



## How to Add Applicants on RAMS (for short term direct hires only)

If you have elected to employ outside of a recruitment process or centralised pool, for a short term contract (up to 6 months), you can enter the applicant details against your vacancy in RAMS so you can generate an offer of employment.

### Personal Details of Prospective Employee

**Before you start completing the application form on RAMS you will need the personal and contact details of the proposed applicant including their full name, address, phone number and contact email.**

**This information is required to generate the offer of employment and Employee Details Form for the RAMS HRMIS Transfer.**

Prior to progressing, you must complete all checks and validations, including:

- Valid teacher registration (for teaching vacancies)
- Valid Working with Children Check (WWCC) (if working with children)
- Identification
- Qualifications (if required)
- Eligibility to Work (citizenship/visa)

### Submitting your Request to Fill

Along with the details of your vacancy, include in the 'Comments' field that you are appointing an employee directly without a merit process and that you require '**Add Applicant**' permission access to generate the offer of employment.

Your Recruitment Officer will then ensure that when the vacancy is cleared to fill, the appropriate access is granted to you.

### How to Add an Applicant to your Vacancy in RAMS

Log into RAMS with the username and password provided by Schools Recruitment.

From the main menu, click on **Vacancies > Active Vacancies**

Click on the zero **0** (under the Applications heading) against the vacancy where you need to add in applicant details.

Job Title	Branch	Position Number	Classification	FTE	Status	Program	Ads	Referrals	Applications	Shortlist
Senior Academic Performance	Manea Senior College	00035768	Level 3, \$114,626 - \$125,810 per annum (SEA GA 2014)	1.0	Cleared for Advertising	None	0	0	0	0

You will be taken to the applications page of your vacancy. Click on '**Add Applicant**'

The screenshot shows the 'Applications' tab selected in the top navigation bar. Below the navigation bar, there is a search bar with a magnifying glass icon and a 'Results' button. The main content area displays '0 records found'. At the bottom of the content area, there is a red-bordered button labeled 'Add Applicant'.

Enter the applicant's personal details and their WA Government employment details. All fields appearing in **ORANGE** font are mandatory fields and must be completed. **Please note: an email address field must also be entered in order for you to complete this short term direct hire on RAMS.**

You may need to contact the applicant to obtain this information.

Once completed, click on '**Save and Continue**'

The following screen will ask questions regarding 'Employment Eligibility'. Answer all of these questions. Once completed, click on '**Save and Continue**'

The following screen is an Attachments page. If you have information to attach, you can do so. Otherwise, click on '**Save and Continue**'

You will return to the applications page. The applicant will be at the status of '**Applied**'. The process of adding the applicant is now completed.

## Completing the Offer of Employment

**Please note: the applicant's email address field must have been entered in order for you to generate the offer of employment and email it from RAMS.**

Check the box against the applicant (to the right of the screen) and click on '**Contact**' at the bottom of the page.

From the 'Template' drop down field, select the Offer of Employment template that appears. If you cannot select an Offer Template, please contact SRES Recruitment on (08) 9264 4127.

**1. Body Text:** Those areas that require manual entry by you will be highlighted in yellow. Over-write these areas.

Do not alter merge fields. These are items shown in square brackets with an asterisk (e.g. [**\*Title**]). These fields will be automatically completed with information from your vacancy in RAMS.

**2. Subject:** The title of your email. It is a mandatory field.

**3. Send As:** Your e-mail address will appear. This email address is used for any replies. Overwrite this if replies need to go elsewhere.

**4. Method:** Leave as 'mixed' to send an e-mail.

Click on '**PREVIEW**' to check your offer prior to sending. When you are happy with the offer, click on '**CONTACT**', then '**OK**'.

## Updating the Applicant Status

Update the Applicant status to '**Offer Made**'

When the signed acceptance is returned, update the Applicant status to '**Offer Accepted**' or if declined, '**Offer Rejected**'.

## Sending out the Employee Details Form (EDF)

**Please note: the applicant's email address field must have been entered in order for you to generate an EDF via RAMS - please see above diagram**

To generate an EDF via RAMS:

From the Applications screen, check the box to the right of the applicant and click on '**HRMIS Transfer**'. A pop-up box will appear, select '**Send EDF**'.

You will be taken to the 'Contact Applicants' page. Select the template '**Recommended Applicant Online EDF**'

Complete the required fields and click on '**CONTACT**' and then '**OK**'. The applicant status will update to '**Transfer Pending**'

An e-mail will be sent to the applicant containing a link to the online 'Employee Details Form'. The applicant will need to complete and submit this form before you can progress any further. The applicant can only complete and submit this once.

**Please Note:** After successful completion, the applicant status will update to '**Transfer Successful**' and the line manager(s) of that position (in HRMIS) will receive an e-mail notifying them that there is a partially completed Electronic Advice in HRMIS awaiting completion.

## HRMIS Electronic Advice

If the online EDF is used via RAMS, the position and applicant details will feed through to HRMIS partially completing an electronic advice.

If the online EDF is not used, all information will need to be manually entered into HRMIS.

## Further Information

For further information on the recruitment, selection and appointment process please contact the Recruitment team within the **Staff Recruitment and Employment Services** Directorate on **(08) 9264 4127**.