Viewing and Screening Candidate Applications

Taleo Version 21A

Last reviewed: May 2021
Next review: May 2022
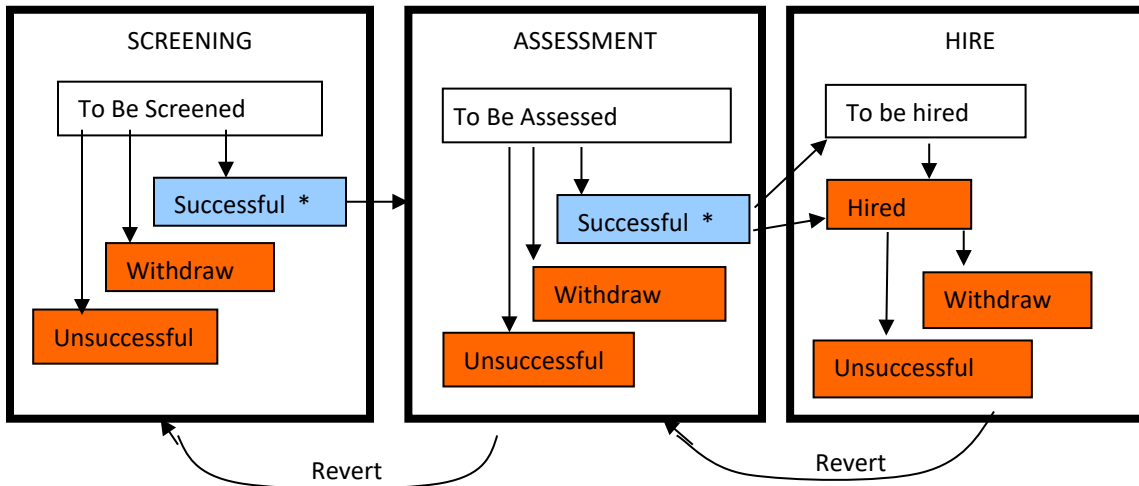
Saskatchewan

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See **Screen Applications** **on Taskroom for more information**.

Steps And Statuses


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SCREENING                    ASSESSMENT                   HIRE
  To Be Screened               To Be Assessed               To be hired
       Successful  *                Successful  *               Hired
          Withdraw                      Withdraw                    Withdraw
     Unsuccessful                  Unsuccessful                Unsuccessful
```

Revert   Revert

☐ Candidate may change status within step

☐ Candidate may move to next step or remain

☐ Candidate has reached final step/status

REVERT:

Should an error be made with a candidate's Step and Status, selecting **Revert Latest Change of Step/Status** from the **More Actions** drop-down will place the candidate back into the Step/Status they were in, prior to the most recent action.

The candidate's application will go through three Steps (and several Statuses within each Step) as the competition progresses. This can also be thought of as an application's "life cycle".

Step Screening – Status To Be Screened

All applications start in the Step called Screening, with the Status of To Be Screened.

If the candidate pool is so large that some applications don't get reviewed at all due to volume, those applications remain in Screening, To Be Screened.

Step Assessment – Status To Be Assessed

Candidates who will be assessed are moved from Screening to the Step Assessment, with Status To Be Assessed.

Any Step – Status Withdraw

If a candidate withdraws from the competition at any point in the process, their Status is changed to Withdraw, in whichever Step they happen to be in at the time.

Any Step – Status Unsuccessful

If a candidate is unsuccessful at any point in the process (i.e., screened out, failed assessment, or fails post-hire requirements), their Status is changed to Unsuccessful within the appropriate Step.

Step Screening or Assessment – Status Successful

If a candidate is Successful in Screening or Assessment, change their Status to Successful in the appropriate Step. This Status allows their application to move to the next Step, if appropriate.

Step Hire – Status To be hired and Hired

When you're ready to hire a candidate, move their application to Step Hire, with Status To be hired to start an Online Commencement Process. When all the hiring process is complete, move their application to Status Hired. You can move the application to Status Hired directly and start an Online Commencement Process at the same time.

The Candidate List

When viewing the list of requisitions, the number in the far left column of the list indicates how many complete applications were received for each requisition.

Click the number associated with the requisition you are working on.

The icon indicates this requisition contains new application.

Candidates are list in alphabetical order. The list can be sorted by any of the columns by clicking the title bar.

Important Columns In The Candidate List

🚩 : something is new in this candidate's application, since you last reviewed it.

Candidate: the candidate's name and system unique identifier number

🔗 : the candidate has attached a file to their application. Clicking it will take you directly to the attachment.

Woman, Disability, and Aboriginal/VM: the candidate's Employment Equity self-declarations.

Req, Asset, and %: These reflect the candidate's answers to the Prescreening questions (Requirements, Assets, and Weight)

Those candidates who show full marks (for example, 7/7) have answered all questions correctly, according to the Requirements or Assets set out in the Requisition. These candidates should be reviewed to further determine if their application meets the screening criteria for the competition.

Those candidates who show very low marks (for example, 1/7) have clearly not answered the questions in a way that would screen them in. However, a quick review may be warranted to ensure the candidate did, in fact, answer the questions (in case they submitted a paper application which should be screened manually.)

Those candidates who show marks close to full (for example, 6/7) may warrant further review, to ensure their qualifications have been accurately reflected through the questions.

Step and Selection Status: the candidate's current Step and Status within this requisition.

sub updated: the date the application was first created, and most recently updated.

Other columns in this list are simply for information purposes, and should not be used for decision-making.

To view a candidate's application, click their name.

Viewing A Candidate's Application

The candidate's entire application (except attached files) is on one long page, on the **Job Submission** tab.

NOTE: Some of the information on this page has been carried forward from the candidate's Profile. Be sure to read both the Attachments and the Pasted Resume section, to ensure you view all information the candidate has provided for this competition.

The candidate's answers to single-answer and multiple-answer questions are identified by a right arrow ➡. Whether or not they met the Requirement/Asset is also identified, as is their Result, based on the weighting you set up in the requisition (if any).

Viewing space for text-based questions is very small. To review in a better format, click 🖨 to create a PDF of the candidate's application, which can then be viewed online, printed or saved as a PDF document.
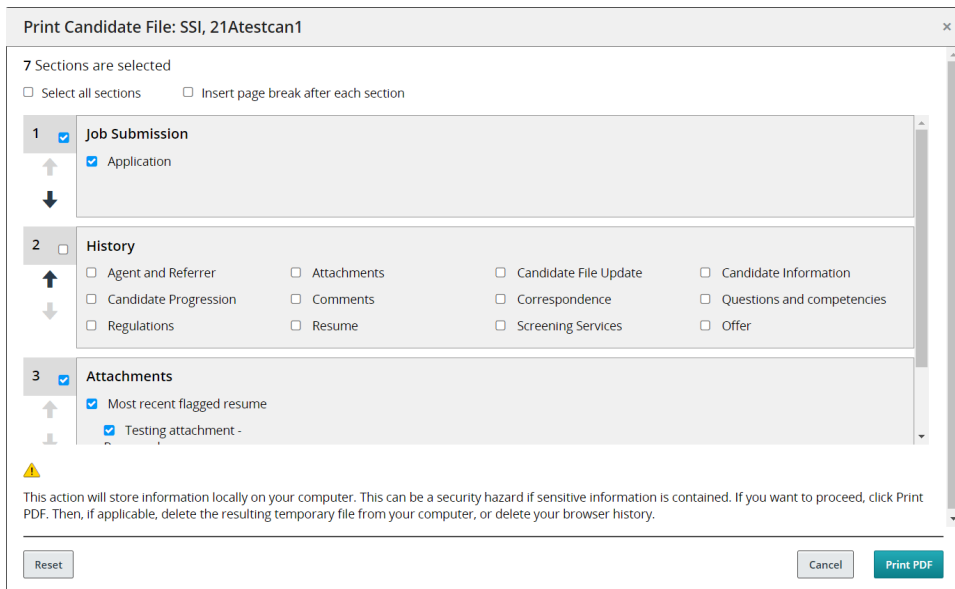
When viewing the candidate's application as a PDF, check only the Job Submission and Attachments. Then click **Print PDF**.
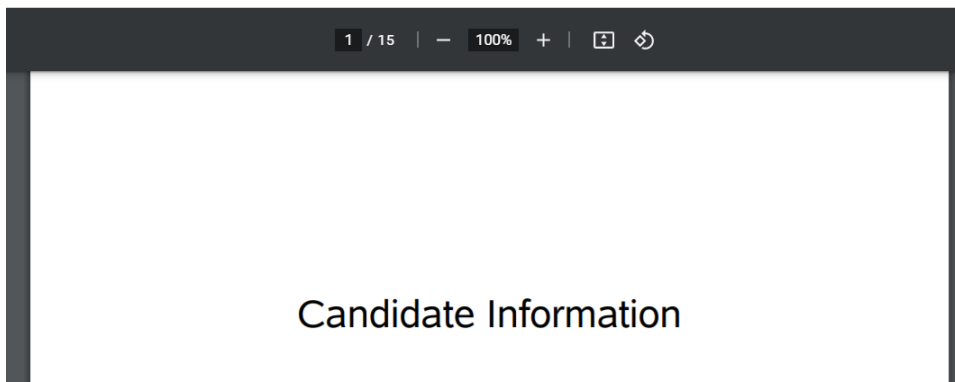
A new window will pop up, displaying the PDF of the candidate's application. You can then scroll through, print, or save it.

Viewing A Candidate's Attached Files

The files a candidate may attach to their application, such as their resume, are found on the **Attachments** tab.

Candidates are allowed to attach more than one file within the system. The attachment they've selected for THIS COMPETITION is indicated under "**Attached Resume(s) relevant to this Submission**" and "**Other Attachments relevant to this Submission**" section.

Other attachments listed under "**Attachments relevant to Other Submissions or General Profile**" are for other purposes, and should not be used for this competition.

To view an attached document, click the preview icon.

To download an attachment, click the download icon.

NOTE: Some internet browsers will require you to download the attachment to your computer prior to opening it. This is to allow your computer's virus checker to scan the document before it is opened.

Click the up/down arrow icon to view the previous or next attachment for the same candidate.

Click the left/right arrow icon to view the previous or next candidate's attachments.
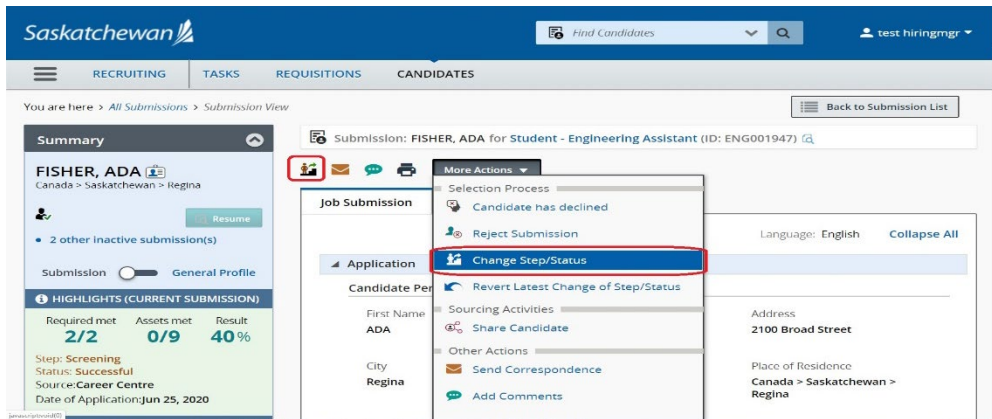
Viewing A Candidate's Application History

The **History** tab contains information regarding the application's history in the requisition – step/status changes, correspondences sent, etc.

Changing Status Of Unsuccessful (Screened Out) Candidates

While viewing the candidate's application, click the Change Step/Status icon or select **Change Step/Status** from the **More Actions** drop-down menu.
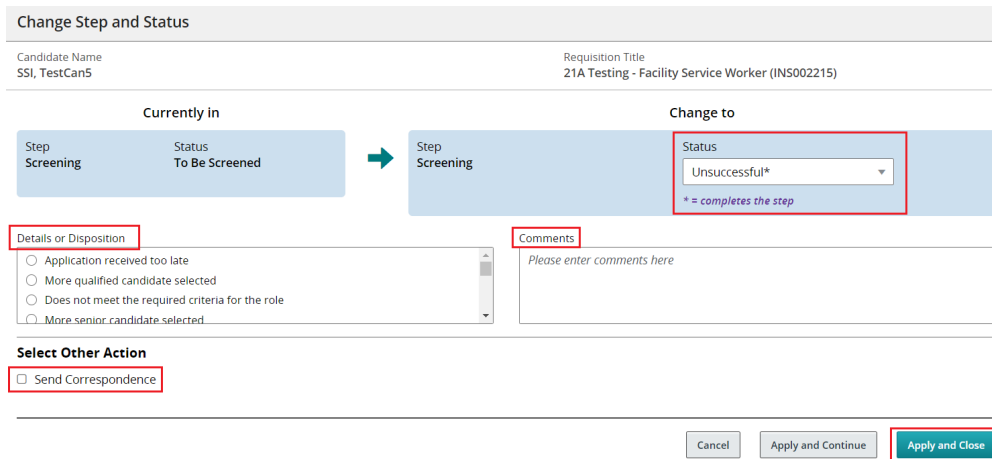
The Change Step and Status window will appear.

Take note of the candidate's current Step and Status.

Ensure "**Unsuccessful**" is listed as the Status.

Select the reason the application is being screened out.

If desired, place comments in the Comments box.

Generally, we do not send Regret letters at the screening stage. However, if you wish to send one, check the **Send Correspondence** box then follow the instruction document on that topic.

Click **Apply and Proceed to Next Action** if sending a regret letter, or **Apply and Close** if not sending a regret letter.
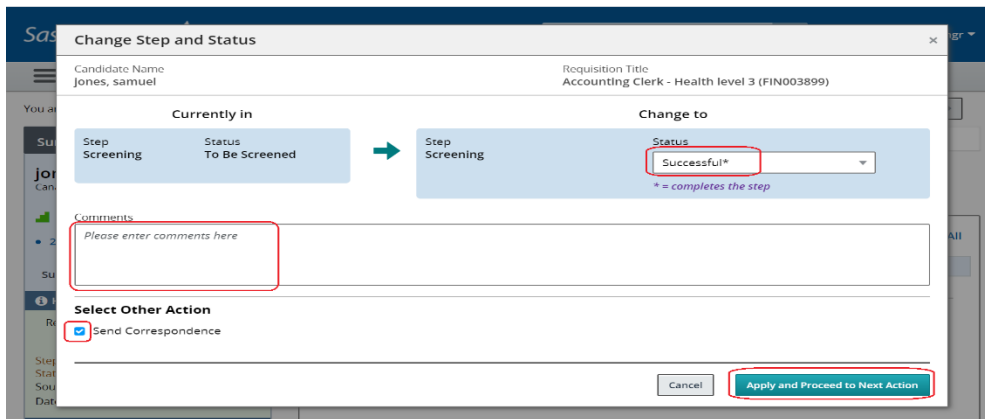
Note:
Once a candidate is selected for an action, the candidate remains selected after the action performed. Un-selection is required before move on.

Changing Status Of Successful (Screened In) Candidates
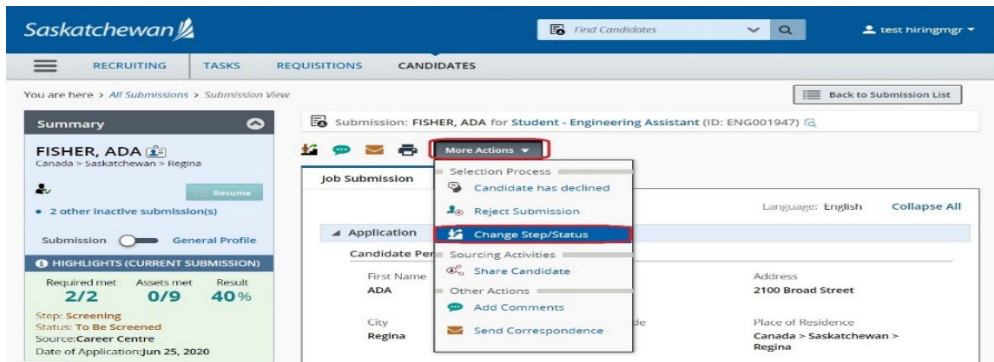
Click the Change Step/Status ▣ icon or select **Change Step/Status** from the **More Actions** drop-down menu.
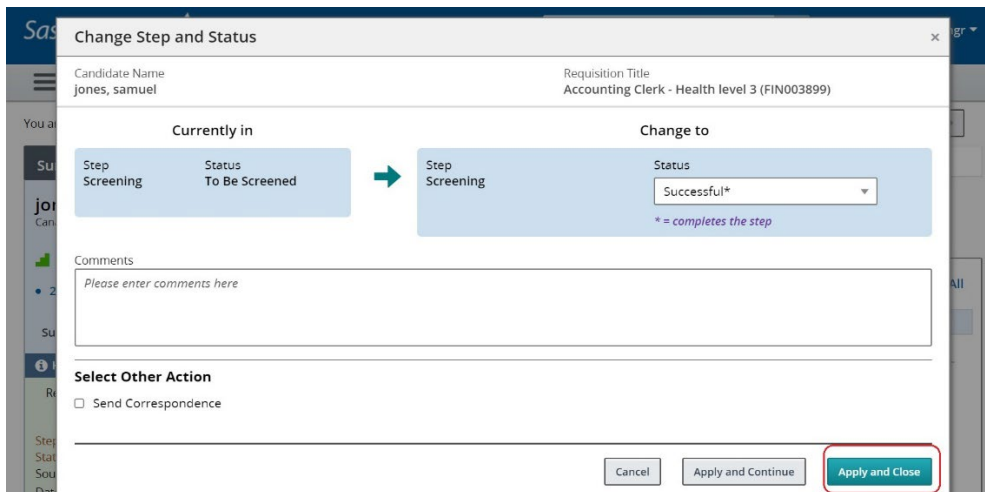

The Change Step and Status window will appear.

Take note of the candidate's current Step and Status.

Ensure "**Successful**" is listed as the Change to Status.

If desired, place comments in the Comments box.

If the candidate will be invited to attend an assessment/interview, follow the instruction document on that topic.

If the candidate will not be invited to attend an assessment and this is therefore the last activity to perform for this candidate, click **Apply and Close** button.