



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.

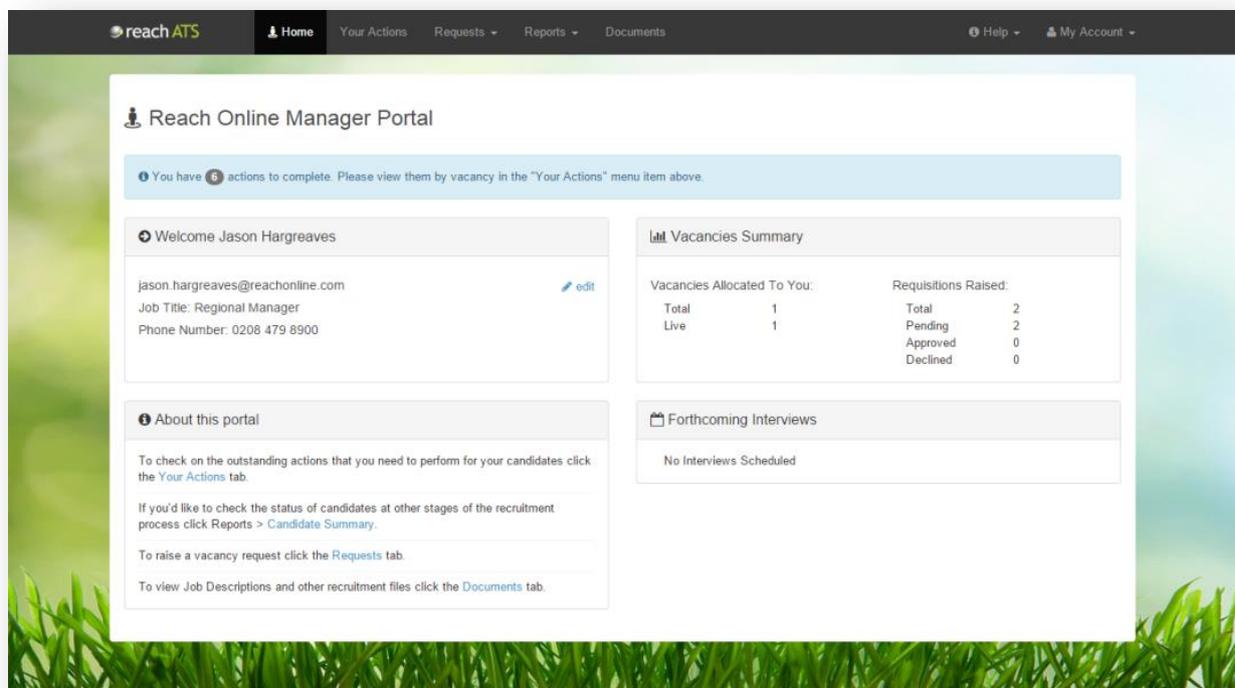
To login, please visit <https://recruiter.mssociety.org.uk>. Enter your email address and password.

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).



The screenshot shows the 'Reach Online Manager Portal' interface. At the top, there is a navigation bar with 'reach ATS' on the left and 'Home', 'Your Actions', 'Requests', 'Reports', and 'Documents' in the center. On the right side of the navigation bar are 'Help' and 'My Account' links. Below the navigation bar, the main content area is titled 'Reach Online Manager Portal'. A blue notification bar at the top of the main content area states: 'You have 0 actions to complete. Please view them by vacancy in the "Your Actions" menu item above.' The main content area is divided into several sections: 1. 'Welcome Jason Hargreaves' section: Displays the user's email (jason.hargreaves@reachonline.com), job title (Regional Manager), and phone number (0208 479 8900). There is an 'edit' link next to the email. 2. 'Vacancies Summary' section: A table showing 'Vacancies Allocated To You' and 'Requisitions Raised'. 3. 'About this portal' section: Provides instructions on how to check outstanding actions, check candidate status, raise a vacancy request, and view job descriptions. 4. 'Forthcoming Interviews' section: Shows 'No Interviews Scheduled'.

Vacancies Allocated To You:		Requisitions Raised:	
Total	1	Total	2
Live	1	Pending	2
		Approved	0
		Declined	0

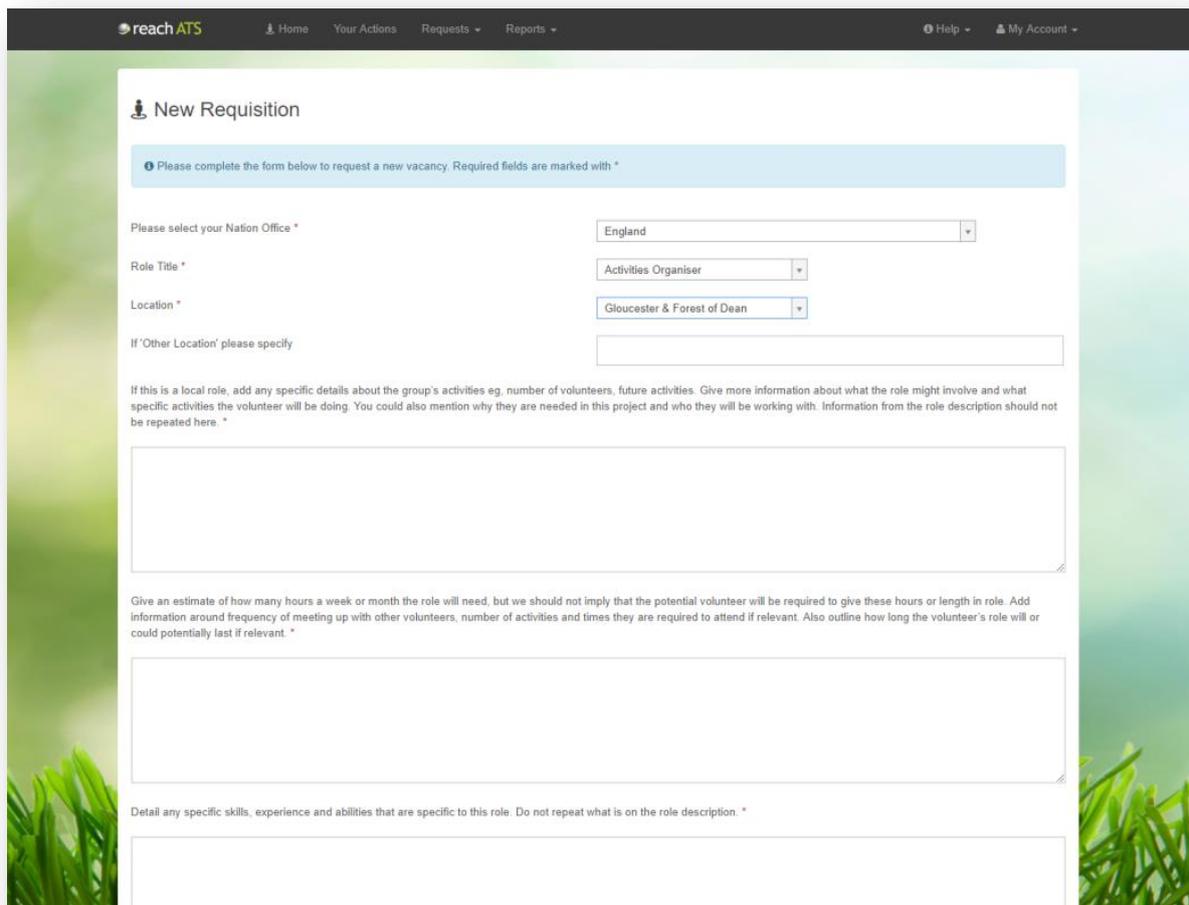
Vacancy requests

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](#):



The screenshot shows the 'New Requisition' form in the reach ATS system. The form is titled 'New Requisition' and includes a header with the reach ATS logo and navigation links for Home, Your Actions, Requests, and Reports. There are also links for Help and My Account. The form itself is set against a light green background with a grass border at the bottom. It contains several sections: a blue instruction bar, dropdown menus for Nation Office (England), Role Title (Activities Organiser), and Location (Gloucester & Forest of Dean), a text input field for 'Other Location', a large text area for role details, and two more text areas for frequency of meeting and specific skills. All required fields are marked with an asterisk.

reach ATS Home Your Actions Requests Reports Help My Account

New Requisition

Please complete the form below to request a new vacancy. Required fields are marked with *

Please select your Nation Office *

Role Title *

Location *

If 'Other Location' please specify

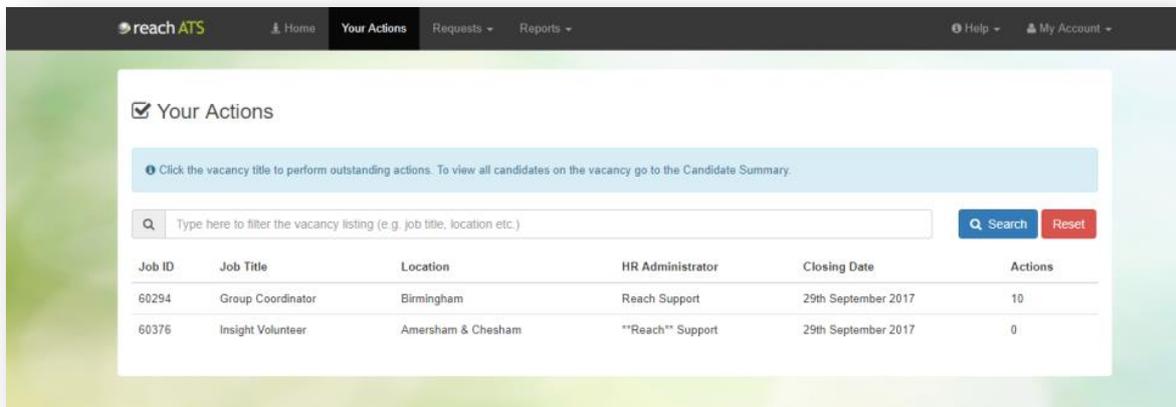
If this is a local role, add any specific details about the group's activities eg. number of volunteers, future activities. Give more information about what the role might involve and what specific activities the volunteer will be doing. You could also mention why they are needed in this project and who they will be working with. Information from the role description should not be repeated here. *

Give an estimate of how many hours a week or month the role will need, but we should not imply that the potential volunteer will be required to give these hours or length in role. Add information around frequency of meeting up with other volunteers, number of activities and times they are required to attend if relevant. Also outline how long the volunteer's role will or could potentially last if relevant. *

Detail any specific skills, experience and abilities that are specific to this role. Do not repeat what is on the role description. *

Your actions

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



reach ATS Home **Your Actions** Requests Reports Help My Account

Your Actions

Click the vacancy title to perform outstanding actions. To view all candidates on the vacancy go to the Candidate Summary.

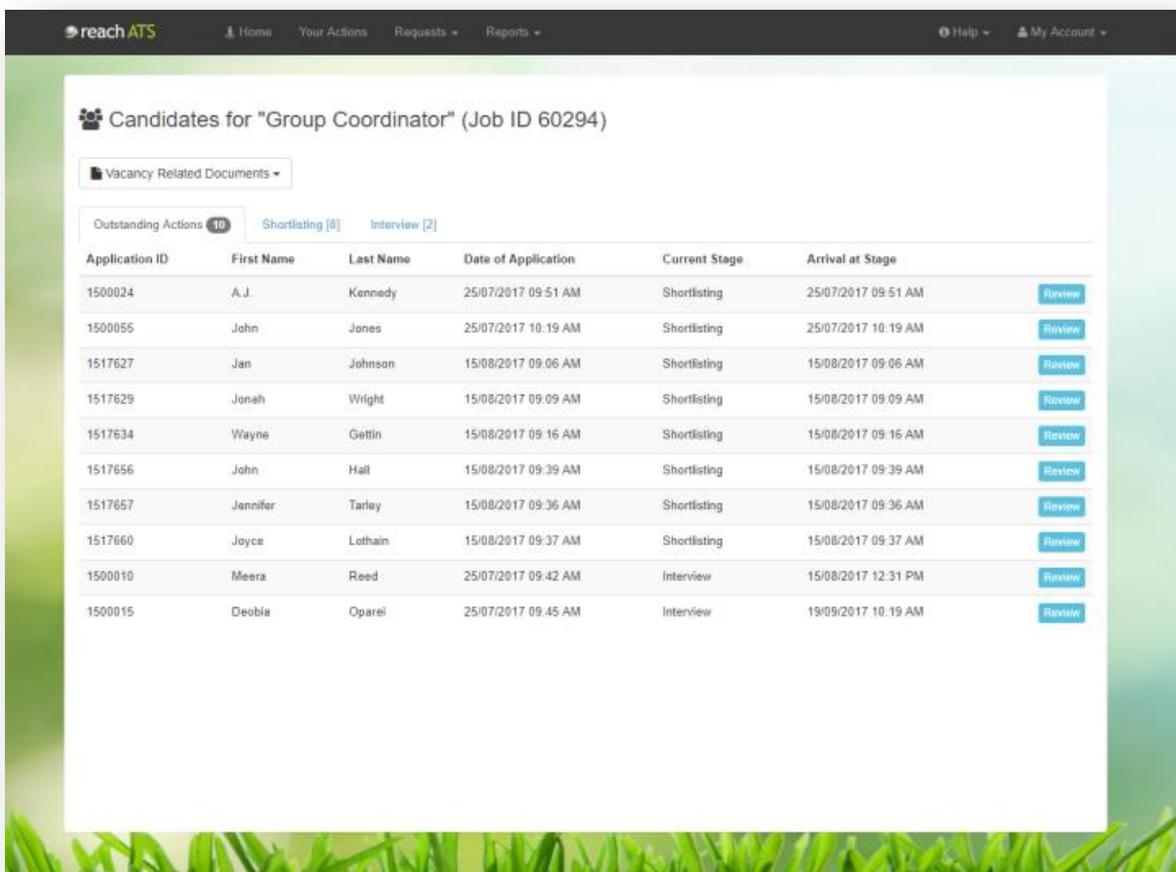
Type here to filter the vacancy listing (e.g. job title, location etc.) Search Reset

Job ID	Job Title	Location	HR Administrator	Closing Date	Actions
60294	Group Coordinator	Birmingham	Reach Support	29th September 2017	10
60376	Insight Volunteer	Amersham & Chesham	"Reach" Support	29th September 2017	0

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:



reach ATS Home Your Actions Requests Reports Help My Account

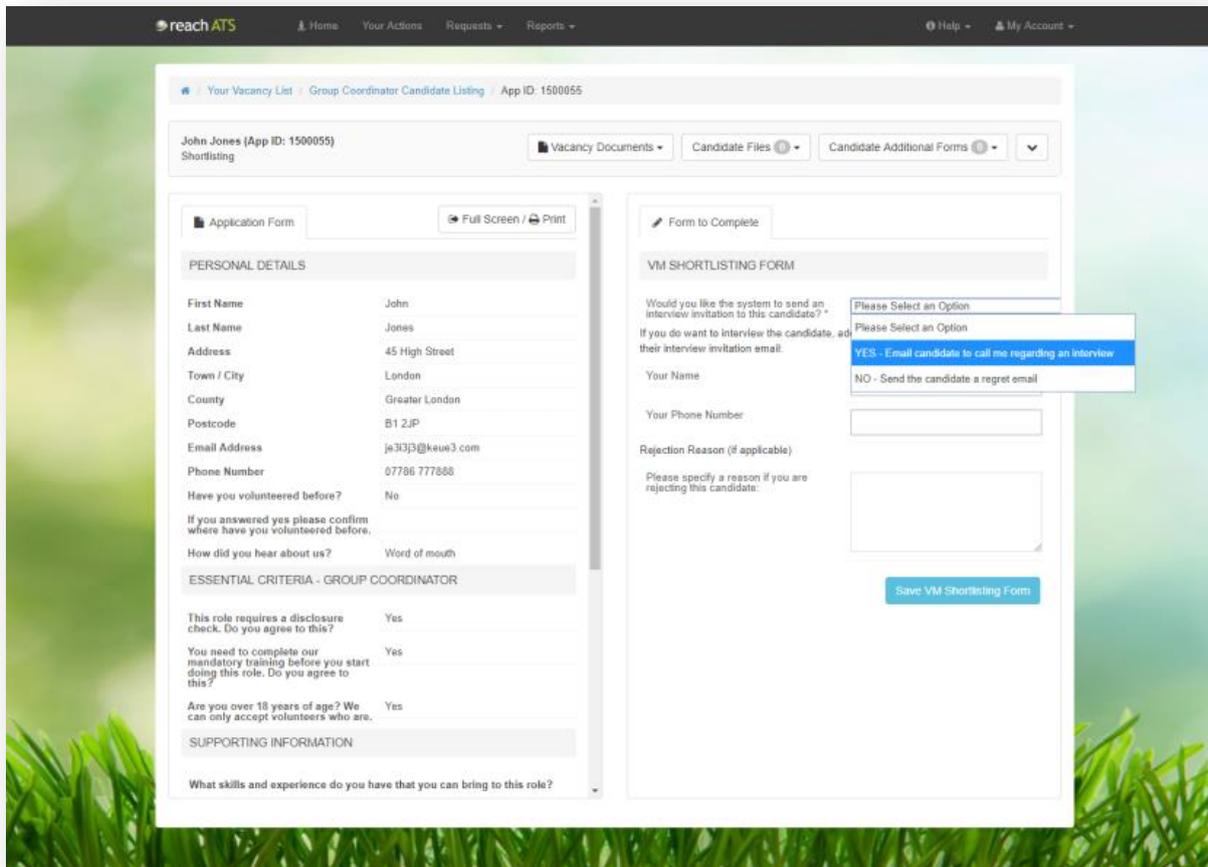
Candidates for "Group Coordinator" (Job ID 60294)

Vacancy Related Documents

Outstanding Actions 10 Shortlisting 8 Interview 2

Application ID	First Name	Last Name	Date of Application	Current Stage	Arrival at Stage	Review
1500024	A. J.	Kennedy	25/07/2017 09:51 AM	Shortlisting	25/07/2017 09:51 AM	Review
1500055	John	Jones	25/07/2017 10:19 AM	Shortlisting	25/07/2017 10:19 AM	Review
1517627	Jan	Johnson	15/08/2017 09:06 AM	Shortlisting	15/08/2017 09:06 AM	Review
1517629	Jonah	Wright	15/08/2017 09:09 AM	Shortlisting	15/08/2017 09:09 AM	Review
1517634	Wayne	Gettin	15/08/2017 09:16 AM	Shortlisting	15/08/2017 09:16 AM	Review
1517656	John	Hall	15/08/2017 09:39 AM	Shortlisting	15/08/2017 09:39 AM	Review
1517657	Jennifer	Tarley	15/08/2017 09:36 AM	Shortlisting	15/08/2017 09:36 AM	Review
1517660	Joyce	Lothain	15/08/2017 09:37 AM	Shortlisting	15/08/2017 09:37 AM	Review
1500010	Meera	Reed	25/07/2017 09:42 AM	Interview	15/08/2017 12:31 PM	Review
1500015	Deobia	Oparei	25/07/2017 09:45 AM	Interview	19/09/2017 10:19 AM	Review

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**.

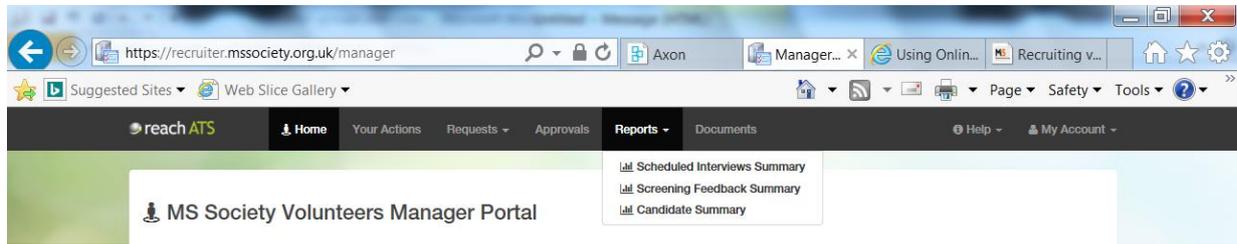
Other tools are also available on this page:

- 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.

Candidate Summary
Created 3rd July 2015 at 4:07pm

Job Title: Candidate: Status:

ID	Candidate Name	Email	Mobile	City	Current Stage	Current Actioner
629053	Callum Harvington	callum@9aol9.com	07990 990990	Aylesbury	Awaiting Offer Acceptance	Reach Support
640701	*Hidden*	*Hidden*	*Hidden*	*Hidden*	Screening	You
629055	Clive Jeffries	clive@9aol9.com	07990 990990	Aylesbury	Attendance Confirmation	Reach Support
629050	Neil Jones	neil@9aol9.com	07990 990990	Aylesbury	Schedule Interview	Reach Support
629051	Rita Oakes	rita@9aol9.com	07990 990990	Aylesbury	Awaiting Offer Acceptance	Reach Support
640703	*Hidden*	*Hidden*	*Hidden*	*Hidden*	Screening	You
629054	Ryan Hind	ryan@9aol9.com	07990 990990	Aylesbury	Attendance Confirmation	Reach Support
628967	Sally Fisher	sally@9aol9.com	07990 990990	Aylesbury	Screening Decision	Reach Support
599788	Sarah Montague	sarah@9aol9.com	07990 990990	Aylesbury	Interview Feedback Form	You
629048	Sharon Tiler	sharon123@hotmail1.co.uk	07777 444444	Aylesbury	Schedule Interview	Reach Support
629052	Sophie Stewart	sophie@9aol9.com	07990 990990	Aylesbury	Awaiting Offer Acceptance	Reach Support
640702	*Hidden*	*Hidden*	*Hidden*	*Hidden*	Screening	You
629057	*Hidden*	*Hidden*	*Hidden*	*Hidden*	Screening	You
629049	Trudy Sutton	trudy@9aol9.com	07990 990990	Aylesbury	Interview Feedback Form	You

Screening Feedback Summary

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

ID	Candidate Name	Jason Hargreaves	Average Rating
628967	Sally Fisher	100% - Good relevant experience and exceeds the essential criteria for this vacancy.	100%
629054	Ryan Hind	100% - Very good application and exceeds the essential criteria for this role.	100%
629057	Hidden	Pending	0%
629052	Sophie Stewart	0% - No relevant experience	0%
629051	Rita Oakes	0% - Good	0%

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.

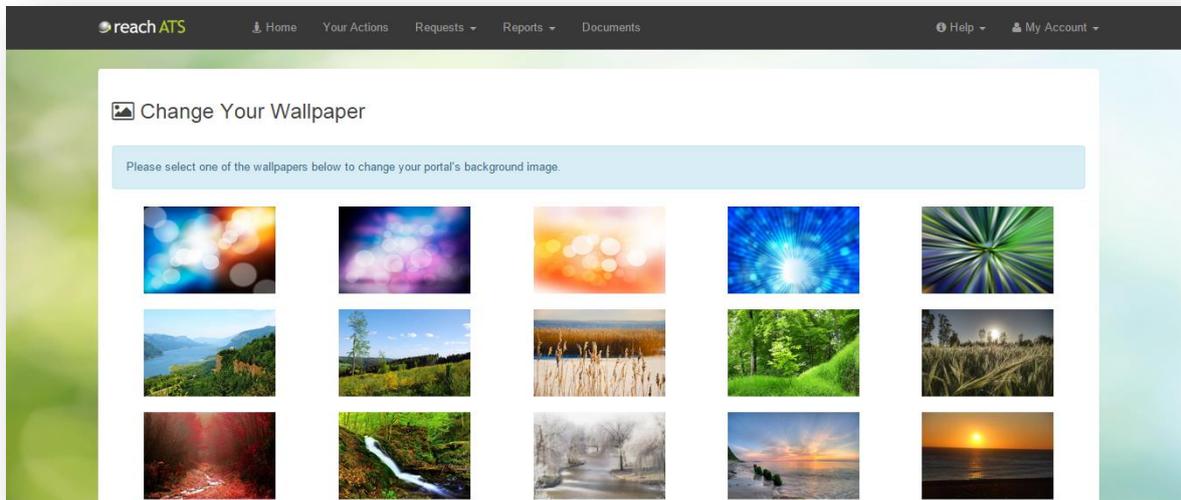
Documents tab

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

ID	File Type	File Name	File Size
13967	Role Description	Finance Volunteer role description v1.1 April 2017 .pdf	956.19K download
13988	Role Description	Finance Volunteer role description v1.1 April 2017 .pdf	956.19K download
14023	Role Description	RD - Activities Organiser v1.1 April 2017 .pdf	1034.15K download
14018	Role Description	RD - Activities Volunteer v1.1 April 2017 .pdf	877.66K download
14024	Role Description	RD - Administration Volunteer v1.1 April 2017 .pdf	920.24K download
13785	Role Description	RD - Advisory Panel Member - v1 April 2017.pdf	935.97K download
14020	Role Description	RD - Communications Volunteer v1.1 April 2017 .pdf	969.43K download

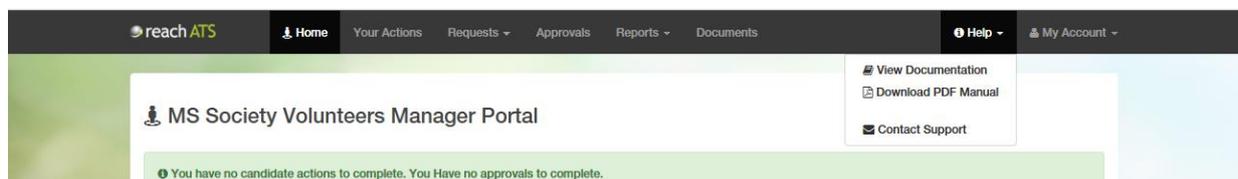
Change wallpaper

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.