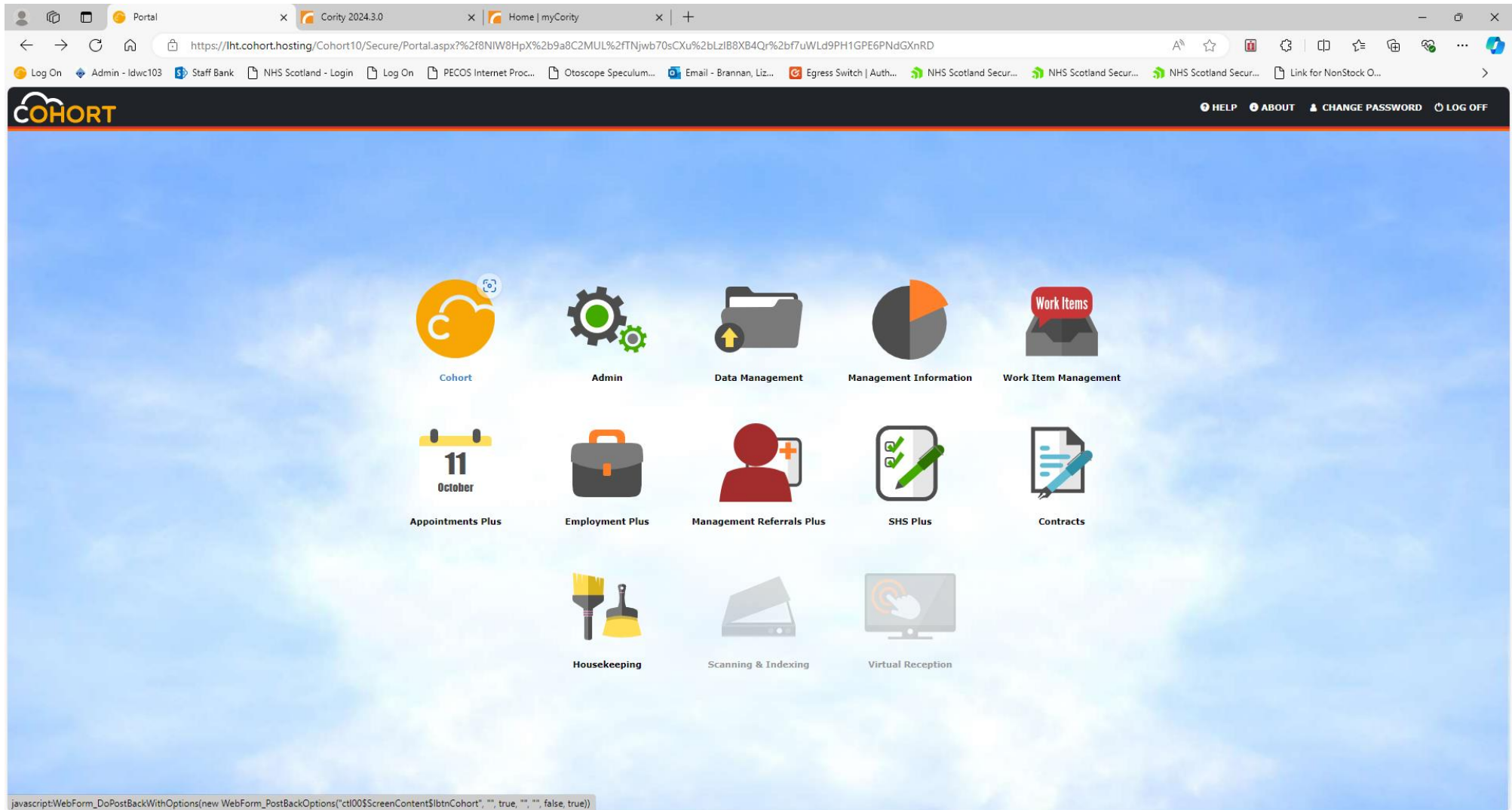


My Cority Pre Employment Process

When you log into Cohort you would have seen either of these dashboard screens:



myCority Dashboard

https://lht.cohort.hosting/Cohort10/Secure/PrePlacementPlus/PrePlacementPlusQuestionnaireSummaryList.aspx?55vkLDVvXNH25kPG9Dnulq%3d%3d

Log On Admin - ldwc103 Staff Bank NHS Scotland - Login Log On PECOS Internet Proc... Oscope Speculum... Email - Brannan, Liz... Egress Switch | Auth... NHS Scotland Secur... NHS Scotland Secur... NHS Scotland Secur... Link for NonStock O...

COHORT PORTAL HELP ABOUT CHANGE PASSWORD LOG OFF

DASHBOARD QUESTIONNAIRES USERS

DASHBOARD

SEARCH PARAMETERS

Last Name

First Name

DOB

Questionnaire

Created From

Created To

Employer

Show Removed Items

SEARCH CLEAR

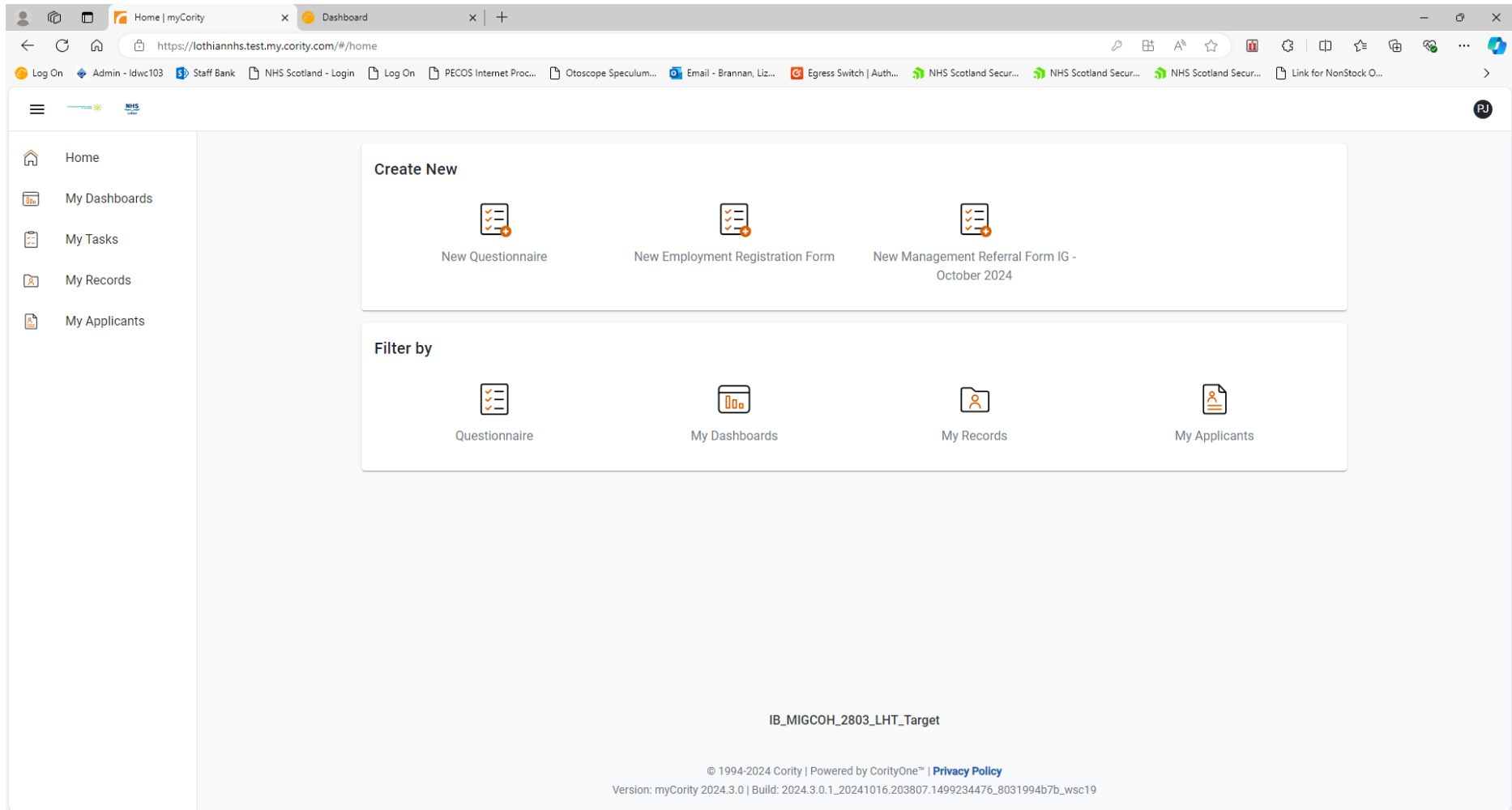
Created	Questionnaire	Employer	Post Title	Sent (Queued)	Saved	Not Matched	Matched	Further Info	Withdrawn	Expired	Completed By OH	Auto Cleared
<input type="checkbox"/> 26/07/2024	NHSL Pre Placement - Imms Questionnaire - July 24	TURAS	TURAS - ST4	1	0	0	1	0	0	0	0	0
<input type="checkbox"/> 28/06/2024	NHSL Pre Placement Category D Known Students into Clinical Roles (Autoclear) Cohort - V5 July 24	NAPIER UNIVERSITY - RESEARCH PASSPORT	RESEARCH PASSPORT POSITION	2	0	0	1	0	0	0	0	1
<input type="checkbox"/> 12/04/2024	NHSL Pre Placement Category B Clinical/Non Clinical in Clinical Area May 23	NHS LOTHIAN	SUPPORT SERVICES BAND 3 - WITH DRIVING DUTIES	1	0	0	0	0	0	0	1	0
<input type="checkbox"/> 14/11/2023	NHSL Pre Placement Category C EPPs May 23	NHS LOTHIAN STAFF BANK	TURAS - FY2	1	1	0	0	0	0	0	0	0
<input type="checkbox"/> 01/06/2023	NHSL Pre Placement - Imms Evidence Questionnaire for OHS staff only use	NHS LOTHIAN	AHP SERVICES BAND 5	1	0	0	1	0	0	0	0	0
<input type="checkbox"/> 04/01/2023	NHSL Pre Placement Category G new students Dec Jan 23	NAPIER UNIVERSITY	STUDENTS ONLY - 2023 - JAN INTAKE	1	0	0	0	0	0	0	1	0
<input type="checkbox"/> 30/11/2022	NHSL Pre Placement Questionnaire External Business Users Feb 22	ENCAP	WAREHOUSE OPERATOR	1	0	0	1	0	0	0	0	0
<input type="checkbox"/> 23/11/2022	NHSL Pre Placement Category B Clinical/Non Clinical in Clinical Area July 2022	NHS LOTHIAN	NURSING SERVICES BAND 6	1	0	0	0	0	0	0	1	0
<input type="checkbox"/> 25/10/2022	NHSL Pre Placement Category A Non Clinical Staff in Non Clinical Areas(Autoclear) Feb 2022	NHS LOTHIAN	OFFICE/ADMINISTRATIVE SERVICES BAND 3	1	0	0	0	0	0	0	1	0
<input type="checkbox"/> 25/10/2022	NHSL Pre Placement Student G New Students (Autoclear) Cohort - July 2022v2	NAPIER UNIVERSITY	STUDENTS ONLY - 2022 - SEPT INTAKE	1	0	0	0	0	0	0	0	1

BULK UPLOAD ADD VIEW

Created By: Updated By: Users: LHT: lizz.brannan
 Created On: Updated On: Database: Cohort

Employment Plus - Cohort Software Limited
 Page Id: AAA07BA7-7F9B-4C49-B80E-586800B4AB25

When you log into Cority this is what you will see, some managers will have more icons than others:



The different icons will be associated to your profile in Cority that will have been set for you. Recruiting managers will only see our New Employment Questionnaire button and any manager who also refer staff, will have questionnaire buttons for both management referrals and for pre employment questionnaires.

To start a new Pre Employment Questionnaire in cohort you would have gone to this screen and clicked on the green Add option:

The screenshot shows the 'PrePlacementPlus' questionnaire summary list in the COHORT system. The page includes a search bar with fields for Last Name, First Name, and DOB, and dropdown menus for Questionnaire, Created From, Created To, and Employer. A 'Show Removed Items' checkbox is also present. Below the search bar is a table listing various questionnaires with their respective details.

Created	Questionnaire	Employer	Post Title	Sent (Queued)	Saved	Not Matched	Matched	Further Info	Withdrawn	Expired	Completed By OH	Auto Cleared
26/07/2024	NHSL Pre Placement - Imms Questionnaire - July 24	TURAS	TURAS - ST4	1	0	0	1	0	0	0	0	0
28/06/2024	NHSL Pre Placement Category D Known Students into Clinical Roles (Autoclear) Cohort - V5 July 24	NAPIER UNIVERSITY - RESEARCH PASSPORT	RESEARCH PASSPORT POSITION	2	0	0	1	0	0	0	0	1
12/04/2024	NHSL Pre Placement Category B Clinical/Non Clinical in Clinical Area May 23	NHS Lothian	SUPPORT SERVICES BAND 3 - WITH DRIVING DUTIES	1	0	0	0	0	0	0	1	0
14/11/2023	NHSL Pre Placement Category C EPPs May 23	NHS Lothian Staff Bank	TURAS - FY2	1	1	0	0	0	0	0	0	0
01/06/2023	NHSL Pre Placement - Imms Evidence Questionnaire for OHS staff only use	NHS Lothian	AHP SERVICES BAND 5	1	0	0	1	0	0	0	0	0
04/01/2023	NHSL Pre Placement Category G new students Dec Jan 23	NAPIER UNIVERSITY	STUDENTS ONLY - 2023 - JAN INTAKE	1	0	0	0	0	0	0	1	0
30/11/2022	NHSL Pre Placement Questionnaire External Business Users Feb 22	ENCAP	WAREHOUSE OPERATOR	1	0	0	1	0	0	0	0	0
23/11/2022	NHSL Pre Placement Category B Clinical/Non Clinical in Clinical Area July 2022	NHS Lothian	NURSING SERVICES BAND 6	1	0	0	0	0	0	0	1	0
25/10/2022	NHSL Pre Placement Category A Non Clinical Staff in Non Clinical Areas(Autoclear) Feb 2022	NHS Lothian	OFFICE/ADMINISTRATIVE SERVICES BAND 3	1	0	0	0	0	0	0	1	0
25/10/2022	NHSL Pre Placement Student G New Students (Autoclear) Cohort - July 2022v2	NAPIER UNIVERSITY	STUDENTS ONLY - 2022 - SEPT INTAKE	1	0	0	0	0	0	0	0	1

Footer information: Created By: Updated By: User: LHT_lizz.brannan Database: Cohort. Page ID: AAA070A7-7F9B-4C49-B80E-586800B4A825

To start a new Employment Questionnaire in Cority you will click on the relevant New Employment Registration Form button on show



- Home
- My Dashboards
- My Tasks
- My Records
- My Applicants

Create New

- New Questionnaire
- New Employment Registration Form
- New Management Referral Form IG - October 2024

Filter by

- Questionnaire
- My Dashboards
- My Records
- My Applicants

IB_MIGCOH_2803_LHT_Target

In Cohort you had to fill out this registration page:

The screenshot shows a web browser window with the URL <https://lht.cohort.hosting/Cohort10/Secure/PrePlacementPlus/PrePlacementPlusQuestionnaireSummaryDetails.aspx?XA2Ox%2fwqpPV6yHzZ48qoWz1%2bCB07s2kpd52I83A2r1Nuv0MKsf2EHMQDo2FTHQP...>. The browser tabs include 'Home | myCohort' and 'Questionnaire Recipient Details'. The page header shows the 'COHORT' logo and navigation links: PORTAL, HELP, ABOUT, CHANGE PASSWORD, LOG OFF. The breadcrumb trail is 'DASHBOARD > QUESTIONNAIRES > USERS > DASHBOARD > QUESTIONNAIRE RECIPIENT DETAILS'. The main heading is 'Employment Plus - Registration Form'. The form is divided into several sections: 'NEW EMPLOYEE DETAILS' with fields for First Name, Last Name, Email, PIN (20241025092240), Questionnaire Number, Employer, Recruitment Team, Directorate, Site, Department, Post Title, and Employment Type; 'HR / MANAGER CONTACT DETAILS' with fields for Name, Contact Type, Telephone, and Email; 'QUESTIONNAIRE DETAILS' with fields for Questionnaire, Email Template, and Priority (Normal); and 'DISTRIBUTION DETAILS' which is currently empty. At the bottom right of the form area is an 'UPDATE' button. The footer contains navigation buttons: SAVE, PREVIOUS, NEXT, SUBMIT, CANCEL. The footer also includes user information: Created By, Created On, Updated By, Updated On, User: LHT_lizz.brannan, Database: Cohort, and page information: Employment Plus - Cohort Software Limited, Page Id: D8CBBAD-DB7E-4285-8272-4349CDF81BF0.

In Cority you will now complete this questionnaire, or similar one:

The screenshot shows a web browser window with the following details:

- Browser Tabs:** Employment Registration Form | x, Questionnaire Recipient Details | x
- Address Bar:** <https://lothiannhs.test.my.cority.com/#/questionnaire/medicalpublicqrhstandaloneportal?questionnaireid=26>
- Navigation Menu (Left):** Home, My Dashboards, My Tasks, My Records, My Applicants
- Form Title:** Employment Registration Form
- Form Fields:**
 - Details:** PageID - COH-003605-c
 - Employee *:** Search for... (with search icon)
 - Priority:** (Dropdown menu)
 - Contact Type:** (Dropdown menu)
 - HR/ Manager Name:** (Text input, 0 / 4000)
 - HR/ Manager Email:** (Text input, 0 / 4000)
 - Select a Starter Questionnaire *:** (Dropdown menu)
- Action Buttons:** Cancel, Delete, Save, Submit

On the left hand list you are able to view:

My Applicants – will show the questionnaires that you have sent out to candidates and there are 2 lists you can view NOT CLEARED and CLEARED

The screenshot shows a web browser window with the URL <https://lothiannhs.test.my.corty.com/#/myapplicants>. The page title is "My Applicants". On the left, there is a navigation menu with options: Home, My Dashboards, My Tasks, My Records, and My Applicants. The main content area has two tabs: "Not Cleared" (selected) and "Cleared". Below the tabs, there is a list of seven applicants, each with a document icon and the following details:

- Applicant's Name: Darling, Wendy, Post Title: STAFF NURSE, Email: lizz041168@gmail.com
Clearance Status **Not Assigned**
Application Status PPQ submitted
Work Demographics 123, 123 ACCOUNTS, 123 WGH, 123, EXTERNAL CONTRACT
- Applicant's Name: Darling, Wendy, Post Title: CUSTOMER SERVICES, Email: lizz041168@gmail.com
Clearance Status **Not Assigned**
Application Status Application Email Sent
Work Demographics 123, 123 ACCOUNTS, 123 WGH, 123, EXTERNAL CONTRACT
- Applicant's Name: Who, Cindy Lou, Post Title: DATABASE ADMINISTRATOR, Email: lewis.rutherford@nhs.scot
Clearance Status **Not Assigned**
Work Demographics NHS - SJH, 123 ACCOUNTS, TURAS - NHS LOTHIAN, NHS LOTHIAN, EXTERNAL CONTRACT
- Applicant's Name: Hutcombo, Pizza, Post Title: NURSING SERVICES BAND 5, Email: michelle.wood3@nhs.scot
Clearance Status **Not Assigned**
Work Demographics 123, 123 ACCOUNTS, 123 WGH, 123, EXTERNAL CONTRACT
- Applicant's Name: Elizabeth, Queen, Post Title: MIDWIFERY DIRECT CLINICAL CARE BAND 4
Clearance Status **Not Cleared**
Application Status PPQ submitted
Work Demographics 123, 123 ACCOUNTS, 123 WGH, 123, EXTERNAL CONTRACT
- Applicant's Name: Bread, Garlic, Post Title: ACCOUNTANT, Email: lizz041169@hotmail.co.uk
Clearance Status **Not Assigned**
Application Status PPQ submitted
Work Demographics 123, 123 ACCOUNTS, 123 WGH, 123, EXTERNAL CONTRACT
- Applicant's Name: Dock, Albert, Post Title: ACCOUNTANT
Clearance Status **Not Assigned**
Application Status PPQ submitted