

# Networx User Guide

## Shortlisting and Booking Interview Arrangements

Version No.	Updated by:		Reviewed by:	
	Name	Date	Name	Date
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## 1. Introduction

The purpose of this document is to guide you through the process of shortlisting a vacancy.

By the end of this document, you will be able to:

- Review applications for your vacancy
- Assess applications against the technical specification of the role
- Shortlist applications for interview
- Schedule interviews and submit to the Recruitment Team to arrange

## 2. Logging on to Networkx

To log into Networkx you will need to type <https://www.networkxrecruitment.net/Login> into your internet browser. Enter your e-mail address and password. We recommend using Google Chrome. Save to favourites for future reference.

## 3. Viewing the dashboard

Once you are logged onto the Networkx system, you will be presented with a dashboard that shows you all the current recruitment you are involved with.

The screenshot displays the Networkx dashboard interface. At the top, there is a navigation bar with tabs for Dashboard, Vacancies, Candidates, Agencies, Reports, Settings, and Help. Below this, there are user-specific options: My Dashboard and My Account, along with buttons for EDIT DASHBOARD, INTERVIEW DIARY, CREATE TASK, QUICK SIFT, and CREATE VACANCY. The main content area is titled 'Summary' and features two primary sections: 'Vacancies' and 'Interviews'. The 'Vacancies' section lists: Authorised - Awaiting Creation: 1 vacancy, Pending: 1 vacancy, Current Vacancy Authorisations: 4 vacancies, Current Offer Authorisations: 2 offers, and Offers Authorised - Awaiting Progression: 1 offer. The 'Interviews' section contains a message: 'There are currently no interviews booked'. Below these sections, there is a 'Candidates' section with a message: 'No candidates have outstanding actions'. On the right side of the dashboard, there are buttons for 'My Vacancies' and 'All Vacancies', and a vertical 'QUICK LINKS' sidebar.

### 4. Panel Members - Reviewing Applications

Each time a new application is received for the vacancy, it will automatically be released to you for review. Once the end date for the vacancy has passed, the Recruitment Team will email you to advise the vacancy has closed and you can proceed to shortlist. If there have not been any applications received for the vacancy, the Recruitment Team will email you to ask if you would like to re-advertise the role.

### 5. To view candidates awaiting scoring

On your dashboard you will see a section called 'Candidates'. Click on the link '**Awaiting My Scores**'.

The screenshot shows a dashboard with a navigation bar at the top containing 'Dashboard' and 'Help'. Below this is a 'My Dashboard' section with buttons for 'REQUEST VACANCY', 'INTERVIEW DIARY', and 'CREATE TASK'. The main content area is titled 'Summary' and is divided into two columns: 'Vacancies' and 'Interviews'. The 'Candidates' section is located below the 'Interviews' column and contains three items: 'Offers in Progress: 1 candidate', 'Awaiting My Scores: 1 candidate', and 'Awaiting Scores From the Panel: 1 candidate'. The 'Awaiting My Scores' item is circled in red.

Vacancies		Interviews	
Authorised - Awaiting Creation:	1 vacancy	Vacancies (Self Selection):	2 vacancies
Pending:	2 vacancies	Interviews Requiring Feedback:	2 interviews
Live:	3 vacancies		
Expired:	5 vacancies		
Current Vacancy Authorisations:	2 vacancies		
Current Offer Authorisations:	1 offer		
Vacancies Awaiting Panel Score:	1 vacancy		
Vacancies Awaiting Panel Completion:	2 vacancies		

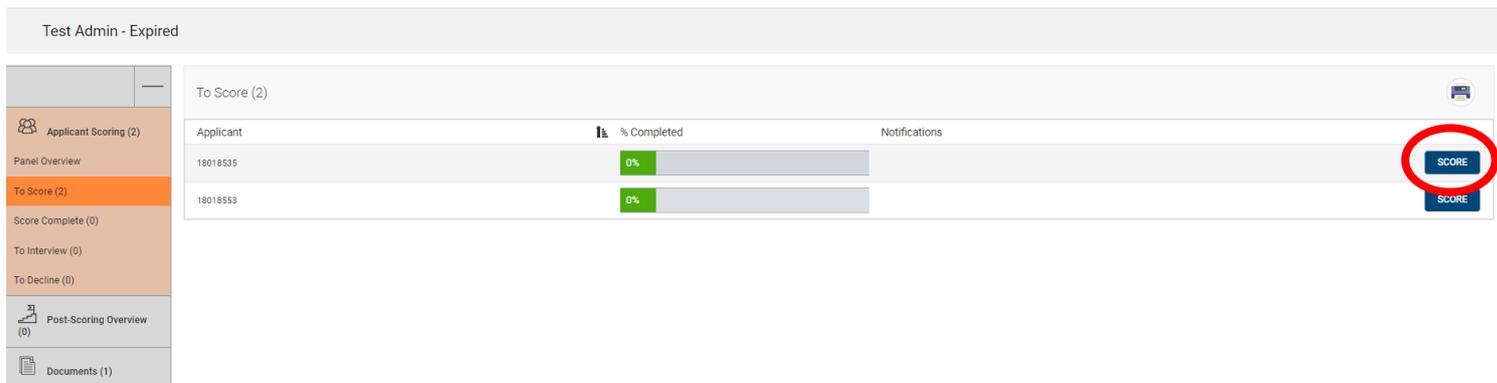
Candidates	
Offers in Progress:	1 candidate
Awaiting My Scores:	1 candidate
Awaiting Scores From the Panel:	1 candidate

If you have more than one vacancy, you will be presented with a list of the vacancies that have applications that are awaiting shortlisting. Once you have identified the vacancy that you wish to shortlist click onto that vacancy.

Please note, if you have only one vacancy to shortlist, you will automatically go direct to the vacancy.

## 6. Scoring applications

To shortlist, click on the ‘Score’ button on the screen for the first application.



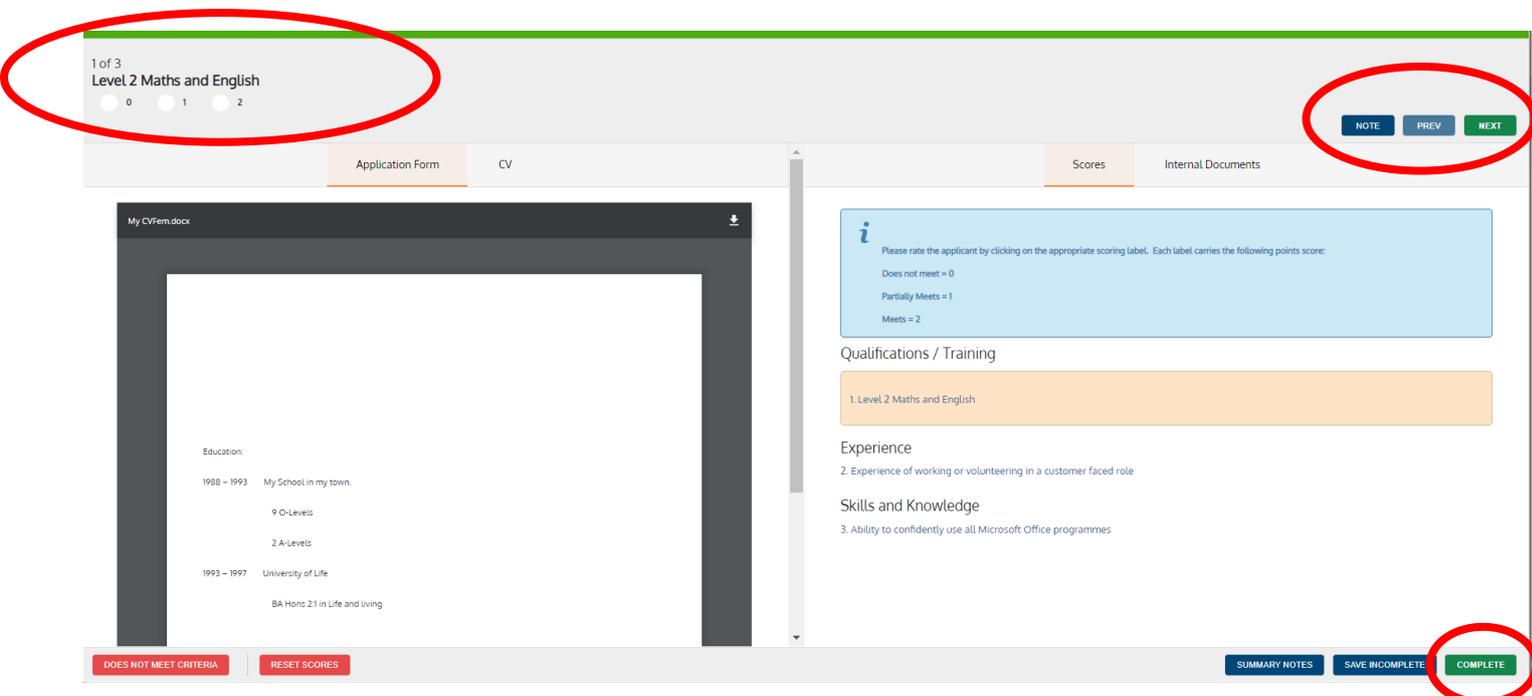
You will be presented with a split screen with the application on the left side and the scoring criteria/person specification on the right side.

Complete your scores as appropriate, scoring against the person specification and application form

0 - Does not meet criteria

1 - Partially met

2 - Criteria met



Once you have completed the scoring for that application, click on complete and click next to move onto the next application. Once all of the scoring is complete, you will be taken back to the vacancy and you will see that the applications have moved to the **‘Score Complete’** folder.

### 7. Interview and Declining applications

You will then need to confirm which candidates are going to be interviewed and which declined. Click into each application and click on either the **‘To Decline’** or **‘To Interview’** options.

Panel Scores

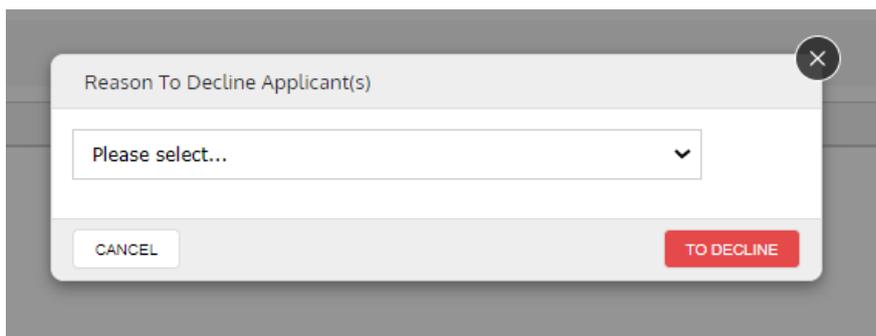
TO DECLINE
TO INTERVIEW

Attribute	Criteria	Test Manager NSFC
Qualifications / Training	Level 2 Maths and English	2
Experience	Experience of working or volunteering in a customer faced role	2
Skills and Knowledge	Ability to confidently use all Microsoft Office programmes	2
Totals		<span style="color: #ffc107;">+</span> 6 <span style="background-color: #007bff; color: white; padding: 2px 5px;">MARK AS INCOMPLETE</span>

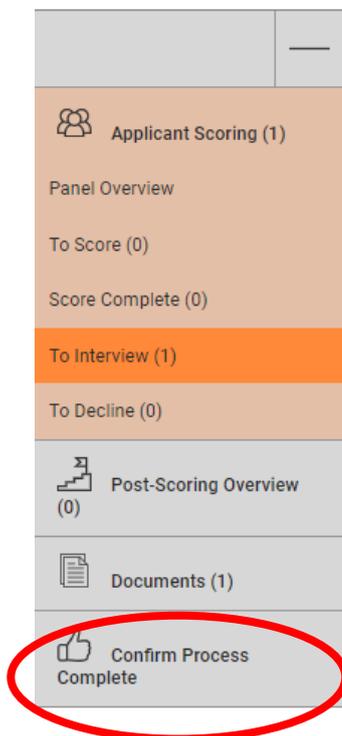
Panel Notes

Panel Member	Notes	Does Not Meet Criteria Notes

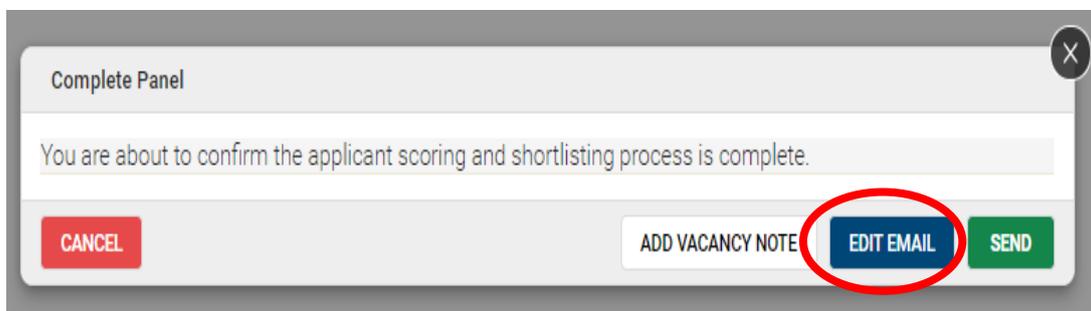
For the applications you decline, you will be presented with the below box which you will need to select the Decline reason. *Please note this does not send a communication to the candidate, this just adds the application to the Decline folder and we will issue the decline emails when we are completing the interview invites.*



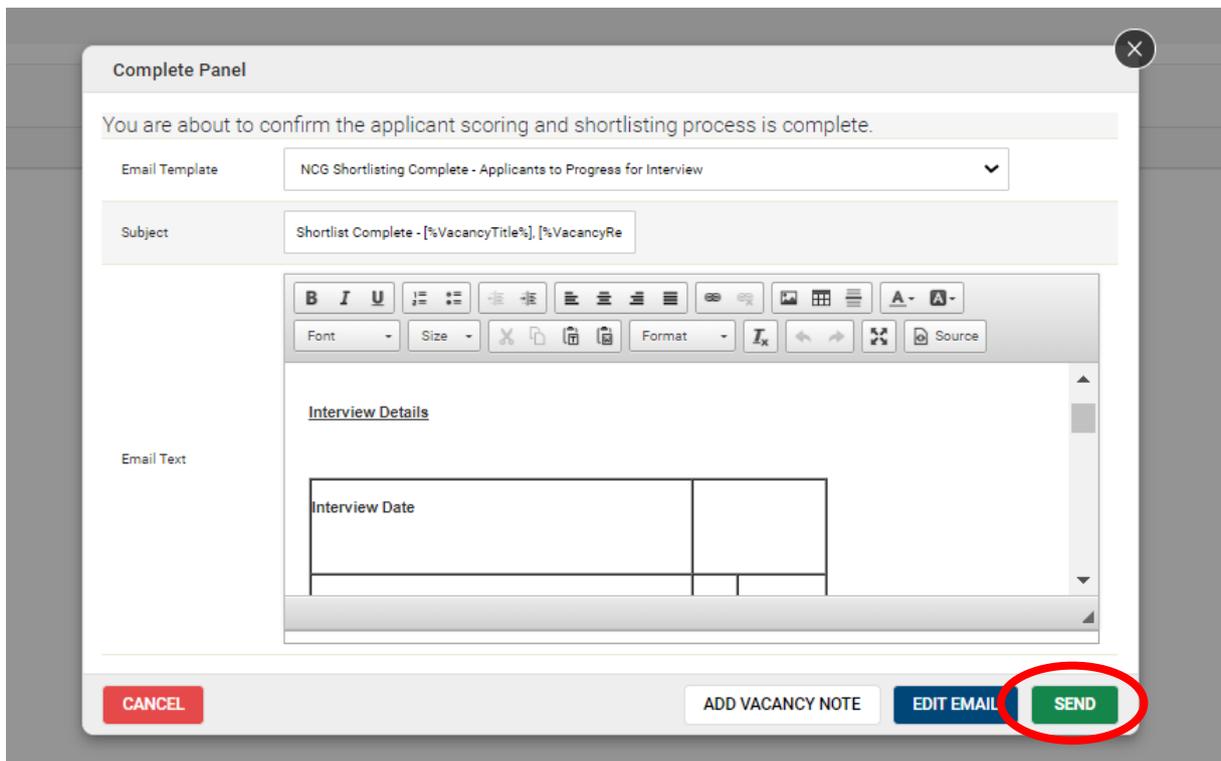
When all candidates have been shortlisted for interview or declined, you will be directed back to the vacancy screen and you will need to select the option to **'Confirm Process Complete'**.



You will then see the below pop up, click Edit Email and this will bring up the interview template.



Please then input all of the interview information, ensuring everything is completed and comprehensive, these details are used by the Recruitment team to invite applicants to interview. Once all details input, click Send. When the candidates have selected an interview date/time, all of the interview panel will receive an email confirmation with the option to add to your Outlook calendar.

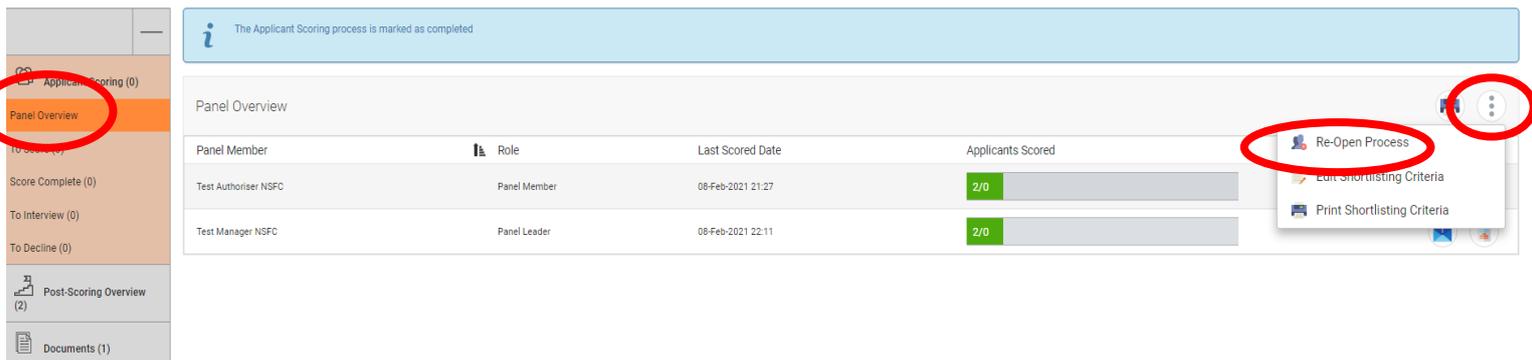


Please note at least one member of the interview panel must have completed the "Safeguarding and Safer Recruitment in FE 2019" training and have this recorded on iTrent.

We check this in iTrent before sending out the interview invites, if nobody on the interview panel has completed the training we will email you to ask you amend the panel to include somebody who has completed the training. If you would like the Recruitment team to check if you have completed the training or provide information on the training, please email [NCGRecruitment@ncgrp.co.uk](mailto:NCGRecruitment@ncgrp.co.uk) or give us a call.

### 8. Re-Opening the Process

If you have completed all of the scoring and confirmed the process complete and then you need to amend any scoring or have a late application to shortlist. You can re-open the process to make changes. Within Panel Overview you will see all of the applications, click on the three dots and select Re-Open Process.



This will allow you to make your changes and then re-submit to us for interview/declines. Once you have made your changes, you will see the Confirm Process Complete option as above and then will be presented with the email to send interview details to the Recruitment Team.