

The background of the slide features a light blue wooden surface with several small, square wooden blocks scattered around. Each block is a different color (orange, teal, yellow, green, red) and has a white silhouette of a person on it. In the center, there is a white rectangular box containing the 'ea one' logo. To the right of the logo, an orange block with a person silhouette is circled with a white hand-drawn line.

ea one

*....people and processes
connected through technology...*

Welcome!

Online Recruitment System

Online Recruitment



Candidate benefits of the Online Recruitment system ?



Quicker

- Online Application
- Shorter Application Form
- Candidate portal retains information



Improved candidate experience

- Can set alert preferences
- Email communication



Tracking availability

- Status of application is updated real-time
- Email communication
- Offers can be viewed within portal and decisions made electronically
- Confirmation that application is received



Ease of Use

- Shortlisting criteria (essential and desirable) is clearly set out on the application form
- Online career section can be accessed anywhere via the Internet (compatible with mobile devices)

Hiring Manager benefits of the Online Recruitment system ?



Quicker

- No advertising schedule
- Requisition fields are contextualised
- Approval process now through the system



Tracking availability

- Status of requisition (e.g. approval pending)
- Approval reminders functionality
- Immediate notification of approval decisions
- Candidate count is updated in real-time
- Offers to candidates can be viewed within the system



Improved Hiring Manager experience

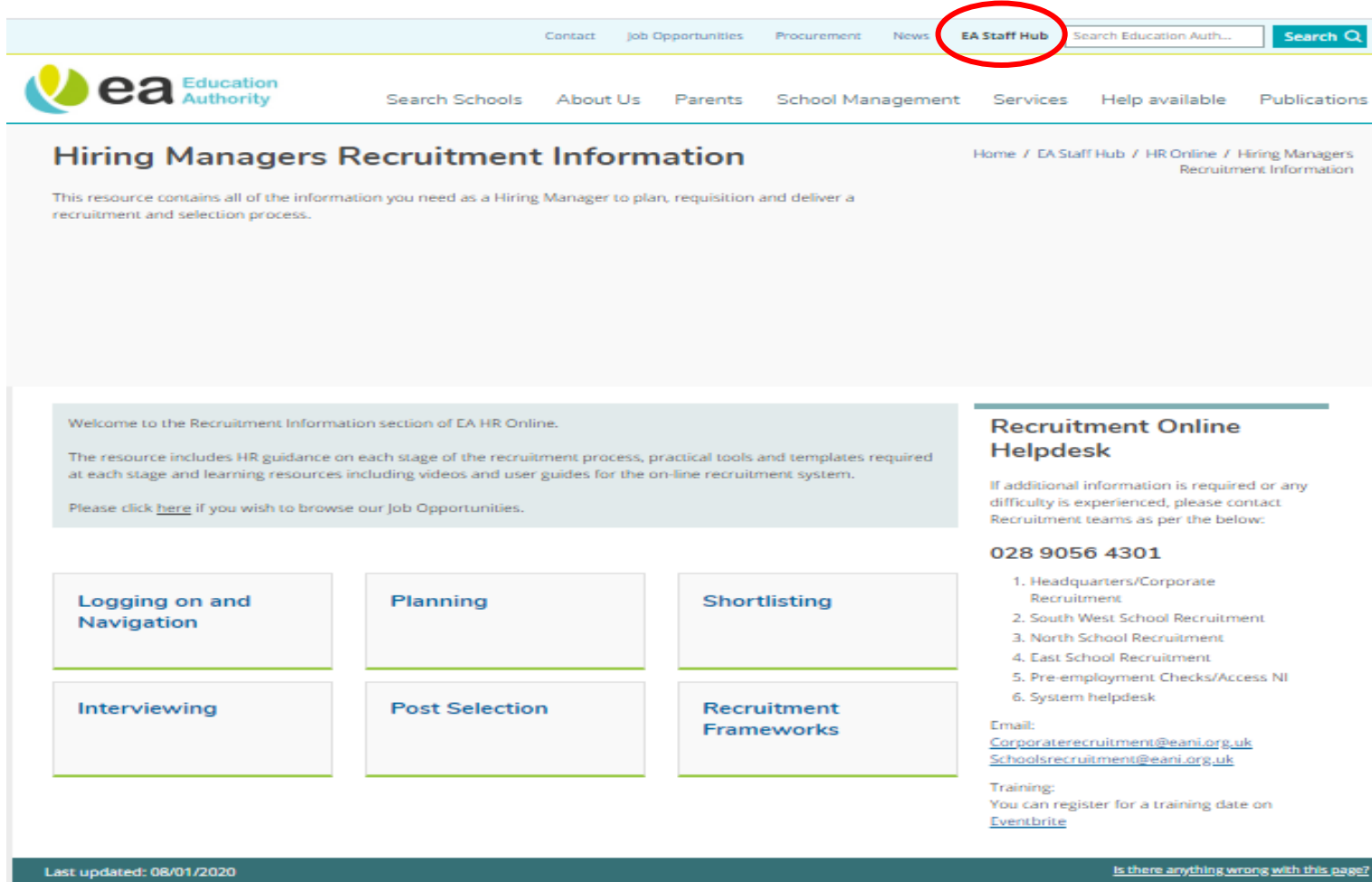
- No advertising costs
- Email communication
- Reduction in printing/photocopying
- Quicker and more efficient process
- Ensures continuity of the recruitment process



Ease of Use

- Candidate responses to shortlisting criteria (Yes/No) answers can be viewed at a glance
- Candidate responses are now separated out per criteria to allow panel to assess if criteria met
- Recruiting centre can be accessed anywhere via the Internet (compatible with mobile devices)

HR Online recruitment information page



Contact Job Opportunities Procurement News **EA Staff Hub** Search Education Auth... Search Q

ea Education Authority Search Schools About Us Parents School Management Services Help available Publications

Hiring Managers Recruitment Information

Home / EA Staff Hub / HR Online / Hiring Managers Recruitment Information

This resource contains all of the information you need as a Hiring Manager to plan, requisition and deliver a recruitment and selection process.

Welcome to the Recruitment Information section of EA HR Online.

The resource includes HR guidance on each stage of the recruitment process, practical tools and templates required at each stage and learning resources including videos and user guides for the on-line recruitment system.

Please click [here](#) if you wish to browse our Job Opportunities.

Logging on and Navigation

Planning

Shortlisting

Interviewing

Post Selection

Recruitment Frameworks

Recruitment Online Helpdesk

If additional information is required or any difficulty is experienced, please contact Recruitment teams as per the below:

028 9056 4301

1. Headquarters/Corporate Recruitment
2. South West School Recruitment
3. North School Recruitment
4. East School Recruitment
5. Pre-employment Checks/Access NI
6. System helpdesk

Email:
Corporaterecruitment@eani.org.uk
Schoolsrecruitment@eani.org.uk

Training:
You can register for a training date on [Eventbrite](#)

Last updated: 08/01/2020 [Is there anything wrong with this page?](#)



General Navigation

- Logging on to the Online Recruitment System
- Navigate the Welcome Centre
- Navigate the Recruiting Centre



[HR Hub - General Navigation](#)



Raising a requisition

- Create a requisition
- Add an attachment to a requisition
- Duplicating, printing and adding comments to a requisition



[HR Hub - Raising a Requisition](#)



Requisition Approvals

- Sending a requisition for approval
- Approval route

 [HR Hub - Recruitment Planning and Approvals](#)



Shortlisting and Interviews

- Accessing Applications
- Printing candidate applications
- Adding attachments
 - Shortlisting Final Order of Merit & Interview Schedule
 - Interview – Final Order of Merit



[HR Hub - Shortlisting](#)



[HR Hub - Interviewing](#)



Contact Details

Issue	Area	Email Address	Group Telephone Number
Resourcing/Recruitment Issues General support completing templates Information on processes and timescales	South West (Locality 1) – Omagh Fermanagh and Omagh/Mid Ulster/Armagh, Banbridge, Craigavon	schoolsrecruitment@eani.org.uk	02890564301 (Opt 2)
Resourcing/Recruitment Issues General support completing templates Information on processes and timescales	North (Locality 2) – Ballee, Derry City & Strabane, Causeway Coast & Glens, Mid & East Antrim, Antrim & Newtownabbey	schoolsrecruitment@eani.org.uk	02890564301 (Opt 3)
Resourcing/Recruitment Issues General support completing templates Information on processes and timescales	East (Locality 3) – Dundonald Newry, Mourne and Down/Ards and North Down/ Lisburn and Castlereagh/Belfast	schoolsrecruitment@eani.org.uk	02890564301 (Opt 4)
Pre Employments/Access NI/NISTR Pre Employment Checking Service Team (PECS Team)	All Areas Ballee Centre	pcs@eani.org.uk	02890 564301 (Opt 5)
System Issues Technical Support IT Access Password / User Log ons	Online Recruitment Team	OnlineRecruitmentSystemAdmin@eani.org.uk	0289056 4301 (Opt 6)

Locality Map

Locality 1

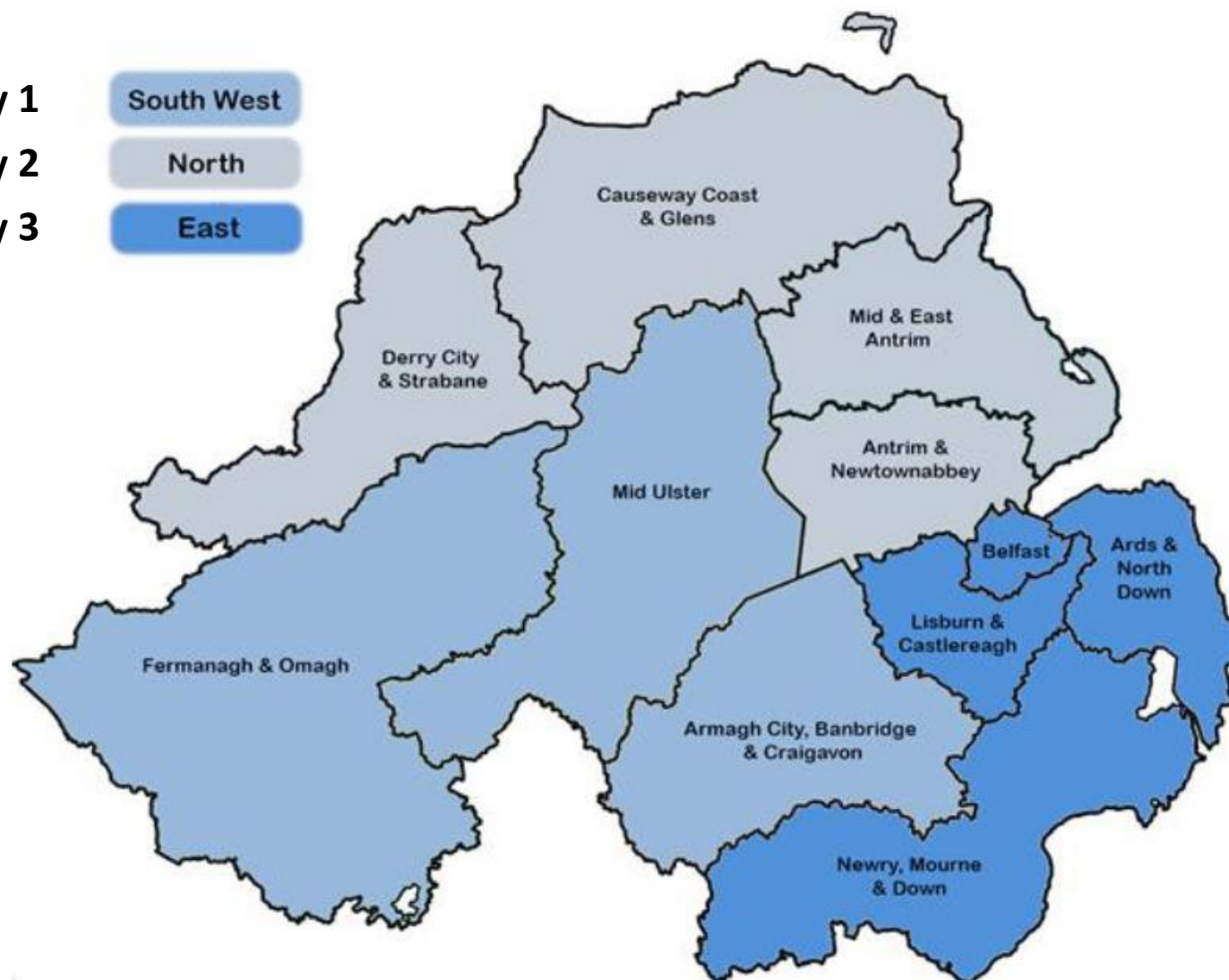
South West

Locality 2

North

Locality 3

East



Further support

There are several ways to get help with the process



[HR Online Guidance](#)



onlinerecruitmentsystemadmin@eani.org.uk

Videos are available on our website

System user guides and quick reference guides are available on our website

Toolkit and framework documentation are available on our website