

Source Module

WHAT YOU NEED TO KNOW AND HOW TO
USE SOURCE

Introduction

This information guides outlines the main functionality of the Source module - available to you now – and how you can gain the most out of the functionality.

The information guide includes the following;

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Throughout the guide, you will see the following icons which indicate the WMJobs Team's recommendations which will help you with all your Source queries;



Top tips



Important Information



Best Practice

1. What is Source?

Lumesse Source allows you to identify top talent quickly through powerful cross-platform and multilingual search and matching capabilities. Enabling you to apply semantic search, web mining and job market analytics to any number of source; quickly and easily navigating between internal, external and social CV databases.

What are the road blocks to finding hidden talent?

- Sourcing costs are high and matching roles to suitable candidates is difficult, despite applicant's social profiles being free and at recruiter's disposal.
- Customer data from your current talent pool can be hard to navigate
- Searching candidate databases is laborious, recruiter's time is often wasted looking at unsuitable candidates
- Bad questions result in bad applications. Recruiters struggle to match candidate information to requirements

The benefits of powerful cross-platform search

Make data work for you

Get the most value out of your candidate data by applying searches across all your data sources. Semantic search technology simplifies the process of identifying the right candidate

Expand your talent pool

Gain access to millions of free external profiles with functionality to easily tag or save them in your recruitment platform for current or future job search

An optimised search engine

Save time by simultaneously sourcing candidate information from multiple internal/external data-hubs' returning one search result to quickly and easily compare candidates

Don't compromise on details

Obtain detailed insight into the candidates. Match, modify, broaden or extend the criteria to gain more to more effectively profile the right candidates for the role

2. What is available within Source?

Inside Source, there are **three** bundle options available to you as a subscriber;

Internal Bundle

The internal bundle is **free of charge and available for you to use now** – the functionalities and how to use the module are all outlined in this guide, under section 'Accessing Source'.

Match Bundle

This is an add-on to the internal bundle where requisition data is matched against candidate data. It is a search and match against a particular job opening. A source matching tab becomes available on a job requisition record when the Match Bundle is activated.

Requisition data is automatically recognised by the algorithm and extracted as search query. It is a more passive search for the recruiter – they do NOT need to enter search terms; they are automatically shown for them.

External bundle

This is another add-on which allows you to view additional tabs within your Source module which makes it possible for you to reach out to external sources as a recruiter and match external candidates.

No suitable candidates in your own TalentLink database? Source will search social media such as Facebook, LinkedIn and Xing, so you can always find the right candidate.

In the result tab the query results are presented to the user. For every configured information source the results of the query are presented on a different tab. Clicking on a certain tab shows the results from that data source.

These candidate records are public profiles available on the given social media platform. If you have a premium account on such a platform, some additional configuration will help you see more and proceed with some additional actions – depending on the source itself.



If you are interested in the **Match Bundle** or **External Bundle**, please get in touch with us via the **Service Centre** where we can discuss and provide pricing information

3. What functionality does Source have?

From a technical perspective, the Lumesse Source module parses candidate information in order to make the matching possible – this is defined as a CV and candidate profile (see **page 12** for more information).

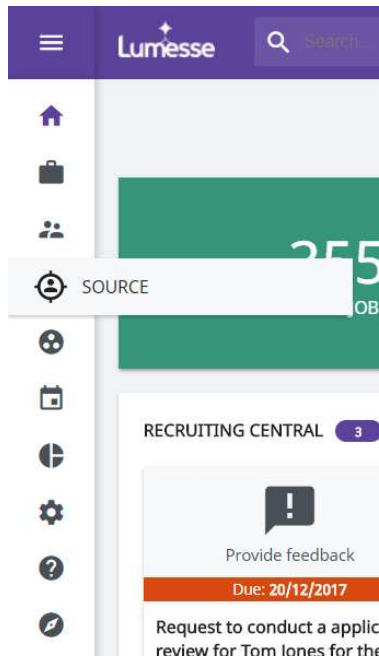
The highlights available in the Source module are;

- Source allows you to search for candidates within your TalentLink database – either internally or externally, dependent on bundle
- You can use 'keywords' and 'terms' as criteria to search for candidates within TalentLink and find the candidates that you need – you can also use pre-defined filters to further manipulate your search criteria
- Once you have sourced your candidates, you can contact them directly through the Source module
- You can save your searches, and create pools (which are known as 'projects') which makes them easily manageable

To find out more about the functionality and how to use this, see '**Using Internal Source**'

4. Using Internal Source

To access the Source module, log-in to TalentLink, and from the left-hand menu, click the Source icon;

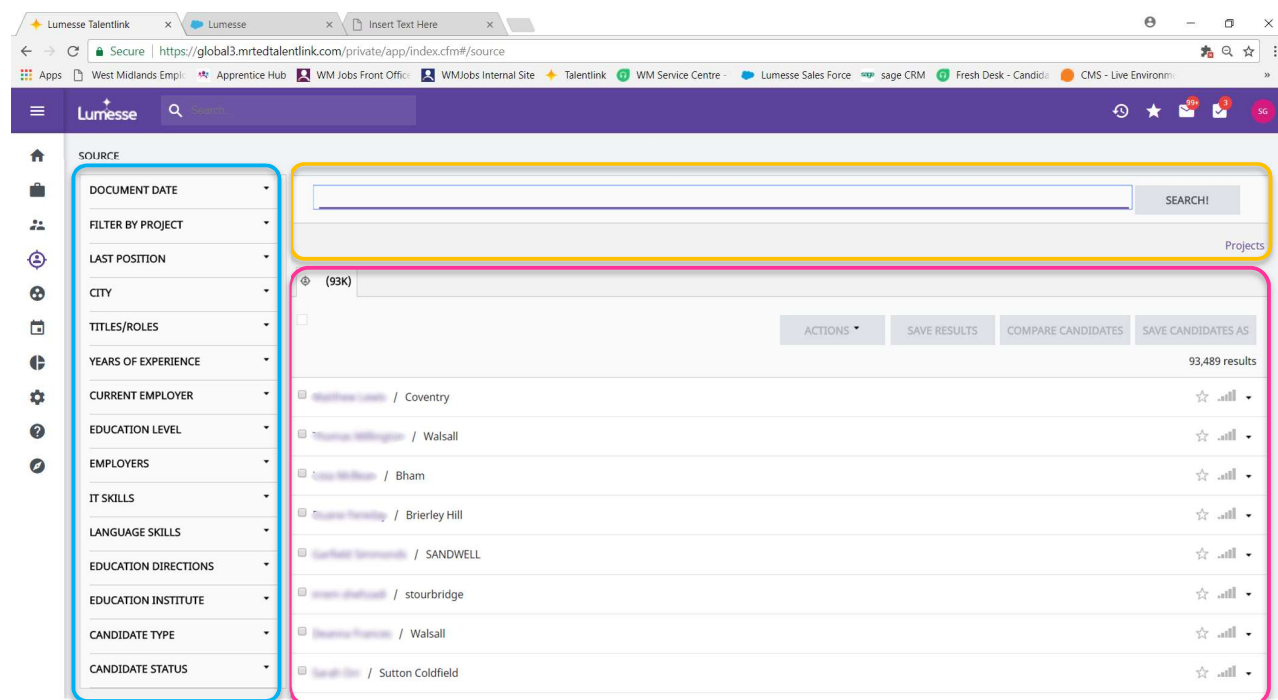


This will take you to the Source screen, where you can begin searching for candidates in your internal TalentLink database – this is anyone who has applied for a role within your organisation.



It's important to note that you will only be able to see candidates who have applied for roles in **your organisation** - if candidates have been archived, you will not be able to access these candidates, either

Screen Components



Within Source, you have three main components;

Search Bar

The search bar allows you to enter keywords, which become criteria for searching candidates within Source. It also shows a summary of your search criteria, and by using bread-crumbs, allows you to easily manipulate your search query. The 'Search Box' chapter within this guide describes all the functions of the box in detail.

Filtering Panel

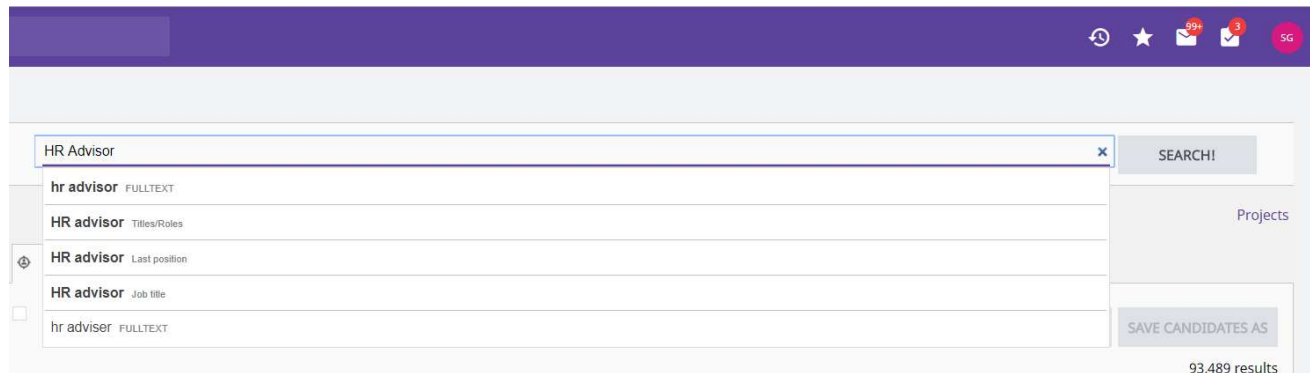
This panel located on the left side of the screen allows you to fine tune your search within Source by using filtering options. There are different options to use dependent on the filter you are using – see the 'Filtering Tab' section for more details and to see all the features available.

Results Tab

The 'Results Tab' will show you the candidates available, based on the search criteria you have entered. You can contact, compare and see the details of your candidates from this tab – the functionality is covered in the 'Results Tab' section of this guide.

Search Bar

To start a search within Source, you can enter a keyword or phrase into the search bar;

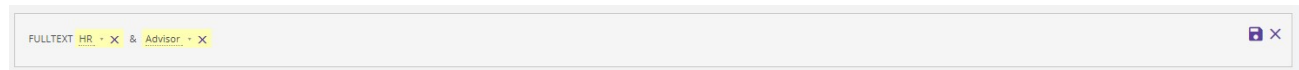


As you enter keywords, you will see that the search engine will make suggestions for you. You can either search for the term or keyword by using 'FULLTEXT' which will parse the whole of a CV for candidate within Source, or you can limit this to a 'Title/Role', 'Last position', 'Location' and so. These auto-suggestions coincide with the filtering options available to you and allows you to choose where Source searches for the information. Auto-suggestion also looks for related terms of your search - synonyms, translations, and similar terms – which are automatically displayed for a user to choose

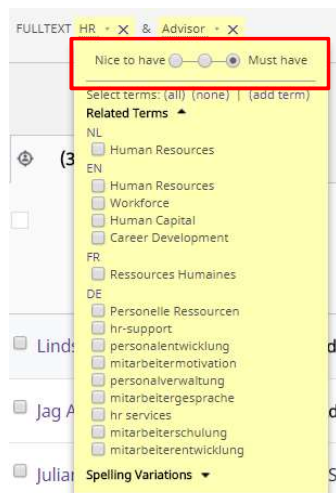
Once you are happy with your initial keyword/phrase, click '**Search!**'.

Within the Results Tab, you will then see all the candidates which match you search criteria.

Underneath your search bar, you will then see the keywords you have used for your search, highlighted in yellow – these are your '**breadcrumbs**';

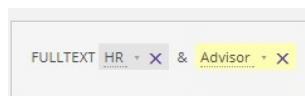


You can manipulate your search further by clicking the drop-down arrow in your breadcrumb, which will reveal a widget;



At the top of the widget, you can see a filter which allows you to determine whether you keyword is a **must have**, **should have** or a **nice to have**.

If you select 'nice to have', you will see your breadcrumb turn grey – your breadcrumb will turn white for a 'should have';

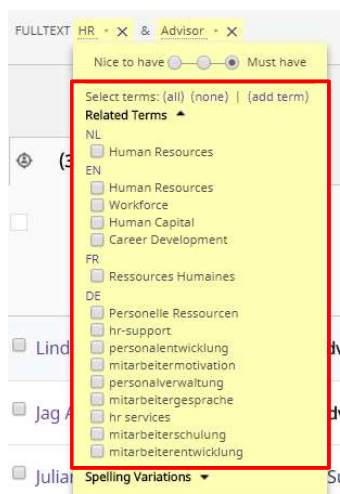


Visually, this allows you to identify the importance of your breadcrumbs and also allows you to manipulate your search and determine what it is you are actually looking for in your candidate search.



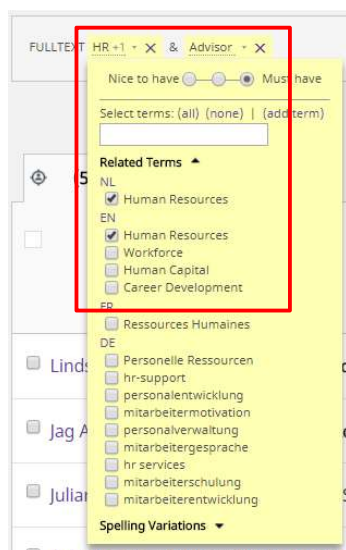
By using this filter, this will rank your candidates in your **Results Tab** – ‘**must have**’ will only show candidates satisfying that criteria, ‘**nice to have**’ will give candidates who have this a higher ranking, with ‘**should have**’ getting a considerably higher ranking

Within the widget, you are able to **select additional terms** to expand your search query.



Selecting any of the terms adds it to the query and the result view is automatically updated. It is possible to automatically select or deselect all the additional terms by clicking “**(all)**” or “**(none)**” respectively.

Terms in this widget are grouped by section. Every section is automatically collapsed. If a breadcrumb shows a count of selected terms (e.g. “+1”) and no selections are initially seen in the widget, click a header of any of the collapsed sections to see the selected terms;

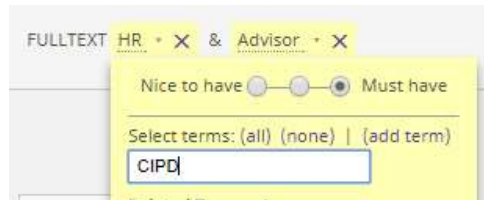


You can also select a synonym by clicking a selection under ‘**Spelling Variation**’;

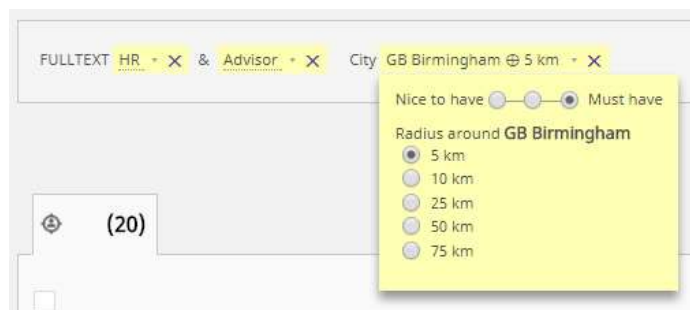


All synonym selections are remembered so that any new search with the same original term (breadcrumb) will then use the previously selected set of synonyms.

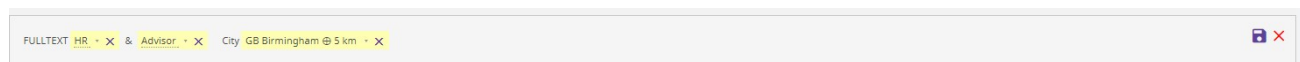
It is possible to enrich the query with custom terms by clicking '**Add term**' and typing in the keyword or phrase and hitting 'Enter'. To remove a user-added related term, just hover over it and click '**Remove**';



If you are searching for candidates by location, you are able to manipulate your breadcrumb and change the radius of your location to expand your search;



To remove a breadcrumb, click the 'X' next to it. If you want to remove all the criteria from your search, click the 'X' at the end of your search bar;



From your search bar, you are also able to save your search, which allows you to add these to a 'Project'. This allows the system to remember your searches. See '**Project Management**' for more information.

Query Language – Advanced Search Terms

When performing searches within Source, for Advanced Users you can use different language to perform specific actions in your search.

Keywords

Keywords are *not* case sensitive, so if you were to search for 'Administrator' – 'ADMINISTRATOR' and 'administrator' are the same.

Adding keywords to a query further limits the result set. If for example, you add 'HR' to 'Administrator', this will return results containing 'HR' in addition to 'Administrator'.

Keywords containing special characters must be quoted as a phrase such as 'page#3'. However, Source recognises most common keywords like C++ that do not need quotes.

Phrases

Phrases enclosed by quotes are used to match a sequence of words. Special characters are ignored inside a phrase. For example, "HR Administrator".

Proximity

Query terms within [] match if they occur in the candidate file in any order, possibly with one or two words in between. This is called proximity matching. Proximity matching is more flexible than phrases, for example, if you enter [HR Administrator], this also matches documents containing 'HR Recruitment Administrator' and 'HR Resourcing and Recruitment Administrator'.

Wildcard

Source allows you to perform wildcard queries. If a query term ends with a trailing * it gets expanded to the most common completions. Documents containing any of the found completions will match. A few restrictions apply;

- The * symbol can only be used at the end of a query term
- The * symbol needs to be preceded by at least 2 characters
- Wildcard terms cannot be part of phrases or proximity expressions

Filtering Options

This section provides a useful overview of the found search results. The results are categorised and dependent on the category, there will be numbers next to the filters which show how many candidate results belong to each category;



YEARS OF EXPERIENCE	
<input type="checkbox"/> less than 1 year	(0)
<input type="checkbox"/> 1 or 2 years	(3)
<input type="checkbox"/> 3 to 5 years	(2)
<input type="checkbox"/> 6 to 10 years	(11)
<input type="checkbox"/> more than 10 years	(42)

This panel also allow you to fine-tune your search results. Clicking on a certain item can restrict or re-rank your results.

The filtering bar is divided into different sections, each belonging to a different dimension. Each section has a name, for example 'Education Level', describing the categorisation dimension;

DOCUMENT DATE	▼
FILTER BY PROJECT	▼
LAST POSITION	▼
CITY	▼
TITLES/ROLES	▼
YEARS OF EXPERIENCE	▼
CURRENT EMPLOYER	▼
EDUCATION LEVEL	▼
EMPLOYERS	▼
IT SKILLS	▼
LANGUAGE SKILLS	▼
EDUCATION DIRECTIONS	▼
EDUCATION INSTITUTE	▼
CANDIDATE TYPE	▼
CANDIDATE STATUS	▼

The triangular symbol next to the drop-down name allows folding or unfolding it for a better overview.

Furthermore, each section comes with radio buttons at the bottom to change the condition of its selections;

Nice to have ☐ ☐ ☒ Must have

Within certain categories, there will be **fixed filtering sections**;

EDUCATION LEVEL ▲

- ☐ Post-Master (14)
- ☐ Master (6)
- ☐ Bachelor (12)
- ☐ Vocational Education (1)
- ☐ Secondary Education (12)

Nice to have ☐ ☐ ☒ Must have

The filtering sections show a constant number of categories and again, the number of results belonging to each category. Selecting an item within a category will issue a new query where the new selection is taken into account and the results tab will automatically update based on your selection.

You also have certain categories where you can define ranges, either numeric values or dates. Selections on ranges have the same effect as selecting an item in a fixed section;

The city category comes with a text field and a distance selector;

Any input must be finished by pressing the RETURN key in the text field and then selecting from available distances. Alternatively, it is possible to select from available distances first and after that fill in location text field while it is under focus.

Changes in the distance selector will immediately update the search results. If there are more cities having the exact same name but located in different countries, you use the country code as prefix separated by a space: NL Breda. You can also use post-codes in your location-search: Just type the postal code preceded by the country code and a space, for example: NL 4811.

Filter Overview

The values which appear in the filter options are collected from **candidate profiles** and **CV attachments** which are available in the database. The filter option is collected from two different sources of the candidate;

Candidate profile

This is structured data collected during the creation of the candidate

CV

This is collected from a CV attachment which is parsed and analysed and processed for indexation.



CV attachment is defined by using '**Attached CV**' in the application process for a role – supporting documents or supporting attachments which are uploaded under 'Other Attachments' will not be deemed as a CV within Source

Candidate profile and CV

This is a combination of the two sources

Filter name	Source	Short description
Document Date	Candidate profile	Candidate creation date
Last position	Candidate profile and CV	Current or last position title
City	Candidate profile	City address information available in TalentLink structured information
Titles/Roles	Candidate profile and CV	Recent position titles from candidate profile and CV attachment
Years or experience	Candidate profile and CV	This is calculated from work history
Current employer	Candidate profile and CV	Name of current employer
Education level	CV	The education level parsed from CV
Employers	CV	Employer names collected from CV attachments
IT skills	CV	Computer related skills and keywords
Language skills	Candidate profile and CV	The language the candidate masters. If the information is available in the TalentLink candidate profile, these values will have priority over values extracted from the candidate CV
Education directions	CV	Education direction parsed from CV
Education institute	CV	Education institutes collected from CV attachments
Candidate type	Candidate profile	TalentLink candidate type (Employee/External)
Candidate status	Candidate profile	TalentLink candidate status *

*Candidate status explained:

New

A (new) candidate created a new application for a job opening

Active

The candidate is actively in process for one or more job applications

Inactive

The candidate is not actively in process for a job application

Under certain categories, you will see 'tag clouds';



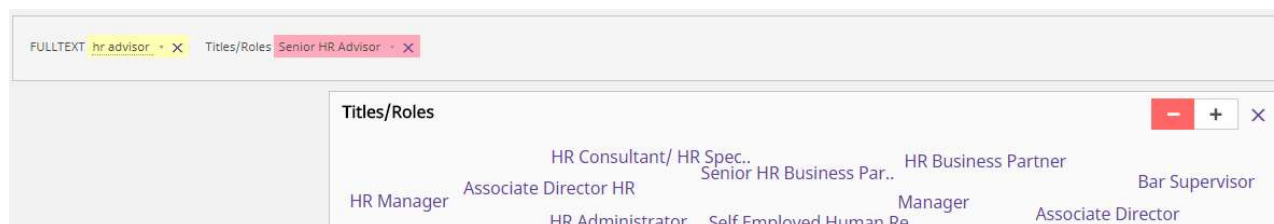
Tag clouds show characteristic related terms and expressions from the top-ranked retrieved documents. A tag-cloud is related to a specific field of the document and shows only the keywords belonging to that specific field.

Tag clouds provide suggestions to refine the query. To see the related terms for the category, click '**Show**'.

This will bring forward a box above your search results which defines the top ranked terms;



At the top right-hand corner of the box, you can see a plus and minus icon – by having plus selected, you can select one of the terms and this adds a breadcrumb to your search bar. If you select the minus icon, this excludes this term from your search and adds a red breadcrumb to your search bar to show that this specific term is excluded from your search;



Results Tab

In the result tab, the search results which have been conducted are presented to the user.

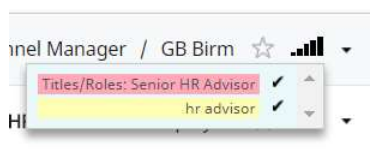
At the end of each candidate within the results tab will be three icons;



By selecting the star icon, this allows you to save an individual candidate to a 'Project'. If the star is highlighted, this indicates that the candidate belongs to an active project. The star can be clicked to remove the candidate from the active project



The score visualisation indicates how many query criteria are matched by the result item. If all bars are filled, the result matches all criteria. If 4 out of 5 bars are filled it matches around 80% of the criteria. The score visualisation is based on estimates; hence it should be regarded as an indication only. Hovering this visualisation with a mouse cursor displays an informational widget showing which query parts have been matched for this query;



This allows you to open the expanded view of the candidate, which contains additional information called the 'Source record' and possible actions that can be performed for the candidate;

Source Candidate CV / West Bromwich

Source Test Pool

Candidate ID: 264938
 Document date: 2018-01-12
 Titles/Roles: Trainee Resourcing Business Partner
 Employers: Sandwell MBC
 Years of experience: 10
 IT skills: MS-Office, MS-Access, MS-Excel, MS-Word, MS-Powerpoint, Cabling
 Language skills: —
 Education level: Secondary Education
 Education directions: A-levels, GCSEs
 Education institute: Menzies High School Sixth Form Centre, Menzies High School
 Candidate type: External candidate
 Candidate status: New

SHOW CV
 OPEN CANDIDATE PROFILE
 CONTACT BY EMAIL

Show CV

By clicking 'Show CV', this will show the CV associated with this candidate for you to take a look at;

Lumesse

SEARCH

SOURCE

DOCUMENT DATE
 FILTER BY PROJECT
 LAST POSITION
 CITY
 TITLES/ROLES
 Show
 Nice to have → Must have
 YEARS OF EXPERIENCE
 CURRENT EMPLOYER
 EDUCATION LEVEL
 EMPLOYERS
 IT SKILLS
 LANGUAGE SKILLS
 EDUCATION DIRECTIONS
 EDUCATION INSTITUTE

Your search: source, candidate

Trainee Resourcing Business Partner, West Midlands Employers, Oldbury
 (April 2011 - Present)

Achievements and responsibilities:

- * Implemented a change of stationery supplier, reducing costs by 20%
- * Reorganised the meeting booking process, implementing an online system which all staff can access, leading to reduced diary conflicts within the team
- * Devised and implemented a new filing and indexing system for files, resulting in greater ease of access and a more time-efficient process
- * Helped provide a safer workplace by cataloguing and dispatching health and safety information and posters for the whole company
- * Diary management, typing correspondence and documents, creating presentations and creating meeting minutes

HR Senior Resourcing Specialist (Aspiring), Sandwell MBC, Oldbury
 (June 2010 - April 2011)

Achievements and responsibilities:

- * Presenting a professional and friendly first impression of the firm to all visitors and clients
- * Managing incoming phone calls and mail
- * Organising stationery orders and liaising with suppliers to meet business requests
- * Replenishing and restocking the bar, always ensuring high level of stock management efficiency
- * Also assumed the role of fire/health and safety officer for the entire office staff

HR Resourcing Specialist, Sandwell MBC, West Bromwich Oldbury

138 results

SEARCH

CANDIDATES SAVE CANDIDATES AS

138 results

manager / GB Worcester

Along the top of the CV window, you'll see two arrows – you can navigate to the next CV available in your search results, rather than closing the window and selecting 'Show CV', each time you wish to view a CV.

If you are looking through CV's, along the top you can see a checkbox – if you want to mark the CV for further action, you can select this box, and when you close the window, you can see the candidate has been highlighted for further action;

Select for further action

Your search: source, candidate

Trainee Resourcing Business Partner, West Midlands Employers, Oldbury

☒ Source Candidate CV / West Bromwich

Source Test Pool

Open Candidate Profile

This gives you an overview of the candidate profile that sits in TalentLink – you can see the candidate status and which position they have applied for as you normally would be able to;

External candidate - New

Contact source1@test.com
No phone number available

Current position -

Applications Source Vacancy - CV (West Midlands Employers) New (Since 12/01/2018)

History External Career Site on 12/01/2018
Not referred
Updated on 15/01/2018 by GSA System
Connected to Candidate Homepage on 12/01/2018

Administrative comments

Pools Source Test Pool

GO TO CANDIDATE PROFILE

If you wish to go to their Candidate Profile, you can select the '**Go to Candidate Profile**' option at the bottom right corner of the screen.

By doing this, you will leave the Source module, however, the system will alert you and alert you that you may lose your search results if these haven't been saved;

Are you sure you want to continue?

You are leaving Source module and you may lose the search results.

NO YES

☐ Do not show this in the future

By closing the window will take you back to the results tab.

Contact by email

This allows you to contact the candidate as you normally would within the system, and select a communication template to send to the candidate;

Close the window to gain access to the results tab.

Along the top of the results tab, you will see several actions buttons. As well as being able to perform the above actions per candidate, you can select multiple candidates within the results tab and perform bulk actions.

By clicking the '**Actions**' button, this will expand the options available;

You can save selected candidates by selection '**Save Results**', which will start a 'Project' (see Project Management).

You can also use '**Compare Candidates**', which will compare your selected candidates against each other. By clicking this option will bring forward the compare candidates view;

Name	Source Candidate Attachment	Source Candidate CV
<input checked="" type="checkbox"/>		
Last position		
City	West Bromwich	
Candidate ID	264939	264938
Document date	2018-01-12	2018-01-12
Titles/Roles	Trainee Resourcing Business Partner	
Employers	Sandwell MBC	
Years of experience	10	
IT skills	MS-Office, MS-Access, MS-Excel, MS-Word, MS-Powerpoint, Cabling	
Language skills		
Education level	Secondary Education	
Education directions	A-levels, GCSEs	
Education institute	Menzies High School Sixth Form Centre, Menzies High School	
Candidate type	External candidate	External candidate
Candidate status	New	New
FULLTEXT	source	source
	candidate	candidate
Links	Show CV	Show CV

From this view, you can see which candidates have fulfilled what criteria, and again, access their CV's.

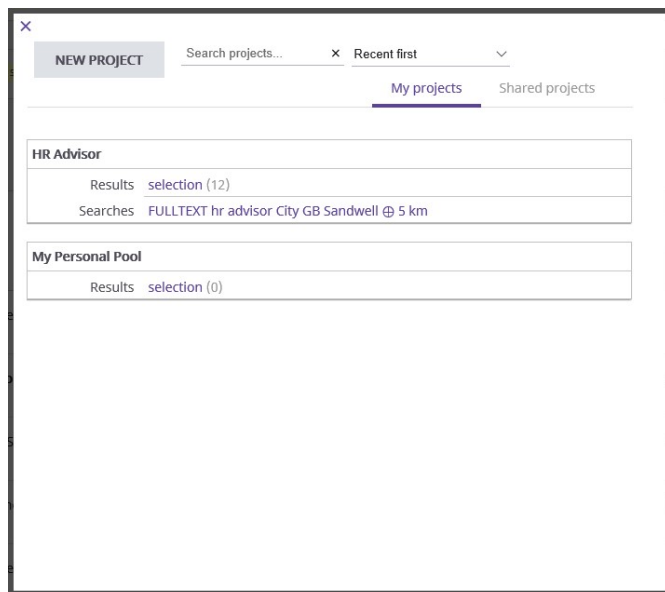
Project Management

'Projects' within Source are collaborative activities aimed at fulfilling a certain aim, such as finding a candidate for a certain vacancy. Projects as such can contain multiple Saved Searches and multiple Saved Results (contained in a single result list). You can also link candidates from Source into a shared pool you may have created.

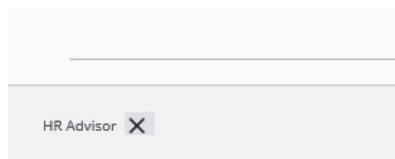
To access 'Projects', select '**Projects**' under the search bar;

[Projects](#)

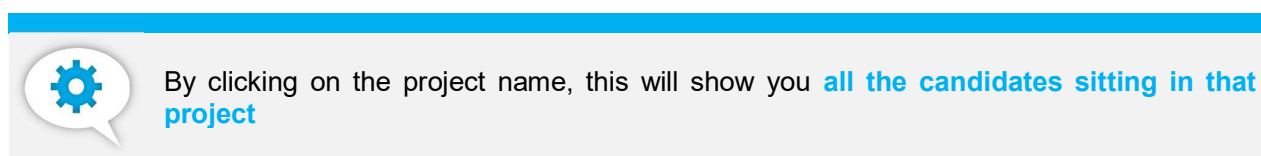
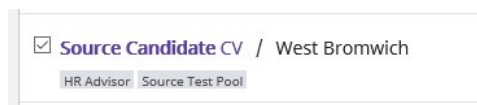
This will load your Project Management view;



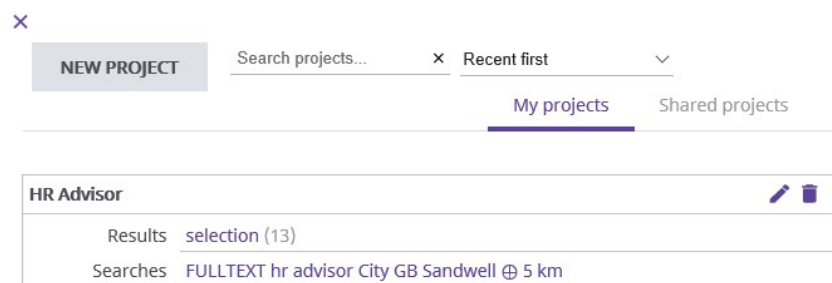
This will show you all the pools you currently have. If you select the name of the pool in the list, this will make that project 'active' and you will see this highlighted under the search bar;



With the project active, you can search for candidates, and use the 'Save Results' action button to add your search results to this project. When you add a candidate to a project, this will be highlighted on their record within Source so you're aware that this candidate already belongs to a project;



Back to the project management window, if you hover over the name of a project within your list, you can see that you can edit the name of your project or delete the project;



You can see next to 'selection' how many results appear in this project, and by selecting 'selection', this will show you the candidates sitting in that project.

Underneath, will show you the search criteria used for this project. By clicking the search criteria, this will take you to the results tab, showing you the candidates for this project, but allows you to manipulate the search criteria again.

If you are dealing with a large number of projects, you can use the filtering options along the top of the window to refine your search. Here, you can also see **'New Project'**.

You can see that projects are split into two categories – **'My projects'** and **'Shared projects'**. 'My projects' are those that you create directly in Source and these only you will have access to, however, you can create 'Shared projects' which are created through 'Pool Management' within System Administration.

All of the functionality outlined in this section is available to you within the Source module now, so you can start making the most of this functionality.

5. Making the most of Source

Throughout the Source module and this information guide, the functionality refers to the module using candidate profiles and CV's to parse information and create source records.

To optimise the functionality available to you, **it requires the use of CV's** – a CV in TalentLink terminology, means a document uploaded via the 'Attached CV' option in an application process. Be clear that this is not an 'Other Attachment' such as a supporting document.

ONLINE APPLICATION PROCESS

EXTERNAL CANDIDATE AND EMPLOYEE PROCESS Use different process for employees

active required

Step	Active	Required	Element	Document
Step 1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Personal Information	Personal Information
Step 2	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Structured CV	MASTER: Part 1 WMJob
Step 3	<input type="checkbox"/>	<input type="checkbox"/>	Attached CV	Free Form Resume
Step 4	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Questionnaire #1	Part 2 Master WMJobs
Step 5	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Questionnaire #2	Diversity Information
Step (No Active Elements)	<input type="checkbox"/>	<input type="checkbox"/>	Attached Cover Letter	Free Form Cover Letter

Other Attachments

Name	Description
Please upload your su...	Tip: You can upload/re... x x

+ Add another

Additional Configuration

Candidate Pack

☒ Create candidate pack automatically

Select and Sort Documents

SAVE

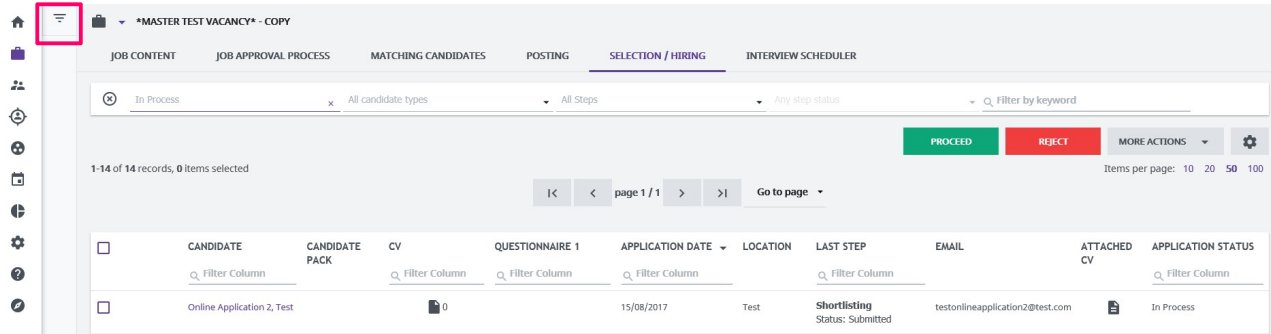
By including a CV in your application process allows Source to create records for the candidates inside your internal TalentLink database and allows the functionality to parse CV information and make resourcing candidates for roles easier.

Currently, custom questions which are created on forms within an application process aren't able to be parsed in Source, however, functionality has been introduced (included in Version Release 17.7), which allows you to complete an advanced search in the application list for a role – it brings the new level of recruiter experience by offering the possibility to **filter Applicants by Custom Questions**.

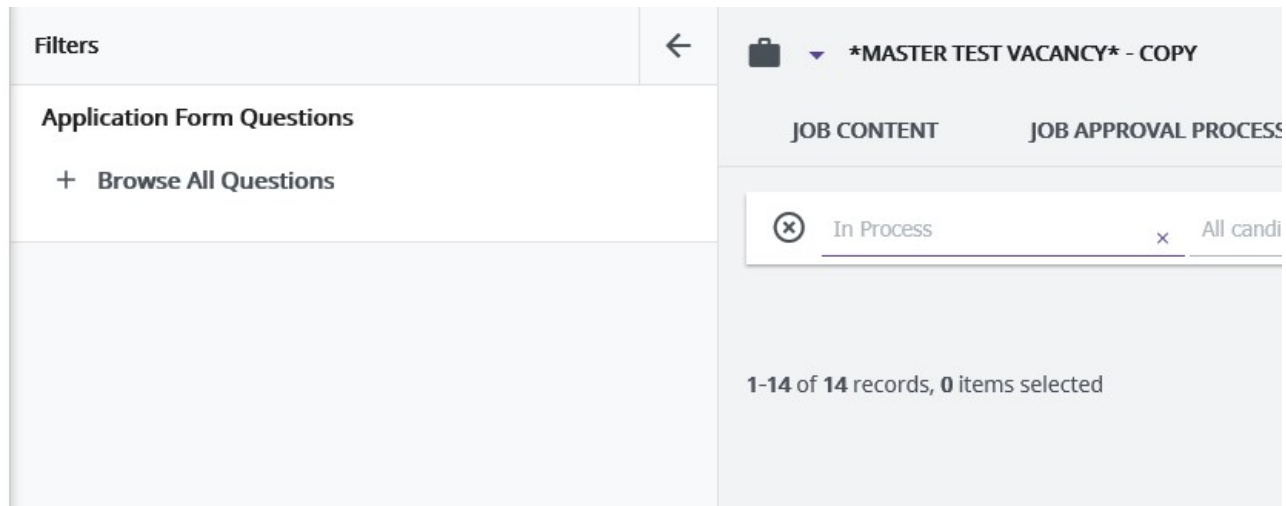
6. Custom Question Filtering

Below are a few screenshots to demonstrate the new filtering capability are note - **this functionality is available to you now;**

If you navigate to a role within TalentLink, click on your 'Selection/Hiring' tab and on the left-hand side, you will see a new icon;



If you click on this icon, this will expand the screen and allow you to filter application questions;



If you click on the plus icon next to '**Browse All Questions**', this will bring up a window which breakdowns the sections of application questions;



By using the drop-down arrows, this brings up a list of questions available where you can filter your applicants for a role, based on the responses to questions available/you have created;

ALL QUESTIONS CLOSE SEARCH

STRUCTURED CV

Document Name Version

Please select Please select

- + Please confirm are you applying for this position as a: ⓘ
- + Please explain your long term career aims. ⓘ
- + Do you wish to apply for the position on a part time or job share basis? ⓘ
- + It is the policy of the Council that all jobs should be open to part time or job share arrangements, unless there are compelling and objectively justified reasons to the contrary. Please specify your preferred hours and working pattern below: ⓘ
- + We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful, we will ask you to provide acceptable documents to confirm this. Further details are available from the UK Visas and Immigration Section of the Home Office website: <https://www.gov.uk/government/organisations/uk-visas-and-immigration>. Do you have a legal right to live and work in the UK? ⓘ
- + Do you hold a valid full driving licence? ⓘ
- + We are legally obliged to ask you to provide evidence of your right to work in the UK. If you are successful, we will ask you to provide appropriate documents, such as a passport, visa or full birth certificate to confirm this. (Further details are available from the UK Visas & Immigration Website). Are you able to provide documents which confirm your legal right to live and work in the UK? ⓘ
- + Please provide your full National Insurance Number ⓘ
- + Are you currently an employee of Sandwell MBC? ⓘ
- + Are you currently in the Resource Pool for Sandwell MBC? ⓘ
- + Have you previously worked for Sandwell MBC? ⓘ
- + If you are appointed to work for Sandwell MBC, do you give permission for your name and contact details to be provided to the recognised Trade Unions in Sandwell? ⓘ

You can search by the document name and also, the version of the document by using the filtering options along the top.

Click the plus icon next to the question you want to filter your applicants on, and this will bring forward the responses to that question;

+ Do you wish to apply for the position on a part time or job share basis? ⓘ

Answer

☐ Yes

☐ No

OK CANCEL



If all candidates for a requisition have answered the same to a particular question, **you will only see one option in the answer dropdown** – for example, for this question, if everyone candidate answered 'No' to 'Do you wish to apply for the position on a part time or job share basis?', you would only see the option '**No**'

Click on the option you wish to choose and click '**OK**'.

Once you select an option, you will see this question in then highlighted to indicate that a filter applies;

STRUCTURED CV

Document Name Version

Please select Please select

- + Please confirm are you applying for this position as a: ⓘ
- + Please explain your long term career aims. ⓘ
- + Do you wish to apply for the position on a part time or job share basis? ⓘ

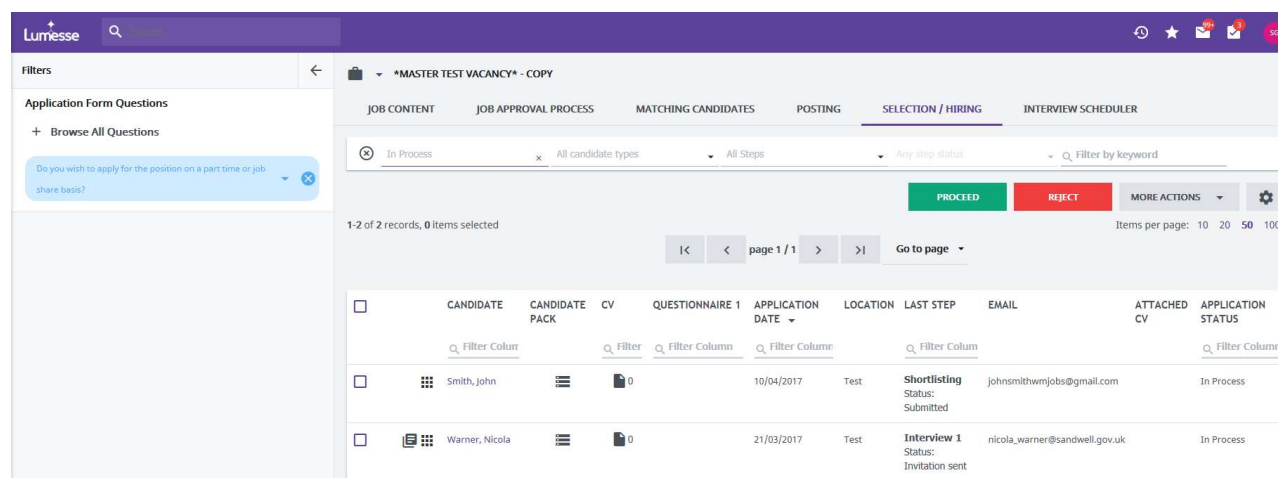
Do you wish to apply for the position on a part time or job share basis? ▼ X

You can amend or remove the question by selecting the drop-down arrow or the cross icon.

You can use multiple questions to filter on – when you are happy with your choice, select ‘**Search**’.



The applicant list for this role will then be filtered to just those candidates who meet your search criteria;



You can remove the filter from the left-hand menu if you wish.

Last used query will be saved per each requisition, meaning that the user can navigate between their jobs and use different queries for each one of them.

Note that when you use the custom question filters on a vacancy, this will return **all candidates meeting your criteria**, regardless of status so be aware that you search could bring through candidates who have already been closed in your selection process.

Please note, **this is just the beginning** of the series of enhancements to this functionality. In the next releases, Lumesse will be focusing on adding standard questions filtering, search suggestions, intelligent filtering (merging complex questions into functional filters) and further enhancements.

You are now ready to use the Source module!

We have outlined in this information guide the essential information you need to know about the new Source functionality within TalentLink.

If you are interested in knowing more about Source or have any further questions, visit the Service Centre at <http://wmemployers.freshdesk.com/helpdesk>, raise a ticket and we'll be happy to provide you with more information

Happy sourcing!