

Talent Now user guides

Create and post a job

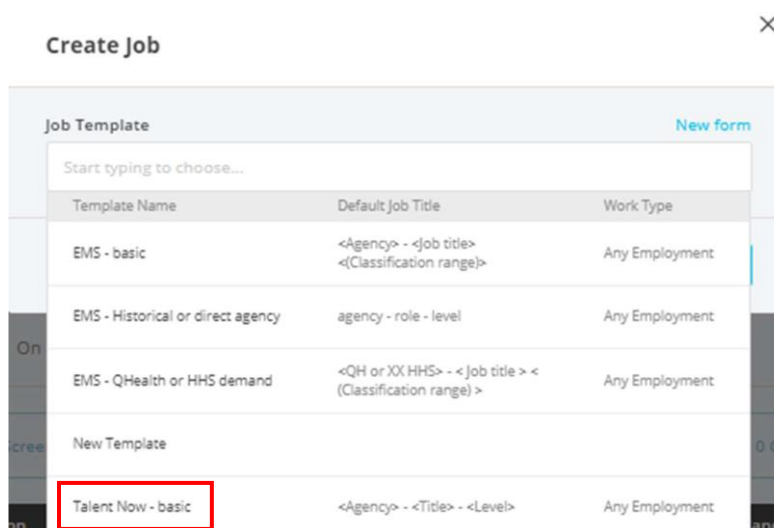
1. Select the “Jobs” tab on the dashboard.



2. And then click “Create Job” at the top right corner.



3. You will then be prompted to either select a job template, or to skip and have an empty template. Select “Talent Now – basic”.



4. Once you have selected the Talent Now template click “Next” to be taken to the job details tab.

Details tab

1. By default, the hiring manager will be your account.

The screenshot shows the 'Details' tab selected in a navigation bar. Below the navigation bar, there are three sections: 'Hiring Manager' with a dropdown menu showing 'Amy Warner', 'Recruiter' with a dropdown menu showing 'Amy Warner', and 'Collaborators' with a plus icon. A 'Preview' button is visible in the top right corner.

2. Input the job title for the opportunity. The recommended naming convention is <agency>, <title>, <team>, <classification level>

The screenshot shows the 'Job Title' field highlighted with a red box. The field contains the text 'PSC - Manager, Strategic Workforce Futures - A08'. To the right of the field is a checkbox labeled 'Expression of Interest' and a text input field containing '77Q4R'. Above the 'Job Title' field are two dropdown menus: 'Segment' (set to 'Talent Now') and 'Recruitment Process' (set to 'Talent Now').

3. Under “business needs and justification” include whatever relevant comments might be attached, as well as a desired start date if applicable.

Tips:

- Input “Desired Start Date” if one is given. Otherwise, leave as is.
- “Target Days to Fill” can be used to show urgency. Usually:
 - 7 days = Very urgent
 - 14 days = Urgent
 - 30 days = Required soon.

The screenshot shows the 'Business Needs and Justification' section. It contains a 'Reason for Vacancy' dropdown menu with 'Select' as the current value. Below this is a 'Comment' text area. At the bottom, there are three input fields: 'No. of Positions' (set to '1'), 'Desired Start Date' (with a calendar icon and placeholder 'dd/mm/yyyy'), and 'Target Days to Fill' (set to '7').

- Under “position details”, include the location of the role, whatever determined specialties, and the working days/hours.

Tips:

- “Location” – if there are multiple work locations, put the primary location here and note the other locations under “Job Notes”.
- “Specialties” – Pick key functions/skills that describe the role for example, “team player”, “communications and media”, “social media marketing”, “coordinator”. There may not always be a perfect match, but it will help the algorithm match candidates to jobs.

Position Details

The right to work and legal experience for this vacancy is based on Australia

Location
Australia Toowoomba, QLD 4350

Display Currency
AU\$ Australian Dollar

Specialties
Team Player x Communications x Communications and Media x SMM - Social Media Marketing x
Coordinator x

Work Type
Part Time - Fixed Term

Contract End Date
dd/mm/yyyy

Duration
6 weeks

Workdays per Week
3

Hours per Week
21.75

- Select “Talent Now” under requisition type and select the relevant level of the opportunity.

Tips:

- Note the level matches that in “Job Title” [Step 2 above]

What type of requisition is this?
☐ EMS ☒ Talent Now

Classification
Select one
Type to filter
AO1
AO2
AO3
AO4
AO5

6. Complete the information about the work conditions for the opportunity. An example is below.

Performed remotely

☒ Yes ☐ No

Day work – Monday-Fridays, between 6am-6pm

☒ Yes ☐ No

Shift work – continuous or non-continuous shift work, including day shifts, afternoon shifts and/or night shifts

☐ Yes ☒ No

Weekend work

☐ Yes ☒ No

Training provided

☐ Yes ☐ No ☒ Not applicable

7. Finally, you will need to include any relevant job specific information and attach any necessary documentation.

Internal Job Information

Job Notes

Private Documents

Not visible to candidates

Add

No documents

Tips:

- “Job Notes”
 - Insert any links to Sharepoint where internal approval documents are held. These can also be attached as a “private document” below.
 - If there are multiple work locations, enter the information here [Step 4 above]
- Private Documents
 - Can be used to attach any emails, internal approvals, JEMS or other documentation related to the vacancy that will not be seen by candidates.

If you have not filled all relevant required sections of the Details page, you will not be able to navigate to the Description page. Required sections will be highlighted.

Description tab

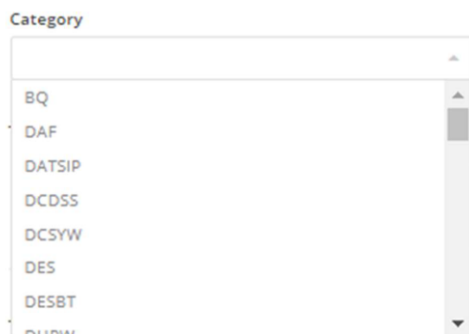
Head over to the Description tab to add further details about the job.



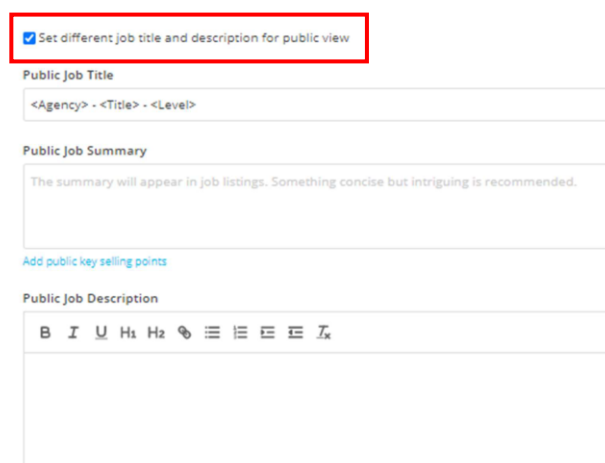
1. On the Descriptions tab, select the Agency for the role from the category dropdown list, and the sub category for the role.

Tips:

- “Category” - Refer to [Agency Acronyms list](#).
- “Sub Category” – Insert the division/branch or HHS the opportunity is based in. Refer to [HHS acronym list](#).
 - For example: Metro North HHS or Innovation Division



2. In the Job Summary section outline a short summary of the role.
3. In the Job Description outline a more detailed description of the role.
4. Attach and documents by clicking “Add” underneath the Public Attachments and then dragging documents onto the drop spot.
5. If you would like job ad seen by interested employees on the [Talent Now Opportunities Board](#) to be different from the information in the Job Summary and Job Description section will be what is then check the box as highlighted below. Then complete the information that you want visible on the Opportunities Board when the ad it published.



☒ Set different job title and description for public view

Public Job Title
<Agency> - <Title> - <Level>

Public Job Summary
The summary will appear in job listings. Something concise but intriguing is recommended.

[Add public key selling points](#)

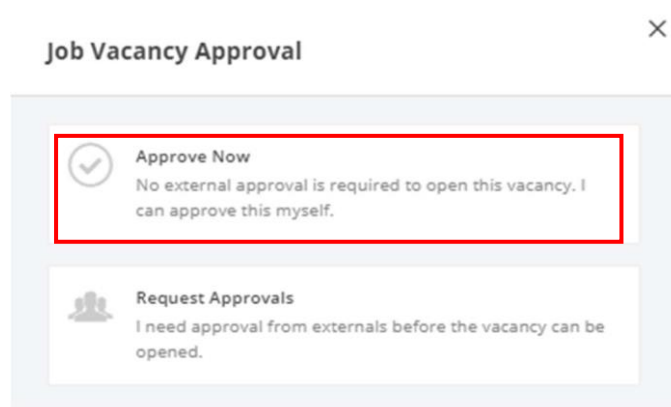
Public Job Description
B I U H1 H2

6. Once you have filled in both the details and description sections, click the save button, and then request approval.

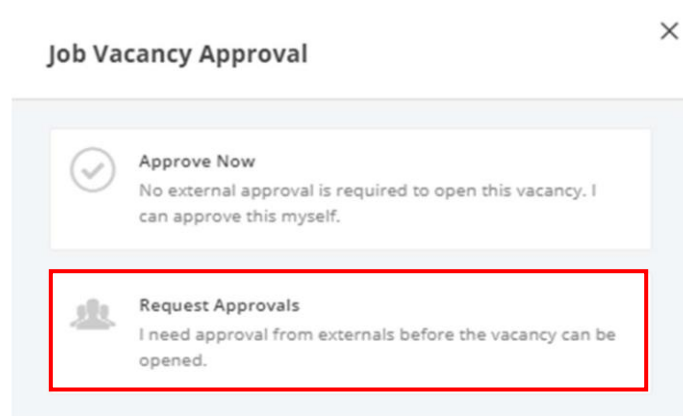


Approval

1. If your agency does not have a required internal approval process, then click “Approve Now”



2. If you need to gain approval from a delegate or centralised contact, click “Request Approvals”



3. Input relevant approvers by completing the fields and clicking “add”. You can add additional approvers by clicking “add” and can also include a message for the approver to give any additional detail or context. The approval process, either in sequence or at the same time can be selected

Tip

- Make sure that the approver is aware that they are required to approve the request and will be sent an email from Livehire to perform the approval.
- Emails from Livehire may be sent to a spam folder so ensure the approver is aware this may occur.

Request Approvals

Add Approver

First name

Last Name

Email

First name

Add a private message
Add

Approver
Request approvals:
☐ At the same time
☒ In order

Approver Sequence	Status	Sent	Approved
1. Kate Turner (kate.turner@psc.qld.gov.au)	Unsent		Actions

Message to all approvers

Hi Kate
This is for an high priority vacancy in the HR team. Please approve.

By clicking send, you warrant that you have obtained the consent of the approver to disclose their personal information to LiveHire Ltd for the purpose of assisting with recruitment and talent pooling activities.

Cancel
Send Approval Request

- The Approver/approvers receive an automated email from the system and approve the request.

Dear Kate,

You have an outstanding job approval request.

Hi Kate
This is for an high priority vacancy in the HR team. Please approve.

Kate Turner
Coordinator at Talent Now

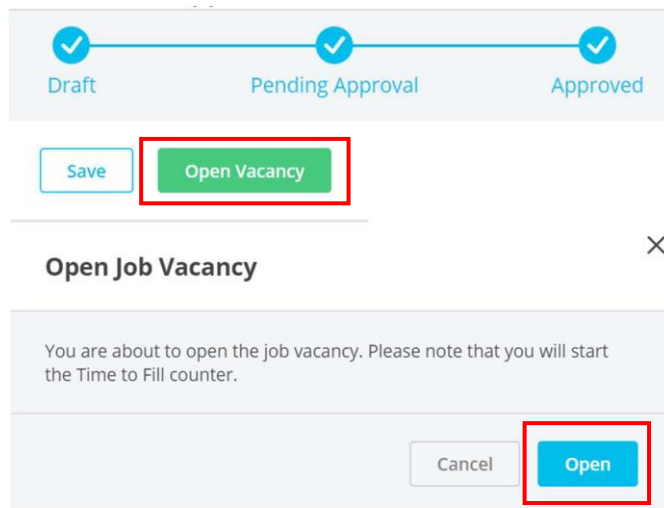
Test 2

Company/Segment	Talent Now
Work Type	Any Employment
Location	Australia
No. of Positions	1
Job ID	4T6DX

More details
Approve

Opening the vacancy

1. Once the job is approved, then click “Open Vacancy” and “Open” on the pop-up box. This will allow you to add candidates to the job or publish it on the [Talent Now Opportunities Board](#).

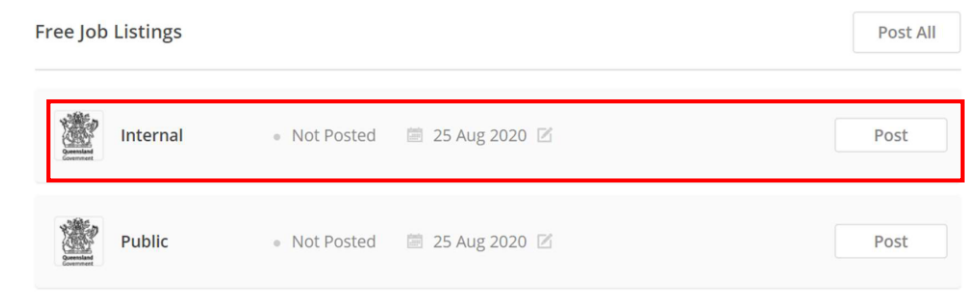


Publishing a job

1. If you want your job to appear on the [Talent Now Opportunities Board](#) you will need to publish it internally. Find your job and click “Publish”.



2. You will see under Free Job Listings an ‘Internal’ posting option. This will make your job appear on the [Talent Now Opportunities Board](#). The ‘Public’ option is not linked to any job boards. Please do not use the ‘Public’ option.



3. To set the start and end dates for your posting, click on the pen icon next to the date. Enter the start and end date for the posting. If an end date is entered, the posting will no longer be visible after that date.

Internal • Not Posted 26 Aug 2020

26 Aug 2020

Start Date
26/08/2020

End Date
dd/mm/yyyy

Update

- Then click “Post”. Do NOT post to the public. NOTE - The job will stay posted until the end date specified or if it is manually unposted prior to the end date.

Free Job Listings Post All

Internal • Not Posted 25 Aug 2020 Post

Public • Not Posted 25 Aug 2020 Post

Adding proposed candidates to the job

- Ensure that you add “Talent Now” to the tags in the job so that proposed profiles with the specialities you are after are all Talent Now members.
- You can then add additional key words to your search and assign any potentially suitable candidates to the job OR invite any suitable candidates to apply for your job.

Suggestions 35 Active Candidates Unsuccessful All

☐ Include Live Market All Relationship Types

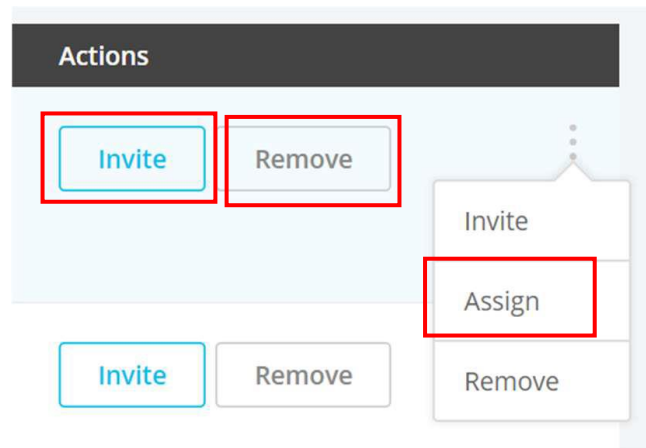
Attributes: Role Name: Your Job Location: Australia Radius: Any

Tags (must-have) Talent Now X

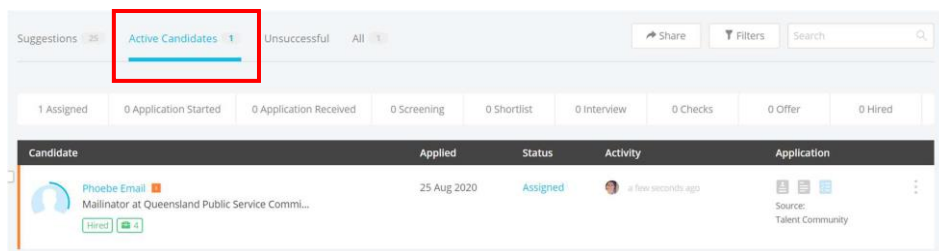
Keywords: Test -3 X

Candidate	Activity	Actions
Specialist Directory Service - Previously Technical Specialist "contract" March 201... Hamilton, QLD 4007		Invite Remove
Senior Business Technologist, Technical Manager at the Department of Transport... Enoggera, QLD 4051		Invite Remove
Business Development Officer at FINBANK		Invite Remove

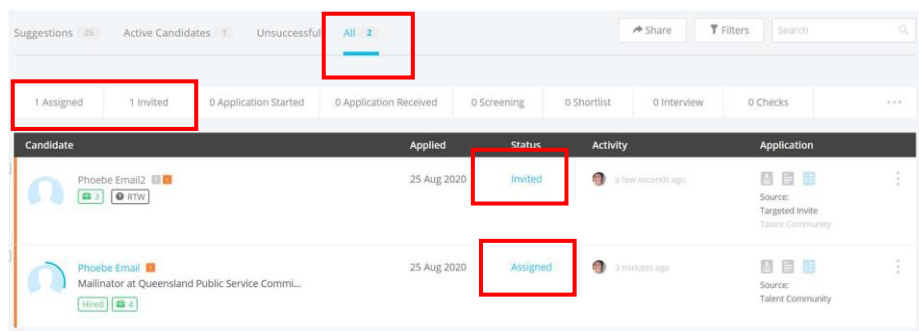
3. You can then assign, invite or remove candidates from the job. Assigned candidates are not aware that they have been added to the job. You may just be interested at this stage. Invited candidates receive a message alerting them to the opportunity and asking them to apply. They also receive automated follow-up messages from the system. Removing will mean that they will not be proposed again for this role.



4. Any candidates you assign to the job will be visible in the “Active Candidates” tab.



5. Invited candidates will be visible in the “All” tab. Once they start their application they will be visible under the “Application started” and “Application received” tabs.



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

HHS acronym list

Acronyms	Agency Name
QH	Queensland Health
QAS	Queensland Ambulance Service
CH HHS	Cairns & Hinterland Hospital & Health Service
CQ HHS	Central Queensland Hospital & Health Service
CW HHS	Central West Hospital & Health Service
CHQ HHS	Children's Health Queensland Hospital and Health Service
DD HHS	Darling Downs Hospital & Health Service
GC HHS	Gold Coast Hospital and Health Service
M HHS	Mackay Hospital and Health Service
MN HHS	Metro North Hospital and Health Service
MS HHS	Metro South Hospital and Health Service
NW HHS	Northwest Hospital and Health Service
SW HHS	Southwest Hospital and Health Service
SC HHS	Sunshine Coast Hospital and Health Service
TC HHS	Torres and Cape Hospital & Health Service
T HHS	Townsville Hospital and Health Service
WM HHS	West Moreton Hospital and Health Service
WB HHS	Wide Bay Hospital and Health Service

Agency acronyms

Acronyms	Agency Name
DATSIP	Department of Aboriginal & Torres Strait Islander Partnerships
DAF	Department of Agriculture & Fisheries
DCSYW	Department of Child Safety, Youth and Women
DCDSS	Department of Communities, Disability Services & Seniors
DoE	Department of Education (incl OIR)
DESBT	Department of Employment, Small Business and Training

DES	Department of Environment & Science
DHPW	Department of Housing and Public Works
DITID	Department of Innovation and Tourism Industry Development
DJAG	Department of Justice & Attorney-General
DLGRMA	Department of Local Government, Racing and Multicultural Affairs
DNRME	Department of Natural Resources, Mines and Energy
DSDTI	Department of State Development, Tourism and Innovation
DRDM	Department of Regional Development and Manufacturing
DPC	Department of the Premier and Cabinet
DTMR	Department of Transport & Main Roads
DYJ	Department of Youth Justice
QCS	Queensland Corrective Services
QFES	Queensland Fire and Emergency Services
QPS	Queensland Police Service
QT	Queensland Treasury
QAS	Queensland Ambulance Service
PSBA	Public Safety Business Agency
PSC	Public Sector Commission
EWOQ	Energy & Water Ombudsman Queensland
IGEM	Inspector-General Emergency Management
LAQ	Legal Aid Queensland
OHO	Office of the Health Ombudsman
OIC	Office of the Information Commissioner
BQ	Building Queensland
QLeave	QLeave
QAGOMA	Queensland Art Gallery Gallery of Modern Art
QAO	Queensland Audit Office
QBCC	Queensland Building & Construction Commission
QCT	Queensland College of Teachers

QFCC	Queensland Family & Child Commission
QHRC	Queensland Human Rights Commission
QMHC	Queensland Mental Health Commission
QRA	Queensland Reconstruction Authority
RTA	Residential Tenancies Authority
SLQ	State Library of Queensland
PT	The Public Trustee
TAFE	TAFE
QRIDA	Queensland Rural and Industry Development Authority
SAFEFOOD	Safe Food Production Queensland
QCAA	Queensland Curriculum and Assessment Authority
QRAA	Queensland Rural and Regional Authority
QATC	Queensland Agricultural Training Colleges
HW	Health and Wellbeing Queensland
TIQ	Trade and Investment Queensland
LCTR	Land Court and Tribunal Registry
QO	Queensland Ombudsman
TO	Training Ombudsman
OPG	Office of the Public Guardian
OIR	Office of Industrial Relations