

How to...

Shortlisting candidates

- Once the vacancy closes, the hiring manager and the shortlisting panel; will go through and shortlist candidates who are and aren't selected.
- They will then send through the 'Shortlisting Matrix'. With this you can get the job ID – requisition number (3 letters, 2 numbers and 1 letter). When you have this search up the job on Taleo Recruit.
- By the search bar, there is an icon which lets you decide what you want to search by. This could either be by candidate or by requisition number.
- You can select the candidates who are successful by ticking the box on the left side by each name.
- Once done, change the status by clicking 'More actions' then 'change step/status'. Change their status to 'Meets basic requirements'. You do not have to do anything right then; however you can confirm any outstanding details with the hiring manager (such as: location, if there will be test or not etc.).

Invite candidates to interview

- Once the interview details have been clarified, you can begin sending Interview Invitation emails.
- Do this by clicking on the individual candidate, then more actions and change step status. From this point, click on 'change step/status'. The status should now automatically be 'Interview to be scheduled'
- Click the box that reads 'Send Correspondence'. The 'From template' box will automatically be filled. Click on the little box next to the bar and then select the third option 'Generic Message'. This populates the text box with the relevant fields.
- Copy and paste the details from your interview invitation template into the textbox. Make sure that the formatting is correct, then send the correspondence.

Drafting interview schedule:

- For this you should use the interview schedule template
- Fill in the cells with the relevant details. Do not send this to the hiring manager until all candidates have confirmed and you have sent the confirmation emails out, however, you can use this as a draft.

Confirm candidates

- Once candidates have confirmed their attendance via email, update the interview schedule and change their cell colour to green
- On Taleo, you will need to select on the individual candidate again and change their steps/status to interview scheduled
- You will need to send the candidates an interview confirmation email too
- Once all has been confirmed, you will need to forward the interview schedule to the panel

Reject candidates

- Firstly, check if there are any internal candidates that are not selected by the hiring managers. If there are, it would be advisable to send a more personal email rather than the standard general email.
- If there are more than 10 candidates that aren't selected, the process should be carried out in two stages as the system slows down. Select (max. 7) candidates for rejection by ticking the boxes by their names. Then click 'more actions' and 'change steps/status'.
- Change their status to unsuccessful and click the box. You will then be prompted with reasons why they are unsuccessful. The candidates will not see this, it is just for our reference. In this section, the option can be 'does not meet criteria' tick the box to 'send correspondence' then save and continue.
- As before, the 'from template' option will automatically be filled then click the little box close by. From the list, select 'rejection letter'. You will have to enter a subject in the head of the email; this can be 'Job Application'.

Provide feedback

- In the instance that a candidate asks for feedback, we do not give feedback at the application stage.
- If the candidate asks for feedback after the interview stage, forward the email to the chairperson of the interview. They would then either get into contact with the candidate directly, or they will send you the feedback to give the candidate.
- In some cases, they might send you back the interview notes in which you will have to go through and extract the feedback for the candidate.
- Be sure to write up the feedback in a way that is transparent and will be appreciated by the candidate.

Access HR Sharepoint

- Sharepoint is a shared database which is used to save all HR files. To get into the recruitment folders, follow these steps:
- Open Sharepoint (it should automatically take you to the HR homepage) > Resourcing (under the top green bar) > Recruitment (left hand side) > Current Vacancies > 2019 Campaigns. Once you're here, you will see that the roles are split accordingly to their division. You can check what role is in what division in Taleo Recruit by searching the requisition number.
- To move files into Sharepoint, you will have to save them in your One Drive first then you will be able to drag and drop the file.

Update the applicant tracker

- Open Sharepoint (it should automatically take you to the HR homepage) > Resourcing (under the top green bar) > Recruitment (left hand side) > Current Vacancies > Vacancy Trackers > 2019 Tracker Excel spreadsheet (Best to open in Excel).

- Once open, you will see a key at the top. Follow this key when inputting new data and updating the sheet. The colours will automatically change when the status is changed according to the numbers in the key.
- When there is a change to any role, update this as this is what is looked at when collecting statistics.
- To find the dates of when a role was approved, advertised and the closing date, open the requisition on Taleo Recruit and for the approval date, click on the approvals tab at the top. To see the open and close date, click on the posting & sourcing tab. This tab will also show you if the role is advertised internally or externally.
- On the requisitions tab, click on '2. Job Information' and scroll down for the grade of the role.

Create an E-offer

- On Taleo, go to the candidate and then the active role.
- Click on the 'More actions' tab at the top. Select 'Create offer'. You will then be faced with a table looking page.
- Enter the details ensuring that the salary is correct.
- For the start date, you can enter any date from the next month just ensure you tick the 'tentative' box'.
- Automatically it makes a date (a week from today) to when the offer should be accepted by. Then click save.
- Go back to the 'more actions' tab and then 'extend offer'. This allows you to send correspondence to the candidate.
- Click on the candidate name and select the offer letter template if the candidate is external or click the internal letter template if they are internal
- Delete the 'Childcare vouchers' bullet point as these are no longer granted
- Once all looks ok, press send

Advertise a role on Civil Service Website

- It's important to have the JD and Advert open as it makes the process easier.
- Log into the portal and click 'create new vacancy'
- Template = MHRA – Advert Only
- Vacancy Title = Job Title – Salary + benefits
- Select application closing date
- Select relevant business area
- Select relevant job types
- Select relevant profession
- Specify the number of jobs available (you can get this information from the FTE on the requisition)
- For the EU Exit work question, you will need to check the JD to answer this correctly
- Approach = External (if manager wants the post advertised externally) Internal (If the manager wants the post only advertised internally)
- Select Yes for budget approval and type 'approved' in the prompt box
- Location type = towns
- Town = London/Potters Bar

- Location display override = Canary Wharf or South Mimms
- Contract Type – As requisition
- Working Pattern = full-time/part-time, flexible working and homeworking
- Enter Salary in Salary Minimum
- Offered benefits =
- A working environment that supports flexible working options
- 25 days annual leave increasing to 30 with service
- Season ticket loans
- Subsidised gym membership
- Commitment to professional development
- Access to shopping discounts through the 'Mylifestyle' employee benefits portal
- Access to learning and development tailored to your role
- A working culture which encourages inclusion and diversity
- A civil service pension
 - Short Summary = blurb paragraphs of advert
 - Job Description = main duties
 - Responsibilities = Requirements
 - Selection process details = The Civil Service uses a recruitment framework called Success Profiles. To find out more please click: www.gov.uk/government/publications/success-profiles
 - Link to apply = advert link from MHRA website
 - Email address for candidate questions = Careers@mhra.gov.uk
 - Select Non Reserved
 - Select basic criminal check (or check if otherwise)
 - Select security check
 - Medical required is no
 - Press Save
 - In the summary tab , click edit
 - Change to is active
 - Change to closing date and always put the time as 23:55
 - Press save
 - Select external postings tabs
 - Click add
 - Select post to civil service jobs then next
 - Change to closing date and always put the time as 23:55
 - Main menu – list vacancies. Here you can see all vacancies that are open, closed and nearly closing.

Follow up after an e-offer had been accepted

- In Taleo, go to the candidate and the active role. Click 'more actions' and change their step/status to 'to be checked' then start process and close the box.
- The pre-screening checks include completion of the forms that are automatically sent to the candidate via taleo, agenda checks and PPQ (occ health) checks.

Agenda

- To create a new screening check, click on 'New Screening'. The PO number will ALWAYS be – 7016358.
- In default rules, enter the candidate's primary location. If 10SC – MHRA Buckingham staff and the NIBSC option if needed.
- Enter DBS Basic Criminality when prompted and for the revise original document, select no. Enter the job title and the Employer name is MHRA.
- For Employment sector, this is Central Government. Always click the ARC option. The other option can remain unfilled.
- Once done, email the application to the employee
- The password to view screening reports is – Spicyroom90 (case sensitive) (the final screening report will be sent to the careers inbox once all checks are complete)

- Occ Health

- Log onto PPQ: <https://ppqmhra.cordantoh.co.uk/user/login>
- Select Employees
- Click the people icon in the top panel
- Questionnaire ID = MHRA Questionnaire
- New Employee(s) box = enter candidate's email address
- Press send

Advertise a role on NHS Jobs

- Open the NHS portal, and click on the button to advertise a new vacancy.
- Employer name – MHRA
Reference Number – generate a number
Enter the job title
Enter the department – F&P, NIBSC, IE&S...
Location – 10SC or NIBSC
Postcode – E14 4PU or EN6 3QG
Enter the salary – make sure this is the correct salary and has been confirmed
Enter the pattern – full time unless stated otherwise
- Interview date – leave this blank
- Enter the closing date – do not check the box to hide this
- Whole time equivalent – 1 (do not change if already entered)
- Qualified position – Yes
- Staff group – something along the line (the same as the Type of role on the CS jobs)
- Pay scheme – other
- Area of work – something along the line (same as staffing group?)
- Occupational code – do not enter a code (select the dropdown menu and select not supplied [3 times])

- Cost centre – leave blank
- Job Description – upload the JD
- Vacancy approval on NHS jobs – No
- Recruiting manager – David
- Recruiting officer – Nicky
- Recruiting team manager – David
- Job advert text - copy and paste the text from the JA into the text box making sure that the formatting is correct. (hyperlinks will not work in here once posted)
- Job packs – none
- Contact details – blank
- Advert options – blank
- Notification options – apply defaults
- Publication options – apply defaults
- Publish on EURES website – no
- Application form – standard application (do not allow CV attachment, Welsh applicants not accepted)
- DO NOT ENTER ANYTHING ELSE
- Score card – none
- SAVE & PUBLISH

Edit a role on Taleo

- Open the role and press the edit button. Here you can edit whichever section that you need to.
- In the advertising text, the top box should contain information about the role. The box below should contain information about the candidate – and what we’re looking for from the candidate.
- To enter questions on Taleo, scroll all the way to the bottom and instead of clicking ‘add new’ click on the little paper icon with a green plus sign.
- Once in here, select the ‘text only option’. The questions are only the bullet points in the Behaviours, Experience & Technical section of the job description. Do not include the bullet points for Strengths.

Attaching the Job Description to the advert (hyperlink)

- Open the FileCamp portal (<https://mhra-gov.filecamp.com/>)
- To upload a new description, click the upload arrow in the top right corner of the screen.
- This will then open a box where you can drag and drop the JD.
- Drag the JD from your computer to the box ensuring that you have saved it with the correct name. once you have successfully uploaded it, search the name of the file by clicking the magnifying glass icon.
- Then click on the three dots to the right of the file and select the share option.
- Copy the URL
- in Taleo, open the role and click edit.
- Now, go to the second box in the top area where the JD and person specification would be located. Highlight the text ‘Job Description and Person Specification’ and click on the icon of

the world with a paperclip (staple) and when this opens enter the copied URL into the bar provided.

- Once you have done this, remember to press the 'copy form' option, click the last option always. After you have finished, remember to save and close.
- To change the hyperlink follow the same steps to get to the text box. Highlight the text and click the icon next to the one that was used to link it (it is a world with a link but there is more of a space in between). After you have unlinked it, you will need to save and close. If you try to re-link it, it will not save, and will still be linked to the old link.

Send candidate CV/ Applications

On Taleo, go to the specific role and select the candidates who have been invited to an interview, using the little boxed on the left of each candidate's names. At the top (next to the 'more actions' button, there will be a little green person with a white envelope. Click this and enter the recruiting manager and press the refresh button. Then select their name and click next. You will then be directed to a new page with a box at the top that has things checked. Ensure that all the options are ticked and click share. This shares all documents, including CVs, cover letters and applications with the recruiting manager

Draft a contract/ letter of appointment

- Open the standard letter of appointment template and have the candidate's offer up on Taleo on a split screen
- You will also need the candidate's new starter form open on a separate tab for the candidate's personal details such as the address
- Amend the red text within the template to match the candidate's personal details and offer then change the text to black
- Use the Annual Leave calculator to work out the candidate's annual leave entitlement or you can use the information on fusion
- Once complete, check through the letter to ensure all information is correct
- Once you are happy with it, save the letter of appointment in your own contracts folder on your desktop in the format ' Last Name, First Initial – Letter of Appointment'.
- You will also need to save the document as a PDF.
- Send the PDF version of the contract to the candidate along with the HMRC Checklist and Building tour presentation.
- The subject of the email should be Official Sensitive – Letter of Appointment
- Save the contract in the employee's file on Sharepoint
- You will also need to save the signed version in their file once you have received it

Add a new employee to Fusion

- To do this, you must have a start date - this is the Hire date.
- Open Fusion and click on my client groups then new person
- Click Hire an Employee
- Open the employee's offer and new starter form in separate tabs on Taleo as a reference.

- The new starter form can be found in the Onboarding tab by searching the person, select Nee Starter Form and on the right-hand side, select New starter Form again. This is the page you will need.
- Open Sharepoint, go into Resourcing and search for the Employee numbers 1 spreadsheet.
- Open the spreadsheet and assign the new employee to a vacant employee number and enter their name beside it
- Copy the employee number and paste into Fusion into the person number field ensuring there is no space after the number
- Enter the details using the New Starter Form ensuring the details are correct. When it comes to National Identifier, click on the '+' button and enter employee's NI number with no spaces.
- When entering contact numbers and email addresses, the primary number is the work landline – 02030806000 and the primary email address is their work email – firstname.lastname@mhra.gov.uk
- For the 3rd page – Employment Information, you will need to be referencing their offer on Taleo.
- The Seniority date for the new employee will match the hire date.
- The business unit will be MHRA.
- For the position, search the p-number that is on the employees offer or the requisition.
- This automatically fills in some of the details such as the job, department, location weekly hours and time of work.
- Again, referencing the offer, enter the grade.
- Change the end time to 5.30pm.
- Complete the assignment category and worker category and whether the employee is paid hourly or salaried.
- For terms and conditions, the employee will either be:
FTI – Fixed term In
FTO – Fixed term Out
Perm – Permanent
- As they are new employees, they will have the new terms and conditions. Unless they are above Grade 6 they will be NONSCS (non Senior Civil Service). And based on where they are located, they will be Inner, National or Outer.
- If the new employee is on a FTC, you will need the end date and the reason for the FTC.
- Enter the Line Manager's name (MHRA last name first).
- The salary basis is MHRA Annual Salary. The salary amount is the amount that was offered on Taleo.
- Conflict of Interest – this is the compensations box.
- ensure that the conflict of interest form from Taleo (onboarding) reads that there are no Col's and complete the Asterix fields: Annual and no conflict of interest
- Expenses – You will need to open a separate tab on fusion and search the employee's manager's name. Click on their record, then scroll down to expenses information and copy the long code which usually ends in 00000 then past the code into the employee's expenses information
- Review the information ensuring that it is all correct. Then submit.
- Disabilities – ensure the candidate has no disabilities form their New Starter Form.
- Open the person's file on Fusion once they have been created and using the menu button go to 'Manage Person'.

- Under Disabilities create and input the information.
- Annual leave – Go to Manage Absence Records using the menu.
- Using the arrow next to Accruals select the 'active plans' option.. enter their start date
- This will automatically calculate the employee's annual leave entitlement which you can input on their contract if you haven't use the annual leave calculator already
- Once everything is submitted, you will receive an email from Fusion detailing the new employee's hire details. You will then need to forward this email to the hiring manager informing them that their new starter has been added on fusion and they will need to use the fusion details to make any arrangements with IT.

Edit an existing employee's Fusion

- Search the employee and there will be a Edit button with a downwards arrow.
- Click this button and select the Update option (always select update as this tracks the changes. The correct option is only useful when there are minor changes that need to be corrected).
- The areas you will need to update will be the employee's position, by changing their P-number. This will automatically change their job. You will also need to change the grade if it different from their current grade*.
- If needed their assignment category, terms and conditions, notice period, manager, expenses and salary may change.

*If the employee is changing to a higher grade, they may be entitled to a 10% increase of their current salary, whichever is higher.

How to create a requisition on Taleo

Open taleo and go to configuration – to make sure the hiring manager has access

- smart org administration
- user account (under users)
- enter the person's name (the hiring manager) and select them
- edit their permission (under user types) so see what access they have already)
- add permission (04 Power Manager – Recruiting Hiring Manager)
- select and save

To create a requisition on the home page go to Requisition

- click create requisition
- in template (use the job closest to the role, if none then any job in the division)
- in the name box enter the division name and sub-division
- organisation – MHRA
- create
- enter the details in the requisition
 - name of actual job
 - salary
 - hours
 - p number

- relevant info...
- sourcing type – internal/ external
- first box – hr to complete
- second box – standard info
- save and close
- make sure the hiring manger sends for