HOW TO ADD A NEW CANDIDATE TO A VACANCY

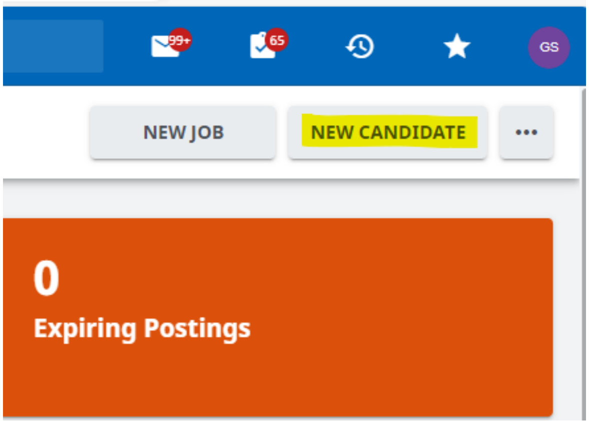
This guidance document can be used under extenuating circumstances if and when receiving a candidate's application externally e.g. by referral.

A candidate should be sent a back office application link in order to capture their information onto the applicant tracking system, please click here for this guidance.

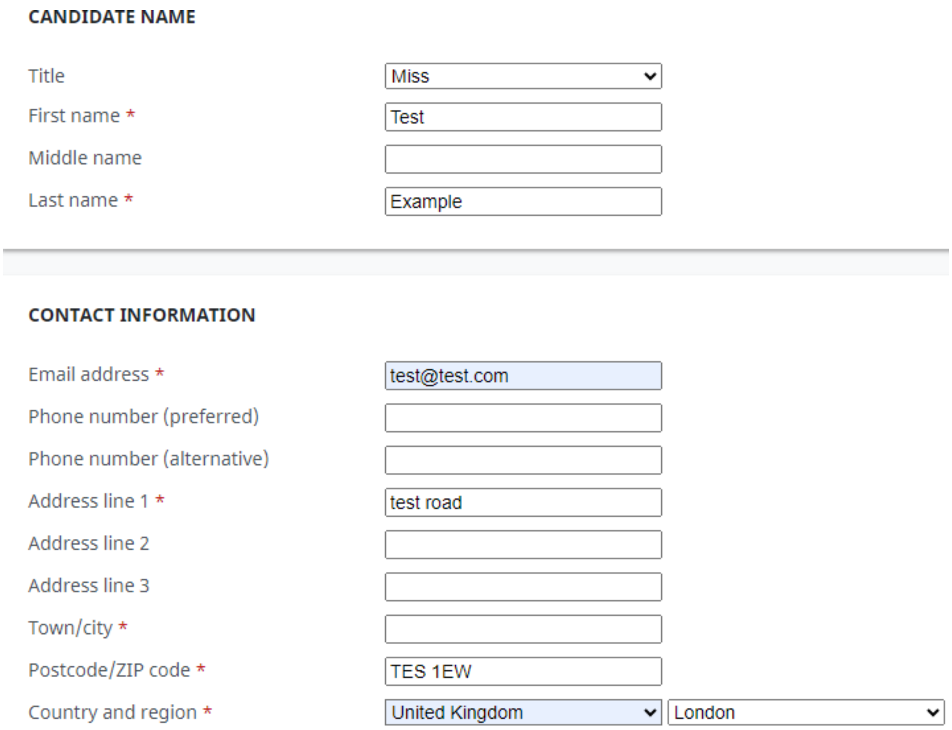
Please ensure you have first discussed this with a HR Recruitment Team Leader.

Before starting, please make a note of the job number you wish to add the candidate to.

1. Select **New candidate** in the top right corner of your dashboard:



2. Within the popup box add the candidate's information in the required fields:



CANDIDATE NAME

Title	Miss
First name *	Test
Middle name	
Last name *	Example

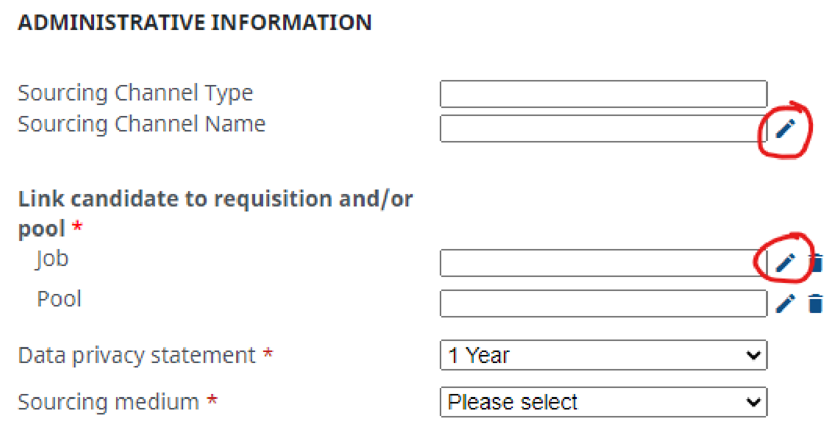
CONTACT INFORMATION

Email address *	test@test.com	
Phone number (preferred)		
Phone number (alternative)		
Address line 1 *	test road	
Address line 2		
Address line 3		
Town/city *		
Postcode/ZIP code *	TES 1EW	
Country and region *	United Kingdom	London

Last updated: 23 July 2024

Please note - In the below section you need to link the candidate to the requisition via the job number**.**

3. Administrative information section – use the pencil symbols to complete these fields:



ADMINISTRATIVE INFORMATION

Sourcing Channel Type

Sourcing Channel Name

Link candidate to requisition and/or pool *

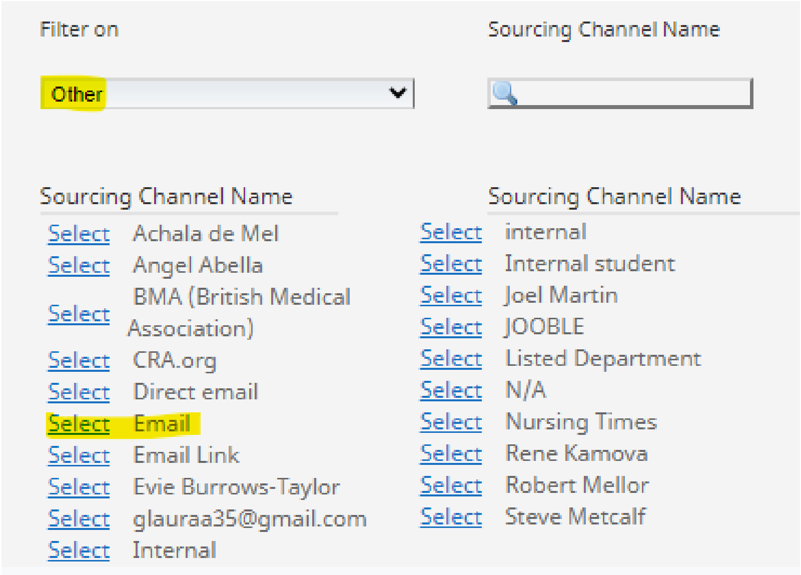
Job

Pool

Data privacy statement * 1 Year

Sourcing medium * Please select

- **Sourcing Channel Name** – click the pencil, in the pop up window > filter by ‘Other’ and select ‘Email’



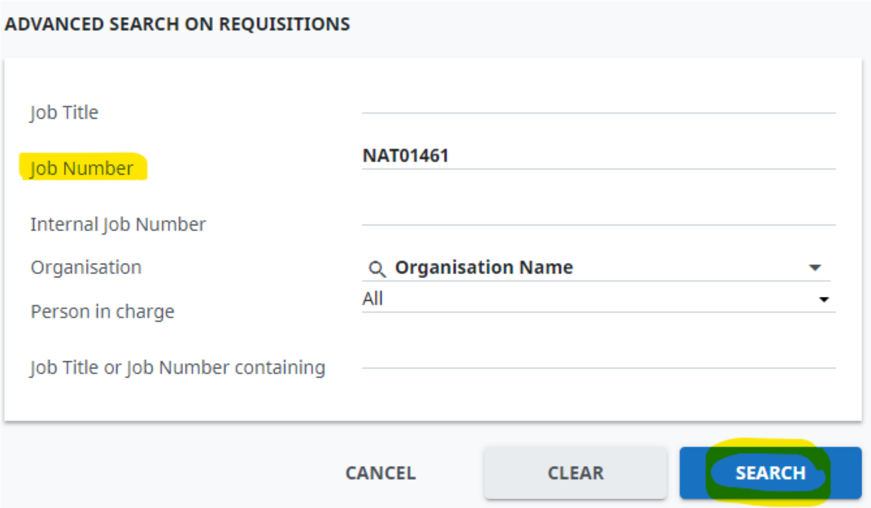
Filter on: Other

Sourcing Channel Name

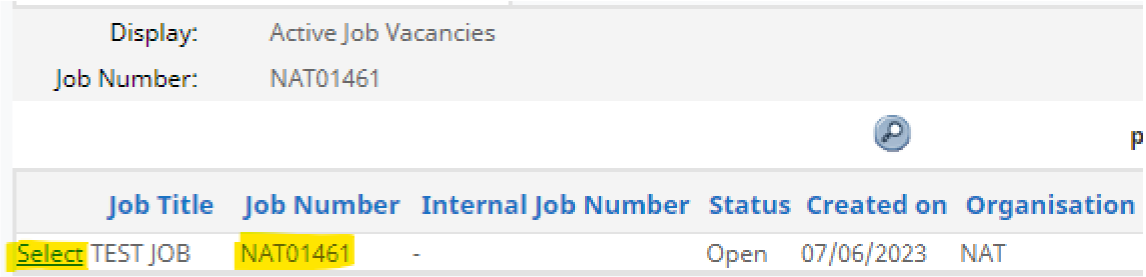
	Sourcing Channel Name
Select	Achala de Mel
Select	Angel Abella
Select	BMA (British Medical Association)
Select	CRA.org
Select	Direct email
Select	Email
Select	Email Link
Select	Evie Burrows-Taylor
Select	glauraa35@gmail.com
Select	Internal

	Sourcing Channel Name
Select	internal
Select	Internal student
Select	Joel Martin
Select	JOOBLE
Select	Listed Department
Select	N/A
Select	Nursing Times
Select	Rene Kamova
Select	Robert Mellor
Select	Steve Metcalf

- **Linking the candidate to a specific job** – click the pencil sign next to Job, inthe pop-up window > search by job number > select the job number from the search results



Job Title
Job Number: NAT01461
Internal Job Number
Organisation: Organisation Name
Person in charge: All
Job Title or Job Number containing

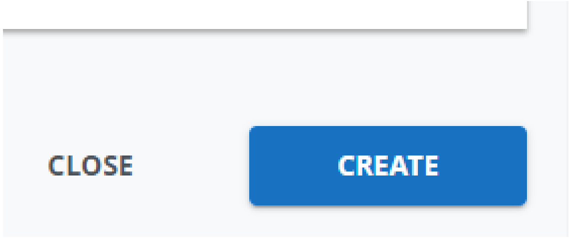


Display: Active Job Vacancies
Job Number: NAT01461

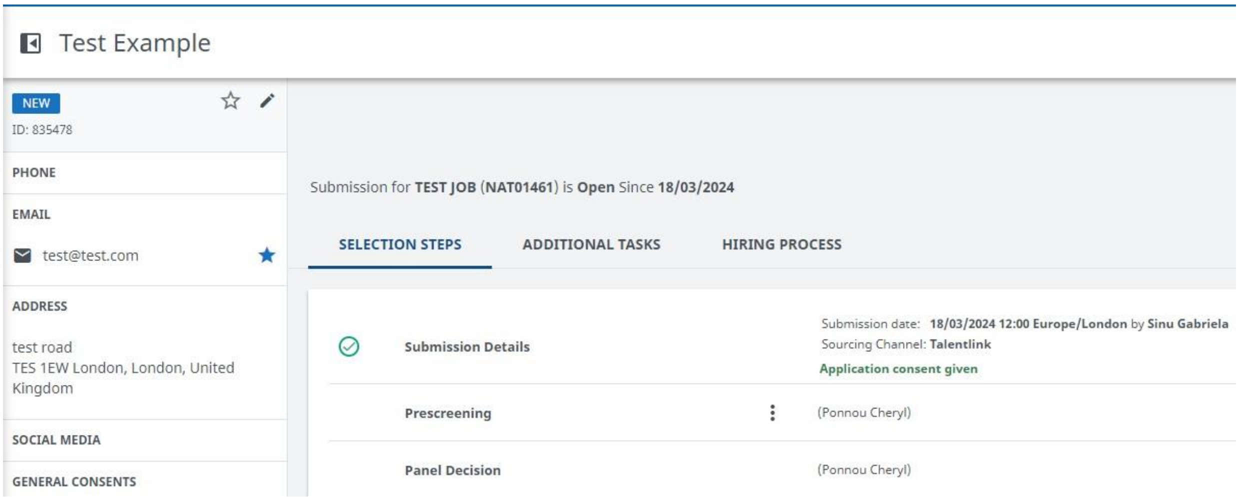
	Job Title	Job Number	Internal Job Number	Status	Created on	Organisation
Select	TEST JOB	NAT01461	-	Open	07/06/2023	NAT

- **Talent Database consent** – leave as ‘unknown’
- **Application consent** – please ensure you have ticked this box
- **Data Privacy Statement** – leave as 1 year
- **Sourcing medium** – select email from the drop down menu

Please then click **CREATE**:



4. This will show you the candidate details you have uploaded and the role(s) they are connected to.



Test Example

NEW
ID: 835478

PHONE

EMAIL

test@test.com

ADDRESS

test road
TES 1EW London, London, United Kingdom

SOCIAL MEDIA

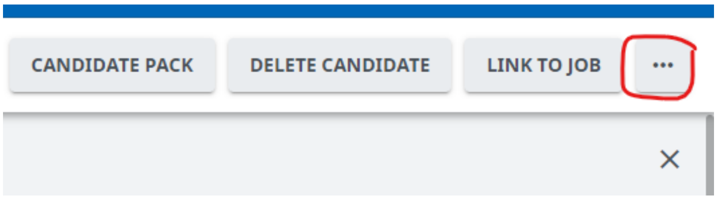
GENERAL CONSENTS

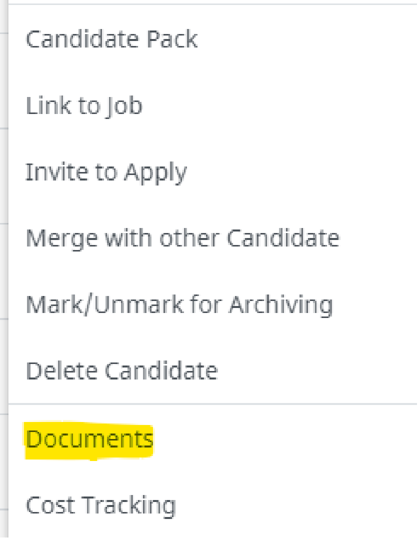
Submission for **TEST JOB** (**NAT01461**) is **Open** Since **18/03/2024**

SELECTION STEPS | ADDITIONAL TASKS | HIRING PROCESS

Submission Details		Submission date: **18/03/2024 12:00 Europe/London** by **Sinu Gabriela** Sourcing Channel: **Talentlink** **Application consent given**
Prescreening	⋮	(Ponnou Cheryl)
Panel Decision		(Ponnou Cheryl)

5. To add any documents to this candidate's profile for this specific role, please click on the 3 dots in the top right corner and select 'documents:

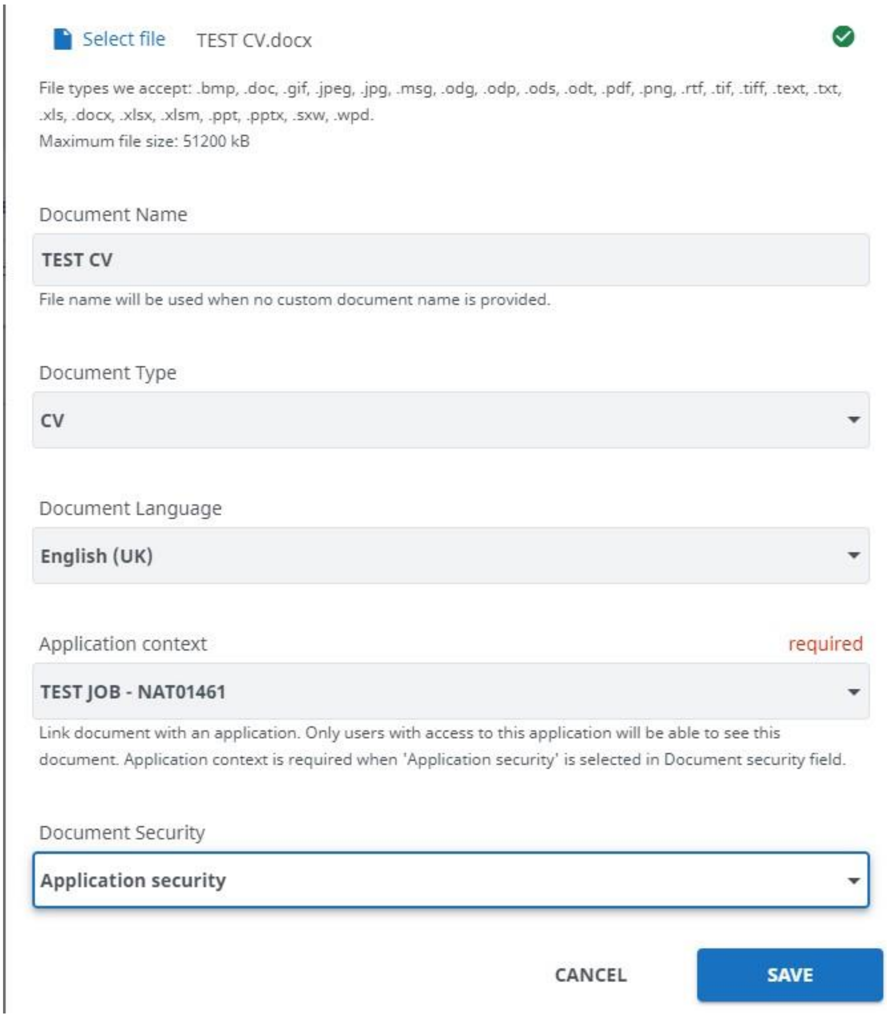

CANDIDATE PACK
DELETE CANDIDATE
LINK TO JOB
•••
×


Candidate Pack
Link to Job
Invite to Apply
Merge with other Candidate
Mark/Unmark for Archiving
Delete Candidate
Documents
Cost Tracking

Then click on the 3 dots again and select ‘add document’ > in the pop up complete the fields with the document information:

- **Document type** – select CV
- **Application context** – Select the relevant job number
- **Document Security** – select Application Security

Then click SAVE



TEST CV.docx

File types we accept: .bmp, .doc, .gif, .jpeg, .jpg, .msg, .odg, .odp, .ods, .odt, .pdf, .png, .rtf, .tif, .tiff, .text, .txt, .xls, .docx, .xlsx, .xlsm, .ppt, .pptx, .sxw, .wpd.
Maximum file size: 51200 kB

Document Name: TEST CV

File name will be used when no custom document name is provided.

Document Type: CV

Document Language: English (UK)

Application context (required): TEST JOB - NAT01461

Link document with an application. Only users with access to this application will be able to see this document. Application context is required when 'Application security' is selected in Document security field.

Document Security: Application security

6. Once you have manually created the candidate on the system and attached any relevant documents onto their candidate profile (i.e CV/Supporting Statement). Please also ensure to send them an email requesting their permission to store their details on the applicant tracking system.

   We suggest using the below email template to request this information:

Dear [Candidate],

RE: job title (ref. XXXXXXX)

Thank you for your email and interest in Imperial College London.

Please see requested information to be confirmed back to us via email by the closing date which is DD/MM/YYYY:

1. Please confirm (Yes/No) to the below Privacy for an application to be considered:
Privacy-Notice-for-Staff-and-Prospective-Staff-(003).pdf (imperial.ac.uk)

2. Please confirm (Yes/No) to the below Privacy if you wish to have your data kept in our Talent Database:
Privacy-Notice-for-Staff-and-Prospective-Staff-(003).pdf (imperial.ac.uk)

3. Please confirm (Yes/No) if you have a disability as defined by the Equality Act 2010. If yes, please specify if you require any reasonable adjustments to be made during the recruitment process.

As a Disability Confident Leader, the College is committed to offering an interview to applicants with a disability who meet the essential criteria for the role as detailed in the Job Description/Person Specification.
We encourage you to tell us if there are any adjustments you require at any stage of the recruitment process.

4. Please confirm (Yes/No) if you are a current employee of Imperial College London?

5. Please confirm (Yes/No) if you are currently engaged as an Agency Worker at Imperial College?

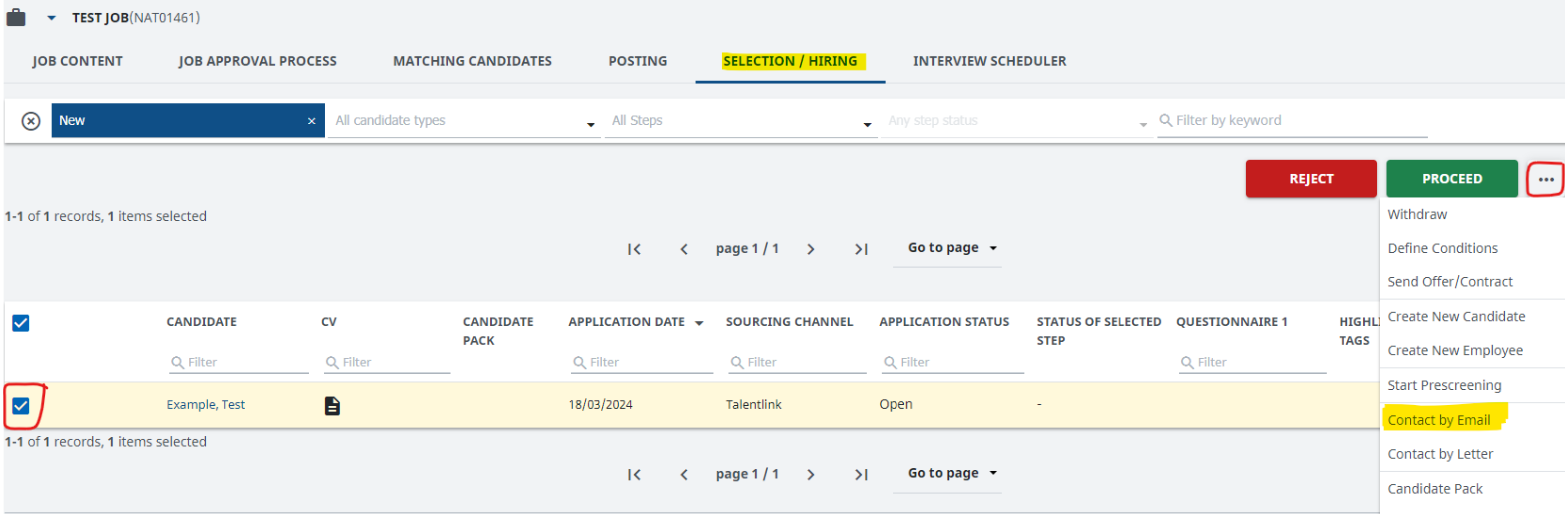
If you decide to not go ahead with confirming the above information and sending us a CV and Supporting Statement in order to have an application considered, please let me know and I will delete your profile off our applicant tracking system.

Another email with follow shortly with the Diversity Questionnaire for you to complete.

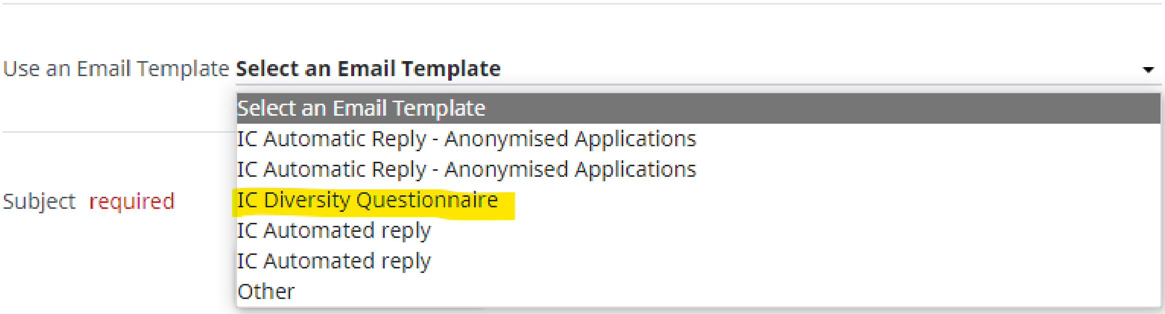
Wishing you all the very best.

7. Because you have manually added the candidate, you will need to send them a **diversity questionnaire** to complete. This is extremely important for data capture reasons and for uploading the candidate to ICIS.

   To do this go to the **Selection/Hiring** tab, tick the relevant candidate, and then clickon the 3 dots in the top right corner. From the drop down select 'contact by email':


TEST JOB(NAT01461)
JOB CONTENT
JOB APPROVAL PROCESS
MATCHING CANDIDATES
POSTING
SELECTION / HIRING
INTERVIEW SCHEDULER
New
All candidate types
All Steps
Any step status
Filter by keyword
REJECT
PROCEED
...
1-1 of 1 records, 1 items selected
page 1 / 1
Go to page
CANDIDATE
CV
CANDIDATE PACK
APPLICATION DATE
SOURCING CHANNEL
APPLICATION STATUS
STATUS OF SELECTED STEP
QUESTIONNAIRE 1
HIGHLI TAGS
Filter
Example, Test
18/03/2024
Talentlink
Open
-
Withdraw
Define Conditions
Send Offer/Contract
Create New Candidate
Create New Employee
Start Prescreening
Contact by Email
Contact by Letter
Candidate Pack

8. In the pop-up window, ensure you select the correct email template - **IC - Diversity Questionnaire -** against the section 'Use an Email Template':


Use an Email Template Select an Email Template
Subject required
Select an Email Template
IC Automatic Reply - Anonymised Applications
IC Automatic Reply - Anonymised Applications
IC Diversity Questionnaire
IC Automated reply
IC Automated reply
Other

The email to the candidate will be prepopulated and the diversity questionnaire will be automatically attached. Therefore, you just need to click **Send** at the bottom of the window.

9. Once the candidate has completed the Diversity Questionnaire; this will be available in their Documents.

If you have any queries, please contact support.jobs@imperial.ac.uk.

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