

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>)
- 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**