



MANAGING A SEARCH

CHANGING APPLICANT STATUS

TALENT LINK



Dashboard

Current jobs

3 Total 1 All Notifications 1 Pending appr... 2 Approved

0 Pending approval	Assistant Professor Requisition Number: 496232	Positions: 1	Vacancies: 1
12 new Approved	Assistant to the Regional Manager Requisition Number: 496235 12 new applications. View →	Positions: 1	Vacancies: 1
0 Approved	Business Administrator I Requisition Number: 496234	Positions: 1	Vacancies: 1

Primary teams & users

Manager Activities

- 1 Jobs awaiting your approval
- 8 Assigned applications for review

Tasks

My tasks

No tasks

English (US) | Powered by PageUp

Applicants can be accessed by click on the Applicant symbol on the dashboard or by selecting View Applicants from the job card.

Assistant to the Regional Manager

[Position info](#) [Notes](#) [Sourcing](#) [Documents](#) [Reports](#)

REQUISITION INFORMATION

NUMBER OF POSITIONS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee). If you don't require more than 1 position, leave the boxes blank.

****Please note that if you select more than one position for approval, you need to use a unique position number for each opening. ****

Positions:

Position no	Type:	Applicant	Application status
1 Research Facility Ops Manager <input type="button" value="Q"/> <input type="button" value="P"/>	Replacement	-	Cancel
Previous Incumbent: Position no: 10001284			

New: Replacement:

REQUEST FOR WAIVER

MANAGING APPLICATIONS

Assistant to the Regional Manager (496235)

Search Results

All	Submitted	Status	Pref Name	First name	Last name	Phone	Mobile	Email	Country	State	City	Ref.	Employee	Source	Sub-source	Flags			
<input type="checkbox"/>	Apr 12, 2021	New	Jared	Jared	Aupperle	123456789		jaredaupperle@gmail.com	United St Delaware	dsdswd		<input checked="" type="checkbox"/>		Social	Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View application
<input type="checkbox"/>	Apr 12, 2021	New	Anna	Jared	Aupperle	3028318677		JAUP@UDELE.EDU	United St Delaware	Newark		<input checked="" type="checkbox"/>		Social	Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View application
<input type="checkbox"/>	Apr 12, 2021	New		Jeffrey	Flowers			moorebek+6@udel.edu	United St Delaware			<input checked="" type="checkbox"/>		Social	Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View application
<input type="checkbox"/>	Apr 12, 2021	New		Molly	Madden			moorebek+1@udel.edu	United St Delaware			<input checked="" type="checkbox"/>		Social	Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View application
<input type="checkbox"/>	Apr 12, 2021	New		Gregory	McGregor			moorebek+5@udel.edu	United St Delaware			<input checked="" type="checkbox"/>		Social	Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View application
<input type="checkbox"/>	Apr 12, 2021	New	Karen	Karen	Montana	7244660887		kmontana@udel.edu	United St Delaware	WILMINGTON		<input checked="" type="checkbox"/>	🙄	Social	Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View application
<input type="checkbox"/>	Apr 12, 2021	New	Rebekah	Rebekah	Moore	3023884192		gilgenastb@gmail.com	United St Delaware	Newark		<input checked="" type="checkbox"/>	🙄	Social	Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View application
<input type="checkbox"/>	Apr 12, 2021	New	Eileen	Eileen	Moye	3027430216	3028318983	emoye@udel.edu	United St Delaware	Wilmington		<input checked="" type="checkbox"/>	🙄	Social	Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View application
<input type="checkbox"/>	Apr 12, 2021	New	Stephanie	Stephanie	Norman	3028314310		snorman@udel.edu	United St Delaware	Newark		<input checked="" type="checkbox"/>		Social	Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View application
<input type="checkbox"/>	Apr 12, 2021	New	Tashiana	Tashiana	Robinson	3023771660	3023771660	Tashiana@udel.edu	United St Delaware	New Castle		<input checked="" type="checkbox"/>		Social	Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View application
<input type="checkbox"/>	Apr 12, 2021	New		Rick	Roll			none@udel.edu	United St Delaware			<input checked="" type="checkbox"/>		Social	Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View application
<input type="checkbox"/>	Apr 12, 2021	New	Test	TestApplicant	UDTalentLink	asf		smithchr@udel.edu	United St Delaware	asdfd		<input checked="" type="checkbox"/>	🙄	Social	Facebook	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	View application

Page 1 of 1 | Records 1 to 12 of 12

From Managing Applications, you can:

- Change an applicant's status
- View the applicant card
- View the application and resume

Additional information includes:

- Submission Date
- Contact Information
- Applicant Source

APPLICANT CARD

TestApplicant UDTalentLink (Test) Actions

[View profile](#) [View references](#) [Add flags](#)

Address	sdfd asdfd, Delaware 19716, United States	Phone	+1 asf
E-mail	smithcr@udel.edu	Position Number	10746
Employment status	🟡 Current employee at UD	Linked Employee	Modify
Original source	Facebook		
e-Zines comms hold	<input type="checkbox"/> No		

Applications [History](#) [Scheduled emails](#) [CRM](#) [Resume](#)

496359 - Second Asst Engineer, RVSharp* ...

Date submitted Apr 7, 2021	Applied via Facebook	Status changed Apr 7, 2021 New	Offer No offer	Resume View	Form View	Add flags
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The applicant card can be accessed by clicking on the applicant's name from the applicant list.

The applicant card will display information specific to the applicant and the application against the requisition being viewed.

Notable information on the applicant card:

1. Employment status (current or former UD employee)
2. Applied Via (where did the applicant find this position)
3. Current application status
4. Offer status against application
5. Flags (can be added to quickly identify a feature of the applicant / application)

APPLICANT CARD - HISTORY

Applications **History** Scheduled emails CRM Resume

Requisition: Second Asst Engineer, RVSharp* (496359)

Item: All

Wednesday, Apr 7, 2021, 3:56pm **Communication**
Second Asst Engineer, RVSharp* (496359)
E-mail: Careers at University of Delaware - Second Asst Engineer, RVSharp*, To: smithcr@udel.edu, From: UDTalentLink@udel.edu
[View](#)

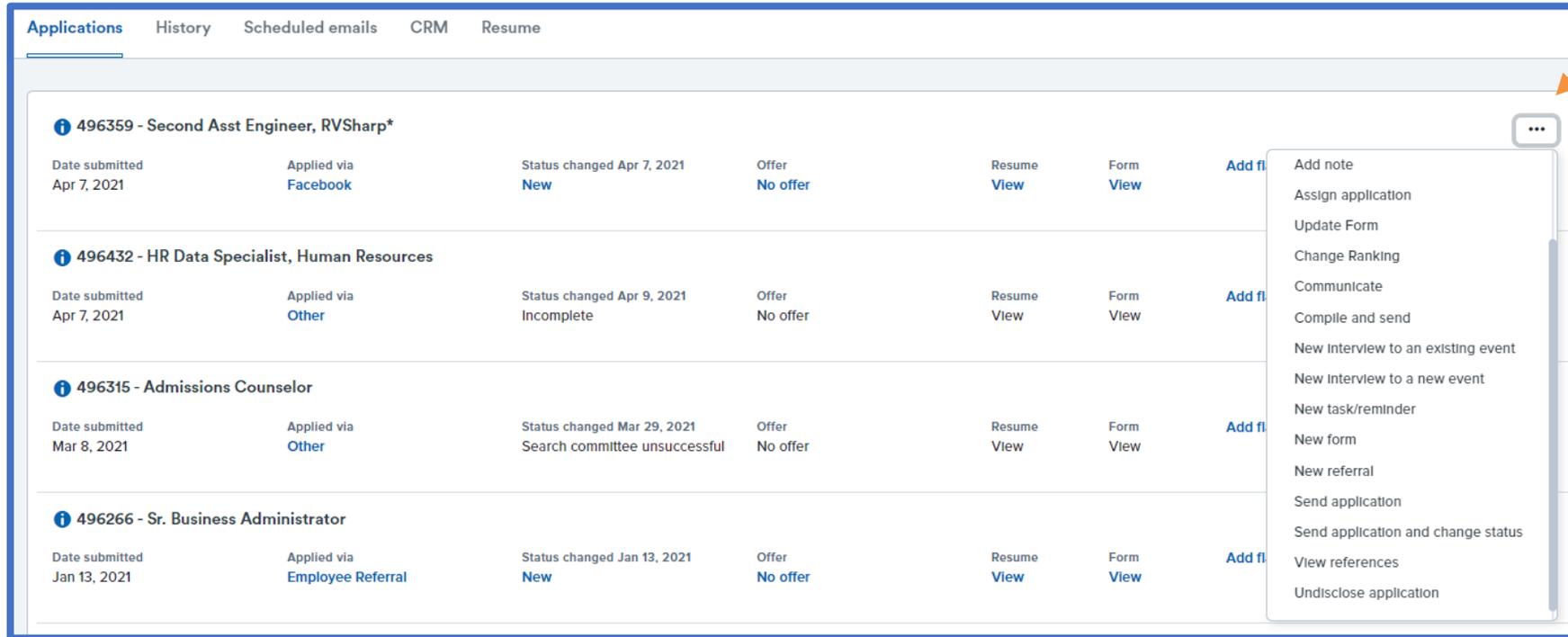
Wednesday, Apr 7, 2021, 3:56pm **Application submitted**
UD Talent Link
Second Asst Engineer, RVSharp* (496359)
Applied via: Website, Source: Social Media - Facebook, Score: 0.00
[View](#) [Edit](#)

Wednesday, Apr 7, 2021, 3:56pm **Note**
Second Asst Engineer, RVSharp* (496359)
Application submitted

The history tab keeps a timeline of all actions associated with the application. Items in the history tab can be filtered by type using the Item drop down.

If the applicant applied to more than one position in the same department, the history can be filtered by requisition number using the Requisition drop down.

APPLICANT CARD — ADDITIONAL ACTIONS



The screenshot displays a table of applications with the following data:

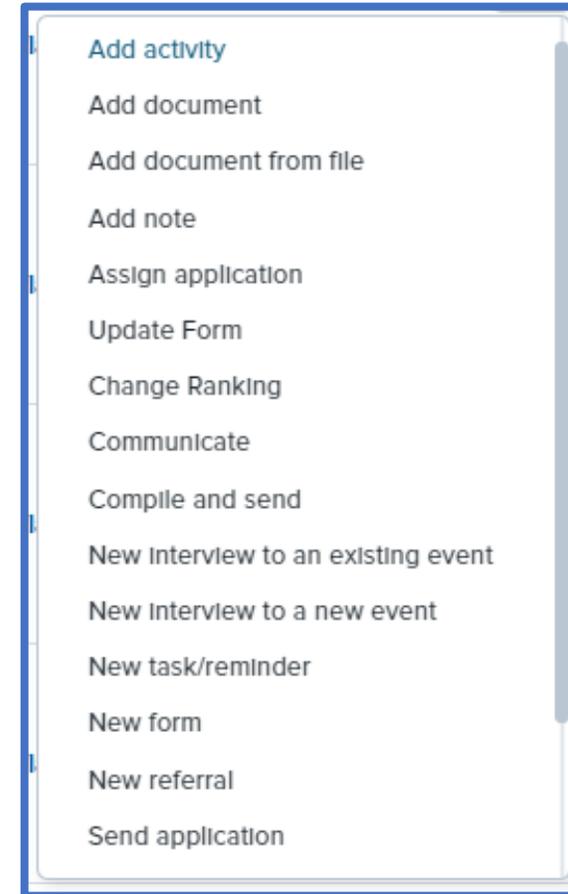
Date submitted	Applied via	Status changed	Offer	Resume	Form	Additional Actions
Apr 7, 2021	Facebook	Apr 7, 2021 New	No offer	View	View	Add fl... Add note Assign application Update Form Change Ranking Communicate Compile and send New interview to an existing event New interview to a new event New task/reminder New form New referral Send application Send application and change status View references Undisclose application
Apr 7, 2021	Other	Apr 9, 2021 Incomplete	No offer	View	View	Add fl...
Mar 8, 2021	Other	Mar 29, 2021 Search committee unsuccessful	No offer	View	View	Add fl...
Jan 13, 2021	Employee Referral	Jan 13, 2021 New	No offer	View	View	Add fl...

Using the menu option (three dots) at the end of an application will allow the department administrator to conduct additional actions against the selected application. The available action items will vary based on system permission. *Useful actions and additional information are on the following slide.*

APPLICANT CARD — ADDITIONAL ACTIONS

Notable actions:

1. Add document—supporting application documents can be added directly to the application
2. Add Note—the user can add notes specific to the selected application
3. Compile and Send— the user can send the selected application and materials to another system user to review
4. New Form – can be used to conduct and takes notes for phone screenings (see next slide for instructions)
5. View reference – a referral or letters of recommendation can be requested directly from the referee using the Talent Link system



ADDING A FORM

Additional information form

Select an additional information form:

- Internal form
- Phone screening form**
- Reference check form

Form preview

Phone screening form

Date of phone screen* 1 Mar 2019

Screened by* Daenerys Targaryen

Next > Cancel

- From the action's menu select “new form”
- Select the form to fill out and click “next”
- Forms are visible by clicking “form” in the applications section under the action's menu or in the history section of the applicant card
- The title of the form, score, status and outcome will all display in the history section

Date & time	Item	
Today, 7:50pm Daenerys Targaryen	Phone screen: Phone screening form, Score: 2, Status: Completed, Selection Criteria Outcome: Pass Job Title for a Very Important Job	View Edit Delete

CHANGING APPLICANT STATUSES

To update the status applicants, select the applicants that will be moved. Once the green box has filled in, select 'Bulk Move' from the 'Select a Bulk Action' drop down menu.

The following screen will allow the user to choose which status the applicants should be moved to. The selected status should align with where the applicant is in the recruitment flow.

[Status List – Faculty Recruitment Process](#)

[Status List – Staff Recruitment Process](#)

The screenshot displays a recruitment system interface. At the top, there are navigation options: "Search by answers to questions", "Merge applicants", and a dropdown menu labeled "Select a bulk action". The dropdown menu is open, showing a list of actions: "Bulk apply", "Bulk categorize", "Bulk assign", "Bulk communicate", "Bulk compile and send", "Bulk document merge", "Bulk export", "Bulk invite to apply", "Bulk move" (highlighted in blue), "Bulk move and send", "Bulk reference check", "Bulk send", and "Bulk task/reminder".

Below the dropdown, there is a search bar and a "Results" tab. The main content area shows a table of applicants. The table has columns for "Submitted", "Status", "First name", and "Last name". The "Submitted" column contains dates and checkboxes. The "Status" column contains the word "New". The "First name" and "Last name" columns contain the names of the applicants. An orange arrow points to the "Bulk move" option in the dropdown menu. Another orange arrow points to the "Bulk move" option in the dropdown menu.

Submitted	Status	First name	Last name
Jun 26, 2019	New	Rebekah	Moore
Aug 27, 2019	New	Rick	Roll
Sep 18, 2019	New	TestApplicant	UDTalentLink
Sep 19, 2019	New	Jared	Aupperle
Sep 19, 2019	New	Stephanie	Norman
Sep 19, 2019	New	Eileen	Moye
Sep 19, 2019	New	Molly	Madden
Sep 19, 2019	New	Gregory	McGregor
Sep 19, 2019	New	Jeffrey	Flowers
Sep 19, 2019	New	Karen	Montana
Sep 19, 2019	New	Tashiana	Robinson
Sep 19, 2019	New	Anna	Jared Aupperle

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CHANGING APPLICANT STATUSES

Bulk action status: 4 Applicants Complete

You have requested to move 4 applicants to the status "Search committee review".

You now have the opportunity to notify these people::

Communication template: -- No template --

E-mail: Applicants: Yes No

None of these people have opted to receive SMS messages, so they cannot be notified via SMS.

Additional users from Job: Yes No

Note

The following will be added to the applicant notes for administrators to view:

Update job status from Cancelled to Approved: Yes No

- Email Applicants is set to No by default—no action required
- Additional Users from job is to No by default – no action required unless another user needs to be notified of the action taking place
- Notes can be left and are visible to users with access to the applicant
- Update Job Status – is set to Yes by default. If the update to the applicant is not updating the status of the search, then change the answer to No. Questions can be emailed to AskTalentLink@udel.edu.
- Clicking on Move Now will complete the status update

CHANGING APPLICANT STATUSES

Submitted	Status	Pref Name	First name	Last name
Sep 19, 2019	New	Stephanie	Stephanie	Norman
Sep 19, 2019	New	Eileen	Eileen	Moye
Sep 19, 2019	New		Molly	Madden
Sep 19, 2019	New		Gregory	McGregor
Sep 19, 2019	New		Jeffrey	Flowers
Sep 19, 2019	New	Karen	Karen	Montana
Sep 19, 2019	New	Tashiana	Tashiana	Robinson
	New	Anna	Jared	Aupperle
Jun 26, 2019	Search committee review	Rebekah	Rebekah	Moore
Aug 27, 2019	Search committee review		Rick	Roll
Sep 18, 2019	Search committee review	Test	TestApplicant	UDTalentLink
Sep 19, 2019	Search committee review	Jared	Jared	Aupperle

Once the status change has occurred, the new status will be reflected on the applicant screen.

For larger applicant groups, the search tab can be used to filter the applicants to view applicants in a specific status.

Status changes are recorded in the history tab of the applicant card.

Status changes should occur at every stage of the recruitment process.