

How we are modernising the process for online applications

Good recruitment means finding the right people for the right jobs at the right time. Online recruitment is the process of hiring employees using electronic methods such as IT systems and the internet.

Online recruitment benefits:

- Automation – An online recruitment system automates many administration processes
- Candidate interactions and expectations – Candidates expect recruitment online and immediate information which is available on the employers website. Candidates can pause an application and amend it before submitting. Candidates have confirmation of receipt of their application
- Speed – Recruiting managers are able to access candidate applications by logging onto a system rather than waiting for paperwork. The click of a button confirms shortlisted or successful candidates, rather than form completion. Faster processes should mean key vacancies are filled in a timely manner.
- Supporting flexible working – Recruiting managers are able to access applications from wherever they are working.

Current position

In 2014, an online recruitment system for applicants was introduced by HR and IT. This allowed candidates to apply for a job using an IT system which links to the NHDC website. Online applications are expected by candidates in the current employment market and using the NHDC website allows the Council to provide information to potential candidates about what is on offer to employees. Candidates are able to submit their application securely and receive immediate confirmation that it has been received.

Online shortlisting for managers began in 2016. This resulted in a reduction of administration because applications are no longer printed and automated various parts of the process including confirmation that the post was ready for shortlisting. After the online shortlisting process was established, it was further streamlined. This involved the recruiting manager choosing the most heavily weighted criteria from the person specification to shortlist applicants rather than using all criteria, therefore reducing time spent shortlisting.

All vacancies are advertised using the intranet (internal) and/or the internet (external). The website continues to obtain a good level of visitors. Advertising on the NHDC website is free and use of other social media sites assists in reaching wider audiences whilst keeping advertising costs to a minimum.

Future developments

Future developments for online recruitment will include further automation within the system to further streamline processes.

A review of the NHDC employer brand as presented to candidates on the website to ensure NHDC vacancies attract the best candidates.

Consideration to optimising internet searches to ensure NHDC vacancies are visible, ensuring we continue to attract a good pool of candidates.

Continued monitoring to ensure that the systems remain effective and non-discriminatory.