



Interviews Guidance

This Guide is for Hiring Managers

Author	Version	Edit Date
Kat Davey-Reid	1.0	29/9/2025
Kat Davey-Reid	2.0	28/10/2025
Alix Harley	3.0	11/06/2026
Katrina Davey-Reid	4.0	21/09/2026



Oracle Recruiting

Guidance – Interviews

Important: Please note that Walsall Council's Recruitment and Selection Policy stipulates that all panel members should have completed the council's recruitment and selection training and unconscious bias training; the panel chair must have completed both

Recruitment & Selection Policy

Recruitment & Selection Guidance

Preparation:

Now that you have completed the shortlisting for your vacancy, you will be ready to set up the interviews for shortlisted candidates. Make sure that you have the following information to hand before you begin:

- An interview date and a list of your agreed interview time slots – make sure you have booked a suitable room for the interviews.
- Any other information that candidates may need to know about the interview, this should include: the full location address, details of any presentations/tests the candidates may have to undertake as part of the interview process.
- Information about any reasonable adjustments required by any of your interviewees – it is advisable to contact any candidates who have requested adjustments to ensure that you are meeting their needs.
- You can access Recruitment guidance, links to policies, procedures, guides and useful forms on our [SharePoint site](#)



Step Number

Step Description

Step Image

1

Sign into OneSource.

ORACLE Cloud

English ▼

Sign in

Username

Password

[Forgot Password?](#)

Next

Or

 Sign in with Walsall SSO

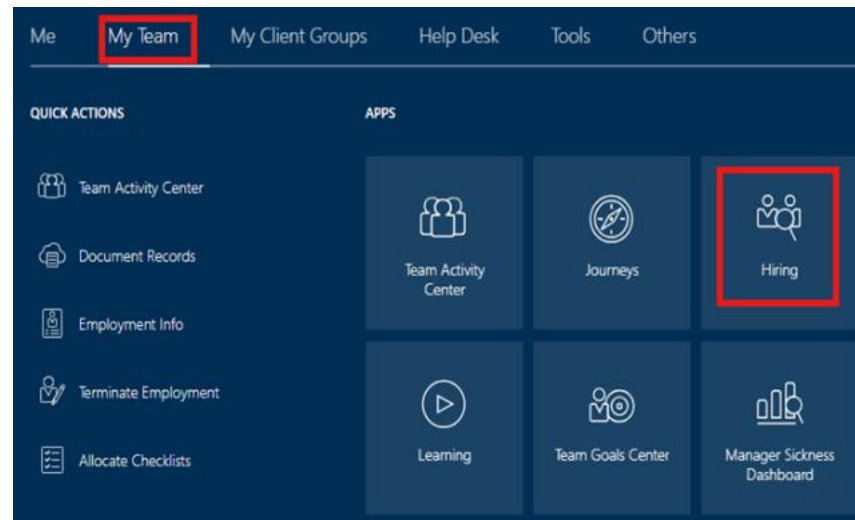
[Need help signing in?](#)

There is no need to enter a username or password, simply click the 'Sign in with Walsall SSO' option.



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- 2 Click **My Team** and then **Hiring**



3 Your list of requisitions will load

Phase

State

Hiring Manager

Recruiter

Hiring Team Role Recruiter, Hiring Manager, Collaborator

Location

Filters

Clear (1)

4 results

+ Create

Requisition Title	Requisition Number	Requisition Status	Applications	Prospects	Location	Creation Date	Actions
Resourcing Advisor - Test	1483	Open - Posted	3	0	Walsall, West Midlands, U	11/09/2026	...
Customer Service Advisor	1481	Open - Posted	2	0	Walsall, West Midlands, U	03/09/2026	...
Resourcing Advisor	1479	Open - Posted	2	0	Walsall, West Midlands, U	02/09/2026	...
Testing RT001 as a Hiring	1478	Open - Posted	1	0	Birmingham, West Midlar	02/09/2026	...

Requisitions

Activity Center

Offers

Candidate Search

Pools

A list of all requisitions you are the hiring manager on or collaborating on will appear here.

4 Click on the title of the requisition you wish to set up interviews for.

Job Requisitions

Search by requisition title, number, or description

Phase

State

Hiring Manager

Recruiter

Hiring Team Role Recruiter, Hiring Manager, Collaborator

Location

Filters

Clear (1)

4 results

+ Create

Requisition Title	Requisition Number	Requisition Status	Phase	State	New Applications	Applications	Prospects	Hiring Manager	Recruiter
Resourcing Advisor - Test	972	Open - Posted	Open	Posted	2	2	0	Andrew Christie	Recruitment Team
Administration Apprentice	968	Draft - In Progress	Draft	In Progress	0	0	0	Katrina Davey-Reid	Recruitment Team
Assistant Finance Officer	966	Draft - In Progress	Draft	In Progress	0	0	0	Jessica Davis	Recruitment Team
Informal Learning Coordi	962	Draft - Pending Review	Draft	Pending Review	0	0	0	Alexandra Jolly	Katrina Davey-Reid



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- 5 To view your applicants, click on the number of active applications.

Overview		
Details	Job Formatting	Interviews
Posting	Messages	Feedback
Progress		
Activity overview		
Shortlisting - To be shortlisted 2	Active Applications 2	Hires Out of 1 0
Unconfirmed Applications 0	Referred Prospects 0	
Key info		
Requisition Status Open - Posted	Requisition Type Standard	Requisition Number 972
Hiring Manager Andrew Christie	Recruiter Recruitment Team	Recruiting Type Professional
Primary Location Walsall, West Midlands, United Kingdom		

- 6 A list of the applicants you have previously moved to '1st Interview' stage during shortlisting will be listed.

Customer Service Advisor (1481)

Job Applications

Try candidate name, resume keywords, or previous employment

🔍

Candidate Type When Applying

Phase

State

Employer

Position

Filters

🔧

View Summary

☐ 2 results

Move Application

Add to Requisition

Add to Candidate Pool

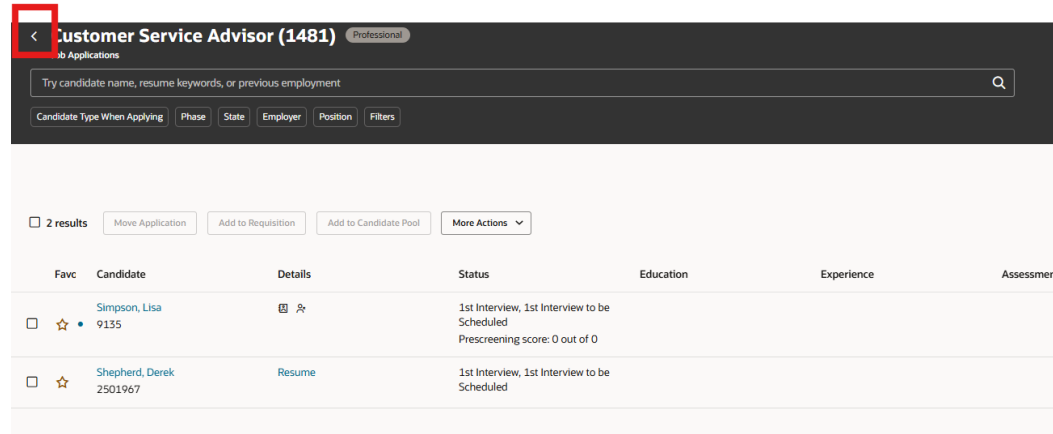
More Actions

Sent By Application Submitted, New to Old

Fav	Candidate	Details	Status	Education	Experience	Assessment	Licenses	Work Prefer	Rank
☐	<div><div>★</div><div>Simpson, Lisa</div><div>9155</div></div>	<div><div>📄</div><div>🔗</div></div>	<div>1st Interview, 1st Interview to be Scheduled</div> <div>Prescreening score: 0 out of 0</div>						...
☐	<div><div>★</div><div>Shepherd, Derek</div><div>2501967</div></div>	<div><div>Resume</div></div>	<div>1st Interview, 1st Interview to be Scheduled</div>						...

Make sure at this stage that you have moved all of the correct applicants to the right stage.

7 You will now need to go back to your requisition to set up the interviews. To do this, click the 'back' arrow at the top left of the screen



Customer Service Advisor (1481) Professional

Job Applications

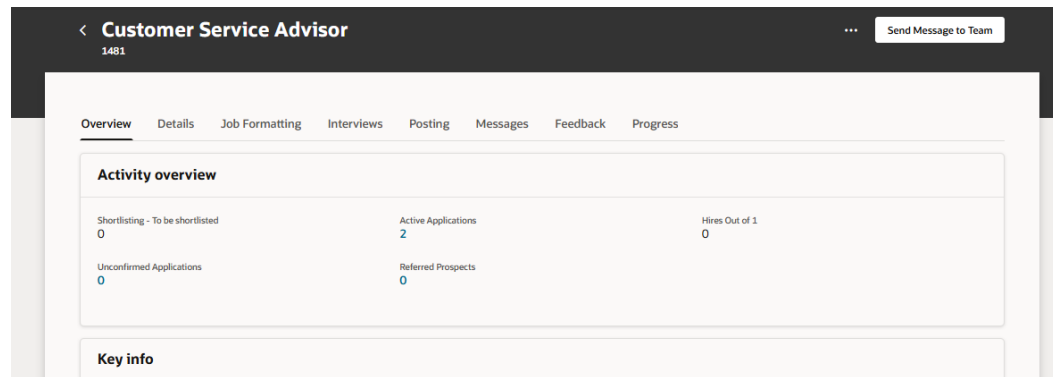
Try candidate name, resume keywords, or previous employment

Candidate Type When Applying Phase State Employer Position Filters

2 results Move Application Add to Requisition Add to Candidate Pool More Actions

Favc	Candidate	Details	Status	Education	Experience	Assessment
☐ ☆	Simpson, Lisa 9135		1st Interview, 1st Interview to be Scheduled Prescreening score: 0 out of 0			
☐ ☆	Shepherd, Derek 2501967	Resume	1st Interview, 1st Interview to be Scheduled			

8 You will be taken back to the overview page on the requisition



Customer Service Advisor
1481

Send Message to Team

Overview Details Job Formatting Interviews Posting Messages Feedback Progress

Activity overview

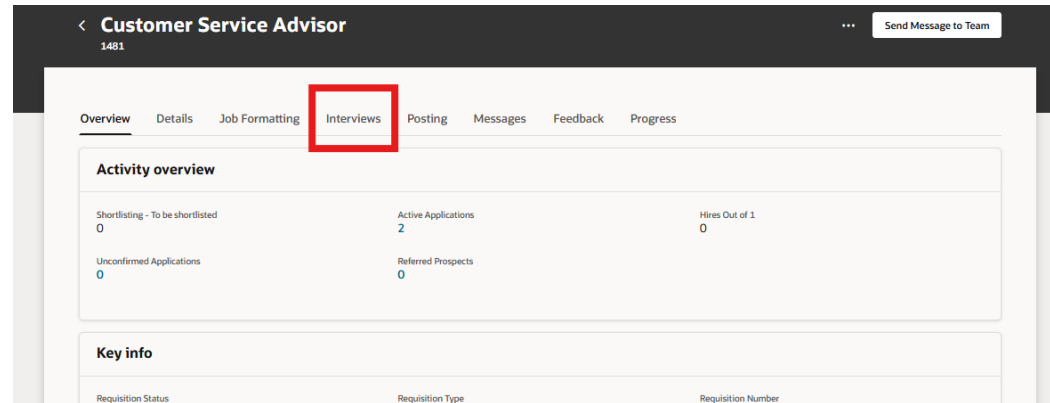
Shortlisting - To be shortlisted 0	Active Applications 2	Hires Out of 1 0
Unconfirmed Applications 0	Referred Prospects 0	

Key info



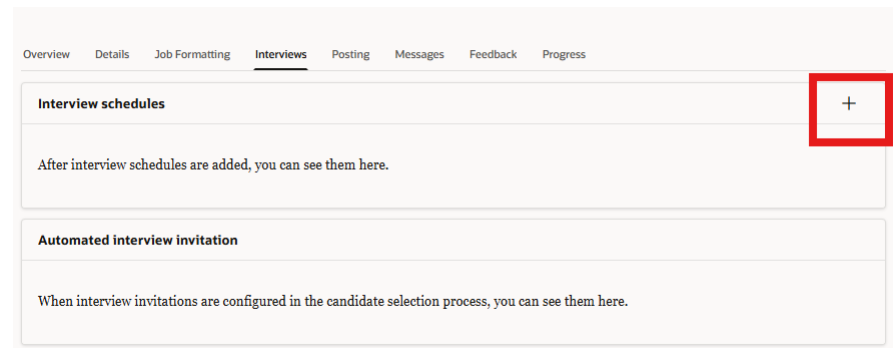
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- 9 In the menu at the top click on the interviews tab



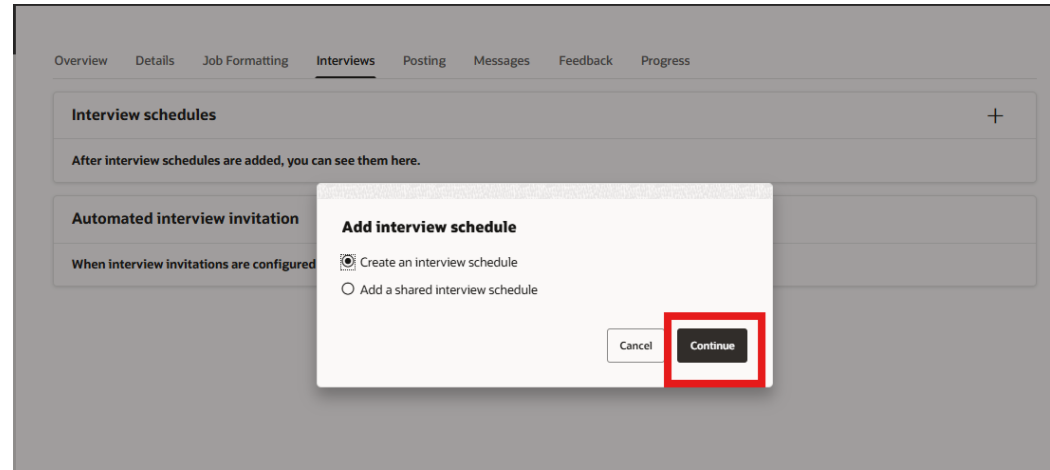
The 'Interview Schedules' section will appear.

- 10 Click the '+Add' button to add your new schedule



11

A pop up window will show, click on 'continue'



The template options will load

Basic Information:

Template: The template is the confirmation email that will be sent to candidates once they have booked their interview time slot. **It is important that you choose the right template for the role.**

Consider the following before choosing your template:

- Are the interviews in person (face to face) or via Teams (Online)?
- Does the role require a BPSS check?
- Does the role require a DBS check?

The template you choose should always include the words 'Candidate Managed' so that the candidates can book their own time slots. We recommend that you don't choose 'Hiring Team Managed'.



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12

The How to start page will appear, if you would like the candidate to be in charge of selecting the interview slot then select candidate on this page

New Interview Schedule

How to start

Who will schedule the interview?

☐ Hiring Team

☒ Candidate

Required

Cancel Continue Submit

1 | 3

How to start

[Configure schedule](#)



13

Use the template drop down to select the correct template option

Who will schedule the interview?

☐ Hiring Team

☒ Candidate

Template ▼

Template

- Online Interview (Candidate Managed) (WMBC_ONLINE_CM)
- Appointment (Candidate Managed) (WMBC_APPOINTMENT_CM)
- Confirmation DBS Online (Candidate Managed) (WMBC_INTERVIEW_C
- Confirmation DBS (Candidate Managed) (WMBC_INTERVIEW_FACE_D
- Confirmation BPSS Online (Candidate Managed) (Confirmation BPSS C
- Face to Face (Candidate Managed) (WMBC_FACE_CM)
- Confirmation BPSS (Candidate Managed) (WMBC_INTERVIEW_FACE_I
- Confirmation DBS & BPSS Face to Face (Candidate Managed) (WMBC_
- Confirmation DBS & BPSS Online (Candidate Managed) (WMBC_INTE

Schedule Title Required

Format ▼

Cancel Continue Submit

Once you have selected the correct template the schedule title, owner and format boxes will automatically populate

14

If you wish to amend the schedule title, click into the box and free type the title you wish to use

Who will schedule the interview?

☐ Hiring Team

☒ Candidate

Template ▼

Face to Face (Candidate Managed) (WMBC_FAC

Schedule Owner ▼

Katrina Davey-Reid

Schedule Title Customer Service Advisor Interviews



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- 15 Free type into the interview title box to add the interview title

What are the details of this interview?

Interview Title
Customer Service Advisor - Invite to Interview

Format
In Person

Address

Location Details

- 16 Use the drop down menu in the address box to select the correct address for the interviews (you can type into the box to narrow down your search)

Address
council house

Location Details

Name	Code	Town or City	Country Name
COUNCIL HOUSE	COUNCIL H...	WALSALL	United Kingdom
COUNCIL HOUSE ROOM 26	COUNCIL H...	WALSALL	United Kingdom
ROOM 27 COUNCIL HOUSE	ROOM 27 C...	WALSALL	United Kingdom
ROOM 17, COUNCIL HOUSE	ROOM 17, C...	WALSALL	United Kingdom
Council House Room 41_WS1 1TP_LOC_97	LOC_97	Walsall	United Kingdom
LEGAL SERVICES THE COUNCIL HOUSE 16A	LEGAL SER...	WALSALL	United Kingdom
LEGAL SERVICES ROOM 15 THE COUNCIL HOUSE	LEGAL SER...	WALSALL	United Kingdom



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17

Click continue once you have selected the correct location

What are the details of this interview?

Interview Title Customer Service Advisor - Invite to Interview	Format In Person
Address COUNCIL HOUSE	Location Details

Cancel Continue Submit



18

The configure schedule page will load, if you need to go back to make changes you can use the tabs on the right hand side to do so

New Interview Schedule

Configure schedule

When can candidates schedule their interview?

This starts as soon as candidates are viewing interview time slots.

☐ Same day

☒ After a specific number of days

Number of days

1

What else can candidates do?

☒ Reschedule interview

Number of Times

2 times

☒ Cancel Interview

How many hours before the interview can candidates make changes?

Hours Before Interview

48 hours

How far in the future can candidates see available time slots?

This starts as soon as candidates are viewing interview time slots.

Interview Visibility

4 weeks

Notifications sent to candidates

Interview Invite

External Schedule Interview Notification

Interview Scheduled

Interview Scheduled Notification

Cancel

Continue

Submit

2 | 4

How to start

Configure schedule

Add interview resources

Add time slots



19

To allow candidates to book the interview straight away select the 'same day' option

Configure schedule

When can candidates schedule their interview?

This starts as soon as candidates are viewing interview time slots.

☒ Same day

☐ After a specific number of days

20

Leave the other options on this page as they are populated and scroll down to 'Do you want to receive a notification about the number of time slots available?'

What else can candidates do?

☒ Reschedule interview

Number of Times
2 times

☒ Cancel Interview

How many hours before the interview can candidates make changes?

Hours Before Interview
48 hours

How far in the future can candidates see available time slots?

This starts as soon as candidates are viewing interview time slots.

Interview Visibility
4 weeks

Notifications sent to candidates

Interview Invite
External Schedule Interview Notification

Interview Scheduled
Interview Scheduled Notification

Interview Updated
Interview Updated Notification

Interview Canceled
Interview Canceled Notification

Interview Reminder
Interview Reminder Notification

Interview Rescheduled
Interview Reschedule Notification



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21

You can select the boxes if you wish to receive notifications when all candidates have booked their interview or when there are a small number of slots left to book; tick the relevant boxes or leave them blank if you do not wish to receive the notifications

Do you want to receive a notification about the number of time slots available?

☐ When the number of time slots is low

☒ When there's no more time slots

Cancel

Continue

Submit

Click continue at the bottom right hand of the page and you'll be taken to the 'Add Interview Resources Page'

The 'before scheduling interview' box will be automatically populated with the Walsall Council wording. If you would like to add details for the candidate enter this above the information already populated



Info for the candidate

Before scheduling the interview

Please report to reception at the Council House 10 minutes before your interview start time.

You will have a short test to complete at the beginning of your interview, please see details of this below:

(insert details of any test or activity involved in the interview).

If you have a disability and require any individual requirements in respect of your interview (i.e., access or special equipment), please notify us via email at recruitment@walsall.gov.uk so that any necessary arrangements can be made.

Under the Immigration, Asylum & Nationality Act 2006, Walsall Council is required to validate the employment status of all prospective new recruits. In order that this may be done, you must bring with you to the interview the documents as detailed in the link below:

[View the Right to Work ID Checklist](#)

If not included as part of the above check you must also produce verification of your National Insurance Number, acceptable documents include: National Insurance Card, P45, P60, original of a previous employer's payslip or a letter from a Government agency.

Copies of the documents used to verify your identity, right to work and qualifications will be retained for the successful candidate's employment file. All other documents will be destroyed. You are also asked to bring documents confirming any educational and professional qualifications that are necessary or relevant for the post, e.g. the original or a certified copy of a certificate, or diploma, or a letter of confirmation from the awarding body.

If you are unable to provide the documents requested and are successful at interview the employment offer process will be delayed until you have provided them.

Note: Please advise us if you are unable to attend your scheduled interview for any reason. Non-attendance at interview without giving prior notice causes serious operational difficulties for our recruiting team, wasting resources and precious public funds. The Council therefore reserves the right to reject any application received for employment where the applicant has not attended an interview previously without notice.

Thank you for your interest in working for Walsall Council and good luck with your interview.
Walsall Council Recruitment Team

B I U

The information in this box is automatically pulled into their interview confirmation email once they have selected a time slot. They will also see the date, time, location and names of the interview panel on this email.



23

Leave the 'For the scheduled interview box and the 'additional notes blank'

For the scheduled interview

B I U       

Additional notes

B I U       

24

Use the Interview Guidelines boxes for the purposes of the interview panel, free type into this box to add any relevant information for the interview panel

Interview Guidelines

Interviewer guidelines

Use the JDES for scoring|

B I U       



25 Add relevant attachments like a reminder of the JDES under documents

Documents

Drag and Drop
Select or drop files here.

URL Add URL

26 Leave the rest of this page blank (the documents and links below do not work as we don't use CV attachments for applications

Resources for the interviewers

Documents

☐ Link to job posting

☐ .ics attachments

Cancel Continue Submit

Click continue to move onto the 'Add time slots page'

27 Click on the +Add button to begin adding your dates and time slots to the schedule

New Interview Schedule

Add time slots

+ Add List View Calendar View

After you add time slots, you can view them here.

A pop up page will appear on the right

28

Use the calendar icon in the 'interview date' box to select the correct date for the interviews

Add Time Slot

Modify interview details for this time slot

☐

Interview Date  Start Time End Time

Required Required

Interviewers How many candidates can select the same s...
Required 1

availability here.

September 2026

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

Once you have selected the correct date, it will populate in the box

29

Click into the 'start time box' and free type the time, making sure to add AM or PM and do the same for 'end time'

Add Time Slot

Modify interview details for this time slot

☐

Interview Date 28/09/2026  Start Time 10:00 AM End Time 3:00 PM

Meeting Duration 30 minutes Interviewers How many candidates can select the same s...
Required Required 1

Remember to allow for time in between interviews for scoring and panel discussion. For example if you want the interview to last 45 minutes and you'd like 15 minutes to deliberate then allow for 1 hour for interviews.



- 30 Use the drop down menu in 'meeting duration' to select the relevant duration time

Interview Date 28/09/2026	Start Time 10:00 AM	End Time 3:00 PM
Meeting Duration 1 hour	Interviewers Required	How many candidates can select the same s... 1

- 31 Free type into the 'interviewers' box and add in the interview panel by selecting each individual name

Interviewers Jessica Davis	2	How many candidates can select the same s... 1														
<table><thead><tr><th>Name</th><th>Business Title</th></tr></thead><tbody><tr><td>☒ Jessica Davis</td><td>Inclusive Recruitment Le</td></tr><tr><td>☐ Jessica Manning</td><td>Social Worker</td></tr><tr><td>☐ Jessica Illidge</td><td>Food Preparation Assist</td></tr><tr><td>☐ Jessica Westwood</td><td>Youth Justice Officer</td></tr><tr><td>☐ Jessica Mosedale</td><td>Occupational Therapy D</td></tr><tr><td>☐ Jessica Darlington</td><td>Early Years SEN Teacher</td></tr></tbody></table>			Name	Business Title	☒ Jessica Davis	Inclusive Recruitment Le	☐ Jessica Manning	Social Worker	☐ Jessica Illidge	Food Preparation Assist	☐ Jessica Westwood	Youth Justice Officer	☐ Jessica Mosedale	Occupational Therapy D	☐ Jessica Darlington	Early Years SEN Teacher
Name	Business Title															
☒ Jessica Davis	Inclusive Recruitment Le															
☐ Jessica Manning	Social Worker															
☐ Jessica Illidge	Food Preparation Assist															
☐ Jessica Westwood	Youth Justice Officer															
☐ Jessica Mosedale	Occupational Therapy D															
☐ Jessica Darlington	Early Years SEN Teacher															
ber 28, 2026	September 29, 2026	September 30, 2026														



32

Leave the 'How many candidates can select the same time' box as 1, this will only allow one candidate per slot

Interview Date 28/09/2026	Start Time 10:00 AM	End Time 3:00 PM
Meeting Duration 1 hour	Interviewers Katrina Davey-Reid, Jessic 2	How many candidates can select the same s... 1

33

Once completed, click the 'add' button in the bottom right hand corner

Cancel	Add
--------	-----

You will see the details of the time slots on the page, you can check this by making sure the slots created shows the correct number

34

If you wish to add more dates then click on the '+add' button again and repeat the process

Add time slots

+ Add	List View	Calendar View
-------	-----------	---------------

28/09/2026	
Start Time 28/09/2026, 10:00 AM	End Time 28/09/2026, 3:00 PM
Meeting Duration 1 hour	Slots Created 4
Interviewers Katrina Davey-Reid, Jessica Davis	How many candidates can select the same slot? 1
Ignore interviewers availability No	...



If you need to edit the time slots added click on the ellipses and select 'edit time slot'

To remove the time slot created click on 'delete time slot'

Click into any of the fields to edit them and click 'update' once you have done

Update



- 37 Check the slots are correct and click 'submit'

Cancel **Submit**

- 38 If you wish to delete a time slot for a lunch break click back into the interview schedule by selecting the blue hyperlink (the name of the schedule)

Face to Face (Candidate Managed)		Schedule	
Created By Katrina Davey-Reid	Status Active		...

- 39 Click on the 'interviews' tab at the top of the page

Schedule Details **Interviews**

Basic info

Schedule Type Candidate	How will time slots be determined? Manually created	Template Face to Fa
Schedule Title Face to Face (Candidate Managed)	Schedule Owner Katrina Davey-Reid	

Interview details

Interview Title	Format In Person	Address Civic Cent 1XU, UNIT
Location Details		



- 40 Use the arrows on the calendar to move to the interview slots

20/09/2026 - 26/09/2026 ▾

+ Add Time Slot < > Today Calendars

Week Day List

	Sun 9/20	Mon 9/21	Tue 9/22	Wed 9/23	Thu 9/24	Fri 9/25	Sat 9/26
All day							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							

- 41 Click on the slot you wish to remove

6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							

10:00 AM - 11:00 AM
Available

11:00 AM - 12:00 PM
Available

12:00 PM - 1:00 PM
Available

Available



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- 42 A page will load to the right of the screen, click on the ellipses

Interview details

Tuesday September 29 2026, 12:00 - 13:00

Face to Face (Candidate Managed)

Format
In Person

Address
Civic Centre Zone 1G, Darwall Street, WALSALL, WS1 1XU, UNITED KINGDOM

Location Details

...

After candidates schedule their interview, you'll see the candidates here.

Interviewers

KD

Katrina Davey-Reid
Senior Resourcing Advisor

No response

- 43 Select 'delete time slot'

Interview details

Tuesday September 29 2026, 12:00 - 13:00

Face to Face (Candidate Managed)

Format
In Person

Address
Civic Centre Zone 1G, Darwall Street, WALSALL, WS1 1XU, UNITED KINGDOM

Location Details

...

After candidates schedule their interview, you'll see the candidates here.

Interviewers

KD

Katrina Davey-Reid
Senior Resourcing Advisor

No response

Edit Time Slot

Delete Time Slot



- 44 You can confirm the timeslot has been removed by checking the calendar page again

	Sun 7/6/26	Mon 7/6/26	Tue 7/6/26	Wed 7/6/26	Thu 7/6/26	Fri 7/6/26	Sat 7/6/26
All day							
6:00 AM							
7:00 AM							
8:00 AM							
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							

You will now need to ensure you invite the candidates to the interview

- 45 Click on the back button to go back to the interviews page

[<](#) Face to Face (Candidate Managed) Active Translate Schedule

Schedule Details

Interviews

View Candidate

All

27/09/2026 - 03/10/2026 ∨

+ Add Time Slot

<

>

Today

Calendars

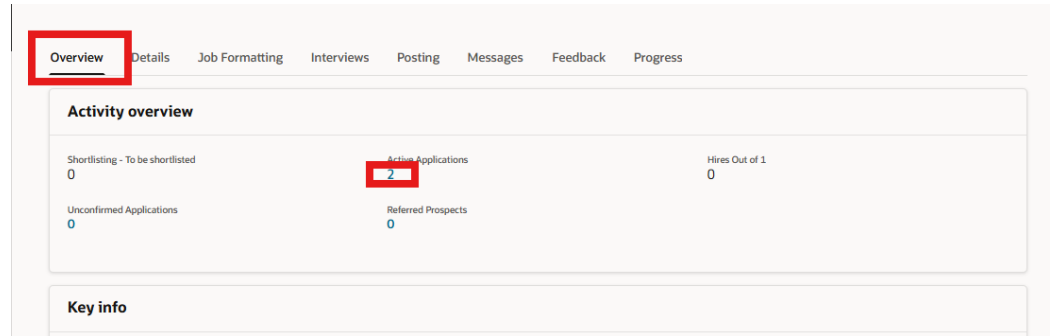
Week

Day

List

	Sun 9/27	Mon 9/28	Tue 9/29	Wed 9/30	Thu 10/1	Fri 10/2	Sat 10/3
All day							

- 46 Click on the 'overview' tab and select the 'active applicants' to go to the shortlist



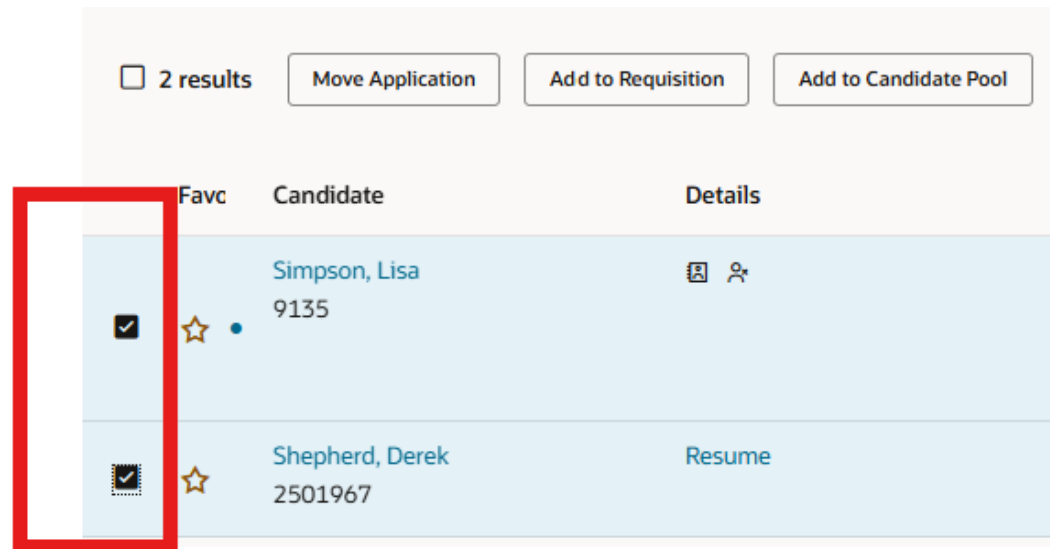
Overview Details Job Formatting Interviews Posting Messages Feedback Progress

Activity overview

Shortlisting - To be shortlisted 0	Active Applications 2	Hires Out of 1 0
Unconfirmed Applications 0	Referred Prospects 0	

Key info

- 47 Select the candidates you wish to invite to interview by ticking the box next to their names



☐ 2 results [Move Application](#) [Add to Requisition](#) [Add to Candidate Pool](#)

Favc	Candidate	Details
☒	Simpson, Lisa 9135	 
☒	Shepherd, Derek 2501967	Resume



48 Click on 'more actions'
and select 'send
interview invite'

☐ 2 results [Move Application](#) [Add to Requisition](#) [Add to Candidate Pool](#) [More Actions](#) ▾

Favc	Candidate	Details
☒ ☆ ●	Simpson, Lisa 9135	
☒ ☆	Shepherd, Derek	Resume

[Send Message](#)
[Add Interaction](#)
[Request More Info](#)
[Send Interview Invite](#)
[Request Feedback](#)

This will send an email to
the candidates to book
their interview slot



49

The 'how to start' page will appear, ensure that the correct schedule is displayed on this page and then click 'continue'

Schedule Interview for 2 Candidates

How to start

What schedule do you want to use to create this interview?

Interview Schedule
Face to Face (Candidate Managed)

Interview details



Interview Title

Earliest Available Date
21/09/2026

Scheduling Time Range
4 weeks

Cancel

Continue

Submit

You will be taken to the 'schedule interviewing team' page



- 50 Use the arrows to find the interview slots and check this is correct and then click on 'submit'

Schedule Interview for 2 Candidates

Review time slots

The candidate will choose a time from the available time slots.

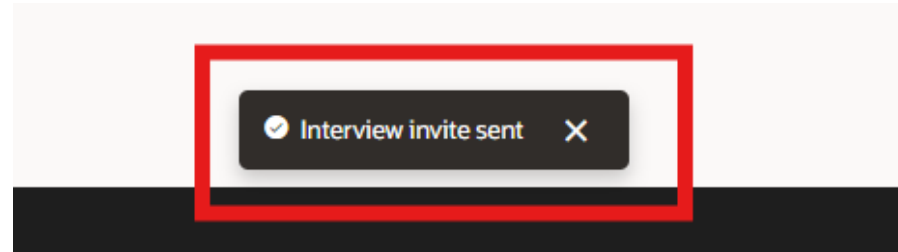
27/09/2026 - 03/10/2026

< > Today Calendars

Sunday, September 27
Monday, September 28
Tuesday, September 29
Available Time Slot 10:00 AM - 11:00 AM (1 hour)
Available Time Slot 11:00 AM - 12:00 PM (1 hour)
Available Time Slot 1:00 PM - 2:00 PM (1 hour)
Wednesday, September 30
Thursday, October 1
Friday, October 2
Saturday, October 3

Cancel Submit

- 51 A confirmation will appear at the bottom of the page and you'll be taken back to the shortlist



Offering alternative interview time slots:

One of your interview candidates may contact you to let you know that they are unable to attend any of the interview slots offered. You should consider your panel and room availability before offering another slot, and only offer an alternative if you are able to.

It is important to note that if you add an alternative time slot onto your existing schedule for the candidate who cannot make the original times/dates, any of the candidates you have invited to interview can book this slot or amend their existing time slot.

To avoid this, you can set up a second interview schedule following the instructions above, then invite only the candidate who has requested an alternative to book this slot, using the steps above for sending out interview invitations.



Selection Assessment Form

When you carry out your interviews, you should score each candidate, complete the [Selection Assessment \(Scoring\) Form](#) and save it with your interview records along with the shortlisting information you have already collated. Please note that you cannot upload it to the requisition on Oracle Recruiting.

Unsuccessful Candidates:

Before processing your unsuccessful candidates on Oracle Recruiting, it is good practice to notify them on the outcome of their interview by telephone and to offer them constructive feedback. Once you have done this, you are ready to process them on Oracle Recruiting.

Post Interview

You are now ready to process your successful candidate(s) using Oracle Recruiting. Before you do so, contact the successful candidate by telephone to let them know that their interview was successful and that you would like to conditionally offer the post to them, subject to reference and any other checks (e.g., DBS). Ensure that the candidate would like to accept this conditional offer before you proceed.



52

Once you have spoken to the candidate and given the verbal offer select the candidate using the tick box and click on 'move application'

☐ 2 results				
<div>Move ApplicationAdd to RequisitionAdd to Candidate PoolMore Actions</div>				
Favc	Candidate	Details	Status	Education
☒ ☆ ●	Simpson, Lisa 9135	📄 ⚙️	1st Interview, 1st Interview Slot Accepted Prescreening score: 0 out of 0 28/09/2026 11:00 AM	



- 53 Change the Phase to 'conditional offer' and the state to 'verbal offer accepted' and click move and the bottom right-hand side of the page

Move application
1 candidates

Phase
Conditional Offer

State
Verbal Offer Accepted

Comment

Cancel

Move



You will receive an email with instructions on what to do next. For example, you will need the following documents ready to upload to the candidate file:

- A completed [Corporate Appointment Form](#)
- A completed [ID Verification RTW \(Right to Work\) Form](#) OR a [DBS ID Verification Form](#) (if the post requires a DBS check).
- Scanned copies of appropriate identification, as listed in the above forms.
- Proof of qualifications (e.g., scanned copies of certificates) if there is a requirement for a particular qualification in the employee specification.

54

In order to attach the documents to the candidate profile, click onto the successful candidate name

☐ 2 results Move Application Add to Requisition Add to Candidate Pool More Actions ▼				
Favc	Candidate	Details	Status	Education
☐ ☆ ●	Simpson, Lisa 9155		Conditional Offer, Verbal Offer Accepted Prescreening score: 0 out of 0 28/09/2026 11:00 AM	



- 55 Click on the 'activity' tab at the top of the page

The screenshot shows a web interface with a top navigation bar containing tabs: Details, Screening, Activity (highlighted with a red box), Feedback, Interviews, and Progress. Below the tabs is a section titled 'Hiring'. On the right side of this section are four buttons: 'Past 3 Months' (highlighted with a blue box), 'Past 6 Months', 'Past Year', and 'All'. Below these buttons, a message states: 'We couldn't find any matching job applications or prospect records. Try selecting a different time range.'

- 56 Scroll down to 'internal attachments' and click on the 'edit' icon

The screenshot shows a section titled 'Internal attachments'. On the right side of this section, there is a small icon of a pencil (the 'edit' icon) which is highlighted with a red box.

- 57 Click on drag and drop to open your files or drag the attachments into this area and click save once you have loaded all of the forms

The screenshot shows a form titled 'Internal attachments'. At the top, there is a dashed box labeled 'Drag and Drop' with the text 'Select or drop files here.' below it, which is highlighted with a red box. Below this is a 'URL' input field and an 'Add URL' button. The main part of the form is a table listing attachments:

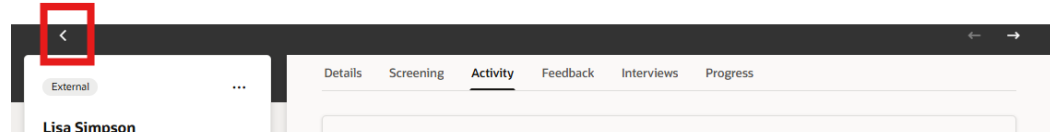
Internal Document	Last updated by	
Identification Form - Test.doc 0.00 B	Caroline.Hobbs@walsall.gov.uk on 11/09/2026	
ID checks.docx 0.00 B	Caroline.Hobbs@walsall.gov.uk on 11/09/2026	
Appointment Form - Test.docx 0.00 B	Caroline.Hobbs@walsall.gov.uk on 11/09/2026	

At the bottom right of the form, there are two buttons: 'Cancel' and 'Save' (highlighted with a red box).

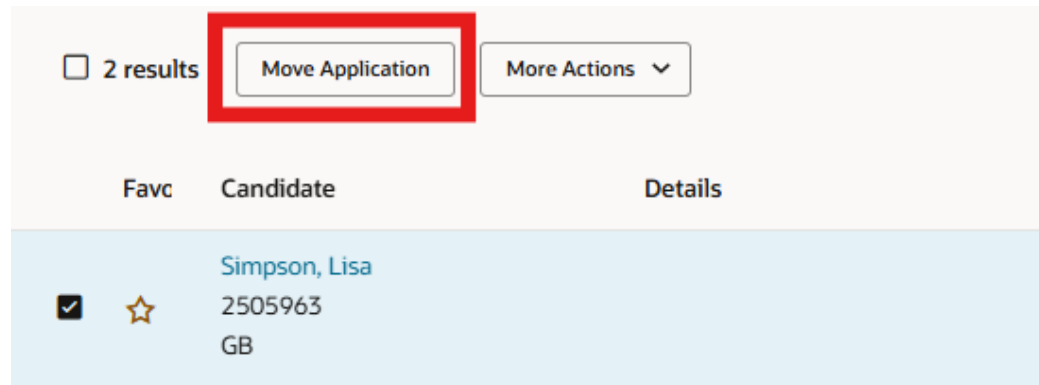


Walsall Council

- 58 Click the back button to go back to the shortlist



- 59 Tick the box of the successful candidate and click on 'move application'





60

Make sure the phase is moved to 'conditional offer' and the state is 'documents attached to candidate application'

Move application
1 candidates

Phase
Conditional Offer

State
Documents Attached to Candidate Application

Comment

Cancel

Move

Please note that at this stage, the Employment Services Team will not be notified that your conditional offer is ready to go ahead and therefore they will not begin reference or DBS checks.



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