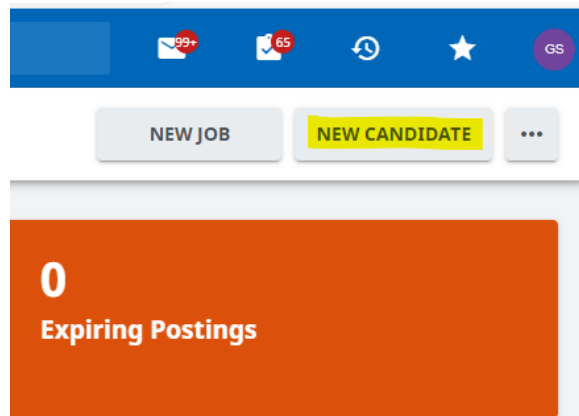


## HOW TO ADD A NEW CANDIDATE TO A VACANCY

This guidance can be used if receiving a candidate's application externally e.g. via an agency, by referral etc.

Before starting, please make a note of the job number you wish to add the candidate to.

1. Select **New candidate** in the top right corner of your dashboard:



2. Within the popup box add the candidate's information in the required fields:

**CANDIDATE NAME**

Title	<input type="text" value="Miss"/>
First name *	<input type="text" value="Test"/>
Middle name	<input type="text"/>
Last name *	<input type="text" value="Example"/>

---




**CONTACT INFORMATION**

Email address *	<input type="text" value="test@test.com"/>
Phone number (preferred)	<input type="text"/>
Phone number (alternative)	<input type="text"/>
Address line 1 *	<input type="text" value="test road"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city *	<input type="text"/>
Postcode/ZIP code *	<input type="text" value="TES 1EW"/>
Country and region *	<input type="text" value="United Kingdom"/> <input type="text" value="London"/>

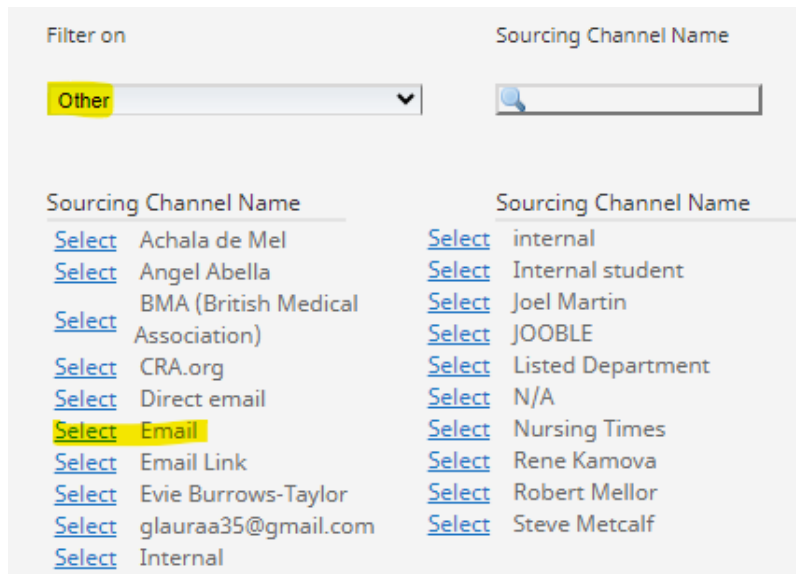
**Please note** - In the below section you need to link the candidate to the requisition via the job number.

3. Administrative information section – use the pencil symbols to complete these fields:

**ADMINISTRATIVE INFORMATION**

Sourcing Channel Type	<input type="text"/>
Sourcing Channel Name	<input type="text"/> 
<b>Link candidate to requisition and/or pool *</b>	
Job	<input type="text"/> 
Pool	<input type="text"/> 
Data privacy statement *	<input type="text" value="1 Year"/>
Sourcing medium *	<input type="text" value="Please select"/>

- **Sourcing Channel Name** – click the pencil, in the pop up window > filter by 'Other' and select 'Email'



Filter on	Sourcing Channel Name
<input type="text" value="Other"/>	<input type="text"/>
<b>Sourcing Channel Name</b>	<b>Sourcing Channel Name</b>
<a href="#">Select</a> Achala de Mel	<a href="#">Select</a> internal
<a href="#">Select</a> Angel Abella	<a href="#">Select</a> Internal student
<a href="#">Select</a> BMA (British Medical Association)	<a href="#">Select</a> Joel Martin
<a href="#">Select</a> CRA.org	<a href="#">Select</a> JOOBLE
<a href="#">Select</a> Direct email	<a href="#">Select</a> Listed Department
<a href="#">Select</a> <b>Email</b>	<a href="#">Select</a> N/A
<a href="#">Select</a> Email Link	<a href="#">Select</a> Nursing Times
<a href="#">Select</a> Evie Burrows-Taylor	<a href="#">Select</a> Rene Kamova
<a href="#">Select</a> glauraa35@gmail.com	<a href="#">Select</a> Robert Mellor
<a href="#">Select</a> Internal	<a href="#">Select</a> Steve Metcalf

- **Linking the candidate to a specific job** – click the pencil sign next to Job, in the pop-up window > search by job number > select the job number from the search results

ADVANCED SEARCH ON REQUISITIONS

Job Title \_\_\_\_\_

**Job Number** NAT01461

Internal Job Number \_\_\_\_\_

Organisation  ▼

Person in charge All ▼

Job Title or Job Number containing \_\_\_\_\_

CANCEL CLEAR **SEARCH**

Display:	Active Job Vacancies				
Job Number:	NAT01461				
<input type="button" value="Pencil icon"/> <span style="float: right;">p</span>					
Job Title	Job Number	Internal Job Number	Status	Created on	Organisation
<a href="#">Select</a> TEST JOB	NAT01461	-	Open	07/06/2023	NAT

- **Talent Database consent** – leave as ‘unknown’
- **Application consent** – please ensure you have ticked this box
- **Data Privacy Statement** – leave as 1 year
- **Sourcing medium** – select email from the drop down menu

Please then click **CREATE**:

CLOSE **CREATE**

- This will show you the candidate details you have uploaded and the role(s) they are connected to.

The screenshot shows a candidate profile for 'Test Example' with ID 835478. The profile is marked as 'NEW'. It includes contact information (PHONE, EMAIL: test@test.com) and an address (test road, TES 1EW London, London, United Kingdom). The main content area shows a submission for 'TEST JOB (NAT01461)' which is 'Open Since 18/03/2024'. Below this, there are three tabs: 'SELECTION STEPS', 'ADDITIONAL TASKS', and 'HIRING PROCESS'. The 'SELECTION STEPS' tab is active, showing a table of steps:

Step	Details
Submission Details	Submission date: 18/03/2024 12:00 Europe/London by Sinu Gabriela Sourcing Channel: Talentlink Application consent given
Prescreening	(Ponnou Cheryl)
Panel Decision	(Ponnou Cheryl)

- To add any documents to this candidate's profile for this specific role, please click on the 3 dots in the top right corner and select 'documents':

The screenshot shows a horizontal menu with four buttons: 'CANDIDATE PACK', 'DELETE CANDIDATE', 'LINK TO JOB', and a three-dot menu icon. The three-dot icon is circled in red. Below the menu, a dropdown list is visible with the following options:

- Candidate Pack
- Link to Job
- Invite to Apply
- Merge with other Candidate
- Mark/Unmark for Archiving
- Delete Candidate
- Documents**
- Cost Tracking

Then click on the 3 dots again and select 'add document' > in the pop up complete the fields with the document information:

- **Document type** – select CV
- **Application context** – Select the relevant job number
- **Document Security** – select Application Security

Then click SAVE

Select file TEST CV.docx ✓

File types we accept: .bmp, .doc, .gif, .jpeg, .jpg, .msg, .odg, .odp, .ods, .odt, .pdf, .png, .rtf, .tif, .tiff, .text, .txt, .xls, .docx, .xlsx, .xlsm, .ppt, .pptx, .sxw, .wpd.  
Maximum file size: 51200 kB

Document Name  
  
File name will be used when no custom document name is provided.

Document Type

Document Language

Application context required  
  
Link document with an application. Only users with access to this application will be able to see this document. Application context is required when 'Application security' is selected in Document security field.

Document Security

- Because you have manually added the candidate, you will need to send them a **diversity questionnaire** to complete. This is extremely important for data capture reasons and for uploading the candidate to ICIS.

To do this go to the **Selection/Hiring** tab, tick the relevant candidate, and then click on the 3 dots in the top right corner. From the drop down select 'contact by email':

The screenshot shows the 'SELECTION / HIRING' tab in the ICIS system. A candidate record for 'Example, Test' is selected. The 'Contact by Email' option is highlighted in the dropdown menu.

CHECKBOX	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	STATUS OF SELECTED STEP	QUESTIONNAIRE 1	HIGHLIGHT TAGS
<input checked="" type="checkbox"/>	Example, Test			18/03/2024	Talentlink	Open	-		

- In the pop-up window, ensure you select the correct email template - **IC - Diversity Questionnaire** - against the section 'Use an Email Template':

The screenshot shows the 'Use an Email Template' dropdown menu with the 'IC Diversity Questionnaire' option highlighted.

Use an Email Template **Select an Email Template**

- Select an Email Template
- IC Automatic Reply - Anonymised Applications
- IC Automatic Reply - Anonymised Applications
- IC Diversity Questionnaire**
- IC Automated reply
- IC Automated reply
- Other

Subject required

The email to the candidate will be prepopulated and the diversity questionnaire will be automatically attached. Therefore, you just need to click **Send** at the bottom of the window.

- Once the candidate has completed the Diversity Questionnaire; this will be available in their Documents.

If you have any queries, please contact [support.jobs@imperial.ac.uk](mailto:support.jobs@imperial.ac.uk).

