

Managing and filling a job

Talent Now user guide

Candidates want to hear from you!

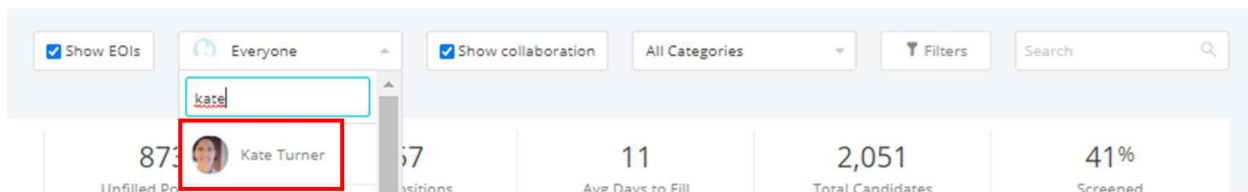
Remember when managing a job, if you have been in contact or invited someone to apply, keep in touch (using the messaging function) and let them know if they're no longer in the running and provide feedback.

Viewing applicants

1. Click on the Jobs tab.



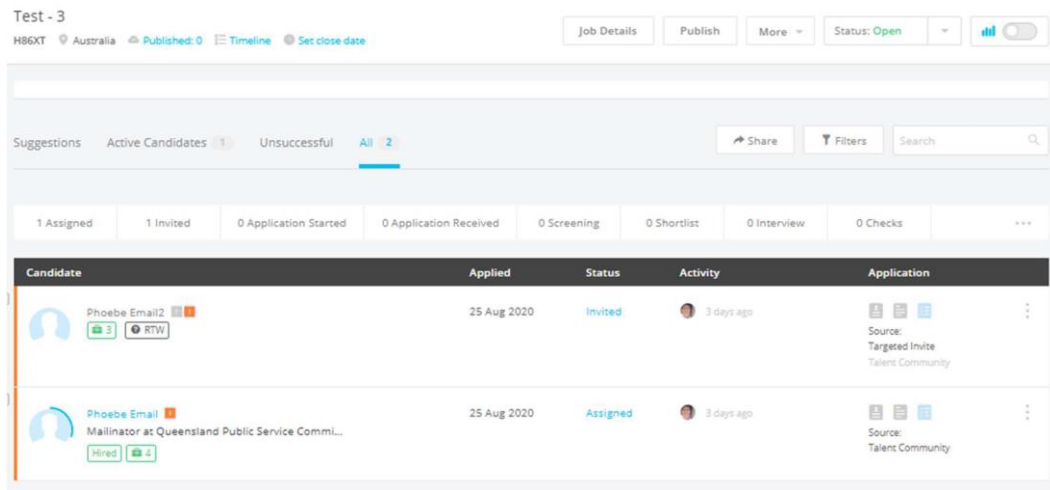
2. Select your name to view your jobs.



3. Your jobs will then be shown from newest to oldest. This can be changed by clicking the arrow next to 'Opened'.

Job	Status	Fill By	Opened ^	Apps Close	Team	Candidates	Stage
Test - 3 Australia HB&XT	Open	24 Sep 2020 On Track	25 Aug 2020 4 days open	-		2 0/1 positions	2 0 0 0 0 0 0 Stage: Sourcing
Contact Tracing Officer - Expression of Interest - NEW Australia QH101 - Expression of Interest	Open	12 Sep 2020	13 Aug 2020 16 days open	-		17 0/500 positions	1 4 11 0 0 0 0 Stage: Shortlist 1 Unsuitable 100% Notified 1 Post

4. Click on the title of the job to view the candidates against the job.



5. Use the tabs above the listed candidates to view candidates at different stages of the process.

6. There are a range of different types of 'Status'. Three of these are automated:

- Invited – they have been invited but not started an application.
- Application started – application commenced but not submitted. These candidates receive an automated prompt from the system to finish the application.
- Application received – as described.

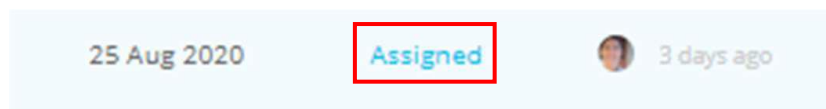
TIP – Assigned status

Assigned – candidate added to the job by the Talent Now manager. This may occur where verbal or email interest has been expressed in the opportunity. For example, incumbent or other team member or when profiles are assigned from a talent pool. Assigned candidates can be moved through the process or invited to apply depending on your requirements.

A full list of Talent Now statuses are included in Table 1 at the end of this guide.

Changing a candidate status

7. To move a candidate to a different stage of the process, click on their 'Status'.



8. Then select the appropriate status from the drop-down list for example, shortlist. Then click save.

Status Change

Phoebe Email
Mailinator

Candidate status

Assigned
Assigned
Screening
Shortlist
Interviewing
Interviewed
Checks and Assessments
Offer Sent
Offer Accepted
Assign to a talent pool

Start typing to add more...

Add a note

Move pipeline status from: Hired

To: Hired

Internal Contractor

Save

9. Status changes do not have to be linear, for example, moved from 'Assigned' to 'Interviewed' and then to 'Hired' or 'Not suitable'.

Filling the job

10. Change the status of the successful candidate/s to 'Hired' and click 'Next'.

Status Change

Phoebe Email2

Candidate status

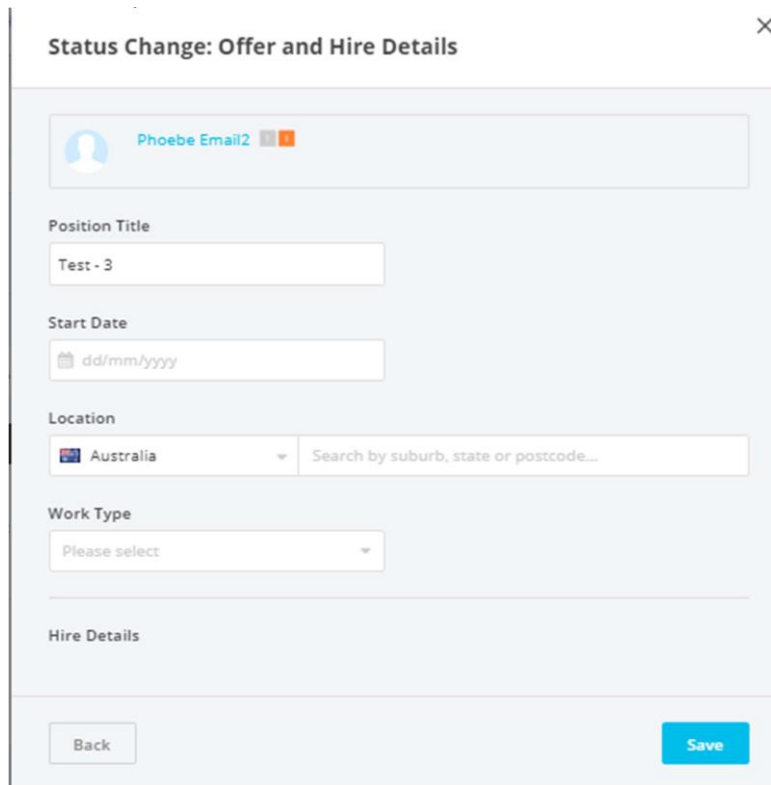
Interviewed
Interviewed
Checks and Assessments
Offer Sent
Offer Accepted
Onboarding
Hired
Offer Declined
Not Suitable

Move pipeline status from: In Progress

To: In Progress

Save

11. Complete the Offer and Hire details.

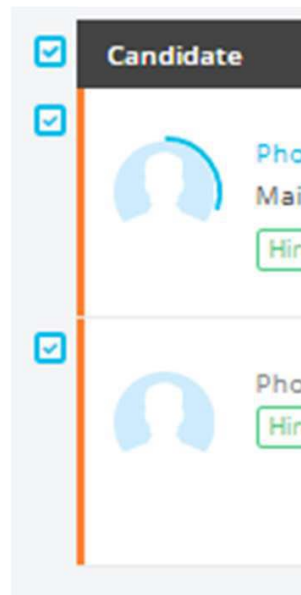


The screenshot shows a web form titled "Status Change: Offer and Hire Details" with a close button (X) in the top right corner. The form is for a candidate named "Phoebe Email2". It contains the following fields:

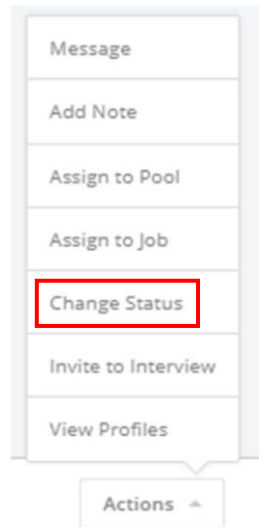
- Position Title:** A text input field containing "Test - 3".
- Start Date:** A date picker field showing "dd/mm/yyyy".
- Location:** A dropdown menu set to "Australia" and a search input field with the placeholder "Search by suburb, state or postcode...".
- Work Type:** A dropdown menu with "Please select" as the current selection.
- Hire Details:** A section header for the bottom part of the form.

At the bottom of the form, there are two buttons: "Back" on the left and "Save" on the right.

12. Select any suitable candidates who were unsuccessful using the blue tick box.



13. Then using the 'Actions' button at the bottom of the screen, select 'Change status'.



14. Select 'Suitable'. You may wish to use these candidates for a similar opportunity in future or add them to a talent pool.

15. If you would like to notify these candidates, select 'Yes'. You can then choose to notify the candidate using an available Talent Now template which you can tailor or draft a message of your own.

To ensure a great Talent Now member experience we recommend that you let people know the outcome if they have applied or you have been in contact with them about the opportunity. If you've met someone person, we suggest giving them a call too.

A screenshot of a 'Status Change' dialog box. At the top, it says 'The selected 2 candidates will be moved to:' followed by a dropdown menu showing 'Suitable'. Below that is a question 'Notify these unsuccessful candidates?' with a dropdown menu showing 'Yes'. There is a section titled 'Select template' with a large text area. Below the text area, it displays candidate information: 'Role: Test - 3', 'Company: Talent Now', 'Location: Australia', a profile picture, and 'Kate Turner, Coordinator at Talent Now'. Below this is a character count '1000 characters left' and a 'Send Now' dropdown menu. At the bottom left is 'Add a note' with a dropdown arrow, and at the bottom right is a blue button labeled 'Move and Send'.

16. Select all unsuitable candidates using the blue tick box.
17. Then using the 'Actions' button at the bottom of the screen, select 'Change status' and select 'Not Suitable' from the drop-down list. You can then choose to notify the candidate using an available Talent Now template which you can tailor or draft a message of your own.

To ensure a great Talent Now member experience we recommend that you let people know when they are no longer being considered. This may be after you have reviewed their profile following application, or after you've met with them. If you've met someone person, we suggest giving them a call too.

Candidate status
Not Suitable

Candidate was invited on 25 August 2020

Notify this unsuccessful candidate?
Yes

Select template

Type to filter

Talent Now - Unsuitable

Role: Test - 3
Company: Talent Now
Location: Australia

Kate Turner
Coordinator at Talent Now

1000 characters left

Send Now

Assign to a Talent Pool

18. Once your candidates have all been moved to the correct status, hover over the job status tile and click 'Fill'.

Job Details Publish More

Status: Open

100% From Community

0% Candidates Ratec

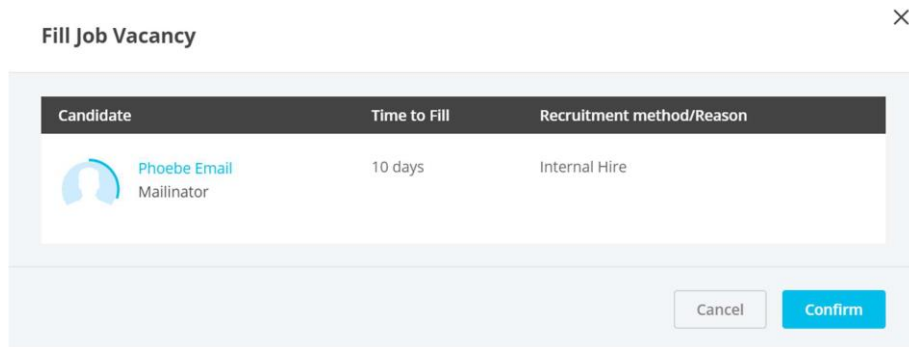
Fill

On Hold

Close Vacancy

illed (0/1)

19. Confirm the successful candidate by clicking 'Confirm'.



The job status will then be filled.



20. Then close the vacancy by hovering over the job status and click 'Close Vacancy'. You will be prompted to select an option before closing the job.

It is recommended that you close your jobs when they are filled. They can always be reopened if required.

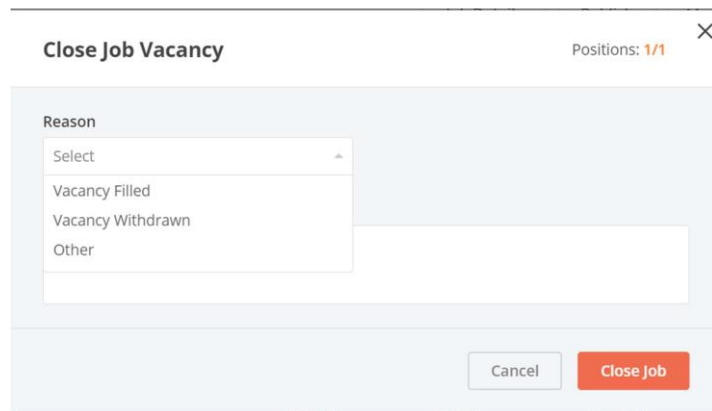


Table 1 – Talent Now status list

Some employee statuses are automatically assigned by the system and others required managers to change them. System automated statuses are highlighted in blue.

Use of a status does not have to be linear. For example, an employee can be moved from 'assigned' straight to 'not suitable' or from 'application received' to 'interviewing'.

Employee status	Description
Assigned	Employee profile is added to a job by a manager. They are not aware that they have been added.
Invited	Employee has been sent an invitation to apply.
Application Started	Application started by not submitted. This may be via an invitation or a job ad. Two automated reminders are sent to prompt submission.
Application Received	Application received.
Screening	Employee selected for screening.
Shortlist	Employee has been shortlisted.
Interviewing	Employee has been selected for meeting/interview/task testing.
Checks and Assessments	For example, reference checks if required.
Onboarding	May be used if onboarding required.
Hired	Employee has been selected for the job or opportunity.
Suitable	Employee was suitable (meritorious) but not the preferred candidate.
Offer declined	Employee was selected but turned down the opportunity.
Not suitable	Employee was not suitable.
Withdrawn	Employee withdrew their application at any stage in the process.
Position Withdrawn	Position was withdrawn.
Hired on another job	Applies if they have accepted another opportunity.

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