

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

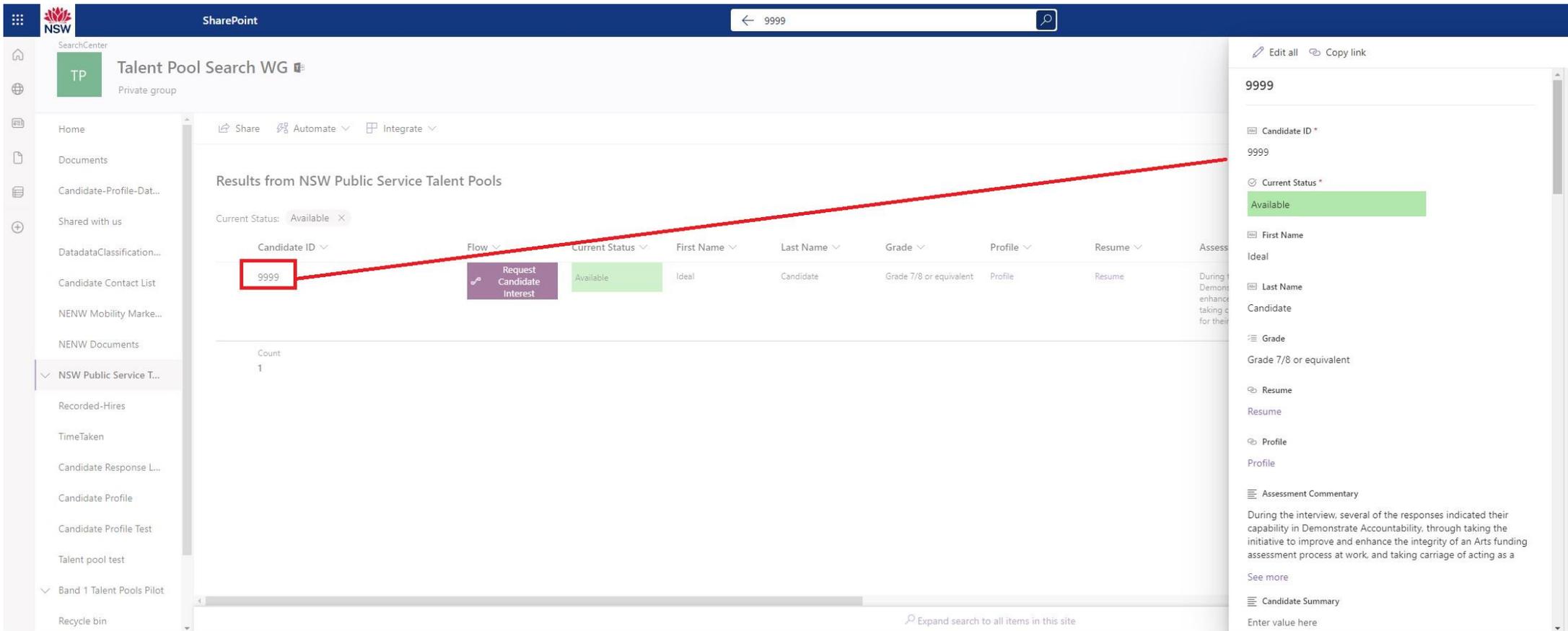


The screenshot shows a SharePoint interface for a 'Talent Pool Search WG' (Private group). The page displays a list of candidates under the heading 'NSW Public Service Talent Pools'. The current status is filtered to 'Available'. A single candidate is listed with the following details:

Candidate ID	Flow	Current Status	First Name	Last Name	Grade	Profile	Resume	Assessment Commentary	Employment Ty...	Employment H...	Sydney-Based
9999	Request Candidate Interest	Available	Ideal	Candidate	Grade 7/8 or equivalent	Profile	Resume	During the interview, several of the responses indicated their capability in Demonstrate Accountability, through taking the initiative to improve and enhance the integrity of an Arts funding assessment process at work, and taking carriage of acting as a key support person and subject matter expert for their colleagues in planning for and preparing budget estimate notes.	Ongoing (Permanent), Temporary (contract)	Full Time	Southern Sydney Sutherland

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.



The screenshot shows a SharePoint interface for a 'Talent Pool Search WG' group. The main content area displays 'Results from NSW Public Service Talent Pools' with a filter for 'Available'. A table lists one candidate with ID 9999, status 'Available', and name 'Ideal Candidate'. A red box highlights the ID '9999' in the table, and a red line connects it to a detailed view panel on the right. The detailed view panel shows the candidate's information, including their current status, first name, last name, grade, resume, profile, and assessment commentary.

Candidate ID	Flow	Current Status	First Name	Last Name	Grade	Profile	Resume	Assess
9999	Request Candidate Interest	Available	Ideal	Candidate	Grade 7/8 or equivalent	Profile	Resume	During t Demon enhance taking c for their

Count
1

9999

Candidate ID *

9999

Current Status *

Available

First Name

Ideal

Last Name

Candidate

Grade

Grade 7/8 or equivalent

Resume

Resume

Profile

Profile

Assessment Commentary

During the interview, several of the responses indicated their capability in Demonstrate Accountability, through taking the initiative to improve and enhance the integrity of an Arts funding assessment process at work, and taking carriage of acting as a

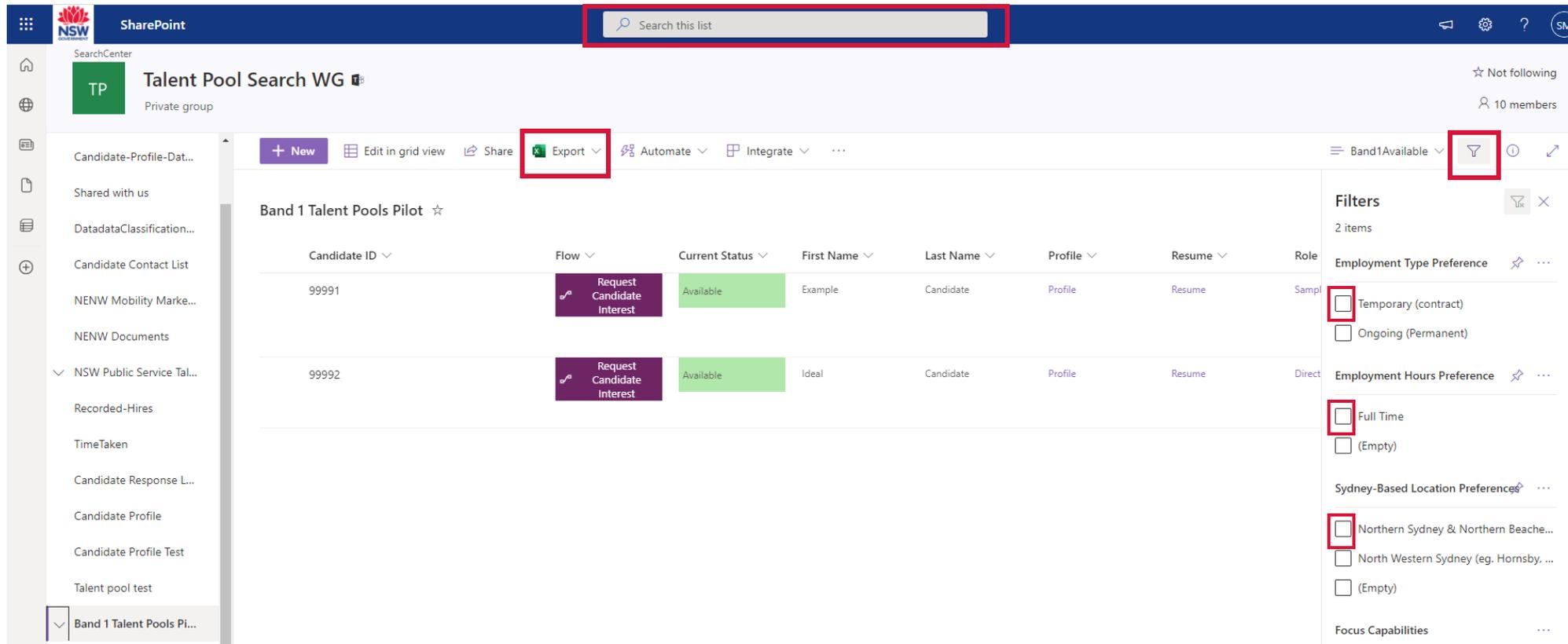
See more

Candidate Summary

Enter value here

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.



The screenshot shows a SharePoint interface for a list titled "Band 1 Talent Pools Pilot". At the top, there is a search bar labeled "Search this list" which is highlighted with a red box. Below the search bar, the list title "Band 1 Talent Pools Pilot" is displayed with a star icon. To the right of the title, there are options for "Not following" and "10 members".

Below the title, there is a row of action buttons: "+ New", "Edit in grid view", "Share", "Export" (highlighted with a red box), "Automate", and "Integrate". To the right of these buttons, there is a dropdown menu for "Band1Available" and a filter icon (highlighted with a red box).

The main content area displays a table with the following columns: Candidate ID, Flow, Current Status, First Name, Last Name, Profile, Resume, and Role. Two rows of data are visible:

Candidate ID	Flow	Current Status	First Name	Last Name	Profile	Resume	Role
99991	Request Candidate Interest	Available	Example	Candidate	Profile	Resume	Sampl
99992	Request Candidate Interest	Available	Ideal	Candidate	Profile	Resume	Direct

On the right side of the interface, there is a "Filters" pane with the following sections:

- Employment Type Preference:**
 - Temporary (contract)
 - Ongoing (Permanent)
- Employment Hours Preference:**
 - Full Time
 - (Empty)
- Sydney-Based Location Preferences:**
 - Northern Sydney & Northern Beache...
 - North Western Sydney (eg. Hornsby, ...)
 - (Empty)
- Focus Capabilities:** (with a three-dot menu icon)

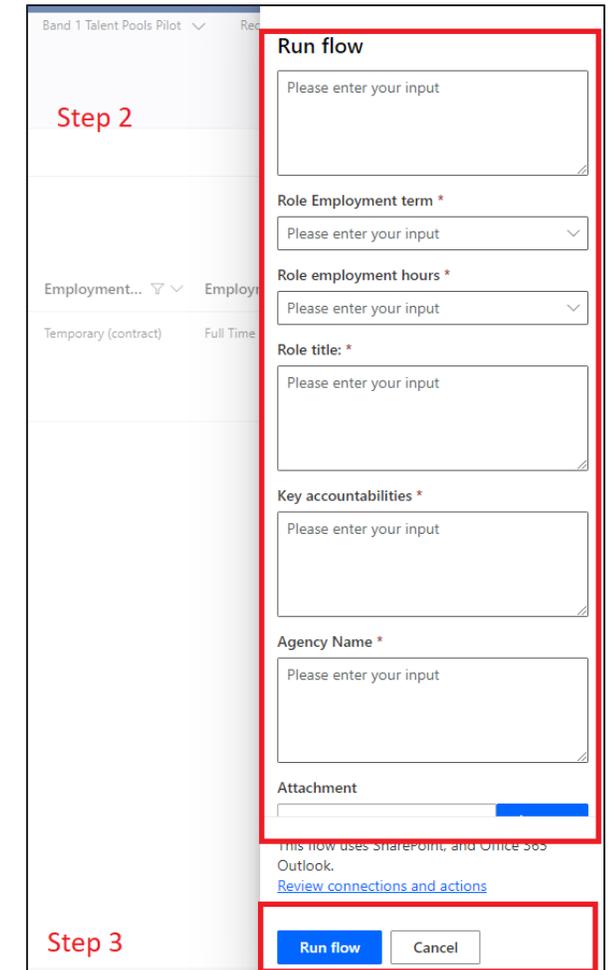
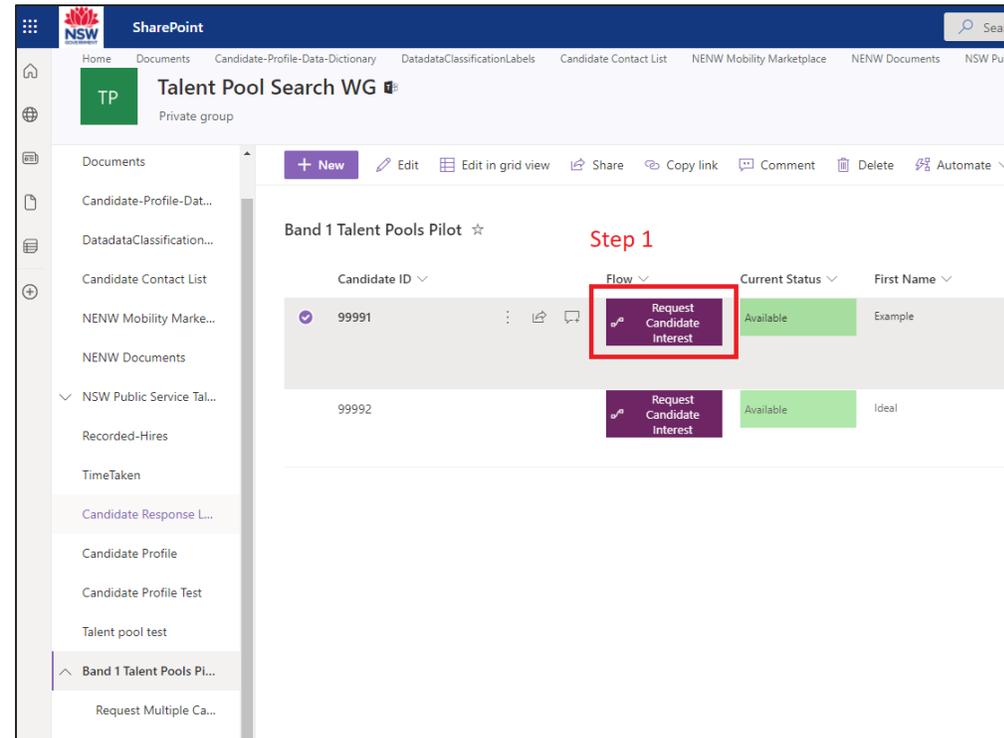
Contacting suitable candidates

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)

Request Candidate Interest Form

* Required

Agency and Hiring Manager Details

Please provide us the details about your Agency and contactable email address for the communication.

7. Agency Name *

Please provide us the name of your agency (Example: Public Service Commission)

8. Hiring Manager First Name *

9. Hiring Manager Last Name *

10. Hiring Manager Email Address *

This email address will be used as the contact to communicate if the candidate issues the response. Please make sure the email address you have entered is correct.

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Never give out your password. [Report abuse](#)

Request Candidate Interest Form

* Required

Candidate ID

Please copy and paste Candidate IDs for shortlisted candidates into the fields below. Candidate IDs can be found in the leftmost column in the default view of the NSW Public Service Talent Pools. Please insert one Candidate ID per field and ensure that it is an exact match (eg. make sure there are no empty characters at the end of the number). If you need assistance using feature please contact talentpools@psc.nsw.gov.au

11. Candidate 1 *

12. Candidate 2

13. Candidate 3

14. Candidate 4

15. Candidate 5

[Back](#) [Submit](#) Page 3 of 3

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



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	Public 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).

Interview Outcome Request for 9999

Nick Wienholt
To: Nick Wienholt
Thu 29/06/2023 09:33

Candidate is interested in your role

Dear Nick Wienholt ,

We are pleased to advise the following candidate has expressed their interest in your role. Please contact them ASAP to arrange an informal interview and use the buttons at the bottom of this email to provide an outcome.

Candidate ID	First Name	Last Name	Email	Phone	Profile Link
9999	Ideal	Candidate	nickwienholt@gmail.com	0400123456	Candidate Profile

Once known, please use the buttons below to provide an outcome for the candidate.

Message sent via Microsoft Power Automate, enabling you to create automated workflows between your favorite apps and services.
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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.

NW Nick Wienholt
To: Nick Wienholt

Dear Nick,

Thanks for advising the outcome of your recruitment process.

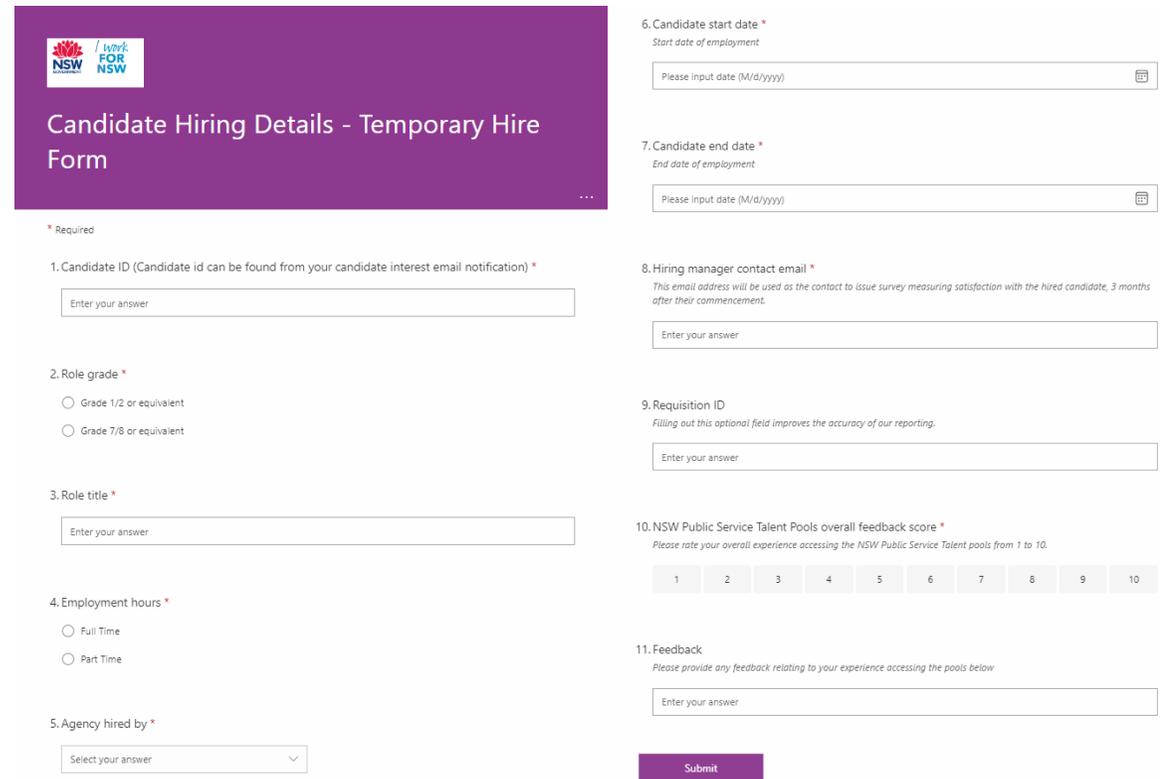
In order to finalise the engagement, [please make a submission using this form](#).

Any questions or feedback? Please contact our team.

Kind regards

NSW Public Service Talent Pools Team

[Reply](#) [Forward](#)



Candidate Hiring Details - Temporary Hire Form

* Required

- Candidate ID (Candidate id can be found from your candidate interest email notification) *
Enter your answer
- Role grade *
 - Grade 1/2 or equivalent
 - Grade 7/8 or equivalent
- Role title *
Enter your answer
- Employment hours *
 - Full Time
 - Part Time
- Agency hired by *
Select your answer
- Candidate start date *
Start date of employment
Please input date (M/d/yyyy)
- Candidate end date *
End date of employment
Please input date (M/d/yyyy)
- Hiring manager contact email *
This email address will be used as the contact to issue survey measuring satisfaction with the hired candidate, 3 months after their commencement.
Enter your answer
- Requisition ID
Filling out this optional field improves the accuracy of our reporting.
Enter your answer
- NSW Public Service Talent Pools overall feedback score *
Please rate your overall experience accessing the NSW Public Service Talent pools from 1 to 10.
1 2 3 4 5 6 7 8 9 10
- Feedback
Please provide any feedback relating to your experience accessing the pools below
Enter your answer

Submit

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