

## How to View Applicants (for hiring managers)

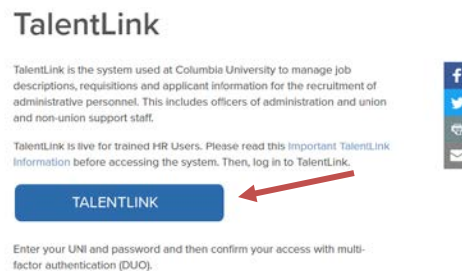
This job aid provides step-by-step directions for Hiring Managers reviewing applicants. Hiring Managers have two options for reviewing applicants: (1) review only applicants shortlisted by HR or (2) review all applicants.

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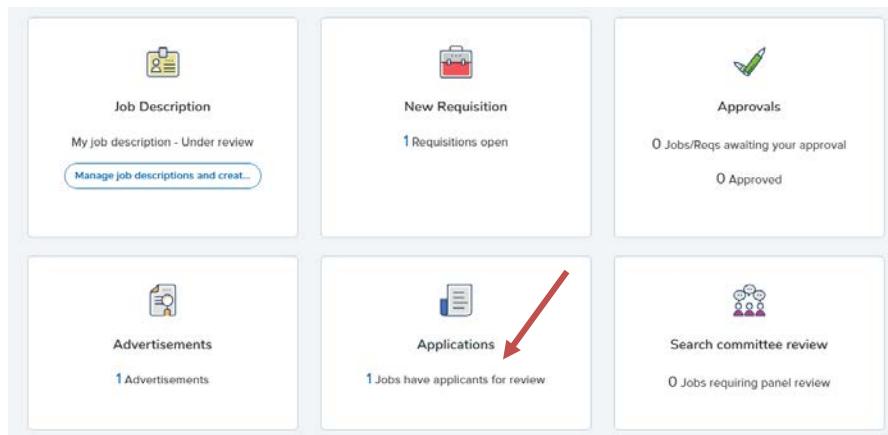
### OPTION 1: REVIEWING SHORTLISTED APPLICANTS

The steps in this section begin after you receive a system-generated email notifying you that one or more applicants need to be reviewed.

1. Go to TalentLink by clicking the link in the system-generated email or via [humanresources.columbia.edu/talentlink](https://humanresources.columbia.edu/talentlink); click the blue "Talentlink" button to log in.



2. View Dashboard.
3. Go to the Applications box; click "Jobs have applicants for review".



4. Click "View shortlisted applicants" (right side of row) on the **Shortlisted applicants'** page.

Shortlisted applicants					
Requisition Number	Title	Date added	Status	Owner	
492550	Program Coordinator HM Test	12 Apr 2019	Shortlisting	Linda Lupiani	<a href="#">View shortlisted applicants (2)</a>

5. Click on the applicant's first or last name to view their applicant card.

## View shortlisted applicants

Program Coordinator HM Test

Search	First name	Last name	Phone	Date submitted	Current application status	Selection Criteria Outcome	Reviewed	
	Alexander	Hamilton	216.334.6400	12 Apr 2019	Hiring Manager Review	Select an outcome	<span style="color: red;">x</span>	<a href="#">View</a>

- Click "Application" (right side of row) to view applicant's answer on the application.

● Aileen Forbes (Aileen Forbes)
 Actions

You are viewing this applicant's application for the job Associate Dean of Academic Affairs, Core Curriculum and Undergraduate Programs. Only information related to this application will be shown.

This applicant has been referred by an employee.

**Address:** New York, New York 10025, United States

**E-mail:** [redacted]

**Employment Status:** ● Current Employee

**Flags:** 🏆

[View references](#)

[Profile](#)

e-Zines comms hold ☐ NO

**Phone:**

**Cell:**

**Number:** 1595

**Original source:** Employee referral

**Applications**

<span style="color: blue;">■</span> Associate Dean of Academic Affairs, Core Curriculum and Undergraduate Programs #492601 LL Submitted: 14 Apr 2019 via referral	Interview Status changed 16 Apr 2019	<a href="#">Flags</a> <a href="#">Application</a> <a href="#">Resume</a>
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- Click "Resume" (right side of row) to view applicant's resume.

**Note:** Flags are used to highlight information about the applicant (e.g., Alum, Current Employee, Veteran, etc.) or the application (e.g., Formerly Laid Off). Flags are located at the top of the applicant card. Hover your mouse over the icon to discern what a flag represents.

● Aileen Forbes (Aileen Forbes)

You are viewing this applicant's application for the job Associate Dean of Academic Affairs, Core Curriculum and Undergraduate Programs. Only information related to this application will be shown.

This applicant has been referred by an employee.

**Address:** New York, New York 10025, United States

**E-mail:** [redacted]

**Employment Status:** ● Current Employee

**Flags:** 🏆

[View references](#)

[Profile](#)

**Phone:**

**Cell:**

**Number:** 1595

**Original source:** Employee referral

- Click "Done" after reviewing applicant.

**Note:** A green check mark will appear in the **Reviewed** column to track applicants who have been reviewed.

## View shortlisted applicants

Program Coordinator HM Test						
Select	First name	Last name	Phone	Date submitted	Current application status	Selection Criteria Outcome
<input type="checkbox"/>	Alexander	Hamilton	216.334.6400	12 Apr 2019	Hiring Manager Review	Select an outcome

9. Go to the **Selection Criteria Outcome** column. Choose a criteria in the **Select an outcome** dropdown:

- **Interview** to move forward with the applicant.
- **Do not interview** to \*not\* move forward with the applicant.

## View shortlisted applicants

Program Coordinator HM Test						
Select	First name	Last name	Phone	Date submitted	Current application status	Selection Criteria Outcome
<input type="checkbox"/>	Alexander	Hamilton	216.334.6400	12 Apr 2019	Hiring Manager Review	Select an outcome
<input type="checkbox"/>	Andys	Brito		12 Apr 2019	Hiring Manager Review	Select an outcome

10. Repeat steps 5-9 to review the remaining applicants.

## OPTION 2: REVIEWING ALL APPLICANTS

1. Go to TalentLink via [humanresources.columbia.edu/talentlink](https://humanresources.columbia.edu/talentlink); click the blue “TalentLink” button to log in.

### TalentLink

TalentLink is the system used at Columbia University to manage job descriptions, requisitions and applicant information for the recruitment of administrative personnel. This includes officers of administration and union and non-union support staff.

TalentLink is live for trained HR Users. Please read this important TalentLink information before accessing the system. Then, log in to TalentLink.

TALENTLINK

Enter your UNI and password and then confirm your access with multi-factor authentication (DUC).

2. View Dashboard.

3. Go to the **New Requisition** box; click “Requisitions open”.

**My Dashboard**  
Welcome Training, this is your Dashboard where you will see all your tasks organized in various steps

<b>Job Description</b> My job description - Under review Manage job descriptions and create...	<b>New Requisition</b> 2 Requisitions open	<b>Approvals</b> 0 JobReqs awaiting your approval 2 Approved
<b>Applications</b> 1 Jobs have applicants for review	<b>Search committee review</b> 1 Jobs requiring panel review	<b>Interviews</b> 0 Scheduled interviews

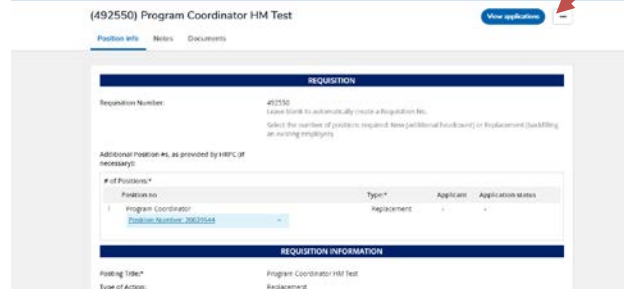
4. View requisitions you have been added to on the **My Requisitions** page.

5. Click “View” (right side of row).



6. Scroll down to **POSTING DETAILS** to view job advertisement (optional).

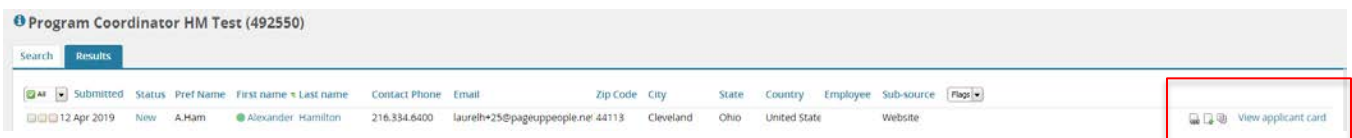
7. Click on “View applications” button on top right.



8. View applicants on page.

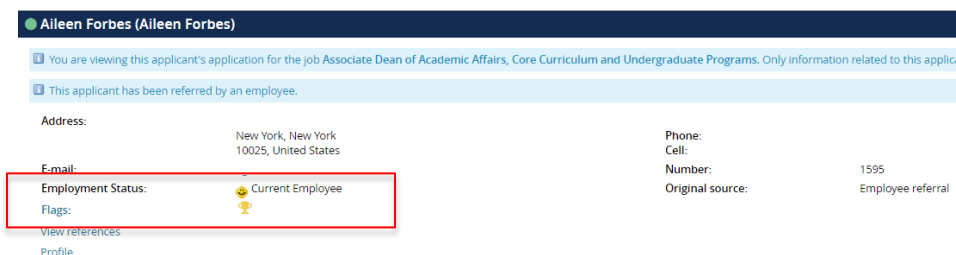
9. View, print, download or save a resume, or to view answers the applicant provided on an application, click one of the three icons in the right-hand column of an applicant’s row:

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



10. Click applicant’s name or “View applicant card” to view a one-page applicant summary.

**Note:** Flags are used to highlight information about the applicant (e.g., Alum, Current Employee, Veteran, etc.) or the application (e.g., Formerly Laid Off). Flags are located at the top of the applicant card. Hover your mouse over the icon to discern what a flag represents.



11. Change status of applicant--after reviewing--to let HR know if the applicant will move forward or not (optional).

- Click the current **Status** of the applicant (see **Status** column).

Program Coordinator HM Test (492550)

Submitted	Status	First Name	Last Name	Contact Phone	Email	Zip Code	City	State	Country	Employee	Sub-source	Flags
12 Apr 2019	New	A.Ham	Alexander Hamilton	216.334.6400	laurelh+25@pageuppeople.net	44113	Cleveland	Ohio	United State		Website	

View applicant card

- Select the appropriate application status from the **Change application status** pop-up window; click "Save" to move applicant to that status.

Change application status - PageUp People - Google Chrome

https://adminuat.dc4.pageuppeople.com/v5.3/provider/manageApplicants/ChangeStatus.aspx?sData=UFLVJMH09b...

Change application status

New

Shortlist

Hiring Manager Review

Do Not Move Forward

Search Committee Review

**Interview**

Second Round Interview

Final Interview

Save Next > Cancel

- Confirm status has changed (new status will be bolded and italicized).

Search Results

Submitted	Status	Pref Name	First Name	Last Name	Contact Phone	Email	Zip Code	City	State	Country	Employee	Sub-source	Flags
12 Apr 2019	<b><i>Interview</i></b>	A.Ham	Alexander	Hamilton	216.334.6400	laurelh+25@pageuppeople.net	44113	Cleveland	Ohio	United State		Website	