e-RT Back Office is available at
http://ertbo.cern.ch

e-Recruitment Back Office

Technical and Doctoral Students Selection Committee

Quick Reference Guide

For additional copies
and more information see
http://ais.cern.ch/apps/ert

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Doreen Klem - François Briard

e-RT is part of the Administrative Information
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Introduction

Every year multiple selection committees are held to select Technical and Doctoral Students (Technical Students Committee - TSC).

The candidates apply using the e-Recruitment Front Office available at ert.cern.ch. They fill in an application form, attach a CV and other documents and their teacher / supervisor attach 2 reports on candidates.

Once HR Department's Recruitment Service has made sure the candidates are eligible, all valid applications are sent to Departmental Representatives for selection within an "e-RT Folder" in Back office.

Every Departmental Representative may share this folder with other users called "reviewers".

Using e-RT Back Office

Here is a description of what you can do with e-RT Back Office:
1. Get a list of available folders
2. Search candidates in a TSC folder
3. Select candidates and make comments
4. Share a folder
5. Check shares and comments on a folder
6. Check selections and comments on a folder
7. Close and return a folder

1. Get a list of available folders

Access **http://ertbo.cern.ch** from any browser.
Alternatively, when given access to a folder, you automatically receive a mail containing a link to the folder. Click on the link to access the folder.

2. Search candidates in a TSC folder

Choose the "Reporting" ▸ "SQL Enquiry Writer" menu and run "**TSC Folder Search**" report by clicking on "Web Run".

Enter any of the following search criteria:

- **Folder name**: the folder you want to search
- **Field of interest**: main field of interest as declared by the candidate
- **Available on**: minimum month of availability (can be available earlier)
- **CV + Application form**: enter any piece of text which should be found in the CV and/or the application form.
  Note that the search is case-unsensitive (upper or lower case) and that lots of search operators (AND, OR, NOT… described in the online help) can be used.

Click on the "**Run**" button to get the results.

From the **results** list you can access for each candidate the following information:

- Name
- Nationality code
- Availability date
- Comments left by other reviewers
- Availability dates
- Field of interest
- Last school or university
- Application Form, CV and any document
- Link to select candidate
  and / or leave comments (see 3 below)

3. Select candidates and make comments

If you have the "Share" or "Review" access levels (check on "home" list of folders), you may select a candidate and leave comments. Please note that access to this operation may be managed differently from one Department to another. Check with your Departmental representative.

First select the candidate by using the "TSC Folder Search" report (see 2 above).

If you want to view or edit comments made by other users, click on "View" link on the right. Note that you can only edit comments of users you have shared the folder with.

If you want to add your own comment and select the candidate, click on "Add" link on the right.

A. If it is the "first choice" candidate
- **Select** the candidate by choosing "Select" in the "Recommendation" field.
- **Add a comment** in "Your comments" making sure you provide the full project description, name, organic unit of the supervisor and priority!

B. If it is a "reserve" candidate
- **Reserve** the candidate by choosing "Reserve" in the "Recommendation" field.
- **Add a comment** in "Your comments" making sure you provide a short reminder of the project and the name of the first choice candidate ("reserve for XXXX")!

Finally, **Save** your choice by pressing the "Save" button on the top right corner of the screen.

4. Share the folder

If you have "Share" access level to the folder (check on "home" list of folders), you can share it with other reviewers.

First, from "**Home**", click on the folder to share.

From the "**Folder options…**" drop down menu on the right, choose any of the following options:
- **share-trusted** gives the same access than you. Please note that all comments made by the grantee will appear as *yours* and that he may return the folder without asking you!
- **share-with share option** gives access to the folder and allows the grantee to share it again with other persons (cascade share)
- **share-review** gives access to the folder with the right to leave comments and select candidates but does not allow to share it.
- **share-view only (no update)** gives read only access to the folder with no right to make comments or select candidates.

Once you have chosen the share access, you will
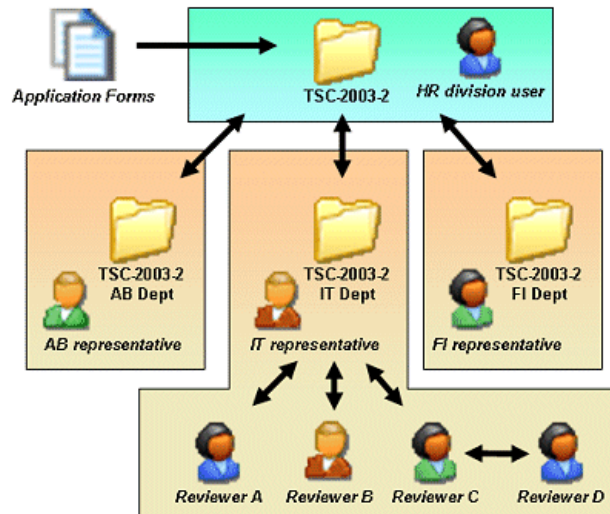
Once you have chosen the share access, you will have to add users from a search list. Use any part of the name, org. unit or username to find users.

A folder should be returned by grantee after a while otherwise you can revoke share at anytime by clicking on the "View Shares" option and clicking on "Revoke".

5. Check shares on a folder

The "**Folder Shares Overview**" report available from the "Reporting" ▸ "SQL Enquiry Writer" menu displays all the shares in a folder in an hierarchical way.

6. Check selections / comments on a folder

The "**Folder Comments Summary**" available from the "Reporting" ▸ "SQL Enquiry Writer" menu gives an overview of **all** comments made by all reviewers on any candidate in a given folder.

7. Close and return a folder

Once you have finished searching a folder and you have potentially selected some candidates, **you should return the folder** to its original owner.

To do this, access the "View Folder" screen (from "**Home**" click on the folder you want to return) then choose "**I have finished**" from the "**Folder options…**" drop-down menu.

Note that if you have shared the folder, you need to have all your shares returned to you before you can return it yourself. Do not forget that you can revoke a non returned share at anytime (see point 4 above).