

# TALENT SCREENING

JULY 2019

## 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 Envoy Talent Screening interface. At the top, there's a search bar and a 'Create' button. Below that is a purple header bar with the title 'Talent Screening'. A funnel diagram on the right side indicates the status of assessments: 'Total assessments (25)', 'Assessments w/ visa options (17)', and 'Visa cases opened (14)'. Below the funnel is a section titled 'Candidate Visa Assessments' with a table. The table columns are Name, Division, Position, Created by, Created on, and Status. Each row includes a 'View Messages' button and a '...' button. The rows show the following data:

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

Status			
● Assessment in legal review	<a href="#">View Messages</a>	...	
● Assessment in legal review	<a href="#">View New Message</a>	...	
● Assessment completed w/ visa options	<a href="#">View Assessment</a>	...	
● Assessment completed	<a href="#">View Assessment</a>	...	
● H-1B opened 8/31/18	<a href="#">View Assessment</a>	...	
● H-1B opened 9/31/18	<a href="#">View Assessment</a>	...	

## 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.