

# User Guide

# Stonefish Online Recruitment System

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## **1. Stonefish Recruitment System**

Stonefish is the University of Worcester's online recruitment system. Stonefish is cloud-based, and accessible from anywhere using your University employee login details.

Stonefish has several useful features to support you in recruiting for roles in your team and manages the approval process for new or replacement vacancies through the Authorisation to Recruit (ATR) workflow.

This user guide provides step-by-step illustrated guidance on navigating the system, beginning with the ATR process through to submitting offer details for your preferred candidate and tracking their progress as they prepare to join the University.

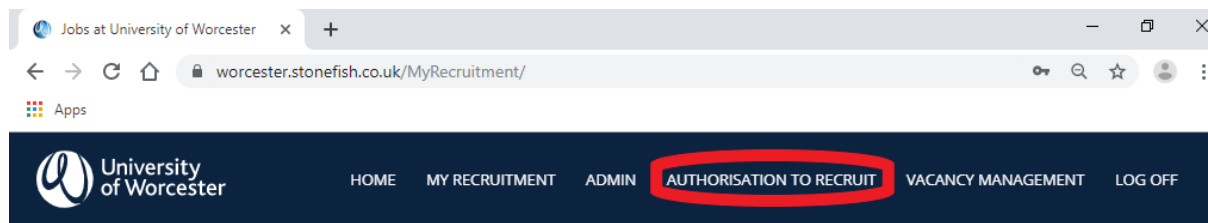
This user-guide is designed to support any staff member who is interacting with Stonefish and taking part in recruitment and selection processes. You will notice when using Stonefish that fields have green question marks beside them, and by hovering over these the system will provide some guidance on how best to complete the field.

However, if you feel you need more support or your question has not been answered, please contact the HR Recruitment Team by emailing [jobs@worc.ac.uk](mailto:jobs@worc.ac.uk).

## 2. Authorisation to Recruit (Formerly SVR)

Once you have identified a need to recruit, you will need to seek approval for a new or replacement post in your team by requesting authorisation via the ATR process. The ATR is also used to seek authorisation to extend an existing fixed term contract.

First, log in to Stonefish, which can be found [here](#) – or via the Staff portal. Once logged in, click on the *Authorisation to Recruit* option in the top banner, as below:

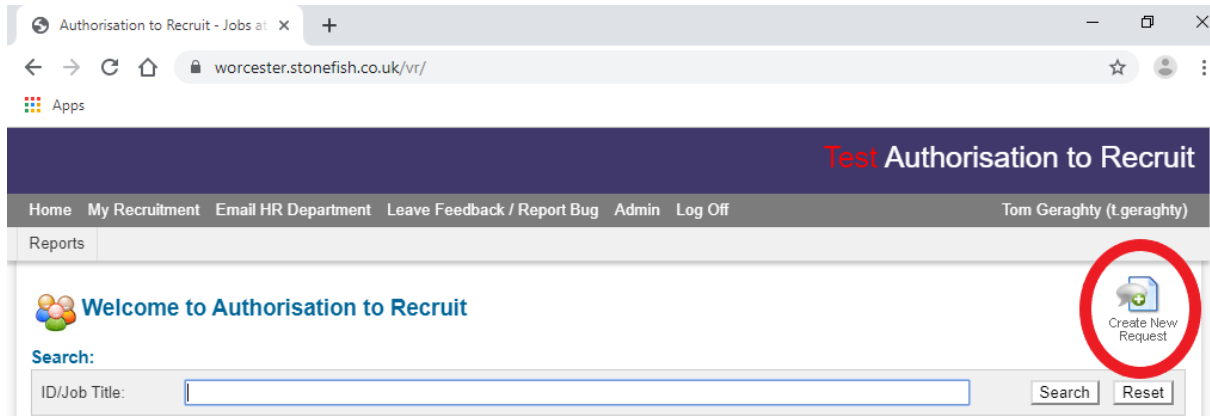


Once selected, you will be taken to the ATR section of the system. This will display a history of all the requests that you have been involved with previously, and allow you to track the progress of requests that are currently live. You will see sections headed:

- *Requests in Progress* – These are live requests, and are currently making their way through the ATR approval process
- *Requests Finished and Requiring Job Creation* – These are approved requests that are ready to be advertised
- *Finished Requests* – These are requests that have been approved and advertised
- *Withdrawn Requests* – These are requests that have been withdrawn after submission

## a. Raising a new request

To raise a request, first you will need to click *Create New Request* in the top right area of the ATR page.



You will then be directed to enter the details of your request, starting with the *Job Title* and *Request Type* (for example *New Position* or *Associate Lecturer*). Depending on your selection for the latter, the form will change to capture the information required for that type of post. You will see this by selecting different options.

It is important to select the correct *Request Type*, as this selection will also dictate the vacancy approval process. An error at this point may void any subsequent approval or cause unnecessary delay. If you are unsure of what selection to make, please contact the Recruitment Team.

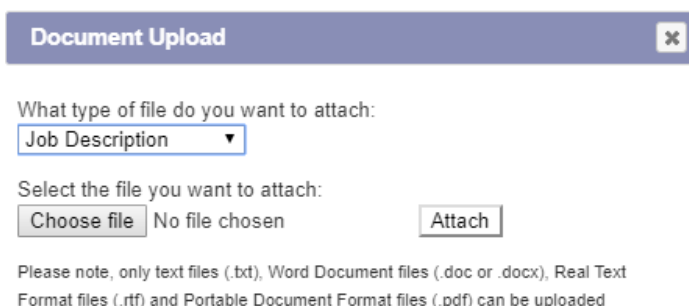
Once you have selected the appropriate *Request Type*, continue by entering the required information into the remaining fields. You will also need to upload a draft Job Description and Person Specification for your request to be submitted. These do not need to be the finalised documents but should provide an outline of the Main Duties and Essential Criteria, which gives a good reflection of the role that is being put forward for approval.

Template documents can be found [here](#).

The documents should be uploaded at the bottom of the ATR request page, by clicking the *Upload new document* button:



Please select the appropriate document type from the dropdown list, choose the file you wish to upload and then press *Attach*.



Document Upload ✕

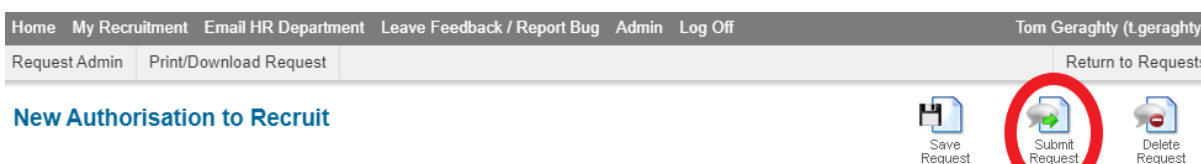
What type of file do you want to attach:

Select the file you want to attach:  
 No file chosen

Please note, only text files (.txt), Word Document files (.doc or .docx), Real Text Format files (.rtf) and Portable Document Format files (.pdf) can be uploaded

You will need to upload one document under the *Job Description* type, and one under *Person Specification* before your request can be submitted. Further documents may be required for other request types, such as a copy of the research bid for an externally funded research post.

Once you have entered the required information and attached your documents, return to the top of the page and click *Submit Request* to begin the approval process.



Please complete the form below to submit a request for a new or replacement vacancy within your School or Department. Any field marked with an asterisk is mandatory, and you will not be able to submit your request without providing the appropriate level of information. Should you require support, helpful information is provided in the green (?) boxes. Alternatively, please contact the Recruitment Team.

If any of the required information is missing, the system will prevent the request from beginning the approval process until that information is entered.

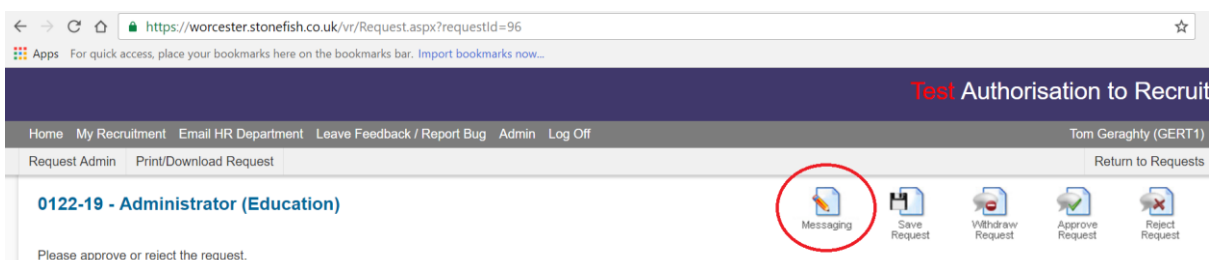
Stonefish will highlight any areas that you need to enter or amend information.

Once the request has been successfully submitted, you will receive an email notification. You can track the progress of your vacancy throughout the process by returning to the ATR section of Stonefish.

#### b. ATR messaging feature

As your request makes its way through the ATR process, approvers may have queries or need further information. In order to capture this information, approvers are advised to make use of Stonefish's messaging feature.

To send a message to the originator of the ATR request, click on the *Messaging* icon in the top right of the screen:



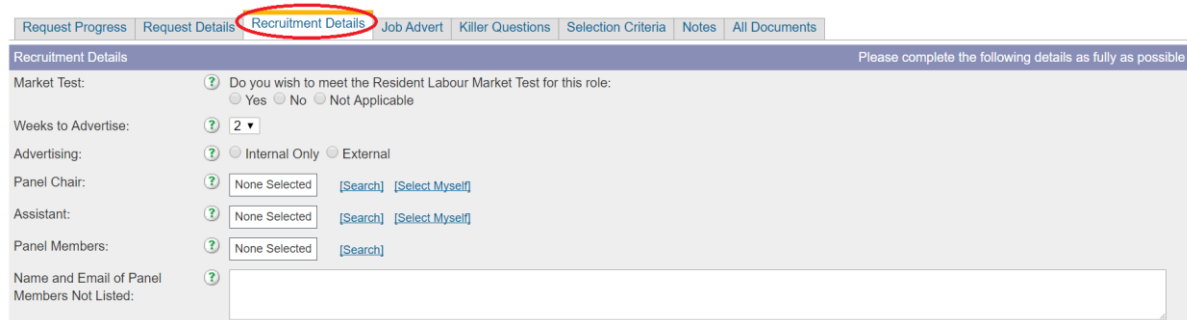
A text box will appear and allow you to send a message directly to the originator of the request. The message will trigger an email to the requester, who will then respond within the system creating an audit

trail of the information – this allows future approvers to review the information without having to raise the same query.

### c. ATR request has been approved – what's next?

Before the Recruitment Team can proceed to advertising your vacancy, you'll need to confirm your final Job Description and Person Specification as well as agree the text for your advert – the Recruitment Team will support finalising these.

You'll also need to enter some details in the system to allow the Recruitment Team to advertise your vacancy. Return to your request, and provide the information in the *Recruitment Details* tab:



Request Progress Request Details **Recruitment Details** Job Advert Killer Questions Selection Criteria Notes All Documents

Recruitment Details Please complete the following details as fully as possible

Market Test: ? Do you wish to meet the Resident Labour Market Test for this role:  
 Yes  No  Not Applicable

Weeks to Advertise: ? 2 ▾

Advertising: ?  Internal Only  External

Panel Chair: ? None Selected [Search] [Select Myself]

Assistant: ? None Selected [Search] [Select Myself]

Panel Members: ? None Selected [Search]

Name and Email of Panel Members Not Listed: ?

You'll need to indicate if the vacancy is required to meet the requirements of the Resident Labour Market Test – guidance is provided in the green question mark beside the field. If you select yes, the vacancy will be automatically set to be advertised for 30 days while a selection of no will set the advert for 14 days. These timeframes can be amended if necessary. If you are unsure about whether a Resident Labour Market Test is required please contact HR.

You'll also need to assign the colleagues who will be involved in shortlisting to your vacancy. Firstly, the *Panel Chair*. This is not the Chair of the interview panel, but rather the owner of the vacancy – if



the vacancy is in your Team or Department, then it is likely that you should be assigned this role, and you can do so by clicking *Select Myself*. If this should be another colleague, you can search and select them by clicking *Search*.

NB: the term *Panel Chair* will change to *Vacancy Owner* once the vacancy progresses to the Vacancy Management area of the system.

*Panel Members* will also need to be identified. These are colleagues who will score applications at the shortlisting stage and will not necessarily be interview panel members – interview panel members will be selected later. It is best practice for more than one colleague to take part in shortlisting, so you will need to assign at least one colleague to this role.

You may also select an *Assistant*. This role is for a colleague who will support the Panel Chair/Vacancy Owner with the administration for the vacancy as it progresses. They will have access to the vacancy and can enter information but will not be required to score applications or take part in the shortlisting process. This role is typically occupied by administrative staff, Personal or Executive Assistants.

#### d. **Job evaluation (HERA)**

As your vacancy goes through the ATR process, it will reach an early stage titled *HR Review/Grading*. It is at this stage that the HR team will review your ATR request to establish if the banding outlined in the request is confirmed, or if a HERA job evaluation review is required. If that is the case, the HR team will contact you to commence the process and explain what happens next. Your ATR request can continue on, but the vacancy cannot be advertised or appointed to until the correct salary banding is confirmed.

e. **DBS**

Some roles at the University require candidates to undertake an enhanced DBS (Disclosure and Barring Service) check before they can begin work. To establish whether a role requires the successful candidate to undergo such a check, the HR team will review each vacancy at the *HR Review/Grading* stage. In cases where the successful candidate may be required to undertake such a check, the HR team will contact the originator of the ATR request to gather further information and confirm whether a DBS check will be required. This must be established before the vacancy can be advertised.

f. **Advertising**


Once the necessary information has been provided, this will be reviewed by the Recruitment Team who will confirm that the advert is ready to be published on the University vacancies pages.

The Recruitment Team will then advertise your vacancy at the next available opportunity, based on the information that has been agreed earlier in the ATR process. You will receive a notification when your vacancy is advertised, and the vacancy will move to the *Vacancy Management* area of Stonefish.

### 3. Vacancy Management

*Vacancy Management (VM)* is the area of Stonefish that enables users to manage live vacancies. In this area you will score applications, provide information about selection process and decide how to progress with each candidate's application.

When you enter the VM section you will be able to see an overview of all the vacancies that you are involved in. These may be live adverts or closed vacancies with candidates progressing through the recruitment process. Each vacancy will display its closing date, number of applications and status, as below:

 **Welcome to Vacancy Management**

**Search:**

Reference/Title:

**Filter:**  Show Filter

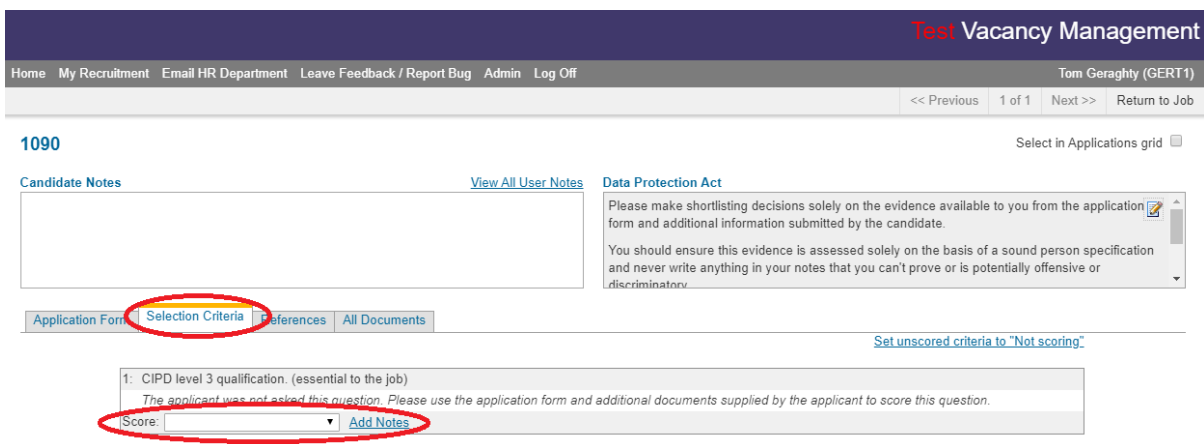
Reference	Type	Title	Closing Date	Apps	Vacancy Owner	Status
XX1954	Open	<a href="#">L/SL</a>	24/11/2019	2	Test Chair1	HR Confirmed
XX1955	Open	<a href="#">Lecturer in Adult Nursing</a>	21/11/2019	1	Hannah Webster	Interviewing
XX1952	Open	<a href="#">HR Administrator (Recruitment)</a>	19/11/2019	1	Tom Geraghty	Closed/Shortlisting
XX1953	Open	<a href="#">Test</a>	17/11/2019	2	Hannah Webster	Offered
XX1922	Intern	<a href="#">test</a>	08/11/2019	0	Tom Geraghty	Closed/Shortlisting
XX1951	Open	<a href="#">Assistant HR Manager</a>	04/11/2019	1	Tom Test	Offered
XX1950	Open	<a href="#">HR Manager Recruitment</a>	03/11/2019	1	Hannah Webster	Offered
XX1933	Open	<a href="#">HR Manager - Recruitment</a>	31/10/2019	4	Hannah Webster	Offered

Vacancy Owners *and* shortlisting panel members can begin scoring applications for vacancies as they are submitted, rather than needing to wait for the closing date. Click on the vacancy *Title* and view the applications. Your scoring can be revisited and amended at any time prior to submitting your scores; it is advisable to review them before submitting to ensure you have been consistent.

Applications for roles in Professional Service teams will be anonymised for shortlisting, meaning that Vacancy Owners and shortlisting panel members will not be able to see the name or personal details of their candidates. Instead, the candidates will be

assigned a unique reference number to limit the effect of unconscious bias in shortlisting decisions. Academic roles will not be anonymised in order for candidate's research profiles to be assessed at the shortlisting stage.

To score applications click on the candidate number or name. You will be able to view their application, and to begin scoring you will need to click *Selection Criteria*, as below:

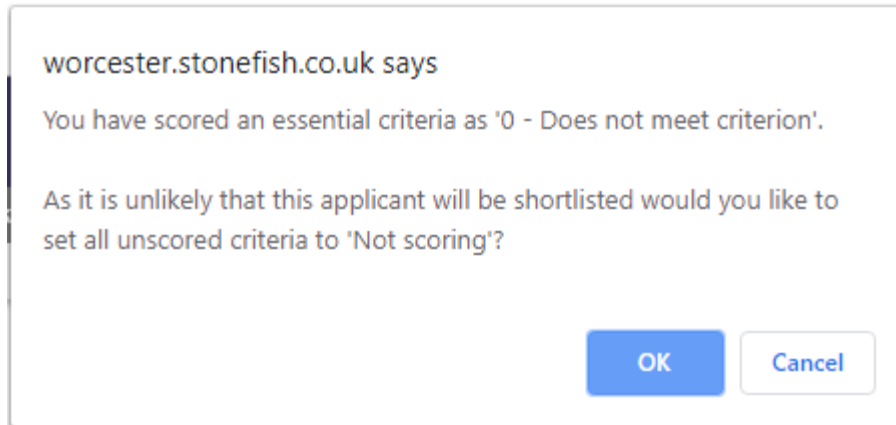


The screenshot shows the 'Test Vacancy Management' interface. At the top right, the user is identified as 'Tom Geraghty (GERT1)'. The main content area displays candidate information for '1090'. A navigation bar includes 'Application Form', 'Selection Criteria', 'References', and 'All Documents', with 'Selection Criteria' being the active and highlighted tab. A 'Data Protection Act' warning is visible. Below, a specific criterion is shown: '1: CIPD level 3 qualification. (essential to the job)'. The candidate's response is noted as 'The applicant was not asked this question. Please use the application form and additional documents supplied by the applicant to score this question.' At the bottom of this criterion, there is a 'Score:' dropdown menu and an 'Add Notes' button, both of which are circled in red in the image.

The structure of the application form requires the applicant to address each criteria of the person specification. This is presented in the application as a supporting statement which you will then be able to score systematically. After reading the supporting statement, you will be able to score by selecting the dropdown box beneath the candidate's response to each criteria. Scoring will be a scale of 0 to 3, as follows:

- 0 – Does not meet criterion
- 1 – Partially meets criterion
- 2 – Fully meets criterion
- 3 – Exceeds criterion

If you score a candidate's supporting statement in relation to an essential criterion as a '0', Stonefish will provide the following alert:



By scoring '0' you have confirmed that this candidate is not suitable for the vacancy, and you have the option to set the remaining scores to 'Not scoring'. You are encouraged to use this feature and select 'OK' as candidates who are not able to meet the essential criteria should not be shortlisted for interview.

Once you have entered your scores for each of the candidates, you can review scores by returning to the vacancy overview, seeing both the candidates' total score and score by criteria:

App Id	Name	Int	Tot	Ess	Des	1	2	3	4	5	6	7	8
1090	1090	16	13	3	3	2	1	1	2	2	2	3	

If all applications have been scored and the closing date has passed, scores can be submitted by each shortlisting panel member to the Vacancy Owner by selecting the *Complete Scores* icon in the top right of the screen:

Test Vacancy Management

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Home My Recruitment Email HR Department Leave Feedback / Report Bug Admin Log Off
Tom Geraghty (GERT1)

---

Job Admin Job Details Scores / Notes Mail Merge Search Reports User Guidance
Return to Jobs

**XX1952 - HR Administrator (Recruitment)**

Category: Professional Services	Release Date: 05/11/2019	Closing Date: 18/11/2019
Sub Department: Recruitment	Shortlist By Date: 22/11/2019	Interview Date: 25/12/2019
Vacancy Owner: Hannah Webster	HR Contact: Test HRStaff	Submitted/Pending: 1/0
Status (Type): Closed/Shortlisting (Open)	Hits/RSS: 8/0	Further Details: <a href="#">Show Advert</a>



Complete Scores

Please ensure you are comfortable with all of your scores before doing so, as scores cannot be altered once submitted.

For information, Stonefish will send automated emails to panel members to remind them to score applications and will also send an email when a vacancy has 20 unscored applications. Once the vacancy has closed, the system will send reminders to ensure that all scoring is completed within five calendar days of the closing date.

### **a. Vacancy Owner**

Once panel members have submitted their scores, these will need to be reviewed by the Vacancy Owner who will make decisions as to which candidates to shortlist, and which to reject.

After all scores have been submitted, the Vacancy Owner can review the combined score for each candidate accounting for each individual panel member's score. The system will also show which criteria candidates scored most highly in.



App Id	Name	Int	Tot	Ess	Des	Decision	Notes	1	2	3	4	5	6	7	8
1090	1090		34	28	6			5	4	3	3	5	4	4	6

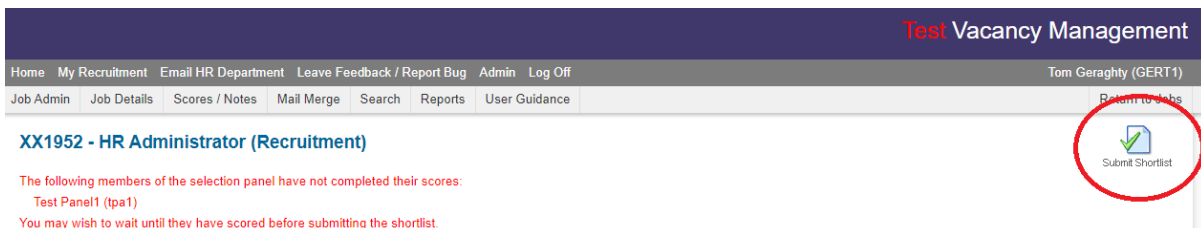
The Vacancy Owner can review the scoring by panel members for a candidate by clicking on their Total score; in the example above, this would be the 34. This will provide the Vacancy Owner with the following view:

ID	Name	Total	Essential	Desirable	Decision	1	2	3	4	5	6	7	8
1090	1090	34	28	6		5	4	3	3	5	4	4	6
	Tom Geraghty	16	13	3		3	2	1	1	2	2	2	3
	Test Panel1	0	0	0	Scores not submitted								
	Hannah Webster	18	15	3		2	2	2	2	3	2	2	3

The Vacancy Owner can review the scoring for inconsistencies and discuss with shortlisting panel members where there are notable differences in the scores given. In the example above, it may be that the two scorers want to discuss criteria 3 and 4 given their differing scores.

In the example above, panel member *Test Panel1* has failed to score the applicants. While the Vacancy Owner can still make decisions about which candidates to invite to interview or reject, Stonefish will prompt the Vacancy Owner to provide a reason why shortlisting decisions are being sent to HR for review without the full shortlisting panel having scored.

However, the shortlist can still be sent on to HR by providing the required information and clicking the *Submit Shortlist* icon in the top right of the screen.



The screenshot shows the 'Test Vacancy Management' interface. The top navigation bar includes 'Home', 'My Recruitment', 'Email HR Department', 'Leave Feedback / Report Bug', 'Admin', and 'Log Off'. The user is identified as 'Tom Geraghty (GERT1)'. Below the navigation bar, there are tabs for 'Job Admin', 'Job Details', 'Scores / Notes', 'Mail Merge', 'Search', 'Reports', and 'User Guidance'. The main content area displays 'XX1952 - HR Administrator (Recruitment)'. A red warning message states: 'The following members of the selection panel have not completed their scores: Test Panel1 (tpa1). You may wish to wait until they have scored before submitting the shortlist.' In the top right corner, there is a 'Return to Jobs' link and a 'Submit Shortlist' button, which is circled in red.

Following the Vacancy Owner's submission of their shortlist, they will meet with the HR team to assess the shortlist and undertake compliance checks. HR may ask the Vacancy Owner to reassess one or more candidates, before confirming the shortlist.

Once the shortlist of candidates is confirmed, the system will filter out unsuccessful applicants who will move to a separate tab on the vacancy. This will leave only the shortlisted candidates (with names now visible), as well as generate a new tab titled *Interview Arrangements*.

## **b. Interview arrangements**

Before shortlisted candidates can be invited to attend a selection process, the Recruitment Team and Vacancy Owner will need to make and agree arrangements. These details will populate the mail merge invitations sent to candidates, so it is important that the information is accurate.

These details, shown below, can be entered at any time after the vacancy is available in Vacancy Management, meaning it is not necessary to wait until the closing date has passed.

Applications		Interview Arrangements
<b>General Details</b>		
Interview panel members:	<input type="button" value="?"/> Tom Geraghty - Chair Test Panel1 - Panel Member <a href="#">Edit interview panel members</a>	
Interview date:	05/11/2019 <input type="button" value="📅"/>	
Interview length:	<input type="button" value="?"/> 5 <input type="button" value="▼"/> minutes	
Interview venue:	<input type="button" value="?"/> <input type="text"/> (e.g. Duncan House, room D4)	
Candidate collected by:	<input type="button" value="?"/> <input type="text"/>	
Candidate report to:	<input type="button" value="?"/> <input type="text"/>	
Contact telephone number:	<input type="button" value="?"/> <input type="text"/>	
Interview pre-meet at:	<input type="button" value="?"/> 08 <input type="button" value="▼"/> 00 <input type="button" value="▼"/>	
Gaps between interviews:	<input type="button" value="?"/> 0 <input type="button" value="▼"/> minutes	
Scheduled breaks:	<input type="button" value="?"/> <input type="radio"/> Yes <input checked="" type="radio"/> No	
Planned lunch break:	<input type="button" value="?"/> <input type="radio"/> Yes <input checked="" type="radio"/> No	
Number of interview rounds:	<input type="button" value="?"/> 1 <input type="button" value="▼"/>	
Check for clashes:	Interview: <input checked="" type="radio"/> Yes <input type="radio"/> No              Test: <input type="radio"/> Yes <input checked="" type="radio"/> No              Presentation: <input type="radio"/> Yes <input checked="" type="radio"/> No              Individual: <input checked="" type="radio"/> Yes <input type="radio"/> No	
<b>Interview Details</b> <span style="float: right;"><a href="#">Hide details</a></span>		
Work-Related Exercise/Presentation:	<input type="button" value="?"/> <input type="radio"/> Yes <input checked="" type="radio"/> No	
Teaching Session:	<input type="button" value="?"/> <input type="radio"/> Yes <input checked="" type="radio"/> No	
<b>Additional Details</b>		
Tour:	<input type="button" value="?"/> <input type="radio"/> Yes <input checked="" type="radio"/> No	
Publications required:	<input type="button" value="?"/> <input type="radio"/> Yes <input checked="" type="radio"/> No	
Pre-Interview visit invites:	<input type="button" value="?"/> <input type="radio"/> Yes <input checked="" type="radio"/> No	
Notes:	<input type="button" value="?"/> <input type="text"/>	
Panel Pack Notes:	<input type="text"/>	

The majority of these details will be agreed at the shortlisting meeting with the Recruitment Team, and can be populated by either the



Vacancy Owner or Assistant, or the HR colleague assigned to the vacancy.

### **c. Interview panel**

Once the vacancy has progressed to making interview arrangements, you will need to enter the details of the interview panel. First, click *Edit interview panel members* which will bring up a pop-up box:

Edit Interview Panel Members						
Include	Chair	First Name	Surname	Role	Email Address	Options
<input checked="" type="checkbox"/>	<input checked="" type="radio"/>	Tom	Geraghty	<input type="text" value="Chair"/>	t.geraghty@worc.ac.uk	
<input type="checkbox"/>	<input type="radio"/>	Test	Panel1	<input type="text" value="Panel Member"/>	testpanelmember1@stonefish.co.uk	
<input checked="" type="checkbox"/>	<input type="radio"/>	Hannah	Webster	<input type="text" value="Panel Member"/>	h.webster@worc.ac.uk	<a href="#">Delete</a>

[Add internal interview panel member](#)  
[Add external interview panel member](#)

The Vacancy Owner and all shortlisting panel members will remain as selections, but can then be deselected if they will not be involved in the selection process.

To add new panel members, simply select *Add internal interview panel member* and search for the appropriate colleague's name. You can also indicate the Chair of the interview panel if different from the Vacancy Owner.

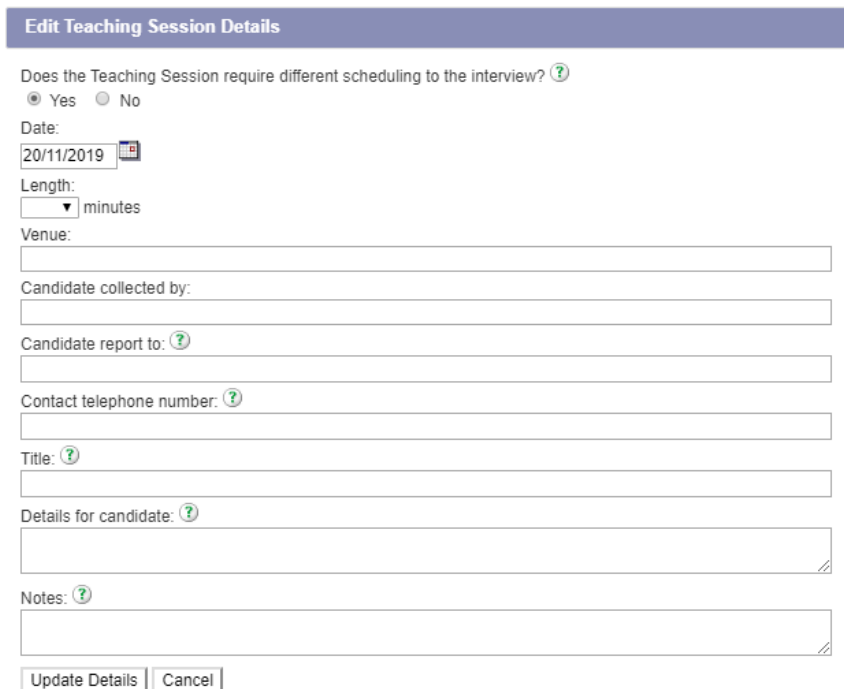
While the heading reads *Interview Panel Members*, you should also select colleagues who will be involved in the non-interview elements of the selection process, such as the teaching session or work-related exercise, meet & greet, tour guide etc. This enables the Recruitment Team to distribute panel packs or interview schedules to them.

NB: students and non-staff panel members can be added through the *Add external interview panel member* function, but individuals must first be contacted and agree to take part in the selection process before being input. They should be made aware that their details will be entered into the system.


#### d. Selection elements

The University's standard process is for selection events to be made up of two elements. For Academic posts this is typically a minimum of a teaching session and panel interview, while Professional Service posts will normally involve a work-related exercise and interview.


In order to provide the Recruitment Team with the details of your selection process elements, you should indicate *Yes* against the appropriate element on the *Interview Details* tab. This will generate a pop-up box as below for you to enter the relevant details:



**Edit Teaching Session Details**

Does the Teaching Session require different scheduling to the interview? 


Yes  No


Date: 20/11/2019 


Length:  minutes


Venue:


Candidate collected by:

Candidate report to: 

Contact telephone number: 

Title: 

Details for candidate: 

Notes: 

In order for the element to appear separately on the selection process schedule, it is important to select *Yes* when asked if the element requires *different scheduling to the interview*. Then simply fill in the details of the element, and in particular the *Details for candidate* section as these details will be provided directly to candidates.

The Recruitment Team will continue to make arrangements for rooms and catering of selection events, but support from departments is appreciated where room availability is scarce, departmental rooms/offices are available or if there are specific requirements.

### **e. Candidate attendance**

Once these details have been provided, the Recruitment Team will send invitations to candidates to attend the selection event. Candidates will be provided with a link to confirm their attendance or withdraw from the process, with Stonefish automatically updating to reflect this, as below:

Interviewees				Interview Arrangements		Application Grid		Show All Details   Hide All Details		Make Interview Decisions	
App Id	Name	Next/Last Visit	AR	COS	Ref	Decision	Final Decision	Notes			
1092	Hannah Webster	30/11/2019 from 10:00			0	Shortlisted	Application Withdrawn		<input type="checkbox"/>	▼	
1095	Tom Geraghty	30/11/2019 from 10:00			0	Shortlisted	Interview Accepted		<input type="checkbox"/>	▼	

Candidates who elect to withdraw will be asked to provide a reason from a pre-set list, but will also have the opportunity to elaborate in a free text box.

### **f. References**

Where a candidate has given permission for their referees to be contacted, the Recruitment Team will send reference requests at the same time as inviting candidates to attend. This allows for references to be assessed at an earlier stage, but only where a candidate has given their permission. In cases where permission has been withheld, the Recruitment Team will seek references when an offer has been accepted.

References will be reviewed by the HR department.

### **g. Panel packs and interview schedules**

After agreeing interview arrangements and inviting candidates to attend, the Recruitment Team will distribute panel packs electronically with details of the selection event to the appropriate colleagues.

An email will be sent from Stonefish to those involved in the selection event with a link to log in to Stonefish and download the panel pack and candidate details.

Colleagues are reminded of their responsibilities under GDPR to ensure that all information is handled securely, with all candidate information or selection process notes being returned to HR.

### **h. Supporting documents**

The panel pack will not include supporting documents such as interview notes or presentation record templates.

These documents can be found [here](#). Panel members and those involved in aspects of the selection process are advised to download and print the documents necessary for them and return these to the HR team after the selection process.

## 4. Post-selection process

The Recruitment Team will meet with the Vacancy Owner after the selection process to ensure support is available to manage the next stages.

After the selection process has taken place and decisions have been made in relation to each candidate's suitability for the role, these should be entered into Stonefish. In order to do so, the Vacancy Owner or Assistant needs to log in to Vacancy Management and select the relevant vacancy.

Above the list of candidates participating in the selection process is a *Make Interview Decisions* link:



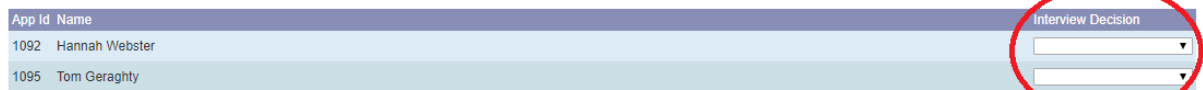
App Id	Name	Next/Last Visit	AR	COS	Ref	Decision	Final Decision	Notes
1092	Hannah Webster	30/11/2019 from 10:00			0	Shortlisted	Interview Accepted	
1095	Tom Geraghty	30/11/2019 from 10:00			0	Shortlisted	Interview Accepted	

After clicking this link, the system will present the below page where candidate outcomes can be entered from a list of dropdown options on the right of the screen.

### XX1954 - Interview Decisions

Please ensure you provide detailed feedback as you will rely on this should an unsuccessful candidate request feedback.

If an applicant is to carry through to a subsequent interview, leave them with a blank decision.  
Clicking Submit will lock all applicants who have been given a decision.



App Id	Name	Interview Decision
1092	Hannah Webster	
1095	Tom Geraghty	

### Interview Documents

Please scan and upload any notes made during the interview process.

[Upload new document](#)

(Please note, the uploading and deleting of documents will take place immediately. It is not necessary to Save or Submit.)

When selecting the appropriate option, the system may ask for notes to be entered. As with all entries in Stonefish, any information entered here is auditable and disclosable to candidates so any information should be accurate and factual. If notes are not required, please enter “N/A”.

The Vacancy Owner or Assistant should also upload a scanned copy of the selection process summary, including feedback noted by the panel. This will be used to provide feedback to candidates who request it. This can be done by clicking *Upload new document*.

### **a. Making an offer**

After selecting *Offer* and providing notes where applicable, a link will appear next to the candidate on the main vacancy screen titled *Make Offer*. Clicking this link will prompt the following page to appear:

**XX1954 - Hannah Webster**

Job reference:  Job title:

Job type:  
 Full Time  Part Time  Full Time Term Time  Part Time Term Time  Hourly Paid

Working hours: 37 Weeks Per Year: 52 FTE: 1

Grade:  Point:  Salary:  FTE Adjusted value: 33198

Contract type:  
 Permanent  Fixed Term

Proposed start date:

Relocation offered:  
 Yes  No

Probation Period:

Is this a Maternity Cover:  
 Yes  No

Line Manager:

Mentor:

Location:

Employment Subject To:  
 References  
 Qualification check  
 Health check  
 DBS  
 Work permit  
 PG Cert Required  
 Other

This page will pull the details of the candidate and vacancy which was entered throughout the ATR and Vacancy Management process in to the appropriate fields, leaving a number of other fields to be populated by the Vacancy Owner.

Once these fields have been populated, the offer details can be submitted to HR for review and approval. After HR have confirmed the offer details to be correct, the Recruitment Team will send a conditional offer email to the candidate and begin the onboarding process.