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.

Inviting candidate to interview

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

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 ✕

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

maken: Uitgenodigd eerste gesprek

Organisator *   Britt Twiest

Interviewers   Britt Twiest ✕

Privé   Geen e-mail versturen

Uitnodiging 1e gesprek

Uitnodiging 1e gesprek (na telefonisch contact)

Uitnodiging gesprek nav open sollicitatie

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.

Correspondentie

E-mail *   Selecteer e-mail om te versturen

Verzenden   Bekijken

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 * : Uitnodiging 1e gesprek

Van : [users_full_name] <vacaturedesk.hrm@vu.r

Aan * : claudio-pizarro@medici.it

Cc :

Cc naar bureau : ☐

Bcc :

Antwoord naar : [users_email_address]

Prioriteit : Normal

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.

Onderwerp * : Jouw sollicitatie bij de Vrije Universiteit Amst

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

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.

Verzenden   Bekijken

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

VU VRIJE UNIVERSITEIT AMSTERDAM	Zoek naar kandidaten, vacatures of gebruikers...			Matthijs Wouters

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

Afspraken

Vandaag	◄	►	25 dec - 31 dec 2023			
	Ma 25	Di 26	Wo 27	Do 28	Vr 29
18:00					
19:00					

VU VRIJE UNIVERSITEIT AMSTERDAM	decaan			Matthijs Wouters

Mappen
Totaal: 4

Zoeken... ☐ Alle mappen tonen ☑ Alleen live mappen tonen

		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	5	Open		14/11/2023
🔍	👤	Online marketeer	Online marketeer	3398	Bekijken	Matthijs Super User				Open		13/11/2023

Hiring a candidate
After this you will be taken to the next page.

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

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.

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.

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.

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

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'

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'.