

Talentlink Mobile App

Outline of the Mobile App features.

Introduction

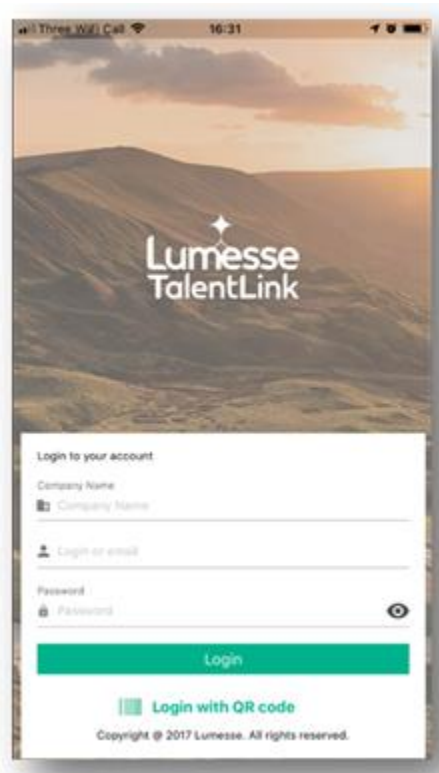
The TalentLink Mobile App is specifically designed to support the busy Hiring Manager on-the-go. If you are travelling, working from a remote location or you day job is not desk-chair-pc type role then the App will assist you greatly.

Search for Lumesse Go Recruit Apple Store or TalentLink GO in Google Play. The following features are available for mobile app users.

- Log in: standard credentials or QR code
- View messages and tasks Approve or reject a job Access job details
- See upcoming interviews, give interview feedback
- Review candidates and give feedback
- Create candidates from a paper CV

	Page
1. Log in	3
2. View Messages and Tasks	3-4
3. Approve or Reject a Job	5
4. Access Job Details/Requisitions Tab	6-7
5. Reviewing Candidate Records	8
6. Giving Feedback	9
7. Creating a New Candidate from a Paper CV	9-10

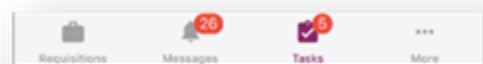
1. Log in



You can log into the mobile app by simply entering your Company Name, Login and password. Please login with your individual credentials.

2. View Messages and Tasks

Your Messages and Tasks from your user profile are presented in the App they enable you to carry out your specific tasks to keep the recruitment process on track. Tap the icons to view the items, then tap each item to see more detail and access additional job and candidate information.



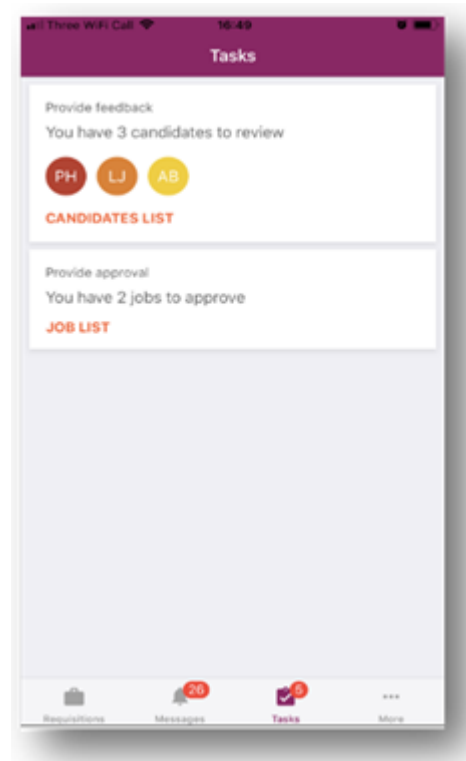
Messages: New and Archived

New: From the list view you can see who sent the message, its title and the due date. Click a message for more detail and links to the job and Applicant details.

Archived: Once a “new” message has been viewed on the App it moves into the Archived section

Tasks

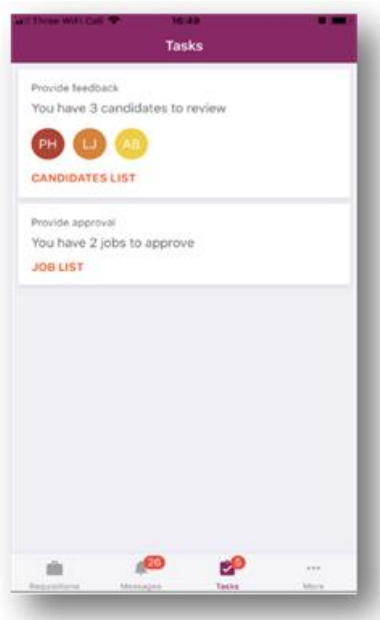
The Task view will keep you on track with the actions you must perform for your vacancy. It indicates the candidates that require review and jobs that require approval. Tap the section to be taken to additional screens



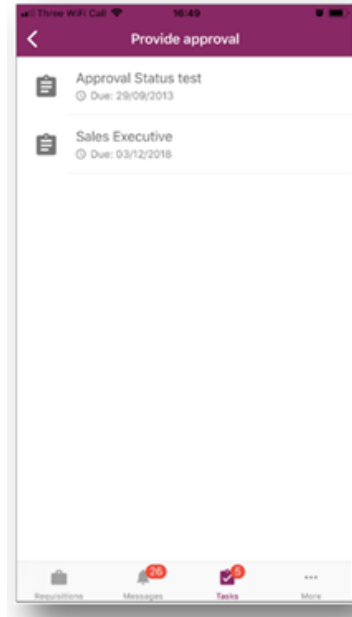
3. Approve or Reject a Job

The following is a walkthrough of the steps used in approving a job

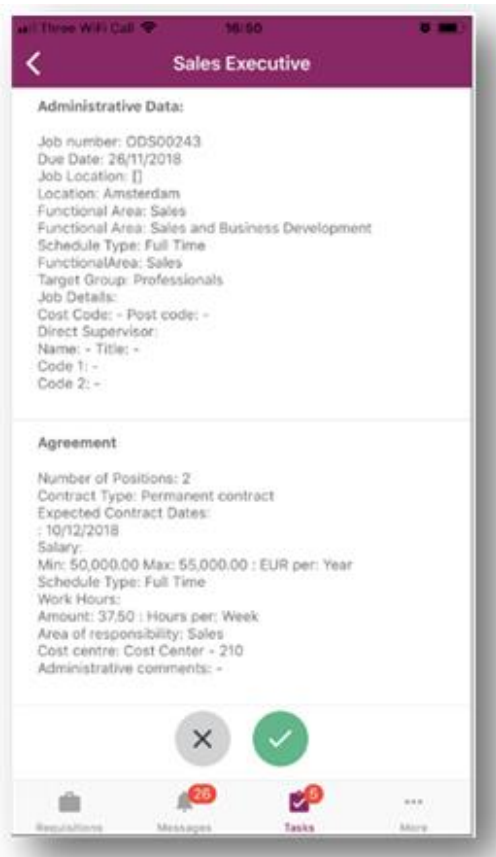
1. Tap the task.



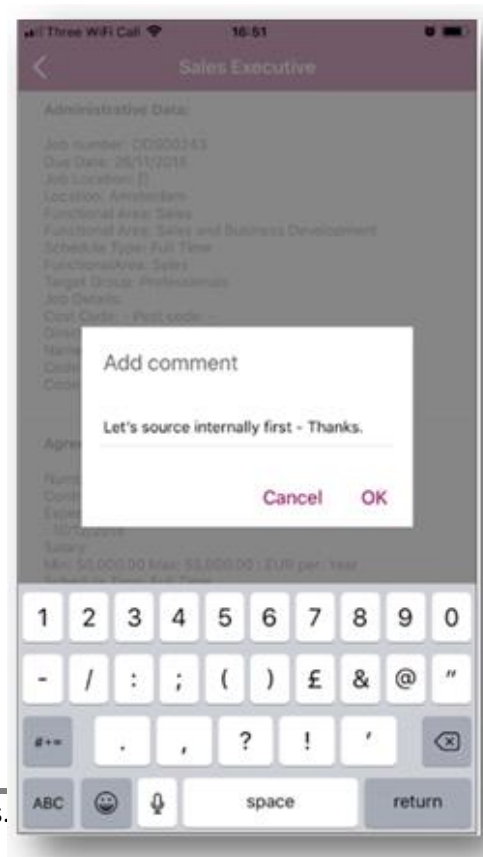
2. Select the job you wish to approve



3. View the job details and use the buttons to indicate your approval (or rejection)

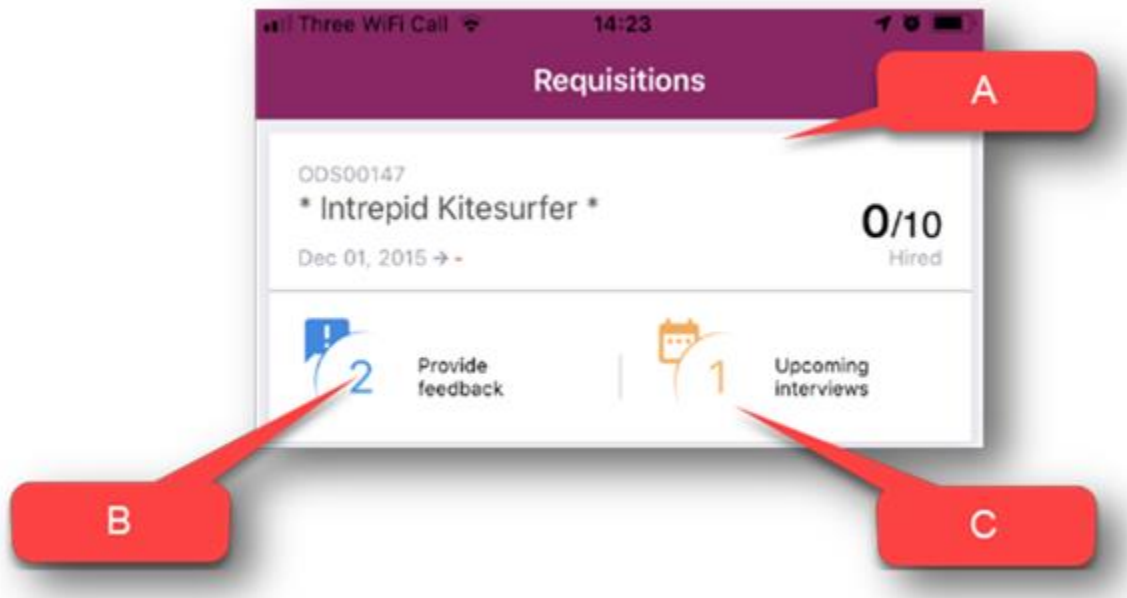


4. Make a comment if you wish



4. Access Job Details/Requisitions Tab

The requisition tab gives both an overview information each section of the overview allows you to access to additional information.



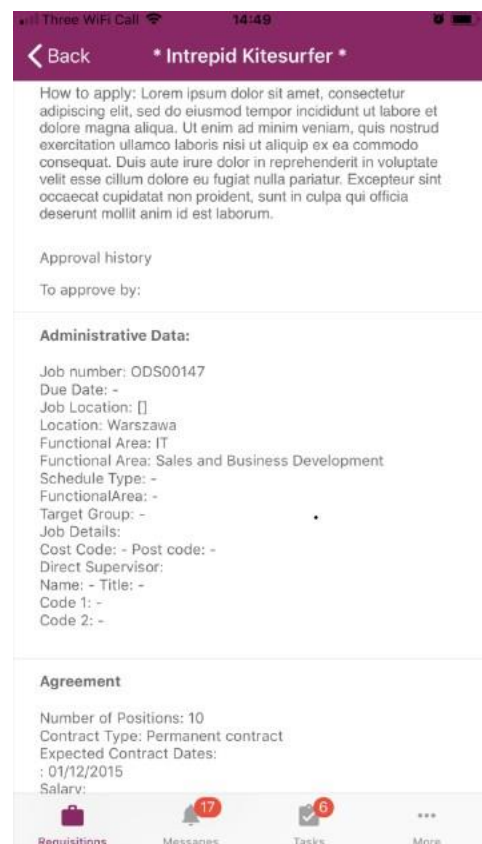
A: Job Overview

What?

An overview of the recruitment process, Job Number
Job title, Hire ratio, Contract dates if applicable

When you click gives you...

Job Description, Administrative Data,
Agreement Details

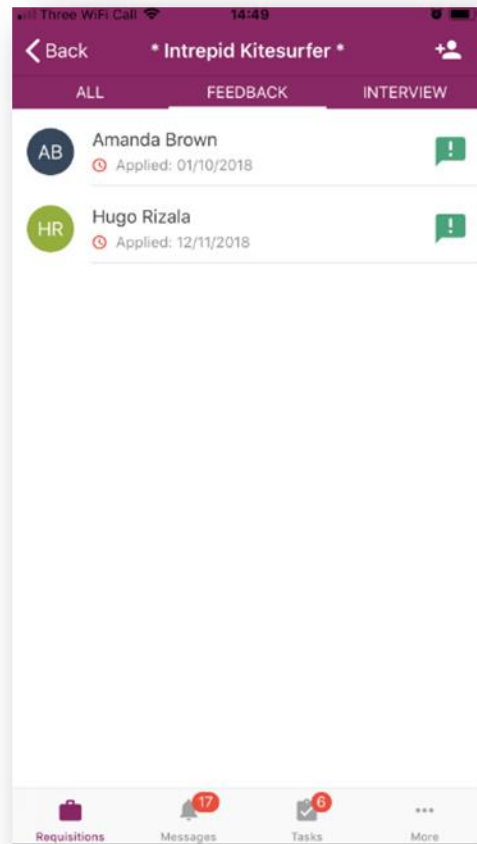


B: Task Instruction

What?

Indicates feedback that you need to give. When you click gives you...

Access to candidates. The screen leads you to candidates that require Feedback but also allows you to access ALL and candidates and INTERVIEW stage.

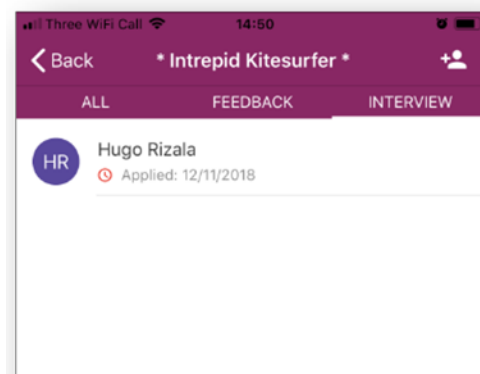


C: Interview Information

Indicates Upcoming Interview Information

When you click gives you...

Access to candidates. The screen leads you to candidates that require INTERVIEW but also allows you to access ALL and candidates and FEEDBACK stage.



5. Reviewing Candidate Records

The mobile app gives you full access to all the candidate data and documents you need to make an informed decision.

Tap the candidate name that you want to review, use the 4 tabs, denoted by icons on the top bar, to access all the details about the candidate.

I Documents: See a list of all types of documents associated with the candidates' application. Click any document to see it in full (2)

CV: See the candidate's name, date and time of application and view their CV. Zoom in to read with ease (1)

Contact Details: Directly email or phone the candidate by tapping their contact details.

Selection Process: View the selection process with the current step indicated and best of all, give your feedback about the candidate for the step (4)

In addition you can add a CV, or other document image to the candidate document section with the camera icon (see Fig 4). ✨



6. Giving Feedback

Once you have reviewed the candidate documentation you will be able to give feedback. Click the call out icon to give your feedback. You will be presented with the same form used when logged on via the desktop app. Complete the details and submit the form. Below are some examples of forms.

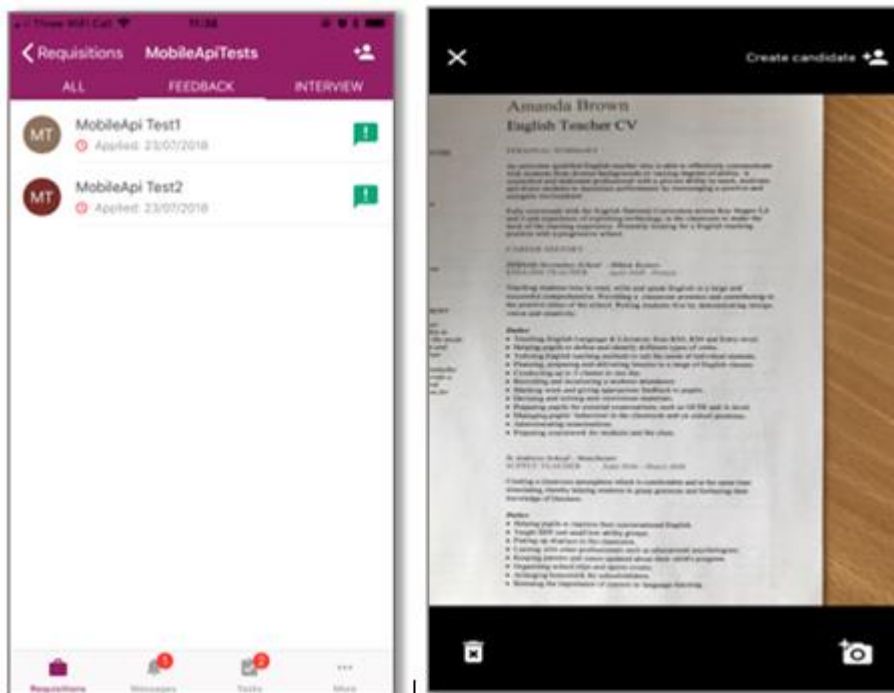
The image displays two screenshots of the TalentLink mobile app's feedback form. The left screenshot is for candidate Amanda Brown and shows a checklist of tasks: 'payroll', 'Registration to newcomers integration day', 'Booking on ad hoc trainings', 'Restaurant card', and 'Medical clearance sent to medical supervisor'. It also includes a text field for 'Other:', a dropdown for 'Have you seen and stored a copy of the candidate's passport?', a text field for 'PI Insurance Number?', a date picker for 'PI Start Date', and three buttons: 'Proceed' (green), 'Reject' (red), and 'Put on hold' (grey). The right screenshot is for candidate Hugo Rizala and shows two dropdown menus for 'Would you consider the candidate suitable for the role?' and 'Would you consider the candidate suitable for the team/department?'. Below these are radio buttons for 'Hire', 'Proceed to next selection step', and 'Hold', followed by a 'Recommend for another...' link. At the bottom of the right form is a 'Done' button and a list of suitability levels: 'Please Select', 'very suitable', 'suitable', 'average', and 'unsuitable'.

7. Creating a New Candidate from a Paper CV

Never miss a chance to engage with a potential new hire. The TalentLink mobile app makes it easy to create candidates for your requisitions. With a few simple steps new candidates can be added on-the-go to your vacancy.

How it works

- From the Requisition icon select the requisition you wish to add the candidate to (1)
- Tap the add candidate icon (1)
- Take one or more photos of the CV. Unhappy with your photo? Tap the photo to get the discard option (2)
- Confirm with the create candidate icon. (2)



The candidate is now added to the position and will undertake the same application process as pre- scribed by your organization.