Viewing candidate applications and shortlisting online

TalentLink enables the assigned Hiring Manager and panel to login and review candidate applications online.

Logging in to review candidate applications and supporting documentation reduces the need for candidate packs to be downloaded, emailed or printed, making the shortlisting process quicker and reducing risk of breaching GDPR compliance.

Hiring Managers should use the [Shortlisting record form](#) to record their assessment against the top selection criteria.

The below steps show how Hiring Managers can view applications:

1. [Login](#) to TalentLink by using your college single sign on details

2. From your dashboard, select the green box [My Jobs]:

3. In the Jobs homepage you can view a summary of your assigned jobs, with candidate, position, status and recruiter information.

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Candidates</th>
<th>Next Posting Expiration</th>
<th>Number of Positions</th>
<th>Organization</th>
<th>Due Date</th>
<th>Job Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Industry Partnerships and Commercialisation Senior Executive /... (Active)</td>
<td>0</td>
<td>Not posted</td>
<td>1</td>
<td>Provost's Reports</td>
<td>-</td>
<td>Cancelled</td>
</tr>
<tr>
<td>Industry Partnerships and Commercialisation Senior Executive /... (Active)</td>
<td>123</td>
<td>Not posted</td>
<td>1</td>
<td>Provost's Reports</td>
<td>-</td>
<td>Open</td>
</tr>
<tr>
<td>Industry Partnerships and Commercialisation Office, Faculty of... (Active)</td>
<td>5</td>
<td>Not posted</td>
<td>1</td>
<td>Provost's Reports</td>
<td>-</td>
<td>Open</td>
</tr>
<tr>
<td>1 INDUSTRY PARTNERSHIPS AND COMMERCIALISATION INTERN, MEDICINE (Active)</td>
<td>5</td>
<td>Not posted</td>
<td>2</td>
<td>Provost's Reports</td>
<td>-</td>
<td>Open</td>
</tr>
<tr>
<td>Industry Partnerships and Commercialisation Intern - Faculty of... (Active)</td>
<td>12</td>
<td>Not posted</td>
<td>1</td>
<td>Provost's Reports</td>
<td>-</td>
<td>Open</td>
</tr>
<tr>
<td>[SOE PnG Industry Partnerships and Commercialisation Intern, Natural... (Active)]</td>
<td>1</td>
<td>05/06/2021</td>
<td>1</td>
<td>Provost's Reports</td>
<td>-</td>
<td>Open</td>
</tr>
</tbody>
</table>
You can view applications at any time. Clicking on the number in the relevant column will take you through to the Selection/Hiring tab of that vacancy.

This icon ▶ indicates that the advert will soon be closing, please contact your Recruitment Administrator who can offer guidance on the next step.

4. Clicking on the number in the **New** or **In Process** column will take you through to the below sifting screen where you can find a list of the candidate names and applications:

Tip  Choose the number of candidates you wish to view per page by clicking on the items per page option in the top right or bottom right of the screen.

5. To view the full candidate pack click on the 3-line icon ▼ under the **Candidate Pack** column and a pop up box will open with the pack and all attached documents.

To view the CV section of the candidate’s application form click on the paper icon 📄 under the CV column.
To assist in the shortlisting process please find a breakdown of what information is held in a candidate’s application:

**Imperial College (IC application) forms**

- Candidate PIF
  - Name, address and contact details

- IC application form (for both academic and non-academic)
  - Employment history
  - Memberships/certifications/training courses
  - Supporting statement(s)

- IC Additional information (for both academic and non-academic)
  - Internal application information (if applicable)
  - Referee details
  - Guaranteed interview scheme

**Other documents can be attachments and named by the candidates**

- Such as CV, supporting statement, qualifications, and so on

**What the column titled Questionnaire 1 and its scoring means:**

**Questionnaire 1 scoring**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Internal employee</td>
<td>100</td>
</tr>
<tr>
<td>Redeployee</td>
<td>899</td>
</tr>
<tr>
<td>Disability Confident</td>
<td>500</td>
</tr>
<tr>
<td>Right to work in the UK</td>
<td>50</td>
</tr>
</tbody>
</table>

So they can be easily identified, we have added scoring to those candidates who:

- Select **Yes** to “Are you a current employee of Imperial College London?”
- Select **Yes** to “Do you currently have redeployee status with Imperial College?”
- Select **Yes** to “Do you have a disability as defined by the Equality Act 2010?”
- Select **No** to “Do you currently hold a valid UK visa status?”
Please note, if a candidate selects a combination of the above scored questions then these will be calculated and a total provided under the Questionnaire 1 column. For example:

| Internal employee + redeployee | 999 |

✓ Once you have reviewed the necessary documents contained in the application and you have assessed the candidate against the key criteria, you then need to record your scores in the Shortlisting record form

Recruitment and GDPR

Please visit our recruitment page for GDPR guidance.

For any help and advice please contact the Recruitment Hub at: recruitmenthub@imperial.ac.uk