# Talentlink - Frequently Asked Questions

1. **Does Talentlink affect the Authority to Recruit (ATR) process?**
   No, the ATR process remains the same.

2. **How do I get a login?**
   When you are ready to recruit through Talentlink you should complete the ATR as normal and you will be supplied with your log-in details from Business Support.

   Please see Guidance 1 – **Logging in & Navigation**

3. **Where can I get help if I have a login problem?**
   Please contact your Business Support hub about any login problems.

4. **What will I see when I log in?**
   You will be directed to your homepage (Manager Workspace).
   This is made up of 3 sections (applications):

   | | |
   |---|---|
   | **Jobs** | This app allows you to view and access your current vacancies |
   | **What's New** | This app is for information only and flags up latest actions |
   | **Tasks** | This app directs you to tasks that need to be completed by you (tasks in **bold** are awaiting action, tasks in red are overdue) |

   Please see Guidance 1 - **Logging in & Navigation**

5. **How long is it before I am timed out of the system?**
   A pop up will appear asking if you wish to extend your session after 30 mins.

6. **Where will I find the Reference no. for my vacancy?**
   You should see the Job Number displayed on your **Jobs** app.
   If this is not displayed you can re-configure the app to include this column.

   Please see guidance 1 - **Logging in & Navigation**

## 7. How do I check who has applied for my vacancy?

Click into your vacancy on your **Jobs** app.
If there are applicants, the number of applicants will display to the right of **New.**
Click on this number to take you to the list of applicants.

## 8. How will I know when I need to perform a task in the system?

A message will appear in bold in your **Tasks** app, requesting that you complete a specific action e.g. reviewing applications (shortlisting).
**Please note** – this does not apply to Checking References.
You should receive an e-mail or phone call from your hub asking you to do this.

Please see Guidance 8 - **Panel Review & Shortlisting**
Please see Guidance 11 - **Recording Interview results**
Please see Guidance 13 - **Checking References**

## 9. How will I know if the Guaranteed Interview scheme applies to an applicant? (where the applicant has declared a disability)

If a candidate has declared a disability **and** meets the essential criteria for the post, they are automatically allocated 1001 points.
Points allocated can be seen against the individual applicant in the **Selection/Hiring** tab (via your **Jobs** app).

Please see Guidance 8 - **Panel Review & Shortlisting**

## 10. How do I shortlist using Talentlink?

A message will appear in bold in your **Tasks** app, requesting that you conduct a review of the applicant.
You may look at the application details here or, arrange with your hub to send a merged .pdf file showing all the application details for your vacancy.

Please see Guidance 8 - **Panel Review & Shortlisting**

## 11. How do I flag up who I wish to interview and when?

The final question on the feedback form asks if you wish to interview this applicant.
Select **Yes** for all those you wish to invite for interview.
You will be prompted to provide the date(s) and location of interviews via the **SharePoint Interview Arrangements form.**

## 12. Can I view applicant details i.e. title, name, age, gender etc.?

No, Talentlink works in line with council guidance which requires that all applicants are treated fairly and without bias, prejudice or stereotyping.
Every effort is made to ensure that information about age, gender, etc. is not available to selection panels.

## 13. Who can we request references for?

References should be requested for the successful candidate only.
**Please note** – separate arrangements are in place for teaching vacancies – please check with your Business Support hub.

## 14. How are references sought and by whom?

References are requested and returned to the system via your Business Support hub. You will be contacted once references are available to check in Talentlink.

## 15. Will I see references in the system?

Yes, you will be notified by your Business Support hub that references are in and can be viewed in Talentlink.

Please see Guidance 13 - **Checking References**

## 16. How do I inform my hub whether or not a reference is satisfactory?

You will need to either e-mail or phone the hub after checking references to let them know.

## 17. Do I still need to complete SharePoint forms for the successful applicant?

Yes, processes remain largely unchanged.

## 18. Where can I get help if needed?

Step by step guidance is provided via the **Business Support SharePoint site** and **Heads Up**.
You can also get in touch with your Business Support hub.