Candidate Management

Vacancies Homepage

To view your posted vacancies click on the Vacancies tab. At the top of this page is a breakdown of your jobs and candidates.

Vacancies

4	15	4	3	2	2
Total Jobs	Unassessed	Shortlisted	In Progression	Offered	Hired

Start typing... ❓	Hierarchy (None)	Show Live ⌄	All ⌄	Bulk Actions ⌄

☐ Select all

☐ **Store Manager**   Manchester, Greater Manchester - £25,000 to £30,000 per year   Actions ⌄

0	4	0	0	1
Unassessed	Shortlisted	In Progression	Offered	Hired

LIVE | Posted 06/04/2018 | ND70633ManSM | Neil Duffy | Total Applications: 10   Posted to 1 Job boards

☐ **Technical Project Manager**   Manchester, Greater Manchester - £20,000 to £40,000 per year   Actions ⌄

4	0	1	0	0
Unassessed	Shortlisted	In Progression	Offered	Hired

LIVE | Posted 05/04/2018 | ND72160ManTPM | Neil Duffy | Total Applications: 5   Posted to 1 Job boards

✓ The main Vacancies screen contains details of all the jobs you have posted through the system

✓ At the top left of the screen there is a filter function where you can define which vacancies you wish to view. You can filter via your hierarchy, the status of the role and the date range of a role.

✓ There is also the facility to search for a specific role

Search

Exists in ⬍		Selected items	0

Talos
Division 2
Neil Duffy

Select all	Deselect all	Confirm	Cancel

Show Live ⌄
Show All
Show Future
Show Live
Show Expired
Show Archived

All ⌄
Last 7 Days
Last 14 Days
Last 30 Days
Last 90 Days
All

Viewing Candidates

✓ When you click into one of the progression pots on a vacancy you are then able to view candidate details and manage these candidates through the recruitment journey.

✓ You are able to click on the progression pots at the top of the screen to navigate to he candidates who are at this stage. Above the name of the pot the system displays the amount of candidates at this stage.

✓ On the left hand side of this screen you can see a list of candidates who are at this specific stage. As you progress through the stages the candidate list will always remain on the left.

Applications (ND71949ManSHRO)
Senior Human Resource Officer   Manchester, Greater Manchester, £28,000 – £38,000 per annum

7 Unassessed	0 Shortlisted	1 In Progression	1 Offered	0 Hired	1 Rejected

🔍 Search

Select Visible   Select All

☐ Julie Taylor
05/04/2018 17:24:40
☆☆☆☆☆

☐ Michael Adams
05/04/2018 17:25:41
☆☆☆☆☆

☐ Robert Jones
05/04/2018 17:26:31
☆☆☆☆☆

👤 CV Received   ✕ Reject   ✓ Shortlist

Julie Taylor ☆☆☆☆☆   External
julie.taylor.talos@gmail.com

No tags

📤 Application	05/04/2018 17:24:40 via Your Board ⊞
📇 Personal Details	⊞
🔖 Timeline	17 previous applications ⊞
✉ Email	⊞
📎 Manage Files	⊞
➔ Offer Details	⊞

Filtering Candidates

✓ You are able to search or filter out the candidates using the toolbar above the candidate list. You can search for a candidate via name or use the filters as shown in the image to the right.

✓ The first two options in the candidate filter tool allow you to sort candidates in list order from a number of options and either in ascending or descending order.

✓ You are also able to filter out candidates based on:
✓ Star Rating,
If you have Forwarded the Candidate,
If you have Downloaded the Candidate Details,
If you have Emailed the Candidate
If you have viewed the candidate.

| Q Search | ▼ | 👤 CV Received |

| Select Visible | Select All |

☐ Julie Taylor

05/04/2018 17:24:40
☆☆☆☆☆

☐ Michael Adams

05/04/2018 17:25:41
☆☆☆☆☆

☐ Robert Jones

05/04/2018 17:26:31
☆☆☆☆☆

☐ Adam Robinson

05/04/2018 17:27:28
☆☆☆☆☆

Order By
Application Date ▲▼

Direction
Ascending ▲▼

Filter By

Star Rating
☐0 ☐1 ☐2 ☐3 ☐4 ☐5

Additional Filters
↗ | None | ✓ | ✗
⬇ | None | ✓ | ✗
✉ | None | ✓ | ✗
👁 | None | ✓ | ✗
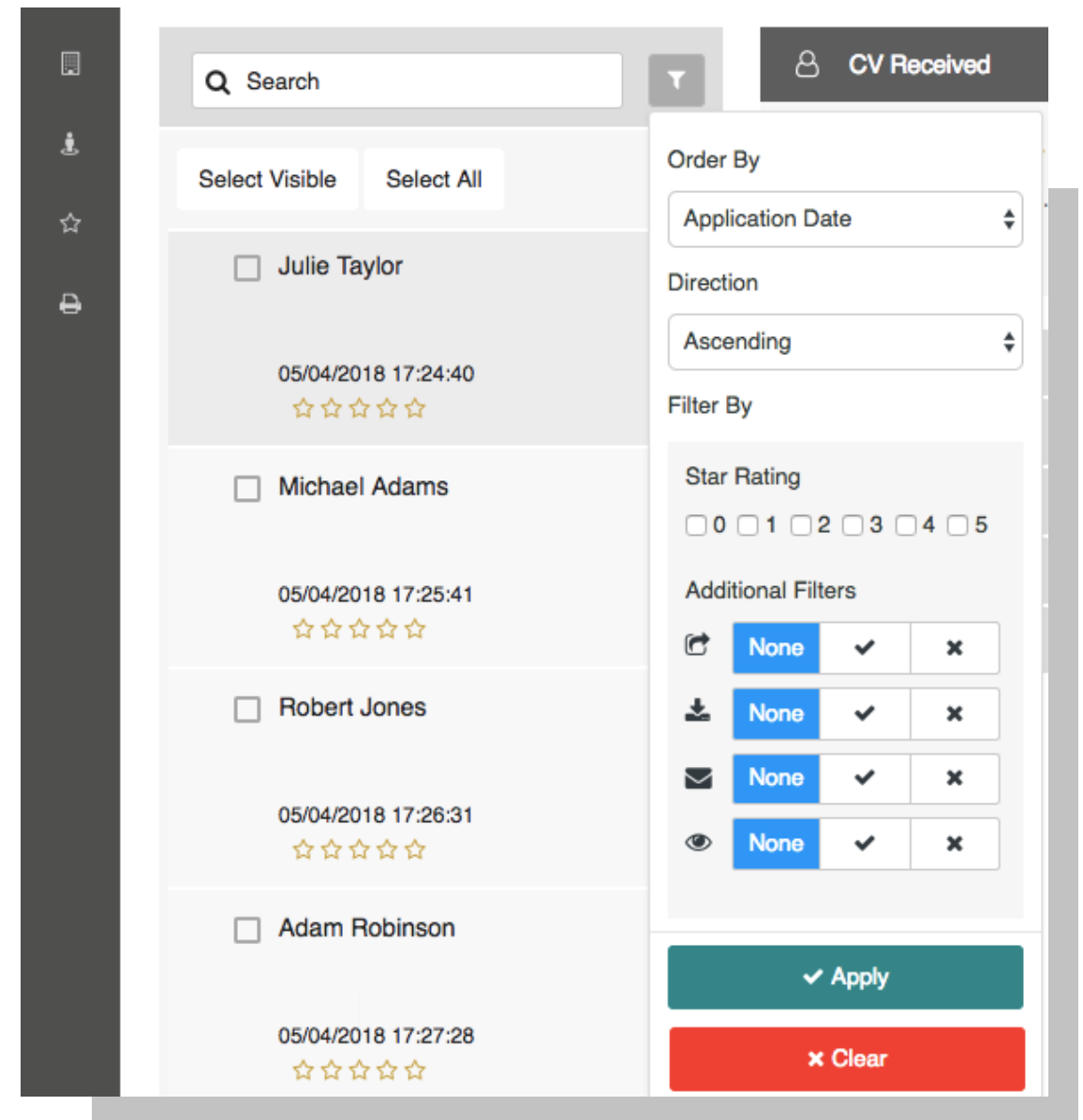
✓ Apply

✗ Clear

✓ Once you have selected your filter chose the Apply button to set this or you can chose the Clear button to remove all filters.

✓ PLEASE NOTE:
If you can see that candidates are in the progression pot but none are visible, it is likely that there is a filter set on the candidate name list.

Candidate Information

- ✓ When you first view a candidate you see a brief summary of the candidate information and some options to progress a candidate.

- ✓ The first heading above the candidate will display what stage the candidate is at in the recruitment process. This will automatically change as you move the candidate through the system.

- ✓ Below this you can then see the candidate name and contact details along with an option to apply a star rating to a candidate. Simply click the star rating you wish to give them and this will automatically be saved to the candidate. This is useful to create an initial long list.

| 👤 CV Received | ✕ Reject ▾ | ✓ Shortlist ▾ |

Julie Taylor ☆☆☆☆☆

julie.taylor.talos@gmail.com

External

◂ • No tags

Julie Taylor ☆☆☆☆☆
julie.taylor.talos@gmail.com

None selected ⌄

☐ | Search | ☐

☐ 1st Line Engineer

☐ 2nd Line Engineer

☐ 2nd Line System Administrator

☐ 3D Artist

☐ 3rd Line Engineer

☐ Academy Trainer

☐ Account Manager

- ✓ Below the candidate information is the option to add a tag or a keyword to a candidate.

- ✓ These tags can be used to the filter out candidates in your talent pool depending on any Tags you have associated with them

- ✓ This is a useful feature for candidates you wish to approach for future roles

- ✓ To the far right of the Candidate Information page is the candidate source information.

- ✓ This will display whether the candidate is an external candidate, internal candidate or a candidate submitted through an agency.

Application Information

✓ After the candidate information the next option on the list is the Application Information. This is where you would find the details the candidates have applied with.
✓ You are also able to see the date the candidate applied along with details on where the application came from (candidate source)

CV Received

× Reject ▾ **✓ Shortlist** ▾

Julie Taylor ☆☆☆☆☆   External

julie.taylor.talos@gmail.com

• No tags

✈ **Application**   05/04/2018 17:24:40 via Your Board ⊟

| Career Summary | **CV Preview** | Application Form | Application Email |

Manchester
Tel: 07777 333 555
Email: julie.taylor.talos@gmail.com
Julie Taylor – BA (Hons), MSC Project Management, Quality Audit Professional ISO 9001 & ISO 9001:2015

PROFESSIONAL PROFILE

As an accomplished, successful and driven project management professional with extensive experience in project coordination and managing expectations, with a commitment to improving standards, development of programmes through the implementation of training and stakeholder management. An inspirational and motivational leader capable of empowering individuals to achieve their own potential as well as in making a significant contribution to the full delivery of common goals. I possess exceptional organisation, negotiation, decision-making and interpersonal skills, utilising superior communicative abilities in building, developing and maintaining beneficial relationships at all levels. I thrive in a challenging working environment.

QUALIFICATIONS

➤ MSC Project Management with Merit: Sept 2010 – July 2012 - Project Management Context & Processes, Quality and Environmental systems, Project HRM Communications, Project Risk and Procurement Management, Strategic Management, Project Planning and Control including PMP, PRINCE2, Six Sigma and Agile PM- University of Salford, Manchester.

🗋 **Notes**

Please enter notes...

Add Note

ⓘ   No notes

✓ On the application information you are able to view the following information:
✓ Career Summary (If the candidate has provided this at application stage it will display here)
✓ CV Preview - If the candidate has applied with a CV, you are able to view the CV in this area.
✓ Application Form – If the candidate has applied using an application form, you are able to view the form in this area.
✓ Application Email – If the candidate has supplied a Cover Letter at application stage it will appear in the Application Email area.

✓ To the right of the candidate application information, there is an area you can add notes to the candidate.
✓ These are live notes and will automatically display the last notes added.

Personal Details

✓ The next option is to view the candidate personal details.
✓ You are able to update any personal details of a candidate on this screen and Save using the button on the bottom right.

Uploading documents against candidates

✓ The next option in the candidate information is the Manage Documents feature.

Julie Taylor ☆☆☆☆☆

External

julie.taylor.talos@gmail.com

⬡ No tags

✈ Application	05/04/2018 17:24:40 via Your Board ⊞
🪪 Personal Details	⊞
🔖 Timeline	17 previous applications ⊞
✉ Email	⊞
📎 **Manage Files**	⊟

ⓘ No files attached to this applicant

Upload Documents

⬆

Drop files here to upload, or click to browse.

Upload Files

✓ Simply drag and drop files or chose the upload browser to attach documents to candidates.

✓ This is particularly useful to keep all candidate information in one place.

Review candidate's GDPR compliance information

✓ The next option in the candidate information is the GDPR Compliance feature.

Julie Taylor ☆☆☆☆☆
External

julie.taylor.talos@gmail.com

• No tags

✈ Application	11/01/2018 11:53:40	⊞
🪪 Personal Details		⊞
🔖 Timeline	1 previous applications	⊞
✉ Email		⊞
📎 Manage Files		⊞
🔒 **GDPR Compliance**		⊟

✔️ **OK**

🕐 **Pending Delete**

🗑 **Deleted**

This user is due to expire at the end of the standard data retention policy.

Data will be removed by: 11/01/2020 11:53:40

💾 Remove applicant from system

✓ In the GDPR compliance area you are able to see when a candidate's information is due to be automatically removed.

✓ If a candidate has requested their data to be deleted or if they have not opted back in, the Pending Delete field will show this information.

✓ Once a candidate's details has been deleted, the Deleted field will show this along with the date of deletion. The candidate will remain in the system as a "Ghost Candidate" without any personal information

✓ To manually remove a candidate from the system, simply click on the "Remove application from system button". The candidate will then be added to the delete queue for their data to be removed and to switch them to a "Ghost Candidate".

Offer Information

✓ NOTE: This option is only visible when you move a candidate to Offer Stage.

👤 **Offer**   ✕ Reject ▼   ✓ Offer accepted ▼

Julie Taylor ☆☆☆☆☆

External

julie.taylor.talos@gmail.com

◆ No tags

✈ Application	05/04/2018 17:24:40 via Your Board	⊞
📇 Personal Details		⊞
🔖 Timeline	17 previous applications	⊞
✉ Email		⊞
📎 Manage Files		⊞
➜ **Offer Details**		⊟
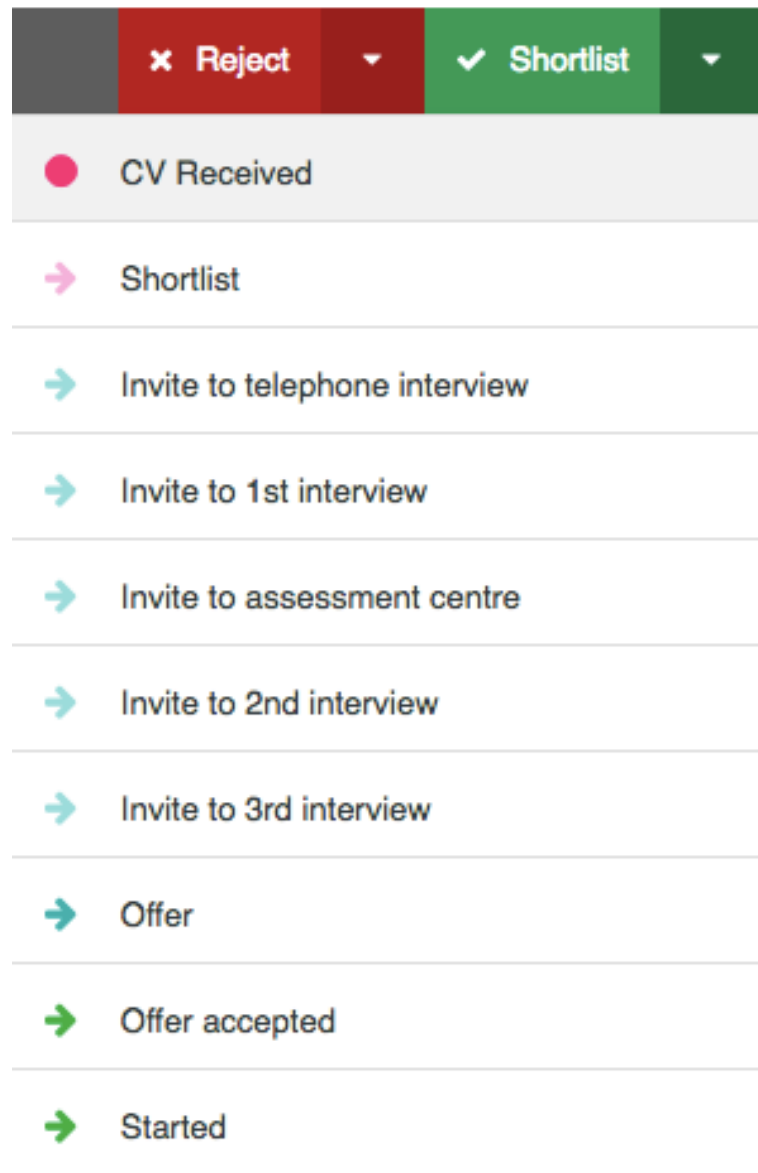
Offer Date

Salary

Start Date

Agency Fee

💾 Save Offer Details

✓ In this function you are able to add details of the offer made to the client.

✓ These details are useful when reporting so the more accurate information you enter here, the more accurate your reports are.
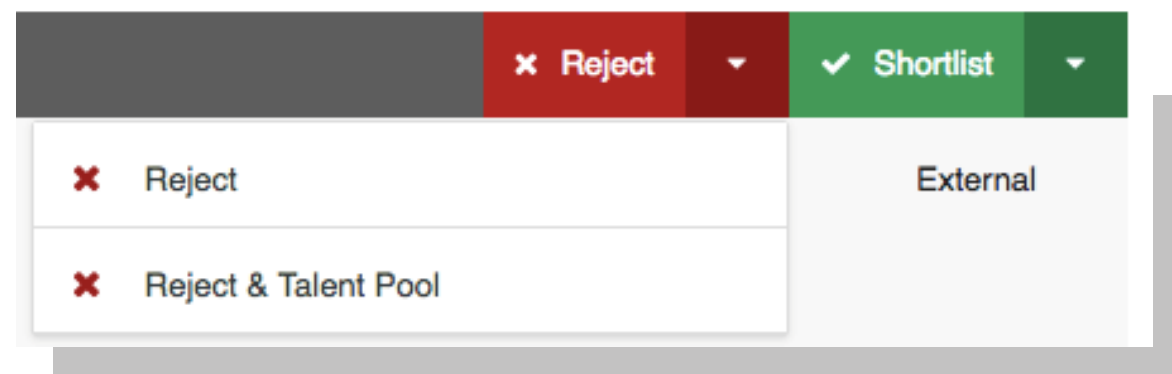
Progressing and rejecting candidates

- ✓ On the top right of the candidate information is where you are able to either reject or progress a candidate.

- ✓ The next natural progression or reject stage will display as the main option in this toll however you are able to click the drop down arrow next to this stage if you wish to skip stages or move candidates to a specific progression or Reject Stage

- ✓ When rejecting candidates you have the option to either Reject the candidate or Reject and Talent Pool the candidate.

- ✓ If you chose Reject and Talent Pool, this candidate is automatically added to the talent pool for future vacancies.

- ✓ You can also select multiple candidates at the same time from the candidate pane on the left and move stages in bulk