Background

Some recruitment campaigns generate very high volumes of applications resulting in shortlisting processes taking place over a number of days.

Introducing a shortlisting complete button allows the hiring manager to control when the 'shortlisting complete' notification email is sent to the recruiter in order to prompt the next stage in the recruitment journey.

What does the Shortlisting Complete button do?

The Shortlisting Complete button sends an instant email notification to system users who have access to that job advising that shortlisting has now been completed. This then prompts the next stage in the recruitment process.

Once all shortlisters have completed the shortlisting for all applications and each candidate’s status has been updated, the panel chair/recruiting manager will use the Shortlisting Complete button to notify the recruiter. The button is visible at the top of the list of candidates.
Shortlisting Complete Checks

There are a number of checks to ensure that the shortlisting complete notification is only triggered at the appropriate point in the recruitment process.

The shortlisting complete button will only appear:

- For system users with a security role configured to display the button (typically shortlister or hiring manager security profiles).
- If 'Live for Candidates' is set to No. So the job is not open to candidate applications (i.e. the job is not advertised).

The email notification can only be generated:

- Once all application statuses have been updated following shortlisting (which application statuses this corresponds to can be configured in Settings > Security Roles).

If a user attempts to send the Shortlisting Complete notification whilst there are still applications at shortlisting statuses, an on-screen error message will display, indicating why shortlisting cannot be marked as complete:
Once the shortlisting complete email notification has successfully been triggered, an on-screen message will indicate that this has been generated successfully:

**Shortlisting Complete**

*Cannot mark shortlisting as complete - 1 candidate(s) still needs shortlisting*

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**Shortlisting Complete**

*Shortlisting complete - email sent to 1 users*

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**Who gets the Shortlisting Complete Email Notification?**

The Shortlisting Complete email notification is sent immediately to system users added to the Job Access tab for that job, where the Shortlisting Complete notification is enabled for their security role.
Help & Support

For further support:
- Contact your board nominated lead to raise a call with the eESS and Jobtrain Service Desk