

# MANAGING A SEARCH

Changing Applicant Statuses  
and Scheduling Interviews

# MANAGING A SEARCH IN TALENT LINK

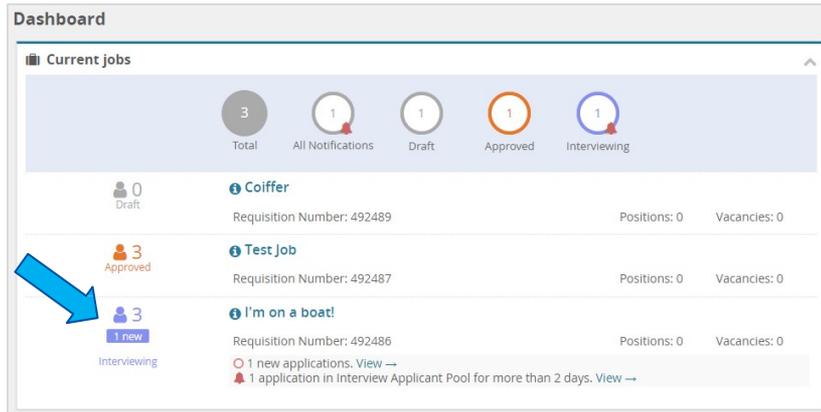
**Purpose:** to manage applicants and the search process in Talent Link

**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



The screenshot shows a 'Dashboard' for 'Current jobs'. At the top, there are five circular progress indicators: Total (3), All Notifications (1), Draft (1), Approved (1), and Interviewing (1). Below this, three job requisitions are listed:

Job Title	Requisition Number	Positions	Vacancies
Coiffer	492489	0	0
Test Job	492487	0	0
I'm on a boat!	492486	0	0

For the 'I'm on a boat!' requisition, there are additional details: 1 new application and 1 application in the Interview Applicant Pool for more than 2 days. A blue arrow points to the 'Interviewing' status indicator for this requisition.

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	
<input type="checkbox"/>	9 Feb 2019	Interview Applicant Pool	Haley	Haley	Ruddell	aergaewre		haley.	United States	Oregon	argiuhg	0		False			Social	Twit		
<input type="checkbox"/>	9 Feb 2019	Interview Event Accepted- Details	Jenna	Jenna	Rakes	40686012		jenna	United States	Oregon	Eugene	0		False			REF	referral		
<input type="checkbox"/>	17 Feb 2019	New	Test	Test	Applicant	555-867-5		testa	United States	Alabama	Middle			False			REF	referral		

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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

Applications			
 Job Title for a Very Important Job #492486 HR Submitted: 17 Feb 2019 via Employee Referral	New Status changed 17 Feb 2019	No offer	 Actions Flags Form Resume
 Test Job #492487 JR Submitted: 12 Feb 2019 via Employee Referral	Search committee review Status changed 12 Feb 2019	No offer	 Actions Flags Form Resume

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

## 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

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

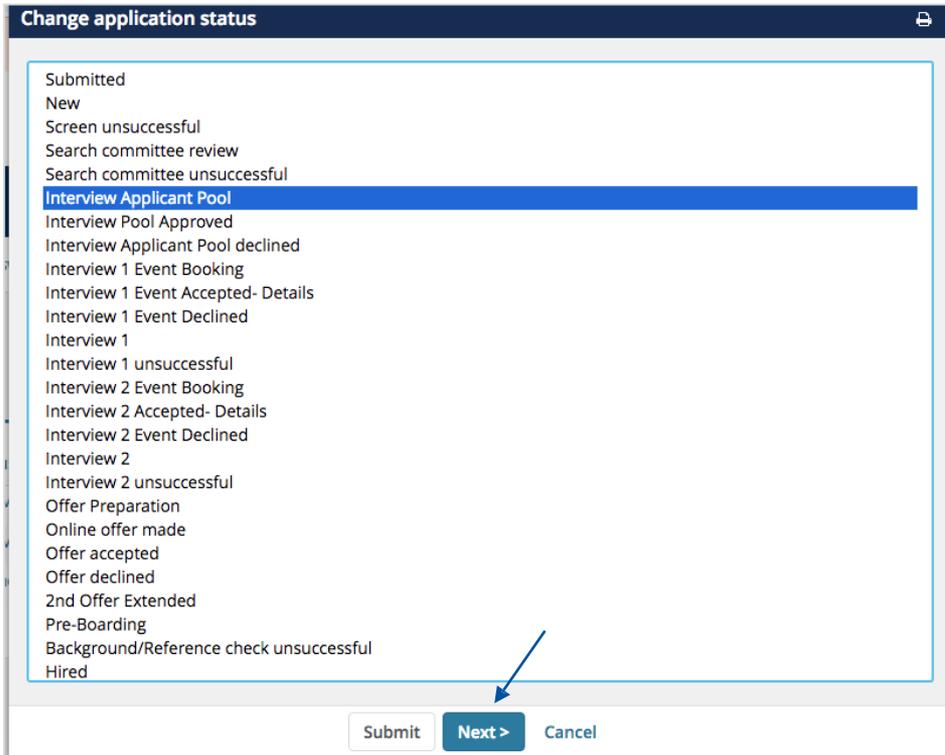
Screened by\* Daenerys Targaryen

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	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

# CHANGING APPLICANT STATUSES



Change application status

Submitted  
New  
Screen unsuccessful  
Search committee review  
Search committee unsuccessful  
**Interview Applicant Pool**  
Interview Pool Approved  
Interview Applicant Pool declined  
Interview 1 Event Booking  
Interview 1 Event Accepted- Details  
Interview 1 Event Declined  
Interview 1  
Interview 1 unsuccessful  
Interview 2 Event Booking  
Interview 2 Accepted- Details  
Interview 2 Event Declined  
Interview 2  
Interview 2 unsuccessful  
Offer Preparation  
Online offer made  
Offer accepted  
Offer declined  
2nd Offer Extended  
Pre-Boarding  
Background/Reference check unsuccessful  
Hired

Submit Next > Cancel

- 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

**Confirm status change**

You are about to move **Test Applicant** to a different status:

From status: New  
To status: Search committee review

Communication template: -- No template --

E-mail: Applicant:  Yes  No

**i** No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from Job:  Yes  No

Note

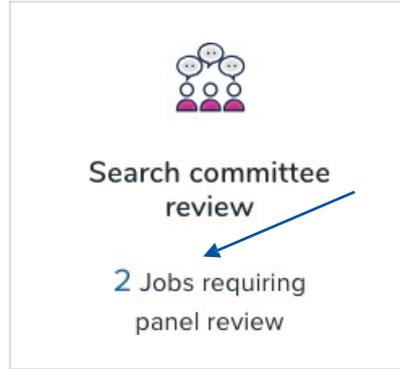
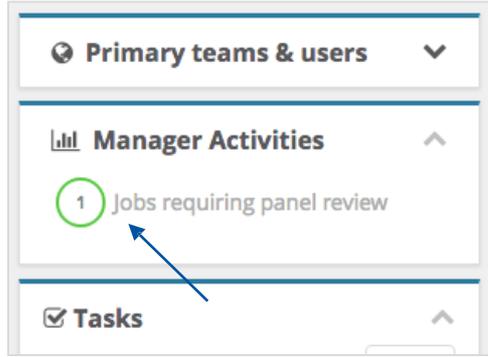
The following will be added to the applicant notes for administrators to view:

Update job status from Interviewing to Compliance Review:  Yes  No

**Move now** Cancel

- 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	<a href="#">View Applicants</a>   <a href="#">View responses</a>

Test Job (492487) Saved: ✓

**Bulk compile and send**

Select all    Sort: Outcome

**Search committee review**

- Haley Ruddell  
17 Feb 2019
- Jenna Rakes  
17 Feb 2019
- Test Applicant #1  
12 Feb 2019 Exceptional

Summary

Selection Criteria Outcome:     Rank:

**Save and next**    Close

- 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

Event details

Title:\* Interview for Test Job

Event type:\* Interview 1

Venue:\* Jared's Office

+ Jared's Office

Requisition: Test Job

492487

Owner:\* Daenerys Targaryen

Email address: [haley.ruddell+DT@gmail.com](mailto:haley.ruddell+DT@gmail.com)

Add owner as user?:  Yes  No

Contact name: Dani Stormborn

Public instructions: Dragon parking by permit only - prefer you travel on foot.

## 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

**Time slots**

Venue:\*

**Jared's Office**

Event date:\*

Start time:\*

End time:\*

Users:

Positions:\*

Active	Event date	Start time	End time	Attendees	Positions	Venue	
<input checked="" type="checkbox"/>	18 Feb 2019	11:30am	12:00pm	0 Users 0 Applica	1	Jared's Offi	<a href="#">Edit</a>   <a href="#">Remove</a>
<input checked="" type="checkbox"/>	20 Feb 2019	8:00am	9:00am	0 Users 0 Applica	1	Jared's Offi	<a href="#">Edit</a>   <a href="#">Remove</a>
<input checked="" type="checkbox"/>	21 Feb 2019	12:00pm	12:30pm	0 Users 0 Applica	1	Jared's Offi	<a href="#">Edit</a>   <a href="#">Remove</a>
<input checked="" type="checkbox"/>	22 Feb 2019	4:30pm	5:00pm	0 Users 1 Applica	1	Jared's Offi	<a href="#">Edit</a>   <a href="#">Remove</a>

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Remind applicants  Days  before the event?:  Yes  No

- 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

## Confirm status change

Create an interview invitation for the applicant :  Yes  No

**i** This applicant will be invited to attend a **Interview 1** event

### Event:

Allow applicant to choose an event

Select an event:

Event:



No event selected.

### Event timeslot:

Allow applicant to choose the time slot

Select a time slot:

Timeslot:



No timeslot selected.

Accept the interview on behalf of the applicant?  Yes  No

- 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

**Job Title for a Very Important Job** No offer  
 #492486 HR Submitted: 9 Feb 2019 via Employee Referral Interview Event Accepted- Details  
 Status changed 17 Feb 2019 Actions  
 Flags Form Resume

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### History

Item: All Requisition: All

Date & time	Item	
22 Feb 2019, 4:30pm Daenerys Targaryen	Interview 1, Status: Accepted Job Title for a Very Important Job	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

- 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