

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.

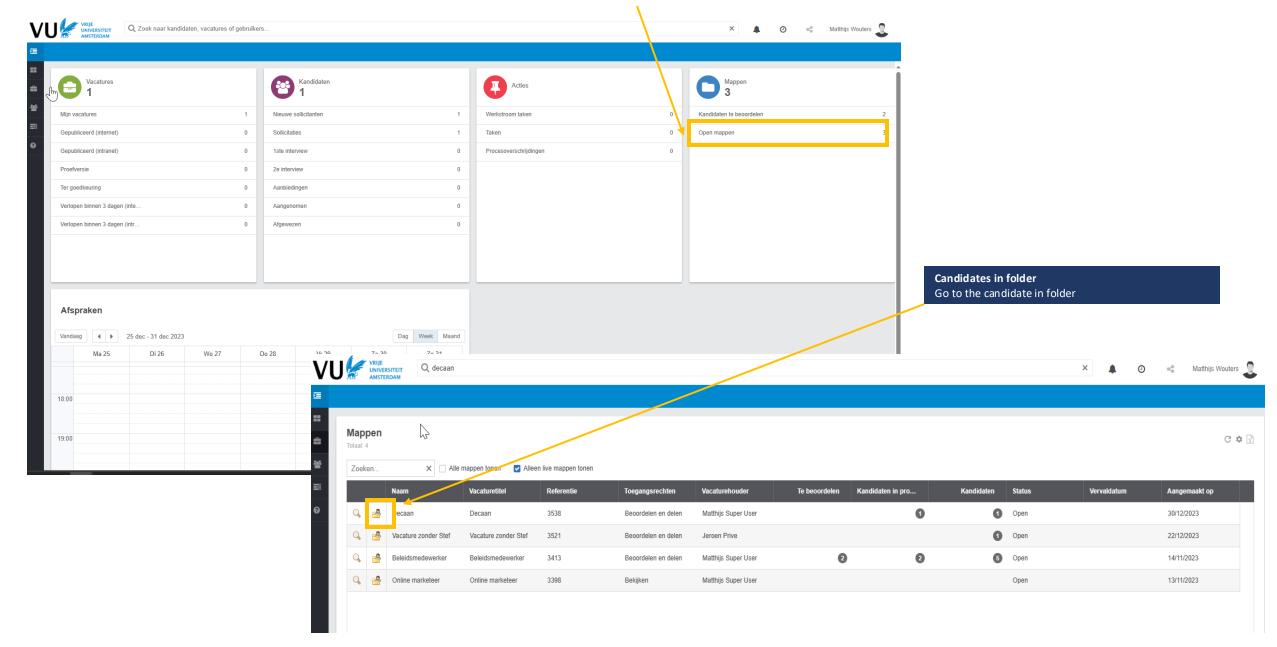
The system helps you through it step by step. In this QRC you will find an overview of the most important parts.

Questions?

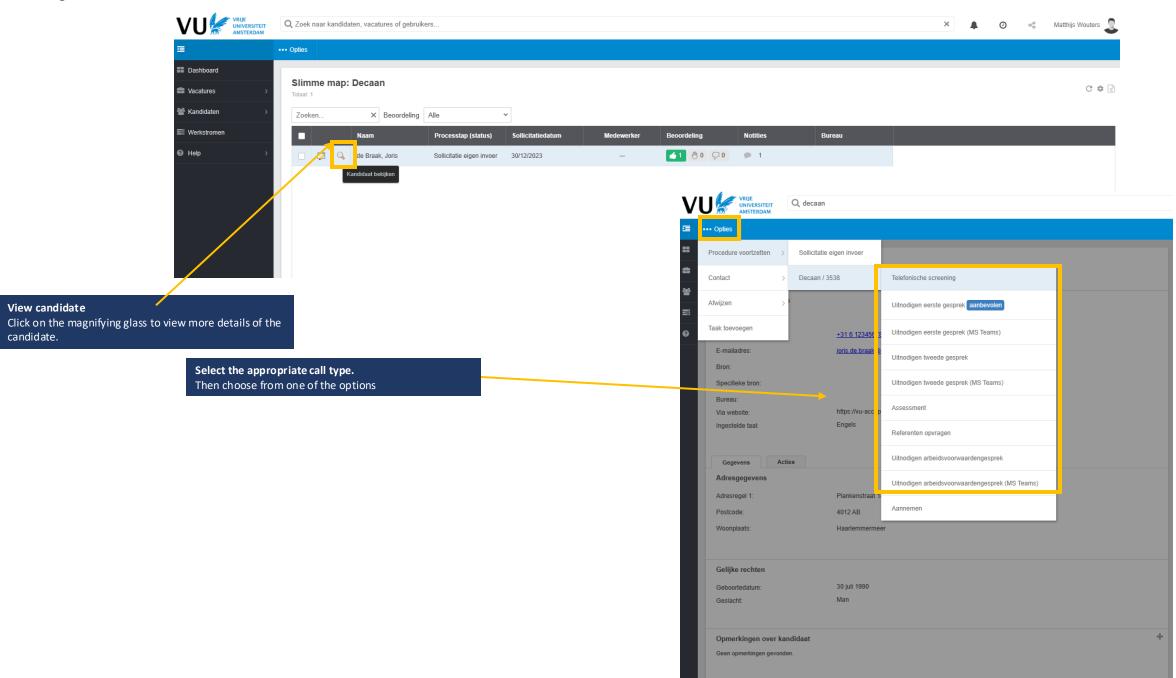
Do you have questions about the selection process? Please contact the ATS support team.

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.

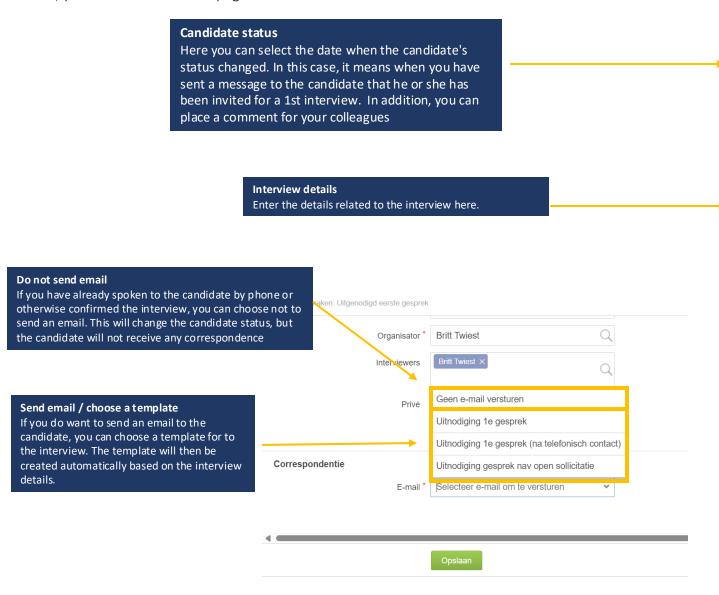


Inviting candidate to interview



Invite candidate

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



Claudio Pizarro

Status aanmaken: Uitgenodigd eerste gesprek



Vacature	Decaan	
Datum *	0 0 0 0 0 0	
Tijdstip *	·	
Duur *	60	
Locatie *	Typ om te zoeken Q	
Privé	✓	
Organisator *	Typ om te zoeken Q	
Interviewers *	Matthijs Wouters ×	

Email template

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



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.

Email details

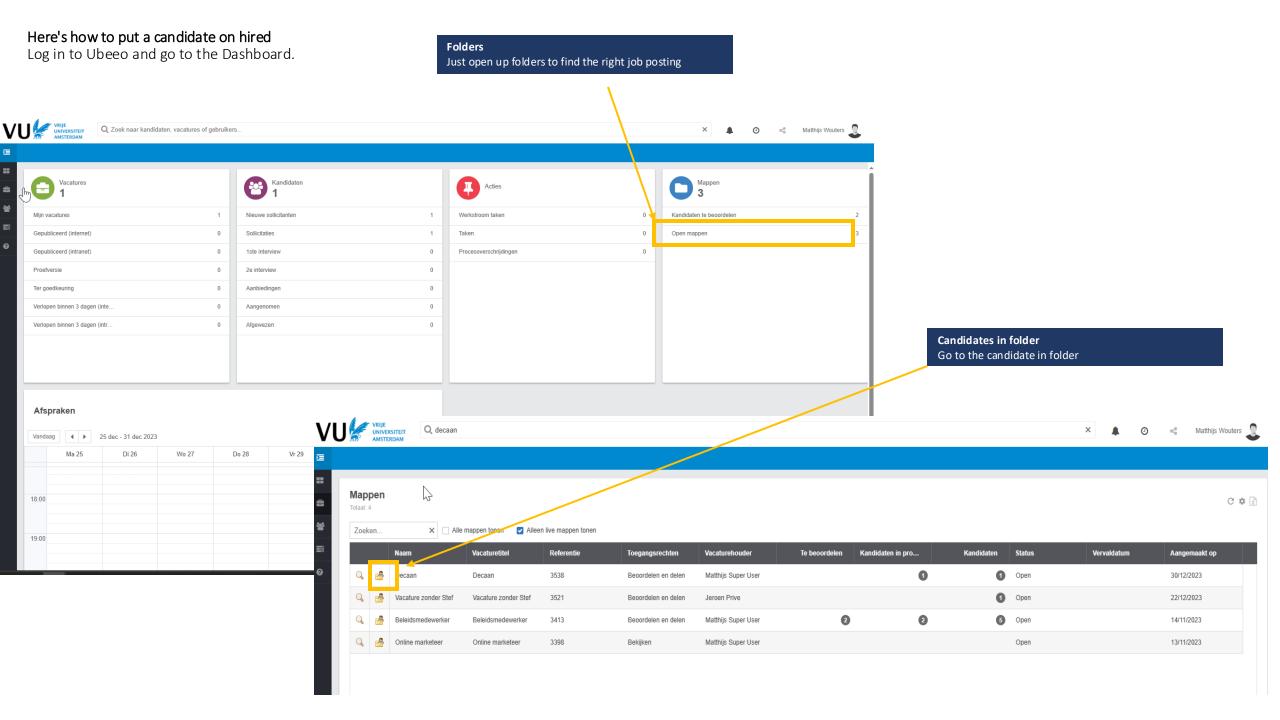
Under correspondence you can view, change or add email addresses as needed

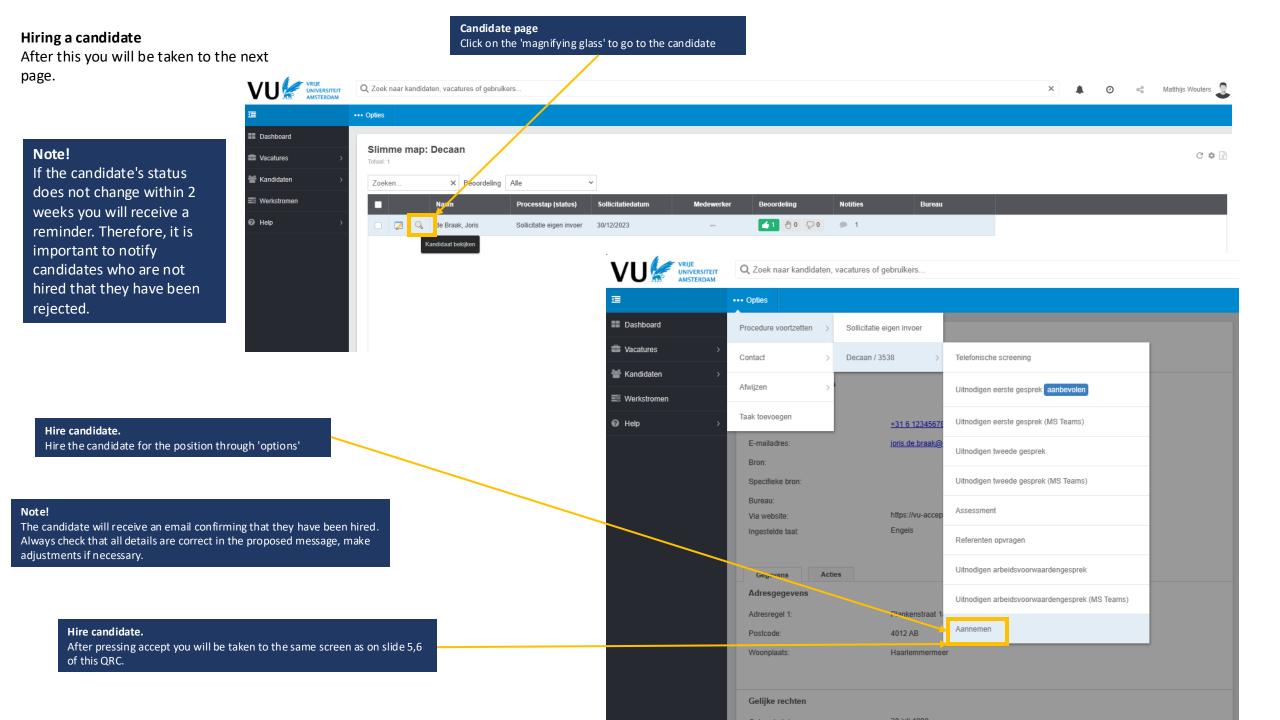
Subject

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



Bekiiken





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

vacancy to fulfilled, this so recruitmentdata stays accurate and it is clear that the recruitment process has ended. Q Zoek naar kandidaten, vacatures of gebruikers... Britt Twiest ■ ✓ Vorige 1/1 Volgende ▶ Note! When a vacancy can be closed without hiring a candidate, the Vacaturedesk test 23/04/2024 Recruitment pijplijn Vacature vervuld blue button will default to ID: 1075598 'withdraw job'. However, via the Vacature Kenmerken Nederlands Bestanden Bureaus Matches Status arrow you can still choose Sollicitaties: 1 'vacancy fulfilled' Vacature 1ste interview: 0 Vacaturedesk test 23/04/2024 Vacaturetitel: 2e interview: 0 1. Wetenschap | Science (WP) Vacature template Aanbiedingen: 0 Q Zoek naar kandidaten, vacatures of gebruikers... Vacaturehouder: Britt Twiest × Aangenomen: 1 3992 Referentie: • • • Opties Definitieve versie Status: Vacaturedesk test 23/04/2024 Publicatie instellingen Vacature terugtrekken ID: 1075598 Publiceren op intranet: Vacature vervuld Vacature Kenmerken Nederlands Bestanden 23 april 2024 25 april 2024 Intranet Vacature terugtrekken Vacature Publiceren on internet Vacaturetitel Vacaturedesk test 23/04/2024 1. Wetenschap | Science (WP) Vacature template: Mijn vacatures Vacaturehouder: Britt Twiest Totaal: 2 3992 Referentie Vacancy status Q Status Veryuld Zoeken.. X Gebruiker Twiest, Britt After clicking 'vacancy fulfilled', the status of the Definitieve versie Definitieve versie Status: Vacaturetitel vacancy will change. The vacancy will then no longer be Vacature Proefversie seen as an active vacancy in Ubeoo. The vacancy can be Vacaturetitel: Vacaturedesk test 23/04/2024 found in the folder 'my jobs' and by filtering on the Vervuld 1. Wetenschap | Science (WP) Vacature template Vacaturedesk test 23/04/2024 status 'fulfilled'. Ter goedkeuring Vacaturehouder Britt Twiest Teruggetrokken Referentie: Status: Vervuld Alle

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