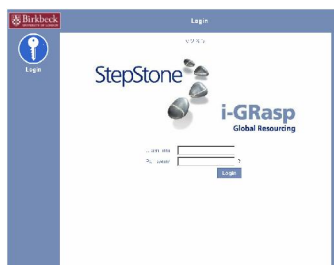


e-recruitment: Line managers quick guide to i-GRasp

Where to start



- Open your internet browser. Type the web address for i-GRasp (e.g. <https://www15.i-grasp.com/birkbeckcollege>) and press Enter on your keyboard.
- To access the system, type your username (default is your email address) and password (default will be Password123).
- Click on the **Login** button
- Save the web address for future use by clicking on **Favourites** in the Internet Browser menu bar.
- Click on **Add to Favourites**. The name defaults to *Birkbeck College*, but you can rename it if you prefer.

The first time you login



- The first thing you should do is to click on **My Details** in the left hand side of your screen to update your personal/contact details. Remember to click **Save** to keep any of the changes you made
- In **My Details** you should change your password by clicking on the **Password** page on the right hand side of your screen. The password is case sensitive and should contain both letters and numbers.
- In **My Details** you can also set up some of your i-GRasp defaults by clicking the Internal Options page. These will have been set by the superuser to the values you will need in the first instance.

My Current Work

Clicking on **Current Work** on the Navigation Bar will take you to the home page of i-GRasp. Current Work displays your current portfolio of work i.e. the jobs you are on the team for. From here you can access information quickly and easily with a single click.



Current Work is made up of the following sections: positions, applications and interviews. This can be seen on the right hand side of your screen.

- **Positions** page displays all **draft, request approval or live** positions in which your involvement is required
- **Applications** page displays **all applications** across all positions that you a team member for. You may want to use the applicants filters by selecting the relevant one from the *View Applicants* drop down on top of your screen and clicking **Go**.
- **Interviews** page displays any of your interviews taking place in the next 7 days, and interviews which require your action.

Icons

Here is a brief explanation of what the icons mean. If you hover the mouse over the icon, a short description will be displayed.



Takes you to the list of applicants for the relevant position.



Means changes to applicants since you last reviewed them.



Displays the applicant's summary (e.g. contact details, notes, capabilities).



Displays the original CV that the applicant has submitted.



Displays the answers for application questions.



Displays notes/comments that the recruiters or line managers have added against the candidate record.



Takes you to the candidate's track record of applications when they have applied for more than one job.









Indicates that the candidate has or has had an interview. It takes you to the candidate's history of interviews


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Changing an applicants status

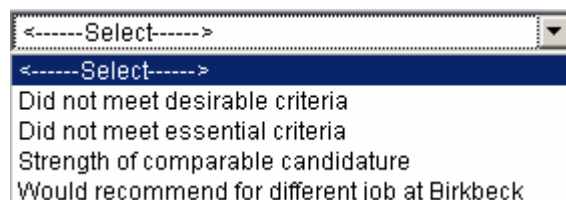
All application status are changed in the same way. The example below is given for rejecting an applicant.

		Aumeer-Zeitoun	LINE MANAGER REVIEW	0	0	180	0	180	www.bbk.ac.uk [EXT]
		Baomy	LINE MANAGER REVIEW	0	0	380	0	380	www.bbk.ac.uk [EXT]
		Beadon	LINE MANAGER REVIEW	0	0	340	0	340	www.bbk.ac.uk [EXT]

Let's say you decide to reject an applicant put forward for *LINE MANAGER REVIEW* (please note that a status in a red font indicates that it has not been reviewed by you). The best way to remember how to change the status of the applicant is following the Click + Flick + Go steps:

1. Click on the status text *LINE MANAGER REVIEW* to the right of the applicant's surname.
2. Flick the **Change status to** dropdown on top of your screen and select *PENDING REJECT*.
3. Click on .

A dialog box will open (example shown is for reject). Decide on the stage of rejection and the associated reason for rejection.




<-----Select----->

<-----Select----->

- Did not meet desirable criteria
- Did not meet essential criteria
- Strength of comparable candidature
- Would recommend for different job at Birkbeck

Depending on the stage and the reason you choose, a related email will be generated to the applicant.

Further help

If at any point in time you want to get more information on how to use i-GRasp, you can click on  in the **Navigation bar** to access the on-line helpfile.

If this helpfile still doesn't answer your question, contact your Super Users or refer to the guidance for line managers at <http://www.bbk.ac.uk/hr/vacancies/linemanagers>