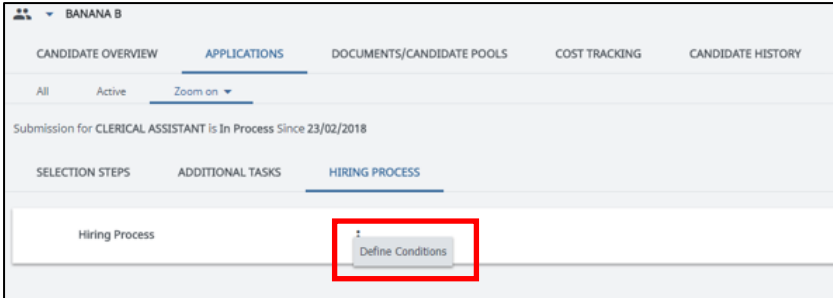
Once you change your candidate to Hired, HR support will then capture the candidate's information on a daily report and begin to check through all of the uploaded documentation and details you have supplied.

This will ensure that all necessary appointment information has been submitted, if any documentation is missing, this will delay the candidates information being processed by Employee Services and could delay their salary payment.

DO NOT USE QUICK HIRE as this does not populate all of the fields on our report.

From the SELECTION / HIRING heading > click on the candidate name

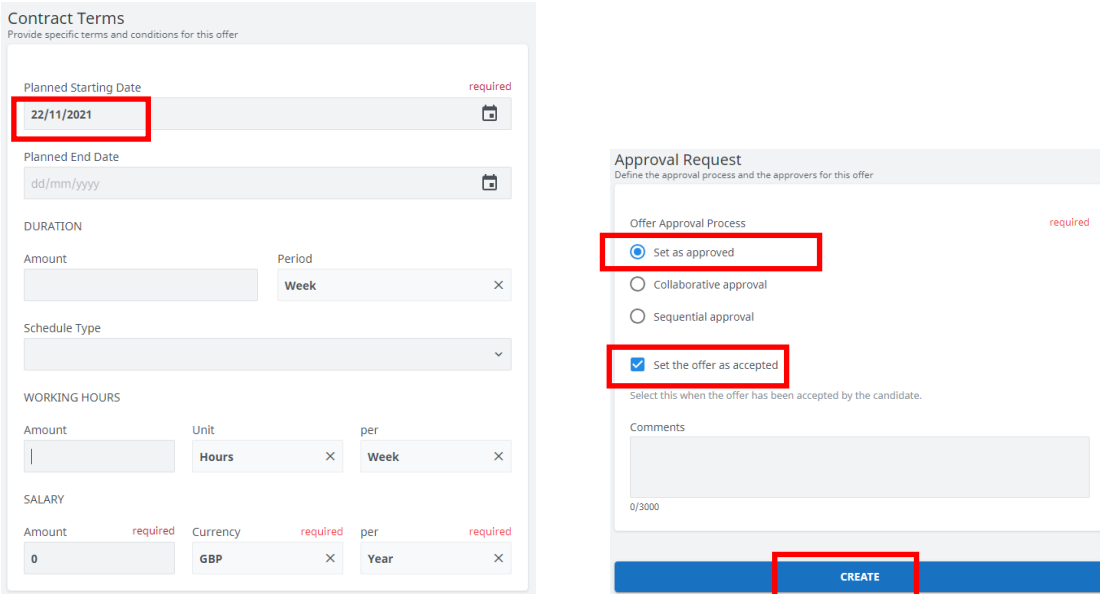
From the HIRING PROCESS heading > click on  adjacent to Hiring Process and click on **Define Conditions**



The screenshot shows the Talentlink interface for a candidate named BANANA B. The 'HIRING PROCESS' tab is active, and the 'Define Conditions' button is highlighted with a red box.

Under **Contract Terms** enter the **Planned Starting Date** ensure **Approval Request** is **Set as Approved**

then tick **Set the offer as accepted** and click **CREATE**



The screenshot shows two forms side-by-side. The 'Contract Terms' form has the 'Planned Starting Date' field set to 22/11/2021. The 'Approval Request' form has the 'Set as approved' radio button selected and the 'Set the offer as accepted' checkbox checked. The 'CREATE' button at the bottom is highlighted with a red box.