




This manual is intended for all users who need to invite candidates to an interview.

Manual: change candidate status



Manual

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 manual highlights the following components.

- Inviting candidate for an interview
- Hiring candidate

The system helps you through it step by step. In this manual 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.

Folders
Just open up folders to find the right job posting.

The image shows a two-step process in the Ubeeo dashboard. The top screenshot shows the main dashboard with four panels: Vacatures (1), Kandidaten (1), Acties, and Mappen (3). A yellow box highlights 'Open mappen' in the Mappen panel, with an arrow pointing to the bottom screenshot. The bottom screenshot shows the 'Mappen' view with a search filter 'decaan' and a table of job postings. A yellow box highlights the first row of the table, with an arrow pointing to the 'decaan' entry.

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	Za 30	Zon 31
18:00							
19:00							

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	6	Open		14/11/2023
	Online marketeer	Online marketeer	3398	Bekijken	Matthijs Super User				Open		13/11/2023

Inviting candidate to interview

Search for candidates, vacancies or users...

Vrije Universiteit Amsterdam

Matthijs Wouters

Dashboard
Vacatures
Kandidaten
Werkstromen
Help

Opties

Slimme map: Decaan
Totaal: 1

Zoeken... x Beoordeling: Alle

	Naam	Processtap (status)	Sollicitatiedatum	Medewerker	Beoordeling	Notities	Bureau
	de Braak, Joris	Sollicitatie eigen invoer	30/12/2023	-	1 0 0	1	

Kandidaat bekijken

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.

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decaan

Opties

- Procedure voortzetten > Sollicitatie eigen invoer
- Contact > Decaan / 3538
- Afwijzen >
- Taak toevoegen

Telefonische screening

- Uitnodigen eerste gesprek **aanbevolen**
- Uitnodigen eerste gesprek (MS Teams)
- Uitnodigen tweede gesprek
- Uitnodigen tweede gesprek (MS Teams)
- Assessment
- Referenten opvragen
- Uitnodigen arbeidsvoorwaardengesprek
- Uitnodigen arbeidsvoorwaardengesprek (MS Teams)
- Aannemen

Gegevens Acties

Adresgegevens

Adresregel 1: Plankenstraat 1

Postcode: 4012 AB

Woonplaats: Haarlemmermeer

Gelijke rechten

Geboortedatum: 30 juli 1990

Geslacht: Man

Opmerkingen over kandidaat

Geen opmerkingen gevonden.

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

Correspondence

Here you can complete the data for correspondence with the candidate.

Gespreksinformatie

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 template

At the bottom of the screen, you will see the email template that will be sent to the candidate.

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 Ams!

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.

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

Send

After you have checked everything, you can send the message to the candidate. In addition, you can also view the message.

Verzenden

Bekijken

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.

This is how to invite a candidate for an interview.
Log in to Ubeeo and go to the Dashboard.

Folders
Go to 'Open folders' to find the right vacancy.

The dashboard features four main navigation panels:

- 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).

Candidate in folder
Go to candidate in folder.

The 'Afspraken' section shows a calendar for the week of 25 dec - 31 dec 2023. The time slots range from 18:00 to 19:00.

The 'Mappen' section displays a table with 4 total entries. The search filter is set to 'Alleen live mappen tonen'.

	Naam	Vacaturetitel	Referentie	Toegangsrechten	Vacaturehouder	Te beoordelen	Kandidaten in pro...	Kandidaten	Status	Vervaldatum	Aangemaakt op
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	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.

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.

Candidate page

Click on the 'magnifying glass' to go to the candidate.

The screenshot shows the VU HR system interface. At the top, there is a search bar with the text 'Zoek naar kandidaten, vacatures of gebruikers...'. Below the search bar, there is a navigation menu with options like 'Dashboard', 'Vacatures', 'Kandidaten', 'Werkstromen', and 'Help'. The main content area displays a table titled 'Slimme map: Decaan' with a total of 1 candidate. The table has columns for 'Naam', 'Processtap (status)', 'Sollicitatiedatum', 'Medewerker', 'Beoordeling', 'Notities', and 'Bureau'. The candidate 'de Braak, Joris' is listed with the status 'Sollicitatie eigen invoer' and the date '30/12/2023'. A magnifying glass icon is highlighted in a yellow box next to the candidate's name, with a tooltip that says 'Kandidaat bekijken'.

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 manual.

The screenshot shows the VU HR system interface with the 'options' menu open for the candidate 'de Braak, Joris'. The menu includes options like 'Procedure voortzetten', 'Contact', 'Afwijzen', and 'Taak toevoegen'. The 'Sollicitatie eigen invoer' option is selected, leading to a sub-menu with options like 'Telefonische screening', 'Uitnodigen eerste gesprek', 'Uitnodigen eerste gesprek (MS Teams)', 'Uitnodigen tweede gesprek', 'Uitnodigen tweede gesprek (MS Teams)', 'Assessment', 'Referenten opvragen', 'Uitnodigen arbeidsvoorwaardengesprek', and 'Uitnodigen arbeidsvoorwaardengesprek (MS Teams)'. The 'Aannemen' option is highlighted in a yellow box. The background shows the candidate's details, including their name, contact information, and address.