Managing your Candidate Pool
• Part of the hiring process includes moving candidates through a series of steps and statuses. This is called Managing your Candidate Pool

• Follow these instructions to manage your candidate pool. This example will take you through the interview steps after an exempt interview pool has been approved.
Managing your Candidates

• To access the employment Applicant Tracking System directly and not via an email link, enter the following URL in the search window of your web browser:
  – https://ut.taleo.net
Log in using your netid and password.

This is the screen you will see if you access the ATS directly and are not logged into the UT Network.

Note: If you are logged into the UT Network, you will automatically be directed to the ATS Main Menu as shown below.
To view your candidates, click on Recruiting.
On the Main Menu, click View Candidates to view and manage your applications.
When you are in the ATS, you will see this information in the upper, right-hand corner of the screen.

- **Your Name**: Click to return to the Main Menu.
- **Click here to log completely out of the ATS.**
- **Shows information about you as an ATS user.**
A list of your active requisitions appears. By entering a date in the Since field, you can review only candidates who have applied since a certain date.

Click on the right arrow next to the requisition title to see the list of candidates for this requisition.
HINT: To filter your requisition list to show the requisition with which you want to work, click on Requisitions and scroll to the Requisition ID field. Enter the Requisition ID and click the refresh button ( ).
The candidate list for the selected requisition will appear. To access a candidate’s information, click on the candidate’s name.
If the History of the applicant appears, click on the Job Submission tab to see the candidate’s data.
To change the step or status of an applicant while in his/her profile, click on More Actions.
For this example, we will be following Jackson Hodge through the hiring process.

Jackson was one of the candidates named in the primary interview pool. Both pools were approved by your affirmative action officer and was moved to the Search Committee Interview-To be Scheduled step and status.
The search committee chair/assistant will schedule the interview. Once the interview has been scheduled, Jackson’s status needs to be changed.

Select Jackson by clicking the box beside his name.

To change Jackson’s status, click *More Actions*. 
From the *More Actions* menu, choose *Change Step/Status*. 

![Candidates page with More Actions menu selected](image)

- Create Self-assigned Task...
- Schedule an Interview...
- Change Step/status...
- Revert...

<table>
<thead>
<tr>
<th>Candidate</th>
<th>ID</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bradley</td>
<td>11308</td>
<td>To Be Reviewed</td>
</tr>
<tr>
<td>Dean</td>
<td>11284</td>
<td>To Be Reviewed</td>
</tr>
<tr>
<td>Jackson</td>
<td>12681</td>
<td>To Be Scheduled</td>
</tr>
</tbody>
</table>

*Hodge, Jackson (12681) 11000000A8 - Director of ATS* 
*Search Committee Interview - To Be Scheduled*
Now that the interview with the Search Committee has been scheduled, change the status to *Interview Scheduled*.

The Comments section is a good place to store the date and time of the interview.

Click *Save and Close* to return to the candidate list.
After the interview process, Jackson was one of the candidates the Search Committee decided to present to the hiring manager. His status will need to be changed to *Present to Hiring Manager*. 
Select Jackson by clicking the box beside his name.

The Search Committee chair/assistant will change Jackson’s status.

To change Jackson’s status, click *More Actions*. 
From the More Actions menu, choose Change Step/Status.
Choose *Present to Hiring Manager* from the drop-down list.

Click *Save and Close* to return to the candidate list.
To send an email to the Hiring Manager notifying him/her of the pending candidate to review, check the box next to Jackson’s name, click on **More Actions**, then **Change Step/Status**.

Choose **Present to Hiring Manager** from the drop-down list.

Check the box next to **Send Correspondence** to notify the Hiring Manager of pending candidates to review.

Click **Save and Continue** to finish the correspondence step.
Click the Selector button to choose a correspondence template.

Click the Select button for the UT-Hiring Manager Applications Ready to Review template.

Click the Next button to continue.
The template will appear. When the email goes to the Hiring Manager, the "variable fields" will be replaced by actual requisition and candidate data.

Click **Send and Close** to generate the email and return to the candidate list.
The Hiring Manager will receive an email. Open the email as usual for information.

For this example, the Hiring Manager or Assistant has logged into the ATS and will continue the process.
The Hiring Manager will interview Jackson. Choose Jackson from the list. Click on More Actions, then Change Step/Status.
Change the status to *Schedule Interview*.

Click *Save and Close* to return to the candidate list.
Once an interview has been scheduled, it is time to move Jackson to the next step; *Hire Manager Interview*. Select Jackson. Click *More Actions*, then *Change Step/Status*. 
The next status in this step is *Interview Scheduled*. Choose this status.

The comments section is a good place to enter the interview information.

Click *Save and Close* to return to the candidate list.

**FYI:** When a candidate is moved into this step and status, an email is sent to the candidate, asking the candidate to log back into *UT JOBS* and complete consent form that allows the University to perform a background check.
Don’t forget to sign out when you are finished.