


Introduction


This how to guide explains how to submit Shortlisting recommendations online

Step 1: Navigate to Shortlisting Online

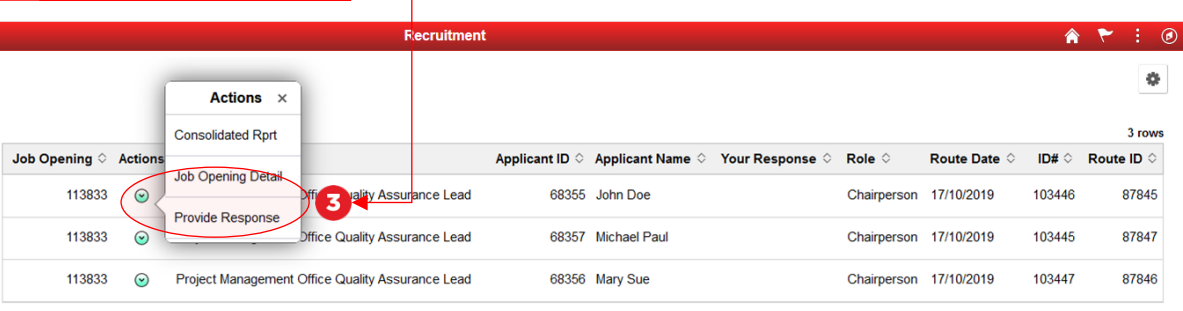
- Navigate to *My Staff Page* on the *Staff Portal* to begin the process.



1 Click on the **Recruitment** tile on the **Home** screen of **My Staff Page**



2 Click on **Shortlisting Online** on the left hand menu



3 Click the **Actions** button next to the application you wish to review, then click **Provide Response**

Job Opening	Actions	Applicant ID	Applicant Name	Your Response	Role	Route Date	ID#	Route ID
113833	<ul style="list-style-type: none"> Consolidated Rprt Job Opening Detail Provide Response 	68355	John Doe		Chairperson	17/10/2019	103446	87845
113833		68357	Michael Paul		Chairperson	17/10/2019	103445	87847
113833		68356	Mary Sue		Chairperson	17/10/2019	103447	87846

Step 2: Provide Shortlisting Recommendations

- Provide shortlisting recommendations for each application

The screenshot shows the 'Routing Response' form for a specific application. The form includes fields for Applicant Name, Job Opening ID, Job Posting Title, Job Code, Business Unit, and Position Number. A 'Response Details' section contains a 'Routing Date' field, a 'Recommendation' dropdown menu (set to '002 - Yes'), and a 'Comments' text area. An 'Attachments' table lists the resume document. A 'Submit' button is at the bottom left. A confirmation popup is visible in the center, stating 'Your Shortlisting Response has been saved and submitted successfully (25400,24)'. An application list at the bottom shows the current application selected, with an 'Actions' menu open over the 'Provide Response' option.

1. Review the application documents in the **Attachments** section
2. From the Select **Yes**, **No**, or **Maybe** as the **Recommendation** drop down list
3. Add any relevant comments regarding the recommendations in the **Comments** box
4. Click **Submit**
5. Click **OK** on the popup
6. Click **Pending Request** to review further applications
7. Click the **Actions** button next to the application you wish to review, then click **Provide Response**
8. Repeat steps 1 to 7 for all applications

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