Taleo Talent Management System Training

STAFF HIRING MANUAL

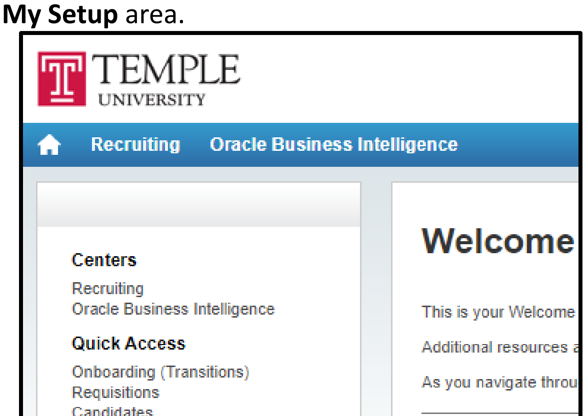
TEMPLE UNIVERSITY
Human Resources

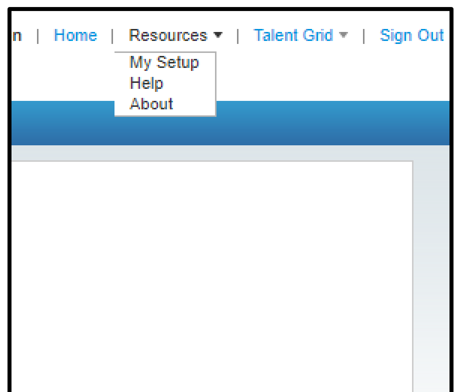
Contents

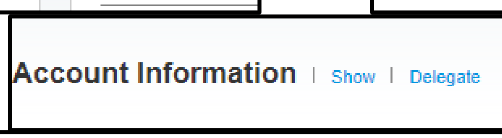
Navigation

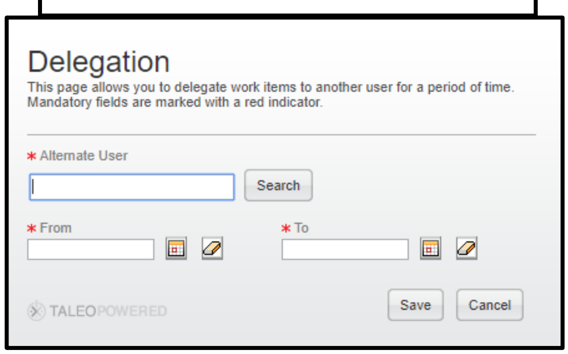
Taleo is accessed from the **TUPortal**.   To access, select **Taleo Talent Management System** from TUApplications.

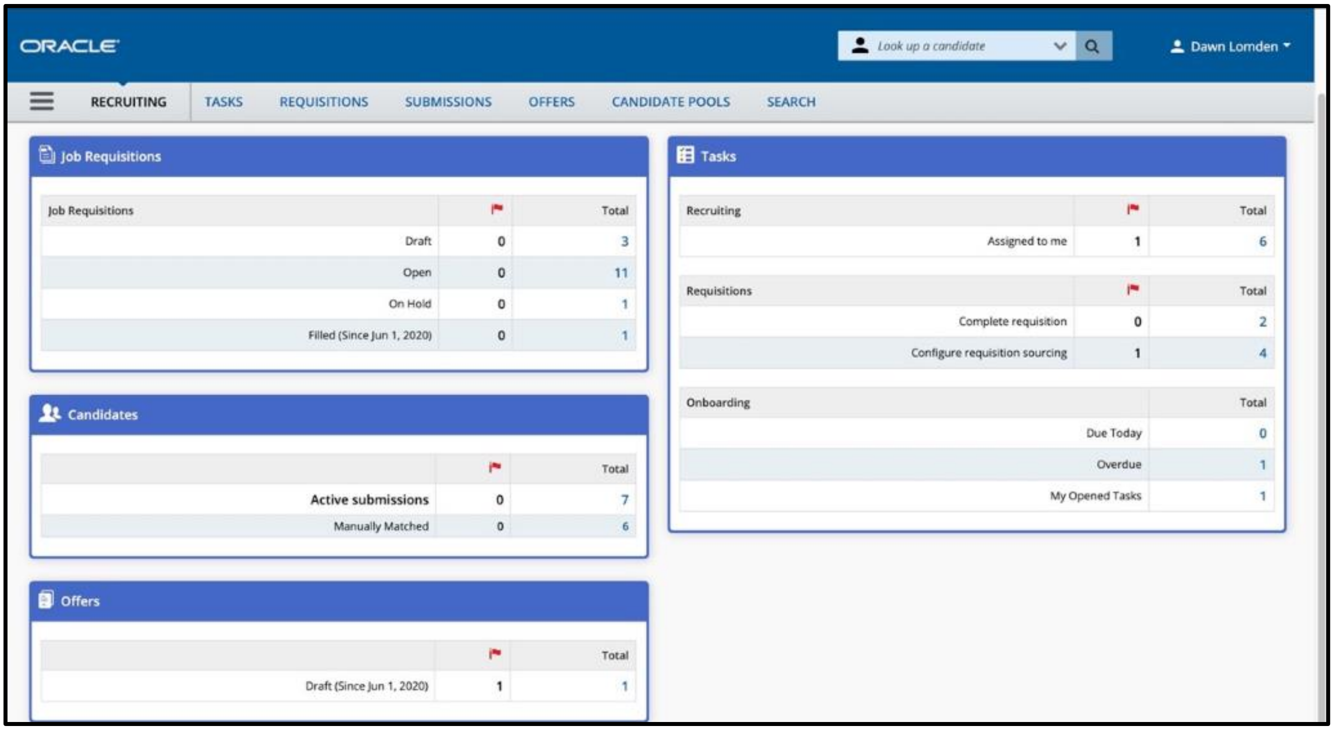
The **Welcome Center** will present you with options to access the **Recruiting Center**, **Onboarding (Transitions)**, **Requisitions**, **Candidates**, and **Resources**. To access the **Recruiting Center,** you will need to select the **Recruiting** link at the top of the **Welcome Center** page, 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.



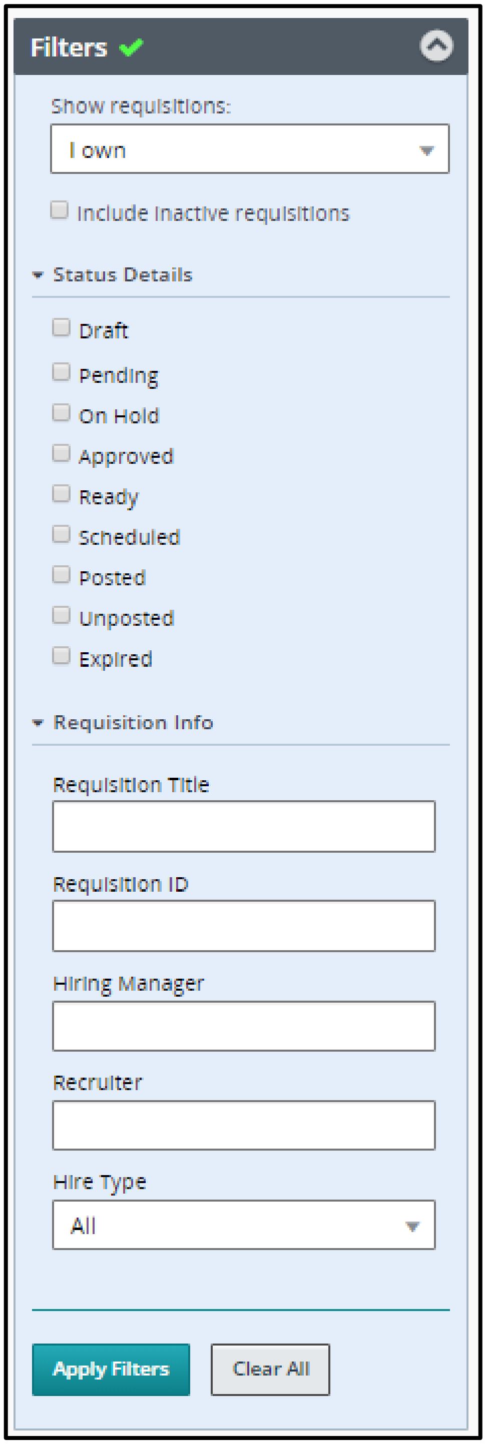




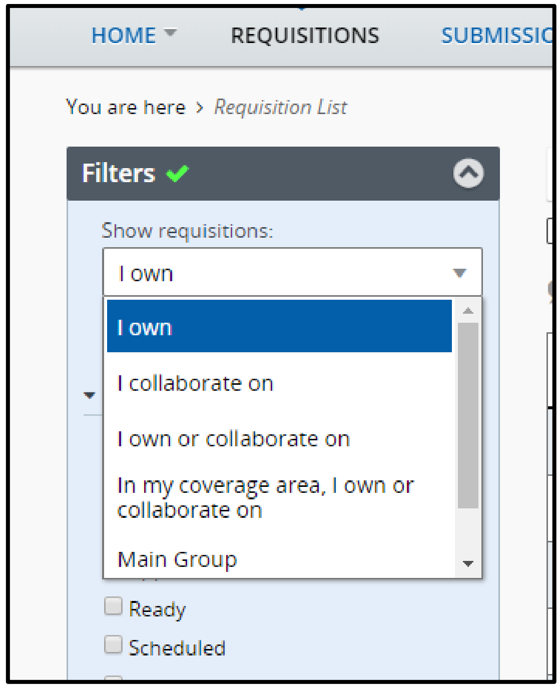




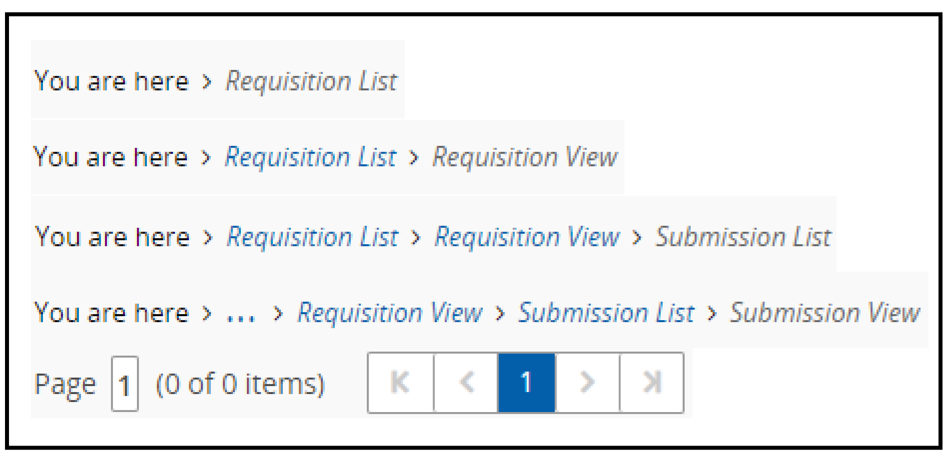
<u>Taleo Tip</u>: To create a Requisition, select the **Requisitions** tab at the top of the page.



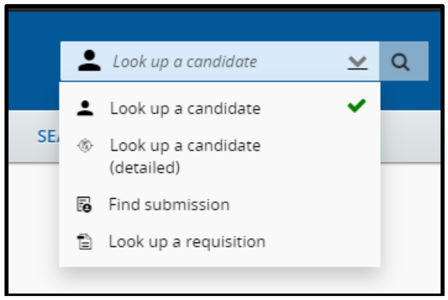
Selecting the **Recruiting** link will bring you to the list of your requisitions. The system automatically defaults to only showing you the requisitions you own. You can change the view by using the **Filters** panel on the left-hand side. You can change your dashboard filter to view information on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



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.



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

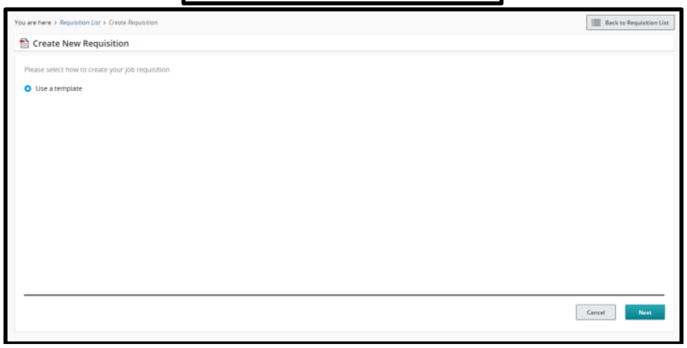


2. Enter the **Posting Title** or **Requisition Number**, then select the magnifying glass or enter to complete the search.

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.

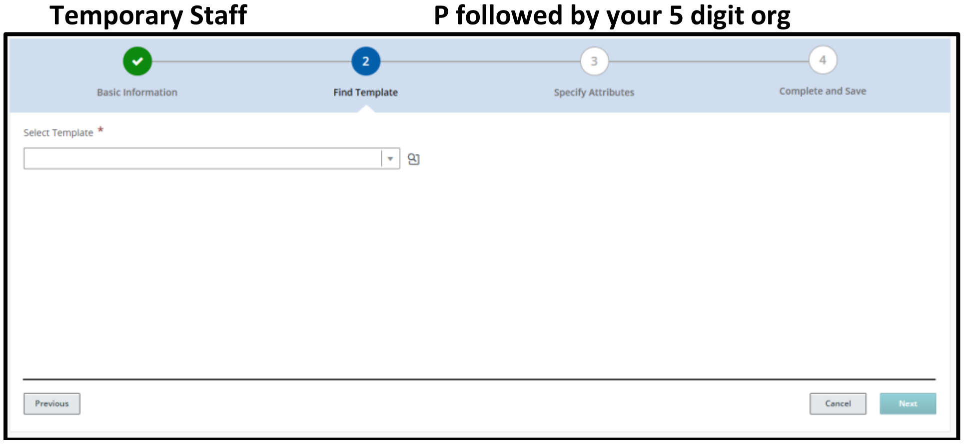
Creating a Requisition – Staff

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**.



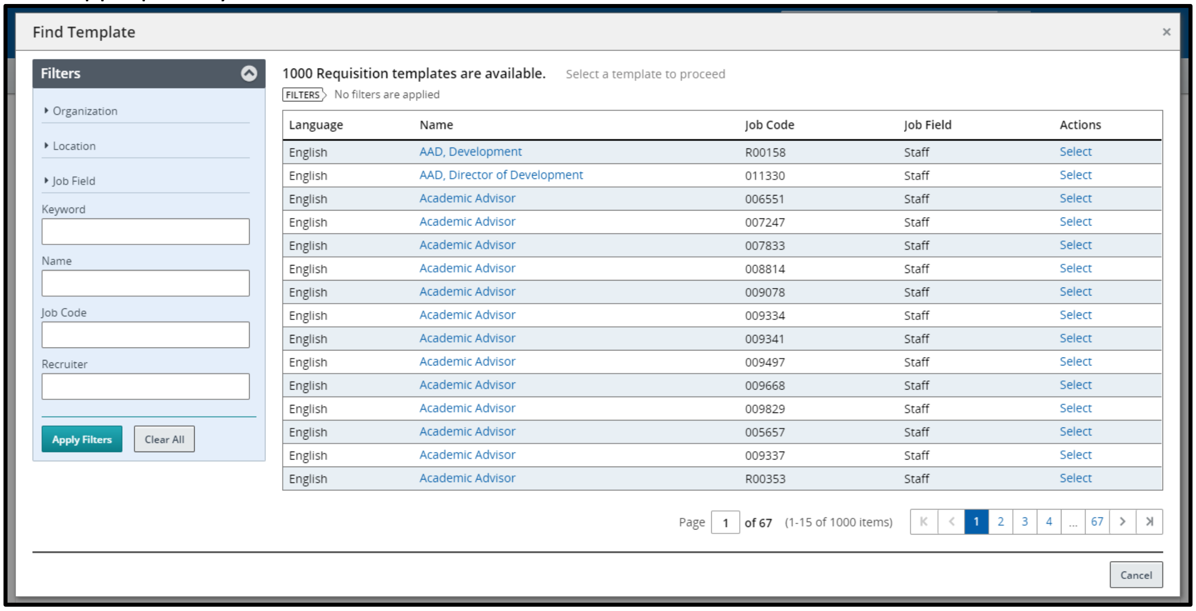
1. Now you will select a requisition template. The template is selected by entering the PCN of the position you wish to fill.
2. A valid PCN is **<u>required</u> <u>before</u>** you start the requisition. Please check with your Human Resources Business Partner if you have any questions about the title, 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	**6 digit all numeric code**
Part-time Staff Position	**R followed by your 5 digit org**
Temporary Staff	**P followed by your 5 digit org**



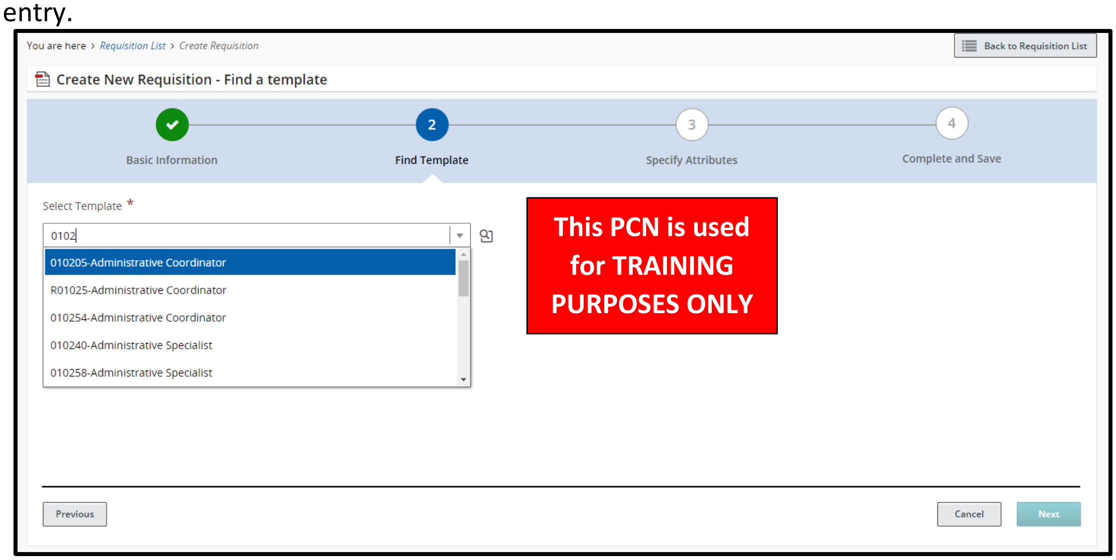
<u>Taleo Tip:</u> If your PCN starts with an “R” or “P” you will only use a requisition template/PCN that includes your 5 digit org.

5. 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.



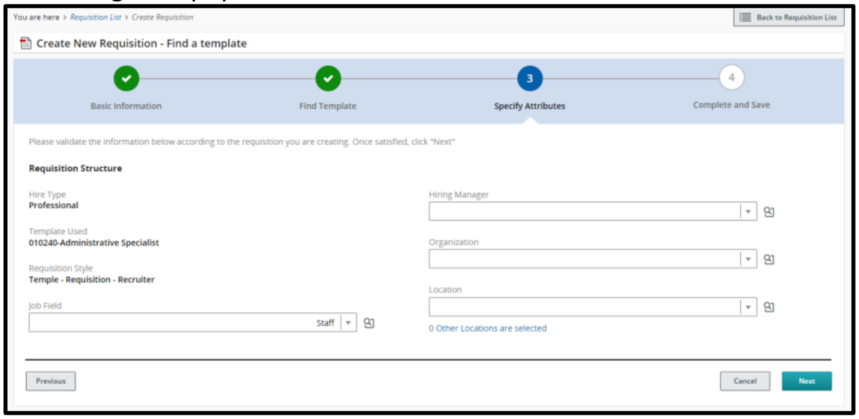
6. Click the **Select** button next to the PCN desired. Your Requisition Template will then populate with your PCN and the template title.

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.

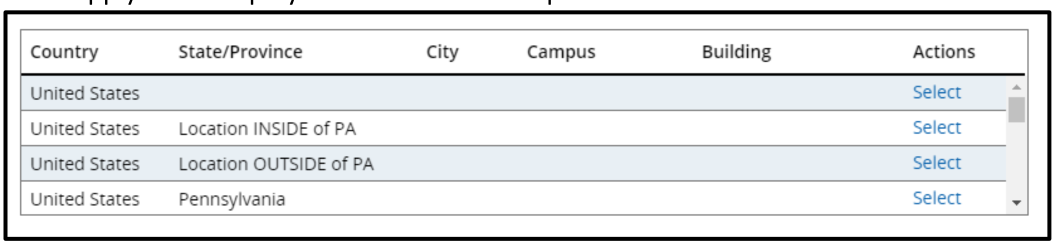


7. **Job Field**: **Do not make any changes to this field.** The Job Field will populate from your PCN.
8. Enter the **Hiring Manager**. This can be your name if you are performing that role. Again, you may type in the last name slowly and wait for the field to populate, or you may use **Filters** to search.
9. 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.

10. 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.

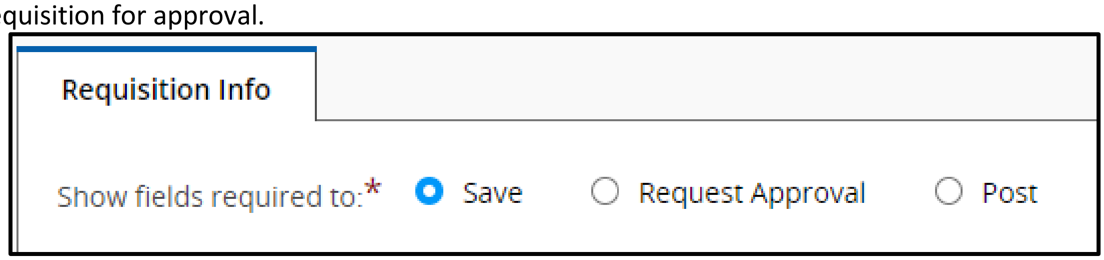


Country	State/Province	City	Campus	Building	Actions
United States					Select
United States	Location INSIDE of PA				Select
United States	Location OUTSIDE of PA				Select
United States	Pennsylvania				Select

11. 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** 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.



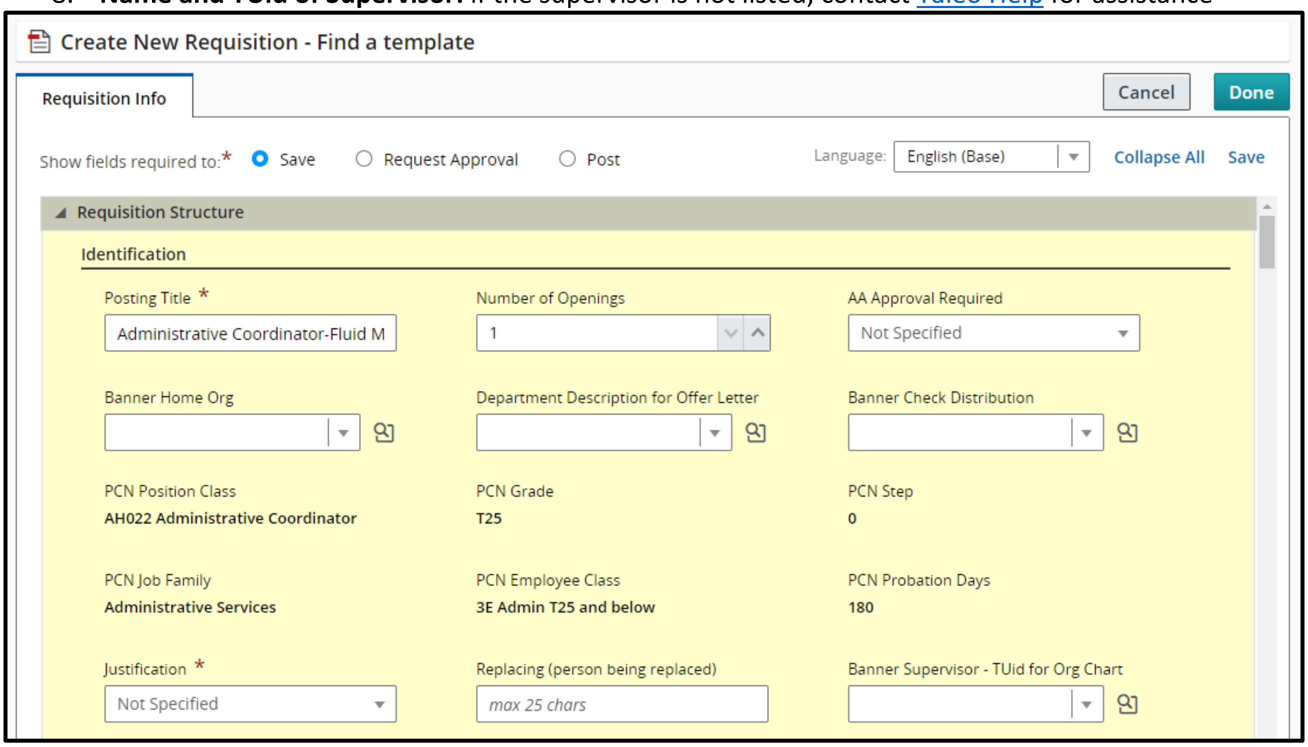
Requisition Structure – Staff

1. Requisition Structure

Identification

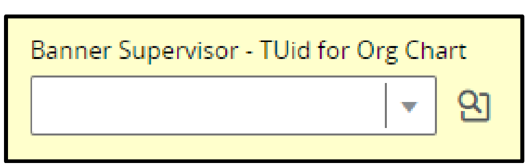
You will need to enter information in this section such as:

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

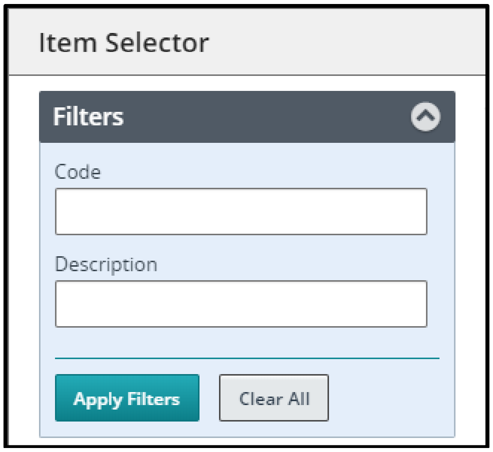


The **Supervisor** field is very important as this field will be imported into Banner and feed other systems such as the **Org Chart**. You can start to type a **name** or a **TUid** and the field will start to populate.

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



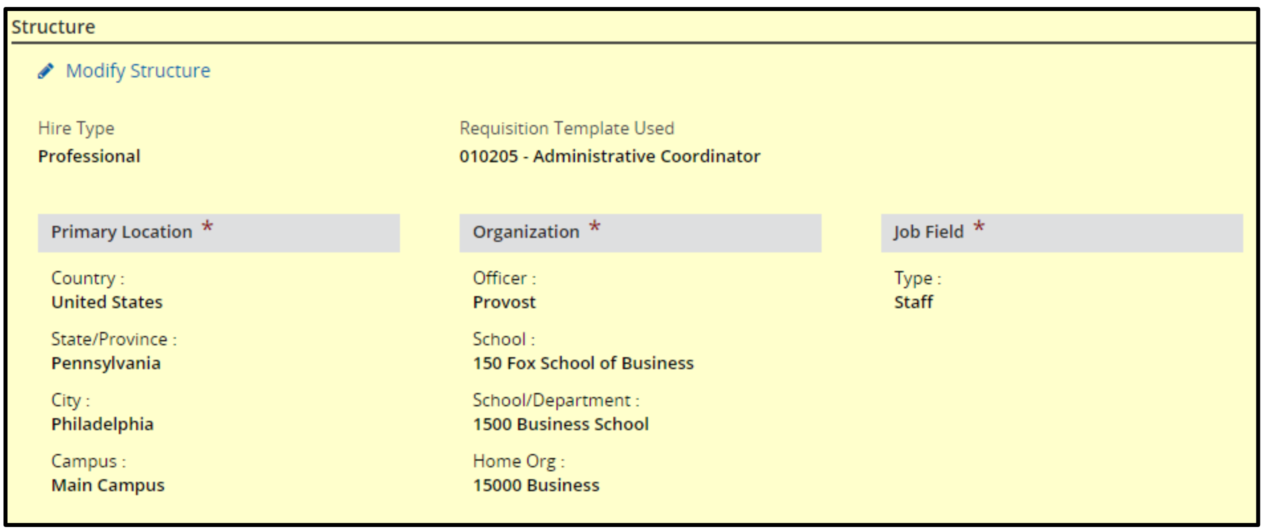
As an alternative, you can use the **Filters** function.   Type in a first name or last name into the **Description** search parameter field, then select the **Apply Filters** button and you will receive an appropriate selection list.



Structure

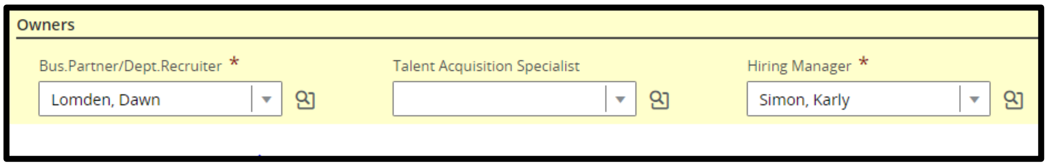
The structure section was completed after you selected the **Create Requisition** button. Caution should be exercised when making modifications in this section as they can directly impact the requisition process. Changes can be made when the requisition is in Draft (pre-Approval) Status only. Follow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



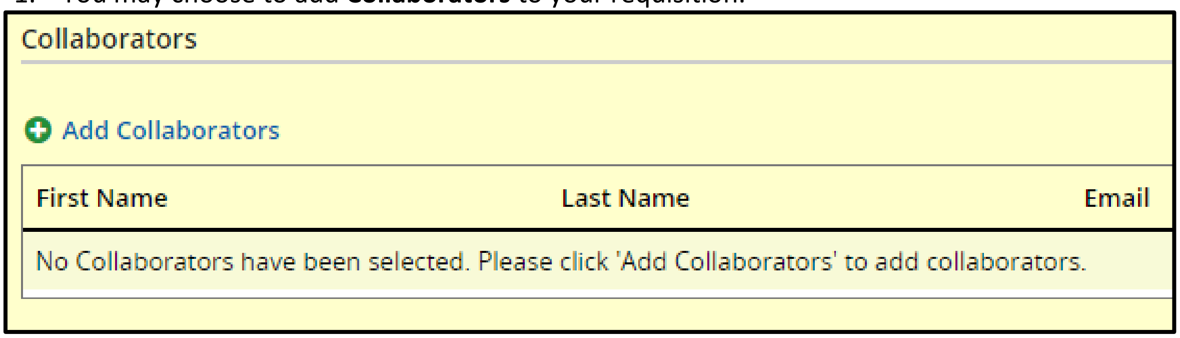
Owners

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.



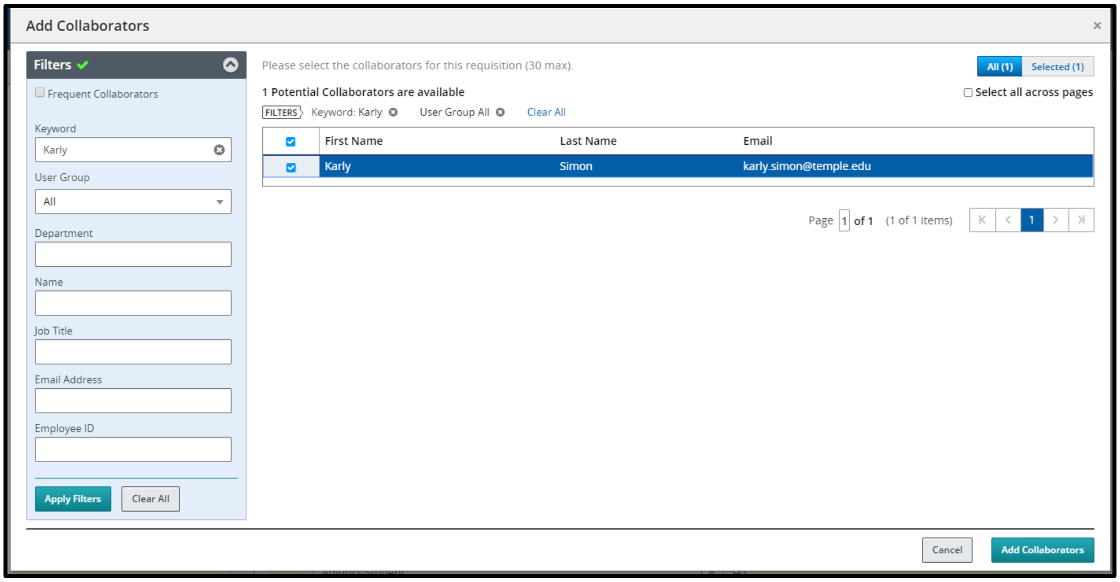
Collaborators

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

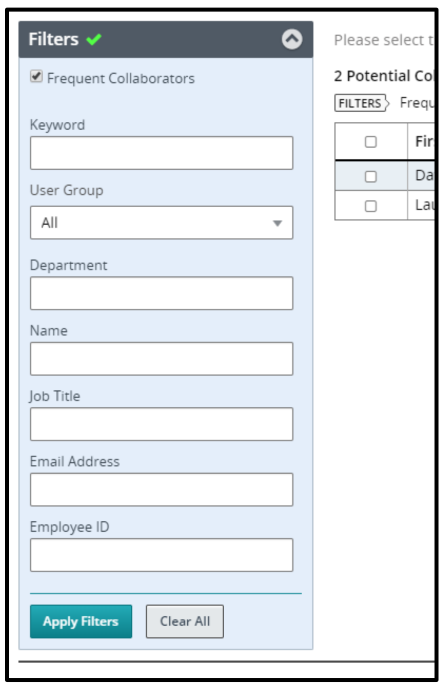


2. Select **Add Collaborators** to bring up a list of Taleo users. Use the **Filters** function to search for your collaborator. Select the checkbox next to your collaborator's name, then select **Add Collaborators**. **Any Requisition Approvers <u>except for the Dept. Recruiter and Hiring Manager</u>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



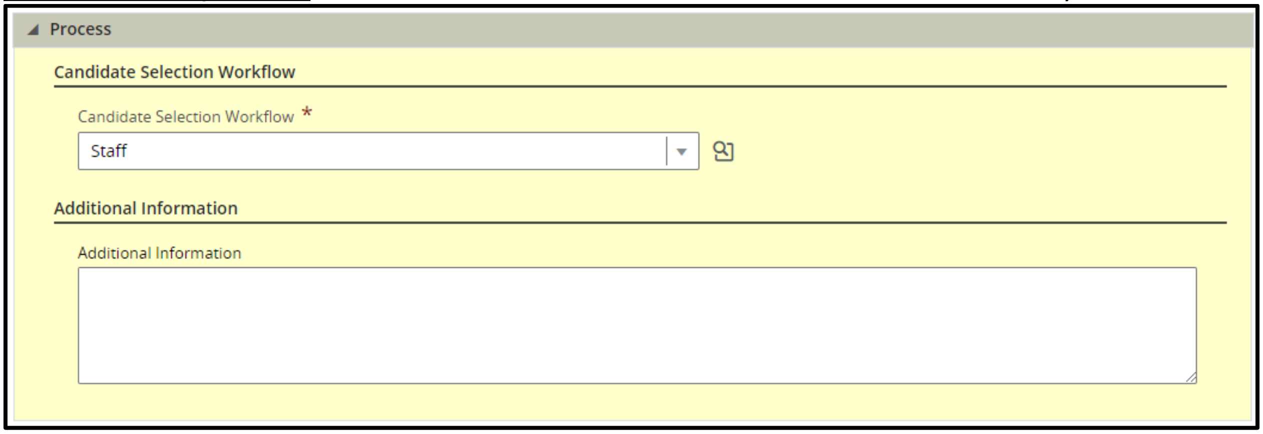
3. You can also select the checkbox **Frequent Collaborators** then **Apply Filters** if you have set up your personalized list.



4. 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

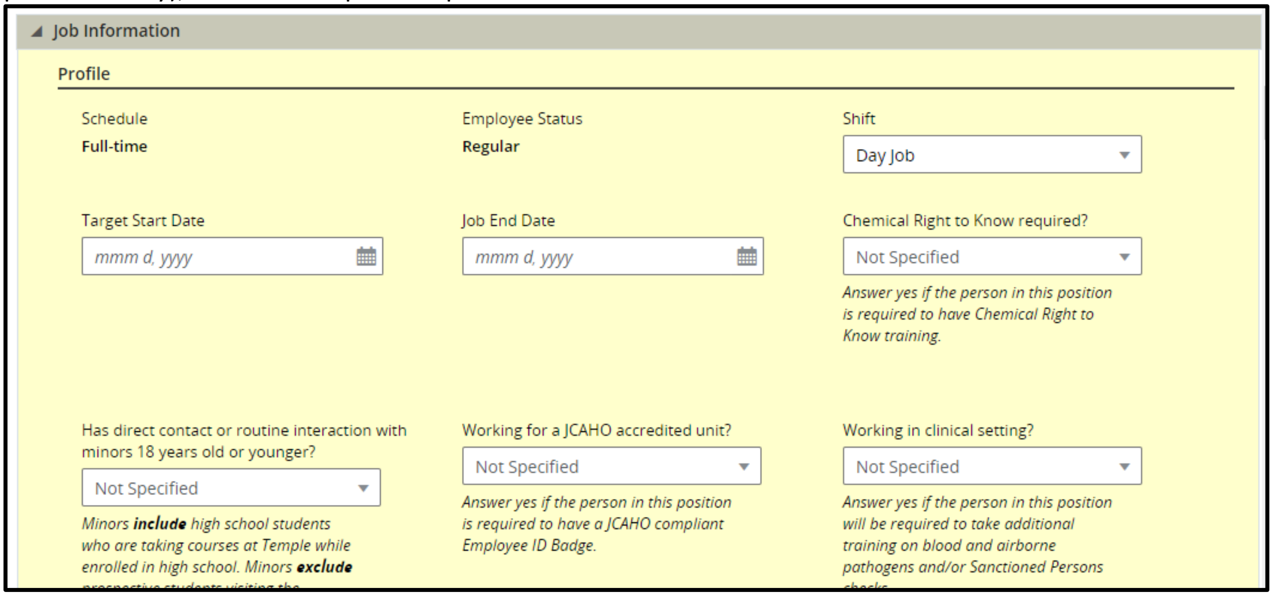
This section displays the system workflow being used**. Do not change the candidate selection workflow for any reason.** The **Additional Information** section is used for internal use only.



3. Job Information

Profile

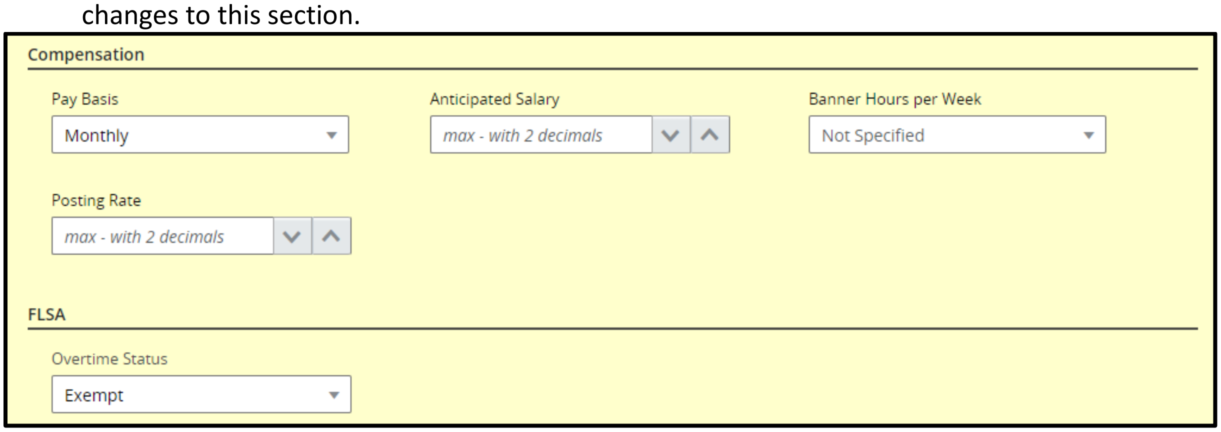
This section contains data such as shift, targeted start date, job end date (used for temporary staff positions only), and the Compliance questions.



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.

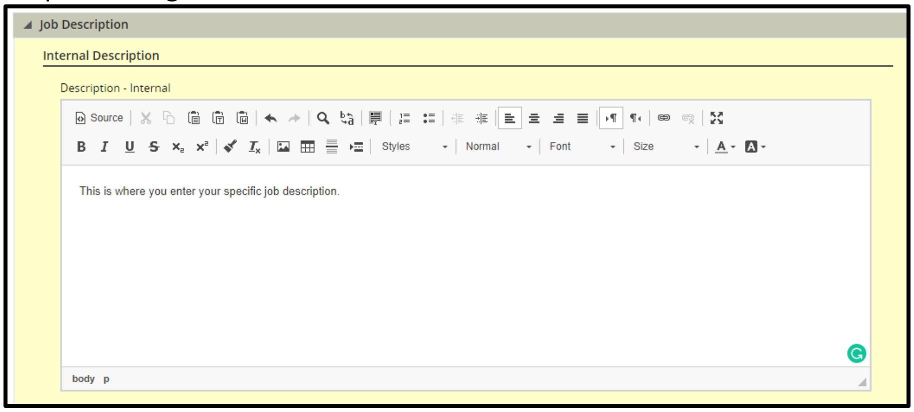
Compensation

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** <u>at the requisition level</u>. **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.

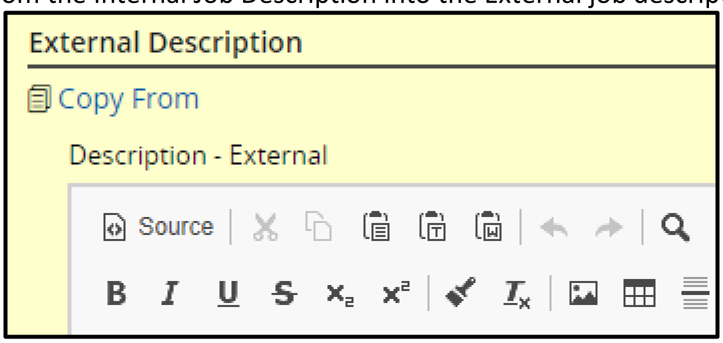


Job Description

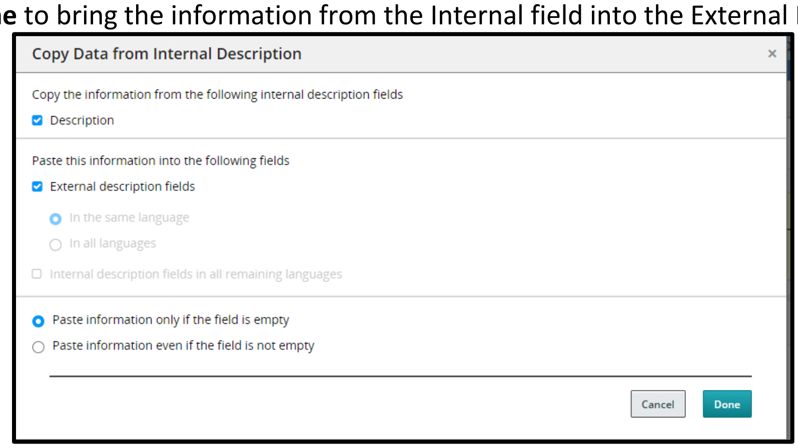
1. For any requisition created, you need to complete the **Internal Job Description** field. You can copy and paste using the HTML editor.



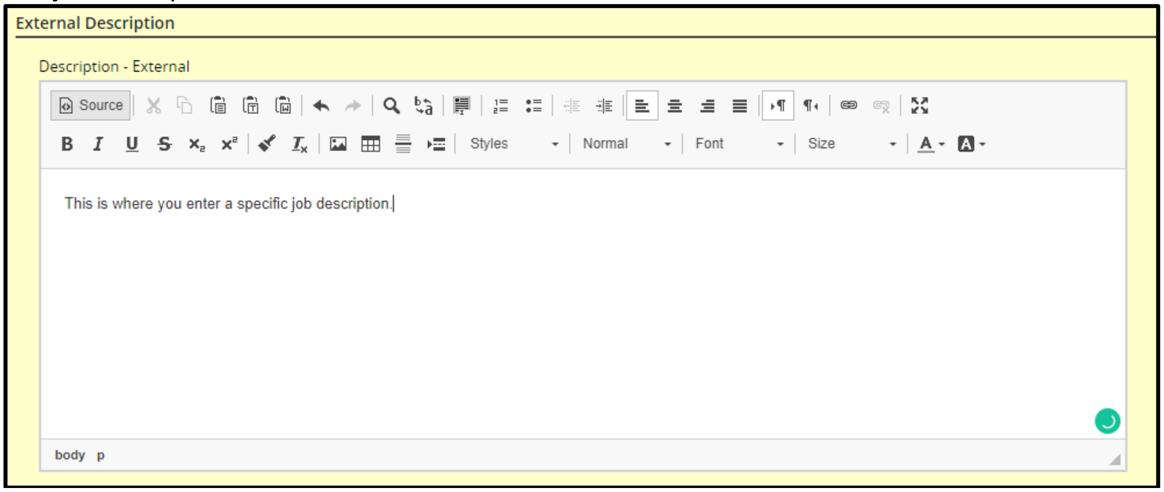
2. You have the option to paste directly into the field using the CLT+V function from your keyboard
3. Even if you are using a generic template to create your requisition, you will need to update fields.
4. Since you are posting a Staff position, you must include the T Grade in the internal job description 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.



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



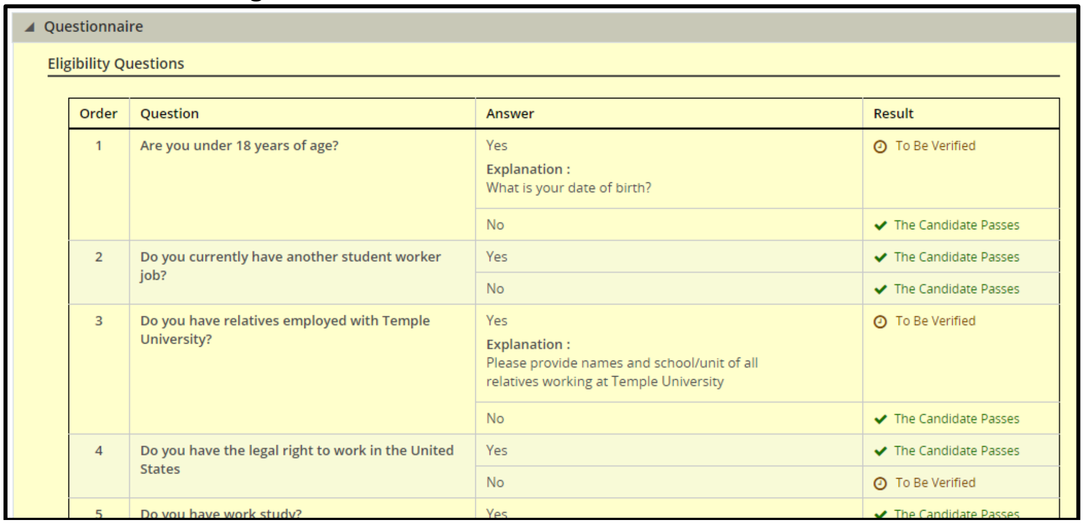
7. Once your data is pulled from the Internal Job Description, remove the T Grade in the external job description section.



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

Questionnaire

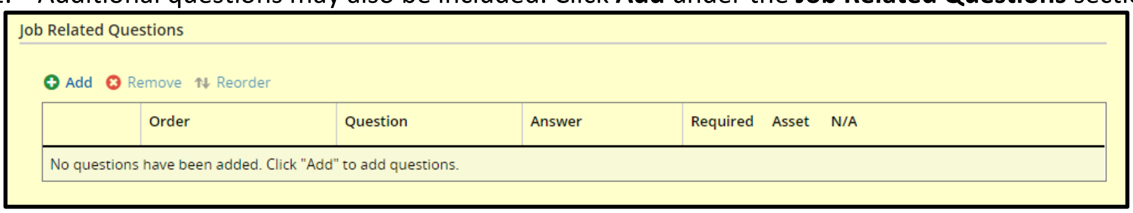
This section displays questions to be answered by the candidate who is applying to a requisition. The **Eligibility Questions** will be utilized on all requisitions. On the applicant's submission, the applicant's selected answer will have a **green checkmark**.


Questionnaire

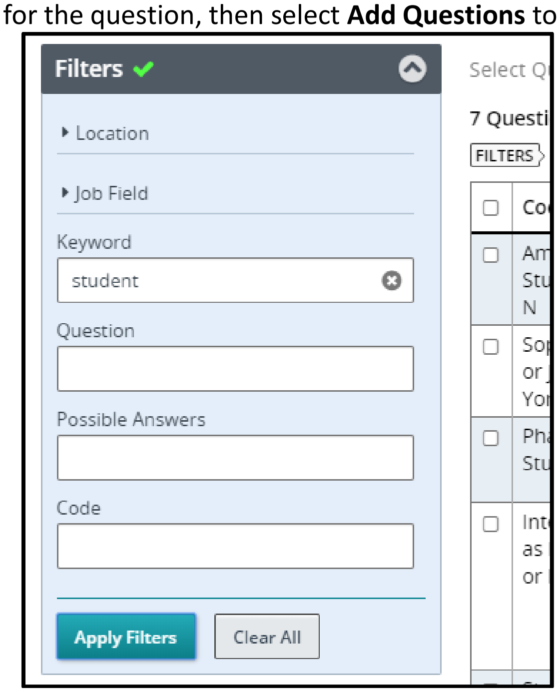
Eligibility Questions

Order	Question	Answer	Result
1	Are you under 18 years of age?	Yes Explanation : 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 Explanation : 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.



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.



3. 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.

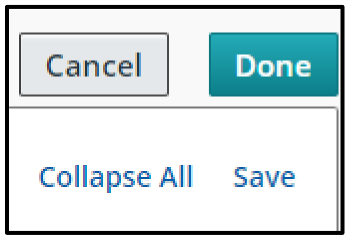
Order	Question	Answer	Required	Asset	N/A
1	**Are you an Ambler Campus Student?** Single Answer	Yes	●	○	○
		No	○	○	●
2	**Please rate your knowledge Adobe Premiere using the scale below.** Multiple Answers	Minimal experience	○	○	●
		Somewhat knowledgeable	○	○	●
		Fairly knowledgeable	○	○	●
		Experienced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

Order	Question	Answer	Required	Asset	N/A
1	**How many years of experience do you have as a Contact Tracer?** Single Answer	Less than 1 year	○	○	●
		1-2 years	●	○	○
		3 years or more	○	●	○
		None	○	○	●

Saving a Requisition

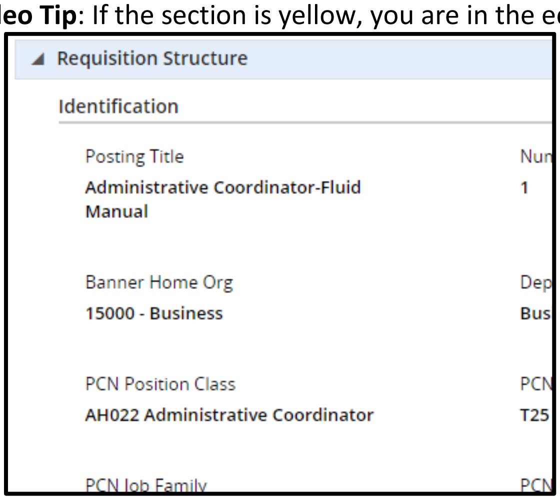
All fields should be filled in and the requisition should be ready for approval. If you are still in the editing mode, at the top of your page, you will have four options.

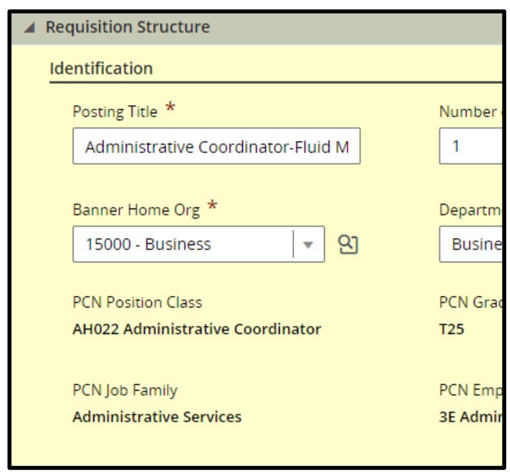
1. **Cancel**: exits out of the requisition without saving changes.
2. **Done**: Save and collapses the various sections of the requisition.
3. **Save**: can be used throughout creating the requisition to ensure your work is being saved as you complete the fields.
4. **Collapse All**: collapses the various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



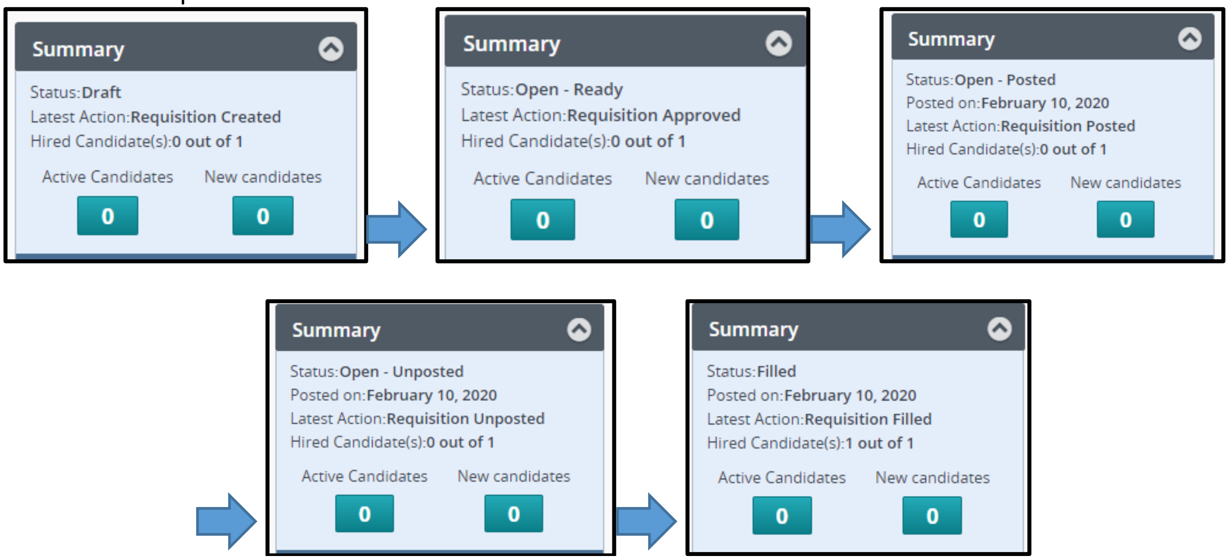
Taleo Tip: If you save your requisition before it is complete and will need to return to it, you will need to edit to make changes. Once a requisition is open and approved, the Edit button will no longer be available. The **Edit All** button will open each field of the requisition. The **Pencil Icon**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

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

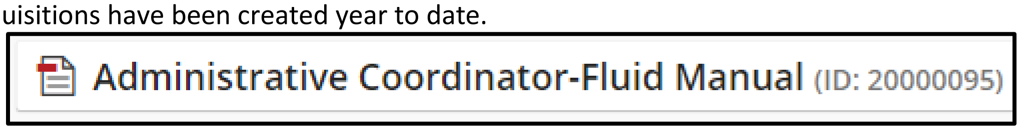




Taleo Tip: As you move through the requisition, the **status box** on the left will update and display the status of the requisition.

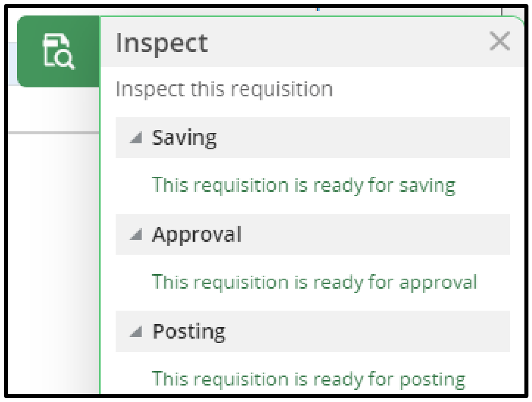


Taleo Tip: Each requisition has a unique number that is used to identify the requisition. This can be found next to the posting title once the requisition has been saved. The first two numbers of the requisition number are for the year the requisition was created. The six numbers following are how many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

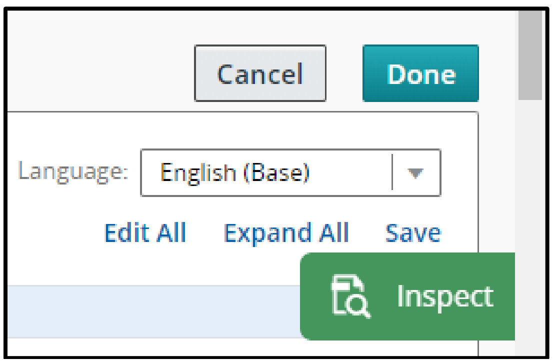


Inspect Tool

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.

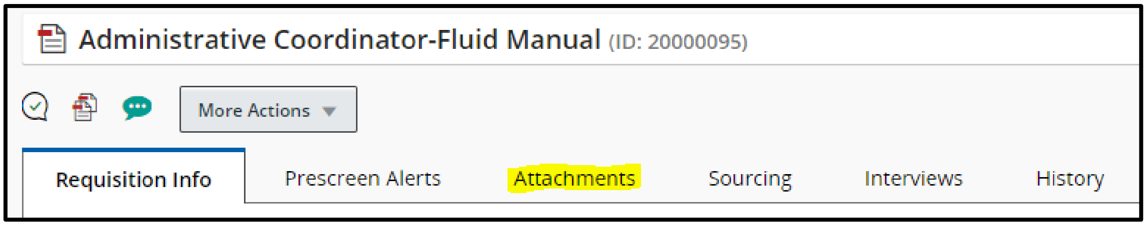


3. You can use the **Edit All** or **Expand All** button to make any changes. If you save your requisition before it is complete and need to return to it, you can select the **Edit** button to make changes. Once a requisition is open and approved, the **Edit** button will no longer be available.
4. If 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**.

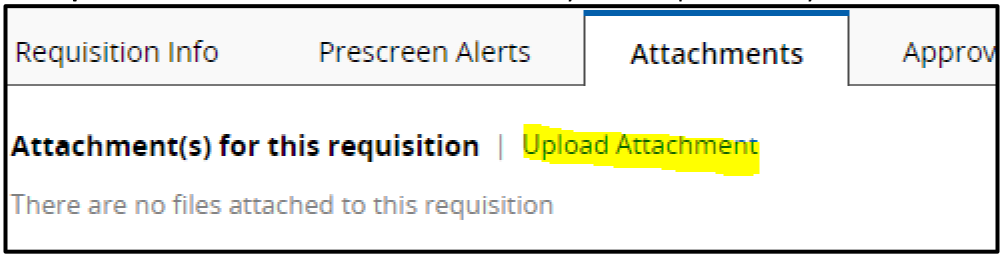
Taleo Tip: This tool is critical when determining why you are unable to save a requisition or submit for approval.

Adding Attachments to a Requisition

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

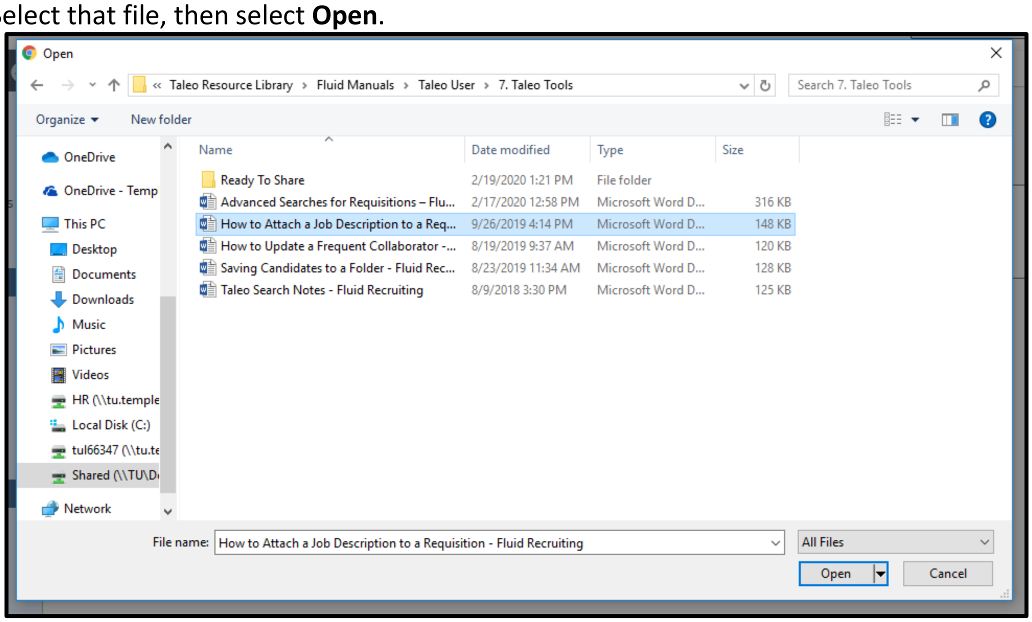


3. Select **Upload Attachment** to locate the file from your computer that you would like to upload.

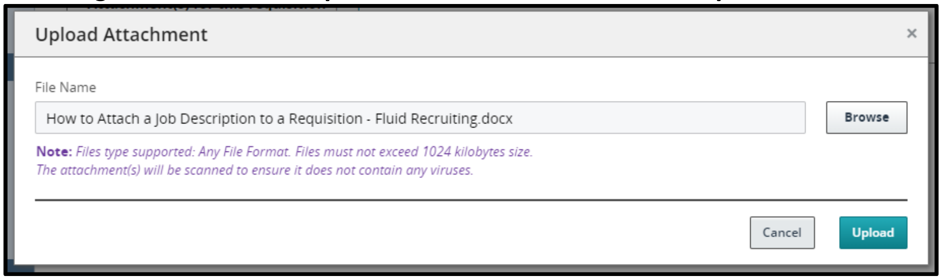


4. Select **Browse** to locate the file from your computer that you would like to upload.

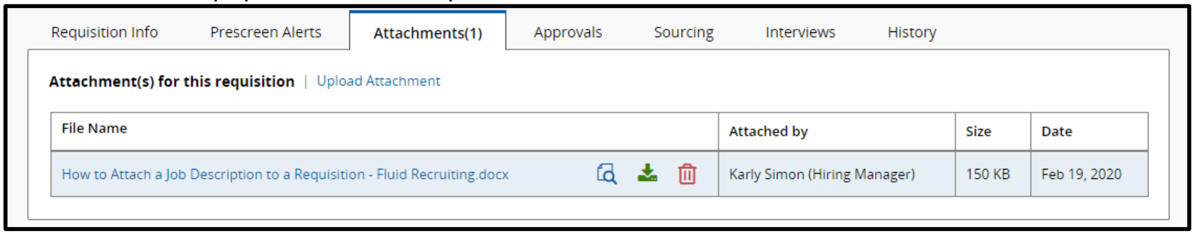
5. This will open up a dialog box. From this, you can navigate to the file you would like to upload. Select that file, then select **Open**.



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

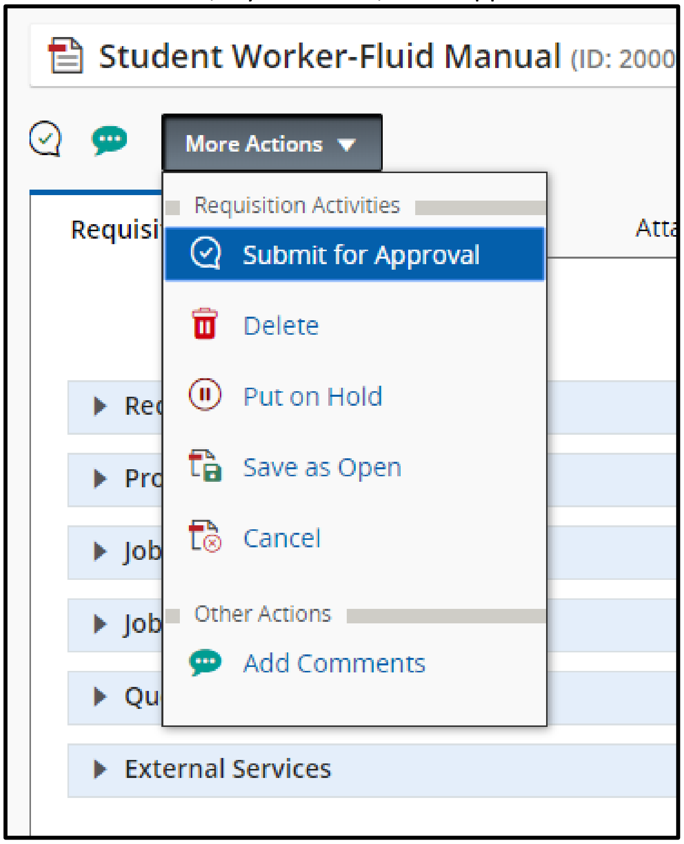


7. The file will populate with the uploaded attachment.

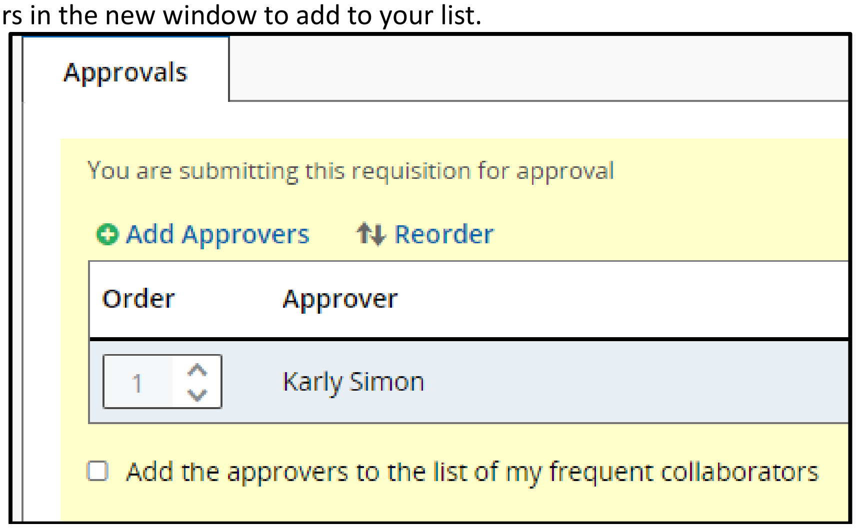


Requesting Approval for Requisition

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.



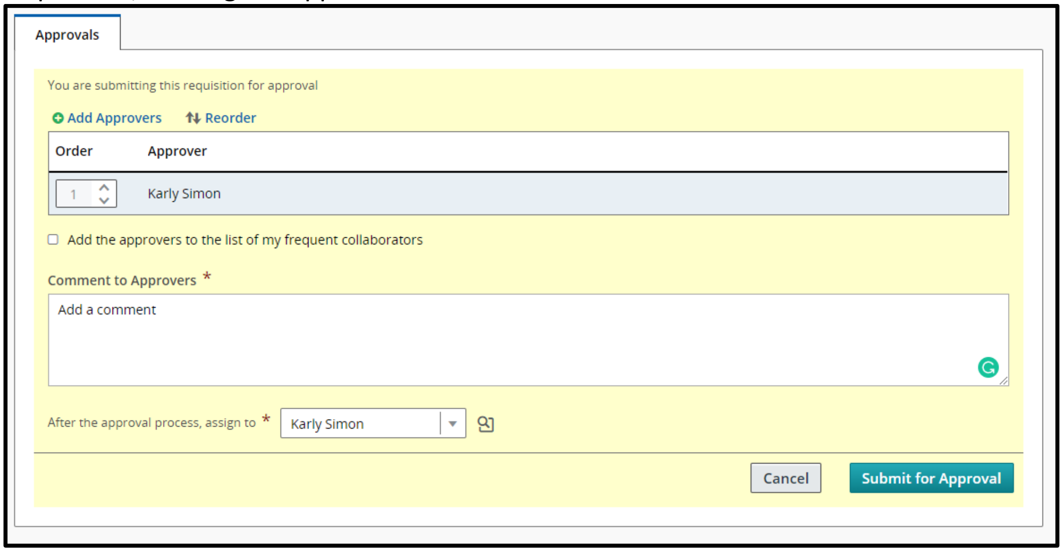
2. To add department approvers, select **Add Approvers** on the bottom left. You can search for approvers in the new window to add to your list.



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.

4. 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.

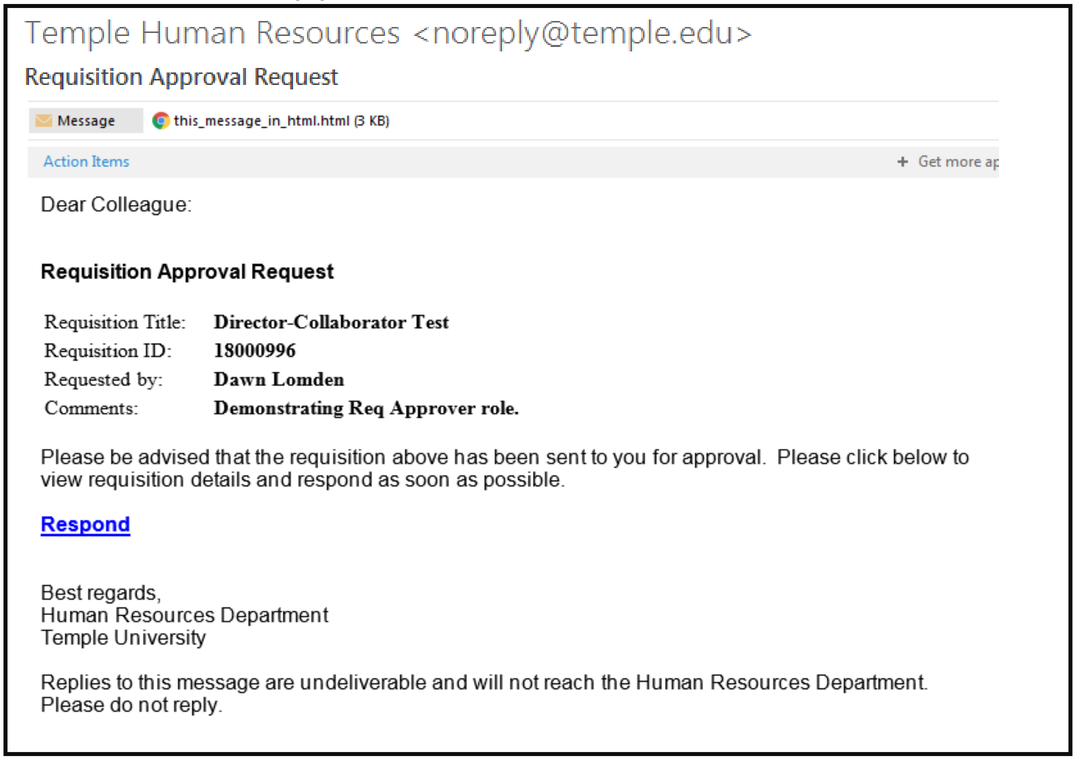


Taleo Approver Role Instructions

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.



Temple Human Resources <noreply@temple.edu>

Requisition Approval Request

Message | this_message_in_html.html (3 KB)

Action Items | + Get more ap

Dear Colleague:

Requisition Approval Request

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

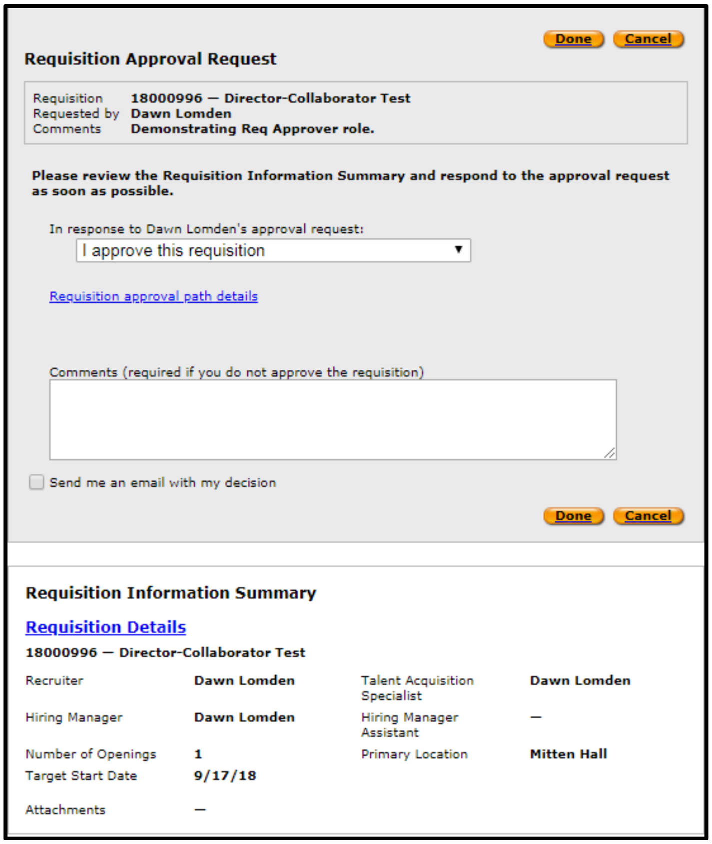
Please be advised that the requisition above has been sent to you for approval. Please click below to view requisition details and respond as soon as possible.

Respond

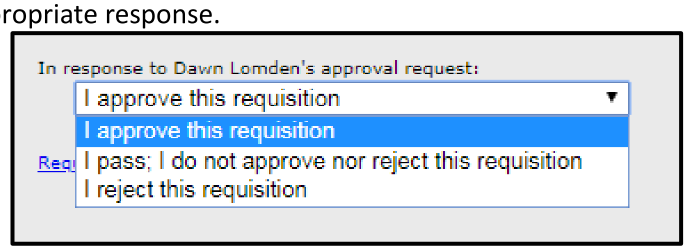
Best regards,
Human Resources Department
Temple University

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

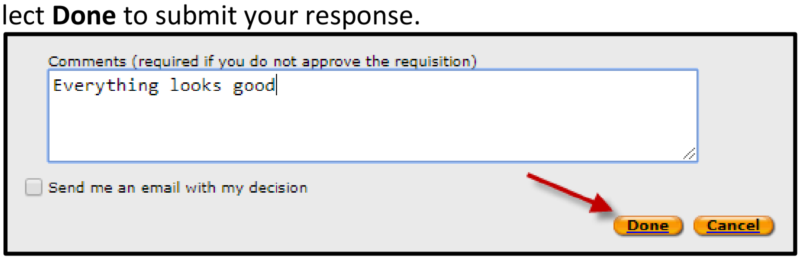
2. The requisition title, ID number, and comments will be visible in the body of the email, along with the name of the person requesting approval.
3. Select **Respond** in the body of the email.
4. At the bottom of the page, select **Requisition Details** to review the requisition information on a new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



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



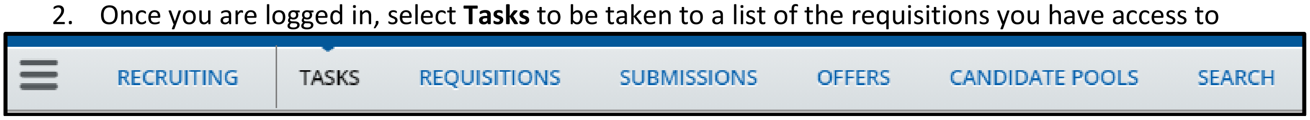
6. Finally, provide a comment if necessary for other requisition approvers and requisition owners to view. Select **Done** to submit your response.



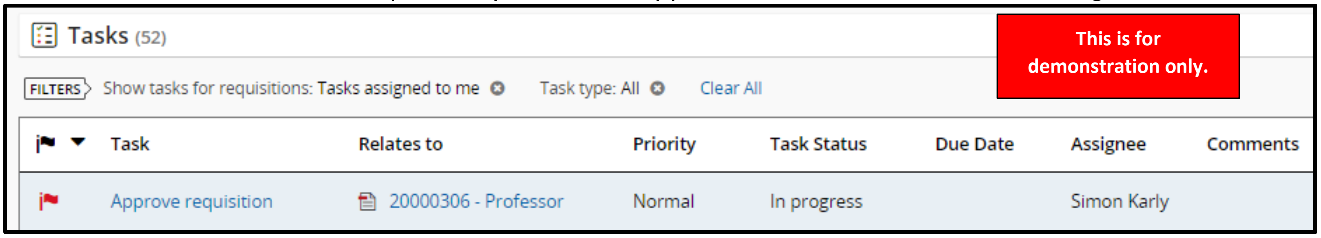
Taleo System

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

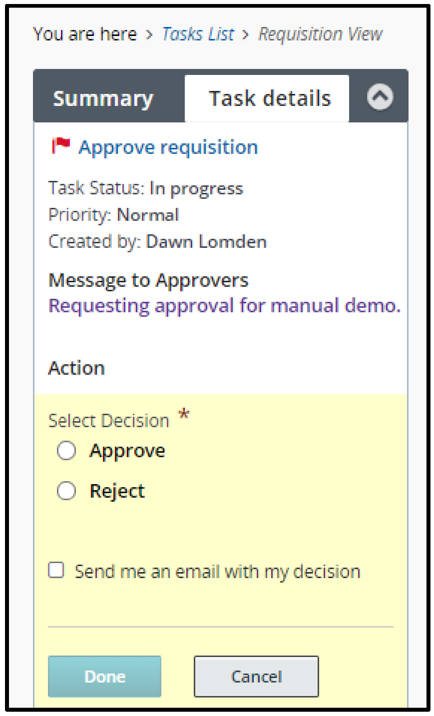
1. To access Taleo, select the **Taleo Talent Management System** link in TUPortal, under TUApplications. Then select **Recruiting** to open your main page of Taleo.
2. Once you are logged in, select **Tasks** to be taken to a list of the requisitions you have access to



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



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**.

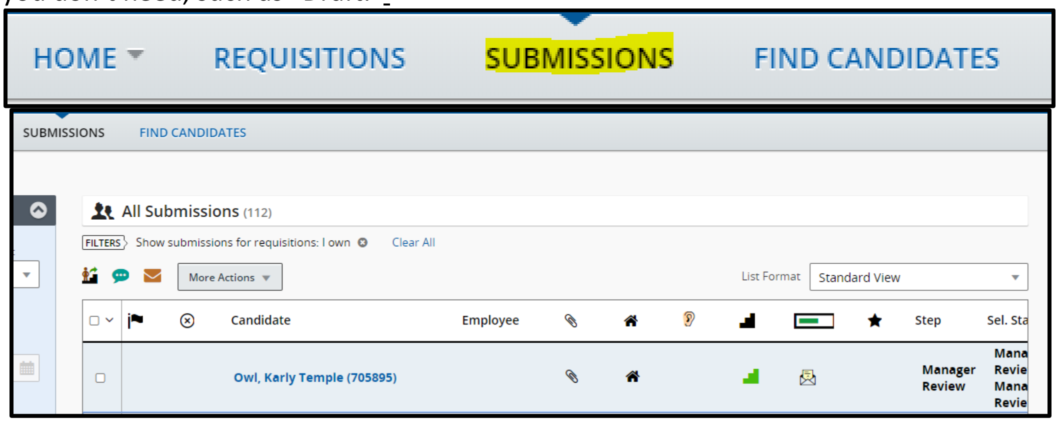


Viewing Candidates

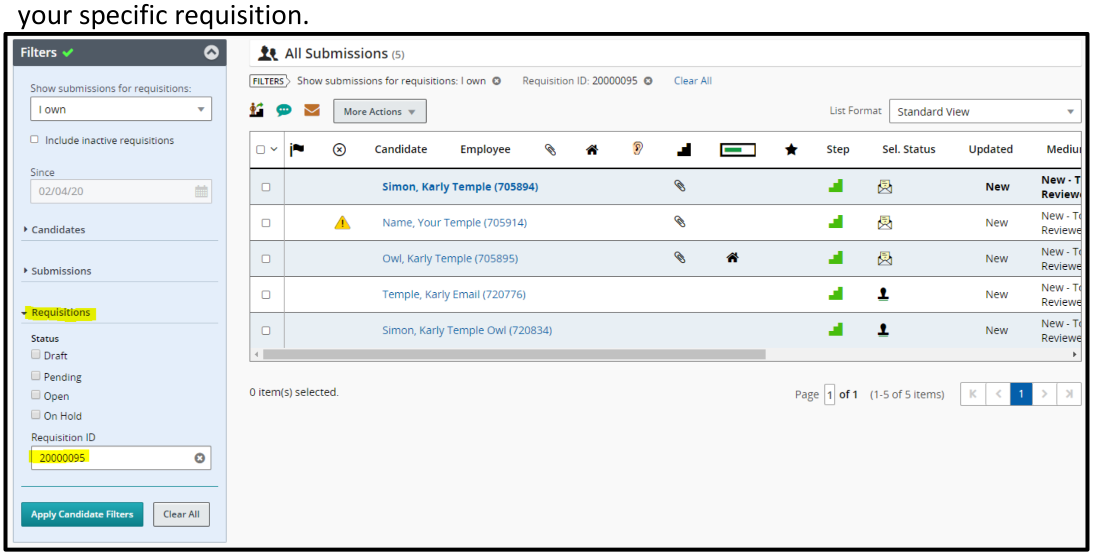
After candidates have applied to your requisition, you will be able to view them in Taleo. You can navigate to candidates in two ways **Submissions** and **Requisitions**:

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."_

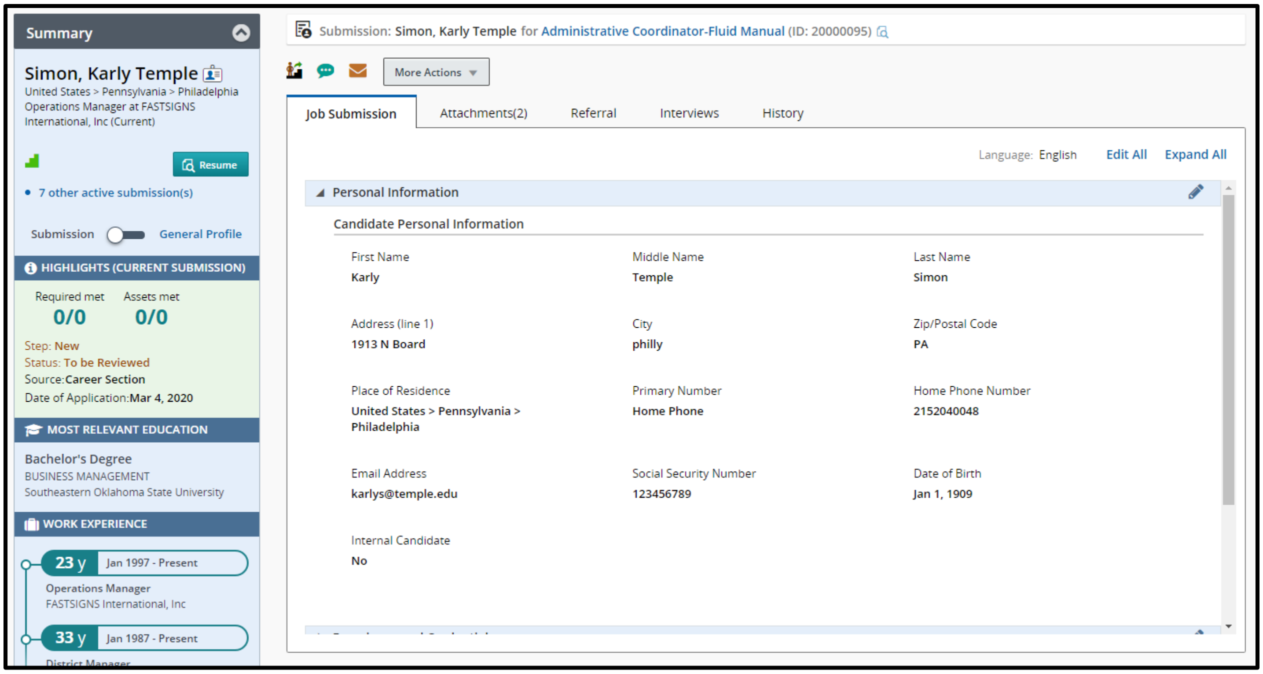


2. Using the **Filters** function, set the parameters to narrow down the submissions results down to your specific requisition.



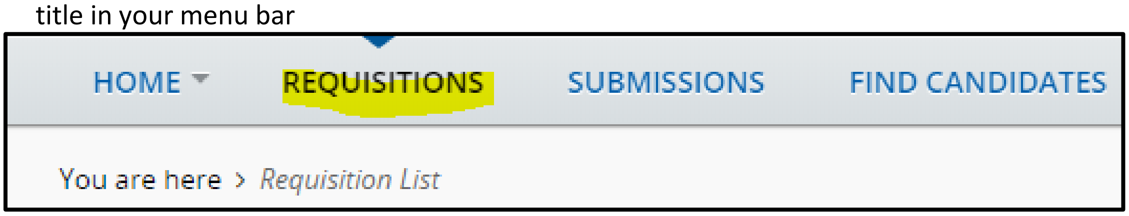
Taleo Tip: Search for candidate submissions using the **Requisition ID** number.

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.

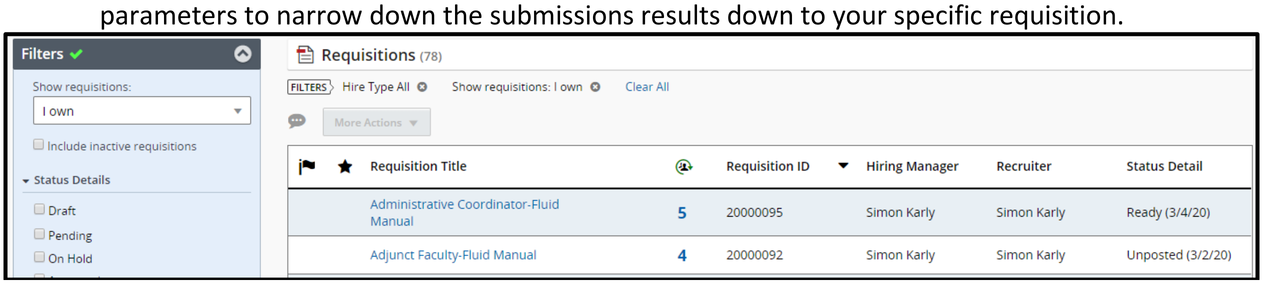


Requisitions

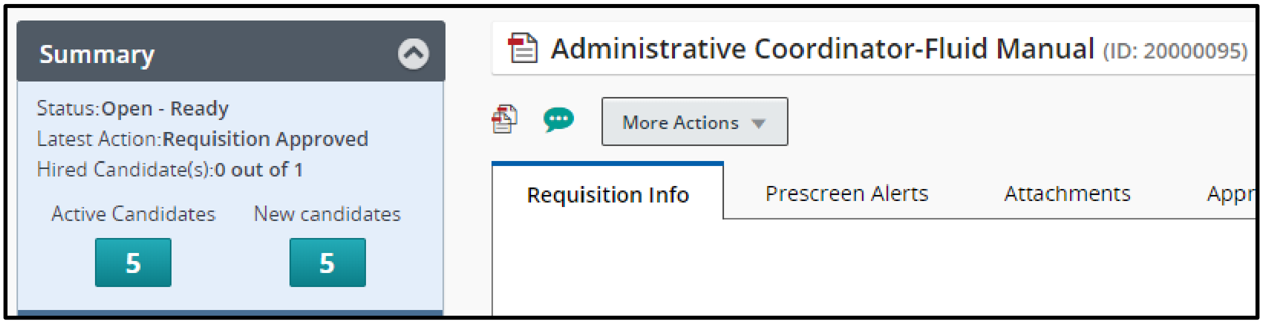
1. **Requisitions**: Navigate from your dashboard to your Requisitions by selecting the **Requisition** title in your menu bar



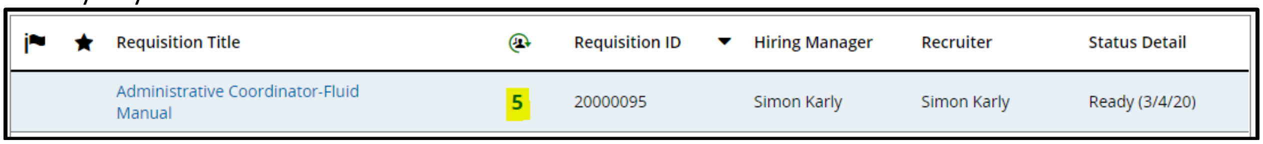
2. A list of active requisitions will show on the screen. You can use the **Filters** function to set the parameters to narrow down the submissions results down to your specific requisition.



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



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



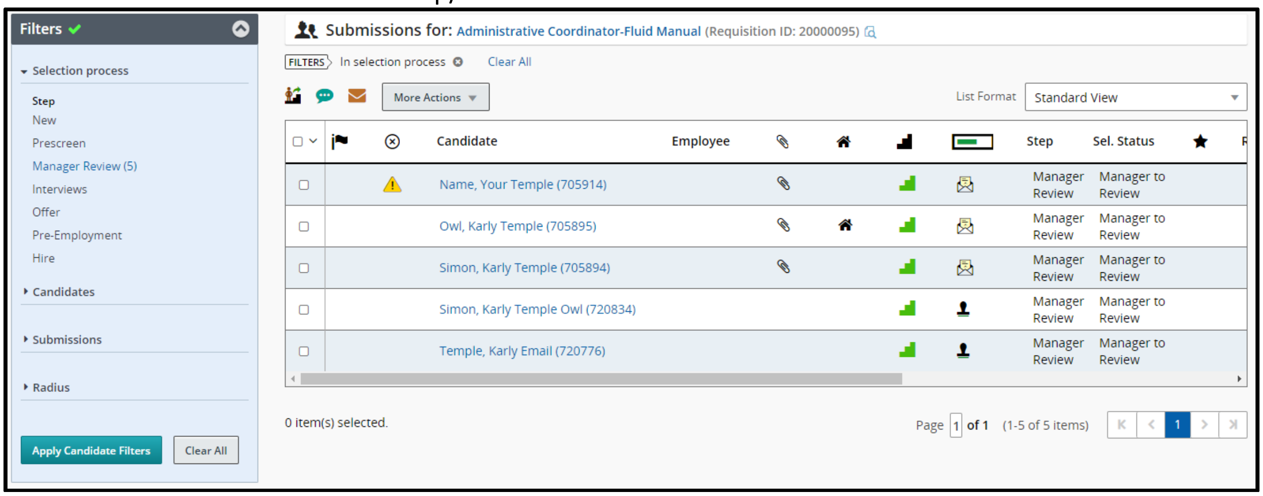
		Requisition Title		Requisition ID	Hiring Manager	Recruiter	Status Detail
		Administrative Coordinator-Fluid Manual	5	20000095	Simon Karly	Simon Karly	Ready (3/4/20)

Changing Step/Status of Candidates

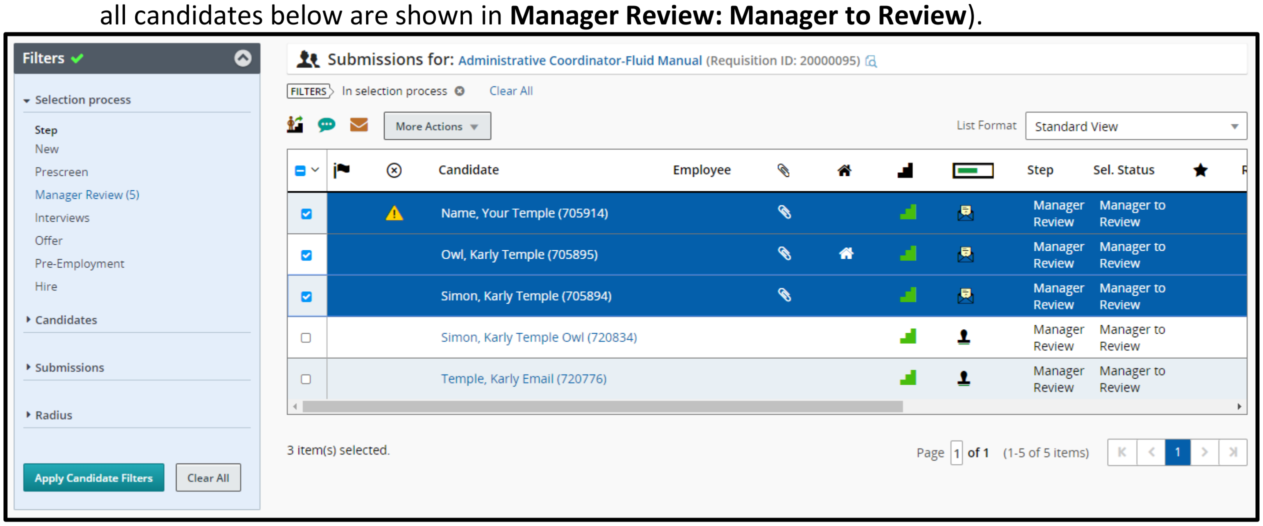
Navigate to your requisition and click on the blue number of candidates to view the candidate list. All new candidates should appear in the Step/Status of **Manager Review: Manager to Review**. You can move candidates through the process in groups or one at a time.

Moving Candidates in Groups

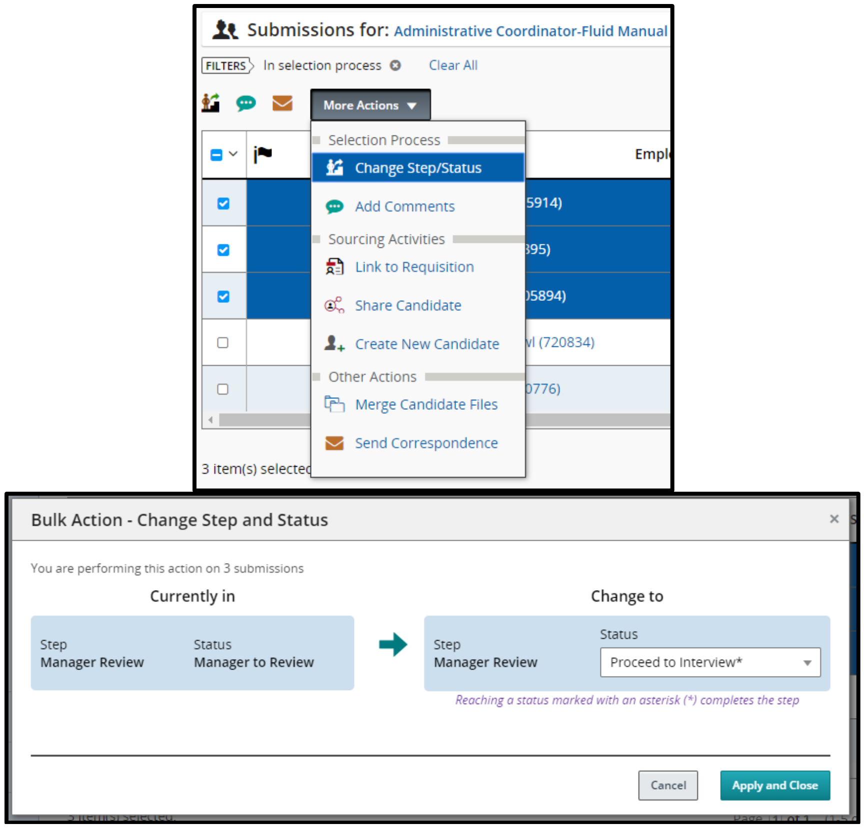
1. For some jobs, the Hiring Manager may wish to move multiple candidates at one time. To do so, ensure you are viewing the candidate list for your requisition and the candidates you wish to move are all in the same step/status.



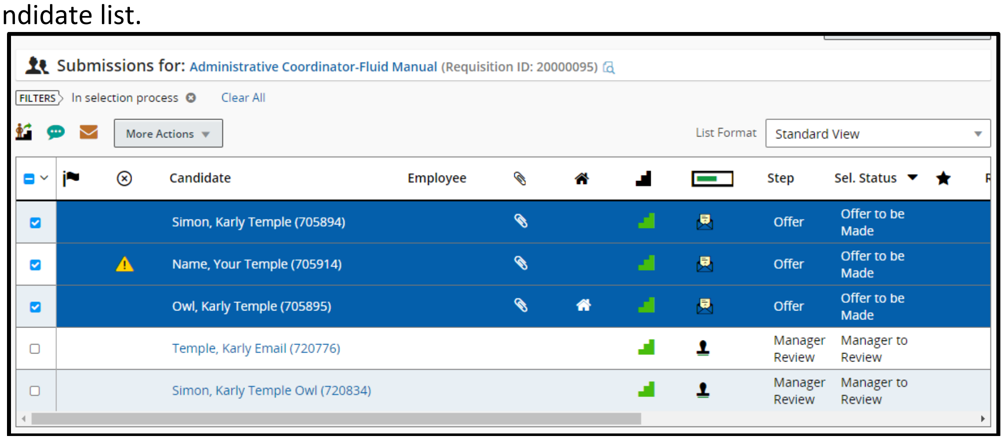
2. Check off all candidates to be moved to the next Step/Status. All candidates chosen will be moved to the same point in the process. Candidates must all start at the same step/status (i.e. all candidates below are shown in **Manager Review: Manager to Review**).



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.

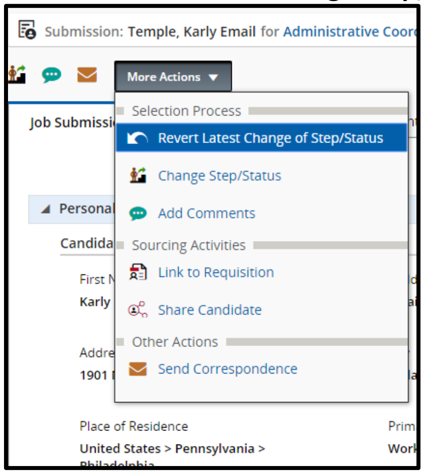


4. The candidates can be moved along the process as far as you wish to take them. You can continue to update the Step/Status up to the Offer stage. Once a candidate is in the Step/Status of **Offer: Offer to be Made**, you will need to stop to create the offer. The Human Resources Business Partner and 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.

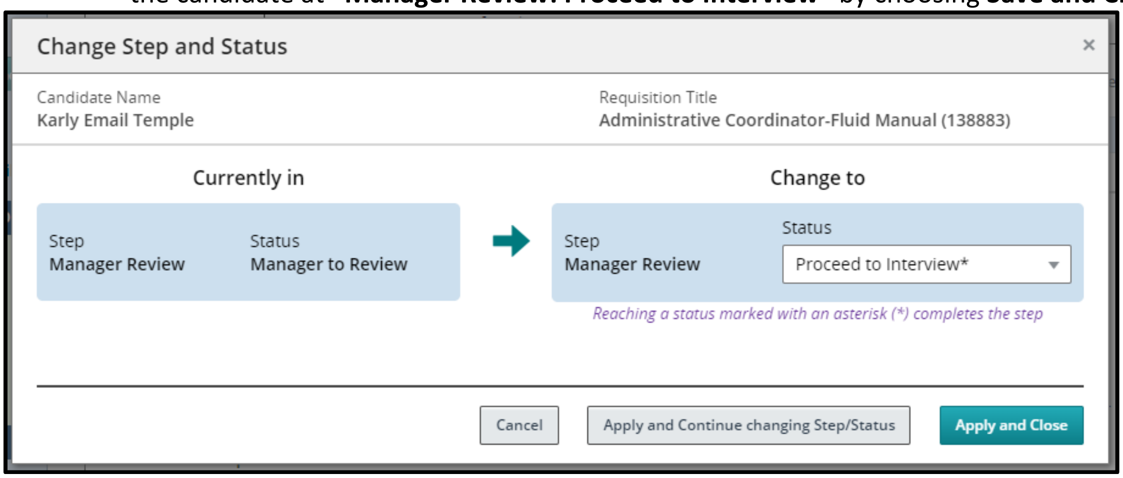


Moving Candidates One at a Time

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**.

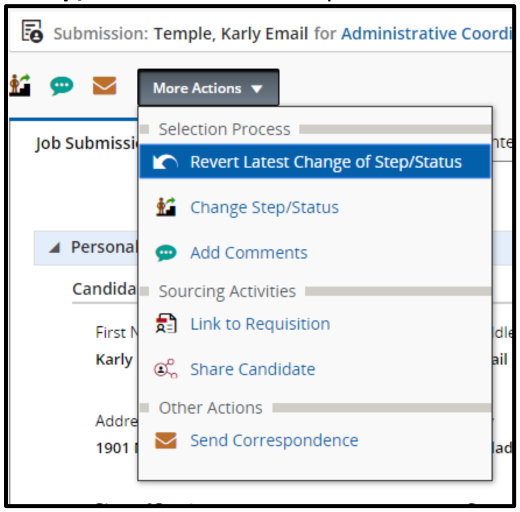


Taleo Tip: In the Change Step/Status box, you have two options:

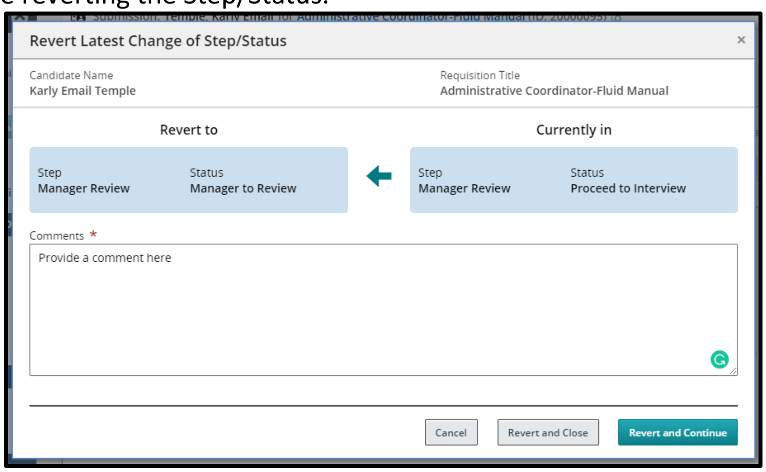
A. **Apply and Continue changing Step/Status**: By choosing this option, the box will remain open and automatically bring the candidate into the next step or status. Only use this option if you are moving candidates through several steps/statuses at one time.
B. **Apply and Close**: By choosing this 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.

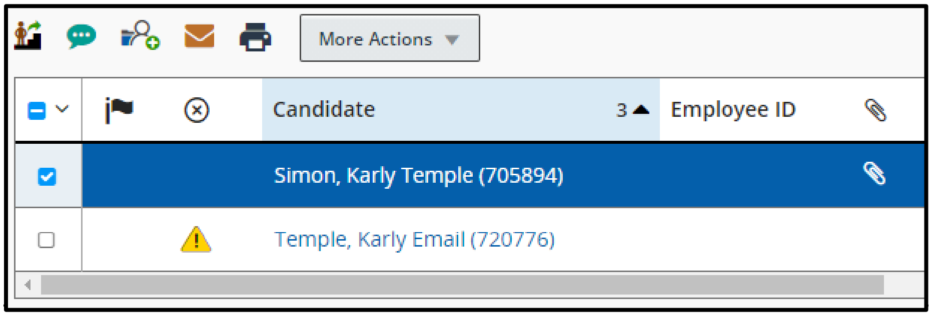


A pop-up box will appear to move the candidate back a step. Comments are required to be included when the **Revert** option is selected. Select **Revert and Close** to move one step/status back or **Revert and Continue** to continue reverting the Step/Status.

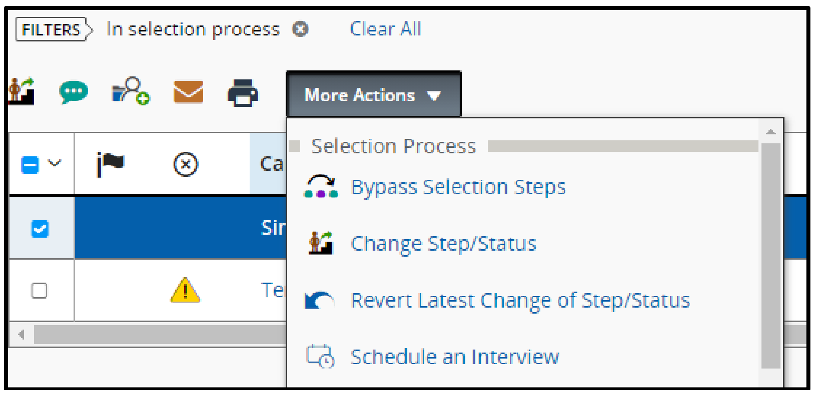


Creating an Interview

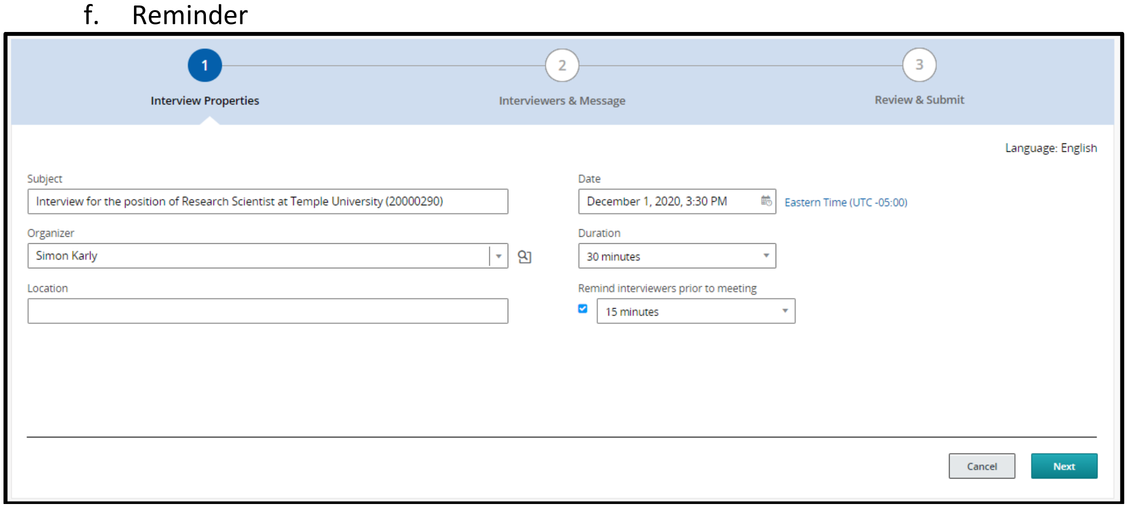
1. Ensure all candidates you wish to bring in for an interview have the Step/Status of **Interviews: Interview Scheduled**.
2. From the candidate list within the requisition, **check off** the candidate you wish to schedule an interview with.



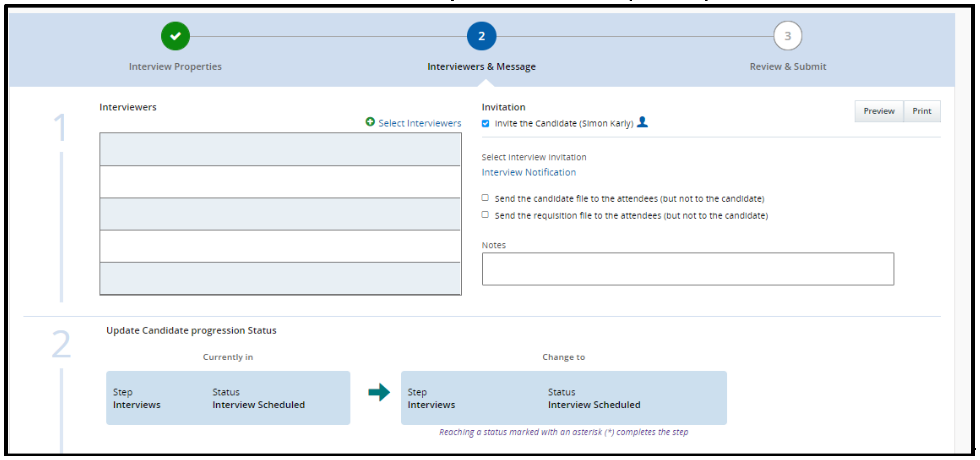
3. Go to **More Actions** and select **Schedule an Interview**.



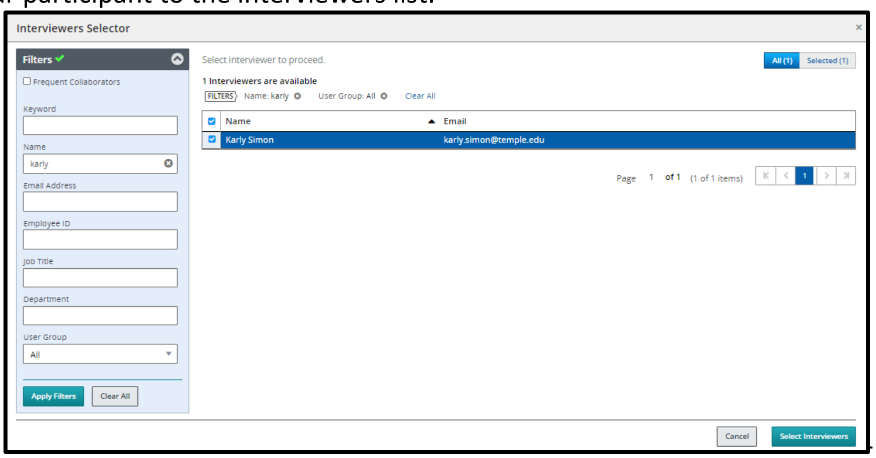
4. Fill in appropriate fields in the new window. Most of these will be auto-populated with information. You can make edits to any field. Select **Next** when done.
   a. Subject
   b. Organizer (this should be left as your own name)
   c. Location
   d. Start and End date and times
   e. Default Time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



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

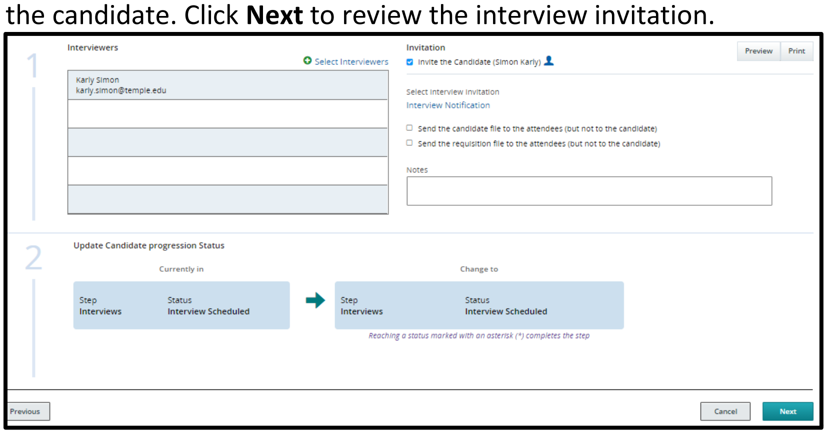


6. The **Filters** on the left-hand side of the window will allow you to jump directly to the name or email address of the person you are searching for. Select the checkbox on the left-hand side of the participant's name. Once your participant has been selected, click **Select Interviewers** to add your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



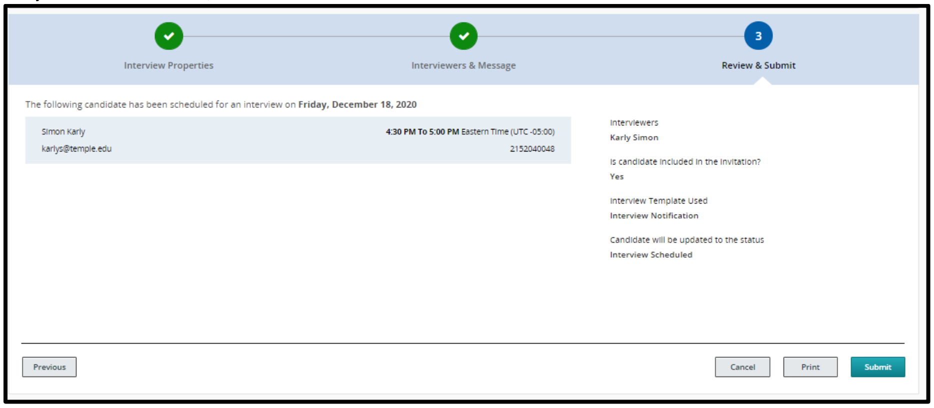
Taleo Tip: Your interviewer must have Taleo access to be added as a participant.

7. 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.

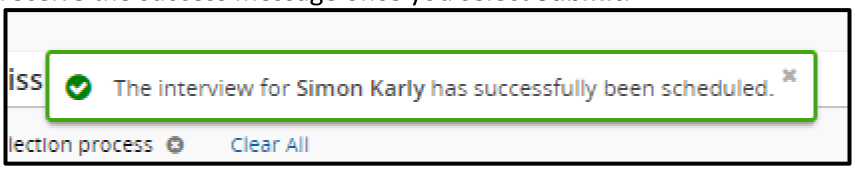


Taleo Tip: Check off the box for sending an invite to the candidate if you want them to receive an email with this information as well. Uncheck the box if you do not want the candidate to receive an email from Taleo.

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



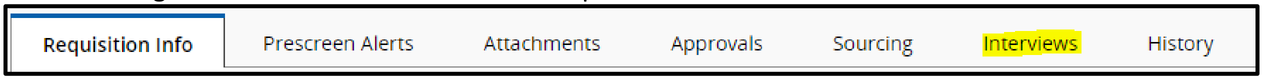
9. You will receive the success message once you select **Submit**.



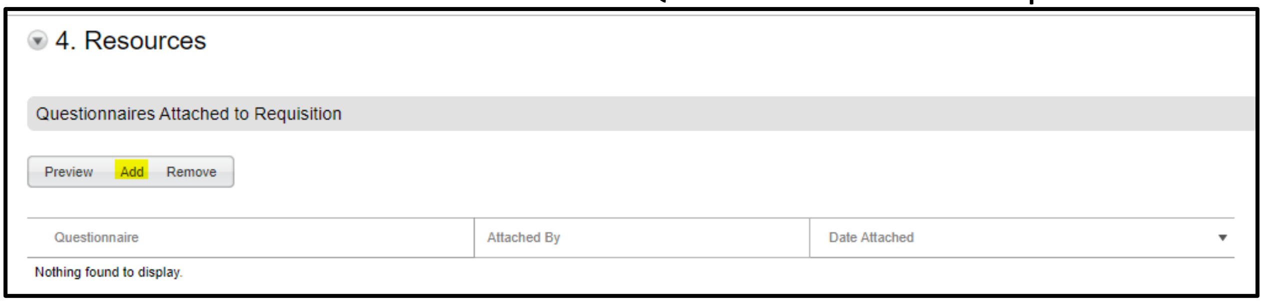
10. Once the interviews are completed, interview evaluation forms should be completed.

Creating an Interview Evaluation

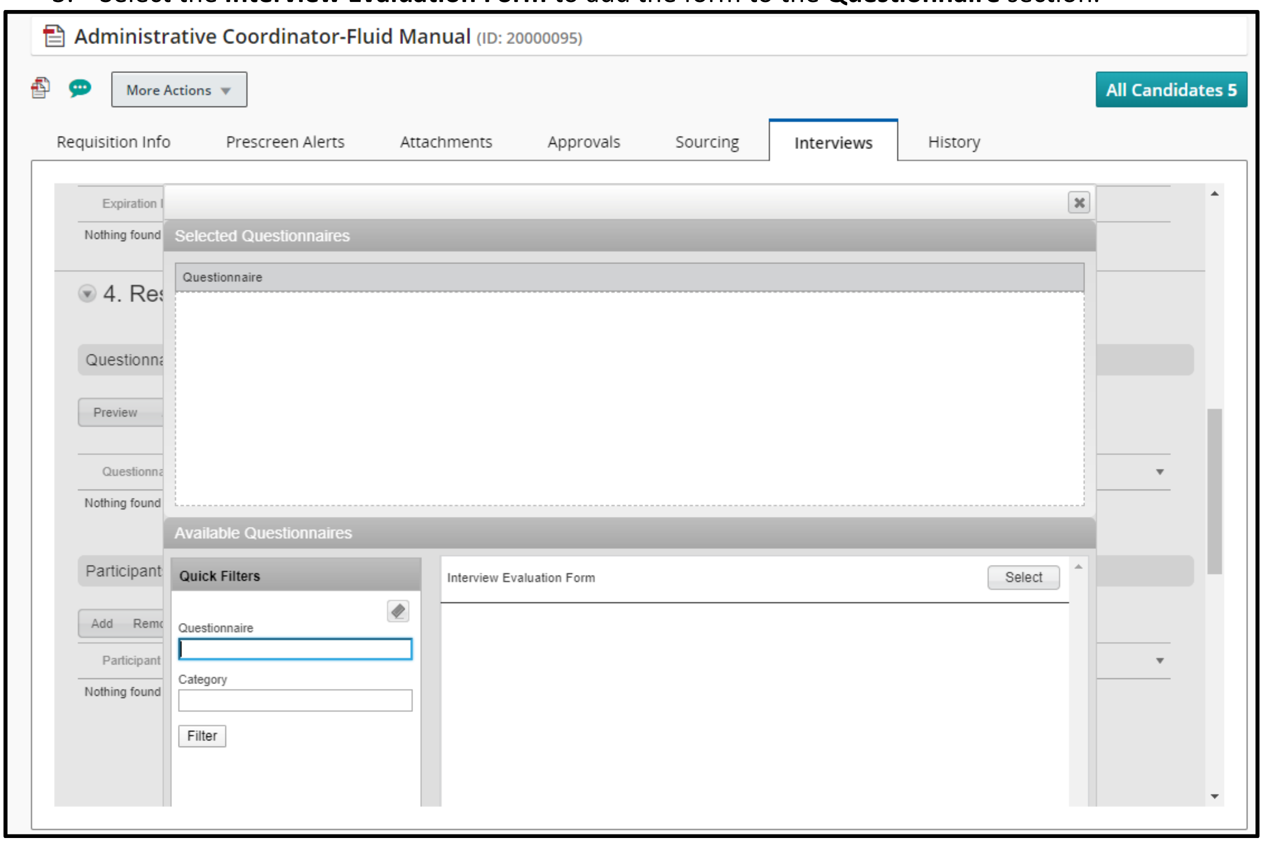
1. Navigate to the **Interviews** tab of the requisition.

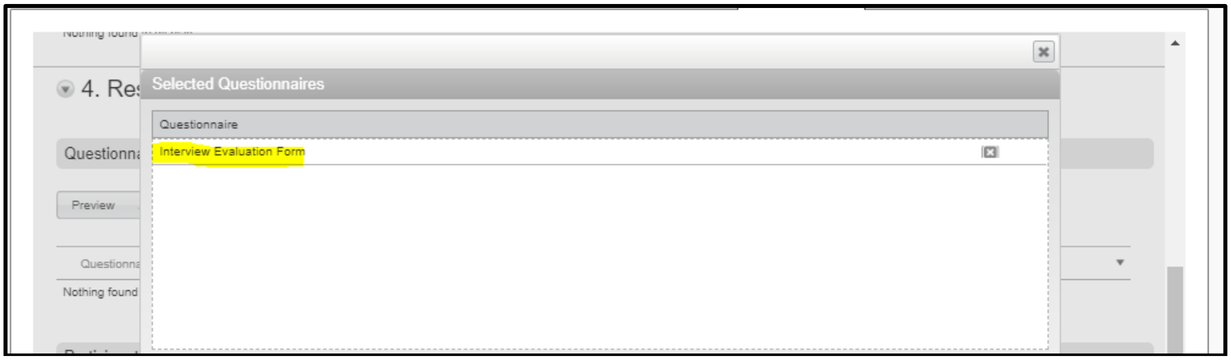


2. Under section **4. Resources** select **Add** below **Questionnaires Attached to Requisition**.

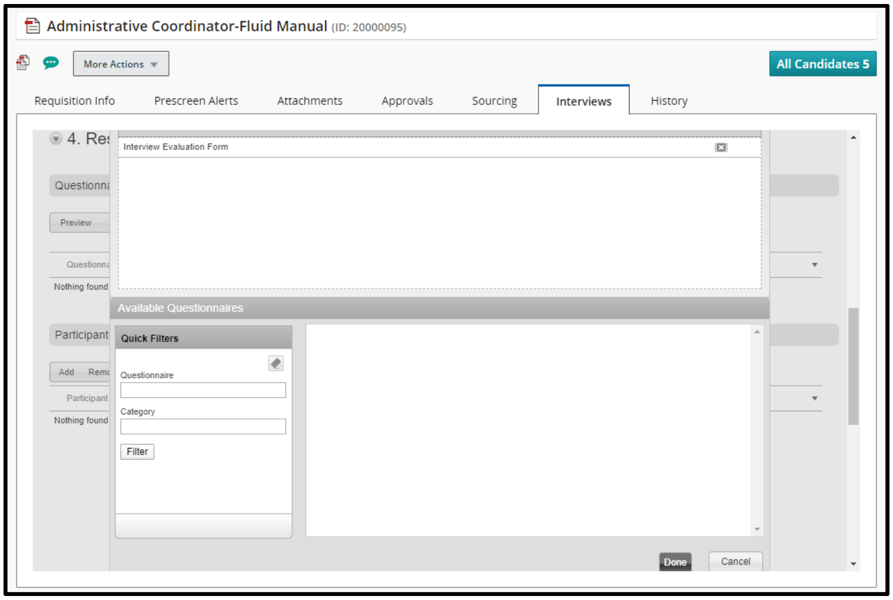


3. Select the **Interview Evaluation Form** to add the form to the **Questionnaire** section.

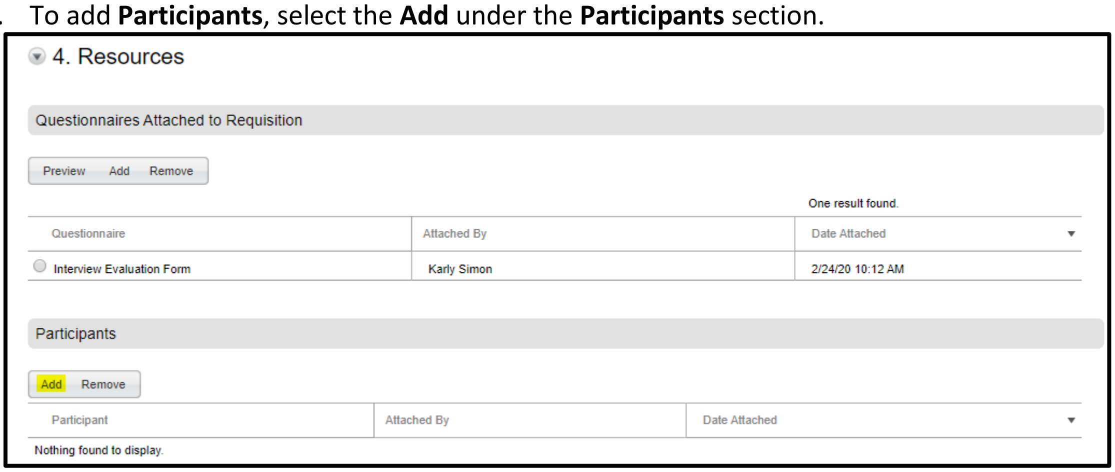




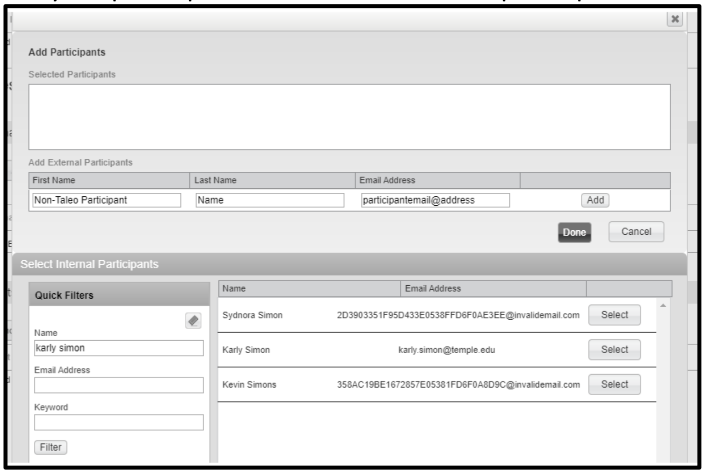
4. Scroll to the bottom of the window to select **Done.**



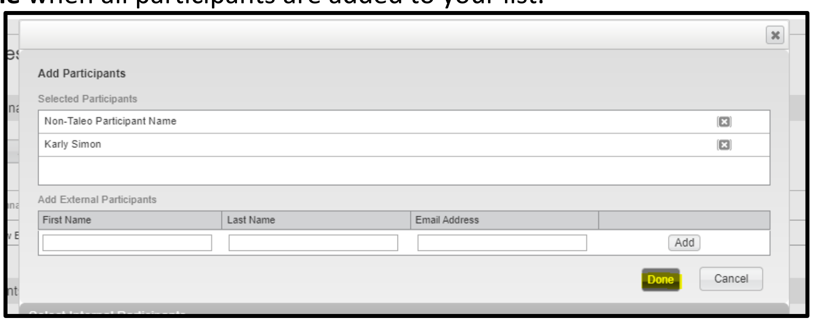
5. To add **Participants**, select the **Add** under the **Participants** section.



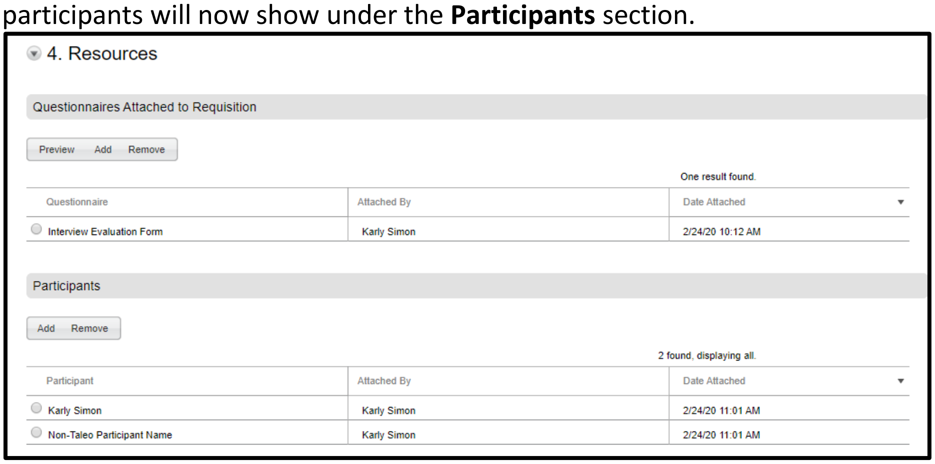
6. Participants to receive an Interview Evaluation form can be added from this window. The upper section can be used to add people who are not users of Taleo. The lower section can be used to add participants who have access to Taleo.
    a. For the upper section, manually type in the first and last 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.



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

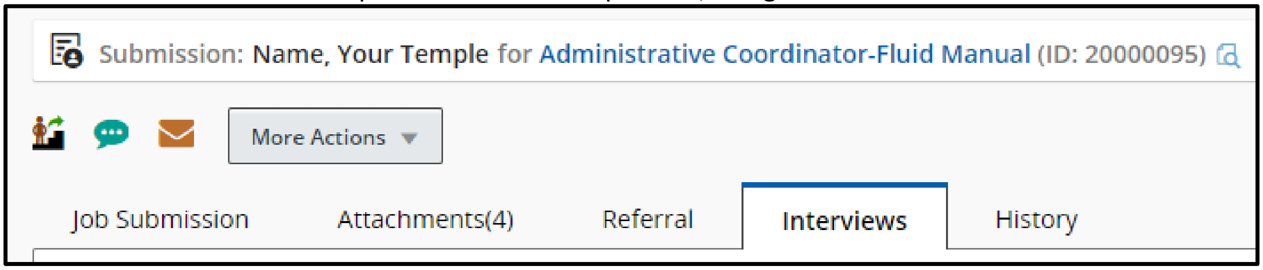


8. Your participants will now show under the **Participants** section.

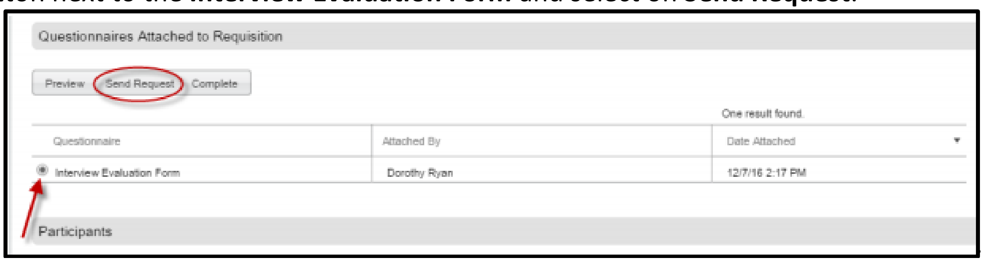


Sending out and Reviewing Interview Evaluations

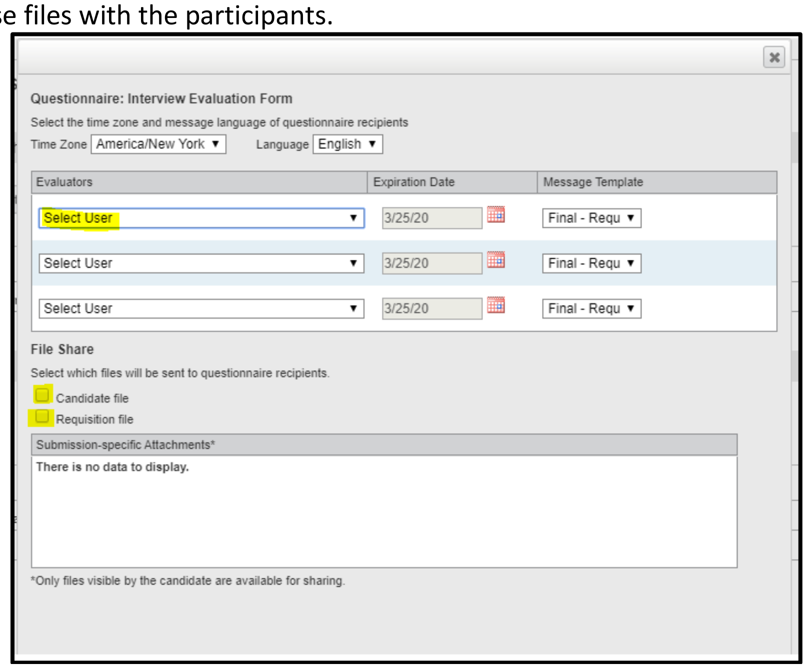
1. From the candidate's profile within the requisition, navigate to the **Interviews** tab.



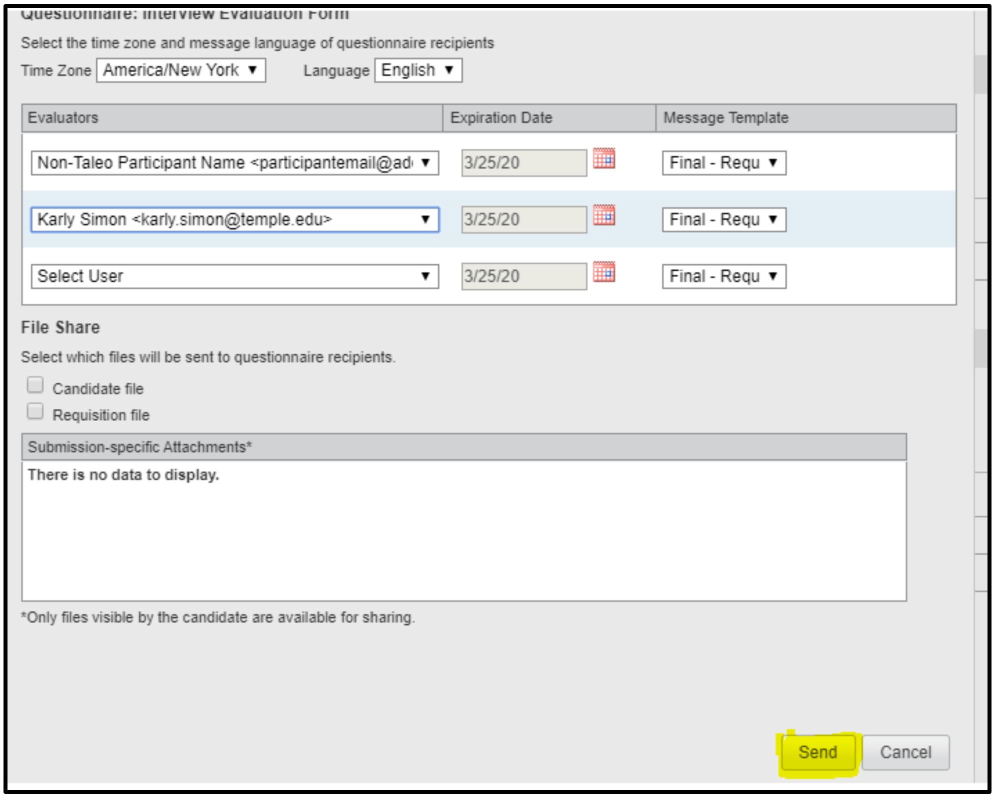
2. Scroll to section **4. Resources** to see **Questionnaires Attached to Requisition**. Select the radio button next to the **Interview Evaluation Form** and select on **Send Request**.



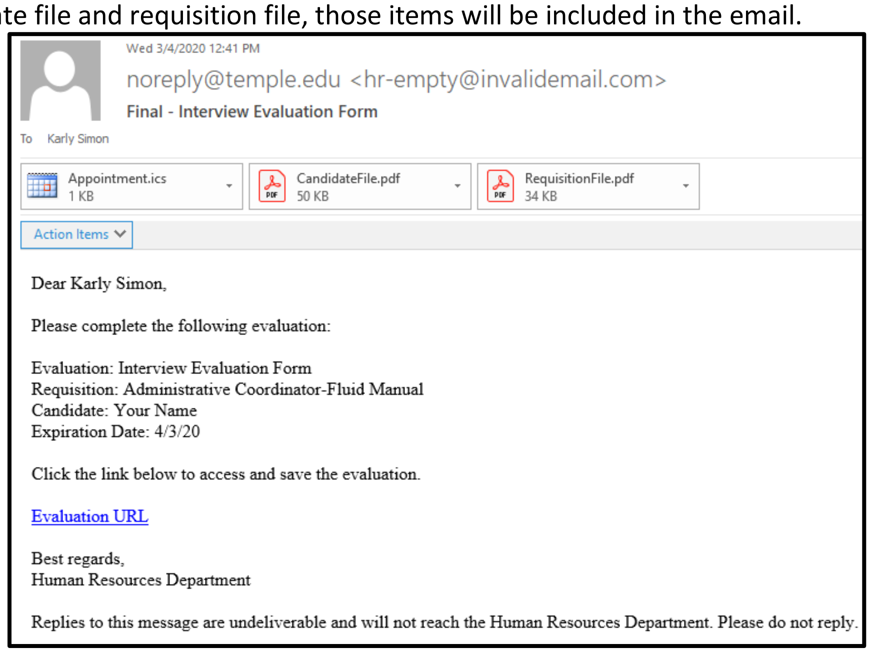
3. In the new window, select the dropdown **Select User** to choose participants to send the evaluation to. You may also check off **Candidate file** and **Requisition file** below if you wish to share these files with the participants.



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.



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

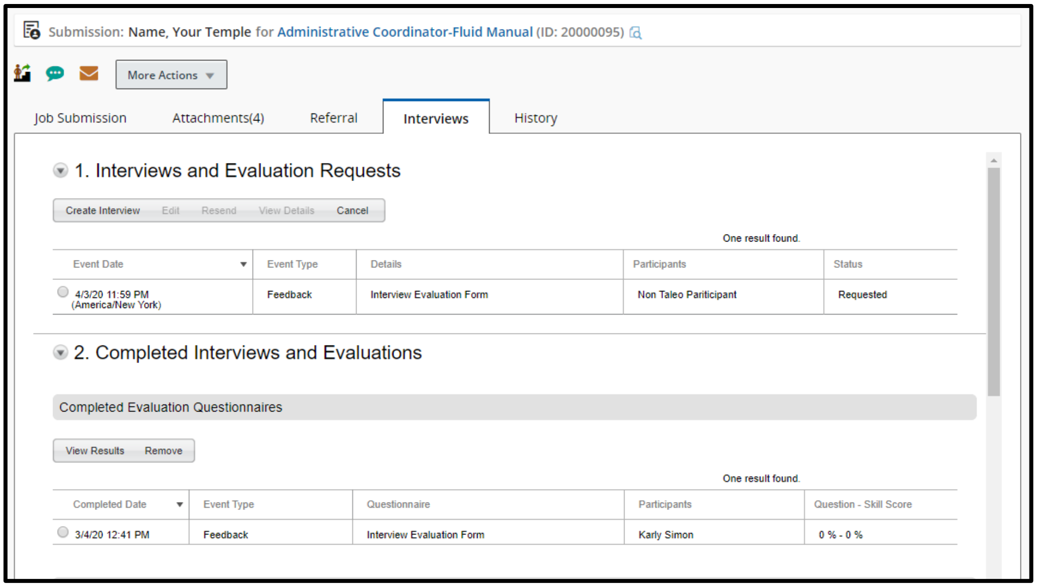
Click the link below to access and save the evaluation.

Evaluation URL

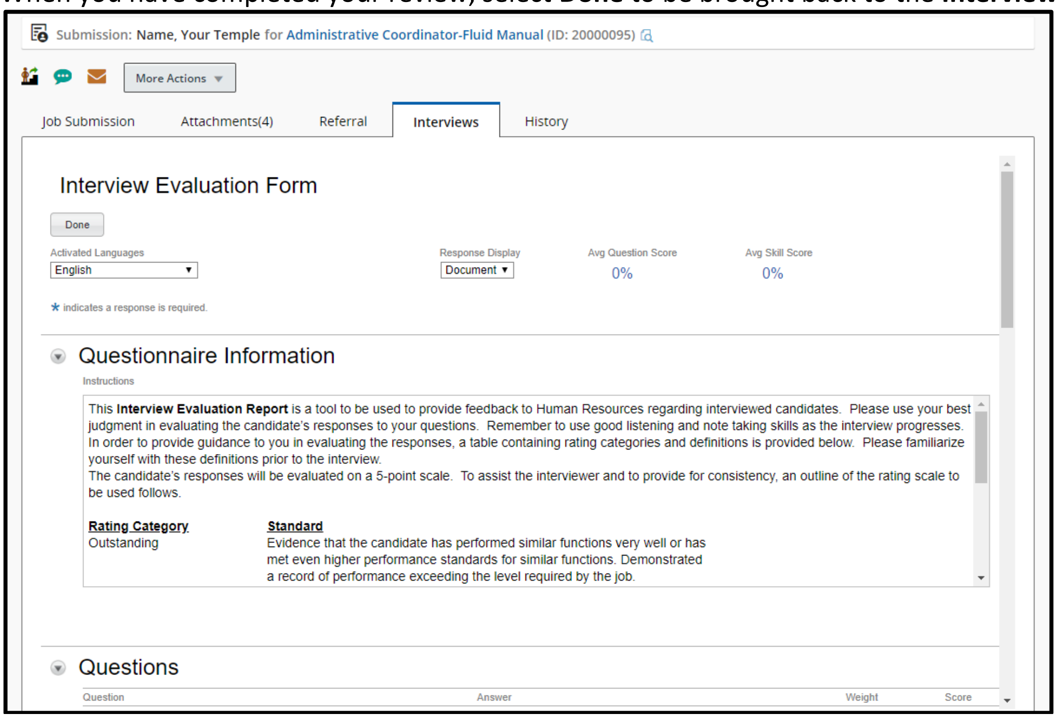
Best regards,
Human Resources Department

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**.



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

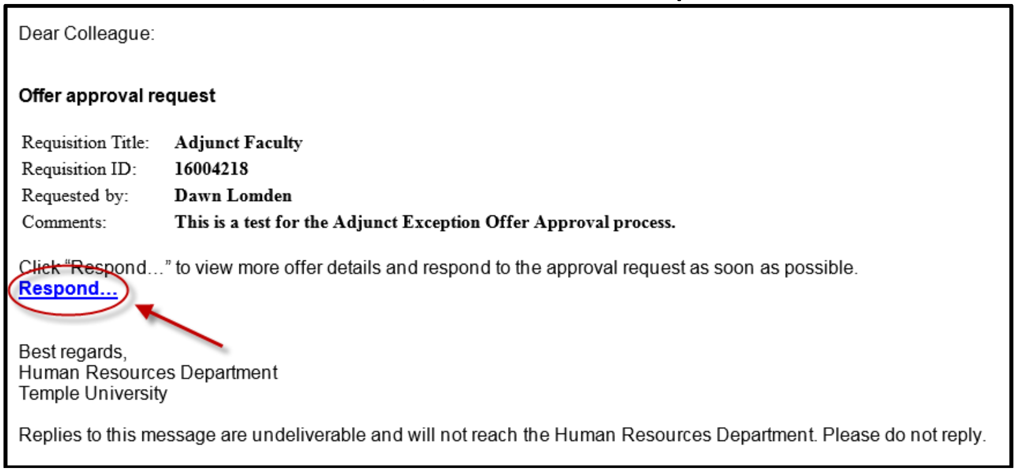


8. When you have selected your candidate of choice, you should change step/status for that candidate up through offer/offer to be made so that the system will notify the Talent Acquisition Specialist on the requisition that the Affirmative Action process, if required, can begin.

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

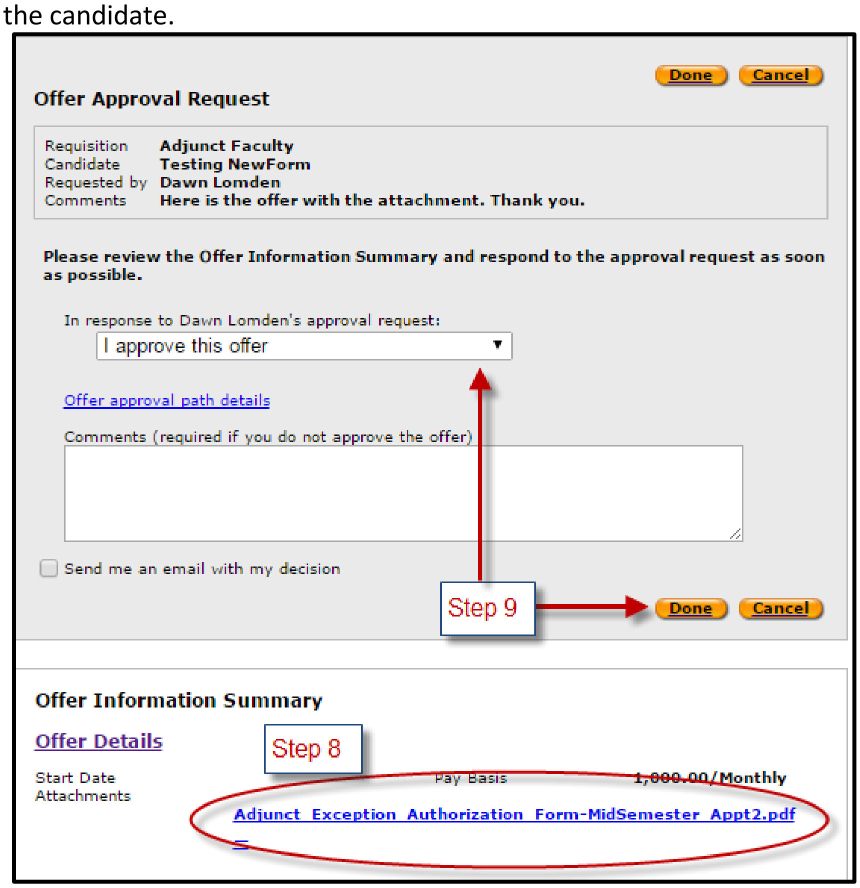
Requisition Title:	**Adjunct Faculty**
Requisition ID:	**16004218**
Requested by:	**Dawn Lomden**
Comments:	**This is a test for the Adjunct Exception Offer Approval process.**

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.



Done Cancel

Offer Approval Request

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

Step 8

Start Date
Pay Basis 1,000.00/Monthly
Attachments
Adjunct_Exception_Authorization_Form-MidSemester_Appt2.pdf