

Viewing candidate applications and shortlisting online

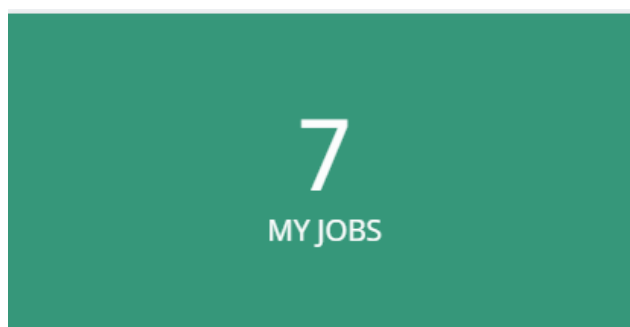
TalentLink enables the assigned Hiring Manager and panel to login and review candidate applications online.

Logging in to review candidate applications and supporting documentation reduces the need for candidate packs to be downloaded, emailed or printed, making the shortlisting process quicker and reducing risk of breaching GDPR compliance.

Hiring Managers should use the [Shortlisting record form](#) to record their assessment against the top selection criteria.

The below steps show how Hiring Managers can view applications:


1. [Login](#) to TalentLink by using your college single sign on details
2. From your dashboard, select the green box **My Jobs**:



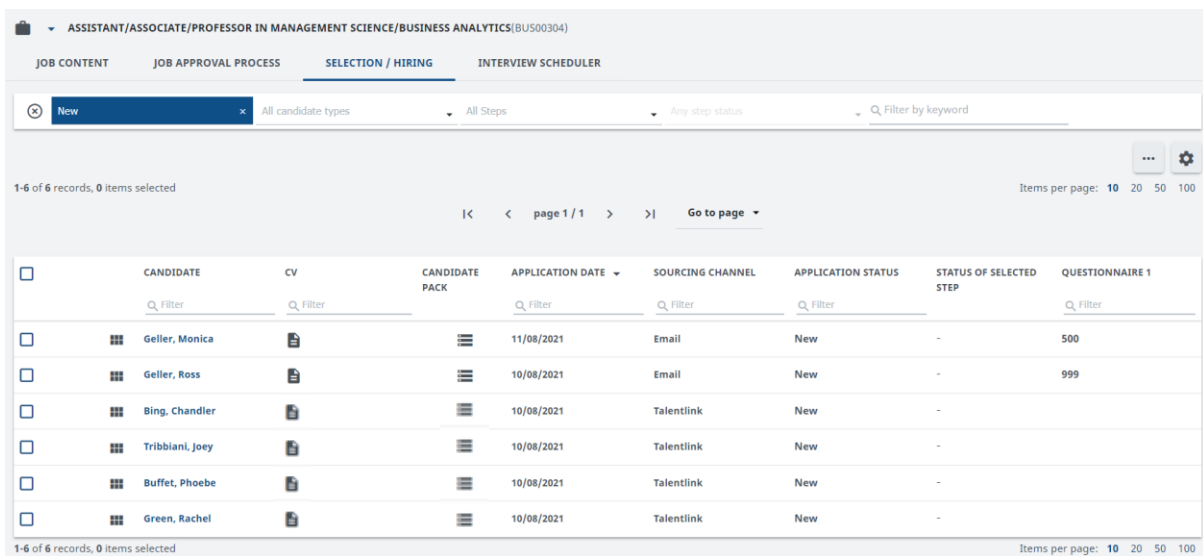
3. In the Jobs homepage you can view a summary of your assigned jobs, with candidate, position, status and recruiter information.

7 items							
<input type="checkbox"/>	↓ Job Title	Candidates	Next Posting Expiration	Number of Positions	Organisation	Due Date	Job Status
<input type="checkbox"/>	Industry Partnerships and Commercialisation Senior Executive -... PRO00451	0	Not posted	1	Provost's Reports	-	Cancelled
<input type="checkbox"/>	Industry Partnerships and Commercialisation Senior Executive -... PRO00427	122	Not posted	1	Provost's Reports	-	Open
<input type="checkbox"/>	Industry Partnerships and Commercialisation Senior Executive /... PRO00548	7	Not posted	1	Provost's Reports	-	Open
<input type="checkbox"/>	Industry Partnerships and Commercialisation Officer, Faculty of... PRO00570	10	22/08/2021	1	Provost's Reports	-	Open
<input type="checkbox"/>	INDUSTRY PARTNERSHIPS AND COMMERCIALISATION INTERN, MEDICINE PRO00547	8	Not posted	3	Provost's Reports	-	Open
<input type="checkbox"/>	Industry Partnerships and Commercialisation Intern - Faculty of... PRO00562	12	Not posted	1	Provost's Reports	-	Open
<input type="checkbox"/>	ICL-P&G Industry Partnerships and Commercialisation Intern, Natural... PRO00579	1	05/09/2021	1	Provost's Reports	-	Open

You can view applications at any time. Clicking on the number in the relevant column will take you through to the Selection/Hiring tab of that vacancy.

This icon  indicates that the advert will soon be closing, please contact your Recruitment Administrator who can offer guidance on the next step

4. Clicking on the number in the **New** or **In Process** column will take you through to the below sifting screen where you can find a list of the candidate names and applications:





















ASSISTANT/ASSOCIATE/PROFESSOR IN MANAGEMENT SCIENCE/BUSINESS ANALYTICS(BUS00304)

JOB CONTENT JOB APPROVAL PROCESS **SELECTION / HIRING** INTERVIEW SCHEDULER

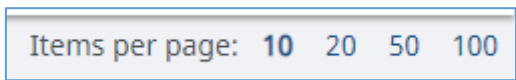
New All candidate types All Steps Any step status Q Filter by keyword


1-6 of 6 records, 0 items selected Items per page: 10 20 50 100


<input type="checkbox"/>	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	STATUS OF SELECTED STEP	QUESTIONNAIRE 1
<input type="checkbox"/>	 Geller, Monica			11/08/2021	Email	New	-	500
<input type="checkbox"/>	 Geller, Ross			10/08/2021	Email	New	-	999
<input type="checkbox"/>	 Bing, Chandler			10/08/2021	Talentlink	New	-	
<input type="checkbox"/>	 Tribbiani, Joey			10/08/2021	Talentlink	New	-	
<input type="checkbox"/>	 Buffet, Phoebe			10/08/2021	Talentlink	New	-	
<input type="checkbox"/>	 Green, Rachel			10/08/2021	Talentlink	New	-	

1-6 of 6 records, 0 items selected Items per page: 10 20 50 100

Tip Choose the number of candidates you wish to view per page by clicking on the items per page option in the top right or bottom right of the screen



5. To view the full candidate pack click on the 3-line icon  under the **Candidate Pack** column and a pop up box will open with the pack and all attached documents.

To view the CV section of the candidate's application form click on the paper icon  under the CV column.

To assist in the shortlisting process please find a breakdown of what information is held in a candidate's application:

Imperial College (IC application) forms

- Candidate PIF
 - Name, address and contact details

- IC application form (for both academic and non-academic)
 - Employment history
 - Memberships/certifications/training courses
 - Supporting statement(s)

- IC Additional information (for both academic and non-academic)
 - Internal application information (if applicable)
 - Referee details
 - Guaranteed interview scheme

Other documents can be attachments and named by the candidates

- Such as CV, supporting statement, qualifications, and so on

What the column titled Questionnaire 1 and its scoring means:

Questionnaire 1 scoring

Internal employee	100
Redeployee	899
Disability Confident	500
Right to work in the UK	50

So they can be easily identified, we have added scoring to those candidates who:

- Select **Yes** to “Are you a current employee of Imperial College London?”
- Select **Yes** to “Do you currently have redeployee status with Imperial College?”
- Select **Yes** to “Do you have a disability as defined by the Equality Act 2010?”
- Select **No** to “Do you currently hold a valid UK visa status?”

Please note, if a candidate selects a combination of the above scored questions then these will be calculated and a total provided under the **Questionnaire 1** column. For example:

Internal employee + redeployee	999
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<input type="checkbox"/>	CANDIDATE <small>Q Filter</small>	CV <small>Q Filter</small>	CANDIDATE PACK <small>Q Filter</small>	APPLICATION DATE <small>Q Filter</small>	SOURCING CHANNEL <small>Q Filter</small>	APPLICATION STATUS <small>Q Filter</small>	STATUS OF SELECTED STEP	QUESTIONNAIRE 1 <small>Q Filter</small>
<input type="checkbox"/>	Geller, Monica			11/08/2021	Email	New	-	500
<input type="checkbox"/>	Geller, Ross			10/08/2021	Email	New	-	999

- ✓ **Once you have reviewed the necessary documents contained in the application and you have assessed the candidate against the key criteria, you then need to record your scores in the [Shortlisting record form](#)**

Recruitment and GDPR

Please visit our recruitment page for [GDPR guidance](#).

For any help and advice please contact the Recruitment Hub at: recruitmenthub@imperial.ac.uk