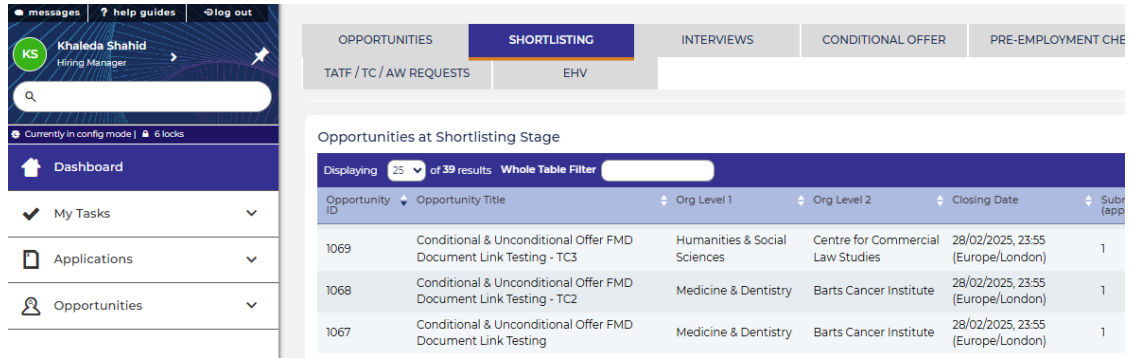


## Offline Shortlisting: Application Forms and Shortlisting Decisions - Hiring Manager User Guide

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

- [Search for Applications](#)
- [View Application Forms](#)
- [Download Application Packs](#)
- [Finalise shortlisting decisions](#)

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

Accessing Oleeo																									
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.</p> <p>Once logged in, you will be presented with your homepage known as your <b>Dashboard</b>.</p> <p>Your dashboard includes multiple tabs which help you to quickly locate Vacancies and Applications at different stages of the recruitment process.</p> <p><b>Note:</b> You must double click the row of the specific Vacancy or Applicant you want to view to access the Vacancy or Applicant page.</p>	 <p>The screenshot shows the Oleeo Hiring Manager interface. The user is logged in as Khaleda Shahid, Hiring Manager. The dashboard has a sidebar with navigation options: Dashboard, My Tasks, Applications, and Opportunities. The main content area is titled 'Opportunities at Shortlisting Stage' and displays a table of job opportunities. The table has columns for Opportunity ID, Opportunity Title, Org Level 1, Org Level 2, Closing Date, and Subr (app). Three opportunities are listed:</p> <table border="1"> <thead> <tr> <th>Opportunity ID</th> <th>Opportunity Title</th> <th>Org Level 1</th> <th>Org Level 2</th> <th>Closing Date</th> <th>Subr (app)</th> </tr> </thead> <tbody> <tr> <td>1069</td> <td>Conditional &amp; Unconditional Offer FMD Document Link Testing - TC3</td> <td>Humanities &amp; Social Sciences</td> <td>Centre for Commercial Law Studies</td> <td>28/02/2025, 23:55 (Europe/London)</td> <td>1</td> </tr> <tr> <td>1068</td> <td>Conditional &amp; Unconditional Offer FMD Document Link Testing - TC2</td> <td>Medicine &amp; Dentistry</td> <td>Barts Cancer Institute</td> <td>28/02/2025, 23:55 (Europe/London)</td> <td>1</td> </tr> <tr> <td>1067</td> <td>Conditional &amp; Unconditional Offer FMD Document Link Testing</td> <td>Medicine &amp; Dentistry</td> <td>Barts Cancer Institute</td> <td>28/02/2025, 23:55 (Europe/London)</td> <td>1</td> </tr> </tbody> </table>	Opportunity ID	Opportunity Title	Org Level 1	Org Level 2	Closing Date	Subr (app)	1069	Conditional & Unconditional Offer FMD Document Link Testing - TC3	Humanities & Social Sciences	Centre for Commercial Law Studies	28/02/2025, 23:55 (Europe/London)	1	1068	Conditional & Unconditional Offer FMD Document Link Testing - TC2	Medicine & Dentistry	Barts Cancer Institute	28/02/2025, 23:55 (Europe/London)	1	1067	Conditional & Unconditional Offer FMD Document Link Testing	Medicine & Dentistry	Barts Cancer Institute	28/02/2025, 23:55 (Europe/London)	1
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## Searching for Opportunities and Applications

### Step/Action

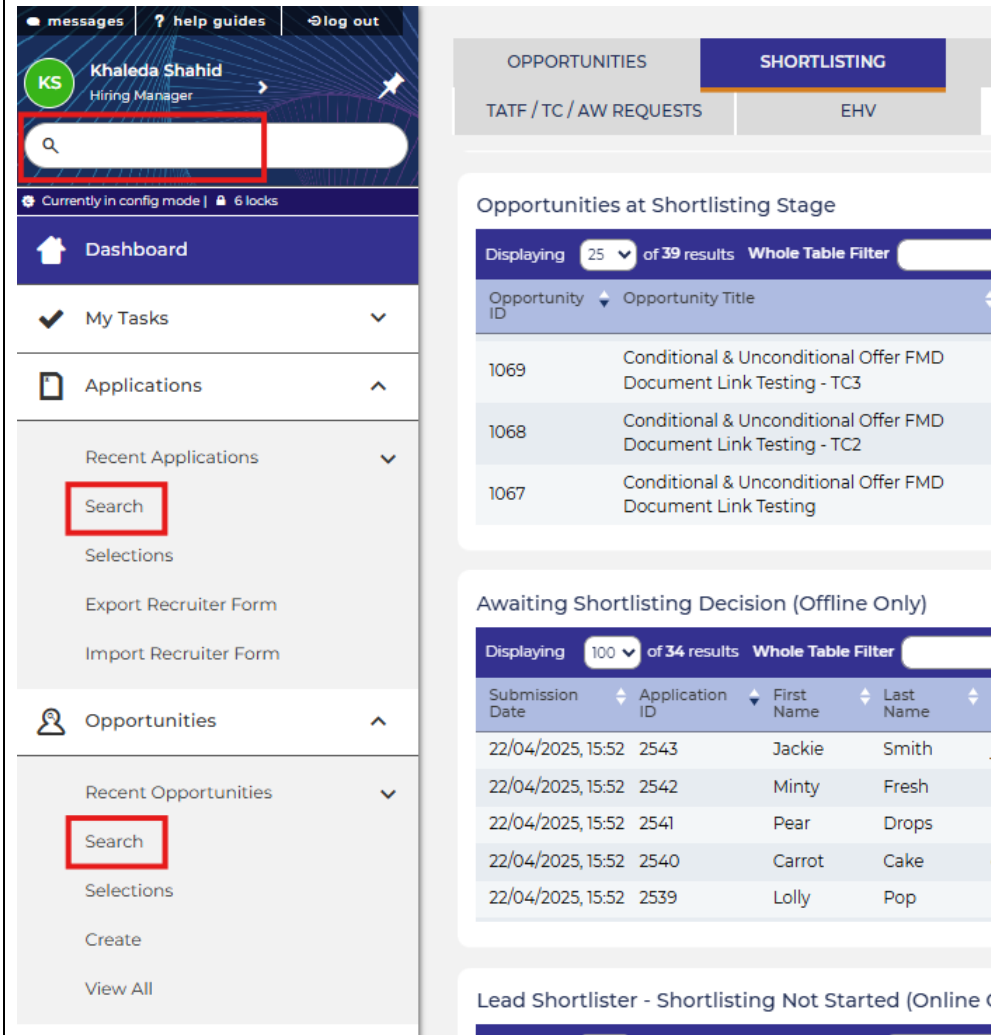
There are multiple ways you can search for a Vacancy or Applicant in addition to using your dashboard.

**Method 1:** Search in the left-hand menu by typing in the Opportunity Title or ID. Then single select the Opportunity in the results returned.

**Quick pro tip:** If you know the Opportunity ID, you can navigate straight to the Opportunity using the prefix “v:” followed by the ID. For example, if the Opportunity ID is “1110” enter “v:1110” and press enter on your keyboard. Similarly, if you know the Application ID, use the prefix “a:” followed by the ID and press enter on your keyboard.

**Method 2:** You can also search for vacancies and applications by clicking into the relevant heading in the left-hand side menu including recent searches.

### Example/Screenshot



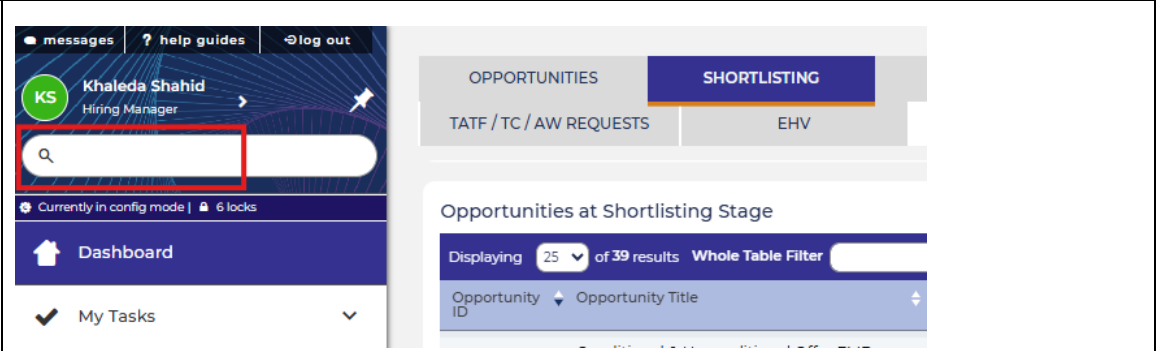
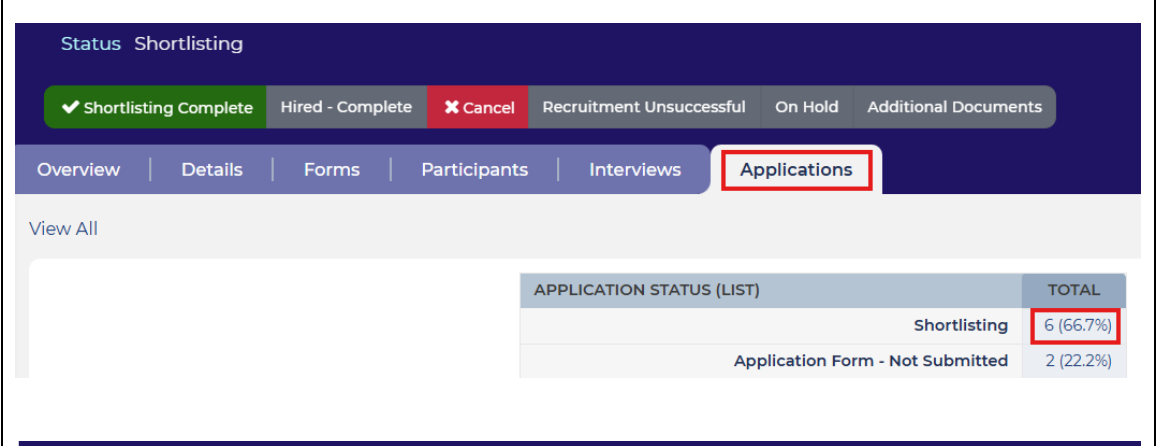
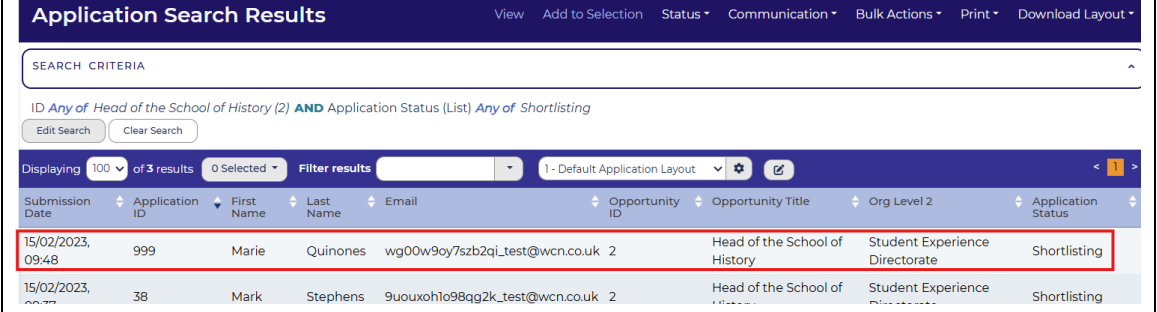
The screenshot displays the recruitment system interface. On the left, a navigation menu is visible with the 'Search' option highlighted under both 'Applications' and 'Opportunities' sections. The main content area shows the 'SHORTLISTING' tab selected, with a table of 'Opportunities at Shortlisting Stage'. Below this, there is a section for 'Awaiting Shortlisting Decision (Offline Only)' with a table of application submissions.

Opportunity ID	Opportunity Title
1069	Conditional & Unconditional Offer FMD Document Link Testing - TC3
1068	Conditional & Unconditional Offer FMD Document Link Testing - TC2
1067	Conditional & Unconditional Offer FMD Document Link Testing

Submission Date	Application ID	First Name	Last Name	E
22/04/2025, 15:52	2543	Jackie	Smith	ja
22/04/2025, 15:52	2542	Minty	Fresh	n
22/04/2025, 15:52	2541	Pear	Drops	p
22/04/2025, 15:52	2540	Carrot	Cake	c
22/04/2025, 15:52	2539	Lolly	Pop	lc

## How to view Application Forms

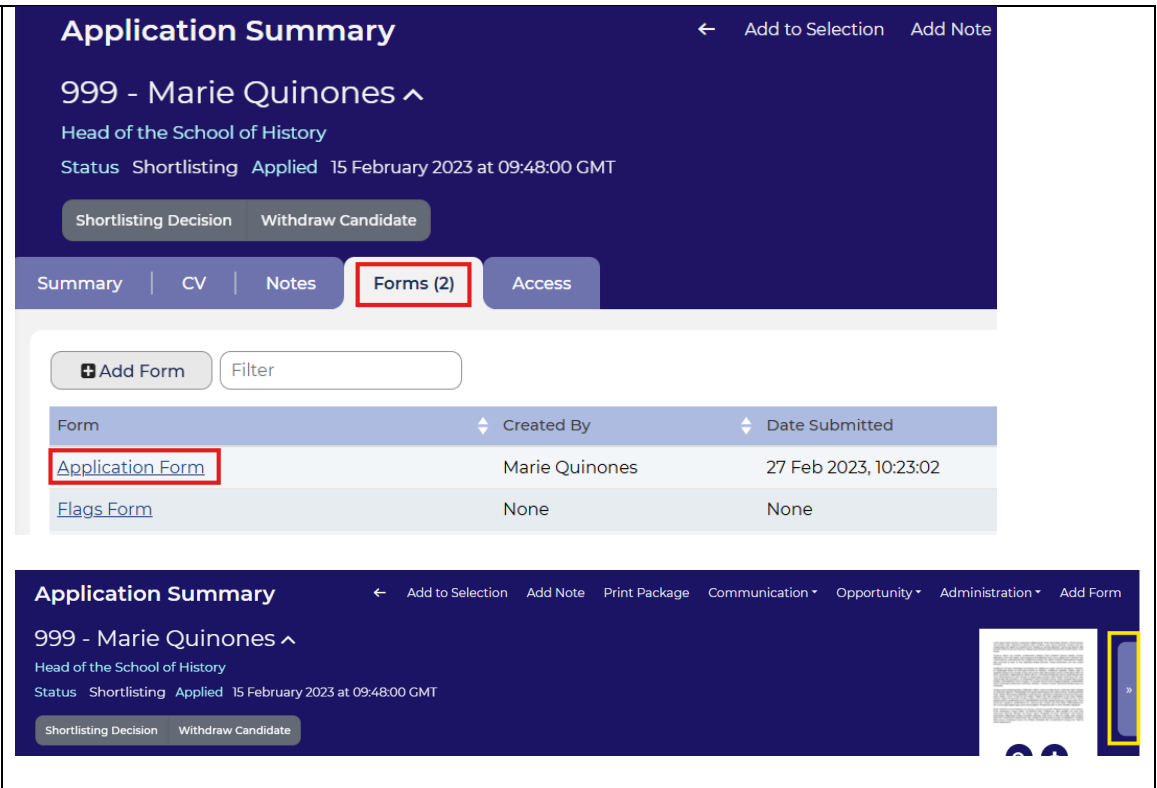
Step/Action	Example/Screenshot																											
<p>1) Search for the Opportunity you wish to view Application Forms for, using the search bar in the left-hand menu of your dashboard.</p>	 <p>The screenshot shows a user profile for Khaleda Shahid, Hiring Manager. A search bar is highlighted with a red box. Below the search bar, there are navigation options for 'Dashboard' and 'My Tasks'. To the right, there are tabs for 'OPPORTUNITIES' and 'SHORTLISTING', with 'SHORTLISTING' being the active tab. Below these tabs, there are sub-tabs for 'TATF / TC / AW REQUESTS' and 'EHV'. A section titled 'Opportunities at Shortlisting Stage' is visible, showing 'Displaying 25 of 39 results' and a 'Whole Table Filter'.</p>																											
<p>2) Once you land on the Opportunity page, select the <b>“Applications”</b> tab which will provide you with an overview of the Application Form numbers and statuses.</p> <ul style="list-style-type: none"> <li>- <b>Application Form - Not Submitted:</b> Refers to the number of incomplete/in progress Application Forms.</li> <li>- <b>Shortlisting:</b> Refers to the number of submitted Application Forms.</li> </ul>	 <p>The screenshot shows the 'Status Shortlisting' section with various status tabs: 'Shortlisting Complete', 'Hired - Complete', 'Cancel', 'Recruitment Unsuccessful', 'On Hold', and 'Additional Documents'. Below these are navigation tabs: 'Overview', 'Details', 'Forms', 'Participants', 'Interviews', and 'Applications', with 'Applications' highlighted by a red box. A 'View All' link is present. Below is a table titled 'APPLICATION STATUS (LIST)'. The table has two columns: 'APPLICATION STATUS (LIST)' and 'TOTAL'. The data is as follows:</p> <table border="1"> <thead> <tr> <th>APPLICATION STATUS (LIST)</th> <th>TOTAL</th> </tr> </thead> <tbody> <tr> <td>Shortlisting</td> <td>6 (66.7%)</td> </tr> <tr> <td>Application Form - Not Submitted</td> <td>2 (22.2%)</td> </tr> </tbody> </table>	APPLICATION STATUS (LIST)	TOTAL	Shortlisting	6 (66.7%)	Application Form - Not Submitted	2 (22.2%)																					
APPLICATION STATUS (LIST)	TOTAL																											
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<p>3) Select the number next to <b>“Shortlisting”</b> which will take you to the list of all submitted Application Forms.</p> <p>4) You can view each Application Form by double clicking into the Applicant record.</p>	 <p>The screenshot shows the 'Application Search Results' section. It includes a search criteria bar with the criteria: 'ID Any of Head of the School of History (2) AND Application Status (List) Any of Shortlisting'. Below the search bar, there are buttons for 'Edit Search' and 'Clear Search'. A table is displayed with the following columns: 'Submission Date', 'Application ID', 'First Name', 'Last Name', 'Email', 'Opportunity ID', 'Opportunity Title', 'Org Level 2', and 'Application Status'. The data is as follows:</p> <table border="1"> <thead> <tr> <th>Submission Date</th> <th>Application ID</th> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Opportunity ID</th> <th>Opportunity Title</th> <th>Org Level 2</th> <th>Application Status</th> </tr> </thead> <tbody> <tr> <td>15/02/2023, 09:48</td> <td>999</td> <td>Marie</td> <td>Quinones</td> <td>wg00w9oy7szb2q_test@wcn.co.uk</td> <td>2</td> <td>Head of the School of History</td> <td>Student Experience Directorate</td> <td>Shortlisting</td> </tr> <tr> <td>15/02/2023, 09:48</td> <td>38</td> <td>Mark</td> <td>Stephens</td> <td>9uouxh1o98qg2k_test@wcn.co.uk</td> <td>2</td> <td>Head of the School of History</td> <td>Student Experience Directorate</td> <td>Shortlisting</td> </tr> </tbody> </table>	Submission Date	Application ID	First Name	Last Name	Email	Opportunity ID	Opportunity Title	Org Level 2	Application Status	15/02/2023, 09:48	999	Marie	Quinones	wg00w9oy7szb2q_test@wcn.co.uk	2	Head of the School of History	Student Experience Directorate	Shortlisting	15/02/2023, 09:48	38	Mark	Stephens	9uouxh1o98qg2k_test@wcn.co.uk	2	Head of the School of History	Student Experience Directorate	Shortlisting
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Once you land on the Applicant page, you will see the Applicant’s name along with several tabs.

- **Summary:** Will allow you to see whether the candidate is an internal or external candidate along with other relevant information.
  - **Forms:** Includes the **Application Form**.
- 5) Select the “Forms” tab, “Application Form”, this will load the full Application Form for you to review.

**Note:** Equality and Diversity information is restricted data in the Application Form.

- 6) To move onto the next Application Form, click the arrow on the right of the current Applicant page you are on, followed by Step 5. Alternatively, you can go back to the Opportunity and select the Application you wish to view next following [Steps 1-5](#).



**Application Summary**    ← Add to Selection    Add Note

999 - Marie Quinones ^  
 Head of the School of History  
 Status Shortlisting Applied 15 February 2023 at 09:48:00 GMT

Shortlisting Decision    Withdraw Candidate

Summary | CV | Notes | **Forms (2)** | Access

+ Add Form    Filter

Form	Created By	Date Submitted
<a href="#">Application Form</a>	Marie Quinones	27 Feb 2023, 10:23:02
<a href="#">Flags Form</a>	None	None

**Application Summary**    ← Add to Selection    Add Note    Print Package    Communication ^    Opportunity ^    Administration ^    Add Form

999 - Marie Quinones ^  
 Head of the School of History  
 Status Shortlisting Applied 15 February 2023 at 09:48:00 GMT

Shortlisting Decision    Withdraw Candidate

## How to download Application Packs

### Step/Action

**Important:** For opportunities with a large number of submitted Applications, the download time is longer. It is therefore advisable that you download Applications in batches.

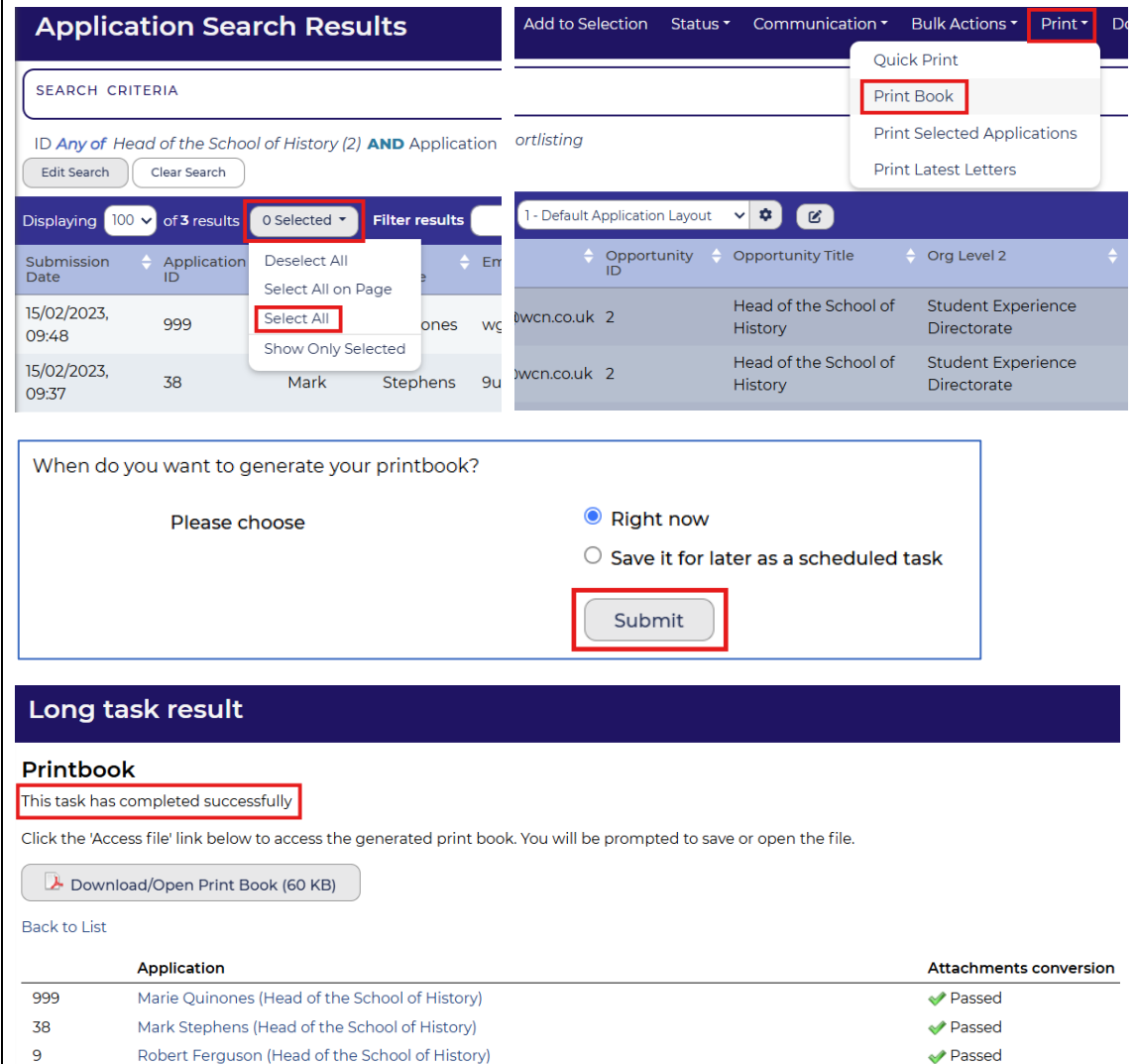
Go to the list of submitted Applications by following steps 1-3 in the [“How to view Application Forms”](#) section above.

- 4) Click the **“Selected”** button, **“Select All”** and then on the top right-hand corner of your screen select **“Print”**, **“Print Book”**.
  
- 5) You will then be presented with a Print Book Option. You do not need to select or deselect anything. Simply scroll to the bottom of the page and select **“Submit”**.

The Print Book task may take a few minutes to complete and will show you the progress status. Once the Print Book is ready, you will see the outcome and success of the task.

- 6) Click the **“Download/Open Print Book”** button to access the PDF Application pack. This will download the file (Application pack) for you to view and provide to the shortlisting panel.

### Example/Screenshot



**Application Search Results**

SEARCH CRITERIA

ID *Any of Head of the School of History (2) AND Application shortlisting*

Edit Search Clear Search

Displaying 100 of 3 results 0 Selected Filter results

Submission Date	Application ID	Deselect All	Select All on Page	Select All	Show Only Selected	Opportunity ID	Opportunity Title	Org Level 2
15/02/2023, 09:48	999					wcn.co.uk 2	Head of the School of History	Student Experience Directorate
15/02/2023, 09:37	38	Mark	Stephens	9u		wcn.co.uk 2	Head of the School of History	Student Experience Directorate

When do you want to generate your printbook?

Please choose

Right now

Save it for later as a scheduled task

**Submit**

**Long task result**

**Printbook**

This task has completed successfully

Click the 'Access file' link below to access the generated print book. You will be prompted to save or open the file.

[Download/Open Print Book \(60 KB\)](#)

[Back to List](#)

Application	Attachments conversion
999 Marie Quinones (Head of the School of History)	✓ Passed
38 Mark Stephens (Head of the School of History)	✓ Passed
9 Robert Ferguson (Head of the School of History)	✓ Passed

## Providing Shortlisting Feedback and Decisions - Offline Shortlisting (Outside of Oleeo)

Once an Opportunity has closed to advert, the system notifies all shortlisters via email that shortlisting can commence. For shortlisting/scoring that is to take place outside of Oleeo, the Hiring Manager should follow the steps of sharing the Application pack (outlined earlier in this document) to all shortlisters. In this instance, the [Queen Mary Shortlisting Record Form](#) should be used by the panel. The final Shortlisting Record Form completed outside of Oleeo, must be uploaded under “Additional Documents” on the Opportunity to capture individual scoring.

### Step/Action

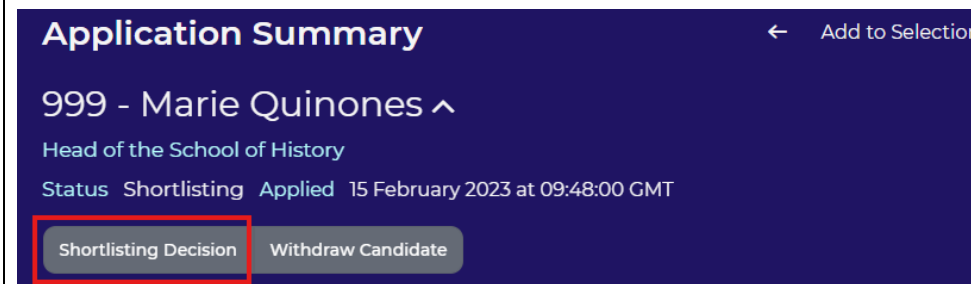
Once all shortlisters have completed their offline Shortlisting Record Forms, they should feedback their decisions to the Hiring Manager (HM). The HM must then:

- 1) Locate the Application (see [How to view Application Forms](#)).
- 2) Once on the Applicant page, select the “**Shortlisting Decision**” button. This will launch the “**Lead Shortlister Decision Form**”.
- 3) Complete the form by entering the “**Lead Shortlister Name**”, “**Shortlisting Decision**” and “**Summary Comments**” about the Applicant and then “**Submit**”.

### For the final Shortlisting Decision:

- **Decline:** the Applicant will automatically be sent a rejection email.
- **Progress to Interview:** Applicant will NOT be notified until you proceed to invite the Applicant to an interview (follow the [interview set up](#) user guide).
- **Reserve List:** The Applicant will automatically be notified of this decision. See “[Taking an Applicant out of Reserve](#)” user guide for more information.

### Example/Screenshot



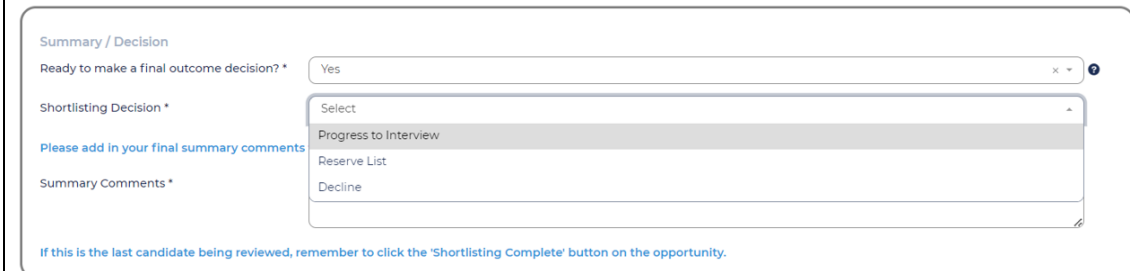
**Application Summary** ← Add to Selection

999 - Marie Quinones ^

Head of the School of History

Status Shortlisting Applied 15 February 2023 at 09:48:00 GMT

**Shortlisting Decision** Withdraw Candidate



Summary / Decision

Ready to make a final outcome decision? \* Yes

Shortlisting Decision \* Select

Please add in your final summary comments

Summary Comments \*

If this is the last candidate being reviewed, remember to click the 'Shortlisting Complete' button on the opportunity.

- 4) Once you have completed the decision forms for all submitted Applications, you must update the Opportunity status by selecting the “**Shortlisting Complete**” button on the Opportunity page.

## Opportunity

2 - Head of the School of History ^

Status Shortlisting

✓ Shortlisting Complete

Hired - Complete

✗ Cancel

Recruitment Unsuccessful

On Hold

Additional Documents