

Bangor University Talentlink User Guide

Guide 5: Short listing, Interviews and Hiring



Introduction

This guide describes the process for short listing candidates, the arrangement of interviews, the rejection of unsuccessful candidates and the hiring of the successful candidate for jobs that have been submitted via Talentlink.

SECTION A: Short Listing Candidates

SECTION B: Arrangement of Interviews and Rejection of Candidates

SECTION C: Informing HR of the Chosen Candidate

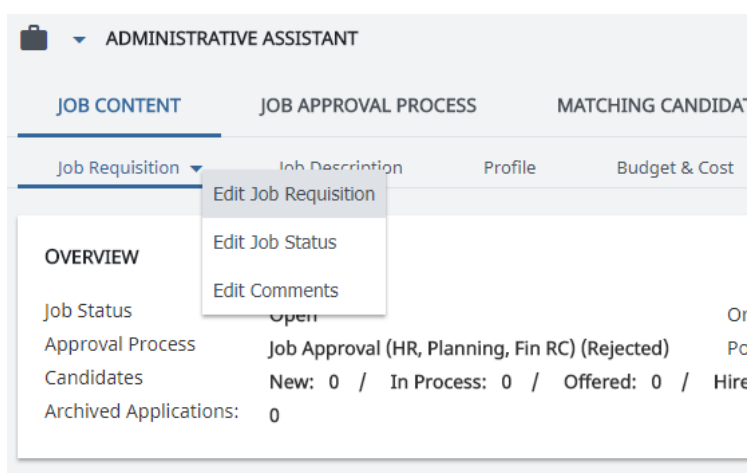
SECTION D: Viewing the Contract

SECTION A: Short listing Candidates

Once the closing date of the job has passed*:

The HR recruiter will pre-screen all applicants (to weed out any 'unusual' applications)

- You will receive an email when the job has closed and the applications are ready for short-listing.
- At this point, you may wish to amend the members of the panel which you initially stated on the job requisition. To do this:
 - From the jobs page, choose the job
 - Using the **▼** button, select **Edit Job Requisition**



* On the jobs page, the tick in the **posted** column, that shows the post is being advertised, will change to an orange exclamation mark when there is less than one week left until the closing date

- Amend the Panel Members fields and click “**Save**”
- You will need to inform the panel members (listed on the job requisition) that the applications are ready to view – you can do this just using your normal email
- To access the applications:
 - From the jobs page, select the job
 - Go to the **Selection/Hiring tab** and click on the **candidate’s name** to view the documents

ADMINISTRATIVE ASSISTANT

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

All candidates All candidate types All Steps Any step status

1-3 of 3 records, 0 items selected

PROCEED REJECT

page 1 / 1 Go to page

<input type="checkbox"/>	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPL STAT
	<input type="text" value="Filter Column"/>	<input type="text" value="Filter Column"/>		<input type="text" value="Filter Column"/>	<input type="text" value="Filter Column"/>	<input type="text" value="Filter Column"/>
<input type="checkbox"/>	True, Judy			17/10/2017	Talentlink	In Pro
<input type="checkbox"/>	Lastly, Brian			17/10/2017	Talentlink	In Pro
<input type="checkbox"/>	False, Kirsty			17/10/2017	Talentlink	In Pro

- You can now see a list of the documents for that candidate, for this job, on the right hand side

CANDIDATE OVERVIEW **APPLICATIONS** DOCUMENTS/CANDIDATE POOLS COST TRACKING CANDIDATE HISTORY

All Active Zoom on

Submission for POST-DOCTORAL RESEARCH ASSOCIATE is Open Since 18/10/2017

PREVIOUS

SELECTION STEPS ADDITIONAL TASKS HIRING PROCESS

Submission Details Submission date: 12/10/2017 10:33 Europe/London by Candidate Sourcing Channel: External Career Site

- CV ([redacted])
- Application Form - Employment (0)
- 1 Personal Information (0)
- Bangor Questionnaire (0)
- Diversity Questionnaire v2 (0)

Pre-Screen (Scott Carol)

Shortlisting (Scott Carol)

- You can repeat these steps to view all of the documents for each candidate

When the short-listing panel have met and made their decisions:

- You can now shortlist the desired candidates by using the **Selection/Hiring tab** of the relevant job.
- Click on the **name of the candidate** you wish to shortlist.

ADMINISTRATIVE ASSISTANT

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


All candidates All candidate types All Steps Any step status

1-3 of 3 records, 0 items selected

PROCEED REJECT

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	<input type="text" value="Filter Column"/>	<input type="text" value="Filter Column"/>		<input type="text" value="Filter Column"/>	<input type="text" value="Filter Column"/>	<input type="text" value="Filter Column"/>
<input type="checkbox"/>	True, ludy			17/10/2017	Talentlink	In Pro
<input type="checkbox"/>	Lastly, Brian			17/10/2017	Talentlink	In Pro
<input type="checkbox"/>	False, Kirsty			17/10/2017	Talentlink	In Pro

- Click the  next to Shortlisting and select **Perform**
- A pop-up window will appear with a small feedback form
 - You do not need to complete this as the off-line shortlisting forms should have been completed.
- Click **Proceed**

Candidate Name:	Judy True (6237)
Feedback Report:	Shortlisting Feedback Form - HR/Manager (Version 2)
Form id:	71
Form description:	Shortlisting Feedback Form - HR/Manager
Form update date:	09/12/2011
Form comment:	-
Form language:	English (UK)

Would you consider the candidate suitable for the role?

Very suitable

Suitable

Average

Unsuitable

Very Unsuitable

Would you consider the candidate suitable for the team/department?

Very suitable

Suitable


Average

Unsuitable

Very Unsuitable

Select security for this document: No Security ▼

CLOSE
PRINT
PUT ON HOLD
REJECT
PROCEED

- Repeat this process for each candidate you wish to shortlist.
- You will also need to send all scoring sheets used during the short-listing process to the HR Recruiter. This can be done by internal mail or email rather than through Talentlink.
- At this point you may wish to amend the interview date that you originally put on the job requisition. To do this:
 - From the jobs page, choose the job
 - Using the  button, select **Edit Job Requisition**
 - Amend the Interview date field and click **Save**

SECTION B: Arrangement of Interviews and Rejection of Candidates

Arrangement of interviews:

The HR Recruiter will arrange the interviews (communicating with you if necessary) and send the interview details to the candidates.


- You will receive emails regarding the interviews of the chosen candidates
- The other panel members will be informed of these dates by the HR Recruiter

Rejection of candidates that haven't been shortlisted:

- At an agreed time after arranging the interviews, the HR Recruiter will send rejection emails to all other applicants.

SECTION C: Informing HR of the Chosen Candidate

After the interviews have taken place:

- Once the interviews have taken place, you will need to proceed the chosen candidate to the **Appointment form** stage so that you can enter the specific job details. To do this:
 - From the Jobs page, choose the job and go to the **Selection/Hiring tab**
 - **Click the chosen candidates name**
 - Click the  next to **1st interview** and select **Perform**

TRUE JUDY

CANDIDATE OVERVIEW APPLICATIONS DOCUMENTS/CANDIDATE POOLS COST TRA

All Active Zoom on Perform

Submission for ADMINISTRATIVE ASSISTANT 0/2017 Administrative comments:

SELECTION STEPS ADDITIONAL PROCESS

- Submission Details
- Pre-Screen
- Shortlisting
- Arrange Interviews - Shortlisted
- 1st Interview
- Appointment Form

Put on hold

Reject

Withdraw

Continue

Contact by Letter

Candidate Pack

Create a CV

Create a Questionnaire


Create a Feedback Form

Create a Candidate Profile

Upload a Document

Meeting date 22/10/2017 from 10:00 to 10:30 (Europe/London)
Meeting location: Ystafell Gynadledda AD/HR Conference Room, Bangor, Adnoddau Dy

(Walton Claire)

- A pop up window will open. Answer the 2 questions about the candidate (optional) and click **Send and Complete**
- Click the  next to **Appointment form** and select **Perform**

TRUE JUDY

CANDIDATE OVERVIEW APPLICATIONS DOCUMENTS/CANDIDATE POOLS COST TRACKING

All Active Zoom on ▾

Submission for ADMINISTRATIVE ASSISTANT 10/2017 Administrative comments:

SELECTION STEPS ADDITIONAL STEPS

- Submission Details
- Pre-Screen
- Shortlisting
- Arrange Interviews - Shortlisted
- 1st Interview
- Appointment Form
- Ready for Offer

Start

Perform

Put on hold

Reject

Withdraw

Continue

Contact by Letter

Candidate Pack

Create a CV

Create a Questionnaire

Create a Feedback Form

Create a Candidate Profile

Upload a Document

(Walton Claire)


(Lees (HR) Catherine)

- A pop up window will appear. Fill in the fields on the form:


Candidate Name: Judy True (6237)
Feedback Report: Appointment Form (Version 19)
Form id: 232
Form description: Appointment Form
Form update date: 06/06/2014
Form comment: -
Form language: English (UK) ▼

Appointment Form

Planned Starting Date *

Planned End Date

Point on the Scale (NOT GRADE) *

Does this person meet the welsh language requirements of the post? *

Is there a requirement for this person to learn or improve their welsh? *

Other instructions (e.g Allowances, Work pattern if part time)

Allowance Amount (if applicable)

Subject to References? *

Have all the unsuccessful candidates been informed? *

Select security for this document: No Security ▼

CLOSE

PRINT

PUT ON HOLD

REJECT

PROCEED

- Click **Proceed**
- This appointment form has now been attached to the candidates file which will be looked at by the HR officer to create the contract

SECTION D: Viewing the Contract

- From the jobs page, choose the job and go to the Selection/Hiring tab and click on the candidate's name

ADMINISTRATIVE ASSISTANT

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<input type="checkbox"/>	False, Kirsty			17/10/2017	Talentlink	In Proc

- Click on the **Documents / Candidate Pools** tab and click the document you wish to view