


Shortlisting Process:

Login to the WCN system

Click on the '**Vacancies**' tab on the left hand side of the page.

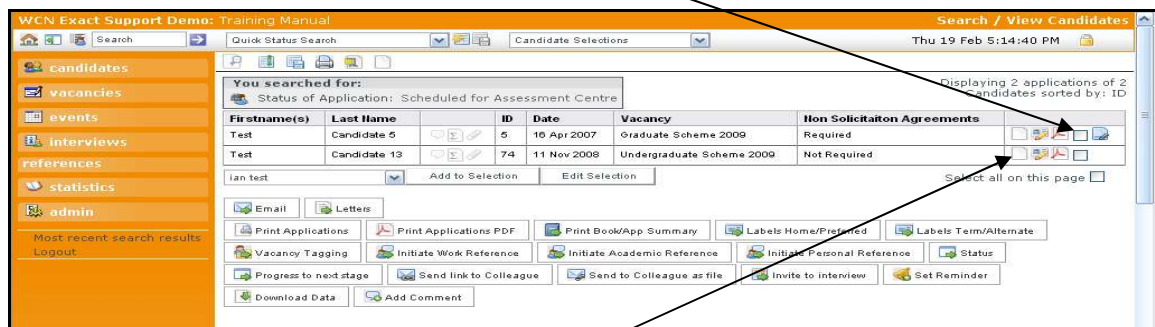
Click on the box that says '**Go to vacancy**' and type the vacancy title (while typing the vacancy title the list of the vacancies will come up, select the vacancy you want to shortlist) then click on 

(N.B: You can also find the vacancy from '**List Vacancies**' & '**My Vacancies**').

Click on **Applications**

Under Applicant status, click on **Application passed to selection committee**

Click here to select the candidate (when you select the candidate you can see '✓' in the box)



Click on '**App**' to update the Shortlisting grid

At the top of the page select '**Scores/Feedback**' and then click on '**Add new Shortlisting Grid**'


Score all **Essential and Desirable** competencies

Scroll down to bottom of the page and select '**Yes/No**' under Final Outcome and then click on '**Update**'

To print out the applications:

Login to the WCN system

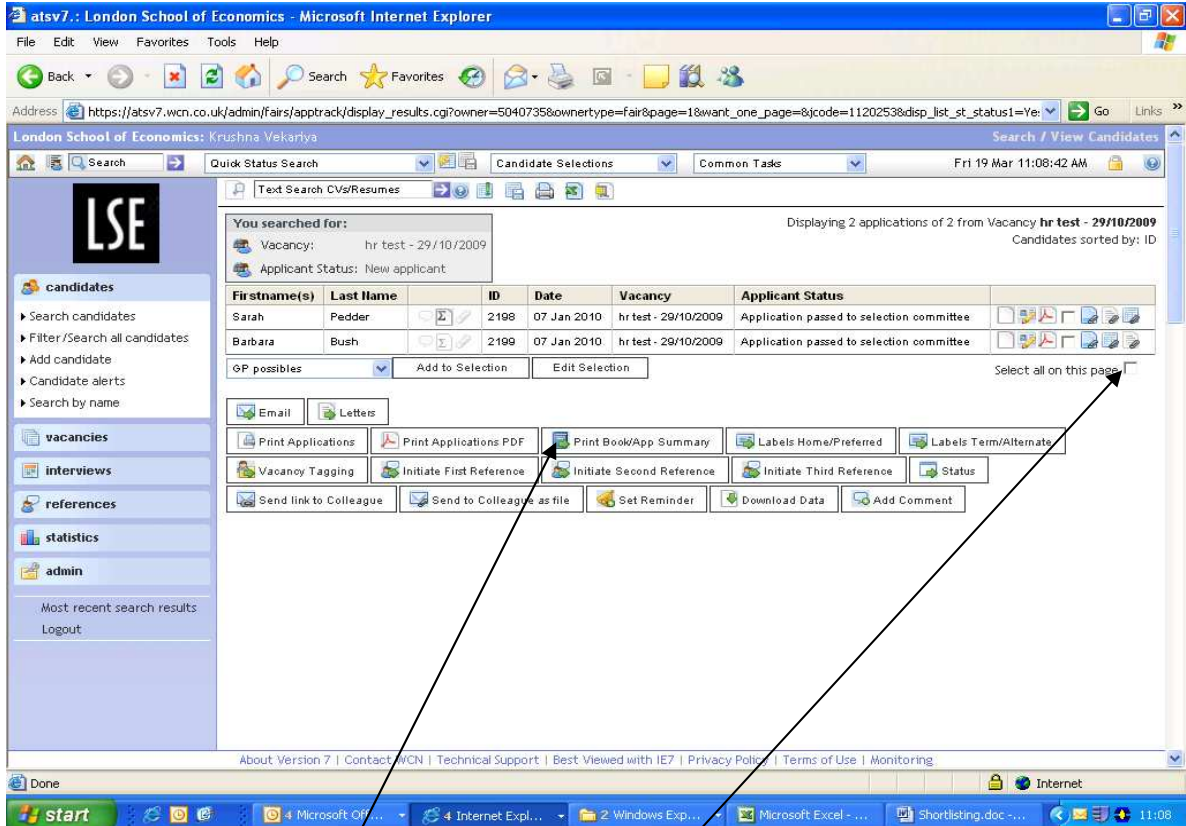
Click on the '**Vacancies**' tab on the left hand side of the page.

Click on the box that says '**Go to vacancy**' and type the vacancy title (while typing the vacancy title the list of the vacancies will come up, select the vacancy you want to shortlist) then click on 

(N.B: You can also find the vacancy from '**List Vacancies**' & '**My Vacancies**').

Click on **Applications**

Under Applicant status, click on **Application passed to selection committee**



Click on 'Select all on this page' to select all candidates.

Now, click on 'Print Book/App Summary' to download the applications.

Below screen will appear now.

atsv7.: London School of Economics - Microsoft Internet Explorer

Address: https://atsv7.wcn.co.uk/admin/fairs/apprack/bulk_actions.cgi

Section options and contents for print

Print Book / App Summary" >

Section options and contents for print

☒ Start each application on an odd page

☒ Application form summary, select the template: Application Form

Select application form summary size: A4

☒ One summary per candidate

☐ Include CV/Resume

☐ Include other attachments

Truncate to 1 page any of the following: ☐ Application form summary ☐ Include CV/Resume ☐ Include other attachments

Create

Please un-tick 'Application Form Summary' as the details will be anonymised and will not be populated in the application summary and tick 'Include CV/Resume & Include other attachments'.

Below screen will appear in a new window.

https://filesv7.wcn.co.uk/admin/fairs/apprack/bulk_print_book.cgi - Microsoft Internet Explorer

Address: https://filesv7.wcn.co.uk/admin/fairs/apprack/bulk_print_book.cgi

Print Book Status

File generated and ready for download.

Download / Open Print Book

Click the link below to access the book. You will be prompted to save or open the file.

If the file is large (bigger than a few MB), we recommend that you save the file and then open from your local drive.

[Access Book](#) (File size: 326K)

Print Book Summary

Entry	Total #
Total Entries	2
CV / Resume	2
Covering Letter	2
Research Notes	2

Status	Entries Affected
<input checked="" type="checkbox"/> Document(s) included	2
Total Book Entries (Warnings)	2 (0)

Candidate Name	Status
<input checked="" type="checkbox"/> Pedder, Sarah	CV / Resume: included Covering Letter: included Research Notes: included
<input checked="" type="checkbox"/> Bush, Barbara	CV / Resume: included Covering Letter: included Research Notes: included

To print out the candidate's CVs & Covering Letters you need to save the 'Access Book' on your computer first and then go back to the file (Access Book) & print out the applications.

(Note: if the candidate's file is password protected or corrupted then you won't be able to print out the application from the 'Access Book'. However, you may print their application individually).