


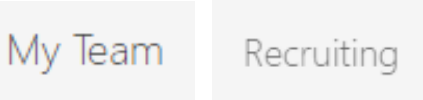
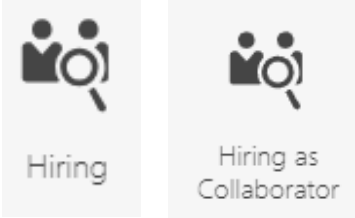


Navigation leaflet

3.2.3 Perform shortlisting

Job family	Academic	Technical/ administrative staff	D-VIP	D-TAP
Business role	Hiring manager Assessment chairperson	Not relevant	Not relevant	Not relevant

This navigation leaflet guides you on how to perform shortlisting in the system, including:

- Reviewing applications and candidates' application materials.
- Updating candidate status -> shortlisted/not shortlisted.
- Notifies FAK-HR and hiring manager by email that shortlisting has been completed.

PHASE	EXPLANATION	NAVIGATION						
Receive shortlisting emails		 You can now shortlist applicants for the position as xxx						
Open application	<table border="1"> <thead> <tr> <th>Hiring manager:</th> <th>Assessment chairperson:</th> </tr> </thead> <tbody> <tr> <td>Click 'My team'</td> <td>Click 'Recruiting'</td> </tr> <tr> <td>Click 'Hiring'</td> <td>Click 'Hiring as Collaborator'</td> </tr> </tbody> </table> <p>Click the relevant requisition</p> <p>Click 'Active applications'</p> <p>Click the candidate's name</p>	Hiring manager:	Assessment chairperson:	Click 'My team'	Click 'Recruiting'	Click 'Hiring'	Click 'Hiring as Collaborator'	  
Hiring manager:	Assessment chairperson:							
Click 'My team'	Click 'Recruiting'							
Click 'Hiring'	Click 'Hiring as Collaborator'							
Open Attachments	<p>Click 'Attachments'</p> <p><i>You can view attachments such as diplomas, etc.</i></p> <p>Under 'View', select 'List'</p> <p><i>An overview of all the candidate's attachments is displayed.</i></p>							

Browse next application	Click 'Next' to go to the next candidate application	
Update the status of candidates to be shortlisted	<p>On the list of active job applications: Tick the candidates to be shortlisted</p> <p>Click 'Actions' -> 'Move'</p> <p>Under 'State', select 'Shortlisted'</p> <p>Click 'Save and Close'</p> <p><i>The status of the selected candidates is set to 'Shortlisted'.</i></p>	
Update status on candidates NOT to be shortlisted	<p>On the list of active job applications: Tick the boxes for candidates NOT to be shortlisted</p> <p>- Click 'Actions' -> 'Move'</p> <p>- Under 'Condition', select 'Not shortlisted'</p> <p>Click 'Save and Close'</p> <p><i>The status of the selected candidates is set to 'Not shortlisted'</i></p>	

Send shortlisting notification to recruitment coordinator

Click the 'back' button
Click 'Actions'
Click 'Send message to team'

Fill in 'Use':

- Apply: 'Empty message'

Click 'Continue'

Add 'Recipients':

- Search and add name of Faculty Recruitment Coordinator
- Search and add head of department

Click 'Continue'

Under 'Message':

- Topic: 'Shortlisting complete'
- Message text: Add comments (if any) to the shortlisting

Click 'Continue'

Under 'Preview':

- Check the content

Click 'Send' and receive confirmation

Messages sent manually to the team can be viewed on the requisition under 'Interactions'.

