

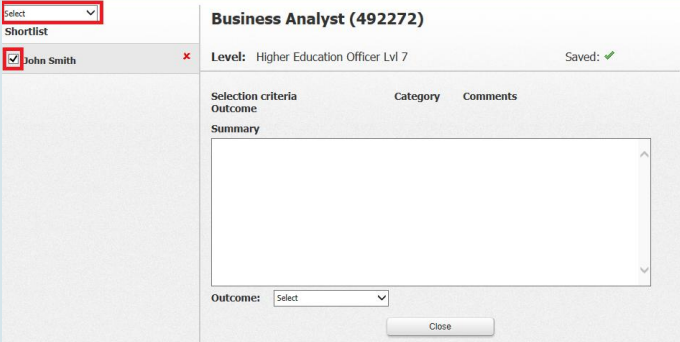
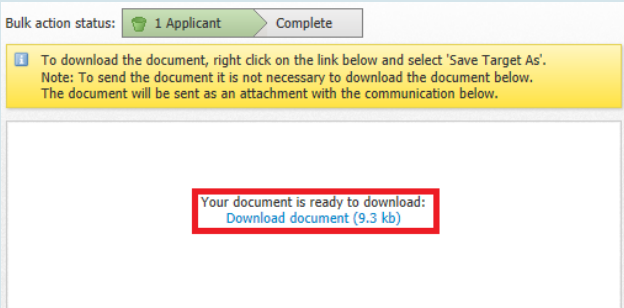
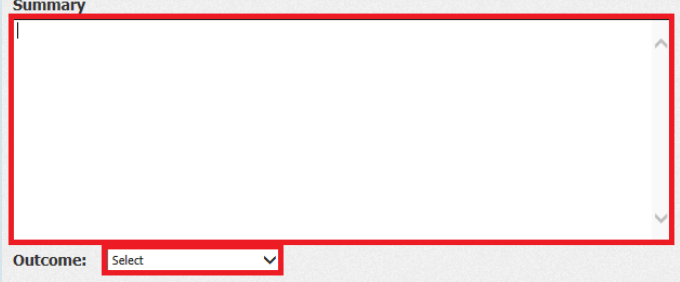




Recruitment Centre: Panel review – Reviewing applicants

What you need to do	What you will see																																				
<p>STEP 1: Panel review</p> <p>Access the Recruitment centre.</p> <p>If you are required to leave comments and rate applicants against a certain job, you will see a blue link next to the green Panel review bubble.</p>																																					
<p>STEP 2: View jobs requiring Panel review</p> <p>To view the jobs, click on the Panel review bubble or the Jobs requiring panel review link.</p> <p>The My panel jobs page will display. You may be a Panel member, or a Panel coordinator.</p> <p>Click View Applicants to write a summary and select an outcome.</p>	 <table border="1"> <thead> <tr> <th>Job number</th> <th>Date added</th> <th>Status</th> <th>Position Title</th> <th>User</th> <th>Total applications</th> <th>Your role</th> <th></th> <th></th> </tr> </thead> <tbody> <tr> <td>492227</td> <td>26 Aug 2013</td> <td>Approved</td> <td>ADMIN TEST JOB 2</td> <td>HH</td> <td>8</td> <td>Panel member</td> <td>View Applicants</td> <td>View job</td> </tr> <tr> <td>492233</td> <td>21 Oct 2013</td> <td>Offer</td> <td>Academic Program Officer</td> <td>HH</td> <td>2</td> <td>Panel member</td> <td>View Applicants</td> <td>View job</td> </tr> <tr> <td>492272</td> <td>14 Nov 2013</td> <td>Approved</td> <td>Business Analyst</td> <td>HM4</td> <td>2</td> <td>Panel member</td> <td>View Applicants</td> <td>View job</td> </tr> </tbody> </table>	Job number	Date added	Status	Position Title	User	Total applications	Your role			492227	26 Aug 2013	Approved	ADMIN TEST JOB 2	HH	8	Panel member	View Applicants	View job	492233	21 Oct 2013	Offer	Academic Program Officer	HH	2	Panel member	View Applicants	View job	492272	14 Nov 2013	Approved	Business Analyst	HM4	2	Panel member	View Applicants	View job
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<p>STEP 3: View applicants</p> <p>To view the application details, click on the checkboxes next to the applicant's name. The select Bulk compile and send from the dropdown.</p> <p>The system will create a PDF document with the application information.</p> <p>NOTE: Panel Members can view application information such as the applicants application form, Resume and other supporting documentation relevant to the application. Panel Members can only see applicants that are in certain application statuses. This is because they will not be required to comment on unsuccessful applicants or applicants in similar application statuses.</p>																																					
<p>STEP 4: View the PDF</p> <p>Once the system generates the PDF, click on the blue hyperlink to open it.</p> <p>While on this screen you can email the PDF to other users if required.</p>																																					
<p>STEP 5: Summary and outcome</p> <p>After reviewing the application information, enter comments into the Summary area and select a response from the Outcome dropdown.</p> <p>The Panel coordinator will be able to review your comments.</p> <p>Click on the Close button once feedback is left.</p>																																					



STEP 4: View Responses (As a Panel coordinator)

Click **View responses**.

As a Panel Coordinator, you will be able to see which Panel Members have scored and commented on the applications.

In the left column you will be able to see which users have left feedback.

Click on the dropdown at the top of screen to filter the feedback being displayed by application status.

You can print the feedback by clicking on the printer icon next to the dropdown field.

The screenshot displays the 'My panel jobs' interface. At the top, there is a table with columns: Job number, Date added, Status, Position Title, User, Total applications, and Your role. The first row shows Job number 492272, Date added 14 Nov 2013, Status Approved, Position Title Business Analyst, User HH4, Total applications 2, and Your role Panel Coordinator. A red box highlights the 'View responses' link in the top right corner of the table.

Below the table, the 'Business Analyst (492272)' feedback page is shown. It features a left sidebar with 'View all', 'Feedback provided', 'John Smith', and 'No feedback provided' (with Lisa Coyle listed below). The main content area shows 'Feedback from panel members' with a dropdown menu set to 'All' and a printer icon. Below this, the 'Overall' section displays 'Harry Hire - "Meets selection criteria"' and a text box containing 'This person is great'.

A second screenshot below shows the same page with the dropdown menu open, listing options: 'All', 'Long list', 'Shortlist', 'First Interview accepted', and 'Final Interview accepted'. A red box highlights the printer icon next to the dropdown.