

Candidate Management Job Aid

Candidate Management Job Aid

This is the auto generated email you will receive from the system once the Recruiter moves a candidate into your queue for review. The Taleo link will take you to log in to the Recruiting System.





Dear Kendra HM,

Denzel Washington has passed our initial HR Screen for requisition 1500001P Test #3. Please log into <u>Taleo</u> and review this candidate.

Best Regards, Kendra Power Recruiter klthompson@uab.edu



Hiring Manager Dashboard

Afer successfully logging in, you will access the Hiring Manager Dashboard and start all tasks from this page:

A ttps://stguab.taleo.net/enterprise/enterprise/flex.jsf?lang=en#	
The UNIVERSITY OF ALABAMA AT BIRMINGHAM Knowledge that will change your world Recruition Tasks Requisitions Candidates Offi	2) Auxiliary Navigation Bar
Welcome Neena HM 1)	core Navigation Bar
3) Refresh View Requisitions View detailed information about your requisitions. View Candidates View detailed information about your candidates.	4) Expand/Collapse Buttons Recruiting Over Getting Started Requisition Man Prescreening Prescreening Prescreening and Soc
Tasks H	RING MANAGER DASHBOARD
Recruiting	Total Offer Managem
Tasks assigned to me	0 0 Fipeline Manag
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o be completed	0 1 Feature Feature
Candidates	Screening Servi Pack
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Offers	The He
Finalize Start Date	0 1 inform

Core Navigation Bar

- Click the Home Button to return to the Hiring Manager Dashboard at any time
- Access your Tasks list, Requisitions and Candidates lists or Offers list from the Core Navigation Bar
- Click the Home Button to return to the Hiring Manager Dashboard at any time
- Click Sign Out to completely log out of the Recruiting System

Show Information For Filter – Filter on requisitions you own, you collaborate on or all.

Refresh - The center stage displays a Refresh button to allow users to update all the channels with the latest numbers.

Channels - display status-oriented data about your activities. From the links on the channels, you can access information on requisitions, candidates, job offers, etc. Click the channel heading (i.e., View Requisitions, View Candidates, Tasks) to access. The Expand/Collapse button will collapse the menus but not the headings of the Channel.

Collapse the **Help** menu to increase your work space. Click the **Expand/Collapse button** again if you need to access Help files.



Accessing Candidates

	'Y OF BIRMINGHAM	I	_		
Knowledge that will change you	ır world	Click Here			From the core navigation
🔒 🔹 Recruiting	Tasks	Requisition	Candidates	Offers	toolbar on the dashboard, click
		5			Requisitions.

You are now viewing the requisitions you own or collaborate on. Click the **Number** in the candidate column.

Requisitions						
Click Here	ID	1 🔻	Status	Status Detail	*	Recruiter
Administrative Associate for Testing 12/10	1400006Q		Open	Posted (Ongoing)		Power Recruiter Traci

You are now viewing the candidate pool:

Candidates for: Administrative Associate for Testing 12/10 (1400006Q) More Actions					
🚬 庵 🛞 Candidate	Language Icon	Submission Completed	Q	8	\star
Combs, Sean (12941) 🔳 💽) en	×	Q		
Applicant, Erin (12860) 🔳	en	×		8	
Pickle, Dyl (11220) 🔳	en	×	P		
Major, Art (11060) 🔳	en	×	Q		



Moving Candidates of Interest:

You have two options to move candidates through the workflow:

- 1. Move one or more candidates directly from the applicant pool. (You may move multiple candidates at once, but they must start and end in the same Step and Selection Status):
 - a. Hover your mouse over the name
 - b. Place a checkmark next to the name
 - c. Click the More Actions menu
 - d. Select Change Step/Status

Candie Adn	_{dates for:} ninistrative	Associate for Testing	12/10	0 (1400006Q)					
2	8 🖻	More Actions 💌							
< >	Candidat	Compare Create Self-assigned Task	on	Submission Completed	Q	8	\star	Ster	1 🔺
✓ ►	Applicant,		-	 Image: A set of the set of the				нм	
~	Combs, Se	Change Step/status Revert		×	Q.			НМ	
✓	Pickle, Dyl	(11220) 🔳 en		×	Q			НМ	
~	Major, Art	(11060) 🔳 en		×	Q			Offer	



2. Move the candidate directly from the candidate record:

- a. Locate your candidate in the candidate list
- b. Click the candidate's name
- c. Click the More Actions menu
- d. Select Change Step/Status

Revert...

Candidate P	Personal Information	n
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Internal Candidate
No
First Name
Sean
Last Name

e. Select Passed HM Screen under New Status

Change Step and Status	□ :
Current Step Current Status HM Screen HM Not Selected - More Qualified Candidate Selected	
Information	
New Step 🔎	
HM Screen v	
New Status	
HM Not Selected - Phone Interview Failed To Confirm Qualifications	
To Be Reviewed	
For Further Review	
HM Phone Screen	
HM Not Selected - Phone Interview Failed To Confirm Qualifications	
HM Not Selected - Failed to Respond	
Click Save & Continue to proceed through each Step in the HM Status or	
skip all Statuses and move directly to the Passed HM Screen Status to select the candidate. Click Save & Close to close the Status screen and	
return to the candidate file	
	Save and Conting Save and Close Cancel
f Click Save and Continues to continue maying condidates through the stans	and statuses

- f. Click Save and Continue; to continue moving candidates through the steps and statuses
- 3. When you finish, click Save and Close

Note: You may skip the statuses not required if they do not apply.

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Statuses under the HM Screens Step	Explanation
To be reviewed	Default status – when you receive the candidate from the Recruiter, the candidate will be in the status of to be reviewed.
For further review	Parking lot - You have reviewed This candidate and they meet the requirement of the job and will remain in this status for possible further consideration.
HM Phone Screen	The hiring department has contacted the candidate for the initial phone screen.
HM Not Selected - More Qualified Candidate Selected	Candidate will not move forward in the selection process. Choose appropriate disposition. This is the move in bulk option.
HM Not Selected - Not Best Match For Job/Work Unit	Candidate will not move forward in the selection process. Choose appropriate disposition.
HM Not Selected - Interview Failed To Confirm Qualifications	Candidate will not move forward in the selection process. Choose appropriate disposition.
HM Not Selected - Salary Expectations Are Not In Line With Compensation Range For Position	Candidate will not move forward in the selection process. Choose appropriate disposition.
HM Not Selected - Failed to Respond	Candidate will not move forward in the selection process. Choose appropriate disposition.
Passed HM Screen*	Candidates information has been reviewed and department has determined the candidate should move to the next step.
Applicant Withdrew	Candidate has elected to withdraw paperwork for position.



Moving Candidates Not Selected

Note: Upon initial submission, candidates are in a Step of "HM Screen" and a Selection Status "To be Reviewed"

You have two options to move candidates through the workflow:

- 1. Move one or more candidates directly from the applicant pool. (You may move multiple candidates at once, but they must start and end in the same Step and Selection Status):
- 2. Move the candidate directly from the candidate record:
 - a. Locate your candidate in the candidate list. Hover your mouse over the name.
 - b. Place a checkmark next to their name.
 - c. Click the More Actions menu.
 - d. Select Change Step/Status
 - e. In the "New Status" box, select the appropriate choice

HM Interviews	Explanations
HM Interview	Default status
2nd Interview	Status can be used to differentiate candidates who have
	had multiple interviews with the hiring department.
Previously Interviewed	If candidate interviewed recently, you do not need to
	interview the candidate again and can place in this status.
HM Not Selected - More Qualified Candidate Selected	Candidate will not move forward in the selection
	process. Choose appropriate disposition. This is the move
	in bulk option.
HM Not Selected - Not Best Match For Job/Work Unit	Candidate will not move forward in the selection
	process. Choose appropriate disposition.
HM Not Selected - Interview Failed To Confirm	Candidate will not move forward in the selection
Qualifications	process. Choose appropriate disposition.
HM Not Selected - Salary Expectations Are Not In Line With	Candidate will not move forward in the selection
Compensation Range For Position	process. Choose appropriate disposition.
HM Not Selected - Failed to Respond	Candidate will not move forward in the selection
	process. Choose appropriate disposition.
Applicant Withdrew	Candidate has elected to withdraw paperwork for position
Create Offer	Hospital positions – Please provide details specific to the
	shift and/or job number if applicable in the comments
	section.
	Once the candidate is moved to create offer status, the
	recruiter will contact the Hiring Manager to finalize details.
	Once HM moves to Create Offer the Recruiter moves the
	candidate through the remaining steps. The Recruiter
	moves candidate from create offer to offer to be made -
	Recruiter will contact the hiring department if details of
	offer have not been discussed.



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- f. A Details or Disposition field is available if a Not selected status is selected. Please provide pertinent details for tracking purposes.
- g. Click Save and Close.

Change Step	tep and Status	
Current Step HM Screen	Current Status HM Not Selected - More Qualified Candidate Selected	
Information	n	
New Step 🔎	1	
HM Screen	▼	
New Status		
Applicant Withd	ithdrew 🔻	
Reaching a statu	tatus marked with an asterisk (*) completes the step	
Comments		
This applicant wi	t withdrew due to the following:	

Tips and Tricks:

- Once finalist candidate is identified, remaining candidates need to be moved to the status of "Not Selected" or "Applicant Withdrew" with a brief explanation of why the candidate was not selected.
- Move multiple candidates who meet the minimum qualifications but do not warrant next steps by selecting all and moving them to a **Step** of "HM Screen" and a **Status** of "More Qualified Person Selected."