



Dashboard selectie committee member

Below the dashboard (homepage) of the Recruitment System is presented. After logging in with your netID and password you will be redirected to this page. In this Quick Reference Card you will find information about the dashboard and how to perform the CV selection as selection committee member.

Annotations:

- Home icon:** With this button you can always access this dashboard
- Calendar icon:** Via this icon and the green rectangle with 'my jobs' you can access the vacancies in which you have a role
- Help icon:** Guided tour through the functionalities of this page
- Task cards:** Open tasks (e.g., "Provide feedback", "CV review | Associate Professor Built Environment | Ariel Mermaid")
- Message icon:** Access to user's menu
- Message list:** Messages (e.g., "System Talentlink", "Janina Sgroj")
- Summary cards:** Information about candidates from all vacancies you play a role in (9 New Applicants, 13 Applicants in Process, 1 Offered, 3 Onboarding, 7 Hired)
- User menu:** User's menu (User Preferences, User Data, Change Password, Event Notification, Change Security Question, Client PC Requirements, Logout)
- Notification bell:** Adjust the frequency of notifications
- Message icon (bottom right):** New messages, warnings and notifications that are sent from the system



Overview of one candidate in a selection step

Below you see the overview of the CV selection by a selection committee member. Here you can see the candidates belonging to the vacancy, the information and documents they have submitted, the input of other selection committee members (as soon as they have provided this input) and the possibility to enter an assessment and give advice on the follow-up of the candidate's application. Ultimately, the owner of the step (often the vacancy holder) will indicate in the system whether the candidate continues, is rejected or is put 'on hold'.

You access the overview of one candidate by clicking on an open task on the dashboard (see below or page 1)

Here you find the candidates you have to review

All documents of one candidate. You can open the documents by clicking on them

In this blue window, a description of the task can be found and a reminder that the documents that you download or print can be stored for a maximum of 4 weeks due to the privacy legislation

The screenshot shows a recruitment system interface. On the left, a task card titled 'Provide feedback' is due in 5 days for a 'CV review door selectiecommissie | Personal assistent | Jan Van Someren'. The main interface is for candidate 'Paris, Esmeralda', an Associate Professor Industrial Design Engineering. It shows a list of documents including 'Candidate Summary (External)', 'Feedback - CV Review (5)', 'Thank you for your application...', 'Esmeralda_Paris_203_Candidate_Pack.pdf', 'cv_standaard.docx', 'Voorbeeld_Motivatiefbrief-2.docx', 'PIF externe site (0)', and 'TUD Standaard sollicitatie vragenlijst (0)'. Below the documents are 'APPLICATION COMMENTS' from Dirk Decaan, Mark Manager, and Vince Vacaturehouder. On the right, a 'Your Assessment' window is open, showing a 5-star rating scale, a comment field, and a 'CONTINUE WITH FEEDBACK FORM' button. A blue banner at the top of the assessment window states: 'CV review by panel | Associate Professor Industrial Design Engineering | Esmeralda Paris. CONFIDENTIAL: The applicant's details, including any attachment(s), are confidential and intended only for the addressee. If you download or print documents, you must delete them.'

Open task for candidate review on dashboard, page 1

By using the arrows you can switch between the different candidates

Comments made by other selection committee members

Window for candidate review (see next page)



Review of one candidate

The screenshot shows a recruitment system interface for reviewing a candidate. On the left, a list of reviews is shown for 'Paris, Esmeralda'. The main area displays 'Your Assessment' with a 5-star rating and a comment: 'Indeed quite interesting, invite for further discussion.' Below this is a 'SUBMITTED REVIEWS' table:

	RATING	SCORE
2/2 reviews	★ ★	5
Mark Manager <i>Very interesting candidate, however some doubts about experience.</i>	★ ★ ★ ★ ☆	5
Dirk Decaan <i>Indeed quite interesting, invite for further discussion.</i>	★ ★ ★ ★ ☆	5

On the right, the 'Your Assessment' section includes a 'Due: 5 Days' warning, a confidentiality notice, and a 'Jozet Recruiter' comment from 4 minutes ago with a 5-star rating and a 'Comment...' input field. A 'CONTINUE WITH FEEDBACK FORM' button is visible.

Two callout boxes provide additional information:

- The top callout shows a 5-star rating and the text: Interesting, invite for an interview.
- The bottom callout shows a feedback form with the following details:
 - Candidate Name: Knab Squirrel (208)
 - Job Title: Associate Professor Industrial Design Engineering (TUD00339)
 - Feedback Report: Feedback - CV Review (Version 18)
 - Question: How would you score this candidate? *
 - Options:
 - Not satisfactory (Reject)
 - Somewhat satisfactory (On hold)
 - Satisfactory (Proceed)
 - Buttons: PRINT, CLOSE, SAVE

Review the candidate through rating stars and make a comment about the candidate.

You can find the use and meaning of the stars on the Intranet.

CONTINUE WITH FEEDBACK FORM →

Click on 'continue with feedback form'

Review the candidate (reject, on hold or proceed) and click 'save.' Once you click 'save', you cannot adapt your review. If you choose 'close', your stars will be saved, but you can still adapt them later on.

Your review will be used as an advice: the vacancy holder determines and executes the final step of proceeding or rejecting the candidate.



By clicking on the vacancy icon, you access the vacancy overview

Here you can filter the vacancies you play a role in

Overview of vacancies and candidates

On the left hand side you see the overview of all vacancies that you have access to. Clicking on a vacancy will take you to the job content. There you will find, among other things, the administrative data and the job description. Clicking on the tab 'Selection/Hiring' will take you to the list of candidates who have applied for the selected vacancy.

This is the tab of the page you are currently viewing below. Here you will find an overview of all candidates who have applied for the vacancy

Under this tab you will find the administrative details of the vacancy and the job description

Name and number of the selected vacancy

CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	OVERALL RATING	PANEL REVIEW	MOST RECENT STEP
Mermaid, Ariel	[CV Icon]		01/07/2020	Talentlink	In Process	☆☆☆☆ 0/2 reviews		Interview 1 20/07/2020 08:00 Status: Invitation pending
Sterren, Test kandidaat			23/10/2019	Talentlink	In Process	★☆☆☆ 2/4 reviews	2/3 (0)	CV beoordeling - selectiecommissie Status: Closed
d, Chandler	[CV Icon]		04/09/2019	Talentlink	In Process	☆☆☆☆ 0/4 reviews	0/2 (0)	Interview 1 11/09/2019 12:30 Status: Invitation sent
Pepernoot, Pauline			04/09/2019	Talentlink	Rejected	★★★★ 1/3 reviews	1/2 (0)	CV beoordeling - selectiecommissie Status: Closed
de Draak, Joris	[CV Icon]		04/09/2019	Talentlink	Rejected	☆☆☆☆ 3/4 reviews	2/2 (0)	Interview 2 29/01/2020 07:00 Status: Closed
Basco, Toos	[CV Icon]	[CV Icon]	04/09/2019	Email	Rejected	☆☆☆☆ 1/4 reviews	1/2 (0)	Interview 1 Status: Closed

By clicking on a vacancy you arrive at the vacancy description (job content).

From there you can access the overview of candidates.

You will find the details and documents of a specific candidate by clicking on a candidate

Here you can see which candidates have been accepted, rejected or are in process

Last step undertaken per candidate