TAM Recruitment & Induction system guide for Panel Members
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Recruitment Centre overview

The **jobs open** link allows you to view any open jobs that relate to you.

The **APPROVALS** tab allows you to view any jobs that are awaiting your approval. You can approve or decline accordingly.

The **PANEL REVIEW** tab allows you to review and comment on applicants that have applied to jobs where you are listed as a panel member / chair.

The **APPLICATIONS** tab allows you to select an outcome for each application as necessary.

The **INTERVIEWS** tab is not currently in use.

The **OFFERS** tab allows you to view any offers that have been assigned to you for review, and approve or decline accordingly.

The **New starter tasks** link allows you to access the onboarding portal where you have new starter tasks to view and complete.
# Accessing the TAM system

<table>
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<th>What you need to do</th>
<th>What you will see</th>
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</table>
| **1. Login to the Recruitment Centre**  
[https://talent.mq.edu.au](https://talent.mq.edu.au) Enter your OneID and Password then click **Log Me In Now!** | ![Login Screen](image1)  
Welcome to the Authentication Service. Enter your OneID provides access to the university and research services via the Australian Access Federation. Authentication is provided securely, without personalising profiles. In addition, access is provided to all systems and services within the university. |
| **2. Click on the Administration link under the Recruitment widget.** | ![Administration Screen](image2)  
Welcome Harry, you are logged in  
- Recruitment  
- Administration  
- My Performance  
- Performance Management |
| **3. You are now logged into the Recruitment and Onboarding modules of the Talent system.** | ![Onboarding Screen](image3)  
Welcome Harry  
- Job Application  
- Job Offers  
- Performance Management  
- Your Tasks  
- My Profile  
- Performance Management  
- Reports  
- Log out |
## Reviewing shortlisted applicants as a panel member

<table>
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<th>What you need to do</th>
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<tbody>
<tr>
<td><strong>1. Click link</strong></td>
<td></td>
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<tr>
<td>From the Recruitment Centre home page, click the <strong>jobs requiring panel review</strong> link.</td>
<td></td>
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<tr>
<td>As a Panel Member a list of jobs will be displayed requiring your review.</td>
<td></td>
</tr>
<tr>
<td>Click on <strong>View applicants</strong> next to the job title.</td>
<td></td>
</tr>
<tr>
<td><strong>Tip:</strong> You will only be able to click the link if there are actually jobs requiring your review. HR will need to move applicants to the <strong>Shortlisting</strong> status for applicants to be visible to Panel Members and the Hiring Manager / Chairperson.</td>
<td></td>
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</table>

| **2. Review applicants** |                   |
| A list of applicants will be presented to you. |
| If you have not reviewed the applicants yet, they will be marked as "Unscored". |
| To view other panel members responses, click on **View responses**. |
To view the applicant’s job application, resume and other attachments, click on View answers.

Tip: You can scroll to the bottom of the window if you prefer to open the resume file and other documents that are attached.

3. Score applicants

Once you have carefully reviewed the applicant, you can score and comment.

Click on Change score against the applicant.

You will be presented with a score panel where you can mark the applicant as Yes, Maybe or No. You are also able to add in your comments in relation to the applicant.

Note: All panel members are able to see each other’s comments. Please ensure that comments are relevant and appropriate.

Once you have updated the score, click Save.