

# An overview of the E-recruitment system for Vacancy Managers, Panel Members and Chairs

## Overview

The E-recruitment system is an online recruitment management system used to request approval to recruit staff, create vacancies, shortlist candidates, schedule interviews, progress applications and manage offers and new appointments. The E-recruitment system streamlines the recruitment process for applicants and vacancy managers, panel members and chairs.

The E-recruitment system features an anonymised application process for professional services (PS) roles. Until an interview is confirmed, candidates are referred to by their unique candidate ID.

## E-recruitment system terminology

The following are key terms and acronyms used in the E-recruitment system:

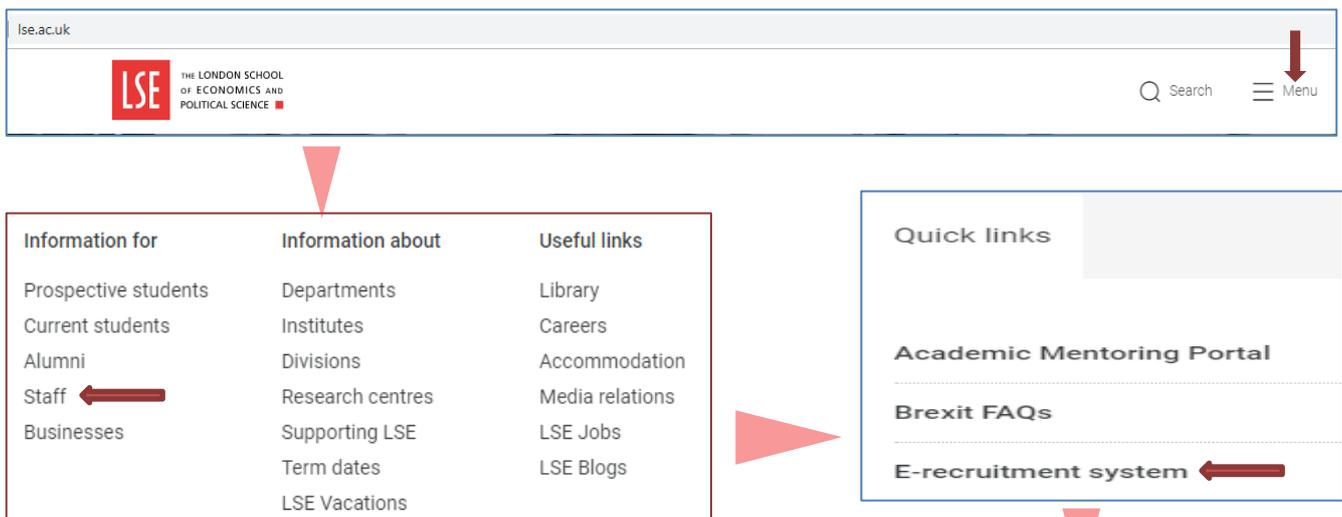
**PS:** Professional Services. This refers to vacancies for professional service roles. Anonymised applications are used for these vacancies. Until an interview is confirmed candidates are referred to by their unique candidate number.

**AR:** Academic & Research. This refers to vacancies for academic & research roles. Anonymised applications are not used for these vacancies.

**1<sup>st</sup>/2<sup>nd</sup> Fund check:** two fund check processes for all vacancies to ensure funding is approved. The first fund check is completed before the vacancy is published. The second fund check is completed when a verbal offer is accepted by successful candidates.

## Logging in to the E-recruitment system via the LSE Home Page

Navigate to <https://lse.ac.uk>. Click on **Menu** and select **Staff**. Then scroll down to select **E-recruitment system**



**Username:** enter your username. This is your LSE network username

**Password:** this is your LSE network password

Click **LOGIN**. The Welcome page opens.

The screenshot shows the 'LSE Identity Provider' login page. It includes a header 'Login using your LSE username and password:', a 'Username' field with the value 'rehmann2', a 'Password' field with masked characters, and a 'LOGIN' button. At the bottom, there are links for 'Forgot username or password', 'Login Help', and 'Coo'.

## The Recruitment Toolkit

The Recruitment Toolkit has comprehensive resources about the E-recruitment system, including the login link. It can be accessed at <https://info.lse.ac.uk/staff/divisions/Human-Resources/The-recruitment-toolkit>

# An overview of the E-recruitment system for Vacancy Managers, Panel Members and Chairs

Welcome Manager 1

Please select a portal below

You may log in to this site as either a candidate or as an administrator/recruiter and you can alternate between profiles at will but you must always at any one time be *in* one or the other of these two profiles.

**Candidate Portal**  
 Make this my default next time I log in.

**Recruiter Portal**  
 Make this my default next time I log in.

Please click the link above if you wish to sign in to your candidate profile for now.      Please click the link above if you wish to sign in to your administrator profile for now.

To perform your vacancy manager, chair or panel member roles, click **Recruiter Portal**. The E-recruitment system Home page opens.

To view and apply for vacancies, click **Candidate Portal**. The E-recruitment system Candidate Portal opens.

## The Home tab

When you log in to the E-recruitment system, the Home tab is displayed. The Home tab displays information about published vacancies including the vacancy name, status, closing date and how many applications have been received for the vacancy.

Home | Panel Home | Approval Request | Interviews | Options | FAQs

**Number of Applications by Vacancy**

Vacancy Live Status:  All    Vacancy Status: All    Vacancy Title:    Vacancy ID:   

Vacancy Name	Live status	Status	Closing date	New	Overall
Vacancy Template for New Application Form	Live	Published	Ongoing	0	0
Mr Vacancy to Renewable Redisable Document Upload	Live	Published	Ongoing	0	1
<b>Stages</b>				<b>New</b>	<b>Overall</b>
PS - Invite to interview				0	1
New Vacancy to test New Section	Live	Published	Ongoing	0	0
MR - PS Vacancy 27 June	Live	Published	Ongoing	0	1
MR Vacancy to Test New Application Stage Permissions	Live	Published	Ongoing	0	1
New Vacancy to Test New Form Permissions	Live	Published	Ongoing	0	1

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**Vacancy name:** this is the name of the vacancy. For example, MR – PS Vacancy 27 June.

**Live status:** this displays whether the vacancy is Live (published) or Not Live (closing date for applications has passed).

**Status:** this is the status of the application. The application stages in order are: Published, Shortlisting, Interview, Offer and Filled.

**Closing date:** this displays the closing date for the vacancy. If the vacancy has no closing date, this is Ongoing.

**New:** this displays the number of new candidates for this vacancy, since you last logged in.

**Overall:** this displays the overall number of candidates for this vacancy.

To view the stage of a vacancy:

Click the '+' icon on the vacancy line to expand the Stages tab. The vacancy stage is displayed. For example, PS – Invite to interview, for a Professional Services vacancy for which candidates have been shortlisted.

## The Panel Home tab

The Panel Home tab is used by vacancy managers and members of the panel to view the status of applications and candidates' documents and to assess and shortlist candidates.

Vacancy Name	Live status	Status	Closing date	New	Overall
Vacancy Template for New Application Form	Live	Published	Ongoing	0	0
Mr Vacancy to Renewable Redisable Document Upload	Live	Published	Ongoing	0	1
<b>Stages</b>				<b>New</b>	<b>Overall</b>
PS - New submitted application/shortlisting				0	1

To view the Panel Home tab:

Click **Panel Home**. The Panel Home page opens. Vacancies are displayed in the grid, as on the Home tab.

To view the stage of a vacancy:

Expand the Stages tab. Relevant vacancy stages are displayed. Vacancies which are awaiting your review are highlighted in yellow.

To view candidates at a particular stage for a vacancy, click the stage name under the vacancy. For example, PS – New submitted application/shortlisting. The candidates are displayed. For more information on the shortlisting process see the *Shortlisting in the E-recruitment system* quick card.

Search and Filter Applications	Incomplete	Complete
Candidates the Panel has entered scores against	0	4
Candidates the Panel has recommended a decision on	0	4
Candidates you have entered scores against	4	0
Candidates you have recommended a decision on	4	4

TOTAL / SHOW ALL CANDIDATES: 4

Search Candidates:

Candidate	Recommendation	Print
Ashwin Kumar - 7493635	<ul style="list-style-type: none"> <li>Manager 1 - PS - Invite to interview</li> <li>Manager 1 - PS - Invite to interview</li> <li>Manager 1 - yet to review</li> </ul>	<input type="button" value="Print"/>

## Accessing the Candidate Portal

When logged-in to the recruiter portal, you can switch to the candidate portal. The candidate portal is your own job application portal and displays your applications and documents.

Home | Panel Home | Approval Request | Interviews | Options | FAQs

Welcome Manager 1

To switch to the candidate portal from the recruiter portal home page:

Click **Candidate Portal**. The candidate portal is displayed.

If the Candidate Portal button is not displayed, select **Options** → **Role Profile**. The Role Profile page opens. You can select the required profile, as shown in the *Logging in to the E-recruitment system* section of this quick card.

## The Approval Request tab

The Approval Request tab is used to create requests for approval to recruit candidates or submit unstarted approval requests.



**Recruitment Authorisation Request**

**New Request** Click to enter the relevant manager to approve your vacancy

Please click the "Start" button in the *Unstarted requests* column below to submit your unstarted approval requests.

Unstarted requests	ID	Workflow Name	Definition	Current step	Date Started	Status
<a href="#">Start</a>	205531	Test	Professional Services - New Post (Jan 2019)		6/28/2019 11:17:59 AM	Unstarted
<a href="#">Start</a>	205528	tqetqet	Academic and Senior Research - New Post (2018)		6/21/2019 10:39:42 AM	Unstarted

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To view the Request To Recruit page:

Select **Approval Request**→**Request To Recruit**. The Request To Recruit page opens. Unstarted requests are displayed in the grid and can be started using the Start button.

## The Interviews tab

The Interviews tab is used to create and view interview schedules.

A screenshot of the 'Interviews' tab interface. The navigation bar includes 'Home', 'Panel Home', 'Approval Request', 'Interviews' (highlighted with a red box), 'Options', and 'FAQs'. Below the navigation, there is a 'Welcome Manager 1' section. On the left, there is a 'Search Schedules' section with a 'Schedule' input field and an 'Application Stage' dropdown. On the right, there is a 'Schedules' section with three buttons: 'Create schedule with participants', 'Create schedule without participants', and 'Create schedule for an event'. Below these buttons is a table header with columns: 'Schedule', 'Start', 'End', 'Status', and 'Total Slots'. The table content shows 'No records to display.'

To view the Interviews page:

Click **Interviews**. The Interviews page opens. Existing interview schedules are displayed in the grid.

For more information on the interview scheduling process, see the *Scheduling interviews and assessments in the E-recruitment system* quick card.