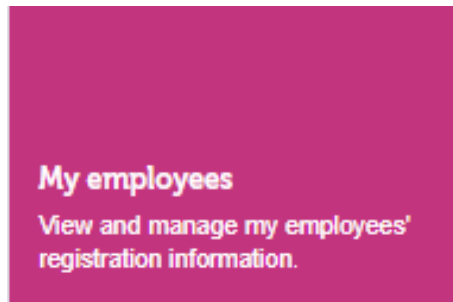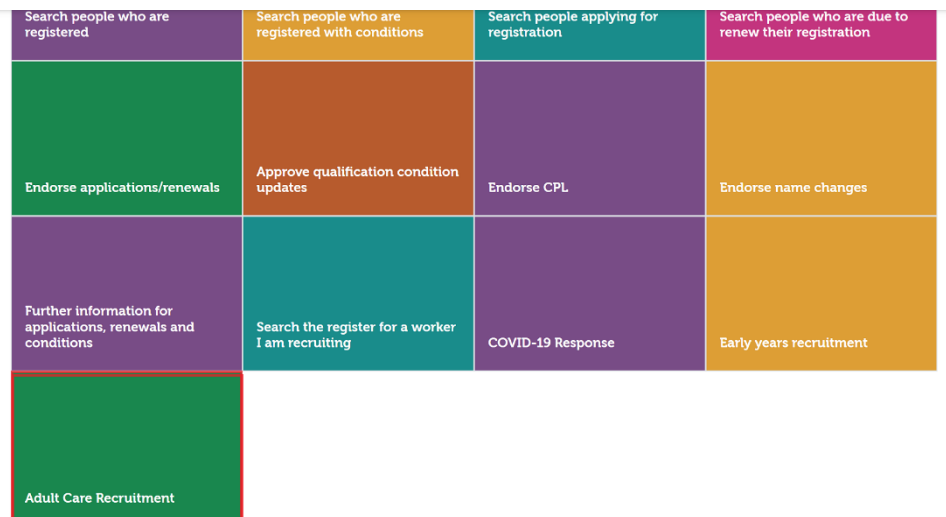**Guidance for employers accessing names of workers on the Adult Care Recruitment Portal**

In your MySSSC account, go to the 'My employees' tile on your homepage. If you are a countersignatory for more than one organisation select the relevant organisation you are seeking staff for.

Click the green tile 'Adult Care Recruitment'

You will be asked to consent to appropriate use of data and should tick the box to confirm this.

Two tiles will appear once you've confirmed.

Find a worker – allows you to find workers, select them and make contact.

Selected workers – this is where you can manage the workers you have selected.
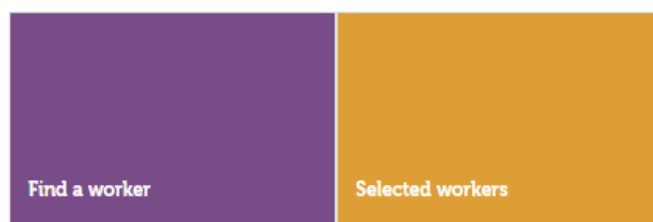
Find a worker

You will be able to filter the list of available workers based on area, experience and availability.

Select the pink dropdown arrow, then click 'See further details' to see the full details a worker has provided.

If you want to select a worker, use the pink magnifying glass to pick your countersignatory role and then the green 'Select worker – click to confirm' button. You will be sent an email with the worker's contact details which you can use to start discussions and find out more about them.

Selected workers

The Selected workers tile shows a list of all workers you have previously selected and allows you to manage them.

You can use the pink dropdown arrow beside the name of a selected worker to 'Provide update' on their status.

There are six available statuses for selected workers:

- still under consideration
- candidate did not respond
- candidate did not wish to continue with the recruitment process
- considered but not employed
- employed
- employment ended.

Choose the appropriate status of the worker before clicking 'Confirm changes'.