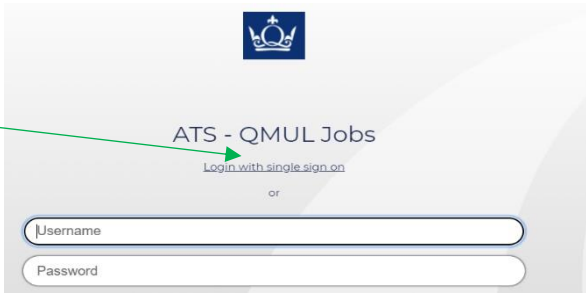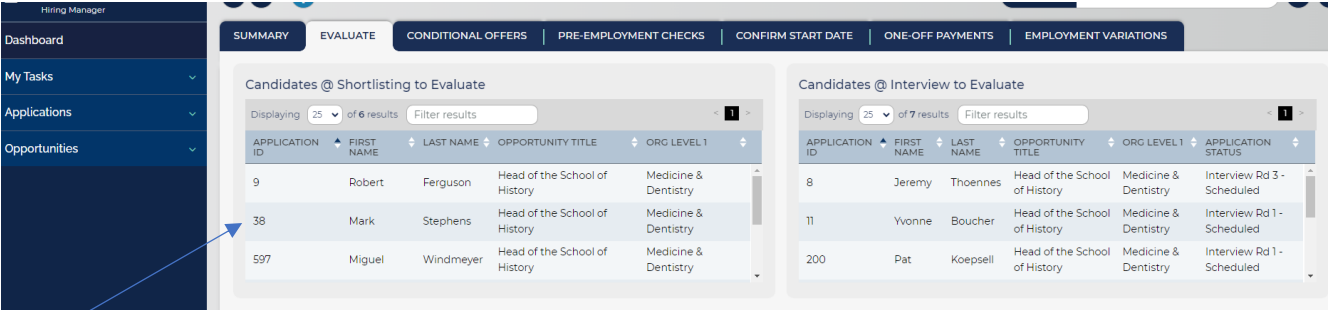# Offline Shortlisting User Guide – Application Forms and Shortlisting Decisions

This document will provide you (Hiring Manager) with step-by-step guidance on how to:

- Search for Applications
- View Application forms
- Download Application Packs
- Finalise shortlisting decisions

Throughout this document, the words opportunities and vacancies are used interchangeably.

Accessing Oleeo/Dashboard

Step/Action	Example/Screenshot
To access the Oleeo system, follow this link: https://qmul-jobs.tal.net/ and click "*Log in with single sign on*" to log in to the system. You are not required to enter any log in details.	
When you log into Oleeo, you will be presented with your homepage known as your **Dashboard.** Your dashboard includes multiple tabs which help you to quickly locate vacancies and applications at different stages of the recruitment process. Please note you must double click into the row of the specific vacancy or applicant to land into the vacancy or applicant page.	

Searching Opportunities and Applications

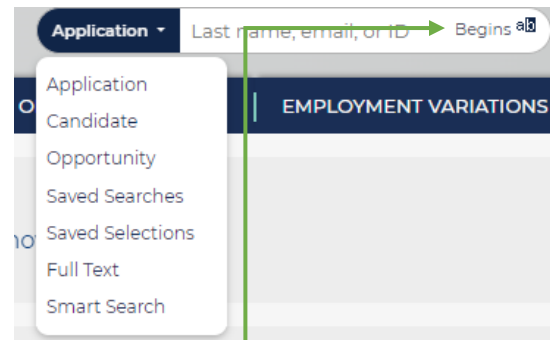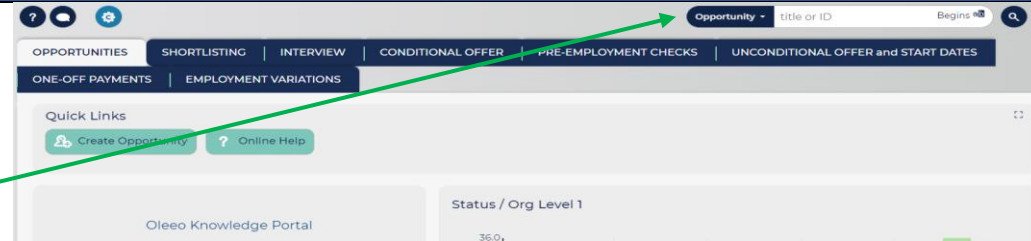| Step/Action	Example/Screenshot
There are multiple ways in which you can search for a vacancy or applicant in addition to your dashboard. **Method 1:** You can search an opportunity/vacancy by entering the "Opportunity Title" or "Opportunity Number/ID" in the search box on the top right-hand side of your dashboard. The dark blue box can be changed to different search titles by clicking the arrow. If you are unsure of the exact job title or ID number, you can also change the search parameters by clicking "Begins". This will change to "Contains" and will allow you to search a vacancy that contains the word you search for. **Method 2:** You can also search for recent vacancies and applications by clicking into the relevant heading in the blue navigation bar on the left-hand side.	

How To View Application Forms
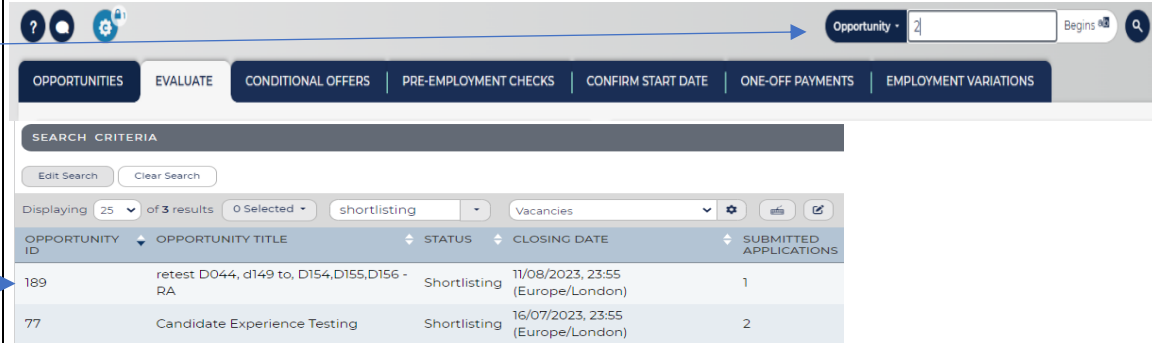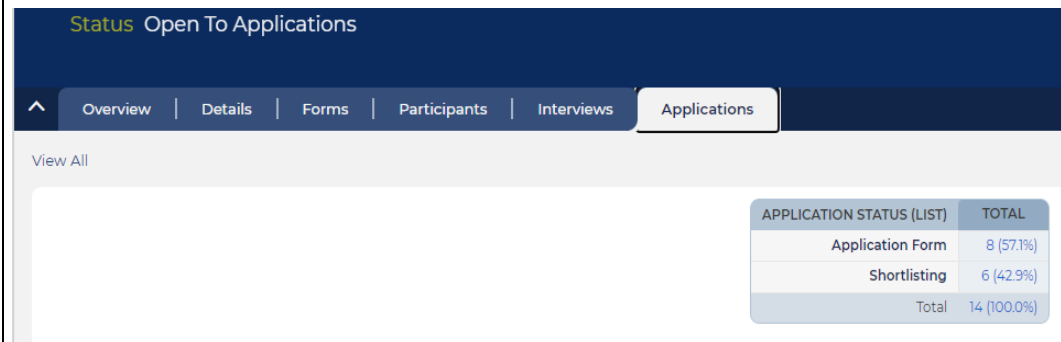
Step/Action	Example/Screenshot
1) To view applications forms, you can search the vacancy number or title. If the search generates more than 1 vacancy, you will need to double click the row of the vacancy you want to view and this will take you to the vacancy page.	
2) Then select the **"Applications"** tab which will provide you with an overview of the application form numbers and statuses. - **Application Form**: refers to the number of incomplete/in progress Application Forms. - **Shortlisting:** refers to the number of submitted Application Forms. 3) Select the number next to **"Shortlisting"** which will take you to the list of all submitted Application Forms. 4) You can view each application form by double clicking into the applicant record.	
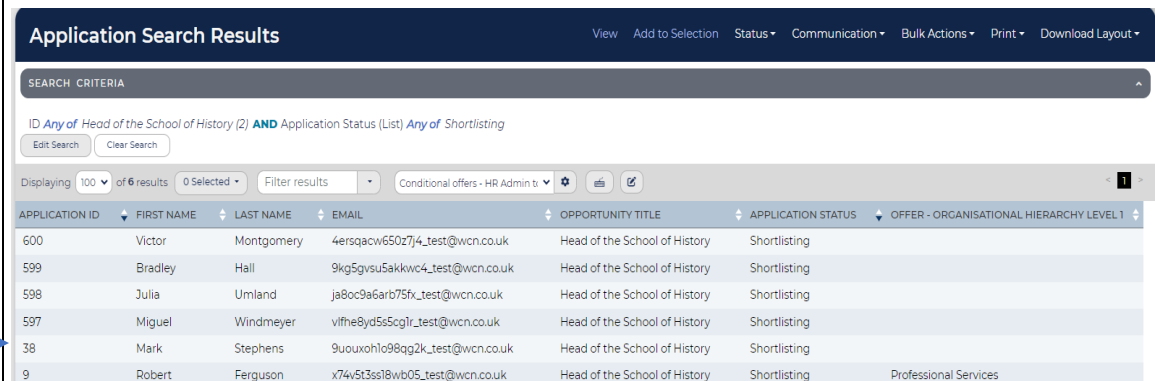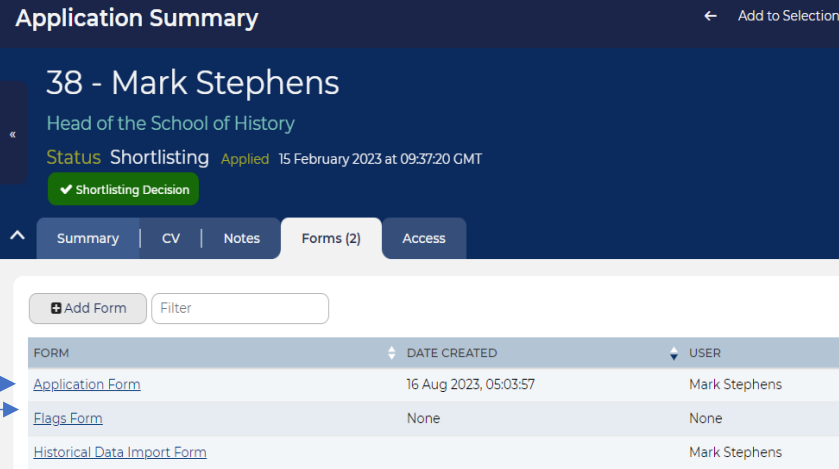
Once you land into the applicant page, you will see the applicants name along with several tabs.

Summary Tab: will allow you see whether the candidate is an internal or external candidate along with other relevant information.

Forms tab includes:
- **Application Form**: when selected, this will load up the full application form for you to review.
- **Flags Form:** Any red flags raised in the application submission process will be recorded here.

Please note: Right to work and immigration status of applicants are hidden.

Application Summary   ← Add to Selection

38 - Mark Stephens
Head of the School of History
Status Shortlisting Applied 15 February 2023 at 09:37:20 GMT
✔ Shortlisting Decision

| Summary | CV | Notes | Forms (2) | Access |

[➕ Add Form] [Filter]

FORM	DATE CREATED	USER
Application Form	16 Aug 2023, 05:03:57	Mark Stephens
Flags Form	None	None
Historical Data Import Form		Mark Stephens

How To Download Application Packs

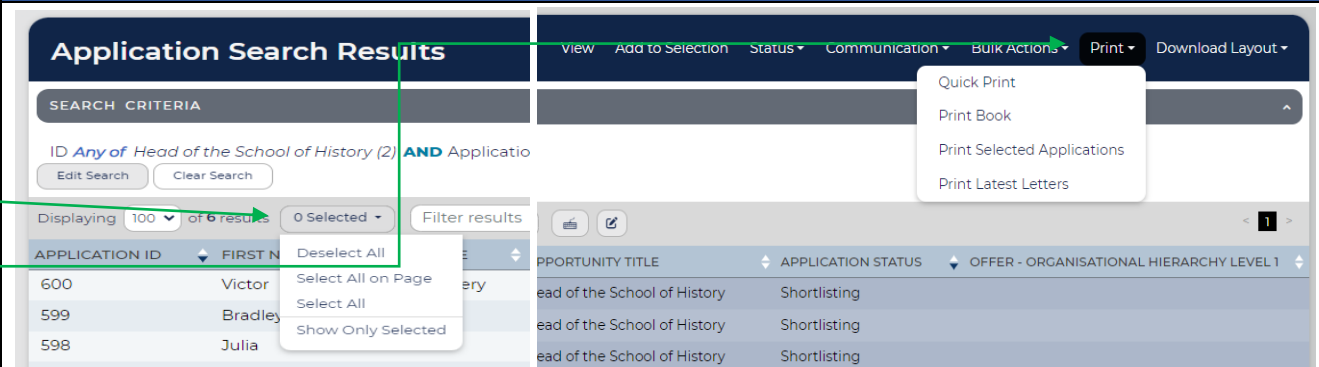| Step/Action	Examples
To download all application forms into one PDF, you must follow steps 1-3 in section above. Then click "Select All" and then select "Print>Print Book" in the top right-hand corner of your screen.	**Application Search Results** View Add to Selection Status ▾ Communication ▾ Bulk Actions ▾ **Print** ▾ Download Layout ▾ Quick Print Print Book Print Selected Applications Print Latest Letters SEARCH CRITERIA ID *Any of* Head of the School of History (2) **AND** Applicatio Edit Search Clear Search Displaying 100 ▾ of 6 results 0 Selected ▾ Filter results Deselect All Select All on Page Select All Show Only Selected APPLICATION ID ▾ FIRST N... PPORTUNITY TITLE ▾ APPLICATION STATUS ▾ OFFER - ORGANISATIONAL HIERARCHY LEVEL 1 ▾ 600 Victor ...ery ead of the School of History Shortlisting 599 Bradley ead of the School of History Shortlisting 598 Julia ead of the School of History Shortlisting
You will then be presented with a Print Book Option. You do not need to select or deselect anything. Simply scroll to the bottom of the page and select **"Submit"**	☐ Always include original attachments When do you want to generate your printbook? Please choose ● Right now ○ Save it for later as a scheduled task Submit
The print book creation may take a few minutes to complete and will show you the progress status. Once the print book is ready, you will see the outcome and success of this task. To access the PDF application pack, click **"Access File"** which will download the file for you and ready to be viewed and provided to the shortlisting panel.	**Long task result** **Printbook** This task has completed successfully **Download/Open Print Book** Click the 'Access file' link below to access the generated print book. You will be prompted to save or open the file. Access file (191 KB) Back to List |	Application	Attachments conversion	CV / Résumé
---	---	---	---
600	Victor Montgomery (Head of the School of History)	✔ Passed	
599	Bradley Hall (Head of the School of History)	✔ Passed	
598	Julia Umland (Head of the School of History)	✔ Passed	
597	Miguel Windmeyer (Head of the School of History)	✔ Passed	
38	Mark Stephens (Head of the School of History)	✔ Passed	✔ Passed
9	Robert Ferguson (Head of the School of History)	✔ Passed		
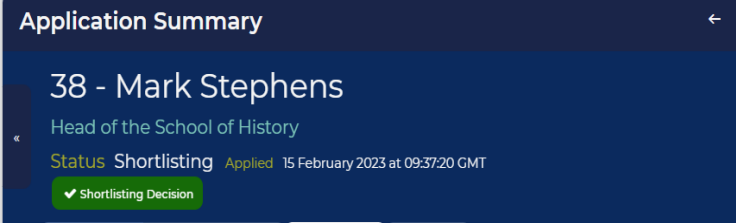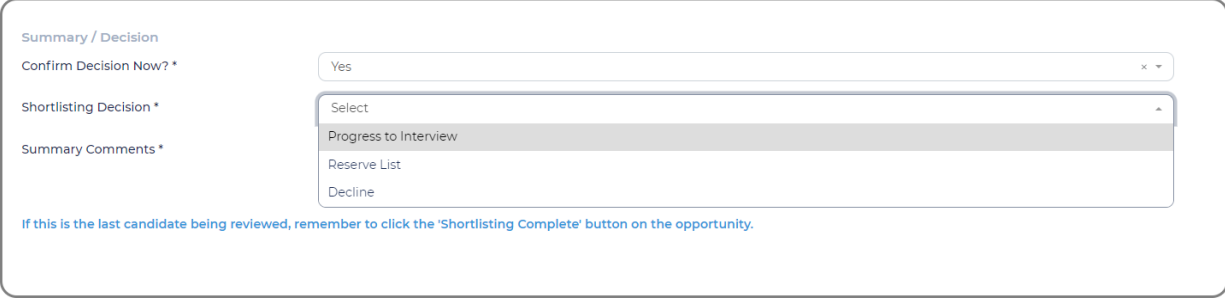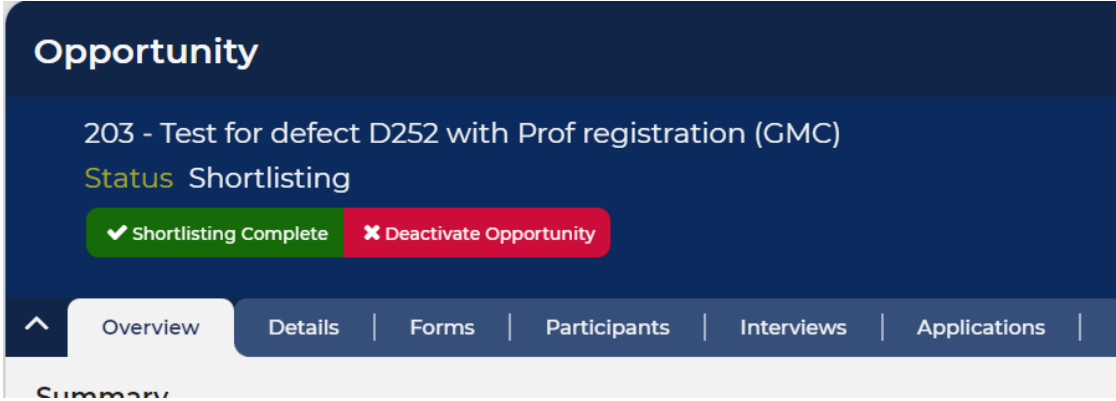
Providing Shortlisting Feedback and Decisions - Offline Shortlisting (Outside of Oleeo)

For shortlisting/scoring that has taken place outside of Oleeo, the Hiring Manager should follow the steps of downloading the application pack (outlined earlier in this document) and disseminate the pack to all shortlisters. In this instance, the Queen Mary Shortlisting Record Form should be used by the panel and can be accessed here.

Step/Action	Examples

Once all shortlisters have completed their shortlisting record forms, they should feedback the decisions to the Hiring Manager. The Hiring Manager must then log into Oleeo and find the application page (see guidance earlier in this document).
 	
Select **"Shortlisting Decision"** button. This will launch the "Shortlisting Decision Form". You must complete the "**Summary/Decision**" box and submit. The **"Shortlisting Decision"** must be completed.
 	
If the application is "declined" (rejected), the applicant will automatically be sent a rejection email.
 	
If you have selected "**progress to interview**" you can proceed to invite the applicant to an interview (follow the interview set up user guide).
 	
The "**Shortlisting Decision**" form must be completed for all applicants and once this is complete. You must go back to the vacancy page and select **"Shortlisting**
	Application Summary
	
	38 - Mark Stephens
	Head of the School of History
	Status Shortlisting Applied 15 February 2023 at 09:37:20 GMT
	✔ Shortlisting Decision
	
	Summary / Decision
	Confirm Decision Now? * Yes
	Shortlisting Decision * Select
	   Progress to Interview
	   Reserve List
	   Decline
	Summary Comments *
	If this is the last candidate being reviewed, remember to click the 'Shortlisting Complete' button on the opportunity.
	
	Opportunity
	
	203 - Test for defect D252 with Prof registration (GMC)
	Status Shortlisting
	✔ Shortlisting Complete ✖ Deactivate Opportunity
	
	Overview | Details | Forms | Participants | Interviews | Applications |
	Summary

Complete” which will update the vacancy status.	