University College Cork

# UCC ESS Interview Panel Access

Version 2.0

## Contents

How to Access UCC Employee Self Service (ESS)	1
Interviews	2
View vacancy details as Internal Interview panel member	2

### How to Access UCC Employee Self Service (ESS)

1. Type the following URL into a web browser <u>http://www.ucc.ie/en/ess</u> This brings you to the main UCC Employee Self Service (ESS) webpage

			Home > Support > CORE Port	tal	
In This Section		SAVE TO FAVOURITES	CORE Po	ortal	
Home	>	SHARE	Employee Self-Service	TEAL	
Support Details	>	<b>.</b>	ESS		Sec.
User Guides	>	f	ESS Login $\rightarrow$	User → Guides	FAQs >
FAQs	>				

 Click on ESS Login: This will open the Core Portal ESS@UCC login page. Staff can securely access ESS using Single Sign On (SSO) meaning your @ucc.ie login credentials.

s	UCC Understanding Contraction	yr.	Enter your @ucc.ie login credentials, i.e your email address, select Next
jc	ohn.doe@ucc.ie 👍		
C	an't access your account?		
s	ign-in options		-
		Back	Next
	ttps://sit.ucc.ie for help ttps://it.ucc.ie for help.		lease go to
	EUCC   University College Cork Casene re foliaceto Care Casene re foliaceto Care	1911	Enter your UCC
	Delaste na hOtsoole Corca	un Lie	
	← rs rtuly@ucc	un Lie	
	← 7.51 = 1 = 1 = 1 @ucc	un Lie	

#### Interviews

#### View vacancy details as Internal Interview panel member

- 1. Once you have been selected as an Internal Interview panel member on a vacancy you can view the vacancy details on your own CorePortal/ESS account
- 2. Click on the Interviews tab to the left of the screen as highlighted below (note it is available on either Employee or Manager dashboard on the left handside menus)

$\equiv$ Employee Dashboard $\cdot$	$\equiv$ Manager Dashboard $\cdot$
	•
Employee Dashboard	Manager Dashboard
() My Time	My Team
€ Payment	
Thterviews	Approvals
S My Training	★ Delegate Access
My Recruit	Interviews
1 and 1	

3. Click on 'View' next to the Interview panel option

Interviews		VIEW ALL
Area	Items	
Interviews	0	VIEW
Interview Panel	O	VIEW

4. From the Interviews screen you can view the following if you click on the Ellipsis next to the vacancy for which you are a board member

- a. View Applicants view individual application details in real time once an application has been submitted for the vacancy
- b. Vacancy Details –Documents view merged applications when all applications are submitted, i.e. on one file

Recruitment Actions Employee Dashboard > Recruitment Actions			view individual appl	ext to the vacancy to either ications (View Applicants)		
Interviews	Interview Panel		applications as w	ell as the job description ncy Details)		
nterview Panel	Search vacancies	Q				
	Start Date	Vacancy Title	Vacancy ID	Applicants	Status	
1	20-Jan-2021	HR Manager - Test MOD	042231	4	Recruitment Open	
						1-1 or View Applite
						Vacancy Deta

c. When you drill down to Vacancy Details, the Job description will open, select the Documents tab, then click on the Ellipsis next to the Merged document & download

Yacancy Details: 042231 - HR Manager - Test nployee Dashboard ≯ Recruitment Actions ≯ Vacancy Details: 0-	t MOD view t H2231 - HR Manager - Test MOD applic vacancy,	he 'Merged fil the submitted bations for the select the ell	d e lipsis			
Job Description Documen	icon	& Download Size (KB)	Uptoad Date	Upload Time	Uproaded By	2
Merged Applications	042231_build_interview_pack.pdf	653.30	09-Feb-2021	16:56		
	Candidate Information Pack odf	1568.50	20-Jan-2021	21:19		2 Description