

Online Recruiting: Collaborators' Fact Sheet

Who is a Collaborator?


A collaborator is anyone with view-only access to vacancy and candidate information in the online recruiting system. If you are a panel member or approver, or if you are otherwise involved in helping to fill a vacancy, you have likely been set up with this level of access to view details online.

Use this sheet for guidance on accessing and reviewing candidate details.

If you find that you do not have access but believe you should, please contact the Hiring Manager (individual managing the vacancy).

Finding the Online Recruiting System

You can find a link to the online recruiting system from the Managers' Toolkit on the HR website. Please use a supported web browser to access the system: Internet Explorer, Firefox or Safari.

 www.otago.ac.nz/humanresources/managers/

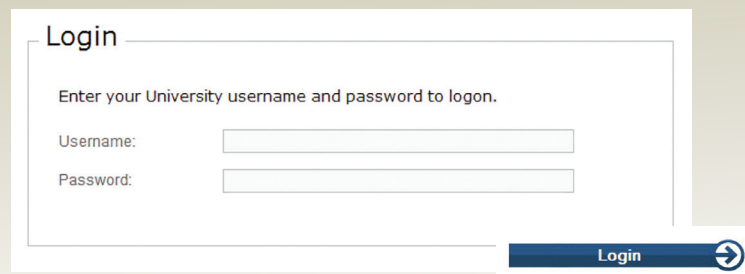
There are many additional resources available in the Managers' Toolkit so take some time to familiarise yourself with what is available.

If you prefer, the direct link to the recruitment system is:

 <https://otago.taleo.net>

Getting Started

Use your University username and password to login to the system. This is the same username and password used to sign on to your computer (e.g. bonja07p)

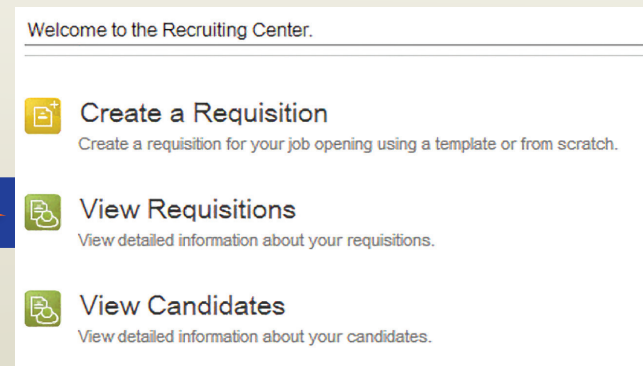


The Hiring Manager (or assistant) begins the hiring process by completing a requisition. This is the form within the recruitment system that includes all the information about a vacancy.

From the main menu, **View Requisitions** contains a link to all the candidates who have applied for each vacancy.

View Candidates versus View Requisitions

Starting with View Requisitions will get you a much more focused view of candidates. You will see only those candidates who have applied for a single requisition, and you will have improved filtering capabilities.



The View Candidates choice shows you all candidates for positions you are involved with (e.g. you know you are looking for Joe Blogs, but can't remember which requisition he is on)

Points of Note

Pop-ups may be blocked by default with your browser. If you have difficulties opening attached documents (e.g. CV and covering letter), please add an exception for otago.taleo.net.

You are required to keep all records, including printouts and notes, for at least 12 months.

NOTE: Comments entered in the recruiting system are discoverable. In other words, candidates who dispute the hiring process have the right to see all notes (*paper and electronic*) and notes can be used in any legal proceedings.

The Requisition List

When you click on View Requisitions, you see the list of requisitions that you have access to.

	Title	Req. Title	ID
16	Assistant Research Fellow (...)	Position 2	1100711
22	Administration Assistant	Positon 1	1100710

Click the title to view requisition details.

Click the number in the candidates column to access the candidate list for that vacancy.

QT Quick Tip

Filters limit what you see in list views.

In this example, your requisition list will display all active requisitions.

To see only the open requisitions, remove the tick from the other status boxes.

To see only requisitions with Administration in the title, type Admin in the Position Title field and click the Refresh button.

Quick Filters

Include inactive requisitions

▼ Status

Draft

Pending

Open

On Hold

Position Title

Admin

Refresh

The Candidate List

Sort entries by clicking any of the column headers. Click twice to reverse the sort.

Click an individual's name to access their submission.

Current Step and Status information

Candidate	Submission Updated	Selection Step, St
Anderson, Paul (26328)	12/Dec/2011	Short Listing - To ...
Booker, Barbara (26357)	12/Dec/2011	Short Listing - To ...
Bradshaw, Antonie (26291)	12/Dec/2011	Short Listing - To ...
Chambers, Cecilia (26336)	12/Dec/2011	Short Listing - To ...
Crawford, Jacqueline (26438)	12/Dec/2011	Short Listing - To ...
Edwards, Poia (26257)	12/Dec/2011	Short Listing - To ...
Gillies, Jonathan (26416)	12/Dec/2011	Short Listing - To ...
Graham, Verma (26379)	13/Dec/2011	Short Listing - To ...

QT Quick Tip

You can quickly view people based on where they are in the process.

To see only those in the Shortlisting step, click the Shortlisting link.

(only available on the candidate list screen)

Selection Wor...

Step A/

Short Listing (22)

Skills Assessment (0)

Interview (0)

Reference Checks (0)

Pre-Employment Checks (0)

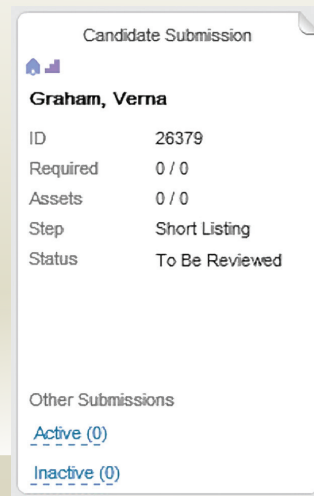
Offer (0)

The Candidate Submission Panel

The panel on the left of the candidate submission page offers a quick view of the candidate in the process.

The Required and Assets entries refer to prescreening questions. These are questions that may be present during the application process, for example, "Do you have a PhD?". Responses to these questions can be very helpful when reviewing large numbers of applicants.

NOTE: The person managing the vacancy will update the Step and Status information as the process unfolds.



Candidate Submission

Graham, Verna

ID	26379
Required	0 / 0
Assets	0 / 0
Step	Short Listing
Status	To Be Reviewed

Other Submissions

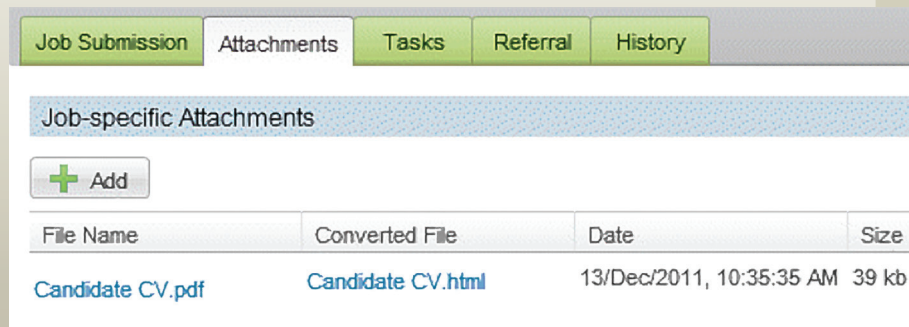
[Active \(0\)](#)

[Inactive \(0\)](#)

The Attachments Tab

Documents the candidate has made available for this job submission are listed here. Click on the file name to open the document on your computer.

You can also view the document in a converted HTML format by clicking the Converted File link. This opens quicker, but may change the candidate's the original formatting.



Job Submission Attachments Tasks Referral History

Job-specific Attachments

+ Add

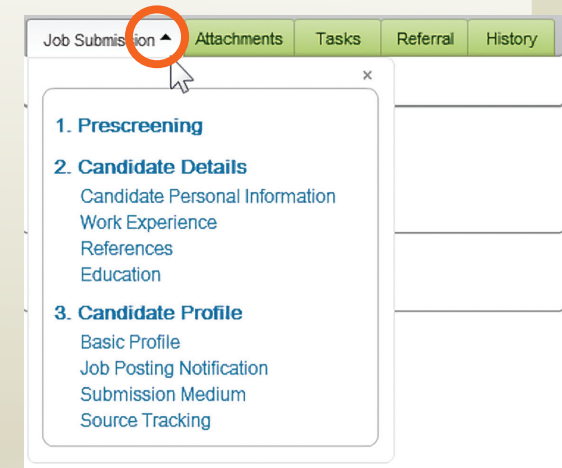
File Name	Converted File	Date	Size
Candidate CV.pdf	Candidate CV.html	13/Dec/2011, 10:35:35 AM	39 kb

NOTE: If you download the document to your computer be mindful of confidentiality when using a shared computer. Please don't leave documents where those not involved in the process might find them.

The Job Submission Tab

The Job Submission tab is the online application form the candidate has completed. If used, you will also see responses to prescreening questions displayed here.

To access the Table of Contents (displayed right) click the small triangle on the Job Submissions tab.



Job Submission Attachments Tasks Referral History

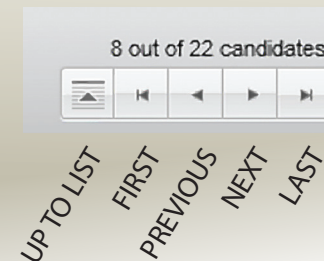
- 1. Prescreening
- 2. Candidate Details
 - Candidate Personal Information
 - Work Experience
 - References
 - Education
- 3. Candidate Profile
 - Basic Profile
 - Job Posting Notification
 - Submission Medium
 - Source Tracking



If you choose not to use the Table of Contents function, you will need to use the expand icon to view each section of the tab.

Navigating Candidate Submissions

When you are viewing candidates, you can use the navigation buttons to move quickly between individuals, or back up to the candidate list.



8 out of 22 candidates

UP TO LIST FIRST PREVIOUS NEXT LAST

Printing the Candidate List

As you are reviewing candidates, you may find it helpful to make some short notes. One way of doing this is to print the candidate list and use that sheet for note taking







1 While viewing the candidate list, locate and click the list format icon.



2

List Formats

Select a candidate list format.

- Personal Format 1  
- Personal Format 2  
- Personal Format 3  

- University of Otago - Basic
- University of Otago - Screening
- University of Otago - Screening (with pre-screening questions)
- University of Otago - Print

Select the 'University of Otago - Print' item and click Apply

Apply Cancel

The resulting list will display the candidates' names and their current Step/Status and is designed to fit on a printed page.

3

Locate the and click the print icon in the actions menu.



4

Confirm the Content section is set to List Only

Print Configuration

Selection

All candidates (22)

Content

List only

Candidate tile details

Click the Print (PDF) button

Print (PDF)

5

The resulting PDF will open within your browser. Print or save the document as required.

Administration Assistant (1100710)

Status
Approved
Status Details
Approved
Requisition Type
Professional

Recruiter
Recruitment, Team
Hiring Manager
Manager12, Training
Hired Candidates
0 out of 1

Recruiting Unit
Centre for the Study of Agriculture, Food and Environment
Primary Location
Dunedin

Candidate	Selection Step, Status
Anderson, Paul (26328)	Short Listing - To Be Reviewed
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Bradshaw, Antonie (26291)	Short Listing - To Be Reviewed
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