Hiring Applicants

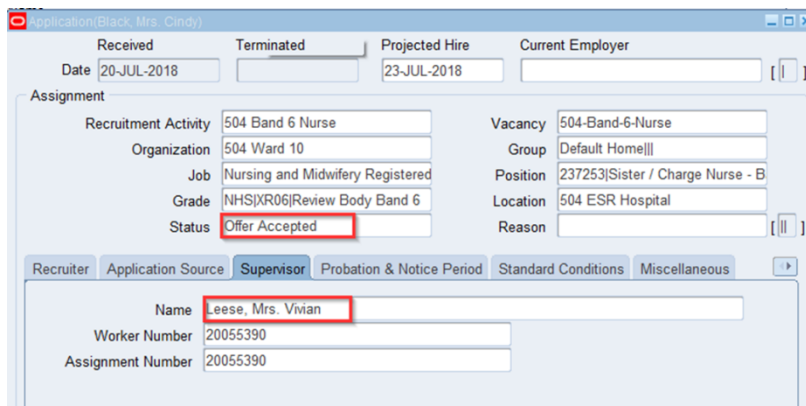## Hiring an Applicant in Self Service

This Fact Sheet covers the tasks that need to be carried out when hiring an applicant using the Manager Self Service URPs. In addition to this it outlines tasks which will aid the hire process.

Applicant Status and Manager

Before an applicant can be hired via the Self Service URPs certain conditions must apply.

As part of the recruitment process using the professional forms:

- The applicants status must be recorded as Offer Accepted.
- The Supervisor Tab on the applicant record must be completed. You will need to enter both the worker and assignment number.

If this information is not populated the manager will be unable to hire the applicant.
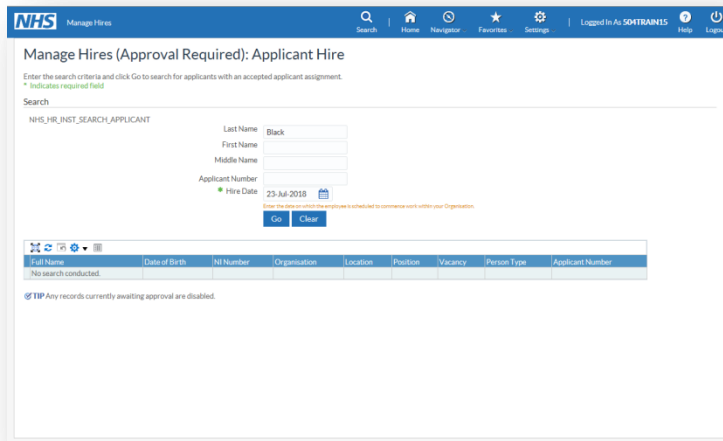
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Access to Functionality
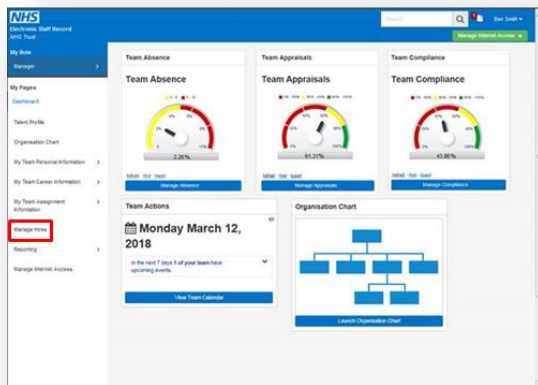
The functionality can be accessed by clicking Manage Hires link in the sidebar navigation pane on the Manager Dashboard on the ESR Portal.

Search for Applicant

To search for an applicant enter the name and/or Applicant Number of the applicant in the appropriate fields in the Applicant Hire form and Click the Go button.

If there is more than one applicant with the same name select the applicant and click the Hire button. You will also need to ensure that the Hire Date is correct.

Internal Applicants

If an internal applicant is selected two options are presented:

Create Secondary Assignment – the application record becomes a new secondary assignment for the employee

Replace Primary Assignment – the application record replaces the existing primary assignment for the employee.
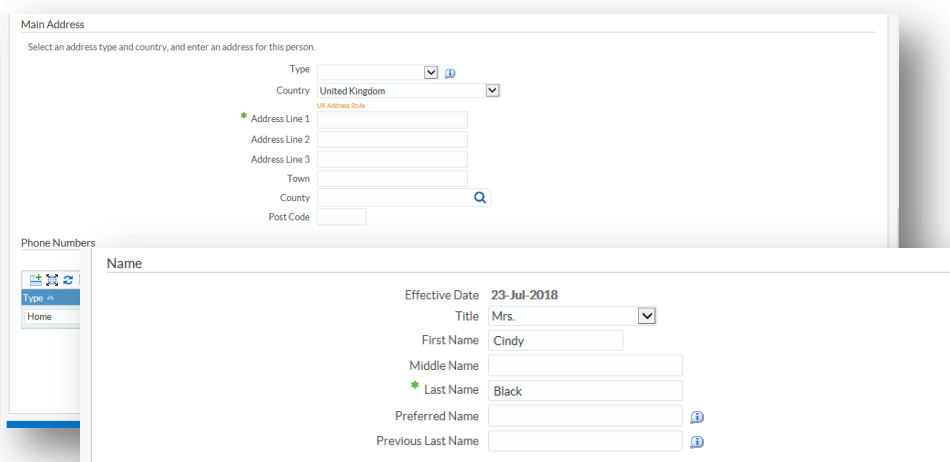
Where ESR is being used to manage establishment control local processes should be followed to ensure that establishment is not exceeded.

Personal Details

Some Personal Details will have been entered during the recruitment process. You will need to review this information to ensure that all necessary fields are complete.
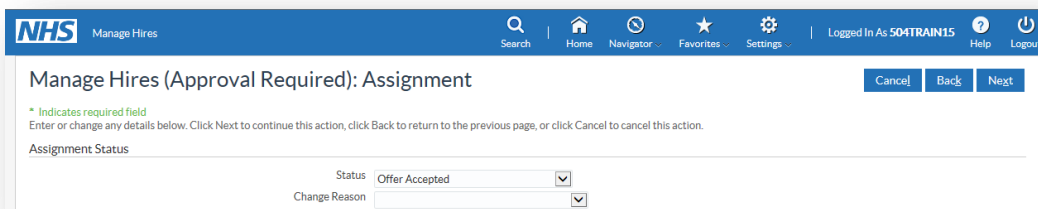

Assignment Status

The Status field will automatically be updated from Offer Accepted to Active Assignment on submission of the new hire request. This status will then be recorded against the employee's employment record in ESR.

A change reason should also be recorded.

Assignment Category

The correct Assignment category needs to be selected.

Salary Information

The Salary Information should only be completed where a new employee will receive a spot salary, this would be instead of allocating a point on a scale.

If the employee is to receive a spot salary it will need to be entered by your HR or payroll team.

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Change Supervisor

If the person who is hiring the applicant will not be responsible for the day to day management of them they will be given the option to change the supervisor.

Review Form

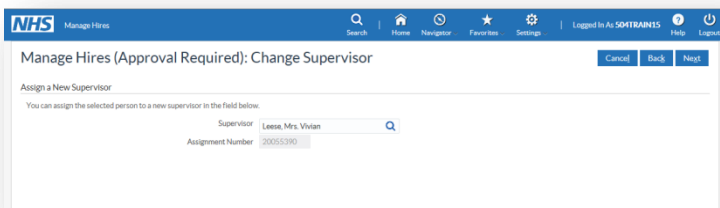Details of any amendments made during the Hire Process are displayed highlighted by a blue dot.

Attachments and comments to the approver can be added to support the Hire process, where further approvals are required.
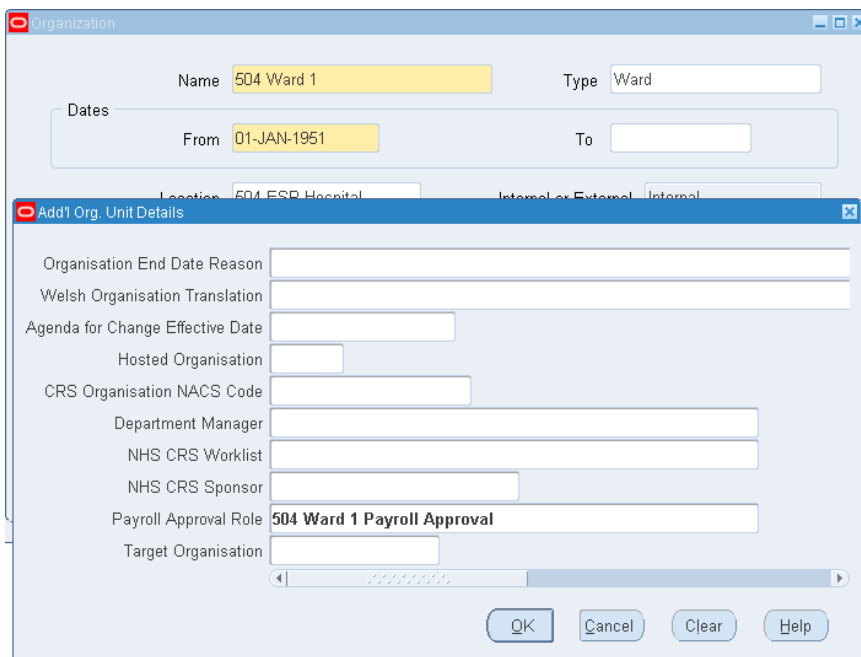
Review the information for the assignment and enter any additional comments to the approver. For example which point of the payscale the employee should be on.

Local Payroll Approvals

Users of the Local Systems and User Administration URP can create local Payroll Approval roles to divide up the approval process within their organisation. The role names need to start with the organisation VPD code and have 'Payroll Approval' in the Role Name.

A segment on the Organisation DFF called 'Payroll Approval Role' is used to associate all assignments linked to the organisation with the nominated payroll approval role. All organisations from this point down in the organisation hierarchy will also inherit this role unless another role is specified at a lower point in the hierarchy.

For all Manager or Administrator Self Service changes that need Payroll Approval, the notification will go to users in the associated Payroll Approval role for that assignment. If the assignment does not have a role associated with it through the

organisation structure then the notification will go to users in the national 'SSHR Payroll Notification' role.
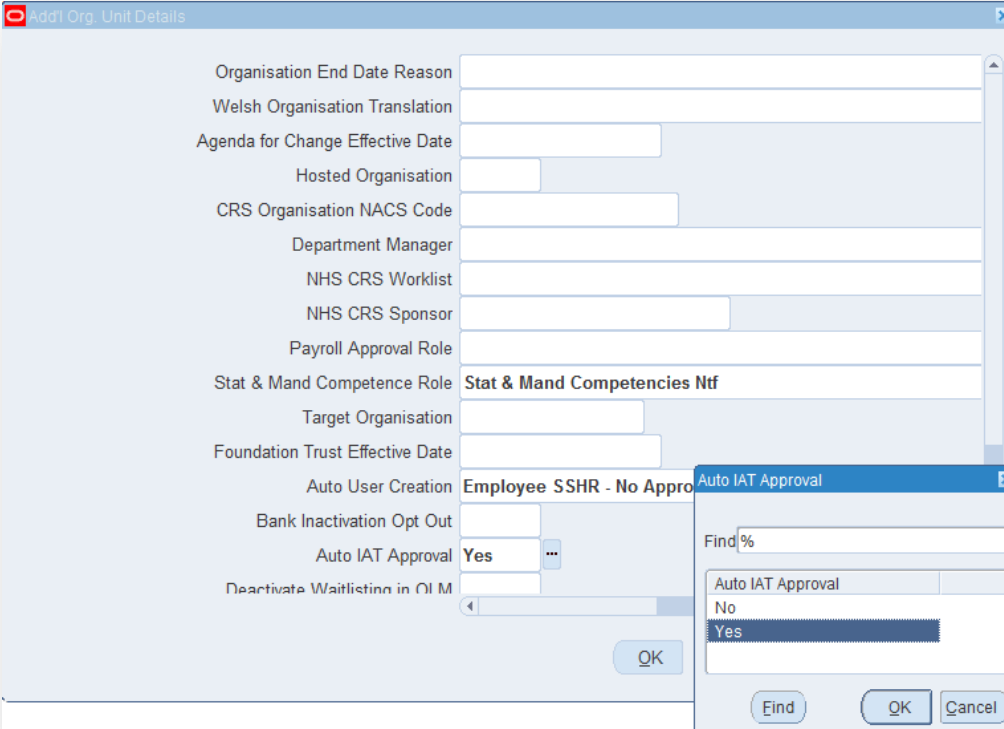
Where a notification is sent to a role that does not have a current active user attached, then the notification will fail. It is the system administrator's responsibility to ensure that all roles used for payroll approvals within the organisation have current active users attached to them.

If you are using the Manager Self Service (Payroll Approvals Not Required) URP your changes once submitted will be committed to the system.

Additional Tasks

IAT

The automated approval process enables both the initiation and approval to transfer the Portable Data Set. Auto IAT Approval needs to be recorded as Yes in the Add'l Org.Unit Details of the Trust level Organisation settings.

This process is enabled where a 100% match has been found against:

- NI number

- Date of Birth, together with one of Last Name or Professional Registration

The Pre IAT dataset and the Portable Data Set information can be taken from the source NHS Organisation where they are subscribed to the Auto IAT process.

The IAT can be run for applicants with the status of:

- Offer Accepted
- Preferred Applicant
- Offered Post Unconditionally
- Offered Post Conditionally

Pre IAT Datasets

Pre IAT datasets can be requested for:

- Occupational Health Information
- Statutory and Mandatory, CSTF, CCF and EDU competencies
- Doctors in Training and Trainee Dentists who have values in the Cash Floor Protection NHS and Annual Leave Appointment NHS elements

NHS Service History is only possible for organisations that have opted into the Auto IAT Process.

This information is transferred at the point of the Auto IAT approval and is returned to the appropriate Role Holders in the Organisation.
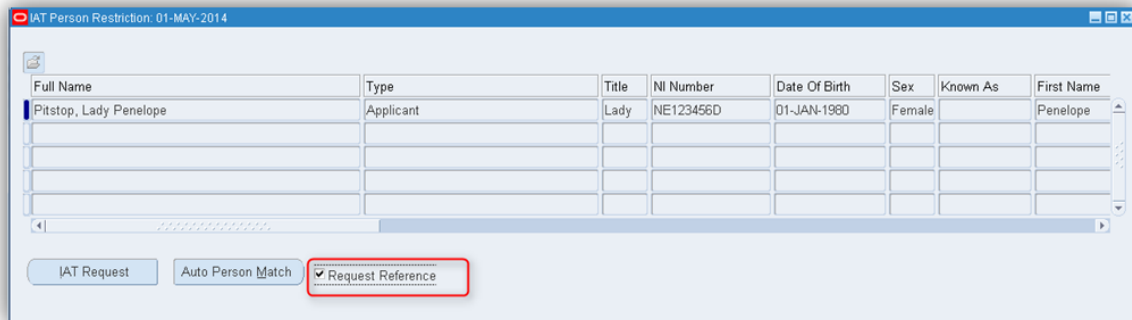
IAT Reference Request

An optional tick box called 'Request Reference' is located on the IAT Person Restriction Form. Only available for applicants, ticking the Request Reference tick box will trigger a notification to the selected Organisation once the IAT is submitted and approved.

References can also be requested for internal applicants (Employee.Applicant and Ex-employee.Applicant)

Must have users in Reference Receipt and Reference Approver Roles to receive and request References

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The reference can be requested as part of the Pre Hire IAT process.

Applicant Housekeeping

Applicants with a status of Ex-Applicant, where the records have had no activity for 13 months or more are automatically purged from ESR. Unsuccessful applicants' status should be updated to Ex-Applicant to ensure that they are included in this process.

To help with identifying the applicant records requiring a status update the analyses on the Vacancy tab of the Recruitment Dashboard can be configured to highlight applicants with a given status for X number of days e.g. those with a status of anything other than successful for more than 28 days may require updating to Ex-Applicant. Further details can be found in the ESR BI Dashboard Guide.

If applicants remain on ESR unnecessarily it can result in slower loading times and lead to difficulty in selecting the correct applicant record.