

Recruitment Gateway

Quick Reference Guide



This **Quick Reference Guide** provides information on how to use the Recruitment Gateway. This includes:

- Creating a new job order
- Raising an amendment request for a previously submitted job order
- Raising a cancellation request for a previously submitted job order.
- How to access the Recruitment Gateway
- How to sign into the Gateway
- The different user profiles that exist
- Accessing items submitted to you for review

Please see the **Recruitment Gateway Training Manual** on HSEland for more in-depth instructions. Please contact the askNRS helpdesk for additional support.

CREATING A JOB ORDER

1. Select the **Job orders tab** and click **Create job order**
2. Ensure you have completed all items on the checklist at the beginning of the job order form
3. Fill in all the relevant fields on the job order form. Select **Next** to progress on to subsequent pages until the form is complete
4. When you reach the end of the job order form, select **Review**
5. Review your job order on the **Edit job order** page and make edits if required.
6. Upload any relevant documents
7. Assign the job order to the appropriate approver for review
8. If ready to submit, update the job order status to **Progress for review** and select **Progress OR** to save as a draft, select **Save to draft** and then **Save**
9. See the **Job orders** tab for updates regarding your job orders e.g., draft job orders, approved job orders and rejected job orders

RAISING AN AMENDMENT REQUEST

1. Select **Amendments & Cancellations** and **Request Amendment**
2. Select the **Lookup icon**, search and select the relevant job order from the Lookup records table. The job order reference number will be populated into the job order field on the **Request Amendment page**
3. Type the reason for the Amendment in the **Amendment Reason box** then click **Save and Proceed**
4. Directly amend the fields you wish to change on the job order
5. Scroll to the bottom of the form, select the dropdown arrow under **Job order – action to be taken**, select **Progress to Review**, and click **Save OR** select **Save to draft** and **Save**
6. See the **Amendment & Cancellations** tab for updates regarding your submitted amendment requests

RAISING A CANCELLATION REQUEST

1. Select **Amendments & Cancellations** and **Request Cancellation**
2. Select the look up icon and select the relevant job order from the Lookup records table. The job order reference number will be populated into the job order field on the **Cancel job order** page
3. Type the reason for the Cancellation in the **Cancellation Reason box** then hit **Submit**
4. See the **Amendment & Cancellations** tab for updates regarding your submitted cancellation requests



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ACCESSING THE RECRUITMENT GATEWAY

- Ensure you are on **HealthIRL**
- To check whether you are on HealthIRL and/or to arrange migration if you are not on Health IRL, contact healthirl.migration@hse.ie
- Once you confirm you are on HealthIRL, please complete a Gateway access request form. Please find this on <https://healthservice.hse.ie/staff/benefits-and-services/hr-forms/recruitment-gateway/>
- Request the type of access you would like e.g., Requester, Submitter etc.
- This completed form will be provided to a designated contact in the user's local HR team within their service area to review
- A link to the Recruitment Gateway is inserted below however, users will also be able to access the Gateway by going onto hse.ie > HR Forms > Approval to hire forms > Recruitment Gateway
- This will provide users with various supports on how to use the Gateway, as well as the relevant URL

SIGNING INTO THE RECRUITMENT GATEWAY

1. Type <https://recruitmentgateway.powerappsportals.com> into your internet browser search bar and press enter
2. Click **Sign In**. Enter your login email address and select **next**
3. Enter your login password and select **sign in**
4. Your log in credentials will be the same ones you use to log onto your device each day

NOTE: If you have **forgotten your login credentials or password** for the Gateway, please contact the **National Services Desk** for support at eHealth.nationalservicedesk@hse.ie or call **0818 300 300**

USER PROFILES

There are four user types; **Requester, Approver 1, Approver 2** and **Submitter**. To see your permission type on the Gateway, click on your **name** and then **profile**. Your permission type is displayed at the bottom of your profile.

All user types can:

- Create job orders
- Raise amendment and cancellation requests
- Review job order statuses

In addition, **Approvers 1 & 2** and **Submitters** can:

- Approve/reject job orders
- Approve/reject amendment and cancellation requests.

In addition, **Submitters** can:

- Submit a job order for **local** recruitment or to the **NRS**.

APPROVALS

Approver 1, Approver 2, and Submitters can view all job orders, amendment requests, and cancellation requests submitted to them for review under the **Approvals** tab. The Approvals dropdown contains the following categories:

- Job orders pending my review
- Job orders approved by me
- Job orders rejected by me
- Job orders for my area
- Amendments pending my review
- Amendments approved by me
- Amendments rejected by me
- Amendments and Cancellations for my area

