



West Yorkshire
Fire & Rescue Service

RECRUITMENT MODULE

[Abstract](#)

Learn the functions of the recruitment module

Contents

About this <i>Guide</i>	3
1. Logging into Access Recruit	3
2. Change your password.....	3
3. Navigation.....	5
4. How to View a Candidates Contact Details	8
5. How to manage your view using filters.....	8
6. Overview of Applications	9
7. How do I view Application Forms?	10

About this Guide

This guide contains information on the 'Recruitment' module of the Access HR System. The section includes information on general navigation and accessing applications for any of your vacancies.

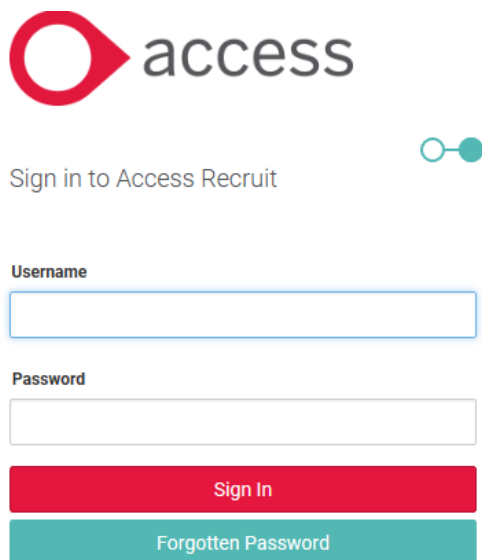
1. Logging into Access Recruit

Upon having a vacancy to shortlist, as a new user you will receive a username and temporary password. Please note: these log in details are case sensitive.

In order to access the e-recruitment page, please type in the 'address' bar on your web browser.

https://cms.changeworknow.co.uk/west_yorkshire_fire_and_rescue_service/cms

Please save this link as a favourite/bookmark for future reference.



Sign in to Access Recruit

Username

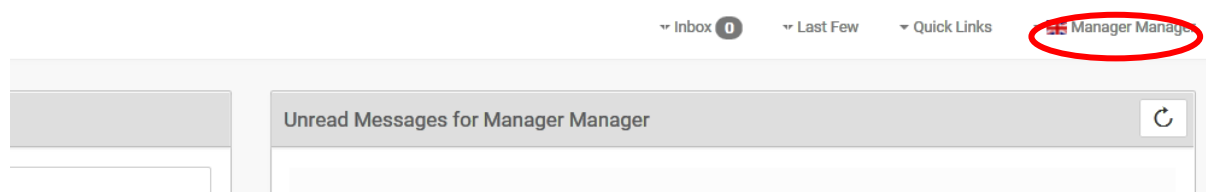
Password

Sign In

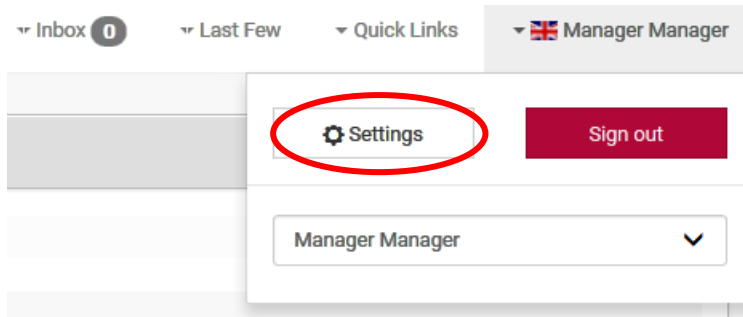
Forgotten Password

2. Changing your password

You must change your password from the temporary password to a unique password of your choice for date security purposes as you will not receive a prompt to amend your password. To change your password click on your username in the right hand corner of the screen

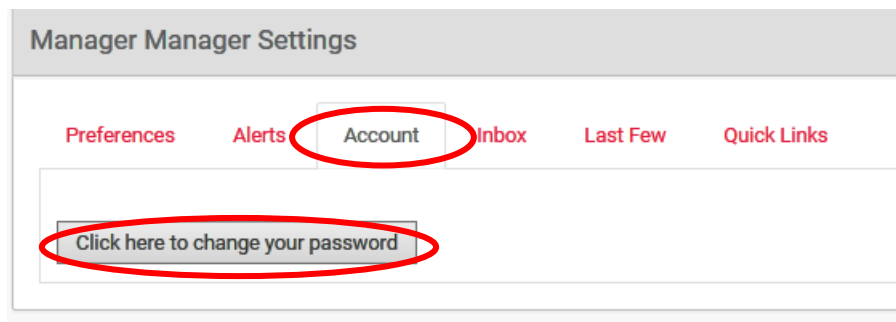


Select Settings



Select the **Account** tab and press '**Click here to change your password**'. Your password must be:

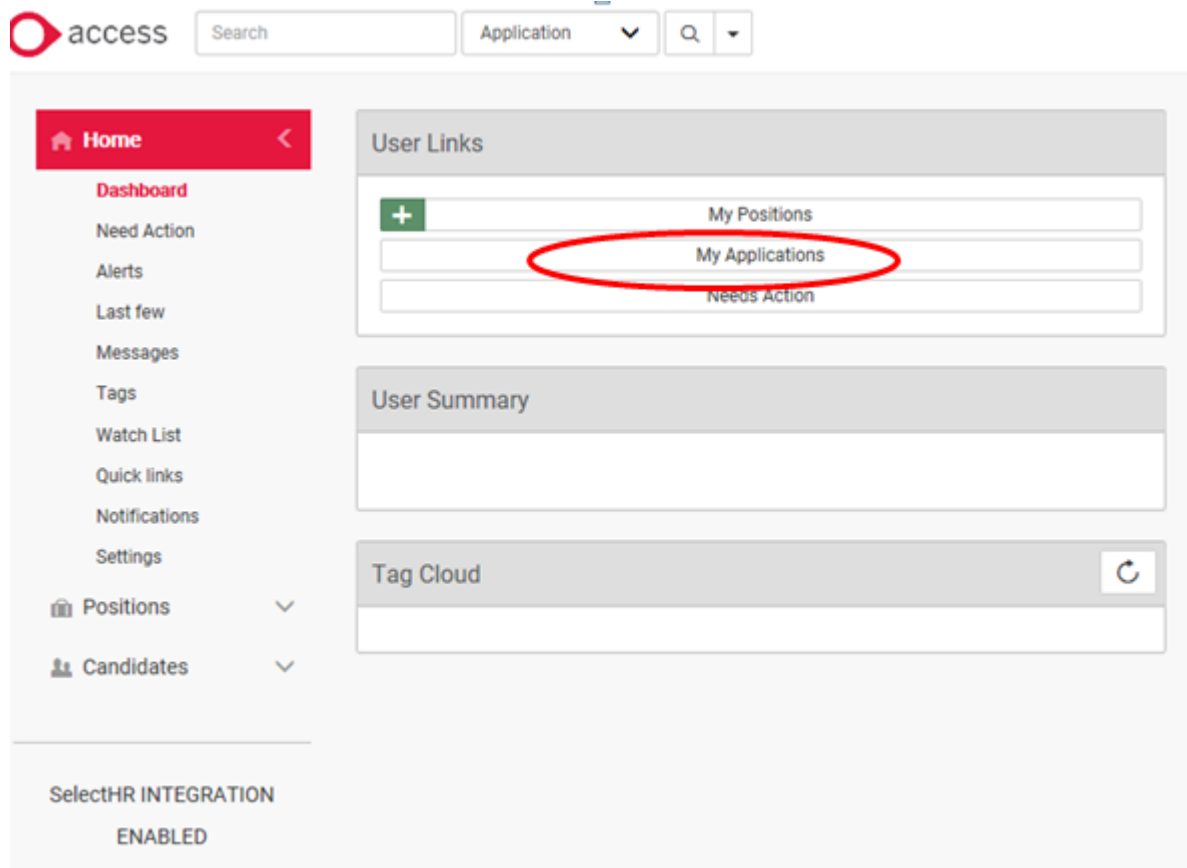
- between 8 and 50 characters long,
- mixed case and
- at least one number or special character



Please press the access button _____ in the right hand corner of the screen to navigate to the home screen.

3. Navigation

Upon logging in or pressing the access button in the top right hand corner of the windows, you will be presented with the dashboard screen, please select **MY APPLICATIONS** in user links



This will allow you to go straight to ALL the applications for ALL your vacancies, Please note if you have not received any application against a vacancy, the vacancy will **not appear**; only vacancies with applications received are visible.

Filters

- Selection Proc - - Stage - - State - - Overdue - - Worksite - - Position -

3 applications 30

0 selected

<input type="checkbox"/>	↑ Application Ref	↑ Candidate	Owner	↑ Position	↑ Application Date	Overall Score	Progress	Status
<input type="checkbox"/>	STNAPNC-9A1W-24	Jane Doe 3 active applications	Manager Manager	Accounts Assistant (test)	07 Mar 19	0%	1 2 3 4 5 1 Action	Active
<input type="checkbox"/>	STNAPNC-C7CE-2M	Farooq Latif 14 active applications	Manager Manager	Basic Hiring Manager test	11 Mar 19	0%	1 2 3 4 5 1 Action	Active

TIP: IF YOU WANT TO NAVIGATE AWAY FROM THIS PAGE CLICK THE ACCESS BUTTON (on the top left hand side) or HOME BUTTON (on the left hand side)




You will record your shortlist outside the system using a shortlisting form sent by HR and advise HR of your outcome who will progress any candidates.

Applications view

How to navigate to the Active Applicants view: Click on **Candidate** (in the top menu bar) > **Application** (in the left hand menu) > **All Active**. To view detail:

A unique reference number for the application the candidate has made. This is also a hyperlink to their application

The icon is a warning that the candidate has multiple active applications. By clicking on the candidates name you will be able to see all their applications and which stage in the process they may be at.
 This icon means the candidate has multiple applications but they are not longer active.

Overall Scores. This will show the overall score the candidate has achieved during the process as well as their ranking.

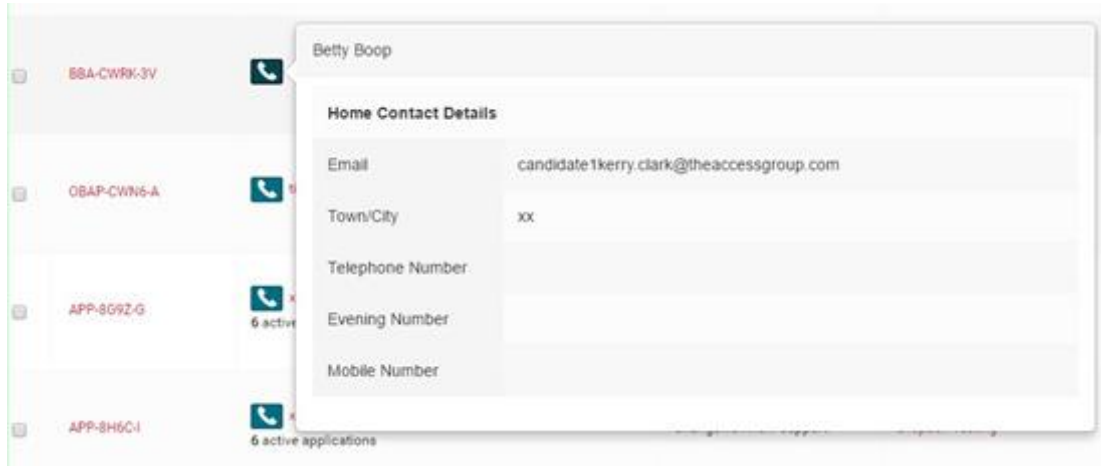
<input type="checkbox"/>	↑ Application Ref	↑ Candidate	Owner	↑ Position	↑ Application Date	Overall Score	Progress ?	Status
<input type="checkbox"/>	STNAPNC-99HV-48	 D Test S Test 3 active applications	Trainee Two	Finance Assistant TEST	21 Jan 19	A 100%	1 2 3 4 5 1 A Action	Active

The name of the candidate. This is also a hyperlink to the candidate's record which will show you all of their applications.

These arrows allow you to sort the data.

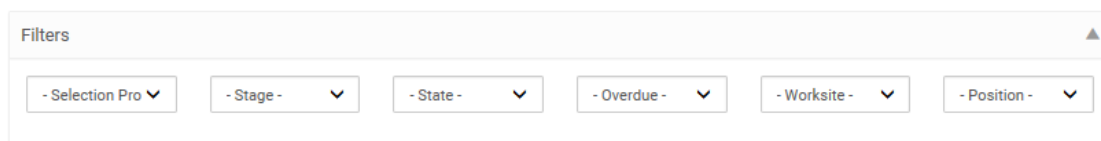
4. How to View a Candidates Contact Details

Click on the handset icon  you can view the contact details

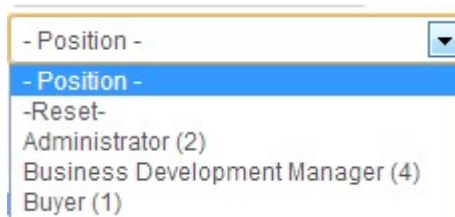


5. How to manage your view using filters

To manage your applications filter your views using the filters at the top of the page



The number in brackets is the number of positions matching the value.






TIP: THE -RESET- SEARCH OPTION IN THE FILTER WILL RESET ALL OF THE OPTIONS YOU HAVE ALREADY SELECTED

-Reset-

6. Overview of Applications

To see an overview of Applications for a particular vacancy please click the **position name**.

<input type="checkbox"/>	↑ Application Ref	↑ Candidate	Owner	↑ Position	↑ Application Date	🏠 Overall Score
<input type="checkbox"/>	STNAPNC-9A1W-24	 Jane Doe 3 active applications	Manager Manager	Accounts Assistant (test)	07 Mar 19	0%
<input type="checkbox"/>	STNAPNC-C7CE-2M	 Farooq Latif 14 active applications	Manager Manager	Basic Hiring Manager test	11 Mar 19	0%
<input type="checkbox"/>	STNAPNC-CA9B-20	 Farooq Latif 14 active applications	Manager Manager	Accounts Assistant (test)	11 Mar 19	0%

Then you will only see applications for the specified vacancy

<input type="checkbox"/>	↑ Application Ref	Owner		↑ App. Date	↑ Overall Score
<input type="checkbox"/>	STNAPNC-9A1W-24 Jane Doe	Manager Manager	3 active applications	07 Mar 19	0%
<input type="checkbox"/>	STNAPNC-CA9B-20 Farooq Latif	Manager Manager	14 active applications	11 Mar 19	0%

7. How do I view Application Forms?

You can view a candidate's application by clicking on the score area. This will pop open a window

The screenshot shows a dashboard with candidate cards. A pop-up window titled 'Assessment Results' is open, displaying a table of assessment data. An arrow points from the text above to a '100%' score badge in the pop-up window.

Grades	Overall Score		
A	100%		

Assessment	Title	Grade	Score	Assessed
Application Form	Application			26 Jul 16
Colleague Bio Data	About you	A	100%	26 Jul 16

In the window you can view their answer and scores to the any custom questions they have answered. Further to this for more detail please see next diagram

Icon	
	View application in text form
	View application in PDF
	This percentage shows a candidate's assessment score against the pre-application questions, the flag denotes this is a custom questionnaire.

By clicking on the icons, you can view the whole or different parts of the application

By clicking on this icon you can view different parts of the application including how they answered the Custom Questionnaire (Pre-application questions).

The screenshot shows a table of application assessments. A callout box at the top left explains that clicking an icon allows viewing different parts of the application, including custom questionnaire answers. A callout box at the bottom left explains that clicking a 'PDF' icon provides a PDF version of different parts of the application form. A callout box at the bottom right explains that clicking the overall icon (or the overall PDF button) shows the whole application in one go. Red arrows point from these callouts to the corresponding icons in the table.

Assessment	Title	Grade	Score	Overall Score	Assessed
STN - Questionnaire	Questionnaire			0%	01 Mar 19
Generic Custom BIO-FL-QGAYIC7	Pre-application Questions	C	0%	0%	01 Mar 19
Privacy Statement	Privacy Statement				01 Mar 19
About the Process	Your Next Steps				01 Mar 19

Below the table, a card for 'STNAWC-DMYO-10' by 'Farooq Latif' is visible, showing '5 active applications' and a 'C 0%' score. An 'Action' button is also present.

For a PDF version of different parts of the application form, click on the 'PDF' Icon

To see the whole application in one go click on the overall icon (for the PDF version click on the overall PDF button next to it)

