UTS iRecruit Frequently Asked Questions
Selection Panel members

Got a question? This factsheet covers many of the frequently asked questions you may have about using iRecruit as a Selection Panel member.

This document is designed to offer support to staff that have been invited to act as a member of the Selection Panel during the shortlisting process and as a member of the Selection Panel during the interview stage.

LOCATING THE VACANCY

“How do I search for the vacancy for which I am a member of the Selection Panel?”

You can locate the vacancy by following the steps below:

1. Login to NEO
2. Select UTS Employee Self Service from the menu on the left hand side of the screen
3. Click on My Recruitment
4. Click on My Panel Member Responsibilities
5. Click on the Vacancies tab
6. On the Vacancies screen enter the relevant IRC number in the Vacancy Name field
7. Click Go.

“I can’t see the vacancy for which I am supposed to be a Selection Panel member. Why is this?”

It may be for one of the following reasons:

- You may not have been entered on the Selection Panel when the vacancy was created. Please contact the Hiring Manager and ask them to review the Selection Panel members listed on the vacancy and update if necessary to include you as a Selection Panel member.

- You may have been given the wrong reference number. Contact the Hiring Manager to confirm that you have the correct reference number.

If neither of these solutions resolve the issue please contact the Recruitment Team for further assistance.

REVIEWING APPLICANTS & CANDIDATE MANAGEMENT

“How do I use the Applicant Details Report?”

Once the Hiring Manager (Convenor), or Recruitment team if they are supporting, has completed their initial review of the applications, added comments and rated each applicant against the Selection Criteria (Yes, No or Maybe), an Applicant Details report will be produced by the Hiring Manager.
This Report will provide a list of all applicants, with summary details and information including qualifications and employment history. In addition the report will include the comments made and the rating given to each applicant by the Hiring Manager. The Report will also specify the IRC reference number for the vacancy and summarise the documents submitted with the application.

The applicant list will be in order of rating. Applicants rated as Yes will be first, followed by those rated as Maybe and finally those rated as No.

The following ratings apply:

- ‘Yes’ – the applicant has demonstrated through their application that they meet the Selection Criteria and are judged suitable for interview
- ‘Maybe’ – the applicant has demonstrated that they meet a number of the Selection Criteria, however, their application is not as strong as others. An applicant rated as ‘maybe’ will warrant discussion
- ‘No’ – the applicant has failed to demonstrate through their application that they are able to meet sufficient of the Selection Criteria (or as many as of the Criteria as other applicants) and are not suitable for interview

A copy of the Applicant Details Report will be forwarded to you by the Hiring Manager, their delegate or the Recruitment team. Once received the Report will be the reference document to support your review of the applicants within iRecruit. It is recommended that you specifically review the comments included and the rating given, as well as noting the documents that are available, prior to following the steps necessary to view a candidate’s full application.

Once the review of applicants by all Selection Panel members has taken place, ratings agreed and any additional comments have been entered into iRecruit, a final version of the Applicant Details Report will be produced and distributed by the Hiring Manager prior to interviews taking place.

The Applicant Details Report and entries in iRecruit form an official record of the selection process in line with record keeping requirements.

“How can I view a candidate’s application for a specific vacancy?”

You are only able to view candidate applications for the specific vacancy for which you are a member of the Selection Panel.

View the candidate details and application information by following the steps below:

1. Login to NEO
2. Select UTS Employee Self Service from the menu on the left hand side of the screen
3. Click on My Recruitment
4. Click on My Panel Member Responsibilities
5. Click on the Vacancies tab
6. On the Vacancies screen enter the relevant IRC reference number in the Vacancy Name field
7. Click Go
8. Highlight the radio button alongside your specific vacancy and click View Applicants
9. When you identify the relevant individual in the Applicant listing click on their last name, taking you to the Candidate Details screen
10. The Candidate Profile tab allows you to see contact details (eg phone number, address, working rights)
11. **Qualifications and Employment History** can be viewed by clicking the **Qualifications** tab.

12. Under the **Applications** tab, the **Resumes and Documents** section allows you to open and view all documents submitted as part of the application.

“A candidate has emailed me their application directly to me. What should I do?”

If the closing date has not passed, direct the candidate to apply for the vacancy through iRecruit. This is important as it ensures the candidate has agreed to the use of their information for recruitment and appointment purposes and has accepted the UTS Privacy Statement.

“Do I only see applicants that are still available for consideration?”

No, you will be able to view all applicants for the role, including those that have withdrawn and are no longer subject to consideration, however, you are only required to review those applicants still available for consideration.

The Application Status column will provide information on the status of each applicant.

“I receive an error message when attempting to open documents submitted by an applicant?”

In order to view documents iRecruit must be accessed as a Trusted Site. If you are receiving an error message it may be that your computer settings do not have UTS listed as one of its ‘**Trusted Sites**’. To enable access use the following steps:

1. Click **Tools > Internet Options**
2. Select the **Security** tab
3. Click the **Trusted sites icon**
4. Click the **Sites** button.

On the **Trusted sites** window:

1. Untick the **Require server verification** (https:) for all sites in this zone if it is ticked
2. Type the following into the box below ‘Add this website to the zone:’ *uts.edu.au
3. Click **Add**

Close all dialog boxes, this should allow access to all UTS hosted websites as trusted websites. If problems persist please contact the ITD Helpdesk on 2222.

Alternatively use the Help function on your browser and search for ‘clear cache’ in order to clear the temporary internet files (internet cache) on your machine.

“Can I view the Hiring Manager’s comments (and other selection panel member’s comments that the Hiring Manager has added)?”

Yes, you can view other panel member’s comments. These will have been added by the Hiring Manager or Recruiter on their behalf.

View comments by following the steps below:

1. Login to **NEO**
2. Select **UTS Employee Self Service** from the menu on the left hand side of the screen
3. Click on **My Recruitment**
4. Click on **My Panel Member Responsibilities**
5. Click on the **Vacancies** tab
6. On the **Vacancies** screen enter the relevant IRC reference number in the **Vacancy Name** field
7. Click **Go**
8. Highlight the radio button alongside your specific vacancy and click **View Applicants**
9. When you identify the relevant individual in the applicant listing, click on their last name. This will take you to the **Candidate Details** screen
10. Click the **Applications** tab in order to see **Application Details**
11. Click on **View** (alongside Attachments) to be taken to the **Attachments** screen – if View is not displayed then no comments have yet been added
12. Under the **Title** field click on the **Attachment File Name** to be taken to the **View Attachment** screen
13. **Attachment Summary Information** and **Attachment Text** can be viewed, containing comments made by the Hiring Manager (and other Selection Panel members)

### “Can I add comments after reviewing the application?”

Selection Panel members, other than the Hiring Manager (Convenor), do not have access to add comments directly into iRecruit. All comments regarding an applicant need to be e-mailed to the Hiring Manager for inclusion. The e-mail should include the IRC reference number and the full applicant name.

Comments should refer to the applicant’s specific application in the context of the requirements of the Selection Criteria. Comments should be non-discriminatory.

Under legislation applicants are entitled to request access to information held on them, including these comments.

The Hiring Manager will then enter the information directly into iRecruit. Once added, you are able to revisit the vacancy in iRecruit in order to confirm that the comments have been added.

### “Can I rate applicants?”

No, it is the Hiring Manager’s (Convenor’s) responsibility for the management of the candidate’s rating in iRecruit. Prior to reviewing applications you will have access to an applicant’s initial rating through the Applicant Details Report.

The final rating will be a result of the outcome of the full Selection Panel review process and you can refer to the final Applicant Details Report for details of an applicant’s agreed rating.

The Applicant Details Report and entries in iRecruit form an official record of the selection process in line with record keeping requirements.

### “How do I print an applicant’s documents?”

Follow the steps listed under “**How can I view a candidate’s application for a specific vacancy?**”

Once you have opened the individual documents contained within **Resumes and Documents Available as of Application Date**, follow the standard steps to print a document (eg File>Print)
INTERVIEWS

“How do I see the details of interviews for which I am a Selection Panel member?”

You are able to see the details of interviews by following the steps below:

1. Login to NEO
2. Select UTS Employee Self Service from the menu on the left hand side of the screen
3. Under My Interviews section the interviews over the next 7 days will be listed (increase the Next Number of Days figure to view interviews to be held more than 7 days in the future)
4. Full information can be obtained by clicking on the IRC reference number under Vacancy Name, clicking on Interview Details and the relevant applicant under the Applicant Name column.

“An applicant has contacted me directly to cancel their interview. What do I need to do in iRecruit?”

As a Selection Panel member you do not need to take any action in iRecruit. Please let the Hiring Manager or the Recruitment team know so they can cancel the interview and change the applicant’s status in iRecruit.

“I have received an e-mail notification inviting me to Click here. Should I click through the hyperlink?”

No. E-mail notifications are for information purposes only and to alert you that a change has taken place or new information is available. Once you receive an e-mail notification please log into Neo and review your iRecruit account for more details.

“Can I add comments after the interview?”

Selection Panel members, other than the Hiring Manager, do not have access to add comments directly into iRecruit after an interview has taken place. All comments regarding an applicant’s interview need to be directed to the Hiring Manager for inclusion (verbally or through e-mail). The Hiring Manager will enter the information directly into iRecruit.

“Will I receive confirmation when an interview is set up?”

When the Convenor sets up an interview through the system you will receive a confirmation notification including basic details outlining the interview arrangements. Log into your iRecruit account to see full details.

If any subsequent changes are made to the interview arrangements you will receive an e-mail notification instructing you to log in to iRecruit for more information.
**GENERAL**

“I cannot find the answer to my question. What should I do?”

If you are unable to find the answer to your question after reading this factsheet or checking out the topic links and user guide your local area iRecruit Champion will be happy to help you.

A list of Local Area Champions can be found on the iRecruit webpages.

“What do I do when I receive an error message?”

If you repeatedly receive an error message please contact the ITD Helpdesk or the Recruitment Team to discuss the issue and they will direct you to the area that can help you resolve the issue.