Data Entry

- Log into Workforce Portal with login/password provided: [https://volunteer.rugbyworldcup.com/ei/cm.esp?id=2&start=eiscript&cd=58023&pageid=VMLOGIN](https://volunteer.rugbyworldcup.com/ei/cm.esp?id=2&start=eiscript&cd=58023&pageid=VMLOGIN)

- Go to Recruitment Tab

- Search for candidate by Surname or TMS ID number (if available) and click on View to see their details

- Ensure the following information from the interview template are entered:

  - **Under Additional Information**
    - Check Date of Birth is as per police check form (if you need to change, click on Edit Details)
    - Click on Availability and enter the dates for availability – if not provided or if available at all times, click Any Day and Any Time.
    - Click Enter New Period

  - **Under Accreditation Information**
    - Check Region is where being interviewed today
    - Under Location 1 select any Alternate Region provided
    - Change Status to Interviewed
    - Update role if a particular role is circled under Functional Area Questions
    - Click update button at end of each Section

  - **Interview Ranking**
    - Enter the ranking for each section of the interview as per the “Office Use Only’ section at the end of the Interview form
    - Enter the Overall Ranking
    - If Leadership section completed, add in the Team Size provided
    - If any information provided under Q3 of Operational Questions regarding ability to stand for long periods of time, tick disability box and include this detail in notes section
    - In notes section, add any additional information provided by candidate that may be relevant
    - Click Update Rankings
• Enter Uniform information for candidates into spreadsheet
• Collate interview templates and uniform information per candidate
• File in provided folders by session and alphabetically by surname
• DON'T HESITATE TO ASK ROAMING RNZ 2011 AND REGIONAL STAFF IF YOU HAVE ANY QUESTIONS