NSW Public Service Talent Pools user guide

Accessing the talent pool

NSW public sector employees recruiting for roles are eligible to access the talent pool. Once you have been granted access, you can view the talent pool.

Reviewing candidates

By default, you can view all available candidates. Each row represents a unique candidate in the talent pool. Some helpful columns when identifying candidates are:

- Candidate ID – The candidate's unique identifying number

- First name and last name

- Current status – represents the candidate's available status

- Links to the resume, profile and role description of a candidate

- Candidate preferences, such as employment type, and location

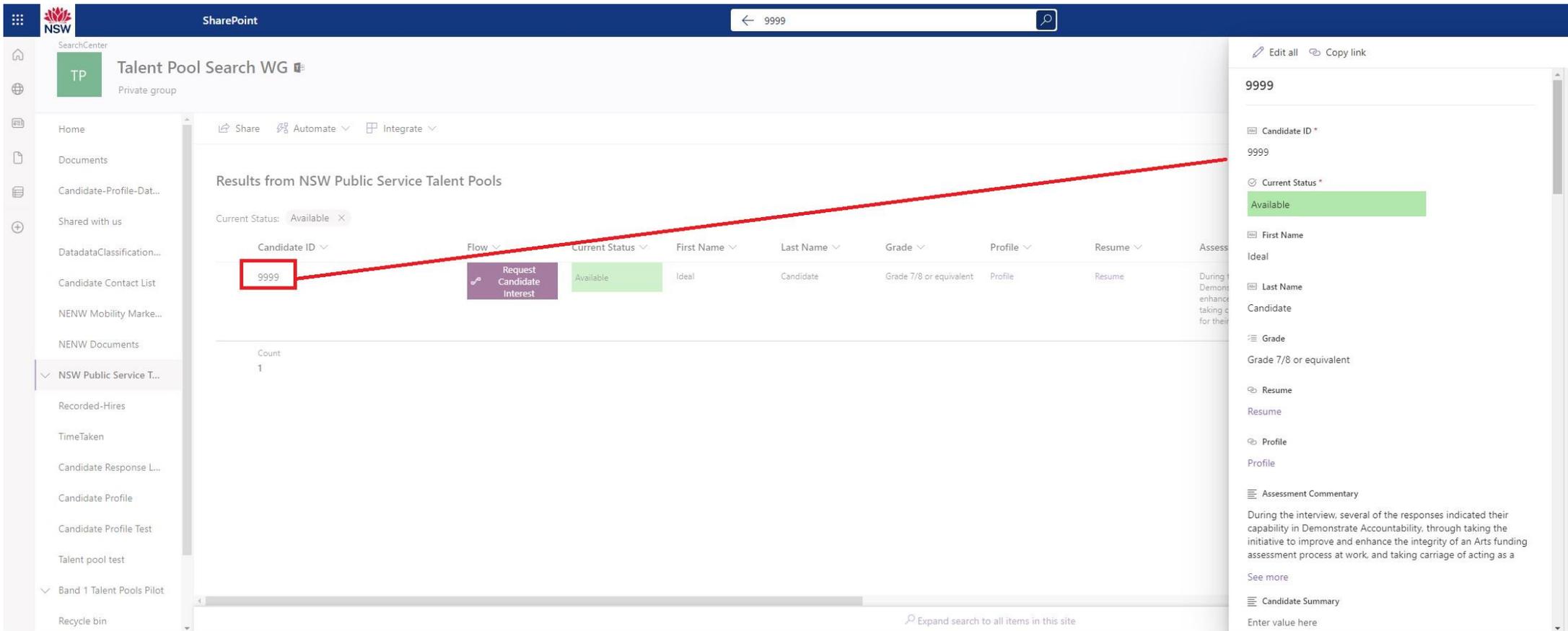# All available candidates can be viewed on the candidate list

Enabling a world class public service

Viewing candidates' data

To view the complete details of a candidate, click on the candidate's ID. Information available includes the candidate's employment preferences, resume, candidate profile, and focus capabilities originally assessed.

Using filters

Filters can be used to narrow down the list of candidates based on the requirements of your role, such as the location or focus capabilities. To open the filter pane, click the filter icon in the top right of the window. To apply a filter, click the checkbox next to the attribute you want to filter. Once a filter has been applied, you can utilise the keyword search function (this search includes documents) at the top of the page. Additionally you can export the candidate list to Excel.

Contacting suitable candidates

The platform utilises a Microsoft Power Automate flow to automate some aspects of contacting candidates. Once you have identified suitable candidates, you can use the "Request Candidate Interest" flow to send the details of your available role to your preferred candidates to find out if they are interested in your agency's opportunity.

Step 1. Identify your preferred candidate in the list view using their name and candidate ID. Click the Request Candidate Interest button for your preferred candidate.

Step 2. After a short delay, a pane will open on the right with fields for you to fill in about your available role. This information will be sent to the selected candidate, so try to make the information detailed and appealing.

Step 3. Click Run Flow to send the role information to the candidate. You will receive email confirmation that the role details have been sent to the candidate.
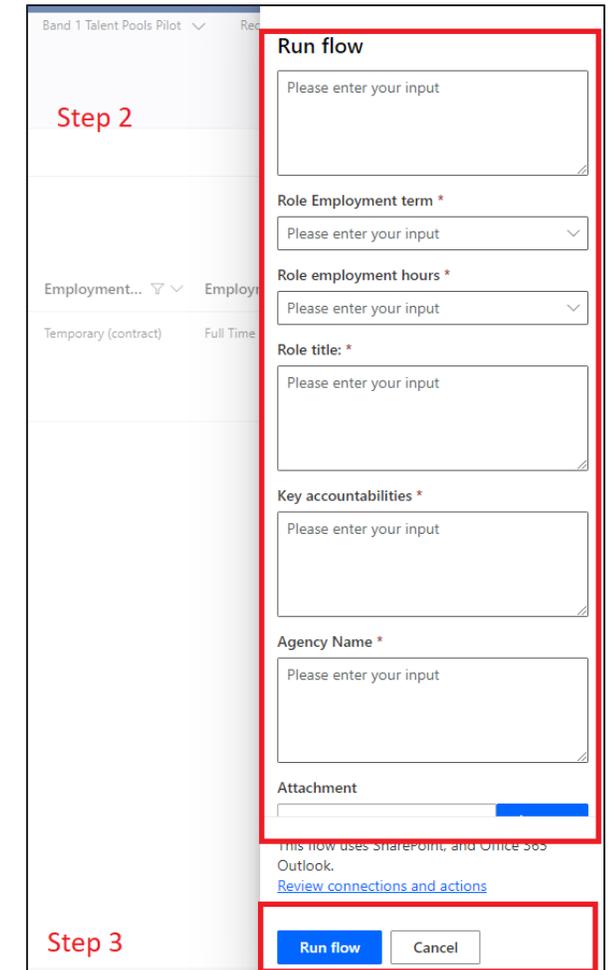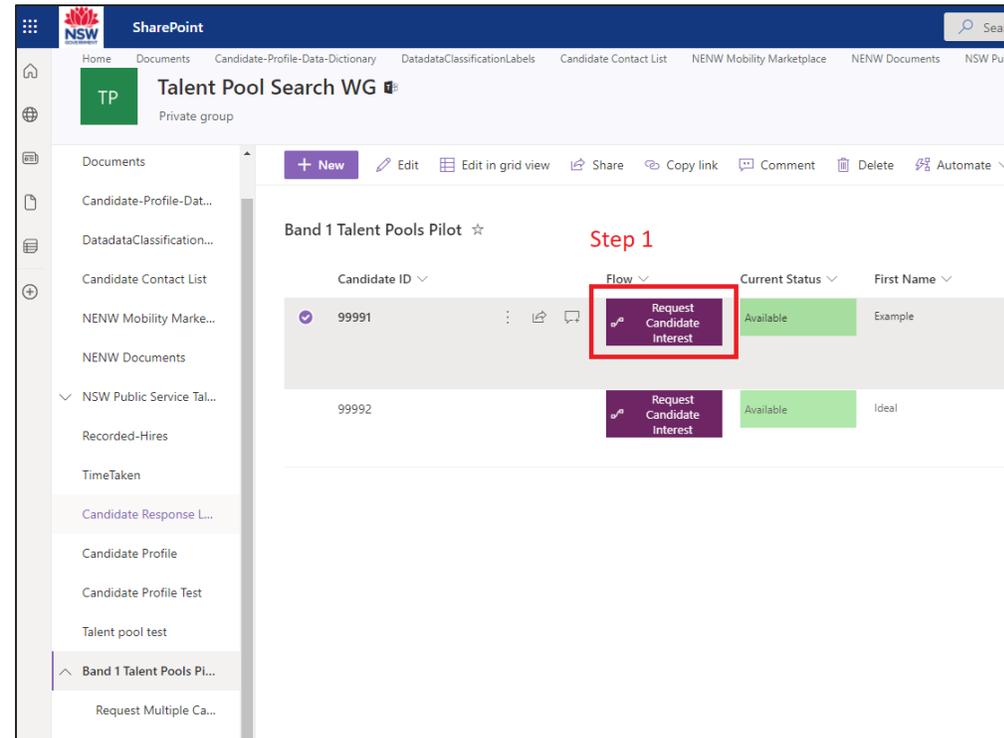
Contacting multiple candidates

You can contact up to 5 candidates at once using the form that is integrated with the platform.

To access the form, expand the menu item "NSW Public Service Talent Pools" on the left, and select "Request Multiple Candidate Interest"

Overview of the form

- Page 1: Role details – these details will be passed on to candidates who you nominate on page 3 of the form

- Page 2: Agency name and hiring manager details – please note the email provided in this section will receive the responses from the candidates

- Page 3: Candidate IDs – insert candidate IDs for candidates you would like to contact. Please make sure the candidate IDs are exact and there are no additional characters included, for example additional spaces at the beginning and end

- Press Submit on page 3 to send the information entered above to the candidates

Contacting multiple candidates (continued)

Request Candidate Interest Form

Please fill this form to request multiple candidates at once (Maximum 5 Candidates)

* Required

Role Details

Please enter the details of your available role below. Shortlisted candidates will receive this information and can indicate whether they are interested in the role. Later in the form you can enter shortlisted candidates using their Candidate ID

1. Role Grade * Clear Selection
- ● Grade 5/6 or equivalent
- ○ Grade 9/10 or equivalent

2. Role Location *

Sydney CBD

3. Role Employment Term * Clear Selection
- ● Ongoing (Permanent)
- ○ Temporary
- ○ Casual

4. Role Employment Hours * Clear Selection
- ● Full time
- ○ Part time
- ○ Negotiable

5. Role Title *

Assistant Policy Officer role and Support Office role

6. Key Accountabilities *

List Accountabilities here

Next

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Never give out your password. Report abuse

Contacting multiple candidates (continued)

Press **Submit** on this page to contact the candidates.

What the candidate receives

Once you send the request to the candidate about your available role, the candidate will receive an email with the role details. (example screenshot below). The candidate can choose to select either "I'm interested" or "I'm not interested", and you will be notified via email accordingly.

To: nickwienholt@gmail.com

Attachment
1.13 MB

Role Description

Dear Ideal Candidate

You are receiving this email because you are placed in a NSW Public Service Talent Pool and have been matched to the following role:

Role grade	Grade 5/6 or equivalent
Role location	Sydney CBD
Role employment term	Ongoing (Permanent)
Role employment hours	Full time
Role title	Role title example
Key accountabilities	Key accountabilities example
Agency Name	Publix Service Commission

Use the buttons below to let the recruiter know whether you are interested in this role or not. If you have not provided a response after 72 hours, your response will automatically be registered as "Not interested".

I'm interested   I'm not interested

Message sent via Microsoft Power Automate, enabling you to create automated workflows between your favorite apps and services.
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Submitting an outcome for a candidate

Once a candidate expresses their interest in your role you will be notified via email. (screenshot example below). This email includes the candidate's contact information. You should reach out to the candidate to arrange an informal interview. It is important that you keep the candidate updated throughout the process as part of our commitment to a high standard of candidate care.

Once an outcome is known, please follow your agencies' usual process to offer the role or notify the candidate if they have been unsuccessful. All pre-employment checks are completed by the hiring agency. Once known, please also use the buttons at the bottom of the same email to submit an outcome for the candidate (eg. Hired – Temporary if the candidate has been hired into a temporary role).

Letting us know

To assist with the management of talent pool candidates, we request further information if you submit a "Hired" outcome for a candidate.

You will receive a follow-up email requesting you provide this information via an online form.

Follow the url: "please make a submission using this form", circled in the screenshot to open the form in your internet browser.

Please fill out and submit this form.

After a candidate has been hired

Hiring manager satisfaction survey:

- This survey is issued to the hiring manager after the candidate has been employed in the role for a set duration. The survey is used to evaluate the talent pools program. Information is aggregated and used for analysis and is not used to identify or single out the performance of individual candidates.

If you have any feedback or questions, please contact talentpools@psc.nsw.gov.au