Our Online Recruitment user guide

Overview

You can oversee all aspects of volunteer recruitment in one place using our Online Recruitment. This user guide provides instructions so you can use it straight away.

As a Volunteer Recruiter you're able to oversee all potential volunteers' applications for the roles you're recruiting to.

You can use Online Recruitment from any Internet enabled PC or tablet 24/7.

Online Recruitment allows you to:

- Action candidate tasks for your live vacancies (e.g. shortlisting feedback)
- check the progress of all candidates' applications
- request for a new vacancy to be approved and advertised
- check the progress of your requests
- access shortlisting reports
- download role descriptions.

Terms used

Online Recruitment comes with terms we can't change. See below for an explanation of these terms.

Candidate: A person applying for a role you're recruiting to. We will refer to a 'potential volunteer' or 'applicant' in our guides.

Tab: The headings across the top

Vacancy: Any role you're recruiting to and advertising

Login

The Volunteering team will send your login details to your group's email address or an approved @mssociety.org.uk email address.
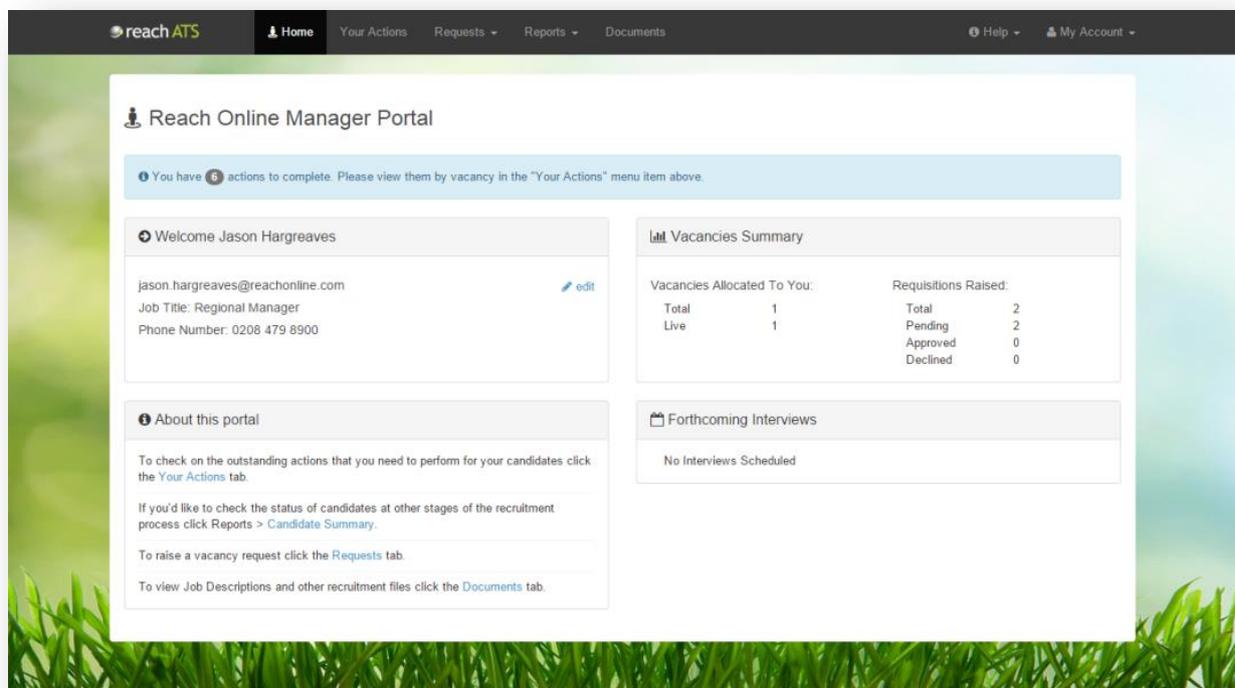
To login, please visit https://recruiter.mssociety.org.uk. Enter your email address and password.

If you forget your password, use the Reset Password button on the login page to receive an email with a temporary password. To change your password, click My Account > Change Password once you're logged in.

Home Page

When you login, you'll see the Home page. This page provides information about the Online Recruitment portal. You'll be able to:

- update your personal details
- view a summary of requisitions (vacancies) raised and allocated vacancies
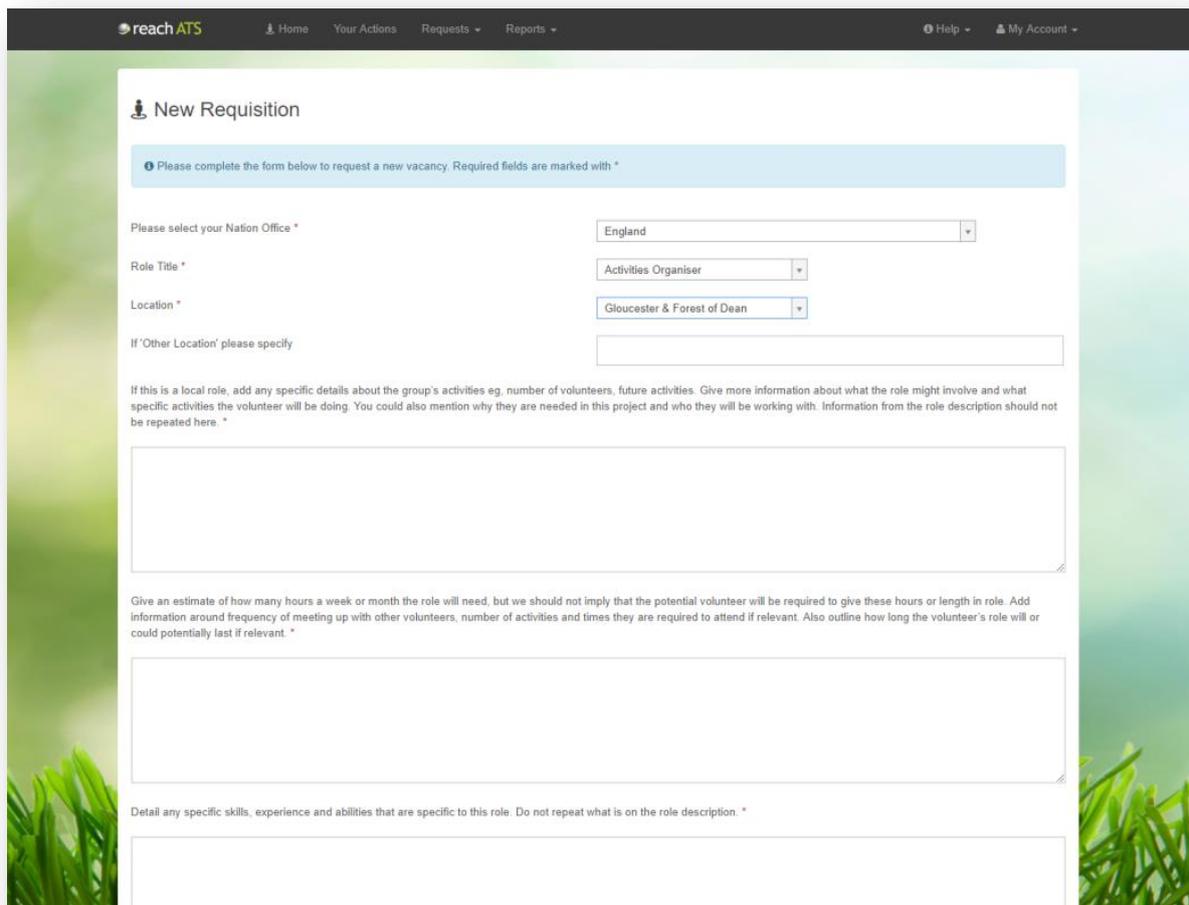- view a list of upcoming interviews (if any).

Vacancy requests

If you've made a request for a new vacancy to be advertised, the details will be shown in the Requests tab > View your Vacancy Requests.

When you make a request, the Volunteering team is sent an email. The team then prepares the advert and uploads the vacancy. You're assigned as a Volunteer Recruiter. Once this is done, you'll receive an email notification. The status of the request will also be updated in your view.

Click View Request to read your submitted vacancy request form. From this screen you can also read comments made by the Volunteering Team and add your own comments. The volunteering team may also contact you directly to clarify any details.

To have a new vacancy advertised, click the Requests tab > Request a New Vacancy. Fill in the form and press Submit:

Your actions

Click the Your Actions tab to see all roles you are currently recruiting to:

You're responsible for selecting which applicants you wish to shortlist and interview.

Click on a vacancy title to see the list of candidates who have applied for that role.

The list shows which candidates are waiting to be shortlisted and which are waiting for feedback after their meeting with you. To update any action you've taken, click the Review button for the candidate:

In the candidate's record, you'll be presented with a split screen view:
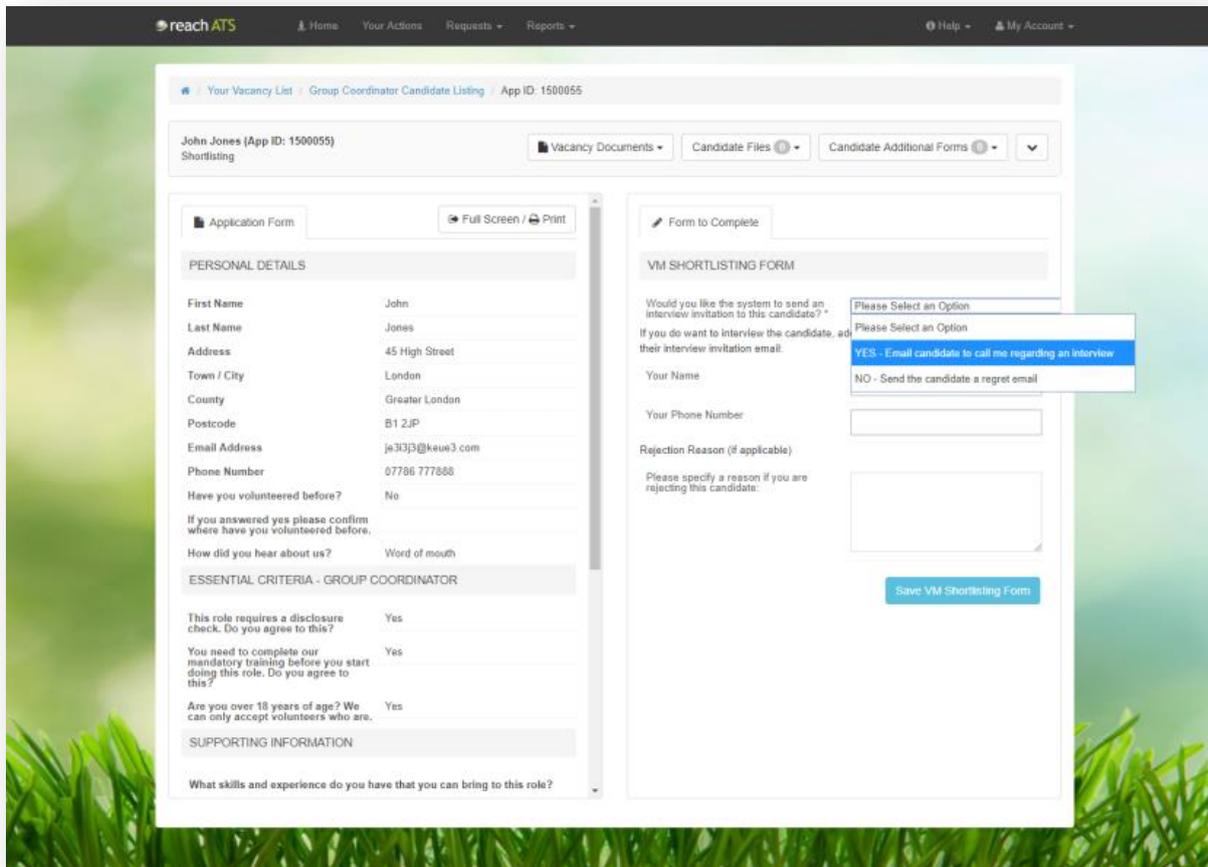
On the left hand side is the candidate's application form. You can click 'Full Screen / Print' if you'd like to see the form in its own window.

On the right hand side is the form that needs to be filled in at this stage. Fill in the form and press Submit.
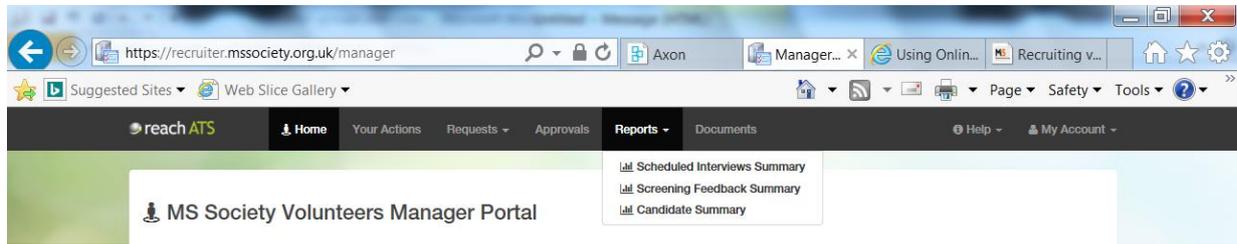
Other tools are also available on this page:

- vacancy documents (e.g. the role description)
- candidate files (e.g. support statement if relevant)
- candidate additional forms (if they have submitted anything, e.g. their CV)

Once you've submitted the required form, go back to the candidate list and update your actions.

Your reports

Click the Reports tab to access your reports:

Candidate Summary

You can access a full list of every candidate who's applied to your vacancy by clicking the Candidate Summary report in the Reports tab.

Screening Feedback Summary

You can access a list of all your shortlisting decisions by clicking the Screening Feedback Summary report in the Reports tab:

Online Recruitment will automatically give a % score to each candidate, based on your selections. Candidates are ranked by % score and your comments are also shown.
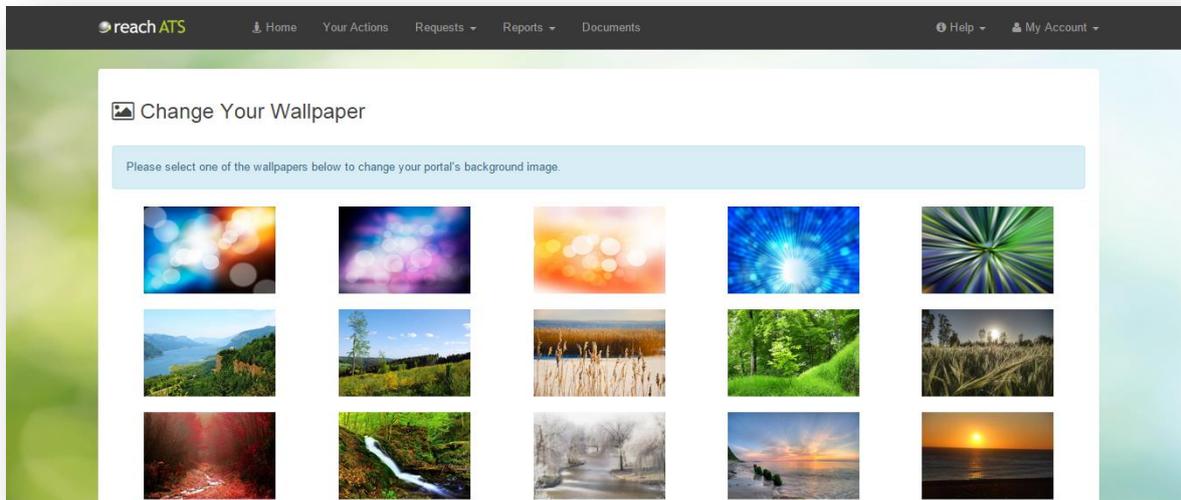
Documents tab

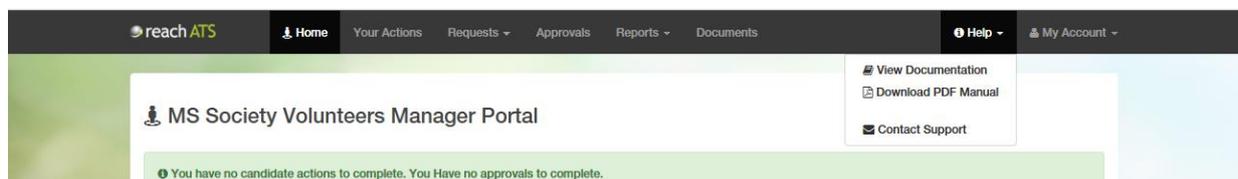You'll be able to download the role description and brief from the Documents tab:

Change wallpaper

You can change the background wallpaper at any time in My Account > Change Wallpaper.

Contact support

If you need support at any time while using Online Recruitment, just click Help > Contact Support.

You can also contact the Reach Support Team at support@reach-ats.com.