

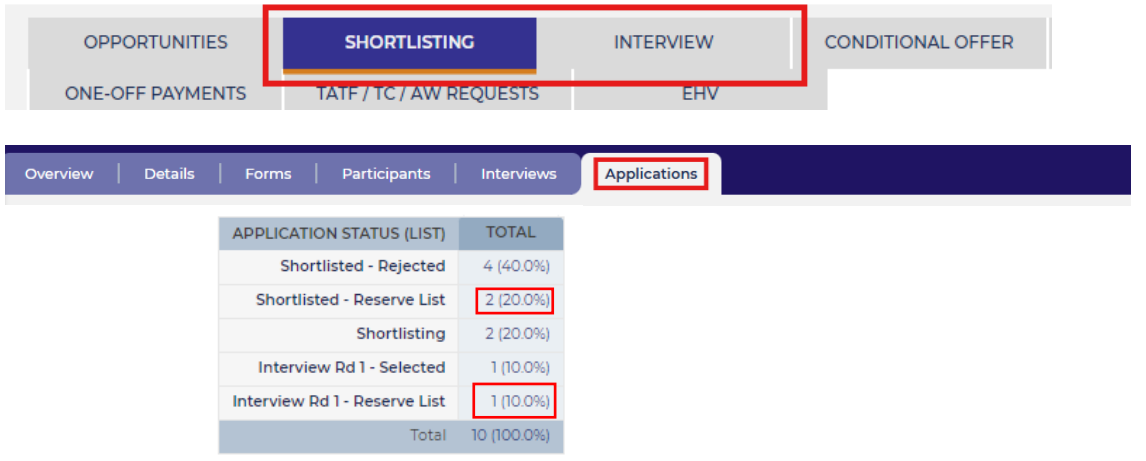
## Moving an Applicant out of Reserve - Oleo User Guide

This document will provide you with step-by-step guidance on how to:

- [Search for Opportunities/Applications](#)
- [Move an Applicant out of “Shortlisted - Reserve List” status](#)
- [Move an Applicant out of “Interview Rd x - Reserve List” status](#)

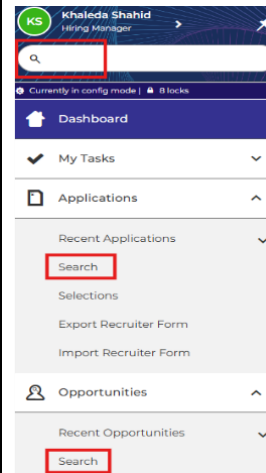
Throughout this document, the words ‘*Opportunities*’ and ‘*vacancies*’ are used interchangeably.

### Accessing Oleo and searching for an Opportunity/Application

Step/Action	Example/Screenshot														
<p>To access Oleo, use this link: <a href="https://qmul-jobs.tal.net/">https://qmul-jobs.tal.net/</a> and click on “Log in with single sign on” to log in to the system.</p> <p><b>Note:</b> You must be logged in with a “<b>Hiring Manager</b>” or “<b>Faculty Hub</b>” profile to move an Applicant out of the reserve list.</p> <p>When you log into Oleo, you will be presented with your homepage known as your <b>Dashboard</b>.</p> <p>1) <b>Search for the Opportunity/Applicant</b>  <b>Method 1:</b> Click on the appropriate tab on your dashboard depending on what status the Opportunity is in i.e. “<b>Shortlisting</b>” or “<b>Interview</b>” and double click on the Opportunity (row) that the applicant relates to.</p> <p>Next, go to the “<b>Applications</b>” tab and select the number next to “<b>Shortlisted - Reserve List</b>” or “<b>Interview Rd x - Reserve List</b>” and double click on the Application you want to update.</p>	 <table border="1"> <thead> <tr> <th>APPLICATION STATUS (LIST)</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Shortlisted - Rejected</td> <td>4 (40.0%)</td> </tr> <tr> <td>Shortlisted - Reserve List</td> <td>2 (20.0%)</td> </tr> <tr> <td>Shortlisting</td> <td>2 (20.0%)</td> </tr> <tr> <td>Interview Rd 1 - Selected</td> <td>1 (10.0%)</td> </tr> <tr> <td>Interview Rd 1 - Reserve List</td> <td>1 (10.0%)</td> </tr> <tr> <td>Total</td> <td>10 (100.0%)</td> </tr> </tbody> </table>	APPLICATION STATUS (LIST)	TOTAL	Shortlisted - Rejected	4 (40.0%)	Shortlisted - Reserve List	2 (20.0%)	Shortlisting	2 (20.0%)	Interview Rd 1 - Selected	1 (10.0%)	Interview Rd 1 - Reserve List	1 (10.0%)	Total	10 (100.0%)
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**Method 2:** Use the search box in the left-hand menu and enter the **Opportunity/Applicant Name** or **ID**.

**Method 3:** Use the search options in the left-hand menu.



## Moving an Applicant out of “Shortlisted - Reserve List” status

1) Once you are on the Application page, if you wish to:

- **Progress** the individual to interview, select the “**Progress**” button. The Applicant status will automatically change to “**Interview Rd 1 - Selected**” which will allow you to invite them to interview ([see setting up interviews user guide](#)).
- **Reject** the individual, simply select the “**Reject**” button. The Applicant status will automatically change to “**Shortlisted - Rejected**” and the applicant will receive a rejection email.

Status Shortlisted - Reserve List Applied 18 September 2024 at 09:50:47 BST

✓ Progress

✗ Reject

Withdraw Candidate

Status Shortlisted - Reserve List Applied 18 September 2024 at 09:50:47 BST

✓ Progress

✗ Reject

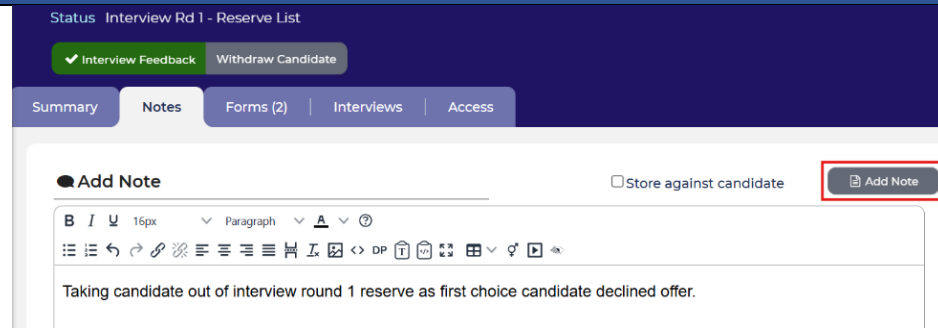
Withdraw Candidate

## Moving an Applicant out of “Interview Rd x - Reserve List” status

- 1) Once you are on the Applicant page, to progress the Applicant to offer, add a note under the “**Notes**” tab first stating why you are taking them out of reserve and offering them the position (this is for auditing purposes). Select “**Add Note**” to save the note.
- 2) Select the “**Interview Feedback**” button. This will launch the “**Interview Feedback Form**”.
- 3) In the form, change the “**Decision**” from “**Reserve List**” to “**Progress to Offer**” then select “**Submit**”.  
The Applicant status will change to “**Conditional Offer - Selected for Offer**” and allow you to proceed with creating an offer form.

If you change the decision to:

- **Progress to next Interview Round**, the status will change to “**Interview Rd 2 - Selected**” upon submission, which will allow you to invite the candidate to the second round of interviews ([see setting up interviews user guide](#)).
- **Decline**,
  - i. Enter the “**Decline Reason**” and then select “**Submit**”. The status will change to “**Interview Rd 1 - Selected for Rejection**” and a red “**Reject**” button will appear.
  - ii. Select the “**Reject**” button to change the status to “**Interview Rd 1 - Rejected**” and for a rejection email to be sent to the candidate. If you do not select the “**Reject**” button, the status will remain as “**Interview Rd 1 - Selected for Rejection**” and the Applicant *will not* receive a rejection email.



Status Interview Rd 1 - Reserve List

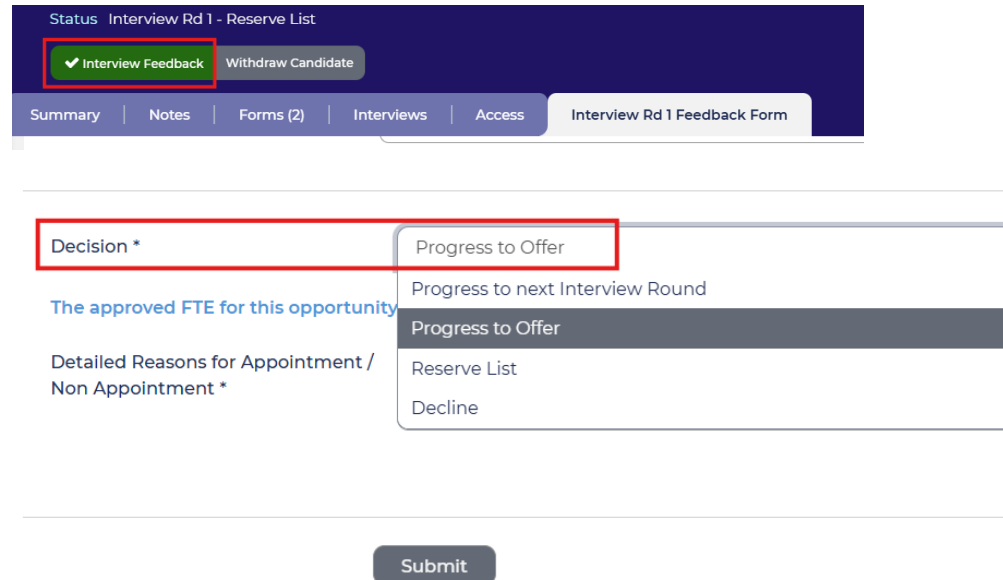
Interview Feedback Withdraw Candidate

Summary Notes Forms (2) Interviews Access

Add Note  Store against candidate

**B I U** 16px Paragraph **A**

Taking candidate out of interview round 1 reserve as first choice candidate declined offer.



Status Interview Rd 1 - Reserve List

Interview Feedback Withdraw Candidate

Summary Notes Forms (2) Interviews Access Interview Rd 1 Feedback Form

Decision \*

The approved FTE for this opportunity

Detailed Reasons for Appointment / Non Appointment \*

Progress to Offer

Progress to next Interview Round

Progress to Offer

Reserve List

Decline



Status Interview Rd 1 - Selected for Rejection

Withdraw Candidate