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.
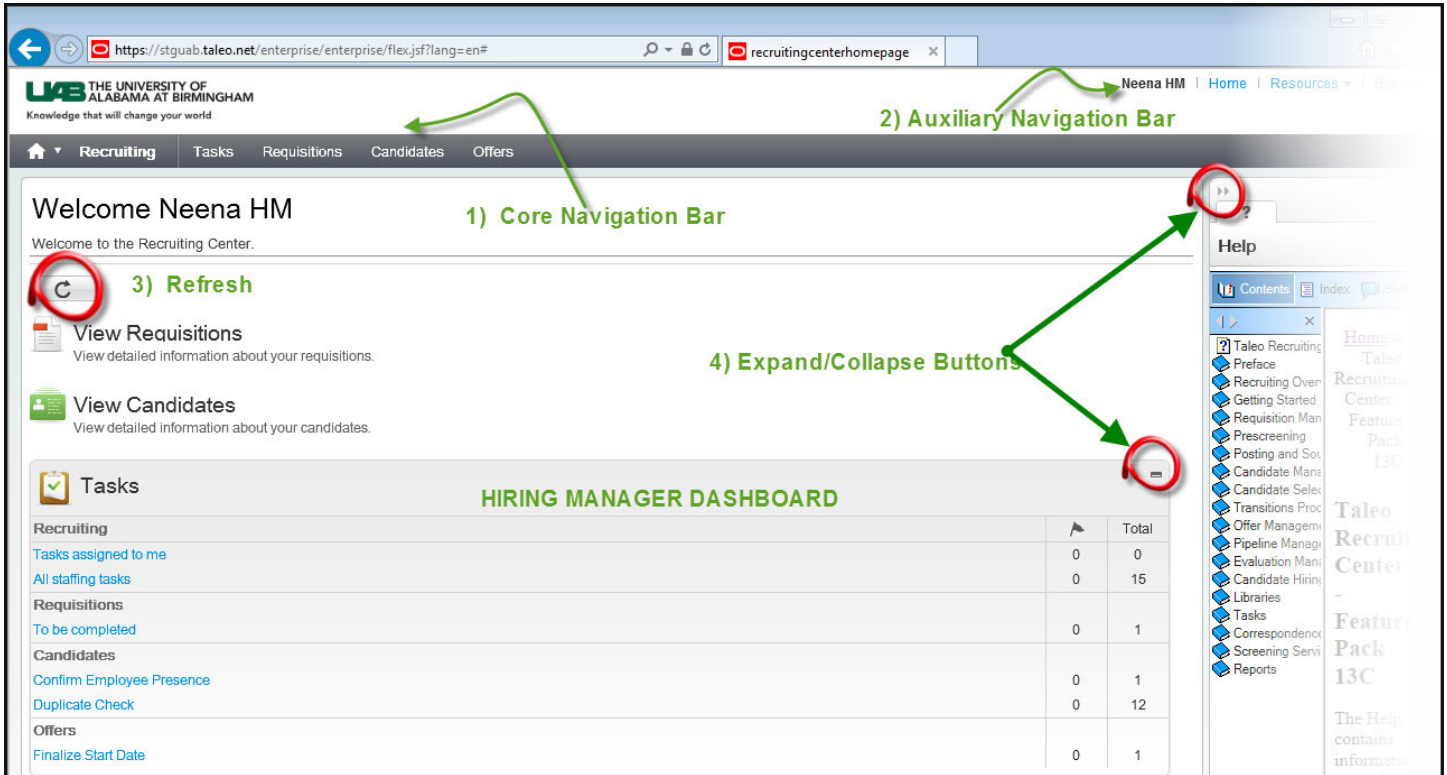
Dear Kendra HM,

Denzel Washington has passed our initial HR Screen for requisition 1500001P Test #3. Please log into Taleo 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:

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
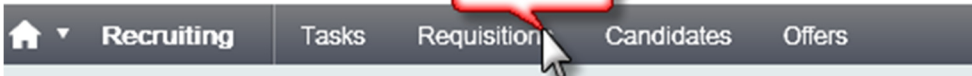
From the **core navigation toolbar** on the dashboard, click Requisitions.

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

You are now viewing the **candidate pool**:

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

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
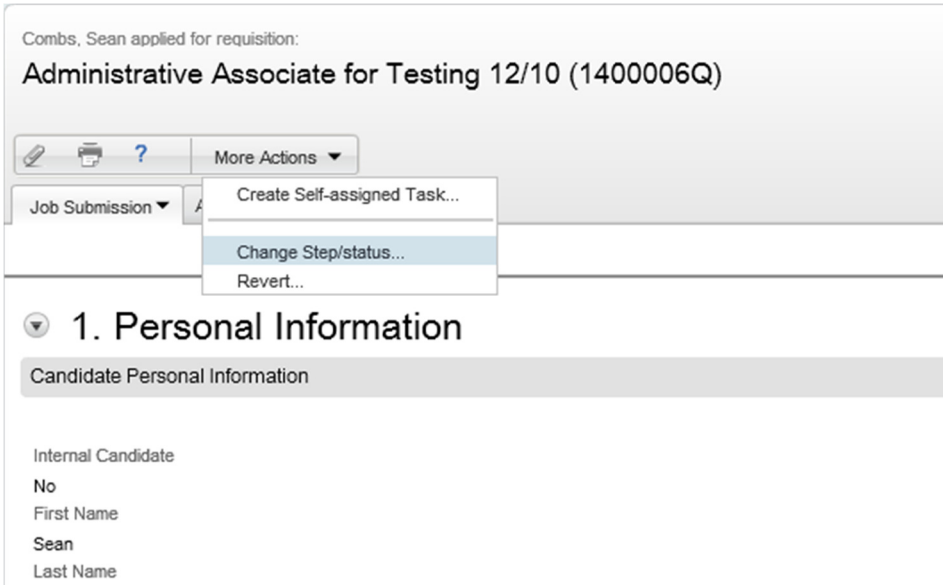
  e. Select Passed HM Screen under New Status
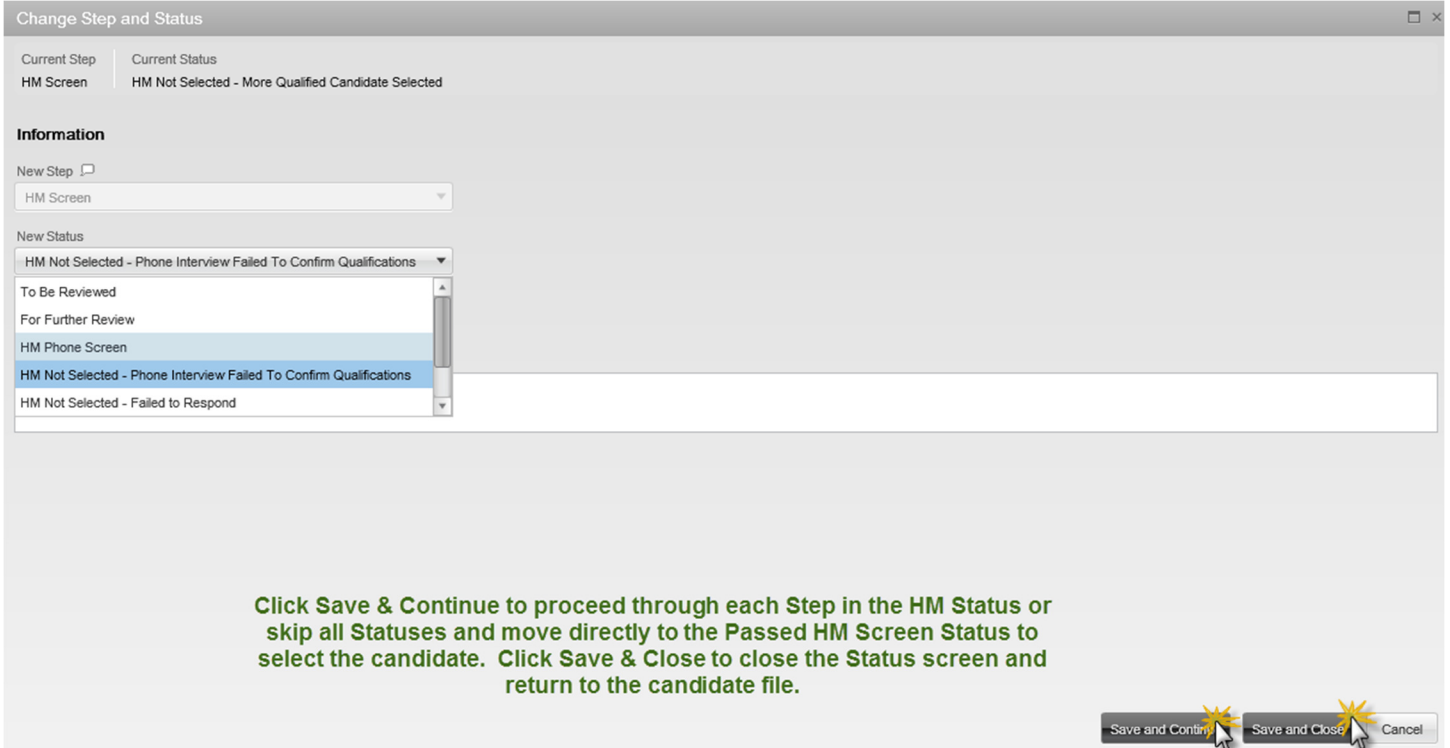
  f. Click Save and Continue; to continue moving candidates through the steps and statuses

3. When you finish, click Save and Close

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

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 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.
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.

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 and Status

Current Step   Current Status
HM Screen   HM Not Selected - More Qualified Candidate Selected

Information

New Step

    HM Screen

New Status

    Applicant Withdrew

Reaching a status marked with an asterisk (*) completes the step

Comments
This applicant 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."