

TalentLink Guidance – hiring departments managing interview set-up off the TalentLink system

1. If a hiring department informs you that they wish to manage the interview set-up themselves (off the TalentLink system), you must ensure to ask them about the interview details (i.e. who was invited to interview) so you can update TalentLink accordingly.

Ideally you should also be informed whether the unsuccessful candidates can now also be rejected. It is important to inform candidates on the outcome of the applications as soon as possible.

Please note that the process of rejecting a candidate is the same.

This is crucial for reporting purposes and ensuring TalentLink data is reliable and valid.

2. Once you have all the required information at hand, you will need to ‘close’ the *Interview 1* step for each candidate that was interviewed. This needs to be done for each individual candidate.

First click on the candidate’s name that was interviewed – this will take you to the main candidate page where you can preview all selection steps:

TEST JOB FOR COMMUNICATION CENTRE V2(ACA00252)						
JOB CONTENT	JOB APPROVAL PROCESS	MATCHING CANDIDATES	POSTING	SELECTION / HIRING	INTERVIEW SCHEDULE	
All candidates	All candidate types	All Steps	Any step status			
1-3 of 3 records, 0 items selected						
page 1 / 1						
<input type="checkbox"/>	CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS
<input type="checkbox"/>	Sinu (Gmail), Gabriela			10/05/2024	Talentlink	In Process
<input type="checkbox"/>	Sinu, Gabriela (Hotmail)			10/05/2024	Talentlink	In Process
<input type="checkbox"/>	Sinu (Imperial), Gabriela			10/05/2024	Talentlink	Open

3. On this page, please close the *Prescreening, Panel Decision and Interview 1* step. To close the step off, please click on the 3 dots next to the step name and select **'continue'**.

When the pop-up appears, please ensure that the **'do not start another step'** is selected and scroll down to the bottom and click **OK**.

This will close the step off - once this has been completed you will also see a green tick next to that step name.

Please repeat this process for all 3 steps – Prescreening, Panel Decision and Interview 1.


The screenshot shows a user profile for Gabriela Sinu (Imperial) with ID 818634. The profile includes fields for preferred language (English (UK)), phone, email (g.sinu@imperial.ac.uk), and address (ICL ICL, SW7 2AZ LONDON, London, United Kingdom). The main content area shows a submission for 'TEST JOB FOR COMMUNICATION CENTRE V2 (ACA00252)' which is 'Open Since 13/05/2024'. Below this, there are three tabs: 'SELECTION STEPS', 'ADDITIONAL TASKS', and 'HIRING PROCESS'. Under 'SELECTION STEPS', there is a 'Submission Details' row with a green checkmark, showing submission date '10/05/2024 11:31 Europe/London by Sinu Gabriela', sourcing channel 'Talentlink', and status 'Application consent given'. Below that is a 'Prescreening' row with a yellow warning icon and status '(Unassigned) 10/05/2024 11:46 Europe/London Created By Sinu Gabriela'.

This screenshot is a zoomed-in view of the submission details page. It shows the same submission information as the previous screenshot. The 'SELECTION STEPS' tab is active. The 'Prescreening' step is highlighted, and a dropdown menu is open next to it. The menu options are 'Continue' (highlighted in yellow), 'Assign', 'Put on hold', and 'Withdraw'. The submission date and sourcing channel are visible above the steps.

Next step

- Panel Decision
- Telephone Interview
- Interview 1
- Interview 2
- Saville Assessment 1
- Saville Assessment 2
- Verbal Offer
- Reference Check 2
- Reference Check 3
- OH Questionnaire
- Contract Sent
- Hiring Manager Survey

Do not start another step

Close step 

CANCEL

OK

Gabriela Sinu (Imperial)

ID: 818634



PREFERRED LANGUAGE

English (UK)

PHONE

EMAIL

 g.sinu@imperial.ac.uk 

ADDRESS

ICL ICL
SW7 2AZ LONDON, London, United Kingdom

SOCIAL MEDIA

GENERAL CONSENTS





Talent Database

Submission for **TEST JOB FOR COMMUNICATION CENTRE V2 (ACA00252)** is **In Process** Since **13/05/2024**

SELECTION STEPS

ADDITIONAL TASKS

HIRING PROCESS

<input checked="" type="checkbox"/>	Submission Details	Submission date: 10/05/2024 11:31 Europe/London by Sinu Gabriela Sourcing Channel: Talentlink Application consent given
 <input checked="" type="checkbox"/>	Prescreening	Closed (Sinu Gabriela) Decision: Proceed 10/05/2024 11:46 Europe/London Created By Sinu Gabriela
 <input checked="" type="checkbox"/>	Panel Decision	Closed (Sinu Gabriela) Decision: Proceed
	Telephone Interview	 (Unassigned)
 <input checked="" type="checkbox"/>	Interview 1	Closed (Sinu Gabriela) Decision: Proceed