

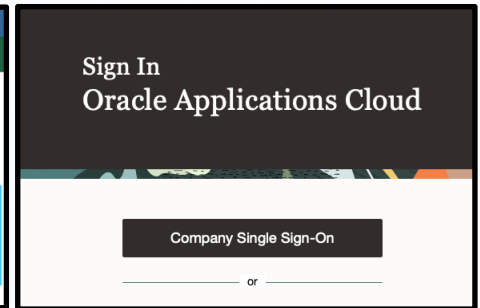
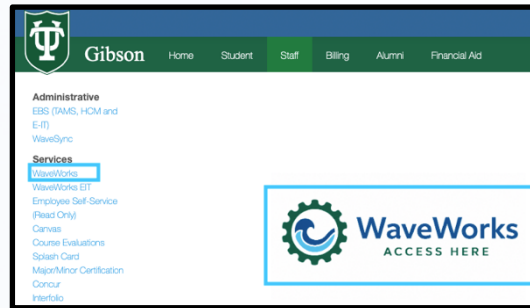
Quick Reference Guide: How to Create a Candidate Pool

Purpose:

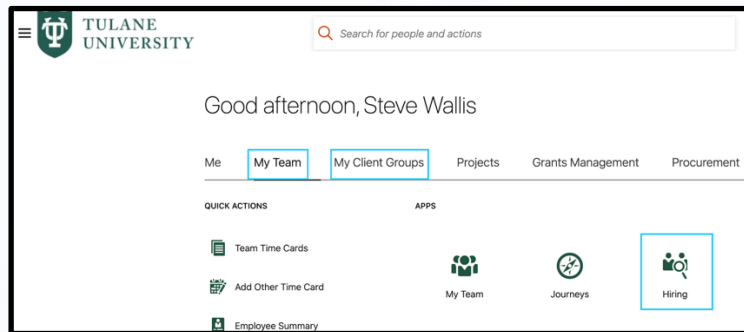
This Quick Reference Guide (QRG) explains how to create a Candidate Pool within WaveWorks. Candidate Pools allow line managers and HR department administrators to organize and save selected candidates for future or ongoing hiring needs, making it easier to quickly access candidate applications. Candidate Pools can be private, shared with selected users, or available to all candidate pool users in WaveWorks.

Step-by-Step:

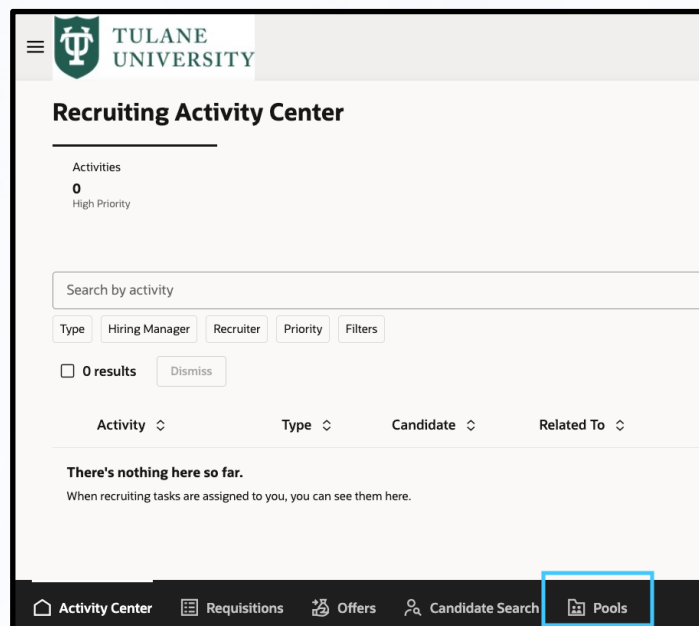
1. Sign into **WaveWorks** using Single Sign-On (SSO).



2. HR Department Administrators go to the **My Client Groups** tab and select the **Hiring** icon. *Note: Line Managers access Hiring from the My Team tab, then follow the same steps below.*

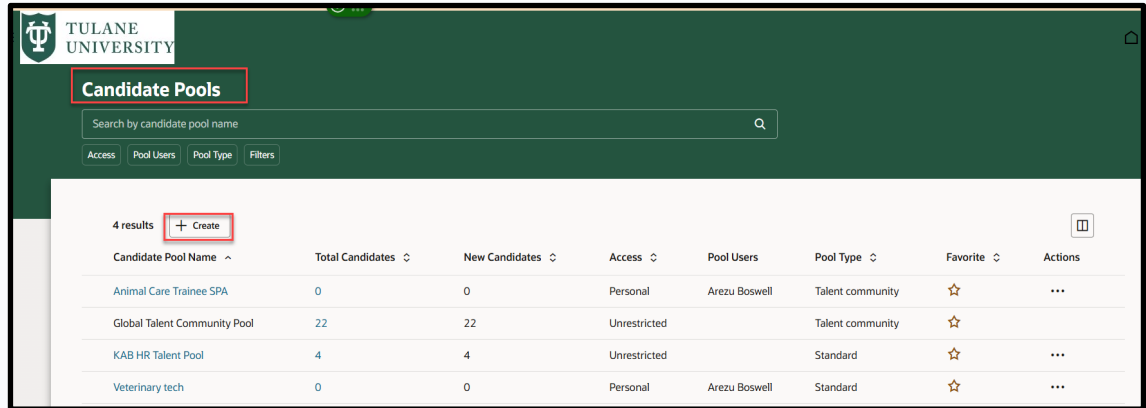


3. The Hiring **Recruiting Activity Center** displays. Click **Pools** on the navigation bar at the bottom of the page to create a **Candidate Pool**.



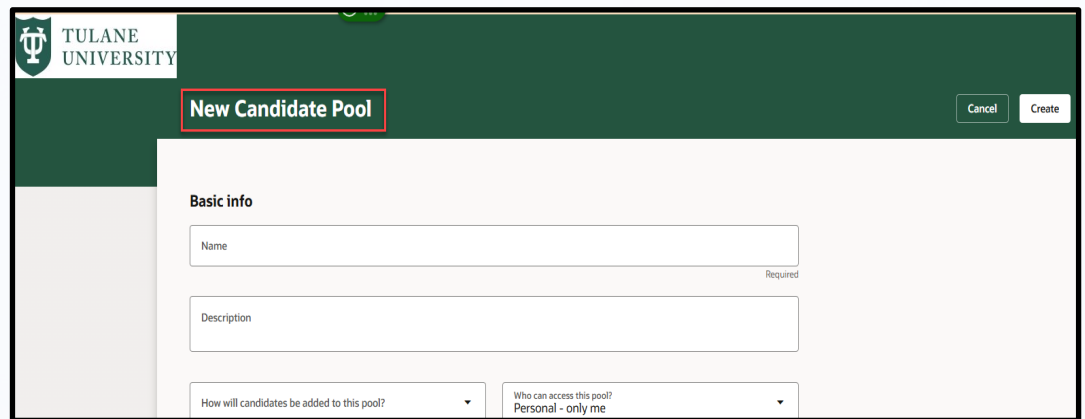
Quick Reference Guide: How to Create a Candidate Pool

4. The **Candidate Pools** page displays. Click **+ Create**.



Candidate Pool Name	Total Candidates	New Candidates	Access	Pool Users	Pool Type	Favorite	Actions
Animal Care Trainee SPA	0	0	Personal	Arezu Boswell	Talent community	☆	...
Global Talent Community Pool	22	22	Unrestricted		Talent community	☆	
KAB HR Talent Pool	4	4	Unrestricted		Standard	☆	...
Veterinary tech	0	0	Personal	Arezu Boswell	Standard	☆	...

5. The **New Candidate Pool** page displays. Enter details, such as pool name and description.



New Candidate Pool

Cancel Create

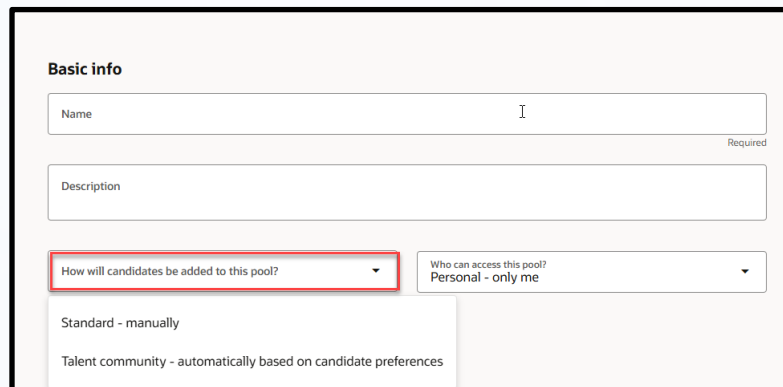
Basic info

Name Required

Description

How will candidates be added to this pool? Who can access this pool? Personal - only me

6. From the **How will candidates be added to this pool?** drop-down, select **Standard – manually** to manage the pool yourself, or **Talent community – automatically based on candidate preferences** to automatically populate the pool with applications that meet your pre-set candidate preferences.



Basic info

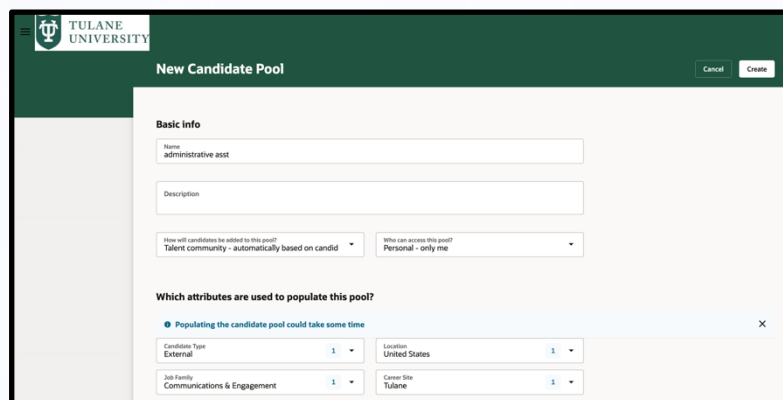
Name Required

Description

How will candidates be added to this pool? Who can access this pool? Personal - only me

Standard - manually

Talent community - automatically based on candidate preferences



New Candidate Pool

Cancel Create

Basic info

Name administrative asst

Description

How will candidates be added to this pool? Talent community - automatically based on candid Who can access this pool? Personal - only me

Which attributes are used to populate this pool?

Populating the candidate pool could take some time

Candidate Type External 1 Location United States 1

Job Family Communications & Engagement 1 Career Site Tulane 1



Quick Reference Guide: How to Create a Candidate Pool

7. Under **Who can access this pool?**, select **Personal** (only you), **Shared** (users you designate), or **Unrestricted** (all Tulane candidate pool users), then click **Create**.

New Candidate Pool [Cancel] [Create]

Basic info

Name Required

Description

How will candidates be added to this pool? Required

Who can access this pool? Required

- Personal - only me
- Shared - specific pool users
- Unrestricted - all pool users

8. To search for candidates to add to Candidate Pool manually, navigate to the **Candidate Search** on the navigation bar at the bottom of the page.

Select candidates by checking the box next to their name, then click the **Add to Candidate Pool** button.

TULANE UNIVERSITY

Candidate Pools

Search by candidate pool name

Access Pool Users Pool Type Filters

4 results + Create

Candidate Pool Name	Total Candidates	New Candidates
administrative asst	2	2
Aidan Fishenden	1	1
Animal Care Trainee SPA	0	0
Global Talent Community Pool	3054	3054

Activity Center Requisitions Offers **Candidate Search** Pools

Candidate Search

Search by keyword or email

Email Phone Location Employer Job Title Filters

23,772 items [Add to Requisition] [Add to Candidate Pool] [More Actions]

Candidate	Details
☐	[Candidate Name]
☐	[Candidate Name]

9. Select the appropriate candidate pool from the drop-down list, then select the checkbox next to the desired pool and click **Add**.

Add to candidate pool

1 candidate

Candidate Pool: Animal Care Trainee SPA

- ☐ Aidan Fishenden
- ☒ Animal Care Trainee SPA

Activity Center Requisitions Offers **Candidate Search** Pools

[Cancel] [Add]



Quick Reference Guide:
How to Create a Candidate Pool



10. To review candidates in a candidate pool, click the number in the **Total Candidates** column.

To make a candidate pool inactive, click the **three dots** in the **Actions** column and select **Inactivate**.

TULANE
UNIVERSITY

Candidate Pools



Access

Pool Users

Pool Type

Filters

4 results

+ Create

Candidate Pool Name	Total Candidates	New Candidates	Access	Pool Users	Pool Type	Favorite	Actions
administrative asst	2	2	Personal	Steve Wallis	Talent community	☆	...
Aidan Fishenden	1	1	Unrestricted		Standard	☆	...
Animal Care Trainee SPA	0	0	Personal	Steve Wallis	Standard	☆	...
Global Talent Community Pool	3054	3054	Unrestricted		Talent community	☆	