



# Lunchtime Webinar

**Version release enhancements**

**Custom Applicant Filtering/Disable OBS Levels**

Thursday, 8 November 2018

# Agenda



**1**

**What is 'Custom Applicant Filtering'?**

**2**

**Let's see... a demo of Custom Applicant Filtering**

**3**

**Disabling an OBS – how does it work?**

**4**

**Using reports to help**

**5**

**Questions**

# What is 'Custom Applicant Filtering'?



Can be found on the 'Selection/Hiring' tab



Allows you to filter applicants quickly



Can filter on forms which sit against candidates



Will only show you data completed

**CUSTOM APPLICANT FILTERING VACANCY (WMC000000010)**

JOB CONTENT   JOB APPROVAL PROCESS   MATCHING CANDIDATES   POSTING   **SELECTION / HIRING**

All candidates   All candidate types   All Steps   Any step status   Filter by keyword

**PROCEED**   **REJECT**   MORE ACTIONS   Settings

0-0 of 0 records, 0 items selected

Items per page: 10 20 50 100

Go to page

<input type="checkbox"/>	CANDIDATE	CANDIDATE PACK	QUESTIONNAIRE 1	LAST FEEDBACK REPORT	APPLICATION DATE	LAST STEP	LAST QUESTIONNAIRE	APPLICATION STATUS
	Filter		Filter	Filter	Filter	Filter	Filter	Filter

No results

0-0 of 0 records, 0 items selected

Items per page: 10 20 50 100

Go to page

# What is 'Custom Applicant Filtering'?



**Filters**

**Application Form Questions**

Search in all questions

**+ add filtering by questions**

**Languages**

**Employment**

**Education**

**Consents**

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**Something to think about  
along with scoring**

**If you are using this to link  
other people to jobs, may  
need to think about  
consent**

# **Custom Applicant Filtering**



**Establish if a candidate is interested  
in a full-time/part-time position**



**Determine who to proceed to the  
next selection step**



**Establish a candidate's area of  
interest**



**Establish levels of qualifications  
from candidates**

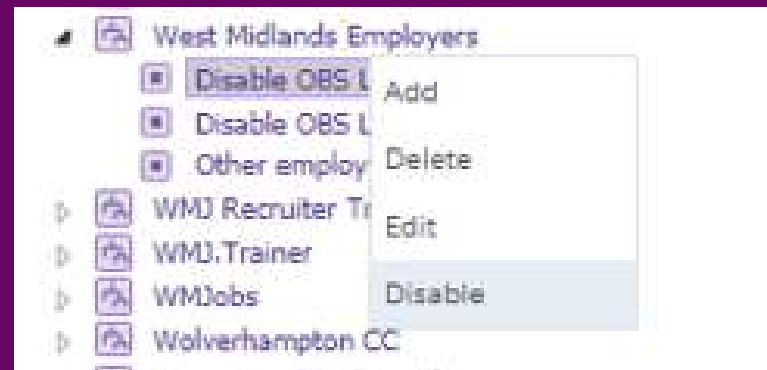
# Disabling an OBS



**You can now disable an **organisation level****

The system now allows you to disable organisation levels that you no longer use

This makes it easier to housekeep your system and stops a user choosing a disabled organisation level when raising a new vacancy within TalentLink



All under the organisation level need to be closed in order to **disable it**



Disabling a level **still makes the data available for reporting**

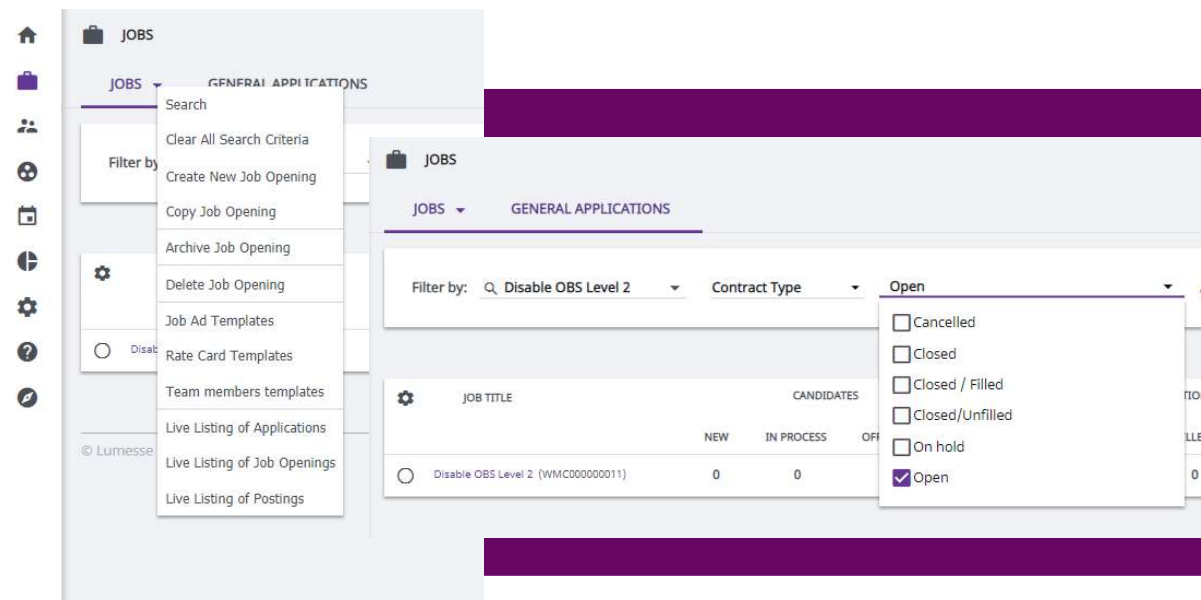
# Disabling an OBS



## Use **reporting** to help

To see what live vacancies you have under your organisation level, you can run a 'Live Listings' Report

You could also use the 'Jobs' tab to filter vacancies for the organisation level you are trying to disable



Use the status of 'Open' to see the vacancies which are still outstanding



Watch our reports webinar for more information around 'Live Listings'

# Thank you – questions?

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**Nicola Warner**  
**Resourcing Business Partner**

