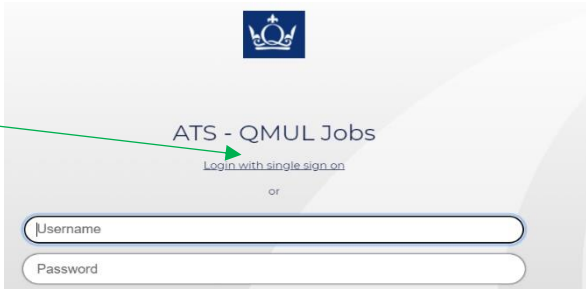
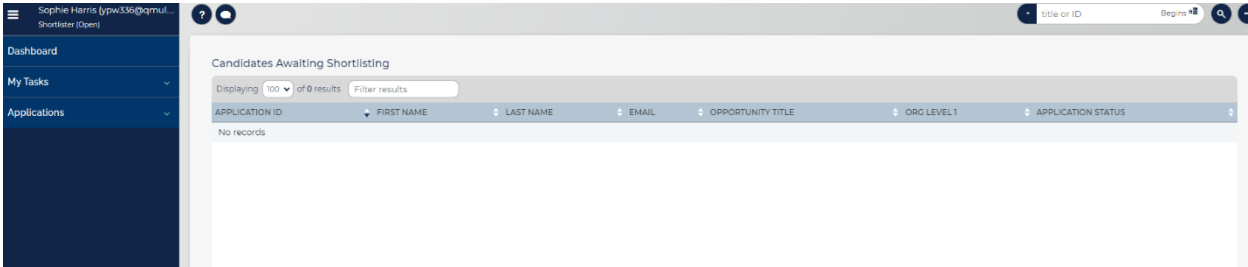


Oleeo User Guide – Shortlisting in System (excluding Lead Shortlister)

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

- Complete shortlisting (scoring) in system

Throughout this document, the words opportunities and vacancies are used interchangeably. Please note each opportunity must follow one method of shortlisting (in system or offline). A hybrid approach must not be adopted.

Accessing Oleeo/Dashboard	
Step/Action	Example/Screenshot
<p>To access the Oleeo system, follow this link: https://qmul-jobs.tal.net/ and click “<i>Log in with single sign on</i>” to log in to the system. You are not required to enter any log in details.</p> <p>When you log into Oleeo, you will be presented with your homepage known as your Dashboard.</p> <p>Your dashboard will show you a list of applications that need to be reviewed and scored by you (shortlister).</p>	 

How To Shortlist (Score) in System – Shortlisters (excluding Lead Shortlister)

Before the shortlisting panel can score in Oleo, it is important that the Hiring Manager has added all the shortlisters in the participants tab, within the opportunity (see the [“Creating a request” user guide](#) for guidance on how to do this). When an advert has closed, the listed shortlisters will receive an email to notify them that shortlisting can commence. The shortlisting panel must review all application forms that are in a “shortlisting” applicant status.

Step/Action

Step 1: To shortlist and score Application Forms within Oleo, each shortlister must ensure they are logged into Oleo using the **“Shortlister (Open)”** profile.

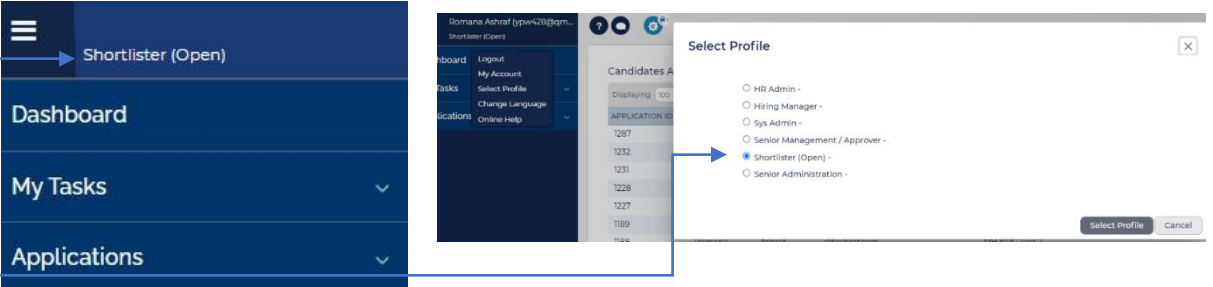
If you need to change your profile, you can do this by clicking your name, **“Select Profile”** and select the **“Shortlister Open”** profile.

Step 2: Once you are logged in with the correct profile, you will see a list of application forms that require reviewing. Double click the application row you wish to score.

Step 3: Then select the **“Shortlisting Feedback”** button, which will take you to the shortlisting feedback form. The shortlisting feedback form will allow you to score against the essential and desirable criteria the Hiring Manager inputted when raising the vacancy request (shortlisting criteria must reflect the Person Specification for the position).

Step 4: Next, click **“Launch Another Form”** and select **“Application Form”** and click **“Select Form”**.

Examples

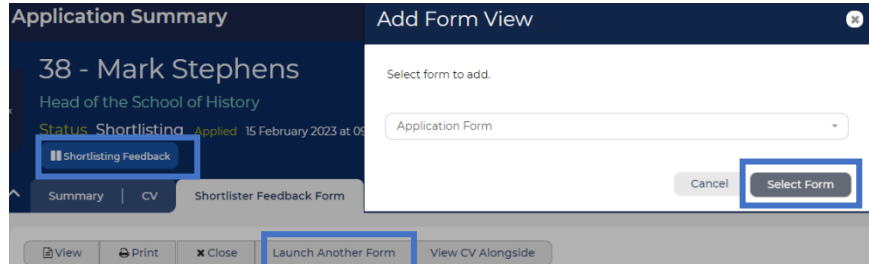


The screenshot shows the Oleo user interface. On the left, a navigation menu is visible with options: Dashboard, My Tasks, and Applications. The 'Shortlister (Open)' profile is highlighted in the menu. On the right, a 'Select Profile' dialog box is open, showing a list of profiles: HR Admin, Hiring Manager, Sys Admin, Senior Management / Approver, Shortlister (Open) (selected), and Senior Administration. A 'Select Profile' button is at the bottom right of the dialog.

Waiting Shortlisting Feedback

Displaying 100 of 2 results. Whole Table Filter. Filter results

SUBMISSION DATE	APPLICATION ID	FIRST NAME	LAST NAME	EMAIL	OPPORTUNITY ID	OPPORTUNITY TITLE	ORG LEVEL 2	APPLICATION STATUS
30/01/2024, 14:08	1553	Julian	Ace	JA@mail.com	566	Lead Shortlister - in system user guide	Human Resources Directorate	Shortlisting
30/01/2024, 14:05	1552	Rose	H	A@gmail.com	566	Lead Shortlister - in system user guide	Human Resources Directorate	Shortlisting



The screenshot shows the 'Application Summary' for Mark Stephens, Head of the School of History. The status is 'Shortlisting' and the application was applied on 15 February 2023 at 09:00. The 'Shortlisting Feedback' button is highlighted. Below it, the 'Add Form View' dialog box is open, showing a dropdown menu with 'Application Form' selected and a 'Select Form' button highlighted.

Now you can view the Application Form next to the shortlisting feedback form.
If CVs were accepted for the recruitment campaign, you can click “[View CV Alongside](#)” to view the CV next to the shortlisting feedback form.

Step 5: For each shortlisting criteria, you must provide a rating based on the information within the Application Form (and CV/research papers where appropriate).

The system automatically generates a total score based on your ratings. You will see the total score at the bottom of the shortlister feedback form.

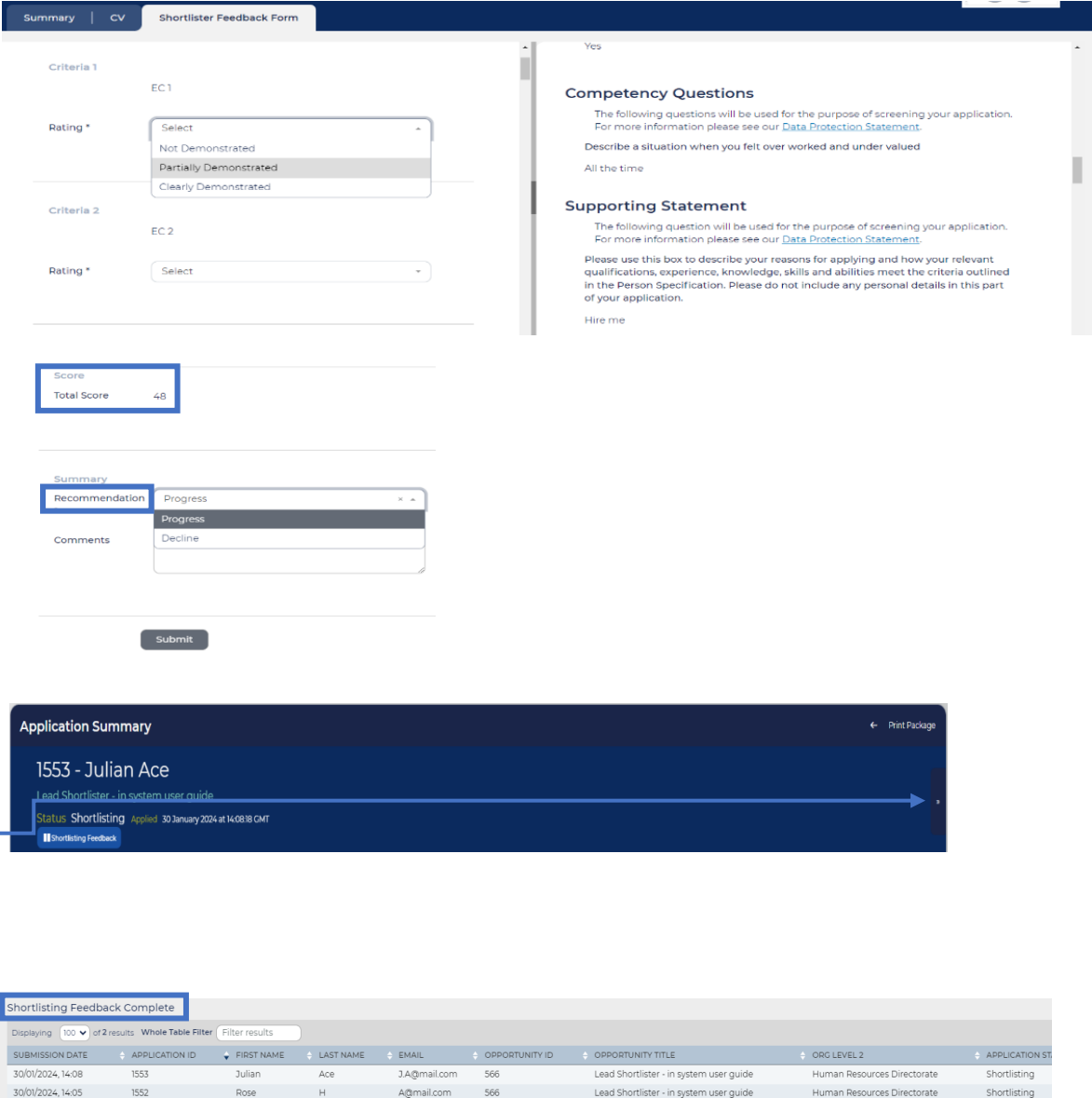
Step 6: You are required to make a recommendation, include comments about the Application Form and submit your form.

The total score and recommendation you submit for each Application Form will be reviewed by the [Lead Shortlister](#), who will then make a final decision.

Step 7: Once submitted, you can move onto the next application by clicking the arrow seen here.

Alternatively, you can go back to your dashboard and click the application you wish to score next.

Once you have completed your feedback forms for all the applications, they will display in your dashboard under the “[Shortlisting Feedback Complete](#)”. No further actions required.



Summary | CV | Shortlister Feedback Form

Criteria 1

EC 1

Rating *
 Select
 Not Demonstrated
 Partially Demonstrated
 Clearly Demonstrated

Criteria 2

EC 2

Rating *
 Select

Score
 Total Score 48

Summary
 Recommendation Progress
 Progress
 Decline
 Comments

Submit

Application Summary
 1553 - Julian Ace
 Lead Shortlister - in system user guide
 Status Shortlisting Applied 30 January 2024 at 14:08:18 GMT
 Shortlisting Feedback

Shortlisting Feedback Complete

Displaying 100 of 2 results Whole Table Filter Filter results

SUBMISSION DATE	APPLICATION ID	FIRST NAME	LAST NAME	EMAIL	OPPORTUNITY ID	OPPORTUNITY TITLE	ORG LEVEL 2	APPLICATION ST
30/01/2024, 14:08	1553	Julian	Ace	J.A@mail.com	566	Lead Shortlister - in system user guide	Human Resources Directorate	Shortlisting
30/01/2024, 14:05	1552	Rose	H	A@mail.com	566	Lead Shortlister - in system user guide	Human Resources Directorate	Shortlisting

Once the Lead Shortlister has made a final decision on the Application Form, the applicant record will fall into the “**Shortlisting Decision Complete**” box on your dashboard. This means a final decision has been recorded in the system by the Lead Shortlister.

Shortlisting Decision Complete

Displaying 100 of 1 results Whole Table Filter Filter results

SUBMISSION DATE	APPLICATION ID	FIRST NAME	LAST NAME	EMAIL	OPPORTUNITY ID	OPPORTUNITY TITLE	ORG LEVEL 2	APPLICATION STATUS
30/01/2024, 14:08	1553	Julian	Ace	J.A@mail.com	566	Lead Shortlister - in system user guide	Human Resources Directorate	Interview Rd 1 - Selected