

## NEW FEATURE IN 4.0

Talent Screening is a new feature designed to assess a prospective candidate's eligibility for work authorization in the U.S. while they're going through the interview process, thereby potentially reducing time to hire. Talent Screening, which is accessed on the Homepage or by expanding the left nav, consolidates all information and communication for that candidate in one location.

## CREATING VISA ASSESSMENT

Pertinent information about the candidate (highest degree, resume, etc.) is gathered by HR or a Recruiter and submitted for review to their US service provider. Upon review, the service provider will either send back their recommendation or ask for additional information. All communication for the assessment is available from within Talent Screening, reducing the potential for missed messages.

The screenshot shows the 'Talent Screening' dashboard. At the top, there's a search bar and a 'Create +' button. Below that, a funnel chart displays the flow of assessments: Total assessments (28), Assessments w/ visa options (7), and Visa cases opened (4). A text box explains that 78% of candidates had assessments returned with visa options. Below the chart is a table titled 'Candidate Visa Assessments' with columns for Name, Division, Position, Created by, Created on, and Status. The table lists six candidates with their respective assessment statuses and action buttons like 'View Messages' or 'View Assessment'.

Name	Division	Position	Created by	Created on	Status	Action
Ajinkya Joshi	SenCorp - West	Senior Web Developer	Jane Doe	7/12/2018	Assessment in legal review	View Messages
Juan Martinez	SenCorp - West	Senior Web Developer	Amy Thompson	7/12/2018	Assessment in legal review	View New Message
Rohan Trivedi	SenCorp - West	IT Director	Jane Doe	6/28/2018	Assessment completed w/ visa options	View Assessment
Thomas Xu	SenCorp - West	Web Developer	Jane Doe	6/25/2018	Assessment completed	View Assessment
Nagendra Jasti	SenCorp - West	Data Scientist	Amy Thompson	6/24/2018	H-1B opened 8/31/18	View Assessment
Allen Piccolo	SenCorp - West	Data Scientist	Amy Thompson	6/24/2018	H-1B opened 9/31/18	View Assessment

Status	Action
● Assessment in legal review	View Messages
● Assessment in legal review	View New Message
● Assessment completed w/ visa options	View Assessment
● Assessment completed	View Assessment
● H-1B opened 8/31/18	View Assessment
● H-1B opened 9/31/18	View Assessment

## MANAGING VISA ASSESSMENTS

HR/Recruiters can always view the original assessment and any communication associated with it by clicking on either the View Messages or View Assessment button.

A dark purple button indicates there is an unread message from the service provider.

After the service provider returns a recommendation, the status will update with one of the two completed statuses:

A status 'Assessment completed' indicates the service provider is **not** recommending a

visa option for the candidate. Click the View Assessment button to see the attorney notes.

A status of 'Assessment completed with visa options' contains the visa recommendations from the service provider, which can be seen by clicking on View Assessment. From the View Assessment screen, the HR/Recruiter can select a recommended visa and start a case for that candidate, who will be converted to an employee in the Envoy system. This occurs because in the Envoy application, cases can only be opened for an employee. Any relevant details, such as their highest degree or resume, will be transferred to both the employee profile and the case that's being opened.