

# Using lists

## Talent Now user guide

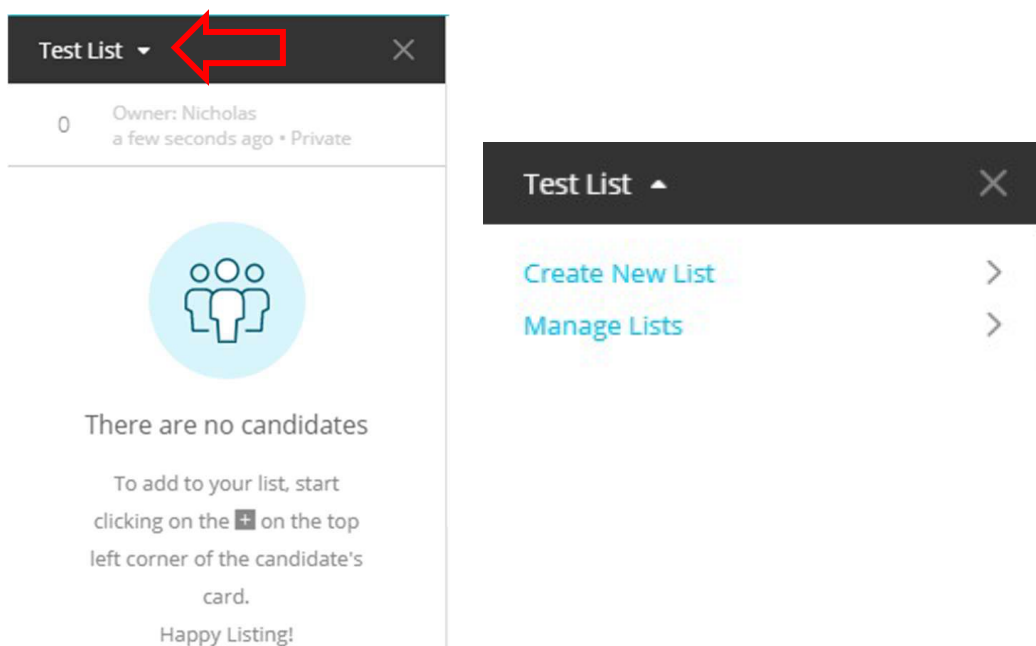
Lists are great for performing bulk actions for candidates that you find during search or filtering. Lists allow you to message all people on your list at once, assign them to a talent pool or job, tag them or invite them to a job.

### Creating a new list

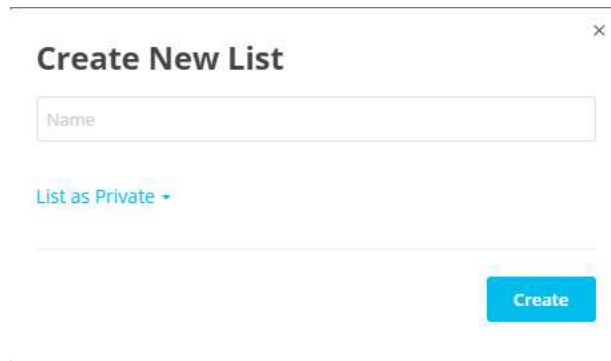
1. Once on your front dashboard, select the three dots and lines icon on the left side of the page.



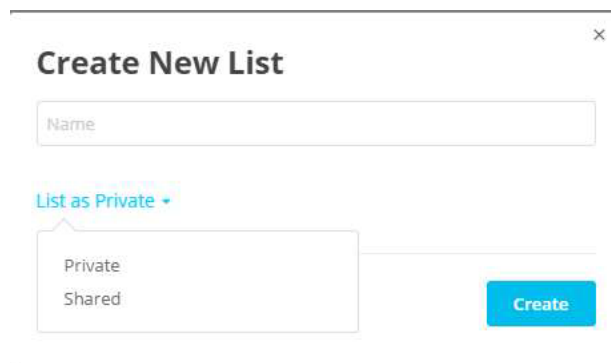
2. Once selected, you should see the below sidebar.



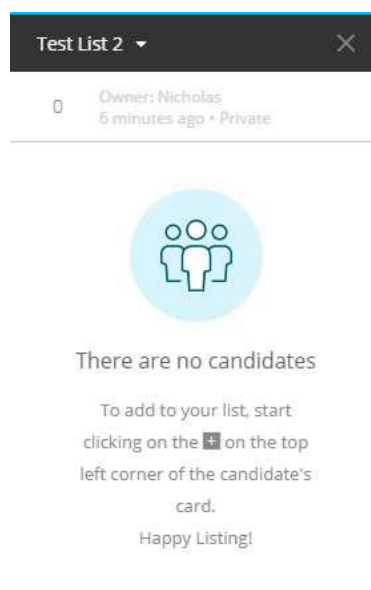
3. If you aren't on your current desired list, click on the list name at the top, then select 'Create new list'.

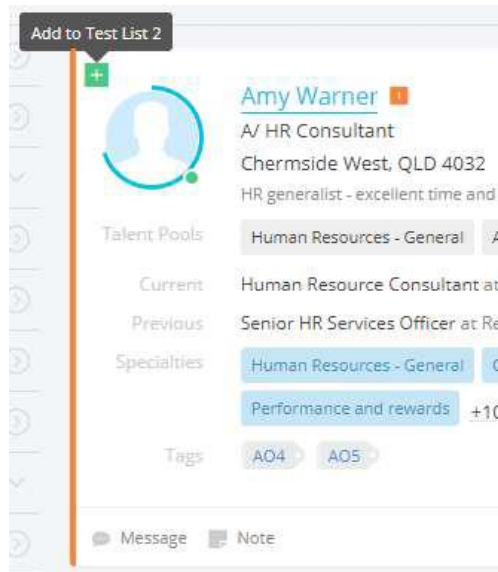


4. Once selected, enter your desired list name in the pop-up window in the middle of your screen.

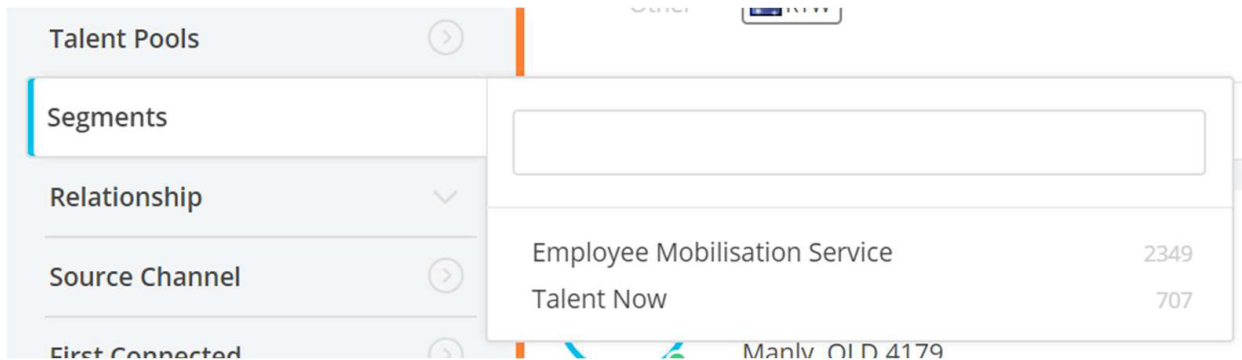


5. Select 'List as private' and a pop-up list will appear. Choose 'Private' or 'Shared', depending on your list use.
  - A 'Private list' can only be viewed by the individual who created it.
  - A 'Shared list' can be viewed by anyone with back-end system access.
6. Once your List Name and List type are selected you can hit 'Create'.
7. Once created, your list will then appear on the left bar as in Step 2.

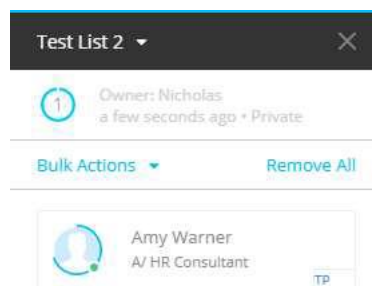




8. To add a candidate to your current list, hover over them in the search and click on the plus (+) in the top left corner.
  - a) If you need to add multiple candidates, use Filters to narrow down who you would like to add (make sure you select the 'Talent Now' Segment) and then select + Add all to the list. For more information on how to search and filter profiles visit the user guide.



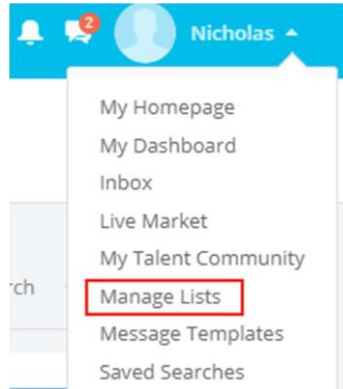
9. Your candidate/s should then appear on the left in the list pane.



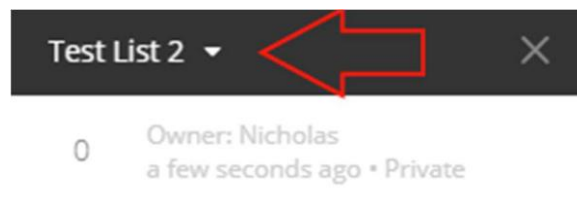
10. To view all current or previous lists, hover over your name in the top right corner.



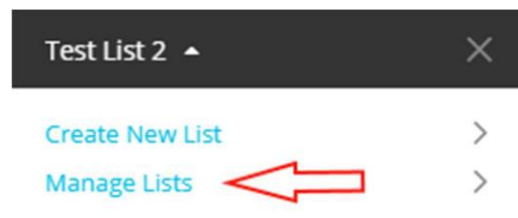
11. And then select "Manage Lists".



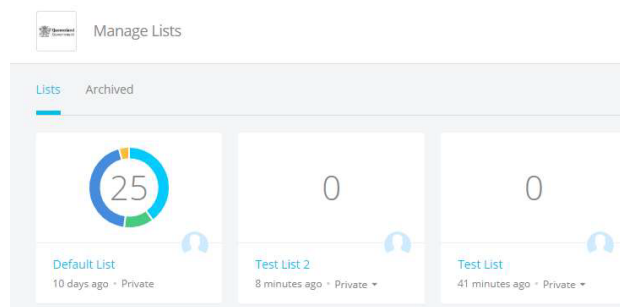
12. Or click on your list name in the list pane on the left side.



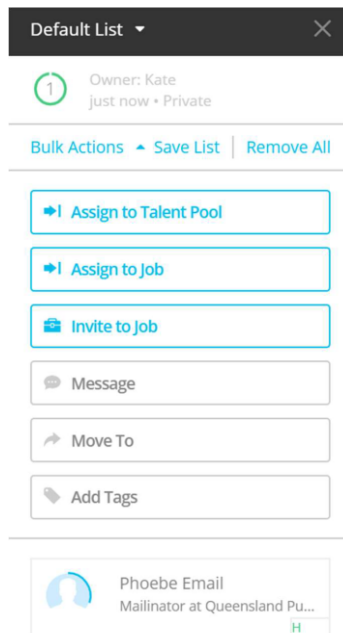
13. And then select "Manage Lists" from the drop down.



14. Both of these methods will take you to the Manage Lists page, where you can access and view all your lists.

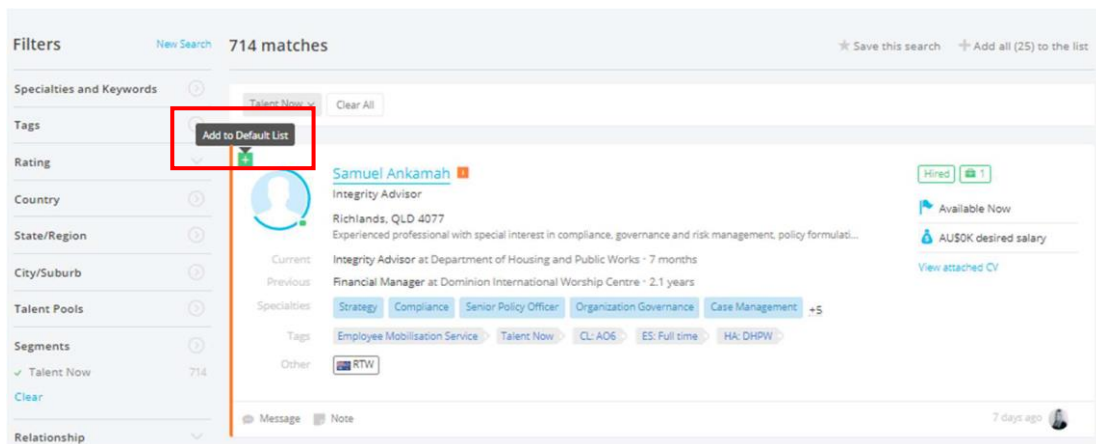


- Clicking on any list on this page will move it to the list pane on the left side of your screen.
- You can then use the list to perform bulk actions such as assigning to a talent pool, job, messaging, tagging or inviting to a job.

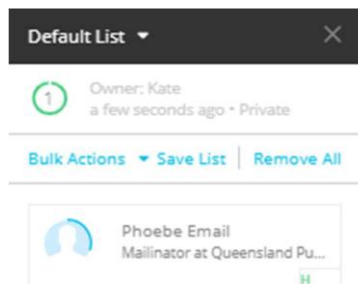


## Adding profiles to a list from Search

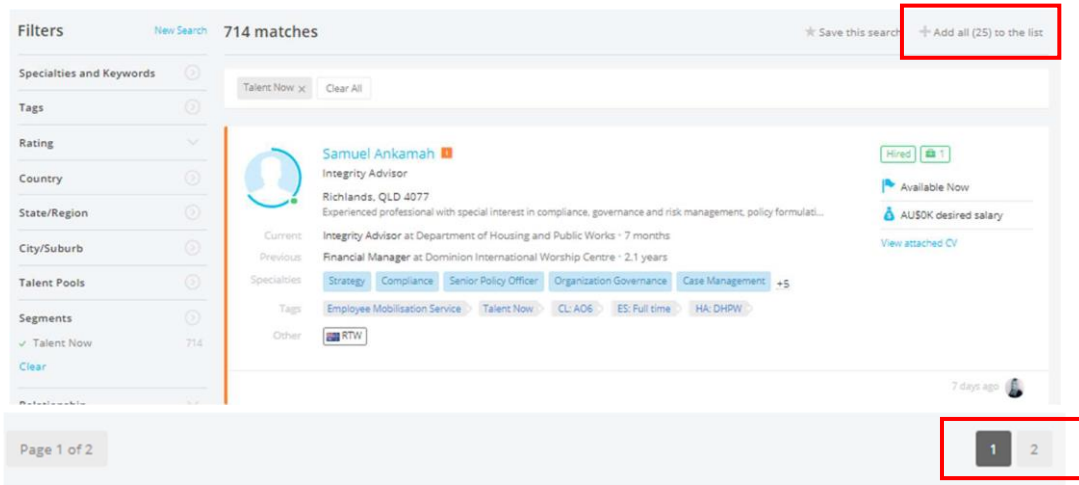
- To add a profile to a list hover over the grey cross in the top left-hand corner of the individual's profile and click on it when it turns green.



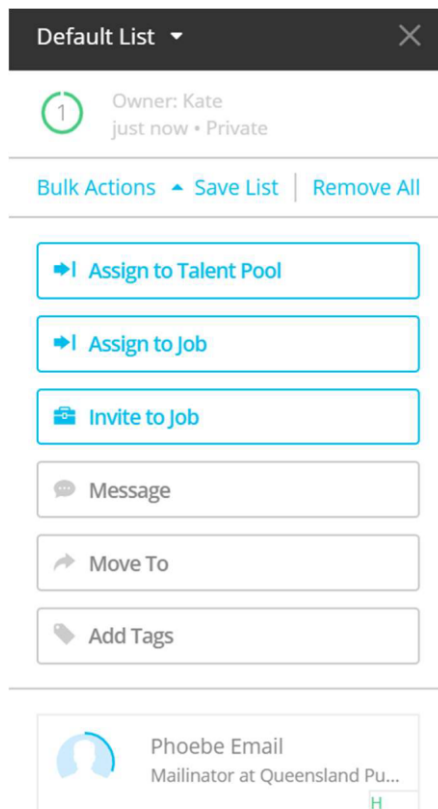
- The individual will then be added to your list on the left-hand side of the screen.



3. You can add all 25 results from each page of your search results in bulk by clicking 'Add all (25) to the list'. Use the page number navigation at the bottom of the page to move to latter pages and add profiles to your list.



4. You can then use the list to perform bulk actions such as assigning to a talent pool, job, messaging, tagging or inviting to a job.



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