Managing a Search

Changing Applicant Statuses and Scheduling Interviews
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)**

<table>
<thead>
<tr>
<th>Search</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### 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
<table>
<thead>
<tr>
<th>Date &amp; time</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yesterday, 3:22pm</td>
<td>Phone screen: Phone screening form, Score: 0, Status: Completed, Selection Criteria Outcome: Pass</td>
</tr>
<tr>
<td>Yesterday, 3:20pm</td>
<td>This is a note associated with a job.</td>
</tr>
<tr>
<td>Yesterday, 3:20pm</td>
<td>Job Title for a Very Important Job</td>
</tr>
<tr>
<td>Yesterday, 3:18pm</td>
<td>This is a note.</td>
</tr>
<tr>
<td>Yesterday, 3:18pm</td>
<td>E-mail: Careers at University of Delaware, To: <a href="mailto:testapplicant@gmail.com">testapplicant@gmail.com</a>, From: Careers at UD Careers<a href="mailto:ud-jobs@udel.edu">ud-jobs@udel.edu</a></td>
</tr>
<tr>
<td>Yesterday, 3:18pm</td>
<td>Job Title for a Very Important Job</td>
</tr>
<tr>
<td>Yesterday, 3:18pm</td>
<td>Status changed to 'New' by Daenerys Targaryen.</td>
</tr>
<tr>
<td>Yesterday, 3:18pm</td>
<td>New application</td>
</tr>
<tr>
<td>Yesterday, 3:18pm</td>
<td>Job Title for a Very Important Job</td>
</tr>
</tbody>
</table>

- **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 actions 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 actions 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 an 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 chairs view committee feedback

**My search committee jobs**

<table>
<thead>
<tr>
<th>Job number</th>
<th>Date added</th>
<th>Status</th>
<th>Title</th>
<th>User</th>
<th>Total applications</th>
<th>Your role</th>
</tr>
</thead>
<tbody>
<tr>
<td>492487</td>
<td>9 Feb 2019</td>
<td>Approved</td>
<td>Test Job</td>
<td>JS</td>
<td>3</td>
<td>Chairperson</td>
</tr>
</tbody>
</table>
• 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 actions 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.