

How to Manage Applicants

This job aid provides guidance for managing applicants on TalentLink (e.g., viewing applications, resumes and other supporting documentation, searching for applicants and completing bulk functions, such as communication and status changes).

Within TalentLink, there are a variety of ways to view and manage applicants for any requisition. We encourage you to find the method that works best for you. All HR User levels will be able to manage applicants within TalentLink.

1. Log in to my.columbia.edu; under the HR Manager Resources tab, select "TalentLink."
2. You can easily view applications once you log in through your Dashboard. The number on the right of a requisition indicates the number of applications for the corresponding requisition. Click on the number to view the applications.

Dashboard

Current requisitions

4 Total 1 All Notifications 2 Pending appro... 2 Approved




1	HR Client Manager	Requisition Number: 492409	# of Positions: 6	Vacancies: 6
3 2 new	Manager-Strat HR Initiatives	Requisition Number: 492417 Ginny Hiring Manager	# of Positions: 2	Vacancies: 1

2 new applications. View →

If you are not on the Dashboard page, then to view applications, click the menu icon (three horizontal lines) at the top left of the page; in the dropdown menu, select "Manage Requisitions." Click the number listed in the "Applications" column (number corresponds with number of submitted applications).







User	Title	School/Dept	Department	Status	Applications	Site	Opening date
NS	Financial Analyst	Research	Sponsored Proj	Offer	11	Columbia Univ M	15 Jan 2019
NS	Faculty Practice Coordinator	Vagelos Colle	75277	Filled	11	Columbia Univ M	15 Jan 2019
LL	Director-Acad Finance/Admin	Arts & Scienc	Department of I	Filled	13	Morningside	15 Jan 2019
CL	Able Bodied Seaperson	Earth Institut	Lamont-Doherty	Approved	13	Other - NY State C	15 Jan 2019
LL	Coordinator	Arts & Scienc	Department of I	Approved	11	Morningside	15 Jan 2019

3. To view, print, download or save a resume, or to view answers the applicant provided on an application, click one of the three icons in the right-hand column of an applicant's row:

-  **View resume** and/or print resume.
-  **Download Resume** and save to your computer.
-  **View answers** applicant provided on application and access any files uploaded.



Communications Assistant II (492254)


Search **Results**

Submitte	Status	Pref Name	First name	Last name	Contact Phone	Email	Zip	Coc	City	State	County	Employe	Sub-sourc	Flags	
1 Nov 2018	Application Withdrawn	Brigida	Brigida	Gutierrez	9144552212	bg@columbia.edu	10598	Yorktown	New Yor	United		EmpRef			   View applicant card
29 Oct 2018	--Create Written Offer--	Ellen	Ellen	Sauve	555-555-5555	kimw+13@pageuppeople.net	33615	Tampa	Florida	United		Website			   View applicant card

4. For a complete summary of an applicant in the system, including their personal details, references and application history, click "View applicant card." Alternatively, you can access the applicant card by clicking on the applicant's **First Name** or **Last Name**.

The applicant card consists of the following sections: Personal details, Applications, History (applicant actions taken during the recruitment process) and Resume. (Disregard "CRM". We are not currently using this feature).

Anita Rishi   **Actions** v


[View profile](#) [View references](#)  **Add**

Address 622 West 132nd Street
New York, New York
10027, United States

Phone +1 (212) 854-1754

E-mail arr2173@columbia.edu

Number 20471


Employment Status  Current Employee

Applicant ID -

Original source [Careers website](#)

e-Zines comms hold No

Applications History CRM Resume

500277 - Learning & Development Specialist 


Date submitted Jun 7, 2019

Applied via [Careers website](#)



Status changed Aug 15, 2019
Not Interviewed, Not Hired


Offer No offer

Resume [View](#)

Application [View](#)  **Add**

At the top right of the applicant card is the **Actions** dropdown menu. Through this menu, you can send a communication to the applicant, create a task/reminder to link a task to the applicant, add a note or document to the Applicant Card and more.

Anita Rishi   **Actions** v


[View profile](#) [View references](#)  **Add**

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New York, New York
10027, United States

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Employment Status  Current Employee

Applicant ID -

Original source [Careers website](#)

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Applications History CRM Resume

500277 - Learning & Development Specialist 

5. To update an applicant’s status as they move through the recruitment process, click the current **Status** of the applicant (see **Status** column).

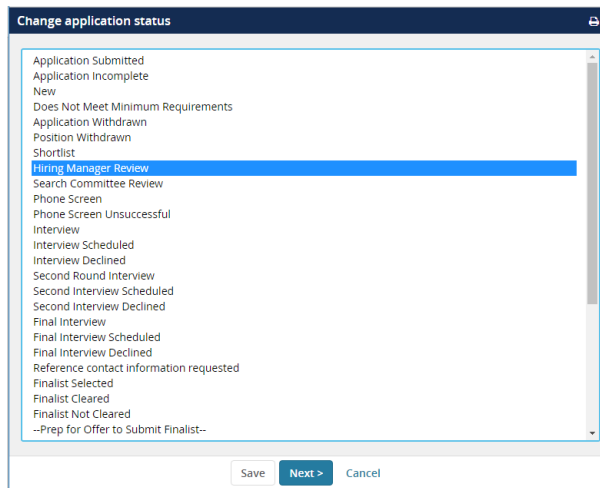
Program Coordinator (492471)

Search Results

	Submitte Status	Pref Name	First name	Last name	Contact Phone	Email	Zip Coc	City	State	Counti	Employe	Sub-sourc	Flags
19 Mar 2019	Application Incomplete	Ellen	Ellen	Sauve	555-555-5555	kimw+13@pageuppeople.net	33615	Tampa	Florida	United	Website		View applicant card
19 Mar 2019	New	Tony	Tony	Stewart	555-555-5555	Kimw+17@pageuppeople.net	33626	Tampa	Florida	United	Website		View applicant card
19 Mar 2019	New	Laurel	Laurel	Johnson	216.334.6400	laurelh+22@pageuppeople.net	44113	Cleveland OH	United	Website			View applicant card

Note: The status of most applicants will be “New” as soon as they submit a complete application.

Select the appropriate application status from the **Change application status** pop-up window; click “Next >” to **Confirm status change**.



In the **Confirm status change** window, review and set communication preferences (send to **Applicant** or send to **Additional users from Job**, if applicable).

Note: Some application statuses default to sending a communication to the **Applicant** and/or **Additional users from Job**. You can choose to send or not. For the full list of statuses and whether they trigger a default communication, see the [Application Statuses and Notifications job aid on the Human Resources website](#).

If there is no communication template for the **Applicant** or **Additional users from Job**, you may create one by clicking the “Yes” button.

Confirm status change

You are about to move **Tony Stewart** to a different status:

From status: New
To status: Hiring Manager Review

Guidance Information
Candidate Status: Application Under Review

Communication template: -- No template --

E-mail Applicant: Yes No

No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from job: Yes No

Note

The following will be added to the applicant notes for administrators to view:

Update job status from Shortlisting to Compliance Review: Yes No

Move now Cancel

Application status with no email template view

From status: New
To status: Does Not Meet Minimum Requirements

Guidance Information
Candidate Status: Does Not Meet Requirements

Communication template: -- No template --

E-mail Applicant: Yes No

From*: noreply@columbia.edu
Subject*: Your Application to Columbia University

Message:

COLUMBIA UNIVERSITY
IN THE CITY OF NEW YORK

Dear Lauren Applicant,

Thank you for taking the time to apply for the position of Manager-Strat HR Initiatives at Columbia University. We carefully reviewed your application and regret to tell you that we cannot consider your application because it does not meet the minimum qualifications.

Thank you for your interest in employment at Columbia University. We wish you success in your job search.

Regards,

Columbia University
Human Resources
[Careers at Columbia](#)

Drag & Drop files here
Or click to browse from local drive.
100MB file size limit

Delay e-mail by*: No delay

No SMS will be sent to the applicant as they do not wish to receive them.

Additional users from job: Yes No

Assign applicant to a talent pool

Move now Cancel

Application status with an email template view

TalentLink Tip: Most email templates use noreply@columbia.edu as the default email address in the “From” field so HR Users are anonymous. If the “From” field is blank, the HR User’s email address will be visible to the recipient.

6. When you are ready to move the applicant to a different status, click the “Move now” button. The new status will appear in bold and italics.

<input checked="" type="checkbox"/> All	Submitted	Status ▲	Pref Name	First name	Last name	Contact Phone	Email	Zip Cod	City	State	Count	Employe	Sub-sour	Flags ▼
19 Mar 2019	<i>Phone Screen</i>		Tony	Tony	Stewart	555-555-5555	Kimw+17@pageuppeople.net	33626	Tampa	Florida	United			Website

Note: Every application status listed has a “public status,” the status the applicant will see on the Applicant portal. For a full list of the statuses and their equivalent public status, see the [Application Statuses and Notifications job aid on the Human Resources website](#).

7. To request references from an applicant who did not provide them when they submitted their application, change their application status to “Reference contact information requested.” This status has a default communication to the applicant requesting their references. Applicants will upload their references in the Applicant Portal.

You are about to move Alexander Hamilton to a different status:

From status: New
 To status: **Reference contact information requested**

Communication template: -- No template --

E-mail: Applicant: Yes No

From:* hris-test@columbia.edu
 Subject:* References For Application to Columbia Univ

Message: Merge fields

COLUMBIA UNIVERSITY
 IN THE CITY OF NEW YORK

Dear Alexander Hamilton,

Thank you for taking the time to talk to us about the position of Student Life Officer within School of General Studies. We would like to move to the next stage of the process. Would you provide us with 3 references? We would prefer that your references be from past supervisors, including your current supervisor. If you are unable to provide your current supervisor as a reference, it is important that you provide another manager from the organization that may be able to speak to your experience.

In order to provide references, please follow the steps below:

1. Access the **Columbia University** careers website at <http://careers.pageuppeople.com/884/cv/en-us/listing>
2. Then click on 'Applicant Log-in' and log into your account. If you have forgotten your password, please click on the 'Forgotten Password' link. A new password will be generated and sent to your email address.
3. Click on 'Update references' next to the application you have submitted.
4. Add your references and their information and click 'Save'.
5. Please reply to this email to let us know when you have updated your references.

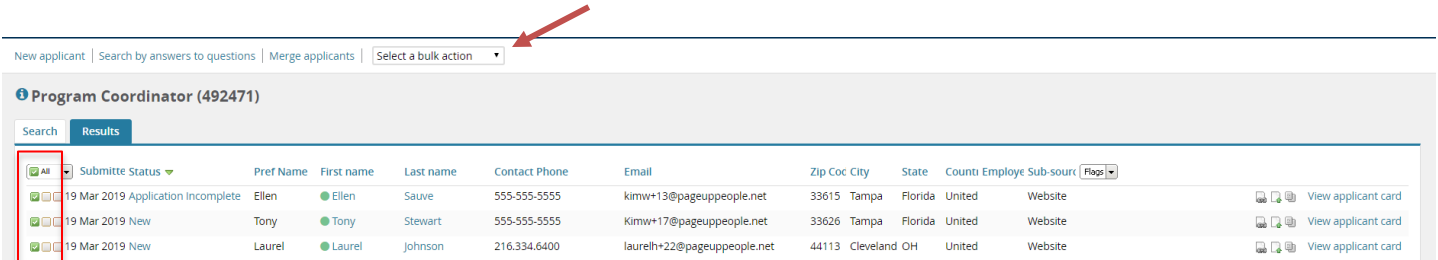
Regards

Move now Cancel

8. To take an action on multiple applicants at the same time, use the **Select a bulk action** dropdown, such as a status change or to assign candidates to another HR User for review.

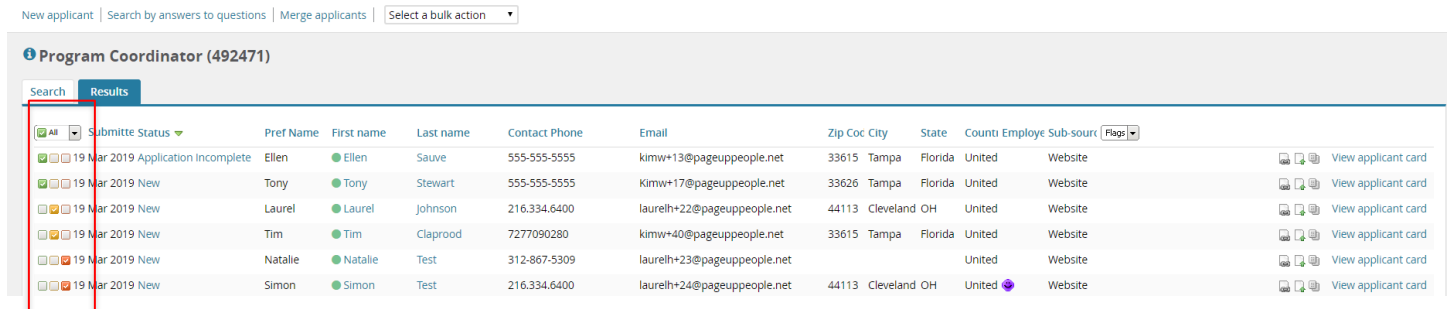
Example: How to change the status for multiple applicants at once

- Select applicants to be grouped in an action using the bulk action indicator fields—green (left), yellow (center) or red (right) checkboxes in the left-hand column of each applicant’s row. You can select any color you wish, but use the same color for one type of action;
- Go to **Select a bulk action** dropdown; select “Bulk move”;



- Click **Application status** field for list of statuses; select a new status for the group; click “Next >” button;
- Review communication preferences; click “Move Now” button;
- Return to applicant list to confirm status has been changed.

TalentLink Tip: To save time, you can group like applicants by assigning the same color to the records you want to group (check the same color box for each group). Create up to three groups at a time.



Once a finalist has been identified, the next step is to have the finalist cleared and then make an offer. Refer to **How to Make an Offer** for guidance.