

# Viewing and Screening Candidate Applications

Taleo Version 21A

Last reviewed: May 2021

**Next review: May 2022**

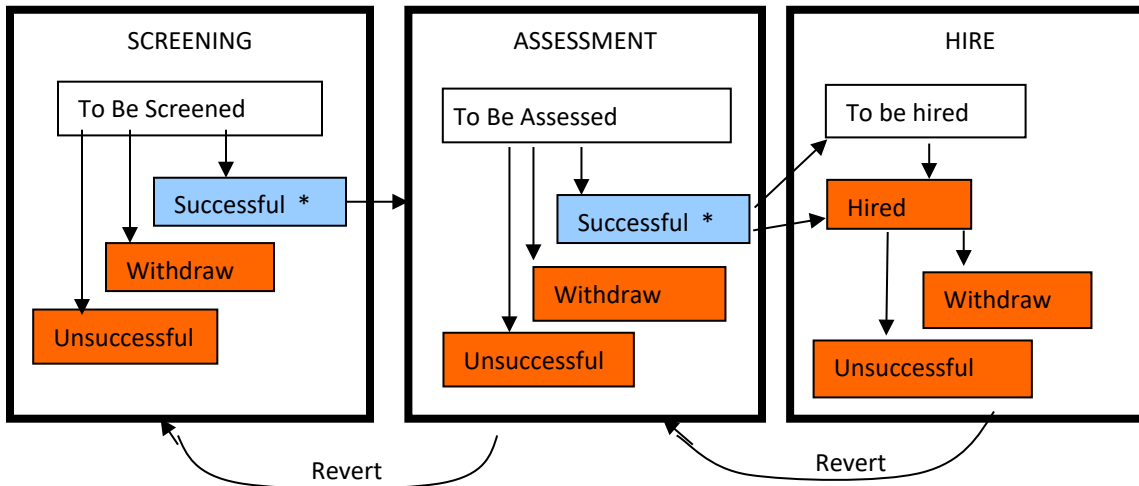
*Saskatchewan!* 

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See [Screen Applications](#) on Taskroom for more information.

## Steps And Statuses



- 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

The screenshot displays the 'Requisitions (11)' page in the Saskatchewan recruitment system. The table lists the following requisitions:

#	Title	Grade	Job	Employment Type	Status	Status Date
0	ADM017428 Student - Business & Finance	SGEU.01	CAE - SGEU	Expression of Interest for SGEU Term less than 9 months	Pending	To Be Apprc (15 Jul 2020)
1	COM001218 Student - Communications	SGEU.01	CAE - SGEU	Expression of Interest for SGEU Term less than 9 months	Open	Posted (31 Jul 2020)
1	ENG001947 Student - Engineering Assistant	SGEU.03	SFT - SGEU	Expression of Interest for SGEU Term less than 9 months	Open	Expired (27 Jul 2020)

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.

RECRUITING TASKS REQUISITIONS CANDIDATES

You are here > Requisition List > Submission List Back to Requisition List

Filters

Submissions for: Court Administrative Assistant - Provincial Court (Requisition ID: ADM017559) [Link](#)

FILTERS No filters are applied

More Actions List Format Workplace Diversity

<input type="checkbox"/>	Candidate	Woman	Disability	Aboriginal/VM	Req	Asset	%	S
<input type="checkbox"/>	Bah, Bryce (3042352)	Yes	No	Aboriginal person (Metis)	4 / 7	3 / 5		S
<input type="checkbox"/>	BEARD, Andrea AB (3041413)	Yes	No	None of the above	5 / 7	3 / 5		S
<input type="checkbox"/>	Beattie, Gale GB (2942793)	Yes	No	None of the above	5 / 7	0 / 5		S
<input type="checkbox"/>	Braaksma, Susanne SB (2924273)	Yes	No	Member of a visible minority	4 / 7	3 / 5		S
<input type="checkbox"/>	Dube, Tanzil (3042362)	Yes	No	None of the above	7 / 7	1 / 5		S
<input type="checkbox"/>	Gibbons, Gaoming GG (3039818)	Yes	No	None of the above	4 / 7	5 / 5		S

### 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.

RECRUITING TASKS REQUISITIONS CANDIDATES

You are here > Requisition List > Submission List Back to Requisition List

Filters

Submissions for: INS2184 Testing - Facility Service Worker (Requisition ID: INS002184) [Link](#)

FILTERS No filters are applied

More Actions List Format Workplace Diversity

Disability	Aboriginal/VM	Req	Asset	%	Step	Status	Student Hired?	State/Prov., City	sub updated
I choose not to respond	I choose not to respond	1 / 2	5 / 9		Hire	To be hired	Not Specified	Saskatchewan - Regina	Apr 15, 2021 - May 18, 2021
Yes	I choose not to respond	0 / 2	0 / 9		Hire	To be hired		Saskatchewan - regina	Apr 19, 2021 - May 18, 2021
Yes	Aboriginal person (Metis)	0 / 2	0 / 9		Hire	To be hired	Not Specified	Saskatchewan - Swift Current	Feb 2, 2021 - May 18, 2021
		0 / 2	0 / 9		Screening	To Be Screened		Saskatchewan - Regina	May 18, 2021 - May 18, 2021
Yes	Aboriginal person (Non-status Indian)	0 / 2	0 / 9		Screening	To Be Screened		Saskatchewan - Regina	May 18, 2021 - May 18, 2021

# Viewing A Candidate's Application

Submission: Onboarding, Can1 for Court Administrative Assistant - Provincial Court (ID: ADM017559)

Language: English Expand All

**Application**

**Candidate Personal Information**

First Name Can1	Last Name Onboarding
Address 9979 Queen Street	City city to copy to 780155
Postal/Zip Code S4N0T9	Place of Residence Canada > Saskatchewan > Regina
Home Phone Number 761 080 0787	Work Phone Number 752 275 2780
	Primary Number Home Phone
	Cellular Number 726 411 4151

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.

Question	Answer	Required/Asset	Result
1 - To be eligible for the student employment program, you must be meet two criteria. First, you must be currently attending school on a full-time basis (as defined by your educational institution). Second, you must be returning to school on a full-time basis after your work term is done. Proof of student status may be requested. Do you meet both of these criteria?	<p>Yes, I meet both of these criteria. I am currently a full-time student, and will be returning to school on a full-time basis after this work term is done.</p> <p>No, I do not meet both of these criteria. I am not currently a full-time student AND/OR I will not be returning to school on a full-time basis after this work term is done.</p>	Met (Required)	0/0
2 - After the summer employment period, what year of study will you be in?	<p>I will not be returning to school.</p> <p>High School</p> <p>1st year, post-secondary</p> <p>2nd year, post-secondary</p>	-	0/0

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).

Submission: Jones, samuel for Accounting Clerk - Health level 3 (ID: FIN003899)

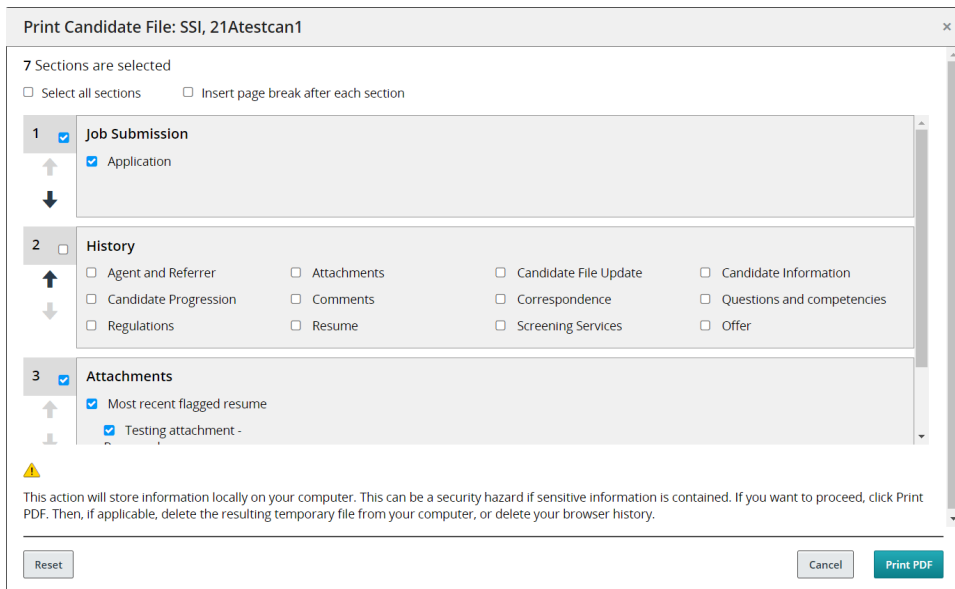
Language: English Collapse All

**Application**

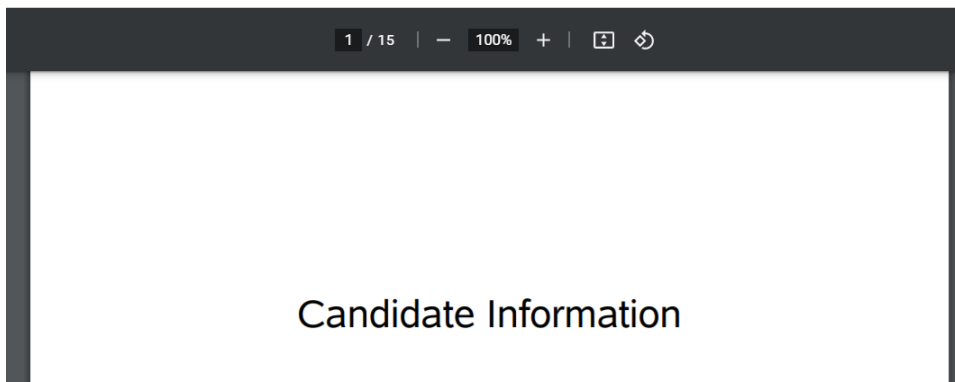
**Candidate Personal Information**

First Name samuel	Last Name jones	Address 2100 Broad Street
City Regina	Postal/Zip Code S4P1Y5	Place of Residence Canada > Saskatchewan > Regina

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 screenshot shows the 'Attachments(2)' tab for a submission. It contains three tables:

Attached Resume(s) relevant to this Submission						
File Name	Attached by	Visible to candidate	Size	Date	Description	
How to apply a job posted in Staging t est zone.docx	Candidate	Yes	251 KB	Jul 21, 2020	Attach to be relevant files & resume	

Other Attachments relevant to this Submission						
File Name	Attached by	Visible to candidate	Size	Date	Description	
Testing attachment - Resume.docx	Candidate	Yes	11 KB	Jun 15, 2020		

Attachments relevant to Other Submissions or General Profile							
File Name	Resume	Relevant To	Attached by	Visible to candidate	Size	Date	Description
resume bic.docx	No	Student Science and Engineering	Candidate	Yes	8kb	Jun 29, 2020	

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.

The screenshot shows a detailed view of the attachment 'Testing attachment - Resume.docx'. At the top, there are navigation arrows: a left arrow, a right arrow, and a red 'X' icon. Below the attachment name, there is a preview area showing the text 'Testing attachment - Resume' and 'This is the Resume.'.

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.



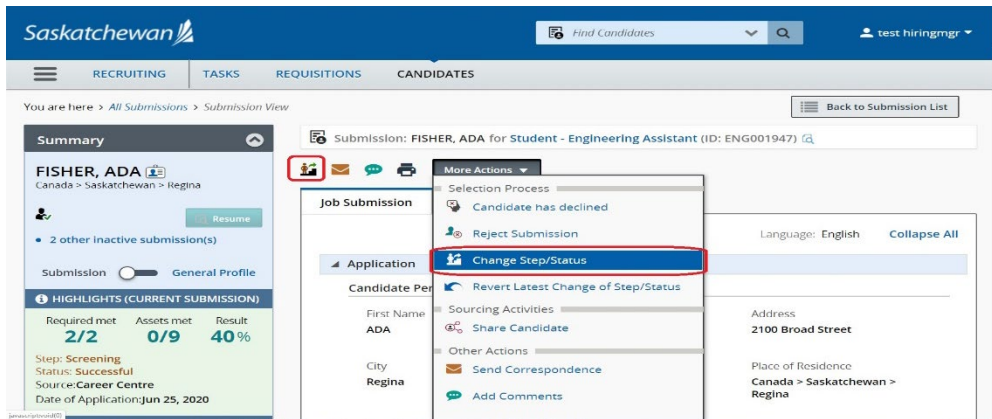
## Viewing A Candidate's Application History

The screenshot displays the 'History' tab for a candidate's application. The candidate's name is Samuel Jones, and the application is for the position 'Accounting Clerk - Health level 3 (ID: FN003899)'. The history table shows the following events:

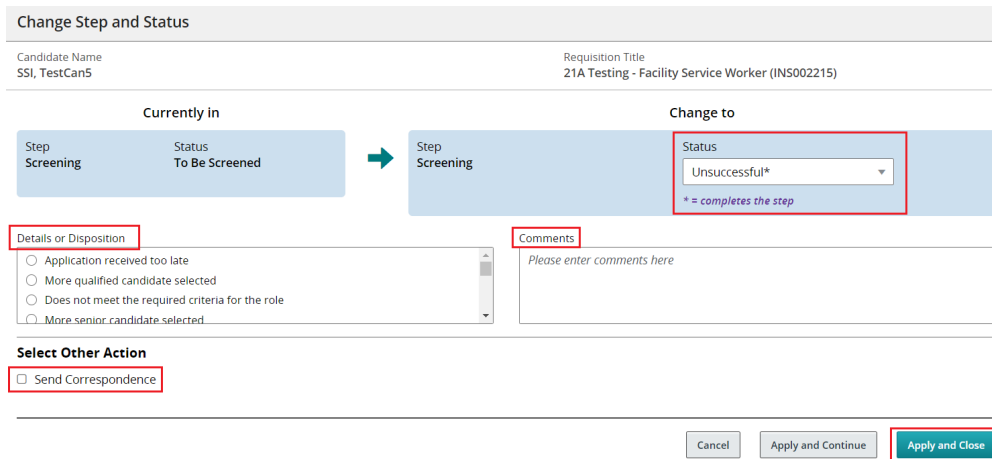
Date	Events	Details/Comments	By
Jul 20, 2020, 5:52:34 PM	Status changed to Successful in step Screening	Event date: Jul 20, 2020, 5:52 PM	test hiringmgr (HRBP)
Jul 20, 2020, 5:51:40 PM	Correspondence sent	GOS - Competition Online Application Thank-you - Your application for Accounting Clerk - Health level 3 FN003899	System
Jul 20, 2020, 5:51:40 PM	Applied online	Perm Full-Time - Public (External) The submission is complete	Candidate
Jul 20, 2020, 5:50:37 PM	File identified as relevant for the submission	resume application.doc	Candidate
Jul 20, 2020, 5:49:34 PM	Application process - Start	Profile process - Start The submission is incomplete	Candidate

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.

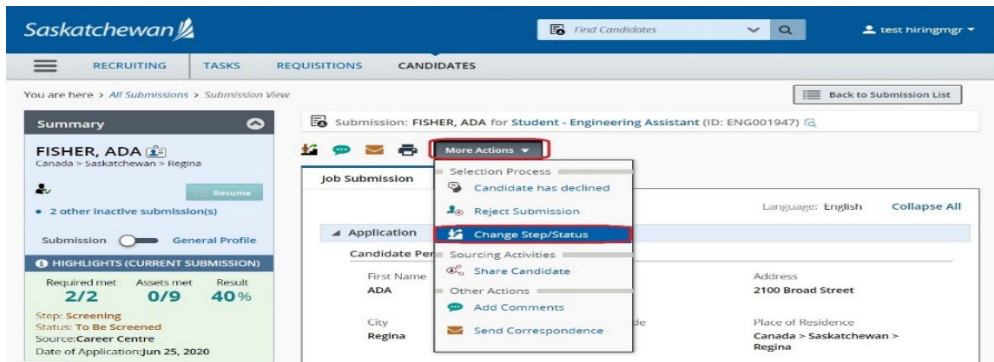
Generally, we do not send Regret letters at the screening stage. However, if you wish to send one, check the **Send Correspondence** box then follow the instruction document on that topic.

Click **Apply and Proceed to Next Action** if sending a regret letter, or **Apply and Close** if not sending a regret letter.

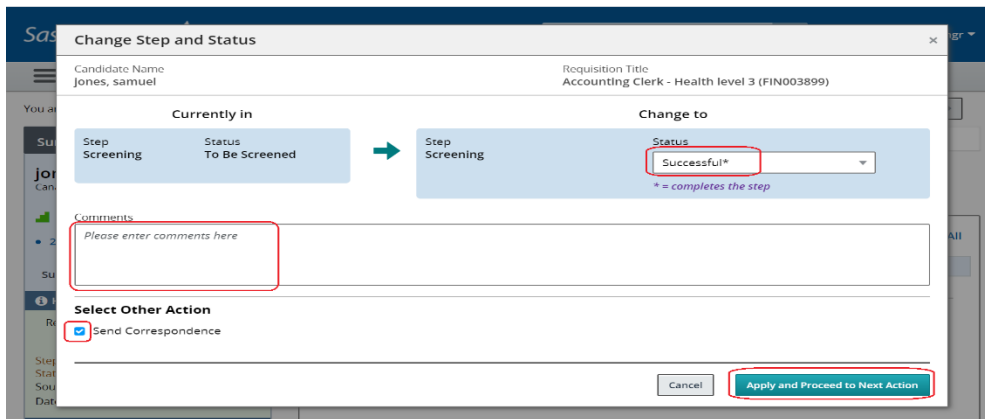
### **Note:**

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.



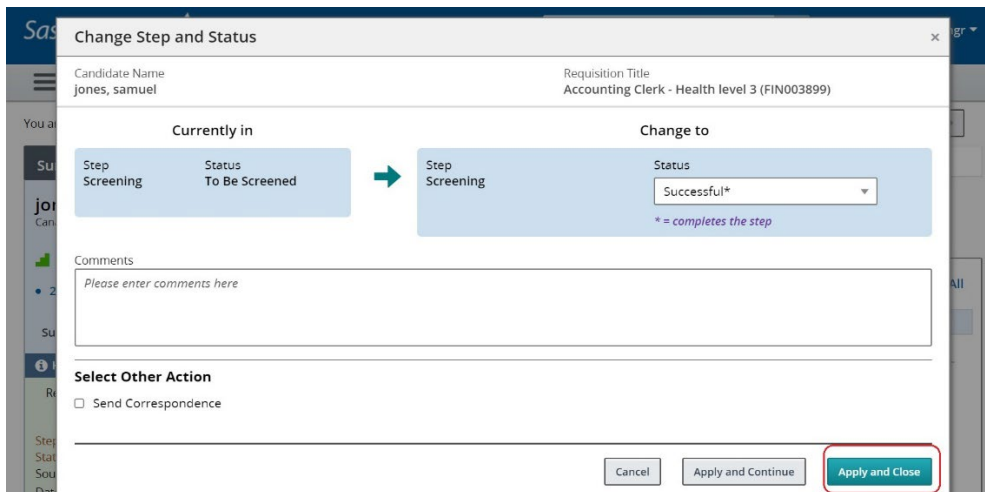
The Change Step and Status window will appear.

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.