

Taleo Talent Management System Training

Student Worker Hiring Manual



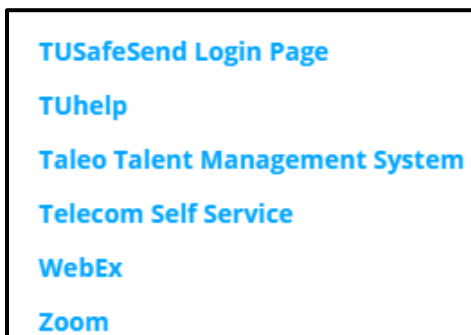
Contents

Contents	1
Navigation	3
Creating a Requisition – Student Worker	7
Requisition Structure – Student Worker	10
1. Requisition Structure	10
Identification	10
Structure	11
Owners	12
Collaborators	12
2. Process	14
3. Job Information	15
Profile	15
Compensation	15
Job Description	16
Questionnaire	17
Saving a Requisition	19
Inspect Tool	21
Requesting Approval for a Requisition	22
Taleo Approver Role	24
Email	24
Taleo System	26
Sourcing	27
Posting a Position	27
Unposting a Position	29
Searching a Candidate	30
Candidate Quick Search	30
Find Candidates	30
Linking a Candidate to a Requisition	31
Viewing Candidates	34
Submissions	34
Requisitions	36
Changing Step/Status of Candidates	37
Moving Candidates in Groups	37
Moving Candidates One at a Time	39
Creating an Interview	41
Creating an Interview Evaluation	44

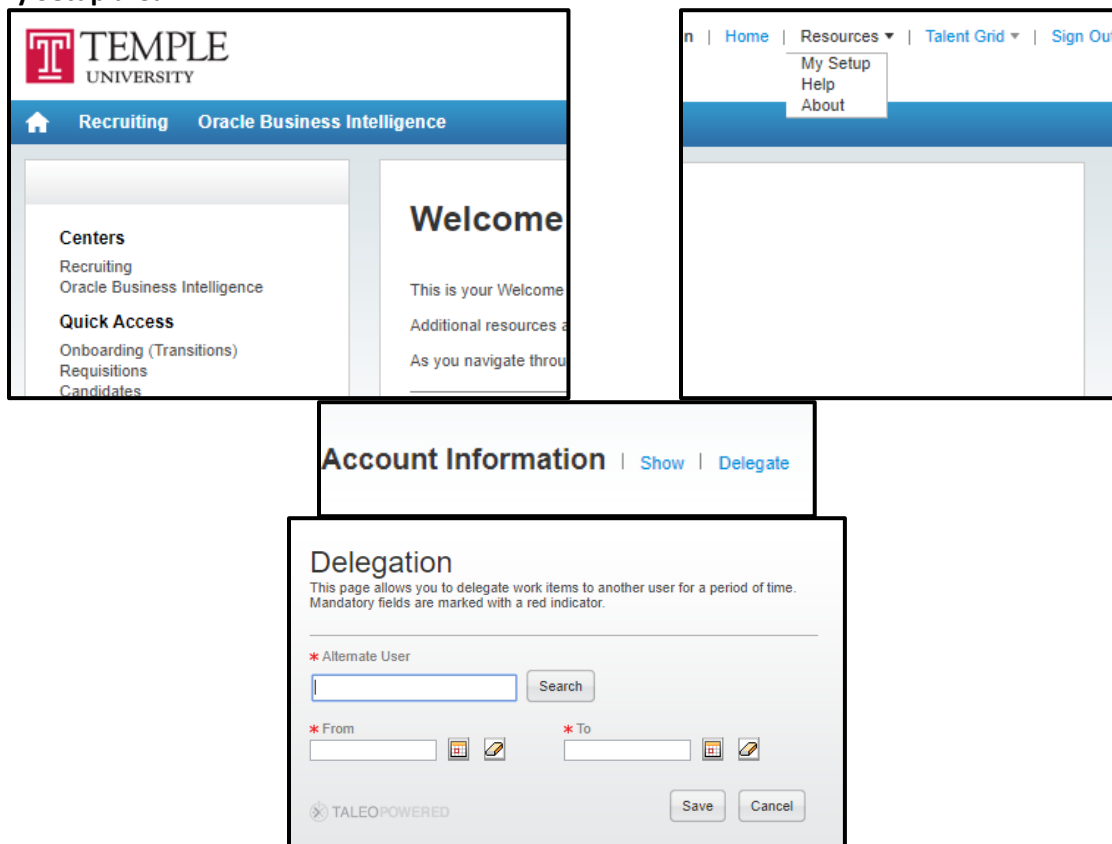
Sending out and Reviewing Interview Evaluations	47
Creating and Extending an Offer – Student Worker	50
Offer Grid	51
Top Section	51
General Terms.....	53
Details	53
Route for Approval.....	55
Extend the Offer.....	56
Hiring – Student Worker	60
Candidate Facing Material – Student Worker	64

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.



Selecting the **Recruiting** link will bring you to the list of your **Dashboard** page.

The screenshot displays the Oracle Recruiting Dashboard. At the top, there is a navigation bar with the Oracle logo, a search bar with the text "Look up a candidate", and a user profile for "Dawn Lomden". Below the navigation bar, there are tabs for "RECRUITING", "TASKS", "REQUISITIONS", "SUBMISSIONS", "OFFERS", "CANDIDATE POOLS", and "SEARCH". The "RECRUITING" tab is selected.

The dashboard is divided into four main sections:

- Job Requisitions:** A table showing the status of job requisitions. It has columns for "Job Requisitions", a status icon, and "Total".
- Candidates:** A table showing the status of candidates. It has columns for "Candidates", a status icon, and "Total".
- Offers:** A table showing the status of offers. It has columns for "Offers", a status icon, and "Total".
- Tasks:** A table showing the status of tasks. It has columns for "Tasks", a status icon, and "Total".

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

Recruiting		Total
Assigned to me	1	6

Requisitions		Total
Complete requisition	0	2
Configure requisition sourcing	1	4

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

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. Avoid using the Back/Next buttons as they do not always yield consistent results.

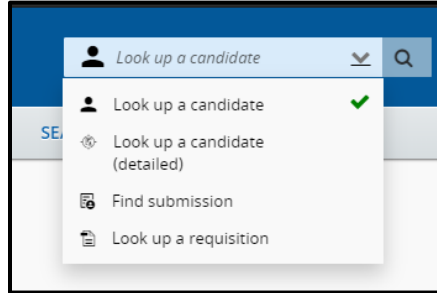
You are here > [Requisition List](#)

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

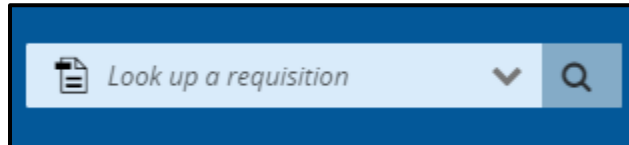
You are here > [Requisition List](#) > [Requisition View](#) > [Submission List](#)

Page 1 (0 of 0 items) [K](#) [<](#) [1](#) [>](#) [X](#) > [Submission View](#)

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



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



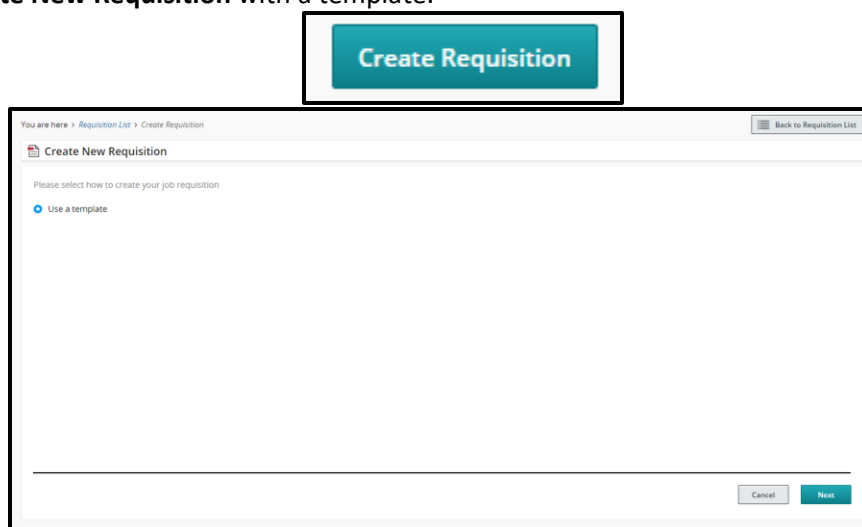
3. The results will populate below. You can use the additional filters on the left-hand side to narrow down your results.
4. The **Menu** bar will bring you to different locations within Taleo. Selecting the specific title will bring you to that specific section. The blue arrow and black text are used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



Creating a Requisition – Student Worker

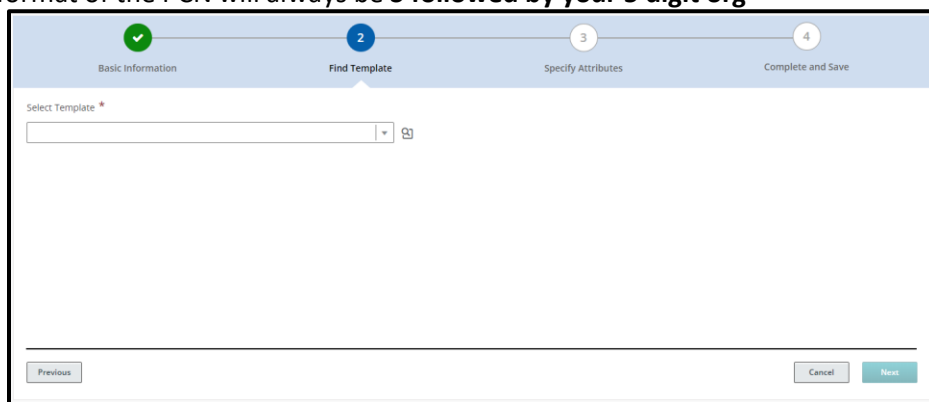
Both the Hiring Managers and Department Recruiters can create a requisition.

1. To start the Requisition, select **Create Requisition** from the Requisitions page. Then select **Next** to **Create New Requisition** with a template.



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 breadcrumb trail: "You are here > Requisition List > Create Requisition". Below the title, it says "Please select how to create your job requisition". There is a radio button labeled "Use a template" which is selected. At the bottom right of the form are "Cancel" and "Next" buttons.

2. The first step is to select a requisition template. The template is selected by entering the PCN of the position you wish to fill.
3. 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.
4. Student Worker positions have pooled PCNs. 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 Student Worker position.
5. The format of the PCN will always be **S followed by your 5 digit org**



The image shows a multi-step process bar at the top with four steps: 1. Basic Information (completed), 2. Find Template (current step), 3. Specify Attributes, and 4. Complete and Save. Below the bar, there is a "Select Template" label with a red asterisk. There is a text input field with a dropdown arrow and a magnifying glass icon. At the bottom left is a "Previous" button, and at the bottom right are "Cancel" and "Next" buttons.

Taleo Tip: Do not use a requisition template/PCN that does not have your org code.

- You can search for PCN's by using a Quick Filter. For example, if you enter **S** then select **Apply Filters**, the following displays:

Find Template

1000 Requisition templates are available. Select a template to proceed

Filters Job Code: S Clear All

Language	Name	Job Code	Job Field	Actions
English	Student Worker	S08400	Students	Select
English	Student Worker	S18051	Students	Select
English	Student Worker	S19140	Students	Select
English	Student Worker	S19221	Students	Select
English	Student Worker	S22110	Students	Select
English	Student Worker	S22120	Students	Select
English	Student Worker	S22320	Students	Select
English	Student Worker	S22321	Students	Select
English	Student Worker	S22322	Students	Select
English	Student Worker	S22700	Students	Select
English	Student Worker	S22710	Students	Select
English	Student Worker	S22720	Students	Select
English	Student Worker	S22721	Students	Select
English	Student Worker	S22730	Students	Select
English	Student Worker	S22731	Students	Select

Page 1 of 67 (1-15 of 1000 items)

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 the fields and the field will begin to auto-complete. The data takes a few seconds to populate. If your data does not populate, then you do not have a valid entry.

Create New Requisition - Find a template

Basic Information Find Template

Select Template *

S15000

This PCN is used for TRAINING PURPOSES ONLY

S15000-Student Worker

- Next, you will land on the page to **Specify Attributes**. Note: **WE NEVER CHANGE THE JOB FIELD. THIS RESULTS IN REQUISITION PROCESS DYSFUNCTIONS.**
- Enter the **Hiring Manager**. This can be your name if you are performing that role. Again, you may type in the last name and wait for the field to populate, or you may use the **Filters** function.

10. Next, you will enter the **Organization**. Start to type your **5 digit Home Org** and suggested values will populate. Select the org desired.
11. The next step is to enter the location. 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

12. The Job Field will populate from your PCN. **Do not change what is entered in this field.**
13. Select **Next** when all of the fields are completed.

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 – Student Worker

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 Student Worker
2. **Number of Openings:** This can be edited to be as many positions as needed, based upon your anticipated student workers for the type of position for the year. Please avoid creating requisitions with excessive openings, as Students may not be advised of the true status of their application if the requisition is never filled.
3. **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
4. **Department Description for Offer Letter:** same as the organization from the previous page– use the name from the dropdown or selector icon to filter the correct response
5. **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
6. **Name and TUID of Supervisor:** if the supervisor is not listed contact [Taleo Help](#) for assistance

The screenshot shows the 'Requisition Structure' form with the 'Identification' tab selected. The form contains several fields with asterisks indicating they are required:

- Posting Title ***: Text input field containing 'Student Worker'.
- Number of Openings**: Spin box set to '1'.
- Banner Home Org ***: Dropdown menu.
- Department Description for Offer Letter ***: Dropdown menu.
- Banner Check Distribution ***: Dropdown menu.
- PCN Position Class**: Text input field containing 'STU00 Student Worker'.
- PCN Grade**: Text input field containing 'STU'.
- PCN Step**: Text input field containing '0'.
- PCN Job Family**: Text input field containing 'Student'.
- PCN Employee Class**: Text input field containing '95 Student Worker'.
- Banner Supervisor - TUID for Org Chart ***: Dropdown menu.

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. Make sure the entry is available so you know it is valid.

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

A close-up of the 'Banner Supervisor - TUID for Org Chart *' field, showing a text input box with a dropdown arrow and a selector icon.

As an alternative, you can use the **Quick Filter** button. Type in a first name or last name, click the **Apply Filters** button and you will receive an appropriate selection list.

The 'Filters' dialog box has a title bar with an up arrow icon. It contains two input fields: 'Code' and 'Description'. At the bottom, there are two buttons: 'Apply Filters' (in a teal box) and 'Clear All' (in a light gray box).

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 the requisition** and start over.
- **Requisition Template Used:** **Do not modify.** If this field is incorrect – then you **MUST cancel the 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 the requisition** and start over.

Structure		
Modify Structure		
Hire Type Professional	Requisition Template Used S15000 - Student Worker	
Primary Location *	Organization *	Job Field *
Country : United States	Officer : Provost	Type : Students
State/Province : Pennsylvania	School : 150 Fox School of Business	
City : Philadelphia	School/Department : 1500 Business School	
Campus : Main Campus		

Owners

Department Recruiter

1. You will be entering the name of the **Department Recruiter** for your department. A Department Recruiter can create the requisition, manage the requisition, and manage the candidates. This is the person who will be **creating** and **extending the offer** and **hiring** the employee in the system. If you have the correct access, this could be yourself. Otherwise, this should be someone in your department with **Department Recruiter** access to Taleo.
2. You can start typing in the name of the **Department Recruiter**. Click on the name from the options given by Taleo.

Hiring Manager

1. The second owner of a requisition is the **Hiring Manager**. This is typically the person creating the requisition, managing the requisition, and changing the step/status of candidates up until the offers are to be created.
2. You can start typing in the name of the **Hiring Manager**. Click on the name from the options given by Taleo.

Owners

Recruiter *

Karly Simon

Hiring Manager *

Simon, Karly

Collaborators

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

Collaborators

+ Add Collaborators

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 box 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.**

Add Collaborators

Filters

Frequent Collaborators

Keyword: Karly

User Group: All

Department: All

Name:

Job Title:

Email Address:

Employee ID:

Apply Filters

Clear All

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

1 Potential Collaborators are available

Keyword: Karly

User Group: All

Clear All

☒

First Name

Last Name

Email

☒

Karly

Simon

karly.simon@temple.edu

Page 1 of 1 (1 of 1 items)

Cancel

Add Collaborators

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

- All student worker requisitions which may be used to hire student workers who are paid with Federal work-study funds must have **James Amey (Student Financial Services)** as a **collaborator**.
- If one of your **Frequent Collaborators** does not need to be on this requisition, you can use the **gray X** to remove the individual.

+ Add Collaborators				
First Name	Last Name	Email	Title	
Dawn	Lomden	dawn.lomden@temple.edu	These collaborators are used for TRAINING PURPOSES ONLY	✕
Laurie	Bernardi	bernardi@temple.edu		✕

All student worker requisitions which may be used to hire student workers who are paid with Federal work-study funds must have **James Amey (Student Financial Services)** as a **collaborator**. James can be added as a **Frequent Collaborator** in **My Setup** in order to be added during the requisition creation process.

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 *

Adjunct-Student ▼

Additional Information

Additional Information

3. Job Information

Profile

This section contains data such as schedule, shift, and Compliance questions.

The screenshot shows a web form titled "Job Information" with a sub-section "Profile". The form is divided into three columns. The first column contains "Schedule" (set to "Part-time") and "Job End Date" (a date picker showing "mmm d, yyyy"). The second column contains "Employee Status" (set to "Regular") and "Chemical Right to Know required?" (a dropdown menu set to "Not Specified", with a note below: "Answer yes if the person in this position is required to have Chemical Right to Know training."). The third column contains "Shift" (a dropdown menu set to "Day Job") and "Has direct contact or routine interaction with minors 18 years old or younger?" (a dropdown menu set to "Not Specified", with a note below: "Minors **include** high school students who are taking courses at Temple while enrolled in high school. Minors **exclude** prospective students visiting the campus or matriculated students who are enrolled in Temple.").

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.

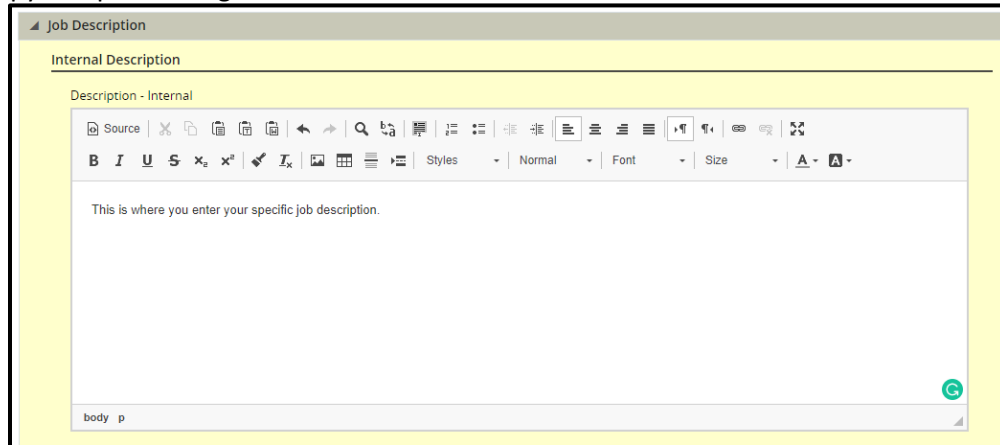
Compensation

1. The **Compensation** section displays the basis of pay for the student workers. All student worker requisitions should reflect a pay basis of **Biweekly at the requisition level**.
2. **DO NOT** make any changes to this section.
3. The **FLSA** section pulls into the requisition from the PCN. This should also be left as is.

The screenshot shows a web form with two sections. The first section, "Compensation", contains a "Pay Basis" dropdown menu set to "Biweekly". The second section, "FLSA", contains an "Overtime Status" dropdown menu set to "Non-exempt".

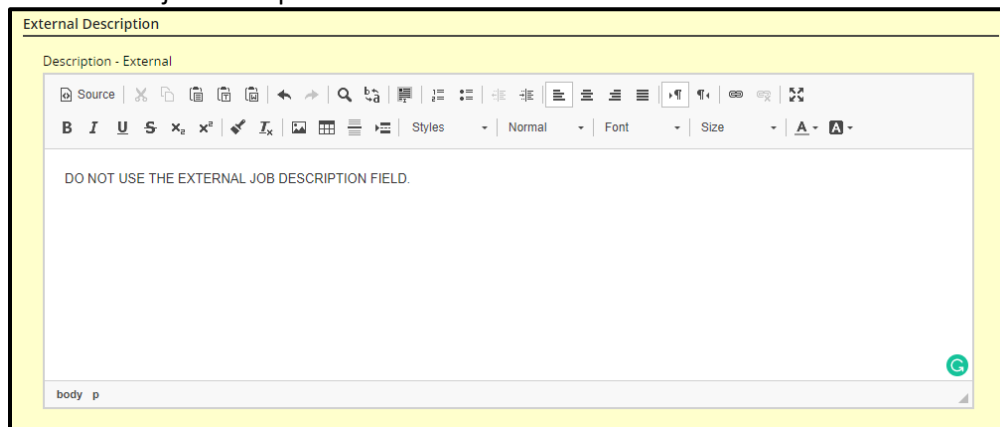
Job Description

1. All student requisitions that have the potential to pay student workers using Federal work-study funds must have a job description that meets Student Financial Services guidelines.
2. Student Financial Services has job description templates available for your use. These can be accessed through the University Forms channel on the Staff Tools tab of your TUPortal.
3. 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 web form titled "Job Description" with a sub-section "Internal Description". Below the title is a text area for the 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, link, unlink, and other functions. The text area contains the placeholder text "This is where you enter your specific job description." At the bottom left of the text area, the HTML code "body p" is visible. A green circular icon with a white 'G' is located at the bottom right of the text area.

4. You have the option to paste directly into the field using the CLT+V function from your keyboard.
5. Even if you are using a generic template to create your requisition, you will need to update fields.
6. Student Worker positions are not posted externally. You do not need to enter a job description in the external job description field.



The screenshot shows a web form titled "External Description" with a sub-section "Description - External". Below the title is a text area for the external 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, link, unlink, and other functions. The text area contains the placeholder text "DO NOT USE THE EXTERNAL JOB DESCRIPTION FIELD." At the bottom left of the text area, the HTML code "body p" is visible. A green circular icon with a white 'G' is located at the bottom right of the text area.

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. 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.

Job Related Questions

Add

Remove

Reorder

	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
Yor

☐ Ph
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.

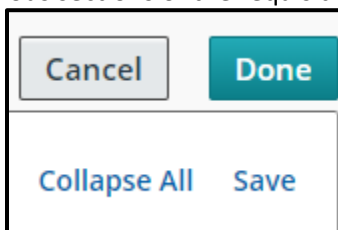
<input type="checkbox"/> v	Order	Question	Answer	Required	Asset	N/A
<input type="checkbox"/>	1	Are you an Ambler Campus Student? Single Answer	Yes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	2	Please rate your knowledge Adobe Premiere using the scale below. 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.) 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? 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"/>

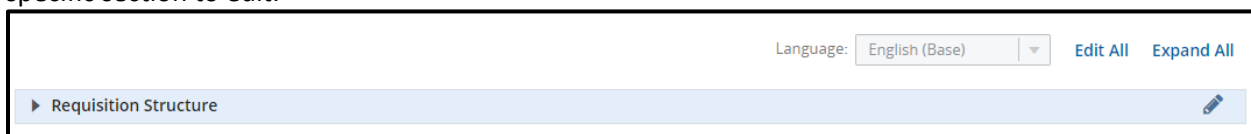
Saving a Requisition

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



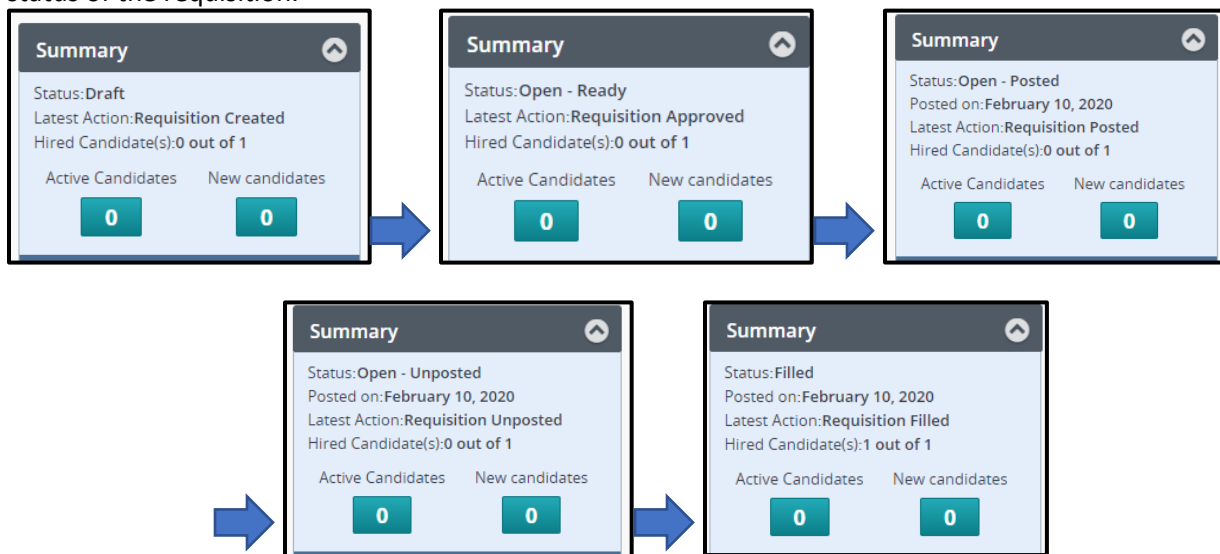
Taleo Tip: If you save your requisition before it is complete and will need to return to it, you will need to edit to make changes. Once a requisition is open and approved, the Edit button will no longer be available. The **Edit All** button will open each field of the requisition. The **Pencil Icon**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



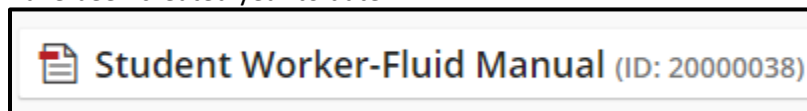
Taleo Tip: If the section is yellow, you are in the editing mode.

A screenshot of the 'Requisition Info' tab in the Taleo system. The 'Requisition Structure' section is highlighted in blue. Below it, the 'Identification' section is visible, showing fields for Posting Title, Department Description for Offer Letter, PCN Grade, and PCN Employee Class. The values are 'Student Worker-Fluid Manual', 'Business', 'STU', and '9S Student Worker' respectively. A tooltip says 'Click to collapse this section'.A screenshot of the 'Requisition Info' tab in the Taleo system, showing the 'Requisition Structure' section highlighted in yellow. Below it, the 'Identification' section is visible, showing fields for Posting Title, Department Description for Offer Letter, PCN Grade, and PCN Employee Class. The values are 'Student Worker-Fluid Manual', 'Business', 'STU', and '9S Student Worker' respectively. The 'Request Approval' radio button is selected.

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

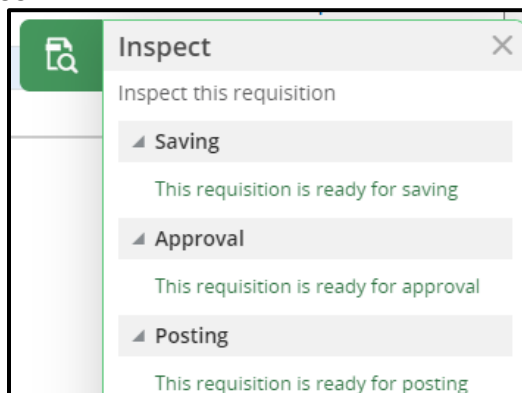


Taleo Tip: Each requisition has a unique number that is used to identify the requisition. This can be found next to the posting title once the requisition has been saved. The first two numbers of the requisition number are for the year the requisition was created. The six numbers following are how many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

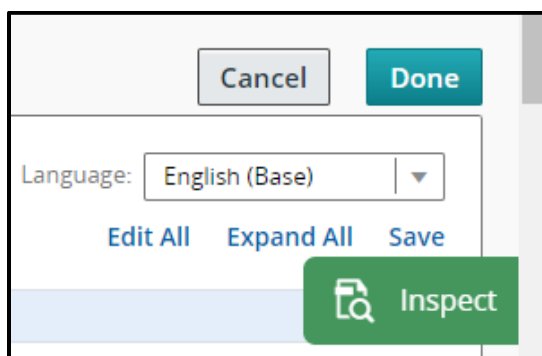


Inspect Tool

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.

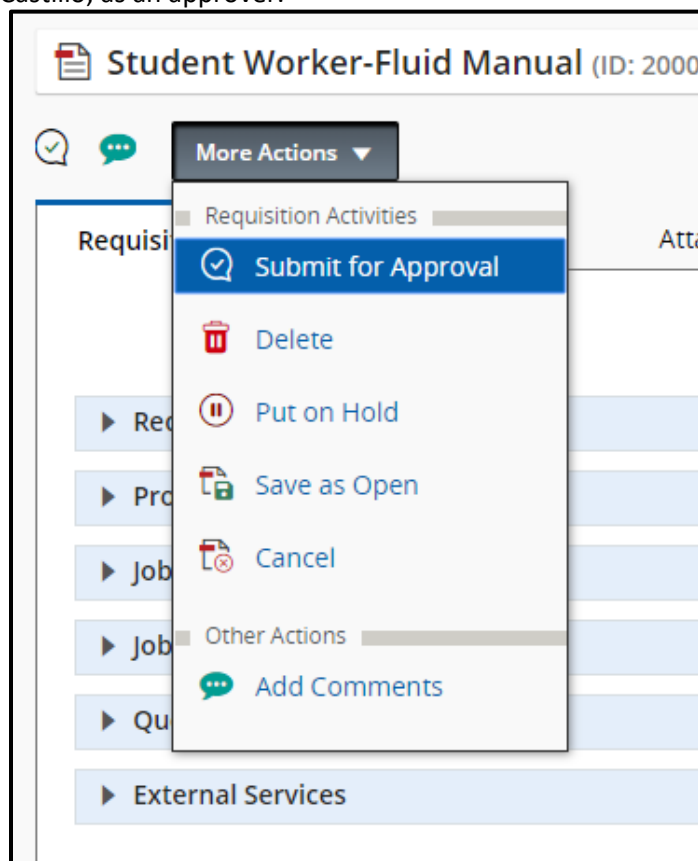


3. You can use the **Edit All** or **Expand All** button to make any changes. If you save your requisition before it is complete and need to return to it, you can select the **Edit** button to make changes. Once a requisition is open and approved, the **Edit** button will no longer be available.
4. If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

Requesting Approval for a Requisition

1. If you are a **Department Recruiter** and have the appropriate authority to approve a requisition, then you can **self-approve** a requisition by selecting the **Request Approval** from **More Actions**.
2. If you are a **Hiring Manager**, the system will default to your **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.



3. To add department approvers, click on **Add Approvers**. 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.

- When you are ready to request approval, ensure the “after the approval process assign to” field is correct, add a comment in the comment box, then select **Submit for Approval**. An email will be sent to the **Department Recruiter** to approve the requisition, starting the approval chain.

Taleo Tip: the “after the approval process assign to” field is not how you add approvers. You will need to select Add Approvers if you need to add additional approvers.

The screenshot shows the 'Approvals' modal window in Taleo. At the top, it says 'You are submitting this requisition for approval'. Below this, there are two links: 'Add Approvers' and 'Reorder'. A table lists the approvers with columns 'Order' and 'Approver'. The first row shows '1' in the order column and 'Karly Simon' in the approver column. Below the table, there is a checkbox labeled 'Add the approvers to the list of my frequent collaborators'. A text area for 'Comment to Approvers' is present, with a placeholder 'Add a comment' and a green circular icon with a plus sign. At the bottom, there is a dropdown menu for 'After the approval process, assign to' with 'Karly Simon' selected, and a 'Cancel' button next to it. A 'Submit for Approval' button is at the bottom right.

Order	Approver
1	Karly Simon

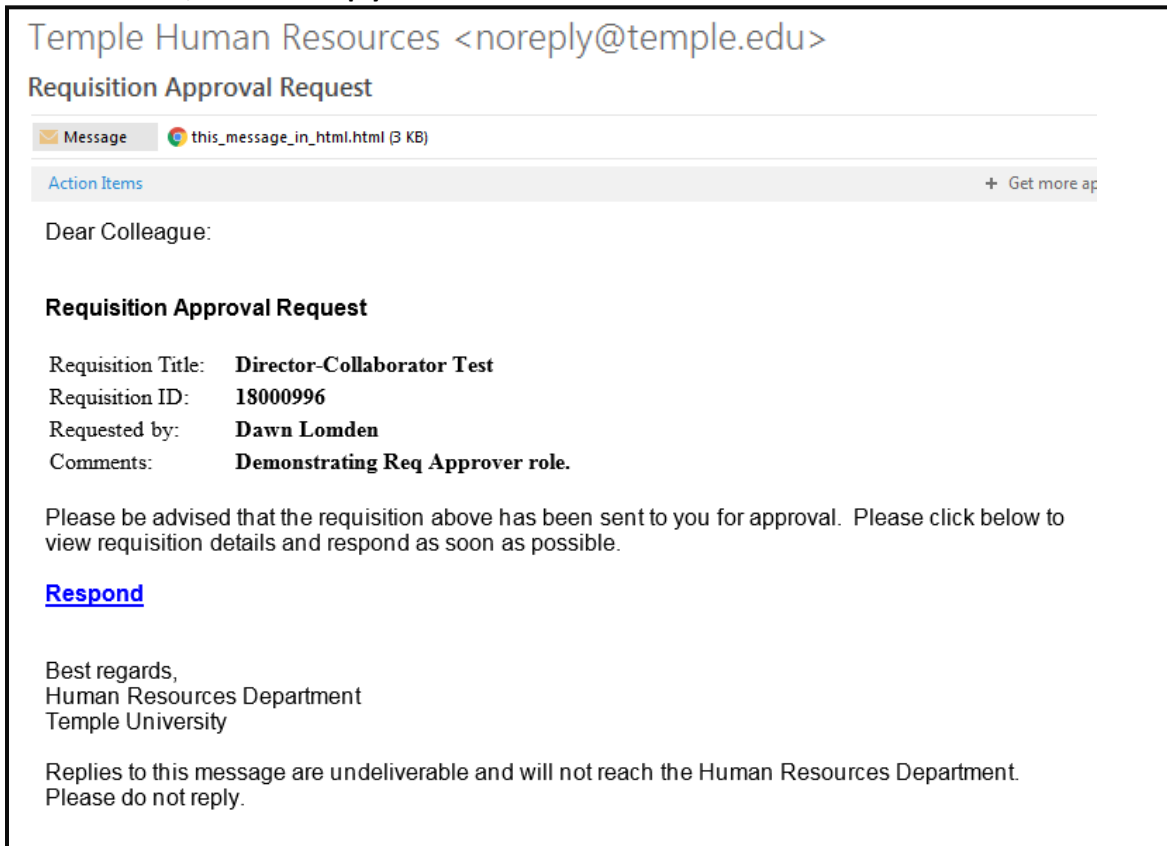
- If you are the Department Recruiter on the requisition you have created, your name will appear first in the Request Approval box. Your approval will be given automatically since you created the requisition.

Taleo Approver Role

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:
I approve this requisition

[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	Dawn Lomden	Talent Acquisition Specialist	Dawn Lomden
Hiring Manager	Dawn Lomden	Hiring Manager Assistant	—
Number of Openings	1	Primary Location	Mitten Hall
Target Start Date	9/17/18		
Attachments	—		

5. 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:

- I approve this requisition
- I approve this requisition
- Req. I pass; I do not approve nor reject this requisition
- I reject this requisition

6. 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)

Everything looks good

☐ Send me an email with my decision Done Cancel

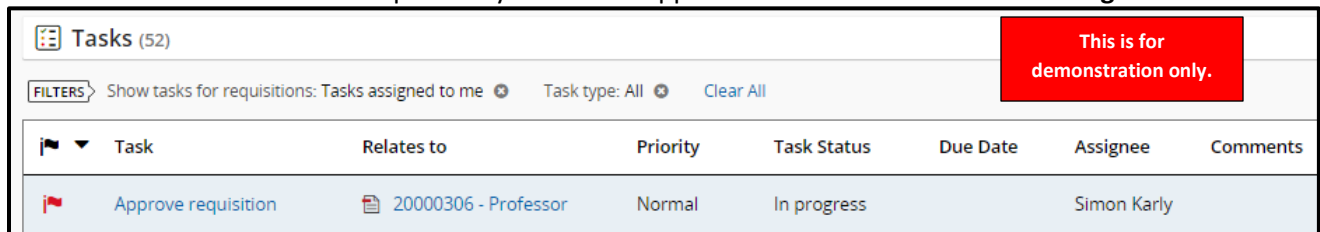
Taleo System

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

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**.

A screenshot of the Taleo 'Requisition View' form. At the top, it says 'You are here > Tasks List > Requisition View'. Below that are two tabs: 'Summary' (selected) and 'Task details'. The 'Summary' tab shows the task title 'Approve requisition' with a flag icon, followed by 'Task Status: In progress', 'Priority: Normal', and 'Created by: Dawn Lomden'. Below that is a section 'Message to Approvers' with the text 'Requesting approval for manual demo.' Underneath is an 'Action' section with a yellow background. It contains a 'Select Decision *' label, two radio buttons labeled 'Approve' and 'Reject', and a checkbox labeled 'Send me an email with my decision'. At the bottom are two buttons: 'Done' (highlighted in green) and 'Cancel'.

Sourcing

Posting a Position

This step is required if you plan on potentially paying student workers with Federal work-study funds. If you are not using Federal work-study funds, this step can be skipped. It is recommended that you post the position if you are not sure what type of funding you will be using, work-study vs non-work-study.

1. Navigate to your approved requisition and open it. From the titles across the top of the page, select **Sourcing**.

The screenshot shows the 'Sourcing' tab selected in the top navigation bar. Below the navigation bar, there is a section titled 'Career Sections' with a blue header. Under this section, there is a text prompt 'Click Add to post job on external and internal career sections' and a button labeled 'Add career sections'. Below this, there are three expandable sections: 'Job Boards', 'Staffing Agents', and 'Invite Matching Candidates'. The 'Invite Matching Candidates' section is currently collapsed and shows a status of 'Unavailable'.

2. Once in **Sourcing**, locate **Career Sections** at the top of the page. Select the **Add career sections** button.

This is a close-up of the 'Add career sections' button, which is a light blue rectangular button with the text 'Add career sections' in a darker blue font.

3. A box called **Career Sections Selector** will open. Ensure the **Internal-Student** checkbox is selected. Then select **Add / update career sections**.

The 'Career Sections Selector' dialog box is shown. It has a title bar with a close button. Below the title bar, there is a prompt 'Please select the career sections for posting this requisition'. To the right of this prompt are two buttons: 'All (1)' and 'Selected (1)'. Below the prompt, it says '1 Career sections are available'. To the right of this is a checkbox labeled 'Select all across pages'. Below this is a table with the following columns: 'Name', 'Visibility', 'Display Type', and 'Sequence'. The table has one row with the following data: 'Internal - Student', 'Intranet', 'Private', and '5'. The 'Internal - Student' row is highlighted in blue. At the bottom right of the dialog, there is a 'Page 1 of 1 (1 of 1 items)' indicator and a set of navigation buttons. At the bottom center, there is a 'Cancel' button, and at the bottom right, there is an 'Add / update career sections' button.

<input checked="" type="checkbox"/>	Name	Visibility	Display Type	Sequence
<input checked="" type="checkbox"/>	Internal - Student	Intranet	Private	5

- You can choose when to post the requisition, **Post from**, and when it should be taken down, **Post to**. Use the drop-down menus to pick from a range of timeframes or use the calendar icon next to each drop-down to pick a specific date. Then select **Save and apply** to post the requisition.

Career Sections
Manage career sections and posting schedules for this requisition

[Add](#) ☒ Select all across pages

<input checked="" type="checkbox"/> Career Section	Posting Status and Schedule (UTC -5:00)
<input checked="" type="checkbox"/> Internal - Student Intranet Private	Status : To be posted Post from : Today Post to : 90 days later

☐ Mark as Urgent

Page 1 of 1 (1 of 1 items) ⏪ < 1 > ⏩

Cancel Save and apply

- Student Worker positions can only be posted to the **Internal-Student** career site. Ensure that the box under **Career Sections** is listed for **Internal-Student** only. The designated time frame will be shown in the box along with the **Status**.

Career Sections
The list below contains the list of career sections along with their posting status for this requisition. Please click "Modify" to make necessary changes

[Modify](#)

Career Section	Posting Status and Schedule (UTC -5:00)
Internal - Student Intranet Private	Status : Posted Post from - Feb 10, 2020, 12:09:19 PM Post to - May 10, 2020, 11:59:00 PM

Page 1 of 1 (1 of 1 items) ⏪ < 1 > ⏩

Taleo Tip: There is no external student worker career site. Student worker positions are only posted internally.

- If you want to make any changes to the posting dates, you can go to the **Sourcing** tab in your requisition at any time. The **Modify** button will be available to you. You can extend or shorten an end date at any time.

Unposting a Position

1. To unpost a position and remove it from the job site, you can use the **Modify** button to open the **Career Section** window. **Uncheck the box** on the left side of the window. Your Status will update to Posted (To be unposted). Select **Save and Apply** to unpost the job.

The screenshot shows a web interface titled "Career Sections" with the subtitle "Manage career sections and posting schedules for this requisition". There is an "+ Add" button and a checkbox "Select all across pages". Below is a table with two columns: "Career Section" and "Posting Status and Schedule (UTC -5:00)". The table contains one row for "Internal - Student" with status "Posted (To be unposted)". The row has a yellow background and a checkbox in the first column. Below the table is a "Mark as Urgent" checkbox. At the bottom right, there is a "Page 1 of 1 (1 of 1 items)" indicator and navigation buttons. At the very bottom right are "Cancel" and "Save and apply" buttons.

Career Section	Posting Status and Schedule (UTC -5:00)
<input checked="" type="checkbox"/> Internal - Student Intranet Private	Status : Posted (To be unposted) Post from - Feb 10, 2020, 12:09:19 PM Post to - May 15, 2020, 11:59:00 PM May 15, 2020

☐ Mark as Urgent

Page 1 of 1 (1 of 1 items)

Cancel Save and apply

2. After a job has been unposted, you can use the **Modify** button to repost the job if needed. Follow the directions as indicated above to post a job to the student worker career section.

Searching a Candidate

There are two ways you can search for your candidate.

Candidate Quick Search

1. In the Quick Search box ensure your field is set to **Look up a candidate**.

A blue rectangular search box with a white background. On the left, there is a person icon and the text "Look up a candidate". In the center, there is a downward-pointing chevron icon. On the right, there is a magnifying glass icon.

2. Type your candidate's name.
3. Select the **magnifying glass** or **Enter** on your keyboard to generate the search.

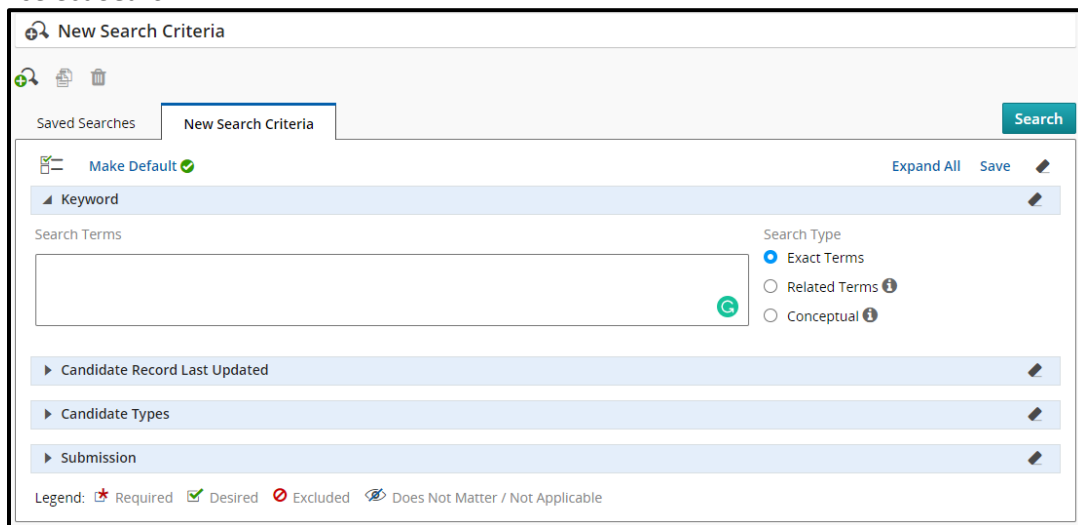
Taleo Tip: Always use the candidate's first and last name. Using a TUID could bring up an incorrect profile due to duplicate profiles.

Find Candidates

1. From the menu, use the **Find Candidates** section to search for candidates.



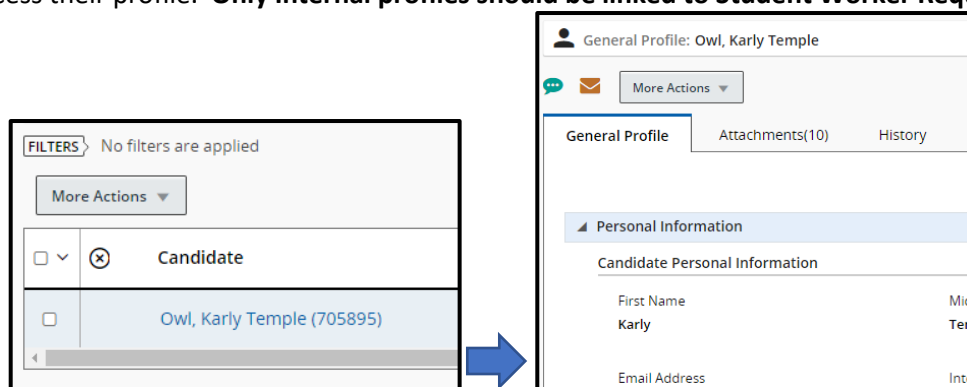
2. In this search box, enter the name of the candidate (or, as a last resort their email or TUID you are searching for. The search function is specific, you will need proper spelling of names. Then select **Search**.

A screenshot of the "New Search Criteria" form. At the top, there is a "New Search Criteria" header with a magnifying glass icon. Below the header, there are two tabs: "Saved Searches" and "New Search Criteria". The "New Search Criteria" tab is active. On the right side of the tab, there is a "Search" button. Below the tabs, there is a "Keyword" section with a "Make Default" link and a "Search Terms" input field. To the right of the input field, there is a "Search Type" section with three radio buttons: "Exact Terms" (selected), "Related Terms", and "Conceptual". Below the "Search Terms" input field, there are three expandable sections: "Candidate Record Last Updated", "Candidate Types", and "Submission". At the bottom, there is a legend with four items: "Required" (red star), "Desired" (green checkmark), "Excluded" (red X), and "Does Not Matter / Not Applicable" (blue eye).

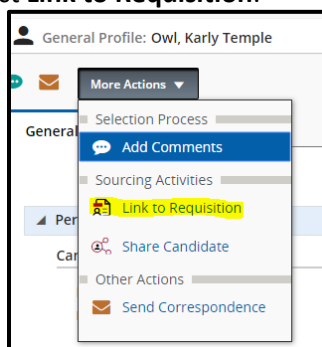
3. The name you searched will return results. If there is more than one profile for your candidate, all names will appear.

Linking a Candidate to a Requisition

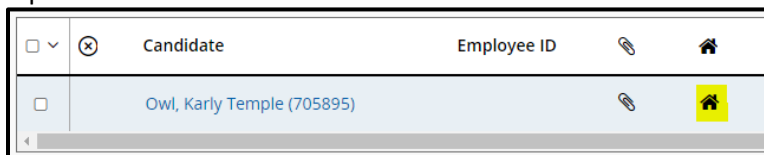
1. Select the checkbox of the name of the candidate you wish to match to your requisition to access their profile. **Only Internal profiles should be linked to Student Worker Requisitions.**



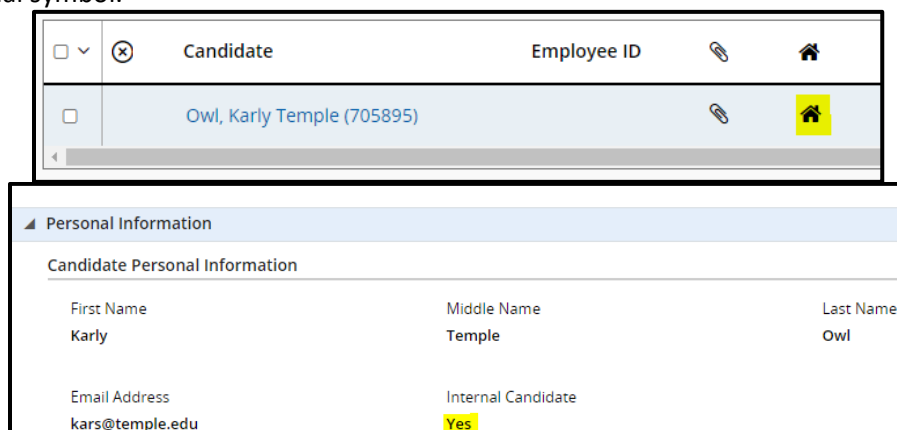
2. Then from **More Actions**, select **Link to Requisition**.



Taleo Tip: Only internal profiles with the **house** icon should be matched to a student worker requisition. Matching an external profile will cause the hire to fail to reach Banner and Kronos.



3. Internal candidates will be shown with a **house** icon. Within the profile, the **Internal Candidate** section will be indicated with a **Yes** response. All students or internal employees should have an internal symbol.



- After selecting the **Link to Requisition**, a pop-up box will appear with a list of your requisitions. Select the checkbox next to the requisition to which you are matching the candidate. Then select **Link to Requisition**.

Link Karly Temple Owl to Requisitions

Select Requisition to proceed

1 Requisition are available

ID	Title	Language	Recruiter	Status
20000038	Student Worker-Fluid Manual	en	Simon, Karly	Sourcing

Page 1 of 1 (1 of 1 items)

Cancel Link to Requisition

- After clicking **Done**, a pop-up box will ask if you want to send an email to the candidate. Select **Cancel**, since the e-mail will invite the candidate to apply for the job that you have already linked them to.

Information

Do you want to send an email to each candidate, wherever applicable, to request more information?

OK Cancel

- The window will close and you will receive a notification stating your candidate has been matched to your requisition.

Candidate View

General Profile Attachments(10) History

Personal Information

Candidate Personal Information

7. Navigate back to your requisition. It will now show a new candidate has been added.

[Student Worker-Fluid Manual](#)

1

20000038Simon KarlySimon KarlyUnposted (2/10/20)

Summary

Status:Open - Unposted
Posted on:February 10, 2020
Latest Action:Requisition Unposted
Hired Candidate(s):0 out of 1

Active CandidatesNew candidates

11

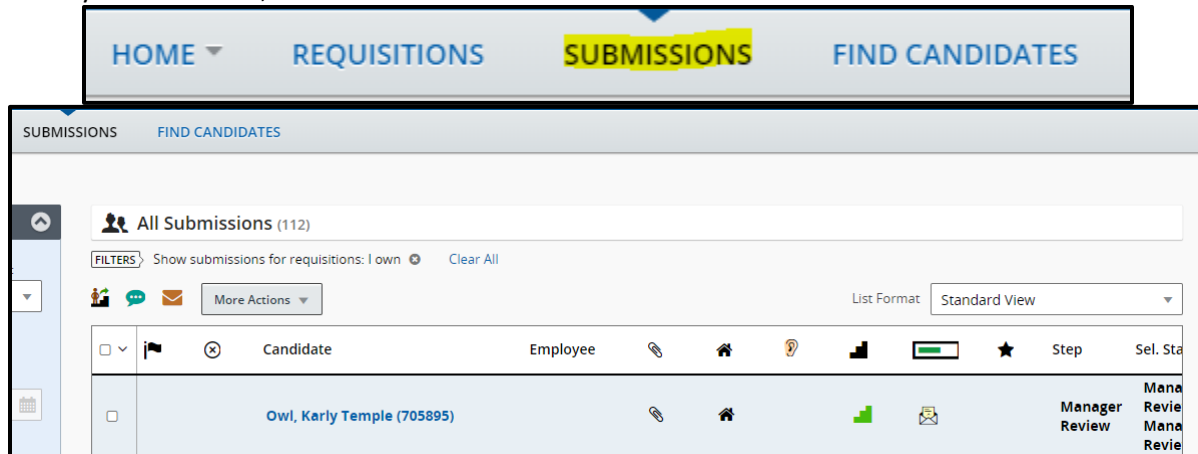
Viewing Candidates

After candidates have either been matched or applied to your requisition, you will be able to view them in Taleo.

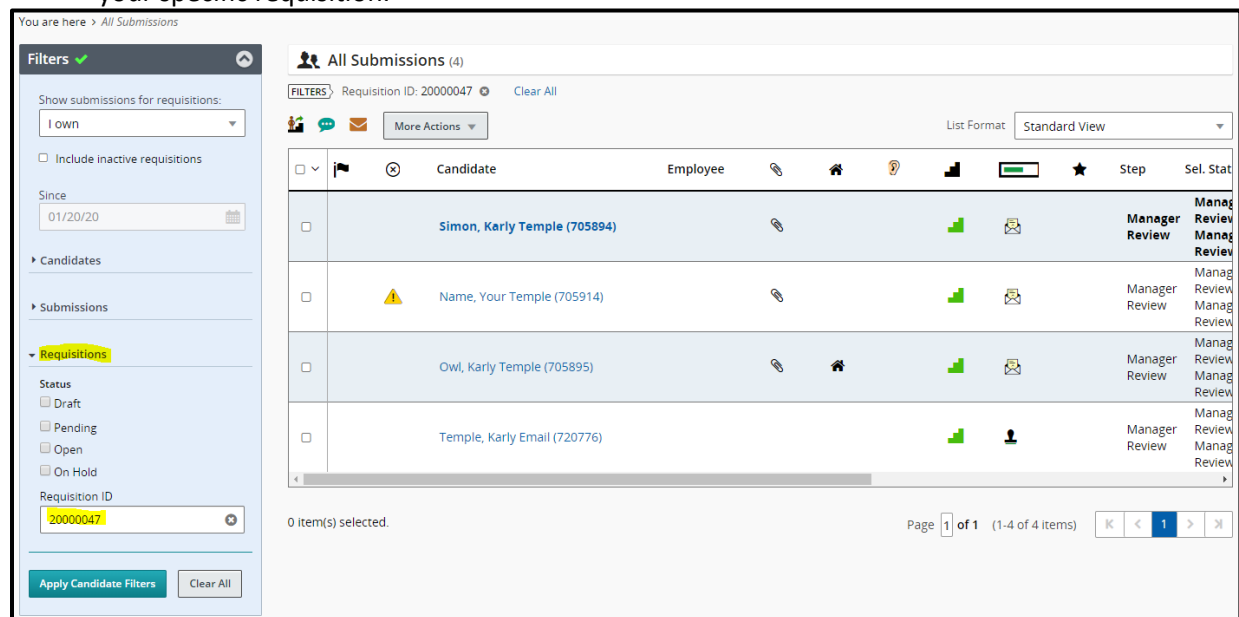
You can navigate to candidates in two ways **Submissions** and **Requisitions**:

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.

- 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.

You are here > [All Submissions](#) > [Submission View](#) Back to Submission List

Summary

Simon, Karly Temple 
United States > Pennsylvania > Philadelphia
Operations Manager at FASTSIGNS International, Inc (Current)

 [Resume](#)

6 other active submission(s)

Submission ☐ General Profile ☒

HIGHLIGHTS (CURRENT SUBMISSION)

Required met: 0/0 Assets met: 0/0

Step: **Manager Review**
Status: **Manager to Review**
Source: **Career Section**
Date of Application: **Feb 20, 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
District Manager
FASTSIGNS International, Inc

Submission: Simon, Karly Temple for Student Worker-Fluid Manual 2.2020 (ID: 20000047)

 [More Actions](#)

Job Submission Attachments(2) Interviews History

Language: English [Expand All](#)

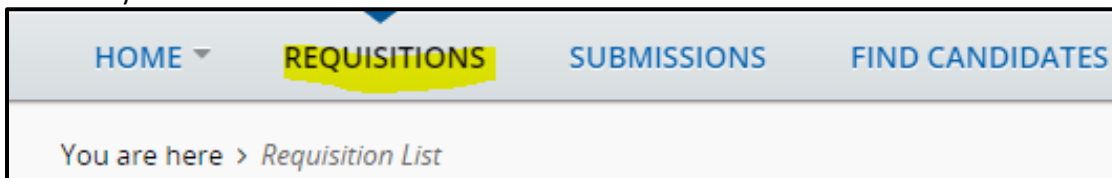
Personal Information

Candidate Personal Information

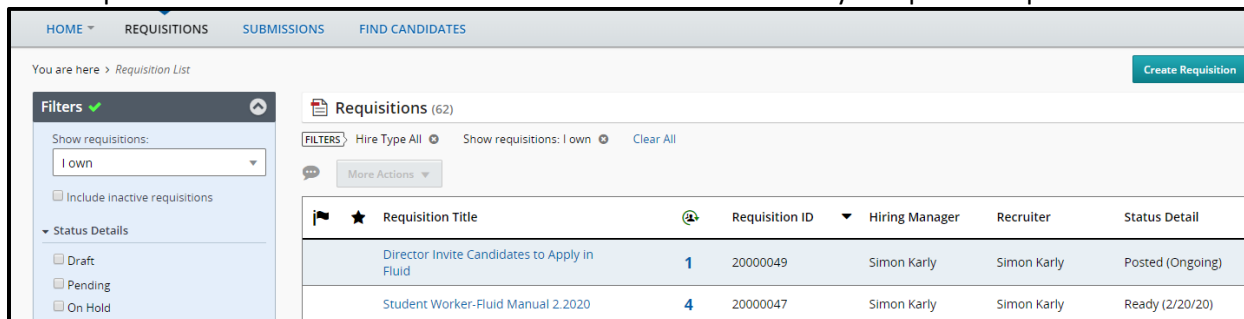
First Name	Middle Name	Last Name
Karly	Temple	Simon
Address (line 1)	City	Zip/Postal Code
1913 N Board	philly	PA
Place of Residence	Primary Number	Home Phone Number
United States > Pennsylvania > Philadelphia	Home Phone	2152040048
Email Address	Social Security Number	Date of Birth
karlys@temple.edu	123456789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

Requisitions

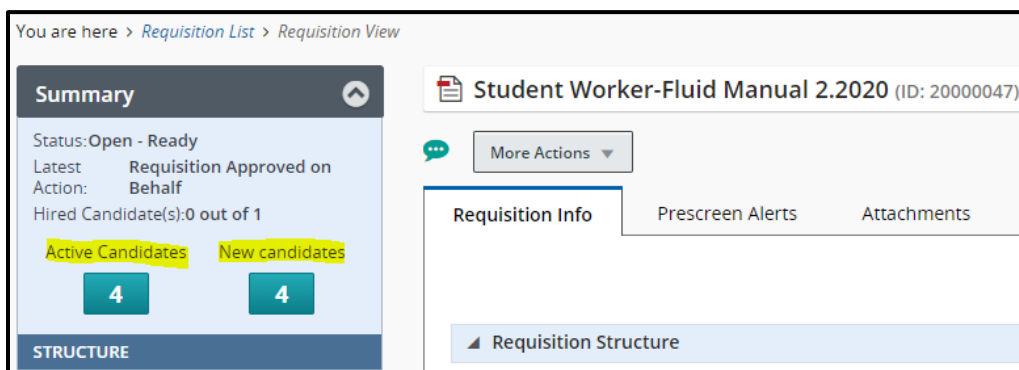
1. **Requisitions:** Navigate from your dashboard to your Requisitions by selecting the **Requisition** title in your menu bar



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
Director Invite Candidates to Apply in Fluid	1 20000049	Simon Karly	Simon Karly	Posted (Ongoing)
Student Worker-Fluid Manual 2.2020	4 20000047	Simon Karly	Simon Karly	Ready (2/20/20)

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 or Department Recruiter 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.

You are here > [Requisition List](#) > [Requisition View](#) > [Submission List](#) Back to Requisition

Filters ✓

Selection process

- Step
- Manager Review (4)
- Interviews
- Offer
- Hire

Candidates

Submissions

Radius

[Apply Candidate Filters](#) [Clear All](#)

Submissions for: Student Worker-Fluid Manual 2.2020 (Requisition ID: 20000047)

FILTERS In selection process Clear All

[More Actions](#)

List Format: Standard View

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate	Employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Step	Sel. Status	★	Requirements	Assets
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, Your Temple (705914)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Manager Review	Manager to Review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owl, Karly Temple (705895)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Manager Review	Manager to Review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Simon, Karly Temple (705894)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Manager Review	Manager to Review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temple, Karly Email (720776)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Manager Review	Manager to Review

0 item(s) selected. Page 1 of 1 (1-4 of 4 items) K < 1 > X

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**).

Submissions for: Student Worker-Fluid Manual 2.2020 (Requisition ID: 20000047)

FILTERS In selection process Clear All

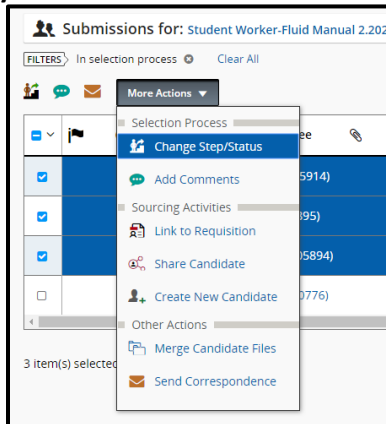
[More Actions](#)

List Format: Standard View

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate	Employee	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Step	Sel. Status	★	Requirements	Assets
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Name, Your Temple (705914)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Manager Review	Manager to Review
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Owl, Karly Temple (705895)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Manager Review	Manager to Review
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Simon, Karly Temple (705894)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Manager Review	Manager to Review
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temple, Karly Email (720776)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	Manager Review	Manager to Review

3 item(s) selected. Page 1 of 1 (1-4 of 4 items) K < 1 > X

- 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.



Bulk Action - Change Step and Status

You are performing this action on 3 submissions

Currently in

Step: Manager Review Status: Manager to Review

Change to

Step: Manager Review Status: Proceed to Interview*

Reaching a status marked with an asterisk () completes the step*

Comments (Applies to all submissions individually)

Please enter comments here

Cancel Apply and Close

- 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 Department Recruiter 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.

Submissions for: Student Worker-Fluid Manual 2.2020 (Requisition ID: 20000047)

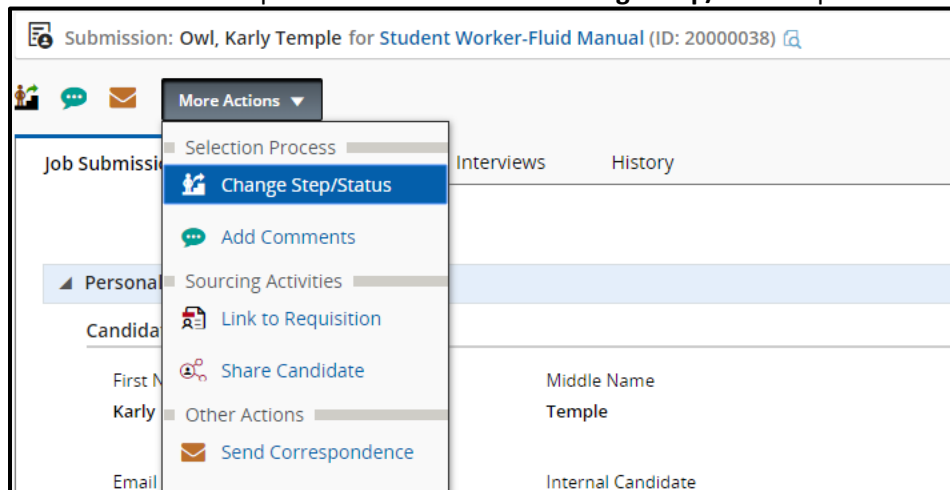
FILTERS In selection process Clear All

More Actions List Format Standard View

	Candidate	Employee	Step	Sel. Status
<input type="checkbox"/>	Temple, Karly Email (720776)		Manager Review	Manager to Review
<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 checked="" type="checkbox"/>	Simon, Karly Temple (705894)		Offer	Offer to be Made

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 drop-down 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**.

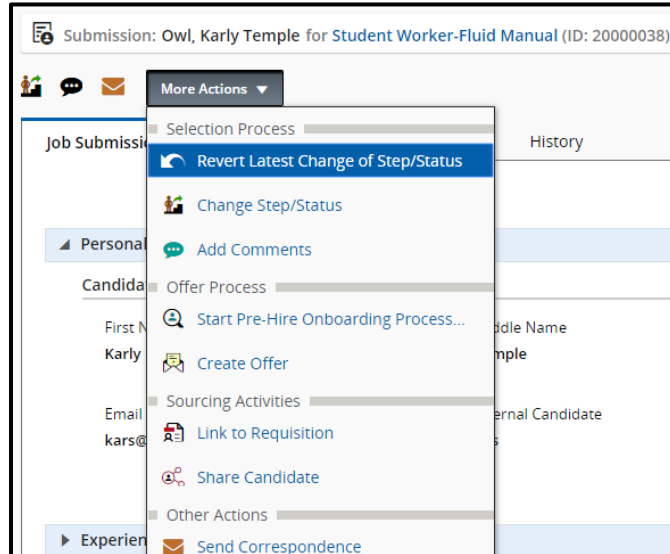
The 'Change Step and Status' pop-up box displays the current step and status on the left and the target step and status on the right. The current step is 'Manager Review' and the status is 'Manager to Review'. The target step is 'Manager Review' and the status is 'Not Reviewed'. A green arrow points from the current to the target. Below this is a comments section and three buttons at the bottom: 'Cancel', 'Apply and Continue changing Step/Status', and 'Apply 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 Department Recruiter will need to 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 drop-down menu.

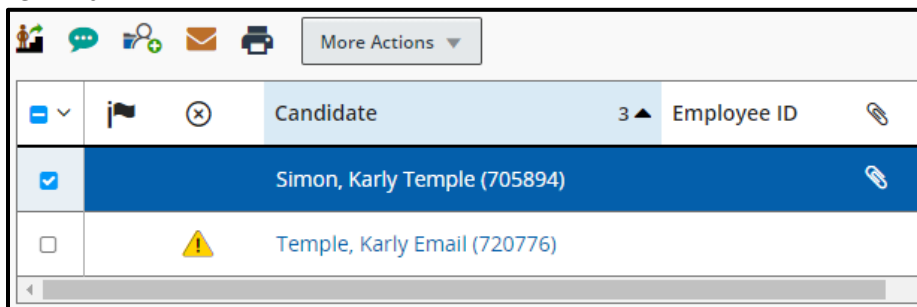


A pop-up box will appear to move the candidate back a step. Comments are required to be included when the **Revert** option is selected. Select **Revert and Close** to move one step/status back or **Revert and Continue** to continue reverting the Step/Status.

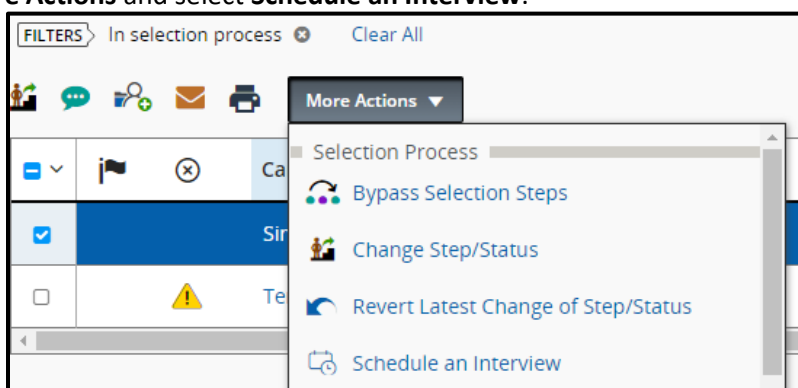
 A screenshot of a pop-up window titled 'Revert Latest Change of Step/Status'. At the top, it displays 'Candidate Name: Karly Temple Owl' and 'Requisition Title: Student Worker-Fluid Manual'. Below this, there are two columns: 'Revert to' and 'Currently in'. The 'Revert to' column shows 'Step: Interviews' and 'Status: Proceed to Offer'. The 'Currently in' column shows 'Step: Offer' and 'Status: Offer to be Made'. A green arrow points from the 'Currently in' column to the 'Revert to' column. Below these columns is a 'Comments' field with a red asterisk indicating it is required. The text 'Provide a comment here.' is inside the field. At the bottom of the window, there are three 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.



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 Interview Properties

2 Interviewers & Message

3 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 has a checkbox 'Invite the Candidate (Simon Karly)' and a 'Notes' field. Below this, there are checkboxes for 'Send the candidate file to the attendees (but not to the candidate)' and 'Send the requisition file to the attendees (but not to the candidate)'. 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 is a 'Filters' section with various search criteria like Name, Email Address, Employee ID, Job Title, Department, and User Group. On the right, a list of '1 Interviewers are available' is shown, with 'Karly Simon' selected. A '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').

Under 'Review & Submit', a message states: 'The following candidate has been scheduled for an interview on Friday, December 18, 2020'.

A table displays the candidate's details:

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

Below the table, the following details are listed:

- Interviewers: Karly Simon
- Is candidate included in the invitation? Yes
- Interview Template Used
- Interview Notification
- Candidate will be updated to the status Interview Scheduled

At the bottom, there are three buttons: 'Previous', 'Cancel', and 'Submit'.

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



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

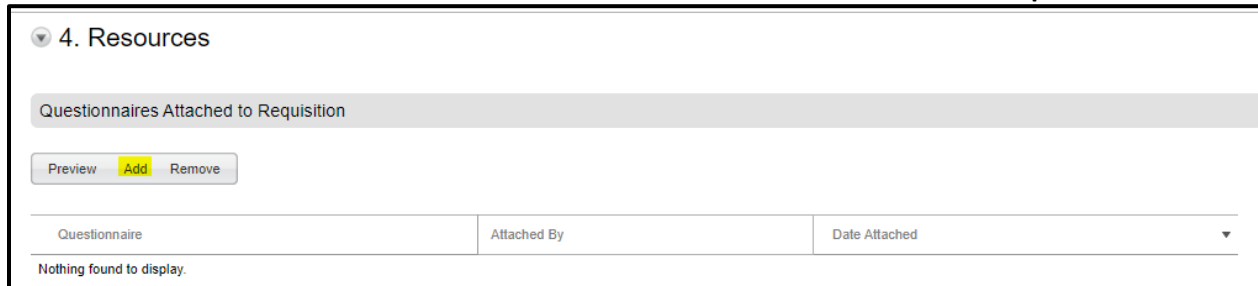
Creating an Interview Evaluation

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**.



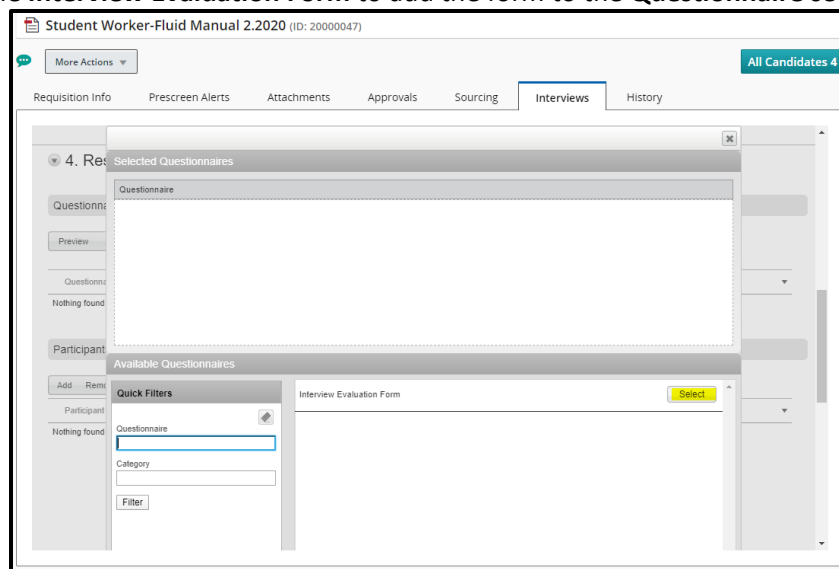
▼ 4. Resources

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.



Student Worker-Fluid Manual 2.2020 (ID: 20000047)

More Actions ▼ All Candidates 4

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

▼ 4. Resources

Selected Questionnaires

Questionnaire

Preview

Questionnaire

Nothing found

Participant

Add Remove

Participant

Nothing found

Available Questionnaires

Quick Filters

Questionnaire

Category

Filter

Interview Evaluation Form

Select



▼ 4. Resources

Selected Questionnaires

Questionnaire

Interview Evaluation Form

Preview

Questionnaire

Nothing found

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

Student Worker-Fluid Manual 2.2020 (ID: 20000047)

More Actions ▾ All Candidates 4

Requisition Info Prescreen Alerts Attachments Approvals Sourcing Interviews History

Available Questionnaires

Quick Filters

Questionnaire

Category

Filter

Done Cancel

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

4. Resources

Questionnaires Attached to Requisition

Preview Add Remove

One result found.

Questionnaire	Attached By	Date Attached ▾
<input type="radio"/> Interview Evaluation Form	Karly Simon	2/24/20 10:12 AM

Participants

Add Remove

Participant	Attached By	Date Attached ▾
Nothing found to display.		

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.

The screenshot shows the 'Add Participants' window. The 'Add External Participants' section has three input fields: 'First Name' (containing 'Non-Taleo Participant'), 'Last Name' (containing 'Name'), and 'Email Address' (containing 'participantemail@address'). There is an 'Add' button to the right of the email field. Below this is a 'Select Internal Participants' section with a 'Quick Filters' sidebar on the left and a list of participants on the right. The 'Quick Filters' sidebar has fields for 'Name' (containing 'karly simon'), 'Email Address', and 'Keyword', with a 'Filter' button at the bottom. The list of participants on the right has columns for 'Name' and 'Email Address', and a 'Select' button for each entry. The entries are: 'Sydhora Simon' with email '2D3903351F95D433E0538FFD6F0AE3EE@invalidemail.com', 'Karly Simon' with email 'karly.simon@temple.edu', and 'Kevin Simons' with email '355AC19BE1672057E05381FD6F0A8D9C@invalidemail.com'.

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

The screenshot shows the 'Add Participants' window. The 'Add External Participants' section has three input fields: 'First Name', 'Last Name', and 'Email Address'. The 'Done' button is highlighted in yellow. The 'Select Internal Participants' section is also visible, showing the same list of participants as the previous screenshot.

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

The screenshot shows the '4. Resources' section. It has a 'Questionnaires Attached to Requisition' section with a table showing one result found. The table has columns for 'Questionnaire', 'Attached By', and 'Date Attached'. The entry is 'Interview Evaluation Form' attached by 'Karly Simon' on '2/24/20 10:12 AM'. Below this is a 'Participants' section with a table showing 2 found, displaying all. The table has columns for 'Participant', 'Attached By', and 'Date Attached'. The entries are 'Karly Simon' attached by 'Karly Simon' on '2/24/20 11:01 AM' and 'Non-Taleo Participant Name' attached by 'Karly Simon' on '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: Temple, Karly Email for Student Worker-Fluid Manual 2.2020 (ID: 20000047) 🔍

More Actions ▼

Job Submission Attachments **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 **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
Select User ▼	3/25/20 📅	Final - Requ ▼
Select User ▼	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.

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

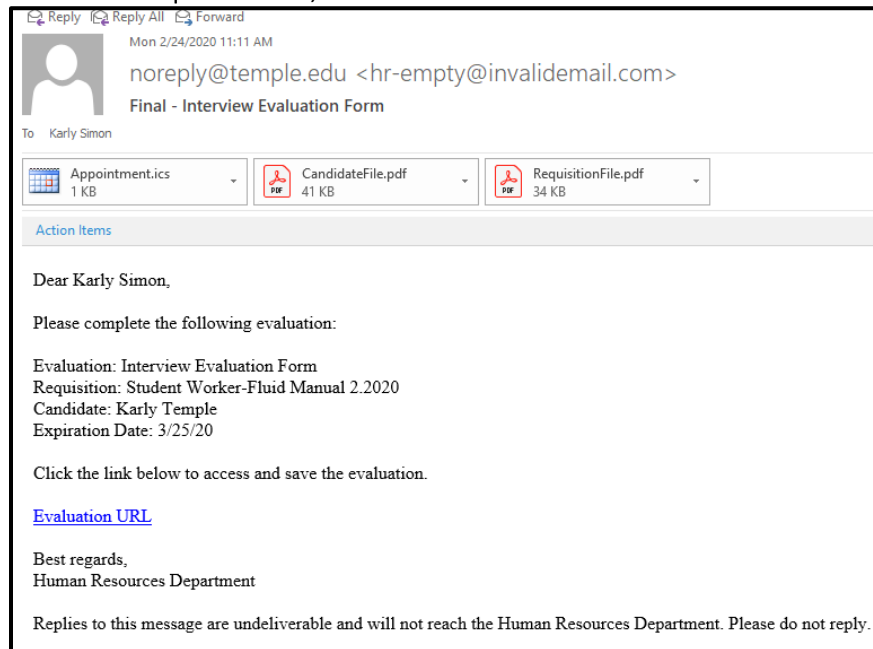
Submission-specific Attachments*

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.



- 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: Temple, Karly Email for [Student Worker-Fluid Manual 2.2020 \(ID: 20000047\)](#)

Job Submission Attachments **Interviews** History

1. Interviews and Evaluation Requests

Create Interview Edit Resend View Details Cancel

Event Date	Event Type	Details	Participants	Status
Nothing found to display.				

2. Completed Interviews and Evaluations

Completed Evaluation Questionnaires

View Results Remove

One result found.

Completed Date	Event Type	Questionnaire	Participants	Question - Skill Score
2/24/20 11:13 AM	Feedback	Interview Evaluation Form	Karly Simon	0 % - 0 %

Completed Interviews

View Details

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

Submission: Temple, Karly Email for [Student Worker-Fluid Manual 2.2020 \(ID: 20000047\)](#)

Job Submission Attachments **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.

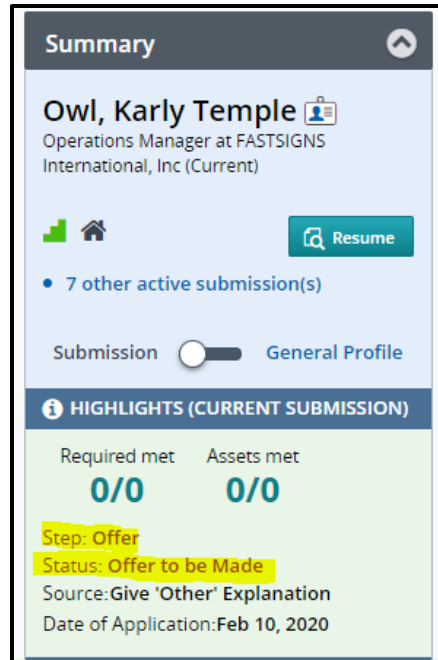
Rating Category	Standard
Outstanding	Evidence that the candidate has performed similar functions very well or has met even higher performance standards for similar functions. Demonstrated a record of performance exceeding the level required by the job.

Questions

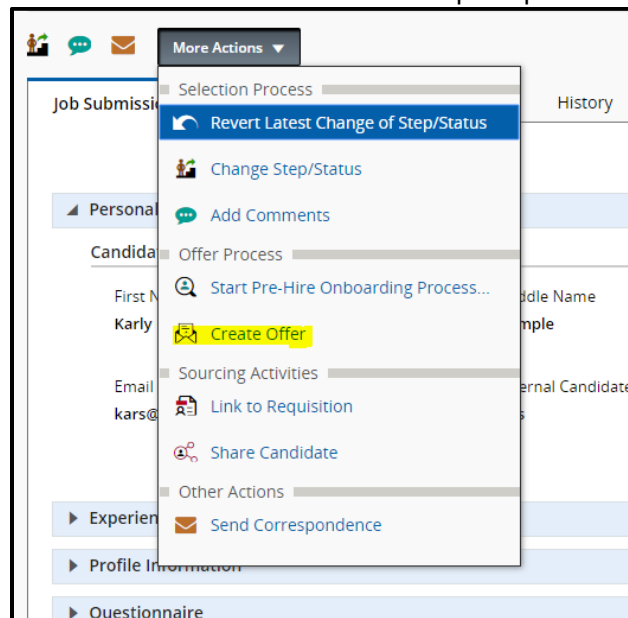
Question	Answer	Weight	Score
----------	--------	--------	-------

Creating and Extending an Offer – Student Worker

1. Navigate to your requisition, select the blue number to open your candidate list, and select your candidate. You must be in the candidate's profile to create the offer. Ensure the candidate is in the **Step/Status** of **Offer/Offer to be Made**.



2. Go to **More Actions** and select **Create Offer**. This will open up the Offer grid.



Offer Grid

Top Section

1. Enter:

a. **Pay Start Date**—the date of the student's first day of work

Payroll Tip: It is best practice to start a student worker at the beginning of the pay period. This gives the system time to get the information in for payroll, otherwise hiring in the middle of the pay period may result in delays in processing.

b. **Pay End Date**—enter a date only if the position has a defined end date

c. **Offer Expiration Date**—field will autofill

Offer (New)

Top Section

Status : Draft

Created on : -

Offer Expiration Date : Feb 24, 2020, 2:03 PM

Pay Start Date : mmm d, yyyy, h:mm a

Banner Pay End Date : mmm d, yyyy

Maximum Salary : -

☒ Tentative

Taleo Tip: You may type in a date for all date fields. Your Pay Start Date if typed in will show a defaulted time of 12:00 AM.

Top Section

Status : Draft

Pay Start Date : Jan 30, 2021, 12:00 AM

Or you can select the calendar function for the Pay Start Date field. Once you have selected your date, select **Done**.

er details

ate New Offer

Offer (New)

Top Section

Status :

Created on :

Extended :

Offer Expiration Date :

Pay Start Date : mmm d, yyyy, h:mm a

Calendar: January 2021

1 2 3

4 5 6 7 8 9 10

11 12 13 14 15 16 17

18 19 20 21 22 23 24

25 26 27 28 29 30 31

Today

12:00 AM Done Cancel

☒ Tentative

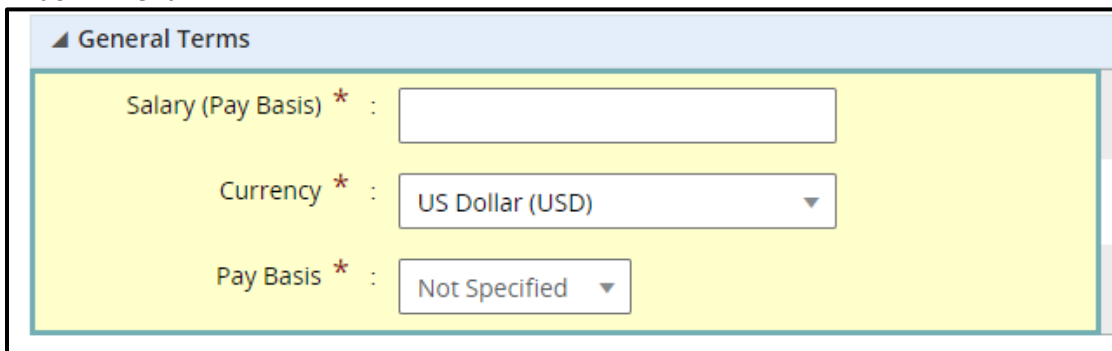
Taleo Tip: Calendars in Taleo Fluid have a format of Mon-Sun versus Sun-Sat.

Taleo Tip: By default, the box labeled **Tentative** is checked. This means that the job start date is tentative. For student workers, uncheck this box. If left checked you will need to update the start date to hire the student worker.

The image shows two overlapping screenshots of a Taleo job posting form. The top screenshot shows a yellow header bar, followed by a light orange bar containing the text 'Pay Start Date :'. Below this is a date and time input field with a placeholder 'mmm d, yyyy, h:mm a' and a calendar icon. To the right of the input field is a checked checkbox labeled 'Tentative'. The bottom screenshot shows a similar light orange bar with 'Pay Start Date :', the same input field, but the 'Tentative' checkbox is unchecked and highlighted with a yellow square.

General Terms

1. Next enter the **hourly rate** and the **pay basis**. Be sure to select **Hourly** from the **Pay Basis** drop-down menu.



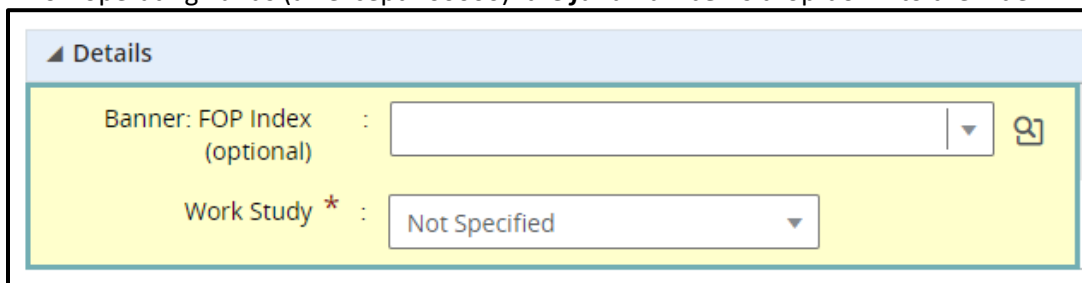
The screenshot shows the 'General Terms' section of a form. It contains three fields: 'Salary (Pay Basis) *' with an empty text input, 'Currency *' with a dropdown menu set to 'US Dollar (USD)', and 'Pay Basis *' with a dropdown menu set to 'Not Specified'.

Details

1. If needed, the **FOP index** is available. This is to be used if you do not want the default FOP from Banner Position Control Number (PCN) to default into the job.

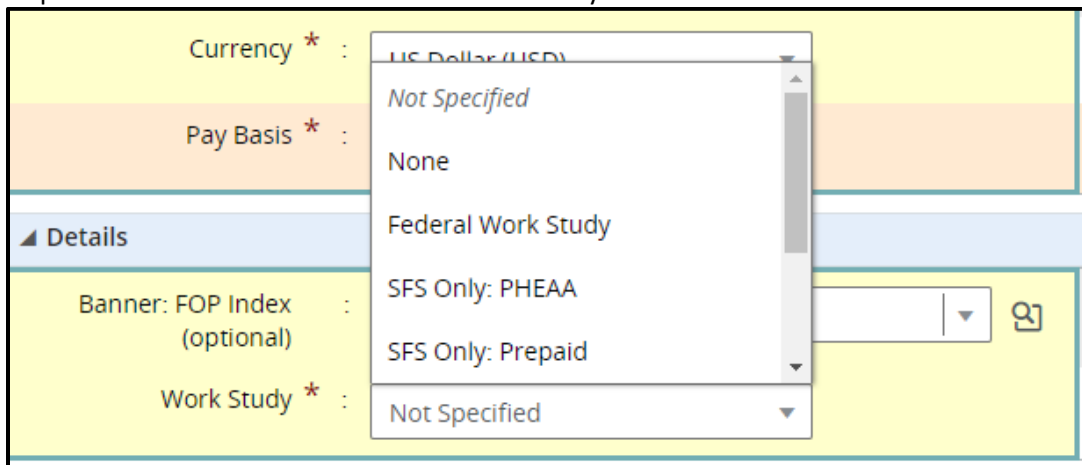
Taleo Tip: If you need to look up the **FOP Index**, please sign in to TUPortal and go to the Banner tab, Finance Channel.

- Operating Funds (100000): the corresponding **org** is equal to the index
- Non-operating Funds (all except 100000): the **fund number** is drop-down to the index



The screenshot shows the 'Details' section of a form. It contains two fields: 'Banner: FOP Index (optional)' with a text input and a dropdown arrow, and 'Work Study *' with a dropdown menu set to 'Not Specified'.

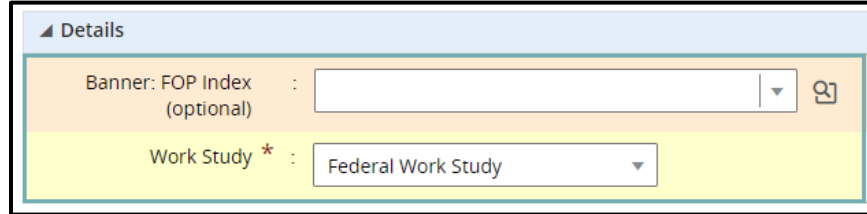
2. Next, select a value for Work-Study. **Not Specified** is the default, but is not recognized as an option. If the student does not have work-study choose **None**.



The screenshot shows the 'Details' section of a form with the 'Work Study *' dropdown menu open. The menu options are: 'Not Specified', 'None', 'Federal Work Study', 'SFS Only: PHEAA', and 'SFS Only: Prepaid'. The 'Banner: FOP Index (optional)' field is also visible.

3. Unless PHEAA, Prepaid, America Reads, On Campus PHEAA, or Special – Off Campus, select Federal Work-Study to label the student worker to be paid with Federal Work-Study at any time during their term of employment.

4. If you are not sure if a student was awarded Work-Study, select the **Federal Work-Study** option. Banner will automatically update if the student was not awarded work-study funds.



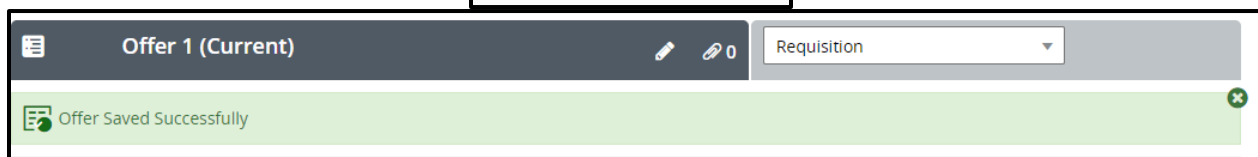
Details



Banner: FOP Index (optional) :

Work Study * : Federal Work Study

5. Select **Save and Close** when you are done. If you are missing any fields, an error message will appear. After you save the offer, an edit button will appear so that you may make revisions if necessary.

Save and close



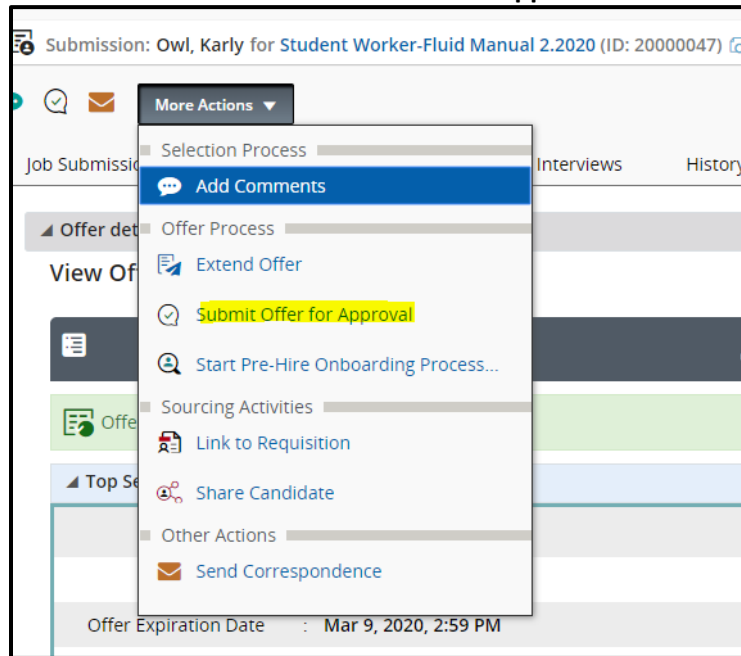
Offer 1 (Current)   0 Requisition

Offer Saved Successfully

6. If needed, you can now route the offer for Approval to others in the department. Recruiters with proper authority may extend the offer without needing additional approval.

Route for Approval

1. From the **More Actions** menu select **Submit Offer for Approval**.

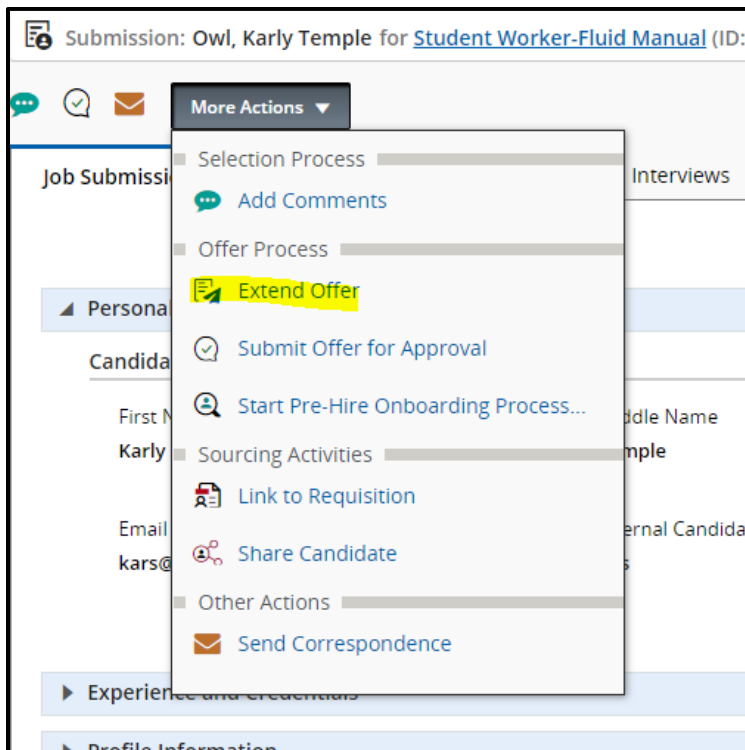


2. To add approvers, click on **Add Approvers** on the bottom left. You can search for approvers in the new window to add to your list.
3. When you are ready to request approval, add a comment in the comment box (required) then select **Submit for Approval**. An email will be sent to the **Approver** alerting them that action is needed.

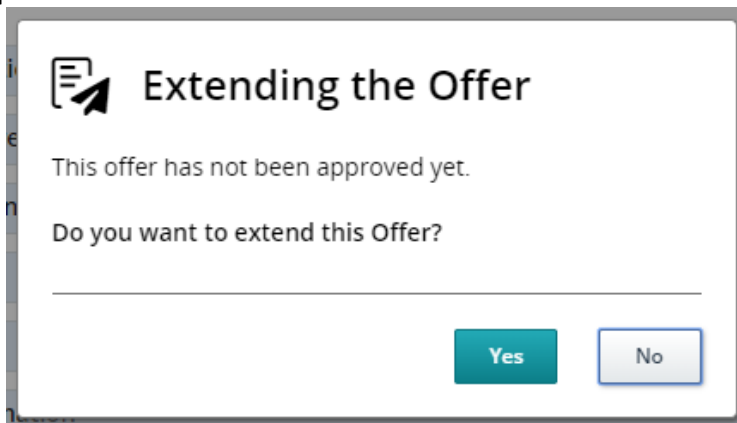
A screenshot of a web application form titled 'Offer 1 - approval process'. The form is divided into sections. The first section is 'Offer 1 - Submitting for approval', which contains a table with columns 'Order' and 'Approver'. The table has one row with '1' in the 'Order' column and 'Karly Simon' in the 'Approver' column. Below the table is a checkbox labeled 'Add the approvers to the list of my frequent collaborators'. The second section is 'Comment to Approvers *', which contains a text area for a comment. Below the text area is a dropdown menu labeled 'After the approval process, assign to *' with 'Simon, Karly' selected. At the bottom right of the form are two buttons: 'Cancel' and 'Submit for Approval'.

Extend the Offer

1. Click on the candidate's name in your requisition to open their profile.
2. Go to **More Actions** and select **Extend Offer**.



3. Recruiters will see the following pop-up warning box. If you have the proper authority, you may click **Yes** to self-approve the offer. Otherwise, you must route for approval by selecting **Submit Offer for Approval** from **More Actions**.



4. An **Extend Offer** dialogue box will appear. Select **E-Mail** in the dialogue box. Then select Next. This is specific to student workers only.

Extend Offer			
Candidate Name Karly Temple Owl	Target Start Date Not specified	Start Date Feb 10, 2020, 8:00 AM	Expiration Date Feb 24, 2020, 2:03 PM
<p>How do you want to extend this offer?</p> <p> <input type="radio"/> E-offer <input checked="" type="radio"/> Email <input type="radio"/> Printed Letter <input type="radio"/> Verbally </p>			
			<input type="button" value="Cancel"/> <input type="button" value="Next"/>

Taleo Tip: Do not select **e-offer** for student workers. This confuses the student worker. **Only select Email.**

How do you want to extend this offer?

☐ E-offer
☒ **Email**
☐ Printed Letter
☐ Verbally

- To select the Student Worker Offer Letter template, **Select** the template for the offer letter. For student workers, there is only one option. Select the **Select Template** button to continue.

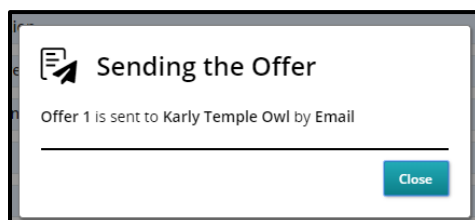
Extend offer by Email - Select Offer Letter Template	
<p>Hide Template List</p> <p>Filters ▾</p> <p>Showing Templates (1)</p> <p>Student Worker Offer Letter Code: OFFER_STUDENT Language: English Intended for: All candidates</p>	<p>Student Worker Offer Letter</p> <p>Language: English</p> <p>{Other.CompanyLogos1}</p> <p>{Other.CurrentDate}</p> <p>Dear {Candidate.FullName}:</p> <p>Congratulations! It is with pleasure that I confirm our offer to you for a student worker position in the (Requisition.UDF_R_DEPT_DESCRIP) Department. The effective hire date for this position is (Offer.ActualStartDate). If this is your first paid position at the university, or if you are being rehired after a period of inactivity, new hire documents must be completed.</p> <p>These new hire documents require you to provide within three business days of your start date acceptable documentation to verify your eligibility to work in the United States as defined by the United States Citizenship and Immigration Services (USCIS) Department.</p> <p>Temple University uses an electronic process which enables you to easily complete required new hire documents and information (I-9, W4, Direct Deposit, etc.) prior to your start date. An email will be sent to your Temple University email address that outlines the steps for completing these documents. If you do not receive an email notification from Temple within 48 hours of electronically accepting this offer, please contact me.</p> <p>We are delighted that you are accepting the offer to join us, and we look forward to working with you.</p> <p>Sincerely,</p> <p>{Requisition.RecruiterName} {Requisition.UDF_R_DEPT_DESCRIP}</p>
<p> <input type="button" value="Previous"/> <input type="button" value="Cancel"/> <input type="button" value="Select Template"/> </p>	

- You can review the message. You can **Edit Message** to correct **errors** in the email offer letter if needed. If **0** errors are listed, you do not need to review or modify the email offer letter.

- After reviewing the letter, scroll to the bottom of the open window. In the box below **“The message will be converted into a read-only...”** – NOT THE COMMENT BOX – enter a message to the student. This content will be used as the body of the email message.

Taleo Tip: The body of the email is a great place to welcome the student to your team, enter any your contact information if the student has any questions about the new hire process, and/or next steps in the process.

- Then select **Extend Offer** to send your message. You will receive a notification that the offer was sent.



9. The Status on the Candidate record will be updated to **Offer Extended**.

Summary

Owl, Karly Temple
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: Offer
Status: Extended
Source: Give 'Other' Explanation
Date of Application: Feb 10, 2020

10. To access a copy of the student's email offer letter, click on the **History** tab in the candidate's profile.

Submission: Owl, Karly Temple for Student Worker-Fluid Manual (ID: 20000038)

More Actions

Job Submission Attachments(10) Offers Interviews **History**

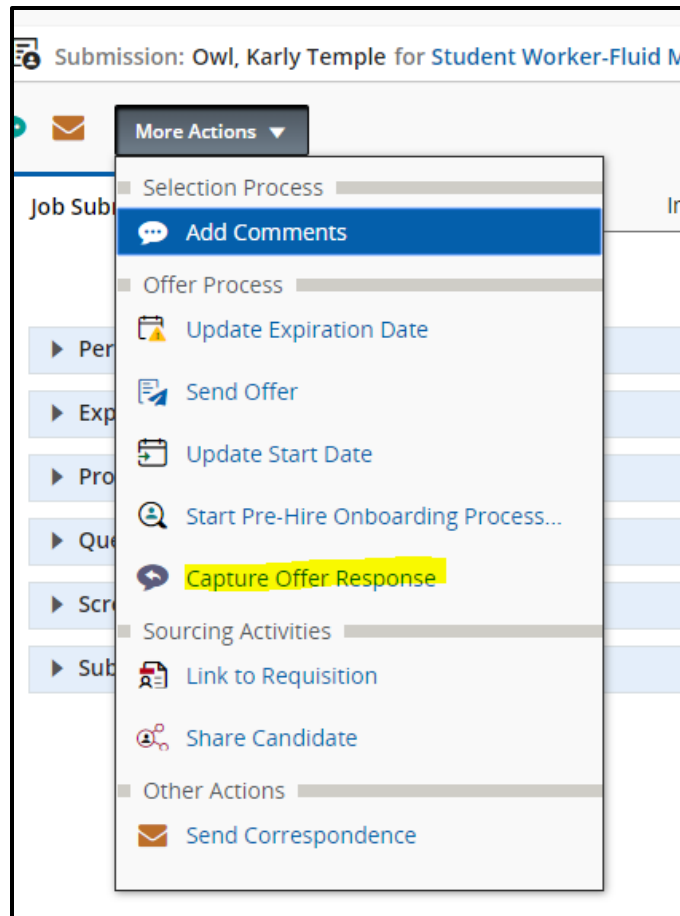
Show history for Current submission - Student Worker-Fluid ...

11. You will see the title of the email offer letter in the **History** tab highlighted in blue. You can click on the title of the email offer letter to view a copy or print it.

Feb 10, 2020, 4:09:57 PM	Offer 1 - Extended (Written)	Student Worker Offer Letter - Student Offer from Temple University	Karly Simon (Hiring Manager)
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Hiring – Student Worker

1. Student Workers are not required to respond to the e-mail. They do not accept offers in Taleo. Therefore, assume that they accept the job. Go to **More Actions** and choose **Capture Offer Response**.



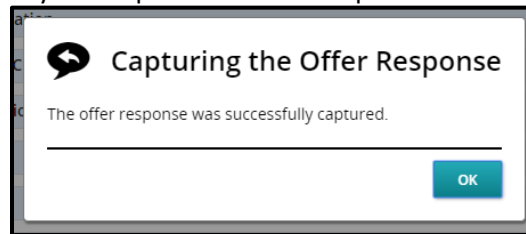
2. Select the radio button next to **The candidate accepted the offer** and then select **Done**.

A screenshot of the 'Capture Offer Response' form in Taleo. The form displays candidate information: 'Candidate Name: Karly Temple Owl', 'Target Start Date: Not specified', 'Current Start Date: Feb 10, 2020, 8:00 AM', and 'Expiration Date: Feb 24, 2020, 2:03 PM'. Below this, the 'Offer Status' is 'Extended - Feb 10, 2020'. The question 'How did the candidate respond to the offer? *' is followed by three radio button options: 'The candidate accepted the offer', 'The candidate wants to negotiate the offer', and 'The candidate refused the offer'. The 'The candidate accepted the offer' option is selected. At the bottom right, there are 'Cancel' and 'Done' buttons.

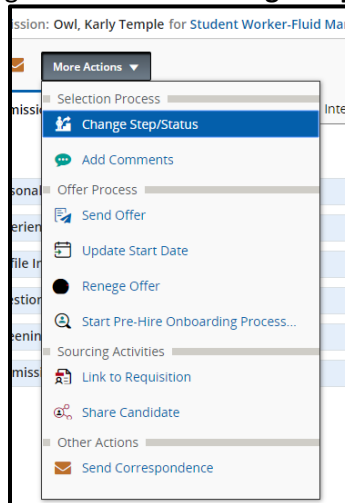
3. You will be asked to verify the start date. Uncheck **Tentative** if it is checked. Select **Done**.

The screenshot shows a 'Capture Offer Response' window. At the top, it displays candidate information: Candidate Name (Karly Temple Owl), Target Start Date (Not specified), Current Start Date (Feb 10, 2020, 8:00 AM), and Expiration Date (Feb 24, 2020, 2:03 PM). Below this, the Offer Status is 'Extended - Feb 10, 2020'. The main section asks 'How did the candidate respond to the offer? *' with three radio button options: 'The candidate accepted the offer' (selected), 'The candidate wants to negotiate the offer', and 'The candidate refused the offer'. Under the selected option, there are two date pickers: 'Accepted on (Event Date) *' (Feb 10, 2020) and 'What is the start date? *' (Feb 10, 2020, 8:00 AM). There is an unchecked checkbox for 'Tentative'. A large text area for 'Comments' is present. At the bottom right are 'Cancel' and 'Done' buttons.

4. You will be notified that your response has been captured.

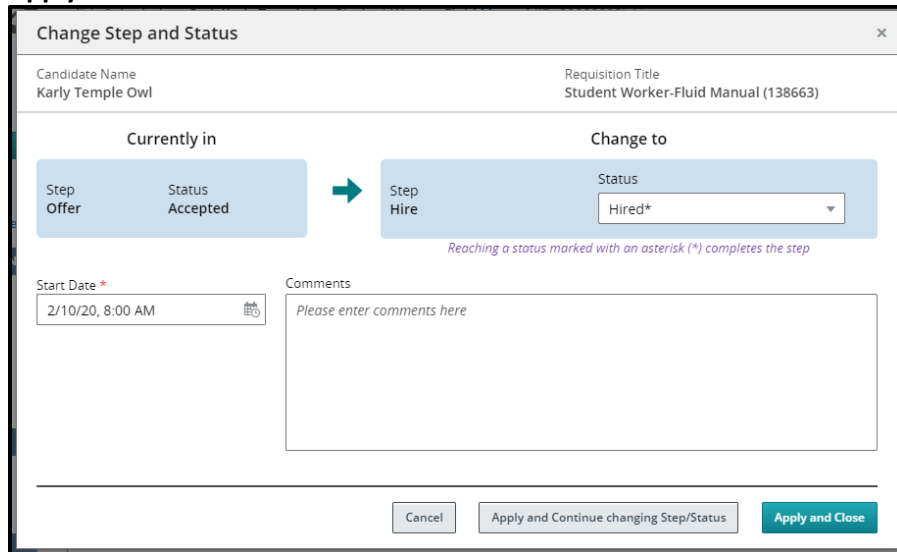


5. Next, click on **More Actions** again and choose **Change Step/Status**.



6. The step and status will automatically update to **Hire/Hired**. The update of status to Hired will update Banner overnight. You do not have to change anything in this box.

7. Select **Apply and Close** to finalize the hire.

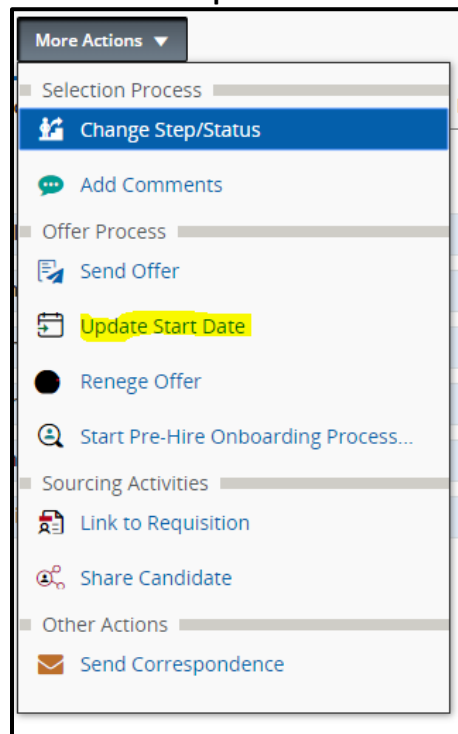


The dialog box is titled "Change Step and Status". It contains the following information:

- Candidate Name:** Karly Temple Owl
- Requisition Title:** Student Worker-Fluid Manual (138663)
- Currently in:** Step Offer, Status Accepted
- Change to:** Step Hire, Status Hired* (selected from a dropdown menu)
- Start Date:** 2/10/20, 8:00 AM
- Comments:** A text area with the placeholder "Please enter comments here".
- Buttons:** Cancel, Apply and Continue changing Step/Status, and Apply and Close.

A note at the bottom right states: "Reaching a status marked with an asterisk (*) completes the step".

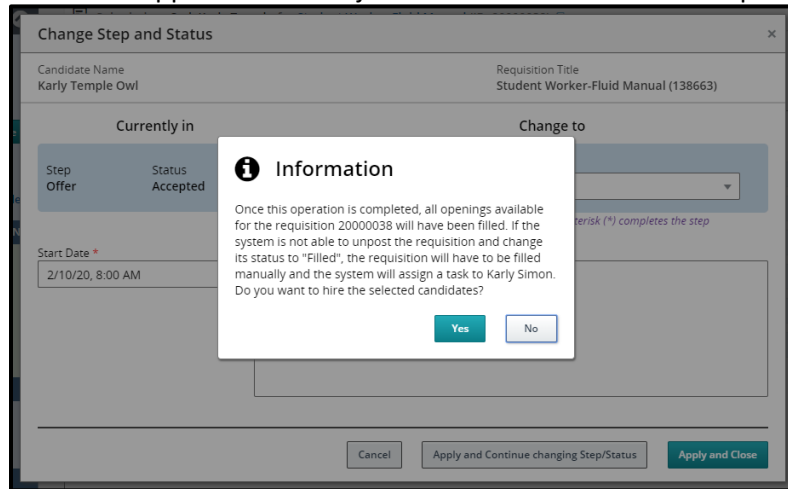
Taleo Tip: If you are not receiving the option of **Change Step/Status**, you may still have the **Tentative** box from the offer grid marked. To change this, go to **More Actions**, then select **Update Start Date**. Uncheck **Tentative** in the pop-up box and select **Update and Close**.



The "More Actions" dropdown menu is open, showing the following options:

- Selection Process
- Change Step/Status** (highlighted in blue)
- Add Comments
- Offer Process
- Send Offer
- Update Start Date** (highlighted in yellow)
- Reneg Offer
- Start Pre-Hire Onboarding Process...
- Sourcing Activities
- Link to Requisition
- Share Candidate
- Other Actions
- Send Correspondence

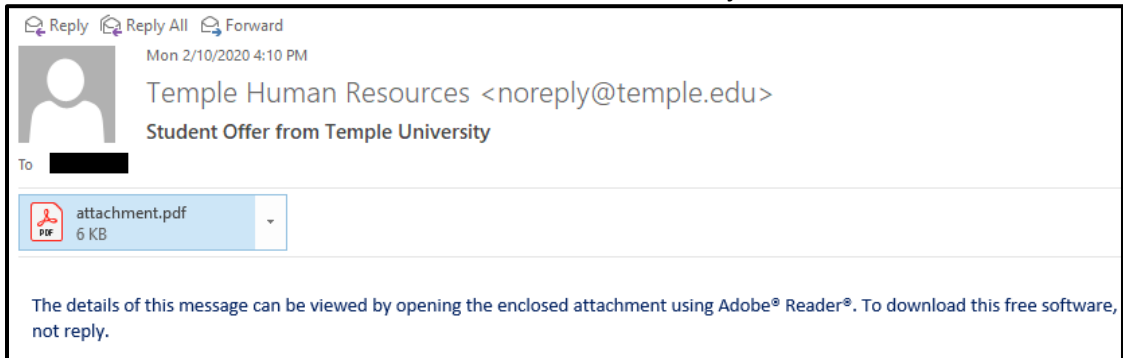
8. If the hire is the last opening on the requisition, a warning will appear notifying you that the hire action will fill the requisition. Filling the requisition will automatically remove the opening from the career site and all applicants on this job will be able to view that the position is filled.



9. Once a requisition is filled, either through the final hire or manually from **More Actions**, all remaining candidates in the **Manager Review** or **Interview** steps will be automatically be sent rejection emails.

Candidate Facing Material – Student Worker

1. This is the e-mail that the student worker receives for the job offer.



2. When the student clicks on the attachment, they can view the offer letter.

