

Bangor University Talentlink User Guide



Guide 5: Searching the Archive and Copying from the Archive

Introduction

This guide provides an introduction to searching for archived jobs and copying the content of an archived job into a new requisition.

Section A: Searching the Archive

Section B: Copying Job content from the Archive

Section A: Searching the Archive

- On the left-hand menu, click **jobs**

The screenshot shows the Lumesse Talentlink interface. The top navigation bar is dark blue with the Lumesse logo and a search bar. Below the navigation bar, there is a left-hand menu with several icons. The 'JOBS' icon, which is a briefcase, is highlighted with a red arrow. The main content area displays details for an 'ADMINISTRATIVE ASSISTANT' job. The 'OVERVIEW' section shows the job status as 'Open', the approval process as 'Job Approval (HR, Planning, Fin RC) (Submitted)', and the number of candidates as 'New: 0 / In Process: 0 / Offered: 0 / Hired: 0 / Closed: 0 / All: 0'. The 'ADMINISTRATIVE DATA' section shows the job number as 'BU00807', the due date as '03/12/2014', and the request type as 'Wholly Departmental Funded (Central Service Depts)'. The 'CONTRACT' section shows the number available, contract type, and replacement information.

- Click next to **Jobs** and select **Search** – a pop up window will appear

	CANDIDATES				POSTED	NUMBER AVAILABLE		STATUS
	NEW	IN PROCESS	OFFERED	ALL		OPEN	FILLED	
	0	0	0	0	-	1	0	Open
	0	0	0	0	-	1	0	Open
	0	0	0	0	-	1	0	Open

- Use the search criteria to search by criteria such as Job Title, Job Number or Organisation
- Change the **Display Option** to **Archived Jobs** and click **Search**
- You will be presented with a list of jobs that match the criteria
- Click the job you wish to view

Section B: Copying Job content from the Archive

- On the left-hand menu, click **jobs**

The screenshot shows the Lumesse system interface. At the top, there is a search bar and a navigation menu. The 'JOBS' menu item is highlighted with a red arrow. Below the navigation menu, there are tabs for 'JOB APPROVAL PROCESS', 'MATCHING CANDIDATES', and 'POSTING'. The main content area displays an overview of a job requisition, including job status, approval process, and administrative data.

OVERVIEW			
Job Status	Open	Organisation	Bangc
Approval Process	Job Approval (HR, Planning, Fin RC) (Submitted)	Posting Status	-
Candidates	New: 0 / In Process: 0 / Offered: 0 / Hired: 0 / Closed: 0 / All:		
Archived Applications:	0		

ADMINISTRATIVE DATA		CONTRACT	
Job number	BU00807	Number available	
Due Date	03/12/2014	Contract Type	
Request Type	Wholly Departmental Funded (Central Service Depts)	This post is:	Replacement Inform.

- Click next to **Jobs** and select **Search** – a pop up window will appear

The screenshot shows the Lumesse system interface with the 'JOBS' menu item selected. A dropdown menu is open, showing various options including 'Search', 'Clear All Search Criteria', 'Create New Job Opening', 'Copy Job Opening', 'Archive Job Opening', 'Delete Job Opening', 'Job Ad Templates', 'Rate Card Templates', 'Team members templates', 'Live Listing of Applications', 'Live Listing of Job Openings', and 'Live Listing of Postinas'. The 'Search' option is highlighted.

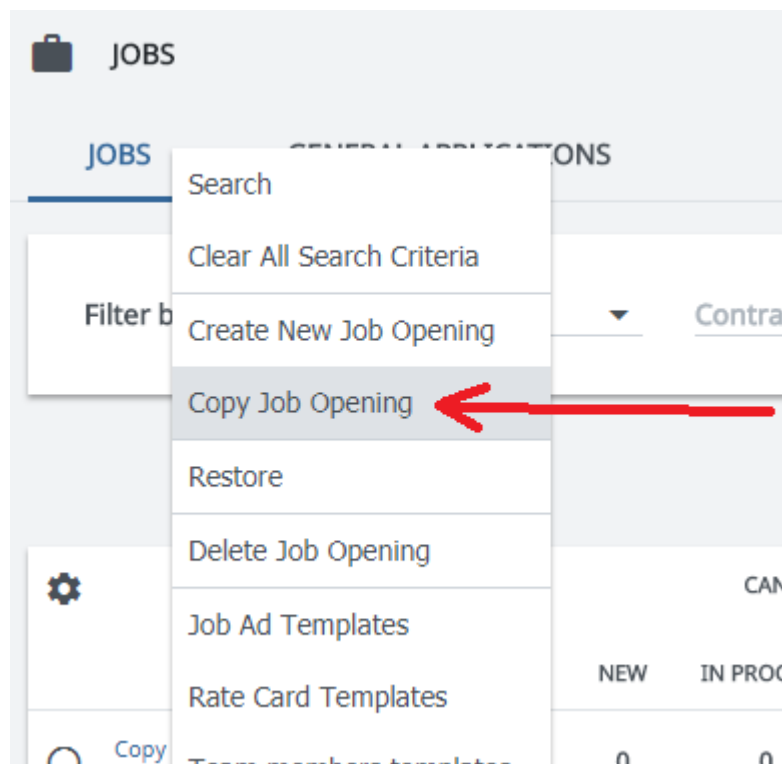
	CANDIDATES				POSTED	NUMBER AVAILABLE		STATUS
	NEW	IN PROCESS	OFFERED	ALL		OPEN	FILLED	
	0	0	0	0	-	1	0	Open
	0	0	0	0	-	1	0	Open
	0	0	0	0	-	1	0	Open

- Change the **Display Option** to **Archived Jobs** and click **Search**
- You will now be presented with a list of archived jobs for your area(s)
- Click in the radio button next to the job you wish to copy

The screenshot shows the 'JOBS' interface with a filter bar and a table of job openings. The filter bar includes 'Organisation Name', 'Contract Type', and 'Job Status'. The table has columns for 'JOB TITLE', 'CANDIDATES' (NEW, IN PROCESS, OFFERED, ALL), 'POSTED', and 'NUM'. The 'Lecturer (BU00186)' job is selected with a radio button.

JOB TITLE	CANDIDATES				POSTED	NUM
	NEW	IN PROCESS	OFFERED	ALL		
<input type="radio"/> Copy of Seconded Lecturer Mental Health (BU00163)	0	0	0	0	-	1
<input checked="" type="radio"/> Lecturer (BU00186)	0	0	0	1	-	1
<input type="radio"/> Lecturer (BU00404)	0	0	0	1	-	1

- Once again, click **Jobs** then click **Copy Job Opening**



- The details for the NEW post will then be displayed. Please follow Guide 3 Section C and D for editing this Job Requisition and Guide 4 to send it for approval
- Please remember to **Clear All Search Criteria** when you have finished copying so that you presented with current posts the next time you go to the **jobs** screen.

The screenshot shows the 'JOBS' application interface. A dropdown menu is open, listing various actions. A red arrow points to the 'Clear All Search Criteria' option. The background shows a table with columns for 'CANDIDATES' (NEW, IN PROCESS, OFFERED, ALL) and 'POSTED'. The table data is as follows:

	NEW	IN PROCESS	OFFERED	ALL	POSTED	NI
	0	0	0	0	-	0
	0	0	0	1	-	