HR DELIVERY / STEP-BY-STEP SERIES

# Recruitment

# A1

## PORTAL USER GUIDE

Learn to move a recruitment brief through the desk, requisitions, candidate intake, assessment, interviews, offers and joining handover, with practical checks for each stage.

01 PREPARE

02 FOLLOW

03 CHECK

INTRODUCTION

OPEN SOURCE

# A practical guide to recruitment

Use this guide as a working sequence: establish the vacancy brief, prepare consistent materials, collect candidate evidence, record the decision and complete the joining handover. The recruiting desk helps you keep the next action visible.

The Recruitment welcome and its Contracts, Letters & Law suite were opened with authorised department access. The recruiting desk uses a second, private workspace member reference and access code. Public vacancy and CV routes were inspected directly; protected recruitment-record procedures are supported by the published synthetic demonstration and are labelled accordingly.

## WHO THIS GUIDE IS FOR

Recruiters and recruitment administrators • Hiring managers and interview panel members • HR Delivery and authorised partner teams

## WHAT YOU CAN DO

01 Orientate yourself in the recruiting desk and the correct private workspace

02 Prepare requisitions and coordinated recruitment documents

03 Use the public vacancy search and CV intake route

04 Organise applications, interviews, assessment evidence and offers

05 Track joining tasks, client reviews, communication and retention

06 Find and adapt country-specific policies, contracts, letters and handbooks within Recruitment access

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Use the chapter pages to find a task. Follow each numbered sequence and check the result before continuing.

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FOREWORD

# A note from Dr Phillip

A clear brief, consistent evidence and a careful joining handover make every stage of recruitment more useful.

**DR PHILLIP**

HR Delivery

Good recruitment begins with clarity about the work. Before a vacancy is promoted, the organisation needs a shared understanding of the role, the contribution expected and the evidence that will support a fair appointment. A connected workspace is most useful when it preserves that clarity throughout the journey.

This guide is intended to help you work through Recruitment Studio in a disciplined, practical way. Start with the brief, use consistent materials, keep the application history together and give each next action an owner. Interview notes and assessment findings should illuminate the role requirements; they should not replace thoughtful professional judgement.

The appointment is not complete when an offer is accepted. A careful joining handover protects the candidate's experience and helps the organisation prepare for a successful start. Use the desk to keep this work visible, and bring Lama into the conversation whenever access, resources or specialist support would help your team move forward.

Proposed wording for Dr Phillip's review

YOUR FIRST POINT OF CONTACT

OPEN SOURCE

# Meet Lama

Lama is your first point of contact when you need to enter the correct recruitment workspace, clarify a recruitment enquiry or arrange support from the team. Tell her whether you are a hiring organisation, an authorised partner or a candidate. For a recruitment mandate, explain the role, country, numbers and timing. She can route the enquiry and help arrange the next conversation; do not include confidential candidate files in an initial general enquiry.

## ASK LAMA TO HELP WITH

- Workspace or partner access support
- Recruitment service enquiry
- Interview and assessment resource guidance
- Joining-handover or document support

## HAVE THESE DETAILS READY

- Organisation and recruiting workspace
- Roles, locations and approximate numbers
- Intended start dates and recruitment stage
- Specific access or resource problem

## OPEN LAMA'S RECEPTION

hr.delivery

SIGNING IN / STEPS 1–2 OF 4

OPEN SOURCE

# Sign in and check your workspace

## 01 Open the correct department entry

Use the portal link in this guide or select the department from All department portals. Check the heading before entering anything.

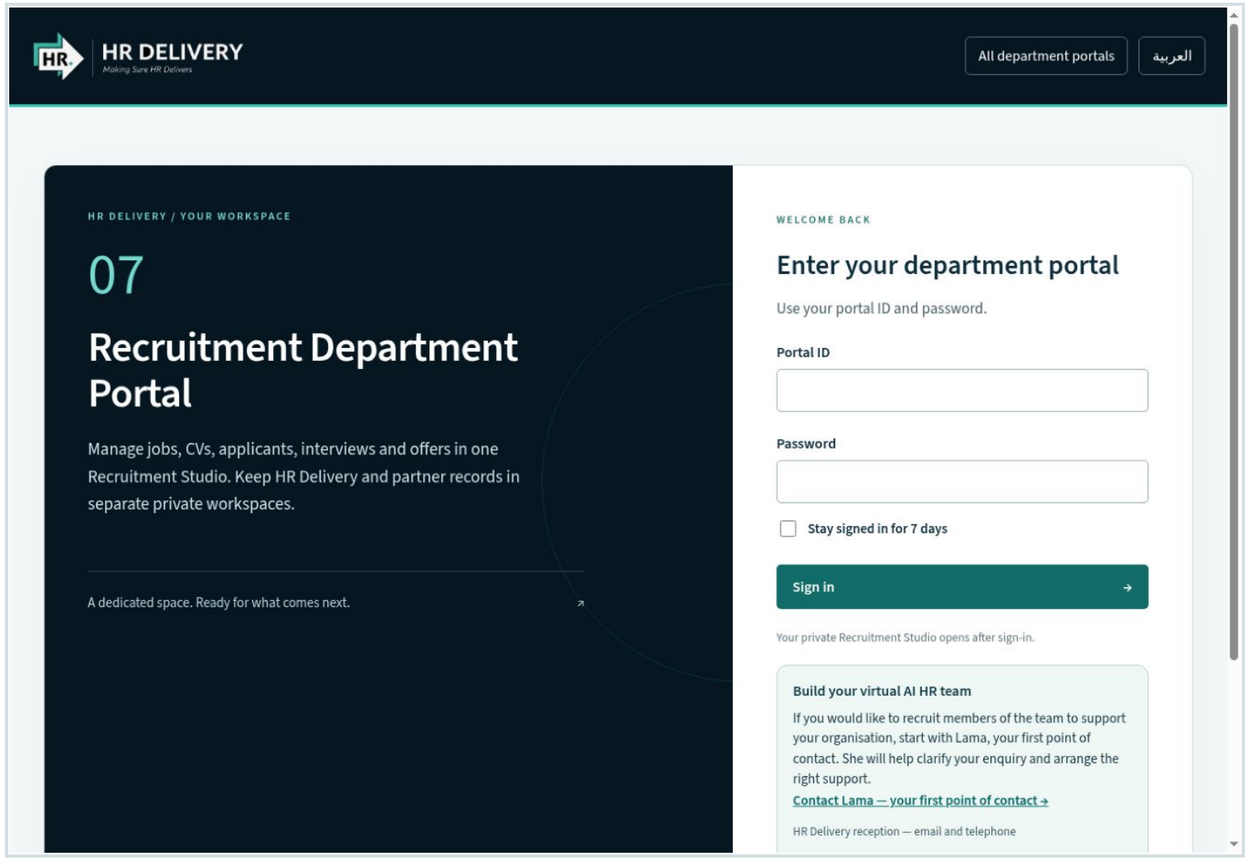
CHECK The sign-in heading identifies the intended department.

## 02 Enter your issued department sign-in details

Use the account identifier and password supplied for your organisation. Keep the case exactly as issued and enter these privately.

CHECK Both entries match the department account issued by HR Delivery.

CURRENT LIVE SCREEN




Current Recruitment portal sign-in screen. No client records are visible.

SIGNING IN / STEPS 3–4 OF 4

OPEN SOURCE

# Sign in and check your workspace

## 03 Choose the session option

'Stay signed in for 7 days' is optional. Use it only on a private device managed under your organisation’s access practices.

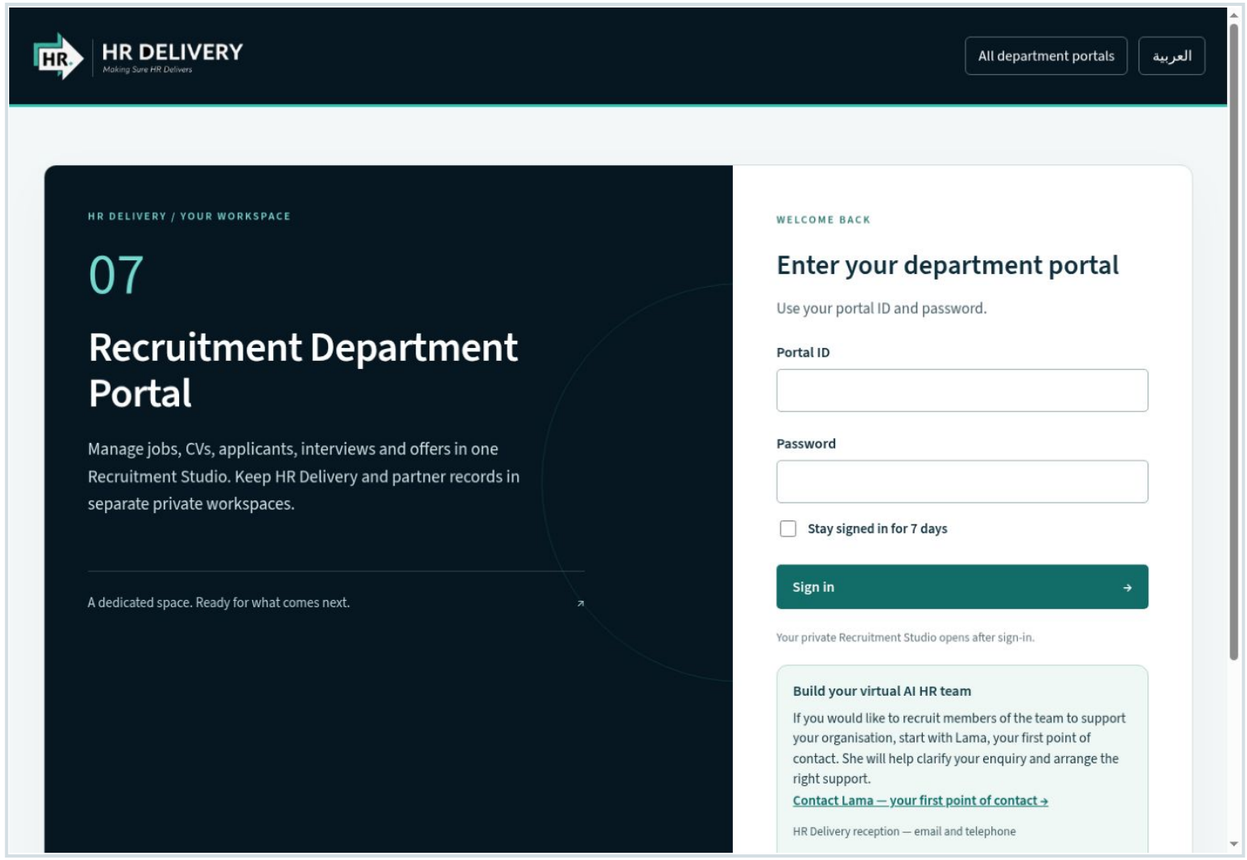
CHECK The checkbox reflects your intended session preference.

## 04 Select the sign-in control

Select 'Sign in'. If access is refused, check the department, account and entitlement with Lama.

CHECK The Recruitment welcome opens. Private recruitment records require the separately issued member reference and access code described in the next task.

CURRENT LIVE SCREEN




Current Recruitment portal sign-in screen. No client records are visible.

BEFORE YOU START

OPEN SOURCE

# Access and working context

01 The department sign-in opens the Recruitment welcome. It does not by itself open a private recruitment workspace.

02 Enter only the separately issued Workspace member reference and Private access code to open your recruitment records.

03 Contracts, Letters & Law is available from the authorised welcome using the existing Recruitment portal access.

Authorised department access opened the Recruitment welcome and its six-country Contracts, Letters & Law suite. The welcome separately requests a Workspace member reference and Private access code for private recruitment records. Those individually issued details were not available in this review; private record transactions remain source-described.

YOUR WORKFLOW MAP

# How the tasks connect

Follow the sequence for a complete piece of work, or go straight to the chapter you need.

**01**
**Your recruiting desk**
PAGE 010

**02**
**Define and publish the opportunity**
PAGE 022

**03**
**Review applications and gather evidence**
PAGE 039

**04**
**Offer, acceptance and a successful start**
PAGE 060

**05**
**Communication, control and improvement**
PAGE 069

**06**
**Contracts, letters and country documents**
PAGE 086

Each task: prepare the inputs, follow the numbered steps, then confirm the output and the checks.

# 01 Your recruiting desk

Establish the correct context and decide what needs attention first.

**03 PRACTICAL TASKS**

Prepare the inputs / Follow the screen sequence / Check the result

YOUR RECRUITING DESK / A-01-00

OPEN SOURCE

# Choose the correct route from the welcome

Enter the intended private recruitment workspace or open its legal document tools.

WHO USES THIS Recruitment portal user

### BEFORE YOU BEGIN

- Authorised department access
- Separately issued member reference and private code if opening recruitment records

### WHAT YOU WILL HAVE

- Correct route into the department
- Confirmed private workspace identity when authorised

### CHECK BEFORE YOU FINISH

- The private member reference belongs to your organisation
- The shared department entry is not treated as a private workspace credential
- Country documents are opened from the legal route

| | |
|---|---|
| **The welcome appears but recruitment records do not** | Use the separately supplied workspace member reference and private code. Ask Lama to check the relevant membership; do not reuse another organisation’s reference. |

05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

The welcome and legal route were opened. The second private-workspace sign-in was not attempted.

YOUR RECRUITING DESK / STEPS 1–2 OF 5

OPEN SOURCE

# Choose the correct route from the welcome

## 01 Read the welcome page

Check that Recruitment Studio is shown. The welcome explains that HR Delivery and each partner work in separate private spaces.

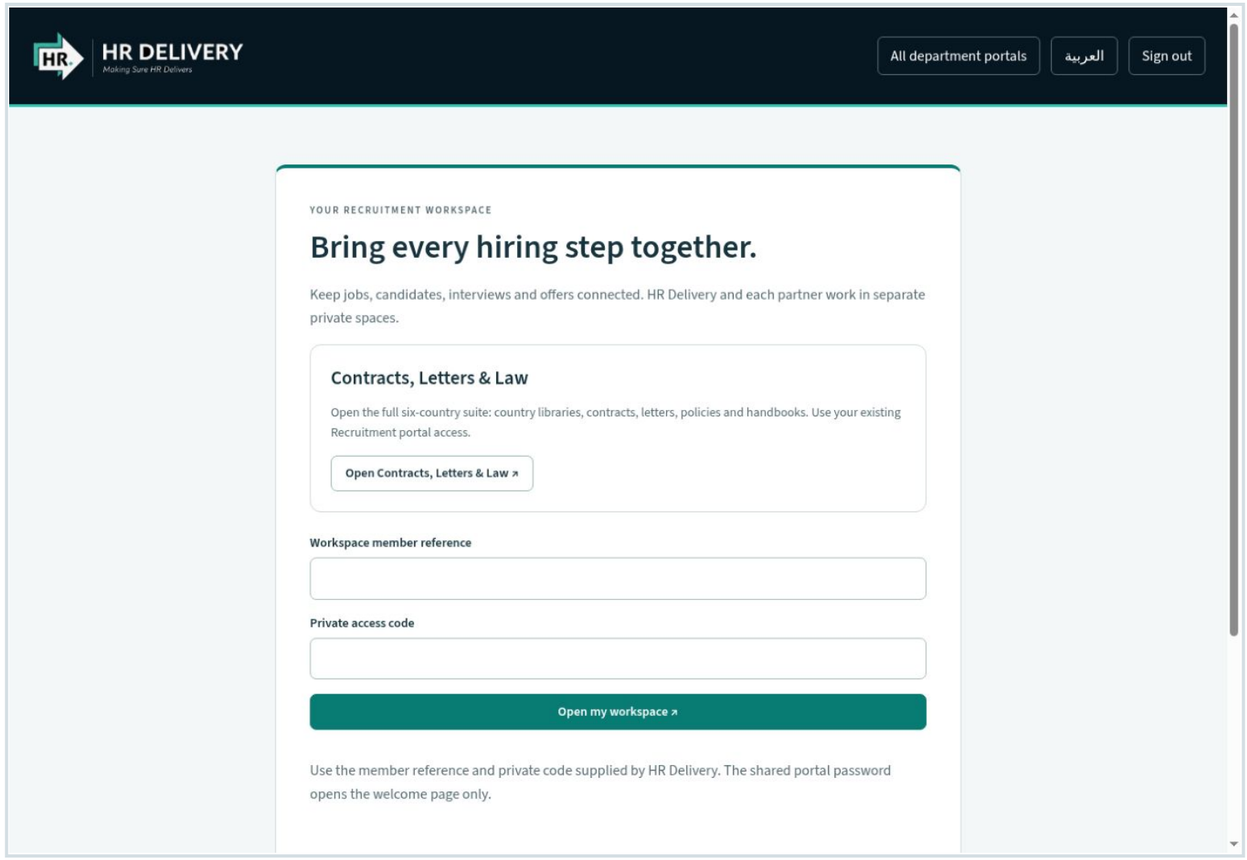
CHECK You are at the Recruitment department entry.

## 02 Open the private recruitment workspace

If you need jobs, candidates, interviews or offers, enter your separately issued 'Workspace member reference' and 'Private access code'. Select 'Open my workspace ↗'.

CHECK When access is accepted, check the workspace identity before opening records.

CURRENT LIVE SCREEN




Recruitment welcome after authorised department sign-in.

YOUR RECRUITING DESK / STEPS 3–4 OF 5

OPEN SOURCE

# Choose the correct route from the welcome

## 03 Open the country document tools

For contracts, letters, policies or handbooks, choose 'Open Contracts, Letters & Law ↗' from the welcome. This route uses your existing Recruitment portal access.

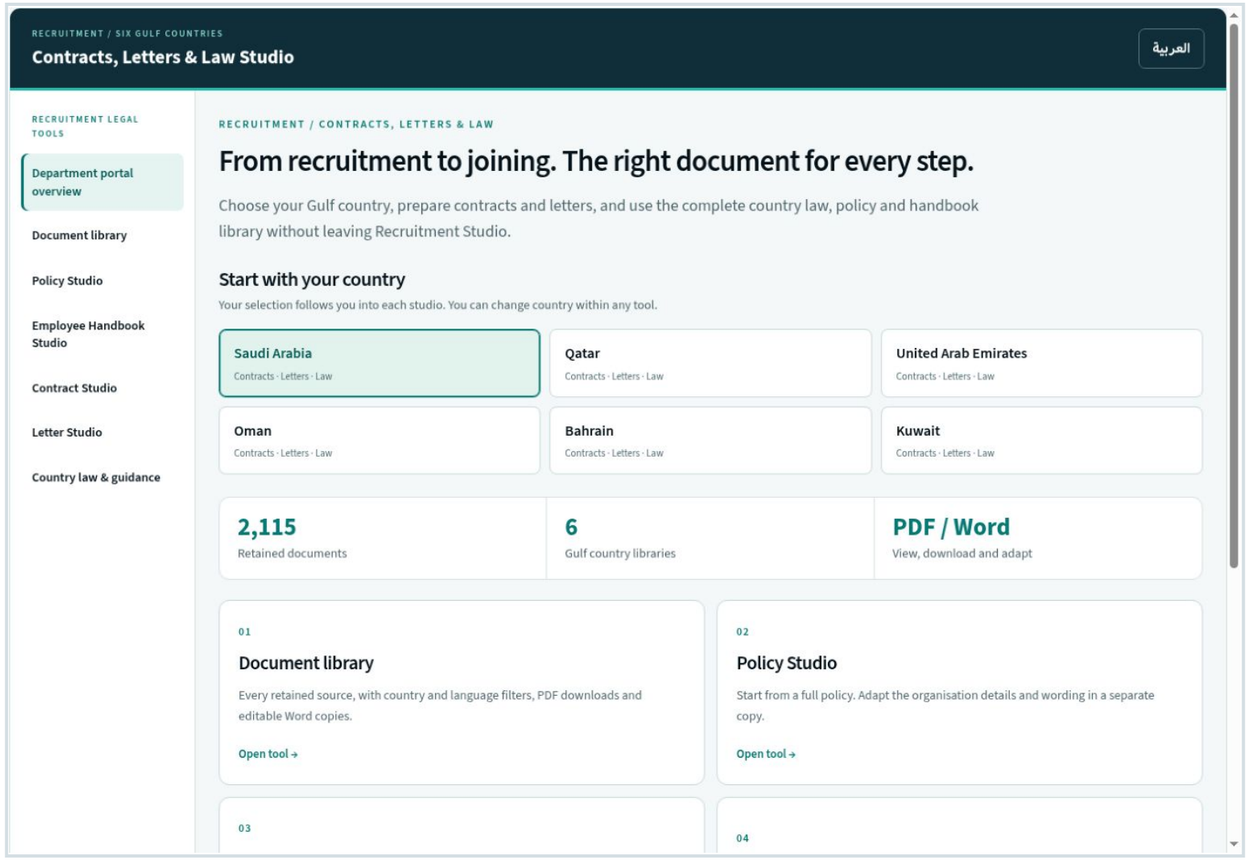
CHECK The six-country Contracts, Letters & Law Studio opens.

## 04 Use the department navigation

Use Your recruiting desk for recruitment work and Contracts, Letters & Law for documents. Refresh reloads the current department view; use it to recover an ordinary stale display.

CHECK The displayed area matches the work you intend to do.

CURRENT LIVE SCREEN




The six-country legal suite opened from the Recruitment welcome.

YOUR RECRUITING DESK / STEPS 5–5 OF 5

OPEN SOURCE

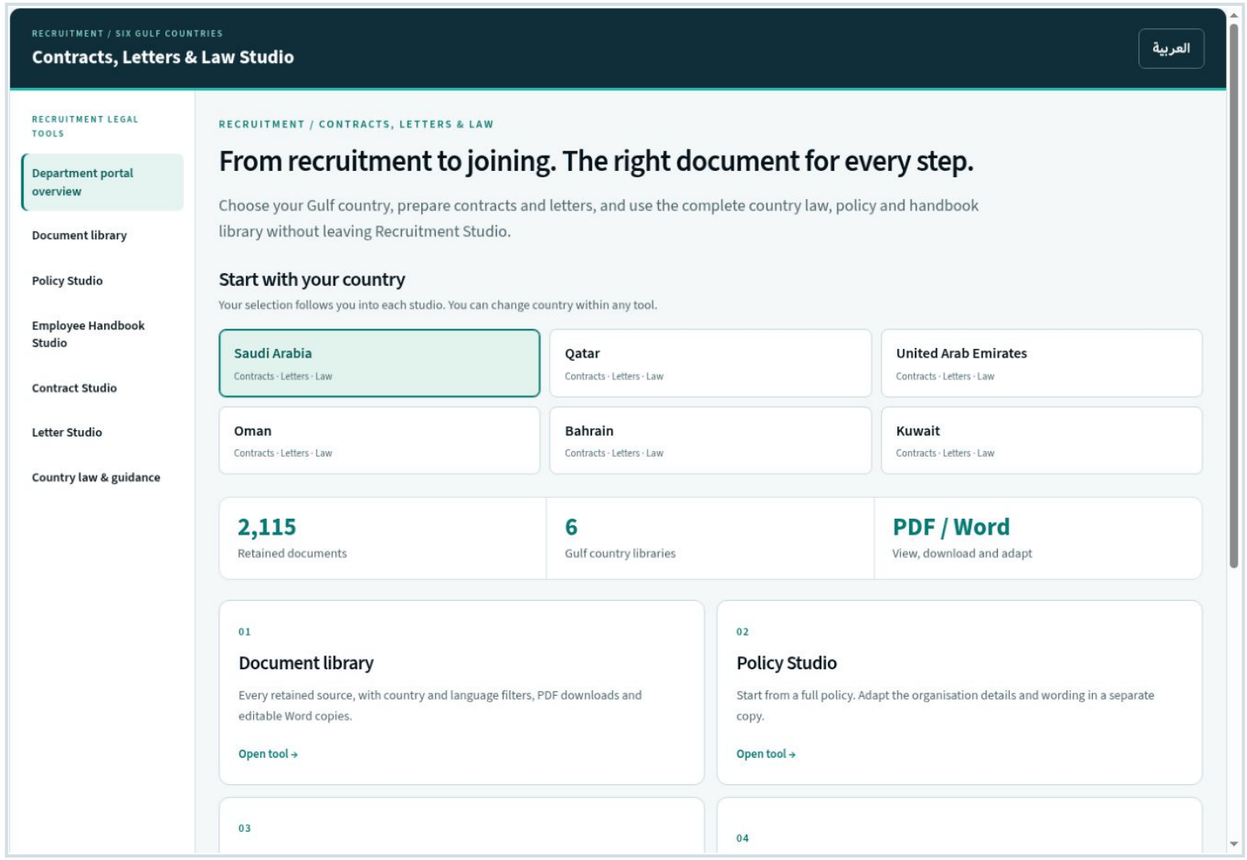
# Choose the correct route from the welcome

## 05 Ask Lama about missing private access

If you only have the department sign-in, ask Lama for the member reference and private-code arrangements for your organisation. Staff administration is a separate restricted route.

CHECK Access is resolved through the correct workspace owner.

CURRENT LIVE SCREEN




The six-country legal suite opened from the Recruitment welcome.

YOUR RECRUITING DESK / A-01-01

OPEN SOURCE

# Start the day from the recruiting desk

Create a short, ordered list of recruitment actions.

**WHO USES THIS Recruiter**

**BEFORE YOU BEGIN**

- Correct client workspace
- Current recruitment priorities

**WHAT YOU WILL HAVE**

- Prioritised recruitment action list

**CHECK BEFORE YOU FINISH**

- The workspace is correct
- Actions relate to a specific vacancy or application
- Interview times use the stated time zone

| | |
|---|---|
| **A dashboard count looks unexpected** | Use Refresh, then check the relevant area and the workspace identity. Do not recreate records to repair a count. |

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

The desk layout and labels are observed in a published demonstration; private records and navigation were not tested.

YOUR RECRUITING DESK / STEPS 1–2 OF 5

OPEN SOURCE

# Start the day from the recruiting desk

## 01 Open 'Your recruiting desk'

Check the workspace identity shown in the left panel before using the activity overview. The published example clearly labels its synthetic workspace.

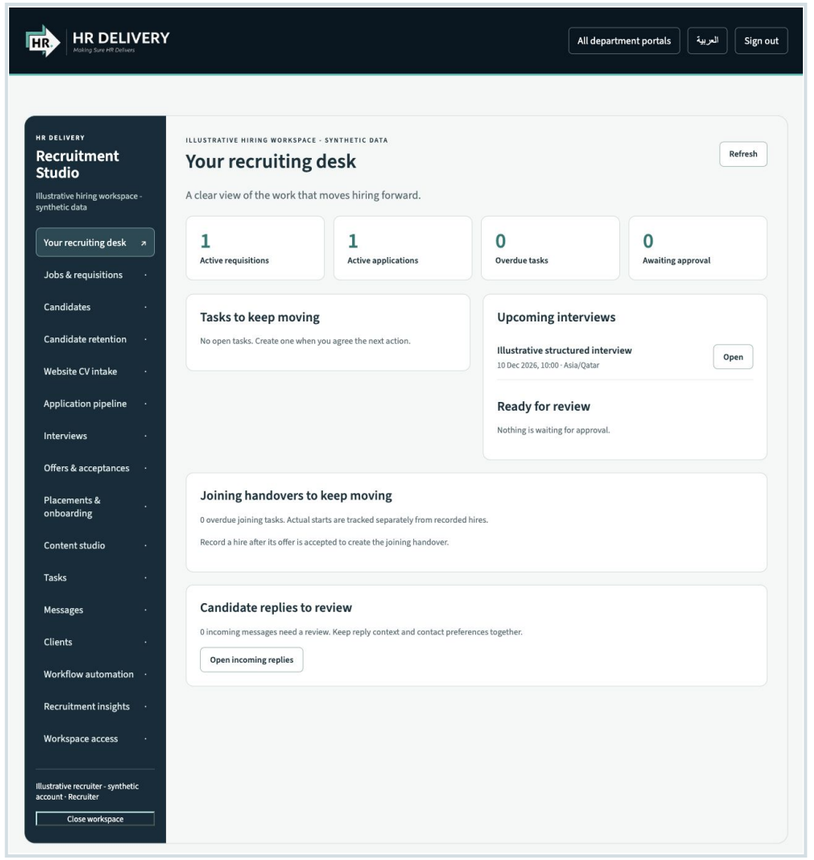
CHECK The desk belongs to the intended recruitment team.

## 02 Read the four headline counts

Review active requisitions, active applications, overdue tasks and items awaiting approval. Treat counts as entry points to work, not evidence that it is complete.

CHECK Identify the areas needing a closer review today.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

YOUR RECRUITING DESK / STEPS 3–4 OF 5

OPEN SOURCE

# Start the day from the recruiting desk

## 03 Review upcoming interviews

Use the upcoming-interview list to check the appointment, date and time zone. The demonstration provides an Open control beside its example interview.

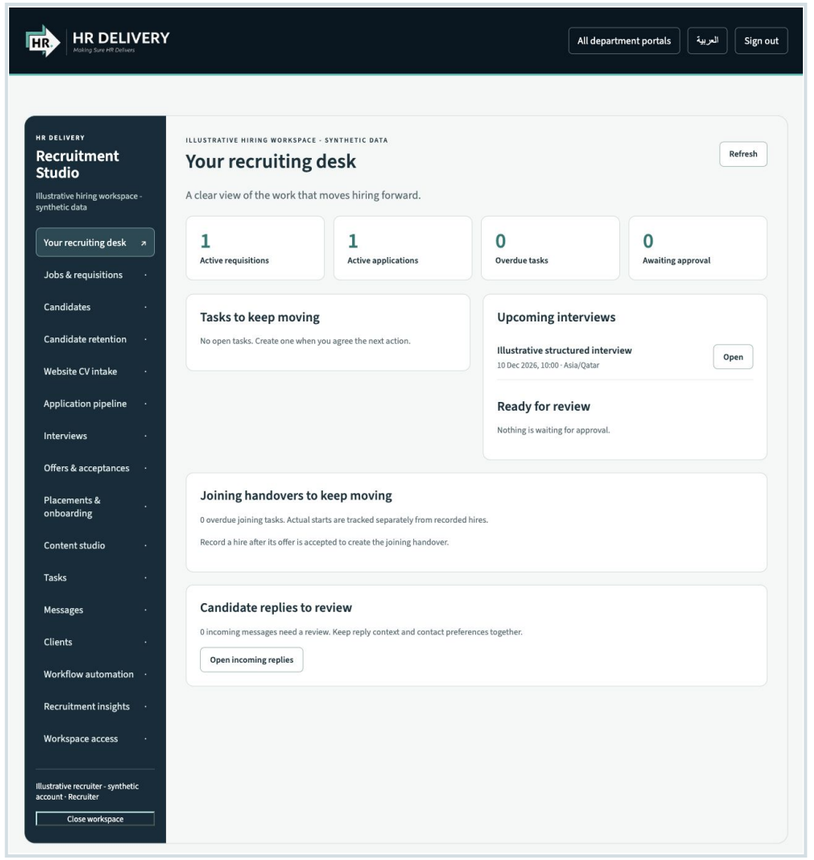
CHECK The recruiter knows which interview needs preparation next.

## 04 Review joining handovers and replies

Check the joining-handover panel and candidate-reply panel. Accepted offers, recorded hires and actual starts are distinct events.

CHECK No joining action or unread response is overlooked.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

YOUR RECRUITING DESK / STEPS 5–5 OF 5

OPEN SOURCE

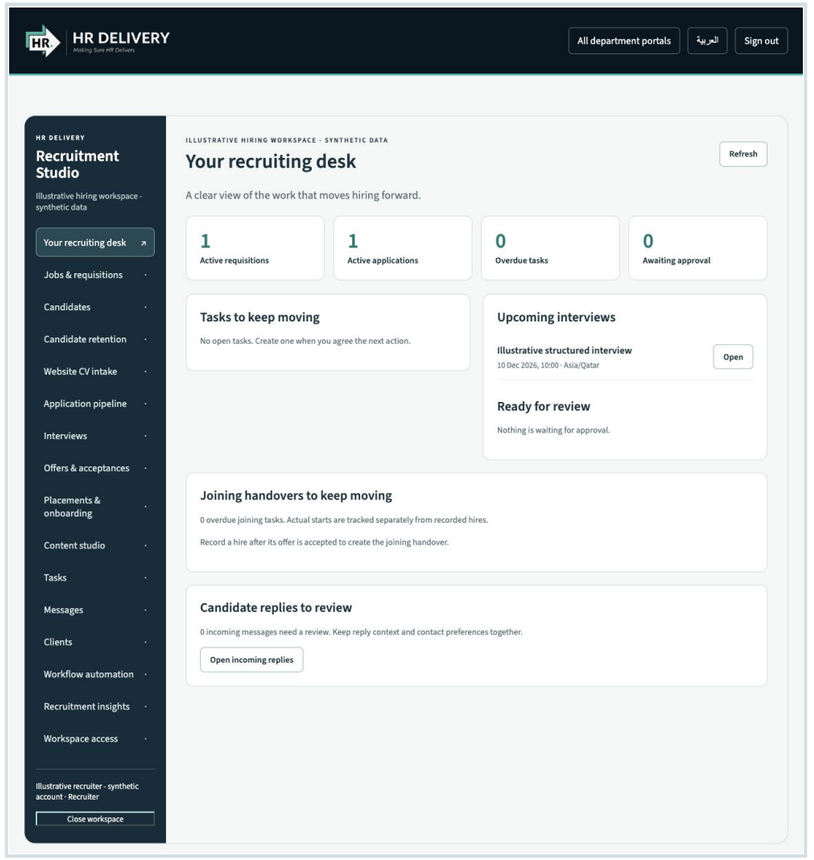
# Start the day from the recruiting desk

## 05 Use 'Tasks' to organise the next action

Prepare one owner, due date and clear outcome for each follow-up before entering it in the private task form.

CHECK The daily action list can be reviewed against the desk.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

YOUR RECRUITING DESK / A-01-02

OPEN SOURCE

# Confirm client and workspace context

Keep recruitment instructions attached to the correct organisation.

**WHO USES THIS** Recruiter or workspace administrator

### BEFORE YOU BEGIN

- Client mandate or agreed brief
- Authorised workspace membership

### WHAT YOU WILL HAVE

- Confirmed client context
- Client review actions

### CHECK BEFORE YOU FINISH

- Partner and HR Delivery workspaces remain distinct
- Instructions come from the appropriate client contact

| | |
|---|---|
| **You cannot see the expected client** | Confirm membership and workspace with Lama. Do not use another client's records as a temporary substitute. |

**04 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

Clients is visible in the demonstration; its record and review forms were not inspected.

YOUR RECRUITING DESK / STEPS 1–2 OF 4

OPEN SOURCE

# Confirm client and workspace context

## 01 Open 'Clients'

Locate the organisation associated with the recruitment mandate and compare its identity with the workspace you entered.

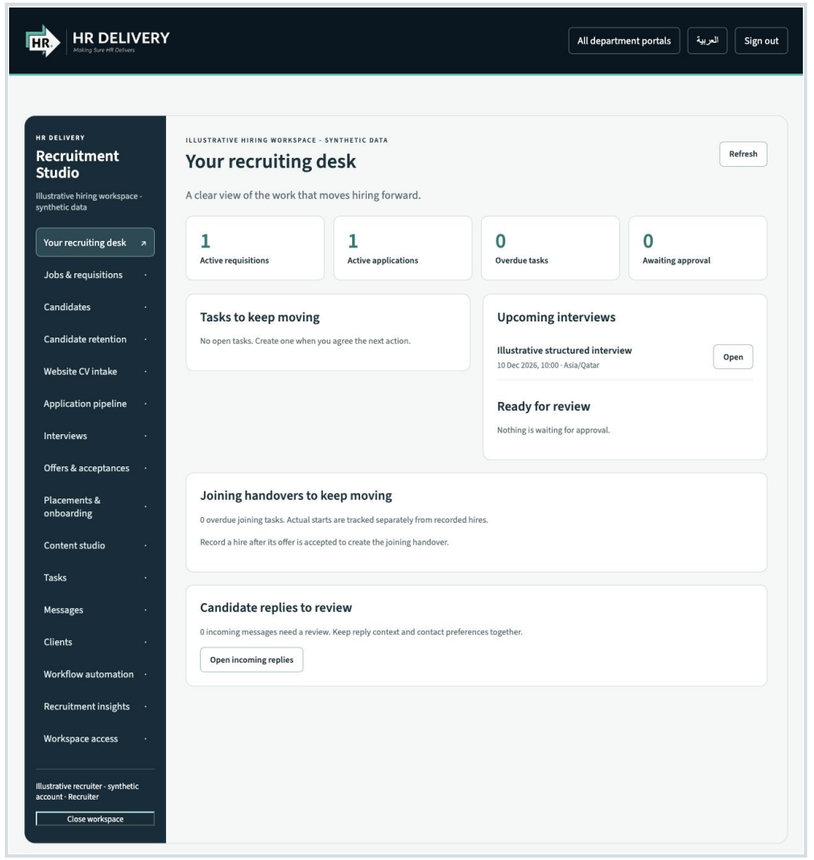
CHECK The client context and recruitment mandate agree.

## 02 Check the service brief

Review the roles, locations, recruitment scope and the people authorised to provide instructions. Record open questions before preparing material.

CHECK The hiring team knows which instructions are current.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

YOUR RECRUITING DESK / STEPS 3–4 OF 4

OPEN SOURCE

# Confirm client and workspace context

## 03 Prepare the client review

Bring together progress, outstanding decisions, candidate evidence and dates for a concise review conversation.

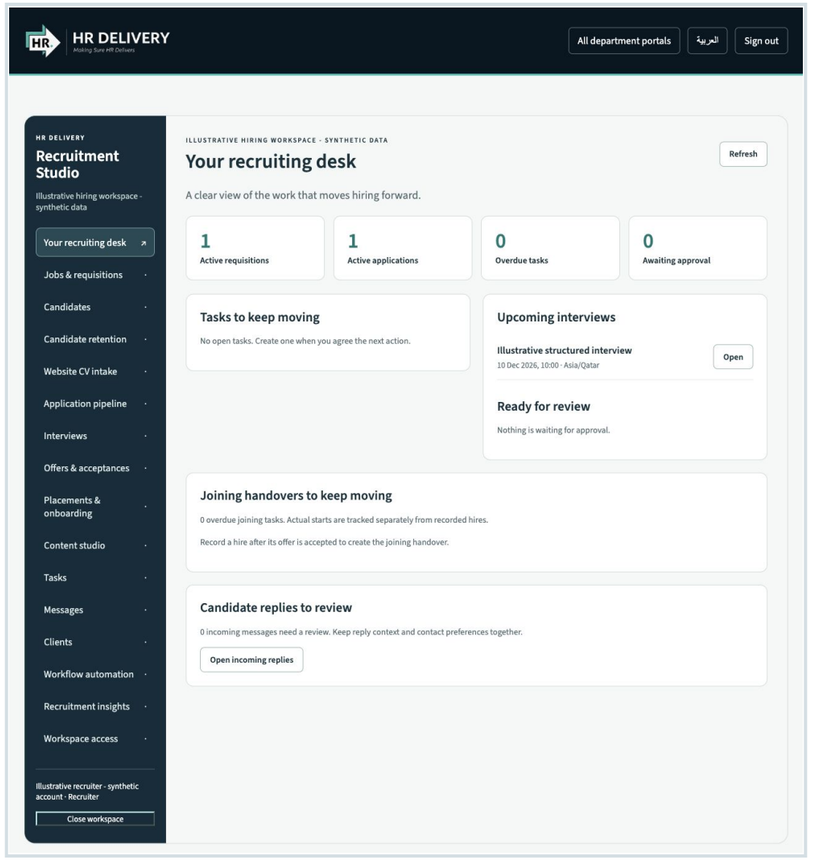
CHECK The review has a clear purpose and decision list.

## 04 Record the agreed actions

Use the organisation’s agreed process to keep review outcomes and responsibilities with the recruitment work. Private review fields require administrator confirmation.

CHECK Each next step has an owner and agreed due date.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

# 02

# Define and publish the opportunity

Prepare a consistent brief and understand the public candidate route.

**04 PRACTICAL TASKS**

Prepare the inputs / Follow the screen sequence / Check the result

DEFINE AND PUBLISH THE OPPORTUNITY / A-02-01

OPEN SOURCE

# Prepare a requisition

Establish one agreed description of the vacancy before sourcing candidates.

**WHO USES THIS** Recruiter with hiring manager

### BEFORE YOU BEGIN

- Authorised hiring need
- Role purpose, location, level and planned timing
- Appropriate budget and approval route

### WHAT YOU WILL HAVE

- Approved recruitment brief
- Requisition reference

### CHECK BEFORE YOU FINISH

- The role is authorised
- Must-have criteria are job-related
- All later materials use the same brief

| | |
|---|---|
| **Two versions of the brief conflict** | Resolve the current version with the hiring manager before progressing. Preserve the decision rationale. |

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

Creating, saving and approving requisitions was not transaction-tested. Button names and required fields inside this form are unverified.

DEFINE AND PUBLISH THE OPPORTUNITY / STEPS 1–2 OF 5

OPEN SOURCE

# Prepare a requisition

## 01 Open 'Jobs & requisitions'

Locate the relevant vacancy or start the organisation’s authorised new-requisition process. Confirm the exact creation control in your private workspace.

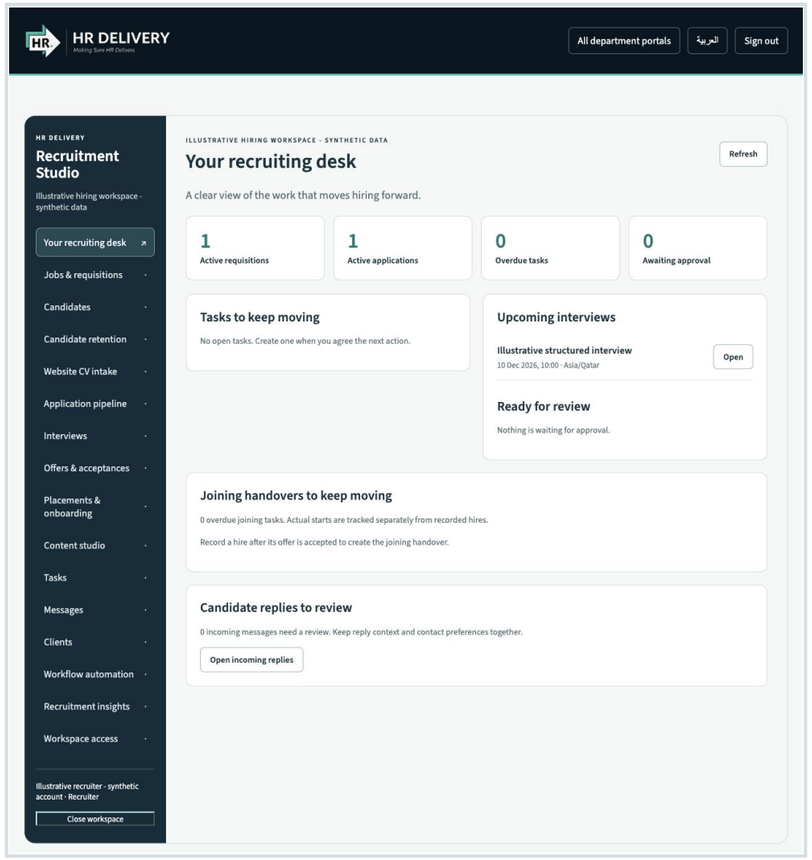
CHECK The requisition belongs to the correct client and mandate.

## 02 Set out the role requirement

Prepare the title, purpose, main results, employing location, work arrangement and required behavioural and technical capabilities. Distinguish essentials from preferences.

CHECK The brief describes the work rather than a preferred individual.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

DEFINE AND PUBLISH THE OPPORTUNITY / STEPS 3–4 OF 5

OPEN SOURCE

# Prepare a requisition

## 03 Align level and assessment evidence

Check the career family and role level with the hiring manager. Identify which requirements need interview, experience, assessment or practical evidence.

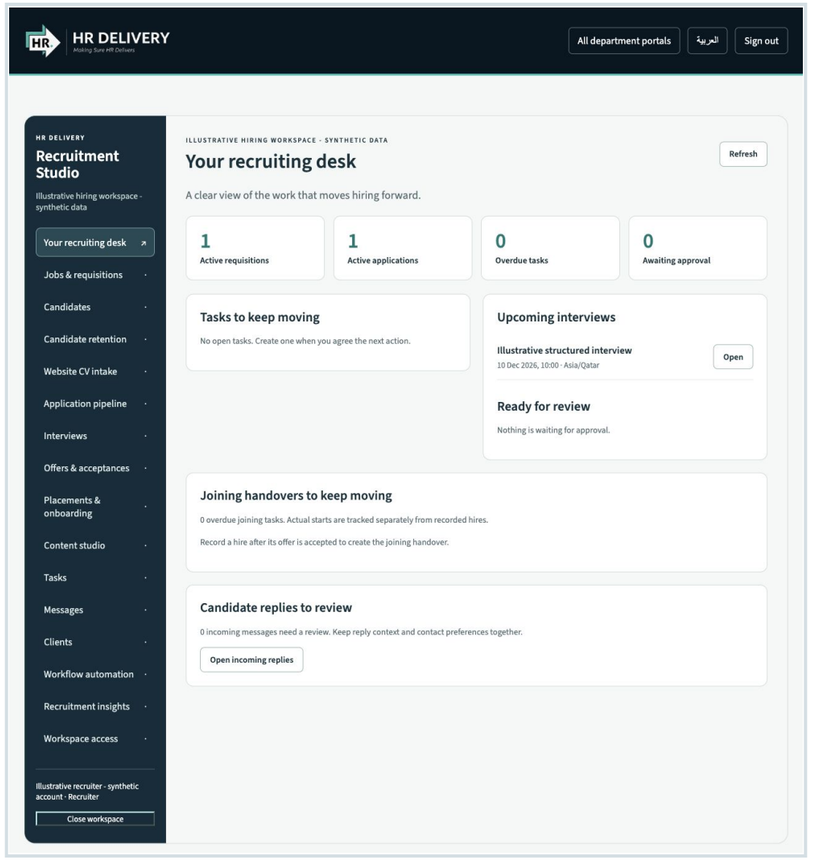
CHECK Every important selection criterion has an evidence method.

## 04 Review numbers, dates and decisions

Confirm headcount, hiring timetable, approval responsibilities and the proposed start date before advertising or scheduling assessment.

CHECK The vacancy has an agreed scope and decision route.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

DEFINE AND PUBLISH THE OPPORTUNITY / STEPS 5–5 OF 5

OPEN SOURCE

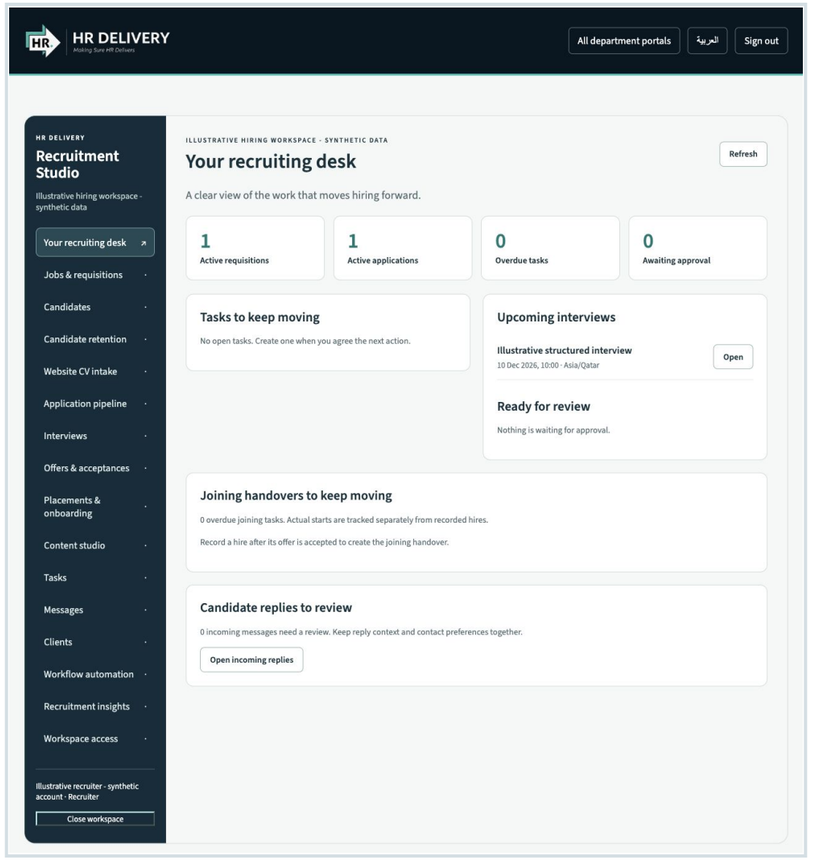
# Prepare a requisition

## 05 Retain the approved brief

Use the private workspace’s save/review process after checking its labels and permissions. Keep a stable role reference across later documents.

CHECK The team can identify the current approved requisition.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

DEFINE AND PUBLISH THE OPPORTUNITY / A-02-02

OPEN SOURCE

# Prepare content in Content studio

Produce consistent person specifications, advertisements and interview kits.

**WHO USES THIS** Recruiter or recruitment content author

### BEFORE YOU BEGIN

- Agreed requisition
- Brand and publication requirements
- Evidence criteria for the role

### WHAT YOU WILL HAVE

- Person specification
- Job advertisement
- Interview kit

### CHECK BEFORE YOU FINISH

- Essential criteria match the requisition
- Public copy contains no internal notes
- Interview questions collect job-related evidence

| | |
|---|---|
| **Generated copy adds an unsupported requirement** | Remove the claim and reconcile the draft with the approved brief before release. |

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

The three document types are publicly described. Generation, editing and export screens remain unverified.

DEFINE AND PUBLISH THE OPPORTUNITY / STEPS 1–2 OF 5

OPEN SOURCE

# Prepare content in Content studio

## 01 Open 'Content studio'

Use the approved role brief as the common source for the person specification, job advertisement and interview materials.

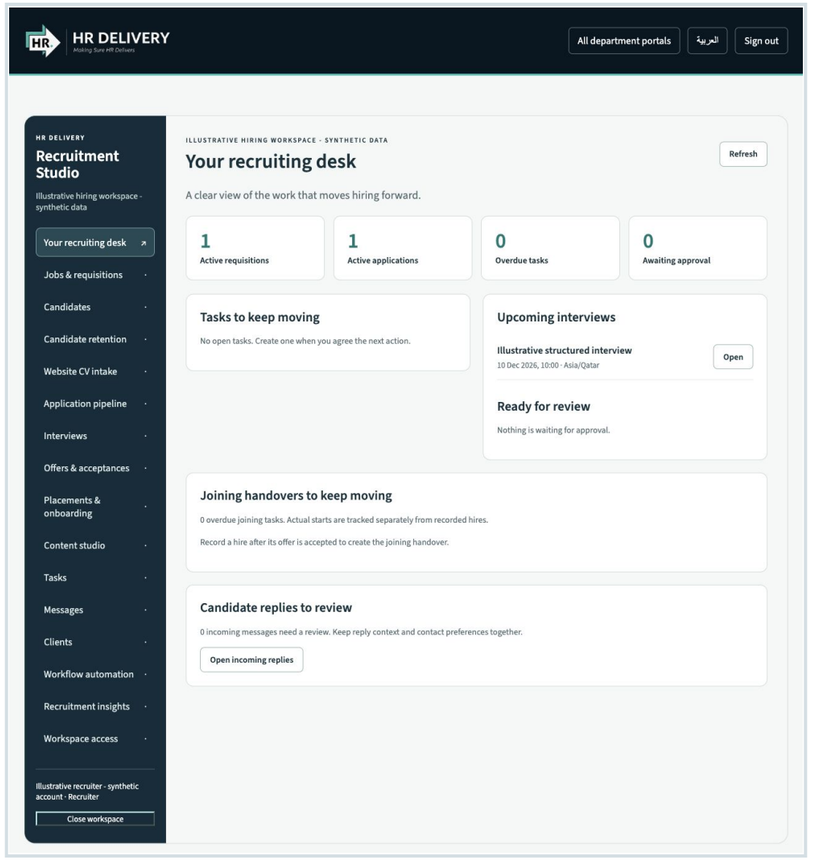
CHECK All documents start from the same role requirements.

## 02 Prepare the person specification

Separate essential qualifications and capability from desirable experience. Use observable requirements that can be evidenced during selection.

CHECK The specification can be used consistently by every assessor.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

DEFINE AND PUBLISH THE OPPORTUNITY / STEPS 3–4 OF 5

OPEN SOURCE

# Prepare content in Content studio

## 03 Prepare the advertisement

Explain the opportunity, main responsibilities, location, work arrangement and application route. Check every factual claim with the hiring organisation.

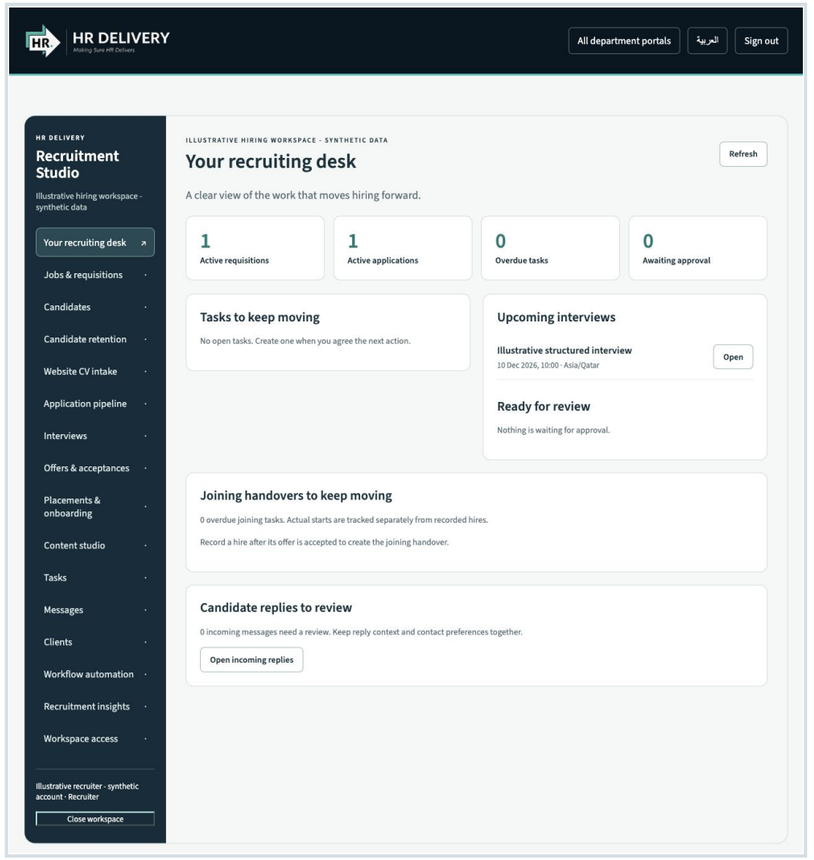
CHECK Applicants receive a clear and credible description.

## 04 Prepare the interview kit

Translate the requirements into structured questions, prompts and a common scorecard. Plan how interviewers will record examples and unresolved evidence.

CHECK The kit supports comparable candidate conversations.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

DEFINE AND PUBLISH THE OPPORTUNITY / STEPS 5–5 OF 5

OPEN SOURCE

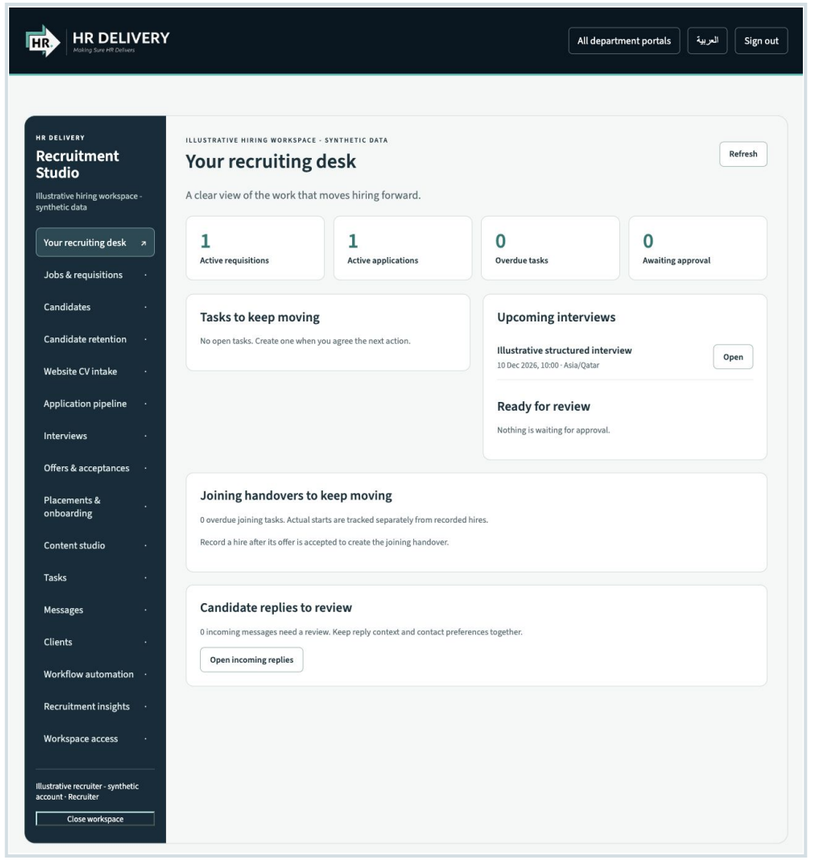
# Prepare content in Content studio

## 05 Review and retain the outputs

Review names, role reference, country, closing date and document version before using the private workspace’s available export or review functions.

CHECK The approved set is consistent and ready for the intended stage.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

DEFINE AND PUBLISH THE OPPORTUNITY / A-02-03

OPEN SOURCE

# Check the public vacancy route

Verify how candidates search for published, open roles.

**WHO USES THIS** Recruiter checking publication; candidate searching

### BEFORE YOU BEGIN

- Approved vacancy for any publication action
- Role title, country or work arrangement for search

### WHAT YOU WILL HAVE

- Filtered vacancy list or empty-result message

### CHECK BEFORE YOU FINISH

- Country and employment arrangement are correct
- The vacancy is open and published before expecting it on the board

| | |
|---|---|
| **A vacancy is absent from the public board** | First clear filters; then ask the authorised recruiter to confirm its publication status and closing state. |

05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

Public search was observed. No vacancy was published and no candidate application was submitted.

DEFINE AND PUBLISH THE OPPORTUNITY / STEPS 1–2 OF 5

OPEN SOURCE

# Check the public vacancy route

## 01 Open 'Jobs board'

On the Recruitment website, choose Jobs board. Read the note that only published, open vacancies appear in this list.

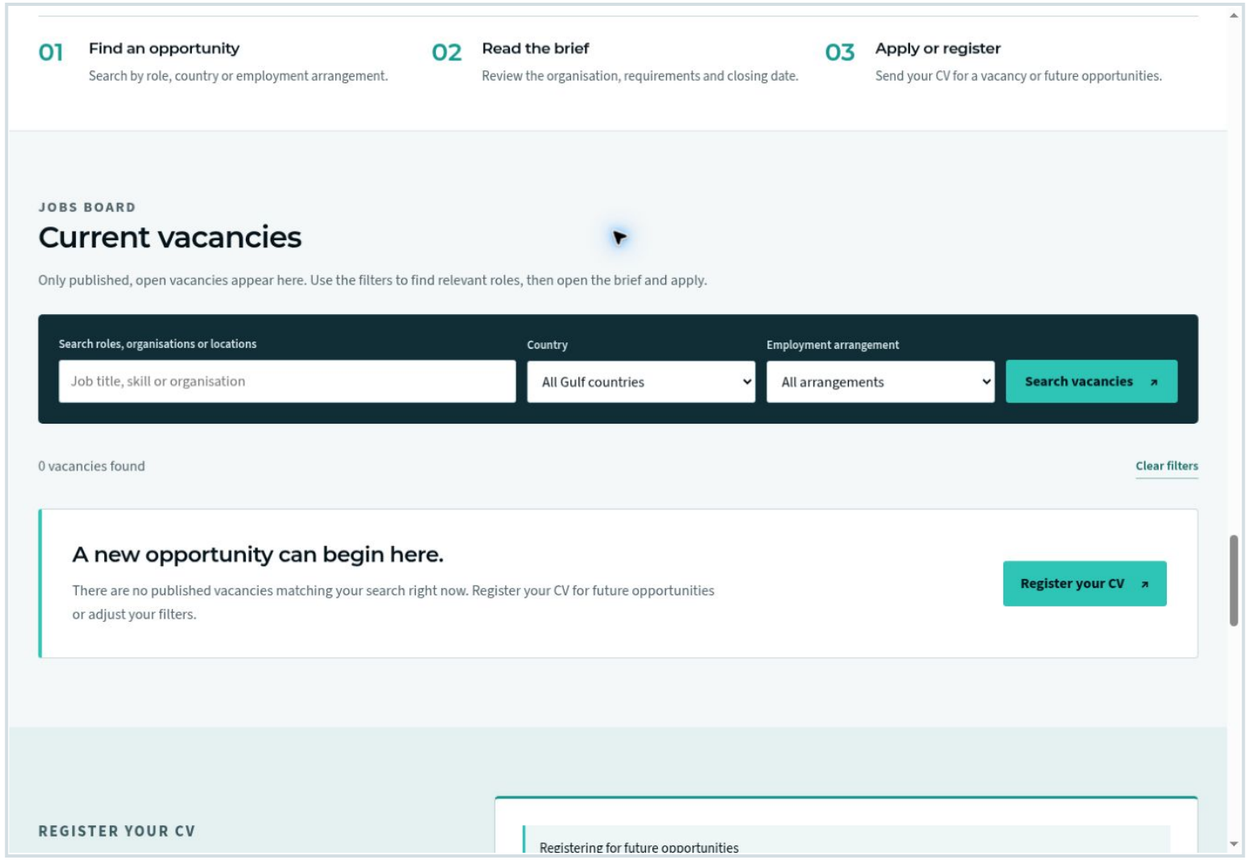
CHECK The Current vacancies section is displayed.

## 02 Enter search criteria

Use 'Search roles, organisations or locations'. Choose a Country and an Employment arrangement when relevant; leave broader options to see more roles.

CHECK Search criteria reflect the opportunity you are looking for.

PRIOR REVIEWED SCREEN




Previously reviewed public vacancy search and filter controls.

DEFINE AND PUBLISH THE OPPORTUNITY / STEPS 3–4 OF 5

OPEN SOURCE

# Check the public vacancy route

## 03 Select 'Search vacancies'

Read the returned count and matching roles. During this review the board displayed zero vacancies; this is an empty result, not an application rejection.

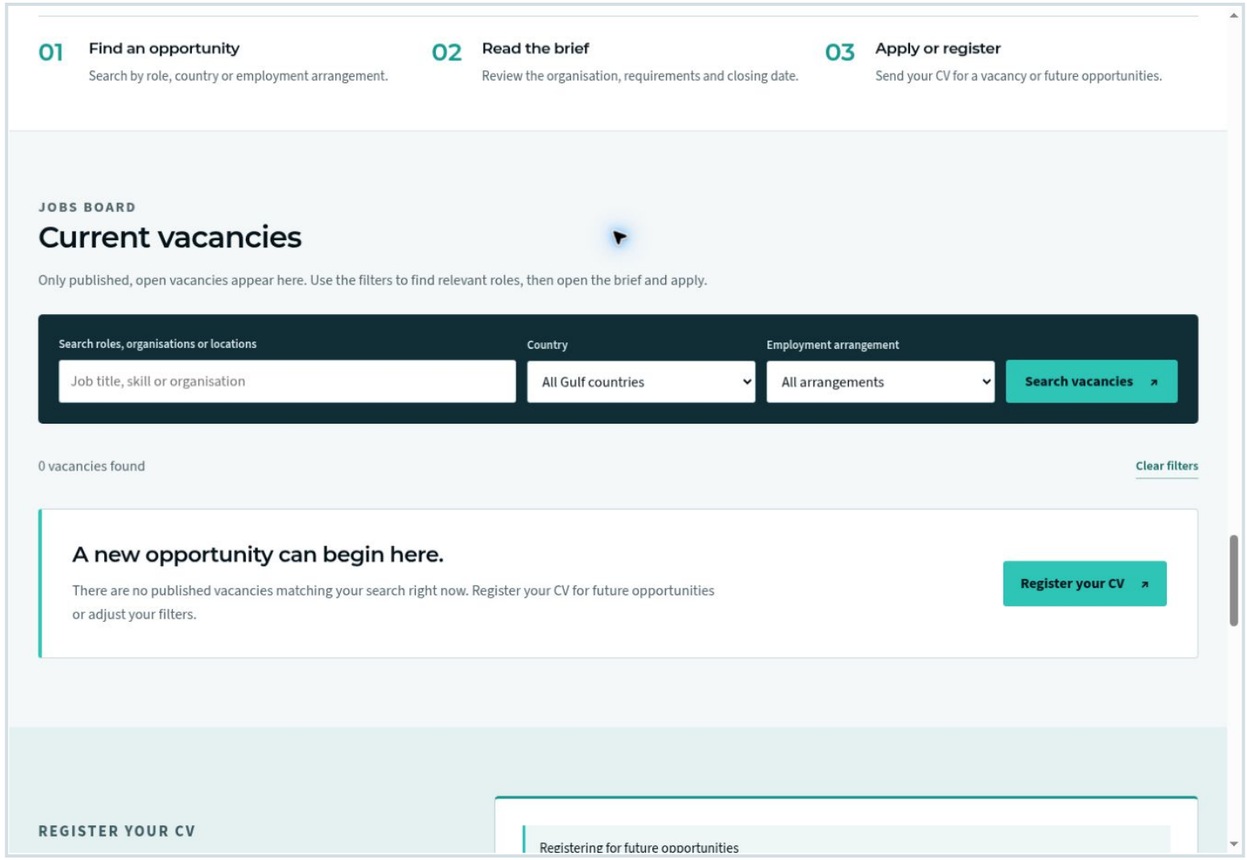
CHECK The result count corresponds to the current filter selection.

## 04 Use 'Clear filters' if needed

Remove overly narrow criteria and search again. If no suitable role is shown, follow Register your CV for future opportunities.

CHECK A broader search or registration route is available.

PRIOR REVIEWED SCREEN




Previously reviewed public vacancy search and filter controls.

DEFINE AND PUBLISH THE OPPORTUNITY / STEPS 5–5 OF 5

OPEN SOURCE

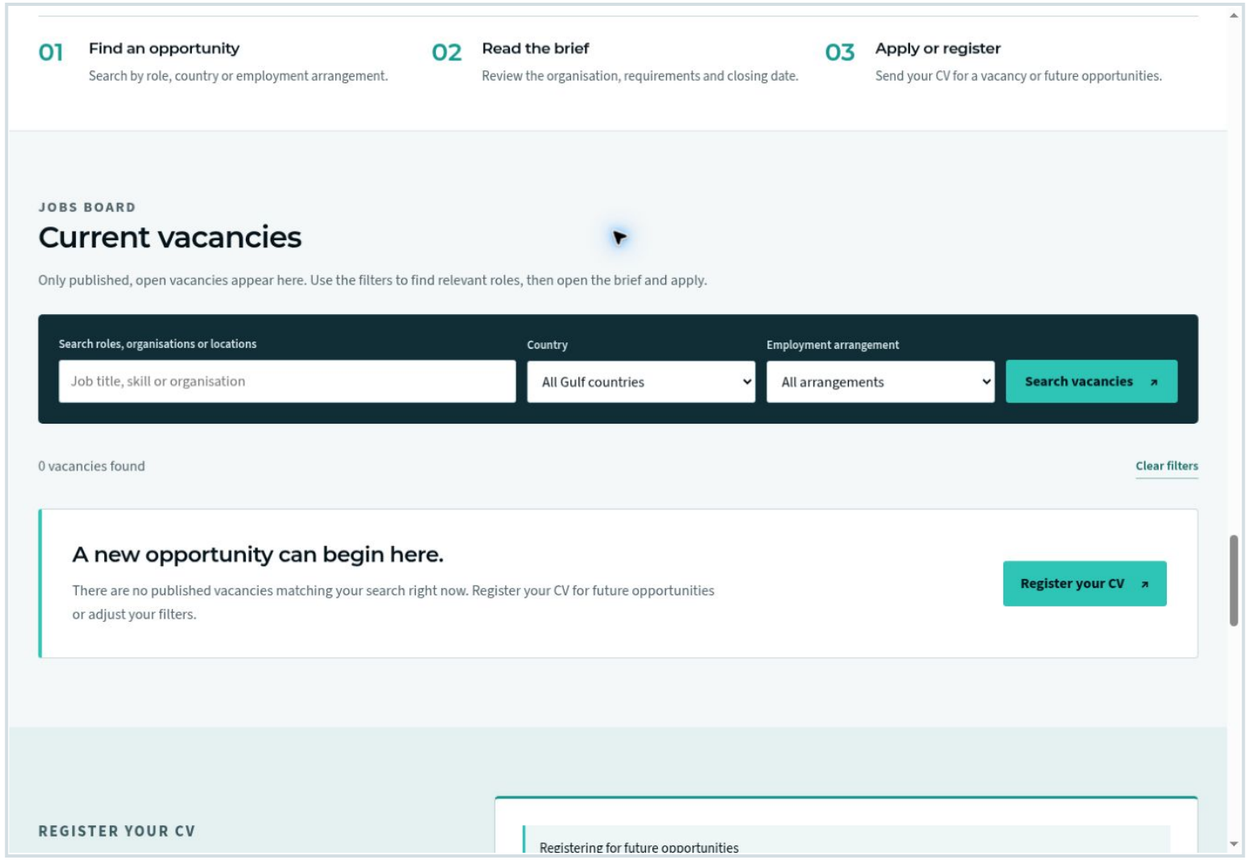
# Check the public vacancy route

## 05 Check publication separately

For a recruiter, use Jobs & requisitions and the authorised publication process, then check the public board. Publication itself was not tested.

CHECK Confirm the public vacancy only after the private release is authorised.

PRIOR REVIEWED SCREEN




Previously reviewed public vacancy search and filter controls.

DEFINE AND PUBLISH THE OPPORTUNITY / A-02-04

OPEN SOURCE

# Use the CV registration form

Understand exactly what the public candidate intake asks for.

**WHO USES THIS** Candidate; recruiter explaining the process

### BEFORE YOU BEGIN

- A current PDF CV no larger than 10 MB
- Accurate contact details
- Role interests and current country

### WHAT YOU WILL HAVE

- Candidate CV registration, if successfully submitted
- Submission reference, if returned

### CHECK BEFORE YOU FINISH

- PDF is no larger than 10 MB
- Email and phone are accurate
- Consent matches the stated purpose

| | |
|---|---|
| **The file cannot be uploaded** | Check PDF format and size first. If the problem persists, contact Lama without repeatedly submitting the same registration. |

06 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES

The blank form and privacy note were inspected. Upload and submission were not performed.

DEFINE AND PUBLISH THE OPPORTUNITY / STEPS 1–2 OF 6

OPEN SOURCE

# Use the CV registration form

## 01 Choose 'Register your CV'

Use the Recruitment website link. Check whether the form is for a selected vacancy or future opportunities before completing it.

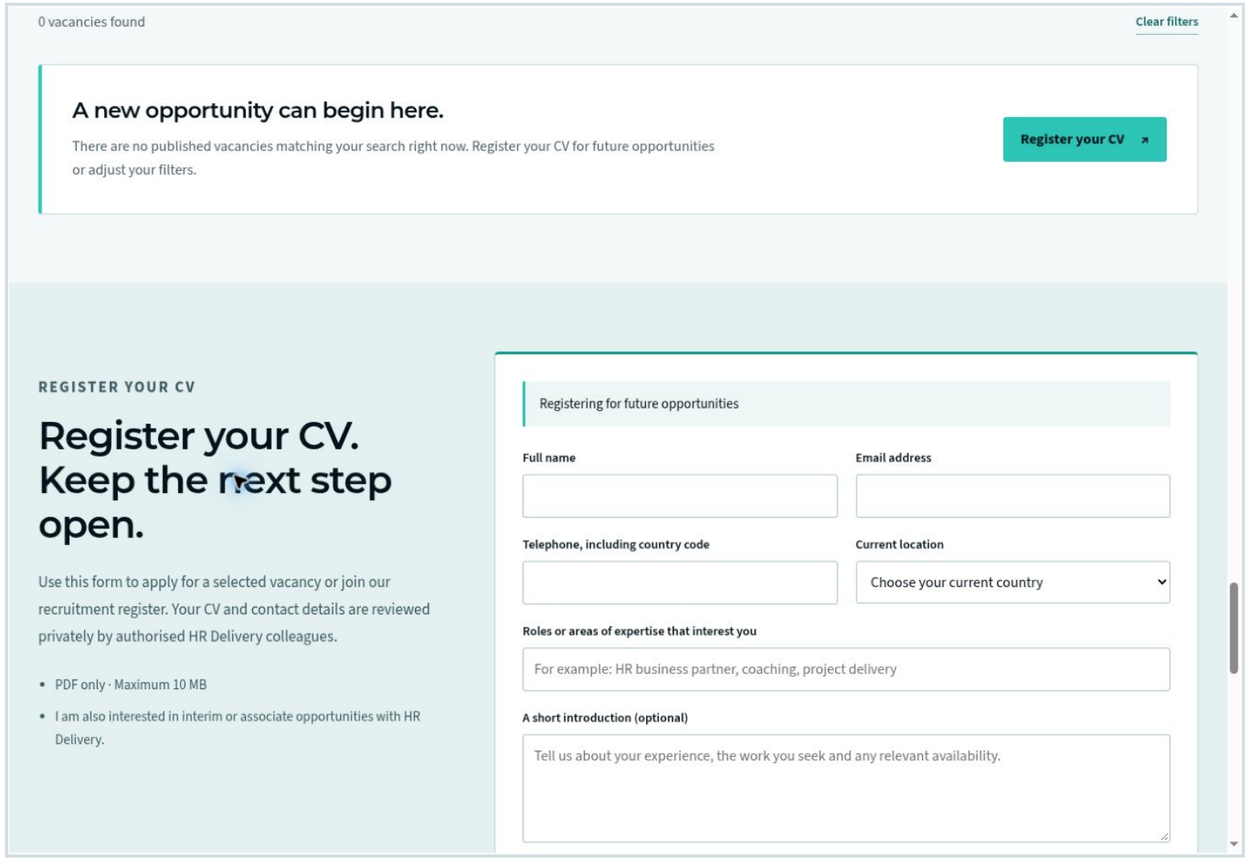
CHECK The form states the registration context.

## 02 Enter contact and location details

Complete 'Full name', 'Email address', 'Telephone, including country code' and 'Current location'. Use a reachable email and include the telephone country code.

CHECK The candidate can be contacted about the relevant recruitment activity.

PRIOR REVIEWED SCREEN




Previously reviewed public CV registration form: contact details and role interests.

DEFINE AND PUBLISH THE OPPORTUNITY / STEPS 3–4 OF 6

OPEN SOURCE

# Use the CV registration form

## 03 Explain your interests

Complete 'Roles or areas of expertise that interest you'. Use 'A short introduction (optional)' for concise, relevant professional context.

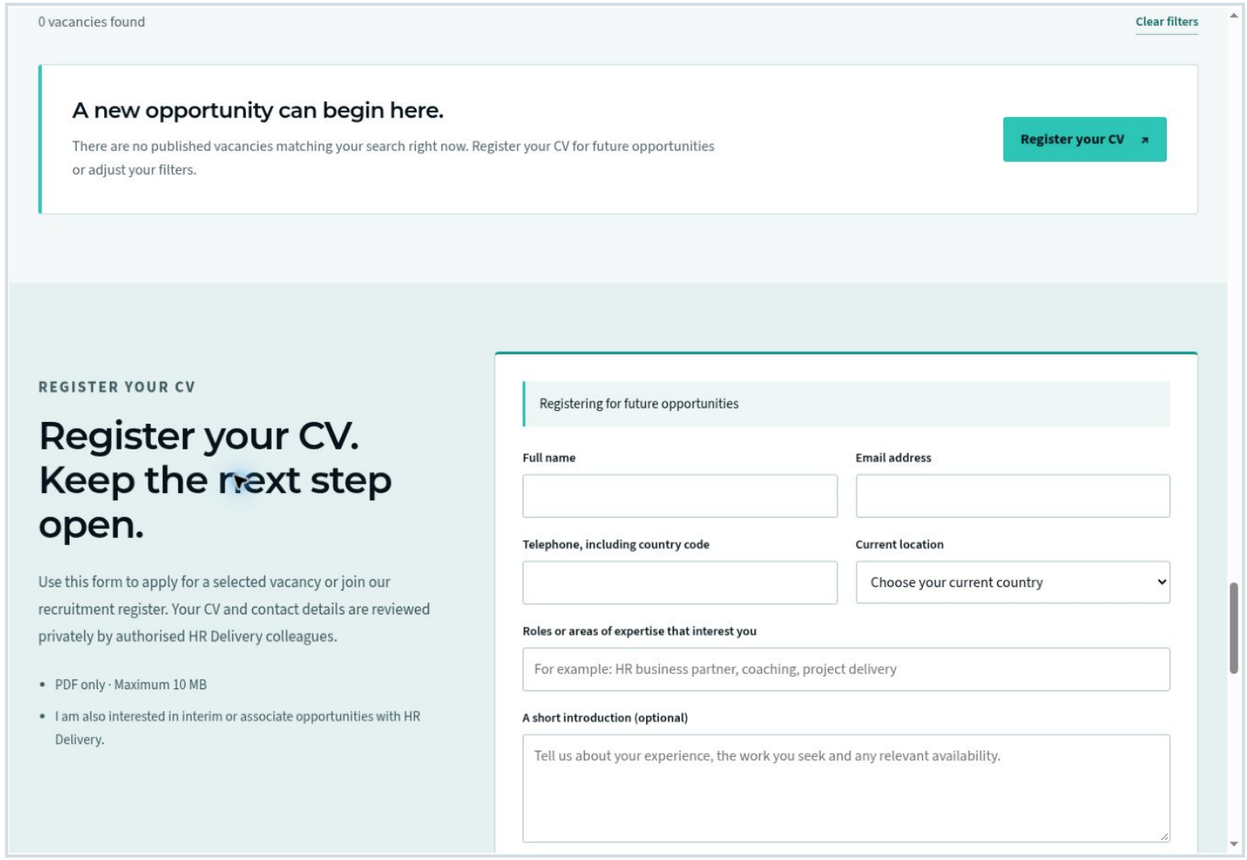
CHECK The recruiter can understand the intended work area.

## 04 Attach the permitted file

Use 'Upload your CV'. The form permits PDF only and states a maximum of 10 MB. Avoid unnecessary sensitive details in the CV.

CHECK The selected file meets the displayed type and size requirements.

PRIOR REVIEWED SCREEN




Previously reviewed public CV registration form: contact details and role interests.

DEFINE AND PUBLISH THE OPPORTUNITY / STEPS 5–6 OF 6

OPEN SOURCE

# Use the CV registration form

## 05 Review the choices and privacy note

Open 'How we use your recruitment information'. Consider the separate associate/interim-interest option and the stated consent before deciding to submit.

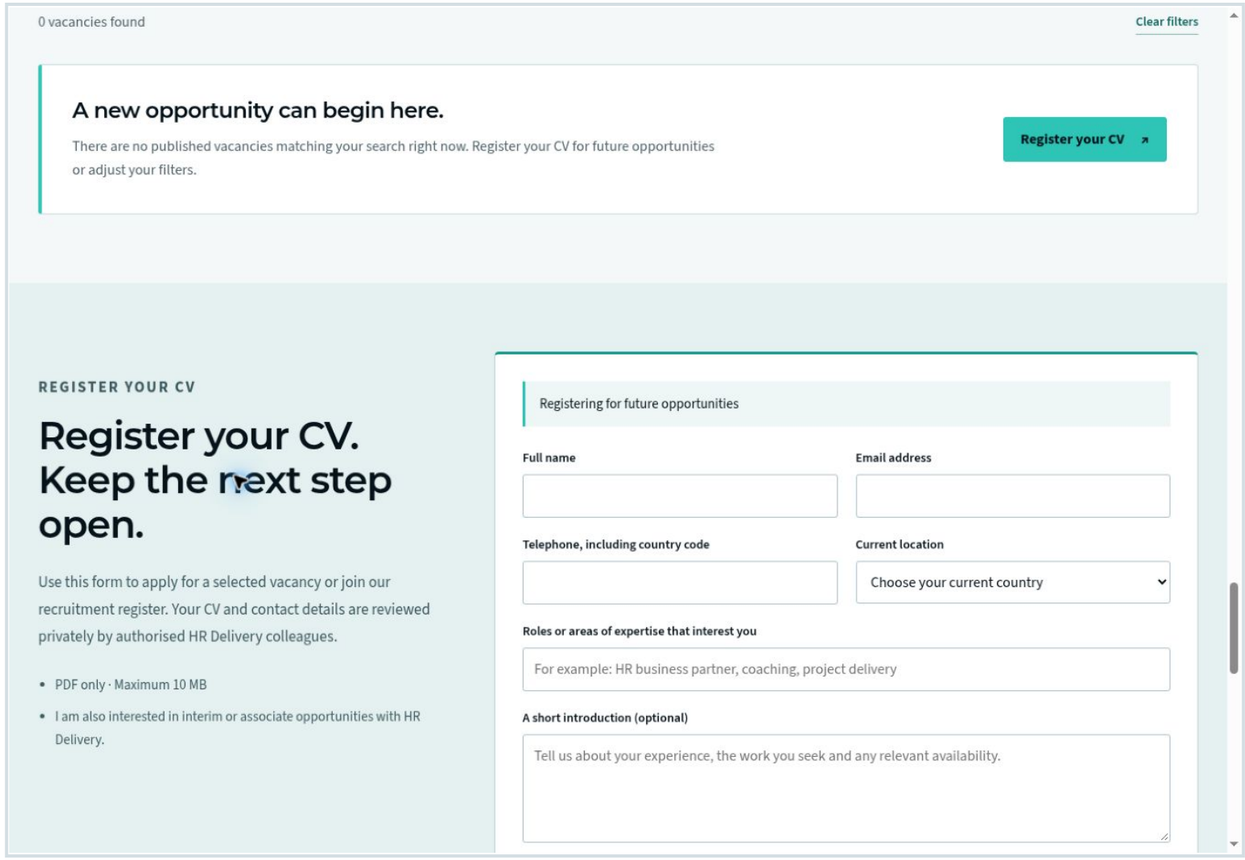
CHECK The candidate understands the purpose and contact use.

## 06 Submit with 'Send my CV' when ready

The candidate should check the complete form before submission and retain any reference returned by the service. Submission was not exercised in this review.

CHECK Keep the actual confirmation/reference rather than assuming receipt.

PRIOR REVIEWED SCREEN




Previously reviewed public CV registration form: contact details and role interests.

# 03

# Review applications and gather evidence

Keep candidate context, assessment and interview records aligned.

**05 PRACTICAL TASKS**

Prepare the inputs / Follow the screen sequence / Check the result

REVIEW APPLICATIONS AND GATHER EVIDENCE / A-03-01

OPEN SOURCE

# Review website intake and candidate records

Bring a new registration into the appropriate recruitment process.

**WHO USES THIS** Authorised recruiter

### BEFORE YOU BEGIN

- Correct workspace
- Recruitment purpose and candidate reference
- Current permission to review the submitted information

### WHAT YOU WILL HAVE

- Reviewed intake
- Candidate record and linked application, subject to configured workflow

### CHECK BEFORE YOU FINISH

- Candidate identity and vacancy are correct
- Duplicate risk is checked
- Only relevant recruitment information is retained

| | |
|---|---|
| **A candidate appears twice** | Check the original registration/reference and ask the administrator for the supported reconciliation process; do not delete records speculatively. |

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

Private intake, linking, duplicate handling and saving were not inspected.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 1–2 OF 5

OPEN SOURCE

# Review website intake and candidate records

## 01 Open 'Website CV intake'

Review new website submissions in the private queue and distinguish applications for a vacancy from registrations for future opportunities.

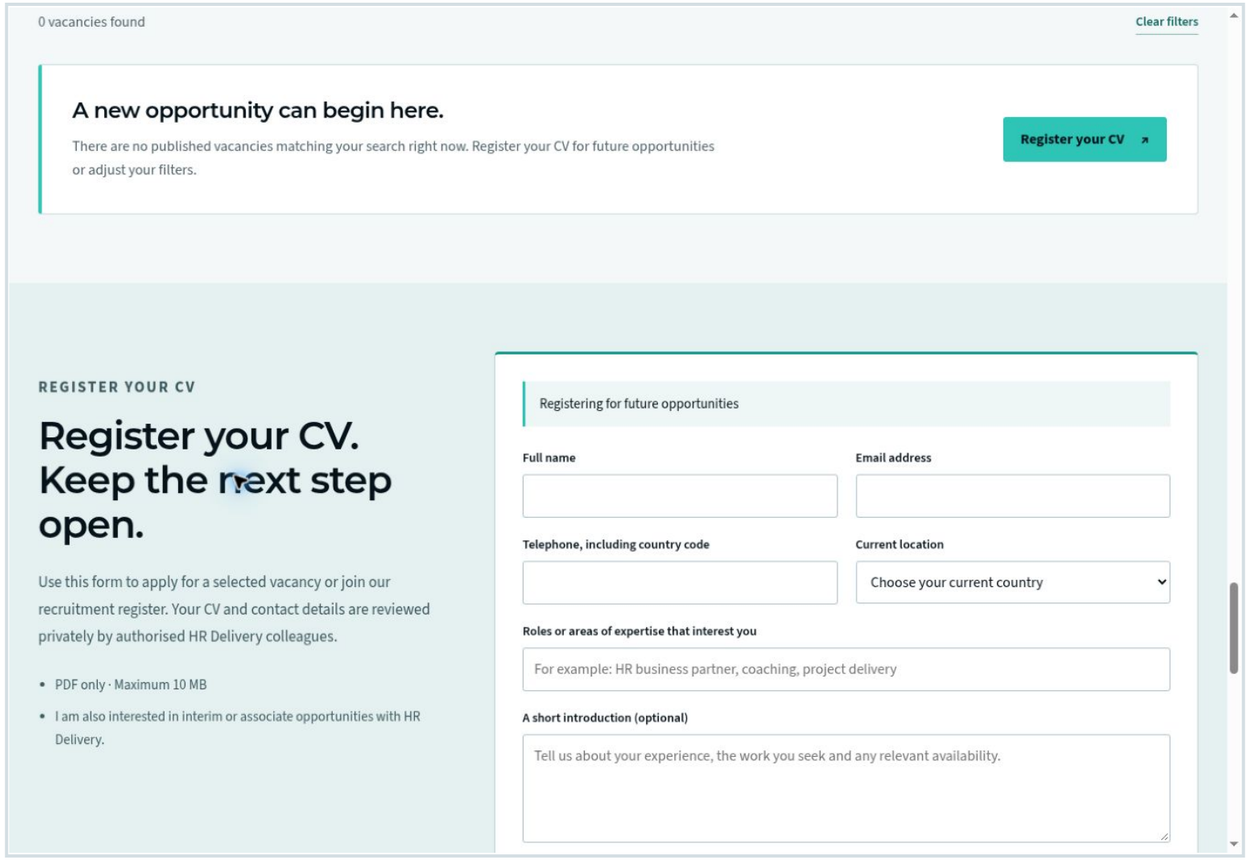
CHECK The intake purpose is understood before any follow-up.

## 02 Check the registration

Compare the candidate’s contact details, interests and CV. Check for an existing candidate record before creating another person entry.

CHECK Relevant material is associated with the right individual.

PRIOR REVIEWED SCREEN




Previously reviewed public CV registration form: contact details and role interests.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 3–4 OF 5

OPEN SOURCE

# Review website intake and candidate records

## 03 Use 'Candidates' for the ongoing record

Retain job-related information and the registration context in the authorised candidate record. Detailed linking and duplicate controls require workspace confirmation.

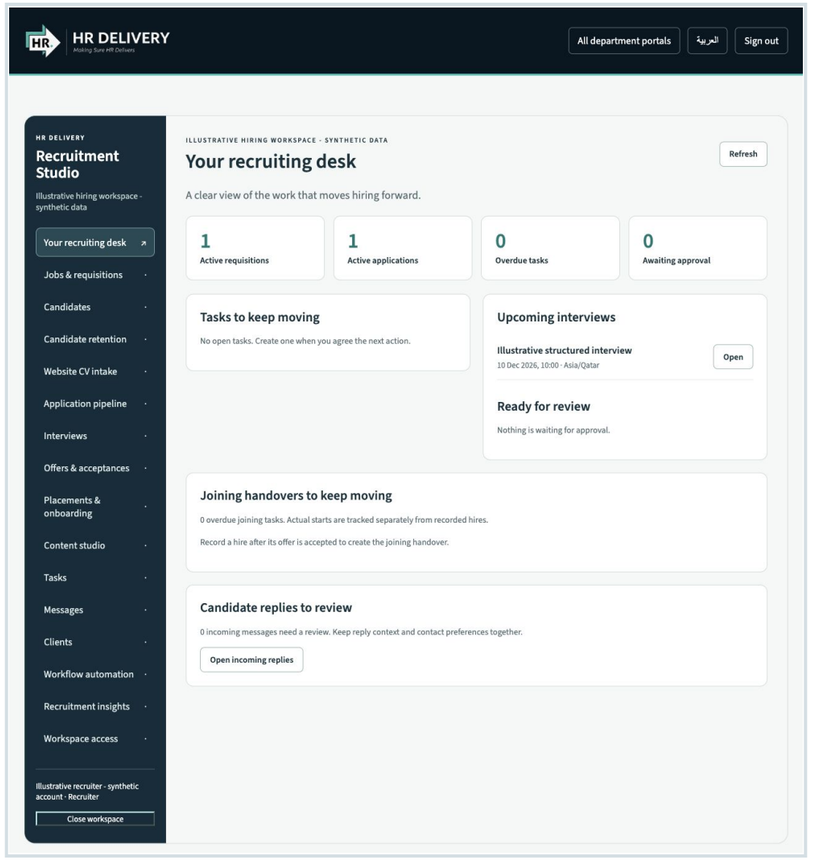
CHECK One coherent candidate record supports the recruitment work.

## 04 Connect the relevant application

Associate the candidate with the appropriate requisition where the mandate and their expressed interest fit. Avoid treating talent-pool registration as an application to every role.

CHECK The application has the correct candidate and vacancy context.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 5–5 OF 5

OPEN SOURCE

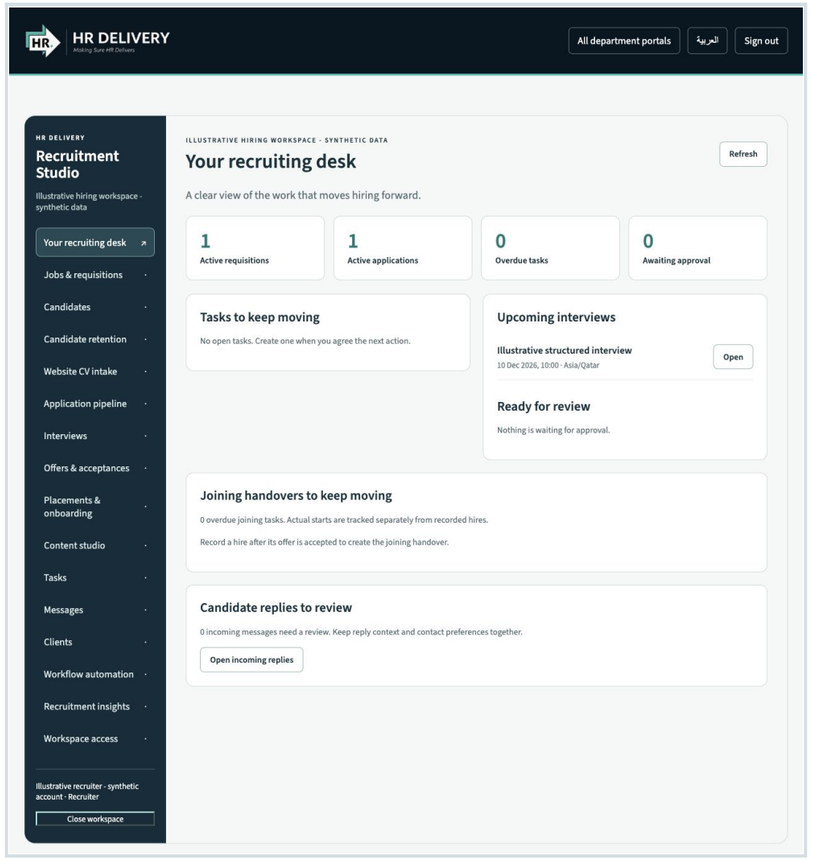
# Review website intake and candidate records

## 05 Assign the next review action

Identify who will screen the application, what evidence is missing and when the review should happen.

CHECK The intake has an owner and a traceable next step.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

REVIEW APPLICATIONS AND GATHER EVIDENCE / A-03-02

OPEN SOURCE

# Manage the application pipeline

Make stage decisions and the next action clear for each application.

**WHO USES THIS** Recruiter with hiring manager

### BEFORE YOU BEGIN

- Candidate linked to the correct vacancy
- Agreed selection process
- Available screening evidence

### WHAT YOU WILL HAVE

- Updated application progress
- Decision rationale and next action

### CHECK BEFORE YOU FINISH

- Stage movement is authorised
- Evidence belongs to the correct application
- Candidate communication follows stated preferences

| | |
|---|---|
| **The stage and evidence disagree** | Pause further movement and reconcile the missing evidence or incorrect status with the responsible recruiter. |

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

Pipeline navigation is published; transition behaviour and stored history were not tested.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 1–2 OF 5

OPEN SOURCE

# Manage the application pipeline

## 01 Open 'Application pipeline'

Select the application in the correct requisition context. Confirm the person and vacancy before reviewing any stage information.

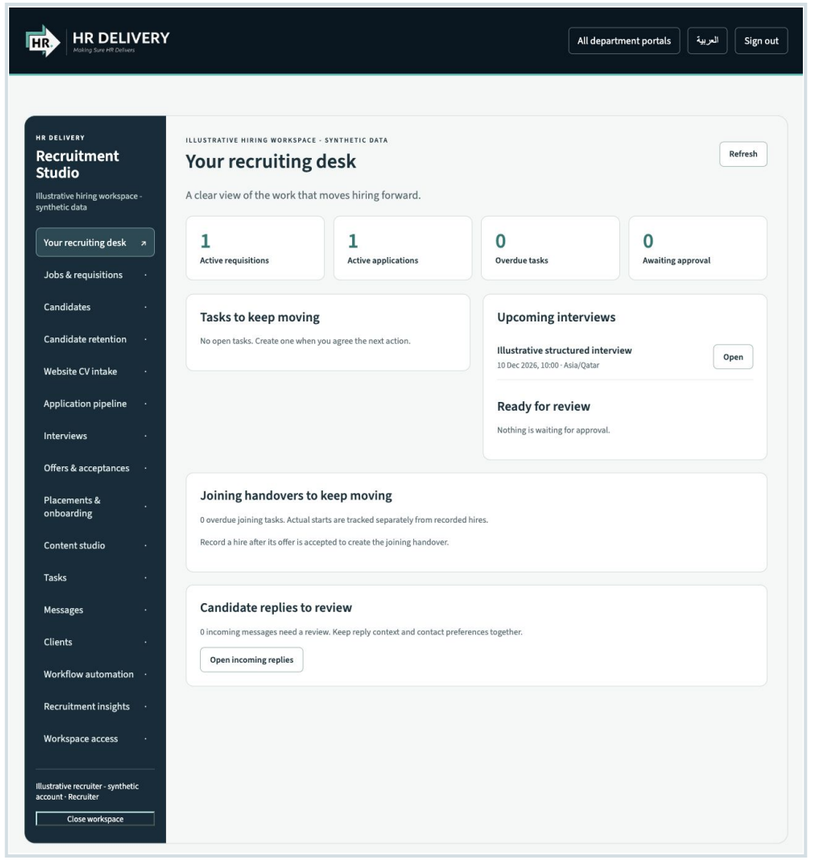
CHECK The current application is unambiguous.

## 02 Review the evidence for the current stage

Read relevant CV evidence, interview notes, assessment outputs and unresolved questions. Use the agreed criteria rather than an overall impression.

CHECK The next decision is grounded in the available role evidence.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 3–4 OF 5

OPEN SOURCE

# Manage the application pipeline

## 03 Agree the next stage

Record the authorised decision and its rationale using the available private workflow. Exact transition controls and history fields must be confirmed locally.

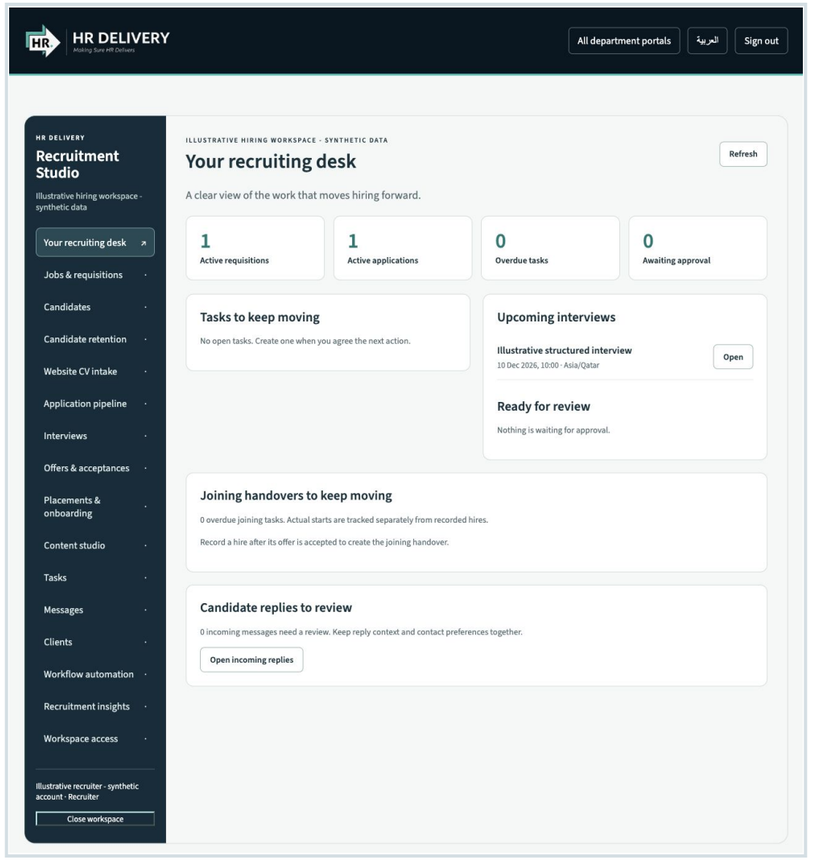
CHECK The stage reflects a completed decision rather than planned activity.

## 04 Review recruitment history

Keep previous activity and decision context available so another authorised recruiter can continue the case without reconstructing it from messages.

CHECK The next reviewer can understand how the application progressed.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 5–5 OF 5

OPEN SOURCE

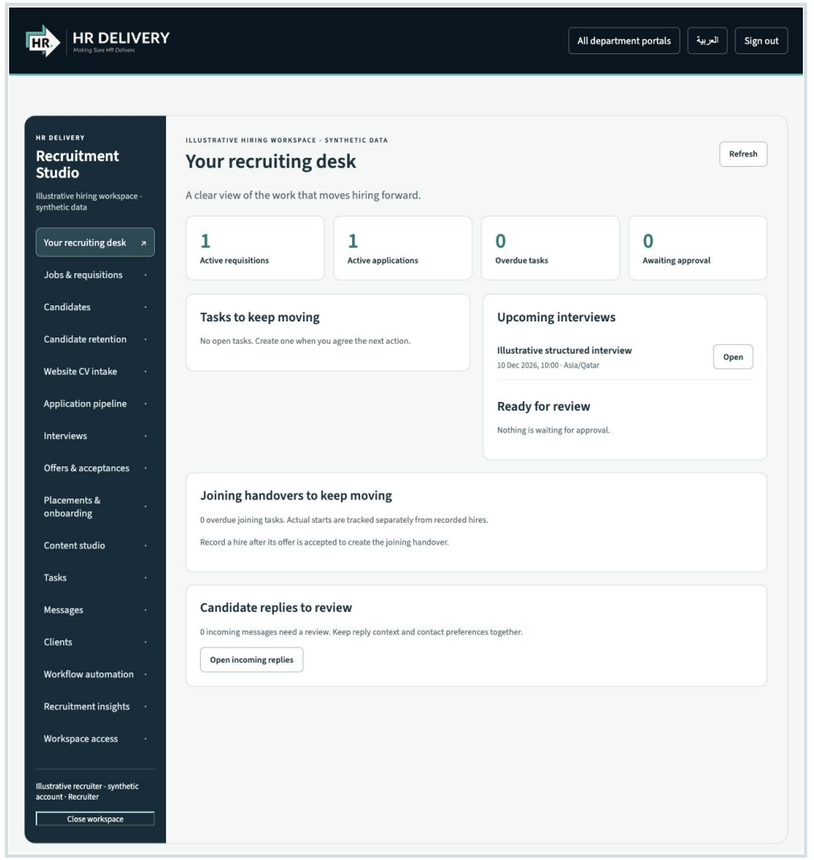
# Manage the application pipeline

## 05 Set the next action

Assign the follow-up, responsible colleague and date; check whether candidate communication is required and permitted.

CHECK The application does not stall between stages.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

REVIEW APPLICATIONS AND GATHER EVIDENCE / A-03-03

OPEN SOURCE

# Prepare first-stage and final-stage interviews

Build a staged interview that answers the role’s evidence needs.

**WHO USES THIS** Recruiter and interview panel

### BEFORE YOU BEGIN

- Approved brief and criteria
- Candidate application
- Existing screening or assessment evidence

### WHAT YOU WILL HAVE

- First-stage interview plan
- Role-tailored final-stage kit
- Completed evidence notes and scorecard

### CHECK BEFORE YOU FINISH

- Questions match the role
- All candidates face consistent core criteria
- Evidence and interpretation are distinguishable

**A final-stage kit duplicates the first interview**

Use the existing notes to identify unresolved criteria and tailor the deeper conversation to those gaps.

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

The interview resources and scorecard process are described by HR Delivery. Detailed forms and save behaviour were not inspected.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 1–2 OF 5

OPEN SOURCE

# Prepare first-stage and final-stage interviews

## 01 Open 'Interviews' and prepare the brief

Identify the interview purpose, stage and panel. Keep the requisition and candidate context visible during preparation.

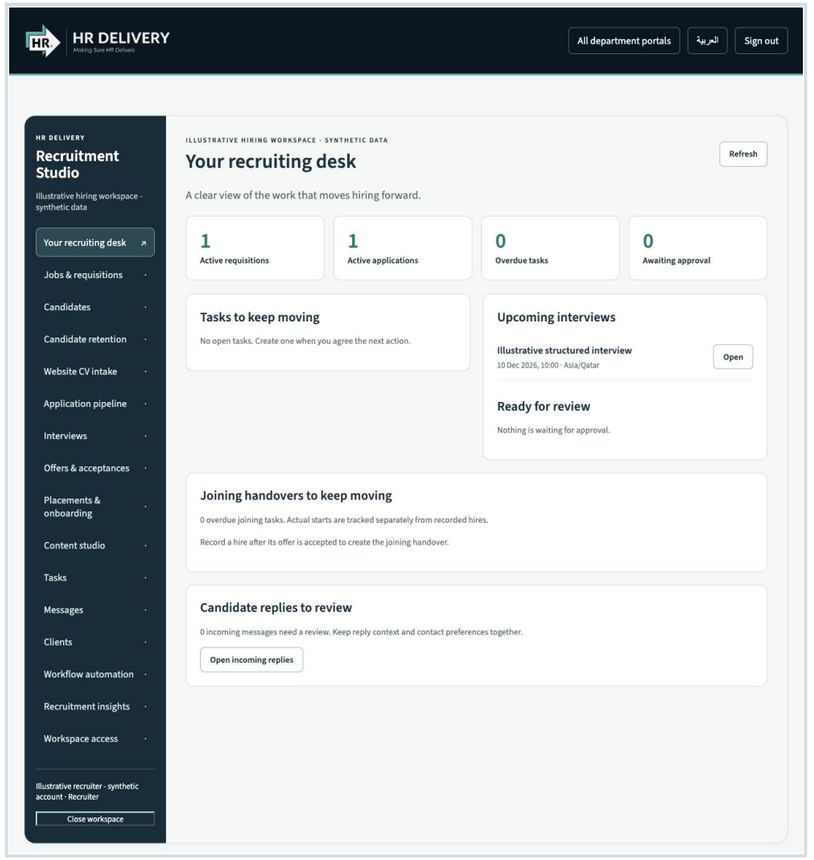
CHECK The panel agrees what this conversation must establish.

## 02 Use first-stage resources

Prepare consistent questions about relevant experience, motivation, availability and the essential role requirements. Note what cannot yet be judged.

CHECK Initial screening produces usable evidence for the next stage.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 3–4 OF 5

OPEN SOURCE

# Prepare first-stage and final-stage interviews

## 03 Tailor the final-stage kit

Use the role’s behavioural and technical requirements to select deeper questions and practical examples. Coordinate with Content studio where interview kits are prepared.

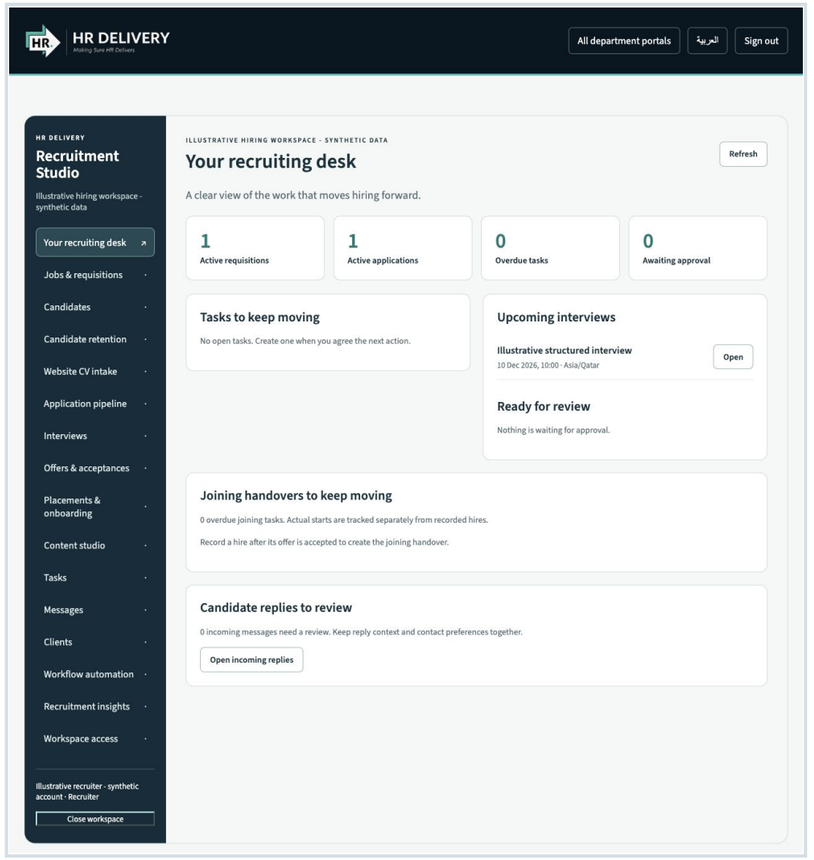
CHECK Final-stage questions focus on important unanswered criteria.

## 04 Agree the scorecard before interviewing

Define the evidence expected for each criterion and how interviewers will distinguish stronger from weaker evidence. Avoid adjusting standards after hearing a candidate.

CHECK The panel uses a common evaluation basis.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 5–5 OF 5

OPEN SOURCE

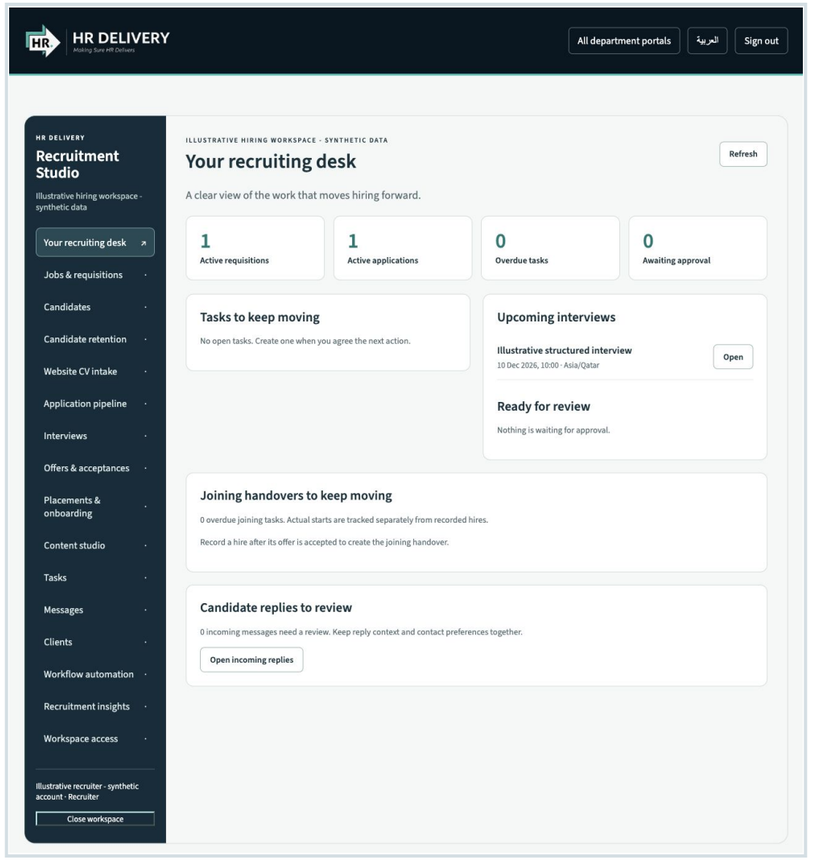
# Prepare first-stage and final-stage interviews

## 05 Record evidence and reconcile the panel view

Separate the candidate’s examples from interviewer interpretation. Discuss evidence against the criteria and record any follow-up needed before an appointment decision.

CHECK The interview contributes a reasoned, comparable record.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

REVIEW APPLICATIONS AND GATHER EVIDENCE / A-03-04

OPEN SOURCE

# Coordinate interview appointments

Prepare a clear appointment and calendar handover.

**WHO USES THIS** Recruitment coordinator

### BEFORE YOU BEGIN

- Candidate and panel availability
- Time zone and meeting method
- Confirmed interview stage

### WHAT YOU WILL HAVE

- Interview schedule
- Calendar handover where enabled

### CHECK BEFORE YOU FINISH

- Time zone is explicit
- Panel and candidate details are correct
- Delivery is confirmed separately from export

| | |
|---|---|
| **The calendar time differs from the agreed time** | Check the source time zone and the receiving calendar’s zone. Correct the appointment before sending any replacement notice. |

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

No interview was booked, calendar file exported or invitation sent.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 1–2 OF 5

OPEN SOURCE

# Coordinate interview appointments

## 01 Open 'Interviews'

Use the intended candidate and requisition context. Check whether the interview already exists before creating another appointment.

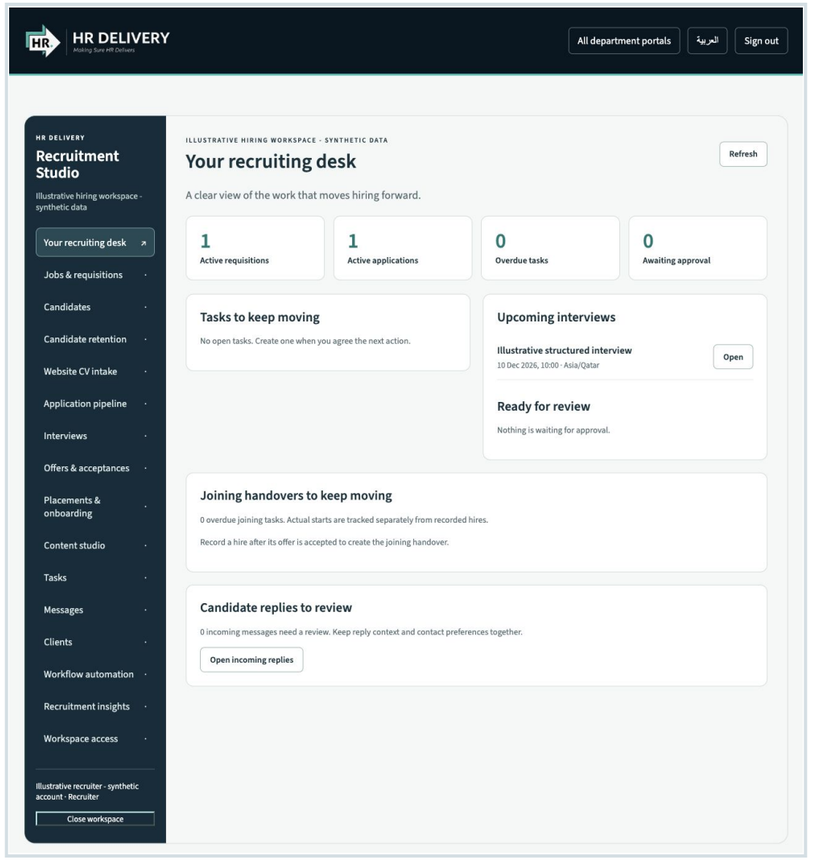
CHECK One appointment represents the intended conversation.

## 02 Prepare the schedule

Confirm the date, start time, duration, time zone, panel and meeting location or link. Do not rely on an unexplained local time.

CHECK Participants can interpret the same appointment details.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 3–4 OF 5

OPEN SOURCE

# Coordinate interview appointments

## 03 Attach the preparation context

Make the relevant brief and scorecard available to authorised interviewers. Give candidates the appropriate practical preparation instructions.

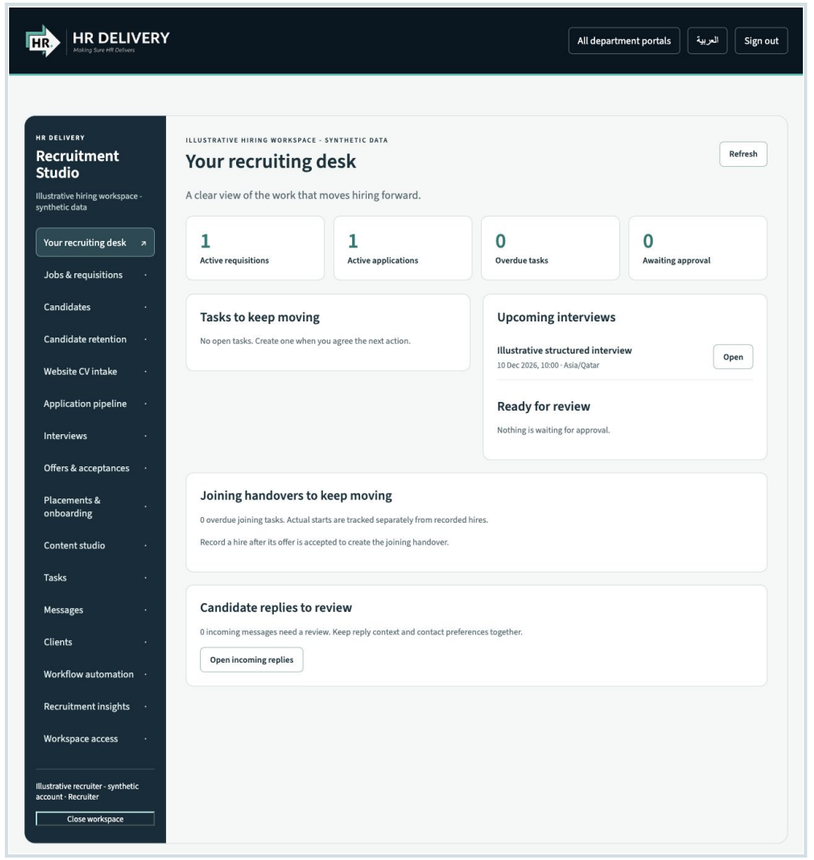
CHECK Panel and candidate have the information relevant to their roles.

## 04 Use the calendar export where available

Review the exported event in the receiving calendar before relying on it. Calendar export does not itself prove an invitation or email was delivered.

CHECK The event uses the agreed date, time zone and details.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 5–5 OF 5

OPEN SOURCE

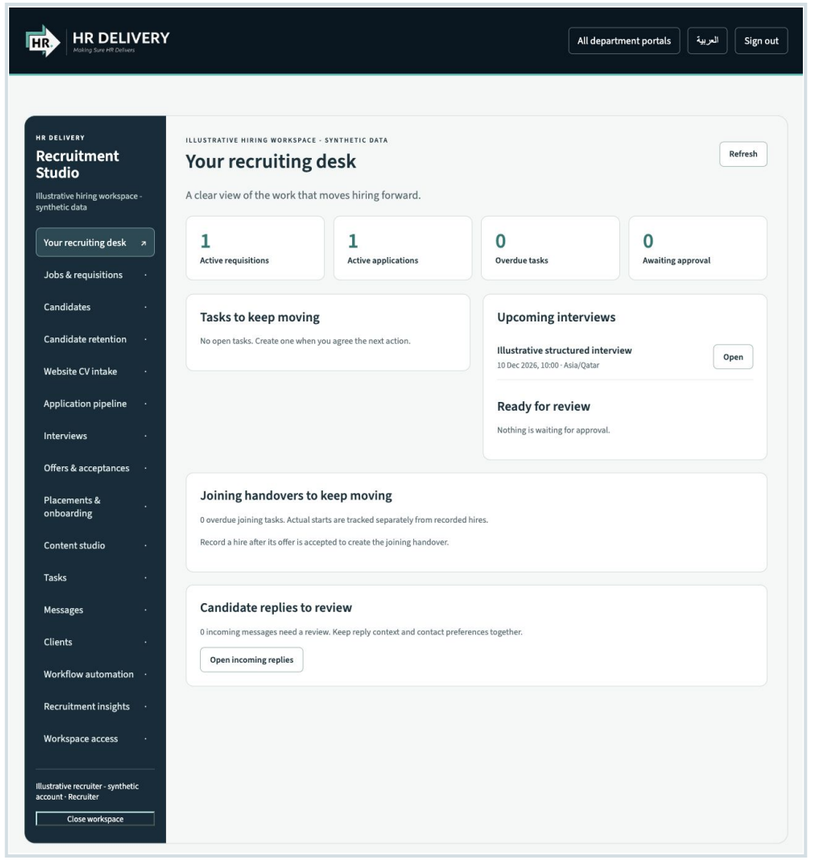
# Coordinate interview appointments

## 05 Check the desk

Review Upcoming interviews and resolve any conflicting or obsolete appointment details through the supported private workflow.

CHECK The recruiting desk reflects the intended interview activity.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

REVIEW APPLICATIONS AND GATHER EVIDENCE / A-03-05

OPEN SOURCE

# Add behavioural and technical assessment evidence

Use relevant assessment findings alongside interviews and experience.

**WHO USES THIS** Authorised recruiter and assessment practitioner

### BEFORE YOU BEGIN

- Agreed assessment purpose
- Role level and career family
- Participant preparation and feedback plan

### WHAT YOU WILL HAVE

- Assessment evidence for the role
- Targeted interview follow-up

### CHECK BEFORE YOU FINISH

- Purpose and level match the role
- Findings are interpreted within instrument boundaries
- Assessment alone does not determine appointment

| | |
|---|---|
| **The assessment level or family is wrong** | Stop before administration and have the authorised practitioner correct the allocation. Do not reinterpret an inappropriate form as an equivalent measure. |

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

Public factsheets are observed; private recruitment allocation, completion and integrated reporting were not tested.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 1–2 OF 5

OPEN SOURCE

# Add behavioural and technical assessment evidence

## 01 Define the evidence question

Identify whether the role requires behavioural judgement, technical capability, cognitive evidence or another assessment perspective. Do not allocate an instrument solely because it is available.

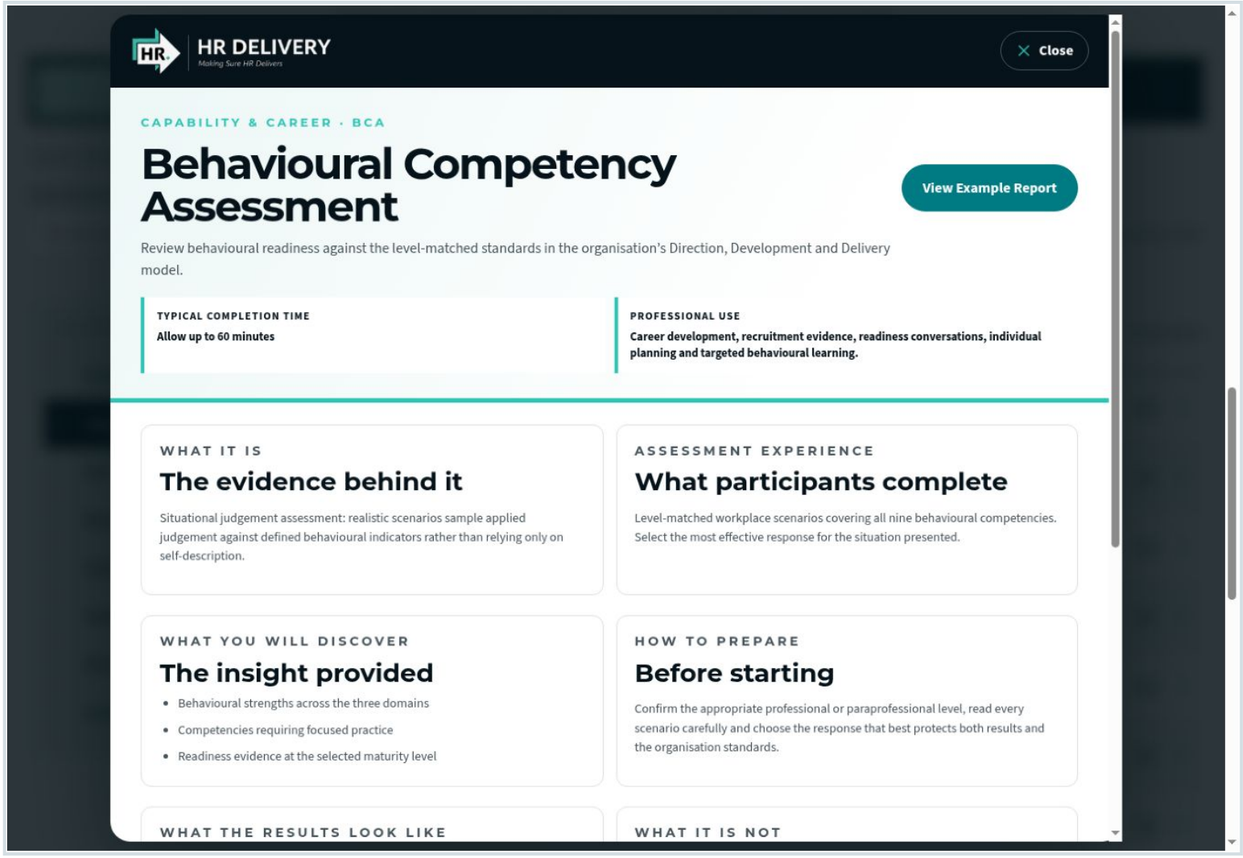
CHECK The selection purpose is specific enough to justify the tool.

## 02 Review the assessment factsheet

Use the Assessment website to examine the instrument's purpose, completion experience, preparation and interpretation boundaries.

CHECK The practitioner understands what the assessment can support.

PRIOR REVIEWED SCREEN




Public Behavioural Competency Assessment factsheet; the private recruitment allocation screen is not shown.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 3–4 OF 5

OPEN SOURCE

# Add behavioural and technical assessment evidence

## 03 Confirm the appropriate level

For behavioural or technical tools, match the maturity level and technical family to the role. Confirm the practitioner's administration plan.

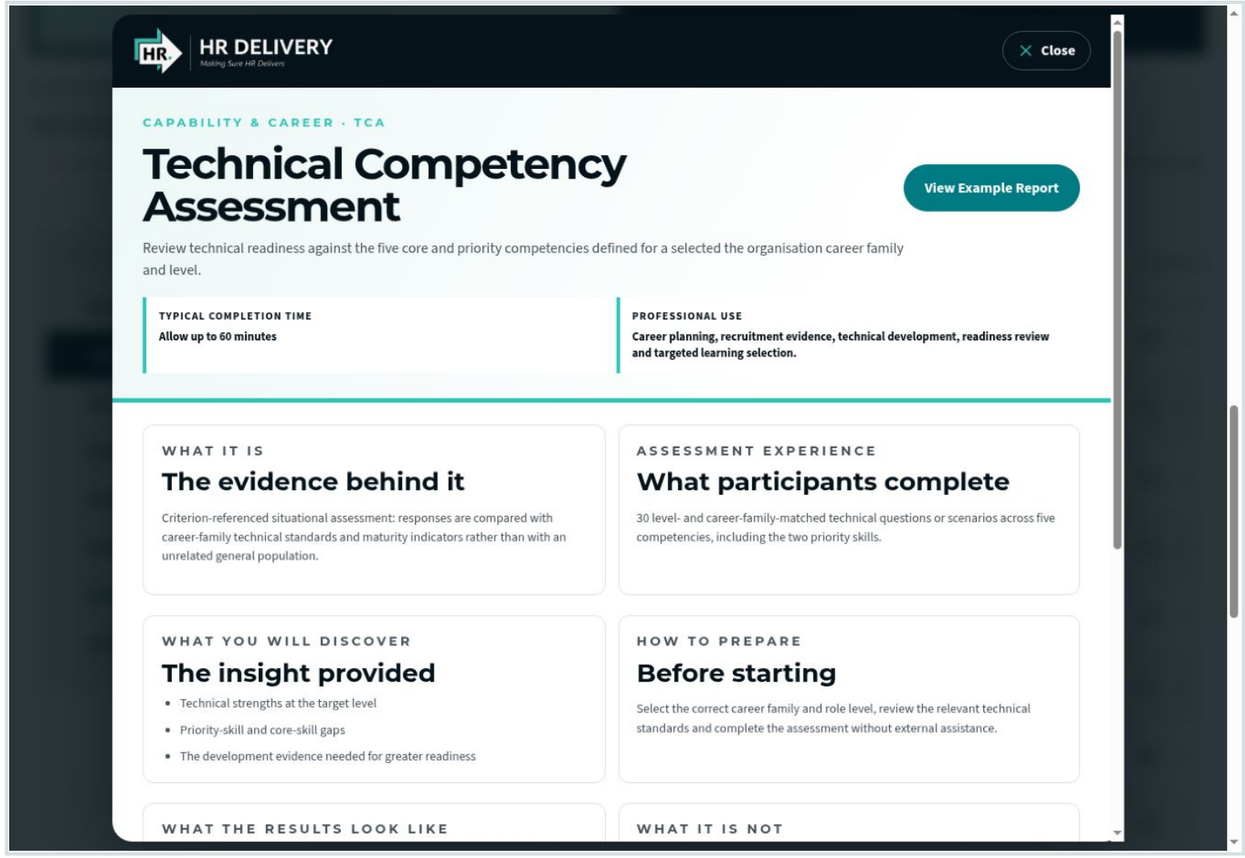
CHECK The assessment target corresponds to the job requirements.

## 04 Allocate through the authorised assessment workflow

Use the configured recruitment-assessment or Assessment Department route. Allocation controls were not inspected in this review.

CHECK The candidate receives the correct authorised assessment pathway.

PRIOR REVIEWED SCREEN




Public Technical Competency Assessment factsheet.

REVIEW APPLICATIONS AND GATHER EVIDENCE / STEPS 5–5 OF 5

OPEN SOURCE

# Add behavioural and technical assessment evidence

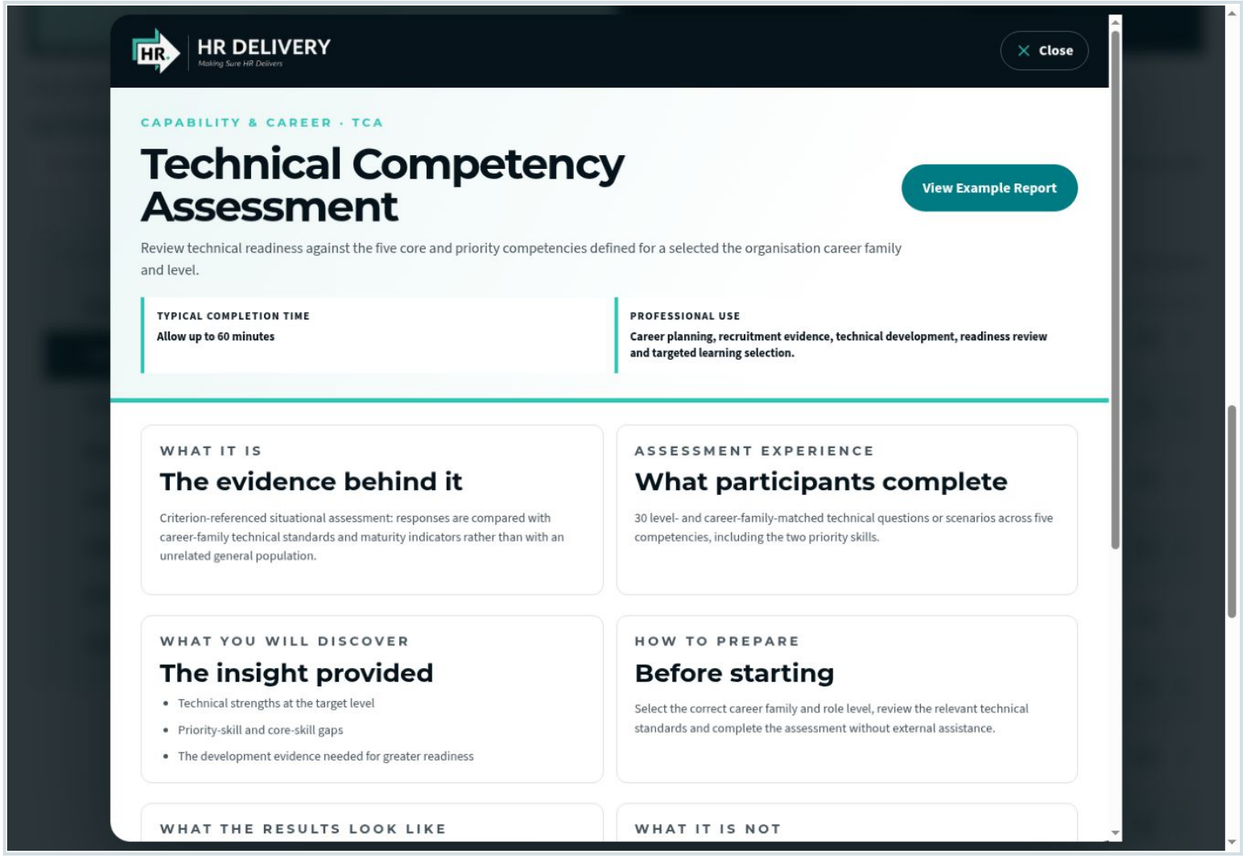
05

## Integrate the findings

Read the report with interview and experience evidence. Use any inconsistency to guide further enquiry and give appropriate feedback.

CHECK A person makes the appointment decision using multiple sources.

PRIOR REVIEWED SCREEN




Public Technical Competency Assessment factsheet.

# 04 Offer, acceptance and a successful start

Keep the appointment and joining handover connected.

**02 PRACTICAL TASKS**

Prepare the inputs / Follow the screen sequence / Check the result

OFFER, ACCEPTANCE AND A SUCCESSFUL START / A-04-01

OPEN SOURCE

# Prepare and track an offer

Keep an authorised offer and the candidate’s response connected to the application.

**WHO USES THIS** Authorised recruiter and hiring approver

### BEFORE YOU BEGIN

- Documented appointment decision
- Approved terms and offer authority
- Correct candidate and role reference

### WHAT YOU WILL HAVE

- Reviewed offer document
- Acceptance/response record

### CHECK BEFORE YOU FINISH

- Terms match approval
- Currency and salary basis are explicit
- Acceptance evidence is retained

| | |
|---|---|
| **The candidate proposes different terms** | Return the change to the authorised approver. Do not treat a negotiation message as acceptance of the original offer. |

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

No offer was prepared, issued, accepted or changed during review.

OFFER, ACCEPTANCE AND A SUCCESSFUL START / STEPS 1–2 OF 5

OPEN SOURCE

# Prepare and track an offer

## 01 Open 'Offers & acceptances'

Locate the application that has received the authorised appointment decision. Confirm candidate, client and role before preparing terms.

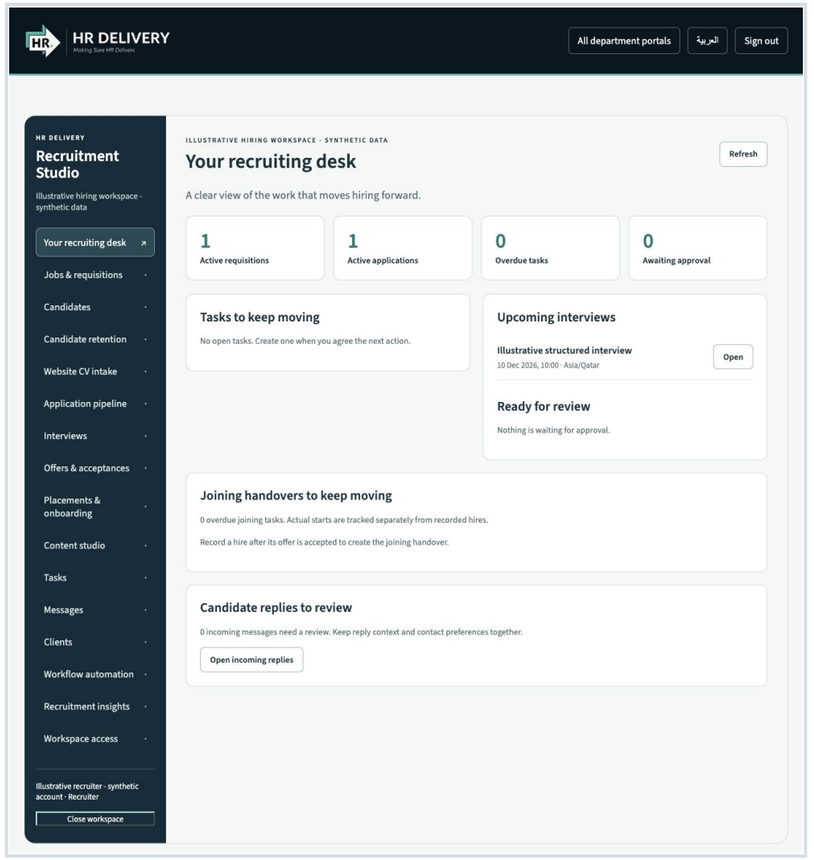
CHECK The offer relates to the intended appointment.

## 02 Prepare the offer details

Use the approved title, employing entity, location, salary basis, start expectations and any conditions. Confirm local document requirements with the responsible HR colleague.

CHECK The offer reflects authorised terms and current role information.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

OFFER, ACCEPTANCE AND A SUCCESSFUL START / STEPS 3–4 OF 5

OPEN SOURCE

# Prepare and track an offer

## 03 Review the offer document

Check names, amounts, currency, dates and conditions against the approval. Do not use an example document as a live offer without review.

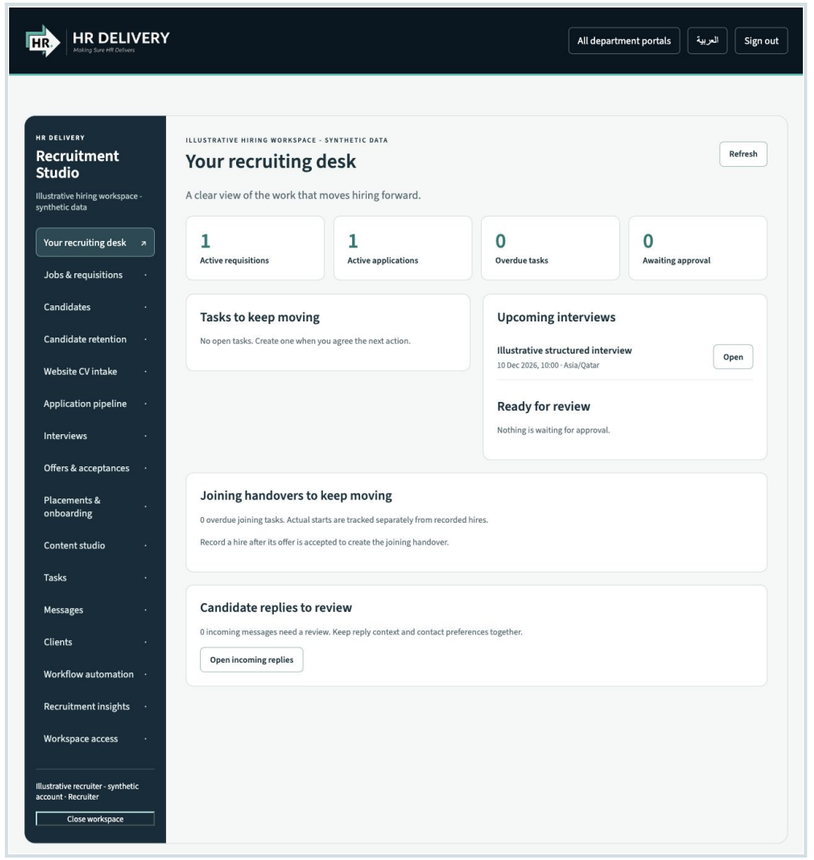
CHECK The document is accurate and ready for the applicable approval.

## 04 Record the response

Use the supported private workflow to distinguish a pending offer, an accepted offer and other responses. Preserve the actual response evidence.

CHECK The record represents the candidate's real response.

PUBLISHED DEMONSTRATION




HR Delivery's published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

OFFER, ACCEPTANCE AND A SUCCESSFUL START / STEPS 5–5 OF 5

OPEN SOURCE

# Prepare and track an offer

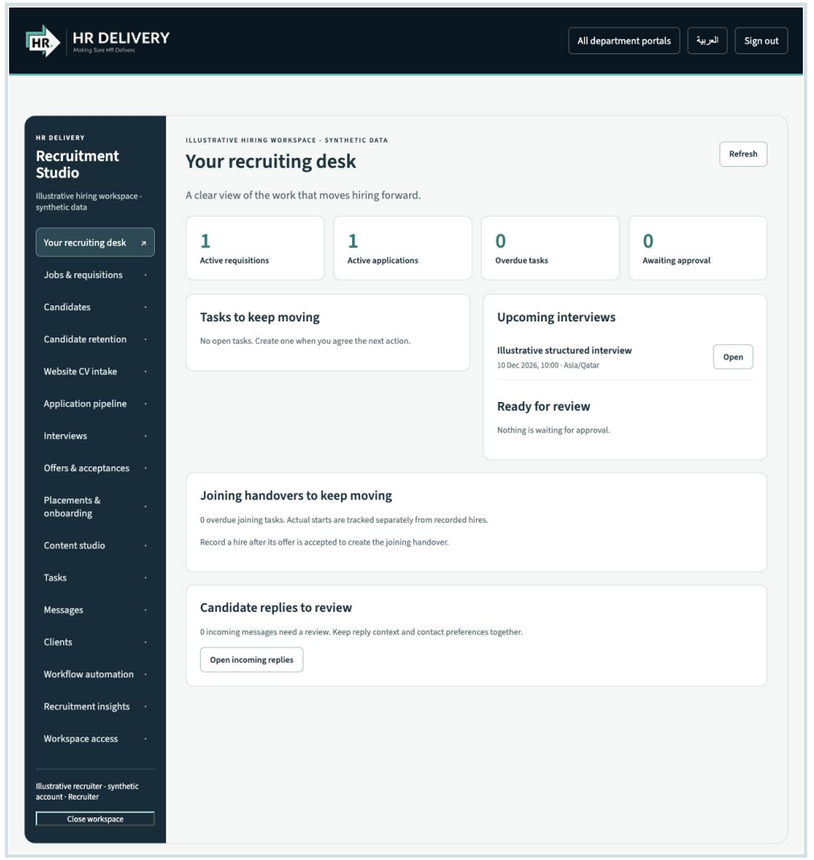
05

## Prepare joining only after acceptance

Resolve outstanding conditions and move to the placement handover when the authorised process permits it.

CHECK The joining team receives a clear, supported appointment.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

OFFER, ACCEPTANCE AND A SUCCESSFUL START / A-04-02

OPEN SOURCE

# Complete placement and onboarding handover

Transfer responsibility for the employee’s start with clear actions.

**WHO USES THIS** Recruiter and onboarding owner

### BEFORE YOU BEGIN

- Accepted offer and remaining conditions
- Expected start date
- Receiving manager and onboarding responsibilities

### WHAT YOU WILL HAVE

- Joining handover
- Onboarding action list
- Actual-start record when confirmed

### CHECK BEFORE YOU FINISH

- Accepted offer precedes handover
- Owners and dates are clear
- Actual start is supported by evidence

| | |
|---|---|
| **A start date changes** | Notify the receiving team through the authorised communication route and update the joining plan consistently. |

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

The dashboard describes the handover trigger; detailed forms and updates remain unverified.

OFFER, ACCEPTANCE AND A SUCCESSFUL START / STEPS 1–2 OF 5

OPEN SOURCE

# Complete placement and onboarding handover

## 01 Open 'Placements & onboarding'

Locate the accepted application and follow the configured hire/handover process. The published desk says a recorded hire creates the joining handover.

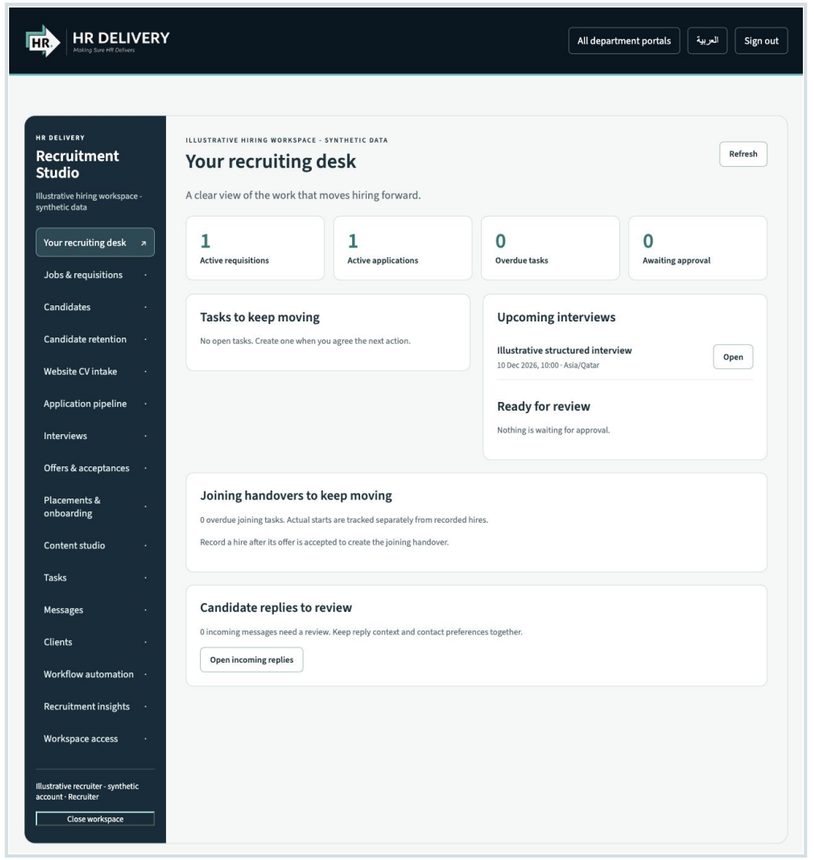
CHECK The joining activity is tied to the accepted offer.

## 02 Confirm the joining facts

Check the role, employing location, expected start and any remaining dependencies with the receiving HR team.

CHECK Recruitment and onboarding teams share the same starting information.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

OFFER, ACCEPTANCE AND A SUCCESSFUL START / STEPS 3–4 OF 5

OPEN SOURCE

# Complete placement and onboarding handover

## 03 Assign joining actions

Prepare named owners and dates for the practical work required for a successful start, using the private workflow’s available task fields.

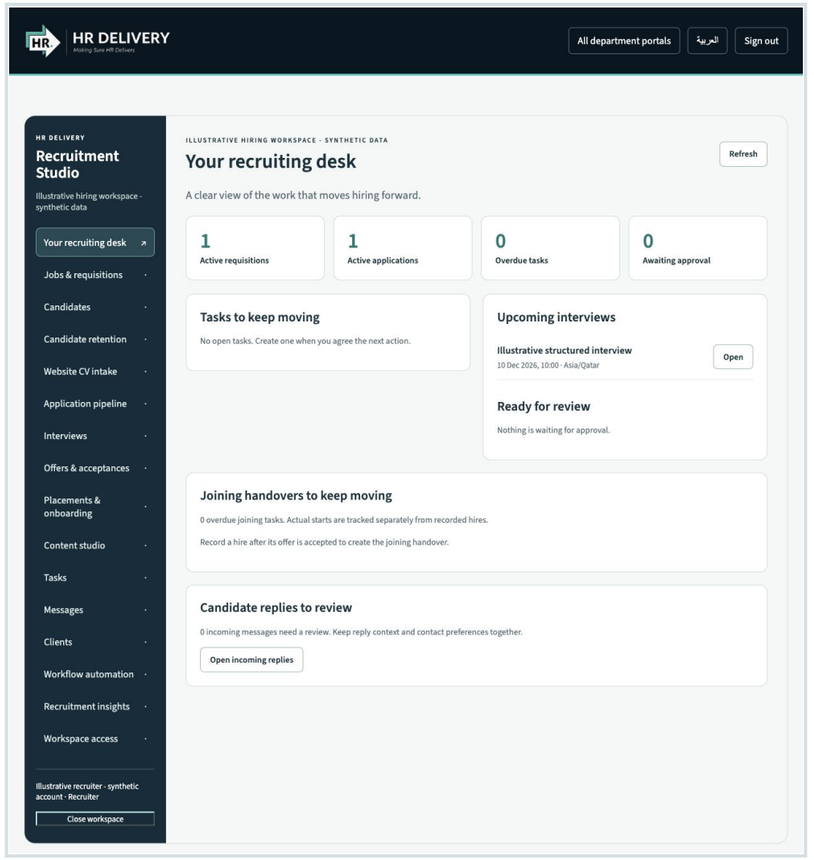
CHECK Every outstanding dependency has an accountable owner.

## 04 Monitor overdue joining work

Use the desk’s joining-handover panel and the relevant tasks to resolve delays before the expected start.

CHECK Unfinished actions remain visible to the responsible team.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

OFFER, ACCEPTANCE AND A SUCCESSFUL START / STEPS 5–5 OF 5

OPEN SOURCE

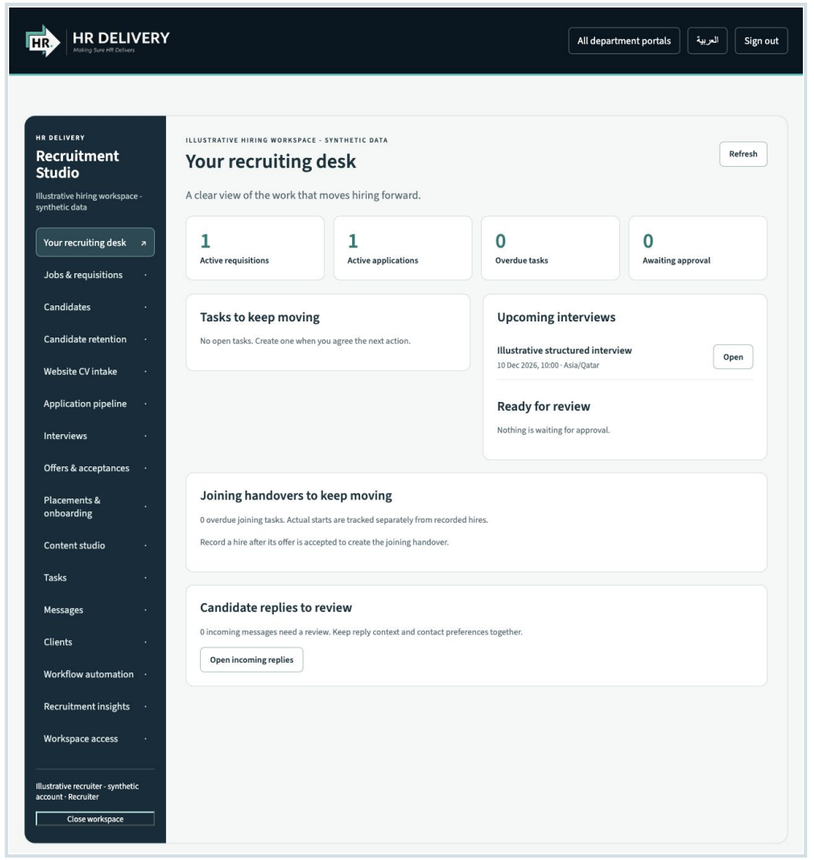
# Complete placement and onboarding handover

## 05 Record the actual start separately

The published demonstration distinguishes recorded hires from actual starts. Confirm the employee has started before completing that event.

CHECK Joining statistics reflect actual starts rather than offers alone.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

# 05 Communication, control and improvement

Maintain useful communication, clean records and a dependable workspace.

**04 PRACTICAL TASKS**

Prepare the inputs / Follow the screen sequence / Check the result

COMMUNICATION, CONTROL AND IMPROVEMENT / A-05-01

OPEN SOURCE

# Manage candidate messages and replies

Keep communication in context and respect contact preferences.

**WHO USES THIS** Authorised recruiter

### BEFORE YOU BEGIN

- Candidate/application context
- Current contact permissions
- Provider connection status

### WHAT YOU WILL HAVE

- Reviewed communication draft
- Reply follow-up action

### CHECK BEFORE YOU FINISH

- Candidate identity and channel are correct
- Permission is current
- Sending and delivery are distinguished

| | |
|---|---|
| **A draft exists but no message arrives** | Check provider connection and the recorded outcome before retrying. Ask the administrator to investigate delivery failures. |

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

Outbound sending requires a supported connected provider; no message or reply was processed.

COMMUNICATION, CONTROL AND IMPROVEMENT / STEPS 1–2 OF 5

OPEN SOURCE

# Manage candidate messages and replies

## 01 Open 'Messages'

Select the candidate and recruitment purpose. Check the contact permission and preferred channel before preparing any message.

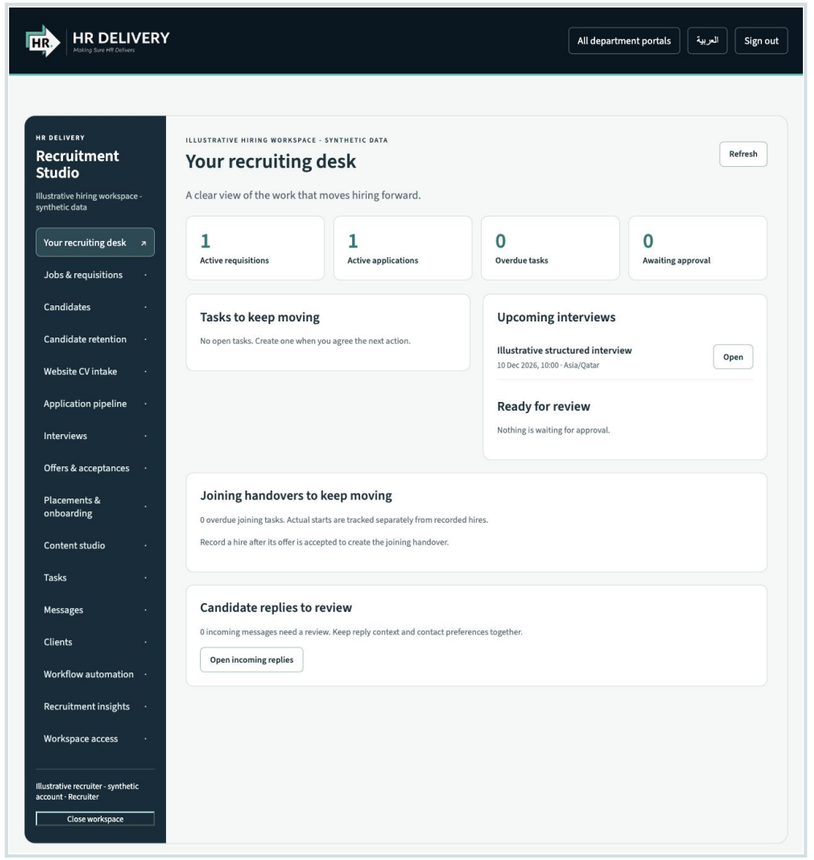
CHECK The message is appropriate for the stated recruitment activity.

## 02 Prepare and review the draft

Use concise, accurate wording and check dates, role references and attachments. Email and SMS drafts are described in the public service information.

CHECK The draft can be checked before any external delivery.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

COMMUNICATION, CONTROL AND IMPROVEMENT / STEPS 3–4 OF 5

OPEN SOURCE

# Manage candidate messages and replies

## 03 Check provider readiness

Confirm that the supported delivery provider is connected. A saved draft or visible sending interface does not prove that a message has been delivered.

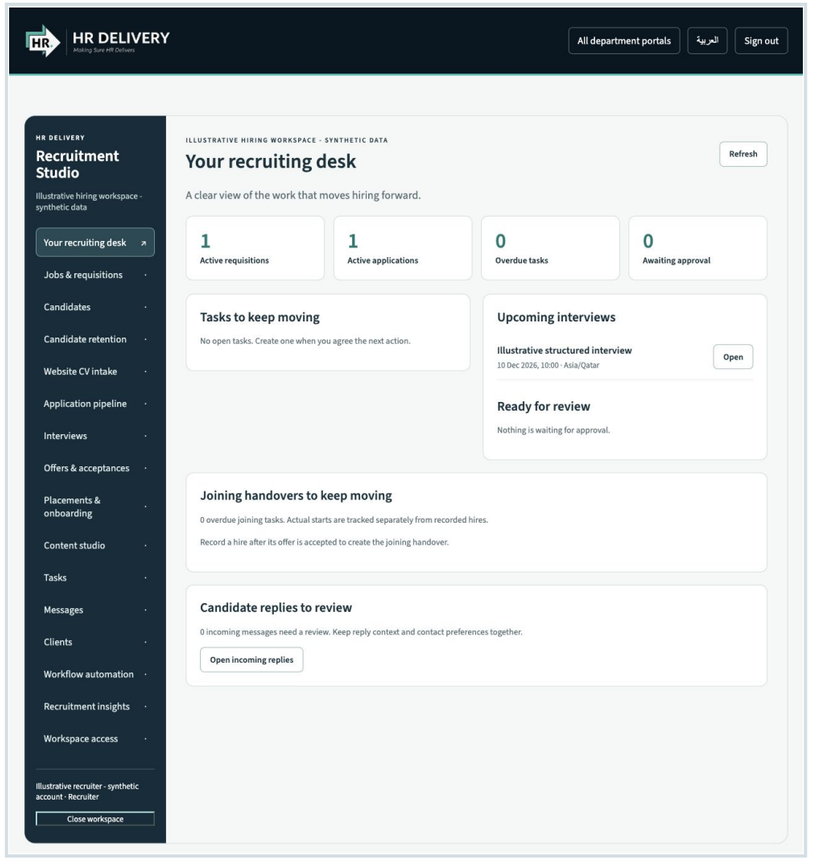
CHECK Delivery capability is confirmed before the team relies on it.

## 04 Use 'Open incoming replies' from the desk

Review incoming context with the correct candidate/application. Update the next action and respect any changed communication preference.

CHECK The reply leads to an appropriate, traceable action.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

COMMUNICATION, CONTROL AND IMPROVEMENT / STEPS 5–5 OF 5

OPEN SOURCE

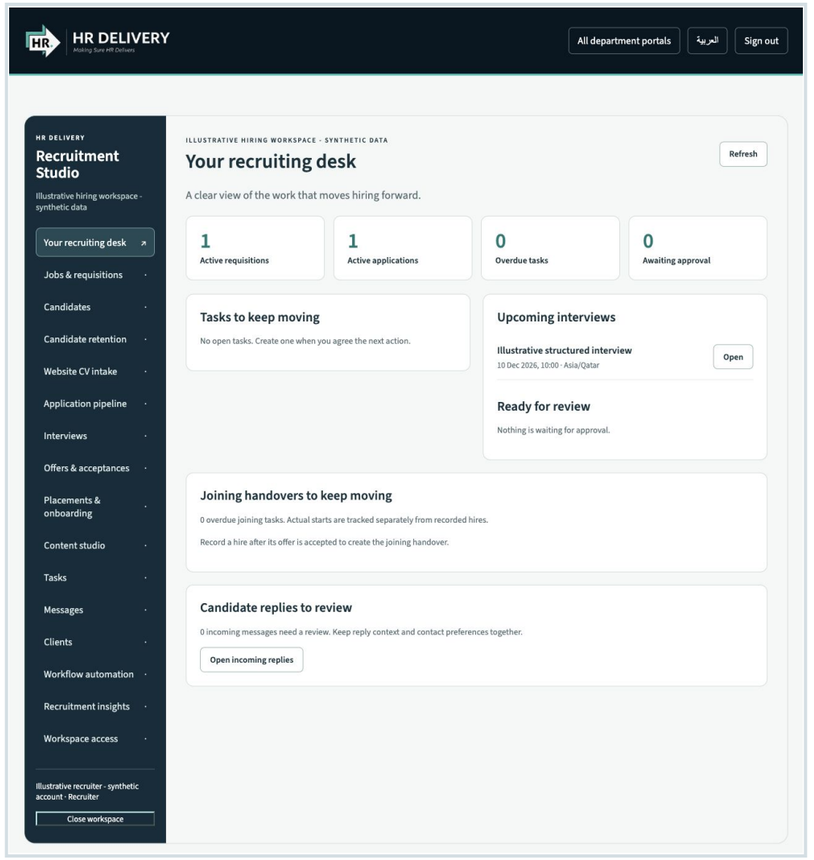
# Manage candidate messages and replies

## 05 Verify the actual outcome

Check the supported delivery or reply status in the configured service. Resolve failures through the administrator; avoid duplicate sends.

CHECK The team distinguishes draft, attempted communication and confirmed outcome.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

COMMUNICATION, CONTROL AND IMPROVEMENT / A-05-02

OPEN SOURCE

# Coordinate tasks and workflow rules

Use visible follow-up work without losing human oversight.

**WHO USES THIS** Recruiter; authorised workflow administrator

### BEFORE YOU BEGIN

- Known process and owners
- Expected trigger and outcome
- Understanding of any external side effect

### WHAT YOU WILL HAVE

- Task plan
- Reviewed workflow-rule specification

### CHECK BEFORE YOU FINISH

- Each task has one accountable owner
- Rules have explicit triggers and outcomes
- External effects are understood

| | |
|---|---|
| **A rule appears to trigger unexpectedly** | Ask the authorised administrator to review the rule and affected records before repeated manual corrections. |

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

Tasks and Workflow automation are published navigation labels. Rules were not created, enabled or executed.

COMMUNICATION, CONTROL AND IMPROVEMENT / STEPS 1–2 OF 5

OPEN SOURCE

# Coordinate tasks and workflow rules

## 01 Open 'Tasks'

Prepare the specific action, related record, owner and due date. Use a description that another recruiter could complete without guessing.

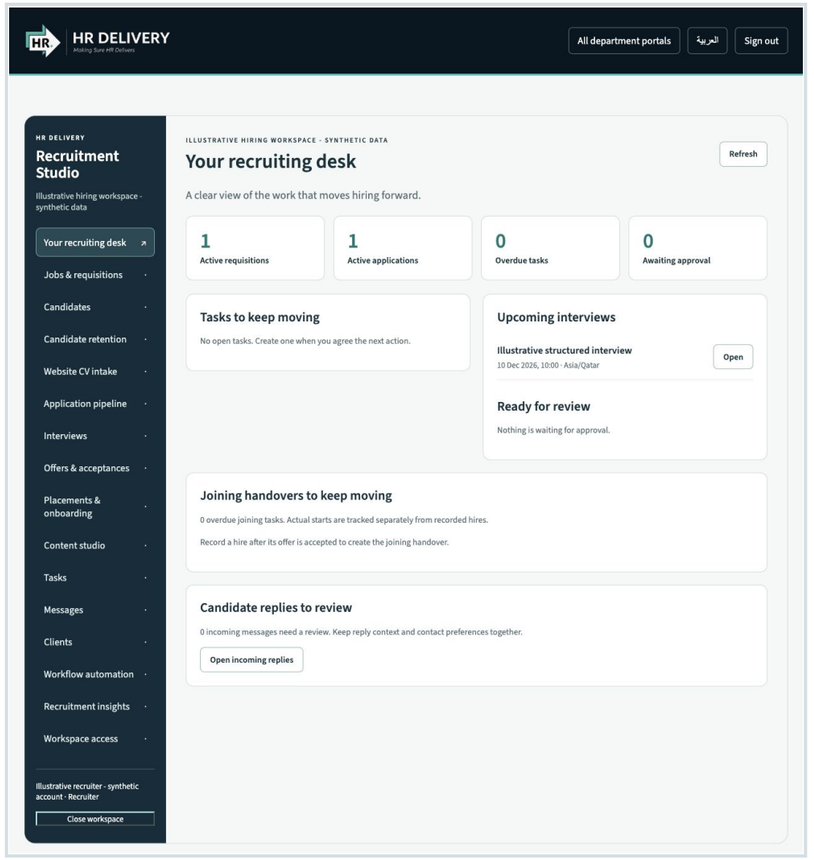
CHECK The task has a clear definition of completion.

## 02 Review overdue work

Use the desk and task area to identify delays, then agree a realistic next action with the responsible colleague.

CHECK Overdue work has an explicit recovery plan.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

COMMUNICATION, CONTROL AND IMPROVEMENT / STEPS 3–4 OF 5

OPEN SOURCE

# Coordinate tasks and workflow rules

## 03 Open 'Workflow automation'

Review the configured rules and identify their trigger, condition and intended action. Exact rule controls were not inspected.

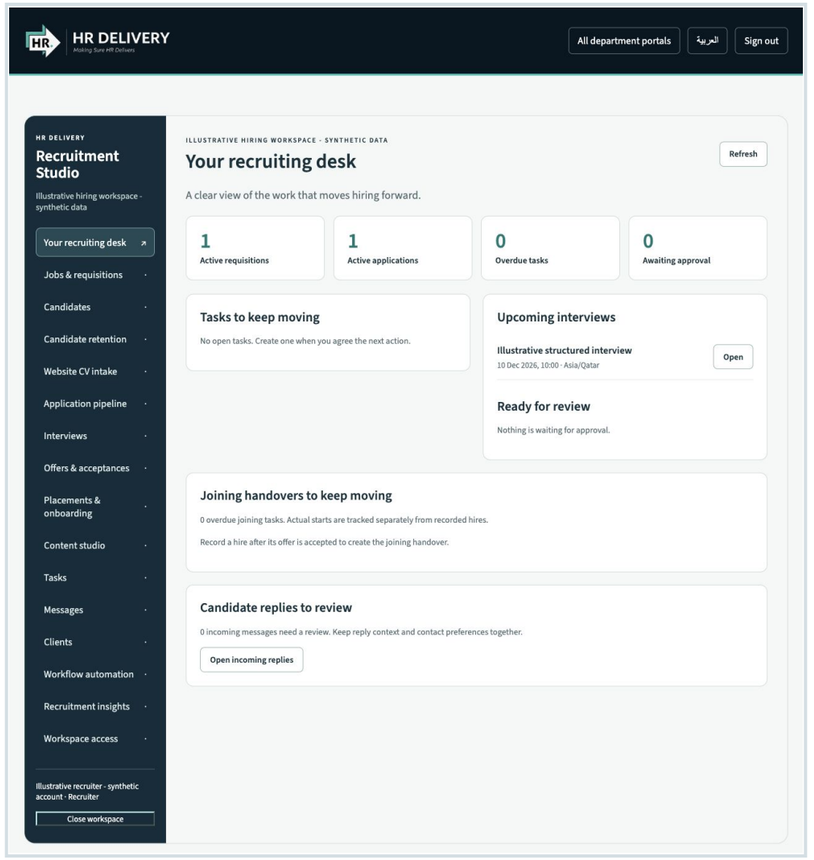
CHECK The team understands what each proposed rule would do.

## 04 Validate the intended behaviour

Have an authorised administrator check a rule in a suitable demonstration context before enabling effects on live records or communications.

CHECK The rule supports the agreed process without unexpected effects.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

COMMUNICATION, CONTROL AND IMPROVEMENT / STEPS 5–5 OF 5

OPEN SOURCE

# Coordinate tasks and workflow rules

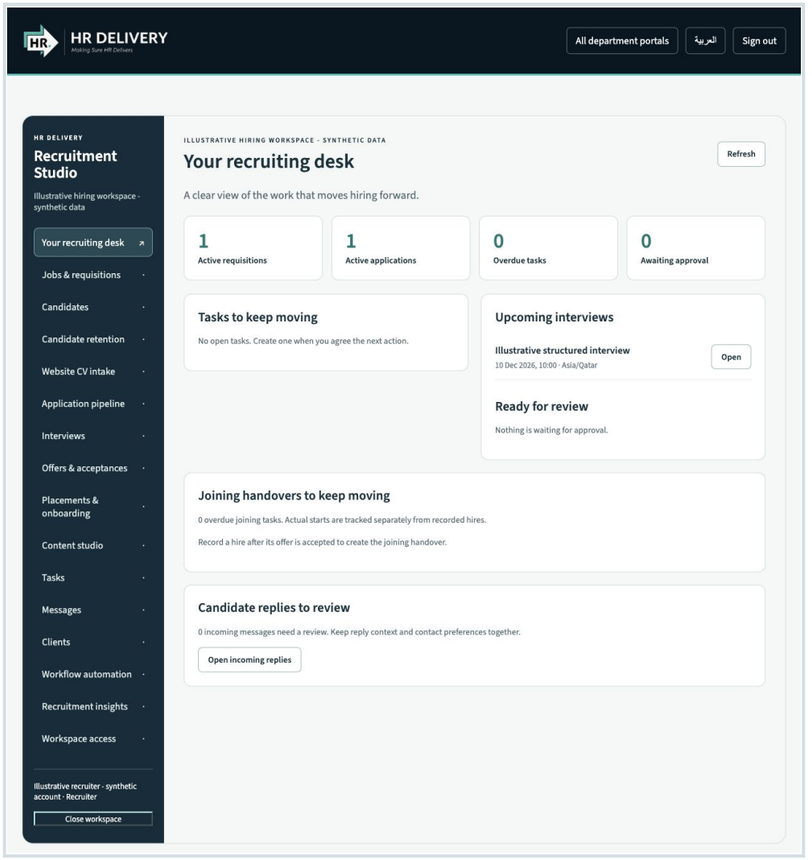
05

## Review exceptions and ownership

Assign someone to monitor failed or inappropriate rule outcomes. Keep manual judgement for recruitment and appointment decisions.

CHECK Automation has a named operational owner.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

COMMUNICATION, CONTROL AND IMPROVEMENT / A-05-03

OPEN SOURCE

# Review recruitment insights and retention

Use reporting to improve the process and review stored candidate information.

**WHO USES THIS** Recruitment manager and authorised records owner

### BEFORE YOU BEGIN

- Defined review period
- Agreed reporting definitions
- Organisation’s candidate-retention practices

### WHAT YOU WILL HAVE

- Recruitment improvement actions
- Candidate-retention review record

### CHECK BEFORE YOU FINISH

- Metrics use consistent definitions
- Retention is purpose-based
- Any record action has appropriate authority

| | |
|---|---|
| **A report count cannot be reconciled** | Check scope and status definitions first; use a specific record example when requesting administrator support. |

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

Analytics calculations, retention rules and disposal behaviour were not inspected.

COMMUNICATION, CONTROL AND IMPROVEMENT / STEPS 1–2 OF 5

OPEN SOURCE

# Review recruitment insights and retention

## 01 Open 'Recruitment insights'

Identify the period, workspace and population covered before reading activity or outcome measures. Specific private filters and metrics require confirmation.

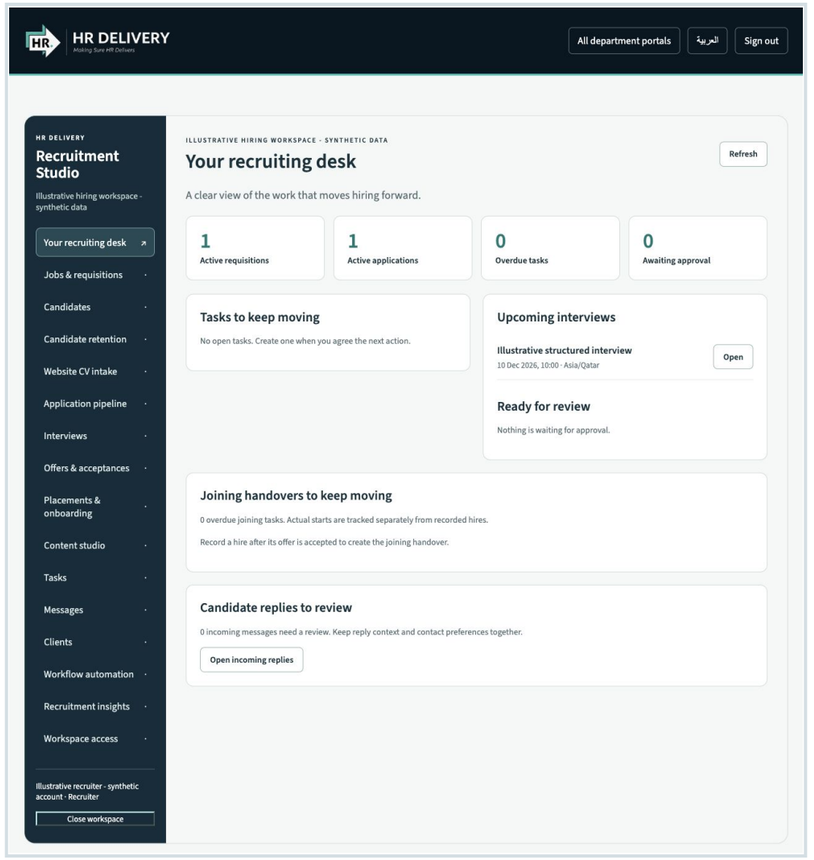
CHECK The report scope is clear.

## 02 Reconcile counts with the pipeline

Distinguish requisitions, applications, offers, recorded hires and actual starts. Investigate differences before making service conclusions.

CHECK The interpretation uses consistent definitions.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

COMMUNICATION, CONTROL AND IMPROVEMENT / STEPS 3–4 OF 5

OPEN SOURCE

# Review recruitment insights and retention

## 03 Turn findings into actions

Agree a small number of improvements, an owner and a review date. Link the action to the stage or handover that needs attention.

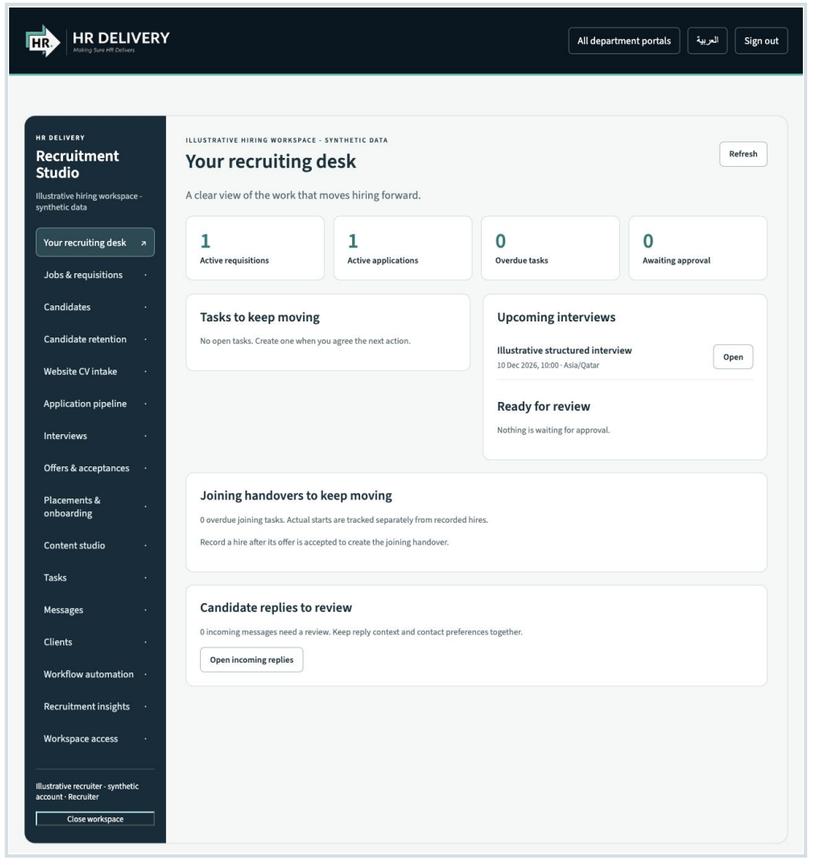
CHECK The report leads to a practical improvement plan.

## 04 Open 'Candidate retention'

Review whether candidate records remain necessary for the recruitment purpose and follow the organisation’s approved retention process.

CHECK Retention decisions have a documented purpose and authority.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

COMMUNICATION, CONTROL AND IMPROVEMENT / STEPS 5–5 OF 5

OPEN SOURCE

# Review recruitment insights and retention

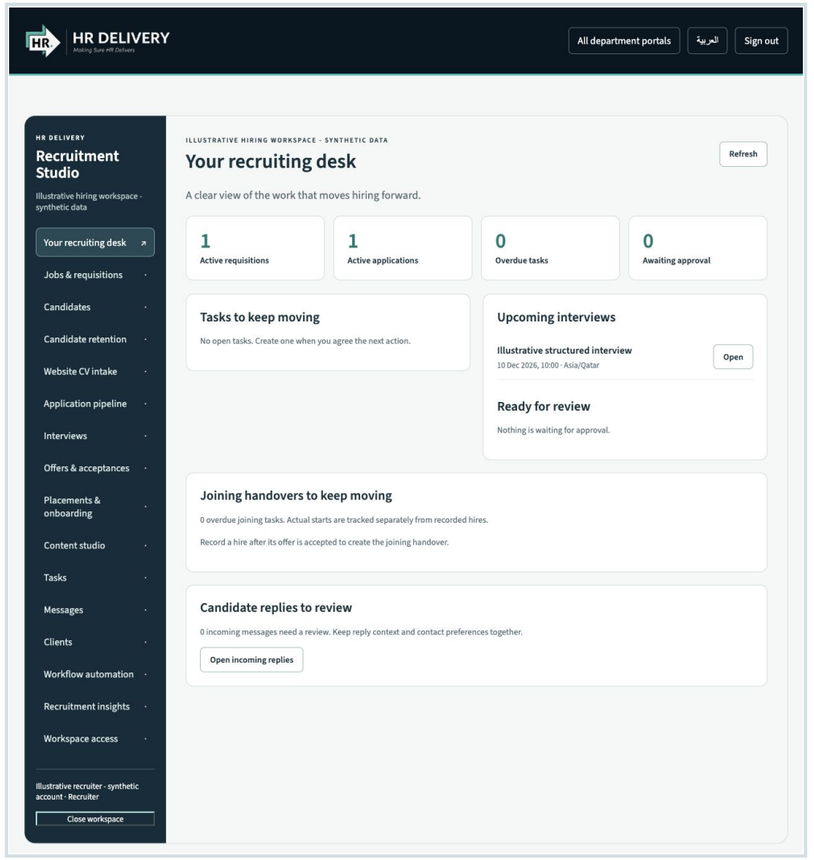
05

## Use the supported review process

Confirm the available retention, notice and disposal controls with the administrator. Do not delete or contact people merely because a review item appears.

CHECK Any record action follows the agreed policy and approval route.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

COMMUNICATION, CONTROL AND IMPROVEMENT / A-05-04

OPEN SOURCE

# Maintain workspace access and recovery

Keep access responsibilities and recovery procedures explicit.

**WHO USES THIS** Authorised workspace administrator

### BEFORE YOU BEGIN

- Approved member list
- Access responsibilities
- Organisation’s recovery procedure

### WHAT YOU WILL HAVE

- Reviewed membership record
- Documented recovery procedure

### CHECK BEFORE YOU FINISH

- Workspace and member identity are correct
- Access changes are authorised
- Recovery scope is known before restoration

| | |
|---|---|
| **A required control is missing** | Ask Lama or the workspace administrator to confirm your role and the supported administration process. |

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

No membership, permissions or recovery operation was changed or tested.

COMMUNICATION, CONTROL AND IMPROVEMENT / STEPS 1–2 OF 5

OPEN SOURCE

# Maintain workspace access and recovery

## 01 Open 'Workspace access'

Review the people authorised for the selected workspace against the approved team list. Partner access should reflect the partner's mandate.

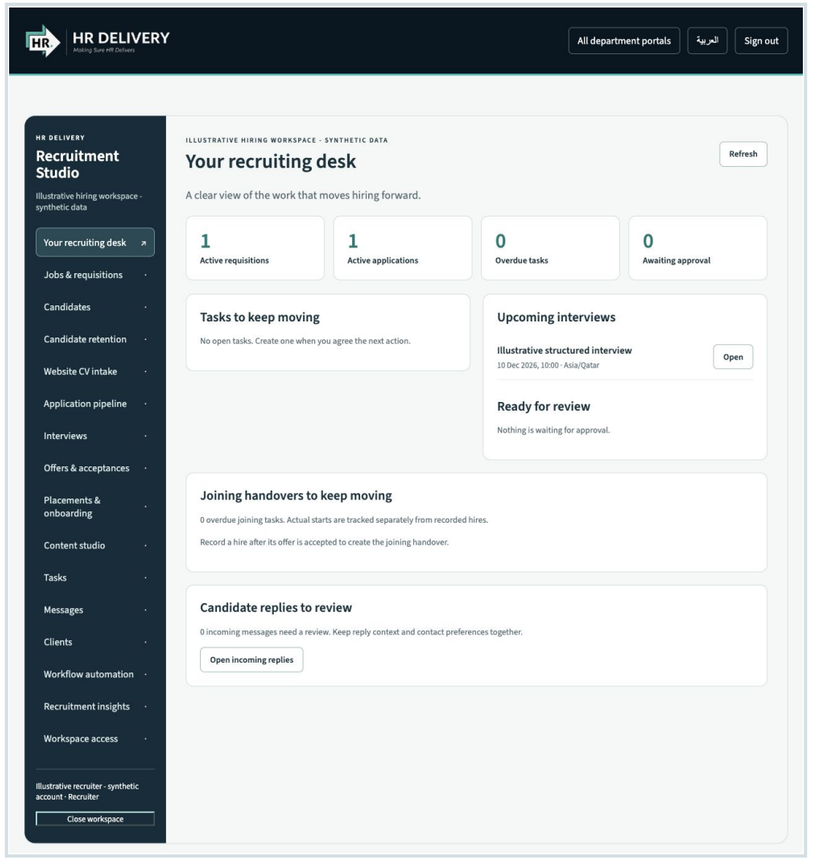
CHECK Membership can be compared with current responsibilities.

## 02 Check role responsibilities

Confirm who can review, administer or act on records through the actual supported permission model. Do not infer permissions from a menu label.

CHECK The administrator understands the permitted actions for each role.

PUBLISHED DEMONSTRATION




HR Delivery's published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

COMMUNICATION, CONTROL AND IMPROVEMENT / STEPS 3–4 OF 5

OPEN SOURCE

# Maintain workspace access and recovery

## 03 Prepare recovery copies

HR Delivery describes recovery copies in the service. Confirm their scope, date, storage location and restoration procedure before relying on them.

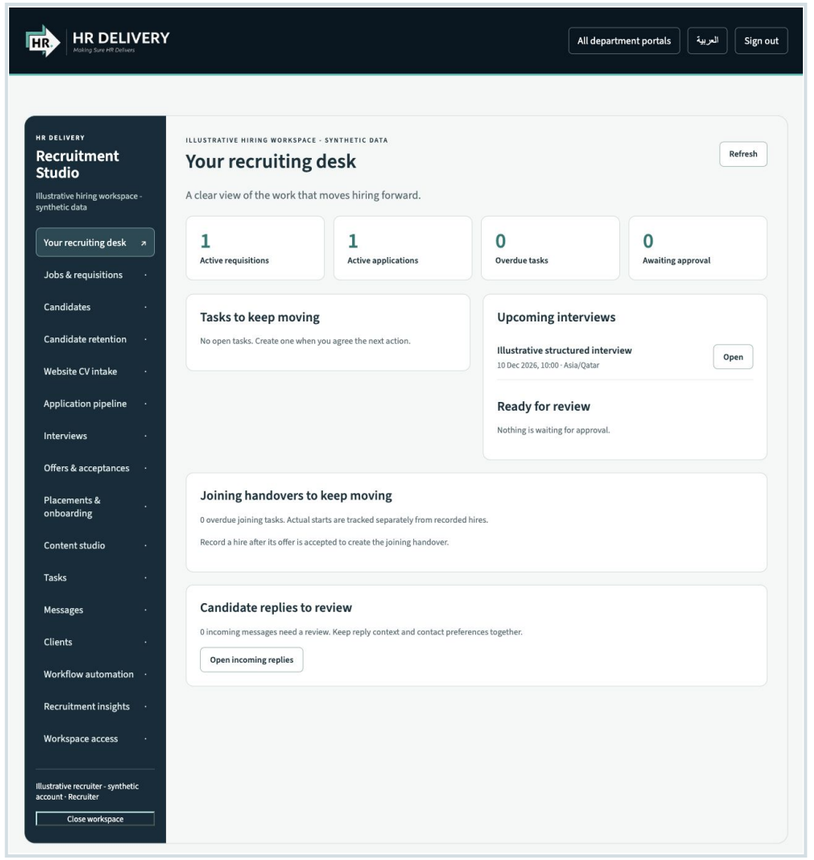
CHECK The team knows which records a recovery copy contains.

## 04 Plan a controlled recovery check

Use the organisation’s approved demonstration or recovery procedure, with an administrator and an explicit scope. Avoid restoring over current live work without review.

CHECK Recovery can be assessed without replacing current records unintentionally.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

COMMUNICATION, CONTROL AND IMPROVEMENT / STEPS 5–5 OF 5

OPEN SOURCE

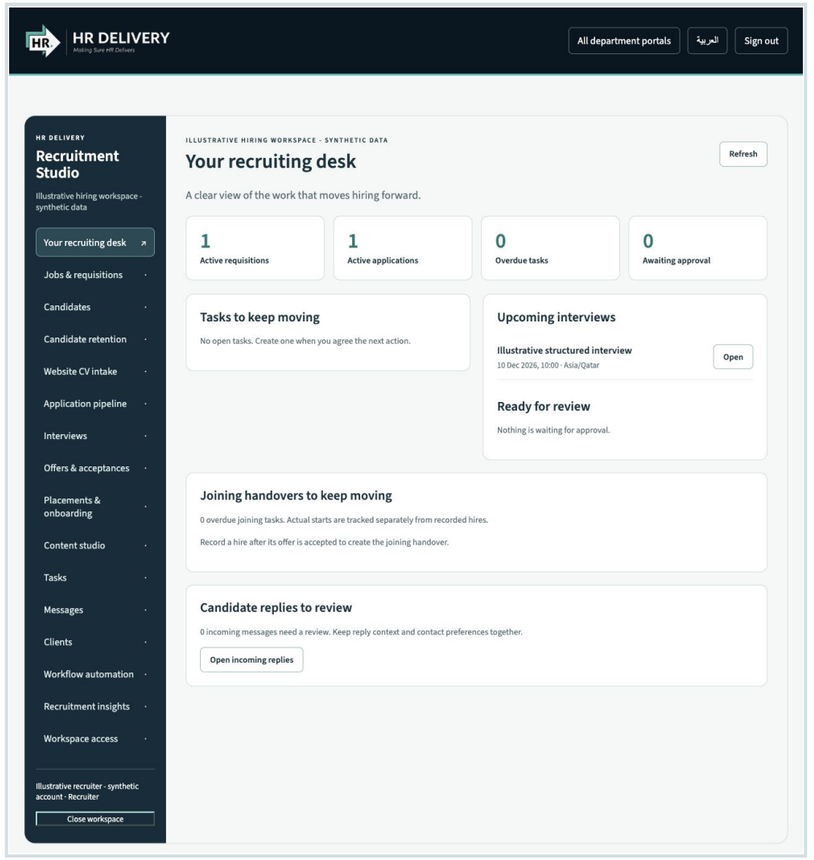
# Maintain workspace access and recovery

## 05 Close the working session

Use the published Close workspace or Sign out controls as appropriate. Keep downloaded candidate files in approved storage.

CHECK The session and any exported information are handled consistently.

PUBLISHED DEMONSTRATION




HR Delivery’s published synthetic Recruitment Studio demonstration. The private record forms were not opened in this review.

# 06

# Contracts, letters and country documents

Use the six-country legal suite available through Recruitment access to prepare controlled organisation documents.

**06 PRACTICAL TASKS**

Prepare the inputs / Follow the screen sequence / Check the result

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / A-06-01

OPEN SOURCE

# Choose the country and document route

Work from the appropriate country library before preparing an organisation document.

**WHO USES THIS Authorised recruiter or HR document preparer**

### BEFORE YOU BEGIN

- Employing country
- Document purpose
- Current organisation review process

### WHAT YOU WILL HAVE

- Correct country and tool
- A clear intended document output

### CHECK BEFORE YOU FINISH

- The selected country is correct
- The required legal/employment context fits the selected document
- Retained editions are checked before adaptation

**The wrong country appears inside a studio** Change Country in that studio before completing details. Recheck the template title and reference.

**04 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

The overview showed 2,115 retained documents, 76 contracts and 332 letters. Counts are edition-dependent.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 1–2 OF 4

OPEN SOURCE

# Choose the country and document route

## 01 Open 'Contracts, Letters & Law'

Start from the authorised Recruitment welcome. Read the six-country overview and the retained-document note.

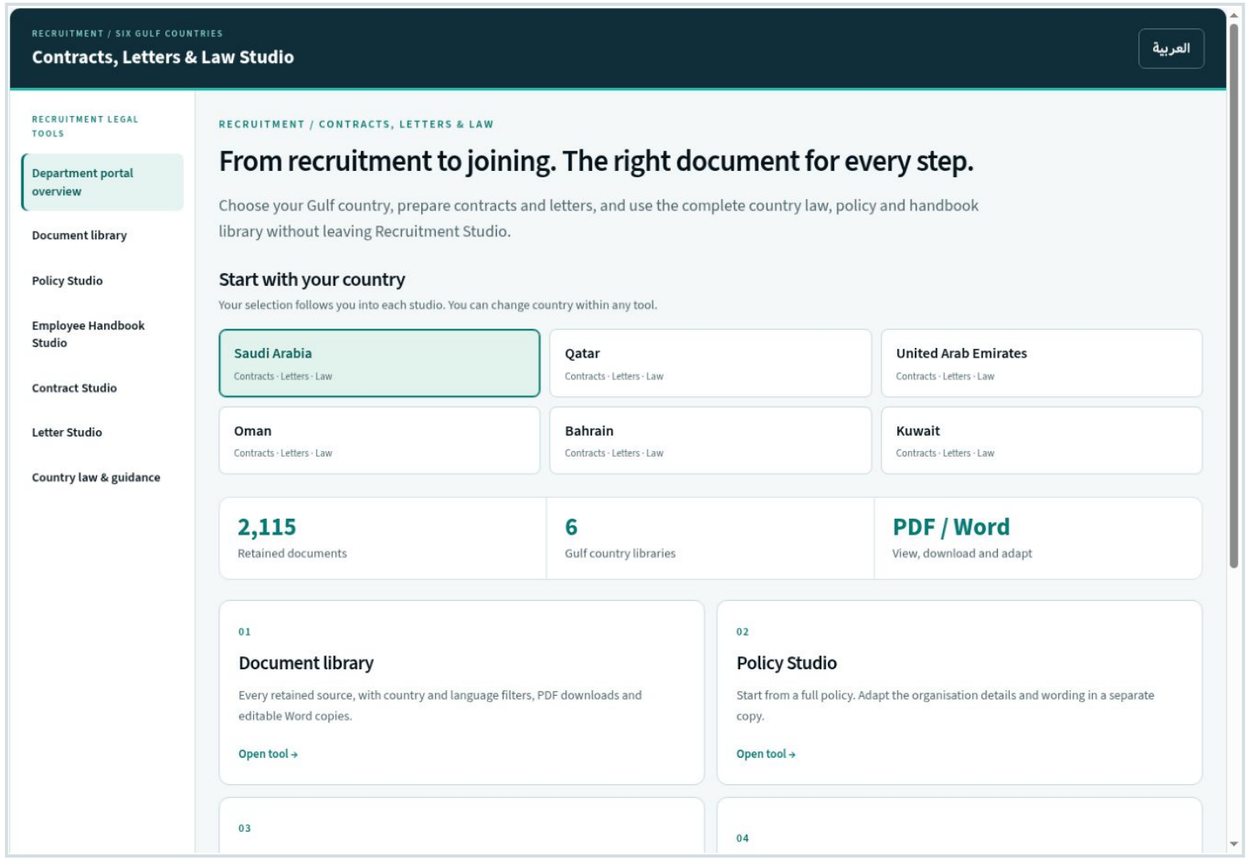
CHECK Country libraries and four document studios are visible.

## 02 Choose the country

Select Saudi Arabia, Qatar, United Arab Emirates, Oman, Bahrain or Kuwait. The chosen country follows you into the studios; check it again inside each tool.

CHECK The studio uses the intended country context.

CURRENT LIVE SCREEN




Current Recruitment legal overview and its six country routes.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 3–4 OF 4

OPEN SOURCE

# Choose the country and document route

## 03 Choose the appropriate area

Use Document library to locate retained documents, Policy Studio to edit a copy, Employee Handbook Studio to assemble particulars, Contract Studio for an agreement, or Letter Studio for correspondence.

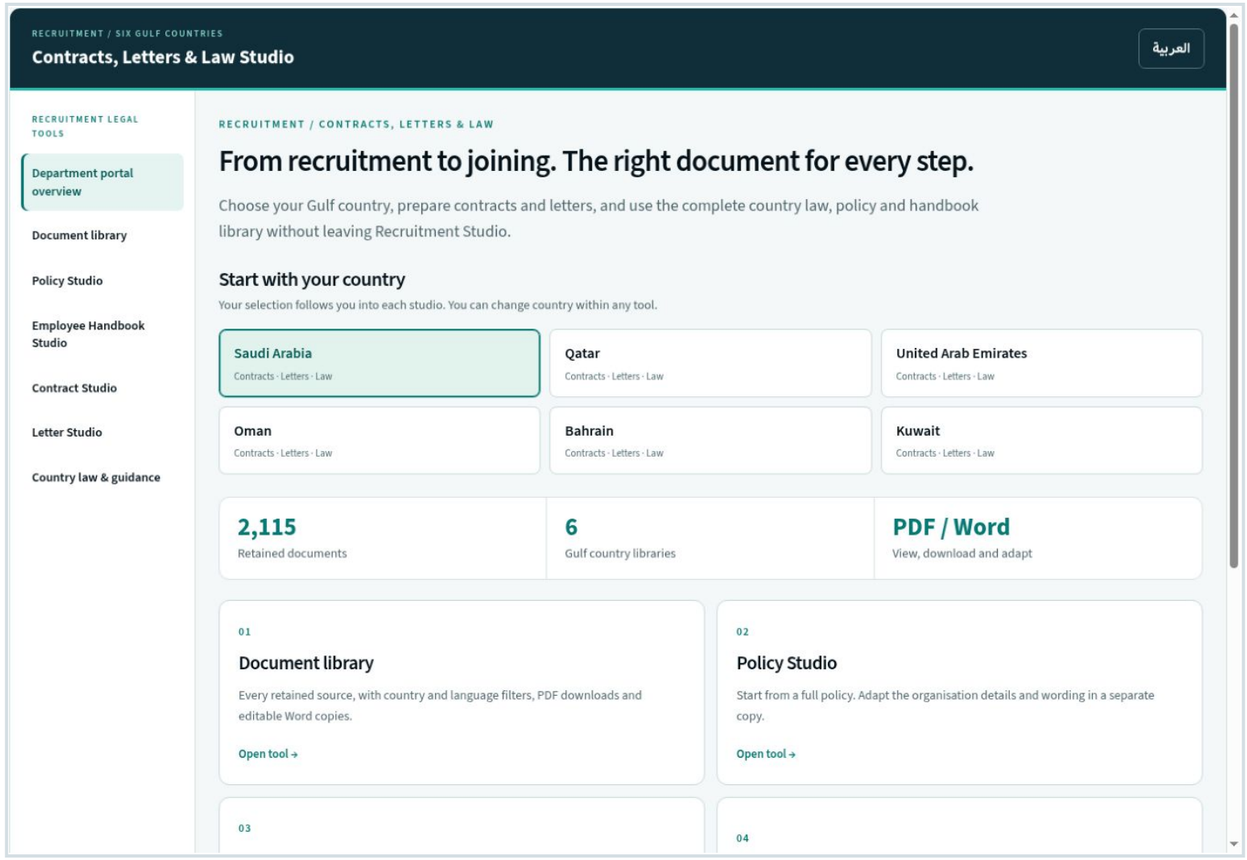
CHECK You open the tool suited to the required output.

## 04 Keep originals and organisation copies distinct

The overview explains that original published documents remain unchanged. Your edited and generated copies are prepared for organisation review and approval.

CHECK The source edition and the proposed organisation version are identifiable.

CURRENT LIVE SCREEN




Current Recruitment legal overview and its six country routes.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / A-06-02

OPEN SOURCE

# Find a retained document and choose its output

Locate the right document edition and decide whether to view, download or adapt it.

**WHO USES THIS** Recruiter or HR document preparer

### BEFORE YOU BEGIN

- Country
- Document topic and language

### WHAT YOU WILL HAVE

- Identified source document
- PDF, Word copy or editable studio copy through the chosen control

### CHECK BEFORE YOU FINISH

- Title and edition agree with the requirement
- The language is appropriate
- The original PDF is checked when layout matters

**Several results share a title**

Compare language, version and page count. Select the edition required for your project and retain its reference.

**05 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

Filters and output controls were observed. Downloaded-file creation was not exercised.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 1–2 OF 5

OPEN SOURCE

# Find a retained document and choose its output

## 01 Select 'Document library'

Confirm Country before searching. Saudi Arabia was selected in the reviewed example.

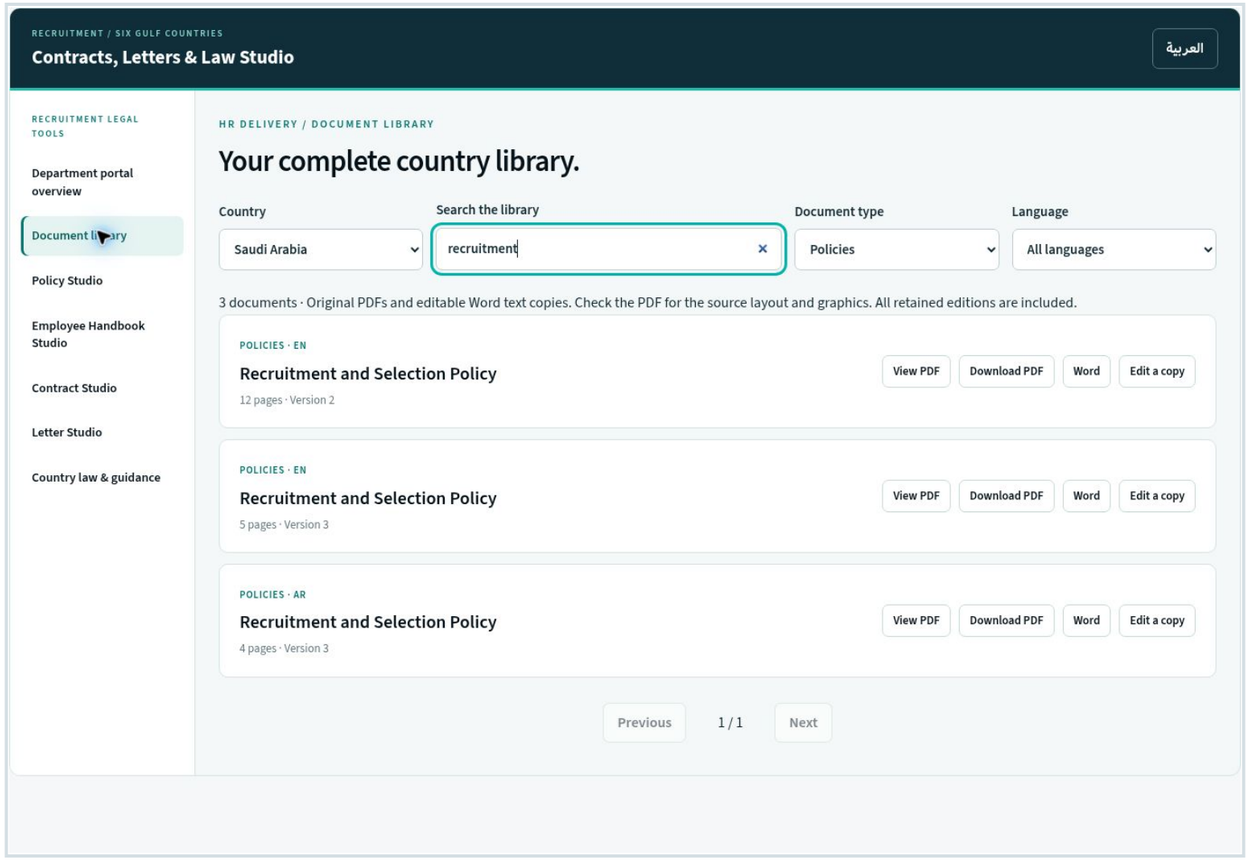
CHECK The country library and filter controls appear.

## 02 Use 'Search the library'

Enter a meaningful term. For example, 'recruitment' finds policy and correspondence items. Use Document type to narrow the result to Policies, Contracts, Letters, Handbooks, Law and references or Country guides.

CHECK The result count changes to match the filters.

CURRENT LIVE SCREEN




Search recruitment with Document type Policies: three retained Saudi editions, each with View PDF, Download PDF, Word and Edit a copy.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 3–4 OF 5

OPEN SOURCE

# Find a retained document and choose its output

## 03 Choose 'Language'

Use All languages, English, Arabic or Bilingual. Compare the title, language, page count and version on each result; multiple retained editions can have the same title.

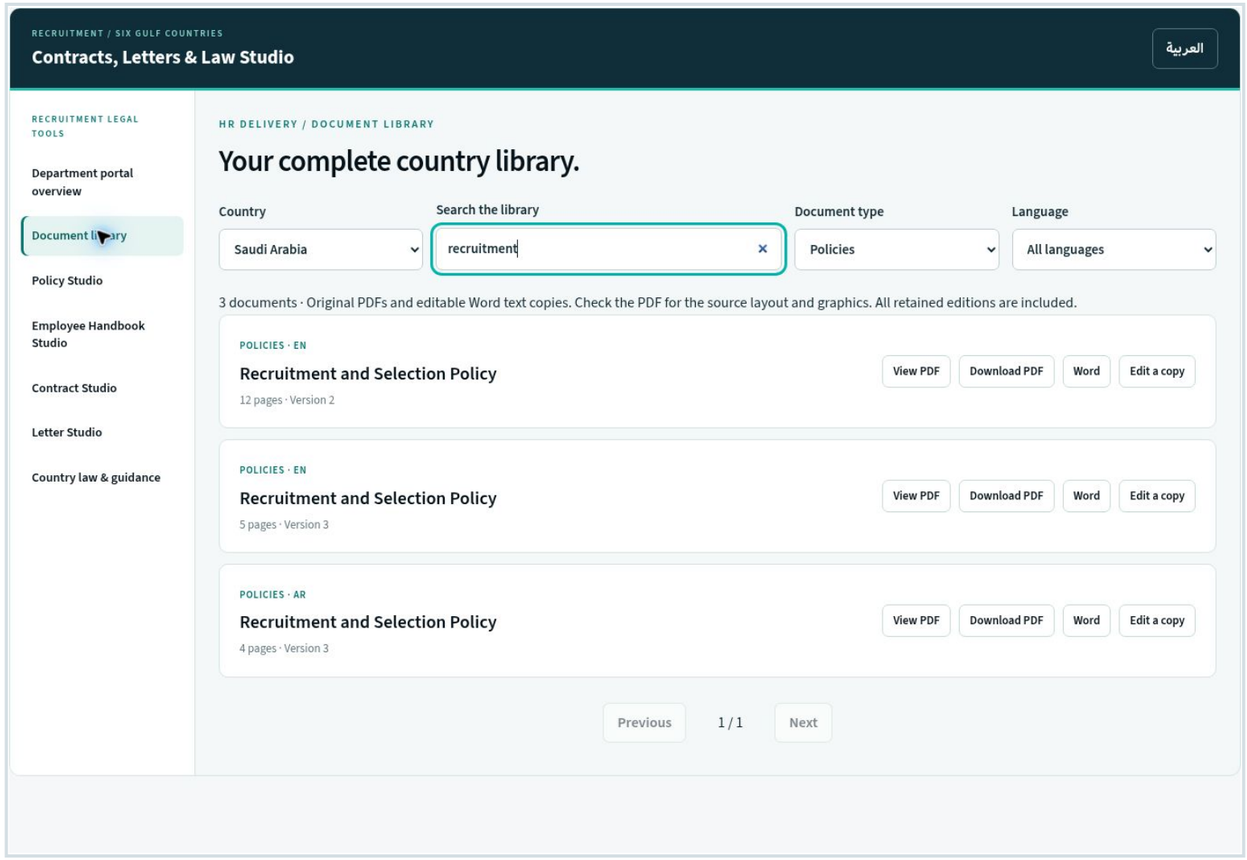
CHECK The intended source edition is identified.

## 04 Choose the output route

Use 'View PDF' to read the source layout, 'Download PDF' to retain that file, 'Word' for an editable text copy, or 'Edit a copy' for studio adaptation. The library advises checking the PDF for layout and graphics.

CHECK The chosen route matches whether you need a reference or an organisation draft.

CURRENT LIVE SCREEN




Search recruitment with Document type Policies: three retained Saudi editions, each with View PDF, Download PDF, Word and Edit a copy.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 5–5 OF 5

OPEN SOURCE

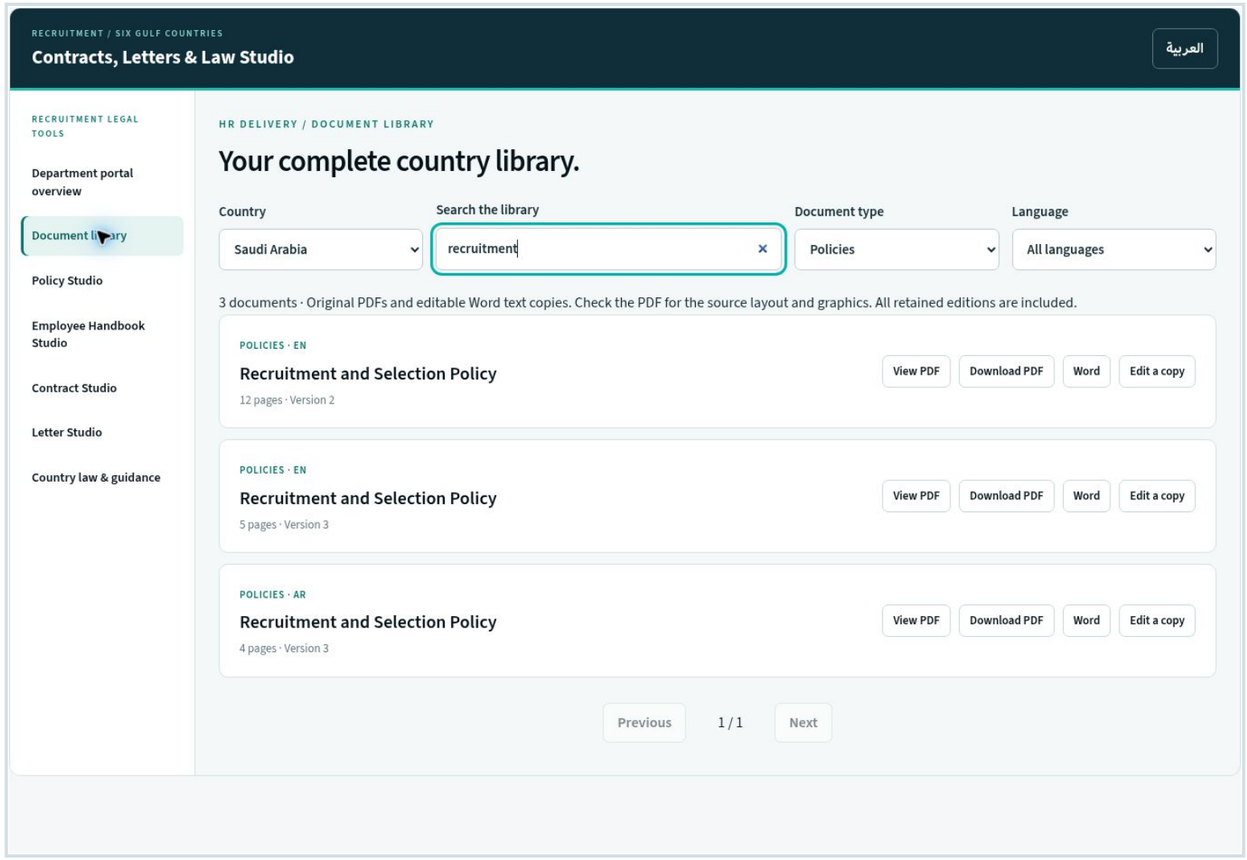
# Find a retained document and choose its output

## 05 Check the opened or downloaded file

Confirm the country, document title, language and edition inside the actual file. For long result lists use Previous and Next; do not assume the first retained edition is the intended one.

CHECK The saved source can be traced to the correct library item.

CURRENT LIVE SCREEN




Search recruitment with Document type Policies: three retained Saudi editions, each with View PDF, Download PDF, Word and Edit a copy.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / A-06-03

OPEN SOURCE

# Edit a separate policy copy

Adapt the selected retained policy and download the work before leaving the editor.

**WHO USES THIS** Authorised policy drafter

### BEFORE YOU BEGIN

- Country and source edition
- Employer particulars
- Review owner

### WHAT YOU WILL HAVE

- Adapted policy copy
- PDF or editable Word review output

### CHECK BEFORE YOU FINISH

- Correct source edition
- Every editor section reviewed
- Work downloaded before leaving
- Export reviewed before issue

**You need to leave before the policy is ready.**

The editor explicitly asks you to download your work before leaving. Retain a clearly labelled draft and do not assume an unverified autosave.

**06 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

Blank forms and editing controls were observed through the authorised Recruitment Contracts, Letters & Law suite. No client details were entered and no document was generated or issued.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 1–2 OF 6

OPEN SOURCE

# Edit a separate policy copy

## 01 Open 'Policy Studio'

Choose Country, use Search the library and select Language. The inspected privacy search in Saudi Arabia returned three retained English or Arabic editions.

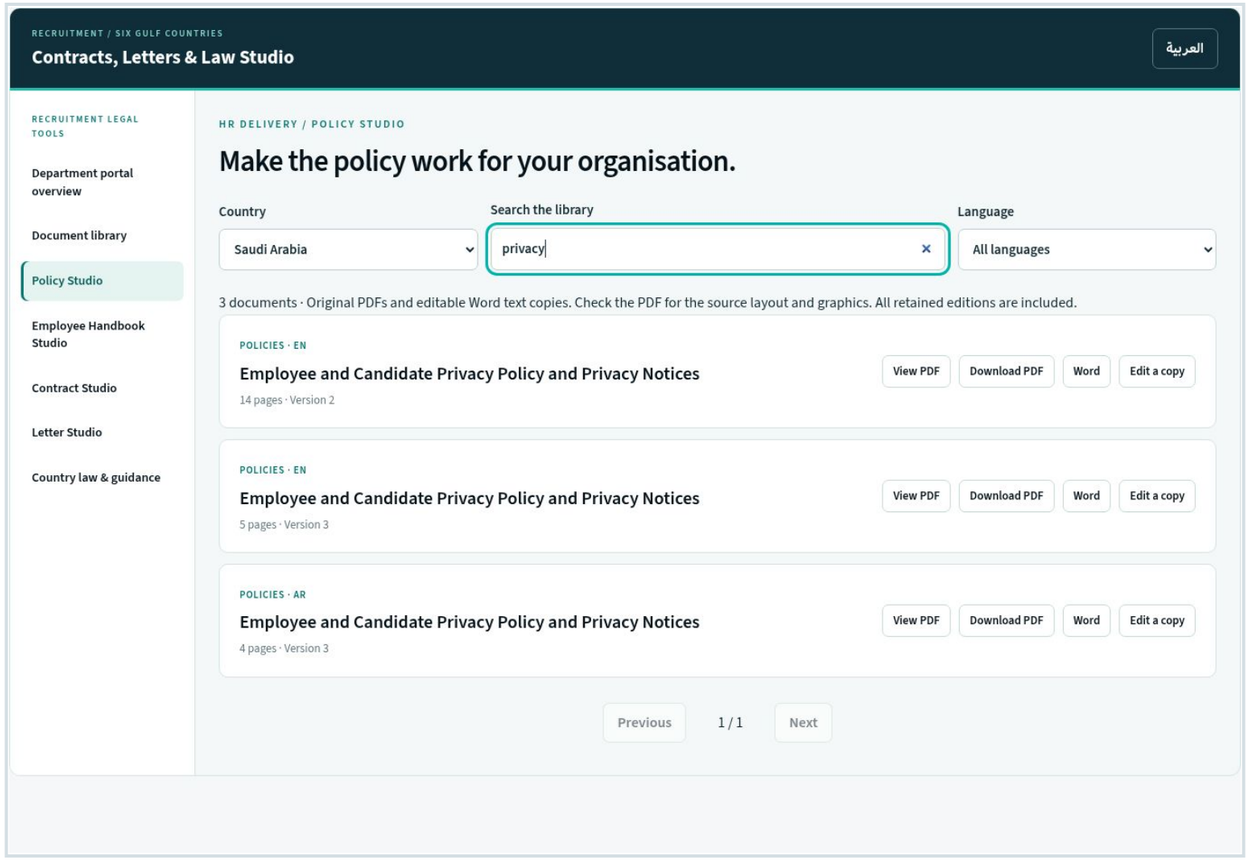
CHECK The matching policy cards show titles, versions and output controls.

## 02 Choose 'Edit a copy' on the intended edition

Check the version and language first. The editor states that the source is preserved and your work must be downloaded before leaving this screen.

CHECK A separate policy-copy editor opens with the source title and edition.

CURRENT LIVE SCREEN




Current Recruitment legal-suite Policy Studio: privacy returns three retained editions with reading, download and editing controls.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 3–4 OF 6

OPEN SOURCE

# Edit a separate policy copy

## 03 Complete the copy particulars

Enter 'Organisation name for this copy' and 'Document reference'. Use 'Replace the example employer name' after checking the employer name you intend to use.

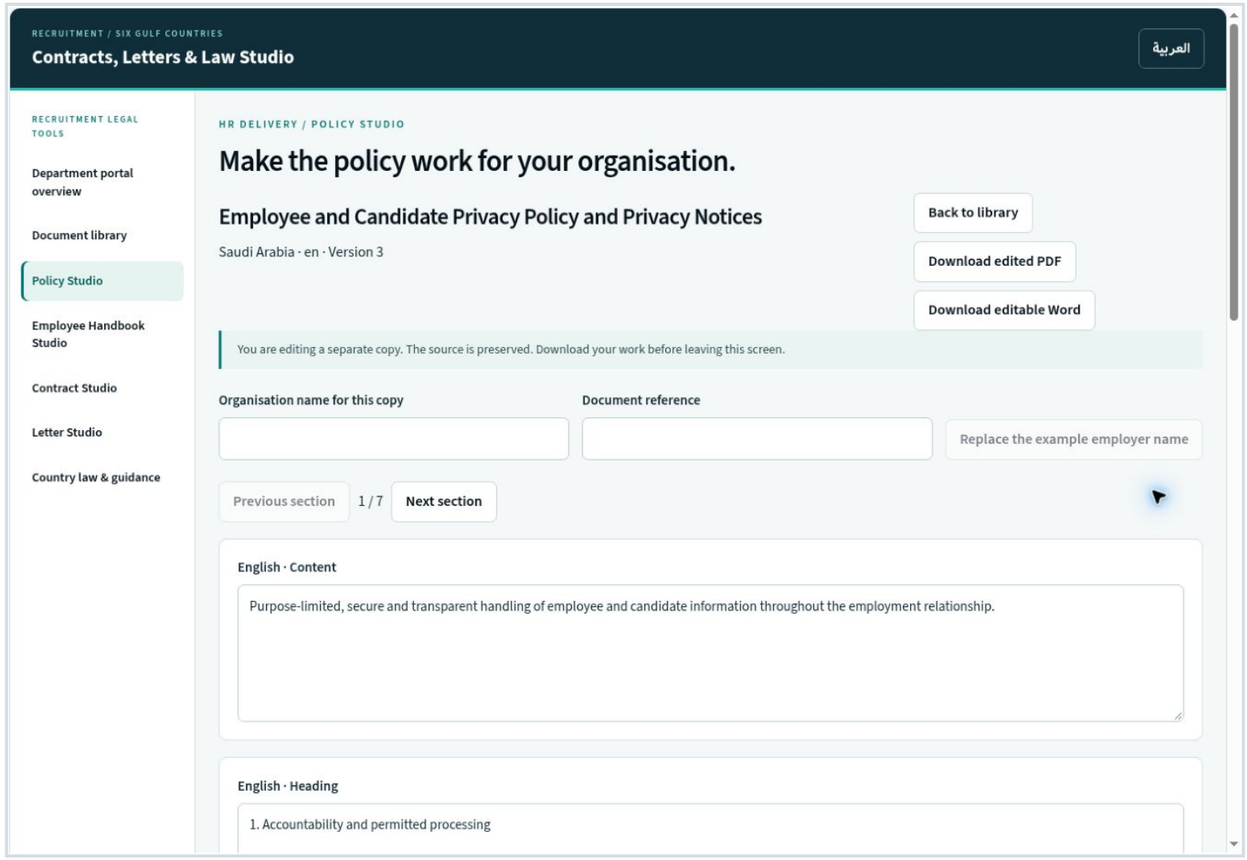
CHECK Checkpoint: the working copy has the intended organisation and reference.

## 04 Work through every section

Use 'Next section' and 'Previous section'. Review and amend the visible Heading and Content fields. The inspected English privacy example had seven editor sections.

CHECK Checkpoint: all sections and organisation-specific responsibilities have been considered.

CURRENT LIVE SCREEN




Current related-suite policy editor shows the separate-copy notice, organisation particulars, section navigation and export controls.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 5–6 OF 6

OPEN SOURCE

# Edit a separate policy copy

## 05 Review the complete wording

Check contacts, roles, processes, definitions, cross-references and any unresolved placeholders. Arrange the required organisation and country review before adoption.

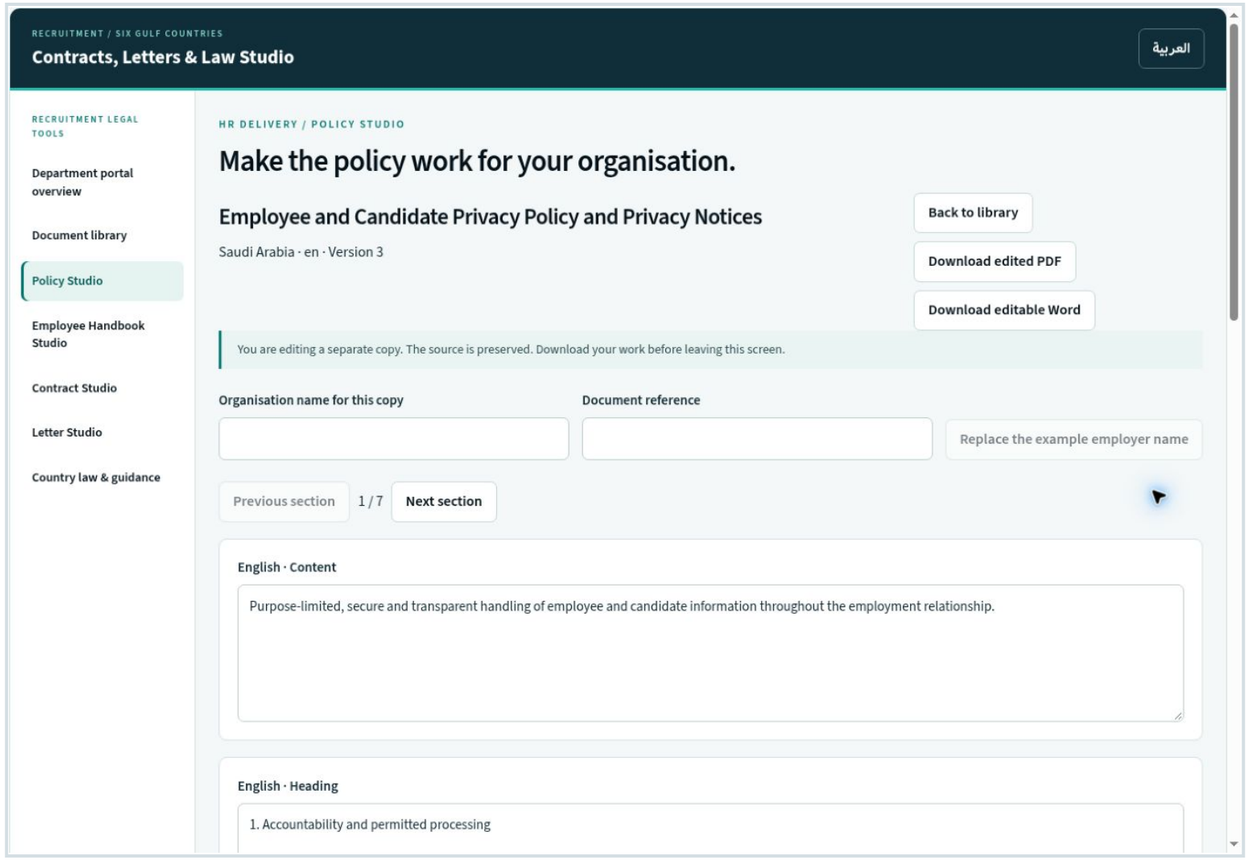
CHECK Checkpoint: the draft is coherent and reviewable.

## 06 Download before leaving

Use 'Download edited PDF' or 'Download editable Word'. Open the output and check its complete content, layout, language and reference before returning with 'Back to library'.

CHECK Checkpoint: a readable copy of the work is retained; generation was not exercised in this review.

CURRENT LIVE SCREEN




Current related-suite policy editor shows the separate-copy notice, organisation particulars, section navigation and export controls.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / A-06-04

OPEN SOURCE

# Build a country-specific bilingual handbook

Complete employer particulars and prepare a handbook for adoption review.

**WHO USES THIS** Authorised handbook drafter

### BEFORE YOU BEGIN

- Country and employment regime
- English and Arabic employer particulars
- Approved work arrangements and contact routes

### WHAT YOU WILL HAVE

- Country-specific bilingual handbook draft

### CHECK BEFORE YOU FINISH

- Country scope matches the workforce
- Example names and emails replaced
- Both languages checked
- Employer and local review before issue

**The example schedule or country scope does not match the workforce.**

Do not force the organisation into the example. Arrange a separate review of the applicable regime and work pattern before generating an issue document.

**06 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

Blank forms and editing controls were observed through the authorised Recruitment Contracts, Letters & Law suite. No client details were entered and no document was generated or issued.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 1–1 OF 6

OPEN SOURCE

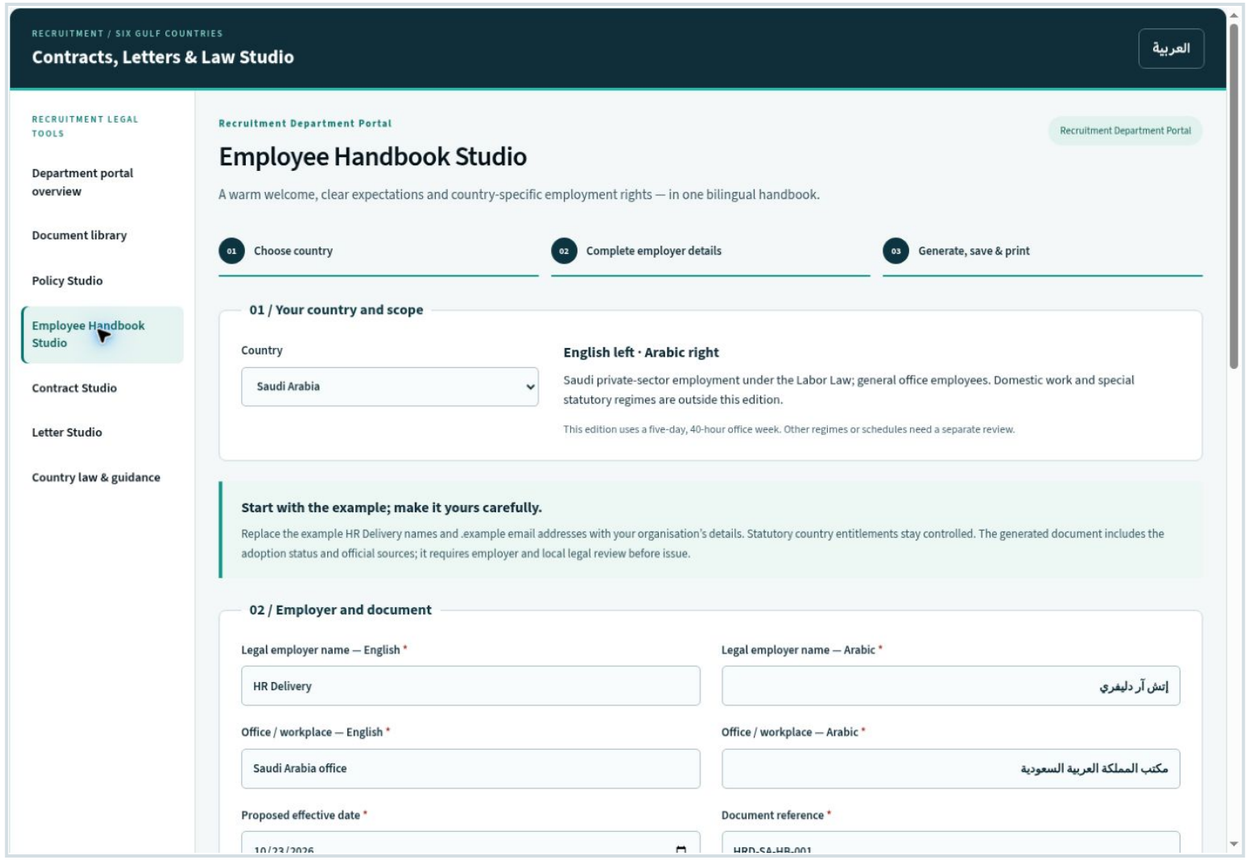
# Build a country-specific bilingual handbook

## 01 Open 'Employee Handbook Studio' and choose 'Country'

Read the scope before entering details. The inspected Saudi edition covers general private-sector office employment with a five-day, 40-hour office week; other regimes need separate review.

CHECK The country scope and bilingual layout are explicit.

CURRENT LIVE SCREEN




Current related-suite handbook entry: country scope, bilingual employer and workplace particulars.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 2–3 OF 6

OPEN SOURCE

# Build a country-specific bilingual handbook

## 02 Complete employer and document particulars

Provide legal employer name and office/workplace in English and Arabic, proposed effective date, document reference, adoption or approved-work-regulations reference and foreword author.

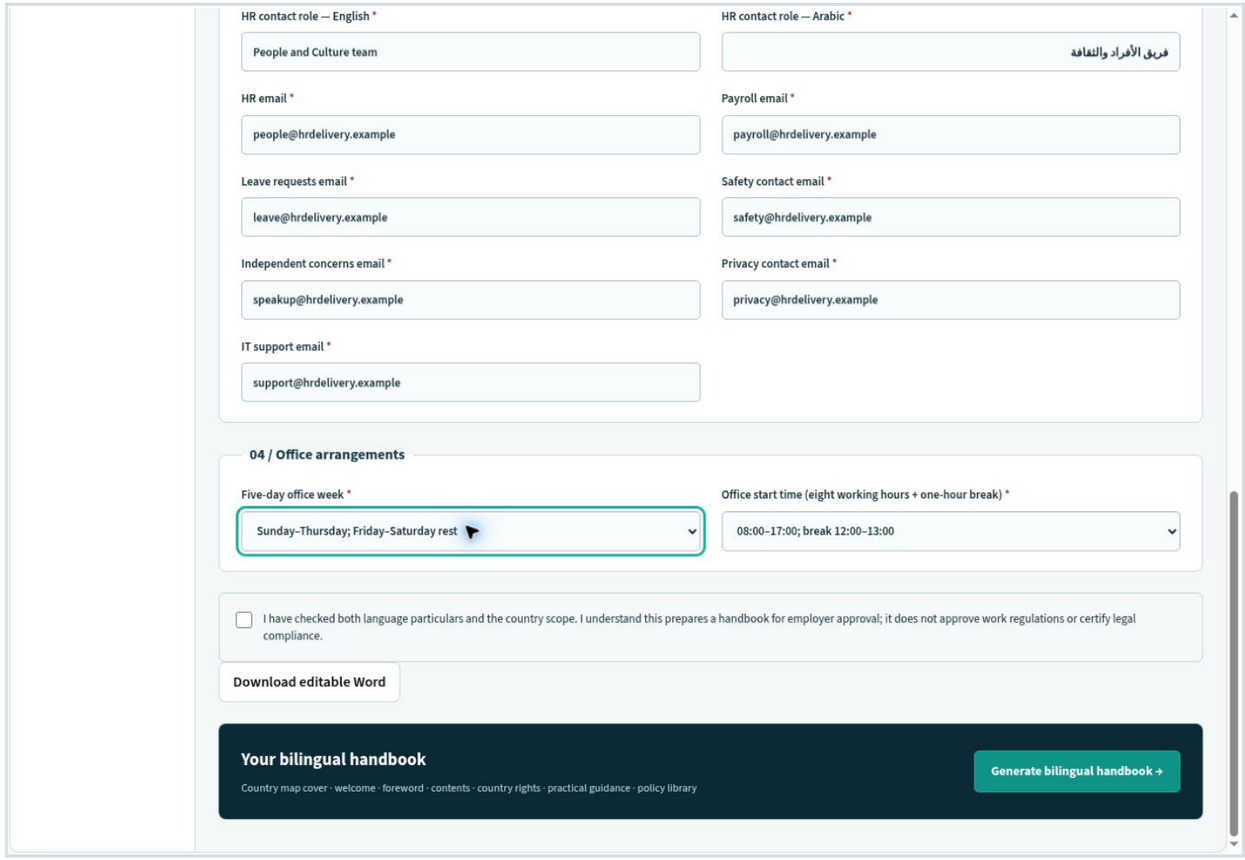
CHECK Checkpoint: the employer identity, document status and authorship are correct.

## 03 Replace the example contact routes

Complete the HR contact role in both languages and the HR, payroll, leave, safety, independent concerns, privacy and IT email routes. Replace the displayed .example addresses.

CHECK Checkpoint: employees would reach the organisation’s actual responsible contacts.

CURRENT LIVE SCREEN




Current related-suite handbook completion panel: example contact routes, office arrangements, review declaration and generation controls.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 4–5 OF 6

OPEN SOURCE

# Build a country-specific bilingual handbook

## 04 Review office arrangements

Check 'Five-day office week' and 'Office start time (eight working hours + one-hour break)'. Select only arrangements that match the organisation and this edition’s scope.

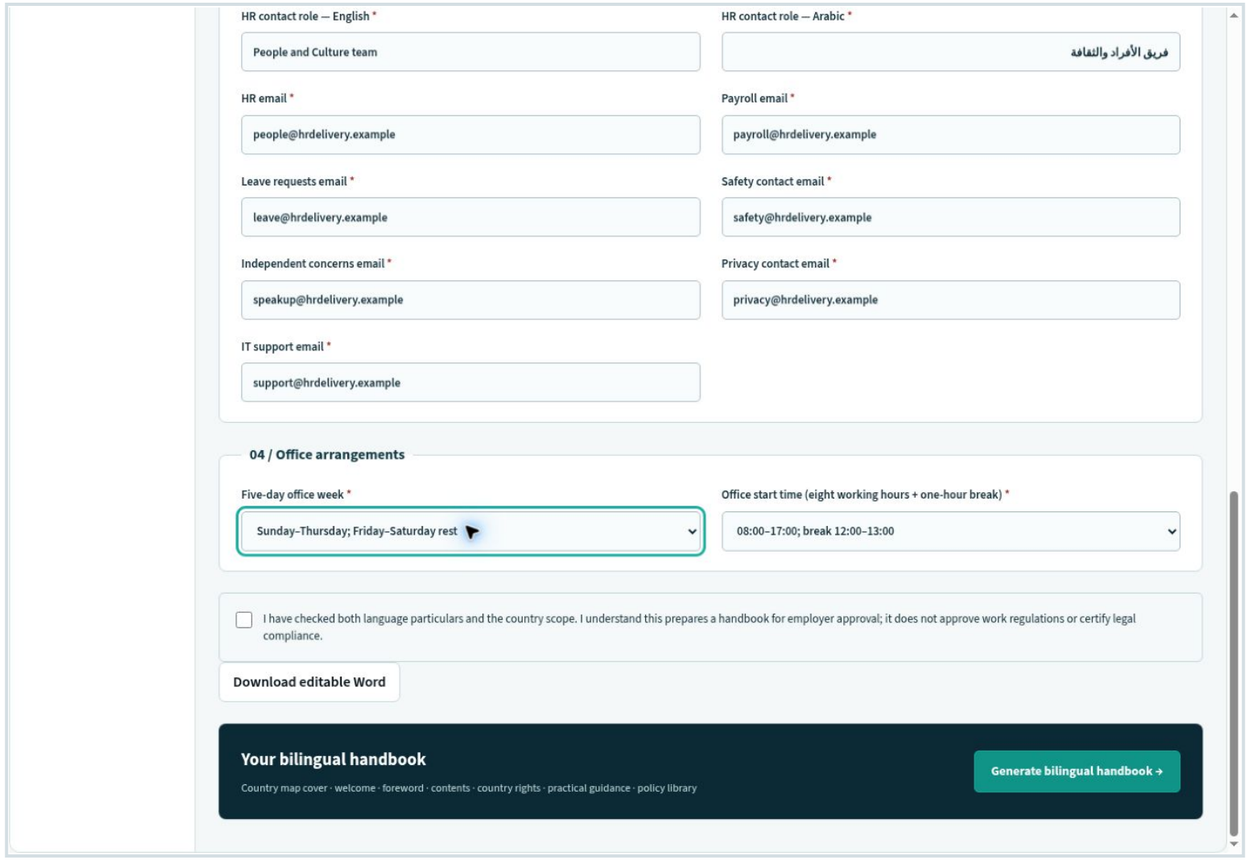
CHECK Checkpoint: the displayed schedule is appropriate to the handbook being prepared.

## 05 Review both language particulars

Check corresponding names, workplace, contacts, dates and adoption wording. Complete the review declaration only after the checks; it explicitly does not certify legal compliance.

CHECK Checkpoint: both language editions are ready for generation and employer review.

CURRENT LIVE SCREEN




Current related-suite handbook completion panel: example contact routes, office arrangements, review declaration and generation controls.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 6–6 OF 6

OPEN SOURCE

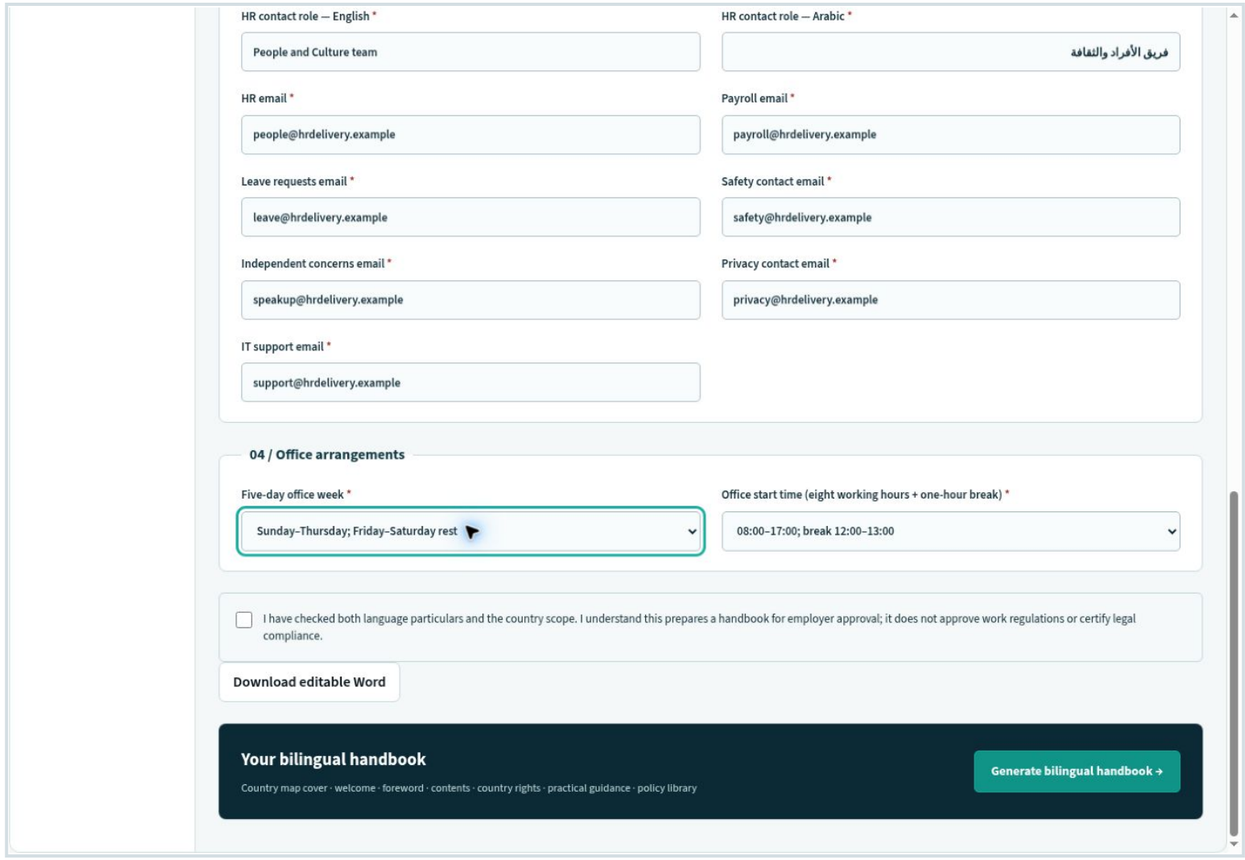
# Build a country-specific bilingual handbook

## 06 Prepare and inspect the output

Use 'Download editable Word' or 'Generate bilingual handbook →' as required. Review the complete output, source references and adoption status before employer and local legal review.

CHECK Checkpoint: a complete reviewable handbook is retained; final generation was not exercised here.

CURRENT LIVE SCREEN




Current related-suite handbook completion panel: example contact routes, office arrangements, review declaration and generation controls.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / A-06-05

OPEN SOURCE

# Complete a country employment contract

Prepare a contract-specific draft and retain the intended editable or PDF output.

**WHO USES THIS** Authorised HR document preparer and designated reviewer

### BEFORE YOU BEGIN

- Correct country and contract category
- Approved employing-party and employee particulars
- Agreed role, terms, pay and working arrangements
- Matching English/Arabic wording where both are needed

### WHAT YOU WILL HAVE

- Contract-specific draft
- Editable Word or generated PDF through the available controls
- Organisation review record

### CHECK BEFORE YOU FINISH

- Country, contract category and template reference are correct
- All required details are complete
- English and Arabic entries agree
- Generated output is saved before leaving

| | |
|---|---|
| **Required-field progress is incomplete** | Expand the relevant section, locate the marked field and complete the requested detail. Reconcile schedules and main clauses before generating. |

**06 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

The selected blank contract and its 79-field sequence were observed. No employee details were entered and no contract was generated, signed or issued.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 1–2 OF 6

OPEN SOURCE

# Complete a country employment contract

## 01 Open 'Contract Studio'

Choose Country, then 'Contract to create'. The selected Saudi example is SA-C01, Indefinite employment agreement — Saudi employee, template version 3.

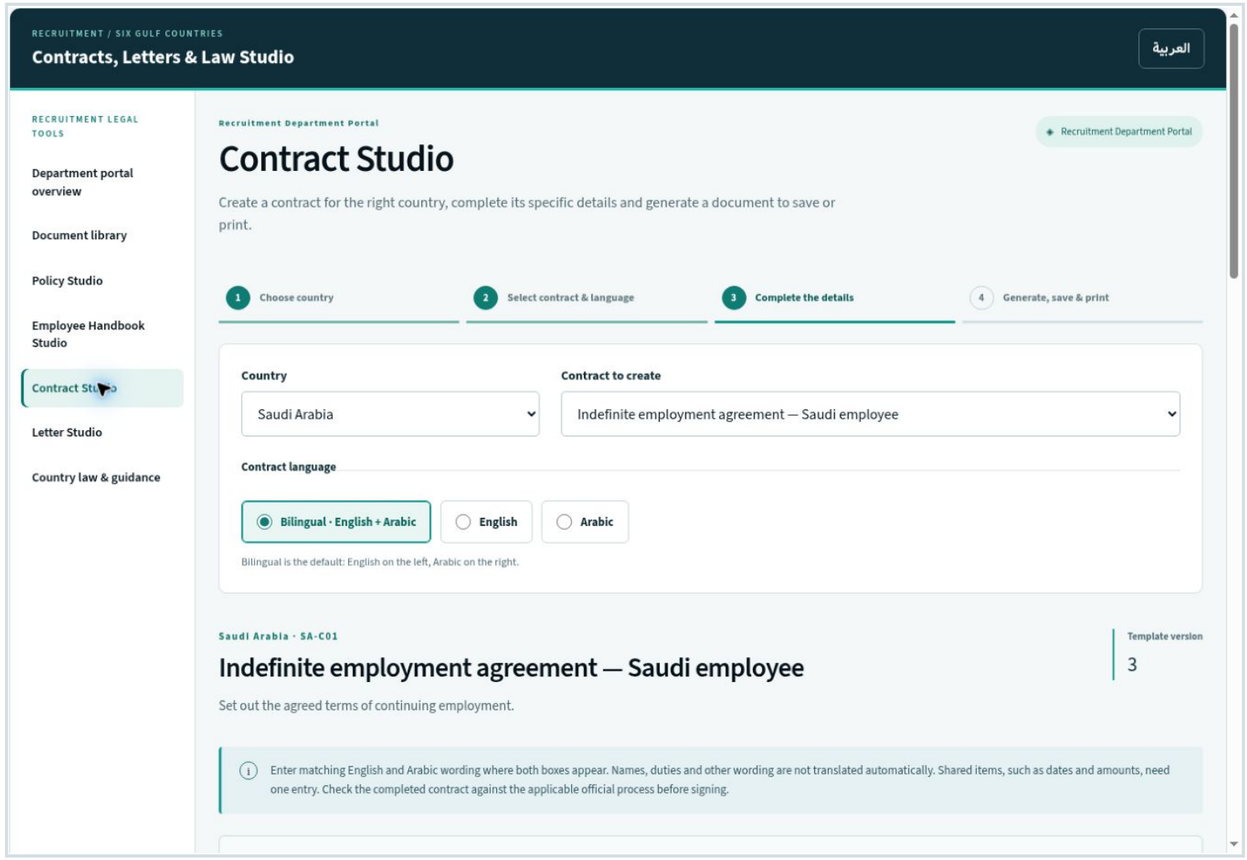
CHECK The selected contract determines its required details and schedules.

## 02 Choose the language and read the preparation note

Bilingual · English + Arabic is the default; English and Arabic are also available. Open 'Before completing this contract' and check the selected category and intended circumstances.

CHECK The user understands the template-specific preparation requirements.

CURRENT LIVE SCREEN




Current Recruitment Contract Studio: Saudi SA-C01 selected, bilingual language and template version 3.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 3–3 OF 6

OPEN SOURCE

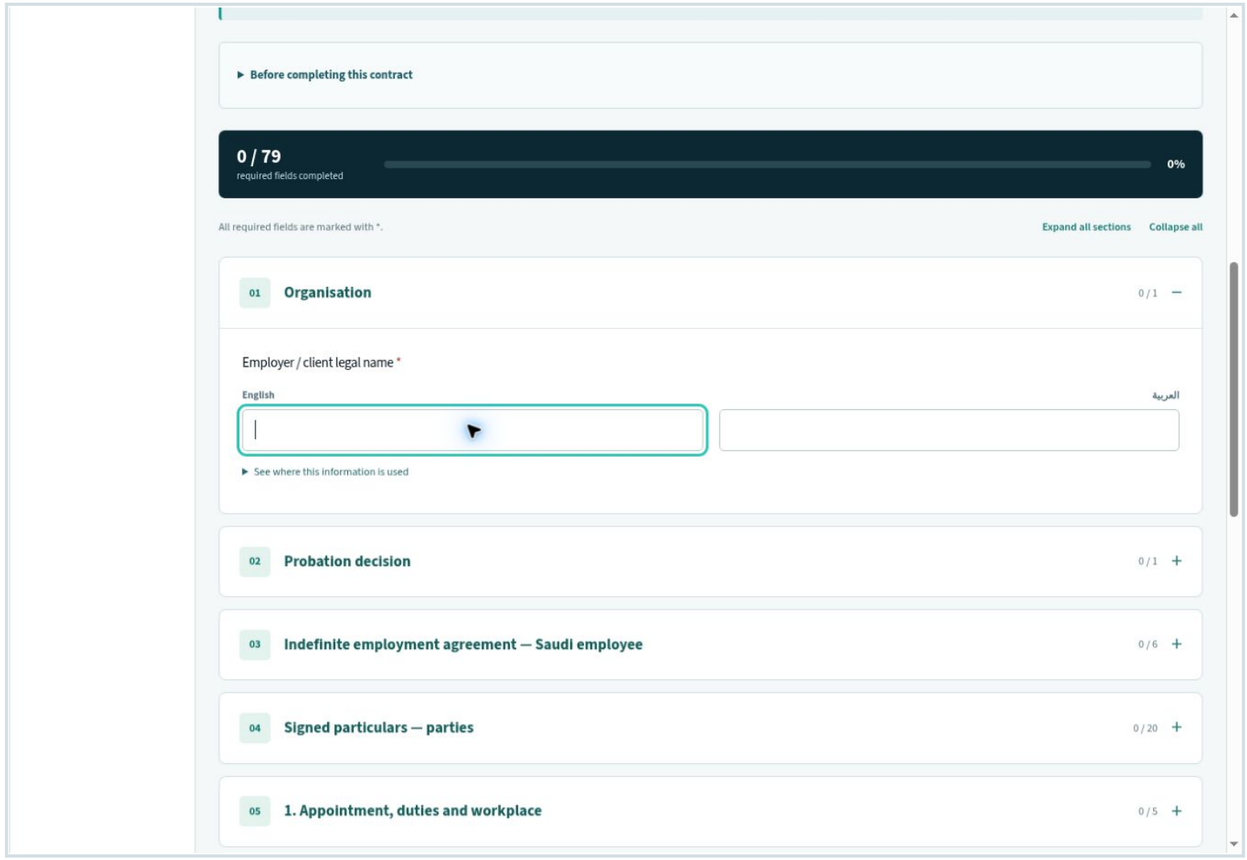
# Complete a country employment contract

## 03 Complete the required sections

Use the numbered section headers or Expand all sections. The reviewed example contains 79 required fields across organisation, probation decision, parties, role/workplace, wage/benefits, hours, leave, policies, schedules and execution. Use 'See where this information is used' for context.

CHECK Required-field progress advances as the relevant details are completed.

CURRENT LIVE SCREEN




Current Recruitment contract particulars: required-field progress, section controls and blank bilingual employer details.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 4–4 OF 6

OPEN SOURCE

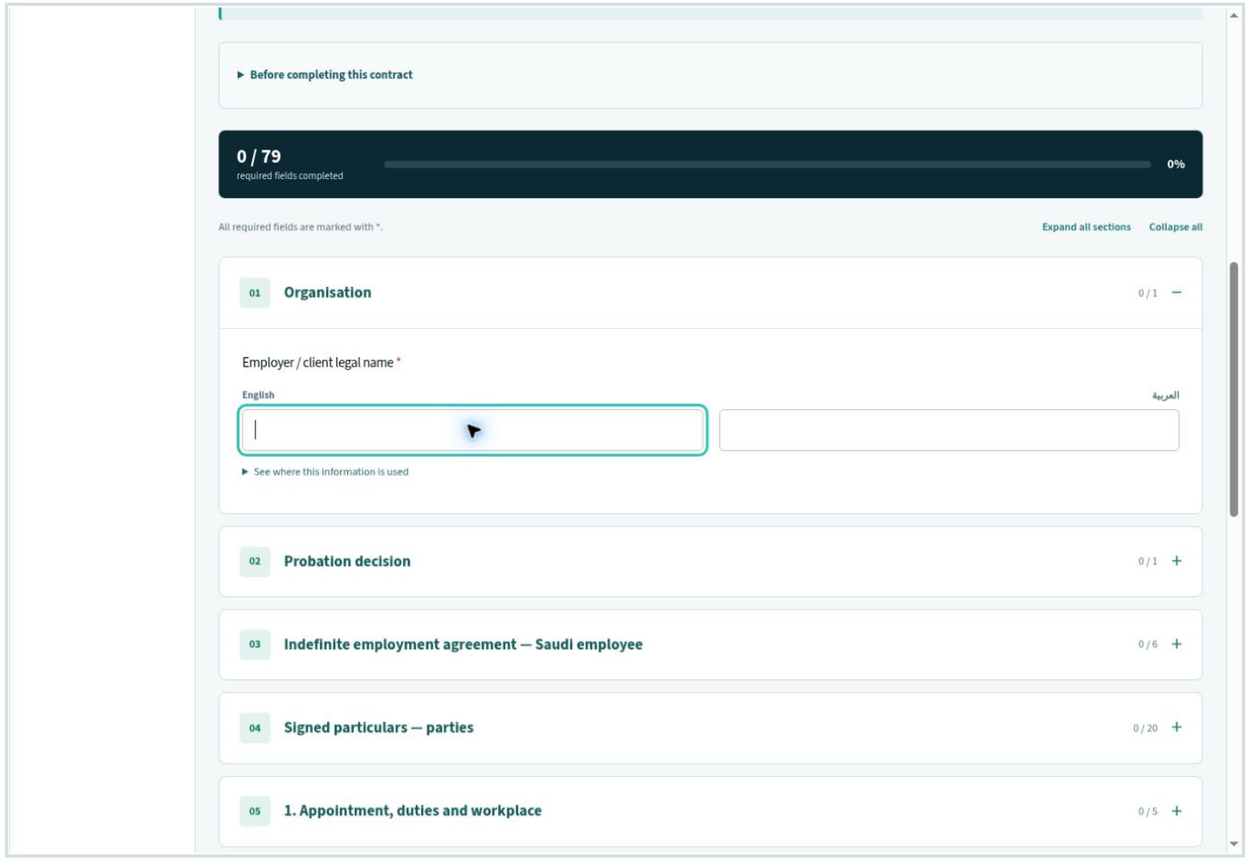
# Complete a country employment contract

## 04 Reconcile the two language versions

Enter matching English and Arabic wording where both boxes appear. Names and duties are not translated automatically; shared dates and amounts need one entry. Check the same terms in the main clauses and schedules.

CHECK The draft is internally consistent in both required languages.

CURRENT LIVE SCREEN




Current Recruitment contract particulars: required-field progress, section controls and blank bilingual employer details.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 5–6 OF 6

OPEN SOURCE

# Complete a country employment contract

## 05 Generate or download the intended copy

Review every required field, then use 'Generate contract' for the generated document or 'Download editable Word' for the same completed details and full template. The page says entries remain only until you leave; save the generated PDF for your records.

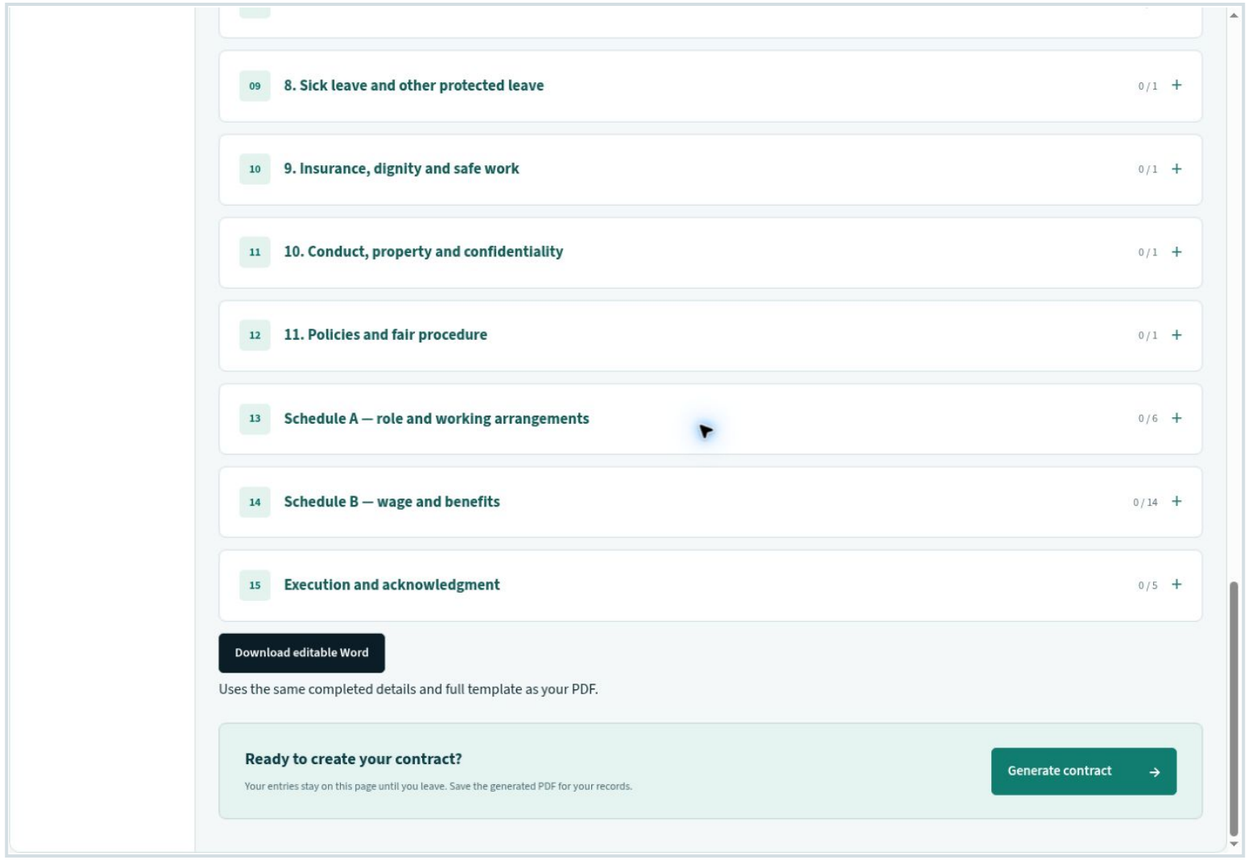
CHECK Retain and open the actual output before leaving the page.

## 06 Complete the organisation review

Check the generated terms against the applicable official process and the organisation’s authorised review route before signing or issuing. Generation is not approval.

CHECK The draft has a documented review and issue decision.

CURRENT LIVE SCREEN




Current Recruitment contract completion controls: section list, Word download, Generate contract and the save-before-leaving notice.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / A-06-06

OPEN SOURCE

# Complete a country-specific HR letter

Use the letter's own required fields and retain the generated edition for review.

**WHO USES THIS** Authorised HR drafter

### BEFORE YOU BEGIN

- Approved purpose and factual record
- Country and recipient
- Relevant process and review authority

### WHAT YOU WILL HAVE

- Country-specific completed letter draft

### CHECK BEFORE YOU FINISH

- Correct procedural stage
- Required fields and both languages checked
- Facts and authority supported
- Retain output before leaving

**The form still shows incomplete required fields.**

Expand the relevant sections and inspect each marked field, including both languages. Use the field's context help to understand its purpose; do not enter unsupported filler.

**06 STEPS / WALKTHROUGH ON THE FOLLOWING PAGES**

Blank forms and editing controls were observed through the authorised Recruitment Contracts, Letters & Law suite. No client details were entered and no document was generated or issued.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 1–2 OF 6

OPEN SOURCE

# Complete a country-specific HR letter

## 01 Open 'Letter Studio'

Select Country. Use Find a letter to narrow titles or references, then choose Letter to create. The inspected example was SA-L02 Joining and onboarding confirmation.

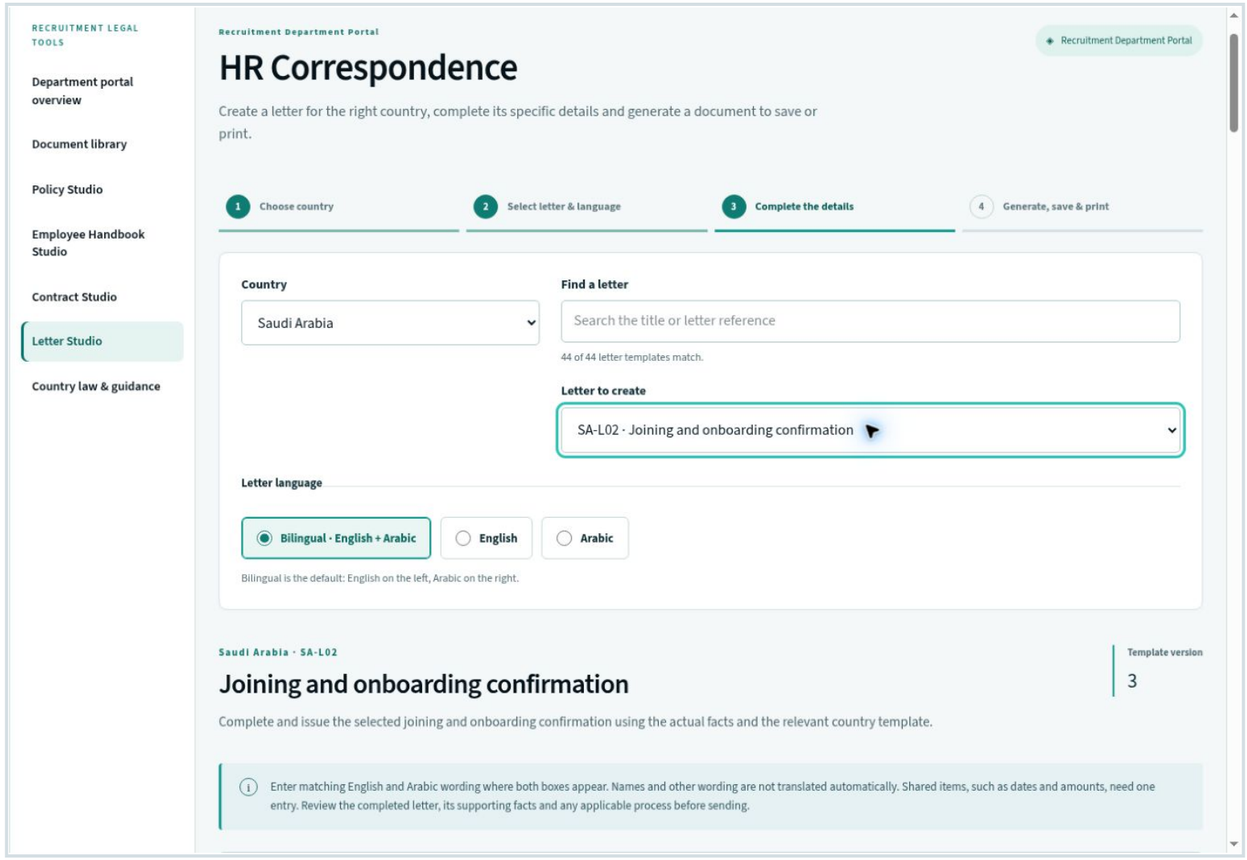
CHECK The letter title, country reference and template version are displayed.

## 02 Choose the language and read the guidance

Select Bilingual English + Arabic, English or Arabic. Open Before completing this letter. Matching English and Arabic wording must be entered where shown; it is not automatically translated.

CHECK The completion rules and language requirement are understood.

CURRENT LIVE SCREEN




Current related-suite letter selection: Saudi joining and onboarding confirmation, version 3, with language choice.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 3–4 OF 6

OPEN SOURCE

# Complete a country-specific HR letter

## 03 Complete Organisation and Letter particulars

Enter the employer name, issue date, unique reference, recipient, employee/candidate reference and private delivery route as requested. Shared dates and amounts use one entry.

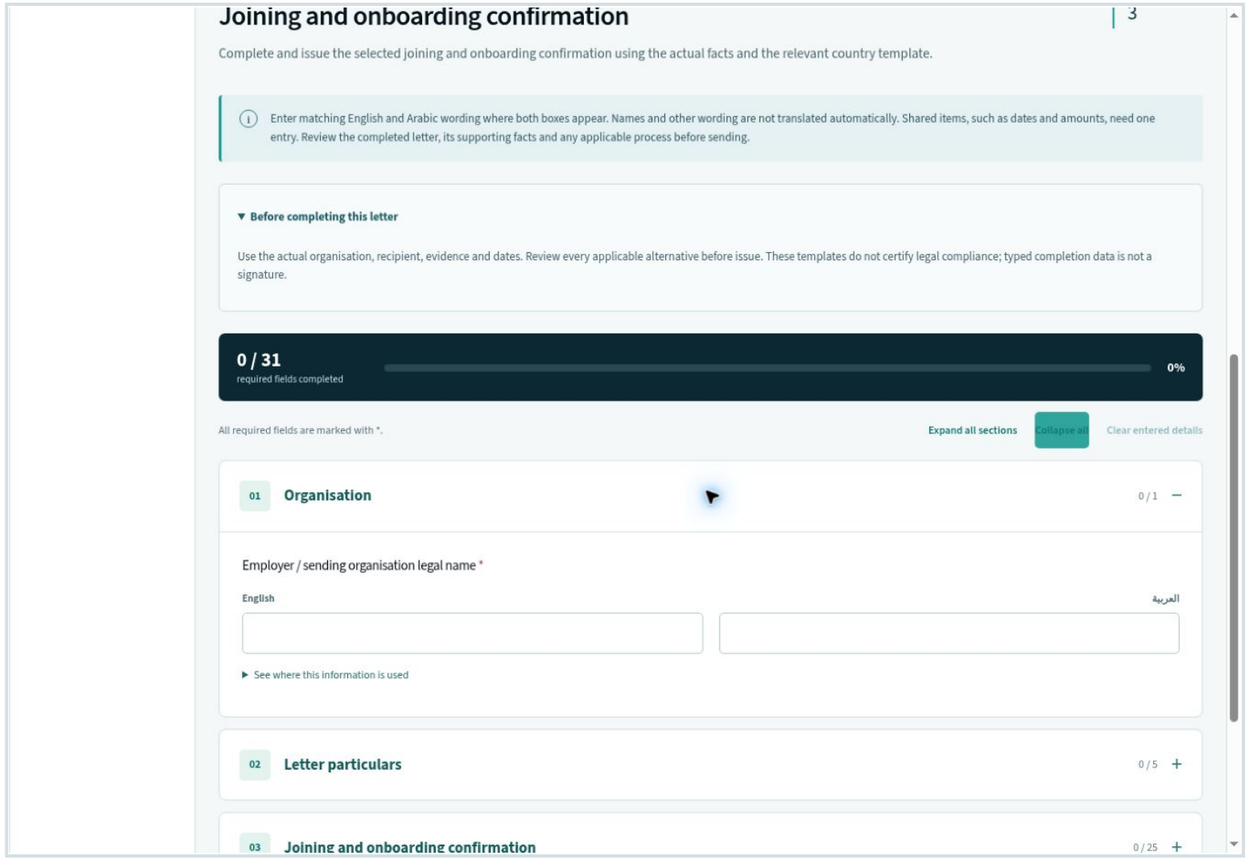
CHECK Checkpoint: the letter identifies the correct organisation, person and issue context.

## 04 Complete the letter-specific section

Use the fields for the selected situation. The joining example includes role, contract reference, start arrangements, working hours, equipment, reporting routes, documents, buddy and signatory authority.

CHECK Checkpoint: the message contains the operational information needed by its recipient.

CURRENT LIVE SCREEN




Current related-suite letter form: guidance, required-field progress and bilingual organisation particulars. Fields remain blank.

CONTRACTS, LETTERS AND COUNTRY DOCUMENTS / STEPS 5–6 OF 6

OPEN SOURCE

# Complete a country-specific HR letter

## 05 Use the completion checks

Review the required-field progress. 'Expand all sections', 'Collapse all' and 'See where this information is used' help you inspect the inputs. The example had 31 required fields.

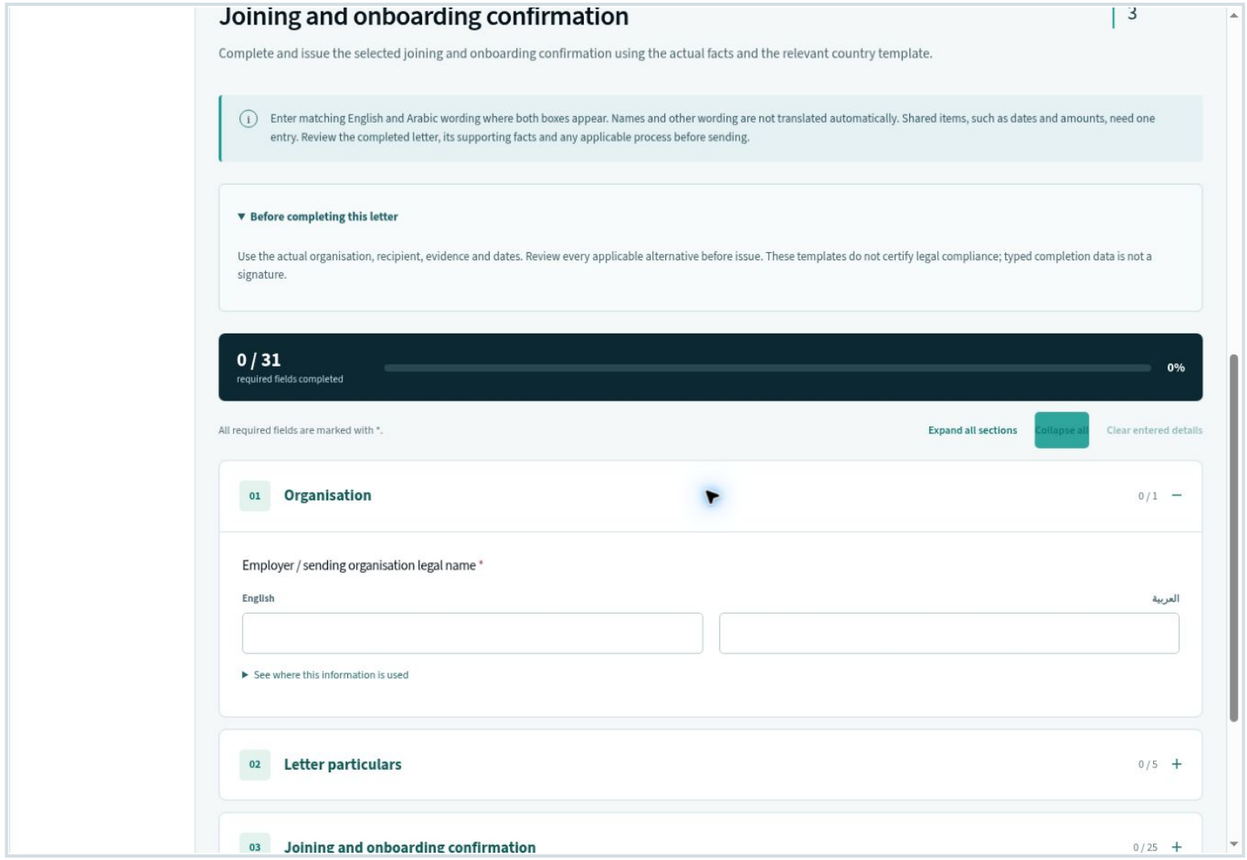
CHECK Checkpoint: the required information and its use in the wording have been reviewed.

## 06 Generate, retain and review

Use 'Download editable Word' or 'Generate letter' when complete. Save the generated PDF before leaving, inspect all pages and obtain issue authority; generation does not send or sign the letter.

CHECK Checkpoint: a complete review edition is retained; no letter was generated or sent here.

CURRENT LIVE SCREEN




Current related-suite letter form: guidance, required-field progress and bilingual organisation particulars. Fields remain blank.

REFERENCE / 1 OF 1

OPEN SOURCE

# Recruitment journey and its main outputs

| Stage | Workspace area | Practical output |
| --- | --- | --- |
| Define | Jobs & requisitions / Clients | Agreed brief and decision route |
| Attract | Content studio / Jobs board | Reviewed advertisement and public opportunity |
| Review | Website CV intake / Candidates / Application pipeline | Application evidence and next action |
| Assess | Interviews / assessment route | Comparable evidence and reasoned selection recommendation |
| Appoint | Offers & acceptances | Authorised offer and actual response |
| Begin | Placements & onboarding | Joining plan and confirmed actual start |

REFERENCE / 1 OF 1

OPEN SOURCE

# Before you send or publish

| Item | Check |
| --- | --- |
| Vacancy | Approved brief, closing date and publication status |
| Candidate message | Correct person, purpose, preference and connected provider |
| Interview calendar | Date, duration, time zone and recipient details |
| Offer | Approved terms, currency, conditions and candidate |
| Client report | Correct workspace, period and appropriate personal-data detail |

REFERENCE / 1 OF 1

OPEN SOURCE

# Recruitment legal tools at a glance

| Area | Use it for | Visible output route |
|---|---|---|
| Document library | Find retained country documents and editions | View PDF / Download PDF / Word / Edit a copy |
| Policy Studio | Adapt a separate organisation copy | Download edited PDF / Download editable Word |
| Employee Handbook Studio | Complete organisation-specific bilingual particulars | Generate bilingual handbook / Download editable Word |
| Contract Studio | Complete a country-specific agreement | Generate contract / Download editable Word |
| Letter Studio | Prepare country-specific correspondence | Generate letter / Download editable Word |
| Country law & guidance | Locate country references and source material | Reference search and original documents |

QUICK REFERENCE

# Your final check

- [ ] **01** Confirm the workspace and client before opening or entering records.
- [ ] **02** Keep one approved brief across requisition, advertisement and assessment criteria.
- [ ] **03** Check the applicant, vacancy and stage before recording a decision.
- [ ] **04** Distinguish drafts and exports from successful external delivery.
- [ ] **05** Separate an accepted offer, a recorded hire and a confirmed actual start.

HELP AND SUPPORT

OPEN SOURCE

# Continue with HR Delivery

Start with Lama when you need the correct workspace, an explanation of a tool, a missing resource or help arranging specialist support. Describe the task you were trying to complete and the last screen you reached. Include a redacted screenshot if useful, together with the record reference and relevant date.

## OPEN LAMA'S RECEPTION

drphillip@hr.delivery

## INCLUDE IN YOUR REQUEST

- Department and workspace name
- Task and last control selected
- Record or document reference, without personal data
- Exact error wording and a redacted screenshot

REFERENCE NOTES

OPEN SOURCE

# Guide scope and screen references

- Public screens and examples were inspected read-only. No client records were created, published, sent or approved.
- Screens labelled published demonstration show HR Delivery’s illustrative workspace, not this review’s authenticated access.
- Confirm private form labels, permission rules and save/export behaviour with the workspace administrator before using the source-described procedures operationally.
- No public vacancies were returned during review, so an individual live vacancy and application submission could not be inspected.
- AI telephone interviewing is labelled In development on the public Recruitment page.
- The Recruitment copy of Contracts, Letters & Law is now present and was inspected. Its blank studio forms were reviewed; document generation, approval and issue were not transaction-tested.

Screen key: Current live screen | Published demonstration | Prior reviewed screen