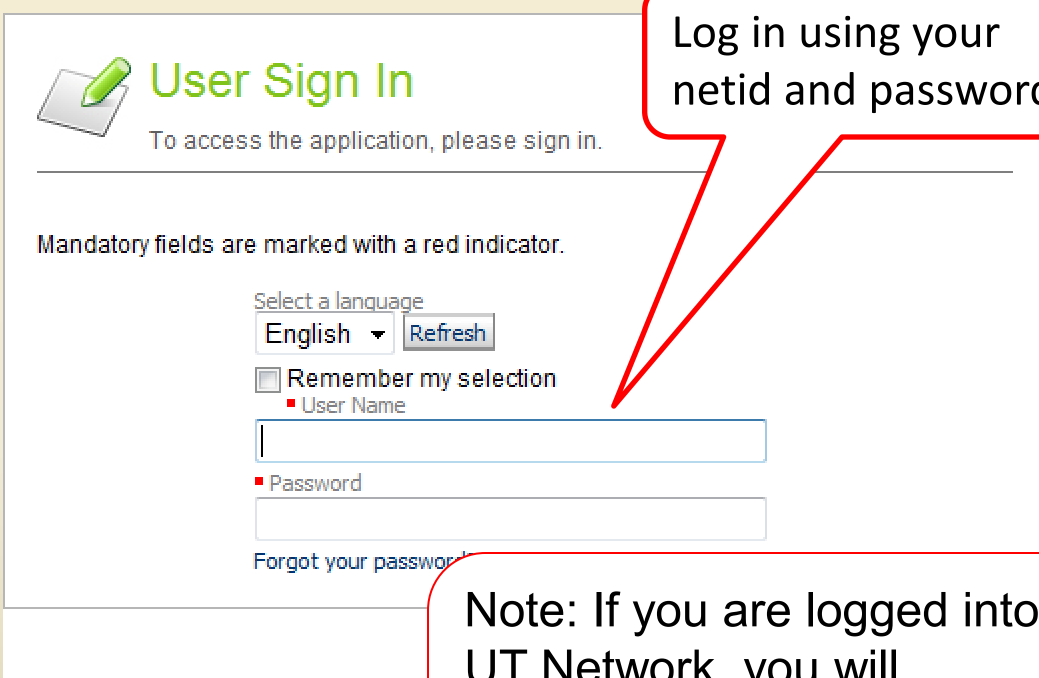
Managing your Candidate Pool

- 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**

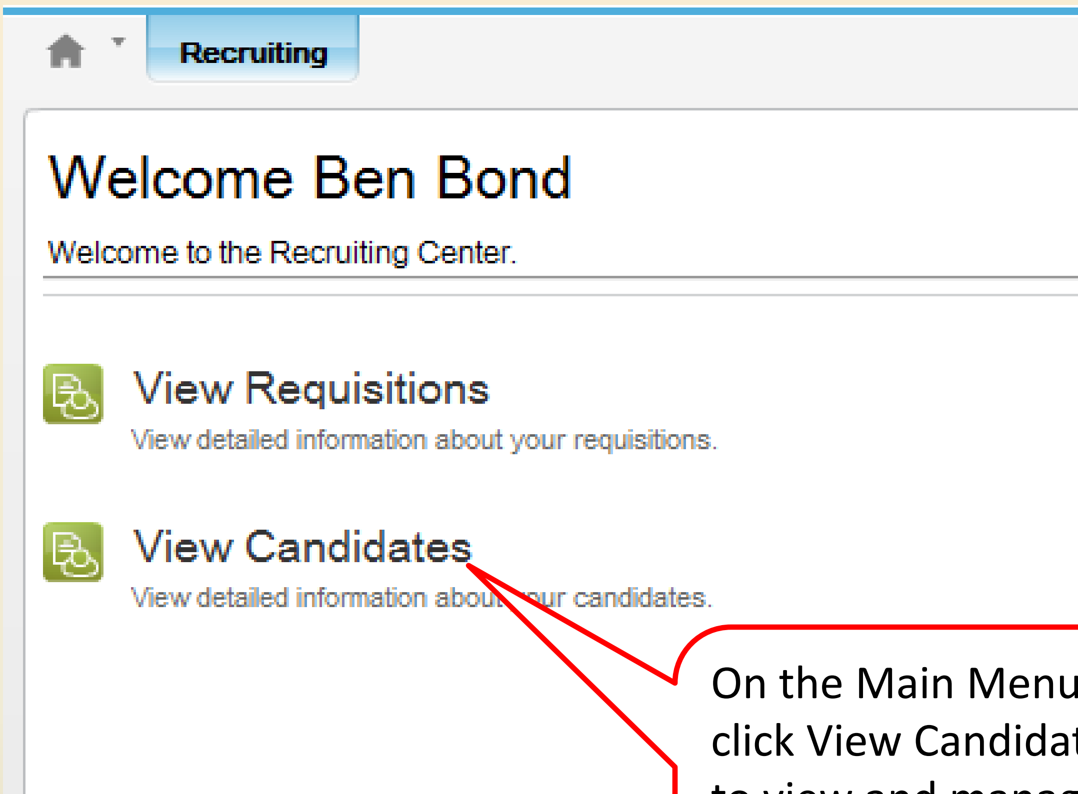
This is the screen you will see if you access the ATS directly and are not logged into the UT Network.



Log in using your netid and password.

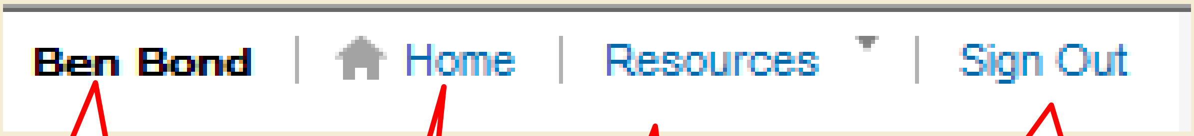
Note: If you are logged into the UT Network, you will automatically be directed to the ATS Main Menu as shown below.

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.



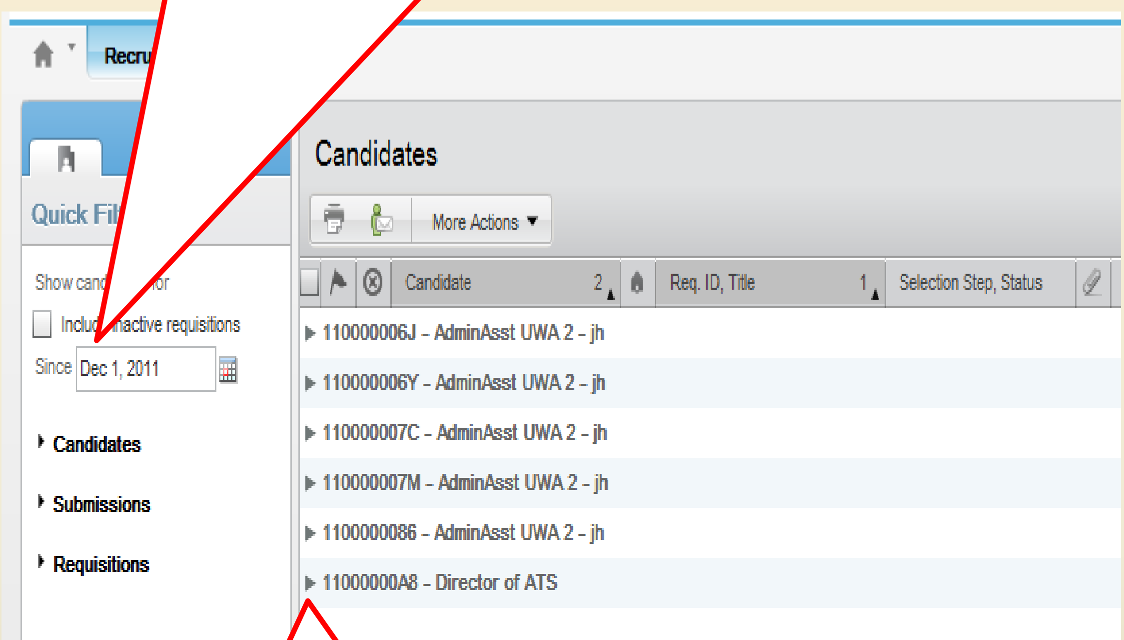
Your Name

Click to return to the Main Menu.

Shows information about you as an ATS user.

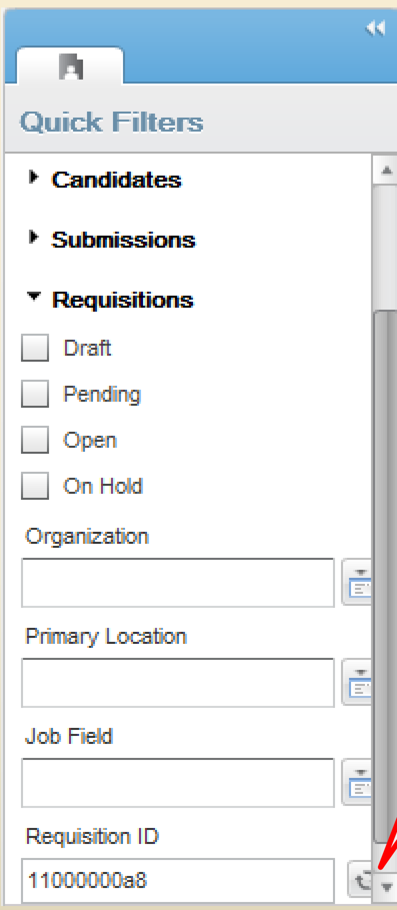
Click here to log completely out of the ATS.

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.



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.

Candidates

More Actions

	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 -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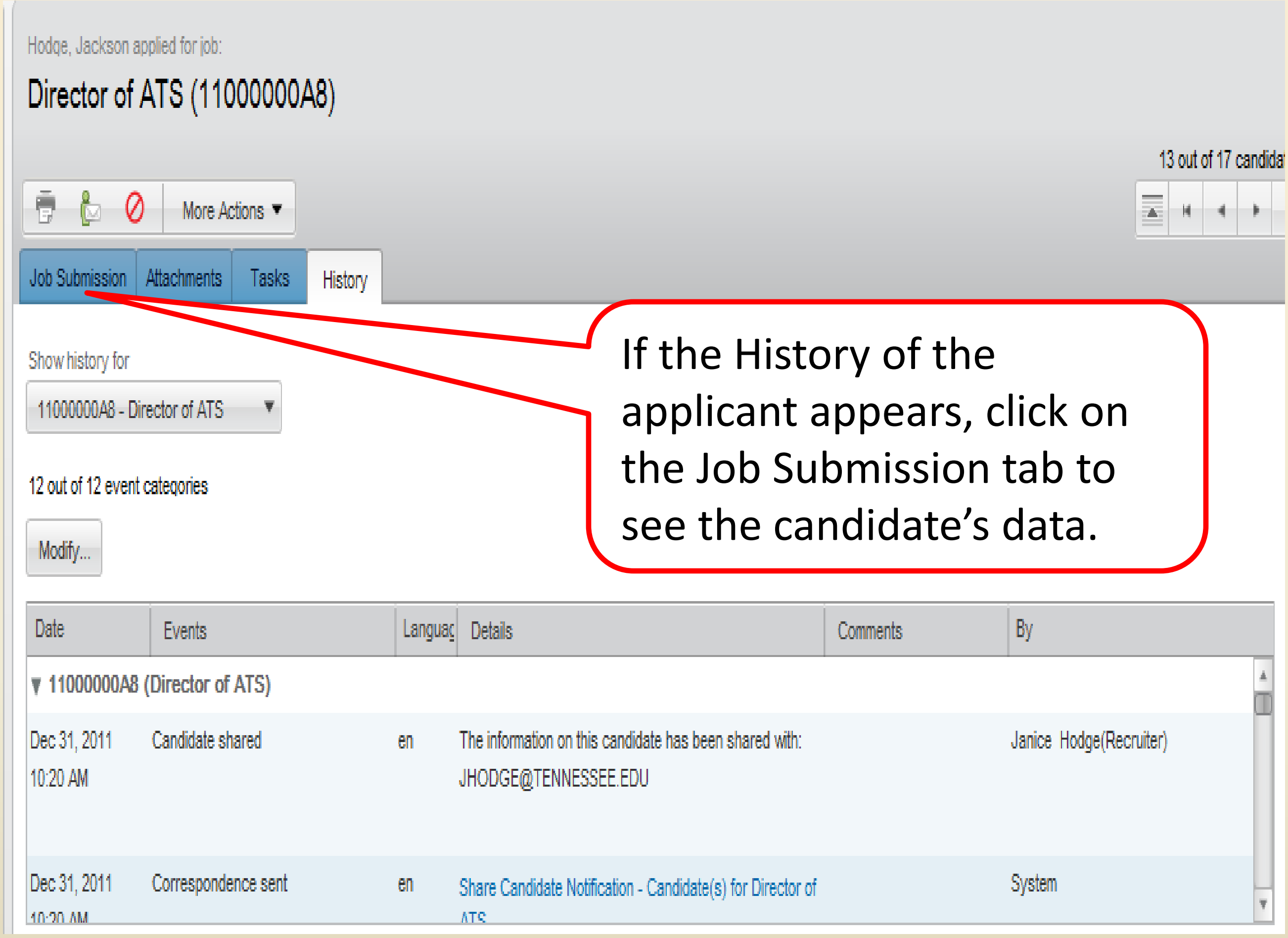
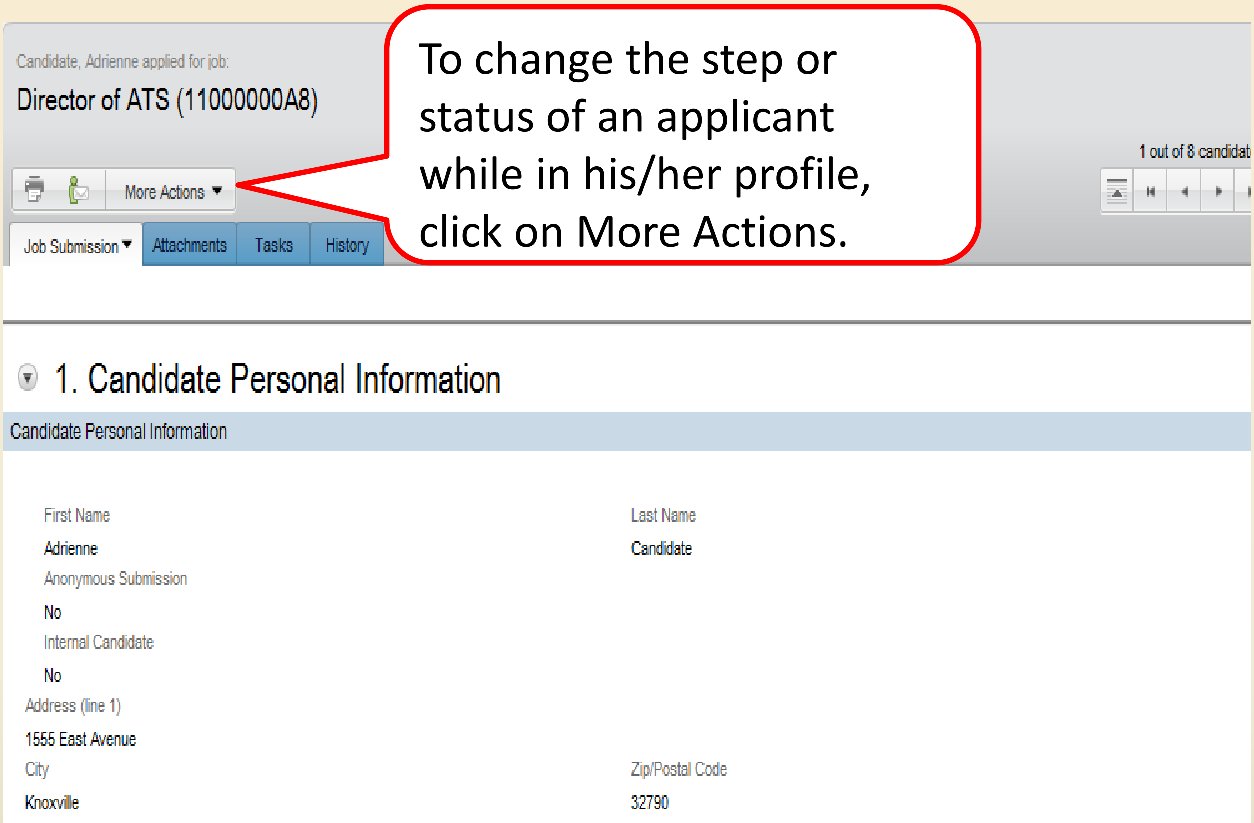

Hodge, Jackson applied for job:
Director of ATS (11000000A8)
13 out of 17 candida
More Actions
Job Submission
Attachments
Tasks
History
Show history for
11000000A8 - Director of ATS
12 out of 12 event categories
Modify...
Date
Events
Languag
Details
Comments
By
11000000A8 (Director of ATS)
Dec 31, 2011 10:20 AM
Candidate shared
en
The information on this candidate has been shared with: JHODGE@TENNESSEE.EDU
Janice Hodge(Recruiter)
Dec 31, 2011
Correspondence sent
en
Share Candidate Notification - Candidate(s) for Director of
System
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.

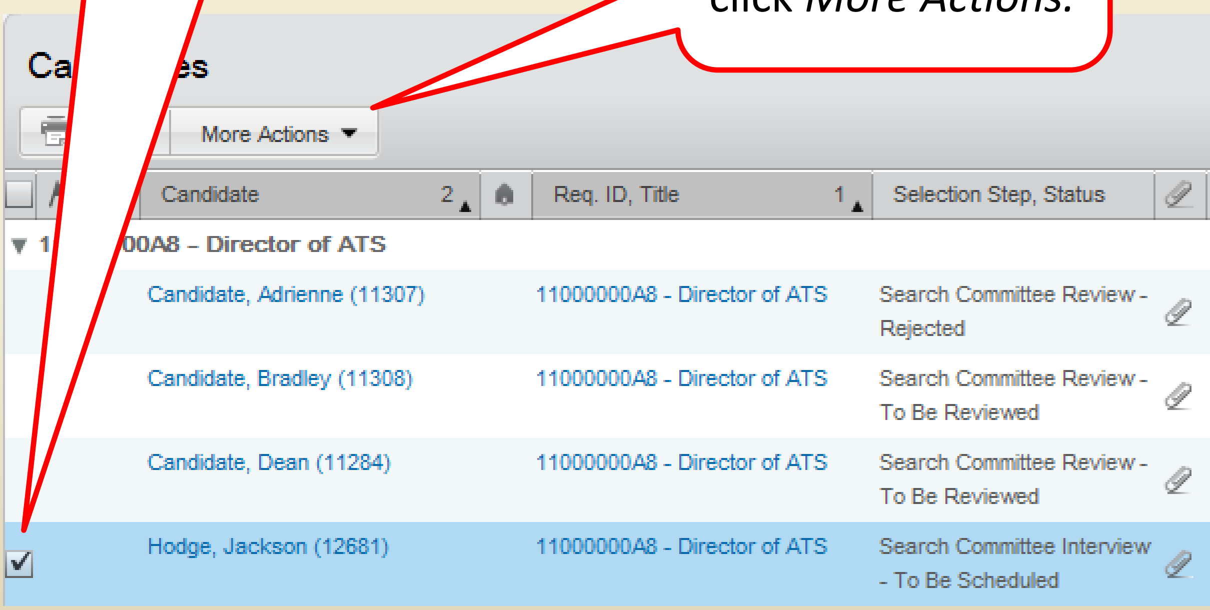
Hodge, Jackson (12681)	11000000A8 - Director of ATS	Search Committee Interview - To Be Scheduled

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.

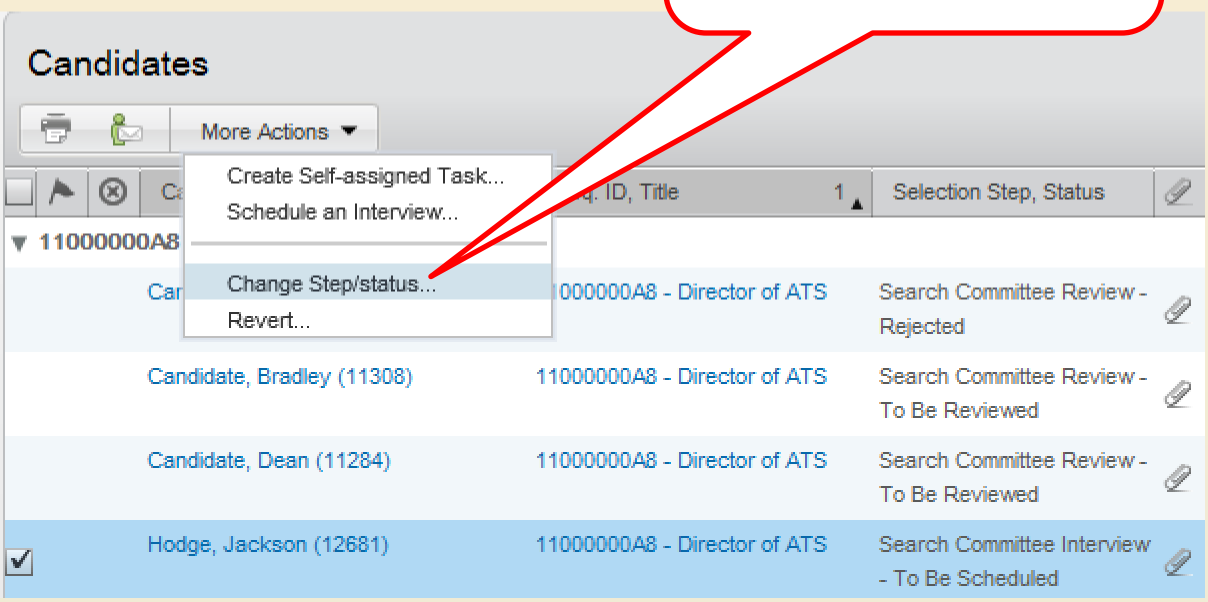
The search committee chair/assistant will schedule the interview. Once the interview has been scheduled, Jackson's status needs to be changed.

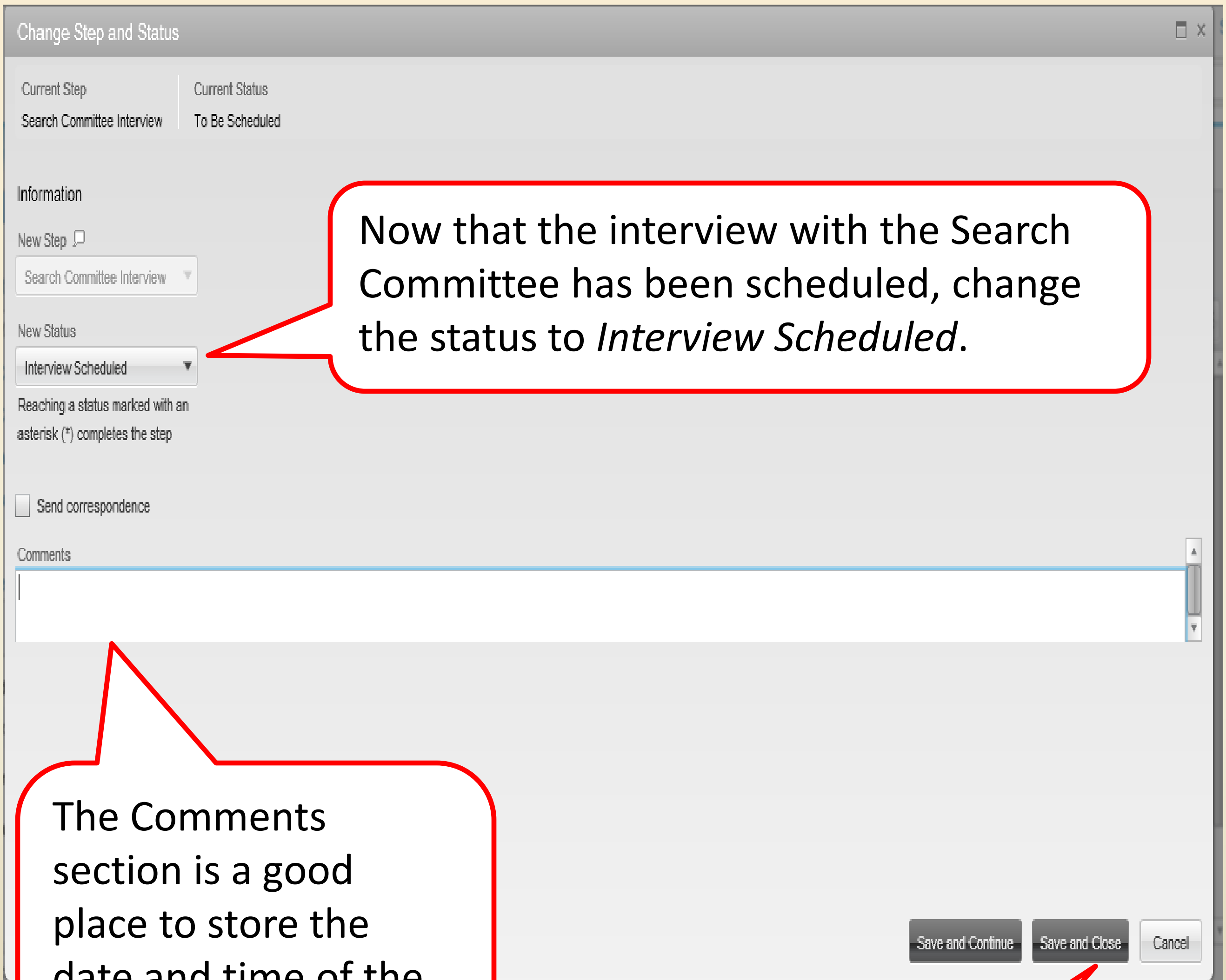
Select Jackson by clicking the box beside his name.

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



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





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.

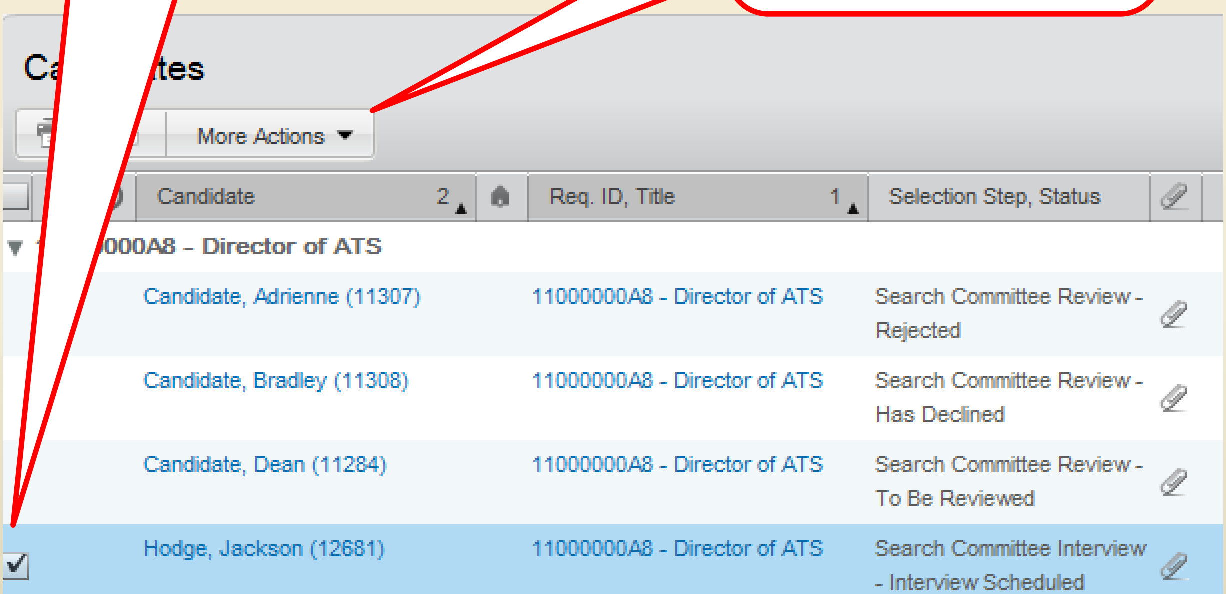
Hodge, Jackson (12681)	1	Search Committee Interview	Interview Scheduled

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.*

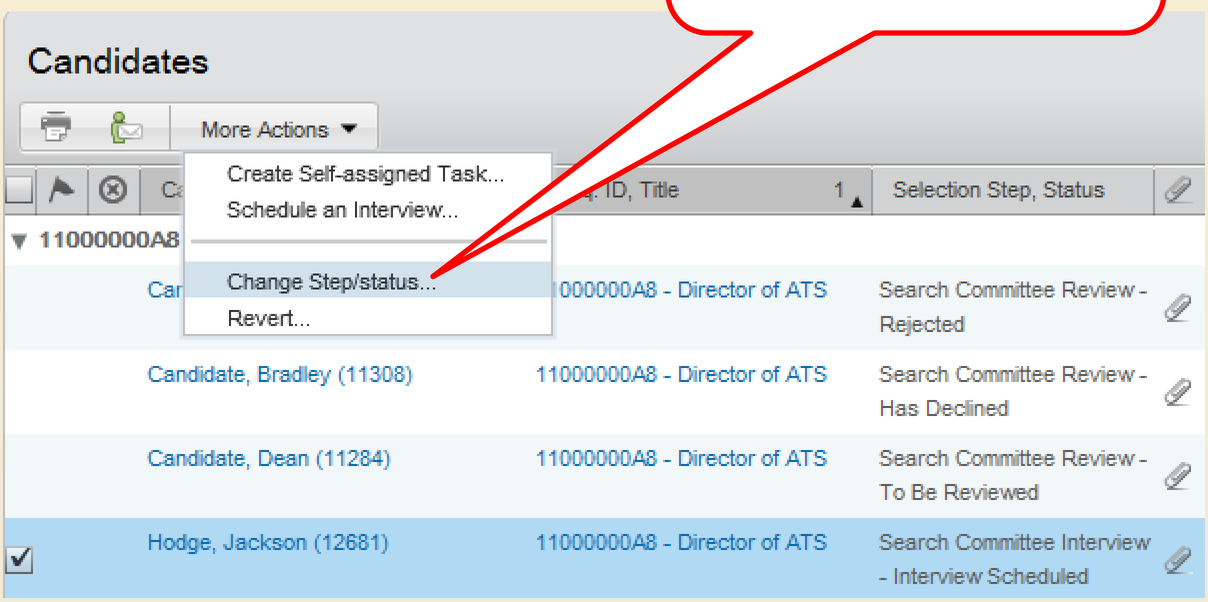
The Search Committee chair/assistant will change Jackson's status.

Select Jackson by clicking the box beside his name.

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



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

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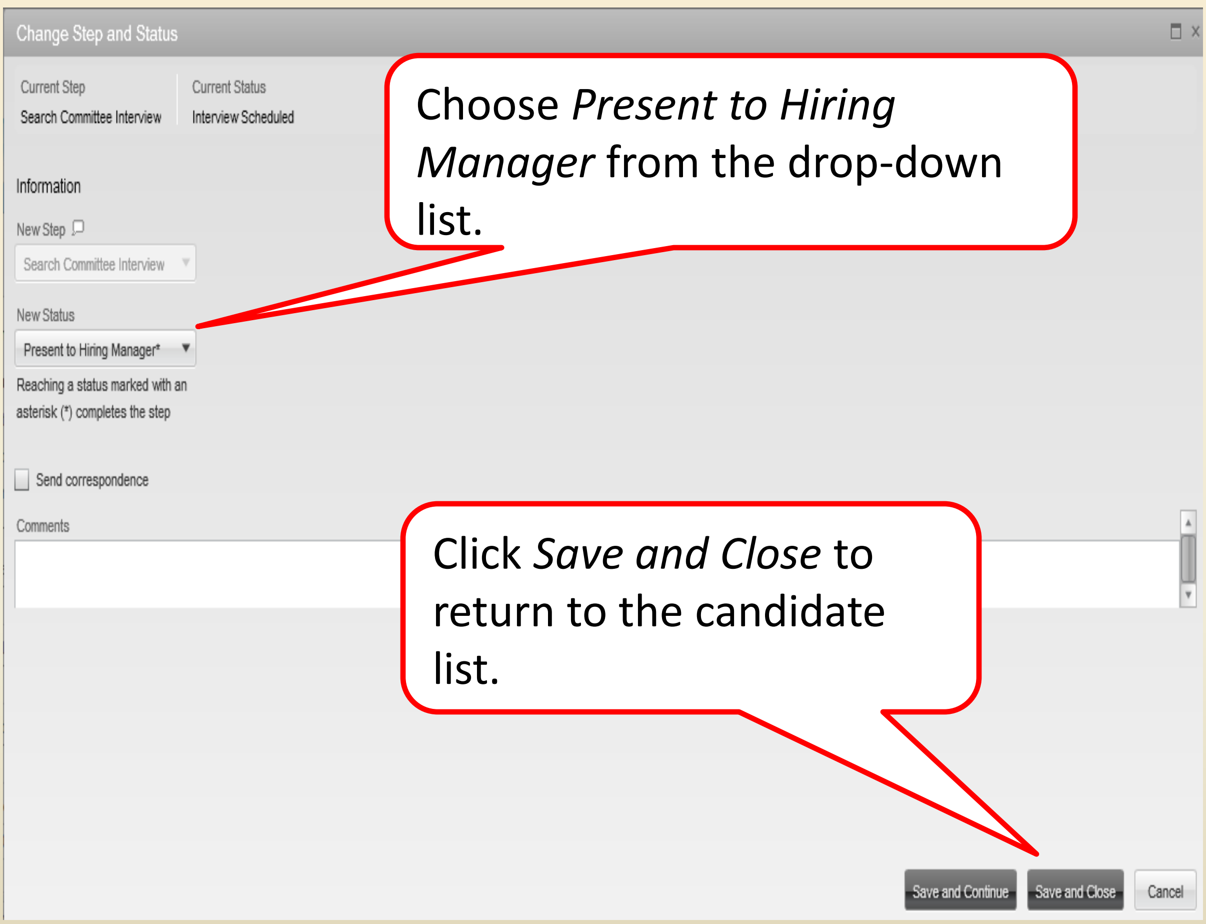
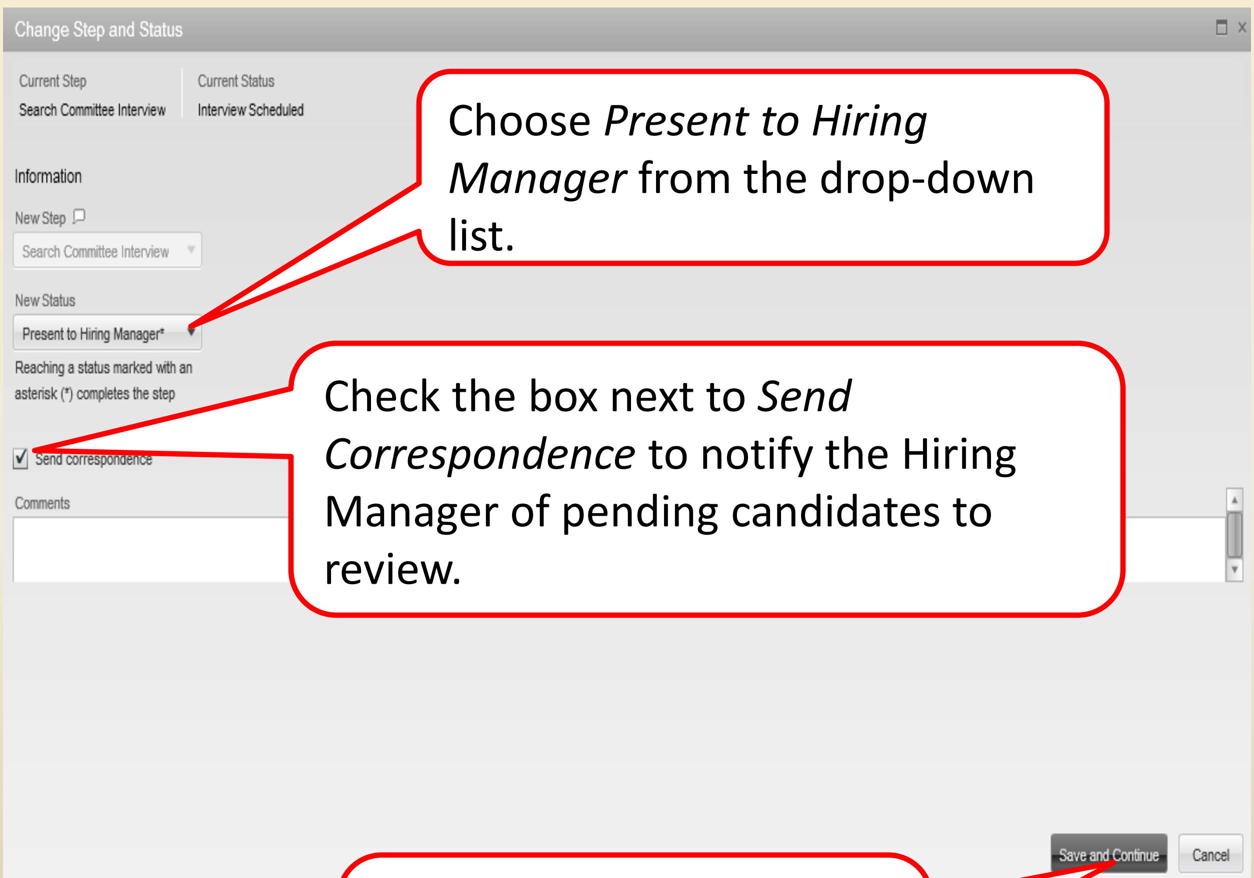

Change Step and Status
Current Step
Search Committee Interview
Current Status
Interview Scheduled
Choose *Present to Hiring Manager* from the drop-down list.
Information
New Step
Search Committee Interview
New Status
Present to Hiring Manager*
Reaching a status marked with an asterisk (*) completes the step
Send correspondence
Comments
Click *Save and Close* to return to the candidate list.
Save and Continue
Save and Close
Cancel

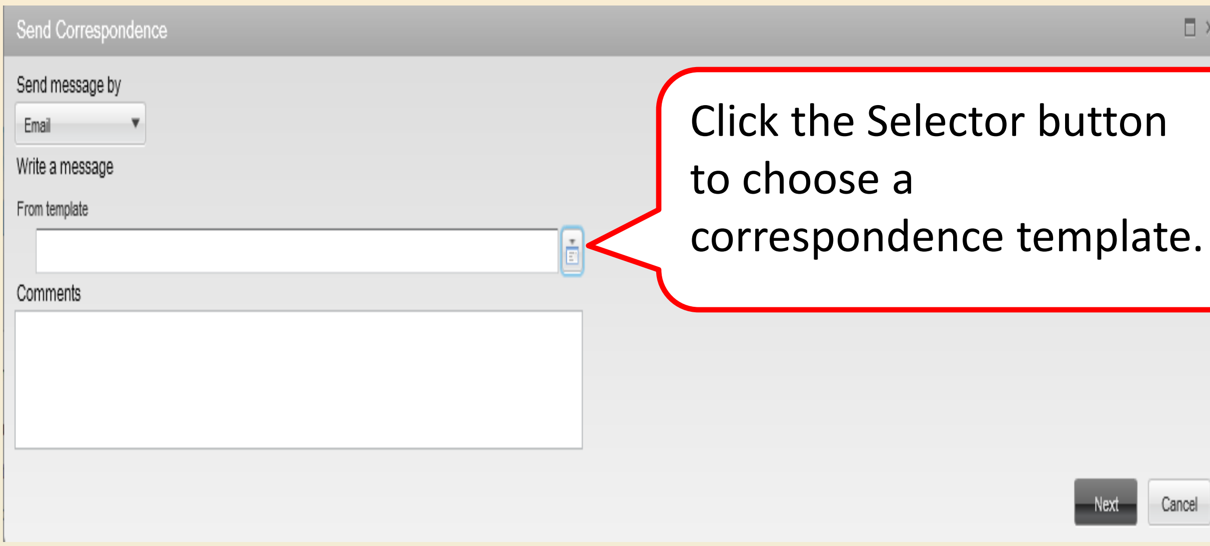
To send an email to the Hiring Manager notifying him/her of the pending candidate to review, check the box next to Jackson's name, click on *More Actions,* then *Change Step/Status.*



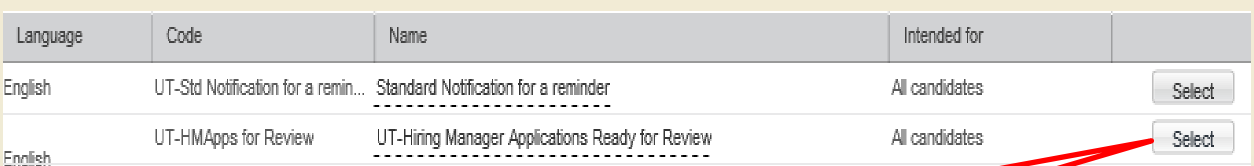
Choose *Present to Hiring Manager* from the drop-down list.

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.

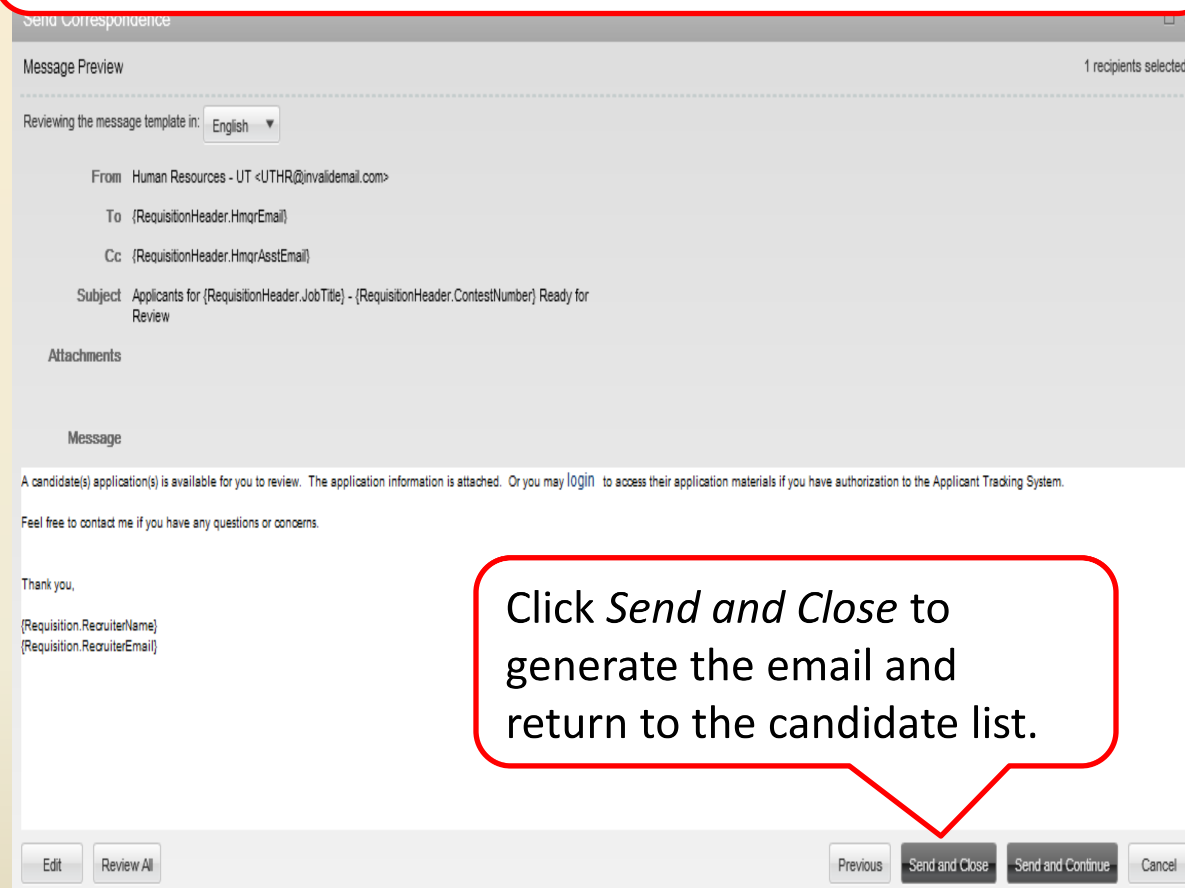


Language	Code	Name	Intended for	
English	UT-Std Notification for a remin...	Standard Notification for a reminder	All candidates	Select
English	UT-HMApps for Review	UT-Hiring Manager Applications Ready for Review	All candidates	Select

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.



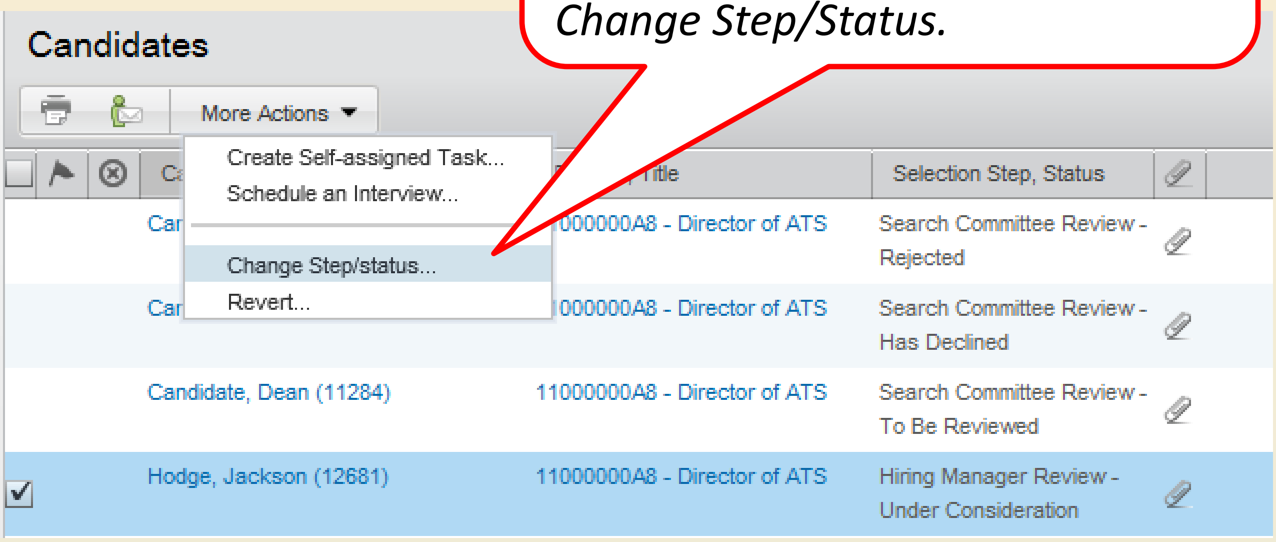
Click *Send and Close* to generate the email and return to the candidate list.

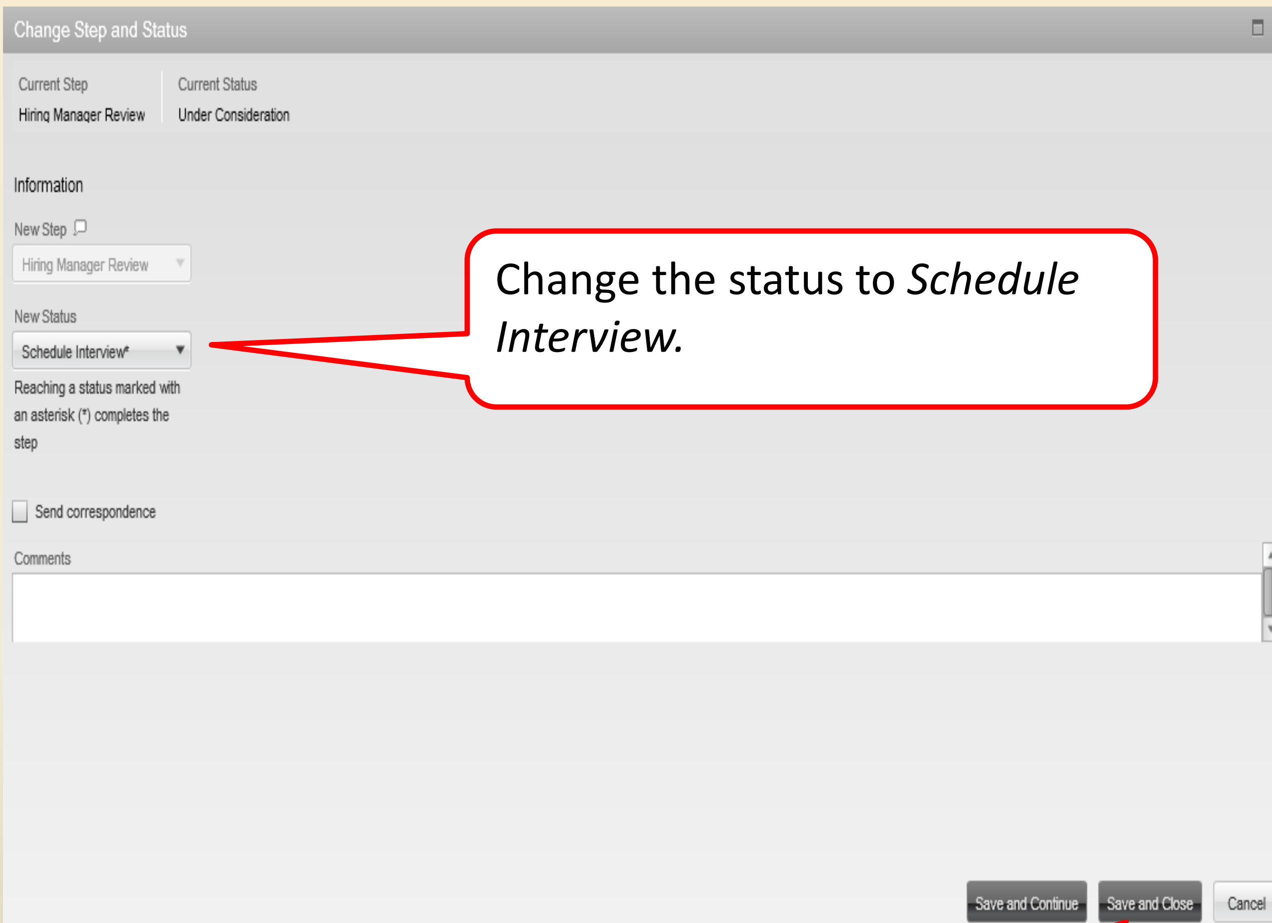
Human Resources - UT
Applicants for Director of ATS - 11000000A8 Ready for Review

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.*

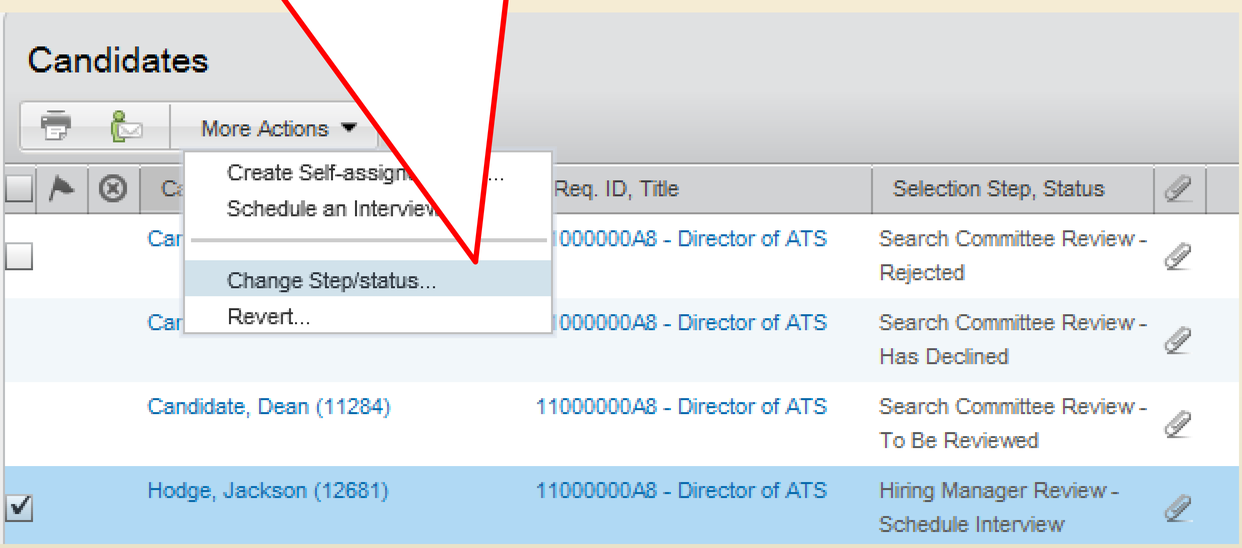


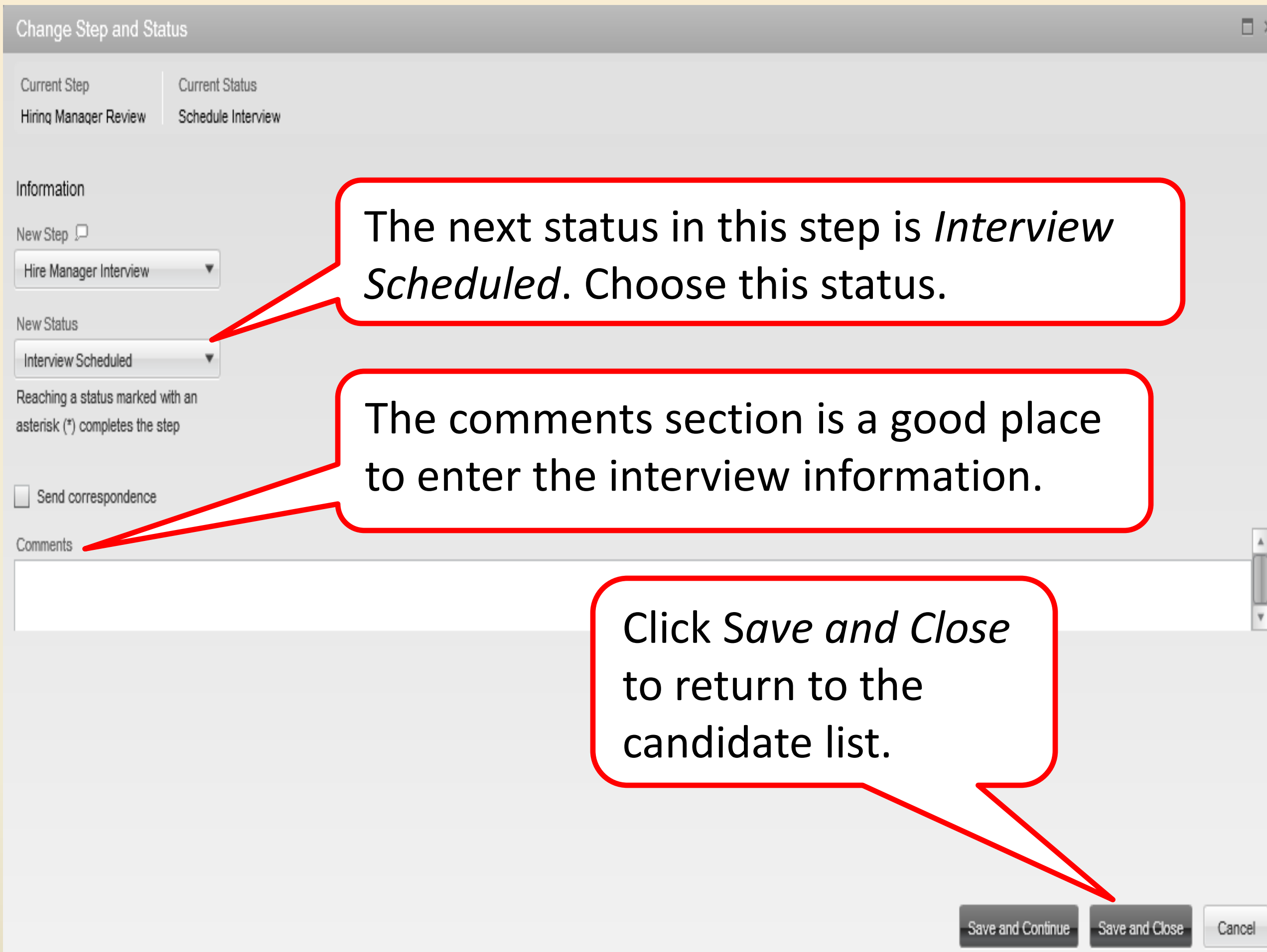


Change the status to *Schedule Interview.*

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.*





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.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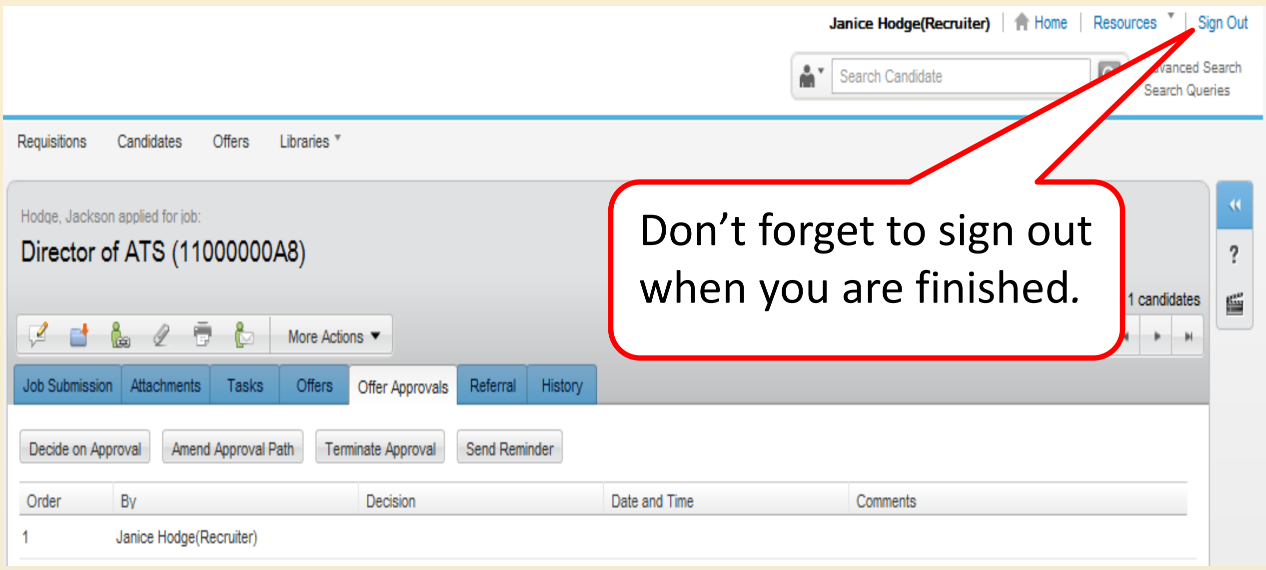
Janice Hodge(Recruiter)
Home
Resources
Sign Out
Search Candidate
Search Queries
Requisitions
Candidates
Offers
Libraries
Hodge, Jackson applied for job:
Director of ATS (11000000A8)
More Actions
1 candidates
Job Submission
Attachments
Tasks
Offers
Offer Approvals
Referral
History
Decide on Approval
Amend Approval Path
Terminate Approval
Send Reminder
Order
By
Decision
Date and Time
Comments
1
Janice Hodge(Recruiter)
Don't forget to sign out when you are finished.