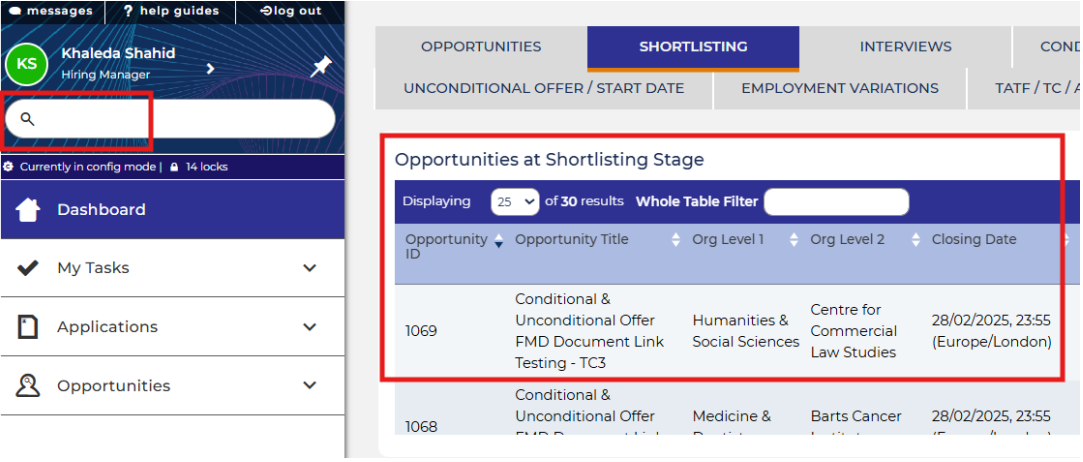


Shortlisting: Bulk Reject & Progress - Oleeo User Guide

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

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

Throughout this document, the words Opportunities and Vacancies are used interchangeably.

Accessing Oleeo and searching for an Opportunity																										
Step/Action	Example/Screenshot																									
<p>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.</p> <p>Note: You must be logged in with a “Hiring Manager” or “Faculty Hub” 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 Dashboard.</p> <p>Locate the Opportunity by either:</p> <ol style="list-style-type: none"> i. Searching in the left-hand menu; typing in the Opportunity Title or ID and then single selecting the Opportunity in the results returned. * OR ii. Using your Dashboard by navigating to the “Shortlisting” tab and double clicking on the Opportunity you wish to bulk update/reject Applications for. <p><i>*Quick pro tip: If you know the Opportunity ID, you can navigate straight to the Opportunity using the prefix “v:” followed by the ID in the search bar. For example, if the Opportunity ID is “1110” enter “v:1110” and press enter on your keyboard.</i></p>	 <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th colspan="5">Opportunities at Shortlisting Stage</th> </tr> <tr> <th colspan="5">Displaying 25 of 30 results Whole Table Filter</th> </tr> <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>1069</td> <td>Conditional & Unconditional Offer FMD Document Link Testing - TC3</td> <td>Humanities & Social Sciences</td> <td>Centre for Commercial Law Studies</td> <td>28/02/2025, 23:55 (Europe/London)</td> </tr> <tr> <td>1068</td> <td>Conditional & Unconditional Offer</td> <td>Medicine &</td> <td>Barts Cancer</td> <td>28/02/2025, 23:55</td> </tr> </tbody> </table>	Opportunities at Shortlisting Stage					Displaying 25 of 30 results Whole Table Filter					Opportunity ID	Opportunity Title	Org Level 1	Org Level 2	Closing Date	1069	Conditional & Unconditional Offer FMD Document Link Testing - TC3	Humanities & Social Sciences	Centre for Commercial Law Studies	28/02/2025, 23:55 (Europe/London)	1068	Conditional & Unconditional Offer	Medicine &	Barts Cancer	28/02/2025, 23:55
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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 applications (s) that are placed on a reserve list, must be individually updated via the “Shortlisting Decision Form” with the ranking within the reserve list.

Step/Action

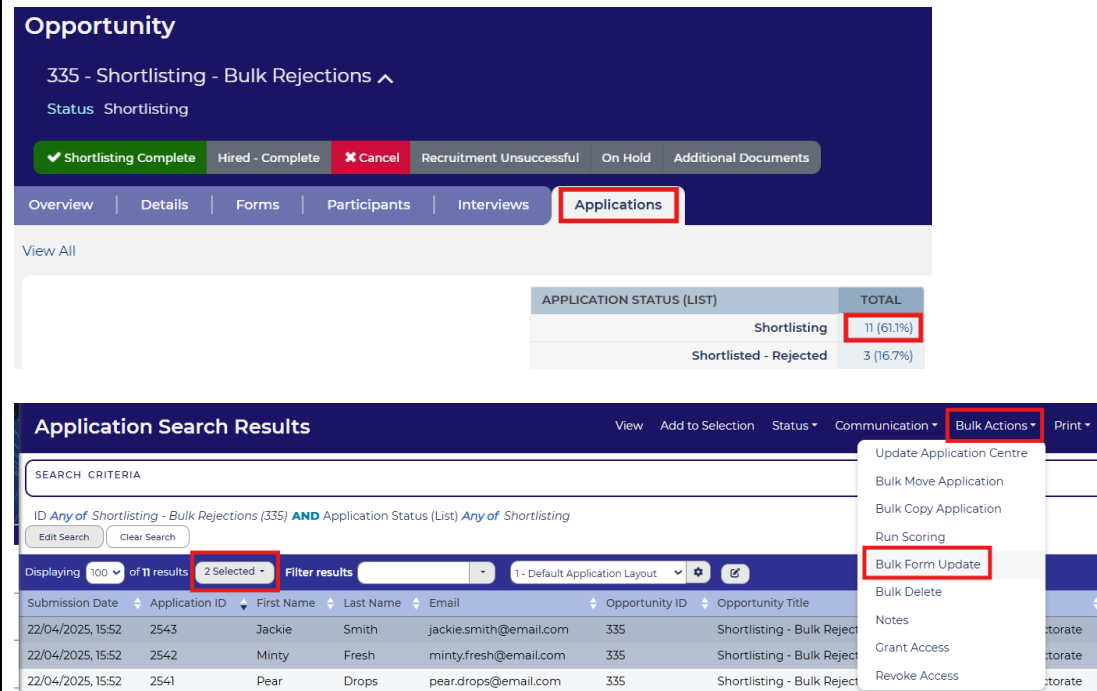
Example/Screenshot

IMPORTANT

This action should only be used for completing shortlisting forms in bulk. This functionality must **not** be applied to applicants at interview stage onwards.

This action can only be completed under the “Hiring Manager” or “Faculty Hub” 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.



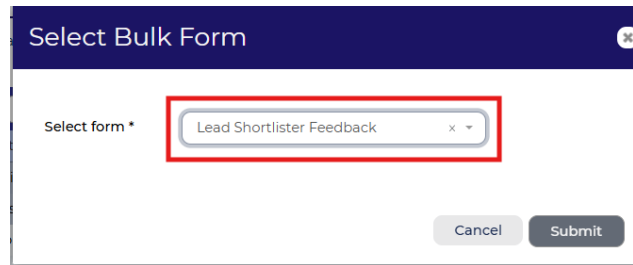
The screenshot shows the 'Opportunity' page for '335 - Shortlisting - Bulk Rejections'. The 'Applications' tab is selected. A table shows the application status distribution:

APPLICATION STATUS (LIST)	TOTAL
Shortlisting	11 (61.1%)
Shortlisted - Rejected	3 (16.7%)

Below this is the 'Application Search Results' page. The 'Bulk Actions' menu is open, showing options like 'Bulk Form Update', 'Bulk Delete', and 'Bulk Move Application'. The '2 Selected' indicator is visible above the application list table.

Submission Date	Application ID	First Name	Last Name	Email	Opportunity ID	Opportunity Title
22/04/2025, 15:52	2543	Jackie	Smith	jackie.smith@email.com	335	Shortlisting - Bulk Reject
22/04/2025, 15:52	2542	Minty	Fresh	minty.fresh@email.com	335	Shortlisting - Bulk Reject
22/04/2025, 15:52	2541	Pear	Drops	pear.drops@email.com	335	Shortlisting - Bulk Reject

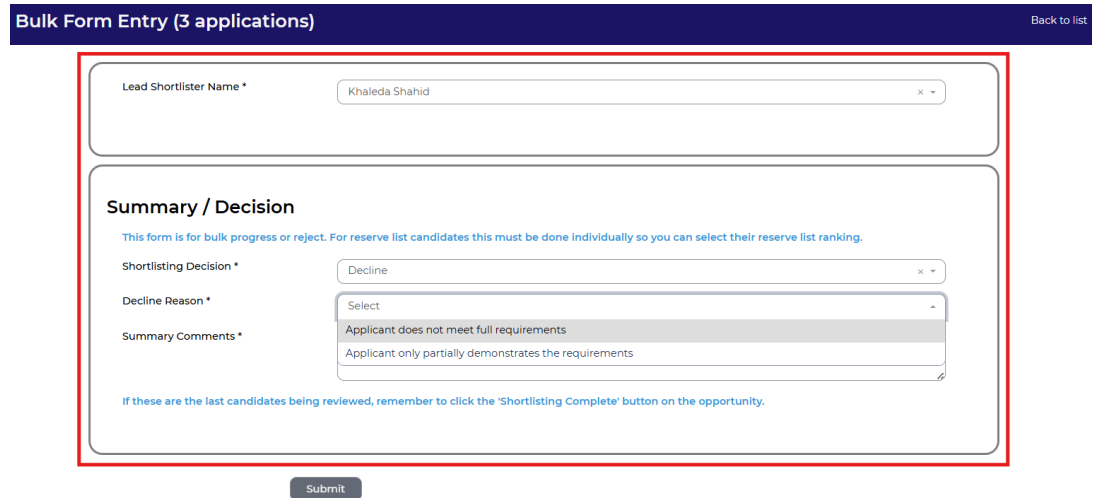
- 5) Ensure the form selected is “**Lead Shortlister Feedback**” and then select “**Submit**”.
- 6) You will be presented with a short **Lead Shortlister Feedback Form** which you will need to complete in full. This decision form will be associated with all the Applications you selected for the bulk action.
- 7) Once you have completed the decision form, select “**Submit**”. Depending on your shortlisting decision, the following will occur:
 - **Decline:** The system will automatically change the Application status to “**Shortlisted - Rejected**” and a rejection email will be sent to the applicant.
 - **Reserve List:** The system will automatically change the Applicant status to “**Shortlisted – Reserve**”.
 - **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.



Select Bulk Form

Select form *

Cancel Submit



Bulk Form Entry (3 applications) Back to list

Lead Shortlister Name *

Summary / Decision

This form is for bulk progress or reject. For reserve list candidates this must be done individually so you can select their reserve list ranking.

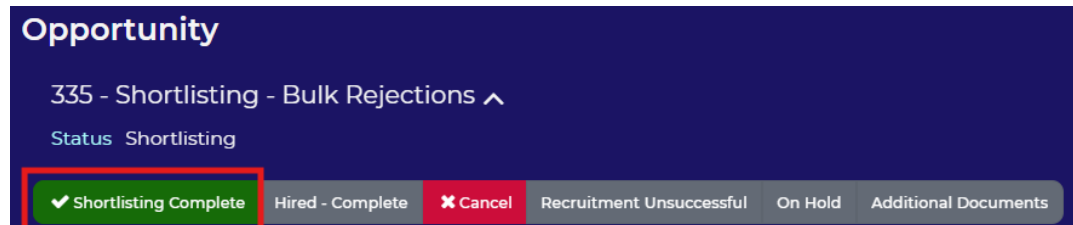
Shortlisting Decision *

Decline Reason *

Summary Comments *

If these are the last candidates being reviewed, remember to click the 'Shortlisting Complete' button on the opportunity.

Submit



Opportunity

335 - Shortlisting - Bulk Rejections ^

Status Shortlisting