

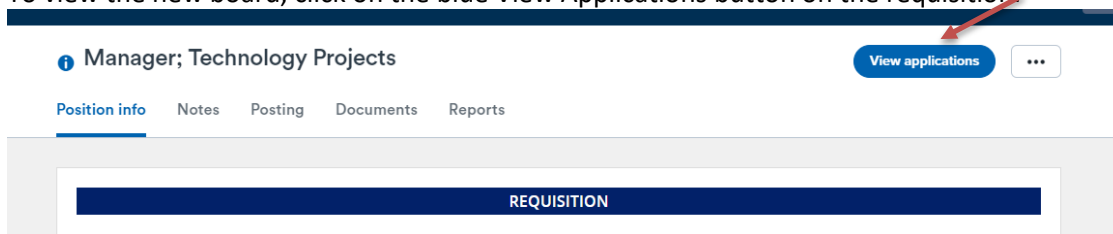
Using the Applicant Progress Board

This job aid provides guidance on how to use the new *Applicant Progress Board* in TalentLink, going live January 13, 2021.

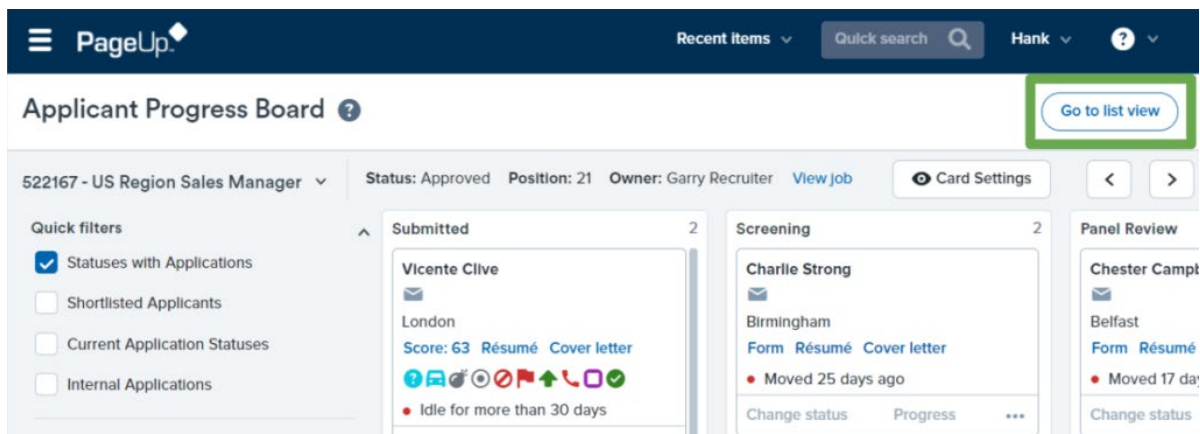
Access to Board

All users will have access to the new *Applicant Progress Board*. If your permission group is an HR Level 1 or above, you can access the board the same way you previously accessed applications.

1. To view the new board, click on the blue View Applications button on the requisition

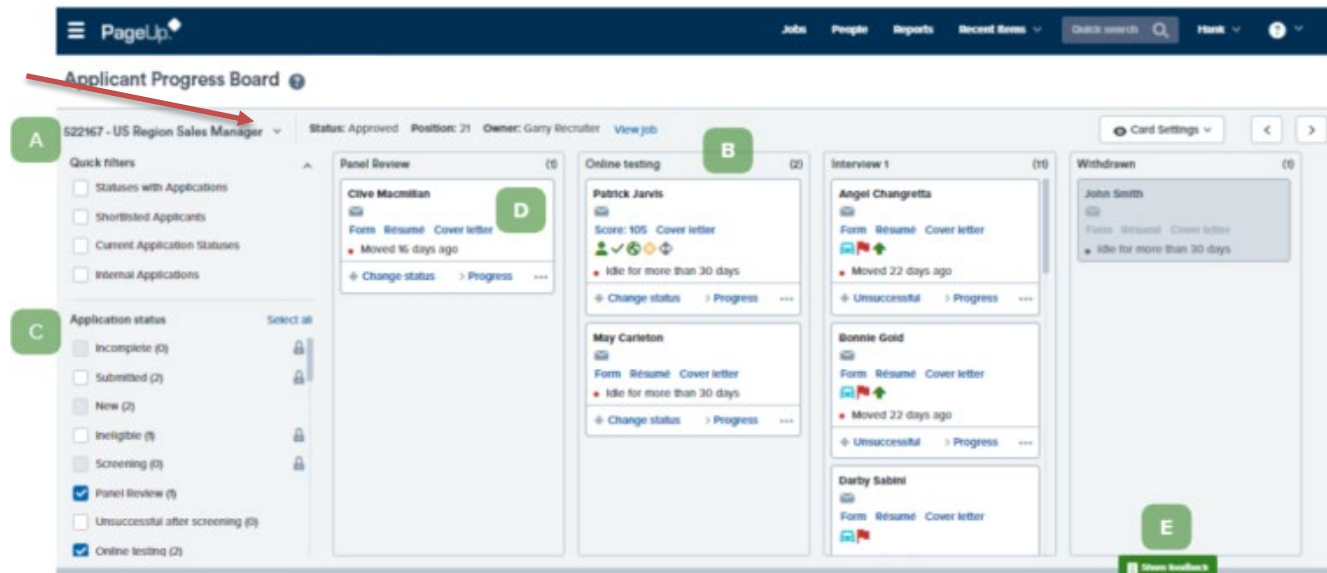


Upon first access to the board, the new *Applicant Progress Board* will display by default. You may go back to the existing view by clicking on the **Go to list View** button as displayed below.



Board Layout

You will see all of your relevant applications for a specific job, displayed as cards. The cards are aligned based on their current application status, which are displayed as columns. The different functionalities are called out in the screenshot and described below by letter.



A - Selecting which job to view

If you have more than one job active at a time, you can navigate to them by using the job selector drop-down menu:

- Click on the drop-down menu
- Select the appropriate job (only your jobs will be listed for you to select from)

B & C - Selecting which application statuses to view

- All cards are grouped in Application Statuses displayed as columns. All columns will be shown by default to give you an aggregate view of the applications in each job.
- To configure your view of the board, select the Application Statuses that you'd like to view in the selection menu at the left part of the board.

D - Reviewing and Actioning Applications

Viewing application details

- Click on a card to open each applicant's details via the applicant card.

Changing the Application status via Drag and Drop

- After reviewing and deciding the applicant's next application status, drag and drop applications to the relevant next application status.

E - Sharing Feedback

To share feedback with the vendor on this new functionality, click on the green *Share Feedback* button at the bottom right of the Applicant Progress Board page.