

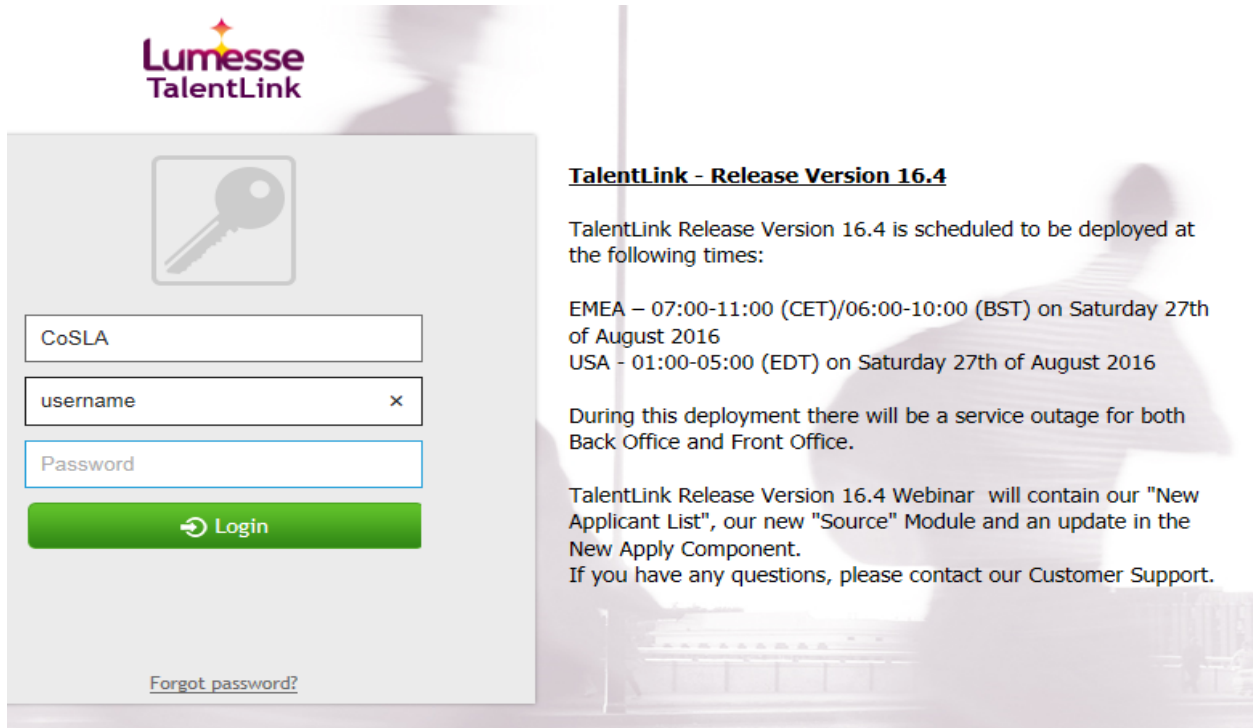
Talentlink User Guide for Managers

How to Access & Navigate Talentlink

This guidance shows how to enter the Talentlink portal system and how to move around the system.

Logging into Talentlink

- Type <https://emea5.lumessetalentlink.com> into your browser and the below login screen will appear.



To login, enter the following information:

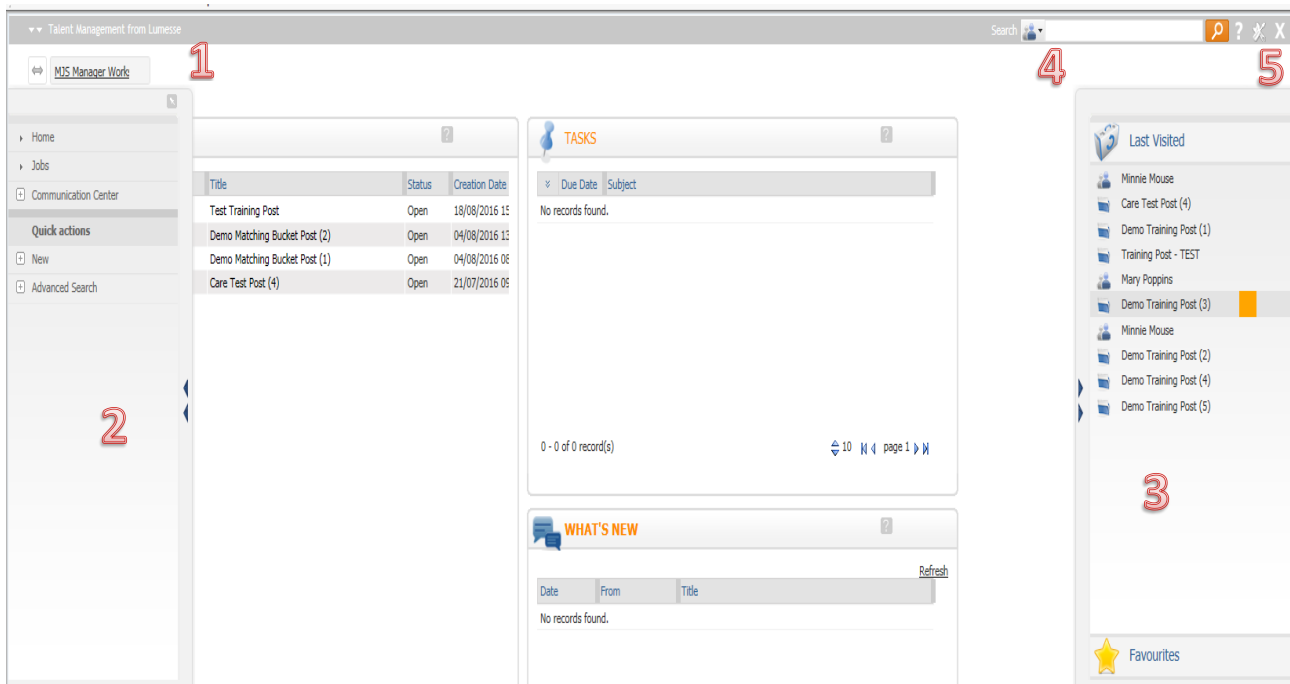
- Company name: **CoSLA**
- Login: **enter your existing recruitment portal username**
- Password: **talentlink** (you can change this after login)

You should contact Recruitment if you've never been given access to the recruitment portal before so they can arrange access for you.

Talentlink Homepage

The Talentlink homepage consists of the following main areas:

1. Manager Workspace (Apps includes: Job, Tasks, Shortlisted Applicants, What's New and various reporting apps)
2. Left Dynamic Menu
3. Right Dynamic Menu
4. Quick Search facility
5. Log off

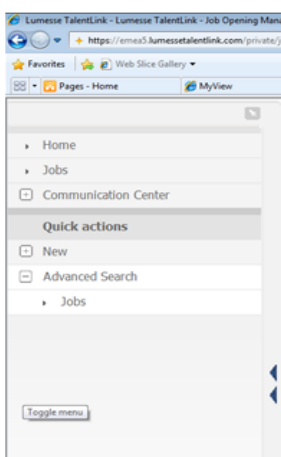


Manager Workspace


The manager workspace is a set of Apps grouped together to allow you to quickly access all of your active jobs and applicant information as well as reporting apps which shows analysis information for all of your vacancies.

Left Dynamic Menu

On the far left of the workspace there is a bar with 2 triangles/arrows which slides open a new menu from the left of your screen.




The left dynamic menu has the following options to select:

- **Home** – takes you back to the Manager workspace to access your apps.
- **Jobs** – list of all vacancies assigned to you as the recruiting manager.
- **Communication Centre** – click on the cross icon  to expand on a list of options available; Tasks, Messages and Calendar

- **Quick Actions**

- **New** –Allows a new message to be sent through the system to other Talentlink users
- **Advanced Search** – Carry out an advanced search for active and closed vacancies.

Jobs

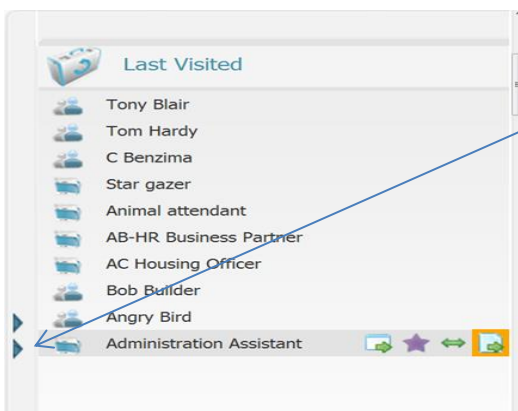
- This option lists all current and historical vacancies and will show a breakdown on the number of candidates who have applied for the vacancy and are going through the recruitment process.
- There are a number of filtering options available to reduce the number of vacancies listed i.e Contract Type, Job Status, Responsibility (creator of original vacancy request). Just go to the **Filter By** section and select your filter option from the drop down lists available.
- To search for a particular vacancy, go to the **Jobs** tab at the top of the list and click on this icon  and select **Search** from the list.

Communication Centre


- **Tasks** – The tasks list available in the Communication Centre shows the key recruitment activity which is assigned to you, such as reminders to conduct application reviews for applicants and provide feedback to Recruitment following panel review and interviews. As well as confirmed interview bookings which you are scheduled to attend.
- **Messages** - Talentlink sends messages to recruiting managers to remind them of the tasks assigned to them.
- **Calendar** – shows all requested and confirmed interviews within a calendar view.

Right Dynamic Menu

On the right hand side of your screen, there is bar similar to the left menu with 2 triangles/arrows. The Right Menu saves your most recently visited candidates and jobs which you can also save as Favourites by clicking on the star icon as shown below.



Additional Search Functions

- To carry out a quick search on candidates and jobs, go to the **Search** box in the Header section and select **Candidates** or **Jobs** for your search. Type in the keywords you want to search for and then click 
- To carry out an advanced search on candidates and jobs, go to **Quick Actions** and select **Advanced Search** from the Left menu options.

