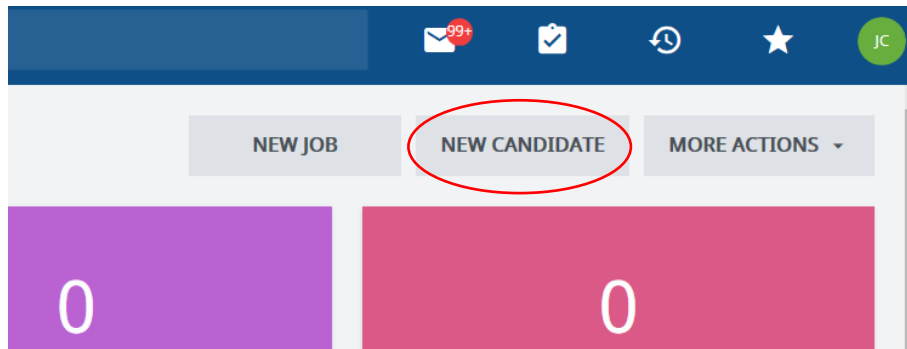


HOW TO ADD A NEW CANDIDATE TO A VACANCY

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):

CANDIDATE NAME	
Title	<input type="text" value="Mr"/>
First name *	<input type="text" value="J"/>
Middle name	<input type="text"/>
Last name *	<input type="text" value="Example"/>








CONTACT INFORMATION	
Email address *	<input type="text" value="example@test.com"/>
Phone number (preferred)	<input type="text"/>
Phone number (alternative)	<input type="text"/>
Address line 1 *	<input type="text" value="85 College Road"/>
Address line 2	<input type="text"/>
Address line 3	<input type="text"/>
Town/city *	<input type="text" value="London"/>
Postcode/ZIP code *	<input type="text" value="TES 1EW"/>

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:

ADMINISTRATIVE INFORMATION

Sourcing Channel Type	<input type="text"/>
Sourcing Channel Name	<input type="text"/> 
You can link this candidate to a job opening	<input type="text"/>  
Link Candidate to Pool	<input type="text"/>  
Data privacy statement *	1 Year 
Sourcing medium *	Please select 

- **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

Please select a Job

Filter

Extended search *talentlink*

page 1/1

Job Title	Job number	Internal Job Number	Status	Created on	Organisation
Select BB Talentlink Lite [REDACTED]	ENG000 [REDACTED]	-	Open	06/03/2018	ENG
Select TalentLink Light Training [REDACTED]	ENG000 [REDACTED]	-	Open	13/02/2018	ENG
Select TalentLink Light Training [REDACTED]	ENG000 [REDACTED]	-	Open	05/03/2018	ENG
Select TalentLink Lite 14.3.18 [REDACTED]	MED000 [REDACTED]	-	Open	14/03/2018	MED
Select TalentLink Refresher for [REDACTED]	MED000 [REDACTED]	-	Open	20/04/2018	MED
Select TalentLink Refresher for [REDACTED]	MED000 [REDACTED]	-	Open	30/04/2018	MED

- **Data Privacy Statement** – leave as 1 year
- **Sourcing medium** – select email from the drop down menu

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

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.

NICOLA TESTING

CANDIDATE OVERVIEW APPLICATIONS **DOCUMENTS/CANDIDATE POOLS** COST TRACKING CANDIDATE HISTORY

EXTERNAL CANDIDATE - ACTIVE Contact n.carman@imperial.ac.uk
Home phone - / Mobile phone - / Work phone -

Candidate ID 482032 Current position -

Administrative comments Edit Applications **Testing OH on conditions form (PRO00240) (Provost's Reports)** **In Process** (Since 04/06/2020)

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

NICOLA TESTING

CANDIDATE OVERVIEW APPLICATIONS **DOCUMENTS/CANDIDATE POOLS**

Documents Link to Pool

- Create a CV
- Create a Questionnaire
- Create a Feedback Report
- Create a Candidate Profile
- Create a Diversity Document
- Upload a Document**
- Delete Document
- Edit Properties

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 v 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.

- 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:

The screenshot shows a table with one candidate, 'Khanum, Rebeka'. The table has columns for Candidate, CV, Candidate Pack, Application Date, Sourcing Channel, Application Status, and Status of Selected Step. A 3-dot menu is open on the right side of the table, showing options like 'Withdraw', 'Create New Candidate', 'Create New Employee', 'Start Prescreening', 'Contact by Email', 'Contact by Letter', 'Candidate Pack', and 'Link to Job'. The 'Contact by Email' option is circled in red.

CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	STATUS OF SELECTED STEP	QU
Khanum, Rebeka			12/08/2020	Career Site	In Process	-	30

- Using the 3-dot menu icon, select to contact the candidate by email.
- 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 screenshot shows a pop-up window for selecting an email template. The 'Use an Email Template' dropdown menu is open, and 'IC Diversity Questionnaire' is selected and circled in red. Below the dropdown, there is a 'Subject (required)' field and an 'ADD MERGE FIELDS' button.

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.

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