Bangor University Talentlink User Guide

Guide   hort isting Interviews and Hiring

Introduction

This guide describes the process for short listing candidates, the arrangement of interviews, the rejection of unsuccessful candidates and the hiring of the successful candidate for jobs that have been submitted via Talentlink.

SECTION A: Short Listing Candidates
SECTION B: Arrangement of Interviews and Rejection of Candidates
SECTION C: Informing HR of the Chosen Candidate
SECTION D: Viewing the Contract

EC ION A   hort isting Candidates
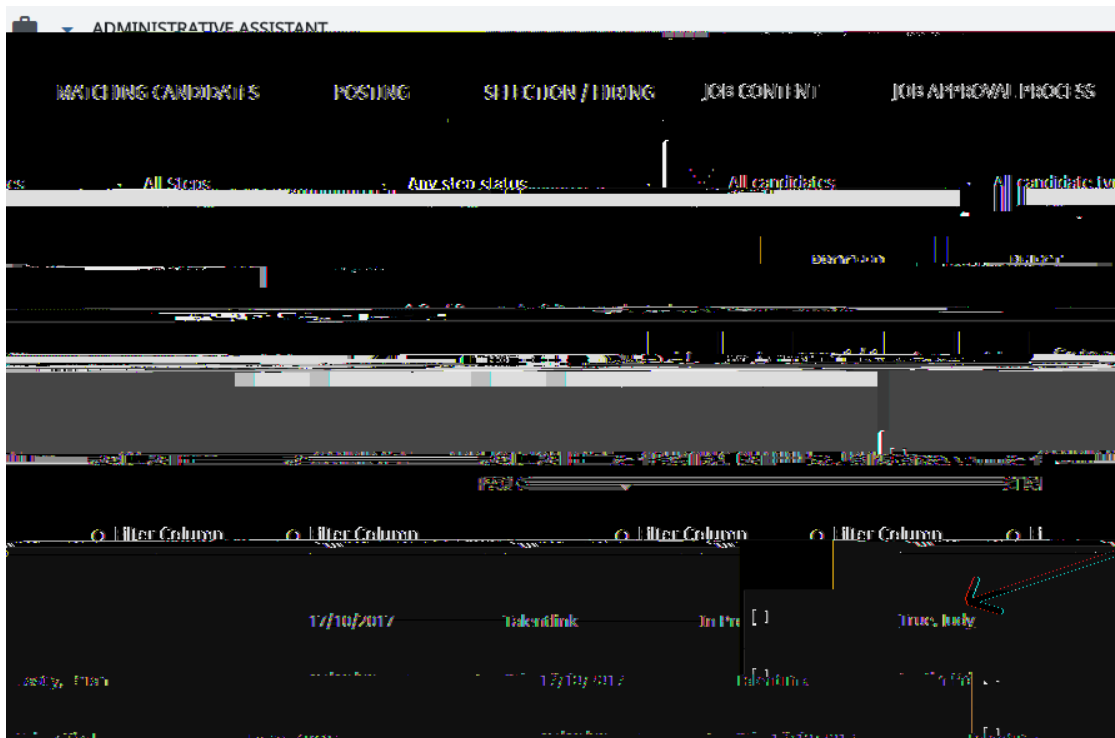
Once the closing date of the job has passed[*]

o   Amend the Panel Members fields and click " **ave**"

- You can repeat these steps to view all of the documents for each candidate

When the short-listing panel have met and made their decisions:

- You can now shortlist the desired candidates by using the **e ection Hiring tab** of the relevant job.

- Click on the **na e of the candidate** you wish to shortlist.

- Click the ⋮ next to Shortlisting and select **Perfor**
- A pop-up window will appear with a small feedback form
  - You do not need to complete this as the off-line shortlisting forms should have been completed.
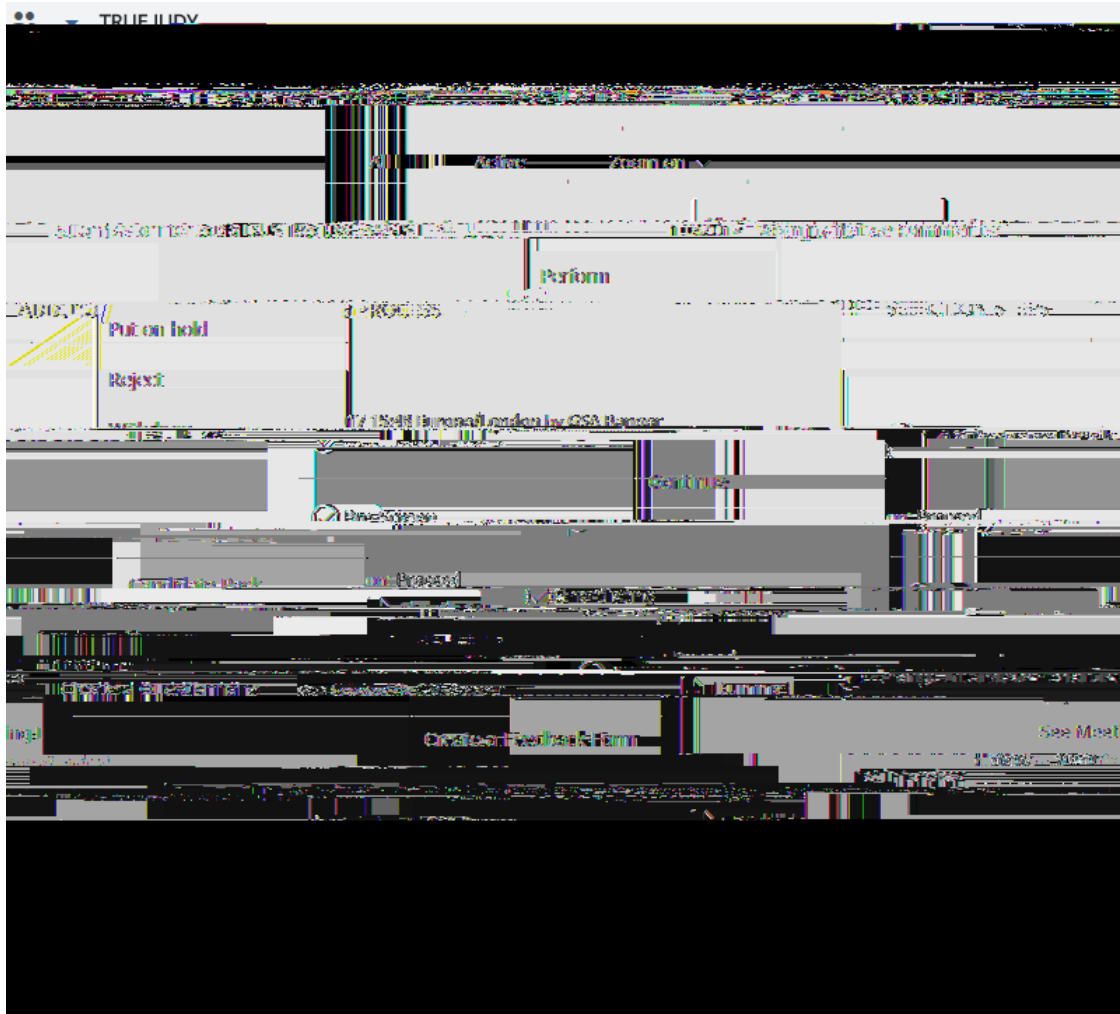- Click **Proceed**

SECTION B   Arrangement of Interviews and Rejection of Candidates

<u>Arrangement of interviews:</u>

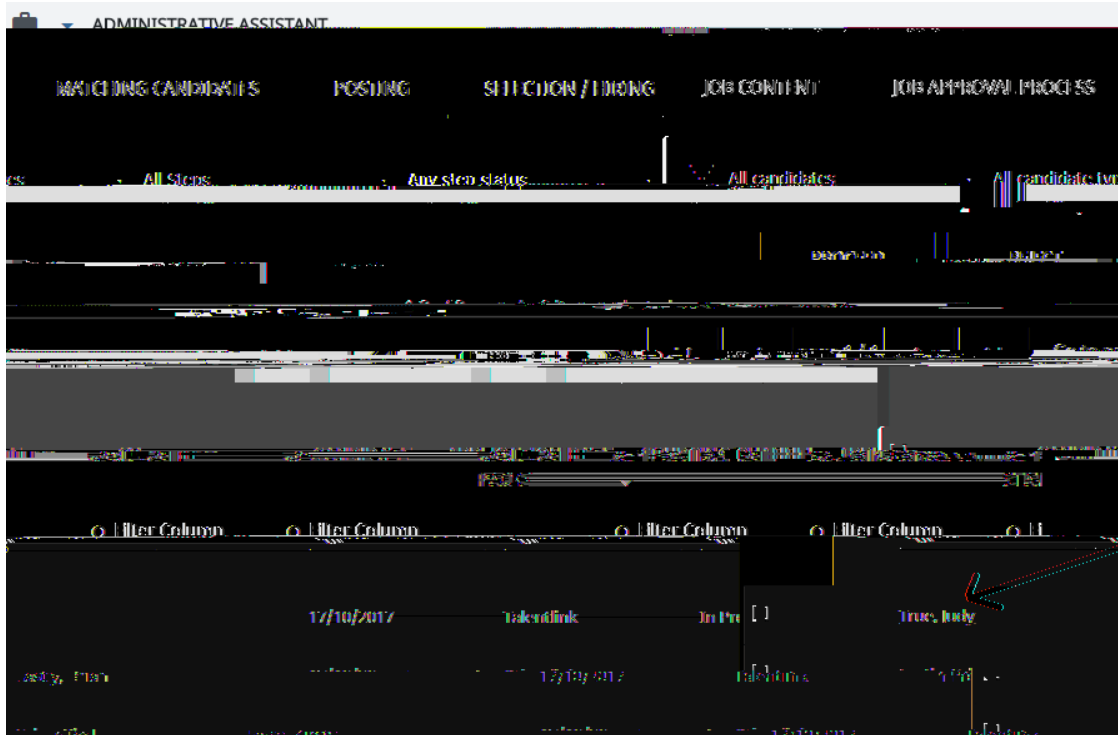The HR Recruiter will arrange the interviews (communicating with you if

- A pop up window will open. Answer the 2 questions about the candidate (optional) and click **end and Complete**

- Click the ⋮ next to **Appointment for** and select **Perform**

EC ION D   iewing the Contract

- From the jobs page, choose the job and go to the Selection/Hiring tab and click on the candidate's name

- Click on the **Docu ents   Candidate Poo s tab** and click the document you wish to view