

Pre Placement Recruitment Guidance

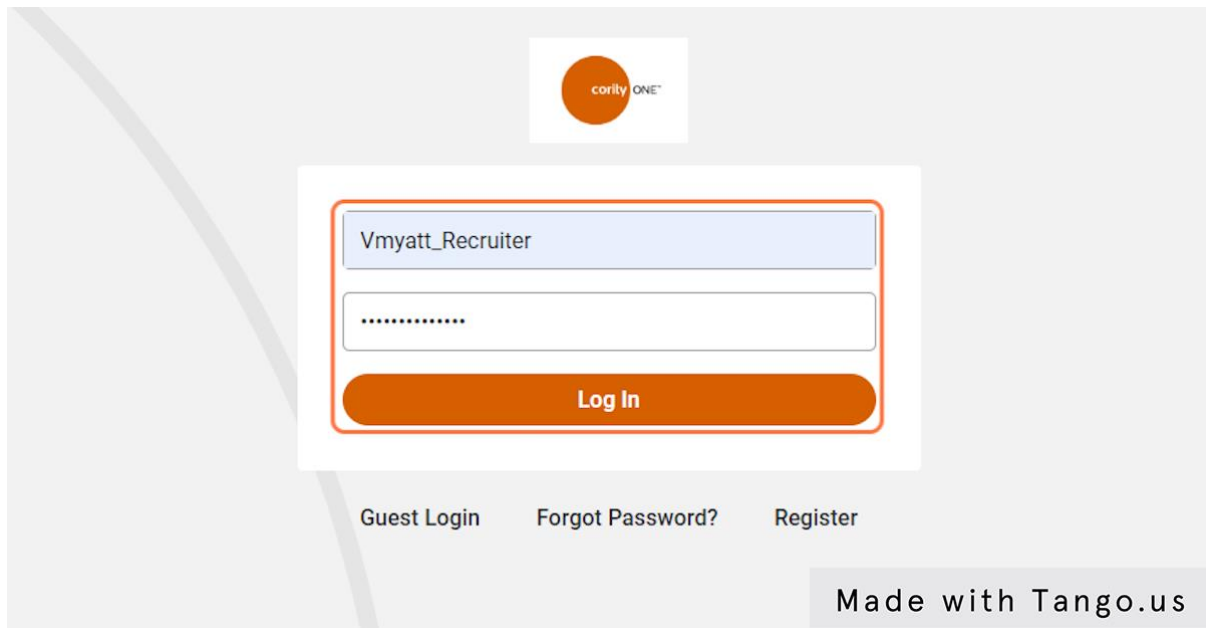
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1. Logging in and Forgotten password

You should have received a URL and Username to access the MyCority Portal. Use your own credentials to log in to the portal



cority ONE™

Vmyatt_Recruiter

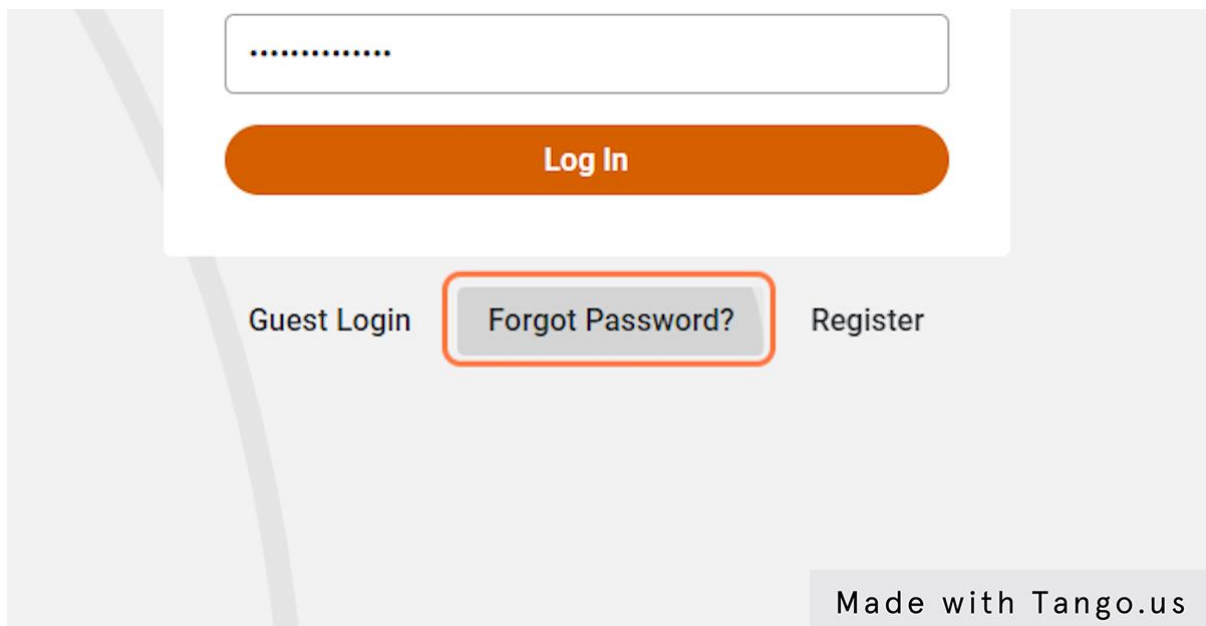
.....

Log In

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

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Enter your user name and click on Forgot Password. You will then receive a password reset token to the email address attached to your user details.



.....

Log In

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

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2. Setting up new employment registration

Select on the NEW EMPLOYMENT REGISTRATION FORM icon to add a new candidate

New

New Questionnaire

New Employment Registration Form

y

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Click on the magnifying glass icon to the right of the Employee search bar. From the pop up box that appears, click on the + icon

Employee ×

MyCority Employees +

Full Name	First Name	Last Name	Date Of Birth	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

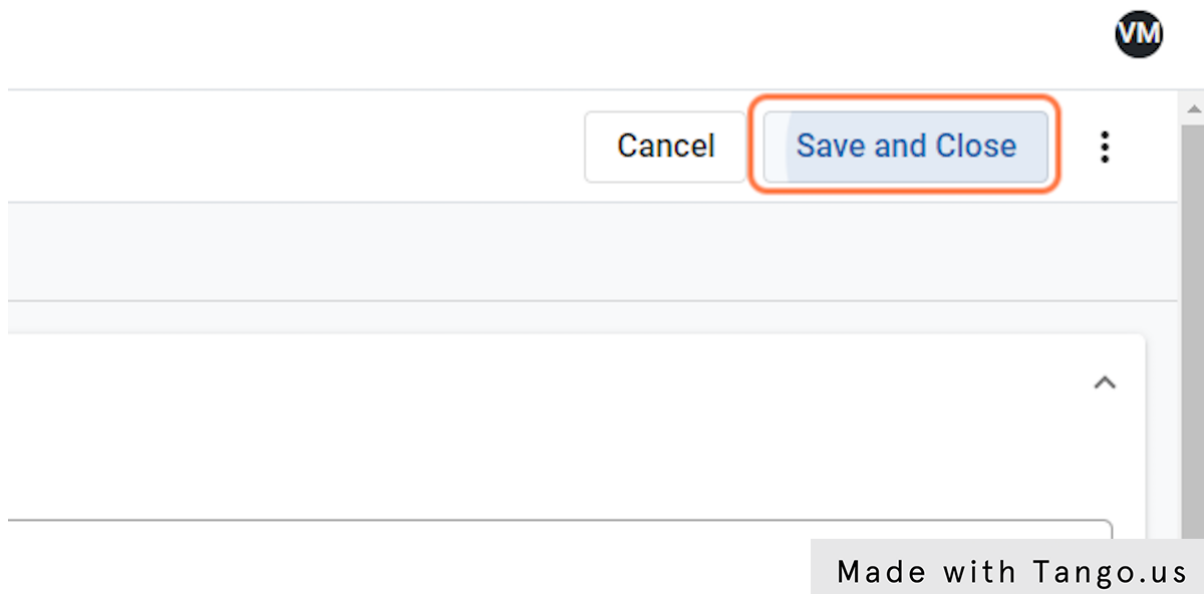
No records available.

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Enter the following details:

- First Name
- Last Name
- Date Of Birth
- Employee Type (bank, full time etc)
- Post Title
- Email
- Employer
- Directorate Location
- Directorate
- Site
- Department

Click Save and Close



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3. Selecting the questionnaire

This will create an employee record on Cority. You will need to complete the remaining fields as below:

- Priority
- Contact type
- HR/Manager name
- HR/Manager email

Click on Select a Starter Questionnaire and chose relevant questionnaire for the candidate. You may have one or more options to choose from.

You can choose to Save the form (If not ready to send to the applicant) or select Submit
SAVE – This will save what you have completed so far but WILL NOT go to the applicant
SUBMIT – this will save the form and generate the email to go to the applicant
CANCEL – this will cancel the form and delete any unsaved data

The screenshot shows the 'Employment Registration Form' interface. On the left is a navigation menu with 'My Tasks' selected. The main form area contains the following fields:

- Details:**
 - Employee ***: A dropdown menu with 'Mouse, Mickey (F66)' selected.
 - Job Position (ONLY CHANGE IF EXISTING EMPLOYEE MOVING TO A NEW ROLE)**: A dropdown menu with 'Doctor (Doc)' selected.
- Priority**: A dropdown menu with 'High' selected.
- Contact Type**: A dropdown menu with 'Manager' selected.
- HR/ Manager Name**: A text input field containing 'Mr John Smith'.
- HR/ Manager Email**: A text input field (empty).

At the top right of the form are buttons for 'Cancel', 'Delete', 'Save', and 'Submit'. A 'VM' icon is in the top right corner. A 'Made with Tango.us' watermark is visible in the bottom right corner of the screenshot.

The candidate will receive two emails; the first one will have details of their user name and the second one will be the temporary password. They must then log in to this account, follow the actions from the website and complete the questionnaire.

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4. Resending link to the candidate

From My Applicants, click on the relevant applicant

Click on the three dot icon in the top right hand corner

Click on Resend Email which will open a pop up box

In the "To" field, enter the email address, either the original or revised

Click Send

A "Success" message will be displayed