



TALENTSQUARE

Recruitment software made simple.

Employer How-To Tutorials

How To Manage Your Candidates



1. Login into your account.

A screenshot of the Talentsquare login page. At the top center is the Talentsquare logo. Below it is the text "Se connecter". There are two input fields: "E-mail" and "Mot de passe". Below the "Mot de passe" field is a green button labeled "Se connecter". Underneath that is a link "Mot de passe oublié ?". Below the link is the text "Pas encore inscrit ?". At the bottom are two buttons: a green one labeled "S'inscrire en tant que talent" and a blue one labeled "Request a demo".

Se connecter

E-mail

Mot de passe

Se connecter

Mot de passe oublié ?

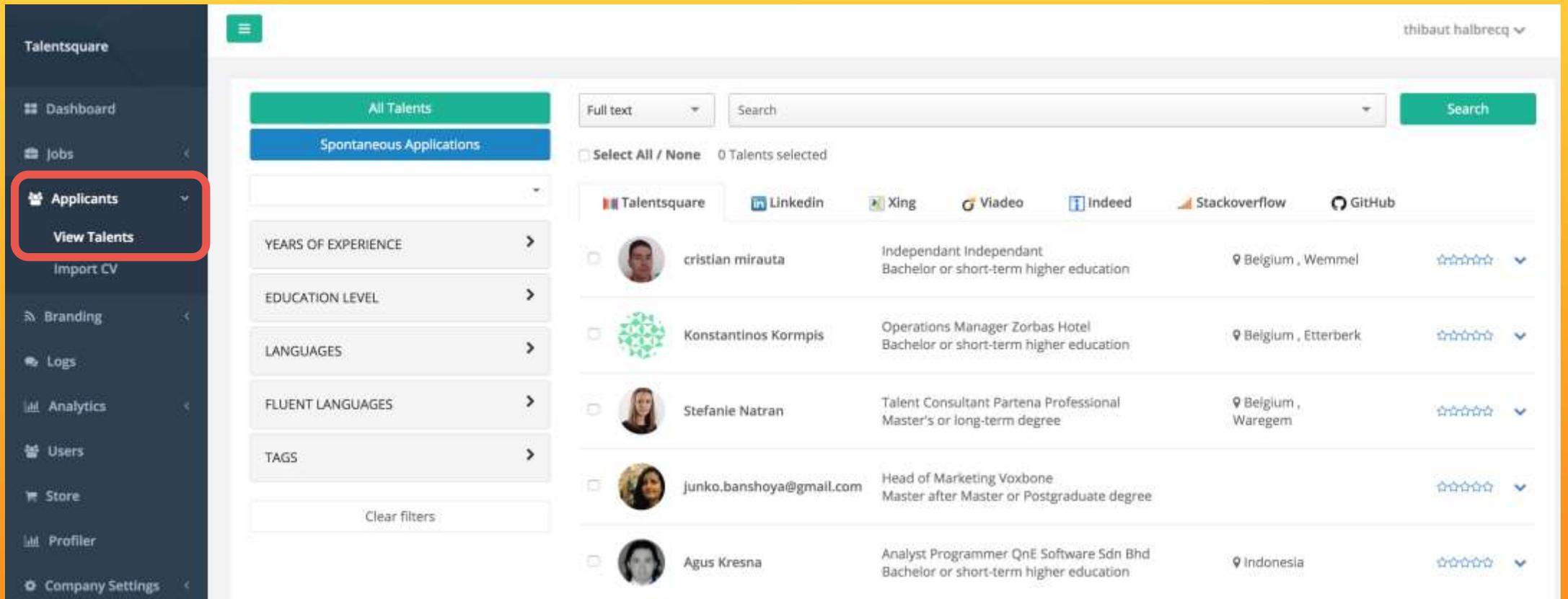
Pas encore inscrit ?

S'inscrire en tant que talent

Request a demo

If you need any assistance, please don't hesitate in contacting us at support@talentsquare.com

2. Click on “Applicants -> View Talents” in the navigation bar.

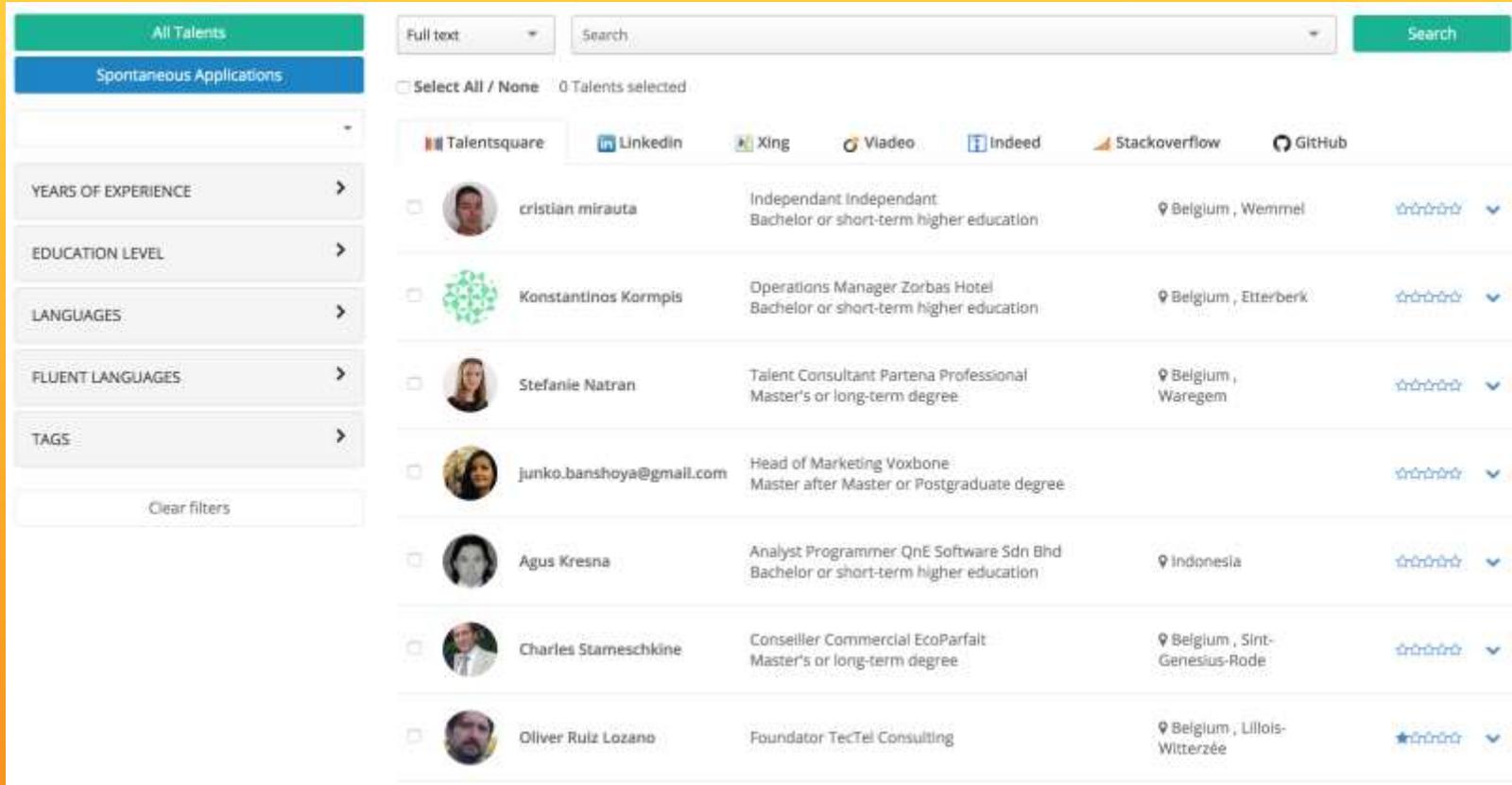


The screenshot displays the Talentsquare web application interface. On the left, a dark navigation sidebar contains the following items: Talentsquare, Dashboard, Jobs, Applicants (highlighted with a red box), View Talents (highlighted with a red box), Import CV, Branding, Logs, Analytics, Users, Store, Profiler, and Company Settings. The main content area is titled 'All Talents' and 'Spontaneous Applications'. It features a search bar with a dropdown menu set to 'Full text' and a 'Search' button. Below the search bar, there is a 'Select All / None' option indicating '0 Talents selected'. A row of social media icons is visible, including Talentsquare, LinkedIn, Xing, Viadeo, Indeed, Stackoverflow, and GitHub. The main content area displays a list of five candidate profiles, each with a profile picture, name, job title, education level, location, and a star rating.

Profile Picture	Name	Job Title	Education Level	Location	Star Rating
	cristian mirauta	Independant	Independent Bachelor or short-term higher education	Belgium , Wemmel	☆☆☆☆
	Konstantinos Korpis	Operations Manager Zorbas Hotel	Bachelor or short-term higher education	Belgium , Etterberk	☆☆☆☆
	Stefanie Natran	Talent Consultant Partena Professional	Master's or long-term degree	Belgium , Waregem	☆☆☆☆
	junko.banshoya@gmail.com	Head of Marketing Voxbone	Master after Master or Postgraduate degree		☆☆☆☆
	Agus Kresna	Analyst Programmer QnE Software Sdn Bhd	Bachelor or short-term higher education	Indonesia	☆☆☆☆

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3. By default you will see all your Talents, independently of how many jobs you have published.



The screenshot displays the Talentsquare interface. On the left, there is a sidebar with filters: 'All Talents' (selected), 'Spontaneous Applications', 'YEARS OF EXPERIENCE', 'EDUCATION LEVEL', 'LANGUAGES', 'FLUENT LANGUAGES', and 'TAGS'. Below these filters is a 'Clear filters' button. The main area features a search bar with 'Full text' selected and a 'Search' button. Below the search bar, there is a selection control showing '0 Talents selected' and a row of social media icons: Talentsquare, LinkedIn, Xing, Viadeo, Indeed, Stackoverflow, and GitHub. The main content is a list of seven talent profiles, each with a profile picture, name, job title, education level, location, and a star rating.

Profile Picture	Name	Job Title	Education Level	Location	Star Rating
	cristian mirauta	Independent Independent	Bachelor or short-term higher education	Belgium , Wemmel	☆☆☆☆
	Konstantinos Kormpis	Operations Manager Zorbas Hotel	Bachelor or short-term higher education	Belgium , Etterberk	☆☆☆☆
	Stefanie Natran	Talent Consultant Partena Professional	Master's or long-term degree	Belgium , Waregem	☆☆☆☆
	junko.banshoya@gmail.com	Head of Marketing Voxbone	Master after Master or Postgraduate degree		☆☆☆☆
	Agus Kresna	Analyst Programmer QnE Software Sdn Bhd	Bachelor or short-term higher education	Indonesia	☆☆☆☆
	Charles Stameschkine	Conseller Commercial EcoParfalt	Master's or long-term degree	Belgium , Sint-Genesius-Rode	☆☆☆☆
	Oliver Ruiz Lozano	Founder TecTel Consulting		Belgium , Lillois-Witterzée	☆☆☆☆

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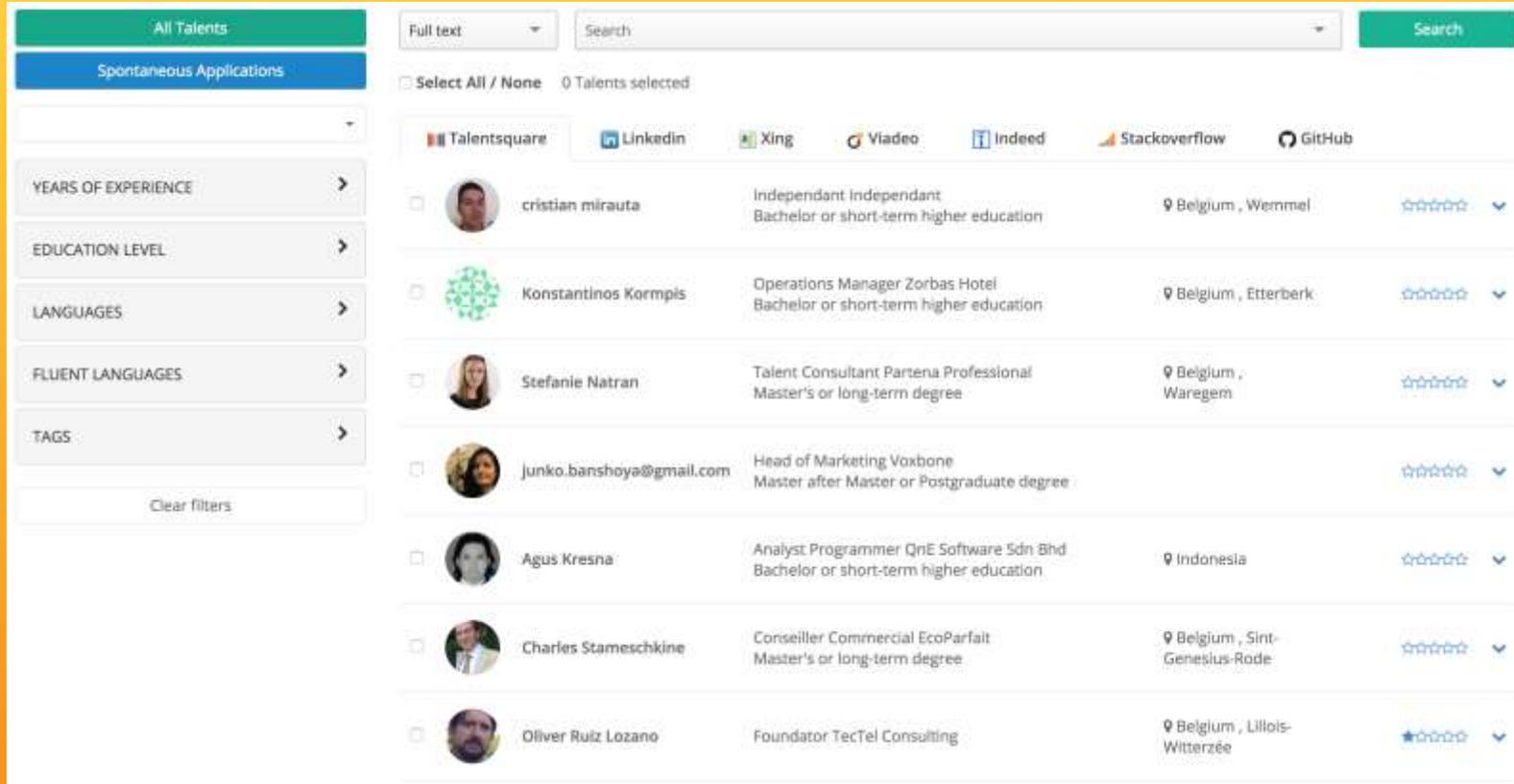
3.a On the left sidebar you have options related to your jobs.



You can filter your Talents by different jobs you created. If you select a job, you will only see Talents that applied to it.

You can filter your Talents by using relevant filter pre-defined by Talentsquare. The filters are based on information the Talents have to introduce in order to apply for the job you publish.

3.b On the center you have all the information regarding the candidate.



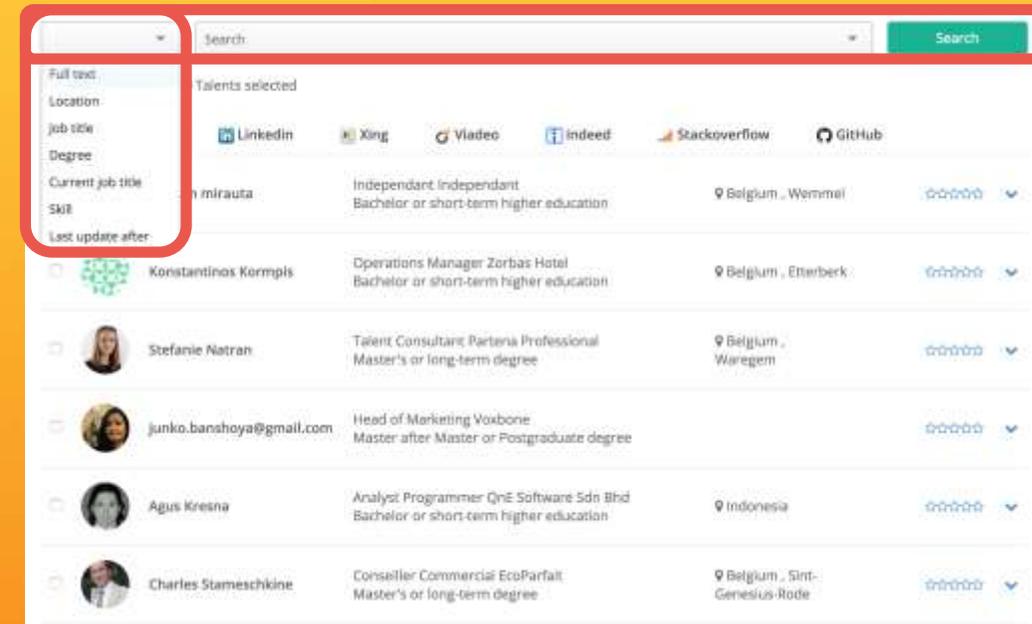
The screenshot displays the Talentsquare recruitment software interface. On the left, there is a sidebar with filters: 'All Talents' (selected), 'Spontaneous Applications', 'YEARS OF EXPERIENCE', 'EDUCATION LEVEL', 'LANGUAGES', 'FLUENT LANGUAGES', and 'TAGS'. Below these filters is a 'Clear filters' button. The main area features a search bar with 'Full text' selected and a search button. Below the search bar, there are social media icons for Talentsquare, LinkedIn, Xing, Viadeo, Indeed, Stackoverflow, and GitHub. A list of candidates is shown, each with a checkbox, profile picture, name, job title, education level, location, and a star rating.

Checkbox	Profile Picture	Name	Job Title	Education Level	Location	Star Rating
<input type="checkbox"/>		cristian mirauta	Independent	Bachelor or short-term higher education	Belgium, Wemmel	5 stars
<input type="checkbox"/>		Konstantinos Korpis	Operations Manager Zorbas Hotel	Bachelor or short-term higher education	Belgium, Etterberk	5 stars
<input type="checkbox"/>		Stefanie Natran	Talent Consultant Partena Professional	Master's or long-term degree	Belgium, Waregem	5 stars
<input type="checkbox"/>		junko.banshoya@gmail.com	Head of Marketing Voxbone	Master after Master or Postgraduate degree		5 stars
<input type="checkbox"/>		Agus Kresna	Analyst Programmer QnE Software Sdn Bhd	Bachelor or short-term higher education	Indonesia	5 stars
<input type="checkbox"/>		Charles Stameschkine	Conseiller Commercial EcoParfait	Master's or long-term degree	Belgium, Sint-Genesius-Rode	5 stars
<input type="checkbox"/>		Oliver Ruiz Lozano	Founder TecTel Consulting		Belgium, Lillois-Witterzée	5 stars

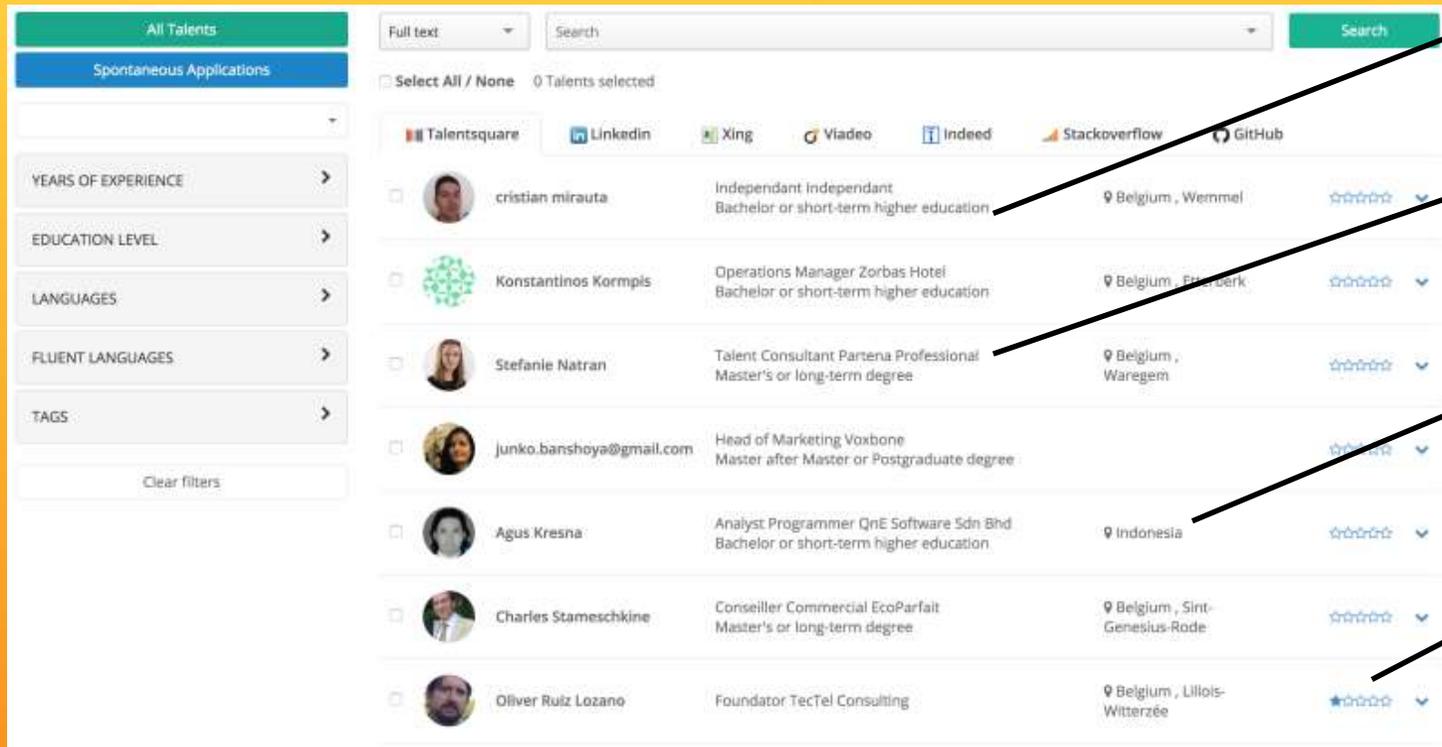
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3.c Semantic Search Engine

Talentsquare users benefit from our powerful HR semantic search engine provided by our partner Textkernel. This state of the art technology help recruiter to operate complex search queries thanks to an automatic and multilingual translations an synonyms of all the major job functions.



3.d The core Talent database menu will contain generic and relevant information, to help the Employer gain a first perspective on the Talent.



The screenshot displays the 'All Talents' section of the Talentsquare interface. It features a search bar at the top with a 'Full text' dropdown and a 'Search' button. Below the search bar, there are social media icons for Talentsquare, LinkedIn, Xing, Viadeo, Indeed, Stackoverflow, and GitHub. A list of applicants is shown, each with a profile picture, name, current/previous occupation, education level, location, and a star rating. The list includes:

- cristian mirauta**: Independent Independent, Bachelor or short-term higher education, Belgium, Wemmel. Rating: 5 stars.
- Konstantinos Korpis**: Operations Manager Zorbas Hotel, Bachelor or short-term higher education, Belgium, Etterbeek. Rating: 5 stars.
- Stefanie Natran**: Talent Consultant Partena Professional, Master's or long-term degree, Belgium, Waregem. Rating: 5 stars.
- junko.banshoya@gmail.com**: Head of Marketing Voxbone, Master after Master or Postgraduate degree, Rating: 5 stars.
- Agus Kresna**: Analyst Programmer QnE Software Sdn Bhd, Bachelor or short-term higher education, Indonesia. Rating: 5 stars.
- Charles Stameschkine**: Conseiller Commercial EcoParfait, Master's or long-term degree, Belgium, Sint-Genesius-Rode. Rating: 5 stars.
- Oliver Ruiz Lozano**: Founder TecTel Consulting, Rating: 5 stars.

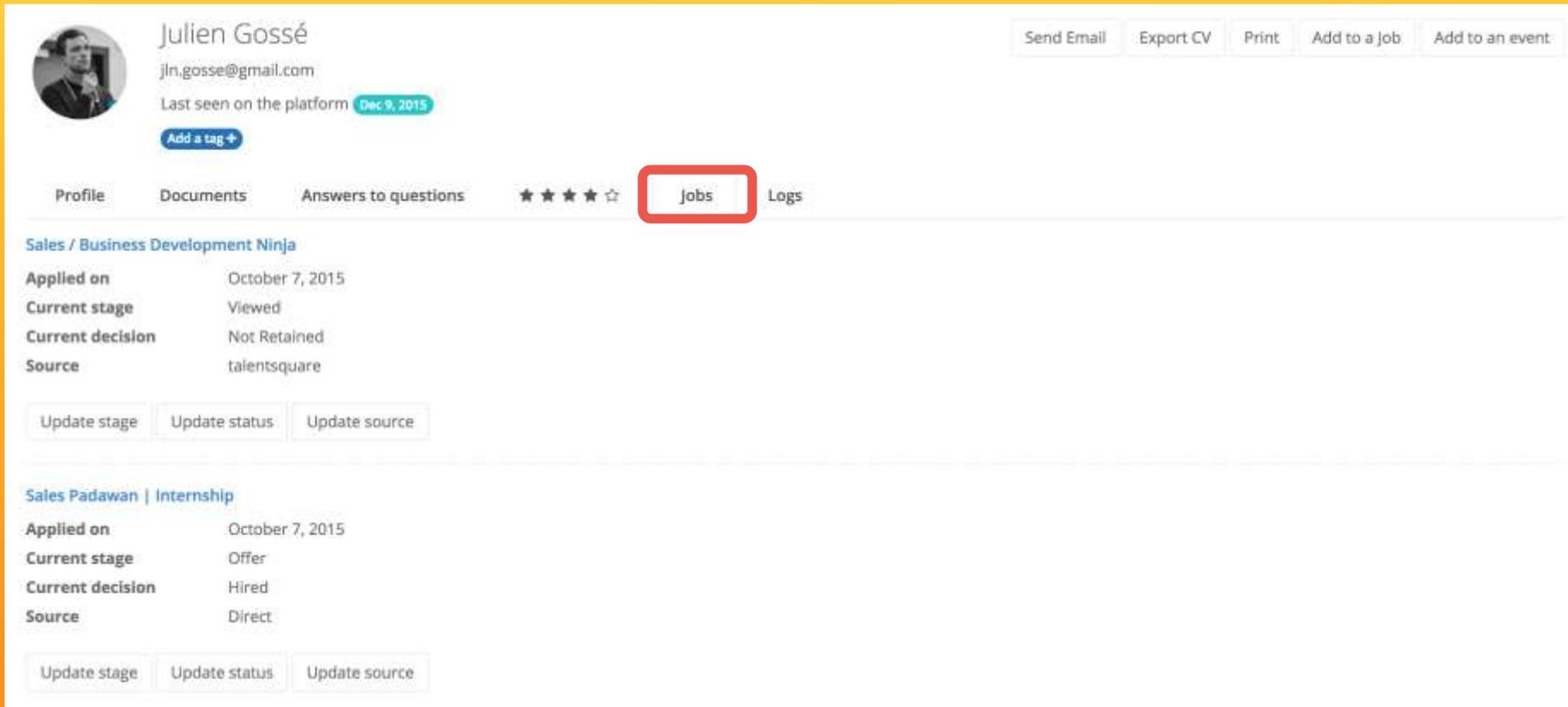
Applicant's academic degree.

The applicant's current/latest occupation.

Where the applicant is located.

The rating you affect to your Talent

**4.a You can also see the jobs the candidate applied for.
This can be reached by clicking on the second icon on the top right corner of the card.**



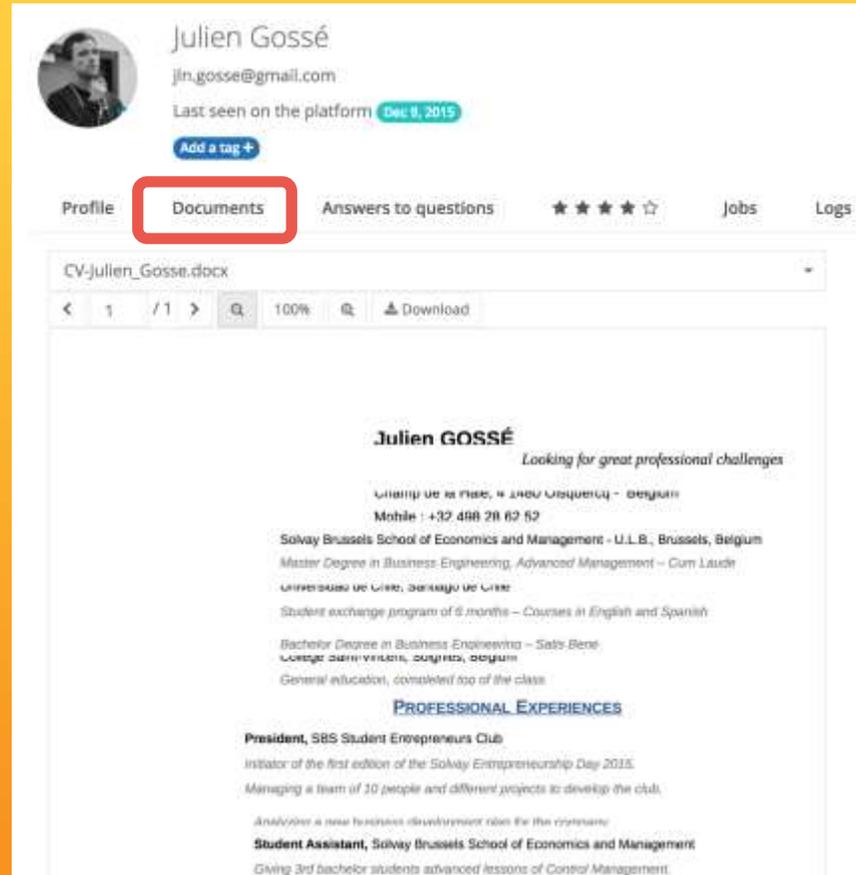
The screenshot shows a candidate profile for Julien Gossé. At the top right, there are five action buttons: "Send Email", "Export CV", "Print", "Add to a Job", and "Add to an event". Below the profile information, there is a navigation bar with tabs: "Profile", "Documents", "Answers to questions", "Jobs" (highlighted with a red box), and "Logs". The "Jobs" tab is active, showing two job applications:

- Sales / Business Development Ninja**
 - Applied on: October 7, 2015
 - Current stage: Viewed
 - Current decision: Not Retained
 - Source: talentsquare
- Sales Padawan | Internship**
 - Applied on: October 7, 2015
 - Current stage: Offer
 - Current decision: Hired
 - Source: Direct

Each job application card has three buttons at the bottom: "Update stage", "Update status", and "Update source".

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4.b You can see the documents uploaded by the candidate or by the recruiter.



The screenshot displays a candidate profile for Julien Gossé. The profile includes a profile picture, name, email address (jln.gosse@gmail.com), and a last seen date (Dec 8, 2019). A red box highlights the 'Documents' tab in the navigation menu. Below the navigation, a document viewer shows a resume titled 'CV-Julien_Gosse.docx'. The resume content includes the candidate's name, contact information, education details (Solvay Brussels School of Economics and Management), and professional experiences.

Julien Gossé
jln.gosse@gmail.com
Last seen on the platform Dec 8, 2019
Add a tag +

Profile Documents Answers to questions ★★★★★ Jobs Logs

CV-Julien_Gosse.docx
< 1 / 1 > 100% Download

Julien GOSSE
Looking for great professional challenges

Chemin de la Place, 4 1200 Brussels - Belgium
Mobile : +32 488 20 62 52

Solvay Brussels School of Economics and Management - U.L.B., Brussels, Belgium
Master Degree in Business Engineering, Advanced Management – Cum Laude
Université de Liège, Belgique de Liège
Student exchange program of 6 months – Courses in English and Spanish

Bachelor Degree in Business Engineering – Solvay-Bene
Université de Liège, Belgique de Liège
General education, completed top of the class

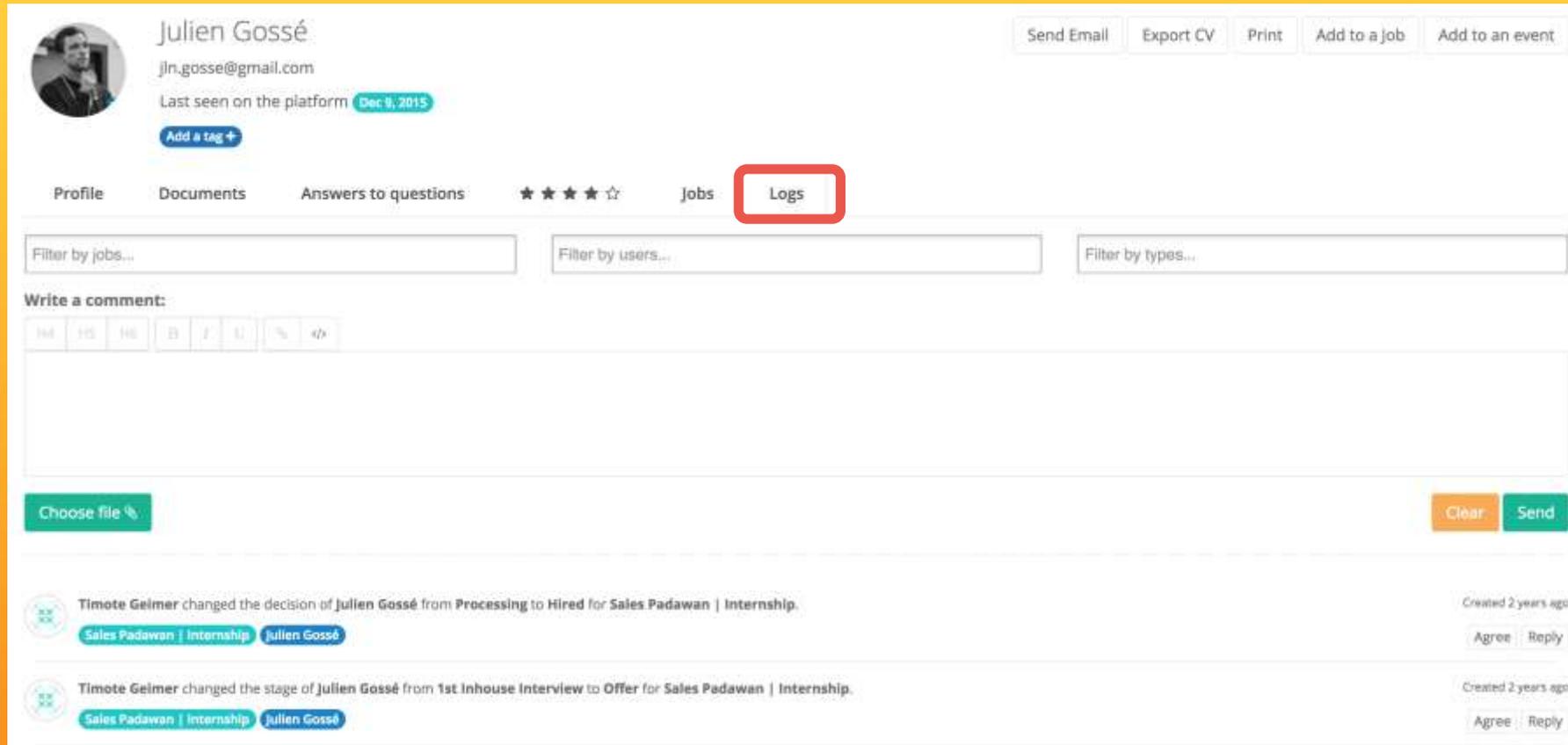
PROFESSIONAL EXPERIENCES

President, SRS Student Entrepreneurs Club
Initiator of the first edition of the Solvay Entrepreneurship Day 2015.
Managing a team of 10 people and different projects to develop the club.
Analyzing a new business development plan for the company.

Student Assistant, Solvay Brussels School of Economics and Management
Giving 3rd bachelor students advanced lessons of Control Management.

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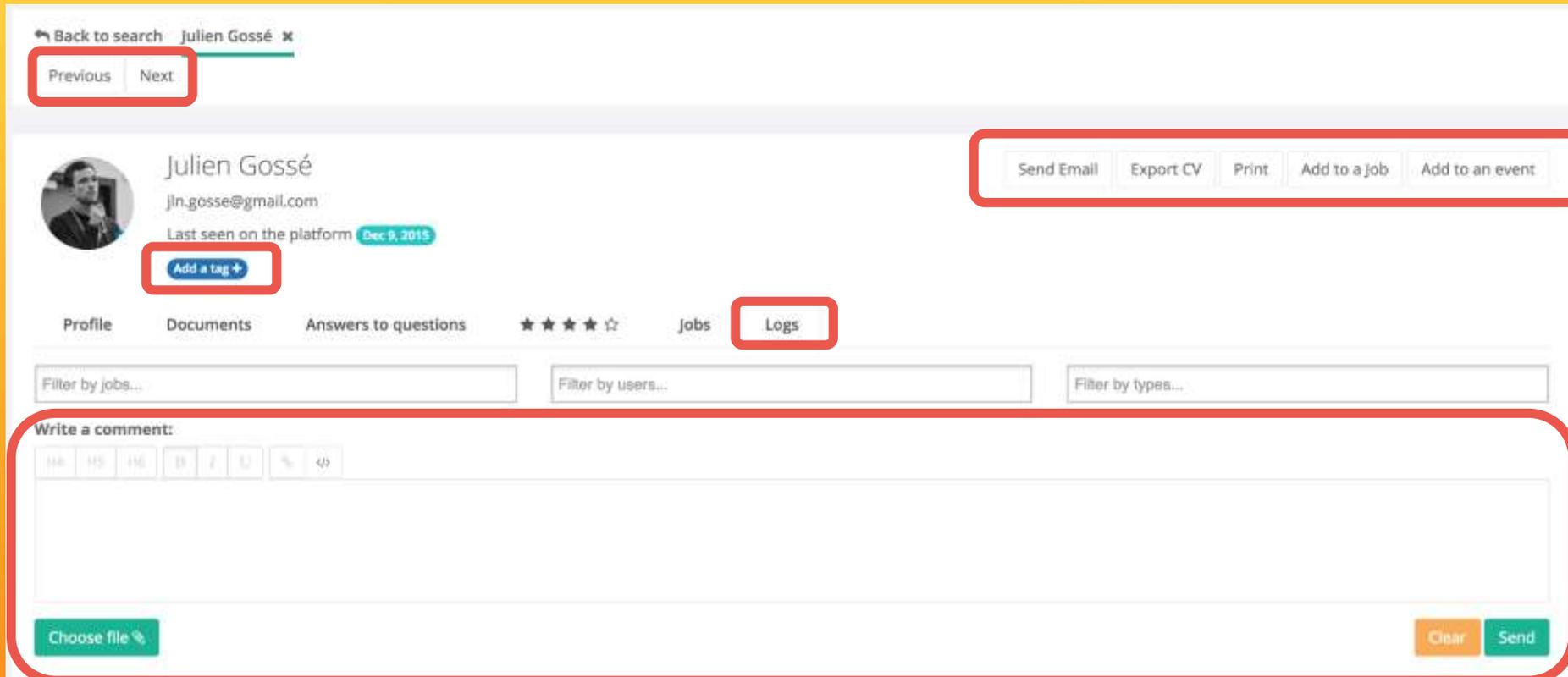
4.c You can see the comments, logs, and actions made on the candidate.



The screenshot displays the profile of Julien Gossé. At the top right, there are buttons for 'Send Email', 'Export CV', 'Print', 'Add to a job', and 'Add to an event'. The profile information includes a profile picture, name 'Julien Gossé', email 'jln.gosse@gmail.com', and 'Last seen on the platform Dec 9, 2015'. Below this is a navigation bar with tabs for 'Profile', 'Documents', 'Answers to questions', 'Jobs', and 'Logs'. The 'Logs' tab is highlighted with a red box. Below the navigation bar are three filter input fields: 'Filter by jobs...', 'Filter by users...', and 'Filter by types...'. A 'Write a comment:' section follows, with a rich text editor toolbar and a large text area. At the bottom of the comment section are 'Choose file %', 'Clear', and 'Send' buttons. The logs section shows two entries: 'Timote Geimer changed the decision of Julien Gossé from Processing to Hired for Sales Padawan | Internship.' and 'Timote Geimer changed the stage of Julien Gossé from 1st Inhouse Interview to Offer for Sales Padawan | Internship.' Each log entry includes a 'Created 2 years ago' timestamp and 'Agree' and 'Reply' buttons.

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4.d You can have a set of call to action items at the bottom or top right corner in regards to the candidate communication, moving across stages or making a decision.



The screenshot shows a candidate profile for Julien Gossé. The interface includes a search bar at the top with a 'Back to search' link and the candidate's name. Below the search bar are 'Previous' and 'Next' navigation buttons. The profile section features a profile picture, name, email address, and a 'Last seen on the platform' date. A 'Send Email' button is located in the top right corner. Below the profile information is a row of tabs: 'Profile', 'Documents', 'Answers to questions', 'Jobs', and 'Logs'. A 'Filter by jobs...' dropdown is visible. At the bottom, there is a 'Write a comment:' section with a text area, a 'Choose file' button, and 'Clear' and 'Send' buttons.

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