

## Recruiting Process Guide for Hiring Managers

### Raising a Job Requisition

To fill a vacancy within your team you will need to raise a Job Requisition on EV People/Dayforce, please find link to the guides below:

[How to add a job requisition \(1\).](#)

[How to add a job requisition \(2\).](#)

If you could add as much information as possible, including:-

- Salary
- Number of Openings or for Drivers if 'Evergreen role'\* (\*Evergreen is a role that will be constantly recruited into and remains open).
- Add a Job Description (Approvers will need this when approving the Job Requisition and the Recruitment Team will need this when drafting the Advert).

### Job Requisition Approval

When your Job Requisition is approved you will receive a notification from EV People/Dayforce confirming this. A notification is also sent to the Recruitment Team who will be in touch regarding advertising the role.

Similarly, if your Job Requisition is rejected you will receive a notification confirming this.

### Advertising

The Recruitment Business Partner will check with you on how best to advertise your role (internally/externally) and will draft an advert and send to you to check, amend and approve.

Once approved the Advert will be added to the relevant Job Boards and links to these will be sent to you confirming your role is advertised.

### Candidate Applications

Candidates will apply for your role by clicking on the 'Apply Now' button on the Advert which will direct them to EV People/Dayforce, where they will fill in a short questionnaire (including if they have the right to live and work in the UK), provide their contact details and be asked to attach their CV.

As soon as they have added this, the application will show through to you, as the hiring manager, as 'New' in the Candidate view of your Job Requisition.

You can click into the Candidate record and view their CV and choose an option to change their Status as below.

## Changing Candidate Status

You can click into the Candidate record and view their CV and choose an option to change their Status as below.

- Click on the button to the far left of the candidate's name (when viewing all candidates) this highlights the candidate's name line in blue.
- From the toolbar above, choose the Status drop down menu - you can either decline (there are different reasons to decline, however, these are for us to view only, the candidate will receive a generic unsuccessful email from the system).
- or if they are of interest, you can change their status to 'In-Progress' and if you would like to interview them, change the Status to '1st Interview'.

By changing the Status for each applicant, it is easier for you to see at a glance where you are with certain candidates.

## Interviewing Candidates

You can Schedule Interviews within EV People/Dayforce, please find the link to the guide on [How to schedule an Interview](#)

When interviewing your candidates, please make use of the hints and tips we have put together to help you: -

### [Interview – Structure and Questions](#)

Please ensure any interview notes are forwarded to the Recruitment Team - [evpeople@evcargo.com](mailto:evpeople@evcargo.com).

Here is a link to the Interview Assessment Form template - [Interview Notes Template](#)

You can use this template to add your own questions and make notes during the interview. After the interview, please forward a copy of the interview notes to the Recruitment Team and these will be added to the Candidates record.

## Making an Offer

When you are ready to make a verbal offer to the successful candidate (ensuring the salary max has been signed off before making this offer) and this offer is accepted you can change the Candidate Status to 'Verbal Offer Made'

You will receive a notification from the system (it may be in your Messages within EV People) asking you to obtain and complete the candidates offer details. You need to then Copy and Paste the details into the Candidate Notes (this will be required for each candidate).

When added you should then change the candidate Status to 'Offer Details Added – Manager'

This will generate a notification to the Recruitment Team to advise of the updated Status and providing all of the details have been completed, they will send out a Welcome email to the candidate. [Link to guide How to make an offer](#)

If further information is required the Recruitment Team will be in touch.

## Making an Offer - Cont'd...

[IT Equipment](#) - At the bottom of the notification you receive from Dayforce for offer details, there will be a link to a form to complete for any IT equipment needed for your new starter. This needs to be completed and sent to your IT Support Team.

## Right to Work

Right to Work – Within the Offer Details you should have specified whether or not the candidate has an 'in date' UK or Irish Passport, if the answer was Yes then the Recruitment Team will raise an electronic Right to Work Check with Credence/Yoti (our third party provider) who will contact the candidate to upload a copy of their passport.

If the candidate does not have an in date UK/Irish Passport or is a non-UK and Irish National then you will need to conduct a manual check with assistance from the Recruitment Team, link to our guide can be found here [Right to Work Process](#)

A manual RTW check will need to be completed before a Welcome email can be sent.

## Welcome Email

The Recruitment Team will send out a Welcome email, copying in the hiring manager and People Services. This will include details relating to the candidates offer of employment and contract, Right to Work details, onboarding and background check details (if applicable to their role).

If a start date has been added to the Offer Details, People Services will send out the contract of employment within the agreed SLA of 72 hours (providing they have all the information required). If a start date is yet to be confirmed, they will send out an Offer Letter and follow up with the contract once a start date is confirmed.

## Onboarding

As part of the Welcome email, we include links to EV People/ Dayforce so that the candidate (as soon as People Services add them to EV People/Dayforce) can access and start their Onboarding.

As part of their Onboarding they will: -

- Provide any personal information not already provided - home address, emergency contacts etc.
- Bank details for their salary to be paid into.

As the hiring manager you will be able to view their Onboarding Checklist, which includes: -

- A list of initial actions you need to complete for your employee prior to them joining the team.
- A list of items to go through with the new employee on their first day.
- A list of actions to go through with the new employee during their probationary period.

By going through the Onboarding with your new employee and during their probationary period you will ensure you give them the very best start with EV Cargo.

If you or your new employee experience any issues with EV People/Dayforce or have any questions, please email People Services at [evpeople@evcargo.com](mailto:evpeople@evcargo.com) for support and assistance