let's recruit

The Hiring Managers' complete user guide
to **recruiting with Jobtrain**

Isle of Man Government

Jobtrain

Contents

Introduction to Jobtrain

Jobtrain is the online recruitment system that is used for each stage of the recruitment process for the Isle of Man Public Service. It is easy-to-use, flexible and enhances both the hiring manager and candidate experience with faster response times.

As a hiring manager, you will have access to key activity on your recruitment campaigns including being able to view applicants instantly and progress them through the various stages of the recruitment process. It also gives access to up-to-the-minute management information when needed and enables us to report on the effectiveness of recruitment campaigns.

The system has many built in 'Job Statuses' and 'Candidate Statuses' which gives you a real time reflection of where your job or candidates are up to. A list of Job Statuses and their meanings are located in the Frequently Asked Questions section of this guide, the Candidate Statuses have been designed to be fairly self-explanatory.

Jobtrain support is provided by the Recruitment Team in the Office of Human Resources. For any help with Jobtrain you can contact the Sourcing Team on 686300 and press option 1.

How to access Jobtrain

Using your internet browser (we recommend Google Chrome), go to the following link:

https://www.jobtrain.co.uk/iomgovjobs/client

The Office of Human Resources' Recruitment Team will provide you with your username and instructions to set up a password for the system. If you are unsure of your username or password, please contact the Sourcing Team on 686300 and press option 1.

Type in your Username and Password in the fields provided and click the login button. If this is the first time you log in you may be prompted to change your password to something more secure.

Data protection warning

Jobtrain is a Cabinet Office (OHR) recruitment application system.

The personal data processed during recruitment is confidential. Information must only be shared with officers involved in the decision making process or the administration of recruitment activities. You must not share this information with those not involved in the recruitment process, for example the employee's current line manager or colleagues.
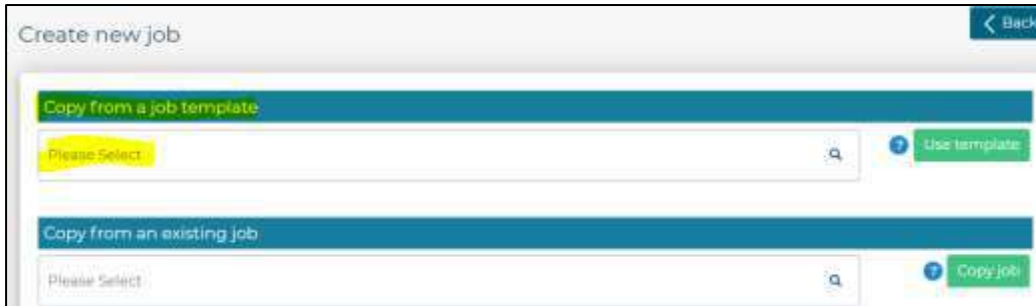
Officers with Hiring Manager access must complete data protection training and comply with their responsibilities under data protection law.

If you suspect data may have gone to the wrong person you must get in touch with OHR immediately.

Access may be amended or suspended as a result of any issues or data breaches being identified.
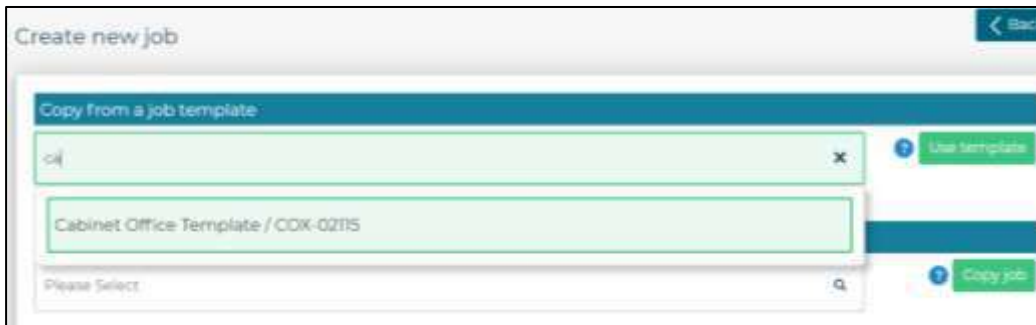
How to create a new vacancy

1. Once logged into Jobtrain, click on '**Add a job'**
2. You will have two options, in the **'Copy from a Job Template'** section, click in the box that says 'Please Select' and you should see your Department/Board/Office's templates

3. Select the template you wish to use then click '**Use template'**, your new vacancy will appear in a screen called '**Job Details'**.

Filling in the Job Details

You now need to provide details of your vacancy, you will do this by working through the six sections that you can see running across the top of the page:

Any fields in **red** means they are mandatory and must be completed to move forward.

IMPORTANT! If you make any changes to any of the sections please make sure you click '**Save & Continue**' or **'Save & Close'** otherwise your changes will not be saved.

Section 1 – Details

You will now have an automatically generated Job Reference for your job, we'd recommend taking note of this as when dealing with the Recruitment Team we will be asking you for the reference number of the job.

Input the job title of the role into the Job Title field, this will automatically populate the Job Title for Candidates field. The Job Title for Candidates is what is displayed on our website, the main Job Title field is just for you and OHR. We do recommend keeping them both the same.
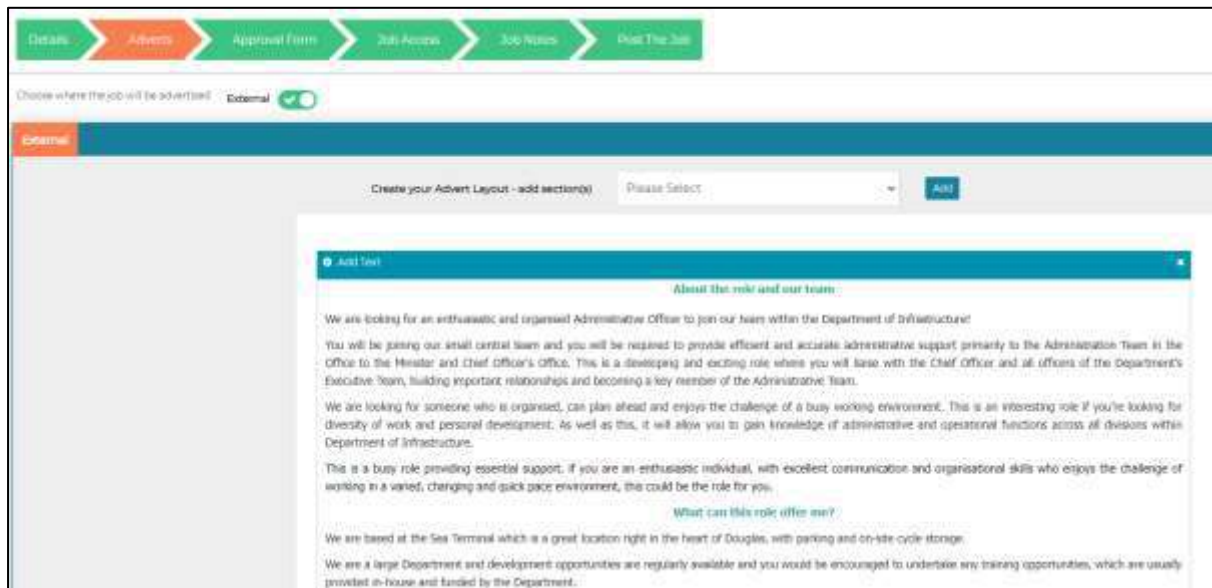
The **Location, Department and Division** fields are pre-set fields, you just need to type straight into the boxes and a drop down list will appear, select the option you need. If what you are looking for is not listed here please contact the Sourcing Team on 686300 and press option 1 who can add in new options.

Helpful hints:

- We need a genuine email address to be in the '**Please insert valid reply email for candidates**' this should be prefilled as helpmeapply@gov.im, please do not change this.
- **FTE** stands for Full Time Equivalent, this is determined by the amount of hours worked and the terms and conditions. The majority of full time roles will be 1.0. If you are unsure, you can contact the Sourcing Team.
- If you are unsure of the **Salary Scale**, you can leave this blank and the Sourcing Team will fill this in for you as long as you provide us with the grade/band of the post.
- The '**Start date**' field is not the date you wish for someone to commence in the role this is the date you wish the advert to go live. The date you enter here is subject to change.
- The 'End date' is date the advert will close. We normally recommend a minimum of 10 working days to advertise. The date you enter here is also subject to change.

Once you have completed this section, click 'Save & Continue' from the bottom of the screen.
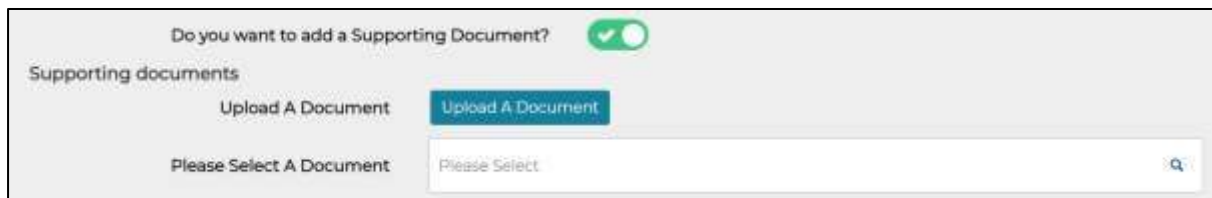
Section 2 – Adverts

Insert some advert wording in the 'Add Text' box. You should include a couple of paragraphs about the role, the team, your short term/long term objectives etc. This wording could be the difference between a candidate deciding to apply or clicking off the page.

Please ignore the **Social Media Attention Grabber** section.

Section 2 – Uploading Job Descriptions

In the same section, if you scroll down, you will find the Supporting Documents area. This is where you will upload the Job Description and Person Specification for the role:

1. Ensure the 'Do you want to add a Supporting Document?' slider is ticked
2. Click on '**Upload a Document'**
3. A new window will open, in the '**Description**' box write what the document is followed by the job title e.g. "Job Description – Recruitment Officer". *Please note - if a document exists in Jobtrain's document library with the same name it will not allow you to upload the document. We recommend adding the unique job reference number afterwards to differentiate the document.*
4. In the **'For Candidates'** box put the same wording as the above box, however please note whatever you write in this box will display on the website.
5. Next, click on the **'Upload'** button and navigate to the file to upload and click '**Open**'

6. Click **'Add to document library'**

7. Click **'Save'** this will close that window
8. To add another document, follow Steps 2 onwards.
9. Back in the Supporting Documents window, click "**Save and Continue**" at the bottom of the screen.

Section 3 – Approval Form

The Approval Form section is where we get into the important details about your job. We want to know about how the position has become available, how you wish to advertise and the essential requirements of the job.

PiP Position Details section

This is a really important section of the form, without this information your job will not be approved and will delay your recruitment schedule. Please choose from the dropdown list whether this is a new/replacement post.
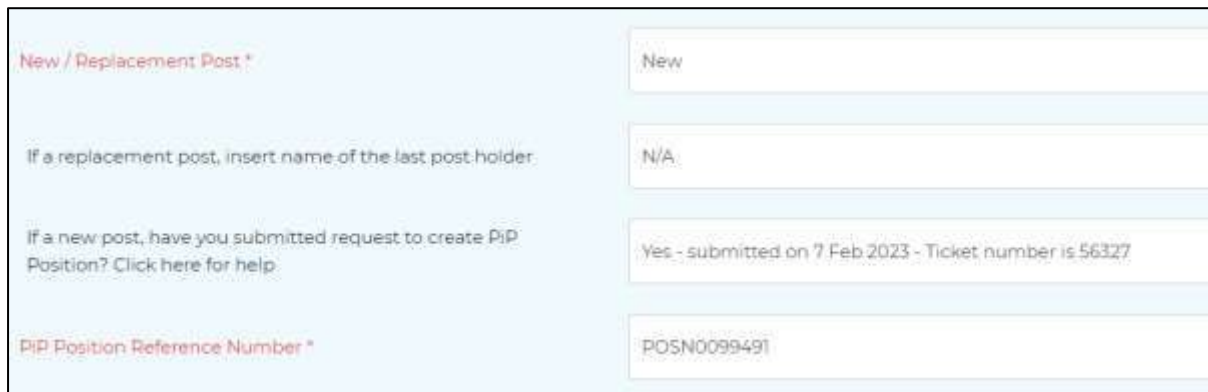
If this post is replacing someone, all you need to do is provide the name/employee number of the employee/worker. The Sourcing Team will search the HR and Payroll system to ascertain their PiP Position Reference and will input this on your behalf.

If this is a new post, and you have created the position on PiP you can simply input the PiP Position Reference in the box as shown below:

New / Replacement Post *	New
If a replacement post, insert name of the last post holder	N/A
If a new post, have you submitted request to create PiP Position? Click here for help	Yes - submitted on 7 Feb 2023 - Ticket number is 56327
PiP Position Reference Number *	POSN0099491

If the paperwork has been submitted to create your position but you haven't yet had confirmation of the PiP Position Reference, please provide the date you sent the request to the PiP Changes Team and the ticket number. Please be aware your job won't be able to be advertised until a valid PiP position has been created.

Vacancy Details Section

Work your way through the fields in this section, some of the information will be pulled through from the first tab.

Helpful Hints

- The Department Contact should be the individual(s) who the Sourcing Team can contact regarding this vacancy
- If you are wishing to advertise your role locally/nationally/on social media etc you must provide your area's **Advertising Cost Centre and Item Code**. You should contact your Finance Team if you are unsure which codes to use
- If **Relocation** is available for your post, you must get appropriate authorisation for this. For Manx Care/PSC relocation a 'REL1' Form should be completed and attached to the Job Approval tab
- If you indicate that a **driving licence is essential** be prepared to justify this to the Sourcing Team as it could be discriminatory to ask for a driving licence when the successful candidate could walk, get a lift, taxi, bus, car share or cycle to work.
- If you wish for your role to be advertised anywhere special you can give details in the '**Advertising your vacancy'** section and the Recruitment Officer assigned to your job will contact the publication/agency/website to ascertain quotes for the advertisement for your approval

Section 3 – Job Approval Workflow

| Job Approval Workflow | | |
| Job Approval Workflow ❓ | Please Select 🔍 | ❓ Reset Approval |

For a job to go live for applications on Jobtrain, the job must have full approval from your

Department/Board/Office as well as the Office of Human Resources. In this section you will choose the correct authorisation route for your job.

1. In the Job Approval Workflow box type in your area and the drop down list will provide suggestions:
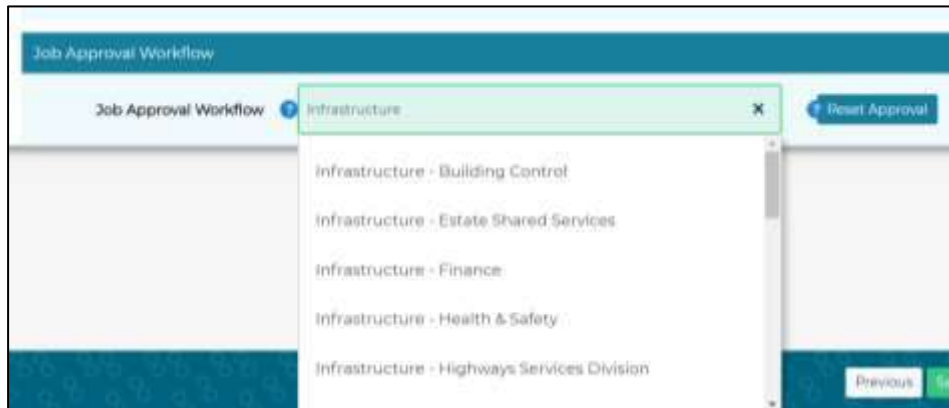
2. Once selected, an Approval Attachment box will appear. This is an **optional** step, however if you need to upload any Relocation Approval (REL1) forms or Business Cases to support the approval process you can upload these in the '**Upload a Document'** section.
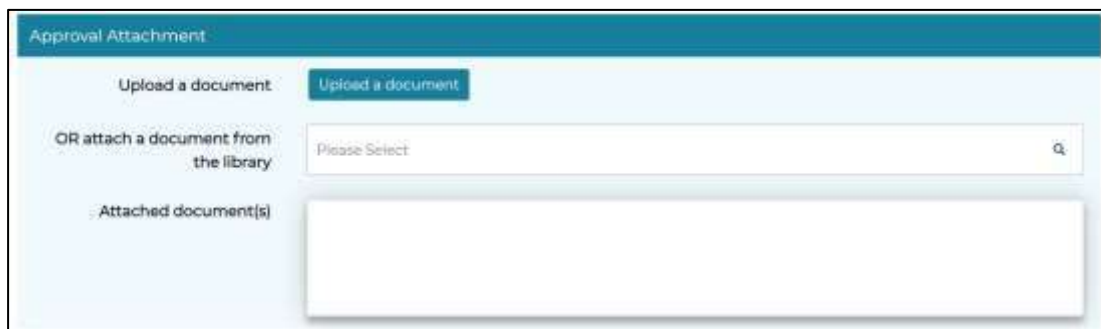
3. Under the Approval Attachment, the approval chain will be displayed, with the names of who must authorise your vacancy (Example below).
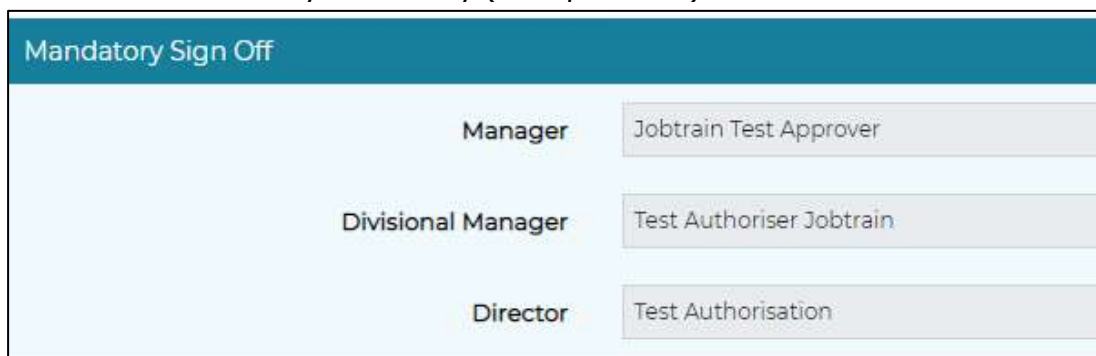
Does your list look wrong or has someone left who is still in the chain? Let the Sourcing Team know as soon as possible by calling 686300 and press option 1.

4. Click 'Save and Start Approval' once you're ready for the vacancy to be sent to the first person in the approval chain.

Section 4 – Job Access

This section allows you to provide access to various members of staff that are required to view this role.

To give access to other users, start to type the name of the member of staff who needs access, a drop down list will appear just click on the correct person to add them into the access box. Repeat this process to add multiple users.

Need to add someone who isn't in the list of Jobtrain users? You will need to ask them to contact the Sourcing Team to request a Jobtrain account.

Data Protection warning! Remember whoever is given access in the Job Access section will have full access to the vacancy and the applications/CVs that are received. Make sure you are giving the right person access and ensure you have a justifiable reason for them having access to all your potential candidates' personal data and they are aware of their Data Protection responsibilities. If you are unsure, please contact your Department's Data Protection Officer or the Sourcing Team, **before** granting access.

Section 4 – Interviewers

Once you have given Job Access out to your role, you will then need to provide details of the interviews:

1. **Interviewer** – Provide the name of the chairperson of the panel. This will be the name that is provided to candidates to request feedback on their applications/interviews.
2. **Telephone** – Provide the phone number of the chairperson. This should be **without** the 01624 prefix

3. **Interview Location** – Provide the full address of where the interviews will take place. This information will be pulled through to the interview invitation emails to candidates so please make sure it is correct!
4. Click **'Save & Continue'** when ready to finish your advert.

Monitoring the Approval Process

You can keep an eye on where your job is up to in the approval process in the main 'Jobs' screen, just click the orange JOBS button at the top of your screen.

	Job Reference	Job Title	Job Status	Location	Start Date	Closing Date	Total	New	Short	Edit
☐	DOI-010726	Facilities Manager - Electrical	Waiting For Approval	Hills Meadow Depot	03/08/2020	16/08/2020	0			⊘

If the job is showing as 'Waiting for Approval' and not 'Approved – OHR to Review' the job is still to be approved. You can see who has the job for approval by clicking the ⊘ icon.

	Job Reference	Job Title	Job Status	Location	Start Date	Closing Date	Total	New	Short	Edit
☐	DOI-010726	Facilities Manager - Electrical	Waiting For Approval	Hills Meadow Depot	03/08/2020	16/08/2020	0			⊘

Then click on the **Approval Form** section:

Details	Adverts	Approval Form	Job Access	Post The Job

Then scroll right to the bottom for the **Mandatory Sign Off** area, where you will see who has your job for approval:

Mandatory Sign Off		
Manager	Jobtrain Test Approver	Status: Awaiting Approval - Email Sent On 12/08/2020 15:19	Resend
Divisional Manager	Test Authoriser Jobtrain	
Director	Test Authorisation	

All jobs must be approved by the Sourcing Team in the Office of Human Resources before they can be prepared to go live.

The Sourcing Team and Approval Process

The Sourcing Team is a team within the Office of Human Resources' Recruitment Team. The team is responsible for the advertisement of all Isle of Man Public Service vacancies. Once your job has had approvals from your Department/Board/Office the job will be sent to the Sourcing Team to approve.

The approval process consists of:

- Checking the People Information Programme (PiP) to locate the vacant position you are recruiting to
- Ensuring the grades and hours of the PiP position match the Jobtrain vacancy
- Circulate the role on the daily Redeployment Circular

When the approval process has been completed the job status will change to "Approved – OHR to Review", you will also receive an automatic email at this stage to let you know your job has been approved:

	Job Reference	Job Title	Job Status	Location	Start Date	Closing Date	Total	New	Short	Edit
☐	DOES-010736	(RL) Site Manager - University College Isle of Man	Approved - OHR to Review	University College Isle of Man	25/07/2020	08/08/2020	0			⊘

Turning your job live

Once your job has been approved, the job will be allocated to a member of the Sourcing Team to prepare the advert ready to be advertised. This includes a full review of the Jobtrain vacancy ensuring all the information is correct and that it is an attractive and engaging advert. You will receive an email notification when your job turns live for applications, the Job Status will also change:

	Job Reference	Job Title	Job Status
	MCX-018281	Senior Social Care Worker - Southlands	Live

Accessing and Reviewing Applications

You will receive an email notification advising you when the vacancy goes live, and also once the closing date has been reached.

In the main **JOBS** screen you will see any live vacancies which you are assigned to will be displayed.

	Job Reference	Job Title	Job Status	Location	Start Date	Closing Date	Total	New	Short
☐	DOH&-010600	(RE) Air Ambulance Transfer Practitioner - Internal Only	Live	Various locations across the Isle of Man	16/07/2020	30/07/2020	7	7	
☐	DOI-010575	(RE) Apprentice Electrician	Live	Hills Meadow Depot	22/07/2020	05/08/2020	11	11	
☐	DOI-010578	(RE) Apprentice Joiner	Live	Hills Meadow Depot	22/07/2020	05/08/2020	7	7	

- The **Total** column displays the total number of applications received for the vacancy.
- The **New** column displays the number of Candidates that are at the status of '**New Application**', and are therefore awaiting your short-listing decision.
- The **Short** column displays the number of Shortlisted candidates.

To view your applied candidates, just click anywhere on the job. This will load your list of candidates:

Registered Nurse

Candidate View

Change Status To

Search / Filter

	App Date	Candidate			Status	Edit	Interview	Shortlisting Score
☐	30/07/2020	JT Jobtrain7 Test	➕		New Application	⊘	📅	2
☐	30/07/2020	JC Jobtrain Candidate	➕ ⓘ		New Application	⊘	📅	0

Show 20   Showing 1 to 2 of 2 entries

« ‹ 1 › »

To access a candidate's application form, click on their name within the list of candidates page. Their application form will open, it will look like this:
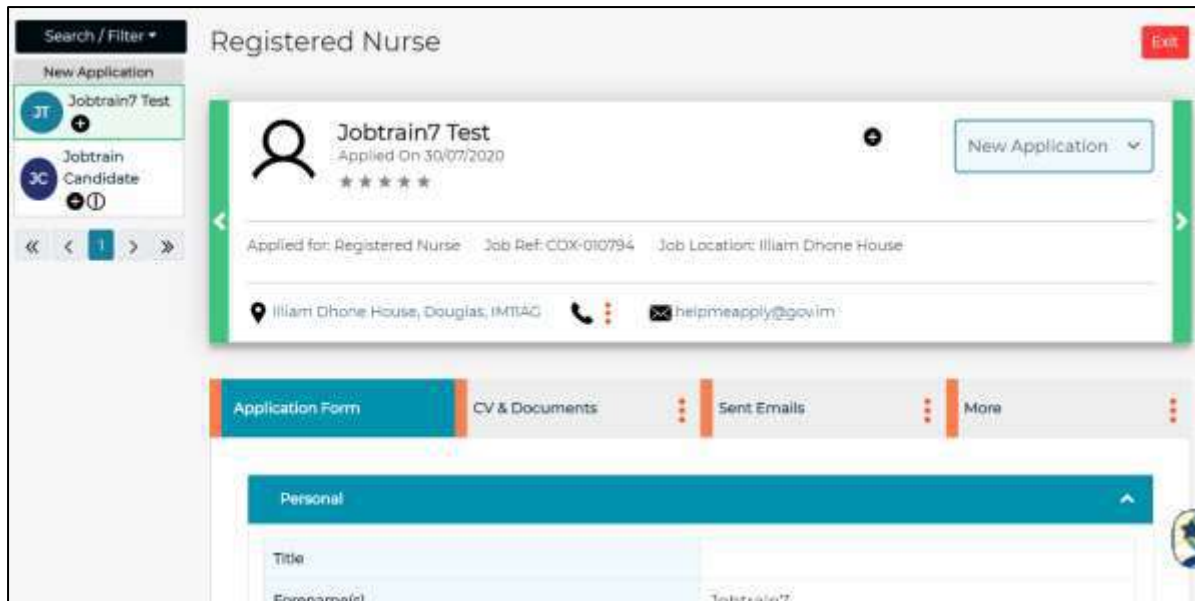
You navigate through a candidate's application using the 4 button below:
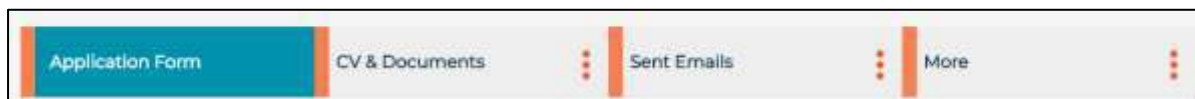
- **Application Form** – This will contain all of the candidate's personal information they have provided as part of the application. This should be reviewed fully.

- **CV & Documents** – This will show the candidate's supporting documents they have uploaded along with their application. Candidates can upload **two** documents. **Make sure to click on the ⋮ button to switch between the CV and Cover Letter.**


- **Sent Emails** – This will show all emails that have been sent to the candidate about jobs that you have access to. You can click on the subject titles to view the email content in full

- **More** – Clicking on 'More' will bring up quick links to add candidates notes and complete shortlisting/interview assessment forms.

To close an application and return to your original list of candidates you just need to click the ![Exit] button in the top right of the screen:

To easily navigate through applications you can use the navigation panel to the left of the screen:
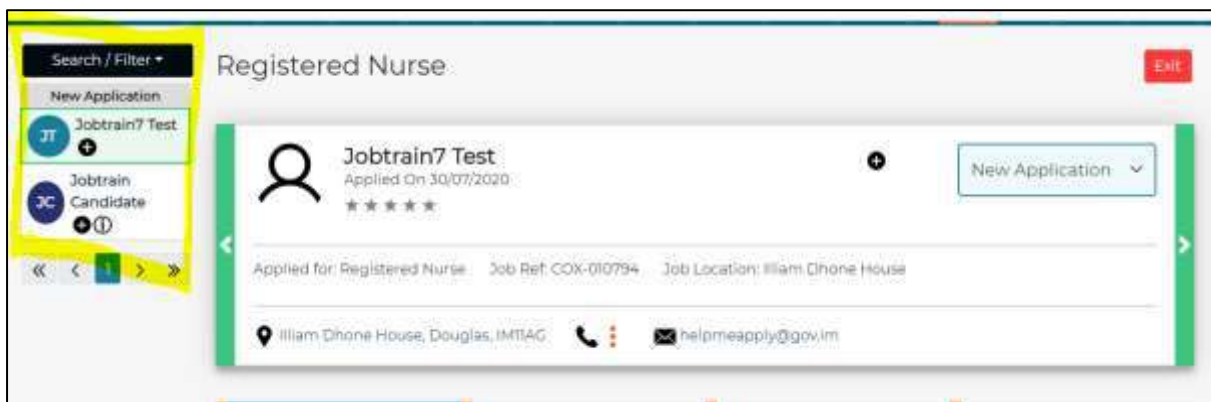
Or to go straight to the previous or next application use the green arrows:

Icons and symbols on candidates' applications

You will see various icons and symbols on candidates' applications. We have provided explanations for what all of the symbols mean below:

Icon	Meaning
(i)	Candidate has indicated on their candidate account that they are internal
➕	The candidate's application has been manually added by someone in the Recruitment Team. You can hover over the plus sign to see who added the application
📎	This means an attachment has been uploaded against the candidate's application by HR. You can click on the paper clip to view the attachment.
✉⊗	This indicates that an email that was sent to a candidate failed.
⊗	This relates to a 'Killer Question' set up on a job which is a question candidates must answer before starting their application. If a red cross shows they didn't correctly answer the question
✔	This relates to a 'Killer Question' set up on a job which is a question candidates must answer before starting their application. If a green tick shows they answered the question correctly
📚	This is an icon which is for HR reference only, it is nothing to worry about.

Shortlisting on Jobtrain

Once your Recruitment Panel has completed the shortlisting of your role, you are now ready to input your shortlisting information to Jobtrain.

Updating Shortlisting Forms

There are two ways to shortlist within Jobtrain depending on whether you are simply inputting data or shortlisting as you go.

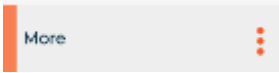**Option 1: Using the Standalone Shortlisting Form**

1. In the '**Jobs'** screen, find the job you are shortlisting for
2. Click on the job to open the list of candidates
3. Click on the white tick box to the left of a candidate's name and from the left hand menu click on '**Assess'** then '**Shortlisting Form**'

4. A new window will appear, displaying the shortlisting criteria, and enabling you to score the candidate's application form
5. Insert your shortlisting notes and select the screening score as appropriate. Press the ![Save] button at the bottom when finished
6. The shortlisting score will appear in the Score column on the candidate listing page. (You may need to refresh your page for the score to appear).

Option 2: Using side by side shortlisting

To have both the candidates application and shortlisting form open at the same time follow these steps:

1. From the list of candidates, click on the candidate's name to open their application
2. Click on the ![More] button
3. Click on Shortlisting Form

4. The shortlisting form will open up, keeping the application/CV open on the left hand side


5. Activate the shortlisting form by clicking the ⊘ icon

6. Work your way through the shortlisting form and press the **Save** button at the bottom when finished

7. The shortlisting score will appear in the Score column on the candidate listing page. (You may need to refresh your page for the score to appear).

This is not a mandatory step, however we would recommend completing the form for each candidate so the information is stored securely and centrally. It's worth noting that there is no correct way to score candidates, you can use whatever system works for you as long as it is fair and consistently applied.

Updating statuses and progressing candidates to interview

Once you have made a decision regarding which candidates you wish to take forward to interview, you will need to update the candidate's status accordingly. This is an important step that alerts the Recruitment Team to send out the invitation emails.

1. Click the tick boxes of all the unsuccessful candidates
2. Next, from the '**Change Status To'** dropdown list at the top of the screen, select '**Not Shortlisted'** by scrolling through the list or typing it in
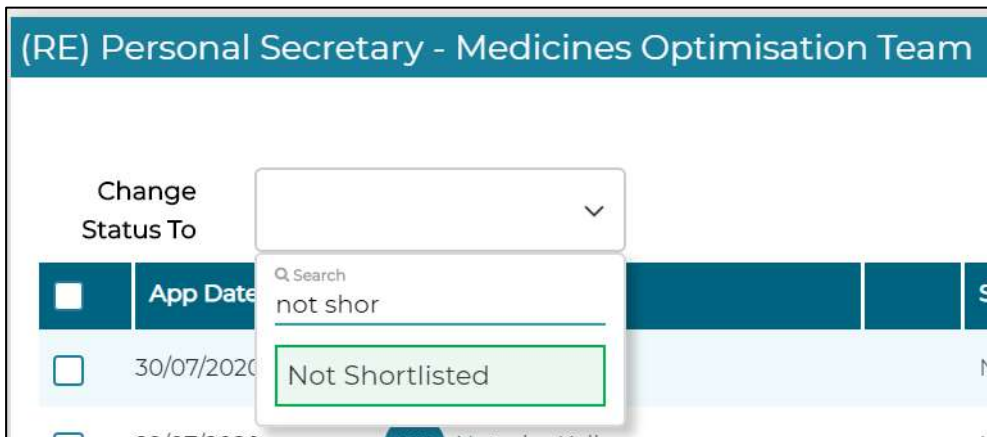
3. Confirm the status change, you do not need to input any comments here. **Please note this will send an automatic email to the candidates to make them aware**.
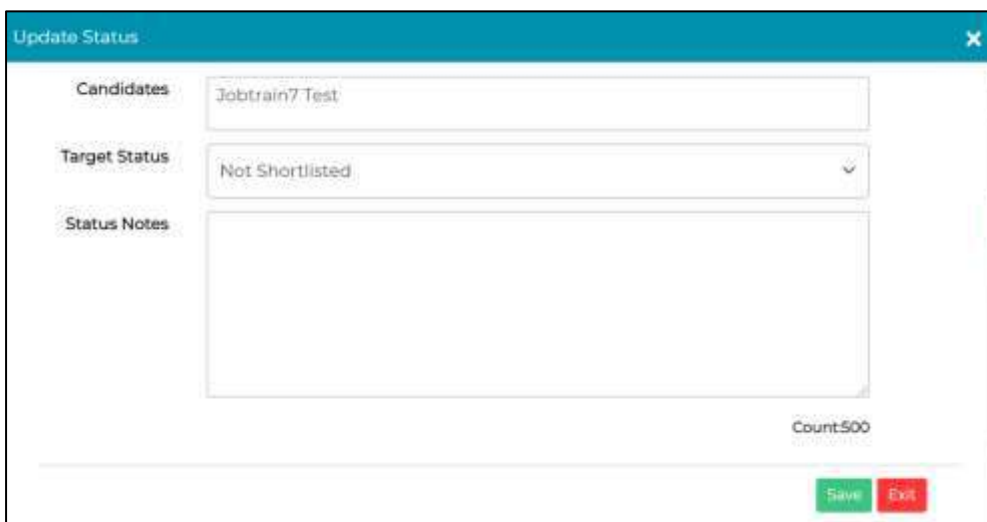
4. **Deselect previously ticked candidates** and then click the tick boxes of all the shortlisted candidates
5. Next, from the '**Change Status To'** dropdown list at the top of the screen, select '**Shortlisted for Interview'**
6. Confirm the status change, this will not send any automatic emails
7. You must now input the dates and times for each interview. For **each** candidate, click on the 📅 icon
8. A new screen will appear, click on Create New Appointment

9. Insert the interview date and times in the two boxes provided. Add the Interview Duration in HH:MM format.

10. Ignore the 'Add Interviewer' field.

11. Switch the toggle on 'Email to Candidate' to the red cross shown above.

12. Ignore the 'Email to Interviewer(s)' and 'Email interview date & time (.VCS)' boxes

13. Click 'Send Invite', then 'Exit' then 'Close'. You should see the interview date and time against the candidate, if you don't, you've done something wrong! **This will not send the interview invite to the candidate, the Sourcing Team will receive notification of this and will send the invite the next working day.**

14. Complete Step 7 onwards for all other shortlisted candidates

15. If there is any information for OHR to include in the invite to interview email (i.e assessments or presentations) you need to add a **Job Note**.

To add a Job Note go into your main 'Jobs' page and then click on the ••• icon to the right of your job, then click on the Job Notes tab and for the subject insert "Interview Details" and then give further details in the box below and click **'Save'**.

The Sourcing Team will send the invitations to interviews the next day if they have all the information required, if there is anything missing the invites will be put on hold whilst the

Sourcing Team liaise with you. You will receive an automatic email to let you know when the invitations to interviews have been sent out.
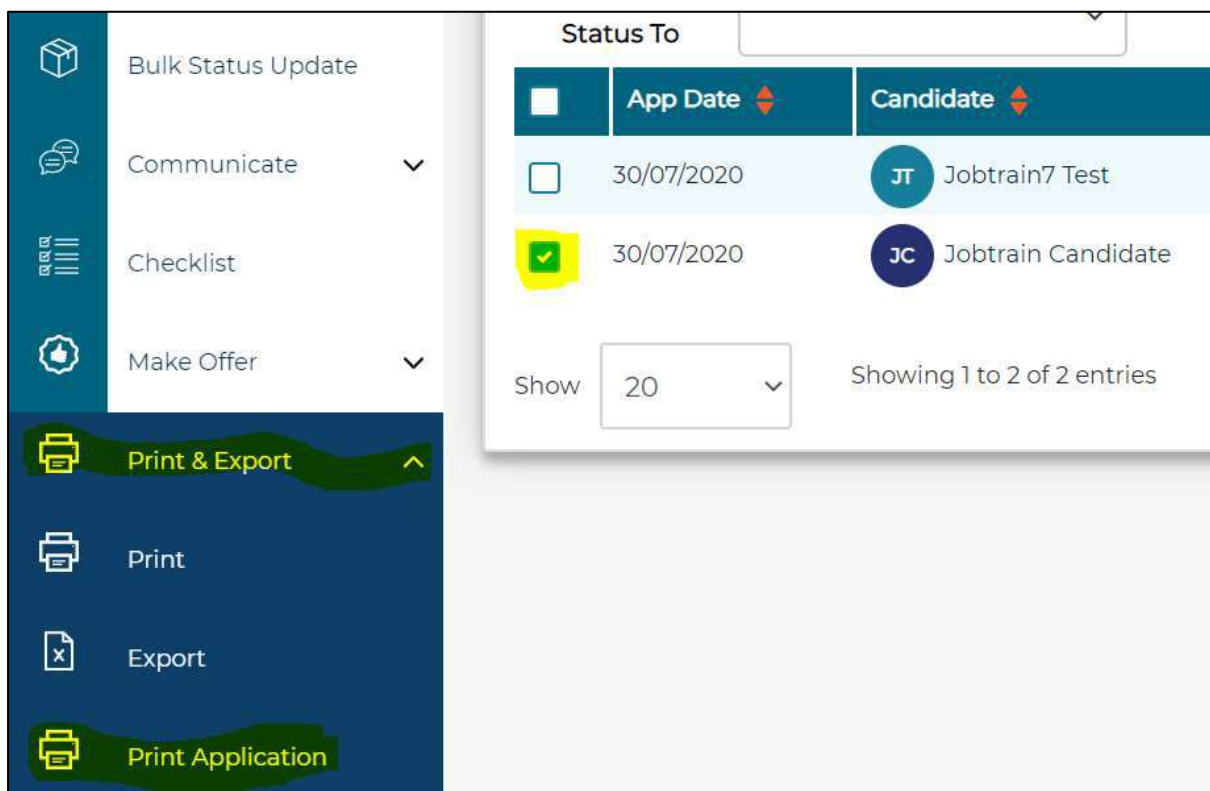
You may start to receive emails from candidates confirming their attendance following this stage as the invitation emails request them to do so.

Interviews

Preparing for Interviews

Should you wish to print candidates' documents in preparation for their interview or assessment The candidate's application form information can be printed by selecting the tick box to the left of the candidate's name and clicking 'Print & Export' and then 'Print Application'. You will then print the page as usual.

To print multiple application forms from the candidate listing page, select the checkboxes of all relevant candidates, and click 'Print & Export' and then 'Print Application'. You will then print the page as usual.

To print off CVs and cover letters you will need to do this individually from the candidate's application by clicking 'Download CV' or 'Download Cover Letter' and then print from your computer:

Data Protection warning! Think about how long you retain any printed/downloaded of documents for and how you are keeping them safe. Any loss of personal data or breach of data retention periods will be investigated and escalated to the appropriate Data Protection Officers and/or the Information Commissioner's Office.

Updating Jobtrain following Interviews

After you have spoken to all candidates that you interviewed and informed them of the outcome you can now update Jobtrain.

Uploading Interview Notes

There are two ways to record your interview notes on Jobtrain.

The first way, **and the recommended way**, is to complete the Interview Assessment Forms:

1. Click on the white tick box to the left of a candidate's name and then from the boxes to the left of the screen click on **'Assess'** then **'Interview Assessment Form'**
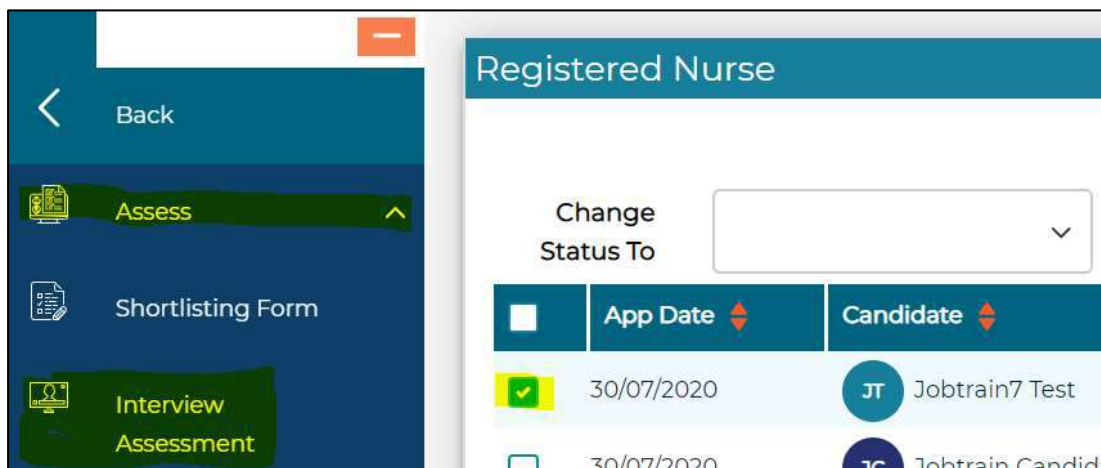
2. This will open a new window where you can input your interview feedback then click **'Save'**. Do these steps for each interviewed candidate, remember to untick the previous candidate and tick the next one

The second way is to **scan your interview notes and then upload the notes against the candidates' application**:

1. Click on the candidates' name to access their application form

2. Click on the ⋮ icon next to **'CV & Documents'** and then click **'Supporting Documents'**

3. In the description box type "Interview Notes"
4. Click on "Upload" and select the scanned notes
5. Click "Upload Document"
6. The candidate's profile will now display a paperclip indicating a document has been uploaded. **This will not make the document available to the candidate, however if a Data Subject Access Request is made these documents will be released to the requester.**

Updating Jobtrain

1. Click the tick boxes of all the unsuccessful candidates
2. Next, from the '**Change Status To'** dropdown list at the top of the screen, select '**Unsuccessful at Interview'** by scrolling through the list or typing it in
3. Confirm the change, **please note this will send an automatic email to the candidates,** this will include the chairperson's name and phone number for the candidate to contact for feedback.
4. Assuming a verbal offer has been made to the successful candidate, **deselect previously ticked candidates**, then click on the tick box to the left of their name
5. From the '**Change Status To'** dropdown box, choose '**Verbal Offer Made'** and confirm the change

6. From the boxes on the left of the screen click on **'Make Offer'** and then **'New Appointment Form'**
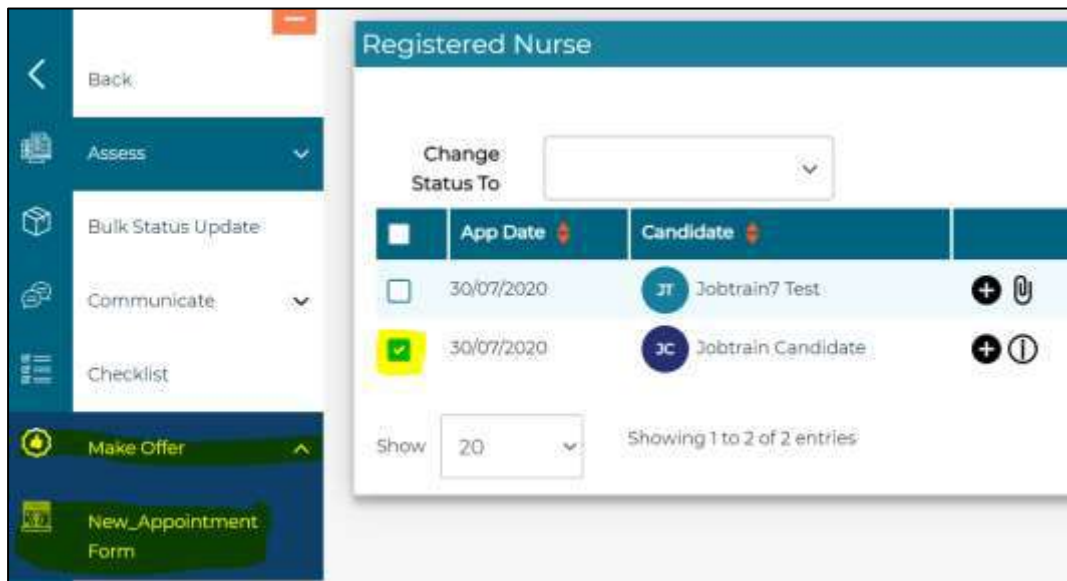
7. The New Appointment Form will open in a new window, please work your way through this form, completing it as best as you can and remembering to click **'Save'** once complete. This form will be used when the offer paperwork is drawn up for your candidate, at least, **please ensure the salary and annual leave entitlement has been completed.**

Monitoring pre-employment checks

The offer documentation will be sent out by the Appointment/Internal Hire team depending on the type of candidate you appoint, a copy of the documentation will be sent to you by the Recruitment Officer dealing with the appointment. If pre-employment checks are required the candidate's status will be updated to Pending Pre-Employment Checks.

The Recruitment Team keep a live checklist on Jobtrain where updates on your candidate's recruitment are logged, you have full access to this checklist to keep an eye on where things are up to.

1. In your main **'Jobs'** screen, find the job you are recruiting to
2. Click on the job to open the list of candidates
3. Click on the white tick box to the left of the candidate's name and from the left hand menu click on '**Checklist**'

4. Here you can see what pre-employment checks are outstanding. The general rule is wherever there is an empty box this is something that is outstanding, where there is a date in the box this is when we received the check.

   You can also view the additional information box at the bottom of the checklist to see any recent comments that OHR have added. **You will not be able to make or save any changes to the checklist.**

Completion of Pre-Employment Checks

When your candidate has completed their pre-employment checks the Recruitment Team will be in touch with you to request a start date. Once you have arranged a mutually convenient start date you must advise your Recruitment Officer responsible for the offer. Your Recruitment Officer will update the system accordingly and arrange for the Confirmation of Start Date paperwork to be issued.

Frequently Asked Questions

- **My login details aren't being accepted**
  Please ensure you are definitely on the Isle of Man Government Jobtrain site as there are many Jobtrain sites. The login link is www.jobtrain.co.uk/iomgovjobs/client if you need help or a reminder of what your username is please call the Sourcing Team on 686300 and press option 1.

- **I've forgotten my password**
  Go to www.jobtrain.co.uk/iomgovjobs/client and click on the 'Forgotten Your Password?' link and follow instructions provided.

- **How can I get other people in my team a Jobtrain account?**
  You just need to email SourcingTeam.OHR@gov.im with the details of who you want to be set up and we will action this for you.

- **Can I change who is in the approval process for my area/Division/Department?**
  Yes, please send the instruction to SourcingTeam.OHR@gov.im and we will get this amended for you.

- **Someone in the approval process is on leave, can we override their approval?**
  Yes, providing you have the appropriate authority from your Department/Board/Office to override their approval. Send an email to SourcingTeam.OHR@gov.im and we can override their approval.

- **Do I have to fill out the shortlisting/interview assessment forms?**
  No this is not mandatory, however we would advise doing so as it keeps all the notes in an electronic central area.

- **Who is the Recruitment Officer for my job advert?**
  This is easy to find out. If you go to the 'Jobs' screen and click on the edit icon next to your job, in the Job Details page the Recruitment Officer will have changed the email address on the bottom left to their own email address.

- **Who is the Recruitment Officer for the pre-employment checks?**
  This is also easy to find! If you go into the checklist (Click to find out how) for the candidate, at the top there is a field called 'Recruitment Officer' where you will find their name.

- **Why can't I see my job anymore?**

When recruitment to your role is complete, the job will be removed from your 'Jobs' screen. If you wish to revisit the pool of candidates for this role (within 12 months) you can get in touch with the Sourcing Team who can reactivate the job for you.

- **How can I stop people without the right qualifications applying?**
  You can request a Killer Question to be applied to your job. This is where a specific question is asked to candidates pre-application, if they pass or fail the question a green tick or red cross will appear next to their application. For example a killer question could ask "Are you an internal Isle of Man Public Service employee/worker?" if you were looking to advertise internally only.

- **How do I copy an existing job on Jobtrain, is this possible?**
  Yes, this is possible. Providing you have access to the job you wish to copy all you need to this is:

  1. In Jobtrain, navigate to your main 'Jobs' screen
  2. In this screen, select 'Add a Job' from the left hand side buttons (this will open a new window)
  3. In the new window, under the 'Copy from an existing job' heading, type in the reference number of the original job or the job title
  4. Select the original vacancy from the drop down list that appears
  5. Click the 'Copy job' button under the job title
  6. Your new vacancy should now load in a new window. It is helpful to make a note of the newly created reference number should you need to refer back to this
  7. Review all information in the vacancy as some information does not pull through.

- **What do the job statuses mean?**
  - **On Hold** – the job isn't been sent for approval yet, this is the status when you first raise the vacancy.
  - **Waiting for Approval** – job is going through the approval process
  - **Approved - OHR to Review** – the Sourcing Team have approved your vacancy and are now reviewing your advert content.
  - **On Hold – Queries Raised by OHR** – the Sourcing Team have found some issues with your advert whilst reviewing the content. They have placed the job on hold whilst they resolve the issues with the Department contact of the vacancy.
  - **OHR Prepped – To Go Live Soon** – the Sourcing Team have completed their review and the job is prepared to go live on the 'Start Date'.
  - **Live** – the job is now live for applications
  - **Advert Closed** – the job has now closed for applications, you can now commence your shortlisting
  - **Interview** – your shortlisted candidates have been invited to interview

- ➢ **Under Offer** – Your successful candidates have been formally offered and are undergoing pre-employment checks.
- ➢ **Complete –** All recruited candidates have finished their recruitment and they have been added to Payroll. Your recruitment is complete!
- ➢ **Complete – No Apt Made** – You didn't manage to appoint anyone to your post or your candidate decline the offer and there were no other appropriate candidates.

Who to contact for help

If you require any assistance with Jobtrain or recruitment in general, our Recruitment Team will be happy to help you. Our main contact phone number is 686300, however we have listed our direct phone numbers for the Recruitment Teams below.

Team	Responsible For	Central Phone Number
Sourcing Team	Job advertising, shortlisting, interviews	151376 or 686300 option 1
Appointment Team (External and Internal Recruitment)	Onboarding of external candidates and processing internal moves	151377 or 686300 option 2