



Dashboard and activities vacancy holder

Below you see the dashboard (homepage) of the Recruitment System. After logging in with your netID and password you access this dashboard first. When creating a new vacancy (job) you can be added as a vacancy holder. From that moment on you will have access to the vacancy and the candidates who applied for it. In this Quick Reference Card you will find information about the dashboard, the vacancy and candidate overview and about executing selection steps.

The dashboard is divided into several sections:

- Top Bar:** Includes the TU Delft logo, a search bar, and notification icons for messages (27), tasks (2), and events (1).
- Left Sidebar:** Features a navigation menu with icons for Home, User Data, Change Password, Event Notification, Change Security Question, Client PC Requirements, and Logout.
- Recruiting Central:** Shows a list of open tasks under "RECRUITING CENTRAL". Each task has a due date, description, and status (e.g., "Provide feedback Due: 5 Days").
- My Jobs:** Displays a large green box with the number "21 MY JOBS".
- Messages:** A list of system notifications and messages from users like System Talentlink, Janina Sgroj, and Jozet Recruiter.
- Candidate Overview:** A summary of candidate status: 9 NEW APPLICANTS, 13 APPLICANTS IN PROCESS, 1 OFFERED, 3 ONBOARDING, and 7 HIRED.
- Footer:** Includes a date (July 2020) and a welcome message: "Welcome at the recruitment system of TU Delft. If you have any questions, please contact the HR Contact Centre via HRServices@tudelft.nl, or call on [redacted]".

Annotations provide additional context:

- Access to user's menu:** Points to the user profile icon in the top right corner.
- Adjust for personal signature:** Points to the "User Preferences" section in the sidebar.
- Adjust the frequency of notifications:** Points to the "Event Notification" section in the sidebar.
- New messages, warnings and notifications that are sent from the system:** Points to the "MESSAGES" section.



By clicking on the vacancy icon, you access the vacancy overview

JOBS

JOBS

Filter by: Organisation Name Contract Type Open Approval step name Vacaturehouder Vince FILTER

21 items page 1/3 > >| Go to page

Here you can filter the vacancies you play a role in

Overview of vacancies and candidates

On the left hand side you see the overview of all vacancies that you have access to. Clicking on a vacancy will take you to the job content. There you will find, among other things, the administrative data and the job description. Clicking on the tab 'Selection/Hiring' will take you to the list of candidates who have applied for the selected vacancy.

JOB TITLE

- Associate Professor Built Environment (TUD00027)
- Managementassisteente LR (TUD00335)
- Personal assistant (TUD00324)
- Test Jozet 2 (TUD00036)
- TEST Outbound Koppelaar niveau 1 (TUD00054)
- Test vacature ATO (TUD00323)
- TT Aerospace Structures (TUD00338)
- Voorbeeld vacature LR (TUD00317)
- fdafda (TUD00266)**
- PhD Civil Engineering (TUD00200)

Under this tab you will find the administrative details of the vacancy and the job description

Name and number of the selected vacancy

ASSOCIATE PROFESSOR BUILT ENVIRONMENT (TUD00027)

JOB CONTENT JOB APPROVAL PROCESS SELECTION / HIRING

All candidates All candidate types All Steps Any step status Filter by keyword

1-6 of 6 records, 0 items selected

CANDIDATE	CV	CANDIDATE PACK	APPLICATION DATE	SOURCING CHANNEL	APPLICATION STATUS	OVERALL RATING	PANEL REVIEW	MOST RECENT STEP	APPLICATION COMMENTS
Via, blabla			21-01-2021	Talentlink	Rejected (Rejection Email Sent)	★ ★ ★ ★ ★ 0/1 reviews		CV review - 1 assessor	Status: Closed
Toet, Tatje			21-01-2021	Talentlink	In Process	★ ★ ★ ★ ★ 3/7 reviews	3/5 (1)	CV review - panel	Status: Submitted
Okkio, Pien			23-11-2020	Talentlink	In Process	★ ★ ★ ★ ★ 1/4 reviews	1/2 (3)	Interview 1	09-12-2020 16:30 Status: Closed
McFreddie, Eddie			23-11-2020	TU Delft Career Site (TEST)	In Process	★ ★ ★ ★ ★ 4/7 reviews	4/5 (3.75)	CV review - multiple assessors	Status: Submitted
Skolnik, IK			23-11-2020	Talentlink	In Process	★ ★ ★ ★ ★ 5/7 reviews	4/5 (3.25)	CV review - multiple assessors	Status: Closed

Items per page: 10 20 50 100

By clicking on a vacancy you arrive at the vacancy description (job content).

From there you can access the overview of candidates.

You will find the details and documents of a specific candidate by clicking on a candidate

Here you can see which candidates have been accepted, rejected or are in process

Click on the stars to see the remarks of this review

The remarks of this application

Last step undertaken per candidate



Overview of one candidate in a selection step

Various selection steps are possible in the Recruitment System. For example, the first step is the pre-selection, in which the completeness of the application is checked, the second step CV selection, executed by one person or by a selection committee, and several interview steps. Below you can find an overview of the CV selection by a selection committee. Here you can see the candidates that applied to the vacancy, the information and documents they have submitted, the input of other selection committee members (as soon as they have given this input) and the possibility to enter an assessment themselves. Afterwards you have the possibility to let this candidate continue, reject the candidate or put him or her 'on hold'. The selection steps all look more or less like the CV selection by the selection committee.

You access the overview of one candidate by clicking on an open task on the dashboard (see below or page 1)

The screenshot shows a task card with a green border. Inside, there is a speech bubble icon with an exclamation mark, a three-dot menu icon, and the text "Provide feedback". Below that is a yellow bar with "Due: 5 Days". Underneath is a section for "CV review door selectiecommissie | Personal assistant | Jan Van Someren". At the bottom is a message from "Debby" received 8 minutes ago.

Open task for candidate review

All candidates you can review

The screenshot shows a "Candidate review" interface. It lists candidates for the position of "Associate Professor Industrial Design Engineering". One candidate, "Paris, Esmeralda", is highlighted. The status is "Progressed". A progress bar at the bottom shows five stars filled.

All documents of one candidate.
You can open the documents by clicking on them

The screenshot shows a list of documents for the candidate "Paris, Esmeralda". The documents include "Candidate Summary (External)", "Feedback - CV Review (5)", "Feedback - CV Review (5)", "Thank you for your application for the position of Associate Professor Industrial Design Engineering", "Esmeralda_Paris_203_Candidate_Pack.pdf", "cv_standaard.docx", "Voorbeeld_Motivatiebrief-2.docx", "PIF externe site (0)", and "TUD Standaard sollicitatie vragenlijst (0)". Each document has download and print icons.

The screenshot shows the "APPLICATION COMMENTS" section. It displays comments from three committee members: "Dirk Decaan" (CV review - panel), "Mark Manager" (CV review - panel), and "Vince Vacaturehouder" (CV review - Proceed). The comments are: "Indeed quite interesting, invite for further discussion.", "Very interesting candidate, however some doubts about experience.", and "*****".

Switch between candidates by using the arrows

Comments made by other selection committee members

In this blue window a description of the task can be found and a reminder that the documents that you download or print can be stored for a maximum of 4 weeks due to the privacy legislation

The screenshot shows the "Your Assessment" interface. It includes a summary of the task: "CV review by panel | Associate Professor Industrial Design Engineering | Esmeralda Paris". A note states: "CONFIDENTIAL: The applicant's details, including any attachment(s), are confidential and intended only for the addressee. If you download or print documents, you must delete them". A comment from "Jozet Recruiter" is shown, along with a rating of five stars and a "Comment..." field. A button at the bottom right says "CONTINUE WITH FEEDBACK FORM →".

Window for candidate review
(see next page)



Review of one candidate

Paris, Esmeralda
Associate Professor Industrial Design Engineering

CV review - panel
★★★★★
Indeed quite interesting, invite for further discussion.

01/07/2020
MM Mark Manager
CV review - panel
★★★★★
Very interesting candidate, however some doubts about experience.

01/07/2020, edited: 01/07/2020
VW Vince Vacaturehouder
CV review - Proceed
★★★★★
Ook goed

SUBMITTED REVIEWS

	RATING	SCORE
2/2 reviews	★ ★	5
Mark Manager	★ ★ ★ ★ ★	5
Dirk Decaan	★ ★ ★ ★ ★	5

Your Assessment
Due: 5 Days

CV review by panel | Associate Professor Industrial Design Engineering | Esmeralda Paris

CONFIDENTIAL: The applicant's details, including any attachment(s), are confidential and intended only for the addressee. If you download or print documents, you must delete

Jozet Recruiter 4 minutes ago

Comment...

Your assessment (including rating and comments) will be complete once the feedback form is filled in.

CONTINUE WITH FEEDBACK FORM →

CONTINUE WITH FEEDBACK FORM →

Click on 'continue with feedback form'

Candidate Name: Esmeralda Paris (203)
Job Title: Associate Professor Industrial Design Engineering (TUD00339)
Feedback Report: CV review compleet (Version 5)
Form id: 301
Form description: CV review compleet
Form update date: 17/01/2020
Form comment:
Form language: English (UK)

Please note! After choosing either 'Reject/Continue' below, your choice for your assessment will be fixed. This means that any committee members that have not yet given an assessment of the candidate will not be able to do so anymore within this system.

Select security for this document: Application security ▾

CLOSE PRINT PUT ON HOLD REJECT PROCEED

Review the candidate (reject, on hold or proceed) and click 'save.' Once you click 'save,' you cannot adapt your review. If you choose 'close', your stars will be saved, but you can still adapt them later on.