

<u>Oleeo User Guide – Shortlisting in System (excluding Lead Shortlister)</u>

This document will provide you with step-by-step guidance on how to:

- Complete shortlisting (scoring) in system

Throughout this document, the words opportunities and vacancies are used interchangeably. Please note each opportunity must follow one method of shortlisting (in system or offline). A hybrid approach must not be adopted.

Accessing Oleeo/Dashboard	
Step/Action	Example/Screenshot
To access the Oleeo system, follow this link: <u>https://qmul-jobs.tal.net/</u> and click " <i>Log in</i> <i>with single sign on</i> " to log in to the system. You are not required to enter any log in details.	ATS - QMUL Jobs Login with single sign on or Username Password
When you log into Oleeo, you will be presented with your homepage known as your Dashboard.	
Your dashboard will show you a list of applications that need to be reviewed and scored by you (shortlister).	Sophie Harris (grow1360pmul. Southare (Grow1 Dashboard My Tasks Applications Applications Inst Name I LAST NAME I No records



How To Shortlist (Score) in System – Shortlisters (excluding Lead Shortlister)

Before the shortlisting panel can score in Oleeo, it is important that the Hiring Manager has added all the shortlisters in the participants tab, within the opportunity (see the <u>"Creating a request" user guide</u> for guidance on how to do this). When an advert has closed, the listed shortlisters will receive an email to notify them that shortlisting can commence. The shortlisting panel must review all application forms that are in a "shortlisting" applicant status.

Step/Action

<u>Step 1</u>: To shortlist and score Application Forms within Oleeo, each shortlister must ensure they are logged into Oleeo using the "Shortlister (Open)" profile.

If you need to change your profile, you can do this by clicking your name, "Select Profile" and select the "Shortlister Open" profile.

<u>Step 2</u>: Once you are logged in with the correct profile, you will see a list of application forms that require reviewing. Double click the application row you wish to score.

Step 3: Then select the **"Shortlisting Feedback"** button, which will take you to the shortlisting feedback form. The shortlisting feedback form will allow you to score against the essential and desirable criteria the Hiring Manager inputted when raising the vacancy request (shortlisting criteria must reflect the Person Specification for the position).

<u>Step 4:</u> Next, click "Launch Another Form" and select "Application Form" and click "Select Form".



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30/01/2024, 14:08	1553	Julian	Ace	3.A@mail.com	366	Lead Shortlister - in system user guide	Human Resources Directorate	Shortlisting	
30/01/2024, 14:05	1552	Rose	н	A@mail.com	566	Lead Shortlister - in system user guide	Human Resources Directorate	Shortlisting	

Application Summary	Add Form View	×
38 - Mark Stephens	Select form to add.	
Status Shortlisting Applied 15 February 2023 at 09	Application Form *	
Summary CV Shortlister Feedback Form	Cancel Select Form	
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Now you can view the Application Form next to the shortlisting feedback form. If CVs were accepted for the recruitment campaign, you can click "View CV Alongside" to view the CV next to the shortlisting feedback form.

Step 5: For each shortlisting criteria, you must provide a rating based on the information within the Application Form (and CV/research papers where appropriate).

The system automatically generates a total score based on your ratings. You will see the total score at the bottom of the shortlister feedback form.

<u>Step 6</u>: You are required to make a recommendation, include comments about the Application Form and submit your form.

The total score and recommendation you submit for each Application Form will be reviewed by the Lead Shortlister, who will then make a final decision.

<u>Step 7:</u> Once submitted, you can move onto the next application by clicking the arrow seen here.

Alternatively, you can go back to your dashboard and click the application you wish to score next.

Once you have completed your feedback forms for all the applications, they will display in your dashboard under the **"Shortlisting Feedback Complete"**. No further actions required.

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Once the Lead Shortlister has made a final decision on the Application Form, the applicant record will fall into the "Shortlisting Decision Complete" box on your dashboard. This means a final decision has been recorded in the system by the Lead Shortlister.

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