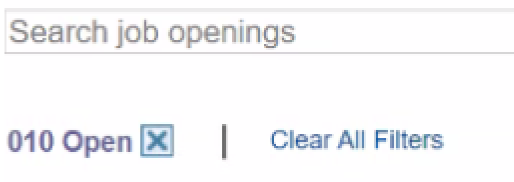
Talent Connect Frequently Asked Questions

System Access and Delegation

- **How do I access Talent Connect?** Talent Connect can be accessed at uci.icims.com
- **How do I get access to Talent Connect?** Users will be granted access based on their role and business unit. If you do not have access and believe you should, please have your CPO or Local HR manager submit a KSAMS request.
- **Can Users delegate their approval authority?** To delegate approvals, please notify your Talent Acquisition contact to add other names to the approval process for a requisition.
- **How can I access my previous requisitions in TAM?** From the Peoplesoft Homepage PeopleSoft Homepage>Recruiting Administration>Recruiting Activities>Browse Job Openings. Click on Clear all Filters to view all job openings.



Candidate Experience

- **When does the candidate get notified their resume has been reviewed?** The candidate will receive an email their resume has been reviewed after the recruiter changes the status for the candidate to Reviewed.
- **Can Candidates reply to emails from Outlook?** Candidates can apply to emails from their email application, however, the recipient's email address has been masked.
- **Will Candidates be automatically notified if a job is cancelled?** No, the system will not automatically be notified if a job is cancelled. However, HR or Talent Acquisition can send a bulk email notifying the active candidate pool that the position has been cancelled. After selecting candidates, press Reject=>Not Reviewed=>Job Cancelled.

Applicant Tracking Process

- **Can additional roles be added to a requisition?** In addition to required roles, additional roles have been anticipated and may be added to the requisition and hiring process.
- **How have approvals been configured?** Approvers for requisitions and offer letters can be by individual or groups (e.g. Hiring Manager/Hiring Manager's Manager/Finance). Talk to your Talent Acquisition team member if you would like to create an approval process for your business unit.
- **What if an approver is out of the office?** HR or Talent Acquisition can skip an approver. This will be noted in the approval timeline. Additional approvers can be added once the approval process has begun.
- **Will we be able to prescreen candidates?** Yes, prescreening questions can be attached to the job requisition which the candidate will need to answer during the application process. The system will indicate whether the candidate has passed the prescreen.

Candidates that do not give a correct response to a question will have a status of Initial DNQ.

- **Can we look at candidates from previous positions?** HR and Talent Acquisition can look at candidates from closed requisitions. Hiring Managers will need to contact their HR or TA representative for assistance.
- **When does Day 1 start for the posting date?** While the current minimum posting duration for most jobs is 10 days, Day 1 starts the day the requisition is posted. If it is posted at a time when it is unlikely the position will be seen (e.g. late at night), Day 1 starts the next day.
- **Can any of the system emails be customized?** Yes, while reviewing the template, changes can be made. As these emails have been reviewed and approved by HR and Legal, it is advised that users make only minor, cosmetic changes.
- **Why are we including Legal Name, instead of just preferred name?** As this is a legal document, Legal Name must be included.
- **Will document retention requirements change?** SkillSurvey will become the official document repository. Documents will be stored in iCIMS in accordance with UCI Document Retention Policy.
- **Where will offer letters be stored?** Offer letters may be accessed within Talent Connect.
- **How do we know a job has been filled and all the hiring paperwork has been completed?** To determine if a requisition has been completed, the Requisition status will be changed to Filled and the Candidate status will be changed to Hired.