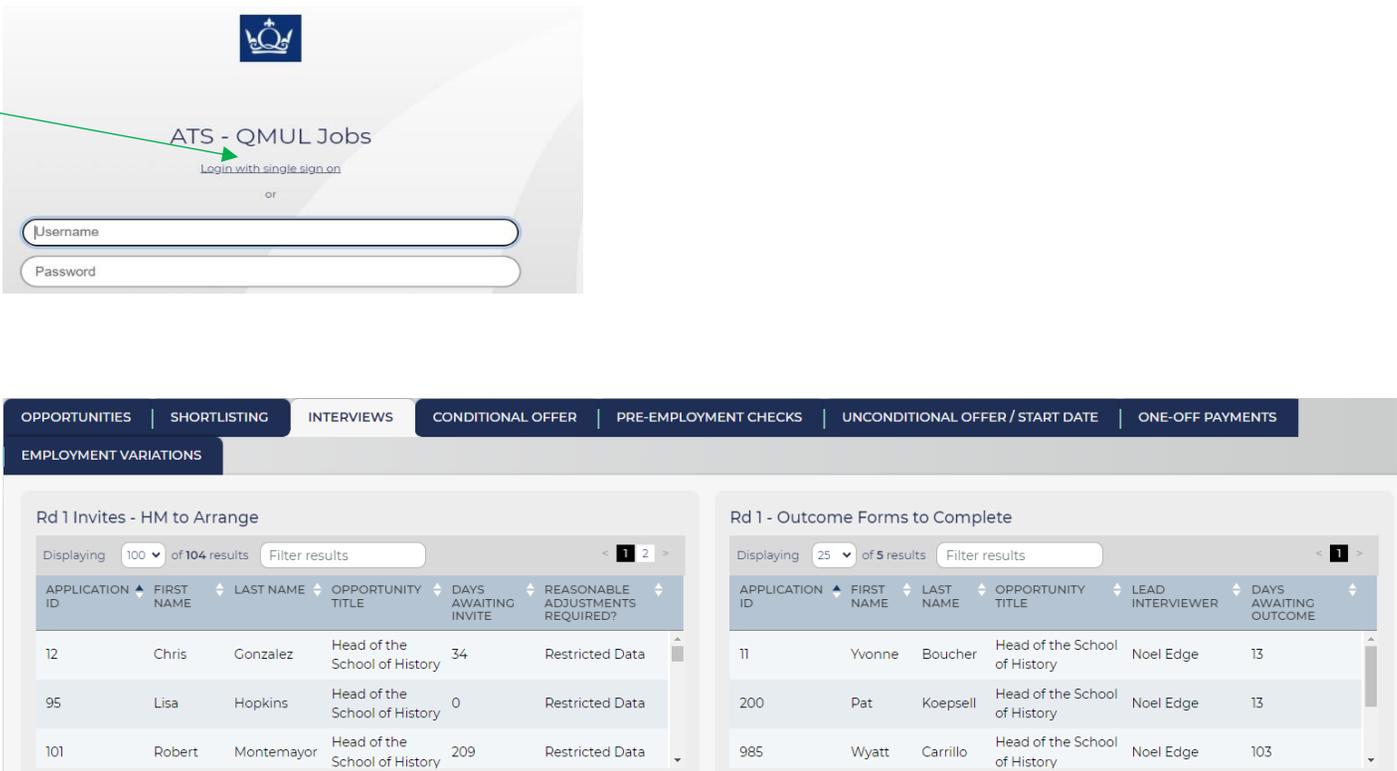


## Oleeo User Guide – Interview Outcome and Creating An Offer

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

- Capture Interview Outcomes in Oleeo (Unsuccessful, Successful and Reserves)
- Create Offer Forms for successful candidates

Throughout this document, the terms opportunities and vacancies are used interchangeably. The term “HM” throughout Oleeo refers to the Hiring Manager.

Accessing Oleeo/Dashboard																																																	
Step/Action	Example/Screenshot																																																
<p>To access the Oleeo system, follow this link: <a href="https://qmul-jobs.tal.net/">https://qmul-jobs.tal.net/</a> and click “Log in with single sign on” to log in to the system.</p> <p>When you log into Oleeo, you will be presented with your <b>Dashboard</b>.</p> <p>Your dashboard includes an “<b>Interview</b>” tab which provides you with an overview of candidates and vacancies at interview stage.</p> <p><b>Outcome Forms to Complete:</b> this box shows you all candidates who have booked into interview slots. Once interviews have taken place, you will need to complete interview feedback forms for each candidate.</p>	 <p>The screenshot displays the Oleeo login interface and the main dashboard. The login page features the QMUL logo and the text 'ATS - QMUL Jobs' with a 'Login with single sign on' button. Below the login button are input fields for 'Username' and 'Password'. The dashboard screenshot shows a navigation bar with tabs: OPPORTUNITIES, SHORTLISTING, INTERVIEWS, CONDITIONAL OFFER, PRE-EMPLOYMENT CHECKS, UNCONDITIONAL OFFER / START DATE, ONE-OFF PAYMENTS, and EMPLOYMENT VARIATIONS. Two data tables are visible: 'Rd 1 Invites - HM to Arrange' and 'Rd 1 - Outcome Forms to Complete'.</p> <table border="1"> <caption>Rd 1 Invites - HM to Arrange</caption> <thead> <tr> <th>APPLICATION ID</th> <th>FIRST NAME</th> <th>LAST NAME</th> <th>OPPORTUNITY TITLE</th> <th>DAYS AWAITING INVITE</th> <th>REASONABLE ADJUSTMENTS REQUIRED?</th> </tr> </thead> <tbody> <tr> <td>12</td> <td>Chris</td> <td>Gonzalez</td> <td>Head of the School of History</td> <td>34</td> <td>Restricted Data</td> </tr> <tr> <td>95</td> <td>Lisa</td> <td>Hopkins</td> <td>Head of the School of History</td> <td>0</td> <td>Restricted Data</td> </tr> <tr> <td>101</td> <td>Robert</td> <td>Montemayor</td> <td>Head of the School of History</td> <td>209</td> <td>Restricted Data</td> </tr> </tbody> </table> <table border="1"> <caption>Rd 1 - Outcome Forms to Complete</caption> <thead> <tr> <th>APPLICATION ID</th> <th>FIRST NAME</th> <th>LAST NAME</th> <th>OPPORTUNITY TITLE</th> <th>LEAD INTERVIEWER</th> <th>DAYS AWAITING OUTCOME</th> </tr> </thead> <tbody> <tr> <td>11</td> <td>Yvonne</td> <td>Boucher</td> <td>Head of the School of History</td> <td>Noel Edge</td> <td>13</td> </tr> <tr> <td>200</td> <td>Pat</td> <td>Koepsell</td> <td>Head of the School of History</td> <td>Noel Edge</td> <td>13</td> </tr> <tr> <td>985</td> <td>Wyatt</td> <td>Carrillo</td> <td>Head of the School of History</td> <td>Noel Edge</td> <td>103</td> </tr> </tbody> </table>	APPLICATION ID	FIRST NAME	LAST NAME	OPPORTUNITY TITLE	DAYS AWAITING INVITE	REASONABLE ADJUSTMENTS REQUIRED?	12	Chris	Gonzalez	Head of the School of History	34	Restricted Data	95	Lisa	Hopkins	Head of the School of History	0	Restricted Data	101	Robert	Montemayor	Head of the School of History	209	Restricted Data	APPLICATION ID	FIRST NAME	LAST NAME	OPPORTUNITY TITLE	LEAD INTERVIEWER	DAYS AWAITING OUTCOME	11	Yvonne	Boucher	Head of the School of History	Noel Edge	13	200	Pat	Koepsell	Head of the School of History	Noel Edge	13	985	Wyatt	Carrillo	Head of the School of History	Noel Edge	103
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## How To Complete Interview Outcome Forms

### Step/Action

To do this, within your dashboard (interviews tab), double click into the row of the candidate you would like to record the interview outcome for.

This will take you to the candidate page. Next, you will need to select the green button **“Interview Feedback”**. This will launch an Interview Feedback Form which you will need to complete.

**Interview Feedback Form:** This needs to be completed in full for each candidate.

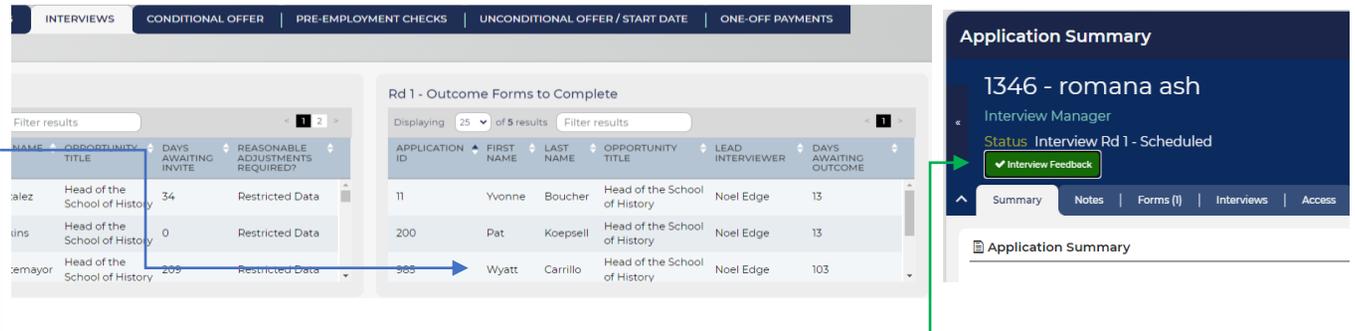
#### Successful candidates:

- Select **“Progress to Offer”** if you wish to offer them the position.
- Select **“Reserve List”** if they were appointable but not the preferred candidate.
- Select **“Progress to next interview round”** if there are multiple rounds of interviews.

#### Unsuccessful Candidates:

- Select **“Decline”** for unsuccessful candidates – once submitted, you will need to change the applicant status to rejected by selecting **“Rejected”**. This will automatically send a rejected email to candidates.

### Example/Screenshot



INTERVIEWS | CONDITIONAL OFFER | PRE-EMPLOYMENT CHECKS | UNCONDITIONAL OFFER / START DATE | ONE-OFF PAYMENTS

Filter results

NAME	OPPORTUNITY TITLE	DAYS AWAITING INVITE	REASONABLE ADJUSTMENTS REQUIRED?
romana ash	Head of the School of History	34	Restricted Data
Yvonne Boucher	Head of the School of History	0	Restricted Data
Pat Koepsell	Head of the School of History	200	Restricted Data
Wyatt Carrillo	Head of the School of History	209	Restricted Data

Rd 1 - Outcome Forms to Complete

Displaying 25 of 5 results

APPLICATION ID	FIRST NAME	LAST NAME	OPPORTUNITY TITLE	LEAD INTERVIEWER	DAYS AWAITING OUTCOME
11	Yvonne	Boucher	Head of the School of History	Noel Edge	13
200	Pat	Koepsell	Head of the School of History	Noel Edge	13
385	Wyatt	Carrillo	Head of the School of History	Noel Edge	103

Application Summary

1346 - romana ash

Interview Manager

Status Interview Rd 1 - Scheduled

Interview Feedback

Summary | Notes | Forms (1) | Interviews | Access

Interviews | Access | Interview Rd 1 Feedback Form

This form is a summary of the panel's decisions and will be used for compliance, audit and candidate feedback.

Panel Chair \*

Please provide details of any potential conflicts of interest disclosed by panel members

Score

Out Of

Decision \*

Detailed Reasons for Appointment / Non Appointment \*

Progress to Offer

Reserve List

Decline

Submit

Once you have submitted the feedback form for all candidates and completed all interview rounds, you will need to update the vacancy status by clicking the job title or finding your opportunity via your dashboard.

This will take you to the vacancy page. You must select the **“Interviews Complete”** button in green. This will successfully change the vacancy status.



1347 - Asma Hussain

Interview Manager

Status Interview Rd 1 - Scheduled

✔ Interview Feedback

Summary | Notes | Forms (1) | Interviews | Other Applications (1)

Opportunity

286 - Interview Manager

Status Interviews

✔ Interviews Complete

Overview | Details | Forms | Participants | Interviews

Next you will need to create an offer form for the successful candidate/s (see below for guidance).

## How To Create an Offer

### Step/Action

On your dashboard, you will see a tab called **“Conditional Offer”**. This tab includes key information for offers include a **“Conditional Offer Forms – To Do”** area. This area of your dashboard lists all successful candidates that have not yet had a offer form created.

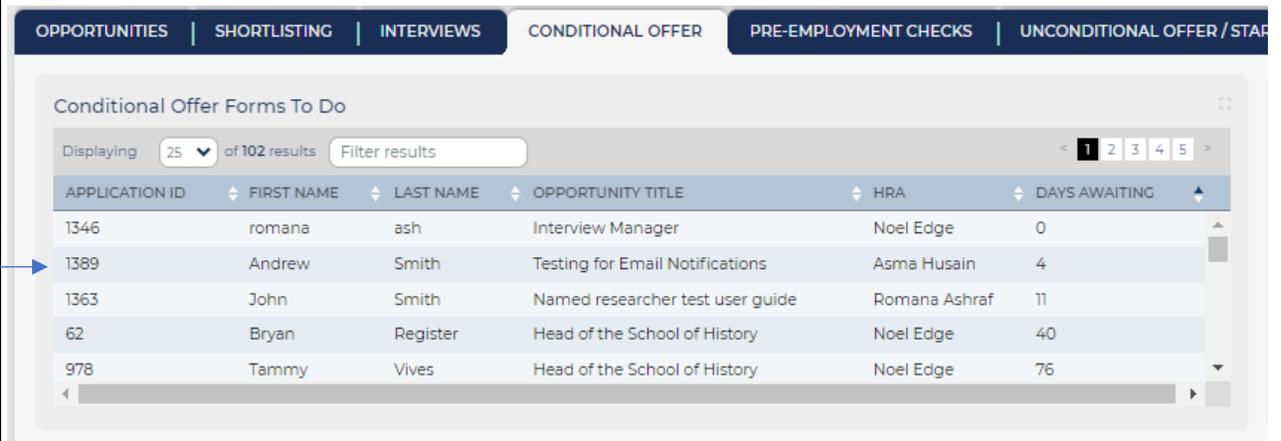
To create an offer form, double click into the applicant record you wish to create an offer for.

This will take you to the candidate page. Next, you will need to select the **“Create Offer”** button in green. This will launch a **“Conditional Offer Form”** which you must complete in full.

Complete all the mandatory fields that are marked with an asterisk\*. The question mark bubbles will give you extra help if you hover over them with the mouse. Please note certain fields will prepopulate according to the original request. **It is important that you double-check that these details are correct.**

Once you have completed this you must select **“Submit”**.

### Examples/Screenshots

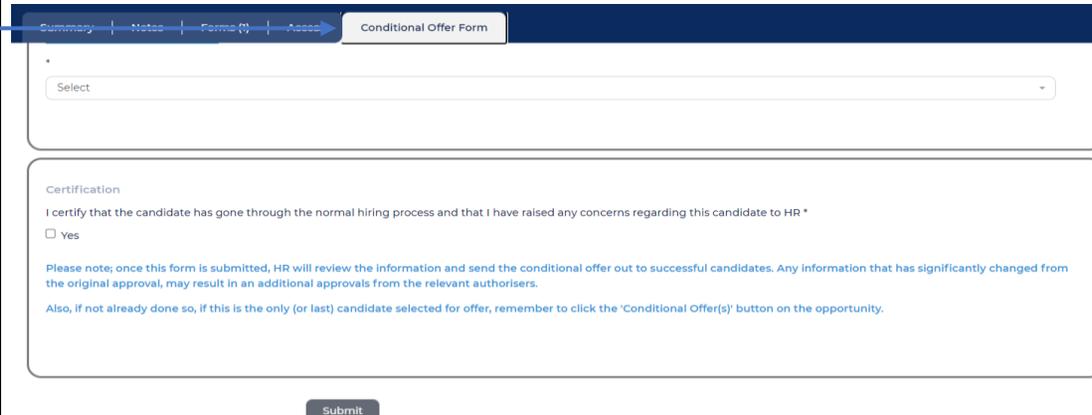


APPLICATION ID	FIRST NAME	LAST NAME	OPPORTUNITY TITLE	HRA	DAYS AWAITING
1346	romana	ash	Interview Manager	Noel Edge	0
1389	Andrew	Smith	Testing for Email Notifications	Asma Husain	4
1363	John	Smith	Named researcher test user guide	Romana Ashraf	11
62	Bryan	Register	Head of the School of History	Noel Edge	40
978	Tammy	Vives	Head of the School of History	Noel Edge	76



1346 - romana ash  
Interview Manager  
Status Conditional Offer - Selected for Offer  
**Create Offer**

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



Summary | Notes | Forms (2) | Access | **Conditional Offer Form**

Select

Certification  
I certify that the candidate has gone through the normal hiring process and that I have raised any concerns regarding this candidate to HR \*

Yes

Please note; once this form is submitted, HR will review the information and send the conditional offer out to successful candidates. Any information that has significantly changed from the original approval, may result in an additional approvals from the relevant authorisers.

Also, if not already done so, if this is the only (or last) candidate selected for offer, remember to click the 'Conditional Offer(s)' button on the opportunity.

Submit

Once you have submitted the offer form, you will see the status for the candidate has changed to **“HR Admin Review”**. You can also see this status via your dashboard.

The offer form is now with the Recruitment Team to review. Once they have reviewed the details, they will send the written conditional offer letter to the successful candidate. You will be copied into the email sent to the candidate when the conditional offer is sent. The offer letter will include key information of the offer such as job title, contract type, salary etc).

*Note: Should your offer form include offer details that are considerably different from the original vacancy request, then the relevant approvers will need to approve the offer before this can be extended to the candidate. In this instance, the status of the applicant will change to **“awaiting approval”** and the approval process will start automatically. Once approved, the Recruitment Team will be alerted and follow the same steps as above.*



**Once the candidate has accepted their conditional offer, the pre-employment checks for all will commence. Candidates must complete all mandatory pre-employment checks satisfactorily before a contract of employment can be issued. See separate guidance on how to check and manage pre-employment checks on Oleeo.**