



After the Interview

Contents

After the Interview	2
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After the Interview

Once you have held your interviews you will need to record your decisions for the candidates that you have seen. **Important Note:** These should be the agreed decisions made by the **panel** and the **Chair**, although they can be input by the **Vacancy Manager**.

1. Log-in to the system and click on the '**Panel Home**' tab at the top of the screen.

Home	Panel Home	My Settings	Vacancies	Approval Request	Interviews	FAQs
Vacancy Name		Live status		Status		
+ Administrator		Not Live		Interview		
+ Manager		Not Live		Offer		
		Page size: 10				

2. Find the vacancy that you have held interviews for and click on it. In this example, we are using the '**Administrator**' vacancy.

Home	Panel Home	My Settings	Vacancies	Approval Request	Interviews	FAQs
Vacancy Name		Live status	Status	Closing date		
 Administrator		Not Live	Interview	21/01/2016		
Stages						
Invite to interview						
Interview confirmed						
 Manager		Not Live	Offer	22/01/2016		

3. The '**Interview Confirmed**' status will be highlighted in yellow, indicating that an action is required. Click on it and a list of candidates that you interviewed will appear. Select the first candidate by clicking on their name.

Candidate	Recommendation ?
 Stacey Miller   	• Panel Member1 - Invite to interview
	• Panel Member1 - yet to review
	• Con Venor1 - Invite to interview
	• Con Venor1 - yet to review
	• Panel Member2 - Invite to interview
	• Panel Member1 - yet to review
	• Panel Member1 - yet to review
	• Panel Member1 - yet to review
	• Con Venor1 - yet to review
	• Con Venor1 - yet to review

4. The shortlisting screen will appear. Scroll down the page and click on the 'Recommendation stage' drop down.

Step 1: Review the application

12/01/2016 10:23:59

Vacancy Name: Administrator
Candidate Name: Stacey Miller
Candidate Id: 3500422
Vacancy ID: 11

Personal Details

Title:

Mrs

First name:

Stacey

Known as:

Surname:

Miller

Middle Name(s):

Currently residing in the UK:

Yes

Address Line 1:

20 Third Avenue

Address Line 2:

Address Line 3:

Address Line 4:

Dagenham

Postcode:

Essex

Country:

United Kingdom

Preferred contact number:

010292

Preferred contact number type:

Mobile phone No

Alternative phone number:

Please select alternative phone number type:

E-mail address:

Stacey@test.com

What is your LSE ID Number?:

121

Are you a current LSE student?:

No

To help us monitor the effectiveness of our advertising please let us know where you saw the advert:

LSE Website

Do you currently have the right to work in the UK?:

Yes

If yes, what is your

UK/EEA national

Step 2: Enter in notes/scores

Shortlisting Criteria

0 - Doesn't meet criteria
1 - Does meet criteria

Please select '0' if the candidate does not meet the criteria or select '1' if the candidate does meet the criteria. Only those who meet all the essential criteria should be shortlisted.

Knowledge and experience

Step 3: Your recommendation

Recommended stage

Initiate offer - confirm offer details to HR
Invite to 2nd Interview
No show at interview
Regret after interview
Reserve after interview
Withdrawn Application

5. Select the decision the panel made from the list. These are:
- Initiate offer – Confirm offer details to HR
 - Invite to 2nd interview
 - No show at interview
 - Regret after interview
 - Reserve after interview
 - Withdrawn application

6. You can save the decision by clicking the purple '**Save**' button. Once you are happy that the recommendation you have chosen is correct, click the purple '**Submit**' button.

Step 3: Your recommendation

Recommended stage

- Initiate offer - confirm offer details to HR
- Invite to 2nd Interview
- No show at interview
- Regret after interview
- Reserve after interview
- Withdrawn Application

Save

Submit

Important Note: If you select '**Regret after interview**' the candidate will receive an automatic email informing them that they have been unsuccessful as soon as you click '**Submit**'.

7. Repeat this process for all the candidates you have interviewed.