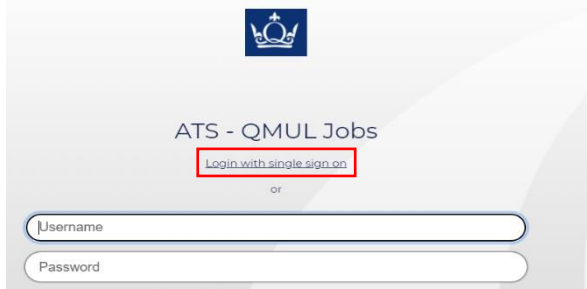
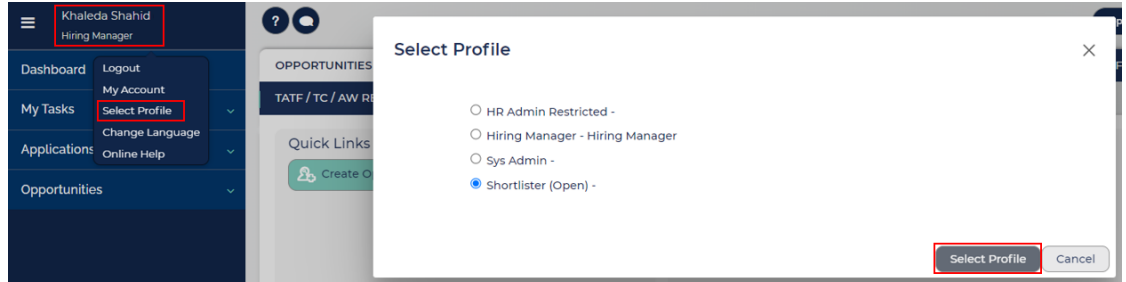


## Shortlisting in System (excluding Lead Shortlister) - Oleeo User Guide

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 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>Once logged in, you will be presented with your homepage known as your <b>Dashboard</b>.</p> <p>As a shortlister (excluding Lead Shortlister), you will need to use your “<b>Shortlister (Open)</b>” profile.</p> <p>To view your logged-in profile, look at the top left-hand side of your screen under your name. The dashboard displayed will vary depending on the profile you are on.</p> <p><b>Note:</b> You must be named as a Shortlister on the opportunity form <i>and</i> added to the participants list as a <b>Shortlister (Open)</b> to be able to view applications for shortlisting. The Hiring Manager is responsible for this.</p> <p>To change the profile you are on, select your name on the top left followed by “<b>Select Profile</b>”. Tick the required profile and then click the grey “<b>Select Profile</b>” button.</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

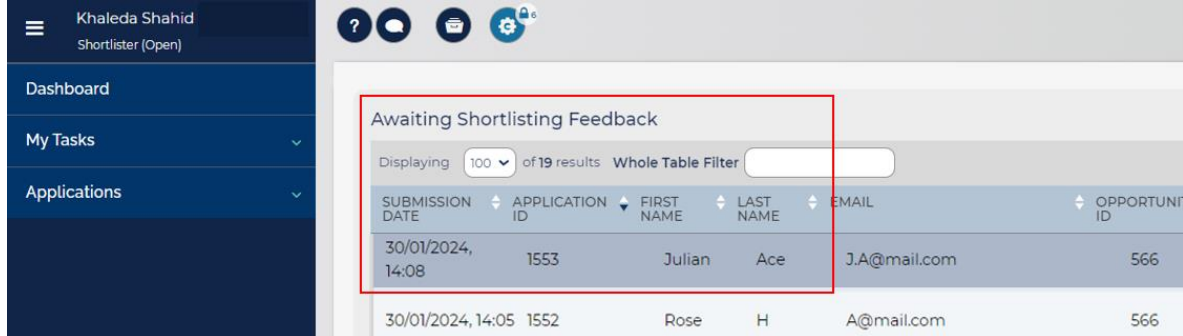
Under your “[Shortlister \(Open\)](#)” profile, you will see a list of application forms that require reviewing in the “[Awaiting Shortlisting Feedback](#)” box.

1) Double click the application row you wish to score.

2) Then select the blue “[Shortlisting Feedback](#)” button, which will take you to the Shortlisting Feedback Form.

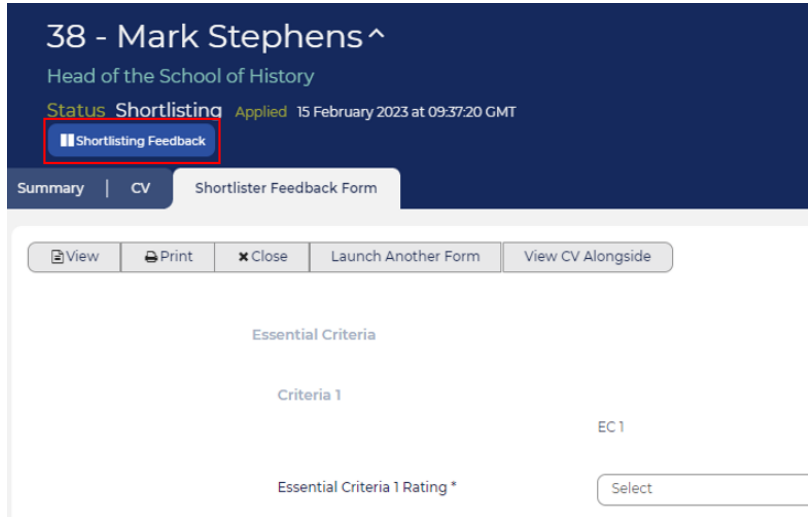
This form will allow you to score against the shortlisting criteria that the Hiring Manager input when raising the vacancy request. The shortlisting criteria should be in line with the Person Specification for the position.

### Example/Screenshot



The screenshot shows a user profile for 'Khaleeda Shahid Shortlister (Open)'. On the right, a table titled 'Awaiting Shortlisting Feedback' is displayed. The table has columns for SUBMISSION DATE, APPLICATION ID, FIRST NAME, LAST NAME, EMAIL, and OPPORTUNITY ID. Two rows are visible, with the first row highlighted in blue. A red box highlights the first row.

SUBMISSION DATE	APPLICATION ID	FIRST NAME	LAST NAME	EMAIL	OPPORTUNITY ID
30/01/2024, 14:08	1553	Julian	Ace	J.A@mail.com	566
30/01/2024, 14:05	1552	Rose	H	A@mail.com	566



The screenshot shows the 'Shortlisting Feedback Form' for '38 - Mark Stephens', who is the Head of the School of History. The form is titled 'Shortlisting Feedback Form' and has a 'Shortlisting Feedback' button highlighted with a red box. Below the form title, there are tabs for 'Summary', 'CV', and 'Shortlister Feedback Form'. The form content includes 'Essential Criteria' and 'Criteria 1' with a rating field for 'Essential Criteria 1 Rating \*' set to 'Select'.

- 3) Select “**Launch Another Form**”, “**Application Form**” and then click “**Select Form**”.

This will allow you to view the Application Form next to the Shortlisting Feedback Form.

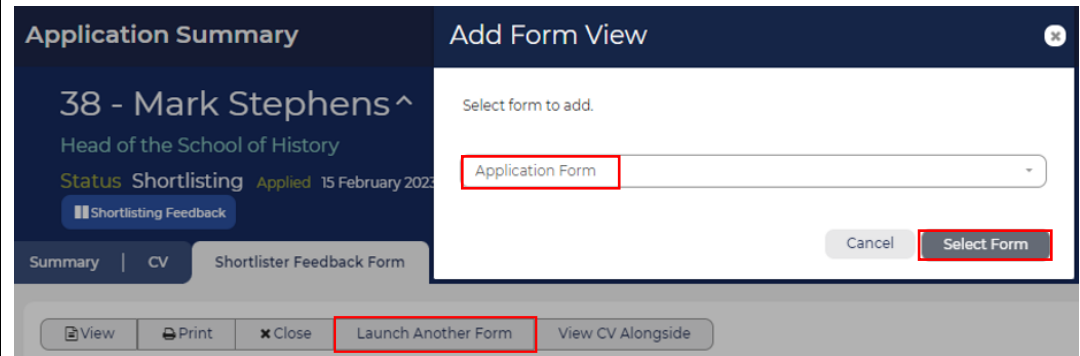
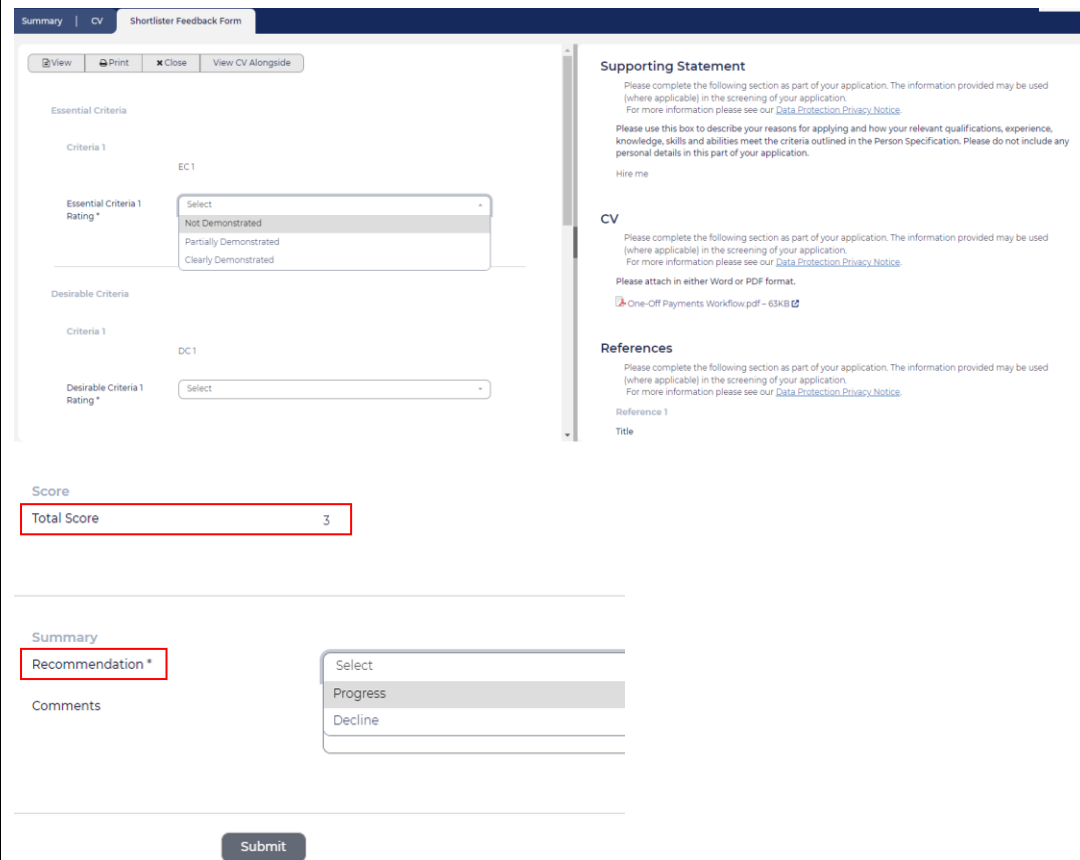
The same can be done for CVs if they were accepted for the recruitment campaign by selecting “**View CV Alongside**”.

**Note:** You can only view one other form/document alongside the Shortlisting Feedback Form at a time.

- 4) 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.

- 5) You are required to make a recommendation, include comments about the application and “**Submit**” your form.

The total score and recommendation you submit for each Application Form will be reviewed by the **Lead Shortlister** who will make a final decision on the system.

- 6) Once submitted, you can move onto the next application by clicking the arrow on the far right of the applicant page you are on.

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

As you complete your feedback forms, they will move to, and display in, the “**Shortlisting Feedback Complete**” box on your dashboard.

Once the Lead Shortlister has made a final decision on the Application Forms, 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.



**Application Summary** ← Print Package

**600 - Victor Montgomery**

Head of the School of History

Status Shortlisting Applied 15 February 2023 at 09:43:39 GMT

#### Shortlisting Feedback Complete

Displaying 100 of 2 results Whole Table Filter

SUBMISSION DATE	APPLICATION ID	FIRST NAME	LAST NAME	EMAIL
30/01/2024, 14:08	1553	Julian	Ace	J.A@email.com
30/01/2024, 14:05	1552	Rose	H	A@mail.com

#### Shortlisting Decision Complete

Displaying 100 of 0 results Whole Table Filter

APPLICATION ID	FIRST NAME	LAST NAME	EMAIL
1553	Julian	Ace	J.A@email.com