

# **Gloucestershire County Council Occupational Health**

## **Process for Pre-Placement in myCority for Recruiters/Recruiting Managers**

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# FOR RECRUITERS - myCority

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**Important information for recruiters - Please read prior to creating a new employment registration for a new candidate on myCority**

The New Employment Registration questionnaire should be completed by recruiters when the employer requires Occupational Health clearance for a new starter. By following all steps within this process on myCority the candidate will receive emails giving them access to their own new myCority account. This enables the candidate to complete and submit their new starter health questionnaire directly to Occupational Health via the Cority system.

Please ensure all the information provided within this process is correct including:

- Correct spelling of all names
- Correct personal email address (this cannot be changed during this process so the candidate must provide an email address they plan to continue using).
- Preferred telephone number.

Please have the candidate's job description available to attach to the record you create.

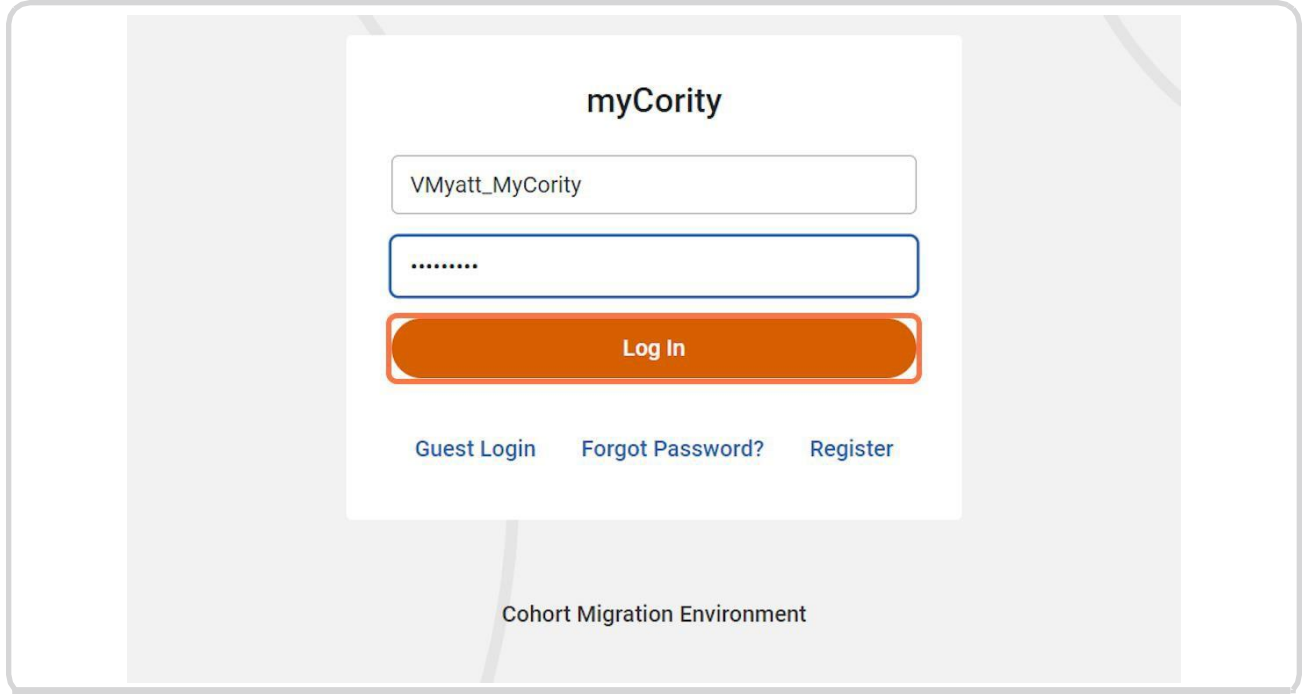
It is strongly recommended that you complete this whole process and then submit. Saving the record with insufficient details can mean you cannot return to edit at a later date.

Please monitor your recruiter dashboard regularly view to check on the status of the candidates health clearance. After 90 days, if a candidate's status is not updated, ie not cleared, it will be removed from the My Applicants tab. Recruiters are advised to check dashboard views regularly for updates.

Recruiters are also advised to check with candidates that they have received the emails from the myCority system including checking their spam/junk folders. Candidates receive a personal e-link to their own myCority account, their specific username and password via email.

## STEP 1

### Using your Username and Password, log in to myCority



The image shows a login interface for myCority. It features a white login box centered on a light gray background. The box contains the myCority logo at the top, followed by a username input field with the text 'VMyatt\_MyCority', a password input field with masked characters '.....', and an orange 'Log In' button. Below the button are three links: 'Guest Login', 'Forgot Password?', and 'Register'. At the bottom of the gray background area, the text 'Cohort Migration Environment' is displayed.

myCority

VMyatt\_MyCority

.....

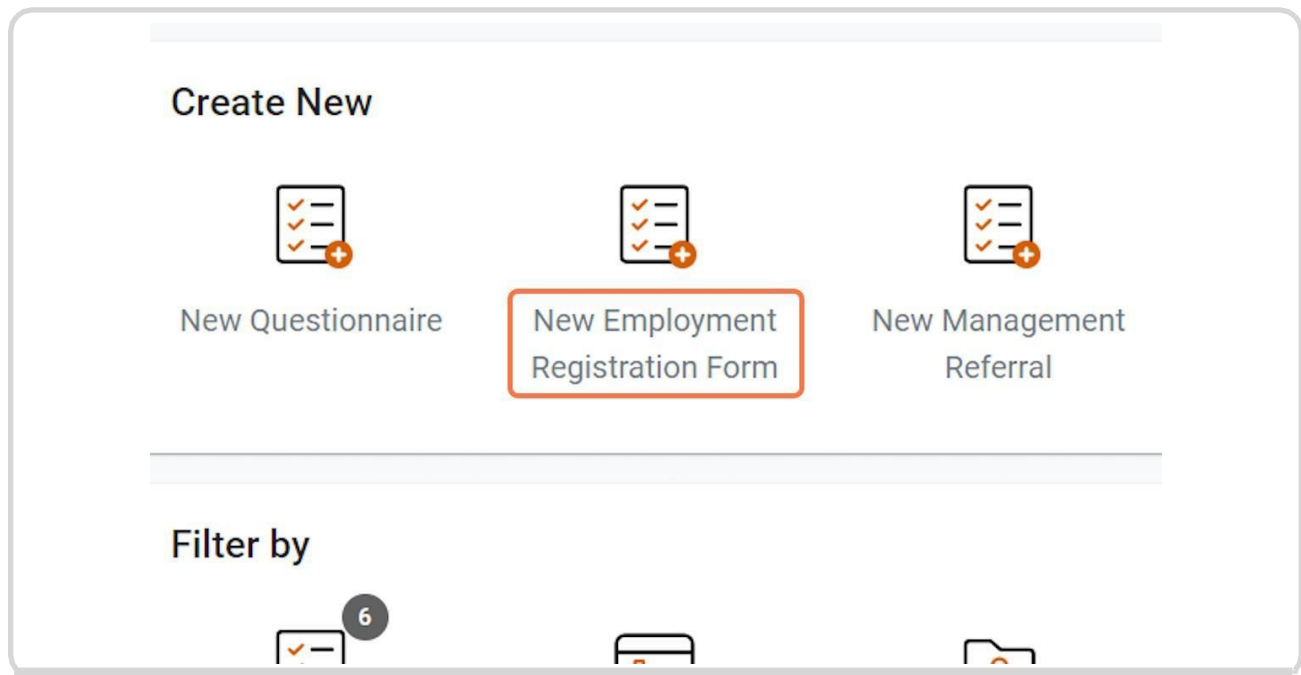
Log In

[Guest Login](#) [Forgot Password?](#) [Register](#)

Cohort Migration Environment

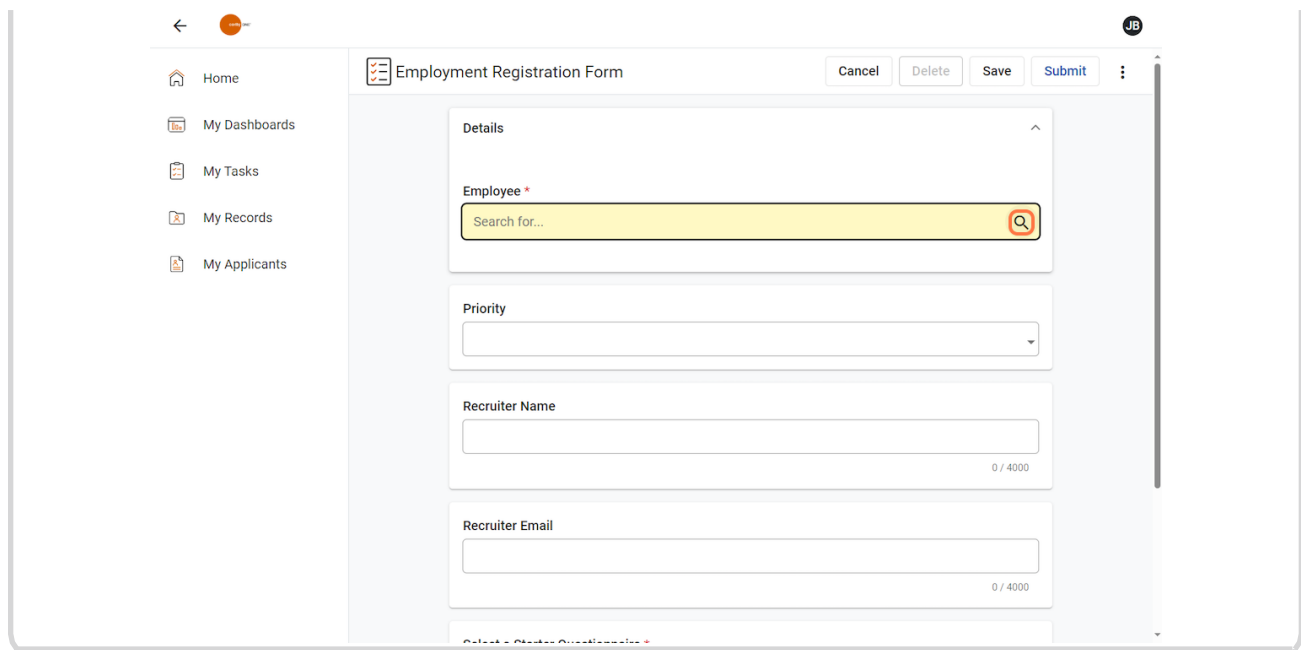
## STEP 2

### Click on New Employment Registration Form



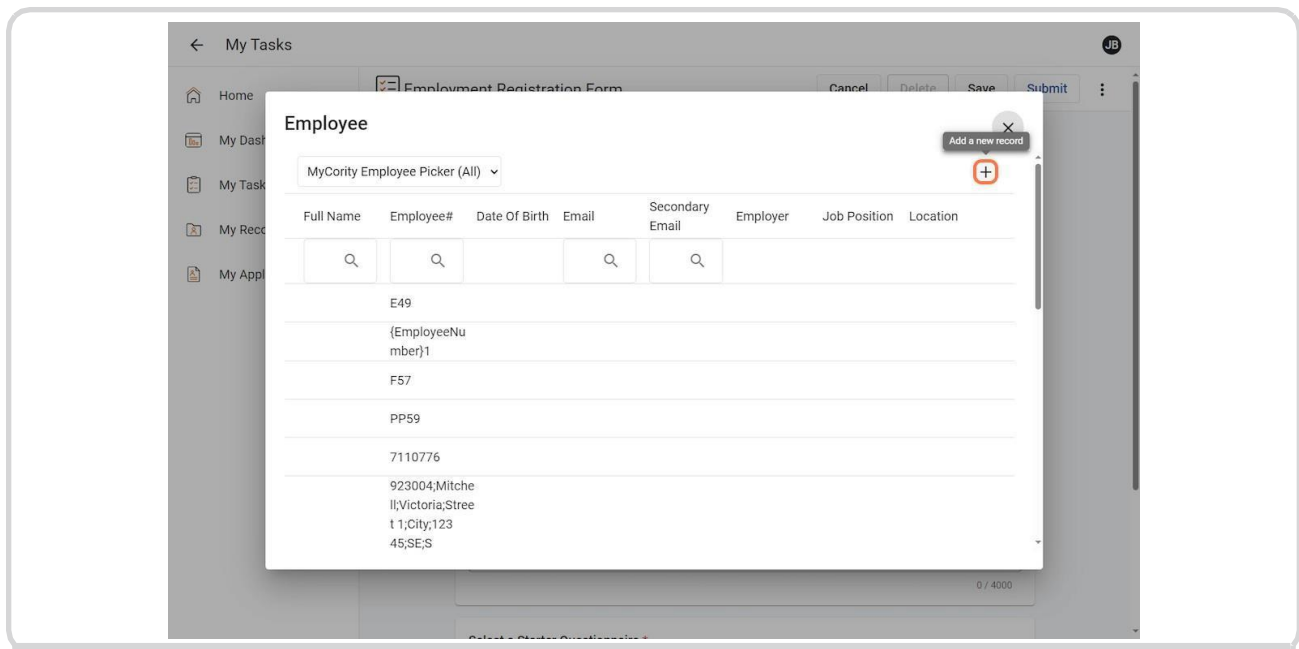
## STEP 3

### Click on the "Search for an Employee"



## STEP 4

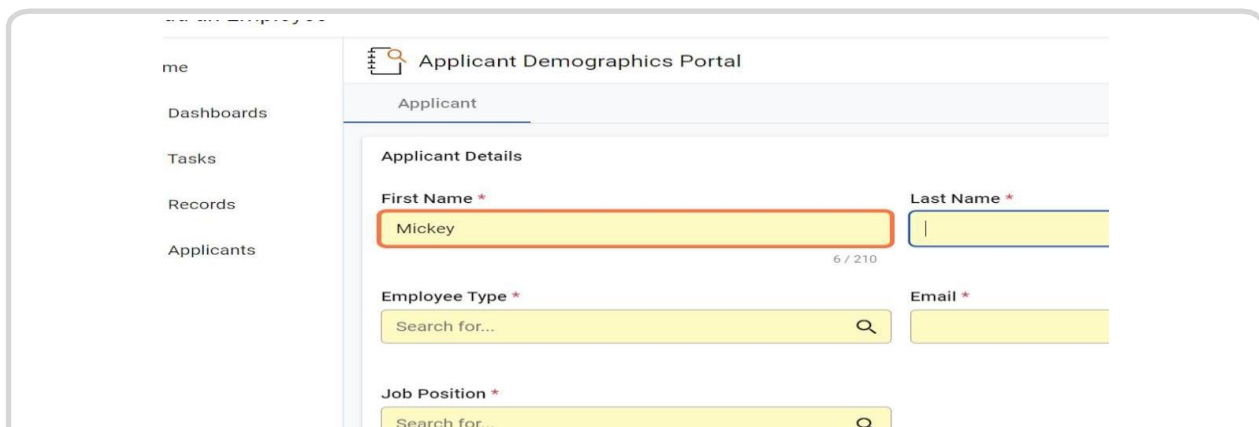
Click on + "Add a new record"



## STEP 5

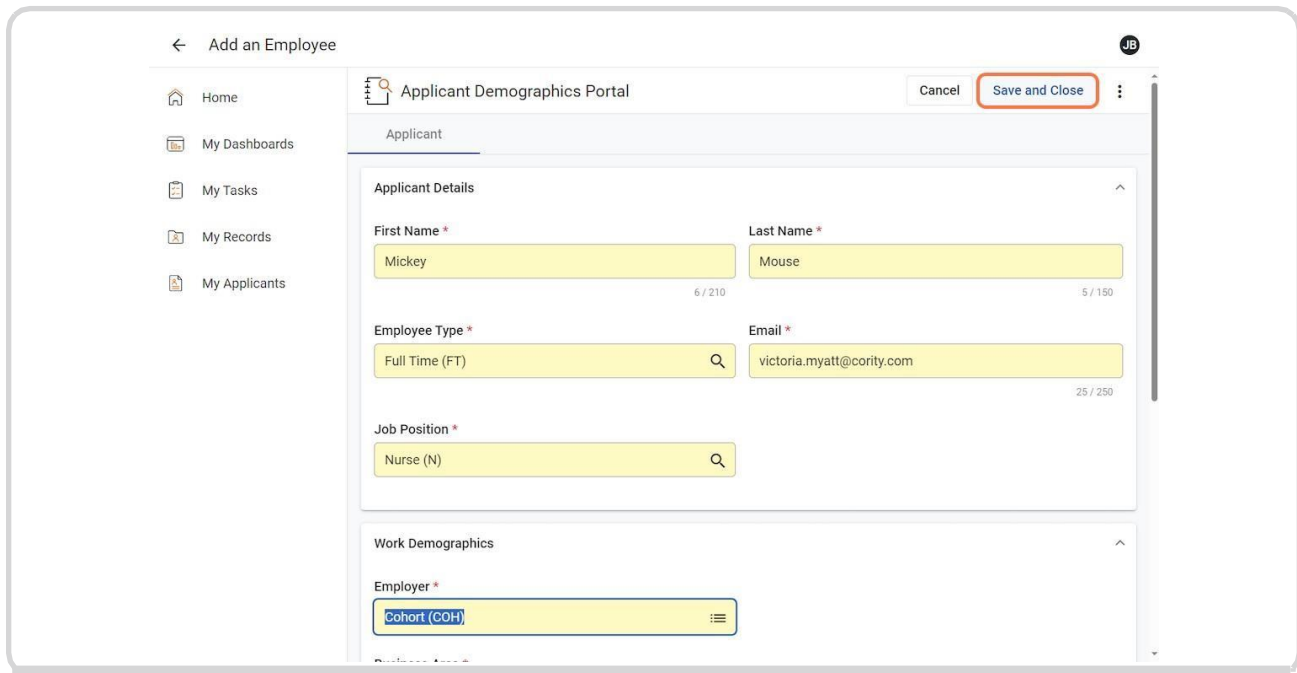
Enter all the details for the applicant including personal (not work) email address and preferred phone number

Choose the closest post title match from the list or choose unknown if necessary. If directorate, site and department are not applicable or unknown, select "unknown" from the drop down list



## STEP 6

When all required fields are complete, click on "Save and Close"



← Add an Employee

Applicant Demographics Portal

Cancel Save and Close

Applicant

Applicant Details

First Name \* Mickey 6 / 210

Last Name \* Mouse 5 / 150

Employee Type \* Full Time (FT) 25 / 250

Email \* victoria.myatt@cority.com

Job Position \* Nurse (N)

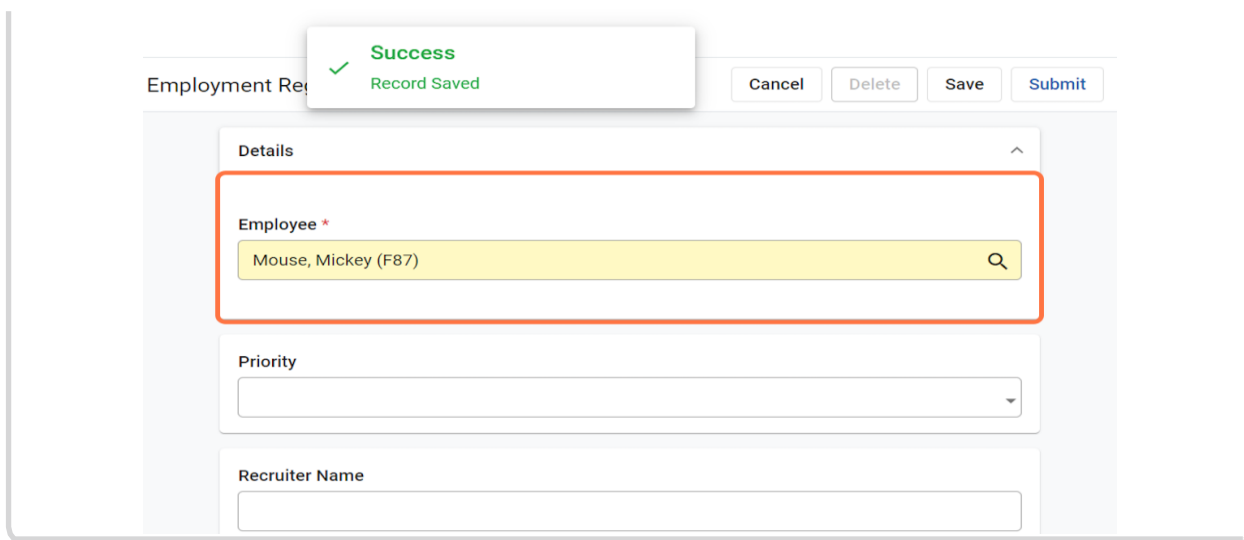
Work Demographics

Employer \* Cohort (COH)

## STEP 7

The data will be saved and the employee record will appear on the Employment Registration Form

Do not click save again at this point as your information will be lost. Continue to update the mandatory fields as required.



Employment Registration Form

Success Record Saved

Cancel Delete Save Submit

Details

Employee \* Mouse, Mickey (F87)

Priority

Recruiter Name

## STEP 8

Update all mandatory fields including recruiter details in Contact Type and recruiter email address

 Employment Registration Form

CancelDeleteSaveSubmit

Contact Type

HR/ Manager Name

0 / 4000

HR/ Manager Email

0 / 4000

## STEP 9

Select the relevant New Starter Questionnaire (GCC\_PPQ) from the look up field

Recruiter Name

Joe Bloggs

10 / 4000

Recruiter Email

Joebloggs@cority.com

20 / 4000

Select a Starter Questionnaire \*

Search for...

Cohort Migration Environment

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Version: myCority 2023.3.2 | Build: 2023.3.2.0\_20240105.154705.1128349183\_8756a382\_wsc19

## STEP 10

Provide brief details of job role. You can clarify the job title here if you did not find a suitable match earlier in this process. Attaching a job profile/job description is a mandatory step at this point and must be completed.

The screenshot shows the 'Employment Registration Form' interface. At the top, there are buttons for 'Cancel', 'Delete', 'Save', and 'Submit'. Below these is a search bar labeled 'Search for...'. The main section is titled 'Job description - Brief details \*' and contains a large yellow text area for input. Below the text area, it says 'An attachment is required \*' and provides a 'Select files...' button with a paperclip icon. The text area has a character count of '0 / 4000'.

## STEP 11

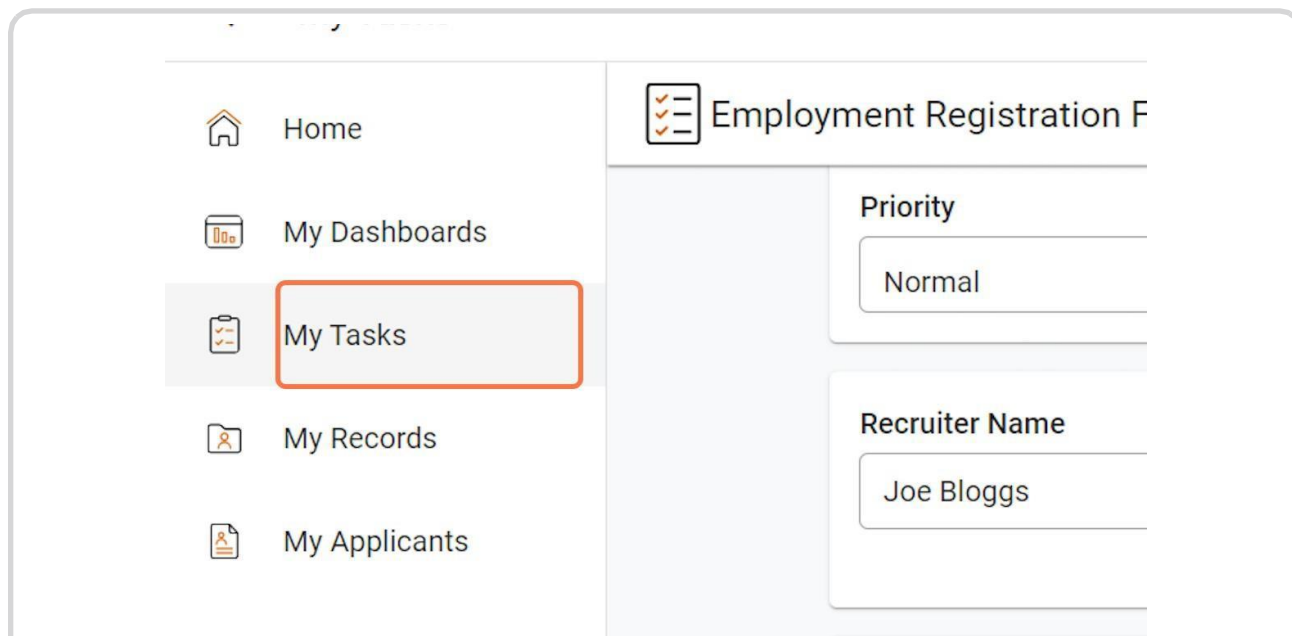
If absolutely required, at this point only, you can save and come back to an applicant. (Select Save). However it is strongly recommended to complete the entire process and then submit whenever possible.

The screenshot shows the 'Employment Registration Form' interface at Step 11. The top bar is highlighted with an orange border and contains buttons for 'Cancel', 'Delete', 'Save', 'Submit', and a menu icon. The form fields are as follows: 'Priority' (dropdown menu with 'Normal' selected), 'Recruiter Name' (text input with 'Joe Bloggs' and a character count of '10 / 4000'), 'Recruiter Email' (text input with 'Joebloggs@cority.com' and a character count of '20 / 4000'), and 'Select a Starter Questionnaire \*' (dropdown menu with '01' selected and a search icon). A small 'JB' icon is visible in the top right corner.

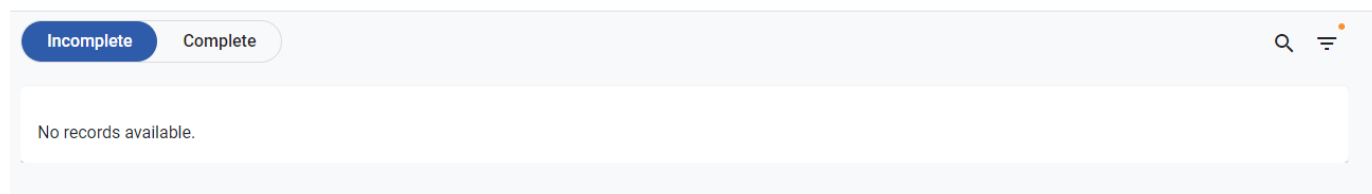


## STEP 12

Click on my Tasks and select Incomplete to pick up any saved applicants



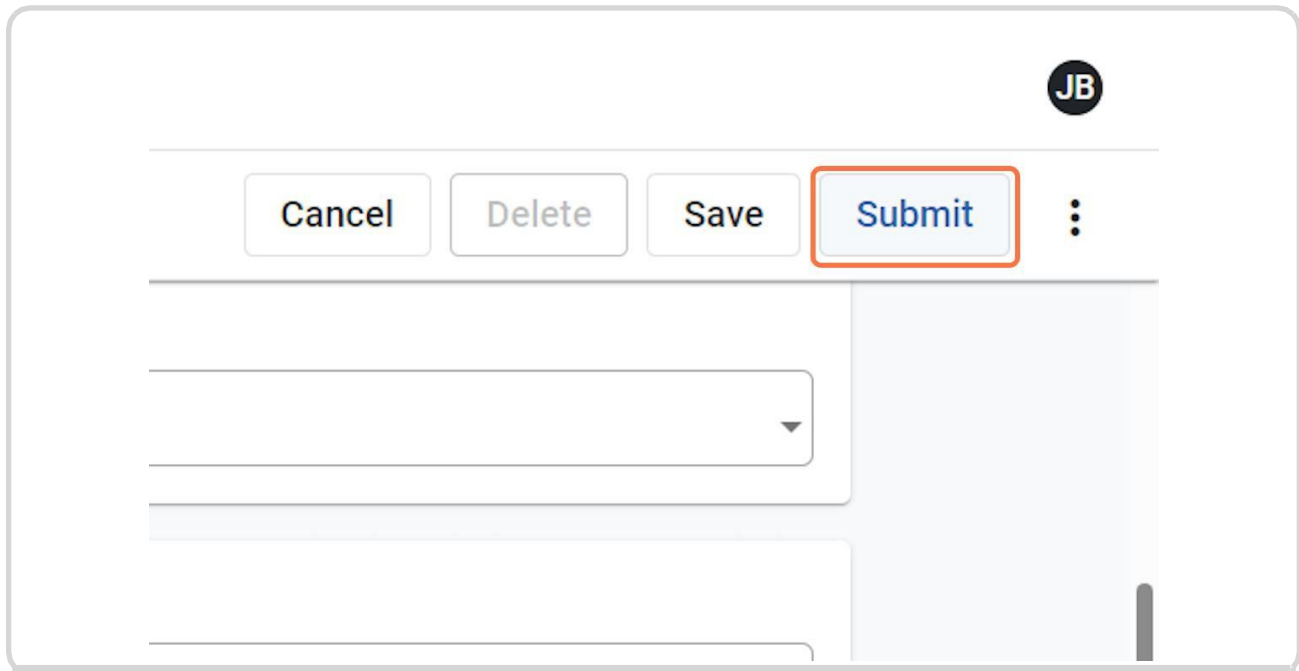
If no records are visible at this point click the filter (orange dot) in the top right hand corner and untick assigned to me.



You can then click on the questionnaire you need to complete and submit.

### STEP 13

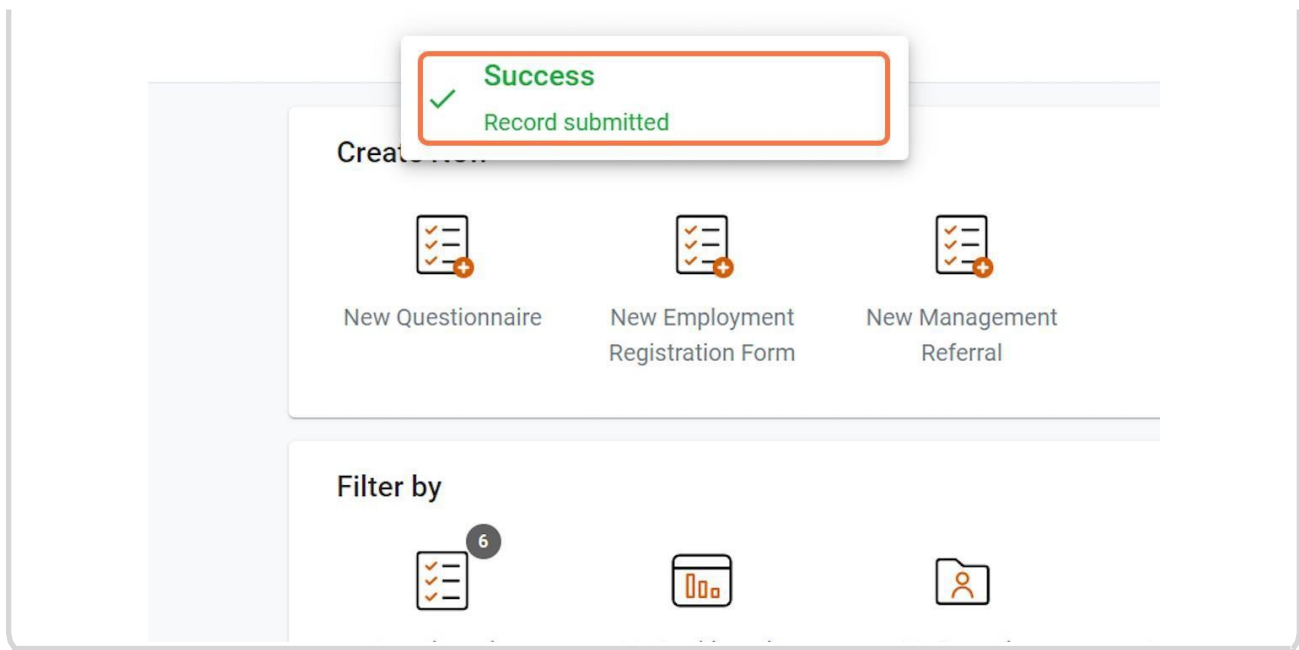
When all fields have been completed, and job description attached, and you are ready to send to the applicant, click on "Submit"



A screenshot of a web form interface. At the top right, there is a circular button labeled 'JB'. Below it, a horizontal row of buttons includes 'Cancel', 'Delete', 'Save', and 'Submit'. The 'Submit' button is highlighted with an orange rectangular border. To the right of the 'Submit' button is a vertical ellipsis menu icon. Below the buttons, there are several input fields, including a dropdown menu and a text area.

### STEP 14

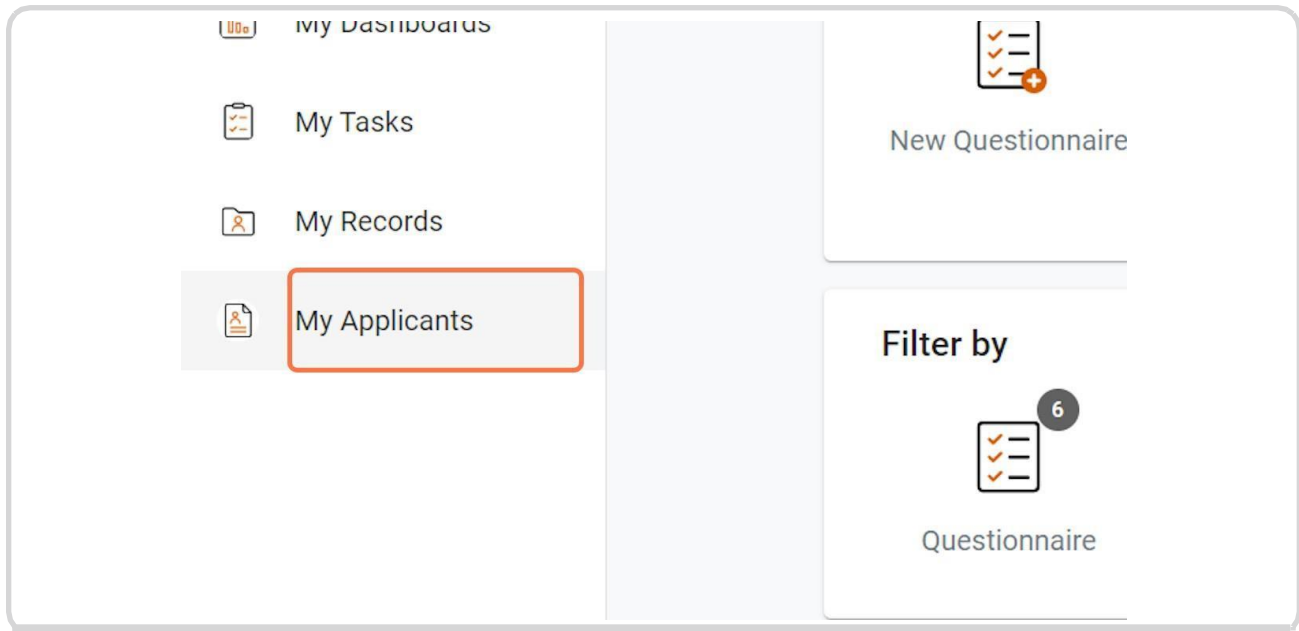
You will see a message confirming the record has been submitted



A screenshot of a dashboard interface. A green success message box is overlaid on the top, containing a checkmark icon, the word 'Success', and the text 'Record submitted'. Below the message, there are three cards: 'New Questionnaire', 'New Employment Registration Form', and 'New Management Referral'. Each card has a checklist icon with a plus sign. At the bottom, there is a 'Filter by' section with three icons: a checklist icon with a '6' badge, a bar chart icon, and a person icon.

## STEP 15

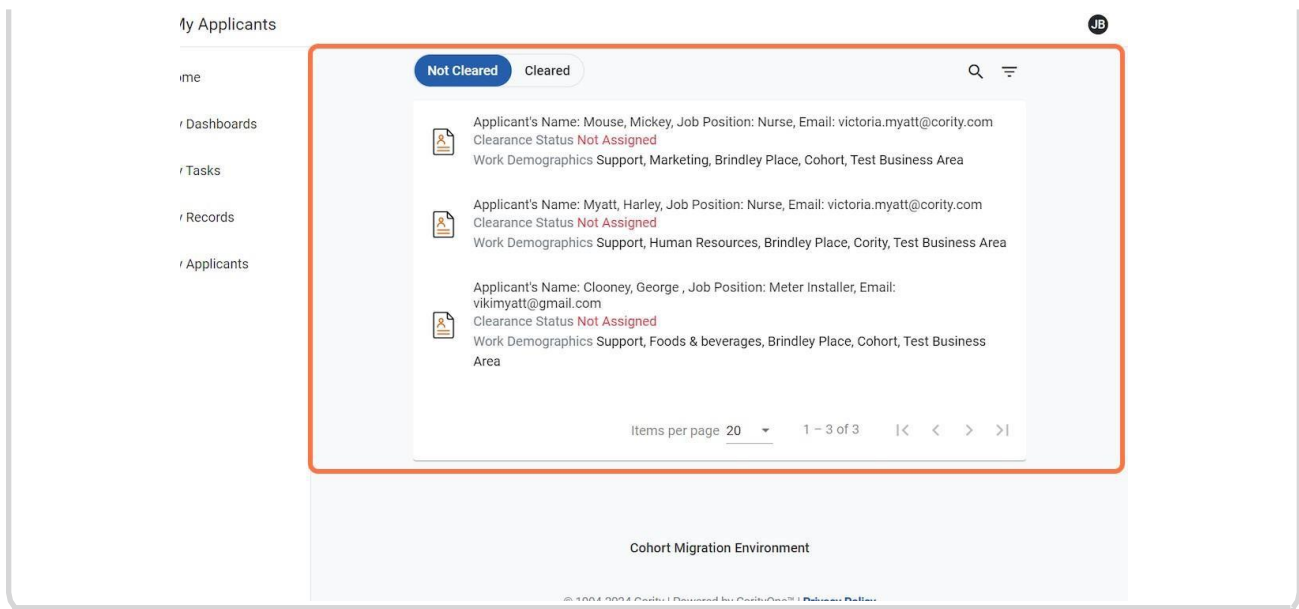
Check your dashboard regularly to check on the status of applicants.  
To view progress of applicants, click on "My Applicants" from the menu



## STEP 16

**The applicants will be listed under "Not cleared" or "Cleared" depending on current status**

If there are delays or suggested adjustments, these will list on the applicant record

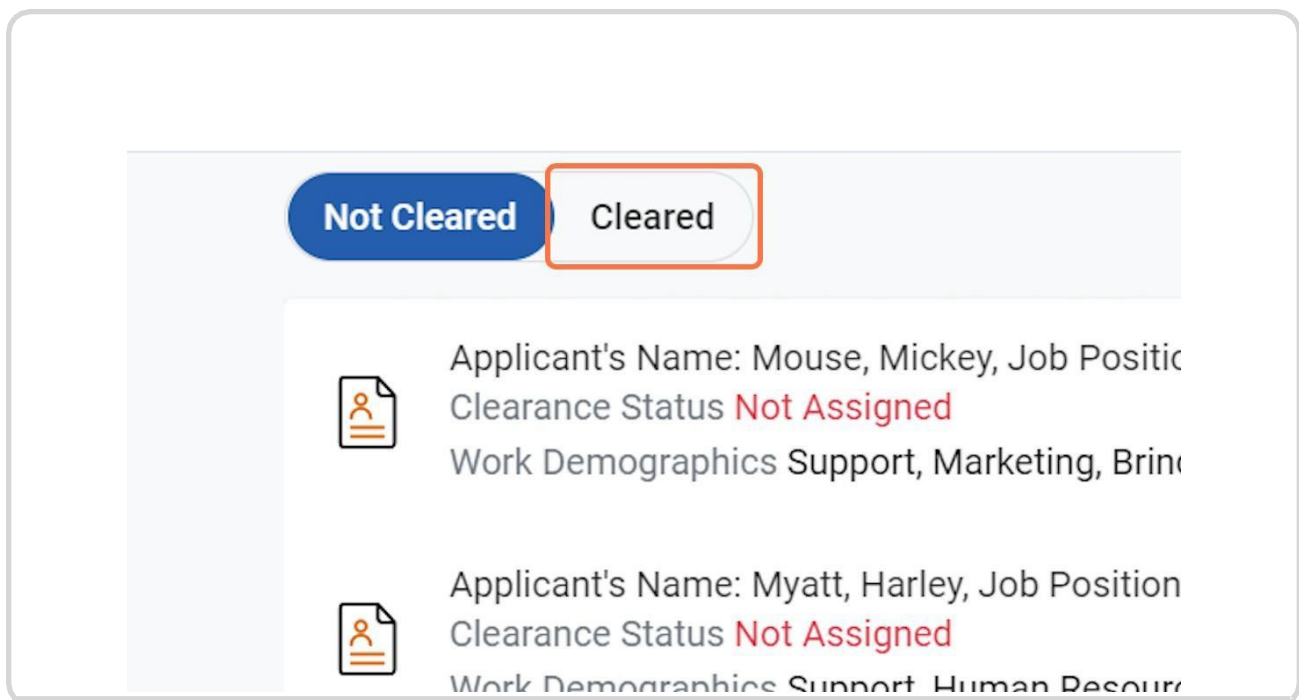


## STEP 17

**Remember to check your dashboard view regularly to check on the progress of applicants.**

Click on **My Applicants, Cleared**, to view applicants that have a clearance outcome.

To view the clearance certificate click on the icon next to the applicant's name. On viewing the clearance certificate, if required it can be exported to a PDF by clicking on the 3 dots in the top right hand corner.



*Tango*

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