

# Taleo Talent Management System Training STAFF HIRING MANUAL

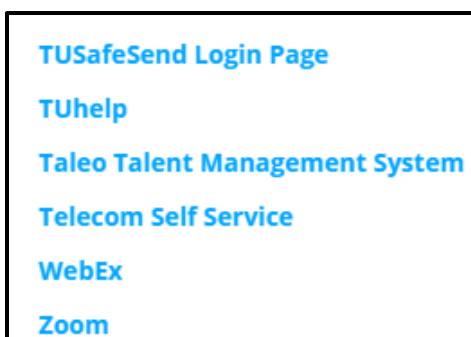


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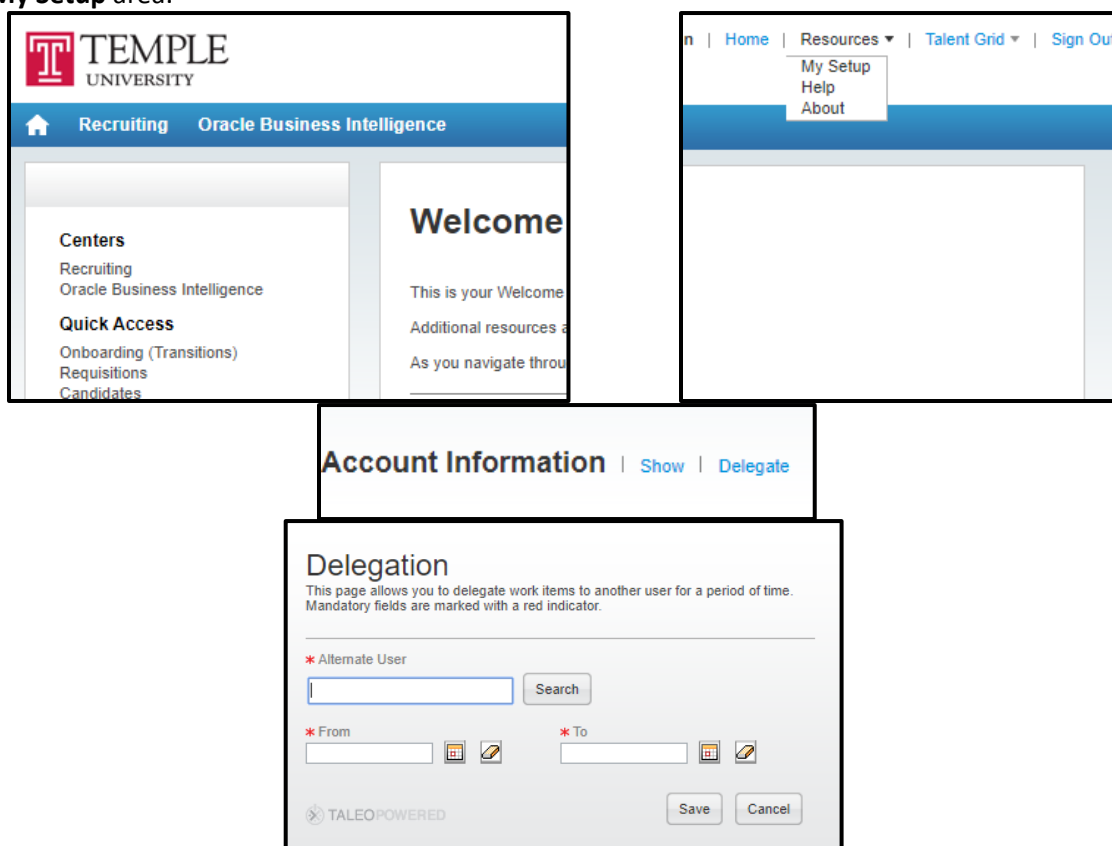
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## Navigation

**Taleo** is accessed from the **TUPortal**. To access, select **Taleo Talent Management System** from TUApplications.



The **Welcome Center** will present you with options to access the **Recruiting Center**, **Onboarding (Transitions)**, **Requisitions**, **Candidates**, and **Resources**. To access the **Recruiting Center**, you will need to select the **Recruiting** link at the top of the **Welcome Center** page, or you can select the **Recruiting** link in the navigation pane under the **Centers** title. The **Resources** section can be used to **Delegate** access in the **My Setup** area.



ORACLE

Look up a candidate

Q

Dawn Lomden

RECRUITING

TASKS

REQUISITIONS

SUBMISSIONS

OFFERS

CANDIDATE POOLS

SEARCH

Job Requisitions

| Job Requisitions           |   | Total |
|----------------------------|---|-------|
| Draft                      | 0 | 3     |
| Open                       | 0 | 11    |
| On Hold                    | 0 | 1     |
| Filled (Since Jun 1, 2020) | 0 | 1     |

Candidates

|                    |   | Total |
|--------------------|---|-------|
| Active submissions | 0 | 7     |
| Manually Matched   | 0 | 6     |

Offers

|                           |   | Total |
|---------------------------|---|-------|
| Draft (Since Jun 1, 2020) | 1 | 1     |

Tasks

| Recruiting     |   | Total |
|----------------|---|-------|
| Assigned to me | 1 | 6     |

| Requisitions                   |   | Total |
|--------------------------------|---|-------|
| Complete requisition           | 0 | 2     |
| Configure requisition sourcing | 1 | 4     |

| Onboarding      |   | Total |
|-----------------|---|-------|
| Due Today       | 0 |       |
| Overdue         | 1 |       |
| My Opened Tasks | 1 |       |

**Taleo Tip:** To create a Requisition, select the **Requisitions** tab at the top of the page.

Filters ✓

Show requisitions:

I own

☐ Include Inactive requisitions

Status Details

☐ Draft
 ☐ Pending
 ☐ On Hold
 ☐ Approved
 ☐ Ready
 ☐ Scheduled
 ☐ Posted
 ☐ Unposted
 ☐ Expired

Requisition Info

Requisition Title

Requisition ID

Hiring Manager

Recruiter

Hire Type

All

Apply Filters

Clear All

Selecting the **Recruiting** link will bring you to the list of your requisitions. The system automatically defaults to only showing you the requisitions you own. You can change the view by using the **Filters** panel on the left-hand side. You can change your dashboard filter to view information on which you collaborate or information within your coverage area. Coverage areas are Temple's 3 or 5 digit department org.

HOME

REQUISITIONS

SUBMISSIONS

You are here > Requisition List

Filters ✓

Show requisitions:

I own

I own

I collaborate on

I own or collaborate on

In my coverage area, I own or collaborate on

Main Group

☐ Ready
 ☐ Scheduled

It is recommended to use links and other navigation tools to move around the Recruiting Center instead of using the browser's Back/Next buttons. The Back/Next buttons do not always yield consistent results.

You are here > Requisition List

You are here > Requisition List > Requisition View

You are here > Requisition List > Requisition View > Submission List

You are here > ... > Requisition View > Submission List > Submission View

Page 1 (0 of 0 items)

K

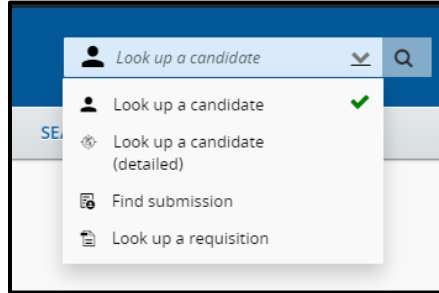
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1

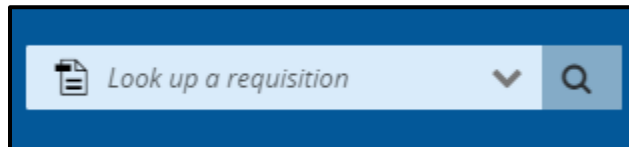
>

X

1. You can search for your requisition using the **Quick Search** function. From the dropdown, select **Look up a requisition**.



2. Enter the **Posting Title** or **Requisition Number**, then select the magnifying glass or enter to complete the search.

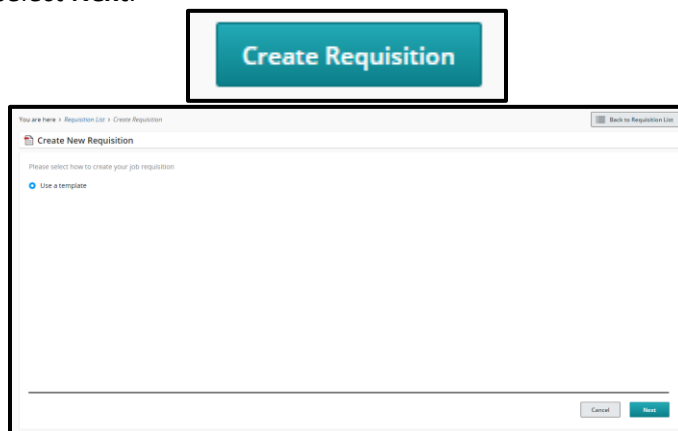


3. The results will populate below. You can use the additional filters on the left-hand side to narrow down your results.
4. The **Menu** bar will bring you to different locations within Taleo. Selecting the specific title will bring you to that specific section. The blue arrow and black text are used to show you which section you are currently working in.



## Creating a Requisition – Staff

Hiring Managers can create a requisition. To start the Requisition, select **Create Requisition** from the Requisitions page. Then select **Use a Template**, select **Next**. On the new screen, select **Professional** under **Hire Type**, then select **Next**.

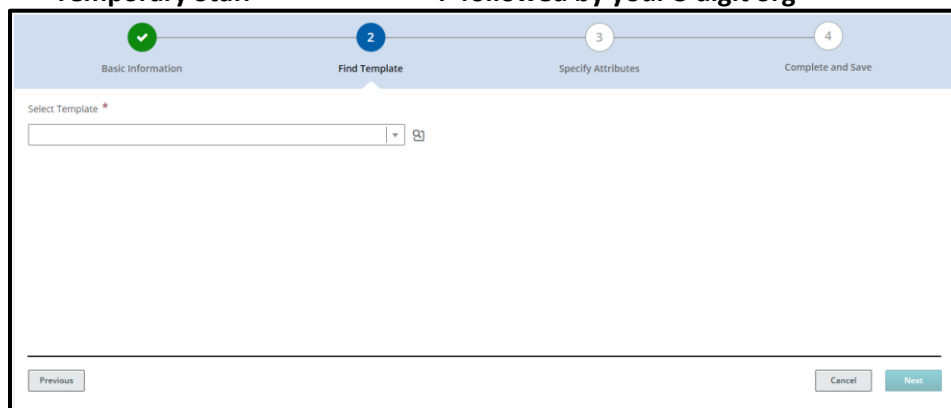


The image shows a blue button labeled "Create Requisition" at the top. Below it is a form titled "Create New Requisition". The form has a header bar with "You are here > Requisitions List > Create Requisition" and a "Back to Requisitions List" link. The main content area says "Please select how to create your job requisition" and has a radio button selected for "Use a template". At the bottom right are "Cancel" and "Next" buttons.

1. Now you will select a requisition template. The template is selected by entering the PCN of the position you wish to fill.
2. A valid PCN is **required before** you start the requisition. Please check with your Human Resources Business Partner if you have any questions about the title, e-class, or grade associated with the PCN.
3. If you have recently created a new department or changed your org code, you will need to check if a new PCN was created for the Full-time, Part-time, or Temporary Staff positions.
4. The format of the PCN is:

**Full-time Staff Position**  
**Part-time Staff Position**  
**Temporary Staff**

**6 digit all numeric code**  
**R followed by your 5 digit org**  
**P followed by your 5 digit org**



The image shows the "Find Template" step of the requisition creation process. It has a progress bar at the top with four steps: "Basic Information" (completed), "Find Template" (current), "Specify Attributes", and "Complete and Save". The main area has a "Select Template \*" label and a text input field with a dropdown arrow and a magnifying glass icon. At the bottom are "Previous", "Cancel", and "Next" buttons.

**Taleo Tip:** If your PCN starts with an "R" or "P" you will only use a requisition template/PCN that includes your 5 digit org.

- You can search for PCN's by using a Quick Filter. For example, if you enter the first few digits of the PCN into the **Job Code** search parameter field, then select **Apply Filters**, the results will filter appropriately.

Find Template

1000 Requisition templates are available. Select a template to proceed

**Filters** No filters are applied

| Language | Name                         | Job Code | Job Field | Actions |
|----------|------------------------------|----------|-----------|---------|
| English  | AAD, Development             | R00158   | Staff     | Select  |
| English  | AAD, Director of Development | 011330   | Staff     | Select  |
| English  | Academic Advisor             | 006551   | Staff     | Select  |
| English  | Academic Advisor             | 007247   | Staff     | Select  |
| English  | Academic Advisor             | 007833   | Staff     | Select  |
| English  | Academic Advisor             | 008814   | Staff     | Select  |
| English  | Academic Advisor             | 009078   | Staff     | Select  |
| English  | Academic Advisor             | 009334   | Staff     | Select  |
| English  | Academic Advisor             | 009341   | Staff     | Select  |
| English  | Academic Advisor             | 009497   | Staff     | Select  |
| English  | Academic Advisor             | 009668   | Staff     | Select  |
| English  | Academic Advisor             | 009829   | Staff     | Select  |
| English  | Academic Advisor             | 005657   | Staff     | Select  |
| English  | Academic Advisor             | 009337   | Staff     | Select  |
| English  | Academic Advisor             | R00353   | Staff     | Select  |

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Cancel

- Click the **Select** button next to the PCN desired. Your Requisition Template will then populate with your PCN and the template title.

**Taleo Tip:** You may directly enter data into template fields and the field will begin to auto-complete. The data takes a few seconds to populate. If your data does not populate below, then you do not have a valid entry.

You are here > Requisition List > Create Requisition

Back to Requisition List

Create New Requisition - Find a template

1 Basic Information 2 Find Template 3 Specify Attributes 4 Complete and Save

Select Template \*

0102

010205-Administrative Coordinator

R01025-Administrative Coordinator

010254-Administrative Coordinator

010240-Administrative Specialist

010258-Administrative Specialist

This PCN is used for TRAINING PURPOSES ONLY

Previous Cancel Next

- Job Field:** Do not make any changes to this field. The Job Field will populate from your PCN.
- Enter the **Hiring Manager**. This can be your name if you are performing that role. Again, you may type in the last name slowly and wait for the field to populate, or you may use **Filters** to search.
- Next, you will enter the **Organization**. Start to type your **5 digit Home Org** and suggested values will populate. Select the org desired. If your org code does not appear in the suggested values, please confirm the setup of the org code in Banner with your department's Budget/Finance administrator.



- Then enter the location or select the location from the **Filters** function. Enter the campus and suggested buildings will populate.

**Taleo Tip:** If your employee will be working from home or working remotely, you can select **Location INSIDE of PA, Outside of PA, or Outside of US**. If they will be working both remotely and on campus (in a hybrid format), select **the appropriate campus location**. If they are working only on campus, select **the appropriate campus location**. Also note, if you are hiring multiple employees on one requisition, the location must apply to all employees hired for that requisition.

| Country       | State/Province         | City | Campus | Building | Actions |
|---------------|------------------------|------|--------|----------|---------|
| United States |                        |      |        |          | Select  |
| United States | Location INSIDE of PA  |      |        |          | Select  |
| United States | Location OUTSIDE of PA |      |        |          | Select  |
| United States | Pennsylvania           |      |        |          | Select  |

- Select **Next** to continue.

There are different sections in the Requisition that need to be reviewed and completed. All required fields are marked with a red **asterisk \***.

**Taleo Tip:** Change the **Show fields required to:** **Request Approval**. This will display all of the fields required for approval as opposed to just the fields required to **Save** the requisition. This does not send the requisition for approval.

## Requisition Structure – Staff

### 1. Requisition Structure

#### Identification

You will need to enter information in this section such as:

1. **Posting Title:** This can be edited to the specific role for the Staff employee
2. **Number of Openings:** This can be edited to be as many positions as needed
3. **AA Approval Required:** leave for the HRBP to complete
4. **Banner Home Org:** same as the organization from the previous page– use the name from the dropdown or selector icon to filter the correct response
5. **Department Description for Offer Letter** (department name to populate in the offer letter): same as the organization from the previous page– use the name from the dropdown or selector icon to filter the correct response
6. **Banner Check Distribution:** same as the organization from the previous page– use the name from the dropdown or selector icon to filter the correct response
7. **Justification for the position: New position or Replacement**
  - If this is a replacement, you will need to enter the name of the previous incumbent
8. **Name and TUID of Supervisor:** if the supervisor is not listed, contact [Taleo Help](#) for assistance

Create New Requisition - Find a template

Requisition Info Cancel Done

Show fields required to: ☒ Save ☐ Request Approval ☐ Post Language: English (Base) Collapse All Save

**Requisition Structure**

**Identification**

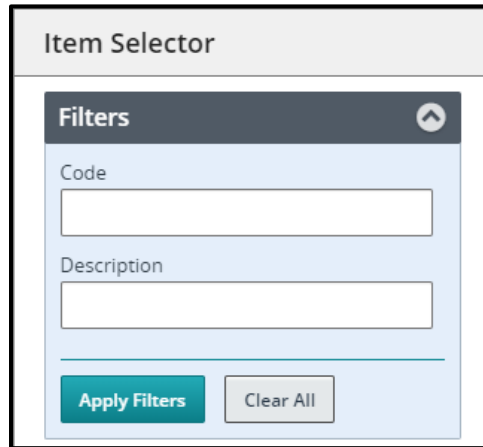
|                                    |   |  |
|------------------------------------|---|--|
| Posting Title *                    | Number of Openings                      | AA Approval Required                   |
| Administrative Coordinator-Fluid M | 1                                       | Not Specified                          |
| Banner Home Org                    | Department Description for Offer Letter | Banner Check Distribution              |
|                                    |   |  |
| PCN Position Class                 | PCN Grade                               | PCN Step                               |
| AH022 Administrative Coordinator   | T25                                     | 0                                      |
| PCN Job Family                     | PCN Employee Class                      | PCN Probation Days                     |
| Administrative Services            | 3E Admin T25 and below                  | 180                                    |
| Justification *                    | Replacing (person being replaced)       | Banner Supervisor - TUID for Org Chart |
| Not Specified                      | max 25 chars                            |  |

The **Supervisor** field is very important as this field will be imported into Banner and feed other systems such as the **Org Chart**. You can start to type a **name** or a **TUID** and the field will start to populate.

**Taleo Tip:** Some supervisors use their middle initial which might cause the supervisor to appear as not listed.

Banner Supervisor - TUID for Org Chart

As an alternative, you can use the **Filters** function. Type in a first name or last name into the **Description** search parameter field, then select the **Apply Filters** button and you will receive an appropriate selection list.



The image shows a screenshot of a web application interface titled "Item Selector". Inside this container is a "Filters" panel. The panel has a dark header with the word "Filters" and a small upward-pointing arrow icon. Below the header, there are two text input fields. The first field is labeled "Code" and the second is labeled "Description". At the bottom of the panel, there are two buttons: a teal button labeled "Apply Filters" and a light gray button labeled "Clear All".

## Structure

The structure section was completed after you selected the **Create Requisition** button. Caution should be exercised when making modifications in this section as they can directly impact the requisition process. Changes can be made when the requisition is in Draft (pre-Approval) Status only. Follow these guidelines:

- Hire Type: **Do not modify**. If this field is incorrect – then you **MUST cancel this requisition** and start over.
- Requisition Template Used: **Do not modify**. If this field is incorrect – then you **MUST cancel this requisition** and start over.
- Primary Location: If you need to make any changes to the location, you can select **Modify Structure** to make these changes.
- Organization: If you need to make any changes to the organization, you can select **Modify Structure** to make these changes. This field affects security/organization access on the requisition. Please note that the School/Department Code you use in this section must match the organization code used for the Banner Home Org and Banner Check Distribution fields above. A mismatch could result in users being blocked from seeing the requisition.
- Job Field: **Do not modify**. If this field is incorrect – then you **MUST cancel this requisition** and start over.

| Structure                          |  |                 |
|------------------------------------|--|-----------------|
| <a href="#">✎ Modify Structure</a> |  |                 |
| Hire Type<br>Professional          | Requisition Template Used<br>010205 - Administrative Coordinator |                 |
| Primary Location *                 | Organization *   | Job Field *     |
| Country :<br>United States         | Officer :<br>Provost   | Type :<br>Staff |
| State/Province :<br>Pennsylvania   | School :<br>150 Fox School of Business                           |                 |
| City :<br>Philadelphia             | School/Department :<br>1500 Business School                      |                 |
| Campus :<br>Main Campus            | Home Org :<br>15000 Business                                     |                 |

## Owners

1. Staff requisitions will have three fields for Owners. The **Hiring Manager** should already be filled in with your name. This will make you an owner of the requisition.
2. The **Business Partner/Department Recruiter** field will be the **Human Resources Business Partner** you are working with on the requisition. Begin typing the name of your **HR Business Partner** and click on their name from the dropdown options given. You can also use the selector icon to filter a list of names.
3. You do not need to select a **Talent Acquisition Specialist**. This field will be completed by the Business Partner.

| Owners  |                               |   |
|---|-------------------------------|---|
| Bus.Partner/Dept.Recruiter *                  | Talent Acquisition Specialist | Hiring Manager *                              |
| <input type="text" value="Lomden, Dawn"/> ▼ ⓘ | <input type="text"/> ▼ ⓘ      | <input type="text" value="Simon, Karly"/> ▼ ⓘ |

## Collaborators

1. You may choose to add **Collaborators** to your requisition.

| Collaborators   |           |       |
|---|-----------|-------|
| <a href="#">+ Add Collaborators</a>   |           |       |
| First Name  | Last Name | Email |
| No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators. |           |       |

2. Select **Add Collaborators** to bring up a list of Taleo users. Use the **Filters** function to search for your collaborator. Select the checkbox next to your collaborator's name, then select **Add Collaborators**. **Any Requisition Approvers except for the Dept. Recruiter and Hiring Manager should be added as Collaborators.**

**Taleo Tip:** If your requisition is a grant-funded position, you must include your Research Administration contact, Elyse Castillo, as a Collaborator.

**Add Collaborators**

Please select the collaborators for this requisition (30 max).

**Filters** ✓

☐ Frequent Collaborators

Keyword:

User Group:

Department:

Name:

Job Title:

Email Address:

Employee ID:

**1 Potential Collaborators are available**

**FILTERS** Keyword: Karly User Group: All Clear All

| <input checked="" type="checkbox"/> | First Name | Last Name | Email                  |
|-------------------------------------|------------|-----------|------------------------|
| <input checked="" type="checkbox"/> | Karly      | Simon     | karly.simon@temple.edu |

Page 1 of 1 (1 of 1 items)

- You can also select the checkbox **Frequent Collaborators** then **Apply Filters** if you have set up your personalized list.

**Filters** ✓

☒ Frequent Collaborators

Keyword:

User Group:

Department:

Name:

Job Title:

Email Address:

Employee ID:

**2 Potential Co**

**FILTERS** Frequ

|                          |     |
|--------------------------|-----|
| <input type="checkbox"/> | Fir |
| <input type="checkbox"/> | Da  |
| <input type="checkbox"/> | La  |

- If one of your **Frequent Collaborators** does not need to be on this requisition, you can use the **gray X** to remove the individual.

## 2. Process

This section displays the system workflow being used. **Do not change the candidate selection workflow for any reason.** The **Additional Information** section is used for internal use only.

▲ Process

Candidate Selection Workflow

Candidate Selection Workflow \*

Staff ▼

Additional Information

Additional Information

### 3. Job Information

#### Profile

This section contains data such as shift, targeted start date, job end date (used for temporary staff positions only), and the Compliance questions.

The screenshot shows the 'Job Information' section with a 'Profile' sub-section. It contains several fields and dropdown menus:

- Schedule:** Full-time
- Employee Status:** Regular
- Shift:** Day Job (dropdown)
- Target Start Date:** mmm d, yyyy (calendar icon)
- Job End Date:** mmm d, yyyy (calendar icon)
- Chemical Right to Know required?:** Not Specified (dropdown)  
*Answer yes if the person in this position is required to have Chemical Right to Know training.*
- Has direct contact or routine interaction with minors 18 years old or younger?:** Not Specified (dropdown)  
*Minors **include** high school students who are taking courses at Temple while enrolled in high school. Minors **exclude** prospective students visiting the*
- Working for a JCAHO accredited unit?:** Not Specified (dropdown)  
*Answer yes if the person in this position is required to have a JCAHO compliant Employee ID Badge.*
- Working in clinical setting?:** Not Specified (dropdown)  
*Answer yes if the person in this position will be required to take additional training on blood and airborne pathogens and/or Sanctioned Persons*

**Compliance Questions** - Answers to these questions trigger processes in the background. These are required for all requisitions. **Not Specified** indicates an answer has not been given. You must choose a **Yes** or **No** answer.

#### Compensation

1. The **Compensation** section displays the basis of pay for the staff employee. All staff requisitions pull in the pay basis from the PCN. This will reflect a pay basis of either **Hourly** or **Monthly** at the requisition level. **DO NOT** make any changes to this section.
2. In the **Anticipated Salary** field, enter the salary you are expecting to pay for this position.
3. **Banner Hours per Week** can be chosen from dropdown lists. For Banner Hours, please choose the correct number of hours this position will be working per week.
4. If you see **Posting Rate** (most Hiring Managers should not), leave this blank for Human Resources to complete.
5. **FLSA** is used to determine overtime status. This is pulled in from the PCN. **DO NOT** make any changes to this section.

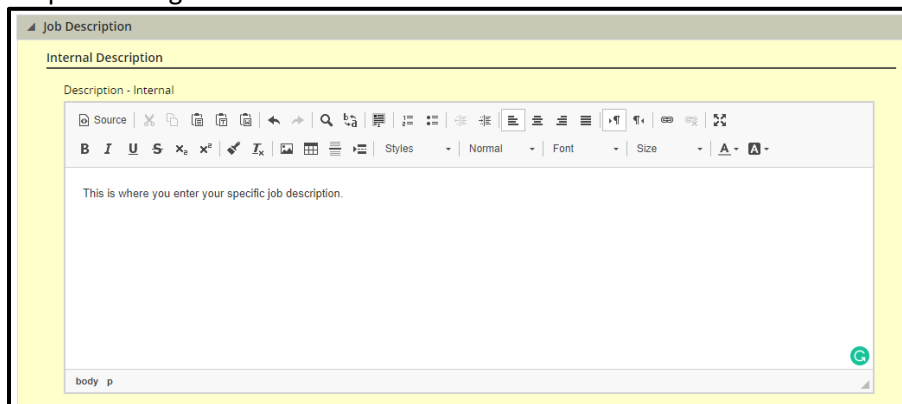
The screenshot shows the 'Compensation' section with the following fields:

- Pay Basis:** Monthly (dropdown)
- Anticipated Salary:** max - with 2 decimals (input field with up/down arrows)
- Banner Hours per Week:** Not Specified (dropdown)
- Posting Rate:** max - with 2 decimals (input field with up/down arrows)
- FLSA:**
  - Overtime Status:** Exempt (dropdown)



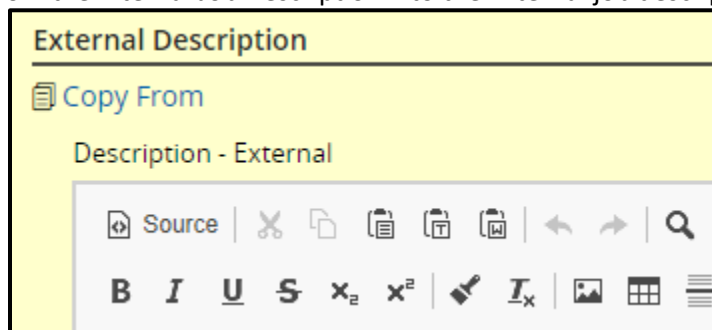
## Job Description

1. For any requisition created, you need to complete the **Internal Job Description** field. You can copy and paste using the HTML editor.



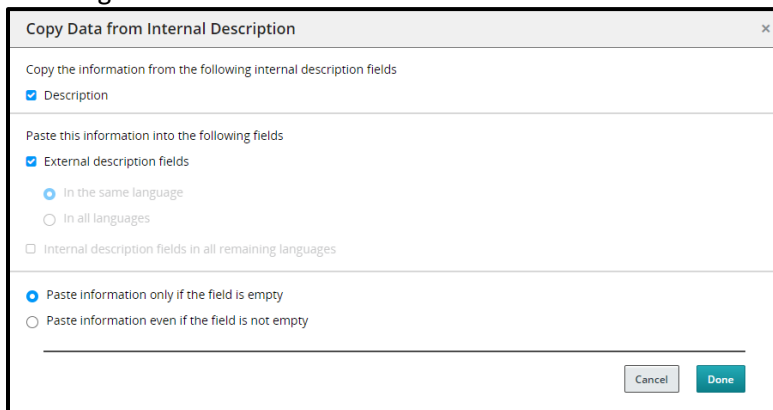
The screenshot shows a window titled "Job Description" with a sub-header "Internal Description". Below this is a text area labeled "Description - Internal" with a placeholder text: "This is where you enter your specific job description." Above the text area is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, bulleted and numbered lists, indentation, and a search icon. The status bar at the bottom shows "body p".

2. You have the option to paste directly into the field using the CLT+V function from your keyboard
3. Even if you are using a generic template to create your requisition, you will need to update fields.
4. Since you are posting a Staff position, you must include the T Grade in the internal job description section.
5. If you need to post the position externally, you can use the **Copy From** function to copy the information from the Internal Job Description into the External job description.



The screenshot shows a window titled "External Description" with a sub-header "Copy From" and a text area labeled "Description - External". Above the text area is a rich text editor toolbar with various icons for text formatting (bold, italic, underline, strikethrough, text color, background color), alignment, bulleted and numbered lists, indentation, and a search icon.

6. Select **Done** to bring the information from the Internal field into the External Field.



The screenshot shows a dialog box titled "Copy Data from Internal Description". It contains the following options:

- Copy the information from the following internal description fields:
  - ☒ Description
- Paste this information into the following fields:
  - ☒ External description fields
    - ☒ In the same language
    - ☐ In all languages
  - ☐ Internal description fields in all remaining languages
- ☒ Paste information only if the field is empty
- ☐ Paste information even if the field is not empty

At the bottom right are "Cancel" and "Done" buttons.

7. Once your data is pulled from the Internal Job Description, remove the T Grade in the external job description section.

External Description

Description - External

This is where you enter a specific job description.

body p

8. Once the requisition has been saved, add the job description and/or position description as attachments on the requisition.

## Questionnaire

This section displays questions to be answered by the candidate who is applying to a requisition. The **Eligibility Questions** will be utilized on all requisitions. On the applicant's submission, the applicant's selected answer will have a **green checkmark**.

| Order | Question   | Answer   | Result               |
|-------|--|--|----------------------|
| 1     | Are you under 18 years of age?                           | Yes<br>Explanation :<br>What is your date of birth?  | To Be Verified       |
|       |  | No   | The Candidate Passes |
| 2     | Do you currently have another student worker job?        | Yes  | The Candidate Passes |
|       |  | No   | The Candidate Passes |
| 3     | Do you have relatives employed with Temple University?   | Yes<br>Explanation :<br>Please provide names and school/unit of all relatives working at Temple University | To Be Verified       |
|       |  | No   | The Candidate Passes |
| 4     | Do you have the legal right to work in the United States | Yes  | The Candidate Passes |
|       |  | No   | To Be Verified       |
| 5     | Do you have work study?                                  | Yes  | The Candidate Passes |

1. Additional questions may also be included. Click **Add** under the **Job Related Questions** section.

| Order   | Question | Answer | Required | Asset | N/A |
|---|----------|--------|----------|-------|-----|
| No questions have been added. Click "Add" to add questions. |          |        |          |       |     |

2. Utilizing a keyword, you can use the **Quick Filters** on the left to find a question you want to add. Select the checkbox for the question, then select **Add Questions** to add your questions.

### Filters

Location

Job Field

Keyword

student

Question

Possible Answers

Code

Apply Filters

Clear All

Select Q

7 Questi

FILTERS

☐ Co

☐ Am

☐ Stu

☐ N

☐ Sop

☐ or,

☐ You

☐ Pha

☐ Stu

☐ Int

☐ as

☐ or

- Once the questions are added, choose **Required** for the applicable answer from the radio buttons on the right-hand side of the page. This will indicate to the system which answer meets requirements. If you select **Asset** this will be a response that goes above and beyond requirements. There can be more than one response marked as an Asset.

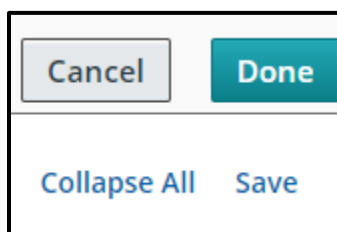
| <input type="checkbox"/> v | Order | Question   | Answer                                    | Required                         | Asset                            | N/A                              |
|----------------------------|-------|--|---|----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/>   | 1     | Are you an Ambler Campus Student?<br>Single Answer   | Yes                                       | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
|                            |       |  | No  | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
| <input type="checkbox"/>   | 2     | Please rate your knowledge Adobe Premiere using the scale below.<br>Multiple Answers   | Minimal experience                        | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
|                            |       |  | Somewhat knowledgeable                    | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
|                            |       |  | Fairly knowledgeable                      | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
|                            |       |  | Experienced and knowledgeable             | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
|                            |       |  | Highly competent                          | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
|                            |       |  | I have no experience with Adobe Premiere. | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
| <input type="checkbox"/>   | 3     | Please note the hours that you would be available to work. (Most of our work is during weekdays, 9am to 5pm, but there can be other times.)<br>Text Answer |   |                                  |                                  |                                  |

| <input type="checkbox"/> v | Order | Question   | Answer           | Required                         | Asset                            | N/A                              |
|----------------------------|-------|--|------------------|----------------------------------|----------------------------------|----------------------------------|
| <input type="checkbox"/>   | 1     | How many years of experience do you have as a Contact Tracer?<br>Single Answer | Less than 1 year | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |
|                            |       |  | 1-2 years        | <input checked="" type="radio"/> | <input type="radio"/>            | <input type="radio"/>            |
|                            |       |  | 3 years or more  | <input type="radio"/>            | <input checked="" type="radio"/> | <input type="radio"/>            |
|                            |       |  | None             | <input type="radio"/>            | <input type="radio"/>            | <input checked="" type="radio"/> |

## Saving a Requisition

All fields should be filled in and the requisition should be ready for approval. If you are still in the editing mode, at the top of your page, you will have four options.

1. **Cancel**: exits out of the requisition without saving changes.
2. **Done**: Save and collapses the various sections of the requisition.
3. **Save**: can be used throughout creating the requisition to ensure your work is being saved as you complete the fields.
4. **Collapse All**: collapses the various sections of the requisition



**Taleo Tip:** If you save your requisition before it is complete and will need to return to it, you will need to edit to make changes. Once a requisition is open and approved, the Edit button will no longer be available. The **Edit All** button will open each field of the requisition. The **Pencil Icon** will open that specific section to edit.

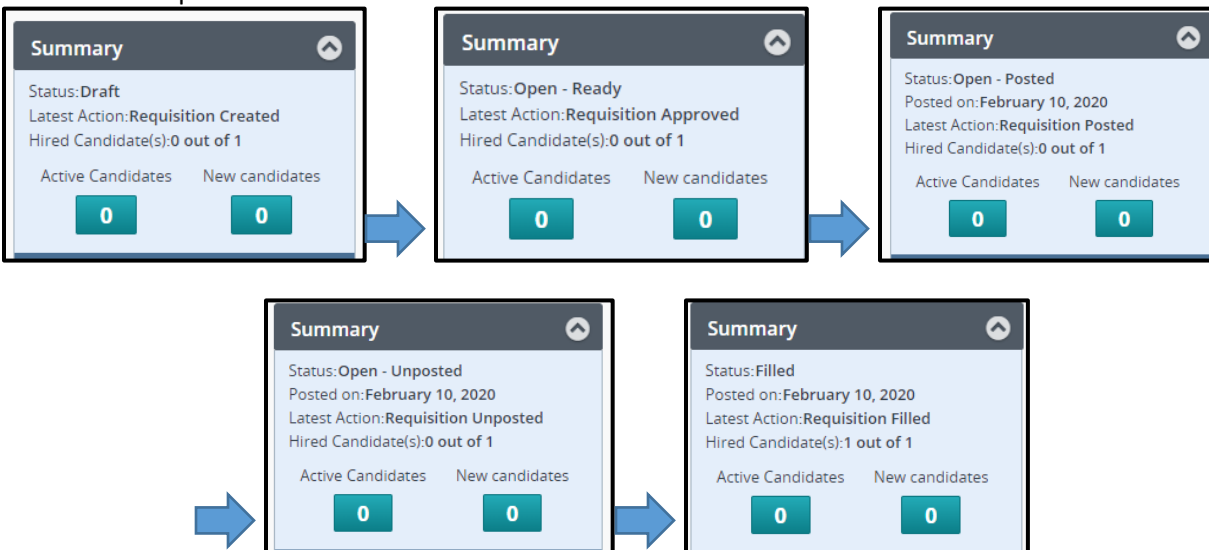


**Taleo Tip:** If the section is yellow, you are in the editing mode.


| Requisition Structure                   |  |              |
|---|--|--------------|
| Identification                          |  |              |
| Posting Title                           |  | Number       |
| Administrative Coordinator-Fluid Manual |  | 1            |
| Banner Home Org                         |  | Department   |
| 15000 - Business                        |  | Business     |
| PCN Position Class                      |  | PCN Grade    |
| AH022 Administrative Coordinator        |  | T25          |
| PCN Job Family                          |  | PCN Employee |

| Requisition Structure              |  |              |
|------------------------------------|--|--------------|
| Identification                     |  |              |
| Posting Title *                    |  | Number       |
| Administrative Coordinator-Fluid M |  | 1            |
| Banner Home Org *                  |  | Department   |
| 15000 - Business                   |  | Business     |
| PCN Position Class                 |  | PCN Grade    |
| AH022 Administrative Coordinator   |  | T25          |
| PCN Job Family                     |  | PCN Employee |
| Administrative Services            |  | 3E Admin     |

**Taleo Tip:** As you move through the requisition, the **status box** on the left will update and display the status of the requisition.

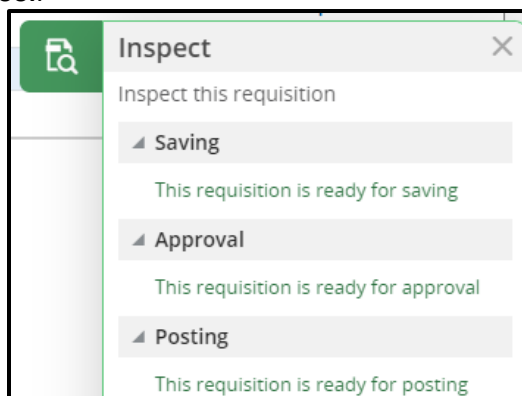


**Taleo Tip:** Each requisition has a unique number that is used to identify the requisition. This can be found next to the posting title once the requisition has been saved. The first two numbers of the requisition number are for the year the requisition was created. The six numbers following are how many requisitions have been created year to date.

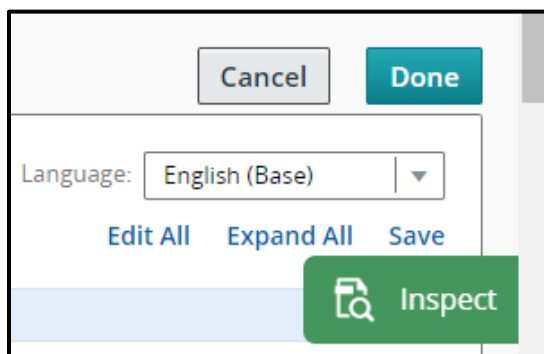
 **Administrative Coordinator-Fluid Manual** (ID: 20000095)

## Inspect Tool

1. Use the green **Inspect** tool to review your progress. If any field requires information, it will be listed in the **Inspect Tool**.



2. Select **Save** to review your requisition in the editing mode or select **Done** to save and close out of the editing mode.

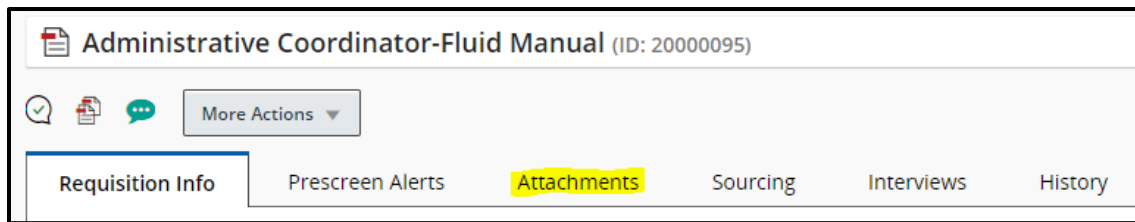


3. You can use the **Edit All** or **Expand All** button to make any changes. If you save your requisition before it is complete and need to return to it, you can select the **Edit** button to make changes. Once a requisition is open and approved, the **Edit** button will no longer be available.
4. If you are in the editing mode, select the specific item that needs to be completed to be brought directly to that section. Once all items have been completed, select **Done** located at the top right-hand side of the requisition. Now that the requisition is ready for approval, the **Inspect Tool** will read **File ready for approval**.

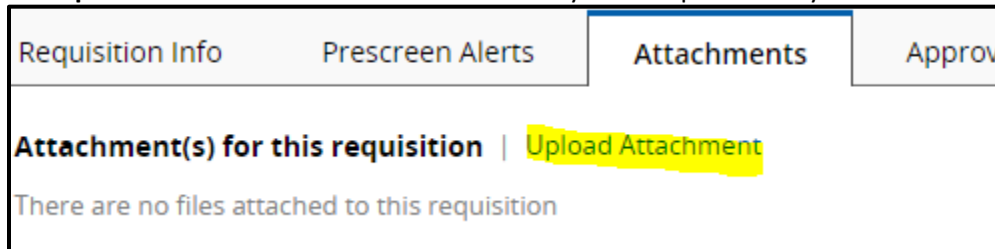
**Taleo Tip:** This tool is critical when determining why you are unable to save a requisition or submit for approval.

## Adding Attachments to a Requisition

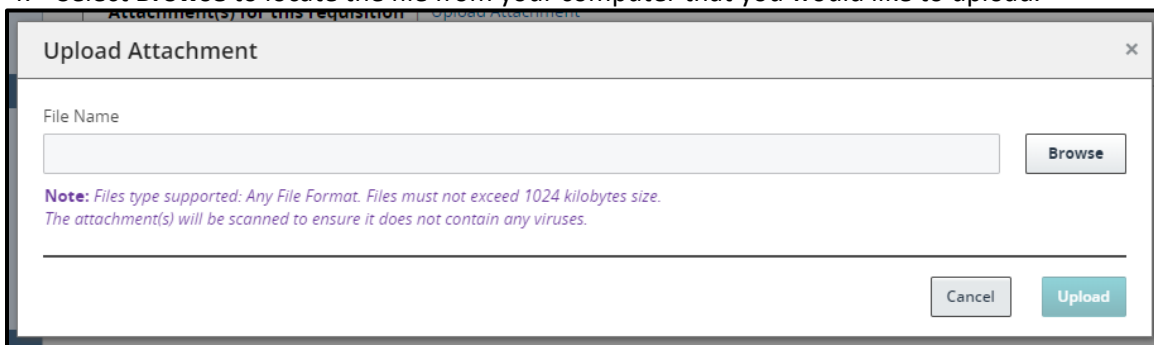
1. Navigate to your requisition in Taleo.
2. Select the tab **Attachments**.



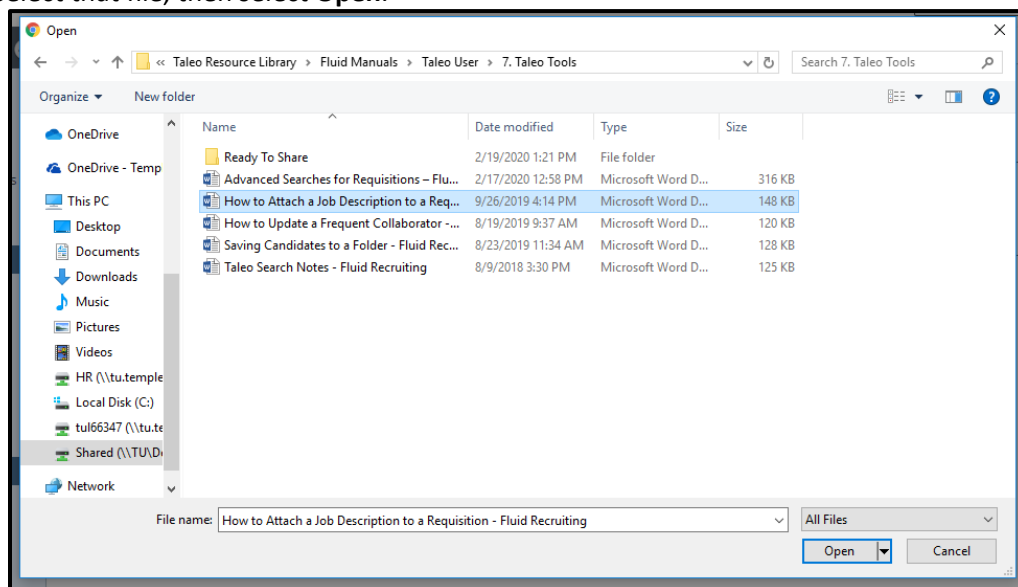
3. Select **Upload Attachment** to locate the file from your computer that you would like to upload.



4. Select **Browse** to locate the file from your computer that you would like to upload.



5. This will open up a dialog box. From this, you can navigate to the file you would like to upload. Select that file, then select **Open**.





6. This will bring the file into the **Upload Attachment** field. Select **Upload**.

Upload Attachment

File Name

How to Attach a Job Description to a Requisition - Fluid Recruiting.docx

Browse

**Note:** Files type supported: Any File Format. Files must not exceed 1024 kilobytes size.  
The attachment(s) will be scanned to ensure it does not contain any viruses.

Cancel

Upload

7. The file will populate with the uploaded attachment.

Requisition Info

Prescreen Alerts

Attachments(1)




Approvals

Sourcing

Interviews

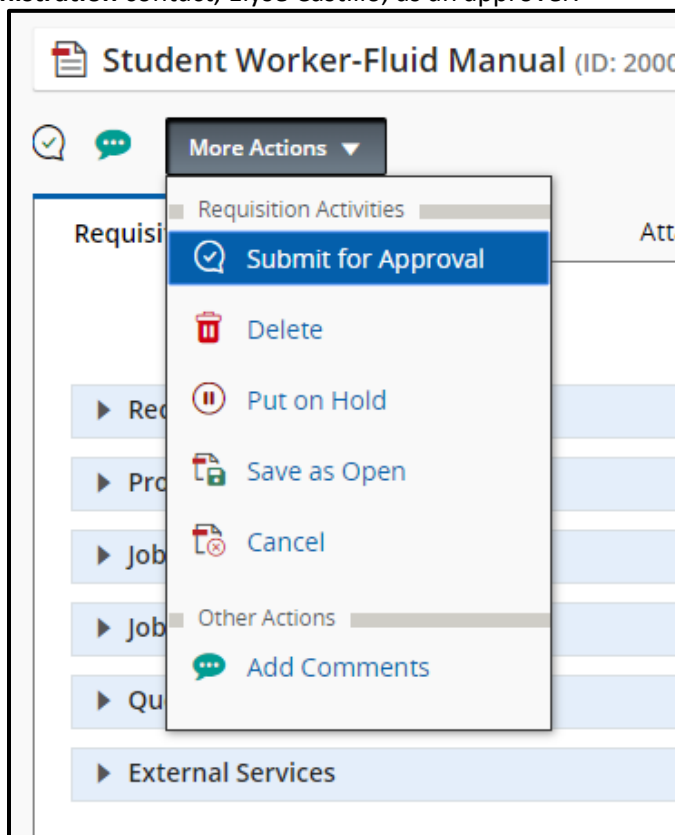
History

Attachment(s) for this requisition | Upload Attachment

| File Name  |   | Attached by                  | Size   | Date         |
|--|---|------------------------------|--------|--------------|
| How to Attach a Job Description to a Requisition - Fluid Recruiting.docx |    | Karly Simon (Hiring Manager) | 150 KB | Feb 19, 2020 |

## Requesting Approval for Requisition

1. If you are a **Hiring Manager**, the system will default to your **Business Partner/Department Recruiter** as the first approver. If the position is **grant-funded**, then you must add your **Research Administration** contact, Elyse Castillo, as an approver.



2. To add department approvers, select **Add Approvers** on the bottom left. You can search for approvers in the new window to add to your list.

A screenshot of the "Approvals" section of the requisition page. It features a yellow banner with the text "You are submitting this requisition for approval" and buttons for "+ Add Approvers" and "↕ Reorder". Below is a table with columns "Order" and "Approver". The first row shows "1" in the Order column and "Karly Simon" in the Approver column. At the bottom, there is a checkbox labeled "Add the approvers to the list of my frequent collaborators".

| Order | Approver    |
|-------|-------------|
| 1     | Karly Simon |

**Taleo Tip:** If your requisition is a grant-funded position, you must include your Research Administration contact, Elyse Castillo, to your approval path as the final approver.

3. Ensure your HR Business Partner's name appears in the **After the approval process assign to:** field.

- When you are ready to request approval, add a comment in the comment box and select **Submit for Approval**. An email will be sent to the **Human Resources Business Partner** to approve the requisition, starting the approval chain.

Approvals

You are submitting this requisition for approval

Add Approvers

Reorder

| Order | Approver    |
|-------|-------------|
| 1     | Karly Simon |

☐ Add the approvers to the list of my frequent collaborators

Comment to Approvers \*

Add a comment

After the approval process, assign to \*

Karly Simon

Cancel

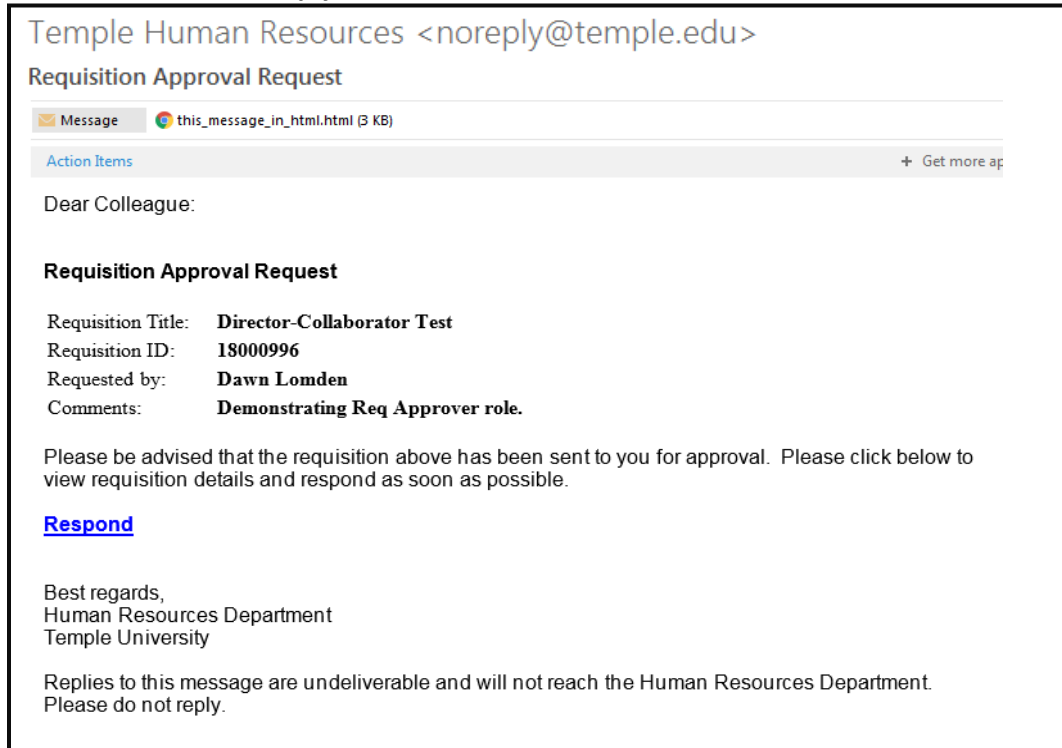
Submit for Approval

## Taleo Approver Role Instructions

Requisition approvers in Taleo can review requisitions sent to them for approval. After reviewing the information on the requisition, respond with your approval and leave comments for other approvers. This can be done from the approval email or the online website.

### Email

1. When a requisition is sent for approval, you will receive an email from Temple Human Resources, via a “**No Reply**” email address.



2. The requisition title, ID number, and comments will be visible in the body of the email, along with the name of the person requesting approval.
3. Select **Respond** in the body of the email.
4. At the bottom of the page, select **Requisition Details** to review the requisition information on a new page.

**Requisition Approval Request** Done Cancel

Requisition **18000996 — Director-Collaborator Test**  
 Requested by **Dawn Lomden**  
 Comments **Demonstrating Req Approver role.**

Please review the Requisition Information Summary and respond to the approval request as soon as possible.

In response to Dawn Lomden's approval request:

[Requisition approval path details](#)

Comments (required if you do not approve the requisition)

☐ Send me an email with my decision

Done Cancel

---

**Requisition Information Summary**

[Requisition Details](#)

**18000996 — Director-Collaborator Test**

|                    |                    |                               |                    |
|--------------------|--------------------|-------------------------------|--------------------|
| Recruiter          | <b>Dawn Lomden</b> | Talent Acquisition Specialist | <b>Dawn Lomden</b> |
| Hiring Manager     | <b>Dawn Lomden</b> | Hiring Manager Assistant      | —                  |
| Number of Openings | <b>1</b>           | Primary Location              | <b>Mitten Hall</b> |
| Target Start Date  | <b>9/17/18</b>     |                               |                    |
| Attachments        | —                  |                               |                    |

- After reviewing the requisition details, go to the dropdown menu in the middle of the page to choose the appropriate response.

In response to Dawn Lomden's approval request:

[Reg](#)

- Finally, provide a comment if necessary for other requisition approvers and requisition owners to view. Select **Done** to submit your response.

Comments (required if you do not approve the requisition)

☐ Send me an email with my decision

Done Cancel

## Taleo System

As an approver, you can also log into the Taleo website to view requisitions to approve or reject them.

- To access Taleo, select the **Taleo Talent Management System** link in TUPortal, under TUApplications. Then select **Recruiting** to open your main page of Taleo.
- Once you are logged in, select **Tasks** to be taken to a list of the requisitions you have access to

**RECRUITING** **TASKS** REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

3. Select the title of the requisition you need to approve. It will have a status of **In Progress**.

Tasks (52)

FILTERS

Show tasks for requisitions: Tasks assigned to me

Task type: All

Clear All

This is for demonstration only.

| <div><div></div><div></div></div> Task    | Relates to                                 | Priority | Task Status | Due Date | Assignee    | Comments |
|---|--|----------|-------------|----------|-------------|----------|
| <div><div></div>Approve requisition</div> | <div><div></div>20000306 - Professor</div> | Normal   | In progress |          | Simon Karly |          |

4. When the requisition opens, you can review the requisition information. After reviewing the requisition, on the left-hand side, select your approval decision. If needed, provide a comment, then select **Done**.

You are here > [Tasks List](#) > [Requisition View](#)

Summary

Task details

Approve requisition

Task Status: In progress  
Priority: Normal  
Created by: Dawn Lomden  
Message to Approvers  
Requesting approval for manual demo.

Action

Select Decision \*

☐ Approve

☐ Reject

☐ Send me an email with my decision

Done

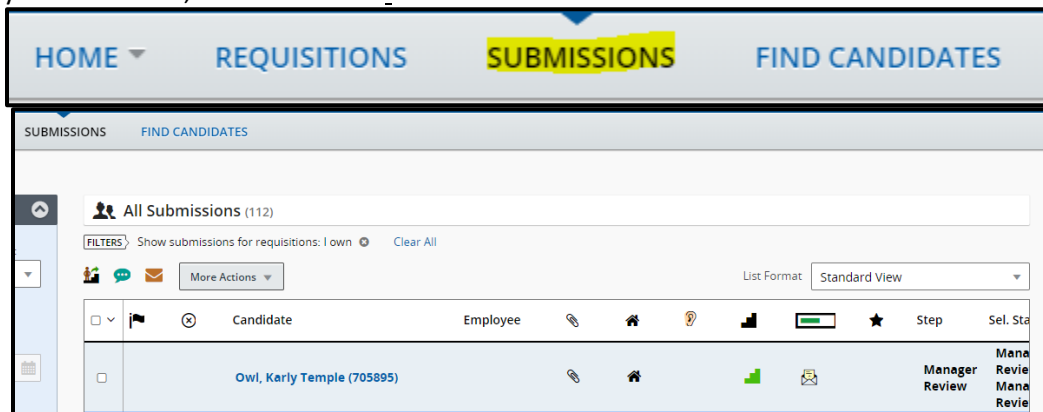
Cancel

## Viewing Candidates

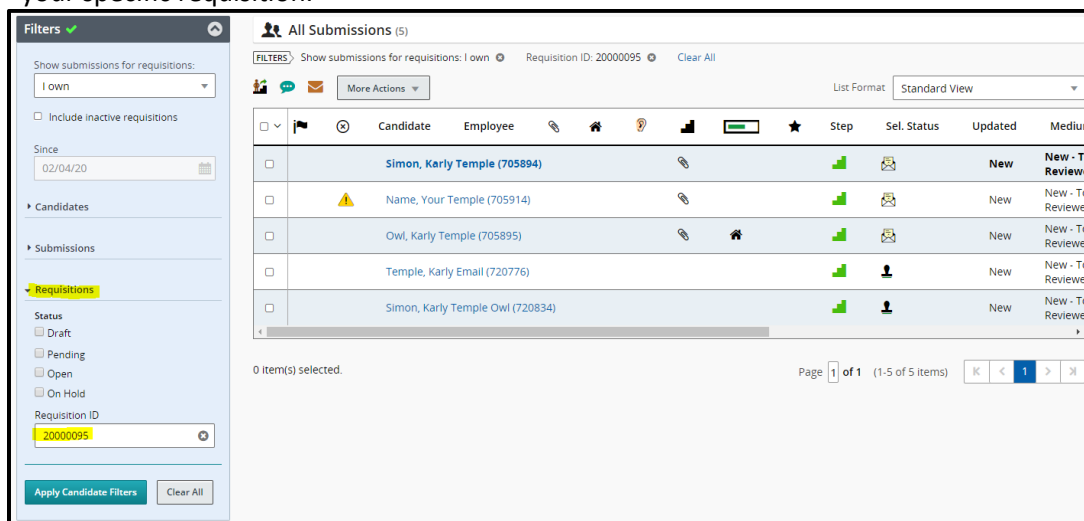
After candidates have applied to your requisition, you will be able to view them in Taleo. You can navigate to candidates in two ways **Submissions** and **Requisitions**:

### Submissions

1. **Submissions**: Navigate from your dashboard to your **Submissions** by selecting the **Submissions** title in your menu bar. Note that there are default filters set which impact your search results, and may give you the false impression that there are no results. Be sure to remove those filters you don't need, such as "Draft."



2. Using the **Filters** function, set the parameters to narrow down the submissions results down to your specific requisition.



**Taleo Tip:** Search for candidate submissions using the **Requisition ID** number.

3. Once your results populate, you will be able to see the candidates that applied to your specific requisition. Select the candidate's name to view their specific profile within the requisition.

Summary

Simon, Karly Temple

United States > Pennsylvania > Philadelphia

Operations Manager at FASTSIGNS International, Inc (Current)

Resume

7 other active submission(s)

Submission

General Profile

HIGHLIGHTS (CURRENT SUBMISSION)

Required met

Assets met

0/0

0/0

Step: New

Status: To be Reviewed

Source: Career Section

Date of Application: Mar 4, 2020

MOST RELEVANT EDUCATION

Bachelor's Degree

BUSINESS MANAGEMENT

Southeastern Oklahoma State University

WORK EXPERIENCE

23 y Jan 1997 - Present

Operations Manager

FASTSIGNS International, Inc

33 y Jan 1987 - Present

Director Manager

Submission: Simon, Karly Temple for Administrative Coordinator-Fluid Manual (ID: 20000095)

Job Submission

Attachments(2)

Referral

Interviews

History

Language: English

Edit All

Expand All

Personal Information

Candidate Personal Information

|   |                        |                   |
|---|------------------------|-------------------|
| First Name                                  | Middle Name            | Last Name         |
| Karly                                       | Temple                 | Simon             |
| Address (line 1)                            | City                   | Zip/Postal Code   |
| 1913 N Board                                | philly                 | PA                |
| Place of Residence                          | Primary Number         | Home Phone Number |
| United States > Pennsylvania > Philadelphia | Home Phone             | 2152040048        |
| Email Address                               | Social Security Number | Date of Birth     |
| karlys@temple.edu                           | 123456789              | Jan 1, 1909       |
| Internal Candidate                          |                        |                   |
| No  |                        |                   |

## Requisitions

- Requisitions:** Navigate from your dashboard to your Requisitions by selecting the **Requisition** title in your menu bar

- A list of active requisitions will show on the screen. You can use the **Filters** function to set the parameters to narrow down the submissions results down to your specific requisition.

Filters

Show requisitions:

I own

☐ Include inactive requisitions

Status Details

☐ Draft
 ☐ Pending
 ☐ On Hold

Requisitions (78)

FILTERS

Hire Type All

Show requisitions: I own

Clear All

More Actions

| Requisition Title                       | Requisition ID | Hiring Manager | Recruiter   | Status Detail     |
|---|----------------|----------------|-------------|-------------------|
| Administrative Coordinator-Fluid Manual | 5 20000095     | Simon Karly    | Simon Karly | Ready (3/4/20)    |
| Adjunct Faculty-Fluid Manual            | 4 20000092     | Simon Karly    | Simon Karly | Unposted (3/2/20) |

- Select the title of your requisition to be brought to your requisition.
- You can select the number of active candidates or the number of new candidates to view your candidates.

32

Last updated: 4/24/2024

Staff Hiring Manual  
[taleohelp@temple.edu](mailto:taleohelp@temple.edu)



### Summary

Status: Open - Ready  
Latest Action: Requisition Approved  
Hired Candidate(s): 0 out of 1

Active Candidates
New candidates

5
5

Administrative Coordinator-Fluid Manual (ID: 20000095)

More Actions





Requisition Info

Prescreen Alerts

Attachments

Appr

**Taleo Tip:** From the list of requisitions you can select the specific number of candidates to be brought directly to your list of candidates.

|   | Requisition Title                       |  | Requisition ID |  | Hiring Manager | Recruiter   | Status Detail  |
|---|---|---|----------------|---|----------------|-------------|----------------|
|   | Administrative Coordinator-Fluid Manual | 5   | 20000095       |   | Simon Karly    | Simon Karly | Ready (3/4/20) |

## Changing Step/Status of Candidates

Navigate to your requisition and click on the blue number of candidates to view the candidate list. All new candidates should appear in the Step/Status of **Manager Review: Manager to Review**. You can move candidates through the process in groups or one at a time.

### Moving Candidates in Groups

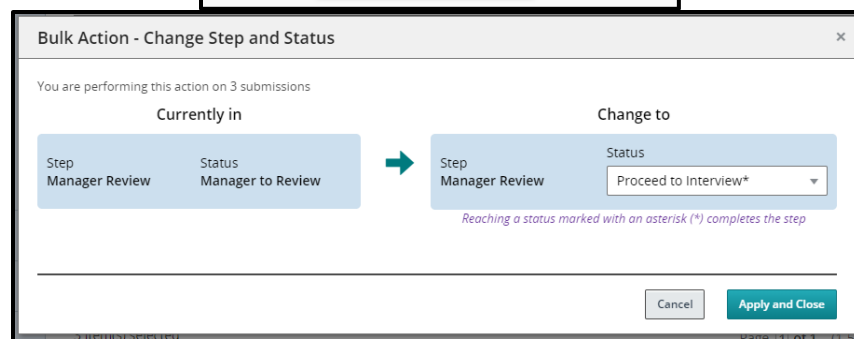
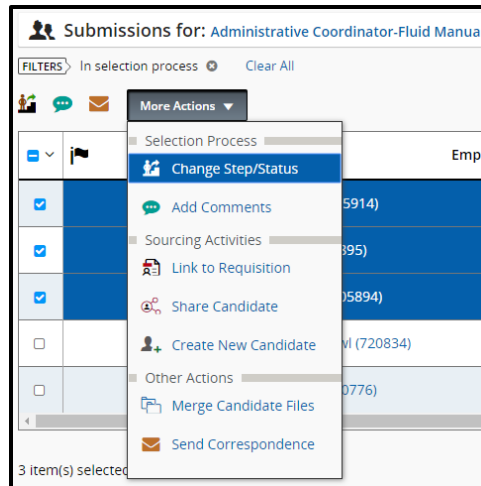
1. For some jobs, the Hiring Manager may wish to move multiple candidates at one time. To do so, ensure you are viewing the candidate list for your requisition and the candidates you wish to move are all in the same step/status.

The screenshot shows the 'Submissions for: Administrative Coordinator-Fluid Manual (Requisition ID: 20000095)' page. On the left, the 'Filters' sidebar is open, showing the 'Selection process' with steps: New, Prescreen, Manager Review (5), Interviews, Offer, Pre-Employment, and Hire. The 'Manager Review (5)' step is selected. The main table lists 5 candidates, all in the 'Manager Review' step and 'Manager to Review' status. The table columns are: Candidate, Employee, and Step. The candidates are: Name, Your Temple (705914), Owl, Karly Temple (705895), Simon, Karly Temple (705894), Simon, Karly Temple Owl (720834), and Temple, Karly Email (720776). The bottom of the table shows '0 item(s) selected.' and 'Page 1 of 1 (1-5 of 5 items)'.

2. Check off all candidates to be moved to the next Step/Status. All candidates chosen will be moved to the same point in the process. Candidates must all start at the same step/status (i.e. all candidates below are shown in **Manager Review: Manager to Review**).

The screenshot shows the same candidate list as the previous one, but with the first three candidates selected. The 'Manager Review (5)' step is still selected in the sidebar. The table shows the first three candidates with their selection checkboxes checked. The bottom of the table shows '3 item(s) selected.' and 'Page 1 of 1 (1-5 of 5 items)'.

3. Click on the **More Actions** tab to bring up a list of options. Choose the **Change Step/Status** option to bring up a pop-up box. The box will show the current Step/Status and the next move in the process. Select **Apply and Close** to move the candidates.

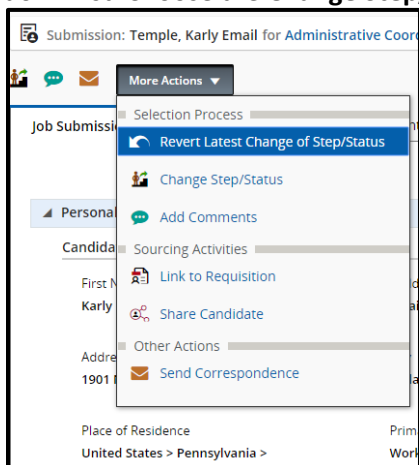


4. The candidates can be moved along the process as far as you wish to take them. You can continue to update the Step/Status up to the Offer stage. Once a candidate is in the Step/Status of **Offer: Offer to be Made**, you will need to stop to create the offer. The Human Resources Business Partner and Talent Acquisition Specialist will receive an email indicating that the candidate is ready to receive an offer. Their updated Step/Status can be viewed from the candidate list.

|                                     | Candidate                        | Employee | Step           | Sel. Status       |
|-------------------------------------|----------------------------------|----------|----------------|-------------------|
| <input checked="" type="checkbox"/> | Simon, Karly Temple (705894)     |          | Offer          | Offer to be Made  |
| <input checked="" type="checkbox"/> | Name, Your Temple (705914)       |          | Offer          | Offer to be Made  |
| <input checked="" type="checkbox"/> | Owl, Karly Temple (705895)       |          | Offer          | Offer to be Made  |
| <input type="checkbox"/>            | Temple, Karly Email (720776)     |          | Manager Review | Manager to Review |
| <input type="checkbox"/>            | Simon, Karly Temple Owl (720834) |          | Manager Review | Manager to Review |

## Moving Candidates One at a Time

1. Navigate to the candidate profile either from the **Requisition** or the **Submissions** tab on your dashboard.
2. While in a candidate profile, locate the **More Actions** tab at the top of the page. Click on the arrow in the tab for a dropdown list. Choose the **Change Step/Status** option.

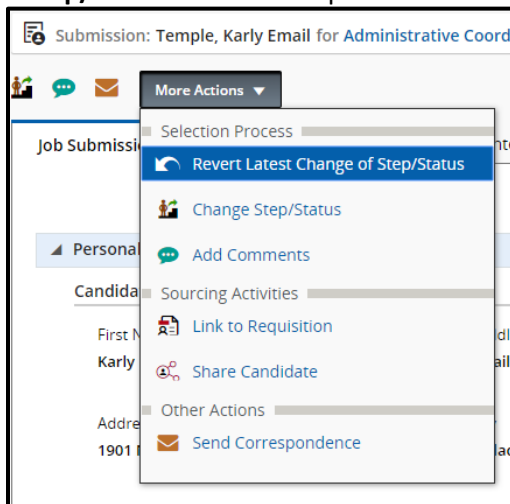


3. A pop-up box will appear, giving options of steps to move the candidate through. The box will show the current Step/Status on the left and the next move in the process. You can review each applicant and change the status accordingly.
  - a. If you wish to interview a candidate, you will need to stop changing the step/status of the candidate at **“Manager Review: Proceed to Interview”** by choosing **Save and Close**.

**Taleo Tip:** In the Change Step/Status box, you have two options:

- A. **Apply and Continue changing Step/Status:** By choosing this option, the box will remain open and automatically bring the candidate into the next step or status. Only use this option if you are moving candidates through several steps/statuses at one time.
  - B. **Apply and Close:** By choosing this option, you are moving the candidate one Step/Status at a time. It will save your choice and close the window, bringing you back to the candidate list and showing the updated Step/Status.
4. Continue moving candidates through the Step/Status box to advance them through the process until the **Offer: Offer to be Made** step/status. Here, the Talent Acquisition Specialist will need to create the Affirmative Action Report, if required, then will go into the Offer grid to create an offer.

**Taleo Tip:** If you status an applicant by mistake, you can move back a step. From the **More Actions** tab, choose **Revert Latest Change of Step/Status** from the dropdown menu.

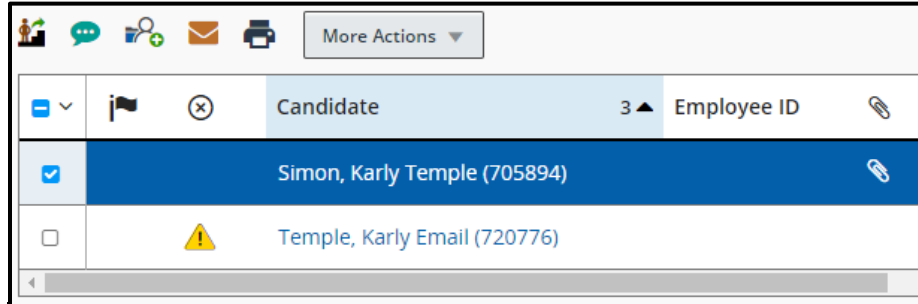


A pop-up box will appear to move the candidate back a step. Comments are required to be included when the **Revert** option is selected. Select **Revert and Close** to move one step/status back or **Revert and Continue** to continue reverting the Step/Status.

A screenshot of the 'Revert Latest Change of Step/Status' pop-up box. The box contains the following information:  
- Candidate Name: Karly Email Temple  
- Requisition Title: Administrative Coordinator-Fluid Manual  
- Revert to: Step Manager Review, Status Manager to Review  
- Currently in: Step Manager Review, Status Proceed to Interview  
- Comments: A text area with the placeholder 'Provide a comment here' and a red asterisk indicating it is required.  
- Buttons: 'Cancel', 'Revert and Close', and 'Revert and Continue'.

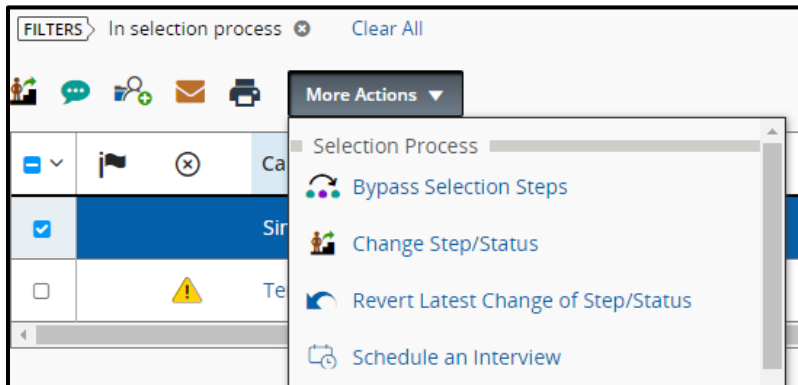
## Creating an Interview

1. Ensure all candidates you wish to bring in for an interview have the Step/Status of **Interviews: Interview Scheduled**.
2. From the candidate list within the requisition, **check off** the candidate you wish to schedule an interview with.

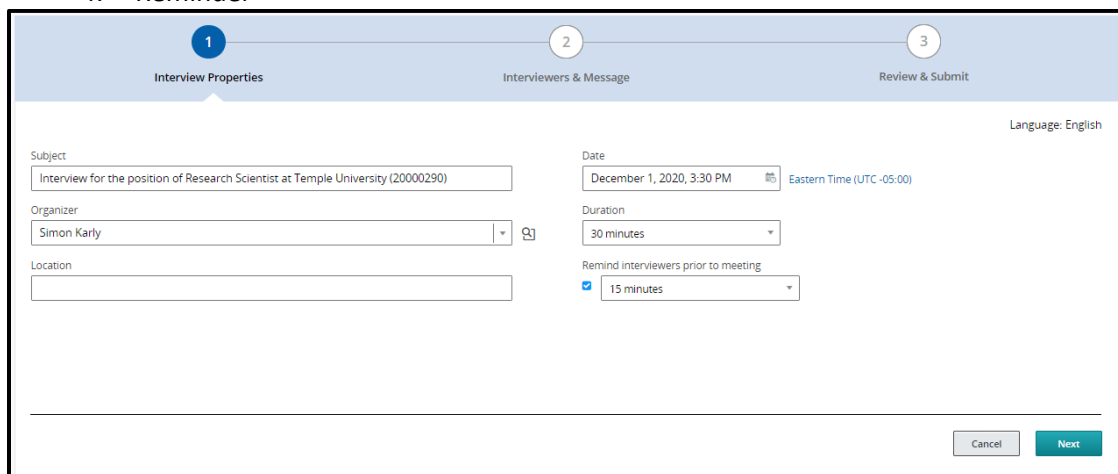


|                                     |   | Candidate                    | 3 ▲ | Employee ID |
|-------------------------------------|---|------------------------------|-----|-------------|
| <input checked="" type="checkbox"/> |   | Simon, Karly Temple (705894) |     |             |
| <input type="checkbox"/>            | ⚠ | Temple, Karly Email (720776) |     |             |

3. Go to **More Actions** and select **Schedule an Interview**.



4. Fill in appropriate fields in the new window. Most of these will be auto-populated with information. You can make edits to any field. Select **Next** when done.
  - a. Subject
  - b. Organizer (this should be left as your own name)
  - c. Location
  - d. Start and End date and times
  - e. Default Time Zone (do not change, should reflect Eastern Time)
  - f. Reminder



1

2

3

Interview Properties

Interviewers & Message

Review & Submit

Language: English

Subject  
Interview for the position of Research Scientist at Temple University (20000290)

Organizer  
Simon Karly

Location

Date  
December 1, 2020, 3:30 PM Eastern Time (UTC -05:00)

Duration  
30 minutes

Remind interviewers prior to meeting  
☒ 15 minutes

Cancel Next

- Next, choose **Select Interviewers** to add your interview participants.

The screenshot shows the 'Interview Properties' window at step 2, 'Interviewers & Message'. On the left, under 'Interviewers', there is a table with a 'Select Interviewers' button. On the right, the 'Invitation' section includes a checkbox to 'Invite the Candidate (Simon Karly)' and options to send candidate or requisition files to attendees. Below this is a 'Notes' field. At the bottom, the 'Update Candidate progression Status' section shows a flow from 'Step Interviews' to 'Status Interview Scheduled'.

- The **Filters** on the left-hand side of the window will allow you to jump directly to the name or email address of the person you are searching for. Select the checkbox on the left-hand side of the participant's name. Once your participant has been selected, click **Select Interviewers** to add your participant to the interviewers list.

The screenshot shows the 'Interviewers Selector' window. On the left, there are filters for Name, Email Address, Employee ID, Job Title, Department, and User Group. On the right, a list of available interviewers is shown, with 'Karly Simon' selected. The 'Select Interviewers' button is at the bottom right.

**Taleo Tip:** Your interviewer must have Taleo access to be added as a participant.

- You are also able to send a link of the candidate file or the requisition file to attendees, excluding the candidate. Click **Next** to review the interview invitation.

This screenshot is similar to the first one, but it shows the 'Next' button at the bottom right of the window, indicating the next step in the process.

**Taleo Tip:** Check off the box for sending an invite to the candidate if you want them to receive an email with this information as well. Uncheck the box if you do not want the candidate to receive an email from Taleo.

8. Review your invitation, then select **Submit** to send the invitation.

The screenshot shows a three-step process bar at the top: 'Interview Properties' (Step 1, green checkmark), 'Interviewers & Message' (Step 2, green checkmark), and 'Review & Submit' (Step 3, blue circle with '3'). The main content area is divided into two columns. The left column contains the text: 'The following candidate has been scheduled for an interview on Friday, December 18, 2020'. Below this is a table with one row: 

|                                 |   |
|---------------------------------|---|
| Simon Karly<br>karly@temple.edu | 4:30 PM To 5:00 PM Eastern Time (UTC-05:00)<br>2152040048 |
|---------------------------------|---|

. The right column contains the following details: 'Interviewers: Karly Simon', 'Is candidate included in the invitation?: Yes', 'Interview Template Used', 'Interview Notification', and 'Candidate will be updated to the status: Interview Scheduled'. At the bottom, there are three buttons: 'Previous' (disabled), 'Cancel' (disabled), and 'Submit' (active, green).

9. You will receive the success message once you select **Submit**.



10. Once the interviews are completed, interview evaluation forms should be completed.



## Creating an Interview Evaluation

1. Navigate to the **Interviews** tab of the requisition.



Requisition Info Prescreen Alerts Attachments Approvals Sourcing **Interviews** History

2. Under section **4. Resources** select **Add** below **Questionnaires Attached to Requisition**.



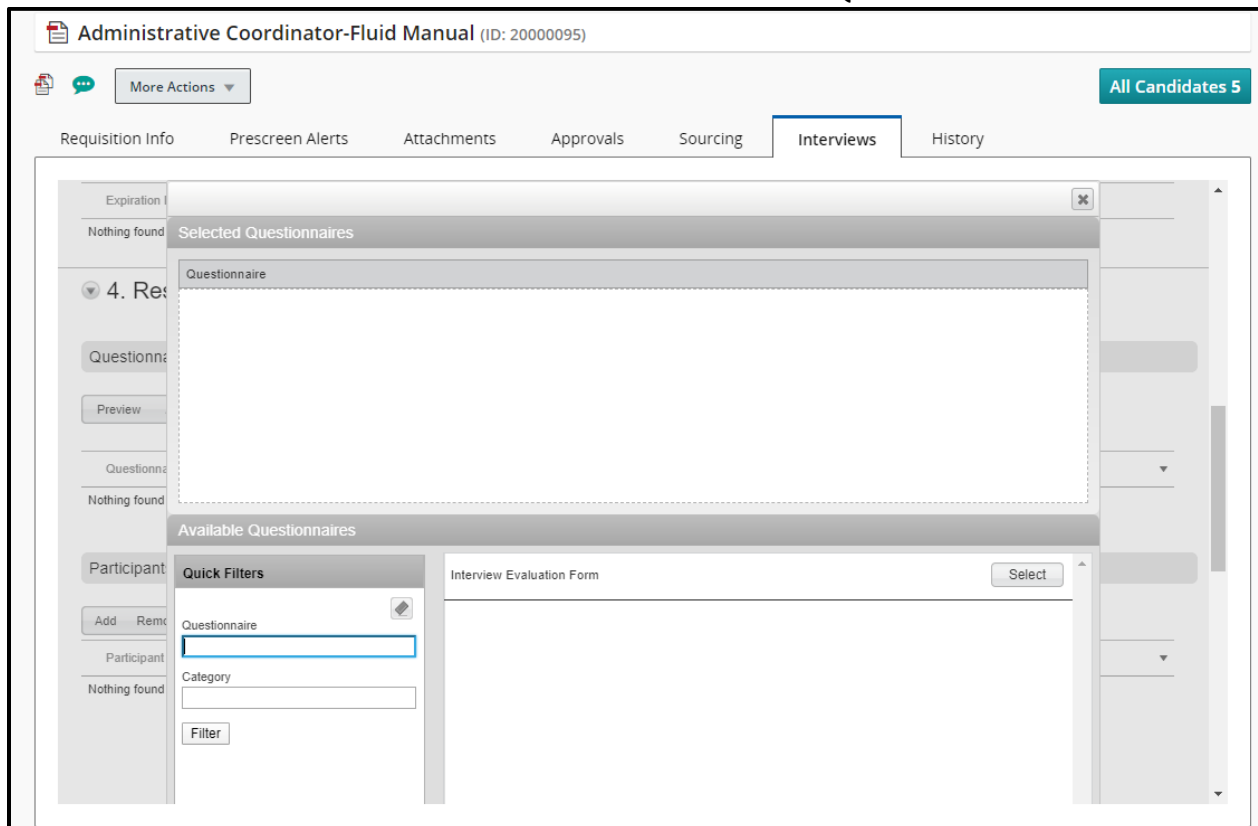
▼ 4. Resources

Questionnaires Attached to Requisition

Preview **Add** Remove

| Questionnaire             | Attached By | Date Attached |
|---------------------------|-------------|---------------|
| Nothing found to display. |             |               |

3. Select the **Interview Evaluation Form** to add the form to the **Questionnaire** section.



Administrative Coordinator-Fluid Manual (ID: 20000095)

More Actions ▾ All Candidates 5

Requisition Info Prescreen Alerts Attachments Approvals Sourcing **Interviews** History

Expiration: Nothing found

Selected Questionnaires

Questionnaire

4. Resources

Questionnaires

Preview

Questionnaires

Nothing found

Available Questionnaires

Quick Filters

Participant: Add Remove

Participant: Nothing found

Questionnaire

Category

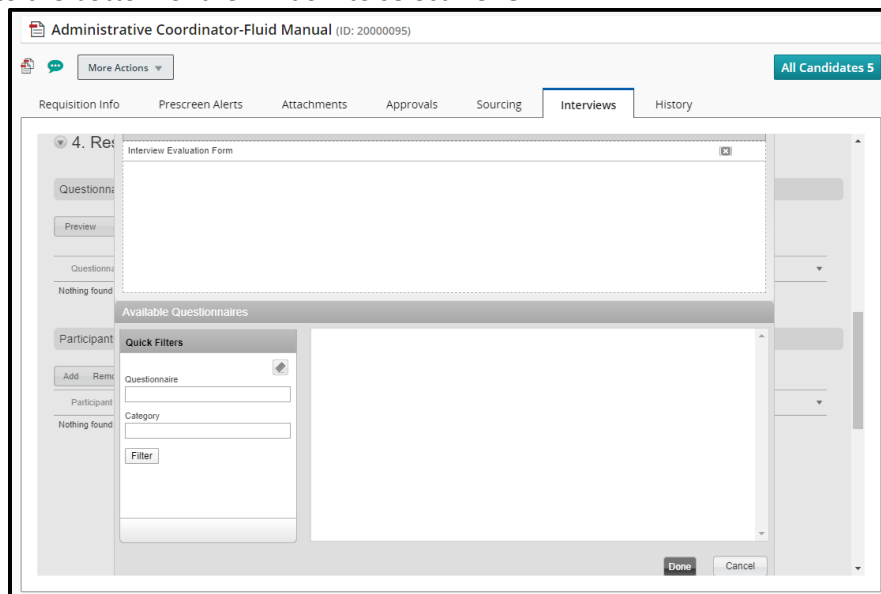
Filter

Interview Evaluation Form

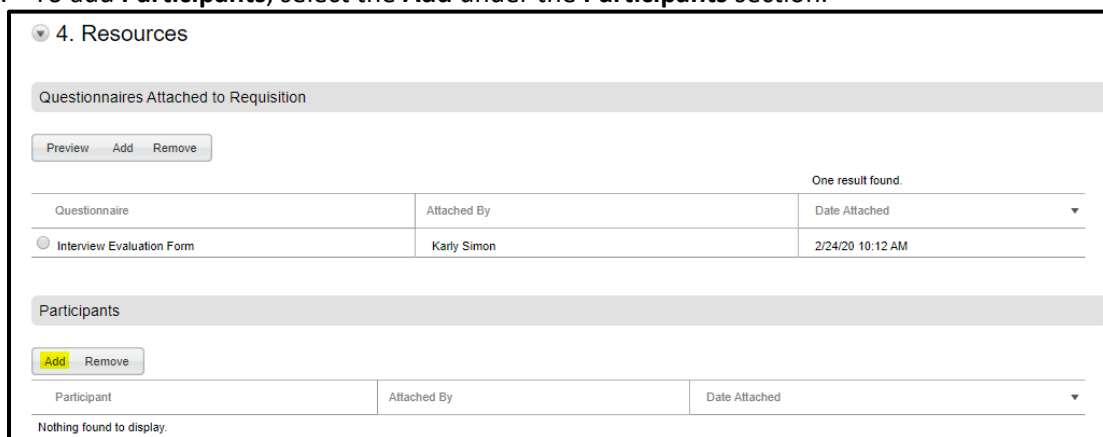
Select



4. Scroll to the bottom of the window to select **Done**.



5. To add **Participants**, select the **Add** under the **Participants** section.



6. Participants to receive an Interview Evaluation form can be added from this window. The upper section can be used to add people who are not users of Taleo. The lower section can be used to add participants who have access to Taleo.
  - a. For the upper section, manually type in the first and last name and the email address of your participant. Select **Add** when names are entered.
  - b. For the lower section, use the Quick Filters function to jump to the name or email address of your participant. Click **Select** to add a participant to the list.

**Add Participants**

**Selected Participants**

**Add External Participants**

| First Name            | Last Name | Email Address            |     |
|-----------------------|-----------|--------------------------|-----|
| Non-Taleo Participant | Name      | participantemail@address | Add |

Done Cancel

**Select Internal Participants**

**Quick Filters**

Name:

Email Address:

Keyword:

Filter

| Name          | Email Address                                     |        |
|---------------|---|--------|
| Sydnora Simon | 2D3903351F95D433E0538FFD6F0AE3EE@invalidemail.com | Select |
| Karly Simon   | karly.simon@temple.edu                            | Select |
| Kevin Simons  | 355AC19BE1672057E05381FD6F0A8D9C@invalidemail.com | Select |

7. Select **Done** when all participants are added to your list.

**Add Participants**

**Selected Participants**

Non-Taleo Participant Name

Karly Simon

**Add External Participants**

| First Name | Last Name | Email Address |     |
|------------|-----------|---------------|-----|
|            |           |               | Add |

Done Cancel

8. Your participants will now show under the **Participants** section.

**4. Resources**

**Questionnaires Attached to Requisition**

Preview Add Remove

One result found.

| Questionnaire             | Attached By | Date Attached    |
|---------------------------|-------------|------------------|
| Interview Evaluation Form | Karly Simon | 2/24/20 10:12 AM |

**Participants**

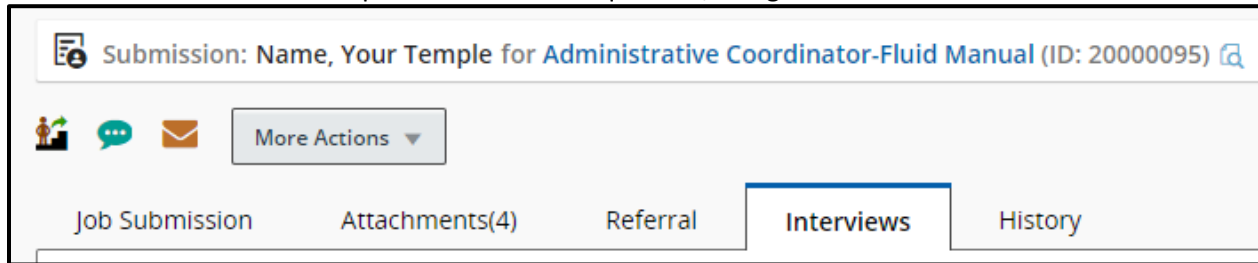
Add Remove

2 found, displaying all.

| Participant                | Attached By | Date Attached    |
|----------------------------|-------------|------------------|
| Karly Simon                | Karly Simon | 2/24/20 11:01 AM |
| Non-Taleo Participant Name | Karly Simon | 2/24/20 11:01 AM |

## Sending out and Reviewing Interview Evaluations

1. From the candidate's profile within the requisition, navigate to the **Interviews** tab.

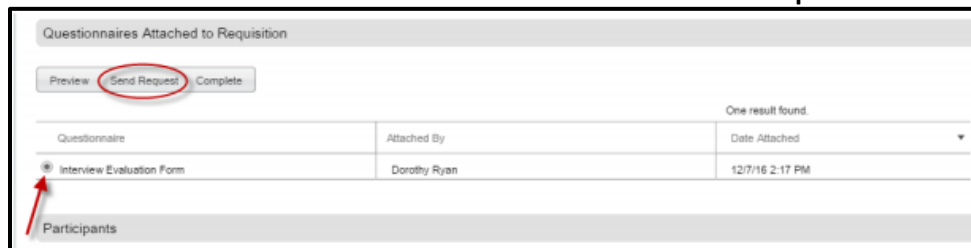


Submission: Name, Your Temple for **Administrative Coordinator-Fluid Manual** (ID: 20000095) [\[Link\]](#)

[More Actions](#) ▼

[Job Submission](#) [Attachments\(4\)](#) [Referral](#) **[Interviews](#)** [History](#)

2. Scroll to section **4. Resources** to see **Questionnaires Attached to Requisition**. Select the radio button next to the **Interview Evaluation Form** and select on **Send Request**.



Questionnaires Attached to Requisition

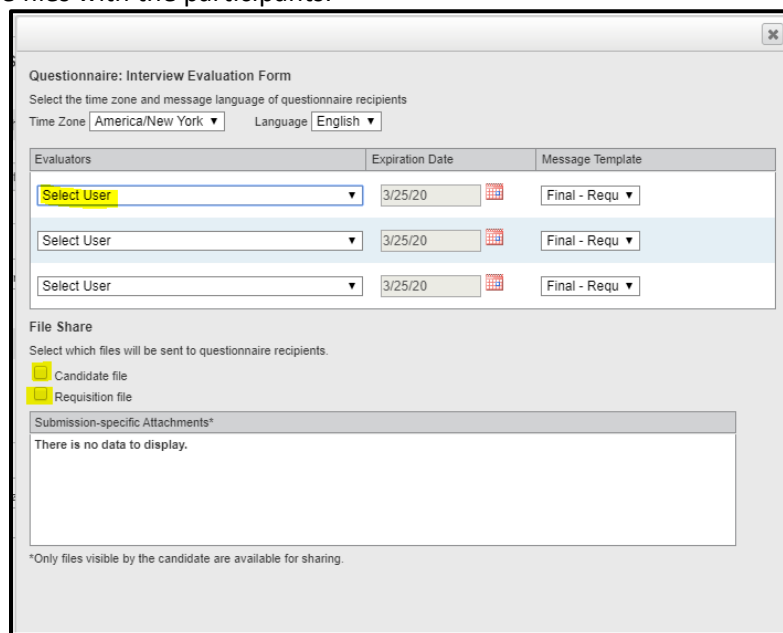
[Preview](#) **[Send Request](#)** [Complete](#)

One result found.

| Questionnaire  | Attached By  | Date Attached   |
|--|--------------|-----------------|
| <input checked="" type="radio"/> Interview Evaluation Form | Dorothy Ryan | 12/7/16 2:17 PM |

[Participants](#)

3. In the new window, select the dropdown **Select User** to choose participants to send the evaluation to. You may also check off **Candidate file** and **Requisition file** below if you wish to share these files with the participants.



Questionnaire: Interview Evaluation Form

Select the time zone and message language of questionnaire recipients

Time Zone: [America/New York](#) Language: [English](#)

| Evaluators                  | Expiration Date | Message Template |
|-----------------------------|-----------------|------------------|
| <a href="#">Select User</a> | 3/25/20         | Final - Requ ▼   |
| <a href="#">Select User</a> | 3/25/20         | Final - Requ ▼   |
| <a href="#">Select User</a> | 3/25/20         | Final - Requ ▼   |

File Share

Select which files will be sent to questionnaire recipients.

☒ Candidate file

☒ Requisition file

Submission-specific Attachments\*

There is no data to display.

\*Only files visible by the candidate are available for sharing.

4. Select **Send** when done. An email will be sent to all participants with a link to the interview URL. All participants can complete the evaluation and submit it to Taleo.

**Questionnaire: Interview Evaluation Form**

Select the time zone and message language of questionnaire recipients

Time Zone: America/New York ▼ Language: English ▼

| Evaluators  | Expiration Date | Message Template |
|---|-----------------|------------------|
| Non-Taleo Participant Name <participantemail@ad...> | 3/25/20         | Final - Requ ▼   |
| Karly Simon <karly.simon@temple.edu>                | 3/25/20         | Final - Requ ▼   |
| Select User   | 3/25/20         | Final - Requ ▼   |

**File Share**

Select which files will be sent to questionnaire recipients.

☐ Candidate file

☐ Requisition file

**Submission-specific Attachments\***

There is no data to display.

\*Only files visible by the candidate are available for sharing.

Send Cancel

5. Participants will receive an email with a link to complete the evaluation. If you attached the candidate file and requisition file, those items will be included in the email.

Wed 3/4/2020 12:41 PM

noreply@temple.edu <hr-empty@invalidemail.com>

**Final - Interview Evaluation Form**

To: Karly Simon

Appointment.ics 1 KB

CandidateFile.pdf 50 KB

RequisitionFile.pdf 34 KB

Action Items ▼

Dear Karly Simon,

Please complete the following evaluation:

Evaluation: Interview Evaluation Form  
 Requisition: Administrative Coordinator-Fluid Manual  
 Candidate: Your Name  
 Expiration Date: 4/3/20

Click the link below to access and save the evaluation.

[Evaluation URL](#)

Best regards,  
 Human Resources Department

Replies to this message are undeliverable and will not reach the Human Resources Department. Please do not reply.

6. To view completed evaluations, navigate to your candidate's profile within the requisition. Select the **Interviews** tab and scroll to section **2. Completed Interviews and Evaluations**. You will see a list of all completed evaluations. Select the radio button of the evaluation you wish to review and select **View Results**.

Submission: Name, Your Temple for [Administrative Coordinator-Fluid Manual](#) (ID: 20000095) [🔗](#)

More Actions ▾

Job Submission Attachments(4) Referral **Interviews** History

1. Interviews and Evaluation Requests

Create Interview Edit Resend View Details Cancel

One result found.

| Event Date                            | Event Type | Details                   | Participants          | Status    |
|---------------------------------------|------------|---------------------------|-----------------------|-----------|
| 4/3/20 11:59 PM<br>(America/New York) | Feedback   | Interview Evaluation Form | Non Taleo Participant | Requested |

2. Completed Interviews and Evaluations

Completed Evaluation Questionnaires

View Results Remove

One result found.

| Completed Date  | Event Type | Questionnaire             | Participants | Question - Skill Score |
|-----------------|------------|---------------------------|--------------|------------------------|
| 3/4/20 12:41 PM | Feedback   | Interview Evaluation Form | Karly Simon  | 0 % - 0 %              |

7. When you have completed your review, select **Done** to be brought back to the **Interviews** tab.

Submission: Name, Your Temple for [Administrative Coordinator-Fluid Manual](#) (ID: 20000095) [🔗](#)

More Actions ▾

Job Submission Attachments(4) Referral **Interviews** History

Interview Evaluation Form

Done

Activated Languages  
English ▾

Response Display  
Document ▾

Avg Question Score  
0%

Avg Skill Score  
0%

★ Indicates a response is required.

Questionnaire Information

Instructions

This **Interview Evaluation Report** is a tool to be used to provide feedback to Human Resources regarding interviewed candidates. Please use your best judgment in evaluating the candidate's responses to your questions. Remember to use good listening and note taking skills as the interview progresses. In order to provide guidance to you in evaluating the responses, a table containing rating categories and definitions is provided below. Please familiarize yourself with these definitions prior to the interview. The candidate's responses will be evaluated on a 5-point scale. To assist the interviewer and to provide for consistency, an outline of the rating scale to be used follows.

| Rating Category | Standard  |
|-----------------|---|
| Outstanding     | Evidence that the candidate has performed similar functions very well or has met even higher performance standards for similar functions. Demonstrated a record of performance exceeding the level required by the job. |

Questions

| Question | Answer | Weight | Score |
|----------|--------|--------|-------|
|----------|--------|--------|-------|

8. When you have selected your candidate of choice, you should change step/status for that candidate up through offer/offer to be made so that the system will notify the Talent Acquisition Specialist on the requisition that the Affirmative Action process, if required, can begin.
9. The Talent Acquisition Specialist will create the offer, submit offer for approval (if required), extend the offer, and will hire the candidate once the candidate has accepted the offer.
10. The steps for the offer approval process are below.

11. The first approver receives an email from Taleo, then selects the **Respond** button.

Dear Colleague:

**Offer approval request**

Requisition Title: **Adjunct Faculty**  
Requisition ID: **16004218**  
Requested by: **Dawn Lomden**  
Comments: **This is a test for the Adjunct Exception Offer Approval process.**

Click "Respond..." to view more offer details and respond to the approval request as soon as possible.

**Respond...**

Best regards,  
Human Resources Department  
Temple University

Replies to this message are undeliverable and will not reach the Human Resources Department. Please do not reply.

12. Scroll to **Offer Information Summary** and select the **Respond** link to verify the offer information.
13. If the offer is correct, ensure the response is set to "**I approve this offer.**" If you would like to be sent an email with your decision, select **Send me an email with my decision.**
14. Select **Done** to send the approval. Then, the approval process will continue to the next approver (if applicable).
15. The system will notify the HR Business Partner and Talent Acquisition Specialist when the offer has been approved. Once the offer is approved, the Talent Acquisition Specialist can extend the offer to the candidate.

**Offer Approval Request** Done Cancel

Requisition: **Adjunct Faculty**  
Candidate: **Testing NewForm**  
Requested by: **Dawn Lomden**  
Comments: **Here is the offer with the attachment. Thank you.**

Please review the Offer Information Summary and respond to the approval request as soon as possible.

In response to Dawn Lomden's approval request:  
**I approve this offer**

[Offer approval path details](#)

Comments (required if you do not approve the offer)

☐ Send me an email with my decision

**Step 9** Done Cancel

**Offer Information Summary**

[Offer Details](#)

Start Date  
Attachments

Pay Basis: **1,800.00/Monthly**

**Step 8**

[Adjunct Exception Authorization Form-MidSemester Appt2.pdf](#)