




This Quick Reference Card is intended for all users who need to invite candidates to an interview.

QRC: change candidate status



Quick Reference Card

change candidate status(in Ubeeo)

Role: Vacancy holder / Recruiter

Step by step to the best candidate

Changing the status of the candidate can be done by inviting someone for an interview or by hiring someone. Ubeeo helps you to change status.

This QRC highlights the following components.

- Inviting candidate for an interview
- Hiring candidate.

The system helps you through it step by step. In this QRC you will find an overview of the most important parts.

Questions?

Do you have questions about the selection process? Please contact the ATS support team.



This is how to invite a candidate for an interview
Log in to Ubeeo and go to the Dashboard.

Folders
Just open up folders to find the right job posting.

The dashboard features a search bar at the top with the text "Zoek naar kandidaten, vacatures of gebruikers...". Below the search bar are four main sections: "Vacatures" (1), "Kandidaten" (1), "Acties", and "Mappen" (3). The "Mappen" section is highlighted with a yellow box, and a yellow arrow points from the "Open mappen" link to the "Mappen" section in the second screenshot.

Afspraken
Vandaag 25 dec - 31 dec 2023
Dag Week Maand

	Ma 25	Di 26	Wo 27	Do 28	Vr 29	Za 30	Zon 31
18:00							
19:00							

Candidates in folder
Go to the candidate in folder

The "Mappen" section shows a search bar with "decaan" entered. Below the search bar are two checkboxes: "Alle mappen tonen" (unchecked) and "Alleen live mappen tonen" (checked). A table lists the job postings, with the first row highlighted by a yellow box and a yellow arrow pointing from the "Mappen" section in the first screenshot.

	Naam	Vacaturetitel	Referentie	Toegangsrechten	Vacaturehouder	Te beoordelen	Kandidaten in pro...	Kandidaten	Status	Vervaldatum	Aangemaakt op
	decaan	Decaan	3538	Beoordelen en delen	Matthijs Super User		1	1	Open		30/12/2023
	Vacature zonder Stef	Vacature zonder Stef	3521	Beoordelen en delen	Jeroen Prive			1	Open		22/12/2023
	Beleidsmedewerker	Beleidsmedewerker	3413	Beoordelen en delen	Matthijs Super User	2	2	6	Open		14/11/2023
	Online marketeer	Online marketeer	3398	Bekijken	Matthijs Super User				Open		13/11/2023

Inviting candidate to interview

Search bar: Zoek naar kandidaten, vacatures of gebruikers...

Navigation: Dashboard, Vacatures, Kandidaten, Werkstromen, Help

Map: Slimme map: Decaan (Totaal: 1)

	Naam	Processtap (status)	Sollicitatiedatum	Medewerker	Beoordeling	Notities	Bureau
	de Braak, Joris	Sollicitatie eigen invoer	30/12/2023	-	1 0 0	1	

View candidate

Click on the magnifying glass to view more details of the candidate.

Select the appropriate call type.

Then choose from one of the options

Search bar: decaan

Navigation: Opties

- Procedure voortzetten > Sollicitatie eigen invoer
- Contact > Decaan / 3538
- Afwijzen >
- Taak toevoegen

Details:

- E-mailadres: joris.de.braak@vu.nl
- Bron: +31 6 12345678
- Specifieke bron: joris.de.braak@vu.nl
- Bureau: https://u-acc.p...
- Ingestelde taal: Engels

Gegevens / Acties

Adresgegevens

- Adresregel 1: Plankenstraat 1
- Postcode: 4012 AB
- Woonplaats: Haarlemmermeer

Gelijke rechten

- Geboortedatum: 30 juli 1990
- Geslacht: Man

Opmerkingen over kandidaat

Geen opmerkingen gevonden.

Invite candidate

After this, you will be taken to the page to send the invitation

Candidate status

Here you can select the date when the candidate's status changed. In this case, it means when you have sent a message to the candidate that he or she has been invited for a 1st interview. In addition, you can place a comment for your colleagues

Claudio Pizarro

Status aanmaken: Uitgenodigd eerste gesprek

Status

Datum actie * 4 januari 2024

Opmerkingen

Interview details

Enter the details related to the interview here.

Gespreksinformatie

Vacature Decaan

Datum *

Tijdstip *

Duur * 60

Locatie * Typ om te zoeken

Privé

Organisator * Typ om te zoeken

Interviewers * Matthijs Wouters x

Verzenden

Bekijken

Do not send email

If you have already spoken to the candidate by phone or otherwise confirmed the interview, you can choose not to send an email. This will change the candidate status, but the candidate will not receive any correspondence

Status aanmaken: Uitgenodigd eerste gesprek

Organisator * Britt Twiest

Interviewers Britt Twiest x

Privé

Uitnodiging 1e gesprek

Uitnodiging 1e gesprek (na telefonisch contact)

Uitnodiging gesprek nav open sollicitatie

Correspondentie

E-mail * Selecteer e-mail om te versturen

Send email / choose a template

If you do want to send an email to the candidate, you can choose a template for to the interview. The template will then be created automatically based on the interview details.

Opslaan

Email template

At the bottom of the screen, you will see the email template that will be sent to the candidate.

Correspondentie

E-mail *

Van

Aan *

Cc

Cc naar bureau

Bcc

Antwoord naar

Prioriteit

Email details

Under correspondence you can view, change or add email addresses as needed

Subject

When sending the email to the candidate, it is important to specify the subject so that the candidate knows what position it is about.

Email

The email template is a standard message it may not be completely applicable. Therefore, always check that the message is correct for the vacancy and situation.

Send

After you have checked everything, you can send the message to the candidate. In addition, you can also view the message.

Note!

If the candidate's status does not change within 2 weeks you will receive a reminder. Therefore, it is important that candidates who do not qualify for an interview are rejected.

Onderwerp *

Bericht *

Beste [first_name],

Dank voor je sollicitatie naar de functie van [job_title]. Wij hebben deze doorgenomen en we nodigen je graag uit voor een oriënterend gesprek.

Het gesprek is op [intvw_date:nl:day_full_date] om [intvw_time] uur. Je spreekt dan met [interviewers:0:comma:{users_full_name}:nl].

Wij ontmoeten je graag op het volgende adres: [intvw_location_address1], [intvw_location_city]. Klik [link:var_intvw_location_google_maps_dir:hier] voor de routebeschrijving.

Heb je vragen of ben je verhinderd op de genoemde datum, neem dan contact op via [users_work_phone] of mail naar [users_email_address].

Wij kijken uit naar het gesprek!

Met vriendelijke groet,

[users_full_name]
[users_email_address]
Vrije Universiteit Amsterdam

Verzenden

Bekijken

Here's how to put a candidate on hired
Log in to Ubeo and go to the Dashboard.

Folders
Just open up folders to find the right job posting

The dashboard features four main navigation panels:

- Vacatures (1):** Mijn vacatures (1), Gepubliceerd (internet) (0), Gepubliceerd (intranet) (0), Proefversie (0), Ter goedkeuring (0), Verlopen binnen 3 dagen (inte...) (0), Verlopen binnen 3 dagen (intr...) (0).
- Kandidaten (1):** Nieuwe sollicitanten (1), Sollicitaties (1), 1ste interview (0), 2e interview (0), Aanbiedingen (0), Aangenomen (0), Afgewezen (0).
- Acties:** Werkstroom taken (0), Taken (0), Procesoverschrijdingen (0).
- Mappen (3):** Kandidaten te beoordelen (2), Open mappen (3).

Candidates in folder
Go to the candidate in folder

The 'Afspraken' section shows a calendar for the week of 25 dec - 31 dec 2023. The time slots for 18:00 and 19:00 are visible.

The 'Mappen' section displays a list of folders with the following data:

Naam	Vacaturetitel	Referentie	Toegangsrechten	Vacaturehouder	Te beoordelen	Kandidaten in pro...	Kandidaten	Status	Vervaldatum	Aangemaakt op
decaan	Decaan	3538	Beoordelen en delen	Matthijs Super User		1	1	Open		30/12/2023
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Hiring a candidate

After this you will be taken to the next page.

Note!

If the candidate's status does not change within 2 weeks you will receive a reminder. Therefore, it is important to notify candidates who are not hired that they have been rejected.

Candidate page

Click on the 'magnifying glass' to go to the candidate

The screenshot shows the VU HR system interface. At the top, there is a search bar with the text "Zoek naar kandidaten, vacatures of gebruikers...". Below the search bar, there is a navigation menu with "Opties" selected. The main content area displays a table titled "Slimme map: Decaan" with a total of 1 candidate. The table has columns for "Naam", "Processtap (status)", "Sollicitatiedatum", "Medewerker", "Beoordeling", "Notities", and "Bureau". The first row shows the candidate "Joris de Braak, Joris" with a status of "Sollicitatie eigen invoer" and a date of "30/12/2023". A magnifying glass icon is highlighted in a yellow box on the first row, with a callout box pointing to it.

Hire candidate.

Hire the candidate for the position through 'options'

Note!

The candidate will receive an email confirming that they have been hired. Always check that all details are correct in the proposed message, make adjustments if necessary.

Hire candidate.

After pressing accept you will be taken to the same screen as on slide 5,6 of this QRC.

The screenshot shows the VU HR system interface with the "Options" menu open for a candidate. The menu items are: "Procedure voortzetten", "Contact", "Afwijzen", and "Taak toevoegen". The "Contact" option is selected, showing a sub-menu with "Telefonische screening", "Uitnodigen eerste gesprek", "Uitnodigen eerste gesprek (MS Teams)", "Uitnodigen tweede gesprek", "Uitnodigen tweede gesprek (MS Teams)", "Assessment", "Referenten opvragen", "Uitnodigen arbeidsvoorwaardengesprek", and "Uitnodigen arbeidsvoorwaardengesprek (MS Teams)". The "Aannemen" option is highlighted in a yellow box.

Vacancy on fulfilled

When the job is fulfilled and the candidate is listed as hired, it is important to close the job. Even if no suitable candidate has been found for a vacancy, it is still important to set the vacancy to fulfilled, this so recruitmentdata stays accurate and it is clear that the recruitment process has ended.

Note!

When a vacancy can be closed without hiring a candidate, the blue button will default to 'withdraw job'. However, via the arrow you can still choose 'vacancy fulfilled'

Changing vacancy status to fulfilled

After the candidate has been hired, you return to the vacancy page. Here you can easily set the vacancy to "fulfilled" by clicking on the blue button

The screenshot displays the Ubeoo recruitment system interface. At the top, there is a search bar and navigation options. The main content area shows the details for a vacancy titled "Vacaturedesk test 23/04/2024" (ID: 1075598). The vacancy details include the title, template, holder, reference, and status. A dropdown menu is open, showing options to "Vacature terugtrekken" and "Vacature vervuld". A yellow arrow points from the "Vacature vervuld" option to the "Vacature vervuld" button in the top right corner of the vacancy details. Another yellow arrow points from the "Vacature terugtrekken" option to the "Vacature terugtrekken" button in the top right corner of the vacancy details. A third yellow arrow points from the "Vacature vervuld" button to the "Vervuld" status in the "Mijn vacatures" list. The "Mijn vacatures" list shows two vacancies, with the status dropdown menu open, highlighting "Vervuld".

Vacature
ID: 1075598

Vacaturetitel: Vacaturedesk test 23/04/2024
Vacature template: 1. Wetenschap | Science (WP)
Vacaturehouder: Britt Twiest
Referentie: 3992
Status: Definitieve versie

Publicatie instellingen

Publiceren op intranet:
Intranet: 23 april 2024 t/m 25 april 2024
Publiceren op internet: -

Mijn vacatures
Totaal: 2

Zoeken...	Gebruiker	Twiest, Britt	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	Vervuld
<input type="text"/>	<input type="text"/>	<input type="text"/>	Definitieve versie
<input type="text"/>	<input type="text"/>	<input type="text"/>	Proefversie
<input type="text"/>	<input type="text"/>	<input type="text"/>	Vervuld
<input type="text"/>	<input type="text"/>	<input type="text"/>	Ter goedkeuring
<input type="text"/>	<input type="text"/>	<input type="text"/>	Teruggetrokken
<input type="text"/>	<input type="text"/>	<input type="text"/>	Alle

Vacancy status

After clicking 'vacancy fulfilled', the status of the vacancy will change. The vacancy will then no longer be seen as an active vacancy in Ubeoo. The vacancy can be found in the folder 'my jobs' and by filtering on the status 'fulfilled'.