

Gloucestershire County Council Occupational Health

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

FOR RECRUITERS - myCority

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:

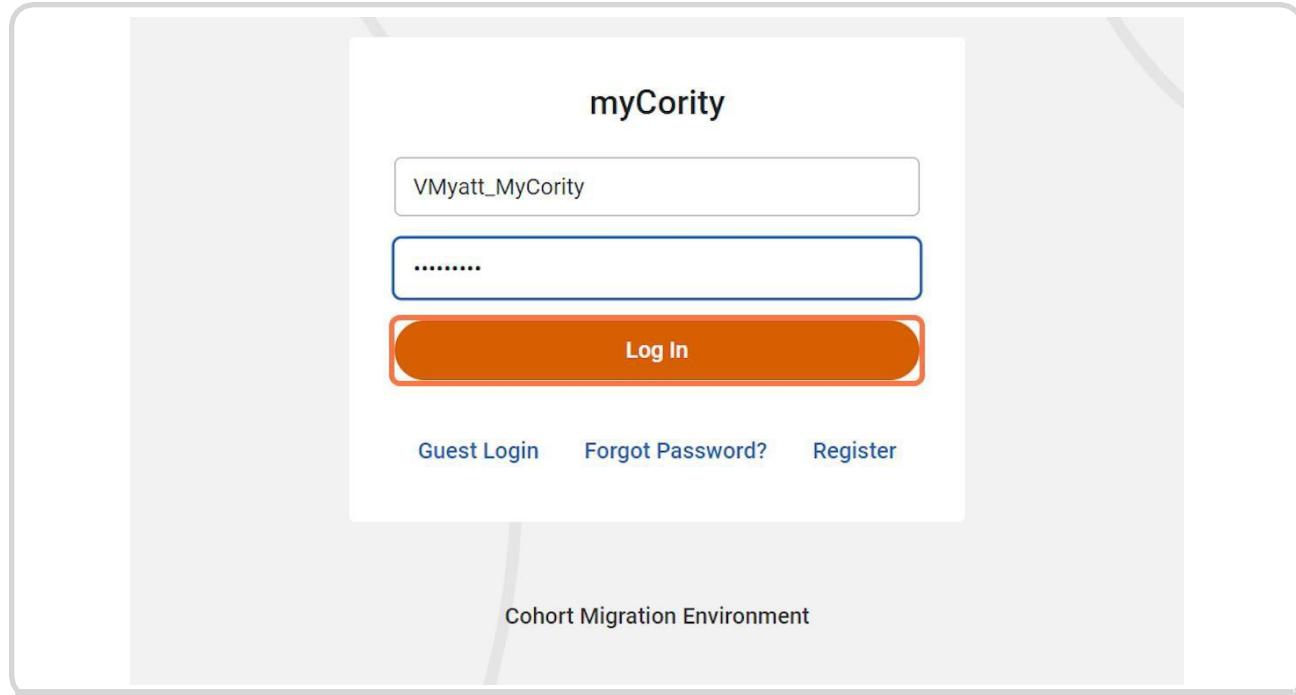
- Correct spelling of all names
- Correct personal email address (this cannot be changed during this process so the candidate must provide an email address they plan to continue using).
- Preferred telephone number.

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.

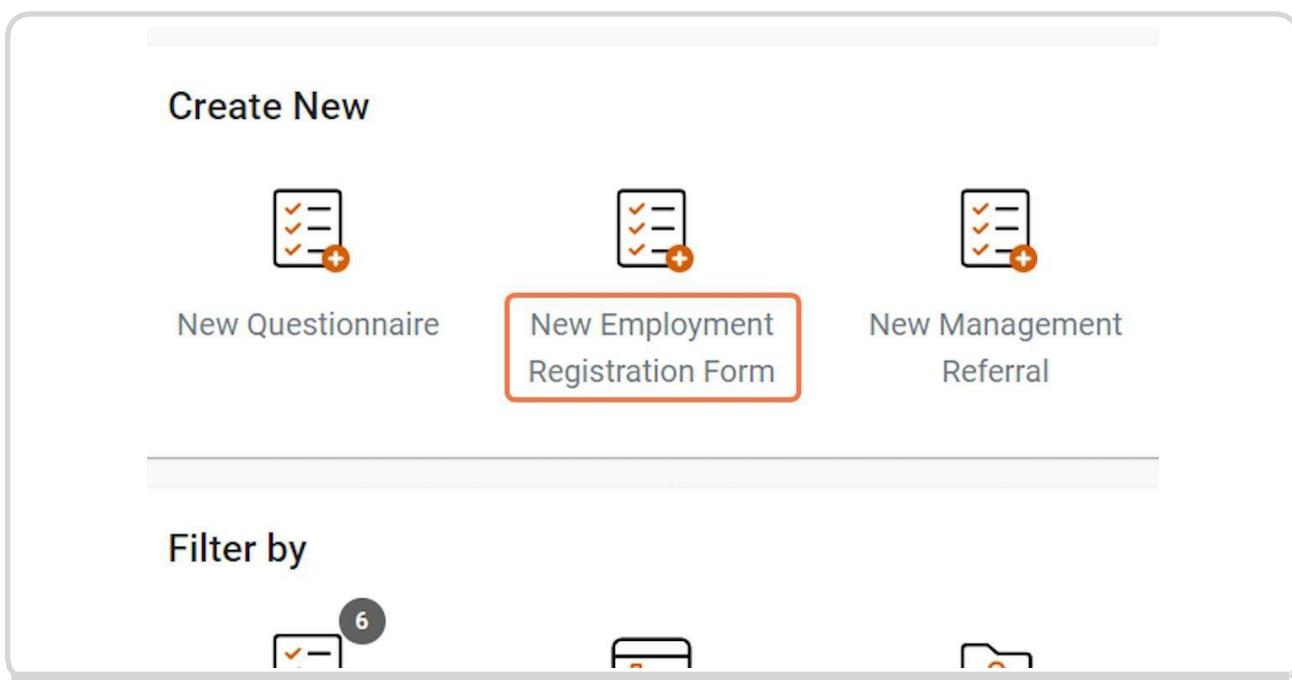
Please monitor your recruiter dashboard regularly view to check on the status of the candidates health clearance. After 90 days, if a candidate's status is not updated, ie not cleared, it will be removed from the My Applicants tab. Recruiters are advised to check dashboard views regularly for updates.

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**

STEP 2

Click on New Employment Registration Form



STEP 3

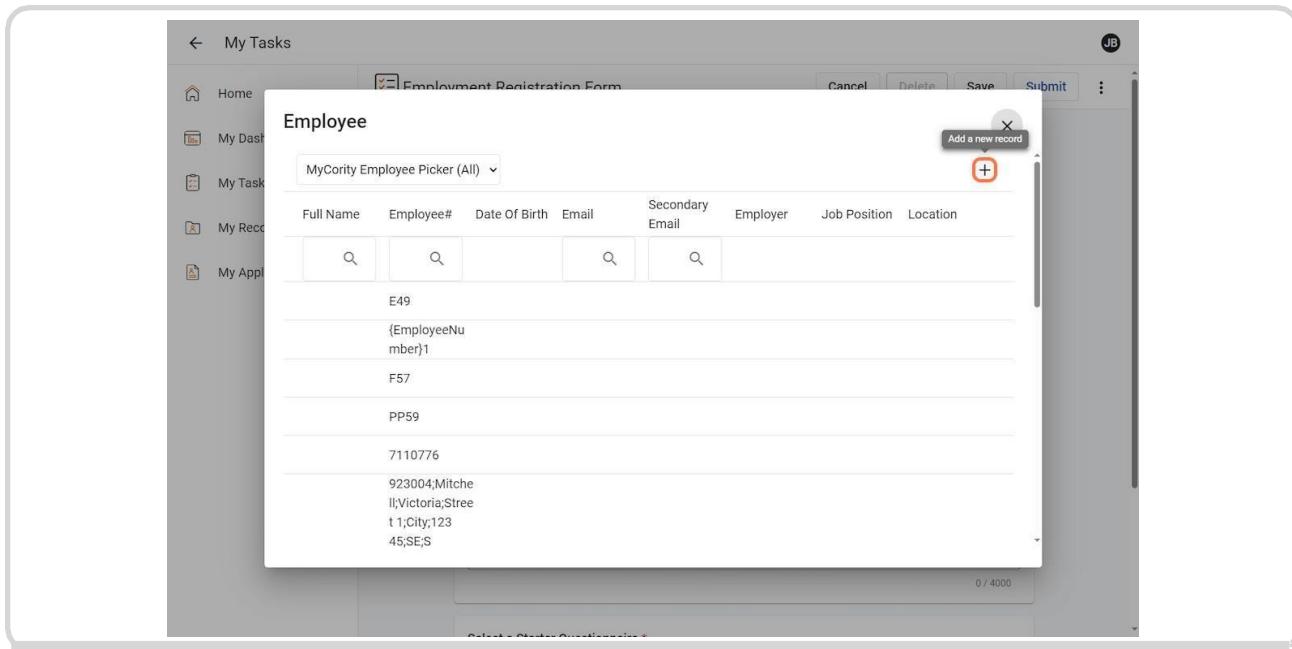
Click on the "Search for an Employee"

The screenshot shows the 'Employment Registration Form' details page. The left sidebar includes links for Home, My Dashboards, My Tasks, My Records, and My Applicants. The main area displays the following fields:

- Employee *: A search bar with the placeholder 'Search for...' and a magnifying glass icon.
- Priority: A dropdown menu.
- Recruiter Name: A text input field with a character count of 0 / 4000.
- Recruiter Email: A text input field with a character count of 0 / 4000.

STEP 4

Click on + "Add a new record"



My Tasks

Employee

MyCority Employee Picker (All)

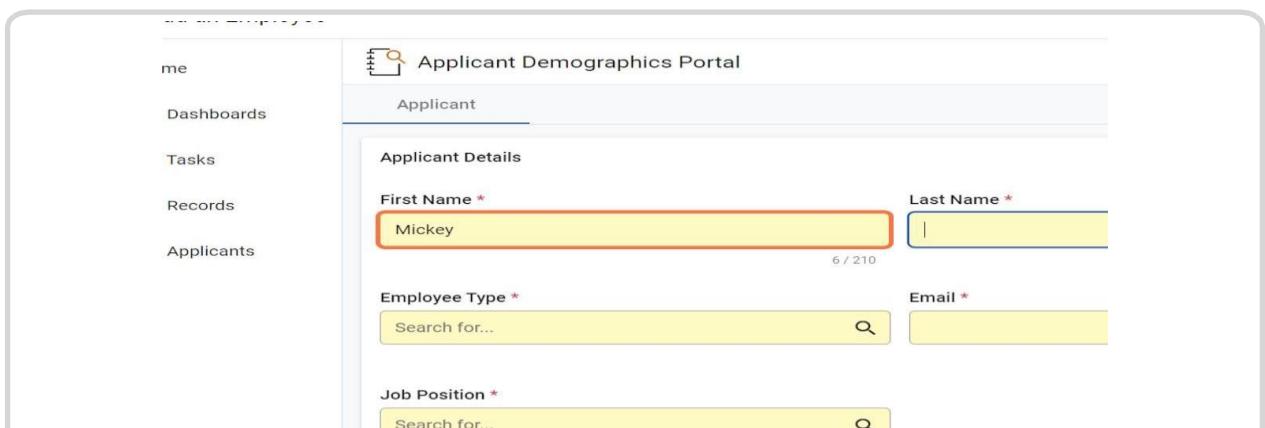
Full Name	Employee#	Date Of Birth	Email	Secondary Email	Employer	Job Position	Location
E49							
{EmployeeNumber}							
F57							
PP59							
7110776							
923004;Mitche							
ll;Victoria;Street							
t1;City;123							
45;SE;S							

0 / 4000

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



me

Dashboards

Tasks

Records

Applicants

Applicant Demographics Portal

Applicant

Applicant Details

First Name *

Mickey

Last Name *

Employee Type *

Search for...

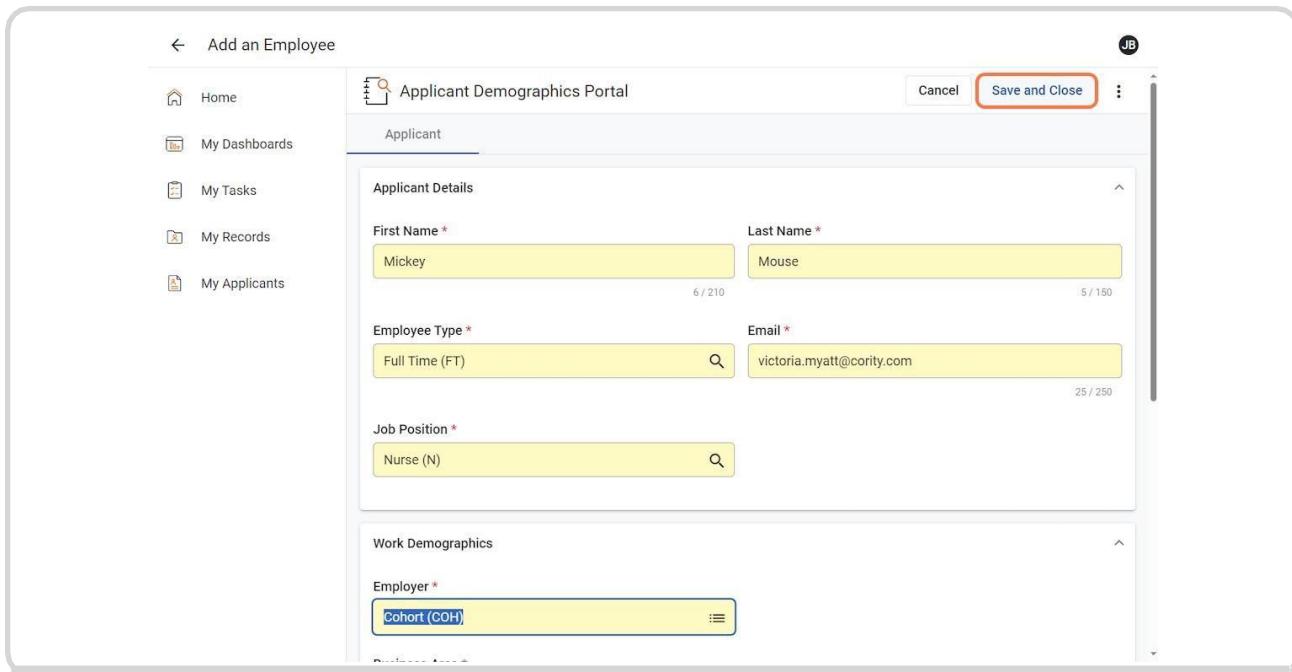
Email *

Job Position *

Search for...

STEP 6

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

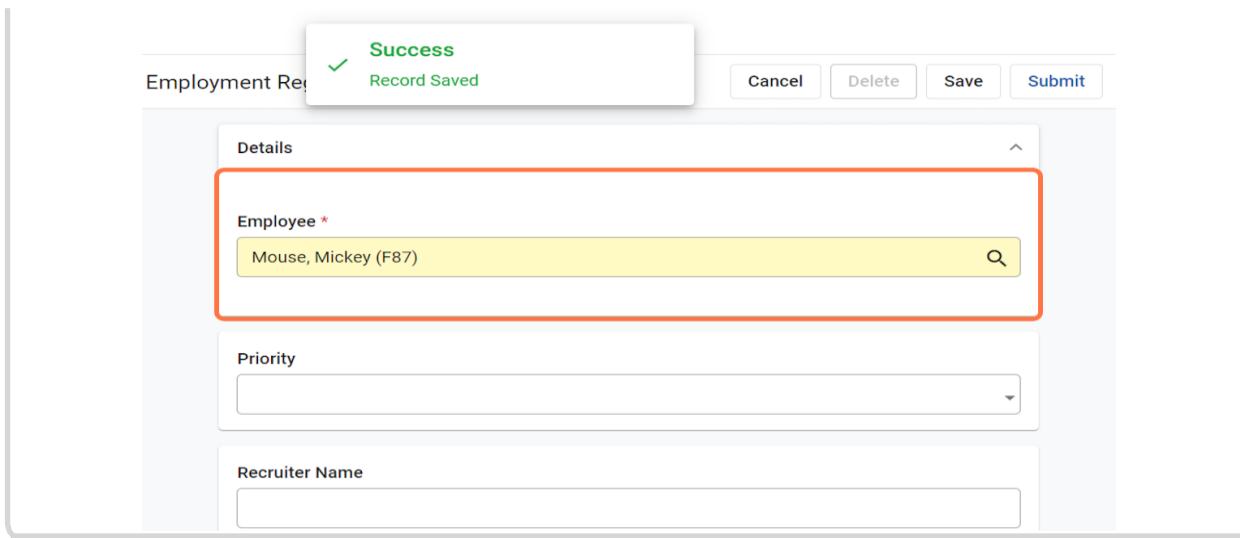


The screenshot shows the 'Add an Employee' form in the 'Applicant Demographics Portal'. The 'Save and Close' button is highlighted with a red box. The form includes fields for 'First Name' (Mickey), 'Last Name' (Mouse), 'Employee Type' (Full Time (FT)), 'Email' (victoria.myatt@cority.com), 'Job Position' (Nurse (N)), and '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.



The screenshot shows the 'Employment Registration' form. A success message 'Record Saved' is displayed. The 'Employee' field, which contains 'Mouse, Mickey (F87)', is highlighted with a red box. Other fields include 'Priority' and 'Recruiter Name'.

STEP 8

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

The screenshot shows a form titled 'Employment Registration Form' with three main input fields. At the top right are buttons for 'Cancel', 'Delete', 'Save', and 'Submit'. The first field is 'Contact Type' with a dropdown menu. The second field is 'HR/ Manager Name' with a text input box and a character count indicator '0 / 4000'. The third field is 'HR/ Manager Email' with a text input box and a character count indicator '0 / 4000'.

Contact Type	<input type="button" value="▼"/>
HR/ Manager Name	0 / 4000
HR/ Manager Email	0 / 4000

STEP 9

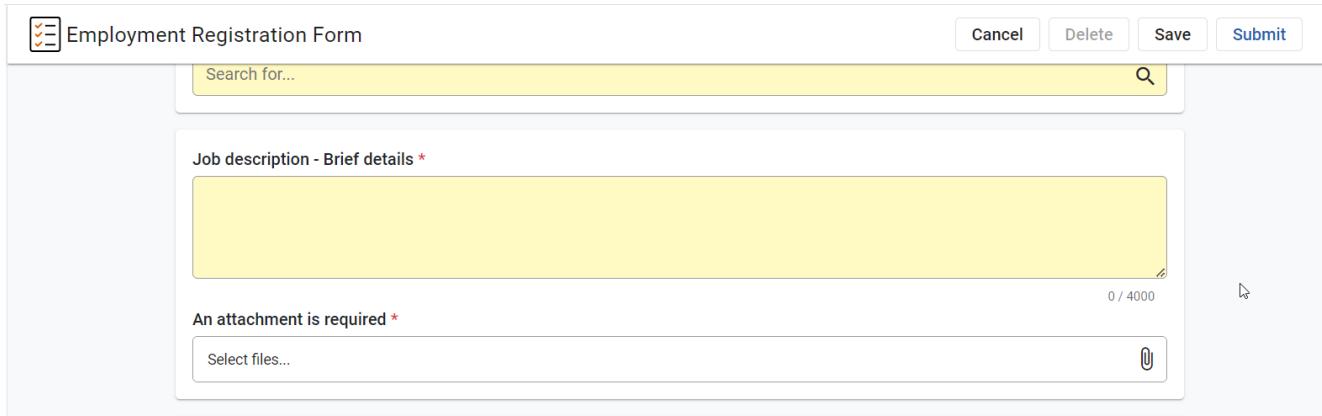
Select the relevant New Starter Questionnaire (GCC_PPQ) from the look up field

The screenshot shows a form for selecting a Starter Questionnaire. It includes fields for 'Recruiter Name' (input: 'Joe Bloggs', character count: '10 / 4000') and 'Recruiter Email' (input: 'Joebloggs@cority.com', character count: '20 / 4000'). Below these is a search bar with the placeholder 'Search for...' and a magnifying glass icon. At the bottom, there is a note 'Cohort Migration Environment' and a footer with copyright information: '© 1994-2024 Cority | Powered by CorityOne™ | [Privacy Policy](#)' and 'Version: myCority 2023.3.2 | Build: 2023.3.2.0_20240105.154705.1128349183_8756a382_wsc19'.

Recruiter Name	10 / 4000
Recruiter Email	20 / 4000
Select a Starter Questionnaire *	<input type="text" value="Search for..."/> <input type="button" value="🔍"/>

STEP 10

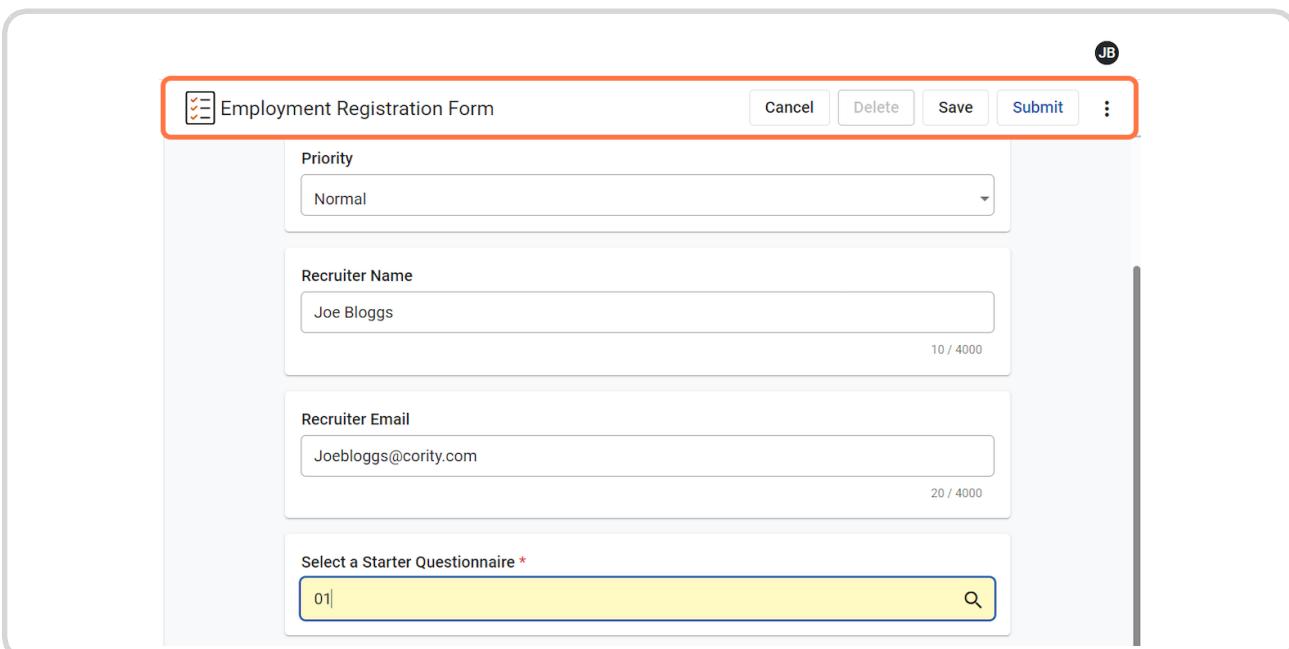
Provide brief details of job role. You can clarify the job title here if you did not find a suitable match earlier in this process. Attaching a job profile/job description is a mandatory step at this point and must be completed.



The screenshot shows a web-based form titled 'Employment Registration Form'. At the top right are buttons for 'Cancel', 'Delete', 'Save', and 'Submit'. Below the title is a search bar with the placeholder 'Search for...'. The main content area contains a large text input field labeled 'Job description - Brief details *' with a character limit of 4000. Below it is a section for attachments with the label 'An attachment is required *' and a 'Select files...' button. The status '0 / 4000' is shown in the bottom right corner of the attachment section.

STEP 11

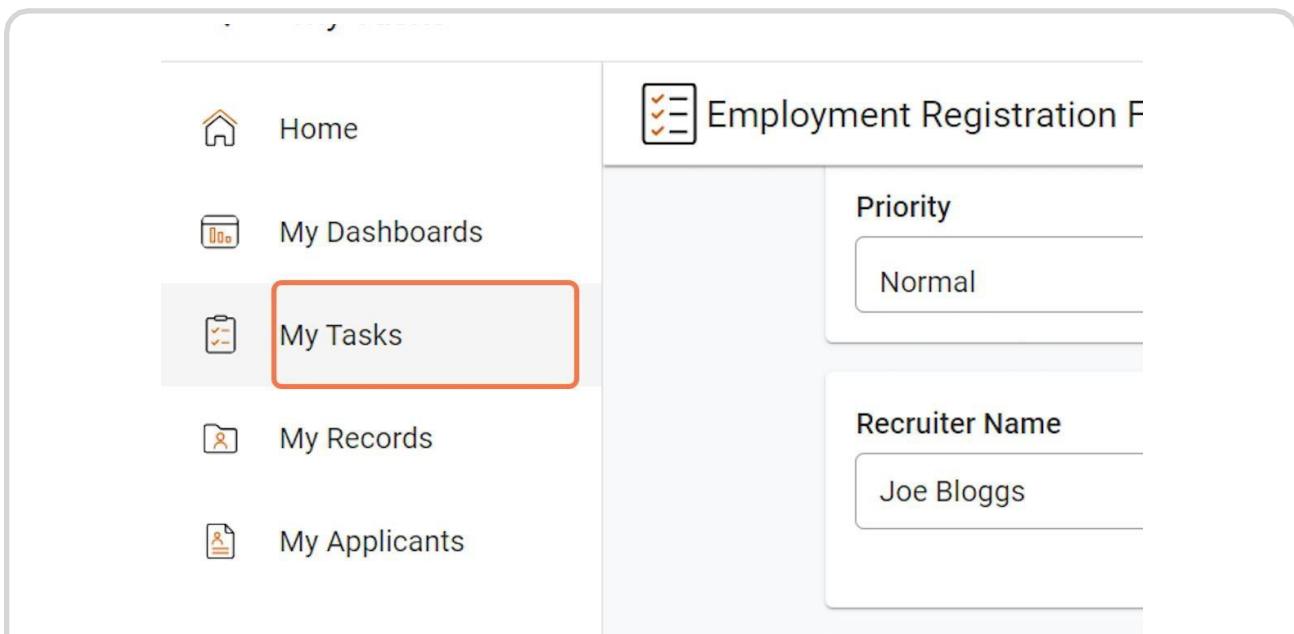
If absolutely required, at this point only, you can save and come back to an applicant. (Select Save). However it is strongly recommended to complete the entire process and then submit whenever possible.



The screenshot shows the same 'Employment Registration Form' with an orange border around the top header. The header includes the title, 'JB' in a circle, and buttons for 'Cancel', 'Delete', 'Save', 'Submit', and a three-dot menu. Below the header are four input fields: 'Priority' (set to 'Normal'), 'Recruiter Name' (containing 'Joe Bloggs'), 'Recruiter Email' (containing 'Joebloggs@cority.com'), and 'Select a Starter Questionnaire *' (containing '01'). Each input field has a character limit indicator in the bottom right corner (10 / 4000 for name, 20 / 4000 for email).

STEP 12

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



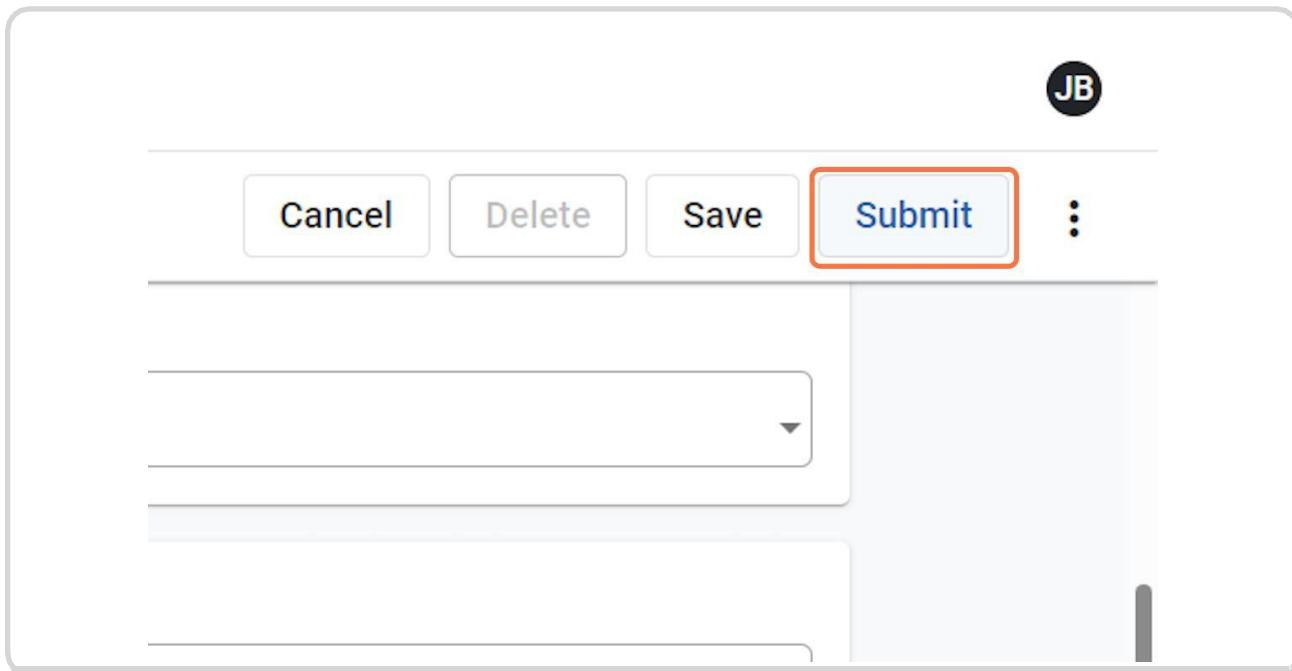
If no records are visible at this point click the filter (orange dot) in the top right hand corner and untick assigned to me.



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

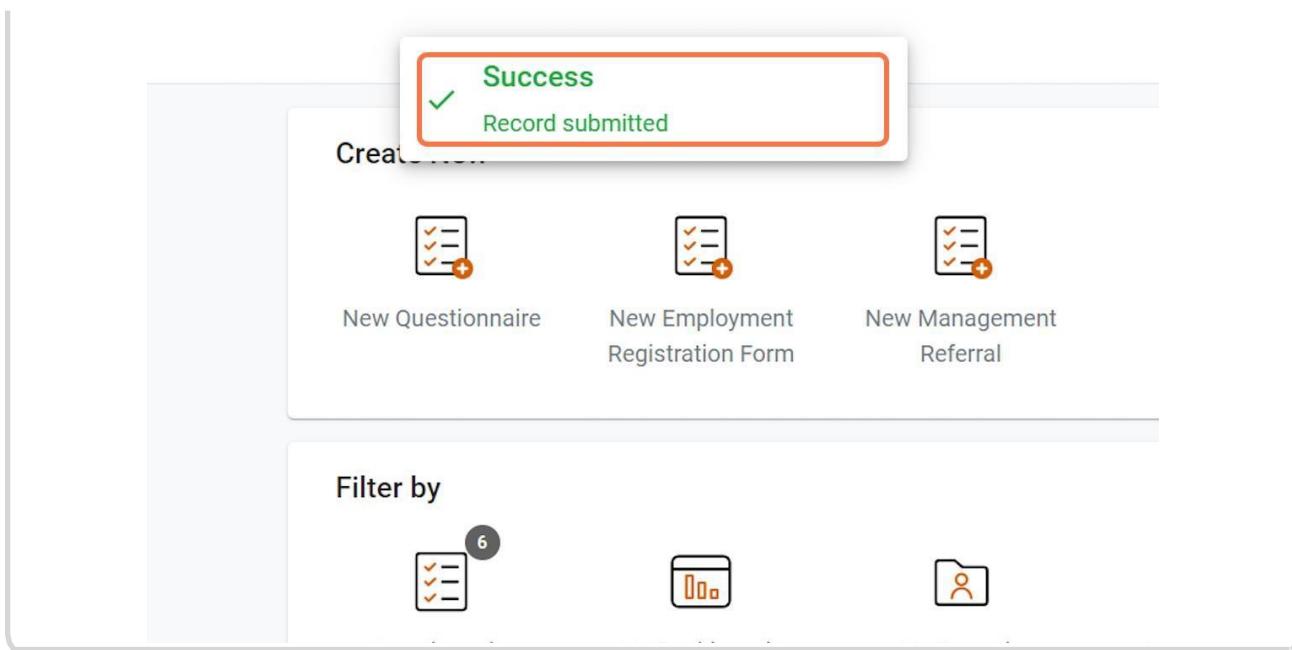
STEP 13

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



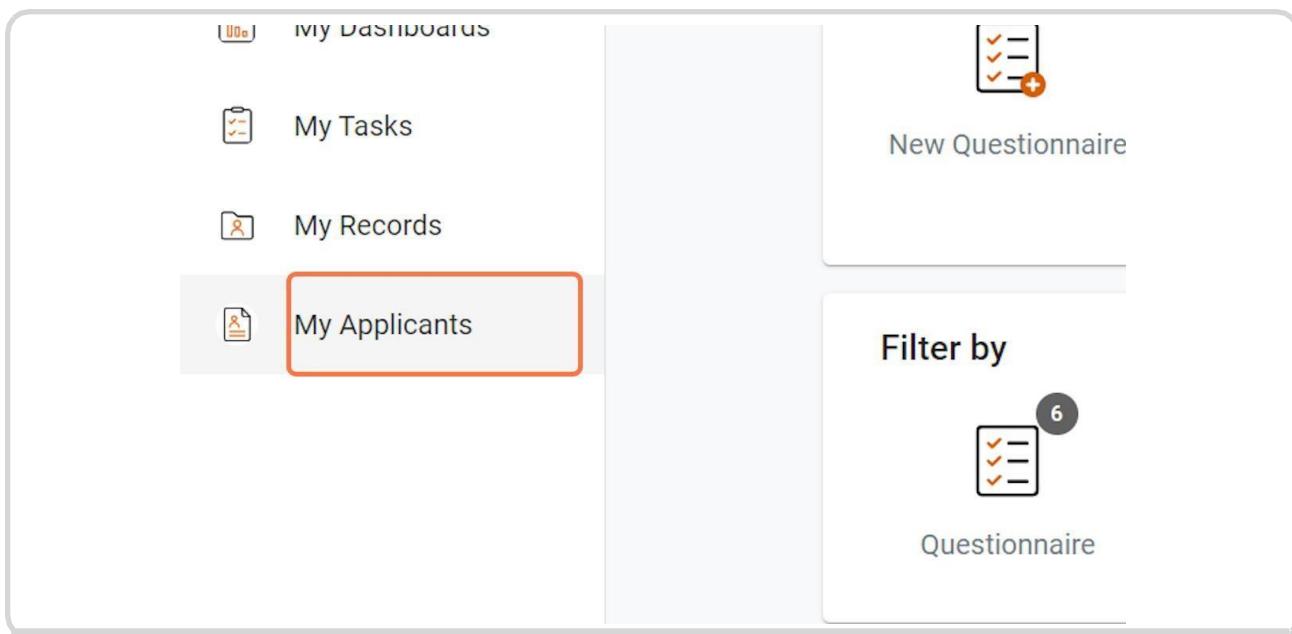
STEP 14

You will see a message confirming the record has been submitted



STEP 15

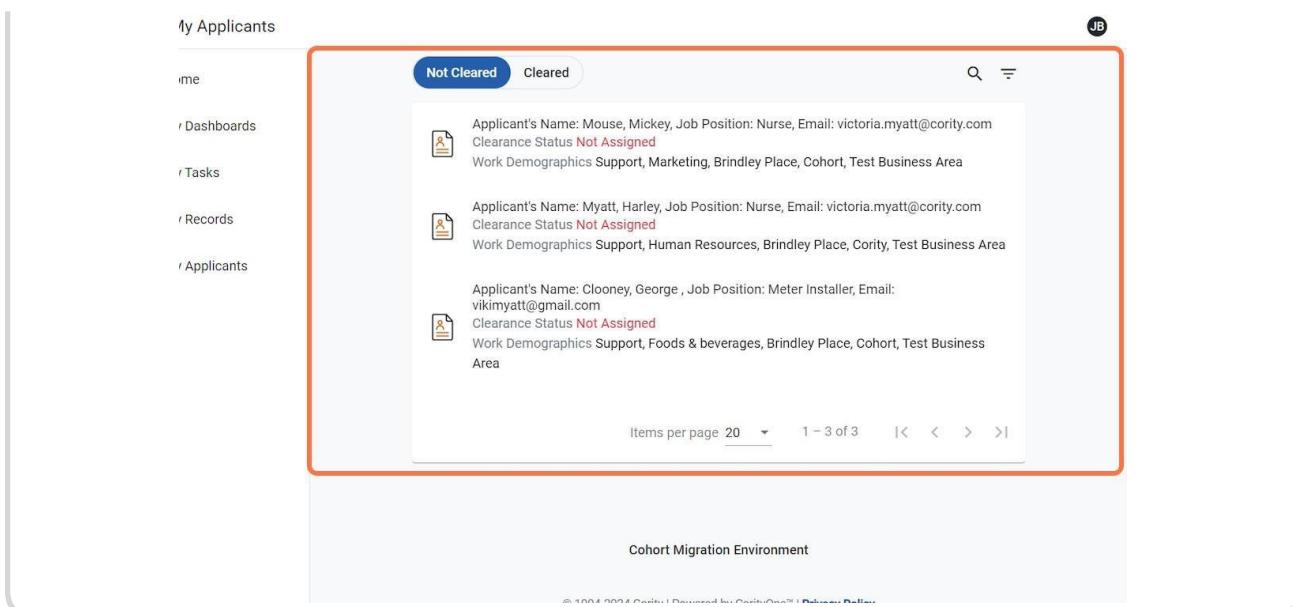
Check your dashboard regularly to check on the status of applicants.
To view progress of applicants, click on "My Applicants" from the menu



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

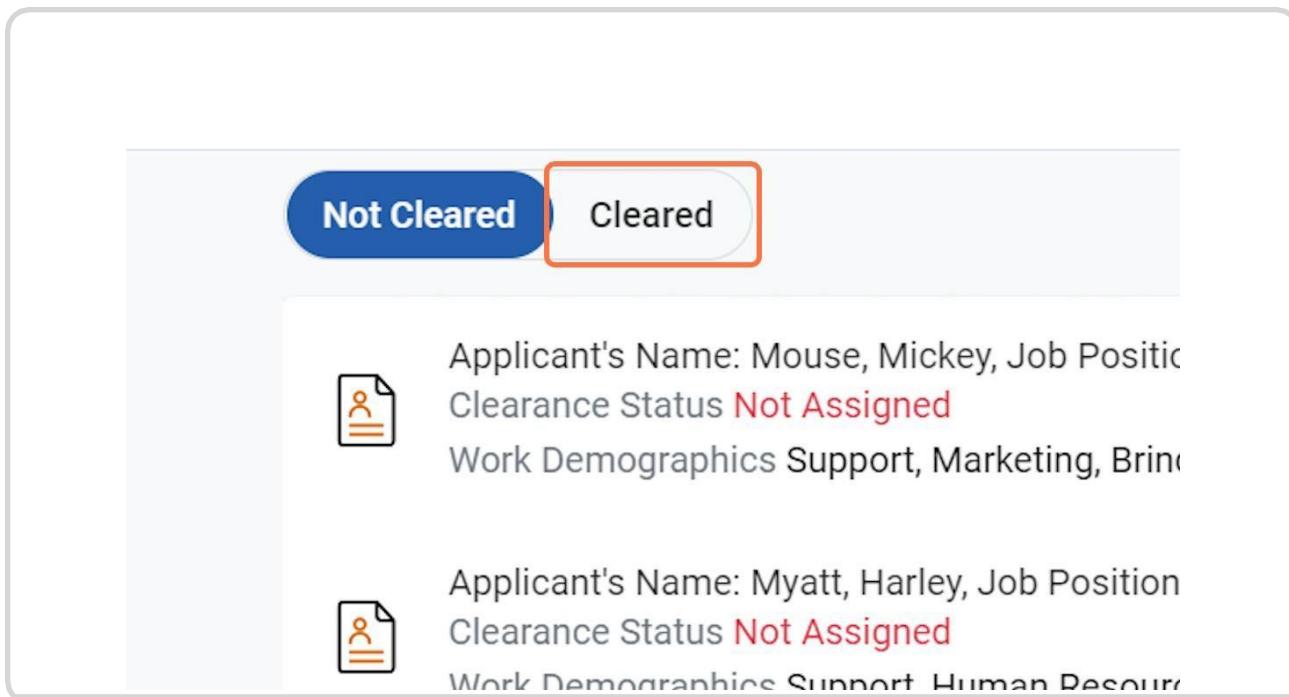


STEP 17

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.



Not Cleared Cleared

Applicant's Name: Mouse, Mickey, Job Position: Clearance Status: Not Assigned Work Demographics: Support, Marketing, Brinkley

Applicant's Name: Myatt, Harley, Job Position: Clearance Status: Not Assigned Work Demographics: Support, Human Resources

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