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 <u>https://richmond.csod.com</u>
- 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

	eikisis								Q	۲
	Review	Applicants								
	Priority	¢ dol	Location ¢	Owner(s)	Date Opened \$	Target Hire Date 🗢	Openings 🗢	Applicants 🗢	In Review \$	
	0	Temporary Position - 300008 (req1511)		Cheryl Poston Jonathan Fisher Kelly Cecil	4/5/2018	8/1/2018	*	9	6	
									(1 Result)	
6	ornerst	one					Pow	ered by Comerstone All Rights Reser	OnDemand, Inc. ©2000- ved. Terms - Privacy - Co	2018 okies

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.

Applicant Na	ine internet								
Show Al	Ciear All Include H	lited / Closed							
<	is Review N	of Interested 0	Phone/Skype inte 0	UR Interview 0	UR interview - No	Backprixed Check	Closed	Hired 19	>
• Acti	ions *							Show	20 - 🗘
and there			ء بطر _د	Status: ,		Submission Cutifi	Application Flags	Show Applicant Hags	20 * Ф
< Applica			i) pe a External	In Revie		Submission Cuse 🍙	Application Flags		20 - 🗘
Contra Contra	nts : Anne Nguyen & 804 937-2334	8		In Revie Since 4 Ecologic	/30/2014		Application Flags		20 * 🗘 🕻

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.

applicant Na	ame							
Show Al	I Clear Al Include Hired / Closed							
	In Review Not Interested	Phone/Skype Inte	UR Interview	UR Interview - No	Background Check	Closed	Hired 19	
Acti	ions 💌						Show	20*
Acti		Туре в	Siatus g	Si	ubmission Date 🍵	Application Flags	Show Applicant Flags	20 •
1 1000000		Type a External	Status e In Review Since: 4/31		ubmasson Date 🍵	Application Flags		20 -
1 1000000	Anne Nguyen		In Review	0/2018 40		Application flags		20 -
1 10.020	Anne Nguyen Sol 937-2334 Sol 937-234 Sol 937-234	External	In Revew Since: 4/31 Backgrour	a/2018 4/ nd Check n/ 1/2018 n/ nd Check	26/2018 X-18 PM	Application Flags		20* 4

4. Click on the Actions tab to open the drop down menu, then select "Resume/CV Review"

oplicant Nome							
Show All Clear All	Include Hired / Closed						
In Review 6	Not Interested	Phone/Skype Inte	UR Interview UR Inte	view - No Background Check	Closed	Hired 19	>
							Q Search
Actions		14000				Show	20 -
Change Status Add to Requisition		Type e External	Status	Submission Date (a)	Application Flags	Show Applicant Flags	20 - 0
Change Status Add to Requisition Move to Requisition	w Link Resume/CV Re	External	In Review		Application Regs		

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.

		(9 Result
Applicants <	승규는 승규는 (0 Ratings) Application Flags () Applicant Flags () 영	Application 🐮 Resume 🗎
nne Nguyen	Statut: (Vedeates reporter sedeo) Izn Reniew • Bubmik	Submission Date: 4/25/2018 View Applicant Profile
ami Poag		
panne Manelli	Unable to display Resume/CV for this approximit	
ustice Griffin		
lera Gaines		
itch Alters		
cole Spiers		
ouroud ElFarmawi		

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.

m Applicants > Manage Applicant	5.2							
	D	227						
Deails	mporary Position - 300008 (req15							
		Select Fl	lage				X	(9 Rotuli
		Add or ren	nove app	ication flags				
Applicants ()	Application Flags: 👷	Remove	Color	Title	Description			Application 🛍 Resume 🗎
19.060		No flags a	added		lonary wetter land			
unne Nguyen	Statute: (Industrie required makes) In Perview	•	-	Tier 1	Strong Consideration			Submission Data: 4/26/2019
Sary Krapt		•	-	Tier 1	Strong Consideration			View Applicant Profile
ami Poag		•		Tier 1	Strong Consideration			
	Unable to display Resume/CV for this applicant	•	-	Tier 1	Strong Consideration			
ioanne Manelli		•	14	Tier 2	Average Consideration			
lustice Griffin		٠		Tier 2	Average Consideration			
Gera Oaines		٥		Tier 2	Average Consideration			
ditoh Alters		•		Tier 2	Average Consideration	100 M 100 M		
lizale Spiers			_			Done C	ancel	
Vouroud ElFarmawi								

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

etails		
		(9 Resul
Applicants < >	会合合合合(G Ratings) Application Flags (家) Application Flags (家)	Applicator 🗋 Resume 🗎
nne Nguyen	Statius: (twakete regional soluri) Im Review	Submission Date: 4/25/2018
ary Krapf		View Applicant Profile
imi Poag	Unable to display Resume/CV for this applicant	
anne Manelli		
istice Griffin		
era Galnes		
itch Alters		
cole Spiers		
ouroud ElFarmawi		

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.

8			ଦ ≣
ew Applicants > Manage Applican			
sume/CV Review: Te Details	mporary Position - 300	008 (req1511)	
			(9 Results
Applicants ()	ថ្ងាន់នៅទៅទៅ (E Ratings) Applic	tion Flags 🔐 🦰 Applicant Flags 🕼	Application: 🗎 Resume: 🗋
Anne Nguyen	Status: (Indicates required status)	In Review V Submit	Submission Date: 4/26/2018
Gary Krapt		Please Select	View Applicant Profile
Jami Poag	Unable to display Resume/CV	In Review Not Interasted	
ioanne Manelli		Phone/Skype Interview	
lustice Griffin		UR Interview	
Gera Gaines		UR Interview - Not Hited Beckground Check	
fitch Altera		Closed	
licole Spiers		Hirad	
Vouroud ElFarmawi			

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.

		n - 300008 (req1511)							
Temporary Posit	ion - 300008	(req1511)							
Applicant Name									
Show All Clear All	Include Hired / Closed	Disease (Current lists	UR Interview	UR Interview - No.	Background Check	Closed	Hired		
< In Review	D	Phone/Skype Inte 0	0	0	З	0	19		
								_	_
Refine your search								Qs	earch
1* Actions*								Show 20 *	() Edit
Change Status		Tope a	Status	10	Submission Date .	Application Flags	Applica	int Flags	
Add to Requisitio	ion Change Status	External	in Revie		4/20/2018 5.18 PM	-			
Resume/CV Revie	w a		Since: 4	/30/2018		-			- 1
Send Resume Res		External		und Check (30/2018	1/0/2018 1-0 10				- 1
Assign Training									- 1
Send Email From	Template		To all some	und Check					
2	in the second se	External	sackgro	GEO CRECK	4/05/2018 2:38 292				
	it in prove	External	sicigio	and clerck	4757554 338 40				
	et inpress.	Esternal	sickgin	JULIE X	arteratula inte alla				1
 (i) here ((i) = 1) 	_	Esternal ge Status	sacegie	and care a		x			1
(1997) Anna Antonio Mange	Chang	ge Status		and care a	erforme i se du	x			1
n ann antainn anna Temporary Posit	ion - Change	ge Status Status To 🔻 Disposi		and Creck	entronne à se du	x			
(1997) Anna Antonio Mange	ion - I Change	ge Status Status To V Disposi ange Status To		New Status		ution			
(1997) Anna Antonio Mange	Change ion - 9 Change v Ohe in R Not	ge Status Status To Disposi mge Status To Weiew It Interested	ition *						
(a) and the second seco	ion - I Change	ge Status Status To Disposi Prope Status To Review Interested me/Skype Interview	ition *	New Status		ution			
(a) and the second seco	Change ion - 3 Change v Cha in R Not v UR	ge Status Status To Disposi mge Status To Reirew It Interested	ition *	New Status		ution			
(1997) Anna Antonio Mange	Change ion - 3 Change	Status To Disposi rige Status To review Interview Interview Interview Interview Net Hited kground Check	ition *	New Status		asion asse Select * 0	Trans		1
Temporary Positi 24 Jonnie 24 Jonnie 24 Jonnie 25 Jonnie 26 Jonnie 27 Jonnie 28 Jonnie 20 Jonnie	Change ion - Change Change Change Market Not Not Not Not Not Not Not Not Coo Coo Coo	ge Status Status To Disposi Inge Status To Status To Status To Disposi Dispo	ition *	New Status		asion asse Select * 0			2
(1997) Anna Antonio Mange	Change ion - 3 Change	ge Status Status To Disposi Inge Status To Status To Status To Disposi Dispo	ition *	New Status		asion asse Select * 0			Search
Temporary Positi All Denin All Denin All Denin All Denin All Denin All Denin	Change ion - Change Change Change Market Not Not Not Not Not Not Not Not Coo Coo Coo	ge Status Status To Disposi Inge Status To Status To Status To Disposi Dispo	ition *	New Status		asion asse Select * 0	, Minist	Q. 5000 20	
C Temporary Positi bet Selain	Change ion - Change Change Change Market Not Not Not Not Not Not Not Not Coo Coo Coo	ge Status Status To Disposi Inge Status To Status To Status To Disposi Dispo	ition *	New Status		asion asse Select * 0	internet in the second s		
C Temporary Positi bet Selain	Change ion - Change Change Change Market Not Not Not Not Not Not Not Not Coo Coo Coo	ge Status Status To Disposi Inge Status To Status To Status To Disposi Dispo	ition *	New Status In Revis		asion asse Select * 0			