

Interview Feedback and Offer

Version No.	Updated by:		Reviewed by:	
	Name	Date	Name	Date
1.1	Daniel Maxwell	30/03/2021	Kelly Slattery	30/03/2021
1.2	Daniel Maxwell	31/03/2021	Kelly Slattery	31/03/2021

Introduction

The purpose of this document is to guide you through the process of completing interview feedback and raising an offer requisition through Networx

If at any time you are unsure of how to progress through the system; and unable to locate the information you need in this guide, then please contact:

- NCG Recruitment on 07810631364

Logging on to Networx

In order to access Networx please type the following link into your internet browser. We recommend using Google Chrome. Save to favourites for future reference.

<https://www.networxrecruitment.net/Login>

Input your work email address and individual password which has been assigned to you.

Enter your email address and password

Welcome
Sign in to your account to continue

networx

Email

Password

[Forgot password?](#)

Sign In

Viewing the dashboard

1. Log into your Dashboard
2. Under interviews section select the option for **Interviews requiring feedback**



Summary

My Vacancies All Vacancies

Vacancies

Authorised - Awaiting Creation: 2 vacancies
 Pending: 7 vacancies
 Live: 2 vacancies
 Expired: 10 vacancies
 Expire in 5 days: 1 vacancy

 Current Vacancy Authorisations: 8 vacancies
 Current Offer Authorisations: 6 offers
 Offers Authorised - Awaiting Progression: 1 offer

 Vacancies Awaiting Panel Score: 3 vacancies
 Vacancies Awaiting Panel Completion: 2 vacancies

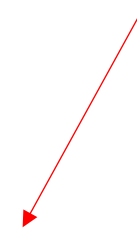
Interviews

Vacancies (Self Selection): 3 vacancies
 Interviews Requiring Feedback: 1 interview



Candidates

Offers In Progress: 17 candidates
 References Required: 26 candidates



Interviews

Vacancies (Self Selection): 3 vacancies
 Interviews Requiring Feedback: 1 interview

3. Select the candidate requiring feedback, click the star option to enter interview feedback

Interviews Requiring Feedback

Interview Date	Interview Type	Candidate	Vacancy Title	Interviewers	
01 Mar 2021 01:15	First Interview	Mrs P Tester Name	Test Vacancy IL - 11/03/2021 pt 2	Test Manager NSFC	  



4. Follow the Interview feedback process below. Firstly, you need to click to show whether the candidate attended the interview.

Interview Details	
Type	First Interview
Date	01-Mar-2021 01:15
Interviewer(s)	Test Manager NSFC
Venue	Learning Support Services

Applicant Details	
Name	Mrs P Tester Name
Source	Company Website
Telephone	07788556699
Address	Ec Address Line 1, Ec Town, West Yorkshire, LS21 3JP
Email	pia.violin@yahoo.co.uk

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Interview Feedback	
Attendance	
Interview Feedback Form	
Further Action	


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Interview Attendance	
Did the applicant attend?	<input checked="" type="radio"/> Yes <input type="radio"/> No

5. The total overall score should be a combination of all panel members – **please note, only the Panel Lead can complete this section**

Interview Details	
Type	First Interview
Date	01-Mar-2021 01:15
Interviewer(s)	Test Manager NSFC
Venue	Learning Support Services

Applicant Details	
Name	Mrs P Tester Name
Source	 Company Website
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Interview Feedback Form	
Please complete Interview/ Testing Feedback Questions below for each Candidate:	
<i>If you would like to make an offer to an internal candidate please discuss this first with the proposed candidate's current line manager prior to completing the offer form.</i>	
Total overall interview/ testing score	<input type="text" value="77"/>

6. Select the option to Decline or Offer the successful candidate

Interview Details

Type	First Interview
Date	01-Mar-2021 01:15
Interviewer(s)	Test Manager NSFC
Venue	Learning Support Services

Applicant Details

Name	Mrs P Tester Name
Source	Company Website
Telephone	07788556699
Address	Ec Address Line 1, Ec Town, West Yorkshire, LS21 3JP
Email	pia.violin@yahoo.co.uk

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Interview Feedback

- Attendance
- Interview Feedback Form

Further Action



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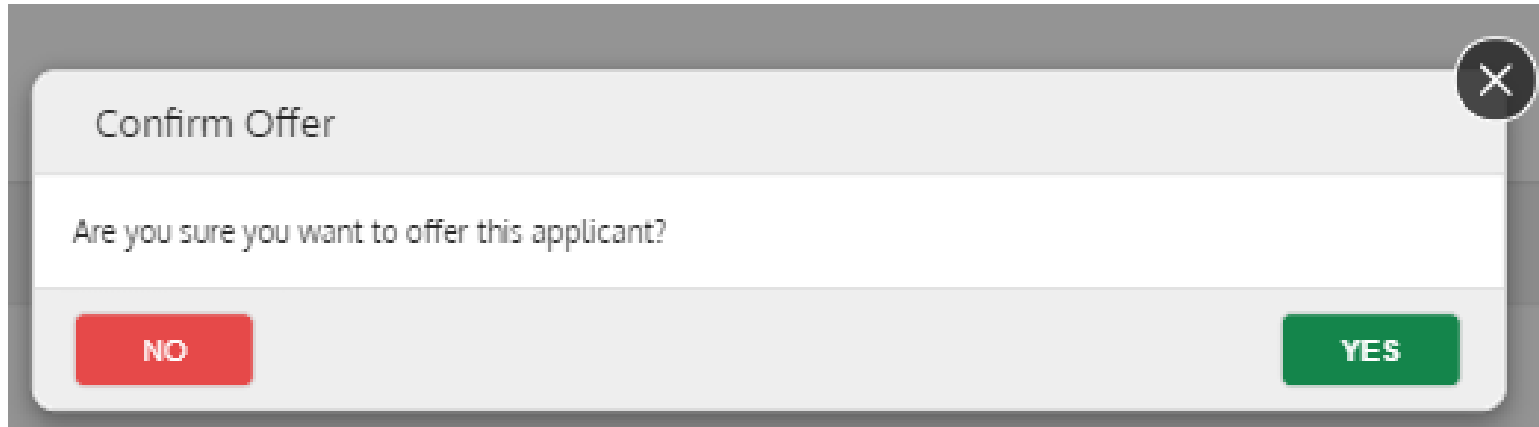
Further Action

Please select one of the following actions:

[DECLINE](#) [ADD NOTE](#) [SHORTLIST INTERVIEW](#) [BOOK INTERVIEW](#) [OFFER](#)

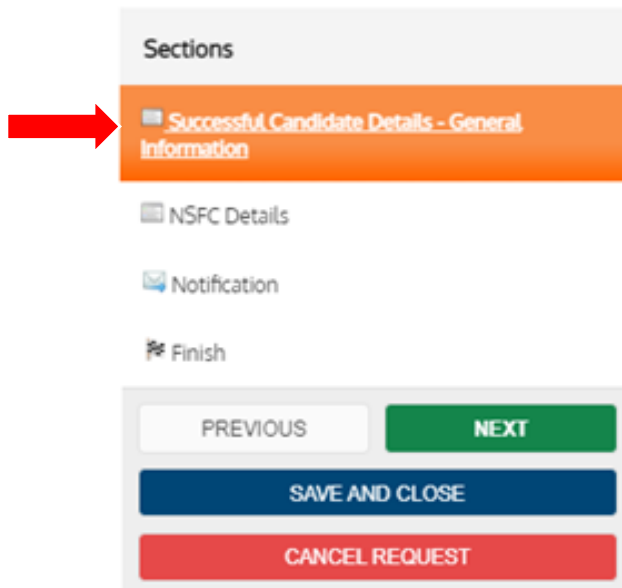


7. Confirm that you would like to proceed with any relevant offer or decline.
 - Please note that decline emails are not automatically sent to the candidate at this stage. A decline email will be issued by recruitment once a successful candidate has been appointed



Completing and Offer Form

1. Once you have confirmed that you would like to progress an offer you will be required to complete the full offer form for authorisation



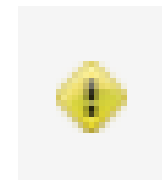
The screenshot shows a 'Sections' menu with the following items:

- Successful Candidate Details - General Information (highlighted in orange, with a red arrow pointing to it)
- NSFC Details
- Notification
- Finish

Below the menu are four buttons:

- PREVIOUS (white button)
- NEXT (green button)
- SAVE AND CLOSE (dark blue button)
- CANCEL REQUEST (red button)

2. **Successful Candidate Details** – Complete this page as comprehensively as possible paying attention to ensuring all information needed to offer a candidate is completed correctly. Fields highlighted by the below symbol require information to be inputted to progress to the next section.



Please complete all the information below

Pre-populated data is derived from the authorised requisition form

Candidate Details

Successful Candidate - Surname	Name
Successful Candidate - Forename	P Tester
Is candidate an existing NCG employee?	<input type="radio"/> Yes <input checked="" type="radio"/> No

General Post Information

Post Title	Test Vacancy IL - 11/03/2021 pt 2
Staff Type	Business Supp - Apprentice
Staff Type Account Code	514507
Pension	LGPS
Does Post involve Regulated Activity? If not, enhanced DBS check will be carried out	No
Does post attract Health Care	Yes
Health care cover	Single
Does post attract relocation expenses?	Yes
Maximum value of relocation expenses allowable	234
Will the candidate be a line manager?	<input type="radio"/> Yes <input checked="" type="radio"/> No

Employment Contract Details

Authorised Employment start date	18-Mar-2021
Proposed Employment start date (please read notes below prior to completion)	<input type="text" value="21/03/2021"/> 10 of 200 Characters
Proposed employment start date notes: 1) The proposed start date must not be prior to the authorised start date. 2) When choosing a start date please take account of any notice periods or known holidays/ commitments that may have been discussed at interview. 3) The Recruitment Team will advise you when a start date can be agreed and will require confirmation of this by email when it is agreed.	
Authorised Employment end date	---
Proposed Employment end date (must not exceed the authorised end date)	<input type="text"/> 0 of 200 Characters

End dates must be entered before a fixed term for all colleges / hourly paid role or LEW and SOU can be offered



Work Pattern & Contracted Hours & Weeks

Is this an hourly paid role?

Yes

No



Documentation

Please indicate below which documents you collected at interview. You should sign and date all copies of identity documents to prove that originals have been seen.

All of the following documentation relating to the successful candidate must be scanned and emailed to NCGRecruitment@ncgrp.co.uk. Please note – Managers must sign and date all identity documents to show that originals were witnessed. The successful candidate will not be able to start until all relevant documentation has been received and all checks have been cleared.

How many staff where on the interview panel?

0 of 200 Characters



Interview notes and test results (if applicable). You must supply interview notes of all panel members

Yes

No - Please specify reason in comments box below



Qualification Certificates (Please confirm all certificate(s) required for this role have been provided by the candidate)

Yes

No - Please specify reason in comments box below

Not Required - Please specify reason in comments box below



Proof of Eligibility to work in the UK

Yes

No - Please specify reason in comments box below



Photo ID

Yes

No - Please specify reason in comments box below

N/A - Passport provided



Proof of name changes (only required if successful candidate's documentation is in a different name)

Yes

No - Please specify reason in comments box below

N/A - Documentation in same name



Proof of current address

Yes

No - Please specify reason in comments box below



All documentation relating to the unsuccessful candidates should be scanned, password protected and emailed to NCGRecruitment@ncgrp.co.uk (send the password in a separate email) where it will be stored securely and disposed of after 6 months. Please ensure this is scanned separately to the successful candidate documentation. You should dispose securely of any photocopies and electronic files after sending.

All documentation relating to the unsuccessful candidates should be scanned, password protected and emailed to NCGRecruitment@ncgrp.co.uk (send the password in a separate email) where it will be stored securely and disposed of after 6 months. Please ensure this is scanned separately to the successful candidate documentation. You should dispose securely of any photocopies and electronic files after sending.

Yes



3. Ensure that FTE has been correctly, please see below for an example of how to calculate this:

Total Weekly Hours of new post ÷ Full Time Working Hours

E.g. If a candidate is going to work 18.5 hours and your colleges full time equivalent is 37 hours a week the calculation is as below:

$$18.5 \div 37 = 0.5 \text{ FTE}$$

4. Complete all fields to advise of the line manager and first day instructions.

Teaching Qualification & Professional Development Status	
<small>Please complete this section with the candidate's responses to the TLA questions on their application form. Where required, the candidate will be required to evidence any teaching qualifications or status, along any level 2 qualifications in both English and Maths</small>	
Is the post classified as a teaching and learning role i.e. staff who have direct contact with students to support Teaching & Learning?	No
First Day Reporting/Line Manager	
Name of person candidate is to report to	<input type="text"/> 0 of 200 Characters
Job Title of person candidate is to report to	<input type="text"/> 0 of 200 Characters
Location candidate is to report to (Please specify full address and post code)	<input type="text"/> 0 of 200 Characters
Candidate's first day reporting start time	<input type="text"/> 0 of 200 Characters
First day contact number	<input type="text"/> 0 of 200 Characters
Line Manager's name	<input type="text"/> 0 of 200 Characters
Line Manager's job title	<input type="text"/> 0 of 200 Characters
Line Manager's contact number	<input type="text"/> 0 of 200 Characters
Line Manager's email	<input type="text"/> 0 of 200 Characters

Authorisation to Appoint

The Recruitment Team are responsible for making all offers of employment, however prior to any offer being made the Recruitment Team will secure authorisation to appoint in accordance with the authorisation chain agreed in your division. If your usual authorising manager is absent please give below the name of the person who has been given delegated authority to authorize offer of employment requests.

Please ensure you send all interview and checklist documentation to the Recruitment Team before submitting your Offer Form for approval; this will help to prevent any delays in the offer being made.

Annual Working Week s2.0

0 of 200 Characters

5. College Specific details – This section will be determined by the college specifics.

Sections

Successful Candidate Details - General Information

 NSFC Details

Notification

Finish

PREVIOUS


NEXT

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CANCEL REQUEST

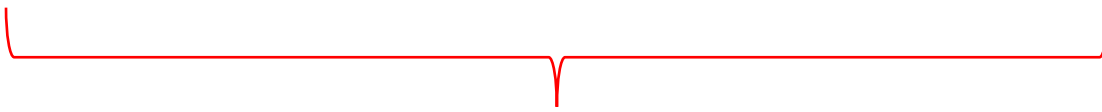
NSFC Details

Please complete all the information below	
Pre-populated data is derived from the authorised requisition form	
NSFC Department	NSFC - Curriculum and Assessment
NSFC Department Cost Centre	C0214
NSFC Terms and Conditions	NCL Hourly Paid Lecturer (37hrs)
NSFC Working Location	Newcastle Sixth Form College
NSFC Working Location Postcode	NE4 7SA
Are costs to be coded to more than 1 NSFC cost centre? (Please note that the maximum number of cost centres allowable is 3, please ensure that split %'s total 100%)	Yes
NSFC Cost Centre 1	C0213
Cost Centre Code 1 %	10
Cost Centre 2	C0292
Cost Centre Code 2 %	30
Cost Centre 3	C0292
Cost Centre Code 3 %	50
Authorised Grade Type	Payscale Grade / Payscale Spot Salary
Authorised Grade	NCL Fixed AoC Point 42
Authorised Grade Salary / Hourly Rate	£42,341.00



Information here will be college specific
and will vary depending on the role

Please select Grading Point	Please select... 	
Grading Point Fulltime Salary		
If you need to make any changes to the authorized salary / grade, please give details and justification here:		
	0 of 4000 Characters	
Are there any changes to the authorised requisition details listed in the Post Details/ Terms & Conditions above?	<input type="radio"/> Yes <input type="radio"/> No	
Does Post attract Allowances?	Yes	
NSFC Allowance Descriptor 1	GS Security COT (Manual F)	
NSFC Allowance Value 1	£2,237.70	
NSFC Allowance Descriptor 2	GS Security Shift Allowance (Manual H)	
NSFC Allowance Value 2	£2,059.93	
NSFC Allowance Descriptor 3	GS Security Shift Allowance (Manual F)	
NSFC Allowance Value 3	£1,879.67	
Are allowances and benefits being offered in accordance with the authorised requisition?	Please select... 	



Complete this section with relevant salary and benefits as needed

6. **Notification - Finish** – Ensure that the Start Authorisation button is clicked to progress your offer and send to NCG Recruitment for approval.

