PUPILLAGE GATEWAY

BEST PRACTICE GUIDE

Best Practice Guide to the Pupillage Gateway

This guide has been produced to guide chambers in using some of the more useful features of the Gateway, namely:

Audit trail: the system keeps a log of all activity including the full text of any emails sent and changes to application and vacancy statuses, allowing chambers to easily review each year's recruitment process.

Equalities monitoring: a granular breakdown of each pupillage vacancy's equalities data is available to chambers, allowing them to gain insights into the diversity profile of each year's recruitment exercise.

Anonymised applicant data: chambers may choose to have their candidate data anonymised, so names & other personal details are hidden with ID numbers. This is in line with recruitment best practice for equality and diversity.

A detailed how-to on each feature can be found on subsequent pages. In addition, the Jobsgopublic Support Team are available to guide you, and can be contacted on 0207 427 8250 (Mon-Fri, 9am to 5.30pm) or support@jobsgopublic.com.

Accessing the full application audit trail

What is it?

The system keeps a log of all activity including the full text of any emails sent and changes to application and vacancy statuses. This can be accessed for each applicant very easily, so you can check what they've been sent and which stages their form has moved through.

How can I access it?

1. First log on the the Pupillage Gateway .

2. Next, find the application for which you're interested in viewing the audit trail - either by using applicant search, or by navigating to the applications list inside your pupillage vacancy record.

3. Click on the application to load it, and then choose History from the Application Level Actions dropdown and click Go.

| Application level actions: | Please select... ⬍ | Go |
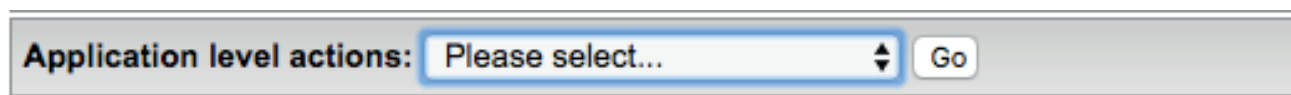
4. This will load a detailed audit trail for the application, from which you can see all status changes and correspondence sent. Click View Email to read the text of communications. The Sent Confirmation field shows when our servers recorded a response from the candidate's email provider, and is a reasonable indication they will receive the email.

History

| Date	Age(Days)	Action	Sent Confirmation	Whom	Action
19/04/2013	4 days ago	First Interview		Joe Bloggs	
19/04/2017	4 days ago	Contacted (Email)	19/04/2017 12:34	Joe Bloggs	View Email
10/03/2017	over 1 month ago	Contacted (Email)	10/03/2017 11:13	Joe Bloggs	View Email
09/03/2017	over 1 month ago	Applied		Applicant	

Reporting on equalities monitoring data

What is it?

The Gateway provides two methods to review your equalities data for each pupillage vacancy - a simple on-screen summary and a downloadable breakdown. This allows you to gain insights into the diversity profile of each year's recruitment exercise.

How can I access it?

1. First log on the the Pupillage Gateway.

2. Next, click on the title of the pupillage vacancy you're interested in to load the vacancy details.

3. Next click the Pupillage Vacancy Level Reporting in the left hand menu, then Equalities Monitoring.
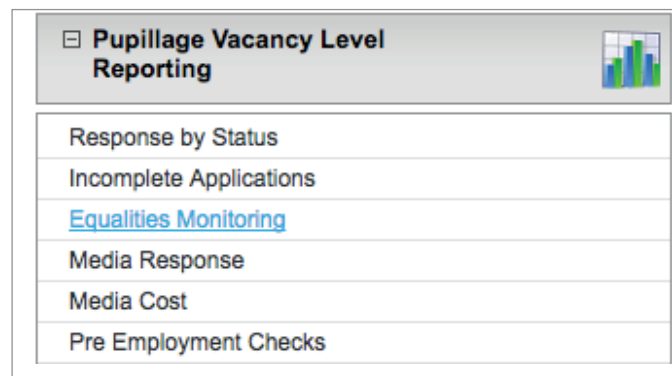
4. This will load the on-screen report, showing figures for each equalities question. You can click the stages tabs (e.g. First Interview, Offer, Reserve) to see the breakdowns for these stages too.

⊟ **Pupillage Vacancy Level Reporting**	
Response by Status	
Incomplete Applications	
Equalities Monitoring	
Media Response	
Media Cost	
Pre Employment Checks	

5. Finally, you can download the more detailed data by scrolling to the bottom and clicking download CSV.

| Overall | Applied | First Interview | Second Interview | Offer | Reserved | Recruited | Withdrawn | Unsuccessful |

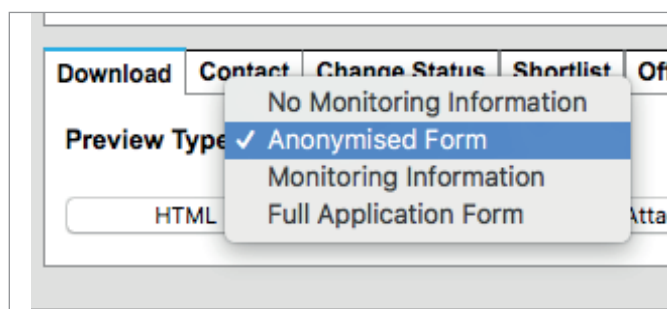| Gender	Applications	%
Female	54	46.55%
Male	57	49.14%
Not Specified	5	4.31%

Anonymising candidate names & personal details

What is it?

The Gateway has a setting that anonymises personal data, so shortlisters cannot see the names or other identifying information for applications under review. This works by replacing the data with an ID number, so applications can still be differentiated, but without personally identifying the applicant.

How can I access it?

Recruitment Leads (i.e. chambers users doing administration rather than shortlisting) can choose to download applications for shortlisters in anonymous format very easily - just select 'anonymised form' from the list when downloading applications.

Download	Contact	Change Status	Shortlist	Off

Preview Type

- No Monitoring Information
- ✓ Anonymised Form
- Monitoring Information
- Full Application Form

HTML   Attac

Where your **Recruiting Managers** (i.e. chambers users doing shortlisting) use the system themselves to review & score online, they'll only see ID numbers instead of names & personal details - this is automatic and doesn't require you to do anything to set it up.

Online Application - Sample Chambers - 12 Months - September 2018 (10000/16/914)

Personal Details

Welcome to our Online Application Form

Where did you see this pupillage advertised?:

Title:

First Name:	Applicant: 129281
Middle Name:	Applicant: 129281
Last Name:	Applicant: 129281
Preferred Name:	
Address:	Applicant: 129281
	Applicant: 129281
	Applicant: 129281
Town or City:	Applicant: 129281
County:	Applicant: 129281
Postcode:	Applicant: 129281
Country:	Applicant: 129281
Email Address:	Applicant: 129281