Shortlisting candidates on Talentlink

1. Introduction

Moving candidates to the right statuses throughout the recruitment process is key to getting accurate data for reporting purposes. Candidates can also check the status of their application on our career's website so accurate statutes give a better experience to candidates.

Hiring managers should now check applications directly on Talentlink, so sending them all the correct information for shortlisting will speed up the process.

2. How to move candidates to In Process

The day after the vacancy has expired, candidates will need to be moved from New/Open to In Process. To do so:

Go to the vacancy and click on the number of *New* candidates.
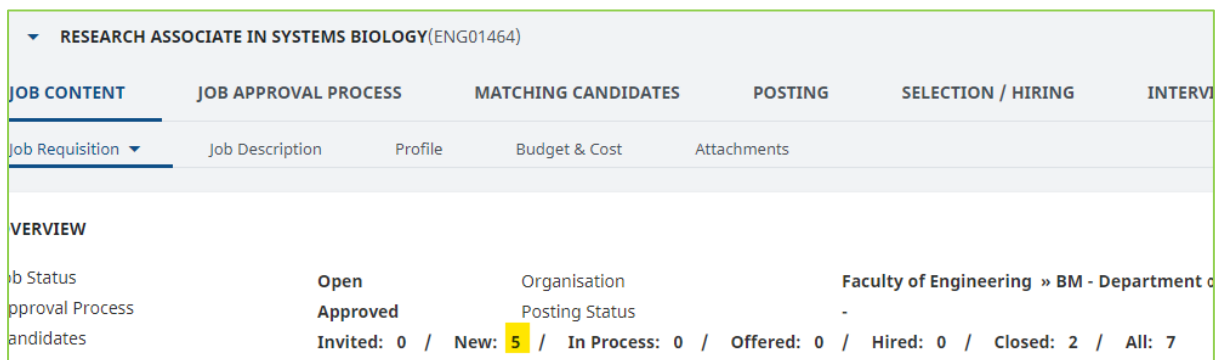
The system will display all candidates that are *New* in the *Selection/Hiring* tab. Select all candidates and click on **Proceed**.

You can 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.

Click on **Panel Decision** and click **OK**.

Under *Assign to*, pick the hiring manager in the Operational team list and click **Submit**. This is just for process purposes and please be aware that anyone in the operational team will be able to view applications

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Applications have now been moved to *In Process*.

OVERVIEW

Job Status	**Open**	Organisation	**Faculty of Engineering » BM - Department**
Approval Process	**Approved**	Posting Status	**-**
Candidates	Invited: **0** / New: **0** / In Process: **5** / Offered: **0** / Hired: **0** / Closed: **2** / All: **7**		

3. Checking a candidate's disability confident/redeployment status

Go to the *Selection/Hiring* tab. Under Questionnaire 1, different numbers might be assigned to candidates.

		CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE ▾	SOURCING CHANNEL	APPLICATION STATUS	QUESTIONNAIRE 1
☐			Q Filter		Q Filter	Q Filter	Q Filter	Q Filter
☐		Test, Rebecca	0	☰	09/12/2020	Email	In Process	550
☐	👤	Test, Jason	0	☰	09/12/2020	Email	In Process	100
☐		Test, Deborah	0	☰	09/12/2020	Talentlink	In Process	

1-3 of 3 records, 0 items selected — Items per page: **10** 20 50 100

Here are the various codes that can be listed:

| Internal employee	**100**
Redeployee	**899**
Disability Confident	**500**
Convictions, cautions, reprimands or final warnings	**75**
Right to work in the UK	**50**

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.

4. How to create a shortlisting report

Please note you will first need to request access to the shortlisting report by contacting support.jobs@imperial.ac.uk

Click on the **Reporting** icon on the left side of the dashboard.

In the dropdown, click on **Adhoc Reports**.
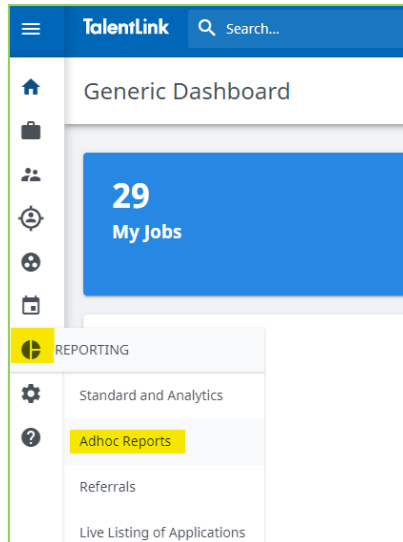
You will have two shortlisting reports listed. Ignore the one named Shortlisting Report 04.11.2019 and click on the other one (usually named after each Recruitment Administrator's name).

Click on its name.

A pop-up opens. Click on **Filters**.

Click on Job Number equal to "XXXX" to change the job number.

In the *Value* field, type the job number for the role being shortlisted and click **OK**.

The field "Job Number Equal to XXX" should now list the correct job number. Click **Save & Preview**.

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A pop-up will open previewing the information. Click on **Generate** to download the Excel file.

On the file is ready, click on **here** to download the file.

Once downloaded, open the shortlisting report.

Filter the top row to sort Applications by In Process status.

The report lists whether candidates have ticked the Disability confident question and whether they have added comments regarding adjustments needed.

As we have four different types of application forms (Academic, Clinical, Non-Academic and Research), eight columns will be listed but only two will be populated each time.

Input the information into the Shortlisting Record Form.

If you have any Talentlink queries, please email support.jobs@imperial.ac.uk.