

2 Apply

Specialist Job Application Management

Introduction

The 2Apply website has been designed to reduce the number of time-wasting applications received when recruiting for a position in your business. It has also been designed to reduce the risk of claims of discrimination to almost zero.

The 2Apply system will keep an electronic record of all applications received, and will automatically send an acknowledgement e-mail to the candidates.

Guidance on Electronic Recruitment using 2Apply.co.uk

The first step to using 2 Apply is to register your company on the website. **www.2apply.co.uk > Employers tab > New Account.**

Complete the Company information required > **Register**. You will receive acknowledgement on the screen that your account is pending. Your user name and automatically generated password will be emailed to the address entered when the account was created. You will be able to either log in direct from the email or by selecting **www.2apply.co.uk > Employers > Login**. Enter your password. Enter your email address. Select > **Submit**. You should receive acknowledgement on your screen – Login Successful - followed by your company name.

To create your vacancy - select > **Create New Vacancy**.

Complete the information as follows:

- **Contact Name, Number and Email Address** – you should insert the name, telephone number and email address of the person responsible for co-ordinating the interviews on your behalf.
- **Company Profile** – we advise you insert historical factual information about your company plus a few words on where you see the company going in the future, eg our target is to expand the business by x% over the next 5 years.
- **Job Title** - if this is a direct replacement we advise you use the existing job title; **if however you are looking to change the scope of the role then do change the job title.**

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- **Job Specification** - insert only the qualifications and skills required to do this job. You can state essentials, followed by desirable/helpful skills or qualifications.
- **Benefits Package** - we advise you do not over-inflate this section as any benefits should be honoured.
- **Questions** – the job application form is formatted for you with a number of standard questions plus up to six questions which require a yes or no response, eg if you are looking for a driver, one of these questions could be “do you hold a full UK driving licence?” Your questions must be relevant only to essential job requirement(s).
- **Default Responses** – you must select the default response to the questions, ie YES or NO. Setting the response you would expect to receive can speed up completion of the application.
- **Opening Date** - after having inserted all the information regarding the job and the questions requiring a response, you need to set an opening date - this is the date the vacancy will be shown to potential applicants on the web or in the press. Please bear in mind **if you have subscribed to the UPGRADED version of 2 Apply FULL SERVICE**, questions will be reviewed by an HR4UK Advisor - therefore you need to take this time into consideration when stating an opening date (normal response will be within two working days). We would advise you set an opening date of the following week; this will allow you to go back into the vacancy and make any amendments necessary.
- **Closing Date** - please be realistic about the closing date as too short a period may result in very few candidates to choose from. If you require this or the opening date to be changed for any reason you should send an email to support@2apply.co.uk stating the new dates required and the reason for this change. One of our support team will send you a confirmation e-mail once this has been done.
- Click **Save**. Your screen will be updated and will show – Vacancy Saved. The screen will also show an automatically generated vacancy code number.
- Click **Print**.

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- **If you have subscribed to the UPGRADED version of 2 Apply FULL SERVICE,** your questions will be automatically sent to HR4UK for review. You will be issued with an e-mail confirming questions asked are legally acceptable. If Advisors suggest changes you will need to log back onto 2Apply site and select **Employers > Login** – enter your password and email address. Select **Existing Vacancies**. Find **Vacancy Code** and **Edit Vacancy** – make the changes and **Save**. This procedure will continue until you have received an email confirming questions are legally acceptable and no further changes are required.
- **Finally** – once you are happy with the content of the vacancy, and HR4UK Advisors have signed off information contained therein, you can set or amend the opening and closing dates.
- **If you are using the FREE version of 2 Apply** – you can now arrange for your vacancy to be advertised using 2Apply and quoting your Job Vacancy Code.

If you have problems please e-mail the support staff on support@2apply.co.uk

Advertising the Vacancy

You may advertise the vacancy through any media you wish: your local paper, National press, internet sites etc. The advert should be kept as brief as possible but worded to attract ideal candidates, and it should always include **for full details and application form go to www.2apply.co.uk and enter the vacancy code**

Review of Applications

At any time between the opening and closing date of your vacancy you can view certain details of applications received so far. You should log on to **www.2apply.co.uk** and select **Employers** and **Login**. Once logged in select **Existing Vacancies**. If you have more than one vacancy, look for the relevant **Vacancy Code** and the status should read **Active**. Select **Review Applicants** of the specific vacancy and this will bring up a list of all applicants by number only. To view these details, select **Review**.

After the closing date you should log on to **www.2apply.co.uk** and select **Employers** and **Login**. Once logged in, select > **Existing Vacancies**.

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If you are recruiting for more than one vacancy the screen will show all vacancies. Look for the relevant **Vacancy Code** and the status should read **Closed**. Select **Review Applicants** for the specific vacancy; this will bring up a list of all applicants by applicant number only. To view these details, select **Review**.

Selecting Candidates for Interview

For those you wish to interview, tick the box under the heading **Interview this Candidate**. *At this stage you must select/tick all candidates you wish to interview* then click **Save**.

All candidates will receive an automatic e-mail response. It will be either sorry you have been unsuccessful or you have been successful, in which case it will ask them to call your nominated contact to arrange an interview.

After all responses have been sent, you will be able to download the complete application form of each of the candidates selected for interview. Go to **www.2apply.co.uk** and select **Employers > Login > Existing Vacancies > click on Interview Documents** for the relevant vacancy. There are guidelines on the type of questions to be avoided at interview as they could be deemed to be discriminatory. To ensure consistency you must ask all candidates the same questions.

We advise the interviews are carried out by two members of management wherever possible, and notes of each interview should be retained.

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