



TALENTSQUARE

Recruitment software made simple.

Employer How-To Tutorials

How To Add Comments & See Actions For 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

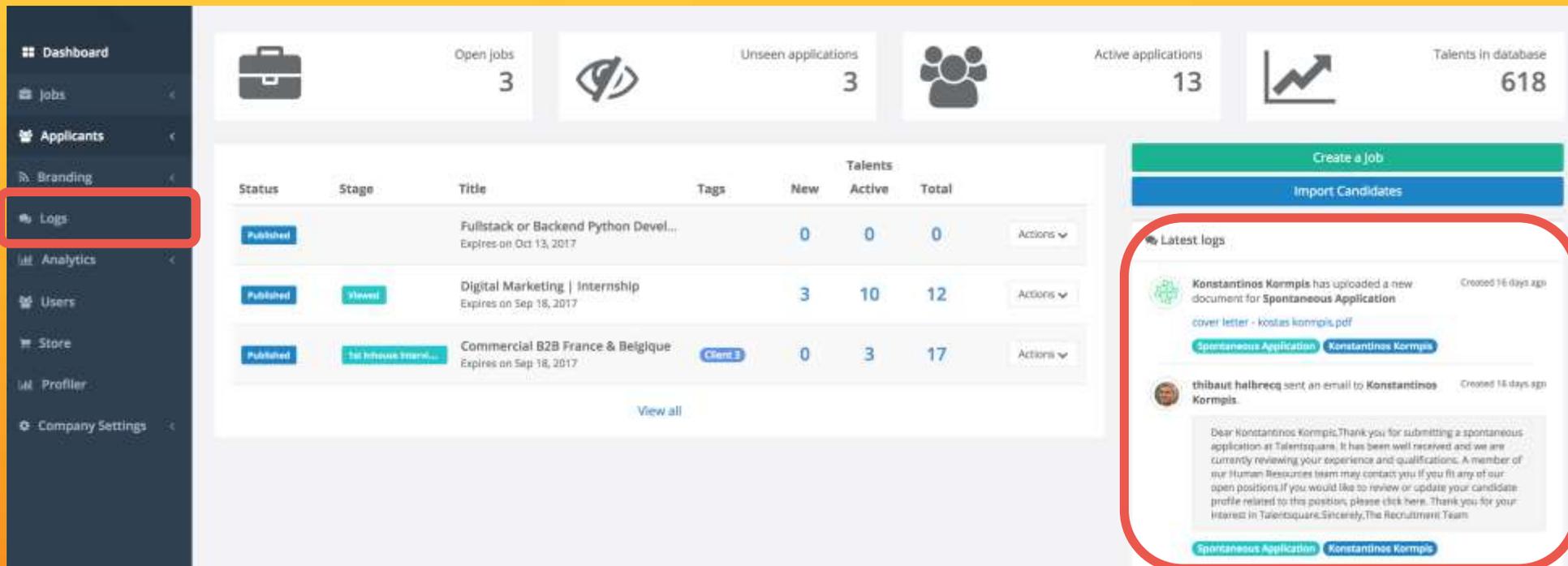
Mot de passe oublié ?

Pas encore inscrit ?

S'inscrire en tant que talent

Request a demo

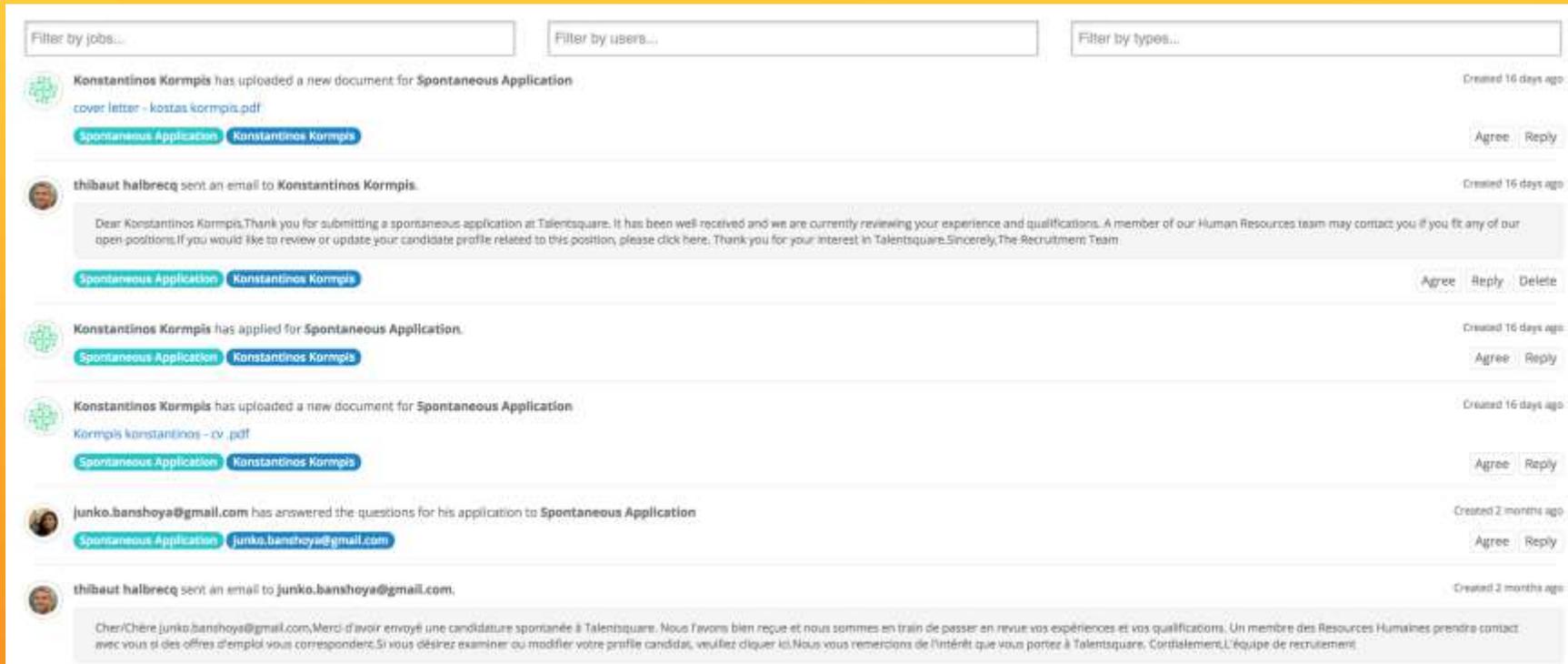
2. You can see all latest logs on the dashboard or click on “Logs” on the Menu bar. “Logs” are all the actions that happen on the platform related to jobs and candidates.



The screenshot displays the TalentSquare dashboard interface. On the left, a dark sidebar menu contains several options, with 'Logs' highlighted by a red rectangular box. The main dashboard area features a top row of four summary cards: 'Open jobs' (3), 'Unseen applications' (3), 'Active applications' (13), and 'Talents in database' (618). Below these is a table listing job postings with columns for Status, Stage, Title, Tags, and Talents (New, Active, Total). The 'Logs' section on the right, also highlighted with a red rounded rectangle, shows a list of recent activities. The first log entry states: 'Konstantinos Kormpis has uploaded a new document for Spontaneous Application' with a sub-entry 'cover letter - kostas kormpis.pdf'. The second entry shows 'thibaut halbreccq sent an email to Konstantinos Kormpis'. Both log entries include a 'Spontaneous Application' tag and the name 'Konstantinos Kormpis'.

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

3. If you click on “Logs” you will be directed to a landing page with all the action related to all jobs, candidates and recruiters.

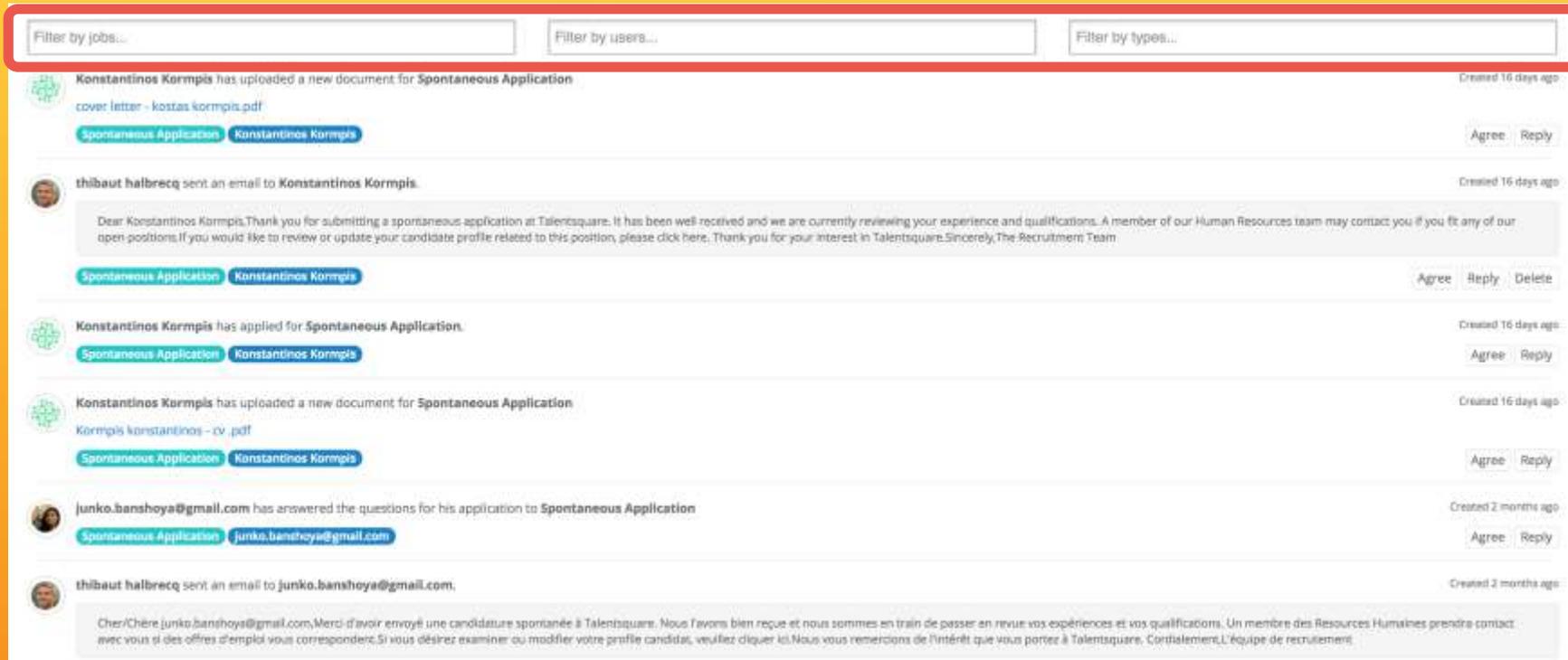


The screenshot displays a 'Logs' page with three filter boxes at the top: 'Filter by jobs...', 'Filter by users...', and 'Filter by types...'. Below the filters, there is a list of actions:

- Konstantinos Kormpis** has uploaded a new document for **Spontaneous Application**.
cover letter - kostas kormpis.pdf
Created 16 days ago
Buttons: [Spontaneous Application](#), [Konstantinos Kormpis](#), [Agree](#), [Reply](#)
- thibaut halbrech** sent an email to **Konstantinos Kormpis**.
Dear Konstantinos Kormpis, Thank you for submitting a spontaneous application at Talentsquare. It has been well received and we are currently reviewing your experience and qualifications. A member of our Human Resources team may contact you if you fit any of our open positions. If you would like to review or update your candidate profile related to this position, please click here. Thank you for your interest in Talentsquare. Sincerely, The Recruitment Team
Created 16 days ago
Buttons: [Spontaneous Application](#), [Konstantinos Kormpis](#), [Agree](#), [Reply](#), [Delete](#)
- Konstantinos Kormpis** has applied for **Spontaneous Application**.
Created 16 days ago
Buttons: [Spontaneous Application](#), [Konstantinos Kormpis](#), [Agree](#), [Reply](#)
- Konstantinos Kormpis** has uploaded a new document for **Spontaneous Application**.
Kormpis konstantinos - cv .pdf
Created 16 days ago
Buttons: [Spontaneous Application](#), [Konstantinos Kormpis](#), [Agree](#), [Reply](#)
- junko.banshoya@gmail.com** has answered the questions for his application to **Spontaneous Application**.
Created 2 months ago
Buttons: [Spontaneous Application](#), [junko.banshoya@gmail.com](#), [Agree](#), [Reply](#)
- thibaut halbrech** sent an email to **junko.banshoya@gmail.com**.
Cher/Chère junko.banshoya@gmail.com, Merci d'avoir envoyé une candidature spontanée à Talentsquare. Nous l'avons bien reçue et nous sommes en train de passer en revue vos expériences et vos qualifications. Un membre des Ressources Humaines prendra contact avec vous si des offres d'emploi vous correspondent. Si vous désirez examiner ou modifier votre profil candidat, veuillez cliquer ici. Nous vous remercions de l'intérêt que vous portez à Talentsquare. Cordialement, L'équipe de recrutement
Created 2 months ago

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4. You can filter by the “Jobs” you’ve created, by the “Users” of your platform (recruiters), or by type of logs (e.g. Comment, Email, Documents, Decisions, etc.)

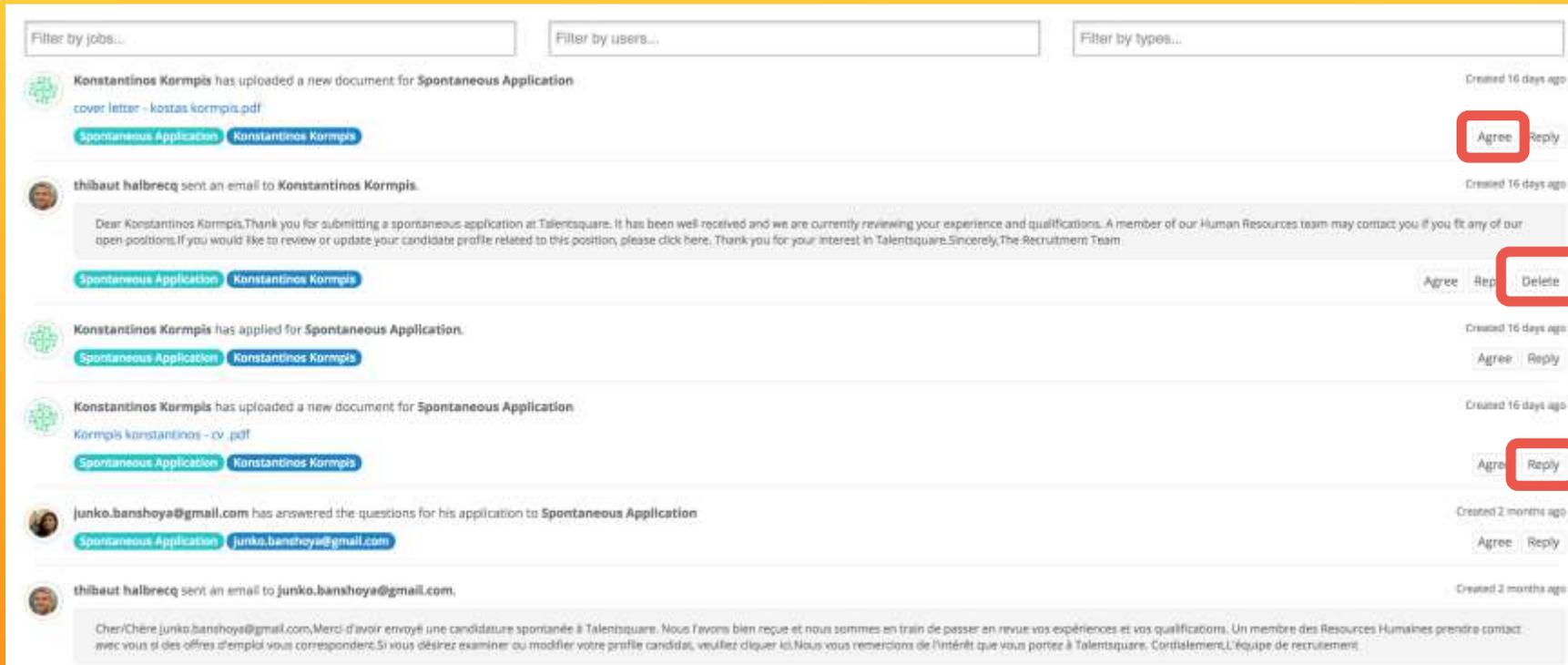


The screenshot displays the TalentSquare interface with a log feed. At the top, there are three filter input fields: "Filter by jobs...", "Filter by users...", and "Filter by types...". The log feed contains several entries:

- Entry 1:** "Konstantinos Kormpis has uploaded a new document for Spontaneous Application". The document is "cover letter - kostas kormpis.pdf". It includes a "Spontaneous Application" tag and the user name "Konstantinos Kormpis". Action buttons: "Agree", "Reply".
- Entry 2:** "thibaut halbrech sent an email to Konstantinos Kormpis." The email content is: "Dear Konstantinos Kormpis, Thank you for submitting a spontaneous application at Talentsquare. It has been well received and we are currently reviewing your experience and qualifications. A member of our Human Resources team may contact you if you fit any of our open positions. If you would like to review or update your candidate profile related to this position, please click here. Thank you for your interest in Talentsquare. Sincerely, The Recruitment Team". It includes a "Spontaneous Application" tag and the user name "Konstantinos Kormpis". Action buttons: "Agree", "Reply", "Delete".
- Entry 3:** "Konstantinos Kormpis has applied for Spontaneous Application." It includes a "Spontaneous Application" tag and the user name "Konstantinos Kormpis". Action buttons: "Agree", "Reply".
- Entry 4:** "Konstantinos Kormpis has uploaded a new document for Spontaneous Application". The document is "Kormpis konstantinos - cv .pdf". It includes a "Spontaneous Application" tag and the user name "Konstantinos Kormpis". Action buttons: "Agree", "Reply".
- Entry 5:** "junko.banshoya@gmail.com has answered the questions for his application to Spontaneous Application". It includes a "Spontaneous Application" tag and the user name "junko.banshoya@gmail.com". Action buttons: "Agree", "Reply".
- Entry 6:** "thibaut halbrech sent an email to junko.banshoya@gmail.com." The email content is: "Cher/Chère junko.banshoya@gmail.com, Merci d'avoir envoyé une candidature spontanée à Talentsquare. Nous l'avons bien reçue et nous sommes en train de passer en revue vos expériences et vos qualifications. Un membre des Ressources Humaines prendra contact avec vous si des offres d'emploi vous correspondent. Si vous désirez examiner ou modifier votre profil candidat, veuillez cliquer ici. Nous vous remercions de l'intérêt que vous portez à Talentsquare. Cordialement, L'équipe de recrutement". It includes a "Spontaneous Application" tag and the user name "junko.banshoya@gmail.com". Action buttons: "Agree", "Reply".

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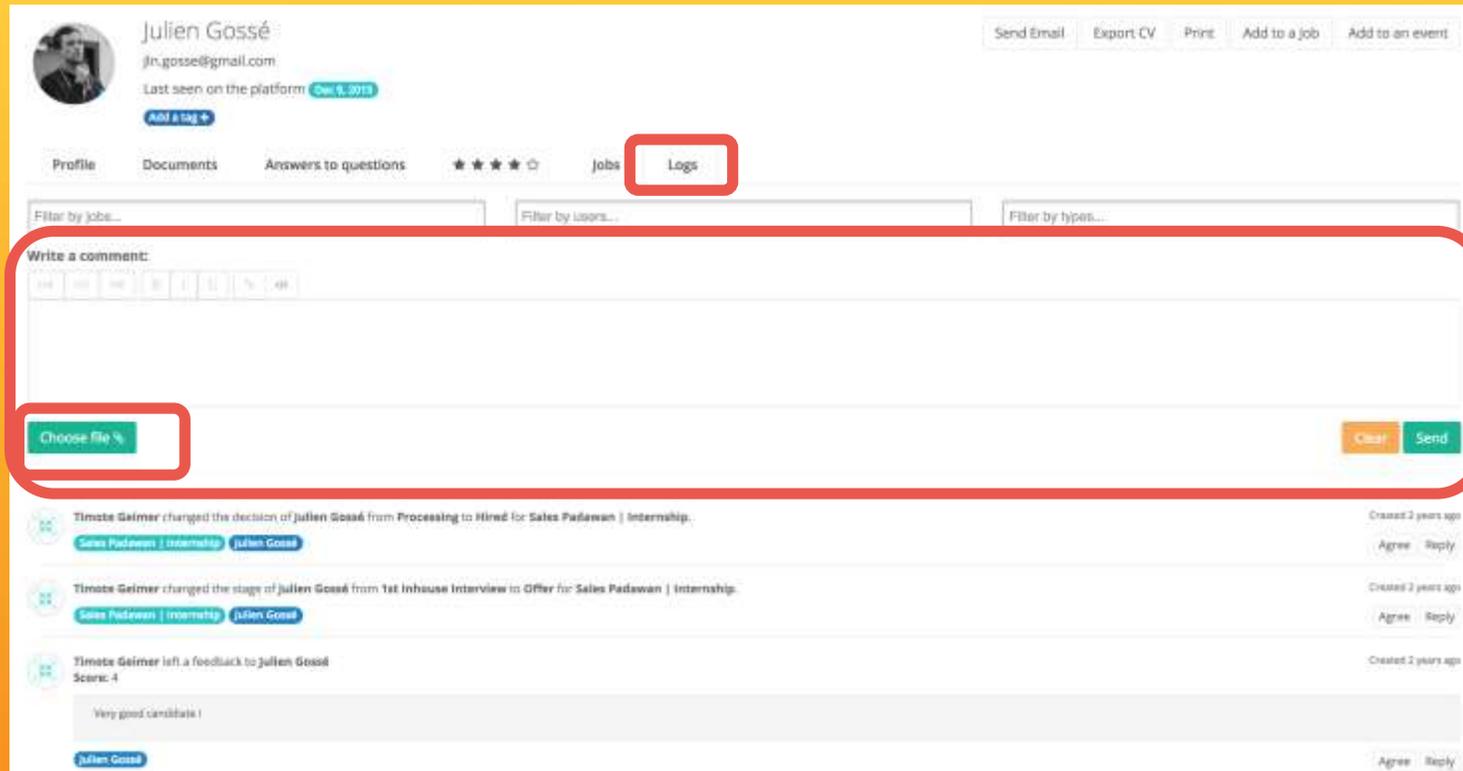
5. You can reply directly here to certain actions or logs. You can also agree to a certain action and/or comment.



The screenshot displays a user interface for managing recruitment actions. At the top, there are three filter boxes: "Filter by jobs...", "Filter by users...", and "Filter by types...". Below these are several log entries, each with a user profile picture, a description of the action, and a timestamp. The actions include document uploads, email sends, and application submissions. Each entry has a "Spontaneous Application" tag and a user name. On the right side of each entry, there are interactive buttons: "Agree", "Reply", and "Delete". The "Agree" button is highlighted with a red box in the first entry, and the "Reply" button is highlighted in the third entry. The "Delete" button is highlighted in the second entry.

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6. If you want to add a comment on a specific candidate, you can do so by visiting a candidate profile, clicking on the “Logs” menu and then adding a comment. You can add files to your comment as well.



The screenshot displays a candidate profile for Julien Gossé. The 'Logs' menu item is highlighted with a red box. Below the profile, there are filter options for jobs, users, and types. A large red box highlights the 'Write a comment' section, which includes a text area, a 'Choose file' button (also highlighted with a red box), and 'Clear' and 'Send' buttons. Below the comment form, there is a list of logs showing actions taken by Timote Geimer on Julien Gossé's profile, such as changing his decision from Processing to Hired and leaving a feedback score of 4.

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