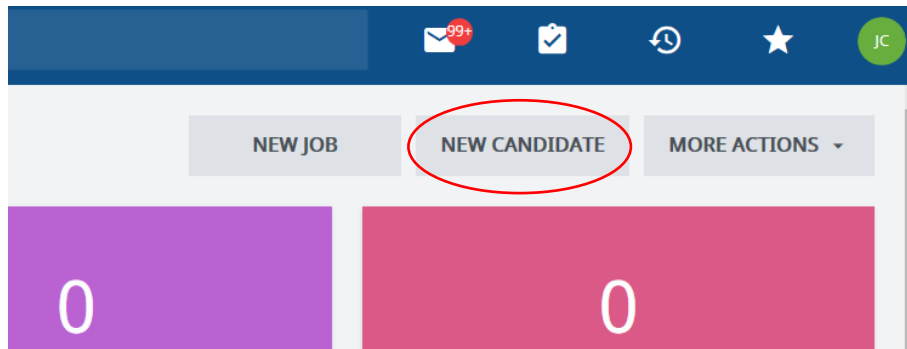**HOW TO ADD A NEW CANDIDATE TO A VACANCY**

This guidance can be used if receiving a candidate's application externally e.g. via an agency, by referral etc.

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 of your dashboard:

2. Within the popup box add the candidates information across these three sections

Please note - for First name, please input their first initial **ONLY** (this will enable them to create a candidate account via our careers site if required):

TalentLink queries please email: **recruitment@imperial.ac.uk**

Please note - In this 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:

- **Sourcing Channel Name** – click the pencil, on the pop up window > filter by "Other" and select email

- **You can link this candidate to a job** – click the pencil sign, on the pop up window > search by job number > select the job number from the search results

- **Data Privacy Statement** – leave as 1 year

- **Sourcing medium** – select email from the drop down menu

4. Select **Create** and a new window will open.

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

6. Use the documents and candidate pool tab to attach their CV/ application/ any supporting documents:

In the pop up window, upload their CV from your files:

ATTACH DOCUMENT TO TESTING NICOLA

Document path (required)   \\icnas3.cc.ic.ac.uk\jchamb13\Hacklab \   Browse...

Description

Document Type   CV

Document Language   English (UK)

Attach this Document (required)   PRO00240 - Testing OH on conditions form

Document Security (required)   No Security

Warning: The size of a document should not exceed 20480 kB
(.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)

CANCEL   SUBMIT

- **Document type** – select CV

- **Attach this Document** – Select the relevant job number

- **Document Security** – leave as No security

Once complete, select **Submit** and your file will be uploaded to the new candidate.

Repeat for any wider documents and select the appropriate option from the Document type drop down option.

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 you need to go to the candidate dashboard and tick the relevant candidate:

8. Using the 3-dot menu icon, select to contact the candidate by email.

9. In the pop-up window, against the option Use and Email Template select **IC - Diversity Questionnaire – Casual Worker Process** from the drop down options:

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.

10. Once the candidate has completed the Diversity Questionnaire; this will be available in their Documents/ Pools tab.