Creating a Job and Viewing Applicants
Creating a Job in Talent Link

Purpose: To create and post a new job advertisement

Process: Follow the presentation and use the handouts and workbooks to create a job for posting and view applicants who apply for the job

Related Quick References:
• Approval Processes
• Recruitment Processes
• Viewing Applicants
• Applicant Card
Create a new job

Make sure you have the following items close at hand!

1. Position Number
2. Names of your Search Committee Members
3. Speedtype
4. Where you plan to source your job to (other than the UD Careers)

Click jobs and then “new job” or “new job” from the “hamburger” menu
For replacements:
- Enter the position number or title
- Click on the binoculars to search by number or title
- You can also browse by department
- Additional numbers can be entered on next page if needed

For new:
- Click next to open a blank job
- Position number will be pre-filled
- Applicant and applicant status will be filled in by the system after a candidate is hired
• Required information is denoted by an asterisk *
• Posting title will appear on the job advertisement
• Default will be full time, you can select part time if necessary
• College, Department, Location, will all default in based on position number
• Recruitment process will determine how an applicant is evaluated/reviewed
• Proposed salary ranges must fall within the pay grade
• Enter a name for the search committee chair
• Click “Add Search Committee Member” to add members of the search committee
• Click “Add” to add selection criteria

To add a search committee member:
• Search by first and last name
• Click “Add” to add them to the search committee
These tools can be used to format the text of the job advertisement

- Enter your Speedtype if you know it
- To search for a Speedtype, click on the magnifying glass - search by number or description
- Select an application form, use customize for job to access the question library (see below)
- Enter advertising summary (about as long as a tweet; 280 characters)
- Enter text of job advertisement
- Click add to include the question on the application form
- Add your own custom questions if needed
• The Hiring Manager field will default to whomever is filling out the job card; adjust as necessary
• Select the appropriate approval process - users may pre-populate

• “Submit” to begin the approval process – you cannot edit after you click submit!
• "Save a Draft” will save your work and allow you to return but will not begin the approval process
• Notes can be left on job requisitions and are visible to anyone with access to the job
• Documents can be included with notes
• Notes can be emailed to other users - check the box and enter the user
• Documents uploaded with a note will be included as an attachment in the email

• You can delete and edit your own note
• The date, time, and user leaving the note will be recorded
Hiring Manager

- View jobs by clicking “Jobs open”
- Jobs display status
- Click on view to open job
- Click on the “View applications” /person icon to view applications
Department Administrator

- Click on applicant icon to view the applicants for that job
- Click on the job title to open job
- Click on the “View application” /person icon to view applications from within the job
Reports

- Reports can be accessed directly from the job after it has been approved
- Open a report by clicking on the title
- Reports can be downloaded by clicking on the icons – csv, excel