

Viewing candidate applications and shortlisting online

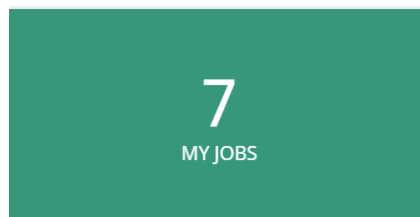
TalentLink enables the assigned Hiring Manager and panel to login and review candidate applications online.

Logging in to review candidate applications and supporting documentation reduces the need for candidate packs to be downloaded, emailed or printed, making the shortlisting process quicker and reducing risk of breaching GDPR compliance.

Hiring Managers and the selection panel should use the 'Shortlisting Record Form' to record their assessment against the top selection criteria and return this to the Recruitment Hub.

The below steps show how Hiring Managers can view applications:

1. [Login](#) to TalentLink by using your college single sign on details
2. From your dashboard, select the green box **My Jobs**:



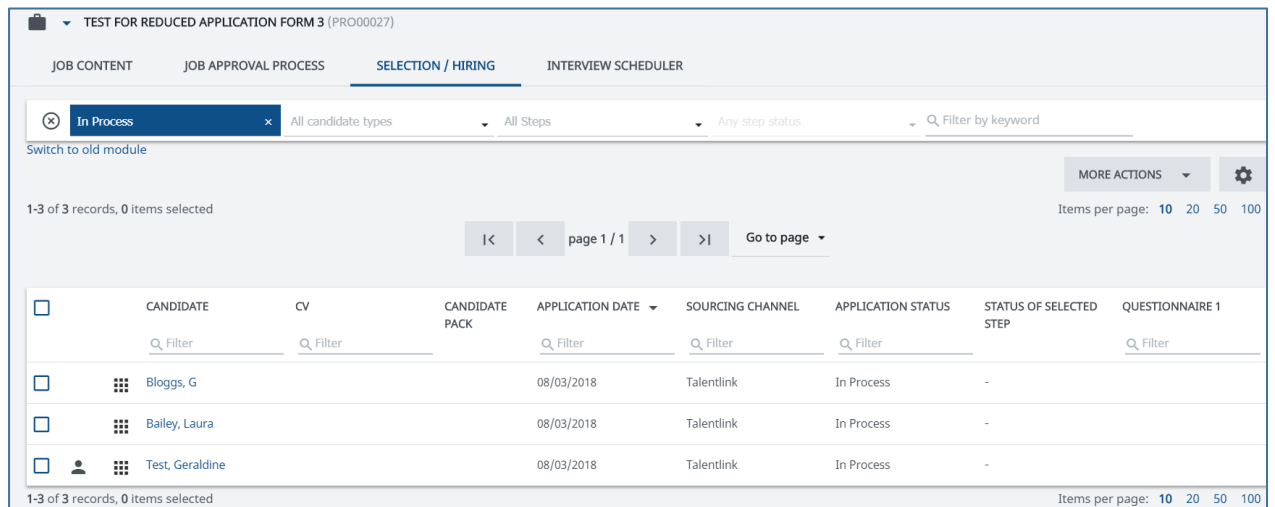
3. In the Jobs homepage you can view a summary of your assigned jobs, with candidate, position, status and recruiter information.

JOB TITLE	CANDIDATES				POSTED	NUMBER OF POSITIONS		STATUS
	NEW	IN PROCESS	OFFERED	ALL		OPEN	FILLED	
Quantum Technology Innovation Researcher (NAT00627)	0	0	0	0	-	1	0	Open
Research Associate (ENG01149)	9	0	0	9	✓	2	0	Open
Clinical Research Fellow (Chain Florey Research Continuation Fellowship) (MED01634)	0	0	0	0	⚠	1	0	Open
Project Manager (Online Executive Education Portfolio) (BUS00225)	11	0	0	12	✓	1	0	Open
Research Assistant/Associate (ENG01148)	8	0	0	8	-	1	0	Open
Research Associate in Active Matter at High Densities (ENG01147)	1	0	0	1	✓	1	0	Open
Fundraising Manager (Faculty of Engineering) (PRS00088)	0	2	0	2	✓	1	0	Open

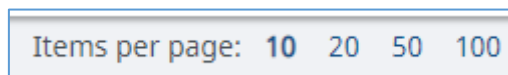
You can view applications at any time. Clicking on the number in the relevant column will take you through to the Selection/ Hiring tab of that vacancy.


This icon ⚠ indicates that the advert will soon be closing, please contact your Recruitment Administrator who can offer guidance on the next step


- Clicking on the number in the **New** or **In Process** column will take you through to the below sifting screen:



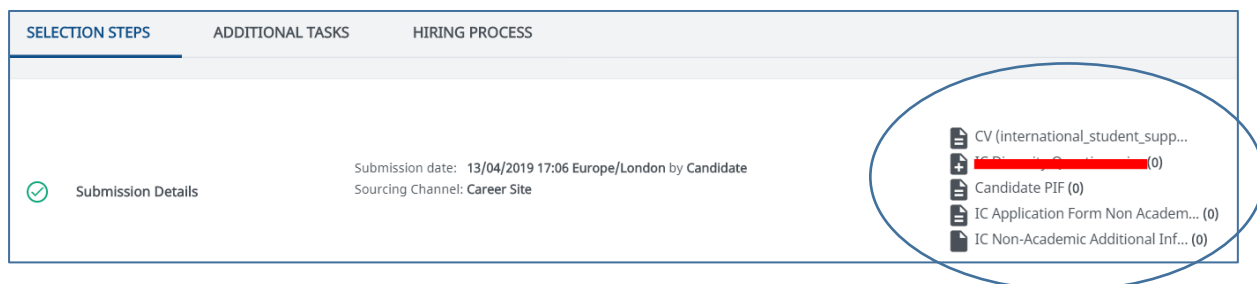
- Tip** Choose the number of candidates you wish to view per page by clicking on the items per page option in the top right or bottom right of the screen



- To view the full candidate pack, click on the 3-line icon  under the **Candidate Pack** column and a pop up box will open with the pack and all attached documents.

To view the CV section of the candidate's application form, click on the paper icon  under the CV column.

- To view each application form separately click on a candidate name. This will take you to the **Selection Steps** tab where you can view each document on the right-hand side:



FAQ's

What information is held in a candidate's application?

Imperial College (IC application) forms

- Candidate PIF
 - Name, address, and contact details
- IC application form (for both academic and non-academic)
 - Employment history
 - Memberships/certifications/training courses
 - Supporting statement(s)
- IC Additional information (for both academic and non-academic)
 - Internal application information (if applicable)
 - Referee details
 - Guaranteed interview scheme

Other documents can be attachments and named by the candidates

- Such as CV, supporting statement, qualifications, etc.

What do the numbers in the column titled **Questionnaire 1** mean?

CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	APPLICATION STATUS	STATUS OF SELECTED STEP	QUESTIONNAIRE 1
			08/01/2019	In Process	Completed	500
			24/09/2018	In Process	Submitted	0
			24/09/2018	In Process	Submitted	0

The scoring in the 'Questionnaire 1' column flags certain important responses from the application you need to be made aware of

Internal employee (candidate selected Yes to "Are you a current employee of Imperial College London?")	100
Redeployee (candidate selected Yes to "Do you currently have redeployee status with Imperial College?")	899
Disability Confident (candidate selected Yes to "Do you have a disability as defined by the Equality Act 2010?")	500
Right to work in the UK (Candidate selected no to "Do you currently hold a valid UK visa status?")	50

Please note, if a candidate selects a combination of the above scored questions, then these will be calculated, and a total provided under the **Questionnaire 1** column. For example:

Internal employee + redeployee	999
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For any help and advice please contact the Recruitment Hub at:
recruitment@imperial.ac.uk