



**LIVERPOOL
CITY REGION**
COMBINED AUTHORITY

Jobs Go Public

RECRUITING MANAGER

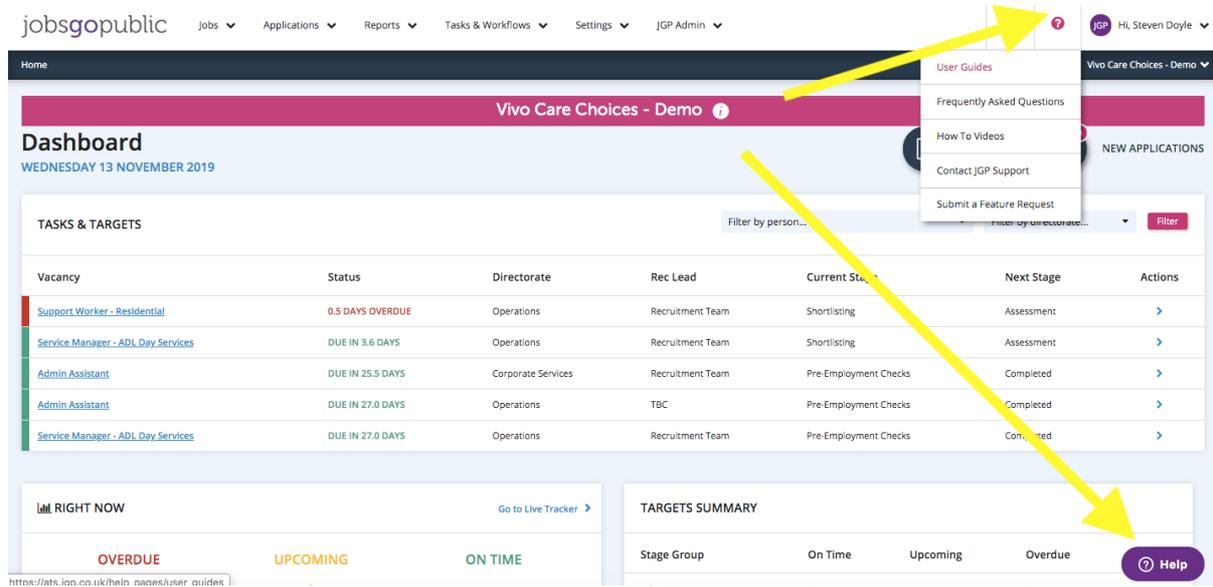
JOBS GO PUBLIC

APPLICANT TRACKING SYSTEM

QUICK GUIDE

Jobs Go Public's Applicant Tracking System

Jobs Go Public's Applicant Tracking System (ATS) provides a seamless online experience for recruitment teams, recruiting managers and applicants alike. The system is intuitive and easy to use. There are help spots within the system and an online help centre - <https://clients.jobsgopublic.com/en/knowledge-base> (see '?' icon at top-right of screen)



Jobs Go Public's Support Team can also be contacted directly at support@jobsgopublic.com

Accessing the Applicant Tracking System - <https://ats.jgp.co.uk/>

You can Login to the ATS with your username (Email address) and password at the following address- <https://ats.jgp.co.uk/>

If you do not have an account, please contact the Recruitment Team and they will be able to set this up for you.

If you have forgotten your password, you can reset it by following the 'reset password' link at the login page – <https://ats.jgp.co.uk/>

Important to read before you start.

Your Recruitment team has built a workflow that will automatically send you email alerts and reminders throughout your recruitment campaign.

Workflow alerts are triggered when your campaign moves through '**vacancy stages**' (E.g., from Live Advert to Shortlisting to Interview etc).

It is important to note that applicants/candidates can be moved through **candidate statuses** at any point in a campaign, even when your job advert is live (E.g., moving

from applied, to shortlisted, to interview, to unsuccessful as you view and process them etc..).

This means that your campaign can remain in a **‘Live Advert’ vacancy stage**, while candidate statuses are updated/moved (E.g., to unsuccessful, shortlisted etc). With this being the case, you can begin sifting and shortlisting applicants from the moment your vacancy job advert goes live.

Although candidate statuses can be updated at any time, vacancy stages should not be moved until the previous stage activity is completed (E.g., a campaign must remain in the **‘Live Advert’ vacancy stage** while your job advert remains live – moving your vacancy stage from ‘Live Advert’ to ‘Shortlisting’ would close your job advert early if the advert close date had not yet been reached). The Recruitment Team will be responsible for updating the vacancy stage.

The diagram below shows the ‘Applications’ tab within a vacancy. Here you can select applicants (1) and then change their candidate status from the menu on the toolbar (2).

Client Support Assistant (IT Administration and Support) - Hybrid / WFH

F/22/213920 | Finance | Closed

Preview Edit Shadow Data Copy

Job Details Applications Shortlisting Interviews Pre-checks Timeline Reports

1

TOOLS

Download Contact Change Status Add to Application Group Remove from Application Group Shortlist Mark Read Interview Details PDF

Create Applicant/s Add Applicant Requested Pack

APPLICATIONS 4

Applied Longlisted Shortlisted Assessment Interview Conditional Offer Confirmed

Origin Name Status Groups Applied Time New/Read Codes Actions

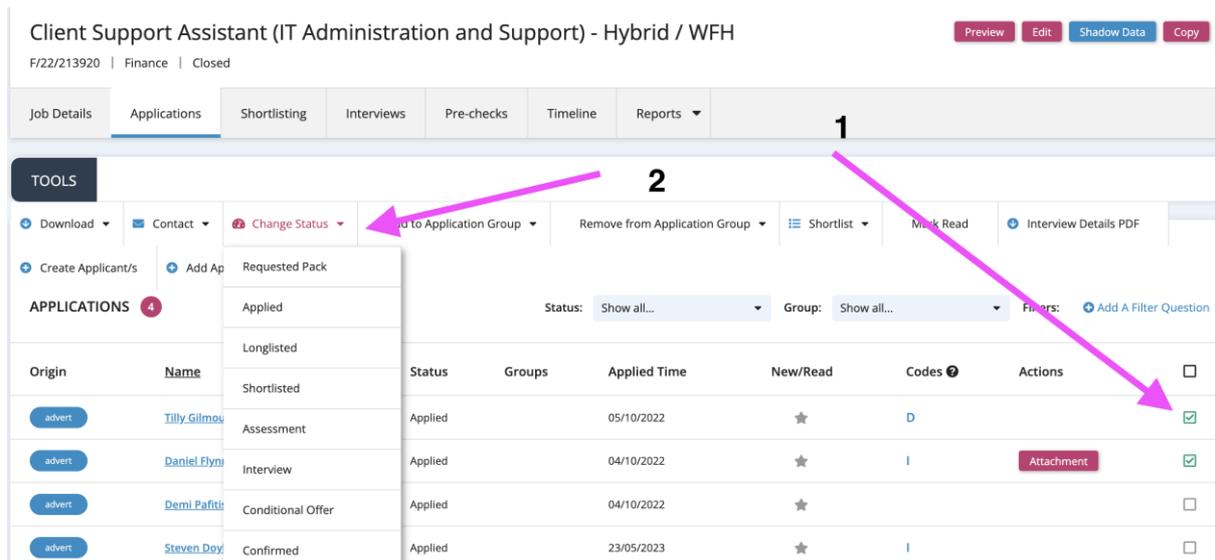
advert Tilly Gilmour Applied Applied 05/10/2022 ☆ D

advert Daniel Flynn Applied Applied 04/10/2022 ☆ I Attachment

advert Demi Paffitt Applied Applied 04/10/2022 ☆

advert Steven Doy Applied Applied 23/05/2023 ☆ I

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Liverpool City Region Combine Authority – Recruiting using the Jobs Go Public Applicant Tracking System

1. Job Live

When your vacancy is published, you will receive the following email alert:

Subject: The `{vacancy_title}` job advert is now live

Dear `{recipient_name}`,

The `{vacancy_title}` vacancy is now live.

You have been set up as the `{recipient_role}` for this campaign.

The published live advert can be seen here `{vacancy_advert_url}` and you can access the ATS system via this link `{vacancy_overview_url}` to review the performance of the role.

The system will send you alerts when new applications have been received.

We recommend that you do not wait until the job advert has closed to shortlist, and instead, review applications as they are received and progress through to interview if they are suitable for the role. Please use the attached guide as reference, which outlines the process and explains how to shortlist candidates - (`{vacancy_shortlisting_url}`)

Please be aware that the vacancy must remain in the 'Live Advert' stage (while the job advert remains live) but you can move candidates through the various candidate statuses at any time (E.g., moving from 'Applied' to 'Shortlisted' etc).

Many thanks
Recruitment Team

2. Daily New Application Alerts

When your vacancy is published, you will receive a daily notification as and when you receive applications. We would recommend that you review applicants as soon as possible, without waiting until the job adverts close. ***Please be aware that the vacancy must remain in the 'Live Advert' stage (while the job advert remains live).*** You can however move candidates through the various candidate statuses at any time (E.g., moving from 'Applied' to 'Shortlisted' to 'Interview' etc).

Subject: You have received a new application to the [%{vacancy_title}](#) post

Dear [%{recipient_name}](#),

You have received a new application/applications for the [%{vacancy_title}](#) post.

You can view any new applications by logging into the system and navigating to the 'Applications' menu here - [%{vacancy_reference}](#)

We recommend that you do not wait until the job advert has closed to shortlist, and instead, review applications as they are received and progress through to interview if they are suitable for the role. Please use the attached guide as reference, which outlines the process and explains how to shortlist candidates - ([%{vacancy_shortlisting_url}](#))

Please be aware that the vacancy must remain in the 'Live Advert' stage (while the job advert remains live) but you can move candidates through the various candidate statuses at any time (E.g., moving from 'Applied' to 'Shortlisted' etc).

Many thanks
Recruitment Team

3. Ready for shortlisting.

When your job closes, the Recruitment Team will check your vacancy for applications and providing some quality applications have been received, they will move your vacancy into the 'Shortlisting' stage. You will then receive the following email alert, instructing you to login and complete all or any remaining shortlisting:

Subject: [%{vacancy_title}](#) is ready to be Shortlisted.

The [%{vacancy_title}](#) vacancy is ready for final shortlisting

Dear [%{recipient_name}](#),

It is now time to shortlist all (or any remaining) applications for the [%{vacancy_title}](#) vacancy

You have been set up as the [%{recipient_role}](#) for this campaign.

Please log in and review the applications and shortlist any applicants who have not yet been shortlisted here - [%{vacancy_shortlisting_url}](#)

If you are a Shortlisting User (Panel Member), you should complete your scoring and recommendations (yes or no) along with adding any notes.

If you are the Recruiting Manager for this campaign, once all your shortlisting scoring/recommendations have been completed (along with any panel member's scoring), please move the status of the job to 'Shortlisting Complete' by clicking the 'move to next' button here - `#{vacancy_overview_url}`.

Regret management emails will be sent by HR to unsuccessful candidates at this stage.

Finally, please ensure you have booked the times necessary for your interviews into your calendar.

Many Thanks.
Recruitment Team

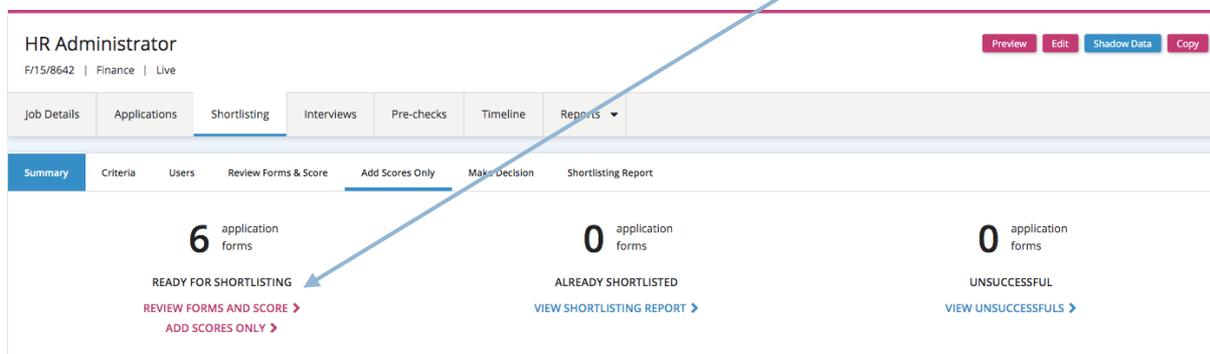
Please note, in order to continue to engage with candidates in a timely manner, ideally shortlisting should be completed no more than 3 days after the vacancy closing date. This forms part of our Time to Hire and will be used as a means to measure the average length it takes for managers to shortlist and send out Invites to Interview.

4. Shortlisting

Shortlisting can be completed within the system. If you have any problems in accessing and reviewing applications via the [Applicant Tracking System](#), please contact the Recruitment Team. Please remember to email the recruitment Inbox - recruitment@liverpoolcityregion-ca.gov.uk

To access candidate applications within the system, follow the link to your vacancy from the shortlisting email alert you will have received at this stage (or login at <https://ats.igp.co.uk/>) and click on the relevant job).

When in the vacancy, go to the shortlisting menu and click on 'Review Forms and Score' where shortlisting will commence.



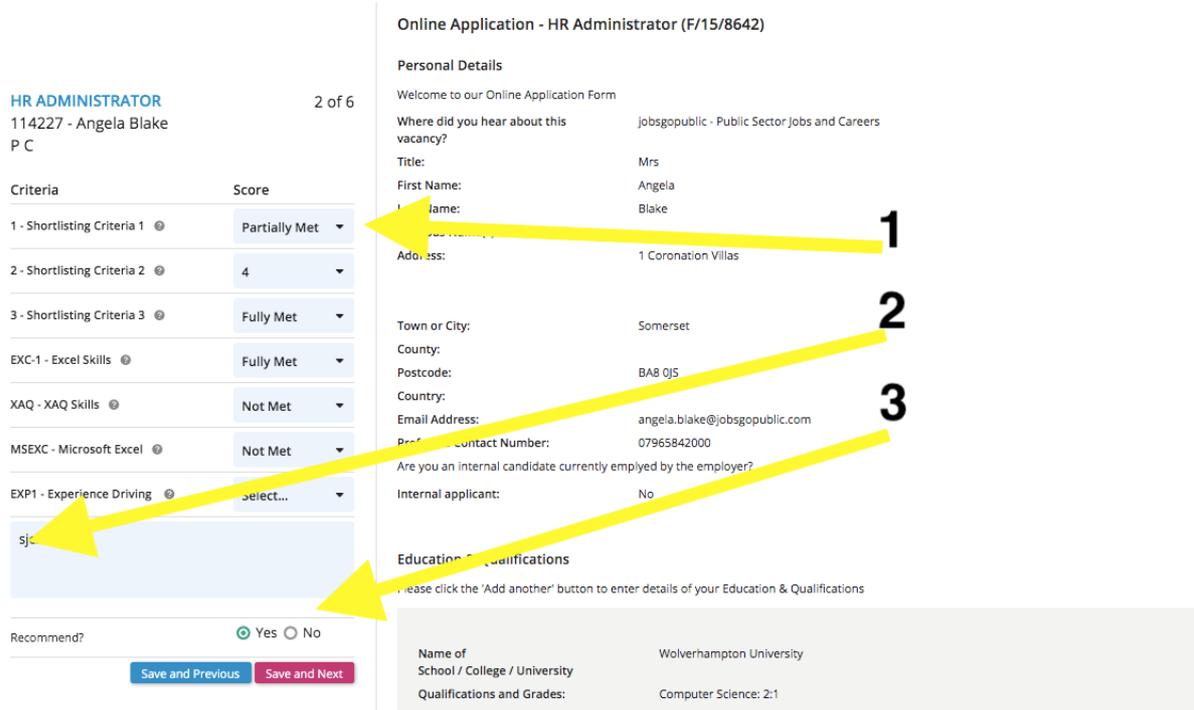
The screenshot shows the HR Administrator interface. At the top, it displays 'HR Administrator' with user details 'F/15/8642 | Finance | Live' and action buttons 'Preview', 'Edit', 'Shadow Data', and 'Copy'. Below this is a navigation menu with tabs: 'Job Details', 'Applications', 'Shortlisting', 'Interviews', 'Pre-checks', 'Timeline', and 'Reports'. Under the 'Shortlisting' tab, there are sub-tabs: 'Summary', 'Criteria', 'Users', 'Review Forms & Score', 'Add Scores Only', 'Make Decision', and 'Shortlisting Report'. The 'Summary' sub-tab is active, showing three columns of application status:

- 6** application forms: READY FOR SHORTLISTING. Includes links for 'REVIEW FORMS AND SCORE >' and 'ADD SCORES ONLY >'.
- 0** application forms: ALREADY SHORTLISTED. Includes link for 'VIEW SHORTLISTING REPORT >'.
- 0** application forms: UNSUCCESSFUL. Includes link for 'VIEW UNSUCCESSFULS >'.

A blue arrow points from the 'REVIEW FORMS AND SCORE >' link to the 'Review Forms & Score' sub-tab.

Simply score by selecting the relevant line from the drop-down menu (1), add relevant notes in the free text box (2) and then select recommend Y/N to indicate if

you recommend for shortlisting or not (3). Then simply click 'save and next' until you have scored all applications.



Criteria	Score
1 - Shortlisting Criteria 1	Partially Met
2 - Shortlisting Criteria 2	4
3 - Shortlisting Criteria 3	Fully Met
EXC-1 - Excel Skills	Fully Met
XAQ - XAQ Skills	Not Met
MSEXC - Microsoft Excel	Not Met
EXP1 - Experience Driving	Select...

Recommend? Yes No

Save and Previous Save and Next

Online Application - HR Administrator (F/15/8642)

Personal Details

Welcome to our Online Application Form

Where did you hear about this vacancy? jobsgopublic - Public Sector Jobs and Careers

Title: Mrs

First Name: Angela

Last Name: Blake

Address: 1 Coronation Villas

Town or City: Somerset

County: Somerset

Postcode: BA8 0JS

Country: Somerset

Email Address: angela.blake@jobsgopublic.com

Preferred Contact Number: 07965842000

Are you an internal candidate currently employed by the employer?

Internal applicant: No

Education & Qualifications

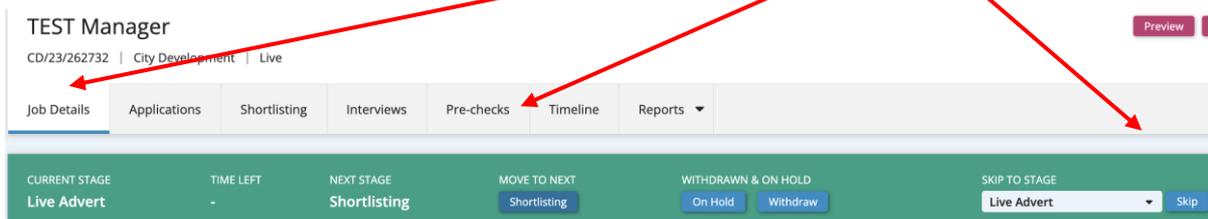
Please click the 'Add another' button to enter details of your Education & Qualifications

Name of School / College / University: Wolverhampton University

Qualifications and Grades: Computer Science: 2:1

When shortlisting, you should consider the essential criteria from the person specification and what can be assessed from a candidates application and/or CV..

Once you have completed shortlisting, please move the vacancy forward to the 'Shortlisting Complete' stage by using the 'move to next' or 'skip to stage' button in the main '**Job Details**' menu.



TEST Manager

CD/23/262732 | City Development | Live

Job Details Applications Shortlisting Interviews Pre-checks Timeline Reports

CURRENT STAGE: Live Advert

TIME LEFT: -

NEXT STAGE: Shortlisting

MOVE TO NEXT: Shortlisting

WITHDRAWN & ON HOLD: On Hold Withdraw

SKIP TO STAGE: Live Advert Skip

Once you have completed shortlisting, please move the vacancy forward to the 'Shortlisting Complete' stage by using the 'move to next' or 'skip to stage' button in the main '**Job Details**' menu.

This will trigger an alert to the Recruitment Team who will checks scores and carry out any remaining regret management (contacting unsuccessfully).

If no applicants are moving forward to interview at this stage, please raise this with the Recruitment Team who can discuss options to re-advertise the post.

The recruitment team will at this stage also review your shortlisting and check whether any candidates who have a disability or are from other underrepresented groups meet essential criteria and will query whether they should be Invited to Interview.

5. Interviews Setup

When your Recruitment Team move the vacancy to the 'Interview Slots Setup' stage, you will receive the following email alert. You should now set up interview slots based on your availability.

Subject: You can now create interview slots and send invites for your `{vacancy_title}` post

Message: Dear `{recipient_name}`,

You can now create interview slots based on your availability for your `{vacancy_title}` post.

Please use the interview Setup wizard in the 'Interview' menu here `{vacancy_overview_url}`

A guide to this part of the process has been attached to this email alert.

You will have the option of scheduling specific interview slots or you can use self-service slots that candidates can book themselves into (first come first served basis).

Once all your slots have been setup, please move the vacancy to the next status 'Interview', when interviews can take place. This can be done by clicking the 'move to next' (or 'skip-to-stage) button here `{vacancy_overview_url}`

Please ensure you have included all details of any other assessments plus information for candidates that they will need for the interview.

Thanks,
Recruitment Team

To setup interviews, click on the vacancy and go to the 'Interviews Tab'. Here you have the choice of creating multiple slots and allowing applicants to pick the most suitable for them on a 'first come first served' basis, or alternatively, creating specific slots and scheduling applicants into them manually.

IMPORTANT: Please ensure all relevant candidates have been moved to the 'Interview' status before setting up any interview slots – you can change candidate statuses by first selecting them with a green tick in the checkbox, then selecting the relevant status from the 'Change Status' menu on the main Tools bar.

When you have changed the necessary candidates into the 'Interview' status, navigate to the main 'Interviews' tab.

Interview Test

MYT/22/201597 | Medway Youth Trust | Closed

Preview Edit Shadow Data Copy

Job Details
Applications
Shortlisting
Interviews
Pre-checks
Timeline
Reports ▾

Interviews Overview
Interview Wizard
Applicants Overview

Interviews Overview lets you work with your interview slots by adding and removing applicants, downloading the interviews schedule and more.

Need to add slots? Visit the [Interviews Wizard](#) to get started.

Download ▾
Contact ▾
Delete Selected
Empty Selected
Self-service ▾

INTERVIEWS

Interview Type: Please select...

Edit Applicants In: Interview × Edit Reset

No interviews found

Download ▾
Contact ▾
Delete Selected
Empty Selected
Self-service ▾

Here you will be able to use the Interview Slots Setup Wizard to create your slots. You can create a panel and give it a name or skip by selecting 'no thanks' and next.

Interviews Overview
Interview Wizard
Applicants Overview

1. Interview Panels
2. Create Slots
3. Schedule Applicants

A. Would you like to set a panel for your interview slots?

Panels are a list of named people which you can later pull into email or letter templates, to let your applicants know who is interviewing them.

Yes, I would like to set a panel

No thanks - I've already setup a panel or I'm not using one

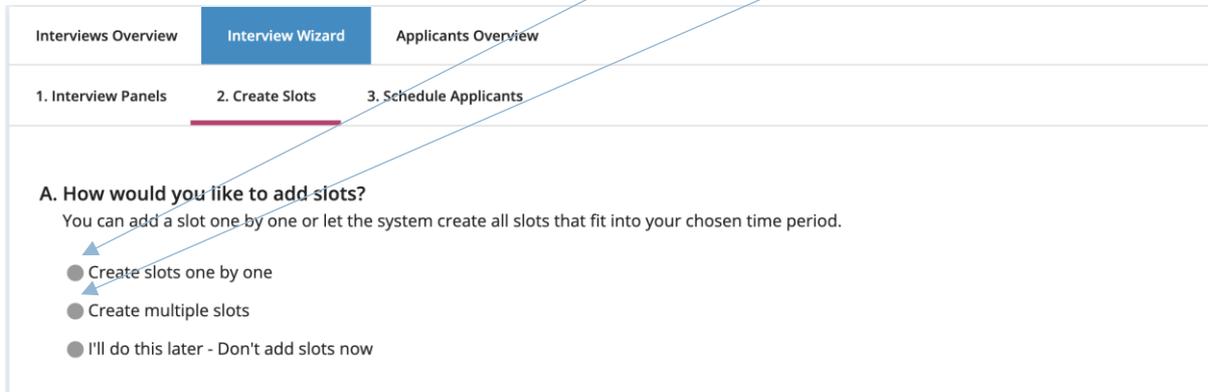
B. Create a new panel

NAME: *

Next

Next

Here you can now set up your interview slots, either one by one, or multiple slots at once



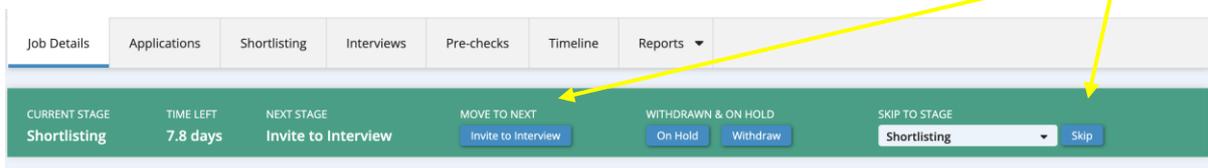
The screenshot shows the 'Interview Wizard' interface with three main tabs: 'Interviews Overview', 'Interview Wizard' (selected), and 'Applicants Overview'. Under 'Interview Wizard', there are three sub-steps: '1. Interview Panels', '2. Create Slots' (highlighted with a red bar), and '3. Schedule Applicants'. The main content area is titled 'A. How would you like to add slots?' and includes the instruction: 'You can add a slot one by one or let the system create all slots that fit into your chosen time period.' Below this are three radio button options: 'Create slots one by one' (selected), 'Create multiple slots', and 'I'll do this later - Don't add slots now'. Blue arrows point from the text above to the 'Create slots one by one' option.

If you choose to create slots on-by-one, simply add the details required, picking the interview date, type, start time and duration.

If you know you have blocks of time or specific days free for interviewing, you can choose to create multiple slots. Simply add the details required. In this instance however, you can pick a start time and end time for the total span in the day that you are free to interview, then set the parameters for adding multiple slots at once (E.g., interview durations and any gaps between interview slots).

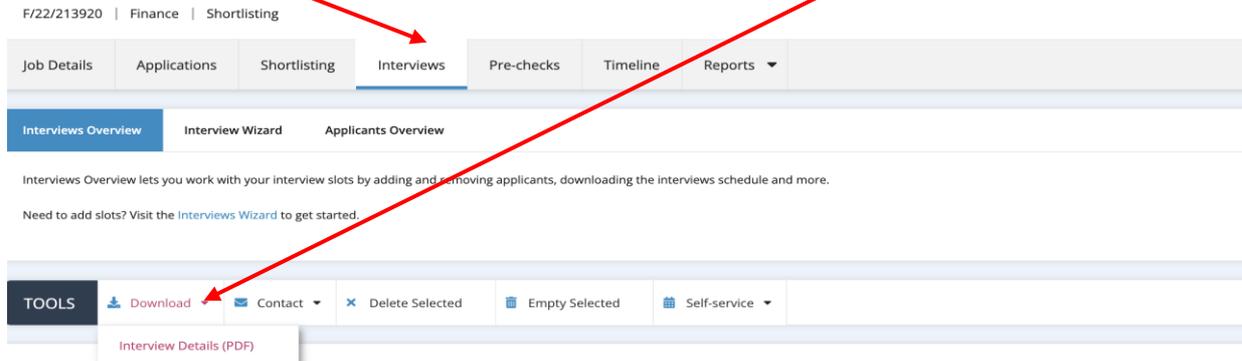
When you have finished setting up slots, you can now move the vacancy stage forwards to 'invite to interview.' This will trigger an email to the recruitment team who will then proceed to send email invites to candidates who will be interviewed.

To do this, navigate to the main 'Job Details' tab and click on the 'move to next' button or use the 'skip to stage' dropdown so the vacancy is in the 'Invite to Interview' stage.



The screenshot shows the 'Job Details' navigation bar with tabs for 'Job Details', 'Applications', 'Shortlisting', 'Interviews', 'Pre-checks', 'Timeline', and 'Reports'. Below the tabs is a green bar with several sections: 'CURRENT STAGE' (Shortlisting), 'TIME LEFT' (7.8 days), 'NEXT STAGE' (Invite to Interview), 'MOVE TO NEXT' (with an 'Invite to Interview' button), 'WITHDRAWN & ON HOLD' (with 'On Hold' and 'Withdraw' buttons), and 'SKIP TO STAGE' (with a dropdown menu showing 'Shortlisting' and a 'Skip' button). Yellow arrows point from the text above to the 'Invite to Interview' button and the 'Skip to Stage' dropdown.

You should now ensure you have availability in your calendar for each of the interviews taking place. You will be able to download your interview schedule from the Application Tracking System (ATS) main 'Interview' menu.



6. Interviews

When the Recruitment Team has sent all invites, they will move the vacancy stage to 'Interview' and you will receive the following email alert:

Subject: Your %{vacancy_title} post is now in the interview stage

Message: Dear %{recipient_name},

Your %{vacancy_title} post is now in the interview stage.

Please see the interview forms (including guidance) attached.

When all interviews have taken place, please move the vacancy sage forward to 'Interviews Complete'.

Many thanks
The Recruitment Team

When all Interviews are complete, please inform the Recruitment Team of the results and move the Vacancy Stage on the ATS to 'Interviews Complete', using the 'SKIP TO STAGE' dropdown (pressing skip when you've selected the stage you wish to move the vacancy to).

This concludes the recruitment journey for Managers on the ATS and subject to an offer being made, the Recruitment Team will assist with the Pre-Employment activity at this time.