Applicant User Guide

2015-2016

Oriel is an online system designed to manage specialty recruitment and forms part of the Intrepid HR software suite used to administer training, education and career progression in the healthcare sector.

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1 Introduction

The objective of Oriel is to improve the journey of applicants who apply for medical and dental training by introducing a single portal where they can register, view vacancies, apply, book interviews and assessment centres and receive Offers.

The name 'Oriel' represents a window of opportunity and the progression of trainee doctors, dentists and scientists throughout their training.

Fig 1.1 Welcome to Oriel

2 The Landing Page

The Oriel Landing page is the starting point of your application journey.

The Landing Page allows a user to log in, or select a Staff Group. Selecting a Staff Group will determine what information and Vacancies are visible to you.

Fig 2.1 Landing page

3 The Oriel Home Page

The homepage will display Welcome text based on the Staff Group that you have selected.

Fig 3.1 Oriel home page

From the homepage, the following options are available:

1. **Sign-in**
   o Log in to an existing account and make your application(s), track the progress of submitted applications, view messages from the recruitment leads, view and book interviews and track offers
2. **Account Registration**
   o You will need to create an account on the Oriel recruitment system before you can apply to a vacancy. See section 3.1 for more information
3. **Applicant User Guide**
   o Download the Applicant User Guide to the Oriel recruitment system

Prior to logging in, you will also see a banner displaying your selected Staff Group, which can be changed by clicking the **Change Your Selection** button. This will return you to the Landing Page where you can select a different Staff Group.

3.1 The Main Menu

The Main Menu is displayed along the top of the screen throughout Oriel.

Fig 3.2 Oriel main menu bar

Once you have selected a Staff Group or logged in to the system

The following options are available on your main menu.

1. **Sign in**
   o Log in to an existing account and make your application(s), track the progress of submitted applications, view messages from the recruitment leads, view and book interviews and track offers.

2. **Vacancies**
   o Search and apply for vacancies that have been advertised through Oriel. See Section 3.1 for more information on applying to a vacancy.

3. **Foundation Programmes**
   o **Note**, this menu item is only available for users who have selected the Foundation Programme Staff Group.
   o View the Foundation Programmes that will be available

4. **Recruitment Leads**
   o View the profiles of the recruitment organisations within Oriel.
   o You will be able to find out more about each organisation, such as contact details, organisation description, social media links/feeds, news, Fitness to Practise policy/contact details and current active vacancies.

5. **News**
   o Administered by HEE and Recruitment Leads, this section of the Oriel system allows you to view and search the latest news items.
   o Each news item can be opened to view further detail and any links/files that may have been attached.

6. **Resource Bank**
   o Like News items, the Resource Bank is administered by HEE and is a repository for information that will support you in the process of making an application.
   o You can access a wide range of content such as person specifications, guides and FAQs.
   o You can search the resource bank by keywords, to find the required information.

7. **Help Desk**
   o Contact details in the event that you require technical and/or non-technical support

8. **FAQ**
   o Administered by HEE, this section of the Oriel system allows you to view and search frequently asked questions.

You will also see the current date and time displayed below the Oriel logo throughout the Oriel system.

Prior to logging in, you will also see a banner displaying your selected Staff Group, which can be changed by clicking the **Change Your Selection** button. This will return you to the Landing Page where you can select a different Staff Group.

4 Creating an Oriel Account

Before you can begin making applications on Oriel, you will need an Oriel Account. To create your Oriel account, click on the 'Account Registration' link on the Oriel home page.

Account Registration

Fig 4.1 Account registration button

You will be asked to provide a small amount of personal information, including your login details, and to confirm that you agree to the Terms & Conditions and Privacy Policy of the Oriel recruitment system. Links to read the Terms & Conditions and Privacy Policy are available on the right hand side of this screen.

Mandatory fields are marked with a * symbol. You must complete these fields as a minimum in order to proceed.

Oriel - Account Registration   ◀

Account Credentials

Already a registered user?

Most organisations will communicate with you via email and you should provide a secure and individual email address which you check regularly.

Surname:*

First name:*

Title:

Email address:*

Confirm email address:*

Password:*

Confirm password:*

Home telephone number:*

Mobile number:*

Do you wish to receive updates relating to your application via SMS?:*

Which Staff group are you interested in applying to?:*

Do you wish for your registration data to be retained beyond our data archiving policy ?: *

☑ I have read and agree to the Oriel Terms & Conditions and Privacy Policy *

Register

Terms & Conditions

By registering on this site you are agreeing to the Terms & Conditions of Use

Privacy Policy

Data held in this system is in accordance with the Oriel Privacy Policy

Account & Password Policy

The Account & Password Policy is held in accordance with Health Education England's good practice guidelines.

Fig 4.2 Oriel account registration

Upon successful creation of an account, you will receive an email confirming your details.

Most organisations will communicate with you via email. Please ensure that you register with a secure and individual email address which you check regularly. You will only need to register **once** on Oriel to make applications across multiple organisations and recruitment years.

4.1 Selecting Your Staff Group and Receipt of SMS

When registering, you will need to select your staff group. The purpose of Staff Groups is to ensure that your experience is tailored to the vacancies you wish to apply to. You may belong to multiple staff groups, in which case select all the staff groups to which you belong.

In addition, you are required to give your preferences regarding receiving updates by SMS on your phone. If you do not wish to receive SMS notifications, select No.

You can edit these details later by clicking on the relevant options from the My Profile page of your Oriel account.

4.2 Account and Password Policy

All passwords on the Oriel recruitment system must adhere to the following:

- Your password must be at least 8 characters long
- Your password must contain at least one upper case letter (A-Z)
- Your password must contain at least one numeric value (0-9)
- Your password must not be one of the previous 5 passwords you have used

Please note that your password will expire 365 days after its creation and must be updated. If you attempt to log in after this period, the system will require you to update your password.
You are strongly encouraged to use a secure password to reduce the risk of unauthorised access to your Oriel account. In addition to the mandatory criteria above, we would recommend following these guidelines when choosing a password:

- Change your password regularly (e.g. every 3 months)
- Do not share your password or leave on view
- Do not re-use old passwords
- Include as many different character types as possible (e.g. upper and lower case letters, numbers and non-alphanumeric characters such as !, ", £, $ etc.)

If you believe your password has been compromised, change it at the earliest opportunity and report it via the contact details under 'Help Desk'.

Please ensure that you keep your password **safe and secure**.

5 Signing In to Oriel

Sign-in to Oriel is made using the email address and password entered during registration. You can sign in from the Landing page prior to selecting a Staff Group, or by clicking the Sign In button from the Main Menu after selecting a Staff Group.

Fig 5.1 Oriel sign-in page

Enter your Email address and Password, and click Sign-in

Note, if you enter your password incorrectly 5 times, your account will be locked. If you have locked your account, you will need to contact the Recruitment Lead for the vacancy you are (or will be) applying to. Contact details can be found within the Recruitment Leads option on the main menu header.

5.1 Forgotten Your Password?

If you have forgotten your password, use the '**Forgotten your password?**' function that is available on the right hand side of the Oriel Sign-In page. Enter your email address and click 'Reset Password'. You will also be required to enter a passcode generated on-screen. This is to prevent fraudulent use of the system.

If the address entered has been registered on the system, an email will be sent containing a URL that allows you to specify a new password. This URL is only valid for 24 hours. In addition, if you initiate a new password reset, then any previous password reset links will be invalidated – that is, if you click reset password a second time you will need to use the second URL that you are sent. If you fail to enter a valid new password 3 times in succession, the link will be invalidated, and you will be required

to initiate a new password reset. When specifying a new password, ensure that it meets the requirements as specified in Section 4.2.

If you have not received the email within 60 minutes, please check your spam/junk folders. If there is still no sign of the email then please contact the technical support team via the 'Help desk' option on the main menu.

If your account is locked due to too many failed sign in attempts, you will be unable to reset your password until your account has been unlocked. If you have locked your account, you will need to contact the Recruitment Lead for the vacancy you are (or will be) applying to. Contact details can be found within the Recruitment Leads option on the main menu header.

5.2 The Main Menu after Sign In

Once you have signed in, the Main Menu, as described in Section 2 has some additional items.
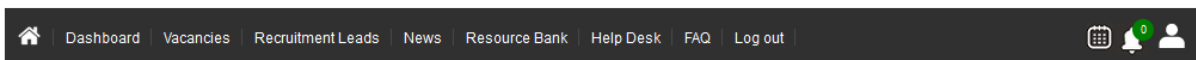
Fig 5.2 Main menu after login

1. **Dashboard**
   a. You now have a link to your Applicant Dashboard, from where you can track the progress of your applications, book Interviews, view your Offers and have access to many other options.
   b. For more information refer to section 6
2. **Log out**
   a. The Sign in option is replaced by a Log out option. When you have finished your session on Oriel, be sure to click log out to ensure that you have securely ended your session.
3. **Calendar icon**
   a. Next to the log out option, a calendar icon is displayed. When you click on this, your calendar is displayed as a pop-up window. This calendar contains recruitment events related to applications you have made and vacancies on your watch list.
   b. Refer to section 19
4. **Alerts Icon**
   a. The second icon is the Alerts icon (a bell). This will display any alerts, based on the setting you have selected in your calendar.
   b. Refer to section 19
5. **Profile Icon**
   a. The final icon is the My Profile icon. This will display the various details of your account, and provide the ability to make changes to your Contact Details. For more information, refer to section 7.2

6 Understanding Your Dashboard

After sign-in you will be taken to your applicant Dashboard. The main menu will remain available so that you can access the vacancies, recruitment leads, news, resource bank and help desk sections, or log out. You can return to the Dashboard at any point (provided you are signed in), by clicking the 'Dashboard' option in the main menu, which is available once you are logged in.

Fig 6.1 Oriel dashboard

From the Dashboard, you will find the following nine tab options:

1. **Summary**
   o The Summary tab displays your name and Oriel PIN.
   o The Summary tab also allows you to enter and update your Applicant Registration details.
   o The alert list displays key information to assist with the application process such as, in progress applications and unread messages. This section can be expanded or hidden by clicking the black bar.
   o See section 7 for more information on Applicant Registration and Updating Your Account

2. **Watch List**
   o While browsing the vacancies list, you have the option to add a vacancy to your Watch List. You can opt in to receive certain alerts or emails relating to the vacancies on your watch list.
   o See section 8 – Using Your Watch List for more information on this tab.

3. **My Applications**
   o The My Applications tab will display all the applications you have in progress or submitted. The list of applications will display summary information about each

(status, scores, rank etc.), with more detailed information available via each application link.

- o See section 12 – Managing Your Applications for more information on this tab

4. **Document Upload**
   - o During the application process you may be asked to upload documentation to support your application (most likely on the Competences page).
   - o This tab allows you to upload and maintain the list of documents that can be associated with your applications.
   - o See Section 11 – Uploading Documents for more information

5. **Messages**
   - o Throughout the course of the application process, you are likely to receive communications from the recruitment organisations to which you have applied.
   - o The Messages tab will list the messages and/or emails that you receive.
   - o When you receive a new message, a count of the number of new messages will display within the 'Messages' tab header, and you will receive an alert on the 'Registration' tab. Once you have opened the new messages, the count and alert will be removed.
   - o See Section 14 – Messages for more information on this tab

6. **Interviews**
   - o If you are successfully shortlisted, you may be invited to interview through Oriel.
   - o Interview invites and booking information will all be listed within the Interviews tab. Follow the links to make a booking or view the full booking details. You may also have the option to cancel an interview slot.
   - o See Section 15 - Interviews for more information on this tab

7. **Offers**
   - o If you are successful in one or more of your applications, any offers will appear within your "Offers" section of Oriel.
   - o To assist with tracking the progress of your offers, you will find the latest status reflected within the Oriel system.
   - o See Section 16 – Offers for more information on this tab

8. **References**
   - o After you have accepted an offer or accepted an offer with upgrades, if references are being collected online through the Oriel system, as soon as they have been requested, you will be able to track the progress of the references via the references tab in your applicant portal.
   - o See Section 18 - References for more information on this tab

9. **My Calendar**
   - o In your My Calendar tab you can view all upcoming events related to applications you have submitted, or vacancies on your watch list. You can also add your own events to the calendar.
   - o For more information, see section 19 – Using Your Calendar

6.1 Navigating Between Pages on Oriel

On the top right hand side of the page, below the menu bar, you may see the following icon:

This is available on many pages throughout the Oriel system, and is the Back Button for the system. Use this, rather than the back button on the web browser, to return to the previous page.

Alternatively, use the items in the main menu bar to navigate to an area of Oriel, or click on one of the tabs in your Dashboard.

When completing an Application you will see a Home option at the top of your application. You should use this, avoiding using the browser back button, after having saved your progress. It is important to do this, as using the back button on the browser itself may result in you losing some of the information that you have already entered into the application form. There are also options to navigate back and forth through the pages within the application form screen.

Previous Next Save Home

When completing your registration details, there are also options for navigating back and forth through the pages, as well as an Exit button. Again, avoid using the browser back button in order to avoid losing any changes that you have made.

Prev Next Save Exit

7 Updating Your Account

If you wish to change your account information (email address or password) at any point in the application process please use the links on the Registration tab:

Fig 7.1 Registration tab in the dashboard

The sections below explain how you can update these details.

7.1 Applicant Registration

The Applicant Registration process is designed to reduce the time spent entering application data that is common to all the applications you will make.

At the point of starting an application, the information you have entered on the registration form will be copied across to that application. You will still be able to add or amend the data as part of an individual application to a vacancy.

The Applicant Registration form consists of the following sections:

- Personal Details;
- Eligibility;
- Qualifications (**Note,** this page will be visible only to the Healthcare Science Staff Group);
- Fitness to Practise;
- Employment History; and
- Equality & Diversity

An overall tracker is provided to track the completion of mandatory fields only.

APPLICANT REGISTRATION

PERSONAL	ELIGIBILITY	EMPLOYMENT	FITNESS	EQUALITY
100%	100%	0%	0%	Optional

Applicant registration is designed to improve the application process by providing you with the ability to enter core information such as Personal Details, Eligibility, Equality Diversity etc. which is copied, at the point of application, into future applications you make within this system. It is highly recommended, if you are applying to more than one position within this system, that you complete the registration process.

Proceed to Applicant Registration

Fig 7.2 Applicant registration tracker

You can click on the percentage complete displayed below an area of the Application Registration for quick access to amend your details within that section.

Note, changing your Applicant Registration profile **after** you have started/submitted an application will **not** update that application. Any new application you start will, however, use the latest saved version.

7.1.1 Updating Your Applicant Registration Pages

Clicking on "Proceed to Applicant Registration" or any of the percentages displayed in the tracker table on the Registration tab of your Dashboard, transfers you to the Registration pages.

REGISTRATION PAGE: 1 of 6   Prev Next Save Exit

ℹ Information   👤 Personal   ☑ Eligibility   ▥ Employment   ↔ Fitness   ☰ Equality
N/A   Optional

Note: the tracker indicates completeness of mandatory fields on the registration form. N/A denotes that there are no mandatory fields on this page.

Session will time out in **59:49** minutes. (Note: you cannot save this page after your session has expired)

REGISTRATION - IMPORTANT INFORMATION

IMPORTANT : You are completing the initial registration process and NOT an application form.

Registration is designed to hold default application data and make the application process more efficient. Information held within the registration screens will automatically populate, at the point of application, any new applications you make and can be changed within the application screen itself if required.

Please note that changes made to registration will not automatically update applications you have already started. If your registration information changes it is highly recommended you change the data here first in order for the information to be copied into new applications. The information you enter on this Part One form (Pages 1, 2, 3, 4 and 9 - Personal, Fitness to Practice, References and Equality Diversity) will not be used in assessing or scoring your application. If you are successful in being offered employment, the details entered in this part of the application form will be passed to the HR department of your employer.

PUBLIC HEALTH APPLICANTS: Applicants for Specialty Training in Public Health who come from a background other than medicine do not need to complete the registration process. Applicants from a background other than medicine who do enter information at registration stage may experience difficulties because registration includes a number of questions aimed at medical applicants. However, any information entered at registration will be automatically carried over to the application form (whether or not registration is fully completed) and can (if necessary) still be altered at that stage.

Fig 7.3 Applicant registration pages

Registration is considered complete when all mandatory fields have been completed in the Applicant Registration form. Entering responses within any of the optional fields (i.e. those not indicated by a *) will not affect the % complete.

Completion of Applicant Registration is optional; whichever Registration Pages have been completed will be copied across when starting a new application.

REGISTRATION PAGE: 1 of 6   Prev Next Save Exit

ℹ Information   👤 Personal   ☑ Eligibility   ▥ Employment   ↔ Fitness   ☰ Equality
N/A   Optional

Note: the tracker indicates completeness of mandatory fields on the registration form. N/A denotes that there are no mandatory fields on this page.

Fig 7.4 Applicant registration page tracker

A page tracker is also provided on the Applicant Registration form to indicate the completeness of mandatory fields on that page.

Where you see "Optional" displayed alongside a section of the registration pages, this denotes that no mandatory fields are present on this page.

7.2 Updating Your Profile

To access your Profile, click the Profile Icon on the Main Menu:

Fig 7.5 Profile page icon

This will display the My Profile page.

Fig 7.6 My profile page

In order to ensure that recruitment organisations to which you have applied are using your latest contact details, the following are maintained within the 'Profile' page:

- Title
- Surname
- Forenames
- Email Address
- Home telephone number
- Mobile phone number

After saving changes to your email address or contact numbers, all applications (whether new, in progress or submitted) will be updated. Please note that you **cannot** edit these fields within an application form – they **must** be maintained within the Profile page.

In the event that you submit an application without updating your Profile page, the recruitment organisation(s) to which you have applied will only be able to contact you via the email address you registered with. As soon as you update one or more of these fields within Profile page, the recruitment organisation will have access to that information.

8 Using Your Watch List

Your Watch List allows you to keep track of vacancies that you are interested in, but have not necessarily applied to. You can choose to receive notifications related to the vacancies on your watch list.

When browsing the list of Vacancies, you are able to add a vacancy to your Watch List.

Fig 8.1 Adding a vacancy to the watch list

To add a vacancy to your Watch List, click on the watch list icon displayed to the left of the vacancy:

This adds the vacancy to your Watch List. Once added to the watch list, the icon changes to:

You can now click on this new icon to access the watch list tab of your Dashboard. Alternatively, you can access your Watch List by clicking on the Watch List tab on your Dashboard.

Fig 8.2 Watch list tab in the dashboard

In Watch List section of this screen, you can see all the vacancies that you have already added to the watch list. Click on the red cross icon displayed to the right of a vacancy to remove it.

You can also use the search filters on this screen to find a specific vacancy.

At the top of the screen, you can use the Settings to select when you wish to receive notification or alerts regarding these vacancies. The following options are available:

- **Communications**:
    - o **Receive email alert** – if enabled, the required alerts will be sent to the applicant via email
    - o **Display on Alert List** - if enabled, the required alerts are displayed on the 'Alert List' on the 'Registration' tab
- **Alerts** (you must have enabled one of the communication options above to receive alerts):
    - o **Vacancy opening** - if enabled, an alert is sent that a vacancy on the watch list has opened, via the communication selection(s) above
    - o **Vacancy closing** - if enabled, an alert is sent that a vacancy on the watch list has closed, via the communication selection(s) above
    - o **48 hours before closing** - if enabled an alert is sent that a vacancy on the watch list will be closing in 48 hours, via the communication selection(s) above
    - o **24 hours before closing** - if enabled an alert is sent that a vacancy on the watch list will be closing in 24 hours, via the communication selection(s) above

Note, in addition to manually adding a vacancy to the watch list as describe above, any vacancy to which you apply is added automatically to the watch list. That is, any vacancy that you have clicked "Apply here" for is displayed in the watch list, along with any that you have manually added.

9 Searching for a Vacancy

In order to apply for a vacancy, you must be signed in to Oriel. Therefore, sign in and select 'Vacancies' from the main menu.

Search for a specific vacancy using any combination of the Specialty/Sub-specialty, Post type and Training grade filters.

By default, the system will **not** show vacancies that have already closed. These can be displayed if the "Include closed vacancies" filter is set to yes.

In addition to filtering the list, you can also select the order in which the vacancies are displayed. To do this, select an alternative option from the "Order options" drop down.

Fig 9.1 Oriel vacancies list (signed in)

The Vacancy list shows key information about each vacancy, such as Specialty/Sub-specialty, Grade and opening/closing times.

If you have signed in to Oriel you will see additional information. To the right of the vacancy, you will see a status bar that informs you if you have an application in progress for that vacancy, or if you have submitted an application to that vacancy. This information is not displayed if you have not yet signed in.

Click on a vacancy to view the vacancy advert.

10 Applying for a Vacancy

Once you have found the vacancy to which you wish to apply, click on it. This displays the vacancy advert. From here, click on "Apply Here" to begin your application.

You will see an application screen, with a header similar to the image below.
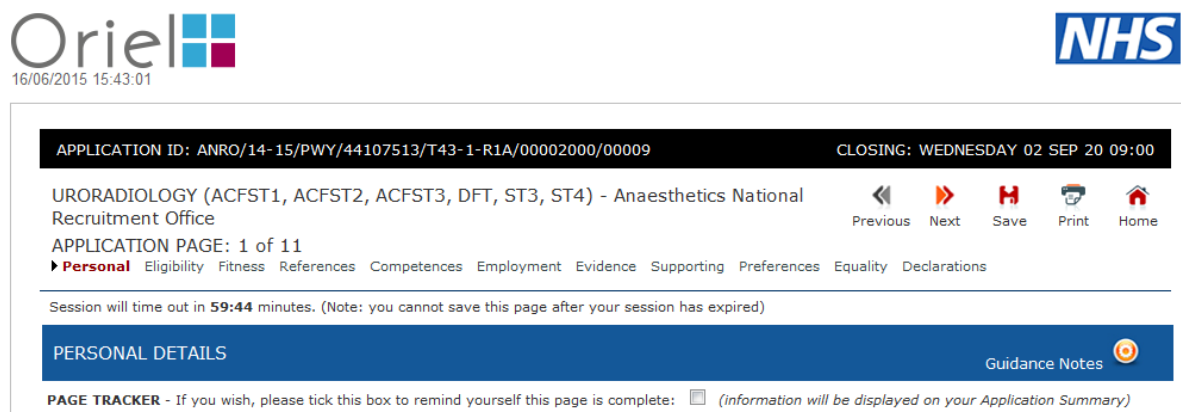
Fig 10.1 Application window

This allows you to track your progress through the application form, as well as showing the vacancy details for the application you are currently completing.

You can use the tick box displayed alongside PAGE TRACKER near the top of the application form to mark a page as completed.

Use the "Next" and "Previous" buttons to navigate from page to page of the application form.

Each time you successfully complete a page of the application form and move on to the next page, a green confirmation message box is displayed at the top of the screen to inform you that your progress has been saved.
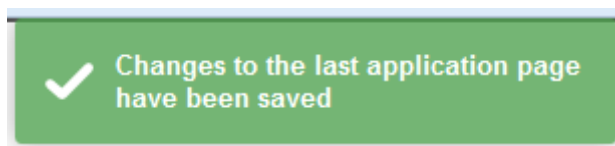
Fig 10.2 Confirmation message

Mandatory fields are marked with a * symbol. You must complete these fields as a minimum in order to proceed.

You can also skip to a different section of the application form by clicking on the section name (in the image above, the current selection is "Personal").

10.1 Entering an Address

When entering your address into your application, you will see an Address Lookup field. This is also available on the Employment History pages when entering the addresses of your previous employments,

Fig 10.3 Address lookup

This field uses Google Maps to help you quickly enter your address. Begin by entering the first line of your address.

Fig 10.4 Finding your address

When Google Maps locates your address, the Address fields are populated automatically.

Note, you can search using post code. However, since post codes generally belong to multiple addresses, your exact address will not be populated.

In addition, please note that this feature will not work when you are accessing Oriel on a network that has blocked Google Maps functionality.

10.2 Saving Your Application Form

At any time during the completion of an application form, you can save your progress by clicking on the Save button, which is displayed at the top of the application form.

Fig 10.5 Navigation, save, print and home buttons in application

When you have saved your progress, a green confirmation message box is displayed at the top of the screen to inform you that your changes have been successfully saved.
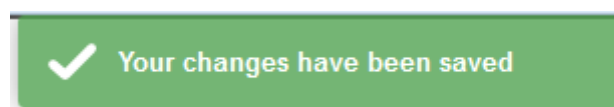
Fig 10.6 Confirmation of saved changes

If you wish to exit your application, click on the Home button, which is also displayed at the top of the screen.

Remember, you should avoid using the browser back button to return to the rest of the Oriel system.

10.3 Returning to an In Progress Application Form

If you have saved an application form that you have not yet submitted, you can return to it to continue completing the form at any time, until the vacancy closing date has passed.

There are two ways to access your application form:

1. From the My Applications list on your Dashboard. Click on an application that is in progress to access the application/summary screen.
2. From the Vacancies list – any vacancy for which you have an in progress application will have the In Progress box displayed alongside it (if you are signed in). Click on a vacancy to view the vacancy details.

From either screen, you will see a button on the right hand side to "Continue Application". Click on this to resume completing your application.

10.4 Submitting Your Application

When you have completed all the pages of your application form, and have uploaded the relevant documents, you can submit your application form.

On the final page of the Application form, the Declaration page, a "Submit Application here" button is displayed. Click on this to submit.

Once you have successfully submitted your application, a confirmation page is displayed.

APPLICATION SUBMISSION

You have successfully submitted your application.

➡ Return to Application Summary screen

Fig 10.7 Confirmation of application submission

Note, you will only be able to submit your application if all mandatory fields on all the pages of the application have been completed. If not, the system displayed a list of all pages that you have not yet completed when you try to submit.

IMPORTANT NOTE

Before you submit your application, ensure that you have uploaded any requested documents against your application. For information on how to do this within the Declarations page of your application, refer to section 11.2 – Attaching Documents to, and Uploading a Document within, an Application.

11 Uploading Documents

During the application process you may be asked to upload documentation to support your application (most likely on the Competences page), for example:

4. Do you hold an advanced life support qualification (ALS or equivalent qualification)?:   Yes ▾

Applicants will be required to evidence completion of an ALS or equivalent qualification by the time the start in post.

4a. Please enter your qualification details

Qualification:

Date of qualification:

You have answered NO to questions 1 and 2 above. You are therefore required to show that your previous experience meets the eligibility criteria for a specialty training programme.

Applicants who cannot demonstrate UK foundation competences via UK affiliated foundation programme must obtain, and attach to their application, a completed and signed 'Alternative foundation competency certificate' from a clinical consultant[1] with whom have worked for a minimum of 3 months (whole time equivalent) since 1st August 2011 confirming that they have achieved foundation competence. The certificate can be downloaded from **http://specialtytraining.hee.nhs.uk.**

You can view the standards expected of foundation programme doctors at **http://www.foundationprogramme.nhs.uk**
N.B. clinical attachments do not qualify for this experience.

We may ask you to provide further evidence. You are reminded that if you give false or misleading information, your application may be disqualified.

[1]A Consultant includes GPs, Clinical Directors, Medical Superintendents, and anyone on the specialty register

Fig 11.1 Application competences page

The Oriel system provides you with a central repository to upload and store your supporting documentation that can be used across all the applications you make. There is also an option to upload documents on the Declaration page of an application.

11.1 Uploading Documents via Your Dashboard

From your Dashboard, click on Document Upload to access all your current documents and to upload new documents.

Fig 11.2 Document upload screen

By default, this page will list all documents with the status of 'current'. The use of the 'archive' status is explained below.

To upload a new document, click the 'Add' button and you will be presented with the following screen.

Category: *
[Select ▼]

Status: *
[Current ▼]

Upload file: *
[Choose File] No file chosen

The **maximum** file size to upload is **110 MB**.
Compatible file types: .bmp/ .doc/ .docx/ .gif/ .jpeg/ .jpg/ .pdf/ .tif/ .xls/ .xlsx/ .xps/ .zip/ .png

You can upload more than one version of the same document type if required to support applications to different vacancies. Recruitment leads will have access to all documents that have been uploaded at the time your application has been submitted.

[Save]   [Cancel]

Fig 11.3 Uploading a document

Select the appropriate file Category and use the Choose file option to browse your local machine and locate the file you wish to upload. Leave the status on the default of 'current'.

IMPORTANT NOTE

Please note that you must select the correct file Category otherwise your documentation may not be available to the recruitment organisations you have applied to.

A successful upload will be indicated by the addition of your document within the file list.

FILE LIST		
File name	**Document type**	**Uploaded on**
FACD52.docx	FACD 5.2 Certificate	31/10/2013 14:07

Fig 11.4 Document displayed in file list

The system will allow you to add more recent versions of a document type that has been previously uploaded. At the point you submit your application; you have the option to select which document to submit (see section 11.2 of this document for details)

11.1.1 Uploaded a Document in Error?

If you find you upload a document in error, or you find yourself attaching several versions of a particular document type over time, you can change the status of the old/incorrect documents to 'archive' to prevent them being visible to administrators in subsequent applications.

Select the file to be archived using the blue arrow, from the Document Upload section of your Dashboard.

FILE LIST					Add ⊕
▶	**File name**	**Document type**	**Status**	↓**Uploaded on**	
	FACD5.2.docx	FACD 5.2 Certificate	Current	06/01/2015 13:06	Download
Records:1		Page: [1 ▼] of 1			First Previous Next Last

Fig 11.5 Selecting a document from the file list

Change the status to 'archive' and save. This document is now removed from your default view.

File name: FACD5.2.docx

Document type: FACD 5.2 Certificate

Status: ★ [Archive ▼]

Uploaded on: 06/01/2015 13:06:49

[**Save**] [**Cancel**]

Fig 11.6 Marking a file as archived

11.2 Attaching Documents to, and Uploading a Document within, an Application

When you reach the Declarations section of your application, an Application Documentation section is displayed. This provides you with a reminder of the documents that you are required to upload as part of your application and the documents you have already uploaded. There is also an option to upload new documents from here.

DECLARATIONS

PAGE TRACKER - If you wish, please tick this box to remind yourself this page is complete: ☐ *(information will be displayed on your Application Summary)*

APPLICATION DOCUMENTATION

Based on the responses within your application form, you must upload and attach the document types listed below. You will **NOT** be able to submit your application until have supplied at least the mandatory items indicated below.

Please note that only the documents you attach here will be visible to the recruitment organisation to which you are applying.

If further documentation is required in supporting of your application, then the recruitment organisation will contact you and enable the option to submit this through the applicant portal.

Mandatory document type
FACD 5.2 Certificate   **Add new file**

Document type	Mandatory?	Filename	Uploaded on	Select/Unselect
				☐
Alternative Foundation Competency Certificate	✗	AltCert.doc	16/06/2015 10:54:26	☐
FACD 5.2 Certificate	✓	FACDcert.docx	16/06/2015 11:42:07	☐
FACD 5.2 Certificate	✓	FACDcert-2.doc	16/06/2015 10:54:13	☐

If you wish to attach an additional document in support of your application please click here: **Attach other file**

CONFIRMATION

I have met/or am expecting to meet the essential entry criteria as set out in the person specification for the specialty and entry level to which I am applying, including, where necessary the acquisition of the relevant competences and college memberships. **(*)**

[▼]

Fig 11.7 Application declarations page

To add a new document, click "Attach other file". This takes you to the document upload screen to select your file to upload, described in section 11.1 above.

In addition to uploading a new file from the Declaration page, you can also select the files to submit with this application by clicking the checkboxes to the right of the relevant documents.

For any document types that are mandatory for the application, you must select at least one document.

11.3 Attaching Additional Documents to a Submitted Application (If Requested)

After you have submitted your application, an administrator may request that you attach additional documentation to support your application.

If this is the case, you will receive an alert on your Dashboard. Click on the alert and find the relevant application from your My Applications list. A yellow triangle alert symbol is displayed alongside an application that requires additional documents, with the text "Document update required". Click on the application.

Application / Summary

Application ID:	TONRO/14-15/PWY/45093874/028-2-R1A/00002000/0001
Specialty:	PLASTIC SURGERY
Recruitment lead:	Trauma and Orthapaedics National Recruitment Office
Recruiting for:	United Kingdom (England Scotland Wales and Northern Ireland)
Grade applied to:	CT1
Application started:	Tuesday 03 March 2015 13:03:23
Submitted:	✔
Submitted date:	Tuesday 03 March 2015 13:03:41
Opening date:	Monday 02 March 2015 10:00
Closing date:	Tuesday 03 March 2015 10:00
Vacancy status:	Published
Offer process:	Online through this system
Enquiries email:	

Applied - View Application
Withdraw Application
Update Documents

Fig 11.8 Application summary screen with update documents link

Within the Application/Summary screen, click on the link that is displayed on the right hand side with the text "Update Documents".

Application / Attach Documents

APPLICATION DOCUMENTATION

Please note that only the documents you attach here will be visible to the recruitment organisation to which you are applying.

If further documentation is required in support of your application, then the recruitment organisation will contact you and enable the option to submit this through your Portal.

REQUESTED DOCUMENT TYPES

Documents submitted with your application
No documents have been uploaded to your Portal

Document types you are now required to attach:
Administrator requested document type
Original qualification   **Add new file**
Visa   **Add new file**

Document type	File attached?	Filename	Attached on	
Original qualification	✔	download.jpg	27/07/2015 15:36:24	⊗

Fig 11.9 Attach additional documents to an application

Any document types for which the administrator has requested more documents be uploaded are displayed on this screen, with a link that reads "Add new file". When you click on this link, you are taken to the document upload screen, where you can browse for your file to upload, described in section 11.1 above.

If you upload a document in error, you can remove the document using the red cross icon displayed on the right hand side alongside the document.

Note, any documents you add in this way are added solely to the selected application. They are NOT added to you Dashboard document upload section, nor will they be attached to any other application that you have started or start in future.

12 Managing Your Applications

The "My Applications" area of the applicant dashboard displays all application activity associated with your account.

Options are provided to filter your list of applications.

Fig 12.1 My applications list in the dashboard

The results list provides summary information about each of your applications, including:

- Links to the full application summary
- Links to the full vacancy information
- Closing date of the vacancy
- Your unique application ID
- The recruitment lead for the vacancy you have applied to
- The latest application status
- Whether the application has been submitted or is in progress
- The preference order (please note that if the vacancy does not require you to preference then this will always display '1')
- Your shortlist score for the application – only available if the lead recruitment organisation has chosen to publish this information
- Your interview score for the application – only available if the lead recruitment organisation has chosen to publish this information
- Your overall rank for the application – only available if the lead recruitment organisation has chosen to publish this information

Click on the vacancy description, 'View application summary' link or blue arrow to view the complete detail of that application status.

13   Updating Your Programme Preferences or Sub-Preferences

Updating Programme Preferences involves marking each option as being in one of up to three different states, depending on how the vacancy has been set up.

1. **Preference** - If an option is marked as a "Preference" it means you wish to be considered for posts within this programme. You must rank these options to specify an order of preference. If you come to be made an offer you will be offered your highest ranked preference where posts remain available.

2. **No-Preference** - If an option is marked as "No-Preference" it means you wish to be considered for posts within this programme if there are no posts available in your preferenced programme(s). If you come to be made an offer and there are no posts available in your "Preference" options you will be offered any one of the "No Preference" options as they are considered to have equal preference ranking.

3. **Not Wanted** – If an option is marked as "Not Wanted" it means you are not willing to accept an offer for this programme under any circumstances and therefore do not wish to be considered for these posts.

Note, the recruitment office responsible for your offers will determine which columns are available to you.

To update your preferences, find the relevant application in your My Applications list, and click on it. You will see an option on the right hand side of the Application/Summary screen that read "Update Preferences" if the preferencing window is currently open. Click on this option to access the preferencing screen.

Application / Preference Update

Application ID: ANRO/14-15/PWY/44118130/091-1-R1A/00002000/00003

Specialty: **ANAESTHETICS**
Recruiting for: **England**
Grade applied to: **CT1**
Opening date: Friday 19 June 2015 10:00
Closing date: Tuesday 23 June 2015 10:00
Time to closing: 3 Days, 19 Hours and 7 Minutes

Save
Cancel
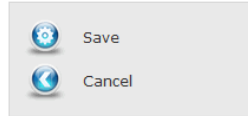
Preference

Rank 1: Health Education East Midlands

Rank 2: Health Education Kent, Surrey and Sussex

Rank 3: Health Education North West

No Preference

Health Education Yorkshire and the Humber

Health Education Wessex

Not Wanted

Health Education West Midlands

Offer code: **Health Education Kent, Surrey and Sussex**
Region: **HEKSS**
Description: **This is a description of the preference.**
Grade: **CT1**
Start date: **06/08/2015**
Duration: **24**
Number of posts: **5**
Dual Specialty: **General (Internal) Medicine**

Fig 13.1 Update preferences screen

To order your preferences you can click on an option you want to move then drag and drop it into another column.

If you want to save the changes you have made click the "Save" button. If you wish to cancel the changes click "Cancel" and your preferences will revert back to the last time you saved.

You can continue to amend and re-save your programme preferences until the end of the preference window, which may be listed in the programme preference opening email you receive and on the preferencing screen as per the screenshot below.

If you do not click the Save button then any changes you have made will not be recorded.

Whatever order you have saved your programme preferences in when the window is closed is the order that will be used when matching applicants to available posts. It is advisable to review your saved programme preferences prior to the deadline as they cannot be amended once the window is closed.

IMPORTANT NOTE
The use of mobile browsers is not supported for this page. Applicants should use a PC browser for this function.

14 Messages

Throughout the course of the application process, you are likely to receive communications from the recruitment organisations to which you have applied.

The Messages tab will list the messages and emails that you receive. Please note SMS messages will not be logged here.

When you receive a new message, a count of the number of new messages will display within the 'Messages' tab header, and you will receive an alert on the 'Registration' tab. Once you have opened the new messages, the count and alert will be removed.

Fig 14.1 Message tab in the dashboard

You can filter your messages by recruitment lead, specialty and whether the message has been read or not. New messages are indicated by the ✉ icon.

Fig 14.2 Viewing a new message

15 Interviews

If you are successfully shortlisted, you may be invited to interview through the Oriel system.

Any interview invites or pre-allocated bookings will be notified via the 'Alert list' under the 'Registration' tab of your Dashboard. You may also receive an email from the respective recruitment organisation.
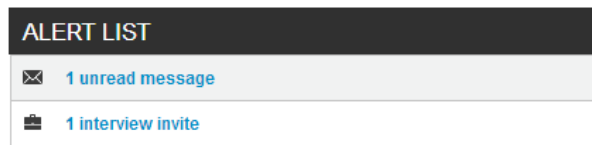

Fig 15.1 Alert list on Registration tab of the dashboard

To view your invites and bookings, click on the 'Interviews' tab.
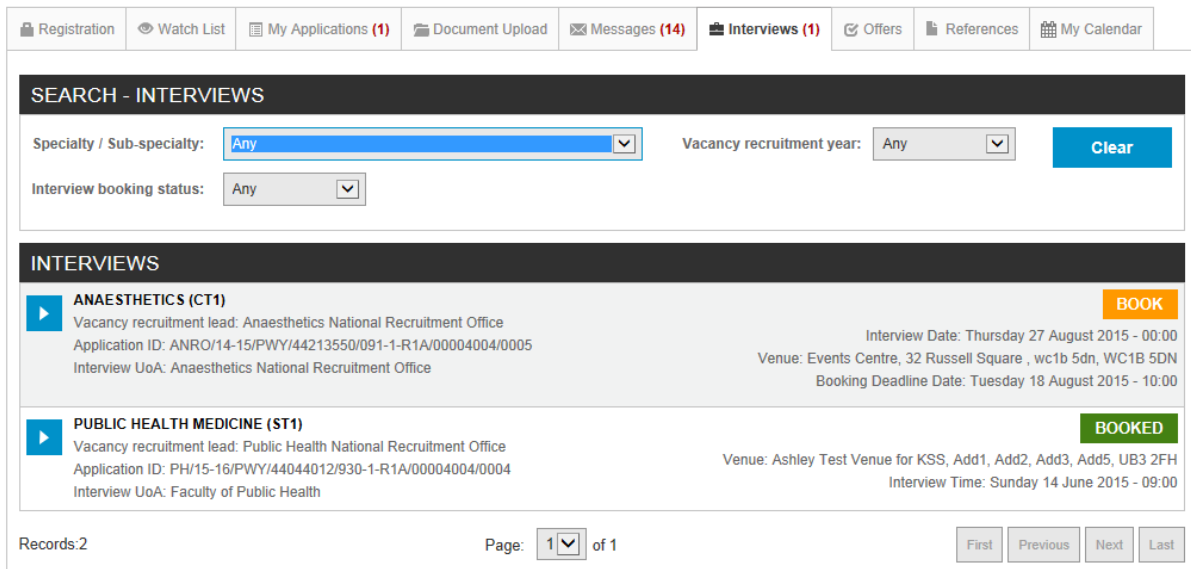

Fig 15.2 Interviews tab of the dashboard

You can view the full booking details of an interview you have booked, or been booked on to, by clicking the "Booked" link, or click on the "Book" link to book an interview.

15.1 Booking an Interview

From the Interview tab on your Dashboard, click the "Book" link to make a booking.

Interview Slots / Anaesthetics

◉ decline interview

Unit of Application: HEALTH EDUCATION SOUTH WEST
Level to which you are applying: CT1
Post commencing from: August 2015
Recruitment type: (NATIONAL)
Recruitment Round: 1

Thursday 27 Aug 15   EVENTS CENTRE   32 Russell Square , wc1b 5dn, WC1B 5DN
Booking deadline: Tuesday 18 August 15 - 10:00

09:00   **BOOK NOW**

09:30   **BOOK NOW**

10:00   **BOOK NOW**

Fig 15.3 Booking an interview day

Either click Book now against the start time you would like to attend, after which you will need to confirm your selection and enter any special arrangements you require. Finally, a confirmation screen will be displayed, confirming your interview booking.

Alternatively, click Decline Interview to decline the interview.

IMPORTANT NOTE
If you choose to decline the interview, you will be taken to a confirmation screen, where you must confirm that you wish to decline the interview. Once you have declined an interview, your application is withdrawn from that application, and you will not progress any further. You will not be able to re-apply for a vacancy once you have declined the interview.

15.2 Cancelling an Interview Booking

You can cancel an Interview booking, provided the Booking Deadline date for the Interview day has not passed.

Interview Slots / Anaesthetics

Unit of Application: HEALTH EDUCATION SOUTH WEST
Level to which you are applying: CT1
Post commencing from: August 2015
Recruitment type: (NATIONAL)
Recruitment Round: 1

Thursday 27 Aug 15   EVENTS CENTRE   32 Russell Square , wc1b 5dn, WC1B 5DN
Booking deadline: Tuesday 18 August 15 - 10:00

09:00   **YOUR SLOT**

09:30   **BOOK NOW**

Having clicked on a Booked interview, click on the "Your Slot" link. From here you can update your comments against the booking, and can also click the "Cancel Interview Slot" link to cancel your current booking. You will then be able to re-book on another available booking slot.

Note, in some cases if you cancel a booking that was made for you by the recruitment office, you will be unable to re-book yourself through the system after having cancelled a slot. In this situation, you will be presented with a message that explains this to you, and will be required to contact the recruitment office in order to re-book an interview slot.

16   Offers

If you are successful in one or more of your applications, any offers will appear within your "Offers" section of Oriel. To assist with tracking the progress of your offers, you will find the latest status reflected within the Oriel system.

Offers that have been made are displayed within the Offers tab of your Dashboard.

Fig 16.1 Offers tab of the dashboard

To respond/update/view your offer, click on the vacancy name to find out more about your offer.

Fig 16.2 Offer details screen

To Accept, Decline or Hold an offer, click on the appropriate button from the Offer/Actions section of the offer summary. You will be taken to a confirmation screen.

You must ensure that you tick the confirmation check box before you click the confirm button in order to confirm your response.

A green confirmation message box is displayed at the top of the screen when you have successfully submitted your response.

Note, depending on the rules stipulated by the recruitment office the options available may vary.

IMPORTANT NOTE

If you have not accepted, declined or held your offer, it will expire **48 hours** after the offer was made. Once your offer has expired, you will not receive another offer from this vacancy. In addition, if you have held an offer during this 48 hour window, it will expire **after the hold deadline** has passed. Again, once expired, you will not receive another offer from this vacancy.

16.1 Opting In/Out of Upgrades, and Amending Preferences

If you have accepted or held your offer, you have the option to opt in to upgrades. If you Opt in to upgrades, and an upgrade becomes available, you do not have an option to decline the upgrade. Upgrades automatically replace your initial offer.

If you have opted in to upgrades, you can amend the preferences for which you wish to receive upgrade.

From within the Offer details, click on the "Amend Preferences" option that is displayed on the right hand side.

You will have the option to opt in/out of upgrades to each of the remaining preferences that are available to you. The only preferences that you will see are those that you ranked more highly than the option you have been offered. That is, if you have received your first choice preference, you will not have the option to opt in/out of any other preferences. If you have received your fifth choice preference, you will have the option to opt in/out of the four preference options that you ranked more highly.

17 Allocations

In some cases, you may receive allocations after you have accepted a job offer. This is to provide you with additional information regarding the placements that you will be undertaking.

If allocations are made for any of your offers, you will receive an alert on your dashboard alert list, labelled "Allocation acknowledgment pending". Allocations are linked to an accepted offer, and therefore you must access your Offers tab to view and acknowledge this information.

Within the Offers tab, an offer for which there is a pending allocation is displayed with a yellow Allocation pending banner, as shown below.

Click on the offer to view the information. The allocation details will be displayed in this section:

Click Acknowledge allocation to confirm that you have read this information.

Note, acknowledging your allocation allows the administrator to see that you have viewed this information. As you have already been offered, and accepted a job offer, failure to acknowledge the allocations has NO IMPACT on your job offer.

18 References

18.1 Nominating References

When you complete your application, you must provide references. In some cases you may be able to amend your references after you have submitted you application. To do so, go to the My Applications tab within your dashboard, click on View application for the application you wish to update, and then click on the References tab. If these fields are editable, you are able to amend your references.

18.2 Changing Your Nominated Referee

Provided that this is permitted for the vacancy you are applying to, and your references have not yet been submitted, you are able to update the details of or change your nominated referees.

To do this, click on Update References from you Application Summary page.

Application / Summary

Application ID:	**HETV/14-15/PWY/45520354/032-1-R1A/00003000/0001**
Specialty:	**TROPICAL MEDICINE**
Recruitment lead:	**Health Education Thames Valley**
Recruiting for:	**United Kingdom (England Scotland Wales and Northern Ireland)**
Grade applied to:	**ST1**
Application started:	Tuesday 31 March 2015 13:27:33
Submitted:	✔
Submitted date:	Tuesday 31 March 2015 13:28:11
Opening date:	Monday 23 March 2015 10:00
Closing date:	Thursday 31 March 2016 10:00
Vacancy status:	Published
Offer process:	Online through this system

Applied - View Application
Withdraw Application
Update References

Fig 18.1 Update references button

For any references that have not yet been submitted, you are able to change the referee details. However, if a referee has already submitted your reference, you will not be able to make any changes to their details. If you change the email address against a referee, a new Reference Request will be sent to the newly provided email address, and the original request will be withdrawn.

18.3 Tracking References

After you have accepted an offer (or accepted an offer with upgrades), and your referees have been sent requests to supply references by the system, you can track the status of your references via the Reference screen within your dashboard.

Fig 18.2 References tab in the dashboard

Once references requests have been sent, your references will appear within this screen.

You can see the vacancy name that these references are related to, along with the status of the reference submission.

Use the search filters at the top of the screen to find a specific referee.

Click on the blue arrow alongside one of the referees to view more details

Fig 18.3 Viewing the referee details

19   Using Your Calendar

The My Calendar tab within your dashboard provides you with the ability to view import events that are coming up. From here you can also enable alerts for these events, and add events of your own.

You can also access your calendar by clicking on the calendar icon on your main menu bar. This will display your calendar as pop-up. You cannot amend your alert settings from this view.

Fig 19.1 My calendar tab

When viewing the calendar, today's date is highlighted in yellow. When you click on a date, it is highlighted in green, and any events on that date are displayed on the right hand side (as shown in the image above).

Your calendar displays events relating to applications you have submitted and vacancies on your watch list, which are generated automatically by the system. The events that are automatically generated include, but are not limited to, the following:

- Vacancy opening and closing dates, for vacancies applied to and on your watch list
- Vacancy timeline events, for vacancies applied to
- Preference and sub-preference opening and closing dates

- Application document submission dates, where documents have been requested through the system after submission
- Interview booking dates
- Offer expiry and deadline dates
- Reference window closing dates

In addition, you can add new events. See section 19.1 for details on how to do so.

19.1 Adding an Event to Your Calendar

From the My Calendar tab, select the event to which you wish to add an event. In the panel on the right hand side of the screen, you will see any events that are already listed on that day.

From here, to display the new event pop-up box shown below, you can also click on the Add New Event icon:
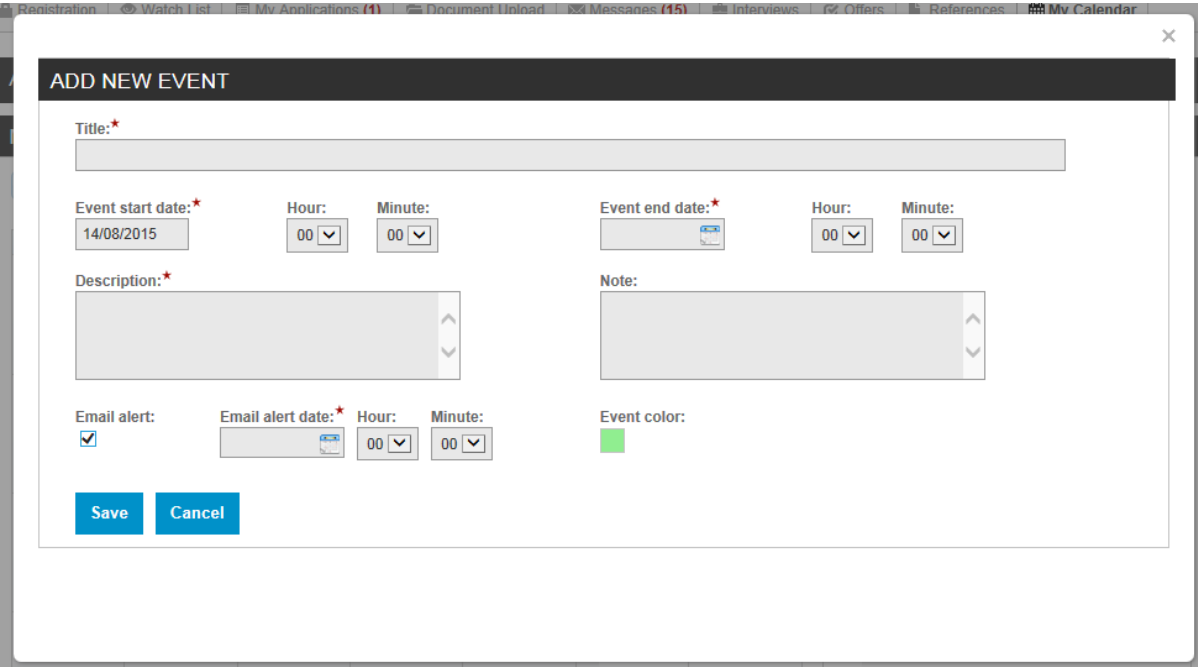

Fig 19.2 Adding a new event

Here, you can enter any event details, and choose whether or not to receive an email alert. If you choose to receive an email alert, you can specify the date and time at which that alert is sent to you.

You can also select an event colour, by clicking on the coloured box below the text "Event colour". This determines the colour of the event when it is displayed within the calendar.

Events that you have added manually can be deleted. Simply click on the event from the calendar, to open the event details pop-up box, and click Delete. The automatically generated events cannot be deleted.

19.2 Viewing an Event

Click on an existing event within your calendar to view the full details of that event. The Event details screen will vary depending on whether you click on an event that you have created, or an event that has been generated by the system.

Fig 19.3 Event details - system generated event

Within an event created by the system, you will have the option to enable email alerts, by clicking the checkbox below. You can also enter your own notes. The View event button takes you to the relevant area of Oriel depending on the event. In the example above, clicking on View event would take you to the Offer details.

Fig 19.4 Event details - personal event

For a personal event, you can edit the details that you previously entered, or delete the event.

19.3 Enabling Calendar Alerts

In addition to viewing them in the calendar, you can use your calendar events as alerts. Alerts are enabled within the Alert Settings section of your My Calendar tab.
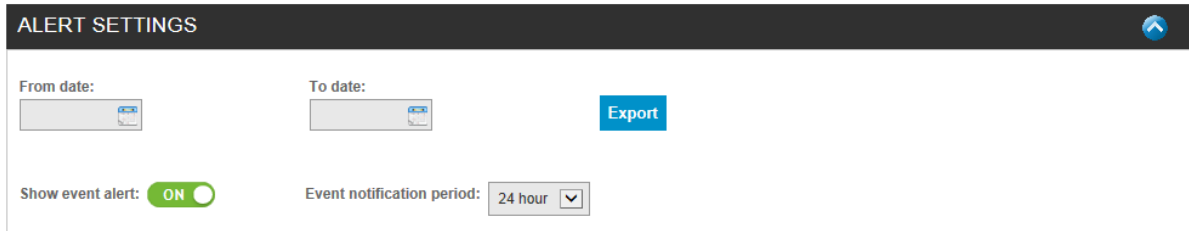

Fig 19.5 Alert settings

The Show event alert option must be set to On for alerts to be displayed in your menu bar. You can then select the Event notification period, which dictates the alerts that are displayed when you log in. You can choose from the following options:

- 1 Week – you will see alerts for all events within the next week
- 24 Hour – you will see alerts for all events within the next 24 hours
- 48 Hour – you will see alerts for all events within the next 48 hours

Alerts are displayed alongside the bell icon in your menu bar:
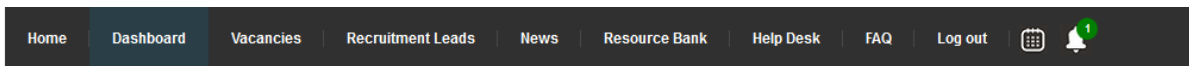
By clicking on the alert icon, you can view your calendar event notifications.
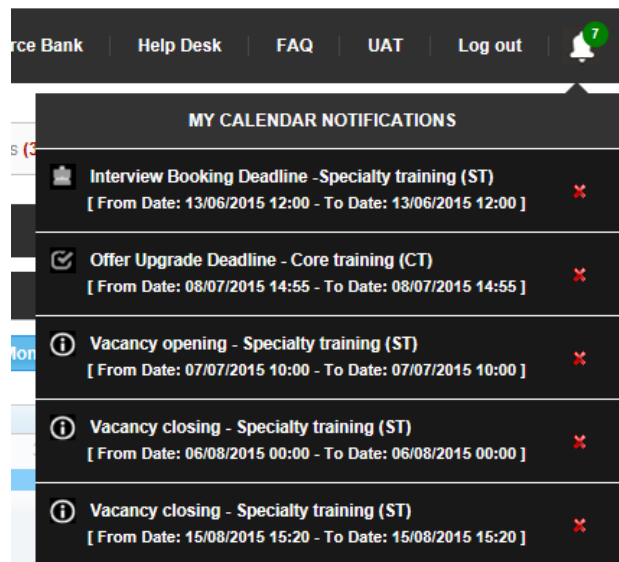

Fig 19.6 Calendar event notifications

To remove the event from your notifications, click on the red cross icon. The event will remain in your calendar, you will simply no longer see an alert for it in this list.

19.4 Exporting Calendar Alerts

As well as calendar alerts, the Alert Settings section allows you to export your calendar details.

Fig 19.7 Alert settings

Enter a from and to date, and click Export. You have two export options:

1. Export to CSV - this exports the selected events to a CSV file, which you can open in Excel
2. Export to Outlook – This exports the selected event to a new calendar within your Microsoft Outlook account. Note, this will only work if you are logged in to your Outlook account via the Desktop application when you export this information. If you are unable to do so, you can export your calendar events to CSV, and import them to Outlook manually.

20 Troubleshooting

If you encounter any problems, check for guidance below before seeking assistance.

Summary	Description	Guidance
Application form tooltips disappear before they can be read.	Some questions in the application form have tooltips which appear when the user hovers the mouse icon over the questions text. If the application form is being viewed using IE7, this tooltip disappears after approximately 6 seconds.	This problem is only observed when using IE7. If possible, use another browser to view the application form.
Unable to delete documents uploaded in error.	Once a document has been uploaded a document to the document upload page in the applicant portal, it is not possible to delete it.	On the Declarations page of an application, you are required to specify which of your uploaded documents you would like to be linked to your application. If you have uploaded documents in error, ensure that you only select the correct documents to link to your application.

You can also change the status of the document uploaded in error to 'archive'. This will prevent it from being visible on the Declarations page when selecting documents to submit with your application. |
| Unable to navigate away from the application form employment section. | In employment section of the application form, you cannot navigate away from the page without first completing all mandatory questions. | If you do encounter this problem, close the browser completely, re-open it and log in again.

You are advised to first complete registration pages (including the employment page), before completing an application form. The system will not require you to complete all mandatory questions, allowing you to complete the section over a number of sessions. |

System has detected the use of multiple browsers/tabs, yet I only have one browser and browser tab open Exiting the application using browser back button causes an error message.	This message can also be displayed if you have used the browser's back button to navigate away from the application form.	When completing their application, applicants should use the 'home' button to exit the application form. If you encounter this problem, you must log off, close the browser completely, then re-open it and log back in.
Unable to see complete text of options for an option list question in the application form.	When viewing 'Option List' style questions using an IE8 browser, the response statement text does not wrap, hence the end of any statements of more than approximately 95 characters are cut-off.	This issue is confined to IE8. If possible, use another browser to complete the form.
I have not received an email sent to me	The system queues emails from the system and sends them in batches. As a result there can be a slight delay between the administrator sending a communication from the system and the applicant receiving it. NOTE: The system is designed to be able to send up to 200 emails every 5 minutes. Therefore at times of peak activity it can take some time for all emails for very large batch communications to be sent.	Wait for a few minutes and check your messages again.
I am unable to rank preferences from my mobile device	Although the rank preference page is displayed correctly, it is not possible to select an individual preference to drag and drop into the correct place for ranking.	The use of mobile browsers is not supported for this page. Applicants should use a PC browser for this function.

21 Who to Contact for Assistance

If you require assistance during the application process please use the appropriate technical/non-technical contact details shown on the Help Desk page (accessed from the main menu).

If your query is specifically in relation to an application you have made then please contact the recruitment lead for that vacancy. Contact details can be found on the appropriate profile within the 'Recruitment lead' section of the system (accessed from the main menu).

If you have locked your account, you will need to contact the Recruitment Lead for the vacancy you are (or will be) applying to. Contact details can be found within the 'Recruitment lead' section of the system (accessed from the main menu).