



# 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>



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

**User Sign In**  
To access the application, please sign in.

Mandatory fields are marked with a red indicator.

Select a language  
English Refresh

Remember my selection

▪ User Name

▪ Password

[Forgot your password?](#)

Log in using your netid and password.

Note: If you are logged into the UT Network, you will automatically be directed to the ATS Main Menu as shown below.



# TALEO **ENTERPRISE**™



**Recruiting**



**Onboarding**



**Reporting**

To view your candidates, click on Recruiting.



Recruiting

## Welcome Ben Bond

Welcome to the Recruiting Center.



### View Requisitions

View detailed information about your requisitions.



### View Candidates

View detailed information about your candidates.

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.

**Ben Bond**

 [Home](#)

[Resources](#)

[Sign Out](#)

Your Name

Click to return to the Main Menu.

Shows information about you as an ATS user.

Click here to log completely out of the ATS.





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.

The screenshot shows a recruitment system interface. On the left, there is a sidebar with a 'Quick Filter' section. It includes a 'Show candidates for' dropdown, an 'Include inactive requisitions' checkbox, and a 'Since' date field set to 'Dec 1, 2011'. Below this are expandable sections for 'Candidates', 'Submissions', and 'Requisitions'. The main area is titled 'Candidates' and contains a table with columns for 'Candidate', 'Req. ID, Title', and 'Selection Step, Status'. The table lists several requisitions for 'AdminAsst UWA 2 - jh' and one for 'Director of ATS'. A red callout box points from the text above to the 'Since' date field in the sidebar.

Candidate	Req. ID, Title	Selection Step, Status
▶ 11000006J	- AdminAsst UWA 2 - jh	
▶ 11000006Y	- AdminAsst UWA 2 - jh	
▶ 11000007C	- AdminAsst UWA 2 - jh	
▶ 11000007M	- AdminAsst UWA 2 - jh	
▶ 110000086	- AdminAsst UWA 2 - jh	
▶ 1100000A8	- Director of ATS	

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 (🔄).

**Quick Filters**

- ▶ **Candidates**
- ▶ **Submissions**
- ▼ **Requisitions**
  - Draft
  - Pending
  - Open
  - On Hold
- Organization
- Primary Location
- Job Field
- Requisition ID
- 11000000a8



The candidate list for the selected requisition will appear. To access a candidate's information, click on the candidate's name.

Candidates								
		More Actions ▾						
<input type="checkbox"/>			Candidate	2	Req. ID, Title	1 ▲	Selection Step, Status	
▼ 11000000A8 - Director of ATS								
			Candidate, Adrienne (11307)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed	
			Candidate, Bradley (11308)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed	
			Candidate, Dean (11284)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed	
			Hodge, Jackson (12681)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed	
			Jones, Paul (11606)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed	
			Little, Chicken (10220)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed	
			Mouse, Mickey (10801)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed	
			Watson, Tom (12521)		11000000A8 - Director of ATS		Search Committee Review -	



Hodge, Jackson applied for job:

## Director of ATS (11000000A8)

13 out of 17 candida

Print, Email, No Access, More Actions

Navigation icons: Home, Back, Forward, Refresh

- Job Submission
- Attachments
- Tasks
- History

Show history for

11000000A8 - Director of ATS

12 out of 12 event categories

Modify...

If the History of the applicant appears, click on the Job Submission tab to see the candidate's data.

Date	Events	Language	Details	Comments	By
▼ 11000000A8 (Director of ATS)					
Dec 31, 2011 10:20 AM	Candidate shared	en	The information on this candidate has been shared with: JHODGE@TENNESSEE.EDU		Janice Hodge(Recruiter)
Dec 31, 2011 10:20 AM	Correspondence sent	en	Share Candidate Notification - Candidate(s) for Director of ATS		System



Candidate, Adrienne applied for job:  
**Director of ATS (11000000A8)**

More Actions

To change the step or status of an applicant while in his/her profile, click on More Actions.

1 out of 8 candidat

Job Submission Attachments Tasks History

## 1. Candidate Personal Information

### Candidate Personal Information

First Name	Last Name
Adrienne	Candidate
Anonymous Submission	
No	
Internal Candidate	
No	
Address (line 1)	
1555 East Avenue	
City	Zip/Postal Code
Knoxville	32790
Place of Residence	



For this example, we will be following Jackson Hodge through the hiring process.

Hodge, Jackson (12681)

11000000A8 - Director of ATS

Search Committee Interview  
- To Be Scheduled



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*.

	Candidate	Req. ID, Title	Selection Step, Status	
▼ 1	00A8 - Director of ATS			
<input type="checkbox"/>	Candidate, Adrienne (11307)	1100000A8 - Director of ATS	Search Committee Review - Rejected	
<input type="checkbox"/>	Candidate, Bradley (11308)	1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
<input type="checkbox"/>	Candidate, Dean (11284)	1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
<input checked="" type="checkbox"/>	Hodge, Jackson (12681)	1100000A8 - Director of ATS	Search Committee Interview - To Be Scheduled	





From the *More Actions* menu, choose *Change Step/Status*.

### Candidates

More Actions

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

	Req. ID, Title	1	Selection Step, Status
▼ 11000000A8			
Car	000000A8 - Director of ATS		Search Committee Review - Rejected
Candidate, Bradley (11308)	11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed
Candidate, Dean (11284)	11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed
<input checked="" type="checkbox"/>	Hodge, Jackson (12681)	11000000A8 - Director of ATS	Search Committee Interview - To Be Scheduled



### Change Step and Status

Current Step: Search Committee Interview  
Current Status: To Be Scheduled

#### Information

New Step

Search Committee Interview

New Status

Interview Scheduled

Reaching a status marked with an asterisk (\*) completes the step

Send correspondence

#### Comments

[Empty text area for comments]

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.

Save and Continue Save and Close Cancel



Hodge, Jackson (12681)



Search Interview  
Committee Scheduled  
Interview

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*.



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

Select Jackson by clicking the box beside his name.

To change Jackson's status, click *More Actions*.

	Candidate	2	Req. ID, Title	1	Selection Step, Status
▼	1100000A8 - Director of ATS				
<input type="checkbox"/>	Candidate, Adrienne (11307)		11000000A8 - Director of ATS		Search Committee Review - Rejected
<input type="checkbox"/>	Candidate, Bradley (11308)		11000000A8 - Director of ATS		Search Committee Review - Has Declined
<input type="checkbox"/>	Candidate, Dean (11284)		11000000A8 - Director of ATS		Search Committee Review - To Be Reviewed
<input checked="" type="checkbox"/>	Hodge, Jackson (12681)		11000000A8 - Director of ATS		Search Committee Interview - Interview Scheduled



From the *More Actions* menu, choose *Change Step/Status*.

### Candidates

More Actions

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

	Candidate ID, Title	Selection Step, Status	
▼ 11000000A8			
Car	11000000A8 - Director of ATS	Search Committee Review - Rejected	
Candidate, Bradley (11308)	11000000A8 - Director of ATS	Search Committee Review - Has Declined	
Candidate, Dean (11284)	11000000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
<input checked="" type="checkbox"/>	Hodge, Jackson (12681)	Search Committee Interview - Interview Scheduled	



Change Step and Status

Current Step  
Search Committee Interview

Current Status  
Interview Scheduled

Information

New Step

Search Committee Interview

New Status

Present to Hiring Manager\*

Reaching a status marked with an asterisk (\*) completes the step

Send correspondence

Comments

Empty text area for comments.

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

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

Save and Continue Save and Close Cancel





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*.

Change Step and Status

Current Step: Search Committee Interview | Current Status: Interview Scheduled

Information

New Step: Search Committee Interview

New Status: Present to Hiring Manager\*

Reaching a status marked with an asterisk (\*) completes the step

Send correspondence

Comments

Save and Continue | Cancel

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.



Send Correspondence

Send message by  
Email

Write a message

From template

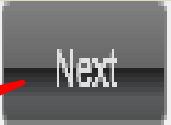
Comments

Next Cancel

Click the Selector button to choose a correspondence template.

Language	Code	Name	Intended for	
English	UT-Std Notification for a remin...	Standard Notification for a reminder	All candidates	Select
English	UT-HMApps for Review	UT-Hiring Manager Applications Ready for Review	All candidates	Select

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.

Send Correspondence

Message Preview 1 recipients selected

Reviewing the message template in: English

From: Human Resources - UT <UTHRQ@invalidemail.com>  
To: {RequisitionHeader.HmqrEmail}  
Cc: {RequisitionHeader.HmqrAsstEmail}  
Subject: Applicants for {RequisitionHeader.JobTitle} - {RequisitionHeader.ContestNumber} Ready for Review

Attachments

Message

A candidate(s) application(s) is available for you to review. The application information is attached. Or you may [login](#) to access their application materials if you have authorization to the Applicant Tracking System.

Feel free to contact me if you have any questions or concerns.

Thank you,  
{Requisition.RecruiterName}  
{Requisition.RecruiterEmail}

Edit Review All Previous Send and Close Send and Continue Cancel

Click *Send and Close* to generate the email and return to the candidate list.



**Human Resources - UT**

Applicants for Director of ATS - 11000000A8 Ready for Review

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*.

Candidates

More Actions

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

	Name	Title	Selection Step, Status	
<input type="checkbox"/>	Car...	000000A8 - Director of ATS	Search Committee Review - Rejected	
<input type="checkbox"/>	Car...	000000A8 - Director of ATS	Search Committee Review - Has Declined	
<input type="checkbox"/>	Candidate, Dean (11284)	1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
<input checked="" type="checkbox"/>	Hodge, Jackson (12681)	1100000A8 - Director of ATS	Hiring Manager Review - Under Consideration	



Change Step and Status

Current Step	Current Status
Hiring Manager Review	Under Consideration

Information

New Step

Hiring Manager Review

New Status

Schedule Interview\*

Reaching a status marked with an asterisk (\*) completes the step

Send correspondence

Comments

Save and Continue Save and Close Cancel

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*.

Candidates

More Actions

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

	Req. ID, Title	Selection Step, Status	
<input type="checkbox"/>	11000000A8 - Director of ATS	Search Committee Review - Rejected	
<input type="checkbox"/>	11000000A8 - Director of ATS	Search Committee Review - Has Declined	
<input type="checkbox"/>	Candidate, Dean (11284) 11000000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
<input checked="" type="checkbox"/>	Hodge, Jackson (12681) 11000000A8 - Director of ATS	Hiring Manager Review - Schedule Interview	



Change Step and Status

Current Step	Current Status
Hiring Manager Review	Schedule Interview

Information

New Step

Hire Manager Interview

New Status

Interview Scheduled

Reaching a status marked with an asterisk (\*) completes the step

Send correspondence

Comments

Save and Continue Save and Close Cancel

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.



Search Candidate  Advanced Search Search Queries

Hodge, Jackson applied for job:  
**Director of ATS (11000000A8)**

More Actions

Job Submission Attachments Tasks Offers Offer Approvals Referral History

Order	By	Decision	Date and Time	Comments
1	Janice Hodge(Recruiter)			

Don't forget to sign out when you are finished.