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

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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

What is 'Custom Applicant Filtering'?

Custom Applicant Filtering

Something to think about along with scoring

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

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

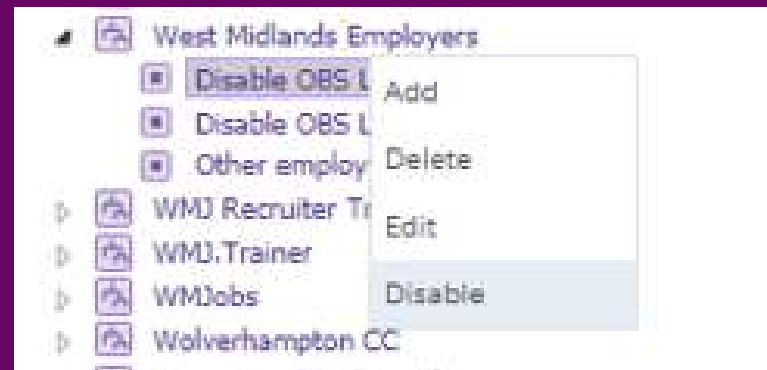**Establish levels of qualifications from candidates**

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

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

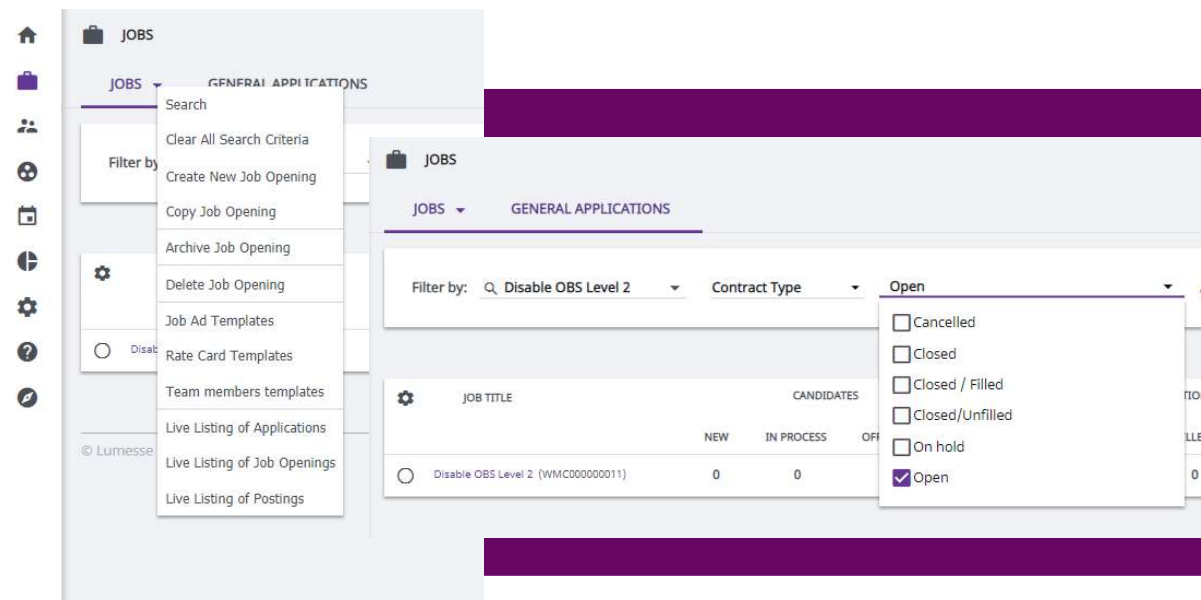Disabling a level **still makes the data available for reporting**

Disabling an OBS

Use r e p o r t i n g 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

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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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