# Electronic Staff Record

Applicant Dashboard

Applicants can be given access to the Applicant Dashboard in ESR to help speed up the onboarding process for them and their new employer. It gives applicants access to a range of functionality to enable the to review and update or confirm their data, as appropriate and complete any required learning prior to becoming an employee.

Benefits:

- Welcome your new hires using messages and videos
- Streamline onboarding and induction
- Improve data quality
- Remove paper processes
- Reduce duplication of data entry
- Enable applicants to own their data
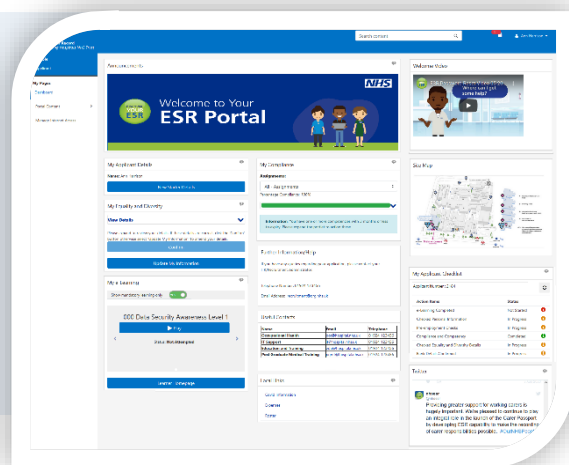
Access Set Up:

To access the Dashboard an applicant must have one of the following statuses:
- Offer Accepted
- Offered Post Conditional
- Offered Post Unconditional

and a Person Type of:
- Applicant or
- Ex-Employee.Applicant

and one of the following URPs:
- Employee Self Service
- Employee Self Service (Limited Access)

> **NOTE:** The Automated User Account Creation process only applies to Applicants with a status of Offer Accepted; therefore accounts must be created manually for Applicants with the Offered Post Conditional and Offered Post Unconditional statuses in order to give access to the Applicant Dashboard.

Portlets available on the Applicant Dashboard:

- My Applicant Checklist
- My Applicant Details
- My Equality and Diversity
- My Compliance
- My e-Learning

- Announcements (local and national)
- Further Information/Help
- Custom Web Portlets
- Local Links
- Twitter

Applicants can also record any Conflict of Interest Declarations

> **"The Applicant Dashboard has really transformed our onboarding process and it has the added bonus that it looks really good. I would encourage all organisations out there who may be considering using the Applicant Dashboard to look at its potential and to make contact with your regional ESR Team about implementing it within your own organisation."**
> David De Lisle, ESR Systems Manager and chair of the East of England Self Service/HR & Recruitment SIG

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Portlets:

The **Applicant Details** portlet contains the following items populated via the e-Recruitment interface. These can be reviewed and updated where applicable:

- My Personal Information
- My Address
- My Emergency Contacts
- My Qualifications
- My Registrations
- My Bank Account Details*

> My Applicant Details
>
> **Name:** Ben Smith
>
> New Starter Details
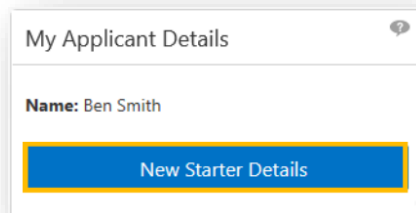
The Applicant Details Role Holder will be notified of changes to personal information so they can be verified and updated in ESR.
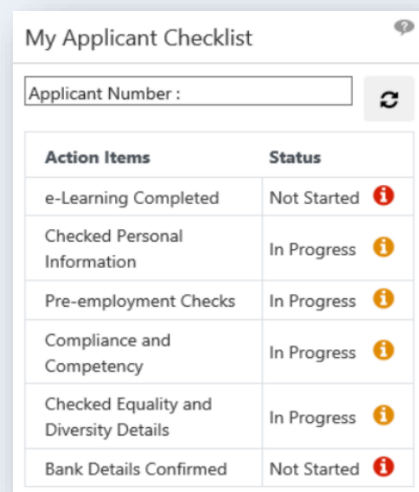
NOTE: * This form will display the bank details recorded at the applicant's previous NHS organisation, where they have been transferred using the IAT process. Where an IAT has not been used or there is no previous service a message will appear:
"If viewing the Applicant Dashboard over the internet you will only be able to confirm your bank account details, these can only be updated when connected to the NHS network."

My Equality and Diversity

View Details	❯
Ethnic Origin:	A White - British
Country Of Birth:	United Kingdom
Sexual Orientation:	Heterosexual or Straight
Religious Belief:	I do not wish to disclose my religion/belief
Marital Status:	Single
Disability Details:	

If the above details are correct, please click the 'Confirm' button otherwise select 'Update My Information' to amend your details.

Confirm

Update My Information

The **My Equality and Diversity** portlet allows the applicant to update or confirm their ethnic origin, country of birth, sexual orientation, religious belief, marital status and disability details populated via the e-Recruitment interface.

My Applicant Checklist

Applicant Number :

Action Items	Status	
e-Learning Completed	Not Started	ℹ
Checked Personal Information	In Progress	ℹ
Pre-employment Checks	In Progress	ℹ
Compliance and Competency	In Progress	ℹ
Checked Equality and Diversity Details	In Progress	ℹ
Bank Details Confirmed	Not Started	ℹ

The **My Applicant Checklist** portlet provides the applicant with a visual representation of their recruitment progress.

Electronic Staff Record
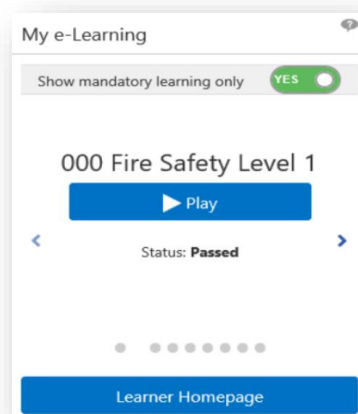
Applicant Dashboard

My Compliance

Assignments:

All - Assignments

Percentage Compliance: *88%*
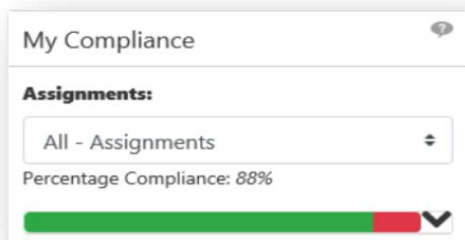
The **My Compliance** portlet provides a summary of the applicant's training compliance and directs the user to relevant training.

The **My e-Learning** portlet displays the e-Learning Courses the applicant is enrolled on.

My e-Learning

Show mandatory learning only   YES

000 Fire Safety Level 1

▶ Play

Status: **Passed**

Learner Homepage

NOTE: The IAT process will notify any statutory and mandatory competencies held by the applicant to the Stat and Mand Competencies Ntf Role Holder. These notifications should be actioned prior to the applicant accessing the Applicant Dashboard.

"**The new process means that Recruitment, ESR and Learning and Development Teams work more closely together to ensure a smooth end to end process is achieved.**"
Karen Bendall, Workforce Training Manager, Walsall Healthcare NHS Trust

More information on the Applicant Dashboard can be found below:

User Manual - NAVU1967 Applicant Dashboard
Captivate Video – Applicant Dashboard
Captivate Video – Portal Administration

Next Steps

For help and guidance about how to utilise the ESR Applicant Dashboard, get in touch with your Regional ESR Functional Account Manager. Contact details can be found by clicking the links below:
North Team
Midlands and East of England Team
London Team
South Team

"**Prior to starting in my role I found it very beneficial to be able to access the Electronic Staff Record (ESR) Portal. This not only allowed me to feel part of the trust before my first day but, it also gave me access to essential learning prior to starting.**"
Nicola Trebicki, Vaccine Support Administrator, St Helens & Knowsley Teaching Hospital NHS Trust (STHK)