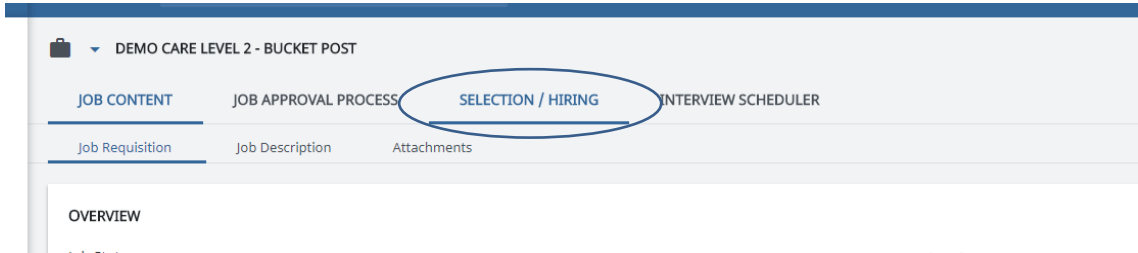


Talentlink User Guide for Managers

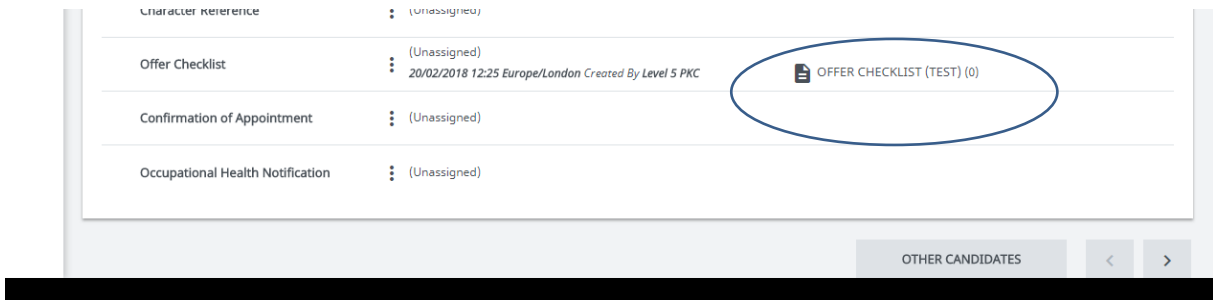
Interview Outcome - Follow Pre-Employment Checks Progress

You can view the progress of the preferred candidate's pre-employment checks at any time after you have confirmed your preferred candidate.

- Go to the **My Jobs** app on your workspace, click on the vacancy name to open the Job Content page.
- Click on the **Selection/Hiring** tab



- Click on the candidate's name and the **Applicant's overview** page will appear.
- At **Offer Checklist**, click on **Offer Checklist** at the right side of the screen.



Here, you can view the details of which checks have been completed and which are still in process.

RECRUITMENT OFFER CHECKLIST - SINGLE STATUS

Is the candidate External/Internal etc? *

External

EAP:

EAP Date:

Recruiting Manager:

Manager Name:

DISCLOSURE SCOTLAND (INC PVG MEMBERSHIP)

Does this post require a Disclosure Scotland check? *

Please select