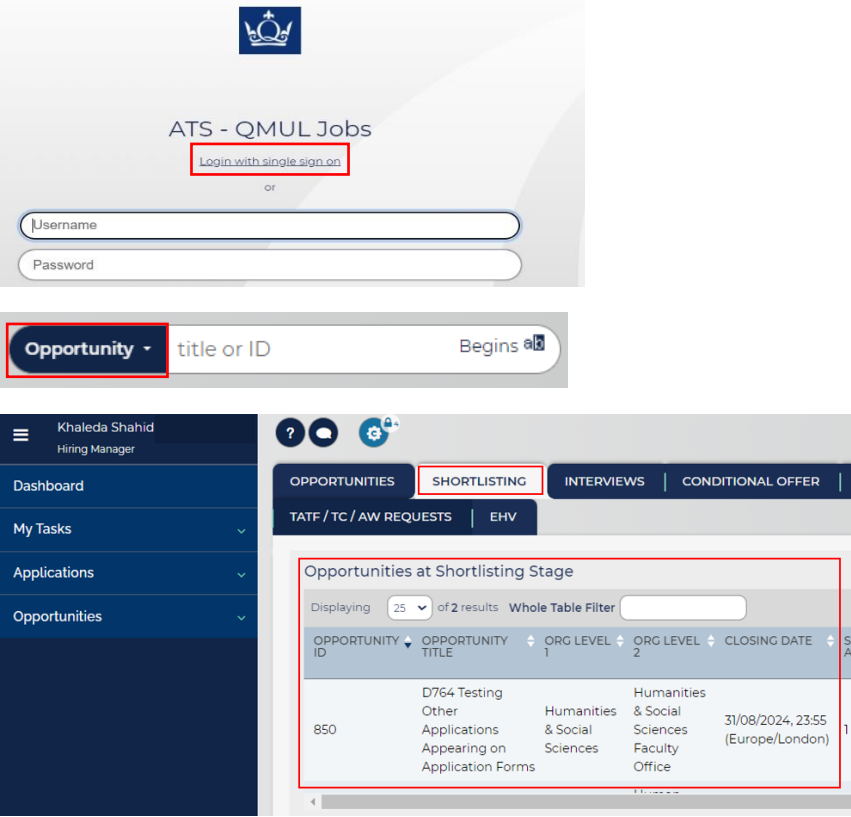# Shortlisting: Bulk Reject & Progress - Oleeo User Guide

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

Step/Action	Example/Screenshot
To access Oleeo, use this link: https://qmul-jobs.tal.net/ and click on "*Log in with single sign on*" to log into the system. (You are not required to enter any login details). **Note**: You must be logged in with a "**Hiring Manager**" profile to complete the bulk updates/rejection actions for applications. When you log into Oleeo, you will be presented with your homepage known as your **Dashboard.** Search for the opportunity by entering the "**Opportunity Title**" or "**Opportunity Number/ID**" in the search box on the top right-hand side of your dashboard. Ensure the search parameter is set to "**Opportunity**". Alternatively, navigate to the "**Shortlisting**" tab on your dashboard and double click on the opportunity you wish to bulk update/reject applications for.	ATS - QMUL Jobs Login with single sign on or Username Password Opportunity ▾ title or ID Begins Khaleda Shahid — Hiring Manager Dashboard / My Tasks / Applications / Opportunities OPPORTUNITIES / SHORTLISTING / INTERVIEWS / CONDITIONAL OFFER TATF / TC / AW REQUESTS / EHV Opportunities at Shortlisting Stage Displaying 25 of 2 results Whole Table Filter 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)

Last updated: 14 March 2025

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.
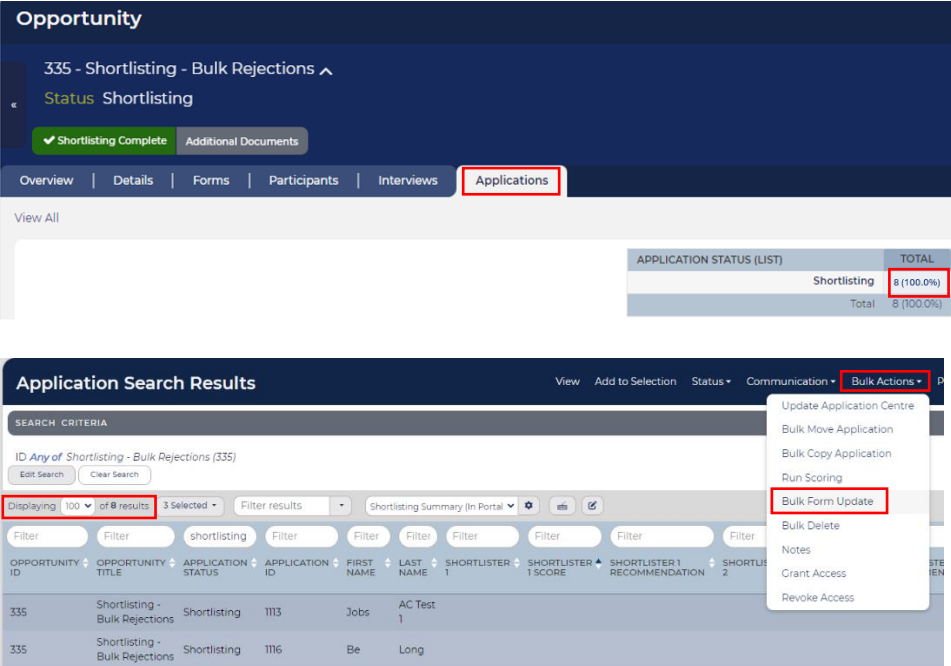
Step/Action	Example/Screenshot

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.

Last updated: 14 March 2025

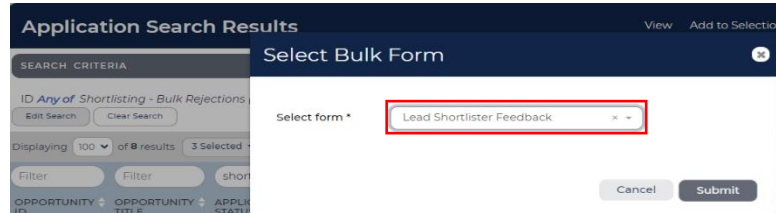5) Ensure the form selected is "**Lead Shortlister Feedback**" and then select "**Submit**".

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:
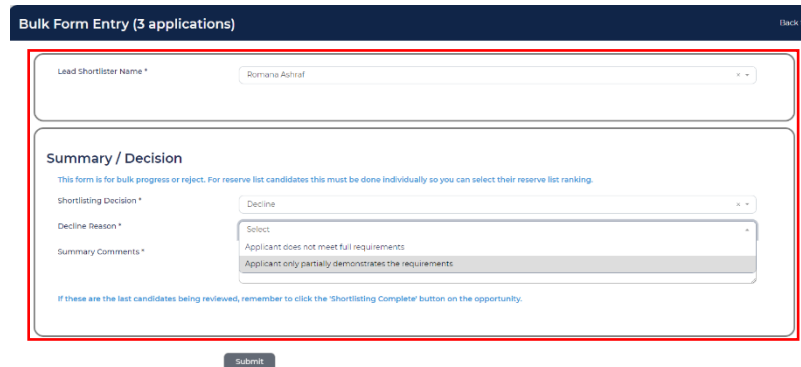

➢ **Decline:** The system will automatically change the application status to "**Shortlisted - Rejected**" and send a rejection email to the candidate.

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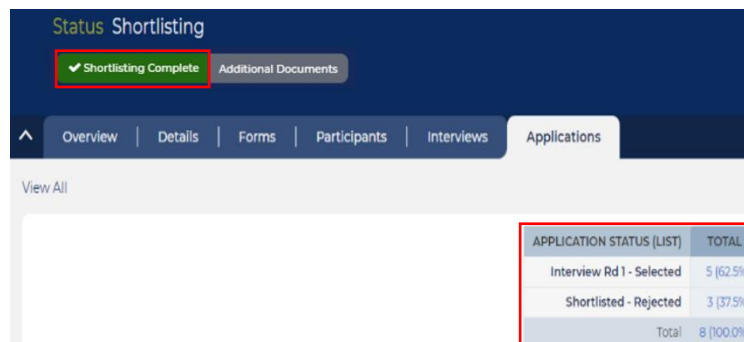
8) Once you have completed the decision forms for all submitted applications, you must update the opportunity status by selecting the green "**Shortlisting Complete**" button on the opportunity page.

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