

# Talent Pools

## Talent Now user guide

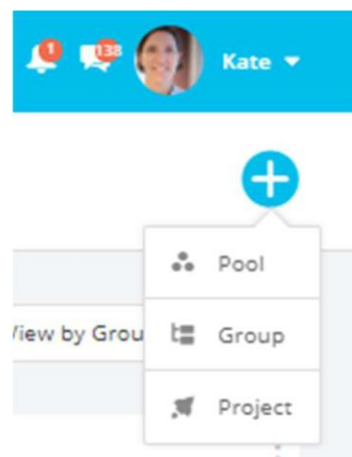
Talent pools are great for creating groups of employees that have skills and expertise that you need or may need in the future. Talent Now enables you to use talent pools to communicate with and promote opportunities within your team or agency.

### Creating a talent pool

1. Click on the 'Talent Pools' tab



2. Click on the blue plus on the right-hand side of the Talent pools landing page and select 'Pool'.



3. Select the talent pool Type –

- 'Shared' pools will be visible to any Talent Now manager or administrator.
- 'Private' pools will only be visible to the owner and collaborators. Add a collaborator by clicking on the grey plus, start typing their name and then select the name from the list generated.

4. Enter the data for hires per year. If you are unsure just enter 1 as a default.

**Create Talent Pool** ✕

**Type (required)** **Owner** **Collaborators**

**Private**

Shared  
Private  
Policy Officers

**ID**

**Business Unit**

**Hires per year (required)** **Target Size (required)** **Progress** **0/10**

5. Enter any relevant specialties, role names or industry experience that may be relevant for your ideal candidate. These will be used to propose profiles that fit the requirements and can be adjusted at any time. You can also add location, languages or work type.

**Ideal Candidate Attributes**

**Specialties (required)**

Policy x Strategic Planning & Policy x Process and Policy Compliance x

Start typing to add more...

**Role Names**

Senior Policy Officer x Start typing to add more...

**Industry Experience** **Experience**

Government, Defence, Public Services x 3 Years +

Start typing to add more...

**Location**  Right to work **Radius**

Australia Search by suburb, state or postcode...

**Work Type**

Full time  Part time  Casual  Contract/Temp  Volunteer

**Languages**

Start typing to add more...

**Auto Tagging**

Start typing to add more...

6. Include any groups or job vacancies that are linked to this talent pool and then click 'Create'.

**Relationships**

Grouping  
Corporate Office Division

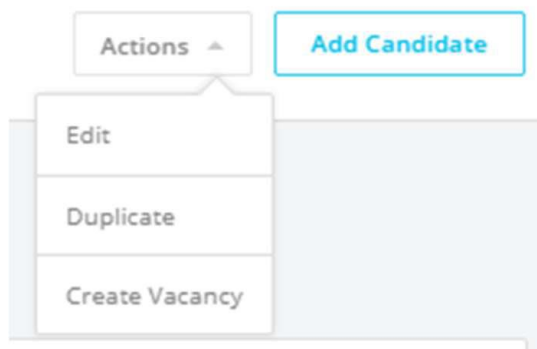
Reports To  
Start typing to choose...

Assigned Projects  
Start typing to add more...

Related Job Vacancies  
Start typing to add more...

Cancel Create

7. Your pool will then open with fields for selected attributes, keywords, and three swim lanes: Suggested candidates, Pooled and Ready to hire. You can add any additional keywords here. If you need to change the attributes, go to actions and edit your pool.



8. Make sure you add 'Talent Now' to the must-have Tags to ensure that your suggested candidates are Talent Now members.

< Policy Officers - Test

0/10 Candidates • PSC - HR • GCUFJ • 0 Vacancies

Search by Name 🔍 All Relationship Types ▾

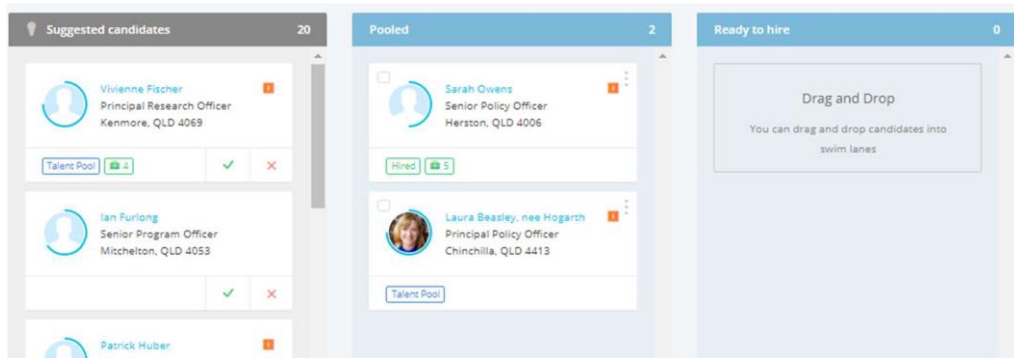
Attributes: Policy Process and Policy Compliance Strategic Planning & Policy Senior Policy Officer Government, Defence, Public Services Radius: < 5km ▾

Tags: (must-have) Talent Now x Start typing to add more...

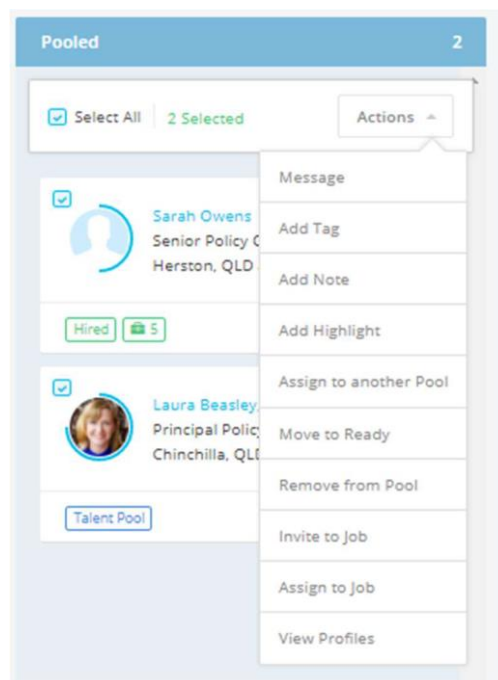
Keywords: (must-have) Type a keyword then press enter

Keywords: Senior Policy Officer x Policy x Process and Policy Compliance x Strategic Planning & Policy x Type a keyword then press enter

9. Add suggested candidates to your pool using the drag and drop function. If the suggested candidates are not relevant for the pool, click the red cross on their tile.



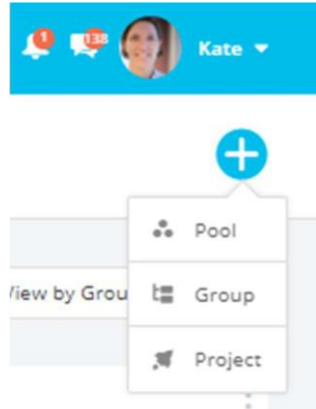
10. You can then perform individual or bulk actions for employees in your talent pool. For example, messaging, assigning or inviting to a job, or other pool.



## Creating a talent pool group

Talent pool groups can assist in organising pools and can be created for an agency for example, Transport and Main Roads or professional stream for example, Media and Communications.

1. Click on the blue plus on the right-hand side of the Talent pools landing page and select 'Group'.



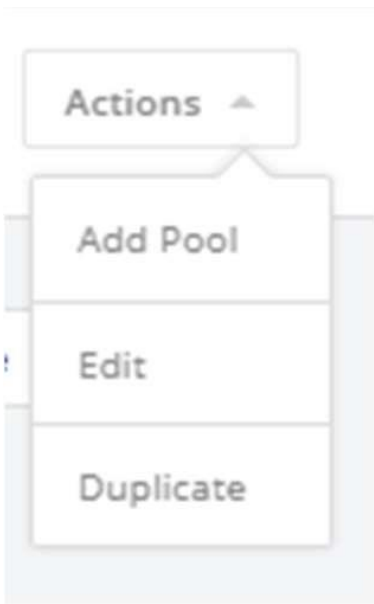
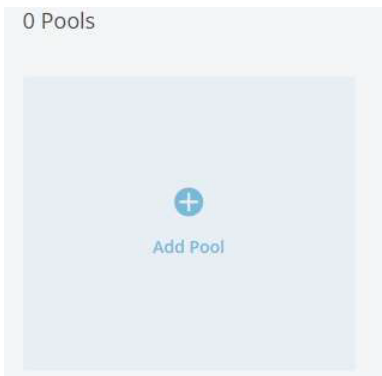
2. Complete the relevant information in the pop-up box. Remember that:
  - 'Shared' groups will be visible to any Talent Now manager or administrator.
  - 'Private' groups will only be visible to the owner and collaborators. Add a collaborator by clicking on the grey plus, start typing their name and then select the name from the list generated.

A screenshot of the 'Create Pool Group' pop-up form. The form is titled 'Create Pool Group' and has a close button (X) in the top right corner. It contains several fields:

- Type (required):** A dropdown menu with 'Shared' selected.
- Owner:** A dropdown menu with 'Kate Turner' selected.
- Collaborators:** A grey plus sign button.
- Name (required):** A text input field.
- ID:** A text input field.
- Business Unit:** A text input field.
- Purpose:** A text input field with the placeholder text 'What is the purpose of this pool?'.
- Include Pools:** A text input field with the placeholder text 'Start typing to add more...'.

At the bottom right of the form, there are two buttons: 'Cancel' and 'Create'.

3. Then add a new pool by clicking on the 'Add pool' tile OR add an existing pool by using the actions tab at the top right of the page.



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