

Introduction

Stonefish is the University's e-Recruitment system. It is used to manage the recruitment of staff (including Research grant funded roles and Enterprise/KTP Associate roles) and to manage vacancies within the University

The following guidance describes the e-Recruitment system's functionality and individual tasks that need to be undertaken by shortlisting panel members and the panel chair.

By accessing an individual job, you may view and assess the applications as they come in instead of having to wait until the job closes.

You will have the facility to see the application form and any additional supporting documentation that have been received for each candidate. You will be able to make notes on each application, and assess each application based on the selection criteria for that post.

Once the job has closed and all applications have been assessed, the decision on who to shortlist can be made. Once the shortlist has been decided, the final shortlist grid can then be submitted to Resourcing by the Panel Chair or on behalf of the Panel Chair.

By using the e-recruitment system we can ensure that the recruitment and selection process is fair and transparent and that all documentation, including shortlisting notes, complies with our statutory obligations under GDPR.

The University is a Disability Confident employer whereby all disabled candidates who meet the minimum selection criteria will be guaranteed an interview.

Responsibilities

Panel members and the Panel Chair are all responsible for assessing and rating each applicant.

The Panel Chair is responsible for submitting the final assessment/scores and for submitting the shortlisting decision including the selection details. The Panel Chair is able to delegate to a "Chair's Assistant" who is able to act on behalf of the Chair and complete the necessary information on the e-Recruitment system.

Resourcing/HR is responsible for sending out the interview invites and shortlisting rejection emails.

Vacancy Management

Logon to Stonefish ([link](#)) and click **Vacancy Management**. The site can be accessed via any internet browser.

Reminder – to access the system and Vacancy Management you will need to use your University username and password.

Please note external panel members will be sent a link and details on how to login and access the system.

Once logged in, you will be presented with the Vacancy Management page listing all vacancies for which you involved.

Reference	Type	Title	Closing Date	Apps	Chair	Status
CSF-021-18	Redep	KK Test	26/12/2018	0	Kim Kerr	Closed/Shortlisting
OTR-002-18	Intern	Director	30/11/2018	0	Michelle Scott	Closed/Shortlisting
CSF-021-18	Open	KK Test	23/01/2019	0	Kim Kerr	Closed/Shortlisting
CSF-008-18	Open	Resourcing Adviser	04/01/2019	6	Hiring Manager	Closed/Shortlisting

The status and type of the vacancy will be displayed as follows:

- Closed/Shortlisting – the closing date has passed
- Redep – currently open to redeployees
- Intern – currently open to internal staff members only
- Open – currently open to external/internal candidates

Job Summary Page

Click on the vacancy you wish to view which will then allow you to see submitted applications. As and when applicants submit their applications, they will appear in the grid on this screen.

App Id	Name	COS	KQ	Int	Tot	Ess	Des	1	2	3	4	5	6	7
1033	1033	•		C	0	0	0							
1036	1036		•		0	0	0							
1046	1046			C	0	0	0							
1047	1047			C	0	0	0							
1048	1048				0	0	0							
1049	1049	•			0	0	0							

To view an individual's application, click on the applicant ID or name. Where anonymised shortlisting is used, you will not see the name (or personal details) of the applicant (as in the screenshot above).

The grid will indicate the following:



- COS – a dot indicates the applicant is a non-UK resident and will require a certificate of sponsorship;
- KQ – a dot indicates the applicant has failed a killer question but has returned and entered the correct answer. This may have been a mistake but it gives you the opportunity to double check their application;
- Int – "C" indicates the applicant as a current member of staff;
- Red – indicates the applicant is registered on the redeployment register.

Viewing and Assessing Applications

The Panel Chair and Panel Members undertake the same assessment process and can start the process as and when applications are submitted.

If you wish to print the application documentation, this can be done from the job summary screen under options. You can either select 'All' or tick the boxes next to the applicants before clicking on 'Print Selected'

Options

Select [All](#) | [None](#)  [Print Selected](#)  [View Job History](#)

IMPORTANT: If you print off application documentation, these need to be kept securely and destroyed once the process is complete.

To view an individual application, click on the relevant person's row in the table to go to their Application pages.

This page contains all the information each applicant has entered online and may also include additional documents (e.g. CV) attached to support the application (if requested in the advert).

1036 Select in Applications grid

Candidate Notes [View All User Notes](#) Data Protection Act

Please make shortlisting decisions solely on the evidence available to you from the application form and additional information submitted by the candidate.

You should ensure this evidence is assessed solely on the basis of a sound person specification and never write anything in your notes that you can't prove or is potentially offensive or discriminatory.




[Application Form](#) | [Selection Criteria](#) | [References](#) | [All Documents](#)

Tab 1 - Application Form

The first tab shows the application form. The sections within the application form will vary depending on the type of application form was used for the vacancy.

By clicking on the 'go to section' you can navigate quickly between the different sections of the application form.

[Application Form](#) | [Selection Criteria](#) | [References](#) | [All Documents](#)

Go to section...   

- Go to section...
- Failed Killer Questions
- Personal Details
- Education and Professional Development
- Current/Most Recent Employer
- Previous Employment
- Supporting Statements
- Referees
- Recruitment Source

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Questions
English and Maths (or equivalent)? (correct answer: Yes)
Currently, or has previously been a student of the University of Kent: Yes
Referred to this position by an employee of the University of

Tab 2 - Shortlisting Criteria

The second tab is the Selection Criteria. It is here the applications are assessed and scored using the drop down box.

Each panel member, including the Panel Chair, must view and assess each application. Alternatively, the Panel Chair may choose to submit the collective decision on behalf of all the panel. This may be appropriate where the assessment and shortlisting decision is to be carried out collectively when everyone is in a meeting, rather than the assessment/scoring taking place individually/remotely.

The selection criteria are shown in a numbered table along with the applicant's response to each criterion (when asked as part of the application process).

If the criterion have been weighted, they will be listed in the order of importance. If this has not been set and the panel subsequently decides that a particular criterion is more important, the Resourcing team can reorganise the list at any time to make the assessment easier.

A drop-down scoring list allows you to score each criterion.

The screenshot shows a web application interface with tabs for 'Application Form', 'Selection Criteria', 'References', and 'All Documents'. A link 'Set unscored criteria to "Not scoring"' is visible. The main content area displays three criteria:

- 1: Qualifications / Training (essential to the job)**
A Professional qualification such as Certificate in Human Resources Practice (formerly Certificate in Personnel Practice) or be willing to study for this qualification OR significant relevant HR/Recruitment experience
I am keen to study for a formal HR qualification to supplement my 12 months of relevant recruitment experience
Score: [dropdown menu]
- 2: Knowledge / Experience**
I have relevant experience in a commercial organisation. I work with managers to scope resourcing for a full onboarding service for all new hires.
Score: [dropdown menu]
- 3: Knowledge / Experience**
Significant and well evidenced knowledge and experience relating to best practice and effectiveness in recruitment and selection

The dropdown menu for criterion 2 is open, showing options: 0 - Does not meet / no evidence provided, 1 - Does not meet / weak evidence, mainly assertions, 2 - Meets but not to as high a degree / moderate evidence with some examples, and 3 - Meets / strong evidence provided, a range of supporting examples.

The options are:

Suitability	Score / Rating	Description
Meets	3 - Meets / Strong evidence provided, a range of examples	<ul style="list-style-type: none"> Strong evidence provided – provided in depth examples and detail of skill / experience. Has answered the questions fully Has given an excellent example from past experience which relates well to the role Clear evidence and/or reasoning provided Demonstrates an understanding of what is required
	2 - Meets but not to a high a degree / Moderate evidence, some examples	<ul style="list-style-type: none"> Moderate evidence, some examples. Makes mention and provides some/brief example of skill / experience Has answered the question and sufficient information provided using positive indicators Has given an example using past experience but content is limited Information available from other areas of the application
Does not meet	1 - Does not meet / Weak evidence, mainly assertion	<ul style="list-style-type: none"> Weak evidence provided – mainly assertions. Mentions the skill / experience but does not provide evidence or examples using past experience. Has answered the question but insufficient information provided. Has copied from the job description Content of information / examples used is poor
	0 - Does not meet / No evidence	<ul style="list-style-type: none"> No evidence provided – have not addressed the essential criteria in their application. There is no demonstration of the required skill / experience / qualification. Has not answered the application question or missed the point and answer does not match the question Inadequate answers / reasoning provided Little or no effort made with application

Under the above scoring system, to be considered to meet the minimum criteria for the post, a candidate must score at least a “2” for all essential criteria.

If a decision is taken not to “score” but rather indicate whether an applicant “meets” or “does not meet” – then 0 should be selected for “does not meet” and 3 for “meets.”

Notes should be added against each application or criterion using the “add note” link

1: Qualifications / Training (essential to the job)
A Professional qualification such as Certificate in Human Resources Practice (formerly Certificate in Personnel Practice) or be willing to study for this qualification OR significant relevant HR/Recruitment experience
I am keen to study for a formal HR qualification to supplement my 12 months of relevant recruitment experience
Score: [Add Notes](#)

If an essential criterion is not met and thus scored 0 or 1, the shortlisting process for that applicant may be terminated. The system will ask if the remaining un-scored criteria should be set to “not scored”. If you choose this option, the system will mark the remaining criteria as “not scoring”.

You have scored an essential criteria as '0 - Does not meet / no evidence provided'.
As it is unlikely that this applicant will be shortlisted would you like to set all unscored criteria to 'Not scoring'?

If you choose to carry on assessing the application, press “cancel” to continue.

This option is very useful when you are viewing numerous applications as it allows you to stop assessing an application at the point where any criterion marked as essential is not met.

IMPORTANT: applicants who do not meet an essential criteria cannot be shortlisted.

The system will automatically save as you enter your scores.

Additional Tabs

If requested as part of the application process, any documents submitted will be displayed under an additional tab (e.g. CV, covering letter, publications list). The ability for applicants to attach additional documentation is configured on a vacancy by vacancy basis.

Candidate Notes

As you review each application, overall or summary notes can be made in the box on the top left of the screen. This is in addition to any notes added against each criterion as described above.

Candidate Notes [View All User Notes](#)
Not scored - did not meet essential criteria. Did not provide any evidence of having relevant skills, knowledge or experience.

Data Protection Act
Please make shortlisting decisions solely on the evidence available to you from the application form and additional information submitted by the candidate.
You should ensure this evidence is assessed solely on the basis of a sound person specification and never write anything in your notes that you can't prove or is potentially offensive or discriminatory.

[Set unscored criteria to "Not scoring"](#)

1: Qualifications / Training (essential to the job)
A Professional qualification such as Certificate in Human Resources Practice (formerly Certificate in Personnel Practice) or be willing to study for this qualification OR significant relevant HR/Recruitment experience
I'm a really hard worker so please give me a chance.
Score: [Hide Notes](#)
Notes: Does not have the relevant qualification nor experience

2: Knowledge, Skills and Experience (essential to the job)
Experience in attracting, selecting and appointing staff across all levels of the organisation
Don't have experience but know I'll be good at this
Score: [Add Notes](#)

IMPORTANT: Please remember when making notes that under Data Protection regulations, all applicants are entitled to request access to documentation relating to their application which includes emails, shortlisting materials and any form of interview notes.

You may edit or amend your notes and assessment scores up to the point that you submit.

Navigation between Applications

Once an application has been assessed, select “Next”. When you have assessed all applicants for the vacancy, the “Next” option will be greyed out. You can view previous applicants by selecting “Previous” and to see all applicants, select “Return to Job”.



By default, any changes made to notes and scoring will be automatically saved.

Viewing and Printing Scores for Applications

Scores for applications that have already been entered appear in the grid on the Job Summary Page. The scores on the darker green background indicate criteria that are essential, and any showing on a lighter background indicate desirable.

Hovering your cursor over the number in the column header will show the text of that criterion and clicking on a column header will sort the table based on the column.

CSF-008-18 - Resourcing Adviser

Category: Professional/Managerial Release Date: 18/12/2018 Closing Date: 04/01/2019
 Section: Human Resources Shortlist By Date: Interview Date: 09/01/2019
 Chair: Hiring Manager HR Contact: Michelle Scott Submitted/Pending: 6/0
 Status (Type): Closed/Shortlisting (Open) Hits/RSS: 13/0 Further Details: Show Advert

View: All Options: Select All | None | Print Selected | View Job History

App. Id	Name	KG	Int	Tot	Ess	Des	1	2	3	4	5	6	7
1033	1033	C	17	17	0	3	3	3	2	3	3		
1036	1036	C	0	0	0	0	0	0	0	0	0	0	0
1046	1046		14	14	0	2	2	2	2	2	2		
1047	1047		0	0	0	0	0	0	0	0	0	0	0
1048	1048		0	0	0	0	0	0	0	0	0	0	0
1049	1049		0	0	0	0	0	0	0	0	0	0	0

Qualifications / Training - A Professional qualification such as Certificate in Human Resources Practice (formerly Certificate in Personnel Practice) or be willing to study for this qualification OR significant relevant HR/Recruitment experience.

To review or print out your assessment scores and notes, go to “Scores/Notes” on the left hand menu and select “View Your Scores/Notes”

Home Email HR Department Change Password Leave Feedback / Report Bug Log Off

Job Details **Scores / Notes** Applicant Search User Guidance Return to Jobs

CSF-008-18 - Resourcing Adviser

Category: Professional/Managerial Release Date: 18/12/2018 Closing Date: 04/01/2019
 Section: Human Resources Shortlist By Date: Interview Date: 09/01/2019
 Chair: Hiring Manager HR Contact: Michelle Scott Submitted/Pending: 6/0
 Status (Type): Closed/Shortlisting (Open) Hits/RSS: 13/0 Further Details: Show Advert

A pop up screen will appear providing you with a summary of your scores and any notes which can be printed.

Print Document Download PDF Case Window


Job Title: Resourcing Adviser
 Job Ref: CSF-008-18
 Show All Notes | Hide All Notes

Statement Key:
 1. Qualifications / Training
 A Professional qualification such as Certificate in Human Resources Practice (formerly Certificate in Personnel Practice) or be willing to study for this qualification OR significant relevant HR/Recruitment experience.
 2. Knowledge, Skills and Experience
 Experience in attracting, selecting and appointing staff across all levels of the organisation
 3. Knowledge, Skills and Experience
 Significant and self evidenced knowledge and experience relating to best practice and effectiveness in recruitment and selection
 4. Knowledge, Skills and Experience
 Strong and self evidenced experience of dealing with UKVI legislation and associated Immigration matters
 5. Knowledge, Skills and Experience
 Excellent communications skills - both written and oral
 6. Knowledge, Skills and Experience
 Highly organised and able to work to deadlines through self-management/prioritisation
 7. Knowledge, Skills and Experience
 Meticulous attention to detail and able to work with high levels of accuracy.

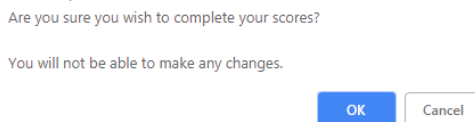
ID	Name	Total	Essential	Desirable	1	2	3	4	5	6	7
1033	1033	15	15	0	3	3	2	2	2	2	2
No general notes provided											
1036	1036	20	20	0	2	3	3	3	3	3	3
No general notes provided											
1046	1046	17	17	0	3	3	3	3	2	3	3
No general notes provided											
1047	1047	0	0	0	0	0	0	0	0	0	0
No general notes provided											
1048	1048	14	14	0	2	2	2	2	2	2	2
No general notes provided											
1049	1049	0	0	0	0	0	0	0	0	0	0
General notes: Not scored - did not meet essential criteria. Did not provide any evidence of having relevant skills, knowledge or experience. Person spec notes: L: Does not have the relevant qualification nor experience											

Submitting Assessment/Scores

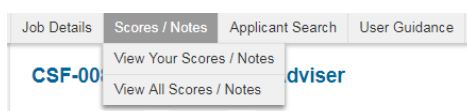
You may view and assess applications as they come in, but you will not be able to submit your assessment for shortlisting until after the vacancy has closed and you have assessed all applications.

Once you have assessed all applications, click on the  icon. This icon will only be available once the vacancy has closed.

When you click the icon, a warning message will be displayed informing you that you will not be able to make any changes to your assessment or notes once you have submitted.



Once assessment is complete, panel members are able to see a summary of all the completed scores (but not before). A new option becomes available to allow panel members to view the assessments of other members. Only the Panel Chair will be able to view the notes of all panel members.



NOTE: To ensure the process is as impartial as possible, assessments are only available to the Panel Chair and Panel Members after they have completed their own assessments.

At this point, the members of the shortlisting panel have completed their part in the online process. It is now for the Panel Chair (or someone acting on their behalf – Chair’s Assistant) who, in consultation with the panel members, complete the shortlisting process.


Shortlisting Decisions (Panel Chair/Chair’s Assistant)

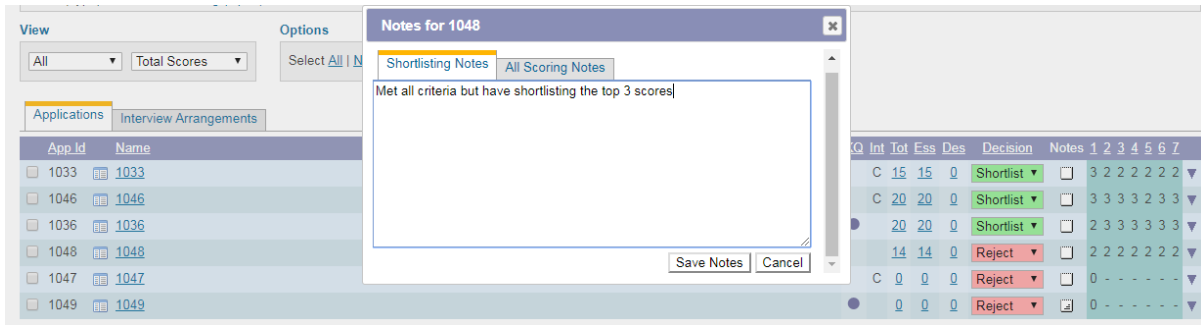
Once scores have been completed, the decision field and interview arrangements tab will be displayed. In order to submit, both the shortlist decisions need to be recorded and Interview Arrangements tab completed.

To record the shortlist decision, the Panel Chair/Chair’s Assistant must use the drop down decision list to indicate if an applicant will be shortlisted, rejected or made a reserve.

Applications		Interview Arrangements													
App.Id	Name	KQ	Int	Tot	Ess	Des	Decision	Notes	1	2	3	4	5	6	7
1036	1036		20	20	0				2	3	3	3	3	3	3
1046	1046	C	20	20	0				3	3	3	2	3	3	3
1033	1033	C	15	15	0		Shortlist		3	2	2	2	2	2	2
1048	1048		14	14	0		Reject		2	2	2	2	2	2	2
1047	1047	C	0	0	0				0	-	-	-	-	-	-
1049	1049		0	0	0		Reserve		0	-	-	-	-	-	-

NOTE: to aid decision making, click on the essential column header to order applicant by their total scores.

Summary notes for each applicant to justify the shortlisting decisions needs to be added by clicking on the  icon in the notes column of the grid.



If there is a large number of candidates, enter “Shortlist” or “Reserve” for those relevant applicants and then use the “set all unmarked to reject” link to set all unmarked applicants to ‘rejected’.

Options

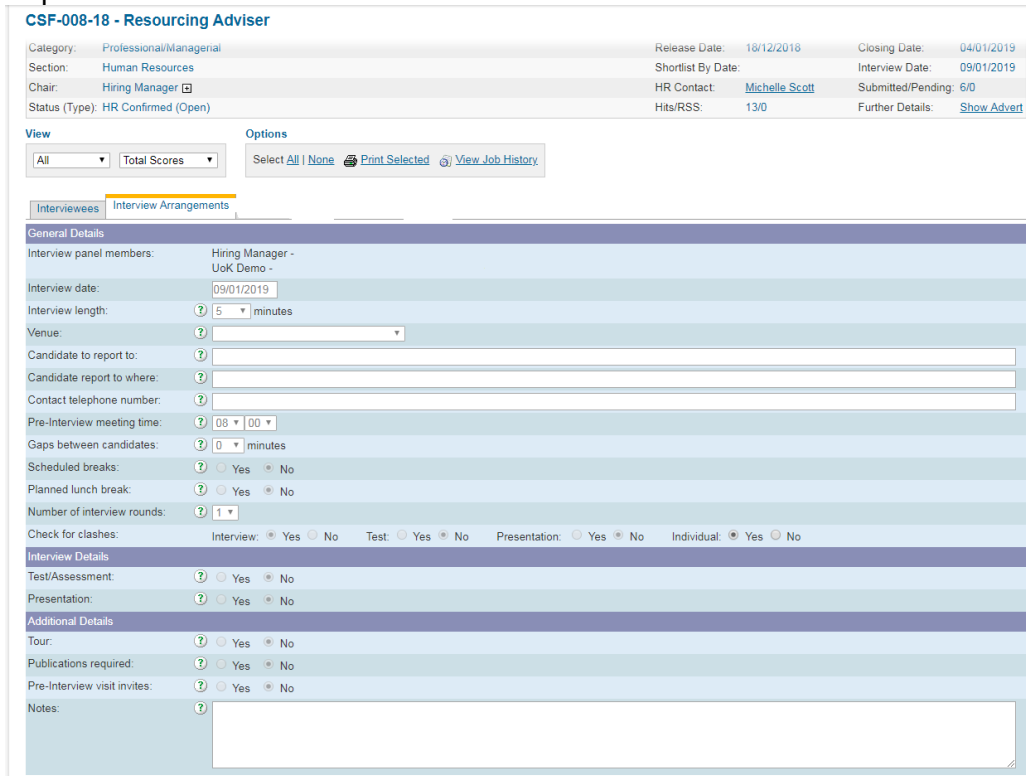


A shortlist cannot be submitted until a decision has been made on all the applications. However, the system was designed to accommodate the practice of some selection panel members who prefer to meet and decide shortlisting together. The flexibility of the system allows the group to evaluate applications and agree one group score per applicant instead of each individual panel member submitting their assessments.

If this method of candidate shortlisting is chosen, the Panel Chair/Chair’s Assistant must submit one minimum set of agreed scores to generate the shortlisting grid. When this occurs or when any panel member has not completed their assessment for any other reason, the following warning will appear when the Panel Chair/Chair’s Assistant submits the shortlist:

The Panel Chair/Chair’s Assistant can chose to continue, although a reason must be given

Interview Arrangements Tab – before submitting the shortlist decisions, the interview arrangements tab needs completing so that HR/Resourcing receive the information they require to invite candidates to interview.



Once both the interview arrangements tab and all selection decisions are complete the Panel Chair/Chair's Assistant must click the "Submit Shortlist" icon.



The system checks all application scores against the shortlisting decision and will highlight the following circumstances:

- a) If any panel member has not submitted an assessment – a warning will appear

CSF-008-18 - Resourcing Adviser

The following members of the selection panel have not completed their scores:
UoK Demo (UoKDemo1)
You may wish to wait until they have scored before submitting the shortlist.

Category: Professional/Managerial Release Date: 18/12/2018 Closing Date: 04/01/2019
 Section: Human Resources Shortlist By Date: Interview Date: 09/01/2019
 Chair: Hiring Manager HR Contact: Michelle Scott Submitted/Pending: 6/0
 Status (Type): Closed/Shortlisting (Open) 13/0 Further Details: [Show Advert](#)

Incomplete User Scores

The following members of the selection panel have not completed their scores:
UoK Demo (UoKDemo1)

Please state why you are submitting your decisions when not all of the selection panel have completed their scores:
Convened shortlist meeting and the scores are the agreed scores of the panel.

Continue Cancel

Q	Int	Tot	Ess	Des	Decision	Notes	1	2	3	4	5	6	7
C	15	15	0	0	Shortlist		3	2	2	2	2	2	2
C	20	20	0	0	Reject		3	3	3	2	3	3	3
	20	20	0	0	Shortlist		2	3	3	3	3	3	3
	14	14	0	0	Shortlist		2	2	2	2	2	2	2
C	0	0	0	0	Reject		0	-	-	-	-	-	-
	0	0	0	0	Reject		0	-	-	-	-	-	-

To continue, state the reason and press 'continue'.

- b) If there are any assessment discrepancies i.e. an applicant with a lower score is shortlisted over an applicant with a higher score. The Panel Chair/Chair's Assistant will need to complete a note against applications with these anomalies.

One or more applicants have a higher essential score than those shortlisted.

You must provide notes against those applicants not shortlisted explaining the reasons why.

(The applicants in question are highlighted in the table.)

OK

- c) If a non-shortlisted applicant meets the disability promise under the Disability Confident Scheme i.e. meets all the essential criteria a warning will be displayed and the applicant will be set to shortlisted.

Disability Confident

There are one or more disabled applicants who fulfill the minimum selection criteria and are not shortlisted.

These applicants have been automatically shortlisted for you.

You may wish to alter your original selection in light of these applicants.

OK

Once all checks are complete, the Panel Chair/Chair's Assistant is shown a summary of the decision and asked to confirm the list – it will then be submitted to HR/Resourcing.

NOTE: Although the shortlist has now been submitted, it still needs to be confirmed by HR/Resourcing. The Panel Chair/Chair's Assistant will receive an email confirming that the shortlist has been confirmed.

Related Policies, Procedures and Guides

- e-Recruitment Guidance: Accessing the System
- e-Recruitment Guidance: Recruitment Authorisation Form
- e-Recruitment Guidance: Approval Process
- e-Recruitment Guidance: Interview Decision and Offers
- Guide: Where to find post numbers in Staff Connect
- Recruitment Policy
- Redeployment Policy
- Recruitment Procedure: Grades 1 to 10
- Recruitment Procedure: Academic
- Direct Hires
- Single Person Appointment