

# Bangor University Talentlink User Guide

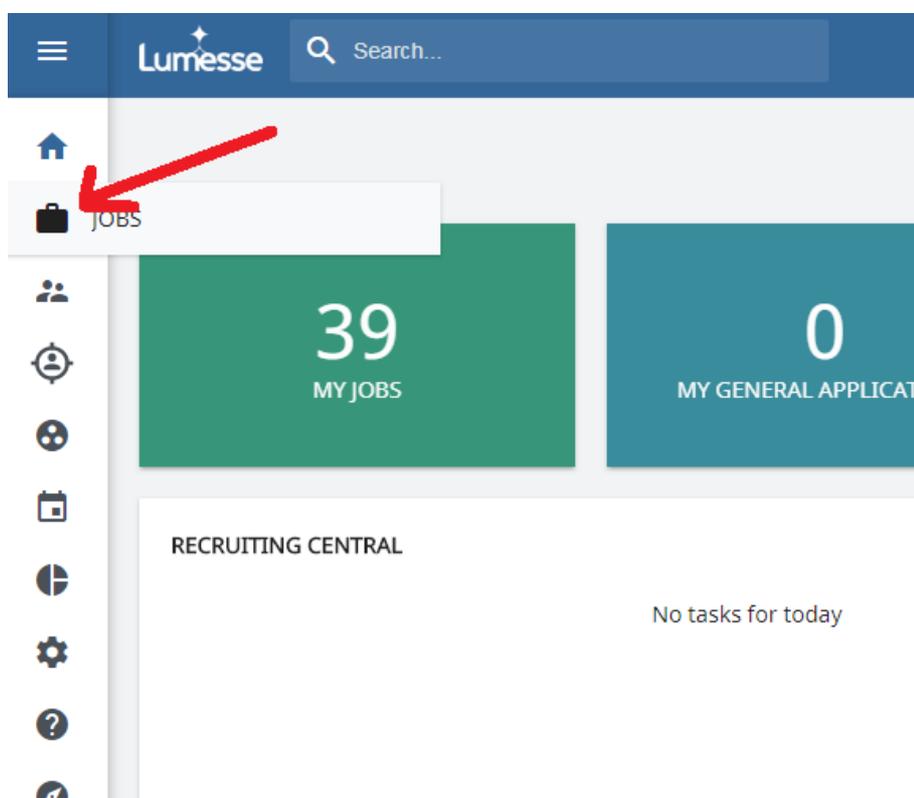
## Guide 3: Viewing Applications

This guide describes the process for viewing job applications.

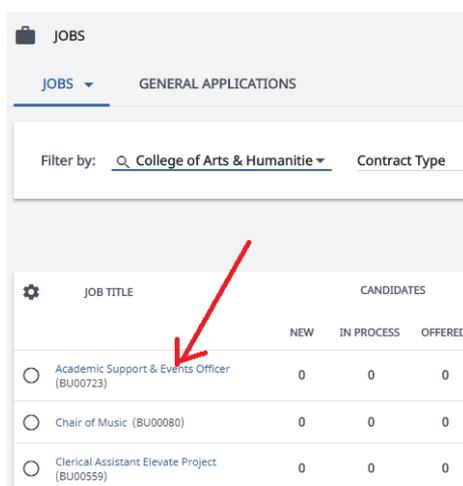
The process described here replaces the previous paper based process.

The short-listing panel members will only be able to view the applications once the job has closed.

- Select jobs from the left-hand menu



- Select the job for which you want to view the candidates



The screenshot shows the 'JOBS' page in the Lumesse system. The page has a header with 'JOBS' and a dropdown menu for 'GENERAL APPLICATIONS'. Below the header, there is a filter section with 'Filter by: College of Arts & Humanitie' and 'Contract Type'. The main content is a table with columns for 'JOB TITLE' and 'CANDIDATES'. The 'CANDIDATES' column is further divided into 'NEW', 'IN PROCESS', and 'OFFERED'. A red arrow points to the 'Academic Support & Events Officer' job title.

JOB TITLE	CANDIDATES		
	NEW	IN PROCESS	OFFERED
<input type="radio"/> Academic Support & Events Officer (BU00723)	0	0	0
<input type="radio"/> Chair of Music (BU00080)	0	0	0
<input type="radio"/> Clerical Assistant Elevate Project (BU00559)	0	0	0

➤ Select the **Selection/Hiring** tab

STHB

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

All candidates All candidate types All Steps Any step status Filter by keyword

PROCEED REJECT MORE AC

0-0 of 0 records, 0 items selected Items per page

➤ Click on the **person's name**

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

In Process All candidate types All Steps Any step status Filter by keyword

PROCEED REJECT MORE AC

3 of 3 records, 0 items selected

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CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS
True, Judy			17/10/2017	Talentlink	In Process
Lastly, Brian			17/10/2017	Talentlink	In Process
False, Kirsty			17/10/2017	Talentlink	In Process

➤ 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
- Application Form - Employment (0)
- 1 Personal Information (0)
- Bangor Questionnaire (0)
- Diversity Questionnaire v2 (0)

Pre-Screen (Scott Carol)

Shortlisting (Scott Carol)

- Click on the name of the document to view it
- The document opens in a new window. There is a print option here.

The short-listing summary report, short-listing report matrix and interview scoring sheets are available from the systems section of the HR website.

Completed scoring sheets should be emailed to the appropriate HR recruiter.