

Shortlisting candidates on Talentlink

- 1. Introduction 1
- 2. How to move candidates to In Process 1
- 3. Checking a candidate’s disability confident/redeployment status 3
- 4. How to create a shortlisting report 3

1. Introduction

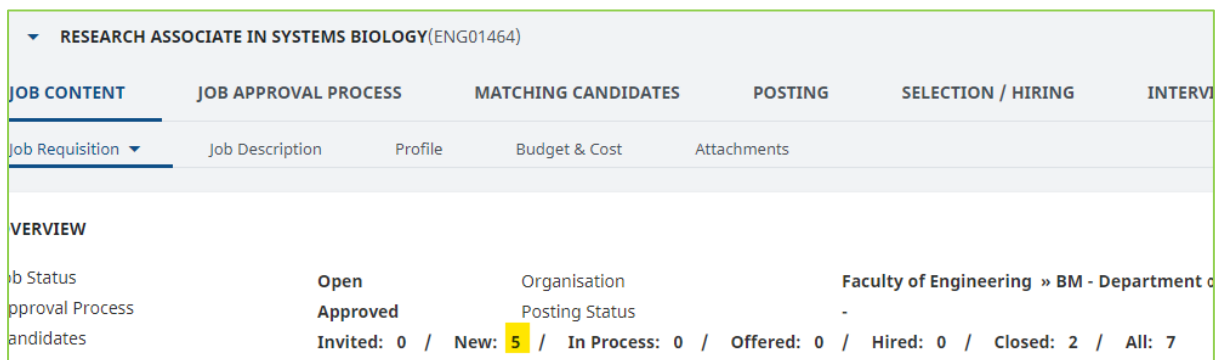
Moving candidates to the right statuses throughout the recruitment process is key to getting accurate data for reporting purposes. Candidates can also check the status of their application on our career’s website so accurate statuses give a better experience to candidates.

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**.

RESEARCH ASSOCIATE IN SYSTEMS BIOLOGY(ENG01464)

JOB CONTENT JOB APPROVAL PROCESS MATCHING CANDIDATES POSTING **SELECTION / HIRING** INTERVIEW SCHEDULER

1-3 of 3 records, 3 items selected

CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	QUESTIONNAIRE 1
Test, Rebecca	0		09/12/2020	Email	New	550
Test, Jason	0		09/12/2020	Email	New	100
Test, Deborah	0		09/12/2020	Talentlink	New	

Items per page: 10 20 50 100

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**.

UPDATE APPLICATION INFORMATION
 Candidate: [redacted]
 Application: Bioinformatics Research Associate - Clinical Computational Genomics

APPLICATION INFORMATION

Current Status: Open (Last Update 16/07/2021)
 New Status: In Process

Application Comments
 View all comments

What do you want to do next?

Panel Decision
 Telephone Interview
 Interview 1
 Interview 2

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

ASSIGN STEP

Due Date: dd/mm/yyyy 19/07/2021
 Schedule date: dd/mm/yyyy
 Receive notification when complete: Yes No

Assign to: **Chambers Jason**
 From: Deborah Demachiev (d.demachiev@icdev.ic.ac.uk)
 Subject: Request to conduct a CV review for [First Name] [Last Name] for the role of [job opening name]

Priority: High Normal Low
 Sensitivity: Normal

Message: [EDIT MESSAGE]

Template: IC Shortlisting - Final Decision Form
 Save Email in candidate history

Email language: English (UK)

CANCEL **SUBMIT**

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
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	

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

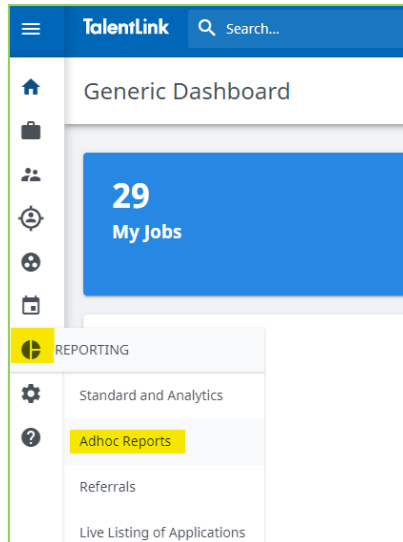
If a candidate selects a combination of the above scored questions, then these will be calculated and a total provided under the *Questionnaire 1* column.

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**.

ADHOC DEFINE REPORT SETTINGS - STEP 1/7

Name/Desc | Columns | Column Order | **Filters** | Scheduling | Sharing | Distribution

Define report details

Report Name * Shortlisting Report 04.11.2019

Description in alphabetical order

Language of extraction * English (UK) ▼

Number of files retained in the history * 3 (Max 15)

Report format * Excel (.xls) ▼

Timezone * User ▼

Define data type

Application, Selection and On boarding Follow up

* Required Field

NEXT CANCEL SAVE & PREVIEW **SAVE**

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

ADHOC DEFINE REPORT SETTINGS - STEP 4/7

Name/Desc | Columns | Column Order | **Filters** | Scheduling | Sharing | Distribution

Define filters

Application Last Update Date **Is Not Null** Remove
and Job Number **Equal to "MED02403"** Remove
Add filter

Define sort order

Sort data using the following criteria

1st sort order None
2nd sort order None

BACK NEXT CANCEL SAVE & PREVIEW SAVE

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

TalentLink - Adhoc Filter Creation - Google Chrome

emea3.mrtedtalentlink.com/private/rem/rem_adhoc_filter.cfm?filterIdx=2

Define a Filter

Domain Job Content data
Field * Job Number
Operator Equal to
Value * 'MED02403'

Allow to change in the No copies *

* Required Field

OK CANCEL

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

ADHOC DEFINE REPORT SETTINGS - STEP 4/7

Name/Desc Columns Column Order **Filters** Scheduling Sharing Distribution

Define filters

Application Last Update Date **Is Not Null**

and Job Number **Equal to** "MED02483"

Remove Remove Add filter

Define sort order

Sort data using the following criteria

1st sort order None

2nd sort order None

BACK NEXT CANCEL **SAVE & PREVIEW** SAVE

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

Request is completed.

Shortlisting Report 04.11.2019 - Preview 24/08/2021

Application Status	Job Title	Last Name	First Name	Disability - Academic	Additional info - Academic	Disability - Clinical	Additional info - Clinical	Disability - Non-Academic	Additional info - Non-Academic	Disability - Research	Additional info - Research
Rejected	Research Fellow									No	
In Process	Research Fellow									No	
In Process	Research Fellow									No	
Rejected	Research Fellow									No	
In Process	Research Fellow									No	
Rejected	Research Fellow									No	
In Process	Research Fellow									No	
Rejected	Research Fellow									No	
In Process	Research Fellow									No	
Rejected	Research Fellow									No	
In Process	Research Fellow									No	

CLOSE **GENERATE**

On the file is ready, click on [here](#) to download the file.

Extraction is completed. Click [here](#) to download a file.

Shortlisting Report 04.11.2019 - Preview 24/08/2021

Application Status	Job Title	Last Name	First Name	Disability - Academic	Additional info - Academic	Disability - Clinical	Additional info - Clinical	Disability - Non-Academic	Additional info - Non-Academic	Disability - Research	Additional info - Research
Rejected	Research Fellow									No	
In Process	Research Fellow									No	
In Process	Research Fellow									No	
Rejected	Research Fellow									No	
In Process	Research Fellow									No	
Rejected	Research Fellow									No	
In Process	Research Fellow									No	
Rejected	Research Fellow									No	
In Process	Research Fellow									No	

CLOSE **GENERATE**

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.