MANAGING A SEARCH

Changing Applicant Statuses and Scheduling Interviews

University of Delaware

MANAGING A SEARCH IN TALENT LINK

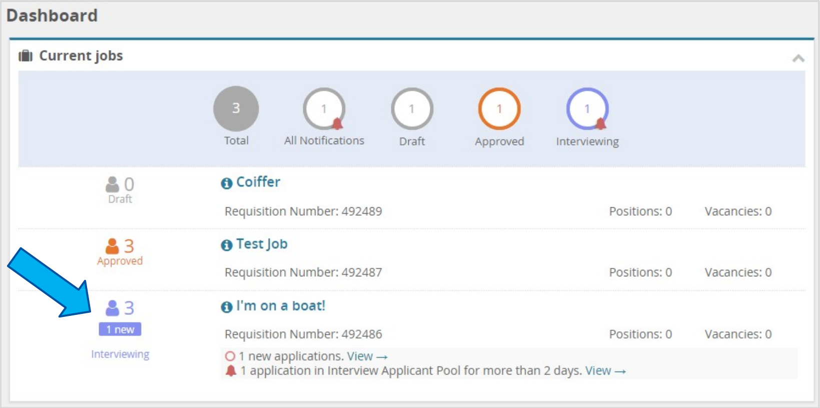
Purpose: to manage applicants and the search process in Talent Link

Process: follow the presentation and use the handouts and workbooks to manage applicants through the review process.

Related Quick References:

- Scheduling Interviews
- Search Committee Review
- Sending Communications

REVIEWING APPLICANTS



Applicants are accessible on the main recruiter dashboard page. You can also access applicants via Quick Search and the Job Requisition.

MANAGING APPLICATIONS

Job Title for a Very Important Job (492486)

Search | Results

Select	Submitted	Status	Pref Name	First name	Last name	Phone	Mobile	Email	Country	State	City	Ref.	Score	Dup	Undisclosed?	Employee	Source	Sub-source	Flags		
	9 Feb 2019	Interview Applicant Pool	Haley	Haley	Ruddell	aergaewre		haley.	United States	Oregon	argiuhg		0		False		Social	Twit			View application
	9 Feb 2019	Interview Event Accepted- Details	Jenna	Jenna	Rakes	40686012		jenna	United States	Oregon	Eugene		0		False		REF	referral			View application
	17 Feb 2019	New	Test	Test	Applicant	555-867-5		testap	United States	Alabama	Middle				False		REF	referral			View application

Page 1 of 1 | Records 1 to 3 of 3

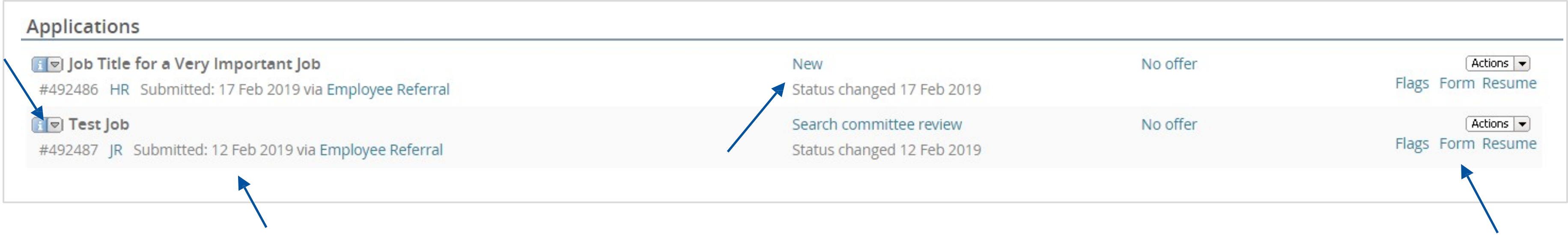
From Managing Applications, you can:

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

Additional information includes:

- Submit date
- Address and phone number
- Applicant source

ON THE APPLICANT CARD

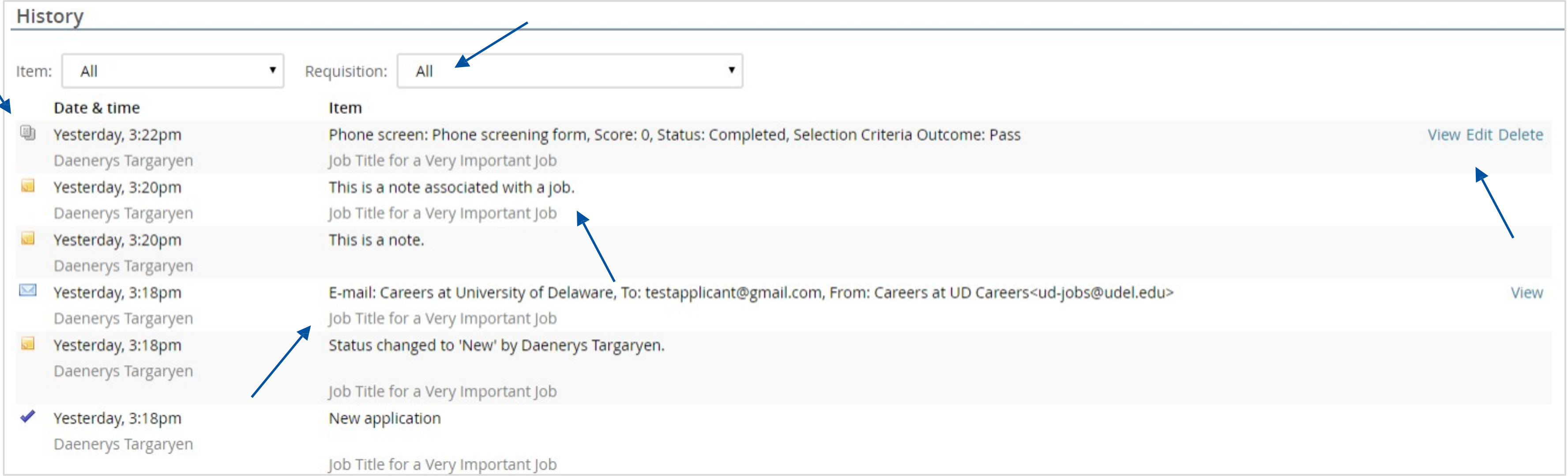


In Applications you can:

- View summary information about the search with the blue "i" pop-out
- See the submit date and source
- View and change the status
- View flags and application forms

Actions available are:

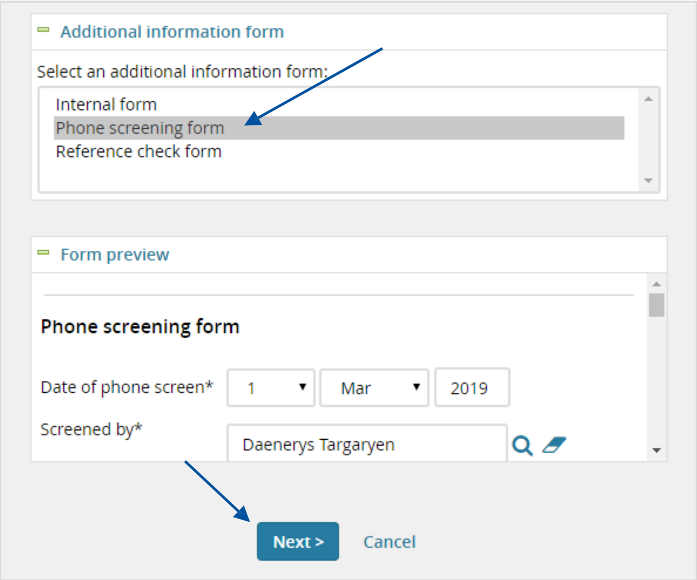
- Add documents, notes and forms
- Change status and ranking
- Communicate and schedule interviews
- Compile materials to send to users
- View references and offer details



History

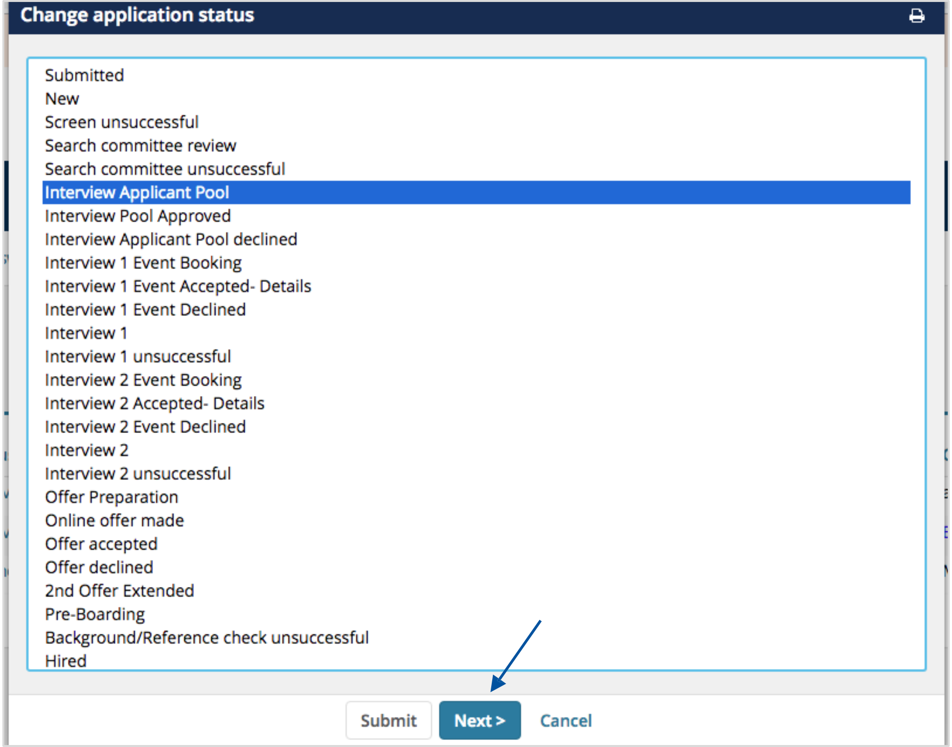
- Items can be filtered to type or job by using the drop-down menus
- Items are identified by icon
- View forms and emails and edit and delete items you create
- Item descriptions specific to a job are identified by job title in the item description
- Item titles indicate what kind of action was performed

ADDING A FORM

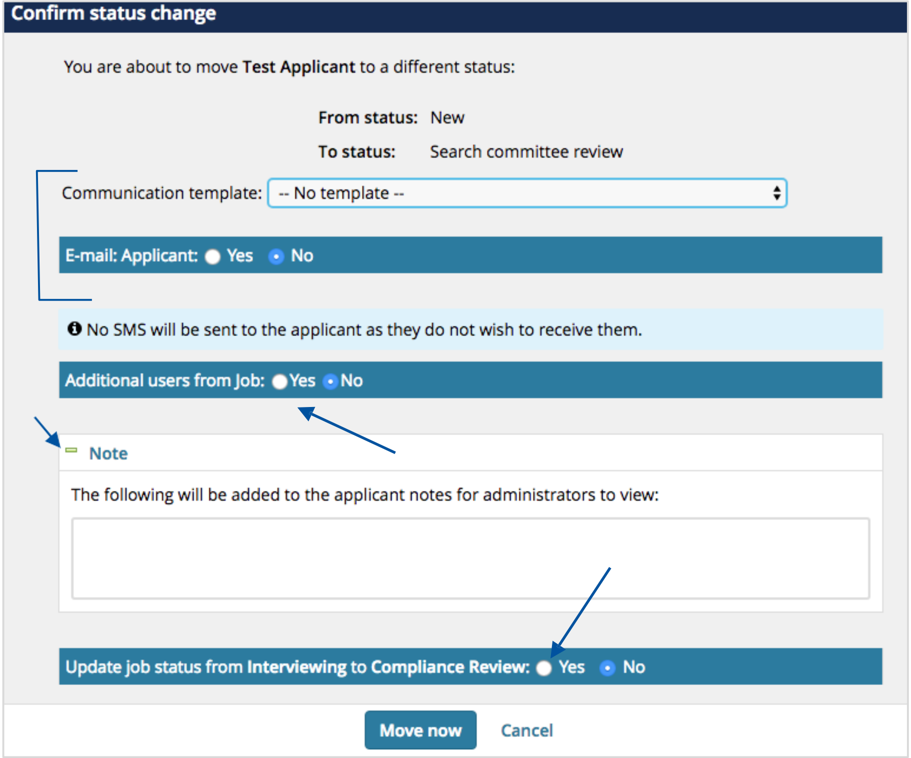


- From the action's menu select “new form”
- Select the form to fill out and click “next”
- Forms are visible by clicking “form” in the applications section under the action's menu or in the history section of the applicant card
- The title of the form, score, status and outcome will all display in the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

CHANGING APPLICANT STATUSES

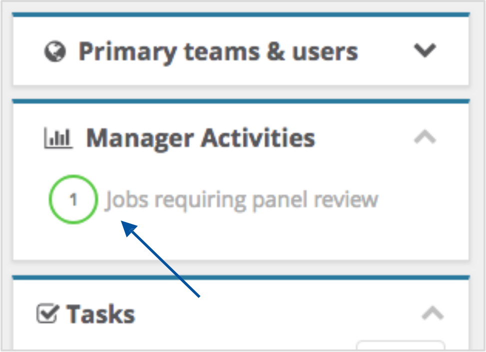


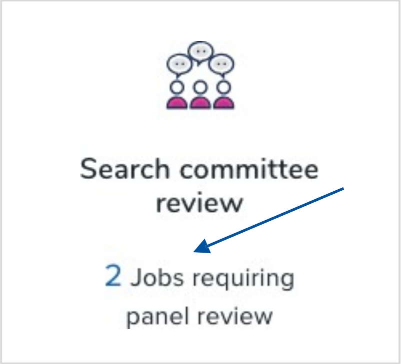
- Select the status you want to move the candidate to, then click next to review communications
- Clicking submit will change the status without sending communications or changing the job status



- Default communications will be available if configured for this status change
- Communications with additional users listed on the job is available
- Notes can be left and are visible to users with access to the applicant
- Job statuses can be updated upon changing applicant status
- History on the applicant card will be updated once a status change is complete

SEARCH COMMITTEE REVIEW

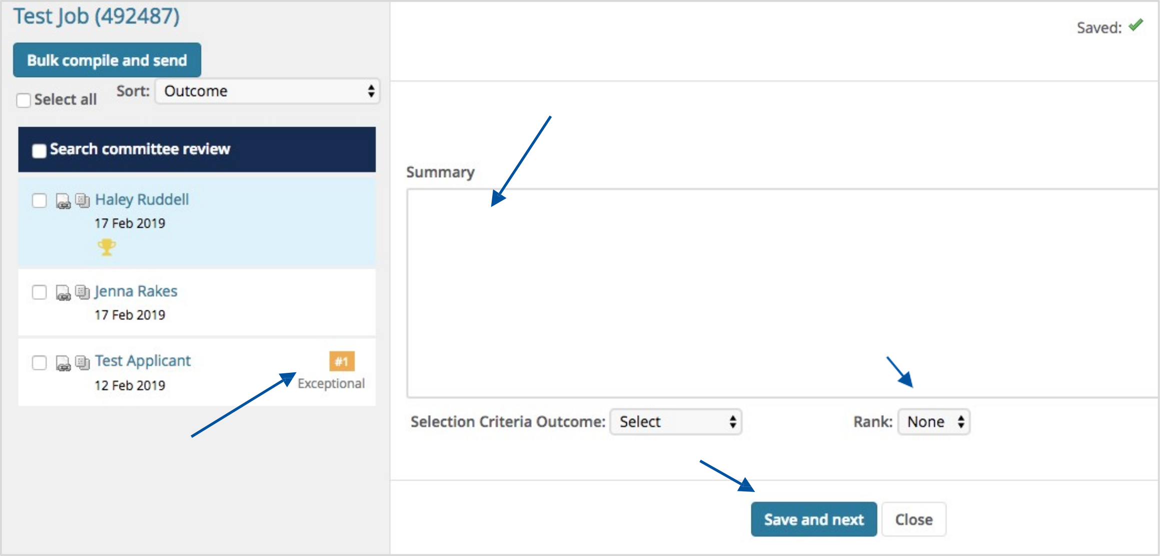




- Department Admin: in manager activities
- Hiring Managers and all others: Search Committee square
- Search committee members view applicants
- Search chair's view committee feedback

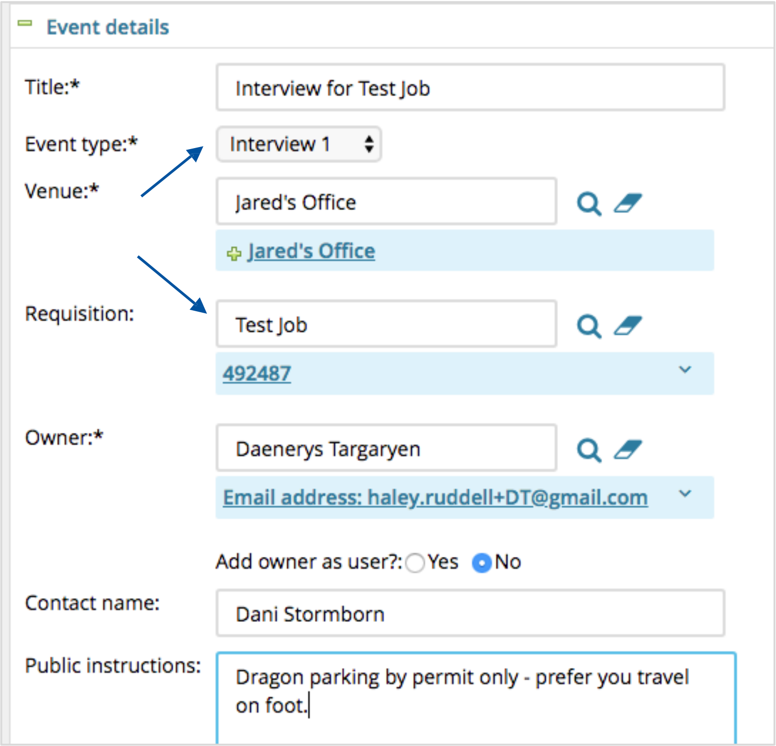
My search committee jobs

Job number	Date added	Status	Title	User	Total applications	Your role		
492487	9 Feb 2019	Approved	Test Job	JS	3	Chairperson	View Applicants	View responses



- Applicants are grouped by status and then sorted
- Members can view applicant cards (if permissions allow) and applications and resumes
- Feedback is saved as you type
- Applicants can be ranked, and ranks appear next to their name
- Materials can be compiled and sent from this tool

SCHEDULING AN INTERVIEW

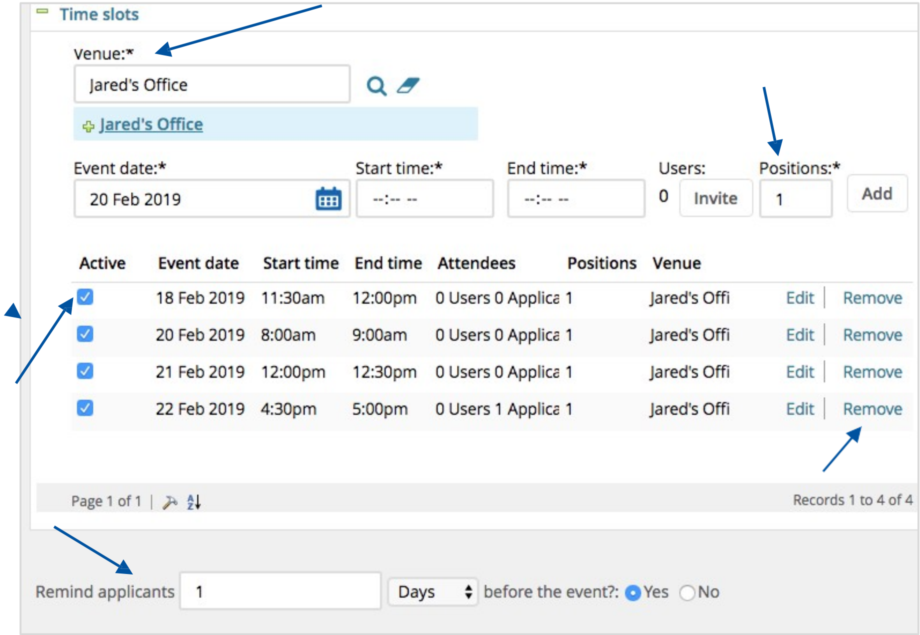


To Use Talent Link:

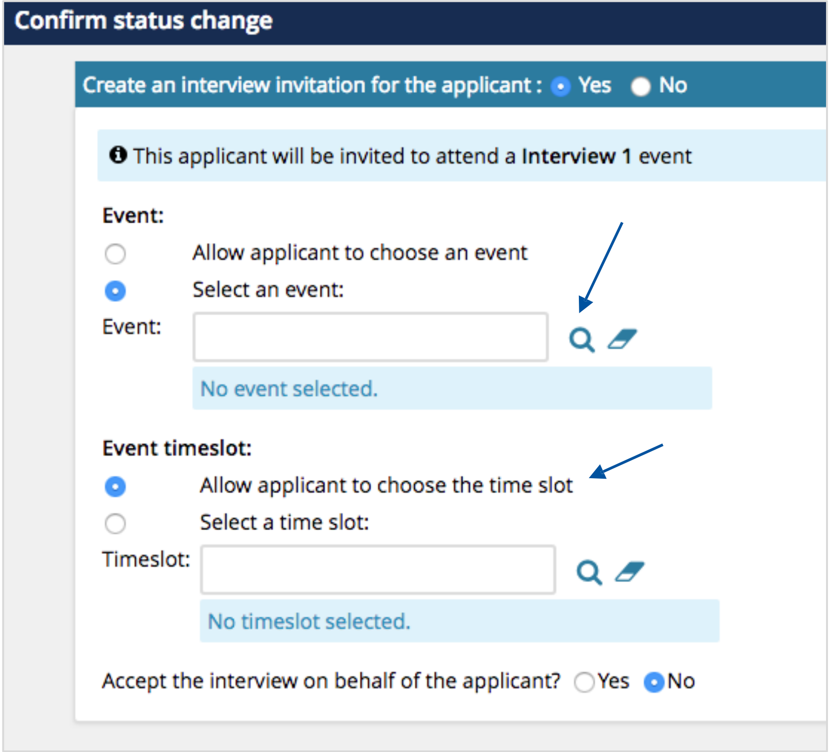
- Events and time slots must be created by clicking "new event" in the hamburger menu before an interview can be booked
- Interviews must be assigned an interview event type
- Entering a requisition will identify the correct event to the correct job

Otherwise:

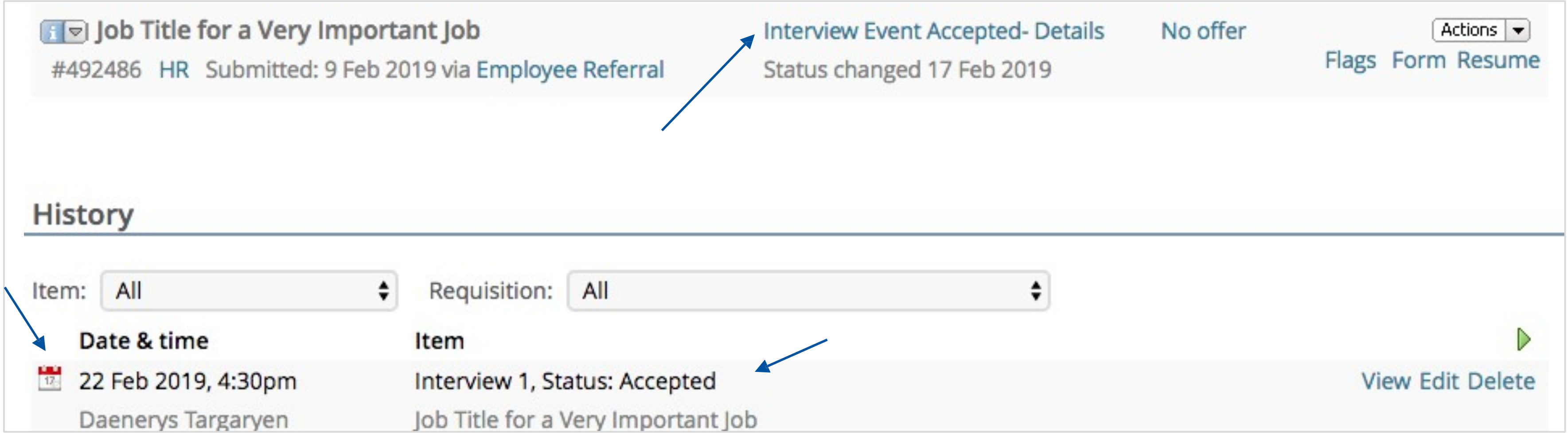
- Move candidates to "Interview 1" and schedule the interview outside of Talent Link



- Events must be saved before time slots can be created
- Time slots can have different venues
- Multiple positions can be included in a single time slot
- Active time slots are available for selection–uncheck this box if you want to make the time slot unavailable to choose from
- Removing a time slot will erase any associated booking information
- An automatic reminder can be scheduled



- Interview booking is available when changing an applicant status
- Or, from the action's menu on the applicant card
- Click the magnifying glass to search for pre-scheduled events
- Time slots less than 24 hours ahead are not available to applicants to select
- Applicants will be able to choose a time slot in their applicant portal



- Applicant statuses will change automatically when an interview time slot is booked into
- Accepted interview bookings will appear in the history section of the applicant card
- Date and time of the accepted time slot will be visible on the card
- Status will also appear on the time title
- Bookings can be edited from the applicant card