<u>TalentLink Guidance – hiring departments managing interview set-up off the TalentLink system</u>

1. If a hiring department informs you that they wish to manage the interview set-up themselves (off the TalentLink system), you must ensure to ask them about the interview details (i.e. who was invited to interview) so you can update TalentLink accordingly.

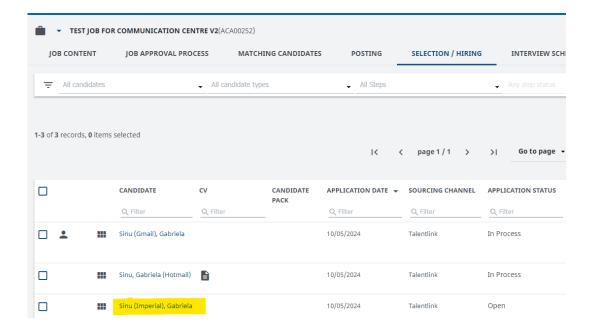
Ideally you should also be informed whether the unsuccessful candidates can now also be rejected. It is important to inform candidates on the outcome of the applications as soon as possible.

Please note that the process of rejecting a candidate is the same.

This is crucial for reporting purposes and ensuring TalentLink data is reliable and valid.

2. Once you have all the required information at hand, you will need to 'close' the *Interview 1* step for each candidate that was interviewed. This needs to be done for each individual candidate.

First click on the candidate's name that was interviewed – this will take you to the main candidate page where you can preview all selection steps:



3. On this page, please close the *Prescreening, Panel Decision and Interview 1* step. To close the step off, please click on the 3 dots next to the step name and select 'continue'.

When the pop-up appears, please ensure that the 'do not start another step' is selected and scroll down to the bottom and click **OK**.

This will close the step off - once this has been completed you will also see a green tick next to that step name.

<u>Please repeat this process for all 3 steps – Prescreening, Panel Decision and Interview 1.</u>

