

# MANAGER GUIDE

## Recruitment

**This guide is designed to walk you through the key stages of the recruitment process within the iTrent system, from raising a vacancy to making an official offer. Whether you are initiating a new Request to Recruit, reviewing candidate applications, or progressing a successful applicant to the offer stage, this step-by-step manual provides the instructions you need to complete each task efficiently and accurately.**

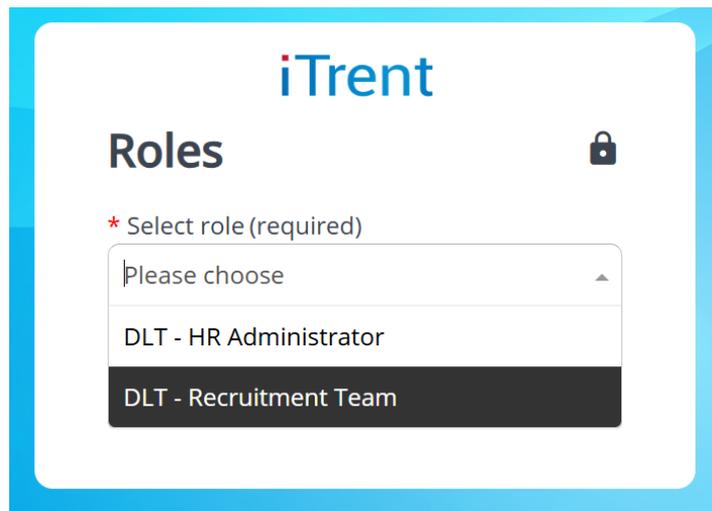
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## Access Your Recruitment Manager Profile

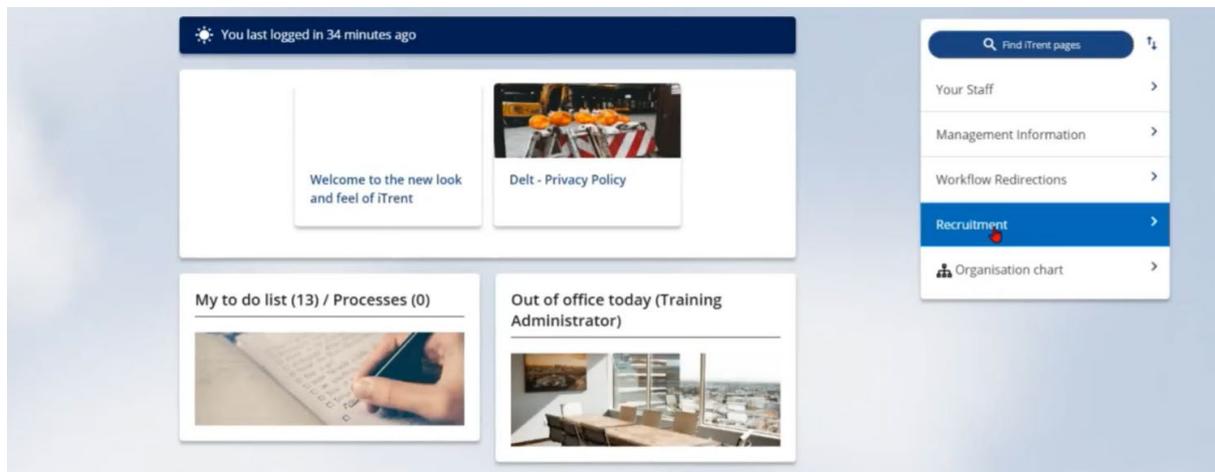
To begin using the recruitment tools, it's important to confirm that you are logged in with the correct profile.

1. Open [MSS \(Manager Self Service\)](#).
2. When prompted with two login options, **select "Recruitment Manager"**.
3. This ensures you are operating within the correct profile to manage recruitment tasks effectively.

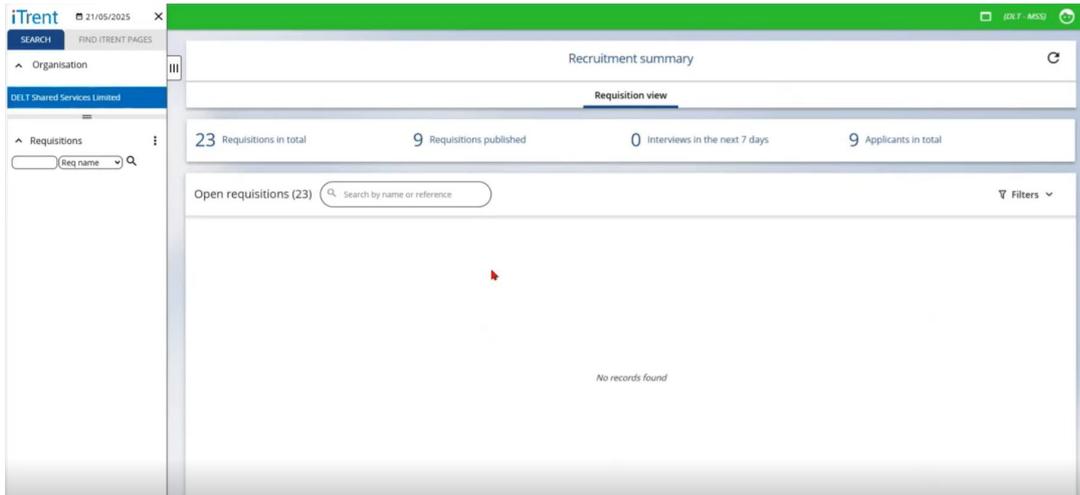


## Request to Recruit

1. Starting from your Manager Dashboard, click **Recruitment** on the right-hand pane.



2. Here, you will see the **Requisition summary**. This is where you can see any vacancies that you've raised and further details.



3. To raise a Request to Recruit, scroll to the bottom of this summary page and click **“Request to Recruit”**.

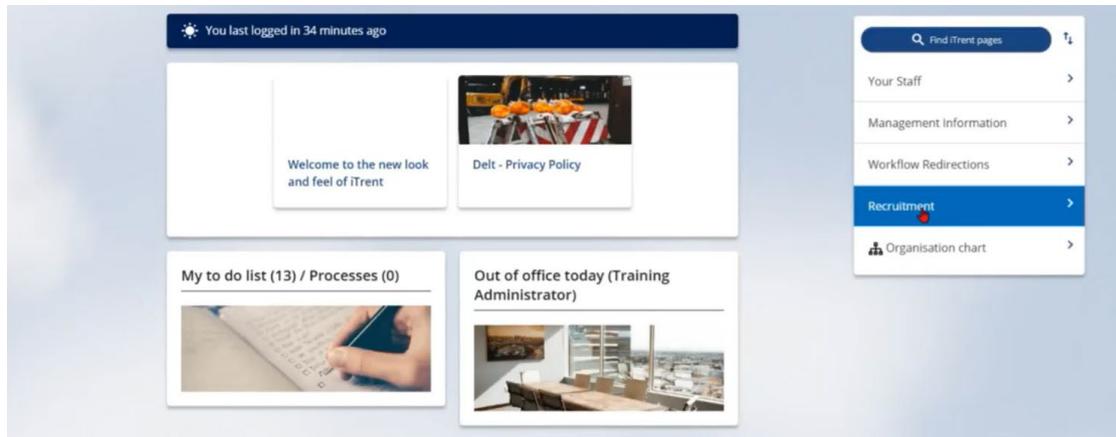


4. Complete the following fields in the form.
- Always select “Delt Lifecycle”.
  - Search for yourself as the hiring manager.
  - Make sure to complete all asterisked items.
  - There is a section for you to add any other details.

Click **“Save”** and this form will go to finance for approval, and then HR once approved. If it is not approved, you will receive an email with the reason for rejection.

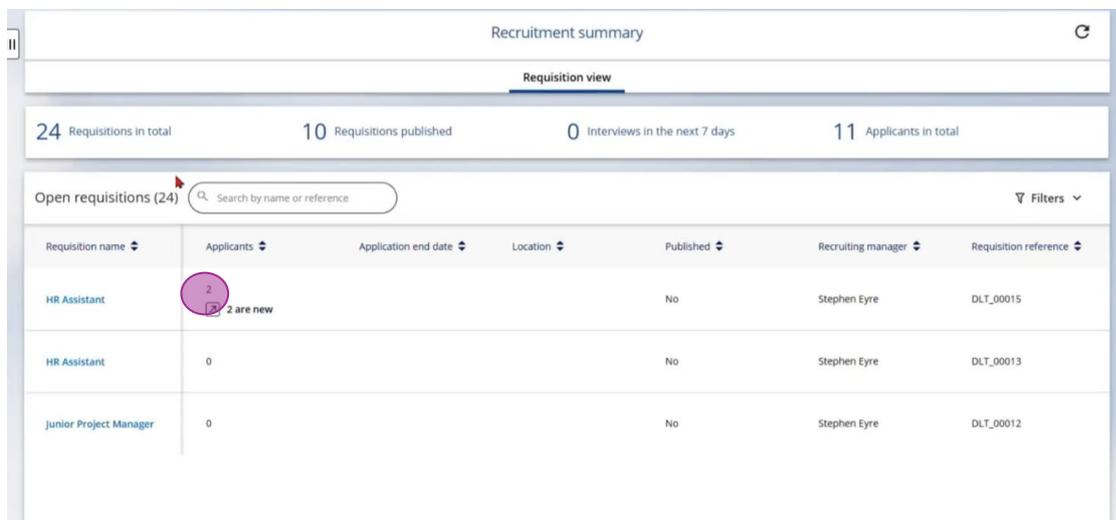
## Application Details

1. Navigate to the recruitment page following this button on the Manager Dashboard.



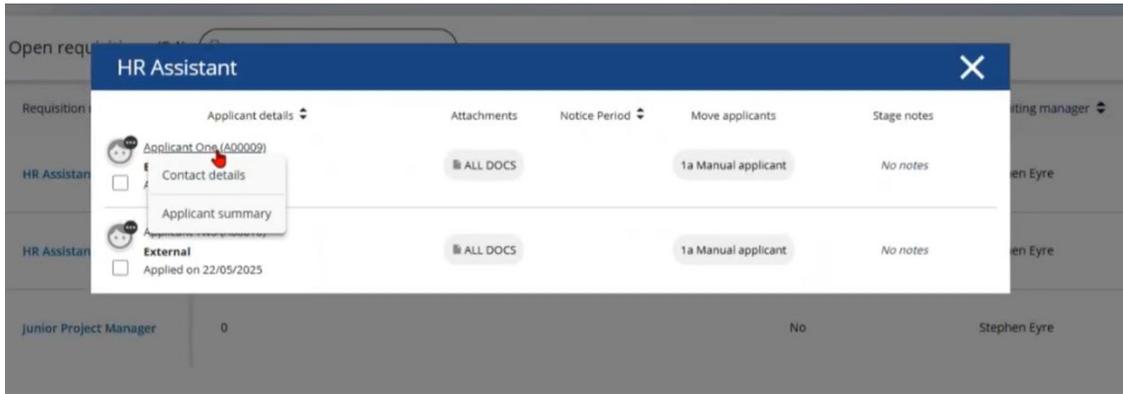
2. Here you will see any vacancies that you have raised as a recruiting manager, or if you are on the interview panel. The recruitment team will get the adverts out for approved positions and any new applicant details will come through here.

3. To view more details on the applicants, click on the number of them.

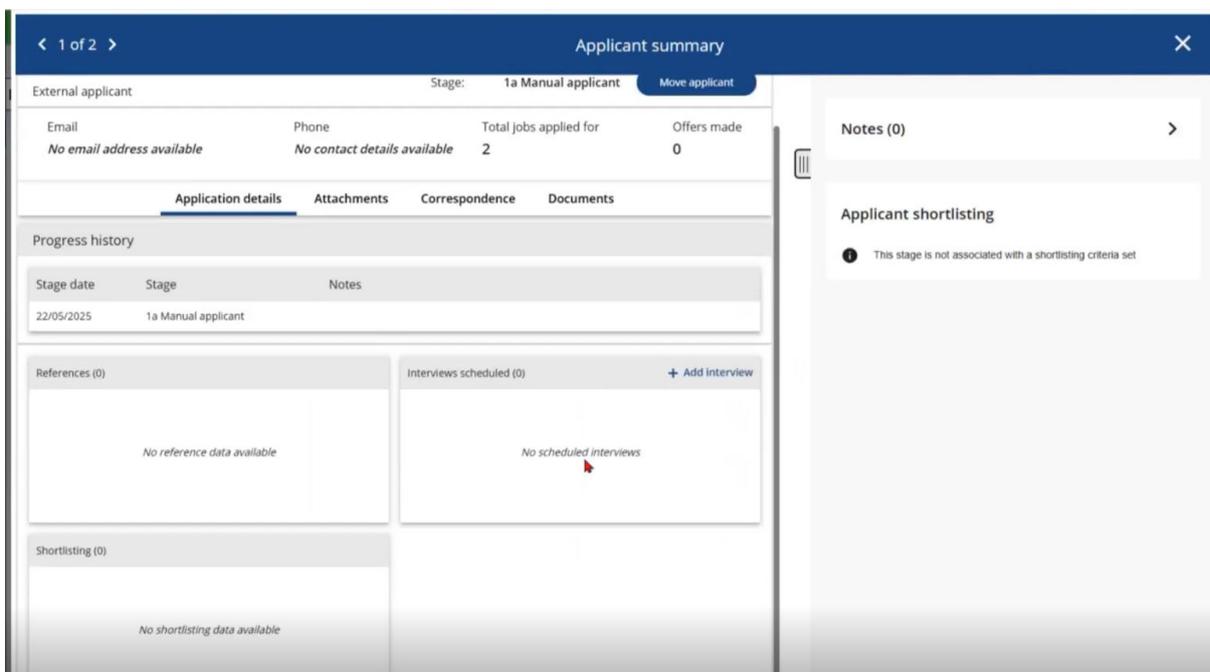
A screenshot of a 'Recruitment summary' page. It features a 'Requisition view' section with summary statistics: 24 Requisitions in total, 10 Requisitions published, 0 Interviews in the next 7 days, and 11 Applicants in total. Below this is a table of 'Open requisitions (24)' with a search bar and a 'Filters' dropdown. The table has columns for Requisition name, Applicants, Application end date, Location, Published, Recruiting manager, and Requisition reference. The first row shows 'HR Assistant' with 2 applicants (2 are new), 'No' published status, and 'Stephen Eyre' as the manager. The second row shows 'HR Assistant' with 0 applicants, 'No' published status, and 'Stephen Eyre' as the manager. The third row shows 'Junior Project Manager' with 0 applicants, 'No' published status, and 'Stephen Eyre' as the manager.

Requisition name	Applicants	Application end date	Location	Published	Recruiting manager	Requisition reference
HR Assistant	2 2 are new			No	Stephen Eyre	DLT_00015
HR Assistant	0			No	Stephen Eyre	DLT_00013
Junior Project Manager	0			No	Stephen Eyre	DLT_00012

4. This will allow you to view the applications. Click on the applicant's name to view their application. Click on **"Application summary"**.



5. Here you will be able to see what stage they are at, reference details, if they've been invited to an interview/shortlisted etc. You will also be able to view attachments (CV, right to work etc). The correspondence tab will show details of emails between. You can also download documents.



6. If you want to shortlist an applicant, or invite them to an interview, you can move them to a different stage. Click **“Move applicant”**.



7. This will open the following form where you can select which stage you would like to move them to. This will notify the recruitment team that you are ready to interview them at a formal stage. Click **“Move stage”**.

Move applicant to new stage (as of 22/05/2025)

Applicant: Applicant One (A00009)

Stage: 1a Manual applicant

Stage notes:

- 1a Manual applicant
- 1b Application received
- 2a Shortlisted after informal interview
- 2b Unsuccessful after shortlisting
- 3a Reference request (safer recruitment only)
- 3b Invited to formal Interview
- 3c Interview unsuccessful - Reserve Pool
- 3d Unsuccessful following interview
- 4a Offer
- 4b Offer - accepted
- 4c Offer - rejected
- 5 Pre-employment checks and references
- 6 Appoint
- Applicant withdrawn
- Withdrawn by Delt

Attach people resource

Resource person: [Search box]

Mail: [Search box]

Move stage

8. In the application details, you will now see the update.

Applicant summary

Applicant One  
A00009  
External applicant

Requisition: HR Assistant

Stage: 2a Shortlisted after informal interview

Move applicant

Email: No email address available | Phone: No contact details available | Total jobs applied for: 2 | Offers made: 0

Application details | Attachments | Correspondence | Documents

Progress history

Stage date	Stage	Notes
22/05/2025	2a Shortlisted after informal interview	
22/05/2025	1a Manual applicant	

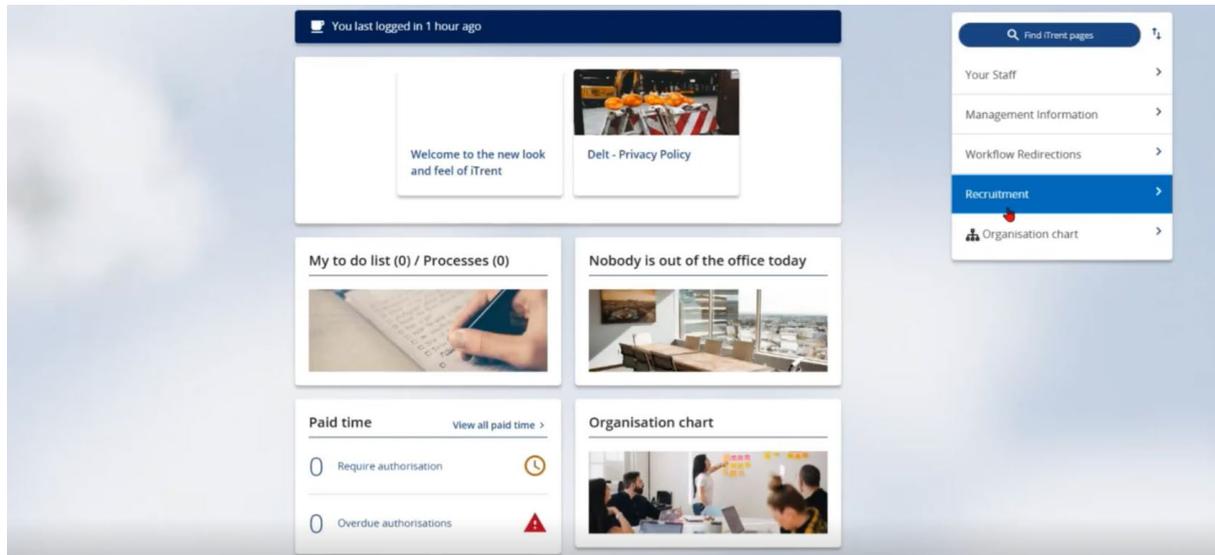
References (0) | Interviews scheduled (0) | + Add interview

9. If you are on the interview panel, you can use this space to review the CV etc. before the formal interview.

## Offer

You've interviewed your applicant and made your decision. Next, you need to notify HR through the iTrent system. The HR team can then go ahead with the pre-employment checks and send the offer letter out.

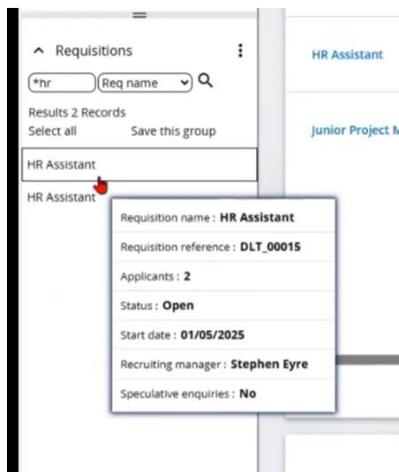
1. Navigate to the **Recruitment** section from the **Manager Dashboard**.



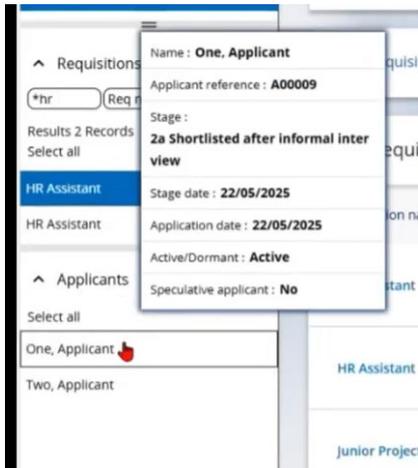
2. Scroll down to the links section, click **“Offer”**, then click **“Provide details of Offer”**.



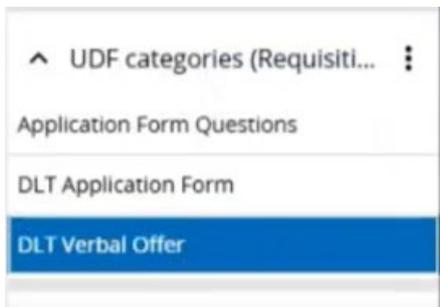
3. Search in the left-hand pane for any roles you have got as a recruiting manager.



4. After clicking on the correct role, you can select the relevant applicant you would like to make the offer to.



5. Click “Delt Verbal Offer”.



6. This will open the following form to complete so the HR team can send the official offer out to the applicant. Click **Save**, this will then be sent to the Delt HR team.