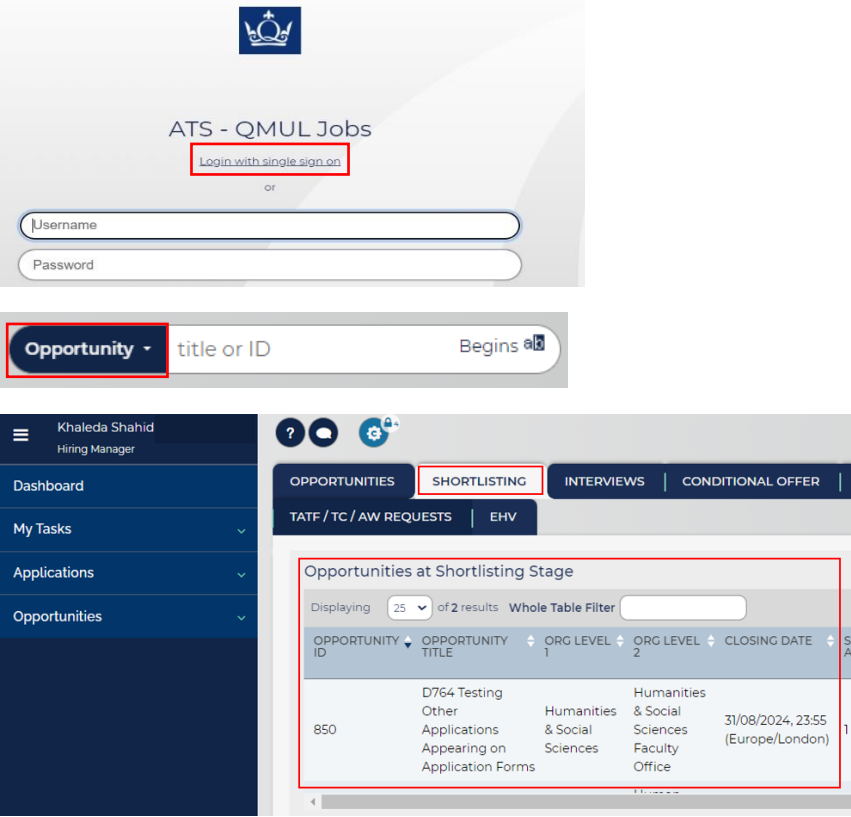


## Shortlisting: Bulk Reject & Progress - Oleeo User Guide

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

- Search for Opportunities/Vacancies
- [Bulk Reject/Progress Application Forms](#)

Throughout this document, the words opportunities and vacancies are used interchangeably.

Accessing Oleeo and searching for an Opportunity	Example/Screenshot										
<p>To access Oleeo, 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 into the system. (You are not required to enter any login details).</p> <p><b>Note:</b> You must be logged in with a “Hiring Manager” profile to complete the bulk updates/rejection actions for applications.</p> <p>When you log into Oleeo, you will be presented with your homepage known as your <b>Dashboard</b>.</p> <p>Search for the opportunity by entering the “<b>Opportunity Title</b>” or “<b>Opportunity Number/ID</b>” in the search box on the top right-hand side of your dashboard. Ensure the search parameter is set to “<b>Opportunity</b>”.</p> <p>Alternatively, navigate to the “<b>Shortlisting</b>” tab on your dashboard and double click on the opportunity you wish to bulk update/reject applications for.</p>	 <table border="1"> <caption>Opportunities at Shortlisting Stage</caption> <thead> <tr> <th>OPPORTUNITY ID</th> <th>OPPORTUNITY TITLE</th> <th>ORG LEVEL 1</th> <th>ORG LEVEL 2</th> <th>CLOSING DATE</th> </tr> </thead> <tbody> <tr> <td>850</td> <td>D764 Testing Other Applications Appearing on Application Forms</td> <td>Humanities &amp; Social Sciences</td> <td>Humanities &amp; Social Sciences Faculty Office</td> <td>31/08/2024, 23:55 (Europe/London)</td> </tr> </tbody> </table>	OPPORTUNITY ID	OPPORTUNITY TITLE	ORG LEVEL 1	ORG LEVEL 2	CLOSING DATE	850	D764 Testing Other Applications Appearing on Application Forms	Humanities & Social Sciences	Humanities & Social Sciences Faculty Office	31/08/2024, 23:55 (Europe/London)
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850	D764 Testing Other Applications Appearing on Application Forms	Humanities & Social Sciences	Humanities & Social Sciences Faculty Office	31/08/2024, 23:55 (Europe/London)							

## How to bulk reject or progress Applications (Shortlisting Stage ONLY)

The Hiring Manager or Lead Shortlister will need to record the final decision once all shortlisters have completed their shortlisting. The following guide can be used to reject or progress shortlisted applicants in bulk. Any candidate(s) that are placed on a reserve list, must be individually updated via the “Shortlisting Decision Form” as ranking within the reserve list is required.

### Step/Action

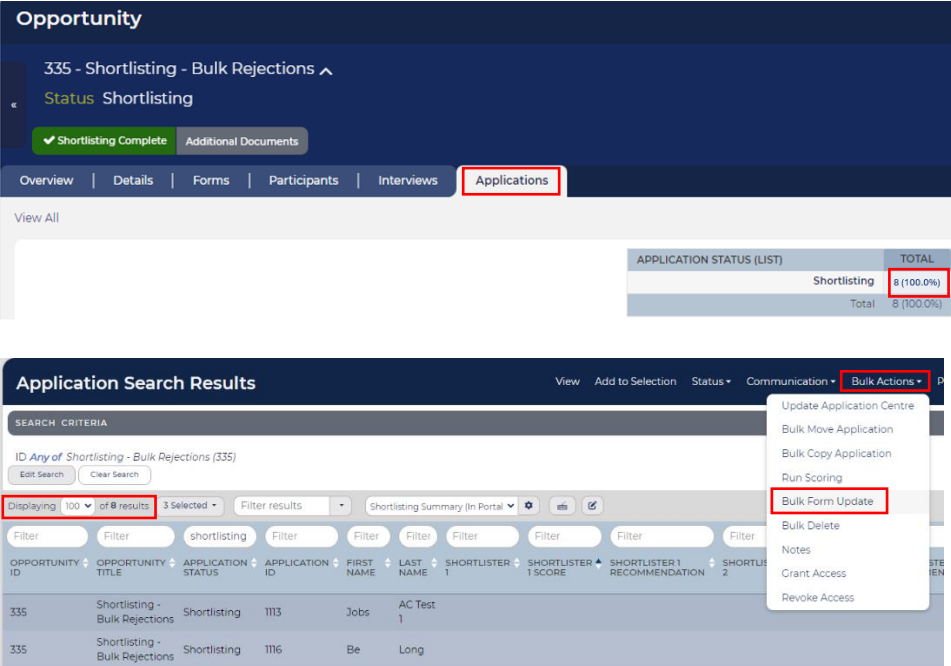
### Example/Screenshot

#### IMPORTANT

This action should only be used for completing shortlisting forms in bulk. This functionality cannot and should not be applied to candidates at interview stage onwards.

This action can only be completed under the “Hiring Manager” profile.

- 1) On the vacancy page, select the “Applications” tab.
- 2) Select the number next to “Shortlisting”. This will show you a list of all the submitted applications.
- 3) Select the application records you wish to reject or progress in bulk by clicking each record. You will see as you select them, they are highlighted.
- 4) Once you have selected all the applications you wish to reject or progress, select “Bulk Actions” and then select “Bulk Form Update” from the drop-down list.



The screenshot shows the 'Opportunity' page for '335 - Shortlisting - Bulk Rejections'. The 'Applications' tab is selected, showing a table with 'Shortlisting' (8 (100.0%)) and 'Total' (8 (100.0%)). Below, the 'Application Search Results' page is shown with 3 records selected. The 'Bulk Actions' dropdown menu is open, highlighting 'Bulk Form Update'.

APPLICATION STATUS (LIST)	TOTAL
Shortlisting	8 (100.0%)
Total	8 (100.0%)

OPPORTUNITY ID	OPPORTUNITY TITLE	APPLICATION STATUS	APPLICATION ID	FIRST NAME	LAST NAME	SHORTLISTER 1	SHORTLISTER 1 SCORE	SHORTLISTER 2	SHORTLISTER 2 SCORE
335	Shortlisting - Bulk Rejections	Shortlisting	1113	Jobs	AC Test	1			
335	Shortlisting - Bulk Rejections	Shortlisting	1116	Be	Long				

5) Ensure the form selected is “**Lead Shortlister Feedback**” and then select “**Submit**”.

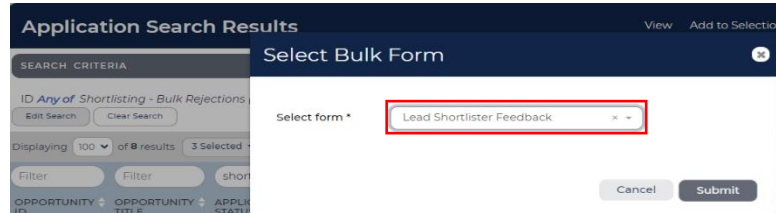
6) You will be presented with a short Lead Shortlister Feedback Form which you will need to complete in full. This decision form will be associated with all the applications you selected for the bulk action.

7) Once you have completed the decision form, select “**Submit**”. Depending on your shortlisting decision, the following will take place:

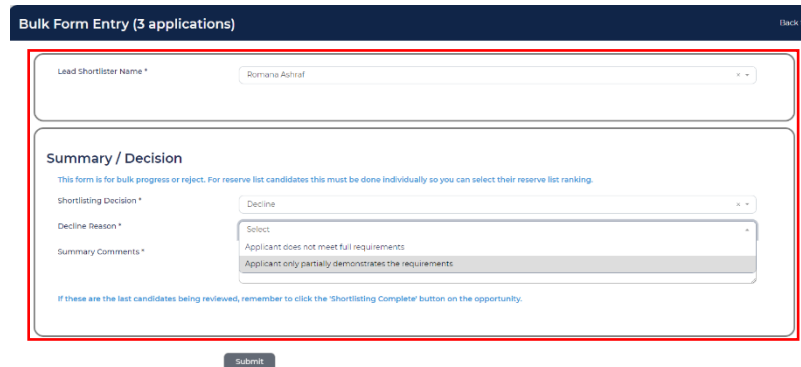
➤ **Decline:** The system will automatically change the application status to “**Shortlisted - Rejected**” and send a rejection email to the candidate.

➤ **Progress:** The system will automatically change the applicant status to “**Interview Rd 1 - Selected**” which will allow you to invite them to interview (see [setting up interviews](#) user guide).

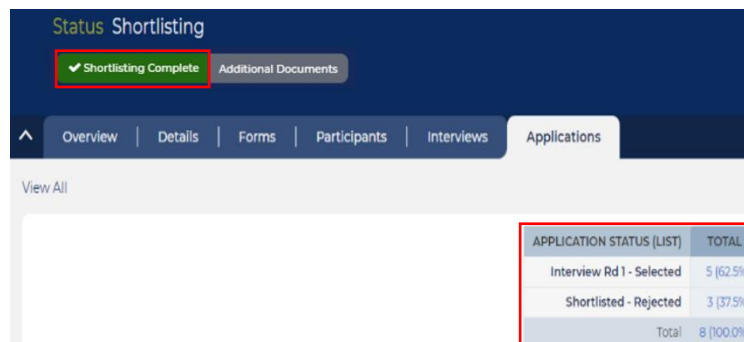
8) Once you have completed the decision forms for all submitted applications, you must update the opportunity status by selecting the green “**Shortlisting Complete**” button on the opportunity page.



The screenshot shows a modal window titled "Select Bulk Form" over a search results page. The "Select form" dropdown menu is open, and "Lead Shortlister Feedback" is selected and highlighted with a red box. The background search results page shows "ID Any of Shortlisting - Bulk Rejections" and "3 Selected" items.



The screenshot shows the "Bulk Form Entry (3 applications)" form. The "Lead Shortlister Name" field is populated with "Romana Ashraf". The "Summary / Decision" section includes a "Shortlisting Decision" dropdown set to "Decline", a "Decline Reason" dropdown set to "Select", and a "Summary Comments" text area containing "Applicant does not meet full requirements" and "Applicant only partially demonstrates the requirements." A "Submit" button is at the bottom.



The screenshot shows the "Status Shortlisting" page. A green "Shortlisting Complete" button is highlighted with a red box. Below it is a table showing the application status distribution.

APPLICATION STATUS (LIST)	TOTAL
Interview Rd 1 - Selected	5 (62.5%)
Shortlisted - Rejected	3 (37.5%)
Total	8 (100.0%)