UR Talent Web

Applicant Reviewer Process

Using UR Talent Web takes only a few minutes to see a list of applicants for an open position:
1. Sign in to UR Talent Web https://richmond.csod.com
2. Click the *Recruit* tab at the top of the home page
3. Click the *Review Applicants* submenu
4. Any job requisition that has candidates who have applied (and you are listed as a Reviewer) will show up in the dashboard
5. When you want to view the *Applicants*, hover your pointer over the number listed in the Applicants column in the light blue box and click the number
6. You will see a list of applicants for the position. NOTE: The system lists 20 applicants per page. IF the position has more than 20 applicants, you must scroll to the right (see scroll bar at the bottom of the browser window) to advance the page to view more applicants. This list includes items such as:
    a. Name & Contact
    b. Resume/CV
    c. Type (Internal or External Applicant)
    d. Ideal Matching Criteria (staff only - based requirements for the position)
    e. Current Status (in the hiring process)
7. Click on the items indicated below for each applicant:
    a. Name & Contact – See the Applicant's profile including application, documents, and history
    b. Icon for Resume/CV – Download the document

Applicant Flag/Marking Process

1. When you are ready to view the ***Applicants***, and you hover your pointer over the number listed in the Applicants column in the light blue box and click the number you will see a list of applicants for the position. NOTE: The system lists 20 applicants per page. IF the position has more than 20 applicants, you must scroll to the right (see scroll bar at the bottom of the browser window) to advance the page to view more applicants.

2. When the ***Applicants*** window opens, click the "In Review" tab to review candidates then click search. This will show the candidates only in the "In Review" status to avoid making changes to other candidates that may have already had their status changed or updated.

3. To flag or mark your candidates as you are reviewing them. Click the check mark underneath the ***Actions*** tab and beside the ***Applicants*** column. Once you click this check mark it will highlight all of the candidates within the status that you have selected.

4. Click on the *Actions* tab to open the drop down menu, then select "Resume/CV Review"
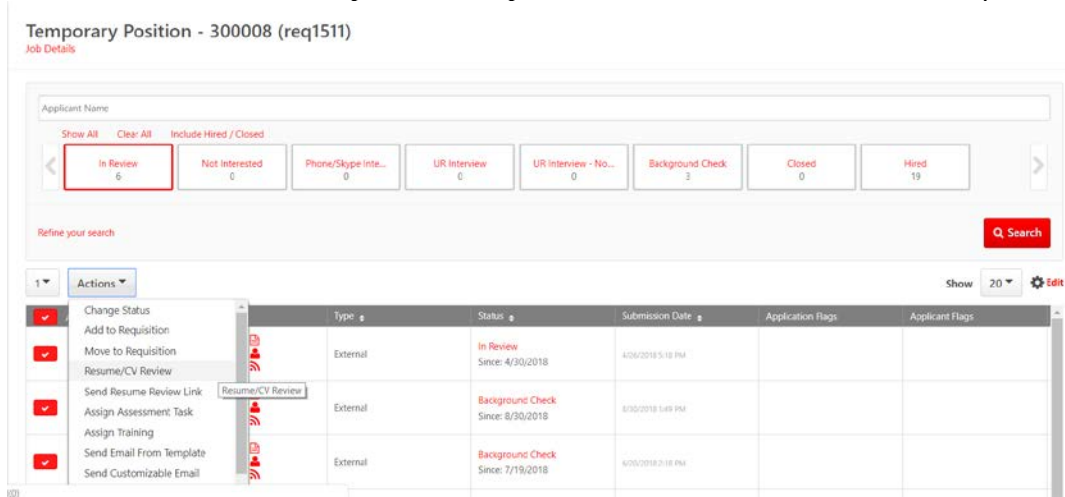
5. This window will display the candidates' cover letter and resume. Use the arrow keys located next to *Applicants* to navigate through each of the candidates' information.
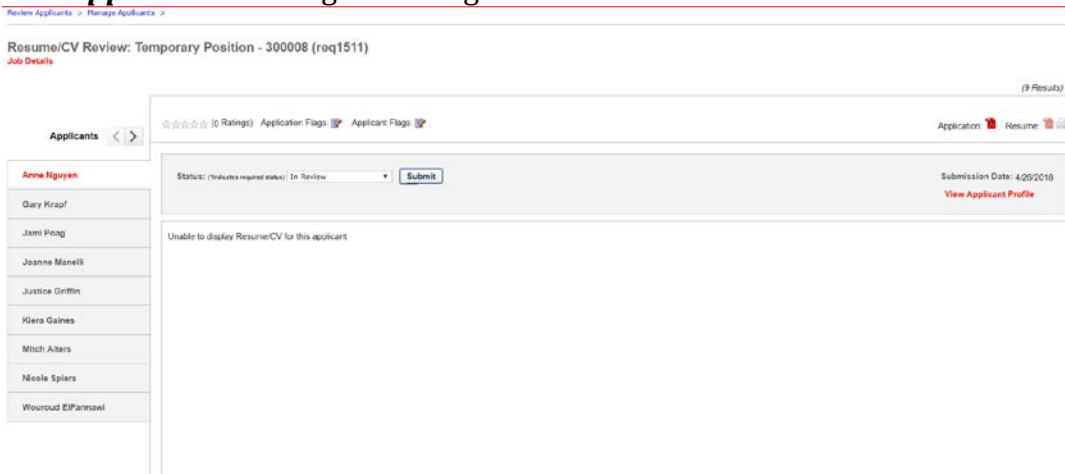
6. As you are reviewing your candidates if you would like to flag or mark a resume. Click the *Application Flags* link. This will open a window with three different options for flags. Green, meaning Strong (High) Consideration. Yellow, meaning Average (Medium) Consideration. Blue, meaning Potential (Low) Consideration.
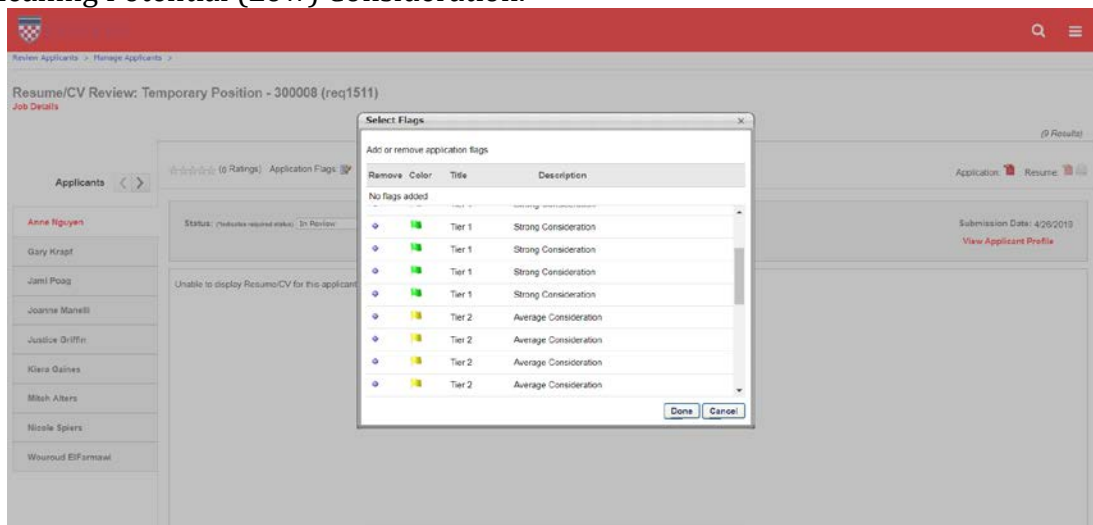
7. Click the plus (+) sign next to the flag that you would like to use to identify the candidate, then click Done. When you review the candidates later you will be able to identify the candidates based upon how you have flagged or marked them.

Applicant Status Changing Process

1. To change a candidate status from the window above. Click on the drop down menu above the candidate resume, next to **_status_** and select the appropriate status for the applicant; In Review, Not Interested, Phone/Skype Interview, UR Interview, UR Interview – Not Hired… Once a candidate has reached the UR Interview status and you are ready to proceed further, your Talent Acquisition Specialist will assist you with the remainder of the process.

2. To change a candidate status from the window below. Click on the checkmark located directly next to the applicants name, then click the **Actions** tab. From the drop down menu select **Change Status.** When prompted by the opened window, select the appropriate status for the applicant, then click submit; In Review, Not Interested, Phone/Skype Interview, UR Interview, UR Interview – Not Hired… Once a candidate has reached the UR Interview status and you are ready to proceed further, your Talent Acquisition Specialist will assist you with the remainder of the process.