

NHS ESR - Recruitment

Course Objectives

The recruitment course will give a detailed break down of entering in applicants through to offer accepted.

Who Should Attend	Prerequisites	Duration
<ul style="list-style-type: none"> • Sales Consultants • Support Engineer • Functional Implementer • End users 	<ul style="list-style-type: none"> • Basic PC Skills 	2 Days

Course Contents

Familiarisation

- Navigation
- Creating Favourites
- Icons, Buttons and Generic Functionality

Requisition and Vacancy

- Creating a Requisition and Vacancy

Recruitment Activity

- Create Recruitment Activity

Managing Applicants

- Record an External Applicant

Mass Update

- Update applicant details via mass update

Letter Generation

- Generate all relevant letters

Maintain Applicants

- Update applicant record

Interview

- Mass Update Status
- Record Interview Information

References

- Record Referee Details

Status Changes

- Record Conditional Offer
- Record Un - Conditional Offer
- Offer Accepted
- Regrets

Housekeeping

- End date Requisition and Vacancy
- End date Recruitment Activity