



Fit4jobs

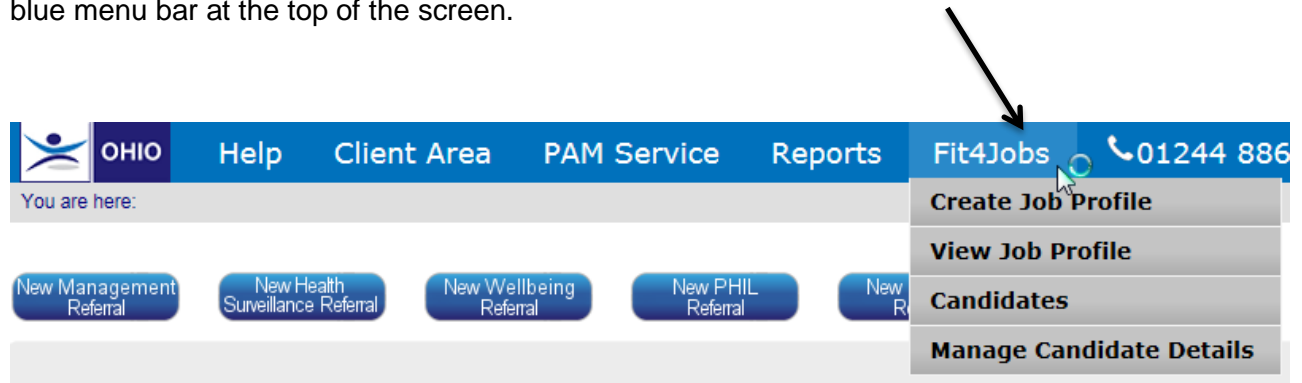
Client User Guide

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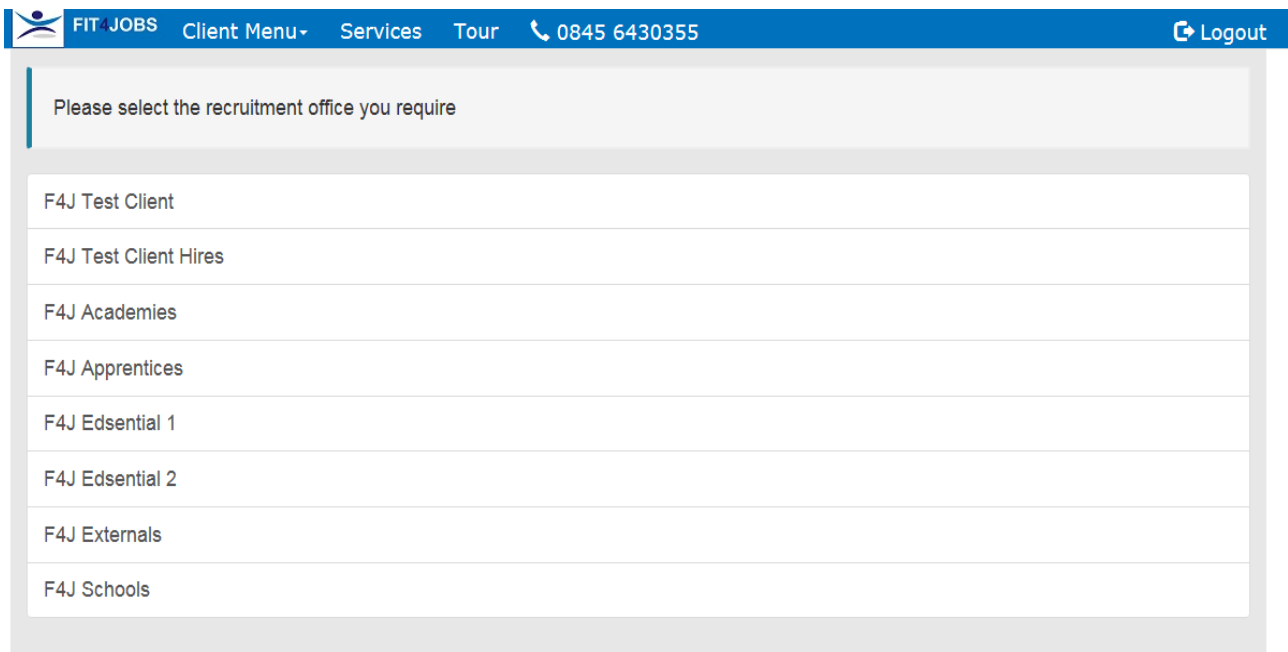
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Accessing Fit4jobs and how to log on

Users can access Fit4Jobs by logging into OHIO then hover on the Fit 4 jobs link in the blue menu bar at the top of the screen.



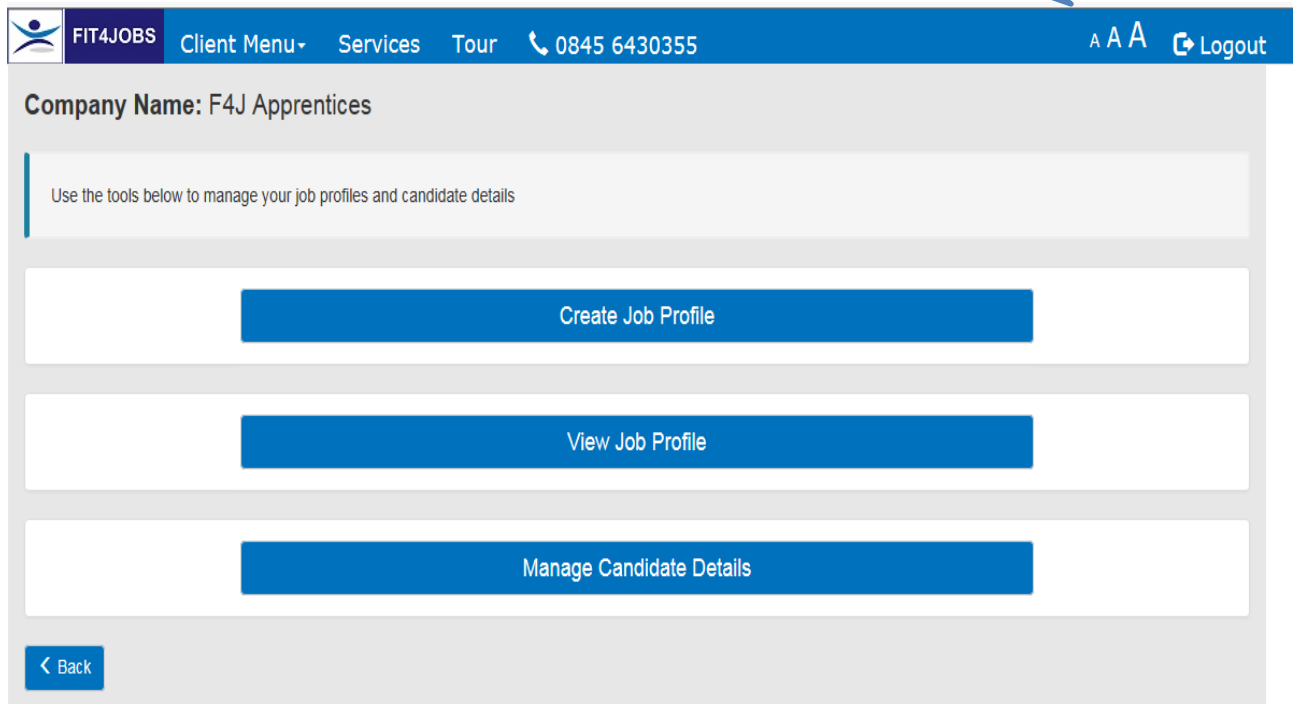
If you have more than one recruitment area, a list will be displayed. Click on the recruitment area you wish to enter.



2. Client Menu

The Client Menu page allows the user to create Job Profiles, View and Update Existing Job Profiles and Manage Candidate Login Details.

Click on letter A to make the text larger.



To create a job profile, simply click on “Create Job Profile”.

3. Create Job Profile

Before a candidate can be given login details the Client must create an appropriate job profile. This is an assessment of the risks associated with each role.

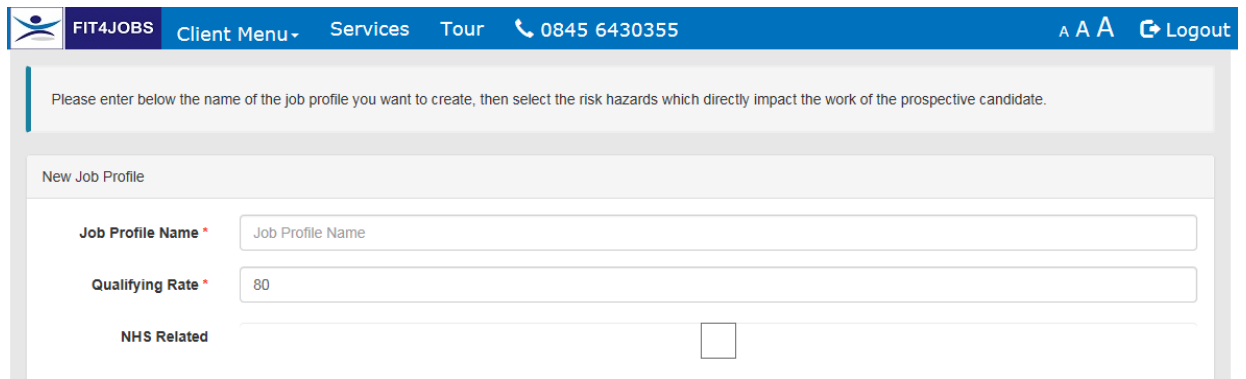
It is recommended that where ever possible ‘generic’ profiles are used. For example, the risks associated with a clerical admin role are likely to be the same as that of an accounts clerk or office manager. So, a single profile called “Admin2 or “Office Based Worker” could cover a whole range of job titles.

However, if the job role requires specific health assessments, such as audio, spirometry tests a separate job profile must be created.

Should further advice be required regarding risks please contact your People Asset Management representative.

There are two mandatory sections on Medical History and Lifestyle which the client cannot see, but are always asked as part of any assessment.

Enter a suitable title for the Job Profile and tick any questionnaires you want to be included. Then select any immunisations or blood tests that are required for this particular job profile.



The screenshot shows the 'New Job Profile' form in the FIT4JOBS system. The form is contained within a grey-bordered box. At the top of the box, there is a blue navigation bar with the FIT4JOBS logo, 'Client Menu', 'Services', 'Tour', a phone icon with the number '0845 6430355', and 'Logout' with a magnifying glass icon. Below the navigation bar, a light grey instruction box reads: 'Please enter below the name of the job profile you want to create, then select the risk hazards which directly impact the work of the prospective candidate.' The form itself has a title 'New Job Profile' and three input fields: 'Job Profile Name' with a placeholder 'Job Profile Name', 'Qualifying Rate' with the value '80', and 'NHS Related' with an unchecked checkbox.

FIT4JOBS Client Menu Services Tour 0845 6430355 A A A Logout

Please enter below the name of the job profile you want to create, then select the risk hazards which directly impact the work of the prospective candidate.

New Job Profile

Job Profile Name * Job Profile Name

Qualifying Rate * 80

NHS Related

Chemicals	<input checked="" type="checkbox"/>
DSE User	<input type="checkbox"/>
Flying or flying in Aircraft	<input type="checkbox"/>
Food Hygiene Questions	<input type="checkbox"/>
Foreign Travel	<input type="checkbox"/>
Freezer Medical Questions	<input type="checkbox"/>
Hand Arm Vibration Initial Screening	<input type="checkbox"/>
Healthcare Blood Validation	<input checked="" type="checkbox"/>
Blood Services <ul style="list-style-type: none"> <input type="checkbox"/> HIV 1 Blood Check <input type="checkbox"/> HIV 2 Blood Check <input type="checkbox"/> Hepatitis C Antigens <input checked="" type="checkbox"/> Hepatitis B Antigens 	
Healthcare Vaccination Validation	<input checked="" type="checkbox"/>
Immunisation Services <ul style="list-style-type: none"> <input type="checkbox"/> Hepatitis A Vaccination Check <input checked="" type="checkbox"/> Hepatitis B Vaccination Check <input type="checkbox"/> Measles Vaccination Check <input type="checkbox"/> MMR Vaccination Check <input type="checkbox"/> Varicella Vaccination Check <input type="checkbox"/> Diphtheria Vaccination Check <input type="checkbox"/> Tetanus Vaccination Check <input type="checkbox"/> Polio Vaccination Check <input type="checkbox"/> BCG Scar Check <input type="checkbox"/> TB Vaccination Check <input type="checkbox"/> Yellow Fever Vaccination Check 	
Hearing Questionnaire	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Manual Handling	<input type="checkbox"/>
Medical Worker Screening	<input type="checkbox"/>
Mobile working / Vocational Driving	<input type="checkbox"/>
Respiratory Questionnaire	<input type="checkbox"/>
Shift Working	<input type="checkbox"/>
Working at Heights/ confined spaces	<input type="checkbox"/>
< Back	Save

Tick the boxes of any risks that you want included in the questionnaire; & any immunisation or blood checks.

Then select what type of checks you wish to be made, i.e. Hep B, MMR etc.

If you tick the blood or vaccination check boxes, you will also be required to select what type of assessment you wish us to validate.

Once you have selected all the questionnaires you wish to be included in your profile, click save to confirm the job profile. Then select Back [Click Save](#)

4. View/Amend Job Profile

To view or amend any existing profile, click on the "View Job Profile" from your home page.

The screenshot displays the FIT4JOBS client interface for the company 'F4J Apprentices'. The top navigation bar includes the FIT4JOBS logo, a 'Client Menu' dropdown, links for 'Services' and 'Tour', a phone number '0845 6430355', and a 'Logout' button. Below the navigation bar, the company name 'Company Name: F4J Apprentices' is displayed. A grey box contains the instruction: 'Use the tools below to manage your job profiles and candidate details'. Three blue buttons are stacked vertically: 'Create Job Profile', 'View Job Profile', and 'Manage Candidate Details'. At the bottom left, there is a blue button with a left arrow and the text '< Back'.

This will display a list of existing job profiles, which the user is able to view or amend.

Company Name: F4J Apprentices

Job Profile Name Search

Page Size:

No	Job Profile Name	Health Qualifying Rate	Action
7813	Match Official	80%	<input type="button" value="Edit"/>
7826	Linesman	80%	<input type="button" value="Edit"/>
7827	Video Ref	80%	<input type="button" value="Edit"/>
7829	Gardner	80%	<input type="button" value="Edit"/>
7835	Waste Disposal	80%	<input type="button" value="Edit"/>

Showing 1 to 5 of 5 entries

1

Click Edit against any job profile you wish to change.

By clicking on Edit against the required job profile, it will display the Risk Hazards for that profile.

If amendments are required, the user can 'tick' or 'un-tick' Risk Hazards and save the changes by pressing the Update button at the bottom of the screen.

Please select the risk hazard which directly impact the work the candidate.

Job Profile - Teacher

Job Profile Name *

Qualifying Rate *

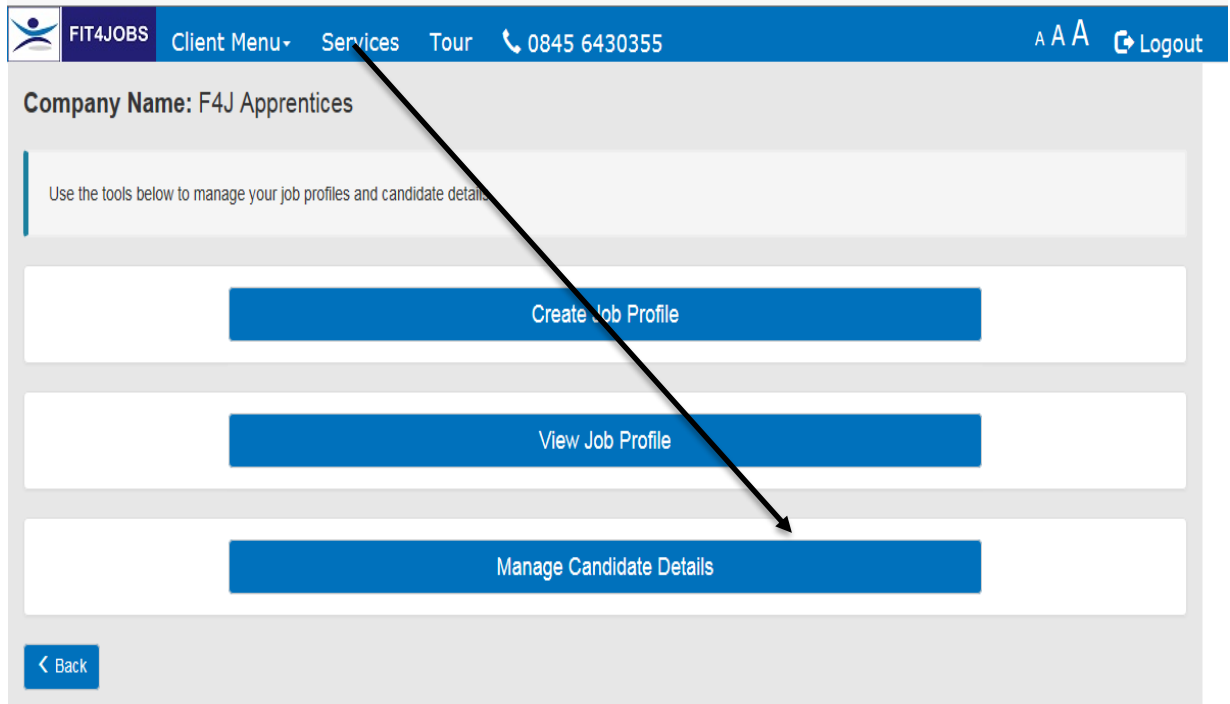
NHS Related

- Chemicals
- DSE User
- Flying or flying in Aircraft
- Food Hygiene Questions
- Foreign Travel
- Freezer Medical Questions
- Hand Arm Vibration Initial Screening
- Healthcare Blood Validation
 - Blood Services
 - HIV 1 Blood Check
 - HIV 2 Blood Check
 - Hepatitis C Antigens
 - Hepatitis B Antigens

Click Back to return to Main menu.

5. Managing/Creating Candidate Login Details

From the home page, click the box marked “Manage Candidate Details”.



The screenshot displays the FIT4JOBS client interface. At the top, a blue navigation bar contains the FIT4JOBS logo, a 'Client Menu' dropdown, and links for 'Services', 'Tour', and a phone number '0845 6430355'. On the right side of the bar are 'A A' font size controls and a 'Logout' button. Below the navigation bar, the page title is 'Company Name: F4J Apprentices'. A light gray box contains the instruction: 'Use the tools below to manage your job profiles and candidate details.' Three blue buttons are stacked vertically: 'Create Job Profile', 'View Job Profile', and 'Manage Candidate Details'. A black arrow points from the 'Services' link in the navigation bar to the 'Manage Candidate Details' button. At the bottom left, there is a blue button with a left-pointing arrow and the text '< Back'.

On this screen the user can:

- the status of questionnaires already allocated to candidates
- the number of questionnaires remaining.
- Allocate a new candidate a username and password
- Amend candidate name on any uncompleted questionnaires

Change number of records displayed per page

Search by Current Status, candidate name or job profile

Amend candidate name on any uncompleted questionnaires

JOBS Client

Client Name: F4J Apprentice

Select Status

Page Size:

CandidateStatus	Username	Password	Candidate Name	Job Profile	View	Action
Available	FJT003016	j8T9Sng5				<input type="button" value="Edit"/>
Available	FJT003017	j5A7KyFt				<input type="button" value="Edit"/>
Available	FJT003018	Go95MgDa				<input type="button" value="Edit"/>
Available	FJT003019	e3A4Smk7				<input type="button" value="Edit"/>
Available	FJT003020	r9TNs86F				<input type="button" value="Edit"/>
Available	FJT003010	Fatzberger01	Heinrich Fatzberger	Waste Disposal		<input type="button" value="Edit"/>
Completed (Suitable)	FJT003009	Berry01	Gerry Berry	Waste Disposal		
Completed (Suitable)	FJT003013	Burman01	Adam Burman	Gardner		
Completed (Deferred - Cancelled)	FJT003015	Ganson02	Ben Ganson	Video Ref		
Completed (Suitable)	FJT003011	Gofor01	Gordon Gofor	Match Official		

Showing 1 to 10 of 20 entries

To allocate a candidate a username and password, search for any available log on, then click on “edit”.

- Enter Candidate forename and surname
- Select job profile
- Enter an email address (optional) – if an email address is entered, this will send out log on details to the candidate via the email address entered.
- Username and Password are displayed, you can change the password to something of your own choice if you wish.

The screenshot shows the 'Edit Candidate Details' form. The header includes the FIT4JOBS logo, navigation links for 'Services' and 'Tour', a phone number '0845 6430355', and a 'Logout' button. The form title is 'Edit Candidate Details'. Below the title is a instruction: 'Please complete the details below'. The form fields are:

- Candidate Firstname ***: Input field with placeholder 'Candidate Firstname'
- Candidate Surname ***: Input field with placeholder 'Candidate Surname'
- Candidate Email**: Input field with placeholder 'Enter the candidate's email address here to send their log in details direct'
- Username**: Input field with value 'WCL004041'
- Password ***: Input field with value 'Xf3g9NZy'. A callout box points to this field with the text: 'You can change the password if you wish to something more memorable'
- Job Profile**: Dropdown menu with value '[Please Select.]'

At the bottom of the form are two buttons: '< Back' and 'Save'.

Click Save when candidate details have been entered. You must provide the candidate with these logs on details. The web address is - <https://fit4jobs.ohiosystems.co.uk>

When the candidate logs into Fit4Jobs they are shown an instructional video and then asked to fill in their contact details and confirm they have read and understood the disclaimer statements. In doing so they are confirming that the details they give are true and correct to the best of their knowledge.

6. When Screening has been completed

Stage 1 screening - Candidate is suitable and all immunisation/blood checks have been validated - all details are transferred into OHIO temporarily. Recruiting manager will receive a suitability form (appendix 1).

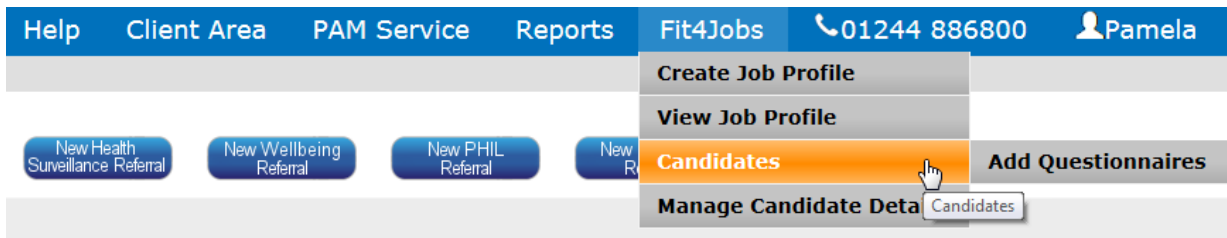
Stage 2 screening – candidate has failed to provide us with details of immunisation / bloods. All details are transferred to OHIO temporarily where the necessary appointment will be made for the candidate. The recruiting manager will receive email notifying them of this (appendix 2).

The list below explains a variety of circumstances and possible outcomes.

Outcome	Definition
Suitable	System has passed candidate or nurse passes candidate no adjustments required
Suitable with Adjustments	Nurse passes candidate with recommended adjustments
Referred to Stage 2	Stage 2 physical appointment required nurse will select appointment
Unsuitable	Nurse selects as candidate is Unsuitable for role
Deferred - Cancelled	Nurse selects this option unable to complete screening cancelled with charge

7. Viewing Suitability Form

When the screening has been completed, you will receive an email from OHIO informing you that the Suitability report is available. To view this log onto OHIO, Fit4jobs, then drop down onto Candidates



Locate the candidate by typing in the surname and clicking search, then click View

Search candidates by

Client: Candidate Name: ERN:

Record Status:

dd Questionnaires

<< 1 2 >> Show 20 records per page.

ERN	Status	Name	Client	Job Title	DoB	Telephone	Mobile	Submission Date	Action
1113747	Referred	Blindref Jack	F4J Apprentices	Match Official	15/05/1989				View
1113705	All	Bloggs Joe	F4J Test Client	Gail Video	17/02/1999				
1113706	All	Bug959 MatTest	F4J Test Client	Bloods - Immunisation - Freezer (3)	23/05/1982				
1113703	Unsuitable	BugTest 952 Bug 952	F4J Test Client	Bloods - Immunisation - Freezer (3)	23/05/1982				
1113750	Referred	Burman Adam	F4J Apprentices	Gardner	28/05/1989				View
1113762	Suitable	Checking Suitability	F4J Test Client	Bloods - Immunisation - Freezer (3)	27/02/1985				View
1113686	Unsuitable	ELEVEN TEST	F4J Test Client	Bloods - Immunisation - Freezer (3)	01/08/1987				
1113758	Suitable	Fisher Eddie	F4J Schools	Facilities	11/06/1974				View
1113717	Referred	FORTYSEVEN TEST	F4J Test Client	Bloods - Immunisation - Freezer (3)	14/03/1978				View
1113745	Suitable	Ganson Steve	F4J Apprentices	Video Ref	14/05/1989				View
1113702	Unsuitable	GLASGOW2 TEST	F4J Test Client	Bloods - Immunisation - Freezer (3)	02/04/1972				
1113753	Suitable	Gofor Gordon	F4J Apprentices	Match Official	12/06/1979				View
1113756	Suitable	Orange Agents	F4J Test Client	Bloods - Immunisation - Freezer (3)	04/09/1974				View

Once you have entered the Candidates record, click on the Consultation Report tab to view the Suitability form.

OHIO Client Area PAM Service Reports Help Fit 4 Jobs 01925 227 000 Lana

You are here: Home > Fit 4 Jobs > Candidates > Candidate Details

General Details **Consultation Reports**

Candidate Status: Suitable **Reason:** Trasferred from Fit4Jobs Changed by: OHIO Administrator on 22/03/2017 16:37

Personal Details:	Contact Details:	Employment Details:
ERN: 1113747	Address 1: *Redhall	Client: F4J Apprentices Change
ESR Number: <input type="text"/>	Address 2: <input type="text"/>	Department: <input type="text"/>
Title: *Mr <input type="text"/>	Town: Leeds	Job Title: *Match Official
Gender: *Male <input type="text"/>	County: <input type="text"/>	
Forename: *Jack	Postcode: *LS78 2WS	
Surname: *Blindref	Outside the UK: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
DoB: *15/05/1989	Telephone: <input type="text"/>	
	Mobile: <input type="text"/>	
	Email: <input type="text"/>	

Authorised Managers: Ewing PAM, Lang Lana

Referring Managers:

Reject Candidate Accept Candidate < Back

8. Converting Candidates to Employees

Once the screening has been completed, you will have to convert the candidate to an employee on OHIO and locate them in the correct department on OHIO. To do this follow the steps below.

Log onto OHIO and go into Fit4jobs, then drop down on Candidates.

OHIO Client Area PAM Service Reports Help Fit 4 Jobs 01925 2

You are here: Home > Fit 4 Jobs > Candidates

Search candidates by

Client: Candidate Name: ERN:

Record Status: All

- Create Job Profile
- View Job Profile
- Candidates**
- Manage Candidate Details

This will display a list of all Candidates; by clicking on Status, this will group them, Suitable, Unsuitable which will make it easier to find the candidate.

Alternatively, you can type in the Candidates surname and click search.

OHIO Client Area PAM Service Reports Help 01925 227 000 Fit 4 Jobs Lana Lang

You are here: Home > Client Area > Candidates

Search candidates by

Client: Candidate Name: ERN:

Record Status: All

Add Questionnaires

ERN	Status	Name	Client	Job Title	View
1113686	Unsuitable	ELEVEN TEST	F4J Test Client	Bloods - Immunisation - Freezer (3)	View
1113702	Unsuitable	GLASGOW2 TEST	F4J Test Client	Bloods - Immunisation - Freezer (3)	View
1113703	Unsuitable	BugTest 952 Bug 952	F4J Test Client	Bloods - Immunisation - Freezer (3)	View
1113695	Unsuitable	TEN TEST	F4J Test Client	Bloods - Immunisation - Freezer (3)	View
1113721	Suitable	FIFTY TEST	F4J Test Client	Bloods - Immunisation - Freezer (3)	View
1113710	Suitable	FIFTYONE TEST	F4J Test Client	Bloods - Immunisation - Freezer (3)	View
1113711	Suitable	FIFTYTWO TEST	F4J Test Client	Bloods - Immunisation - Freezer (3)	View
1113712	Suitable	FIFTYTHREE TEST	F4J Test Client	Bloods - Immunisation - Freezer (3)	View
1113713	Suitable	FIFTYFOUR TEST	F4J Test Client	Bloods - Immunisation - Freezer (3)	View
1113714	Suitable	FIFTYFIVE TEST	F4J Test Client	Bloods - Immunisation - Freezer (3)	View

Click View against the candidate you wish to convert to an employee.

You will be presented with the candidate details.

If you choose not to employ the Candidate click on the Reject Candidate button. This will archive the record.

If you are employing the candidate, you will be required to locate them in the correct location within the organisation on OHIO.

- 1 Click on the **“Change”** button
- 2 Select the location the candidate is to be relocated to either by using the directional up and down arrows or typing in the name of the organisation
- 3 Click **Select** on the required location.

You can search for the correct location by using the directional arrows to navigate the hierarchy, or by department name.

PAM Service Reports Help Fit4Jobs 01244 886800 Pamela

> Candidate Details

Candidate Status: Suitable **Reason:** Transferred from Fit4Jobs Changed by: [Name] on 09/06/2017 15:03

Personal Details:

ERN: 28060
 Person ID:
 Title: *Mr
 Gender: *Male
 Forename: *Chris
 Surname: *HillmanTaylor
 DoB: *16/05/1994

Contact Details:

Address 1: *HJ
 Address 2:
 Town: Warrington
 County:
 Postcode: *wa1 1bb
 Outside the UK: Yes No
 Telephone: 01925234567
 Mobile: 0773546573
 Email:

Employment Details:

Client: **By Hierarchy**
 • Warrington Co Ltd
 Warrington F4J Recruitment Area

 Department:
 Job Title: *Teacher

Authorised Managers: Ewing Pamela, Holmes Larry, MacBadger Angus, Mackendrick Heather, Trotter Albert

Referring Managers:

Click Select when correct client location has been chosen

Click Accept Candidate once the correct location has been selected

If there is already an employee record with the same name and date of birth, a message will appear informing of these details.

To merge the 2 records, 1) click Merge, and 2) then Accept.

This will transfer all documents from the Candidate to the original record on OHIO. The candidate details will be removed from the system.

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9. Requesting Additional Questionnaires

To add additional questionnaires, follow the instructions below.

The screenshot shows the top navigation bar of the Fit4Jobs system. The user is logged in as 'Lana'. The main menu includes 'Client Area', 'PAM Service', 'Reports', 'Help', 'Fit 4 Jobs', and a contact number '01925 227 000'. Below the navigation bar, there is a search section for clients with fields for 'Client Name', 'Client Code', 'Location', and 'Record Status' (set to 'Live'). A dropdown menu is open under 'Candidates', showing options: 'Create Job Profile', 'View Job Profile', 'Add Questionnaires' (highlighted), and 'Manage Candidate Details'. A 'Reset' button is also visible. A callout box with a blue border and arrow points to the 'Add Questionnaires' option, containing the text: 'Go into Client Area, the drop down on Candidates, add Questionnaires'.

Type in the name of the Recruitment area you wish to add the logins to.

The screenshot shows the 'Add Questionnaires to a Client' form. The 'Client' field is filled with 'Warrington F4J Recruitment Area'. The 'Allocated Questionnaires' is 0, and 'Available Questionnaires' is 4. The 'Additional Questionnaires Required' field is set to 'Please select'. The 'Questionnaires Cost' is 'Please select a quantity'. There are 'Candidates list' and 'Save' buttons. A callout box with a blue border and arrow points to the 'Additional Questionnaires Required' field, containing the text: 'Type in name of your organisation', 'Select number of Questionnaires to be added', and 'Click Save'.

The questionnaires have been added.

10. Appendices

Appendix 1 – Example of Suitability form



Employment Suitability Report

Client Name	F4J Apprentices	Client Manager	Southport
Client Account No	1036	Date Screening Completed	20/04/2017
Candidate Name	Gerry Chuckle	Attendance Predictor	Good
Date of Birth	18/02/1975		
Role	Gardner		

Employer Considerations

Based on the role being considered, the health and information provided by the candidate we would advise that the following considerations may need to be taken in relation to this candidates employment.

Equality Act

This candidate is unlikely to be covered under the relevant Equality Legislation and adjustments may need to be considered whilst they perform their work

Health Advice

Enter any Employment Considerations

Reasonable Adjustment

Enter any Reasonable Adjustments

Suitability Report

Immunisation Results	Date Cleared
Hepatitis C Antigens	21/04/2017
Hepatitis B Antigens	21/04/2017

Blood Test Results	Date Cleared
Hepatitis B Vaccination Check	21/04/2017

This report is solely for the use of the client and is designed to ensure that applicant is suitably and safely deployed in relation to their job application. The report is an assessment based on the information provided by the applicant and the risks provided by the client. The relevant disability and equality legislation prohibits any discrimination on the grounds of health or disability the advice provided should be considered as part of the overall employment decision and health issues should not be treated in isolation. If any specific adjustments are required please refer to an occupational health specialist who will advise of any reasonable adjustments required for the safe employment of this candidate. This screening may have been reviewed by a qualified health specialist. Fit4jobs accepts no liability for employment decisions and provides advice based on information supplied registered at Holly House, 73-75 Sankey Street, Warrington WA1 1SL

Appendix 2 - Example of email after stage 1 screening

From: admin@fit4jobs.co.uk [mailto:admin@fit4jobs.co.uk]
 Sent: 24 March 2017 14:15
 To: Stuart Cheevers <Stuart.Cheevers@pamgroup.co.uk>; Gail Hatton <Gail.Hatton@people-am.com>
 Subject: Fit for Jobs, Pre Employment Health Screening, Progress Report

Client Name **F4J Apprentices Client Manager**
 Client Account No Role
 Candidate Name **Gordon Gofor** Date Screening **24/03/2017**
 Date of Birth **12/06/1979** Attendance Predictor **126%** Absence Predictor = **Good**

The above Candidate has completed Stage 1 of the screening process. Their screening status is "Referred Stage 1 has been completed" There is a requirement for a further appointment to take place in order that the full pre-employment Screening and validation can be completed. An appropriate report will be provided when the Stage 2 screening has been completed.

Should you require any further assistance or update please log in to OHIO or contact your Client Services Team who will provide further assistance.

Thank you for using the Fit4jobs Pre-employment Screening service

This report is solely for the use of the client and is designed to ensure that applicant is suitably and safely deployed in relation to their job application. The report is an assessment based on all the information provided by the applicant and the risks provided by the client. The current Disability and Equality legislation prohibits any discrimination on the grounds of health or disability the advice provided should be considered as part of the overall employment decision and health issues should not be treated in isolation. If any specific adjustments are required please refer to an occupational health specialist who will advise of any reasonable adjustments required for the safe employment of this candidate. This screening may have been reviewed by a qualified health specialist. Fit4jobs accepts no liability for employment decisions and provides advice based on information supplied Fit4jobs Holly House 73-75 Bankley Street Warrington Cheshire WA1 1SL



Fri 24/03/2017 14:21

admin@fit4jobs.co.uk

Employment health screening assessment completed

To: Stuart Cheevers; Gail Hatton

A candidate has completed their employment health screening assessment. The candidate is **Suitable** for this role.

The candidate details are:

Candidate Name: Roland Rat

Job Profile: Linesman

Fit4jobs The employment health screening service