

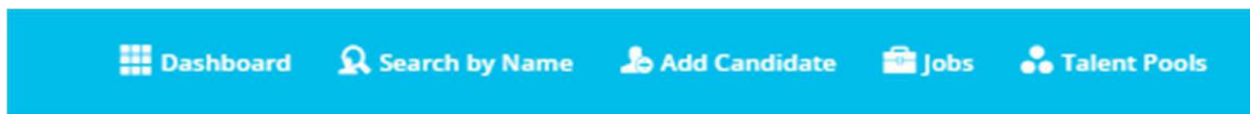
Search and find talent

Talent Now user guide

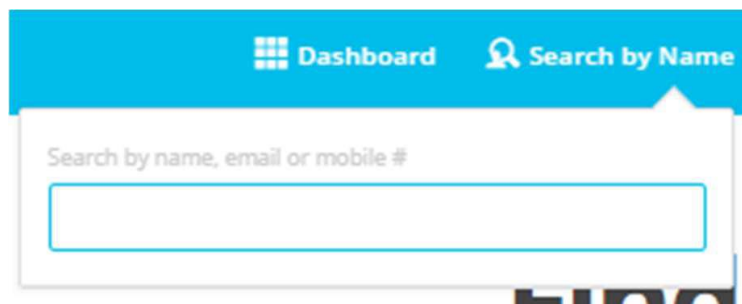
You can find talent by name, skill, agency and by lots of other requirements like location, availability, preferred work patterns etc.

Searching by name

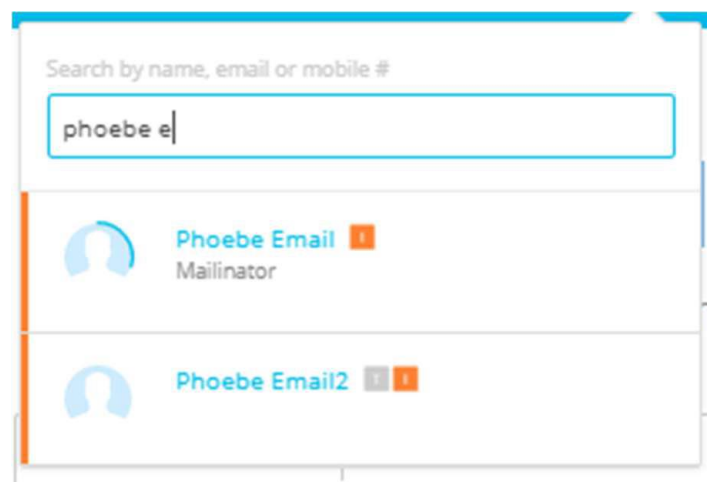
1. Click on 'Search by Name' in the top menu.



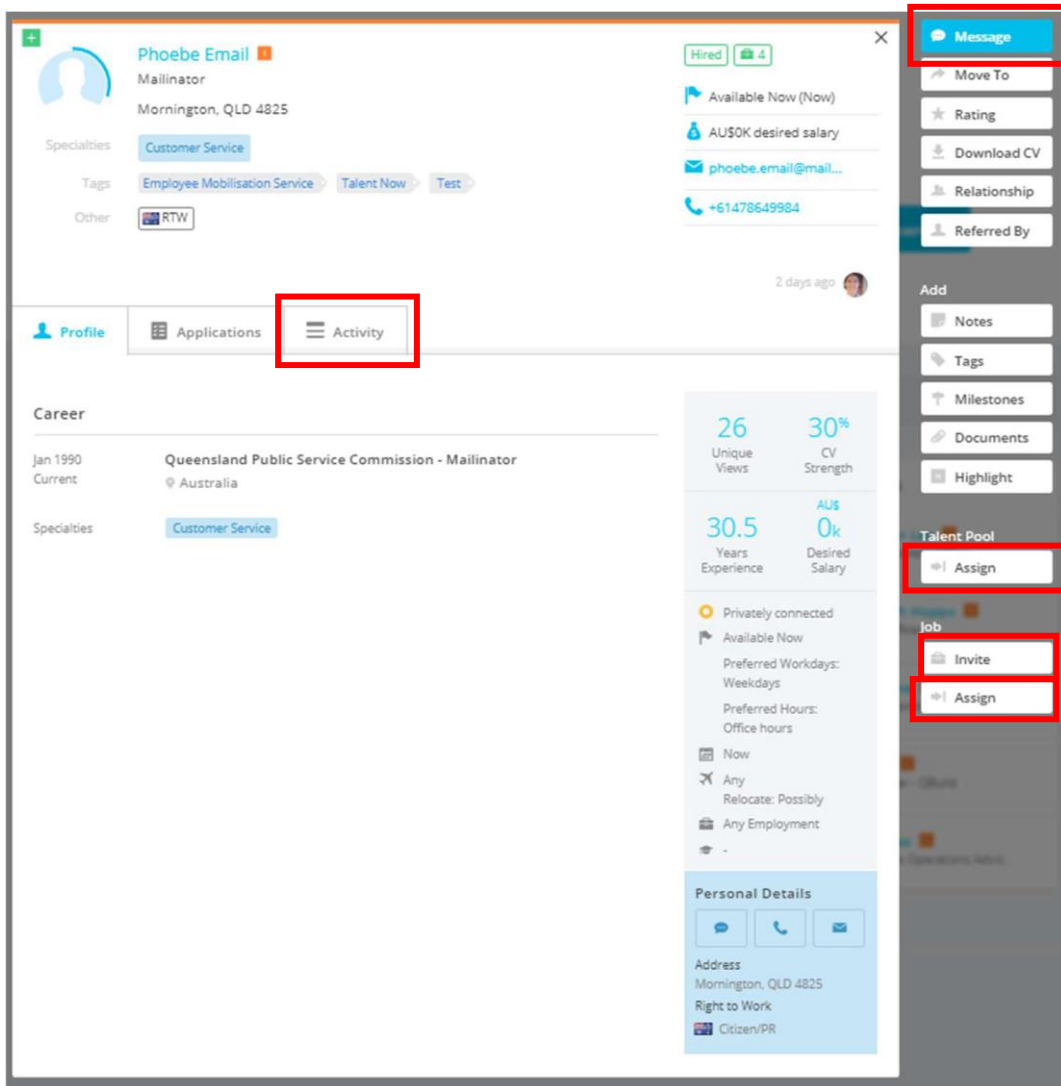
2. Enter the name, email or mobile number of the person you are looking for.



3. The options will appear as you enter in the details. Click on the person you are looking for.



4. Their profile will then appear, and you can:
 - Add them to a list, or talent pool.
 - Invite them to apply for a job.
 - Send a message.
5. You can also view any activity that has occurred in Talent Now with this person by clicking on the 'Activity' tab.



6. All messages sent

The screenshot shows the 'Activity' page with the 'Messages' tab highlighted in a red box. The messages are as follows:

- Message 1:** From Qld Government. Subject: Hi Phoebe. Content: "Here is some information about your deployment. Thanks Phoebe". Sent 3 months ago.
- Message 2:** From Qld Government. Subject: Hello Phoebe. Content: "Here is a thing." Attached file: [EMS Mobilisation Timesheet.docx](#) (23.5 KB). Sent 4 months ago.
- Message 3:** From Qld Government. Subject: Good afternoon. Content: "We trust that all is progressing well with your mobilisation through the EMS. Please feel free to contact us by reply email should you require any support or information. In the meantime, please find attached our Information Pack and an EMS timesheet template. Please be aware that use of this timesheet is not compulsory if your home agency has a preferred version, but we provide it for your use if helpful. Apologies to anyone that did not receive this information at the commencement of your mobilisation. Thanks again for supporting Queensland in these unprecedented times. Do not hesitate to make contact if you wish to discuss any aspect of your experience. Kind regards". Attached files: [EMS info pack for mobilised employees - 160420.pdf](#) (405.3 KB) and [EMS Mobilisation Timesheet.docx](#) (23.5 KB). Sent 4 months ago.

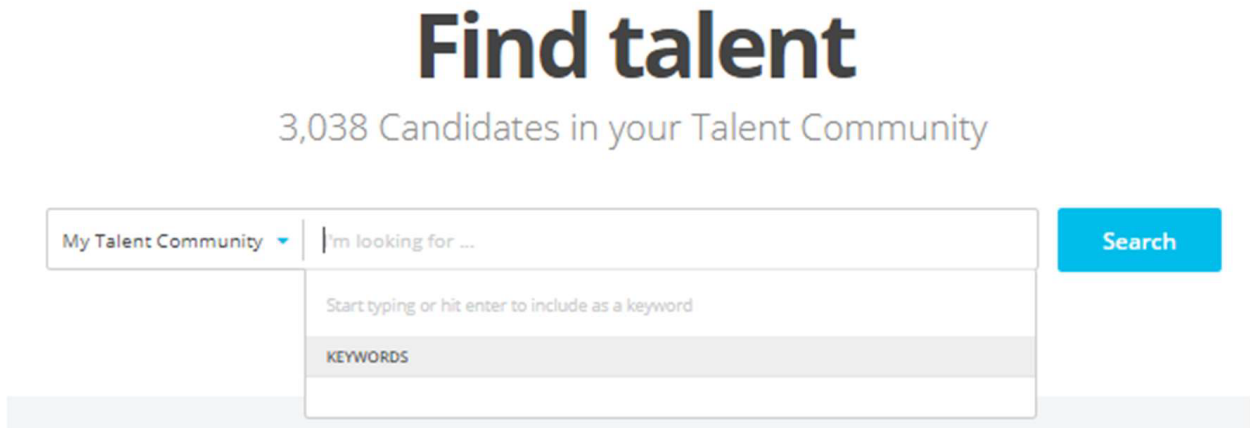
7. Job activity

The screenshot shows the 'Activity' page with the 'Jobs' tab highlighted in a red box. The job activity is as follows:

- Test - 3:** H86KT • Australia • Owner: Kate • Date: 25 Aug 20. Assigned by Kate. 2 days ago.
- Status Changes for Test - 3:**
 - You moved Phoebe from 'Shortlist' to 'Withdrawn' on job [DESBT - Director \(SO\)](#). 2 months ago.
 - You moved Phoebe from 'Screened' to 'Shortlist' on job [DESBT - Director \(SO\)](#). 2 months ago.
 - You moved Phoebe from 'Assigned' to 'Screened' on job [DESBT - Director \(SO\)](#). 2 months ago.
- DESBT - Director (SO):** HRM77 • Brisbane City, QLD 4000 • Owner: Martijn • Date: 18 Jun 20 • Closed. Assigned by Kate. 2 months ago.
- Old Government invited:** Dear Phoebe. Content: "We need your help! You have previously been nominated by your agency to support the delivery of essential services in response to COVID-19 and we are looking for COVID Safe Ambassadors. While you may have been recalled to your agency's usual business activities, COVID-19 remains the number 1 priority for the Queensland public service and we ask you to consider this urgent request to support Queenslanders in managing the further easing of restrictions. This urgent invitation supports an earlier request from the Queensland".

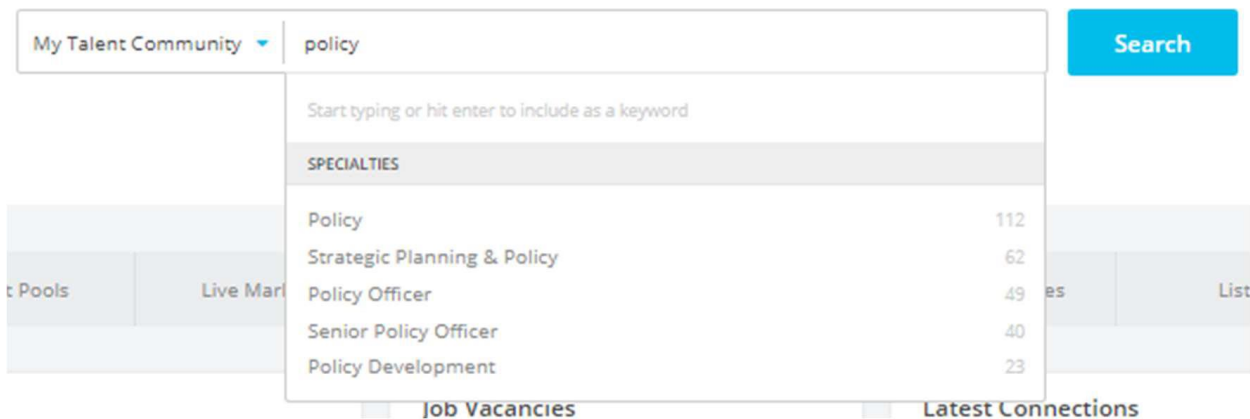
Searching using key words

1. Use the search function on your dashboard homepage.



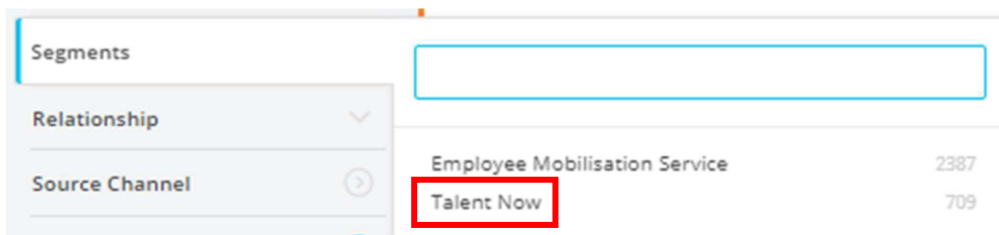
2. Start typing any specialties/skills you are after and options will appear including the number of profiles that have those skills. You can add multiple key words if required. Then click 'Search'.

The more specialties you include in your search the bigger your "pool" of results gets.



3. The results will then appear. Make sure that you select 'Talent Now' as the segment to include Talent Now members.

Specialties add people to your search results, so then use the filters and keywords to refine your results.

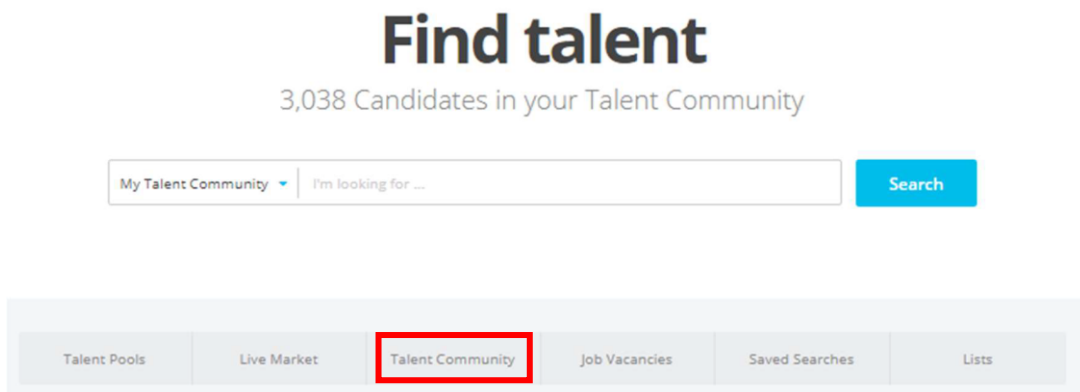


4. Use the filters on the side to narrow down your search.
 - If you are looking for talent internal to your agency use the 'Current employer' filter
 - 'Desired salary' can be used to identify classification level of interest.

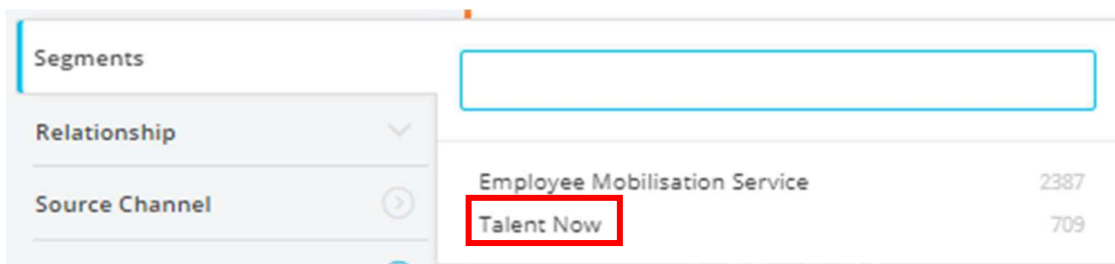
Once you have identified candidates you can use a List to perform bulk actions for this group, for example, messaging, adding to a talent pool, inviting to a job etc. For more information on using lists visit the [Using Lists guide](#).

Search using filters

1. Click on the 'Talent Community' tab



2. All members of the Talent community, including Talent Now and EMS profiles will be shown. Make sure that you select 'Talent Now' as the segment to ensure you are viewing Talent Now members.



3. Use the filters on the side to narrow down your search.
 - Click on 'Specialties and Keywords' to search using specialties. For example, 'project management' and 'policy officer'.

Each specialty you add increases the number of profiles in your search results.

Filters New Search **668 matches**

Specialties and Keywords >

SPECIALTIES

- ✓ Project management 151
- ✓ Project Officer 66

Clear

Tags >

Project management × Project Officer × Clear All

Simon Bourne +
Senior IT Project Officer
Stafford Heights, QLD 4053
New and challengeing opportunities always int

Each keyword or filter that you add refines the search results. For example, adding the keyword AO8 reduces the results from 668 to 61.

Filters New Search **61 matches**

Specialties and Keywords >

SPECIALTIES

- ✓ Project management 536
- ✓ Project Officer 194

KEYWORDS

- ✓ AO8

Clear

Project management × Project Officer × AO8 × Clear All

Linda Lee +
Manager, Protected Area Analysis
Brisbane City, QLD 4000
Current Manager, Protected Area Analysis at Departmen

- If you are looking for talent internal to your agency, use the 'Current employer' filter. For example, department of Environment and Science,
- 'Desired salary' can be used to identify classification level of interest. See Attachment 1 for guidance on how to use this function.
- Location, languages and other filters may be relevant to help you refine your results depending on your requirements.

For further guides and support visit the training and support hub in the [Talent Now portal](#).