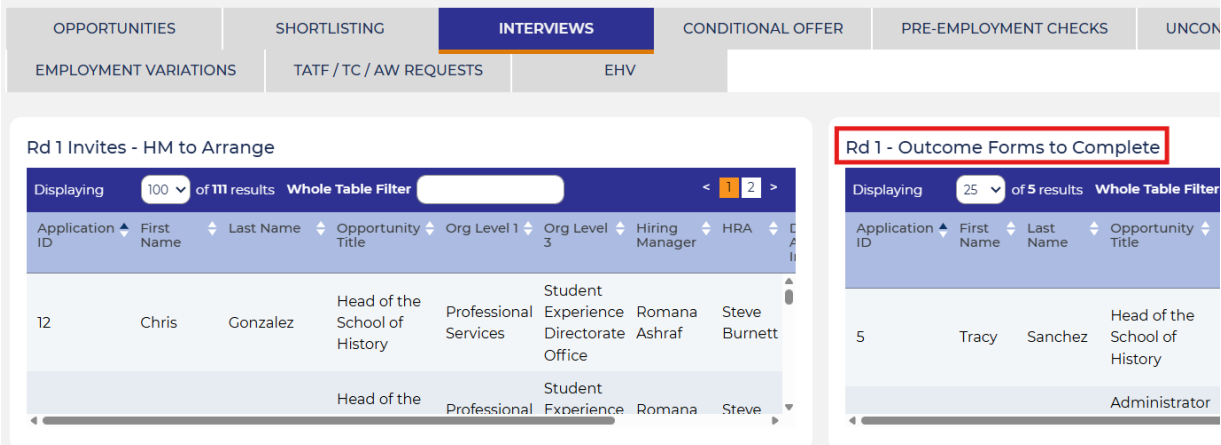


## Interview Outcome and Creating an Offer - Hiring Manager User Guide

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

- [Capture Interview Outcomes in Oleeo \(Unsuccessful, Successful and Reserves\)](#)
- [Move a candidate out of Reserve to Offer](#)
- [Create an Offer Form for successful candidates](#)
- [Attaching additional documents to a candidate’s Application page](#)

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 “<i>Log in with single sign on</i>” to log into the system.</p> <p>When you log into Oleeo, you will be presented with your homepage known as your <b>Dashboard</b>.</p> <p>Under your Hiring Manager (HM) or Faculty Hub profile, your dashboard will include an “<b>Interviews</b>” tab which provides you with an overview of candidates and vacancies at interview stage.</p> <p><b>Outcome Forms to Complete widget:</b> Shows you all candidates who have booked an interview slot and have interview feedback forms ready for you to complete.</p>	 <p>The screenshot shows the Oleeo dashboard with the 'INTERVIEWS' tab selected. It displays two widgets: 'Rd 1 Invites - HM to Arrange' and 'Rd 1 - Outcome Forms to Complete'. The 'Outcome Forms to Complete' widget is highlighted with a red box. The dashboard includes navigation tabs for OPPORTUNITIES, SHORTLISTING, INTERVIEWS, CONDITIONAL OFFER, PRE-EMPLOYMENT CHECKS, and UNCON. Below these are EMPLOYMENT VARIATIONS, TATF / TC / AW REQUESTS, and EHV.</p>

## How to complete interview outcome forms

### Step/Action

- 1) Within your dashboard (**Interviews** tab), double click the row of the candidate you wish to record the interview outcome for. This will take you to the candidate's Application page.

- 2) On the Application page, click the green "**Interview Feedback**" button. This will launch an Interview Feedback Form for you to complete.

The **Interview Feedback Form** must be completed in full for each candidate.

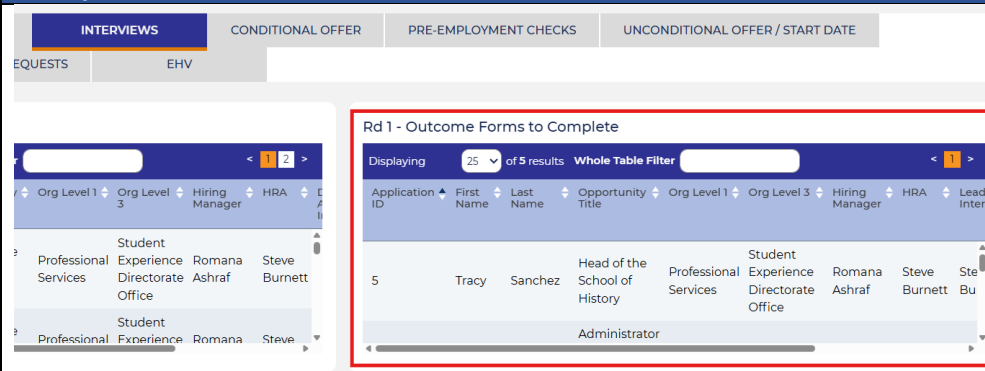
For successful candidates select:

- "**Progress to Offer**" if you wish to offer them the position.
- "**Reserve List**" if they were appointable but not the preferred candidate. Note, an automatic reserve email will be sent to the candidate upon submission of the form.
- "**Progress to next interview round**" if there are multiple rounds of interviews.

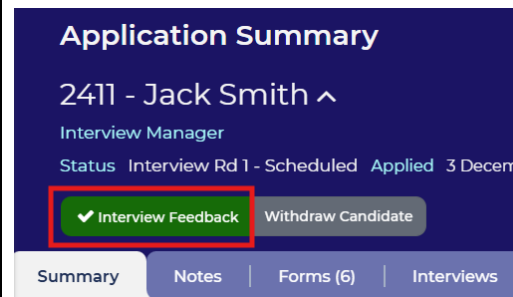
For unsuccessful candidates select:

- "**Decline**". Once submitted, you will need to select the red "**Reject**" button to change the Applicant status to "**Rejected**". This will send an automatic rejection email to the candidate.

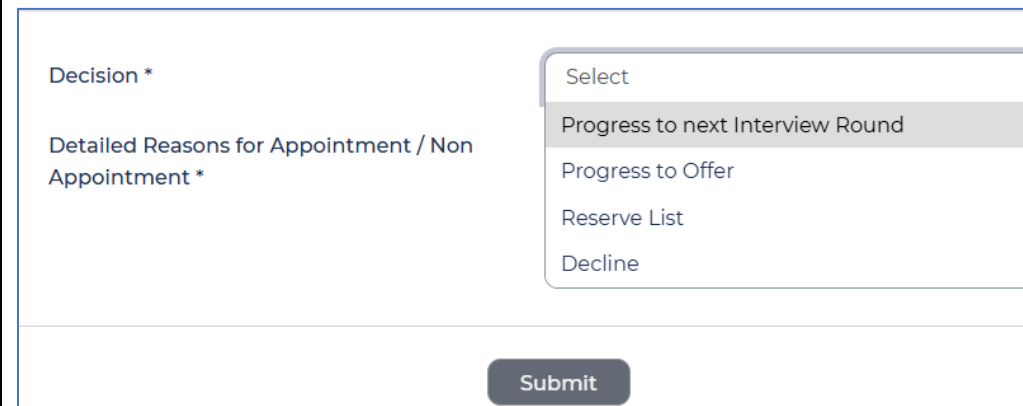
### Example/Screenshot



The screenshot shows the 'INTERVIEWS' tab in a dashboard. A table lists candidates with columns for Application ID, First Name, Last Name, Opportunity Title, Org Level 1, Org Level 3, Hiring Manager, and HRA. A red box highlights a row for 'Tracy Sanchez' with Application ID 5. A pop-up window titled 'Rd 1 - Outcome Forms to Complete' is shown, displaying a table with the same columns as the main table, containing the details for Tracy Sanchez.



The screenshot shows the 'Application Summary' page for '2411 - Jack Smith'. The page includes the role 'Interview Manager', status 'Interview Rd 1 - Scheduled', and 'Applied 3 Decemb'. A red box highlights the green 'Interview Feedback' button, and a grey 'Withdraw Candidate' button is also visible.



The screenshot shows the 'Decision \*' dropdown menu. The options are: Select, Progress to next Interview Round (highlighted), Progress to Offer, Reserve List, and Decline. A 'Submit' button is located at the bottom of the form.

- 3) Upon completion of all interview rounds, and interview feedback forms, return to the opportunity and update the status by clicking the green “Interviews Complete” button.

## Opportunity

1045 - Interview Manager ^

Status Interviews

✓ Interviews Complete

Hired - Complete

✗ Cancel

Recruitment Unsuccessful

On Hold

Additional Documents

Overview

Details

Forms

Participants

Interviews

Applications

### Summary

Current Status: Interviews

To proceed to creating an offer for the successful candidate, follow the guidance [below](#).

## How to move a candidate from reserve to offer

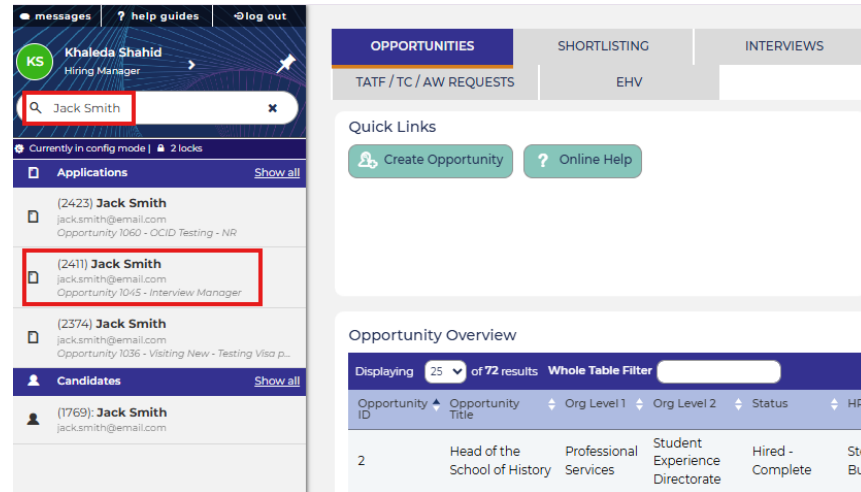
### Step/Action

1) Go to the Applicant page using the search option on the left-hand side menu by entering the candidate's name or Application number. Then click on the relevant Application result.

2) On the Applicant page, add a note under the "Notes" tab first stating why you are taking the candidate out of reserve for auditing purposes. Select "Add Note" to save the note.

3) Select the green "Interview Feedback" button. This will launch the Interview Feedback Form. You will need to update the form, change the decision from "Reserve List" to "Progress to Offer" and then "Submit".

### Example/Screenshot



messages help guides log out

KS Khaleda Shahid Hiring Manager

Jack Smith

Currently in config mode | 2 locks

Applications Show all

- (2423) Jack Smith  
jacksmith@email.com  
Opportunity 1060 - OCID Testing - NR
- (2411) Jack Smith  
jacksmith@email.com  
Opportunity 1065 - Interview Manager
- (2374) Jack Smith  
jacksmith@email.com  
Opportunity 1036 - Visiting New - Testing Visa p...

Candidates Show all

- (1769) Jack Smith  
jacksmith@email.com

OPPORTUNITIES SHORTLISTING INTERVIEWS

TATF / TC / AW REQUESTS EHV

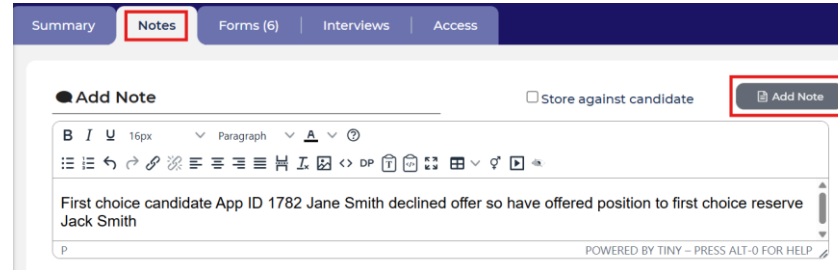
Quick Links

Create Opportunity Online Help

Opportunity Overview

Displaying 25 of 72 results Whole Table Filter

Opportunity ID	Opportunity Title	Org Level 1	Org Level 2	Status	HRA
2	Head of the School of History	Professional Services	Student Experience Directorate	Hired - Complete	Stev Bur



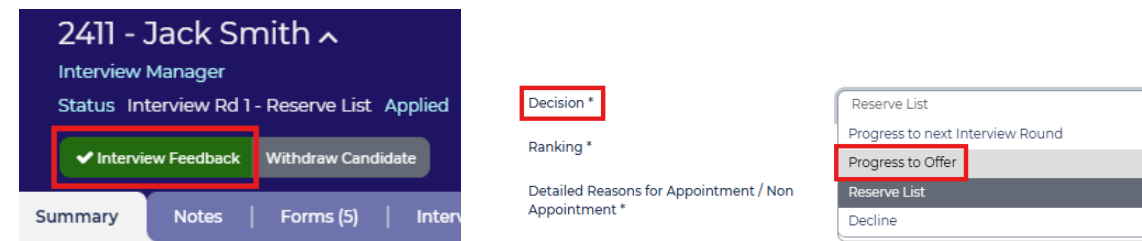
Summary Notes Forms (6) Interviews Access

Add Note Store against candidate Add Note

B I U 16px Paragraph A

First choice candidate App ID 1782 Jane Smith declined offer so have offered position to first choice reserve Jack Smith

POWERED BY TINY - PRESS ALT-0 FOR HELP



2411 - Jack Smith ^

Interview Manager

Status Interview Rd 1 - Reserve List Applied

Interview Feedback Withdraw Candidate

Summary Notes Forms (5) Inter

Decision \*

Ranking \*

Detailed Reasons for Appointment / Non Appointment \*

Reserve List

Progress to next Interview Round

Progress to Offer

Reserve List

Decline

Upon submission of the form, the Applicant status will change from “Reserve List” to “Conditional Offer - Selected for Offer” at which point you can proceed to creating the offer. Note, the candidate will not be notified of the status change at this point. To proceed to creating an offer, follow the guidance below.

## How to create an offer

### Step/Action

- 1) Access the Application page.
  - i. If you are already on the Application page, proceed to step 2.
  - ii. If not, you can either search for the Application using the search function in the left-hand menu or double click on the individual you wish to create an offer for in the **“Conditional Offer Forms To Do”** box in the **“Conditional Offer”** tab on your dashboard.

- 2) On the Applicant page, select the green **“Create Offer”** button. This will launch a **“Conditional Offer Form”** which you must complete in full.

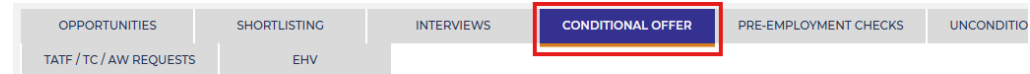
**Note:** You will need to complete the Conditional Offer form in one sitting. There is no option to save the form and come back to it later.

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

- 4) After completing the form, click **“Submit”**.

Upon submission of the form, the Application status will change to **“Conditional Offer - HR Admin Review”**.

### Examples/Screenshots



Conditional Offer Forms To Do

Displaying 100 of 106 results Whole Table Filter

Status	Application ID	First Name	Last Name	Opportunity Title	Org Level 3
Conditional Offer - Selected for Offer	2411	Jack	Smith	Interview Manager	HRST System Testing (
Conditional Offer - Selected for Offer	2405	Brother	Dawn	Reference Template Testing	HRST System Testing (
Conditional Offer - Selected for Offer	2015	Apple	Crumble	Testing HESA/Non-HESA Fields - NR Cycle 2	Centre for Commercia
Conditional Offer - Selected for Offer	2014	Apple	Crumble	Testing HESA/Non-HESA Fields - SR Cycle 2 No Apprenticeship	Centre for Commercia
Conditional Offer - Selected for Offer	1975	test sh	Murton	Testing Hesa/Non Hesa - Clinical NR	School of Mathematic
Conditional Offer - Selected for Offer	1976	test sh	Murton	Testing HESA/Non-HESA Fields - NR	Centre for Commercia



Summary | Notes | Forms (6) | Interviews | Access | Conditional Offer Form

**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

The offer form is now with the Recruitment Team to review. Once they have reviewed the details, they will send a 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 Conditional Offer letter will include key information about the offer such as job title, contract type, salary etc. The offer details are based on what has been entered in the Conditional Offer Form by the Hiring Manager.

**Note:** If the offer differs from the original Opportunity request, the status of the Applicant will automatically change to “**Awaiting Approval**”, commencing the approval process again. Once approved, the Recruitment Team will be alerted and follow the same process as above.

Changes to any of the below parameters, will trigger an approval process:

- Organisation Level 1
- Grade/Pay Group
- An increase in FTE
- An increase in working hours

Once the candidate has accepted their Conditional Offer, the pre-employment checks will commence. Candidates must complete all mandatory pre-employment checks satisfactorily before a contract of employment can be issued. See the [separate guidance](#) on how to check and manage pre-employment checks on Oleo.

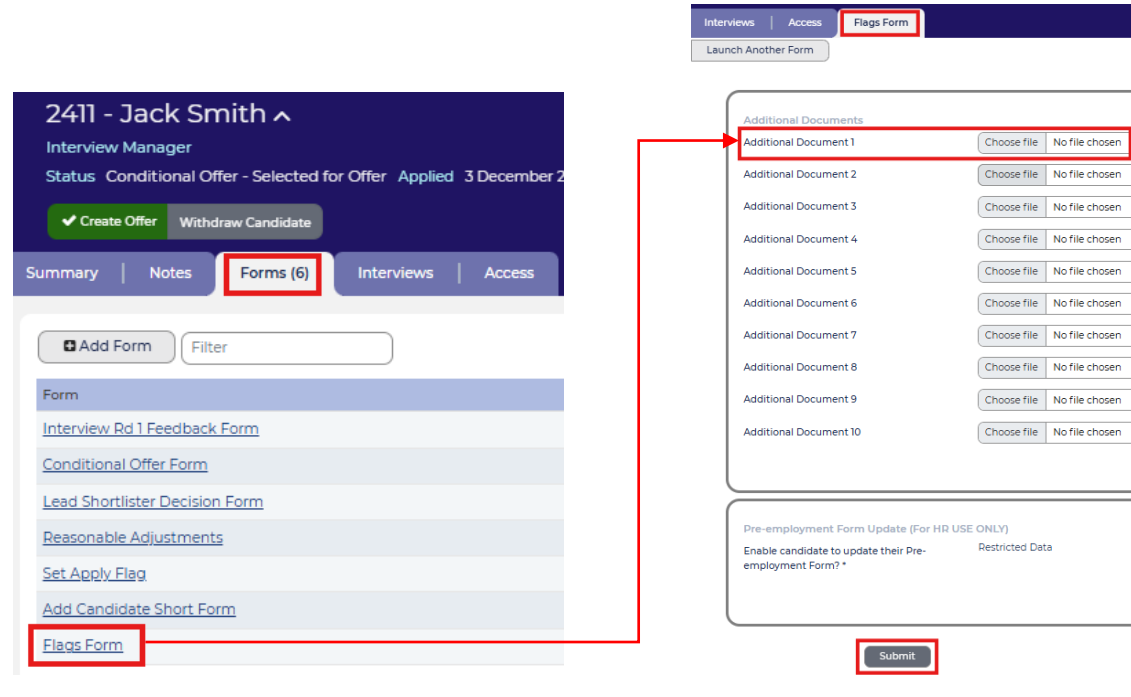
## How to attach documents to an Applicant's page

### Step/Action

You can attach up to 10 additional documents to a candidate's Application page.

- 1) On the Application page, select the "**Forms**" tab, click "**Flags Form**" which will open the Flags Form.
- 2) On the Flags Form, upload your documents and then click "**Submit**" at the bottom of the form to save the changes.
- 3) Remember to add a note under the "**Notes**" tab so that the Recruitment Team are aware of any additional documents that you may have uploaded.

### Examples/Screenshots



The screenshot shows the 'Flags Form' interface for candidate Jack Smith. The 'Forms (6)' tab is selected, and the 'Flags Form' link is highlighted. A red box highlights the 'Flags Form' link in the list. Another red box highlights the 'Flags Form' tab in the top navigation. A third red box highlights the 'Additional Document 1' row in the 'Additional Documents' section, which has 'Choose file' and 'No file chosen' buttons. A fourth red box highlights the 'Submit' button at the bottom right.