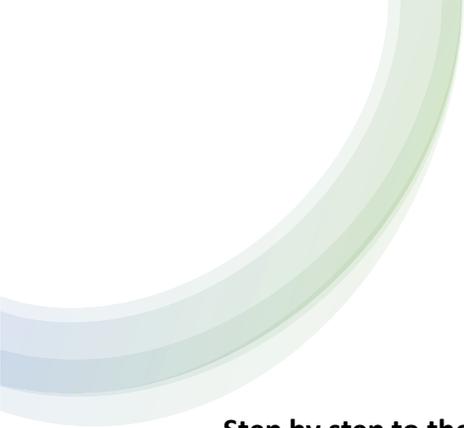




This manual is intended for users eligible to assess candidates.

Manual: candidate assessment



Manual

Candidate assessment(in Ubeeo)

Role: Vacancy holder/ Recruiter

Step by step to the best candidate

Before a vacancy can be published, some (quality) checks need to be made.

After the vacancy has been created, it goes through an approval flow.

- Approval by job board
- Approval by HR Advisor
- Approval by ATS Support

Delegate

If you have someone other than yourself as vacancy holder draft the vacancy, then you as vacancy holder are always the first approver to check whether the vacancy has been drafted properly. This role cannot be delegated.

Questions?

Do you have questions about the process of Recruitment & Selection? If so, please contact the ATS support team.



Candidate assessment

Log in to Ubeeo and click 'open folders' under folders.

Folders

For the folders, participants are grouped by vacancy.

The screenshot shows the Ubeeo dashboard with a search bar at the top and a navigation menu on the left. The main content area is divided into four columns: Vacatures (3), Kandidaten (5), Acties (2), and Mappen (3). The Mappen column is highlighted with a yellow box, and the 'Open mappen' row is also highlighted with a yellow box. A yellow arrow points from the 'Open Folders' text box to the 'Open mappen' row.

Vacatures (3)		Kandidaten (5)		Acties (2)		Mappen (3)	
Mijn vacatures	3	Nieuwe sollicitanten	5	Werkstroom taken	2	Kandidaten te beoordelen	2
Gepubliceerd (internet)	2	Sollicitaties	5	Taken	0	Open mappen	3
Gepubliceerd (intranet)	2	1ste interview	0	Procesoverschrijdingen	0		
Proefversie	0	2e interview	0				
Ter goedkeuring	2	Aanbiedingen	0				
Verlopen binnen 3 dagen (int...)	0	Aangenomen	0				
Verlopen binnen 3 dagen (intr...)	0	Afgewezen	0				

Open Folders

Here are the current vacancies with candidates to be reviewed.

Candidate assessment

After this you come to the folders page.

Mappen

Totaal: 1

3546 Alle mappen tonen Alleen live mappen tonen

	Naam	Vacaturetitel	Referentie	Toegangsrechten
 	Decaan	Decaan	3546	Beheerder

Folders

After this, click on the candidates in folder review of the selected job posting.

Candidate assessment

In the overview below, your colleagues review is clearly visible through the thumbs up. To add a review yourself, click on the 'calendar'.

Slimme map: Decaan

Totaal: 3

Zoeken... Beoordeling Alle Lopende procedures

		Naam	Processtap (status)	Sollicitatiedatum	Medewerker	Beoordeling	Notities	Matching score	Bureau
<input type="checkbox"/>	 	Pizarro, Claudio	Sollicitatie eigen invoer	03/01/2024	—	 1  0  0	 1	n.v.t.	
<input type="checkbox"/>	 	abdel, Evelien	Sollicitatie eigen invoer	03/01/2024	—	 0  0  1	 1	n.v.t.	
<input type="checkbox"/>	 	ramakers, geert	Sollicitatie eigen invoer	03/01/2024	—	 0  1  0	 1	n.v.t.	

Candidate assessment

In the screen below, you can rate the candidates.

Switching between candidates

By clicking 'next' and 'previous' you can easily rate all candidates with a thumbs up.

Rating candidates with a thumbs up

By clicking on one of the thumbs you can give a rating to the candidate.

Kandidaat in map

← Vorige | Volgende ▶

Claudio Pizarro
ID: 17245555

Aanbeveling | Kandidaatgegevens | Bestanden (3) | Beoordelingen (1)

Aanbeveling

Positief 1 | Neutraal 0 | Negatief 0

Opmerkingen

Toevoegen

Matthijs Wouters
3 januari 2024
uitstekende kandidaat

Posting comments

Posting a comment allows you to let colleagues know what you think of the candidate.

Candidate assessment

Should you wish to view the candidates before giving a review you can do so in the following way.

Smart folder

Return to the smart folder to view the candidate's data.

Slimme map: Decaan

Totaal: 3

Zoeken...	X	Beoordeling	Alle	<input checked="" type="checkbox"/> Lopende procedures
<input type="checkbox"/>		Naam	Processtap (status)	Sollicitatiedatum
<input type="checkbox"/>	 	abdel, Evelien	Sollicitatie eigen invoer	03/01/2024
<input type="checkbox"/>	 	Pizarro, Claudio	Sollicitatie eigen invoer	03/01/2024
<input type="checkbox"/>	 	ramakers, geert	Sollicitatie eigen invoer	03/01/2024

Candidate data

Click on the 'magnifying glass' of a candidate to open the candidate page.

Slimme map: Decaan

Totaal: 3

Zoeken... X Beoordeling Alle Lopende procedures

<input type="checkbox"/>		Naam	Processtap (status)	Sollicitatiedatum	Medewerker	Beoordeling	Notities	Matching score	Bureau
<input type="checkbox"/>	 	Pizarro, Claudio	Sollicitatie eigen invoer	03/01/2024	–	 1  0  0	 1	n.v.t.	
<input type="checkbox"/>	 	abdel, Evelien	Sollicitatie eigen invoer	03/01/2024	–	 0  0  1	 1	n.v.t.	
<input type="checkbox"/>	 	ramakers, geert	Sollicitatie eigen invoer	03/01/2024	–	 0  1  0	 1	n.v.t.	

Candidate page

On the candidate page you will find all the candidate details that will help you assess the candidate.

Evelien abdel
ID: 17245547

Persoonlijke gegevens

Telefoon (thuis):
Telefoon (mobiel): [+31 6 12345678](tel:+31612345678)
E-mailadres: evelien@abdel.com
Bron:
Specifieke bron:
Bureau:
Via website: <https://vu-accept-en.floydhamilton.net>
Via website: <https://vu-accept-en.floydhamilton.net>
Nederlands

Dossier status
Nog niet ingelogd

Sollicitaties
Lopende procedures (1) Aangenomen (0) Afgewezen (0) Overige acties (0)
Decaan - 3546 (2 regels)
Sollicitatie eigen invoer 03/01/2024
Sollicitatie gestart 03/01/2024
Acties Bestanden

Mappen
Totaal: 1
Map Decaan / 3546

Bestanden
cv 03/01/2024
Formulier 03/01/2024
Motivatiebrief 03/01/2024
Bestanden Bestand toevoegen

Matches
Plankenstraat 18
4012 AB
Haarlemmermeer

Persoonlijke gegevens

Telefoon (thuis):
Telefoon (mobiel): [+31 6 12345678](tel:+31612345678)
E-mailadres: evelien@abdel.com
Bron:
Specifieke bron:
Bureau:
Via website: <https://vu-accept-en.floydhamilton.net>
Ingestelde taal: Nederlands

Adresgegevens

Adresregel 1: Plankenstraat 18
Postcode: 4012 AB
Woonplaats: Haarlemmermeer

Matching details

Medewerker: -
Eerder in dienst bij de VU: -
VU pool: -

Personal data
On the left side of the screen, you will find the personal information and below the contact information.

Candidate page

On the right side of the screen, you will find the screen below.

Candidate status
On the right-hand side at the top of the screen you will find the status of the candidate. If there is no change in the status after 14 days the administrator will receive a reminder.

Job Application
Here you will find all vacancies the candidate has applied to.

Folders
Here you will find the folders where the candidate has been deployed by the system. If the candidate needs to be assessed, a folder is created.

Files
At the bottom of the screen, you can see the various files associated with the candidate. Here is the resume and cover letter. If a reference has been requested, it is indicated with 'form'.

The screenshot shows a candidate's profile page with four highlighted sections:

- Dossier status:** Shows a green bar with a person icon and the text "Nog niet ingelogd".
- Sollicitaties:** A table with tabs for "Lopende procedures (1)", "Aangenomen (0)", "Afgewezen (0)", and "Overige acties (0)". The table lists "Decaan - 3546 (2 regels)" with two rows: "Sollicitatie eigen invoer" and "Sollicitatie gestart", both dated "03/01/2024". Below the table are icons for "Acties" and "Bestanden".
- Mappen:** Shows "Totaal: 1" and "Map Decaan / 3546". It includes a thumbs up icon with "1", a hand icon with "0", a speech bubble icon with "0", and a comment icon with "1".
- Bestanden:** A list of files: "cv" (03/01/2024), "Formulier" (03/01/2024), and "Motivatiefbrief" (03/01/2024). At the bottom, there are icons for "Bestanden" and "Bestand toevoegen".

Files

Clicking on the CV will take you to the following page.

Switching between files

Click the cross to clear the current screen and return to the candidate page.

Switching between the files

Here you can easily view the different files of the candidate by clicking 'previous' or 'next'.

Bestanden - cv

◀ Vorige | Volgende ▶

Curriculum Vitae

Personalia

Naam **Joris de Braak**

Adres Plankenstraat 18

4012 AB Haarlemmermeer

Geboortedatum 30-7-1990

Telefoon 06-12345678

E-mail joris.de.braak@gmail.com

Rijbewijs Ja

Persoonlijk profiel

Van jongs af aan wist ik al dat ik kok wilde worden en het is altijd mijn droom geweest om uiteindelijk chef-kok te worden van mijn eigen restaurant. Ik ben een gedreven, jonge kok met liefde voor het vak en vind het heerlijk om onder druk op hoog niveau bezig te zijn in de keuken. Het experimenteren met nieuwe smaken en het maken van nieuwe gerechten in samenwerking met ervaren chefs en gelijkgestemden is voor mij het mooiste wat er is.

Werkervaring

2014 - heden **Chef-Rôtisseur, Restaurant de Haard te Haarlemmermeer**

- Verantwoordelijk voor gerechten van/uit de frituur
- Leiding over keukenhulp

2008 - 2014 **Keukenhulp, Restaurant de Baron te Utrecht**

- Voorbereiding van de lunch
- Innoveren van het menu

2006 – 2008 **Kok in opleiding, Brasserie Chassé te Breda**

- Assisteren van de Sous chef