

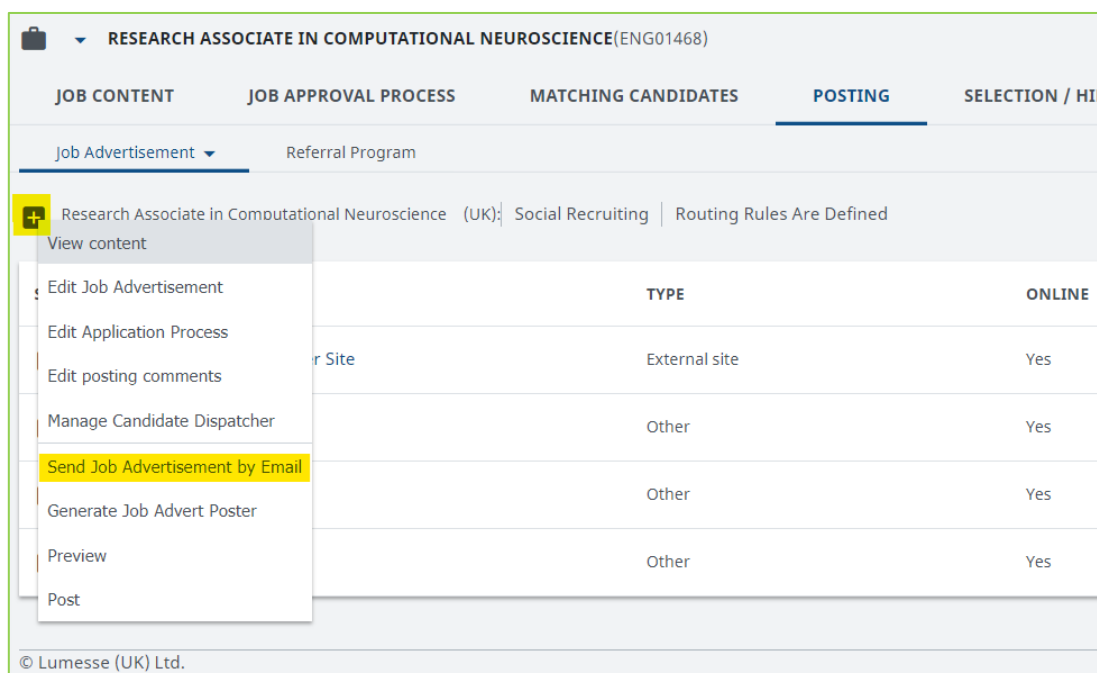
# Sending a back office application on Talentlink

## 1. Introduction

Back-office applications can be sent to candidates when they are having technical issues applying via our website or when the hiring manager has approved a late application submission. Back office applications can be sent even after an advert has closed.

## 2. Sending a back-office application

Go to the *Posting* tab. Click on the **+** next to the job title and click on **Send Job Advertisement by Email** in the dropdown.



A pop-up opens.

*To:* Enter the candidate's email address

*Subject:* Enter **Imperial College London – Direct Link – [Job Number]**

**Content:** Delete the advert content and replace it with the following template (feel free to edit it):

Dear XXX,

Please find at the bottom of this email a direct link to apply to the XXXX role, ref: XXXX.

As this does not require registration, you will not be able to save your application midway through, so I would suggest populating your supporting statement etc on a word document first.

The link is at the bottom of this email and will be live until XX/XX/XX, 23:59.

Let me know if you have any queries.

Kind regards,

XXX

**SEND JOB ADVERTISEMENT BY EMAIL**  
Job Advertisement: Research Associate in Computational Neuroscience

**Email Information**

From: Deborah Demathieu (d.demathieu@icdev.ic.ac.uk)  
To: jason\_chambers@imperial.ac.uk \*  
CC: d.demathieu@icdev.ic.ac.uk \* Please enter at least one valid Email address.  
Subject: Imperial College London - Direct Link - ENG01468 \*

**Content**

Dear Jason,

Please find at the bottom of this email a direct link to apply to the Research Associate role, ref: ENG01468.

As this does not require registration, you will not be able to save your application midway through, so I would suggest populating your supporting statement etc on a word document first.

The link is at the bottom of this email and will be live until 23rd July 2021, 23:59.

Let me know if you have any queries.

Kind regards,  
Deborah

Email language: English (UK)

**Job Posting**

Sourcing Channel Type: Other \*  
Sourcing Channel Name: Email \* Define the Sourcing Channel Name  
Application Process Look & Feel from: Standard Technical Site \*  
Include:  Online Application  
 Application via Email  
Expiration Date: dd/mm/yyyy 23/07/2021

**Sourcing channel Type:** In the filter, click on **Other**. Then select **Email**.

**Sourcing channel name:** Email should now be populated.




**Standard Technical Site:** Leave as is.


**Include:** Tick Online Application

**Expiration date:** Pick the closing date of the link. Please note that the link cannot be closed on the same date it is created.

Click **Send**.

On the Posting page, you will now see a new line to show that the email was sent:

START DATE	SITES	TYPE	ONLINE	VIA EMAIL	STATUS	END DATE	ACTION
20/07/2021	Career Site	External site	Yes	No	Published	23/08/2021	 
26/07/2021	Email	Other	Yes	No	Published	23/08/2021	

If you need to close the link early or cancel it, click on the Disable icon  under the Action column.

Once the candidate has applied, their application will be listed as New in *Section/Hiring* as any other applications would.

If you require any additional help or support then please contact [support.jobs@imperial.ac.uk](mailto:support.jobs@imperial.ac.uk)