



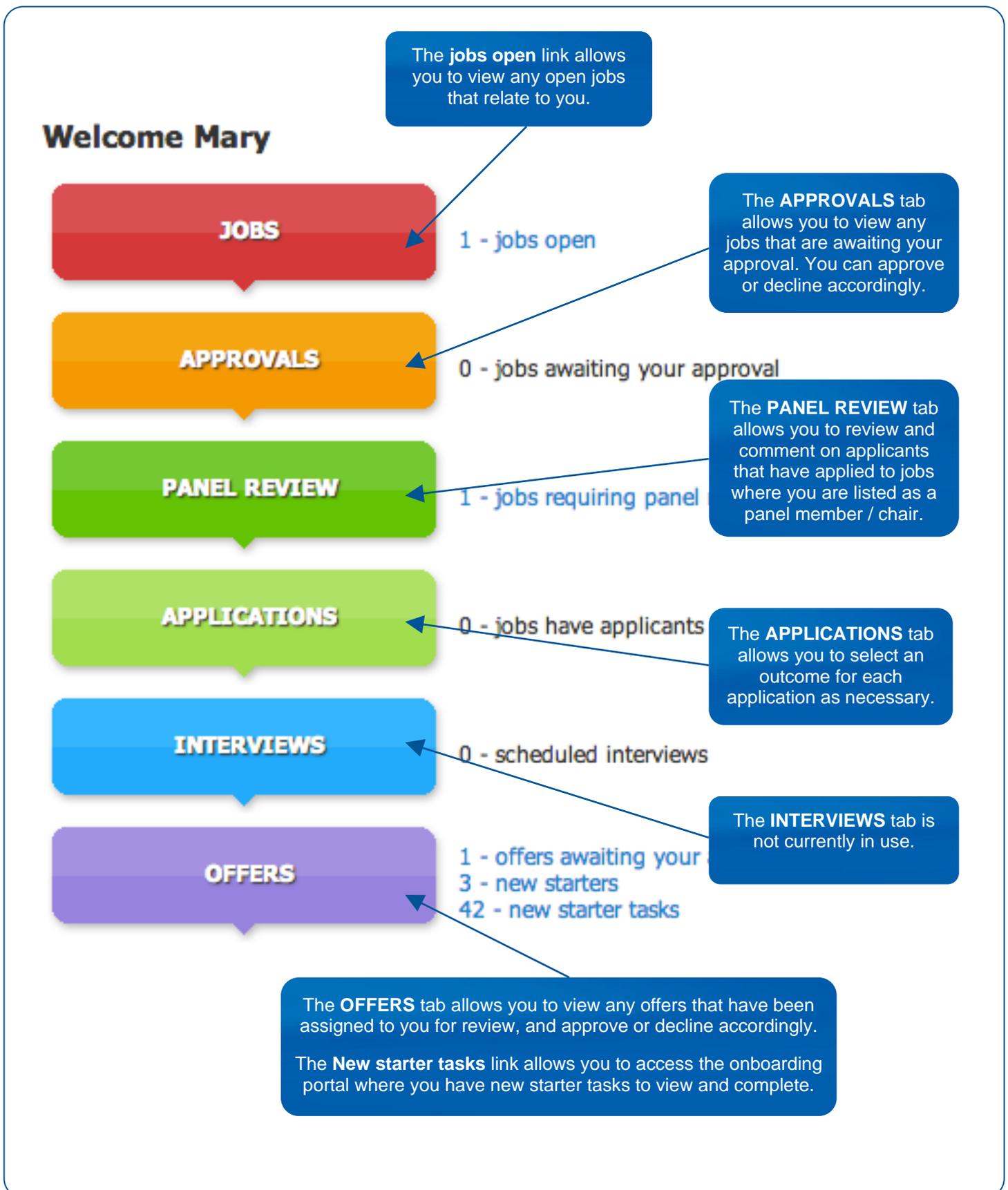
MACQUARIE  
UNIVERSITY

**TAM Recruitment &  
Induction system guide for  
Panel Members**

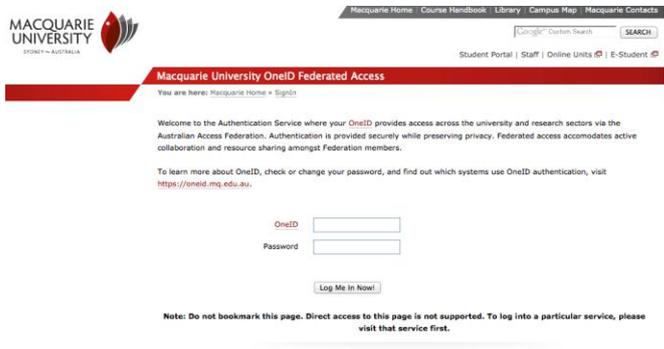
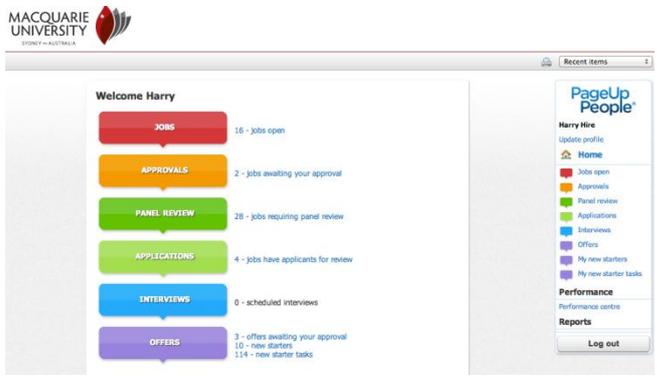
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## Recruitment Centre overview



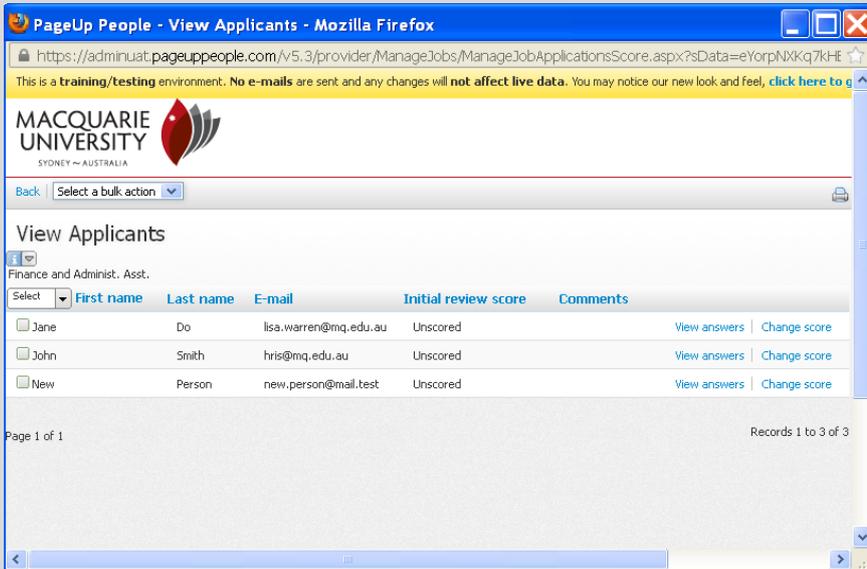
## Accessing the TAM system

What you need to do	What you will see
<p><b>1. Login to the Recruitment Centre</b>  <a href="https://talent.mq.edu.au">https://talent.mq.edu.au</a> Enter your OneID and Password then click <b>Log Me In Now!</b></p>	 <p>The screenshot shows the Macquarie University OneID Federated Access login page. At the top, there are navigation links for Macquarie Home, Course Handbook, Library, Campus Map, and Macquarie Contacts. A search bar is also present. Below the navigation, the page title is 'Macquarie University OneID Federated Access'. The main content area contains a welcome message and a 'Log Me In Now!' button. There are input fields for OneID and Password.</p>
<p><b>2. Click on the Administration link under the Recruitment widget.</b></p>	 <p>The screenshot shows the user dashboard after login. The user is identified as 'Harry Hine'. There are navigation tabs for Home, About me, My team, and Reports. A 'Welcome Harry, you are logged in' message is displayed. There are several widgets: 'Recruitment' (with an 'Administration' link), 'My Performance Reviews' (with a 'Performance Management' link), and a 'Useful actions...' sidebar with links to Performance dashboard, View my..., Journal, Performance reviews, View my team..., Organisational chart, and Performance reviews.</p>
<p><b>3. You are now logged into the Recruitment and Onboarding modules of the Talent system.</b></p>	 <p>The screenshot shows the 'Welcome Harry' dashboard. It features a central list of recruitment metrics:</p> <ul style="list-style-type: none"> <li><b>JOBS</b>: 16 - jobs open</li> <li><b>APPROVALS</b>: 2 - jobs awaiting your approval</li> <li><b>PANEL REVIEW</b>: 28 - jobs requiring panel review</li> <li><b>APPLICATIONS</b>: 4 - jobs have applicants for review</li> <li><b>INTERVIEWS</b>: 0 - scheduled interviews</li> <li><b>OFFERS</b>: 3 - offers awaiting your approval, 10 - new starters, 114 - new starter tasks</li> </ul> <p>On the right side, there is a 'PageUp People' sidebar with a 'Harry Hine' profile section and a 'Log out' button.</p>

## Reviewing shortlisted applicants as a panel member

What you need to do	What you will see																																			
<p><b>1. Click link</b></p> <p>From the Recruitment Centre home page, click the <b>jobs requiring panel review</b> link.</p> <p>As a Panel Member a list of jobs will be displayed requiring your review.</p> <p>Click on <b>View applicants</b> next to the job title.</p> <p><b>Tip:</b> 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 <b>Shortlisting</b> status for applicants to be visible to Panel Members and the Hiring Manager / Chairperson.</p>																																				
<p><b>2. Review applicants</b></p> <p>A list of applicants will be presented to you.</p> <p>If you have not reviewed the applicants yet, they will be marked as <b>“Unscored”</b>.</p> <p>To view other panel members responses, click on <b>View responses</b>.</p> <div data-bbox="140 1182 1396 1534" style="border: 1px solid #ccc; padding: 10px; margin-top: 20px;">  <p><b>My panel jobs</b></p> <table border="1"> <thead> <tr> <th>Job reference number</th> <th>Date added</th> <th>Status</th> <th>Job title</th> <th>Total applications</th> <th>Your role</th> <th></th> </tr> </thead> <tbody> <tr> <td>492213</td> <td>30 Apr 2012</td> <td>Pending app</td> <td>Student Advisor</td> <td>10</td> <td>Panel membe</td> <td><a href="#">View Applicants</a>   <a href="#">View responses</a>   <a href="#">View job</a></td> </tr> <tr> <td>492224</td> <td>19 Jul 2012</td> <td>Approved</td> <td>Administrator (Test job)</td> <td>0</td> <td>Chairperson</td> <td><a href="#">View Applicants</a>   <a href="#">View responses</a>   <a href="#">Edit job</a></td> </tr> <tr> <td>492230</td> <td>27 Jul 2012</td> <td>Offer</td> <td>10066 Professor</td> <td>8</td> <td>Chairperson</td> <td><a href="#">View Applicants</a>   <a href="#">View responses</a>   <a href="#">Edit job</a></td> </tr> <tr> <td>492234</td> <td>1 Aug 2012</td> <td>Approved</td> <td>Executive Dean, Science</td> <td>0</td> <td>Panel membe</td> <td><a href="#">View Applicants</a>   <a href="#">View responses</a>   <a href="#">View job</a></td> </tr> </tbody> </table> </div>		Job reference number	Date added	Status	Job title	Total applications	Your role		492213	30 Apr 2012	Pending app	Student Advisor	10	Panel membe	<a href="#">View Applicants</a>   <a href="#">View responses</a>   <a href="#">View job</a>	492224	19 Jul 2012	Approved	Administrator (Test job)	0	Chairperson	<a href="#">View Applicants</a>   <a href="#">View responses</a>   <a href="#">Edit job</a>	492230	27 Jul 2012	Offer	10066 Professor	8	Chairperson	<a href="#">View Applicants</a>   <a href="#">View responses</a>   <a href="#">Edit job</a>	492234	1 Aug 2012	Approved	Executive Dean, Science	0	Panel membe	<a href="#">View Applicants</a>   <a href="#">View responses</a>   <a href="#">View job</a>
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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.

Please upload your cover letter.		
No file uploaded		
Please upload your resume.		
<a href="#">resume_lucy lucky.docx (10kb)</a>		
<b>Scanning Tips:</b> Set your scanner to 72dpi or the "screen" setting, scan in black & white, and save your file in PDF format where possible.		
Total score		0/0 = 0%

Please click the link below to view the document.

[resume\\_lucy lucky.docx](#)

### 3. Score applicants

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

Click on **Change score** against the applicant.

Job title: 18004 Clerical Assistant (492310)  
 Applicant name: Jane Reece

Recruitment step	Unscored	Yes	Maybe	No	Comments
Offer accepted	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

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**.