

# Taleo Talent Management System Training

## NON-CREDIT INSTRUCTOR HIRING MANUAL



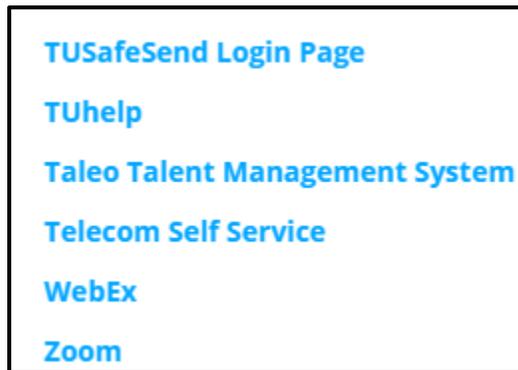
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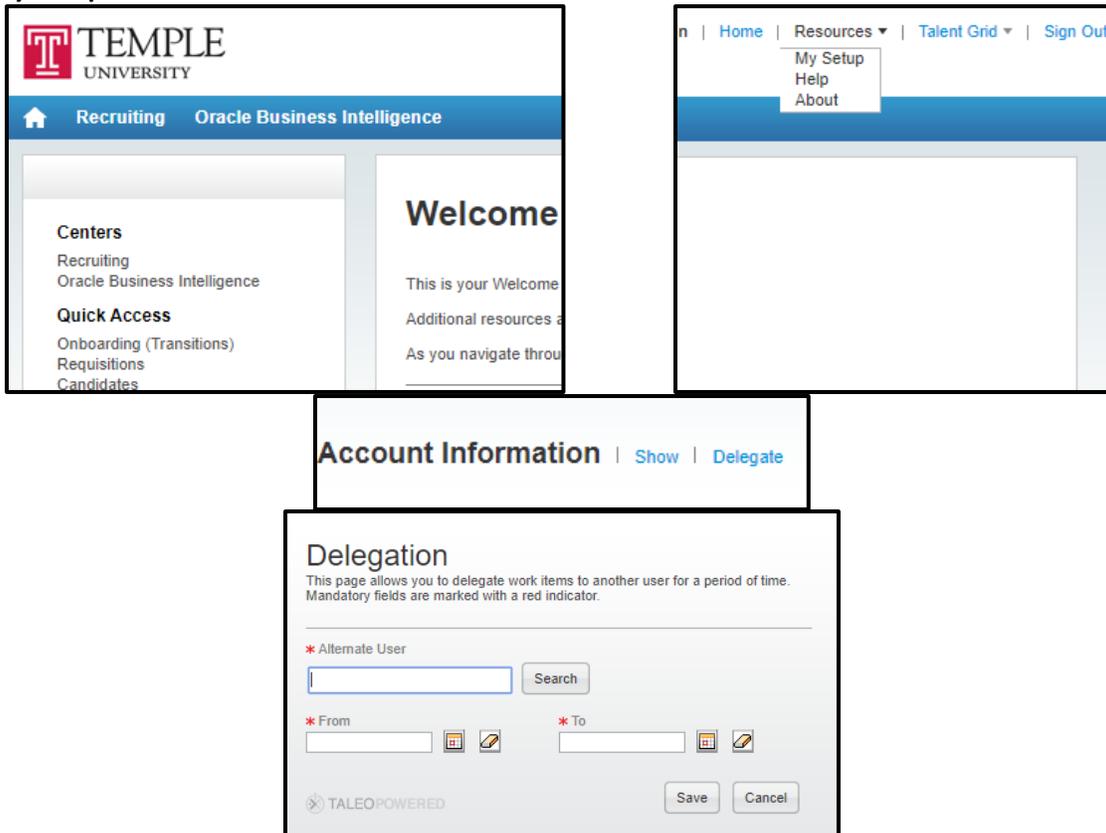
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## Navigation

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



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 containing 'Look up a candidate', and a user profile for Dawn Lomden. Below the navigation bar, the 'RECRUITING' tab is selected, with other tabs including TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH.

The dashboard is divided into four main sections:

- Job Requisitions:** A table showing the status of job requisitions.
 

Job Requisitions		Total
Draft	0	3
Open	0	11
On Hold	0	1
Filed (Since Jun 1, 2020)	0	1
- Candidates:** A table showing the status of candidate submissions.
 

Candidates		Total
Active submissions	0	7
Manually Matched	0	6
- Offers:** A table showing the status of offers.
 

Offers		Total
Draft (Since Jun 1, 2020)	1	1
- Tasks:** A table showing the status of tasks.
 

Tasks		Total
Assigned to me	1	6

**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

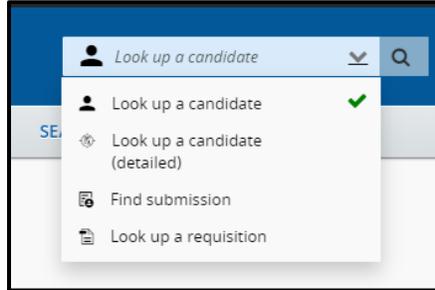
You are here > Requisition List > Requisition View

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

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

Page 1 (0 of 0 items) K < 1 > X

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.



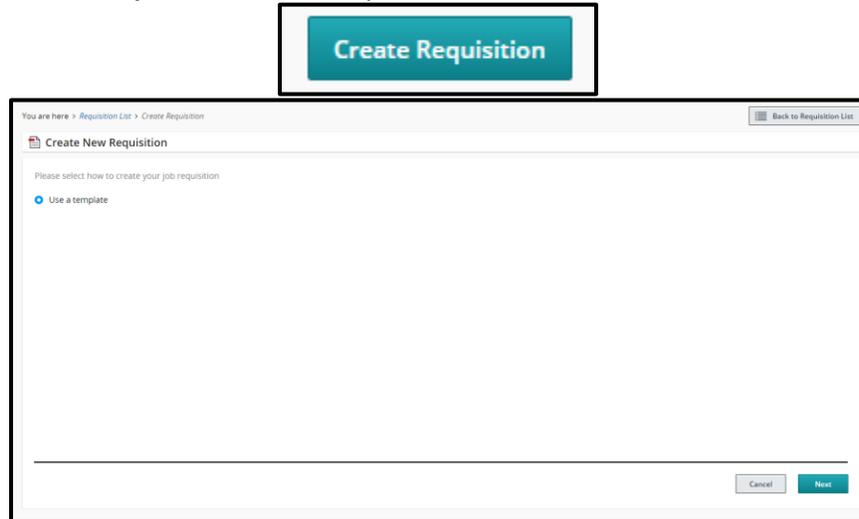
3. The results will populate below. You can use the additional filters on the left-hand side to narrow down your results.
4. The **Menu** bar will bring you to different locations within Taleo. Selecting the specific title will bring you to that specific section. The blue arrow and black text are used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



## Creating a Requisition – Non-Credit Instructor

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.



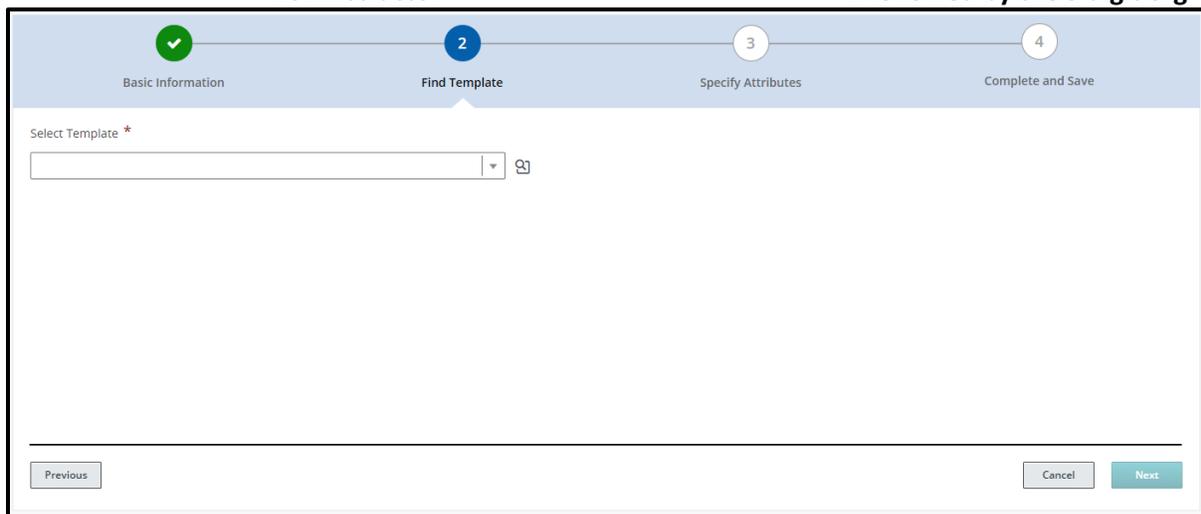
The image shows a blue button labeled "Create Requisition" at the top. Below it is a screenshot of a web form titled "Create New Requisition". The form has a breadcrumb trail: "You are here > Requisition List > Create Requisition" and a "Back to Requisition List" link. The main heading is "Create New Requisition". Below that, it says "Please select how to create your job requisition" and has a radio button selected for "Use a template". At the bottom of the form, there are "Cancel" and "Next" buttons.

**Taleo Tip:** You may need to scroll to the bottom of the page to view the **Next** button.

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.
  - a. A valid PCN is **required before** you start the requisition. Please check with your Human Resources Business Partner or Department Budget Manager if you have any questions about the title, e-class, or grade associated with the PCN.
  - b. Non-credit instructors have pooled PCNs. If you have recently created a new department or changed your org code, you will need to check with your School/College Budget Manager if a new PCN was created for the Non-credit instructor position.
  - c. The format of the PCN will always be:

**Non-Credit Artist in Residence (Biweekly)**  
**Non-Credit/CE Instructor**  
**ESL Instructor**

**N followed by the 5 digit org**  
**N followed by the 5 digit org**  
**E followed by the 5 digit org**



The image shows a progress bar at the top with four steps: 1. Basic Information (checked), 2. Find Template (active), 3. Specify Attributes, and 4. Complete and Save. Below the progress bar, there is a "Select Template \*" dropdown menu. At the bottom of the form, there are "Previous", "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 the **Filters** function. For example, if you enter **N** then select **Apply Filters** to display the following:

Find Template

117 Requisition templates are available. Select a template to proceed

FILTERS Job Code: N Clear All

Language	Name	Job Code	Job Field	Actions
English	Non-Credit/Artist-In-Residence	N22140	Adjunct	Select
English	Non-Credit/CE Instructor	N15270	Adjunct	Select
English	Non-Credit/CE Instructor	N17014	Adjunct	Select
English	Non-Credit/CE Instructor	N17030	Adjunct	Select
English	Non-Credit/CE Instructor	N17550	Adjunct	Select
English	Non-Credit/CE Instructor	N18040	Adjunct	Select
English	Non-Credit/CE Instructor	N18260	Adjunct	Select
English	Non-Credit/CE Instructor	N18990	Adjunct	Select
English	Non-Credit/CE Instructor	N19010	Adjunct	Select
English	Non-Credit/CE Instructor	N19020	Adjunct	Select
English	Non-Credit/CE Instructor	N22030	Adjunct	Select
English	Non-Credit/CE Instructor	N31021	Adjunct	Select
English	Non-Credit/CE Instructor	N31700	Adjunct	Select
English	Non-Credit/CE Instructor	N28310	Adjunct	Select
English	Non-Credit/CE Instructor	N28320	Adjunct	Select

Page 1 of 8 (1-15 of 117 items) [Navigation icons]

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. Select **Next** to continue.

Create New Requisition - Find a template

Basic Information Find Template Specify Attributes Complete and Save

Select Template \*

N15270

N15270-Non-Credit/CE Instructor

**This PCN is used for TRAINING PURPOSES ONLY**

Previous Cancel Next

- 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.

- Next, you will enter the **Organization**. Start to type your **5 digit Home Org** and suggested values will populate. Select the org desired.
- 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) during the course of the appointment, 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

- The Job Field will populate from your PCN. **Do not change what is entered in this field.**
- 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** 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.

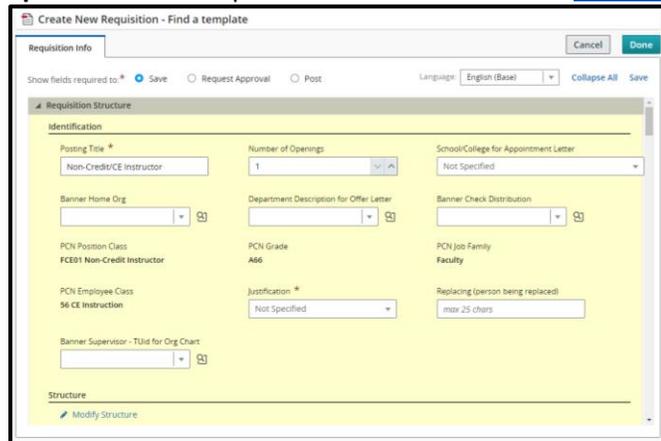
## Requisition Structure – Non-Credit Instructor

### 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 Non-credit instructor
2. **Number of Openings:** This can be edited to be as many positions as needed
3. **School/College for Appointment Letter:** this will be used in the appointment letter
4. **Banner Home Org:** same as the organization from the previous page – use the name from dropdown or selector icon to filter the correct response
5. **Department Description for Offer Letter:** same as the organization from the previous page – use the name from dropdown or selector icon to filter the correct response
6. **Banner Check Distribution:** same as the organization from the previous page – use the name from dropdown or selector icon to filter the correct response
7. **Justification for the position:** new position or replacement
  - If this is a replacement, you will need to enter the name of the previous incumbent
8. **Name and TUID of Supervisor:** if the supervisor is not listed contact [Taleo Help](#) for assistance

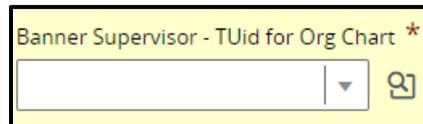


The screenshot shows a web form titled "Create New Requisition - Find a template". The "Requisition Structure" section is highlighted in yellow and contains the following fields:

- Posting Title: Non-Credit/CE Instructor
- Number of Openings: 1
- School/College for Appointment Letter: Not Specified
- Banner Home Org: [Dropdown]
- Department Description for Offer Letter: [Dropdown]
- Banner Check Distribution: [Dropdown]
- PCN Position Class: FCE01 Non-Credit Instructor
- PCN Grade: A66
- PCN Job Family: Faculty
- PCN Employee Class: 56 CE Instruction
- Justification: Not Specified
- Replacing (person being replaced): [Text field, max 25 chars]
- Banner Supervisor - TUID for Org Chart: [Dropdown]

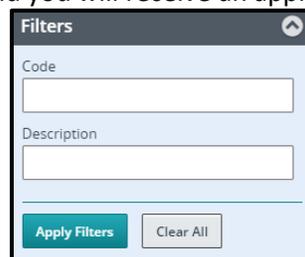
The **Supervisor** field is very important as this field will be imported into Banner and feed other systems such as the **Org Chart**. You can start to type a **name** or a **TUID** and the field will start to populate. Make sure the entry is available so you know it is valid.

**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. It features a text input area, a dropdown arrow, and a search icon (magnifying glass).

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



The "Filters" dialog box has a title bar with a search icon. It contains two input fields: "Code" and "Description". Below the fields are two buttons: "Apply Filters" (highlighted in blue) and "Clear All".

## Structure

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

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

Structure		
<a href="#">Modify Structure</a>		
Hire Type Professional	Requisition Template Used N15270 - Non-Credit/CE Instructor	
<b>Primary Location *</b>	<b>Organization *</b>	<b>Job Field *</b>
Country : United States	Officer : Provost	Type : Adjunct
State/Province : Pennsylvania	School : 150 Fox School of Business	
City : Philadelphia	School/Department : 1500 Business School	
Campus : Main Campus	Home Org : 15000 Business	

## Owners

### Department Recruiter

1. You will be entering the name of the **Department Recruiter** for your department. 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**. Select 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 candidates up until the offer is created.
2. You can start typing in the name of the **Hiring Manager**. Select the name from the options given by Taleo.

The screenshot shows the 'Owners' section of a web interface. It features two dropdown menus. The first is labeled 'Recruiter \*' and is currently empty. The second is labeled 'Hiring Manager' and has 'Simon, Karly' selected. Both dropdowns have a magnifying glass icon to the right, indicating a search function.

## Collaborators

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

The screenshot shows the 'Collaborators' section. At the top, there is a '+ Add Collaborators' button. Below it is a table with three columns: 'First Name', 'Last Name', and 'Email'. The table is currently empty, and a message below it reads: 'No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators.'

2. Select **Add Collaborators** to bring up a list of Taleo users. Use the **Filters** function to search for your collaborator. Select the checkbox next to your collaborator's name then select **Add Collaborators**.

The screenshot shows the 'Add Collaborators' dialog box. On the left, there is a 'Filters' sidebar with various search criteria: 'Frequent Collaborators', 'Keyword' (set to 'Karly'), 'User Group' (set to 'All'), 'Department', 'Name', 'Job Title', 'Email Address', and 'Employee ID'. Below the filters are 'Apply Filters' and 'Clear All' buttons. The main area of the dialog shows '1 Potential Collaborators are available'. A table lists the results with columns for 'First Name', 'Last Name', and 'Email'. One entry is visible: 'Karly Simon' with email 'karly.simon@temple.edu'. A checkbox is checked next to this entry. At the bottom right, there are 'Cancel' and 'Add Collaborators' buttons.

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

- 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	
Laurie	Bernardi	bernardi@temple.edu	

## 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.



The screenshot shows a web form titled "Process" with a yellow background. It is divided into two main sections: "Candidate Selection Workflow" and "Additional Information".

- Candidate Selection Workflow:** This section contains a dropdown menu labeled "Candidate Selection Workflow \*" with the value "Adjunct-Student" selected. To the right of the dropdown is a small icon of a document with a plus sign.
- Additional Information:** This section contains a large, empty rectangular text area for entering internal information.

### 3. Job Information

#### Profile

This section contains data such as shift, targeted start date, and the Compliance questions.

The screenshot shows a form titled "Job Information" with a "Profile" section. The form contains several fields and dropdown menus:

- Schedule:** Part-time
- Employee Status:** Regular
- Shift:** Day Job
- Target Start Date:** mmm d, yyyy
- Job End Date:** mmm d, yyyy
- Chemical Right to Know required?:** Not Specified
- Has direct contact or routine interaction with minors 18 years old or younger?:** Not Specified
- Working for a JCAHO accredited unit?:** Not Specified
- Working in clinical setting?:** Not Specified

Additional text in the form includes: "Minors **include** high school students who are taking courses at Temple while" and "Answer yes if the person in this position is required to have a JCAHO compliant Employee ID Badge." and "Answer yes if the person in this position will be required to take additional training on blood and airborne".

1. **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.
2. **Target start date:** This is the first day of the teaching period
3. **Target end date:** This is the last day of the teaching period

#### Compensation

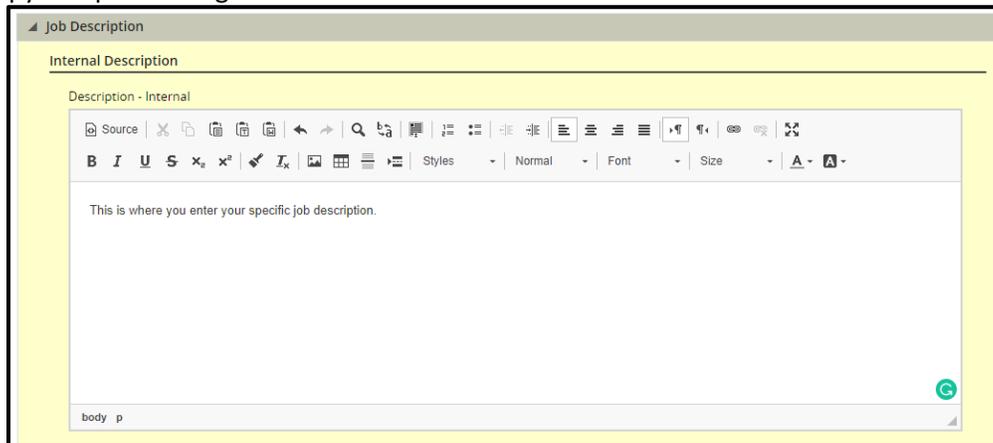
1. The **Compensation** section displays the basis of pay for the non-credit instructor. All non-credit instructor requisitions should reflect a pay basis of **Biweekly** at the requisition level. **DO NOT** make any changes to this section.
2. The **FLSA** section pulls into the requisition from the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

The screenshot shows the "Compensation" and "FLSA" sections of the form:

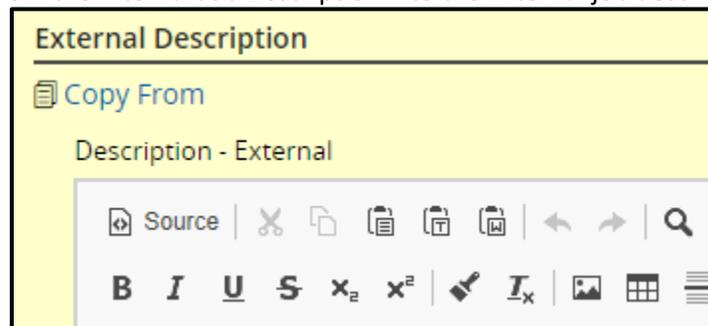
- Compensation:** Pay Basis dropdown menu set to Biweekly.
- FLSA:** Overtime Status dropdown menu set to Exempt.

## Job Description

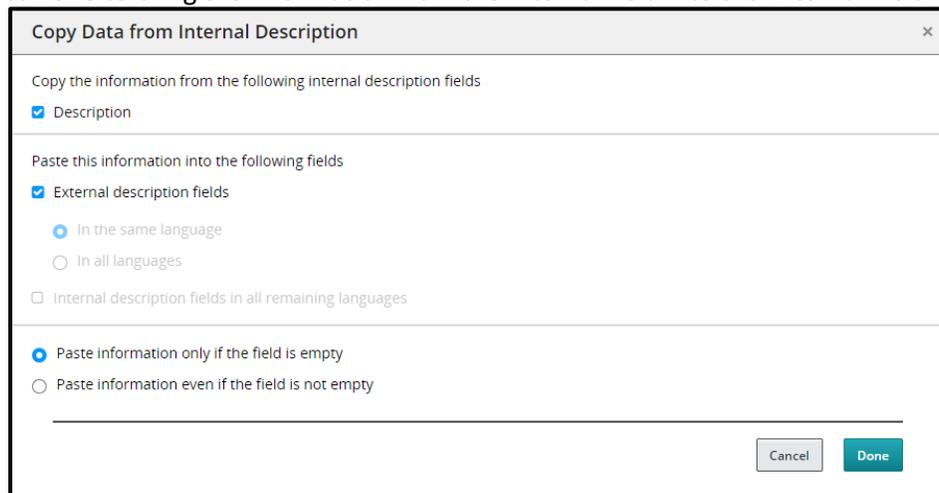
1. For any requisition created, you need to complete the **Internal Job Description** field. You can copy and paste using the HTML editor.



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



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



## 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. Select **Add** under the **Job Related Questions** section.

Job Related Questions						
<a href="#">+ Add</a> <a href="#">x Remove</a> <a href="#">↕ Reorder</a>						
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 **Filters** function 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

Question

Possible Answers

Code

Select Q

7 Questi

FILTERS >

<input type="checkbox"/>	Co
<input type="checkbox"/>	Am Stu N
<input type="checkbox"/>	So or Yo
<input type="checkbox"/>	Ph Stu
<input type="checkbox"/>	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.

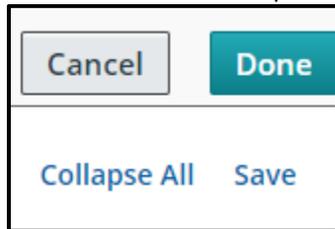
<input type="checkbox"/> Order	Question	Answer	Required	Asset	N/A
<input type="checkbox"/> 1	Are you an Ambler Campus Student? Single Answer	Yes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
		No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<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"/>
<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	I have no experience with Adobe Premiere.	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

<input type="checkbox"/> 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.

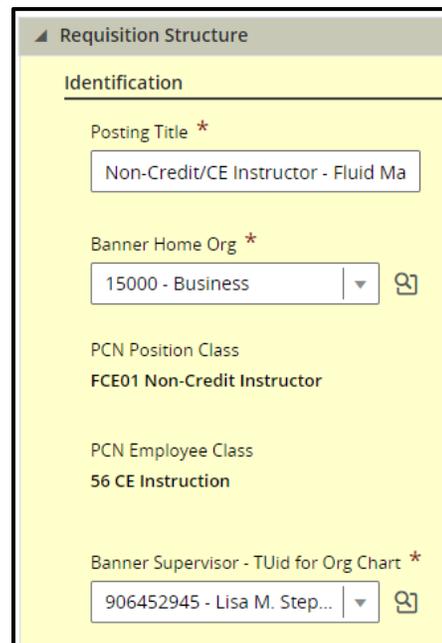
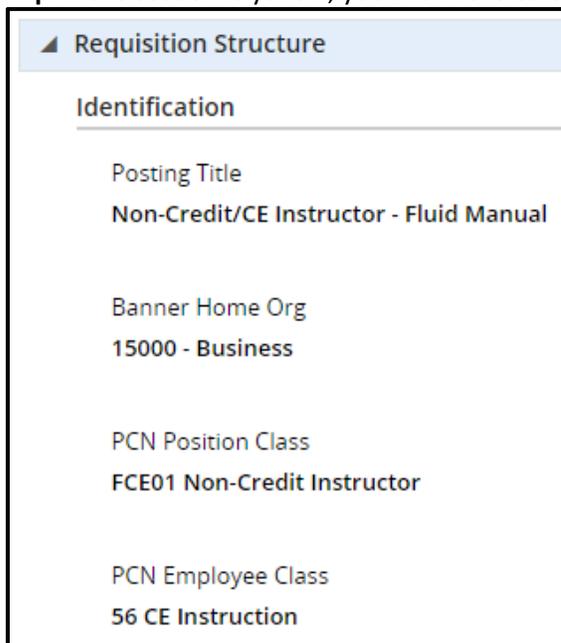
1. **Cancel**: exits out of the requisition without saving changes.
2. **Done**: Save and collapses the various sections of the requisition.
3. **Save**: can be used throughout creating the requisition to ensure your work is being saved as you complete the fields.
4. **Collapse All**: collapses the various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



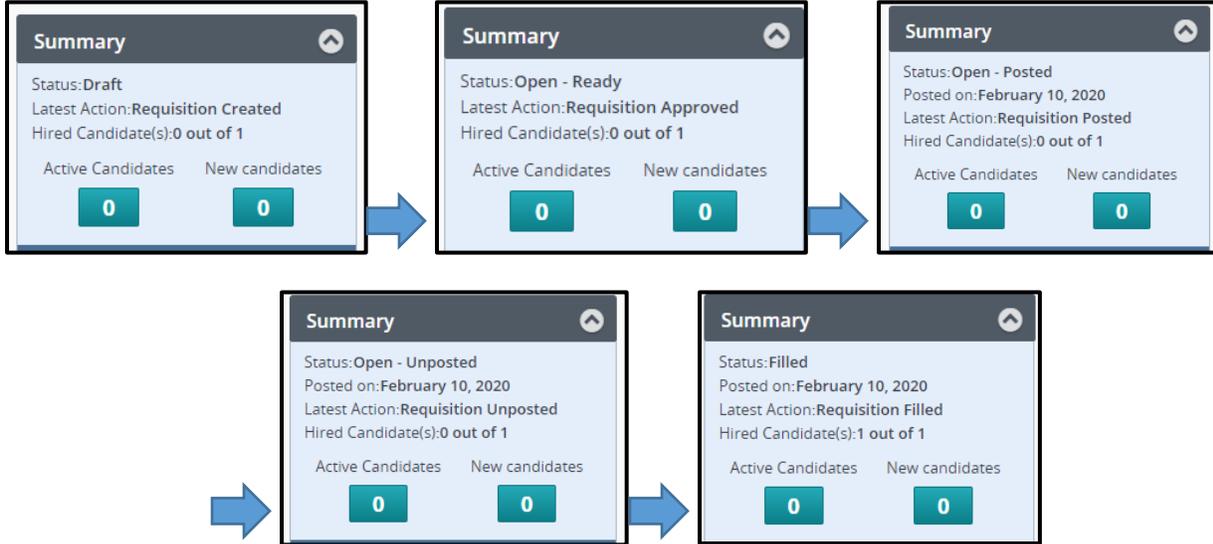
**Taleo Tip:** If you save your requisition before it is complete and will need to return to it, you will need to edit to make changes. Once a requisition is open and approved, the Edit button will no longer be available. The **Edit All** button will open each field of the requisition. The **Pencil Icon**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



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



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

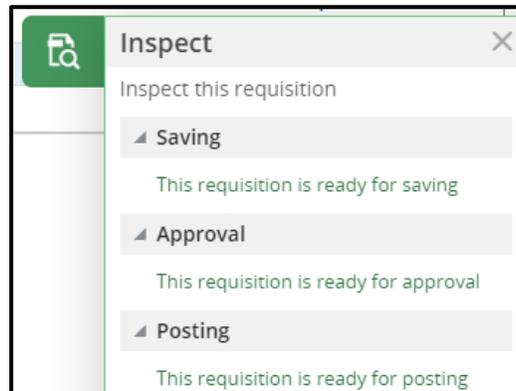


**Taleo Tip:** Each requisition has a unique number that is used to identify the requisition. This can be found next to the posting title once the requisition has been saved. The first two numbers of the requisition number are for the year the requisition was created. The six numbers following are how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

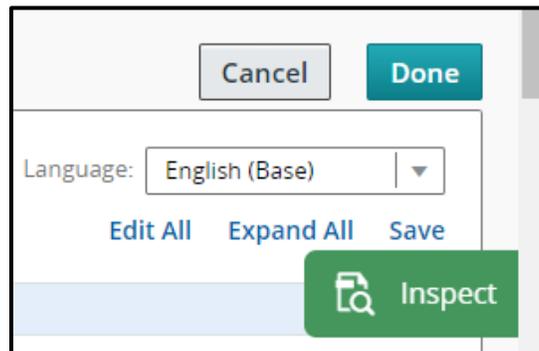
 **Non-Credit/CE Instructor - Fluid Manual (ID: 20000111)**

## 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.

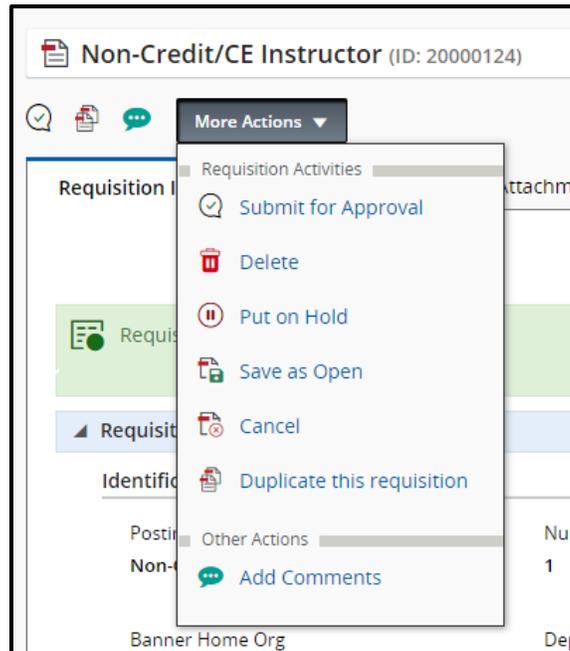


3. You can use the **Edit All** or **Expand All** button to make any changes. If you save your requisition before it is complete and need to return to it, you can select the **Edit** button to make changes. Once a requisition is open and approved, the **Edit** button will no longer be available.
4. If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



3. To add department approvers, select **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.

**Taleo Tip:** If you typically have the same approvers for every requisition, you can check the checkbox to **Add the approvers to the list of my frequent collaborators**. Then when you select Add Approvers, you only need to check the Frequent Collaborators box to sort through your list of Frequent Collaborators.

4. When you are ready to request approval, add a comment in the comment box and select **Submit for Approval**. An email will be sent to the **Department Recruiter** to approve the requisition, starting the approval chain.

Approvals

You are submitting this requisition for approval

[Add Approvers](#) [Reorder](#)

Order	Approver
1	Karly Simon

Add the approvers to the list of my frequent collaborators

Comment to Approvers \*

Add a comment

After the approval process, assign to \* Karly Simon

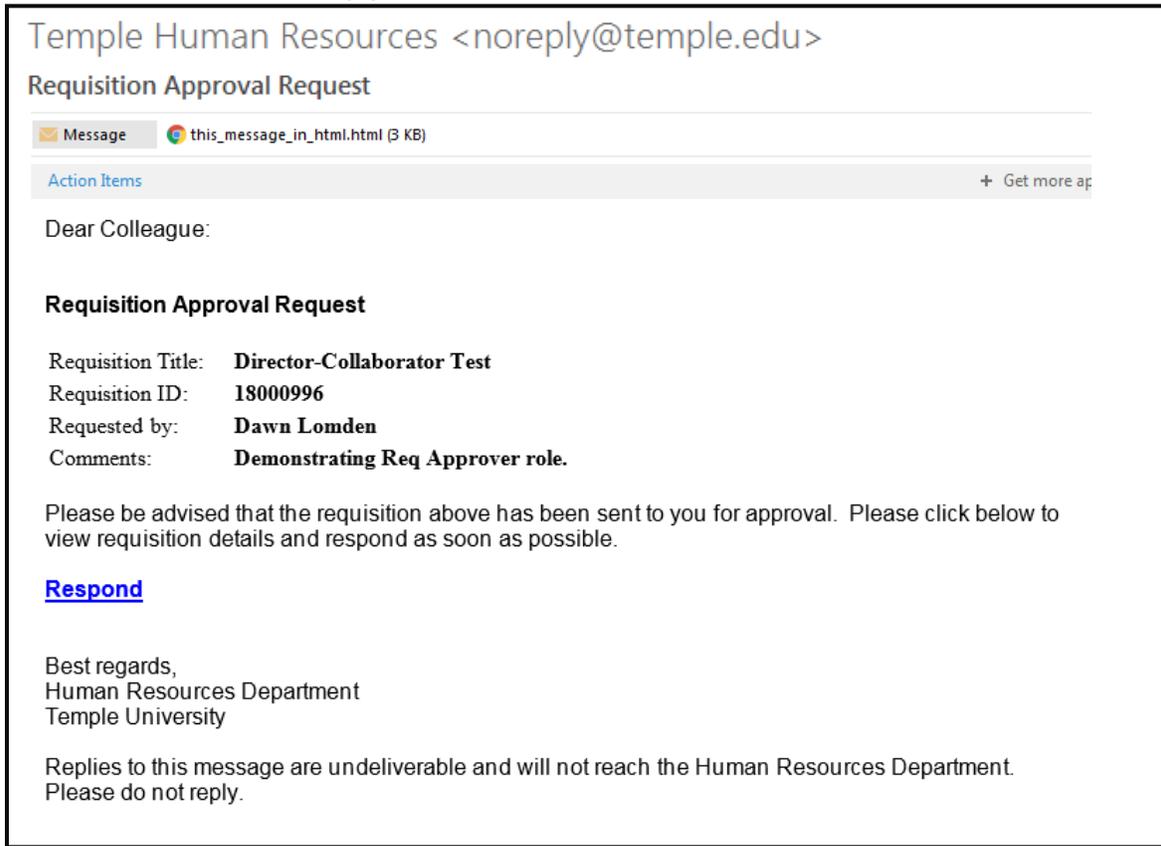
5. If you are the **Department Recruiter** on the requisition you have created, your name will appear first in the **Request Approval** box. Your approval will be given automatically since you created the requisition.

## 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.

### E-mail

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



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

**Requisition Approval Request** Done Cancel

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

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

In response to Dawn Lomden's approval request:

[Requisition approval path details](#)

Comments (required if you do not approve the requisition)

Send me an email with my decision

Done Cancel

---

**Requisition Information Summary**

[Requisition Details](#)

18000996 — Director-Collaborator Test

Recruiter	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	—		

- 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:

[Req.](#)

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

Comments (required if you do not approve the requisition)

Send me an email with my decision

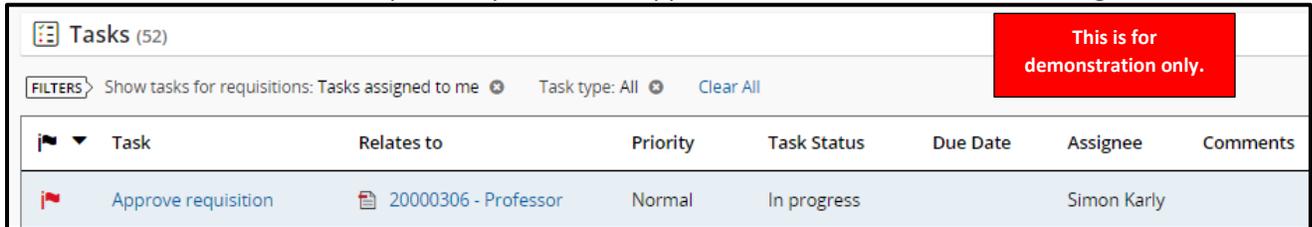
## Taleo System

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

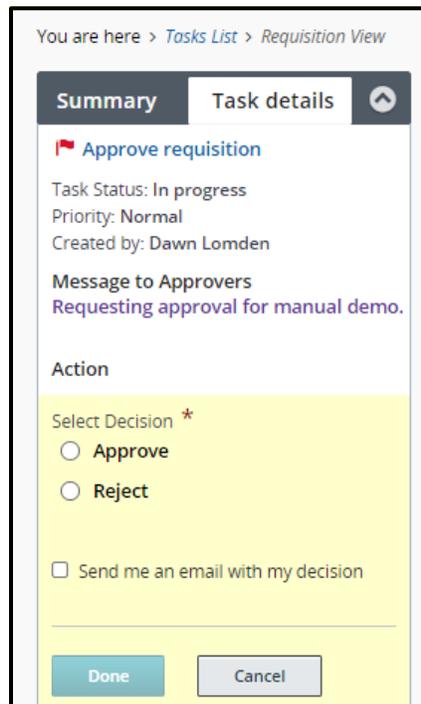
1. To access Taleo, select the **Taleo Talent Management System** link in TUPortal, under TUApplications. Then select **Recruiting** to open your main page of Taleo.
2. Once you are logged in, select **Tasks** to be taken to a list of the requisitions you have access to



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**.

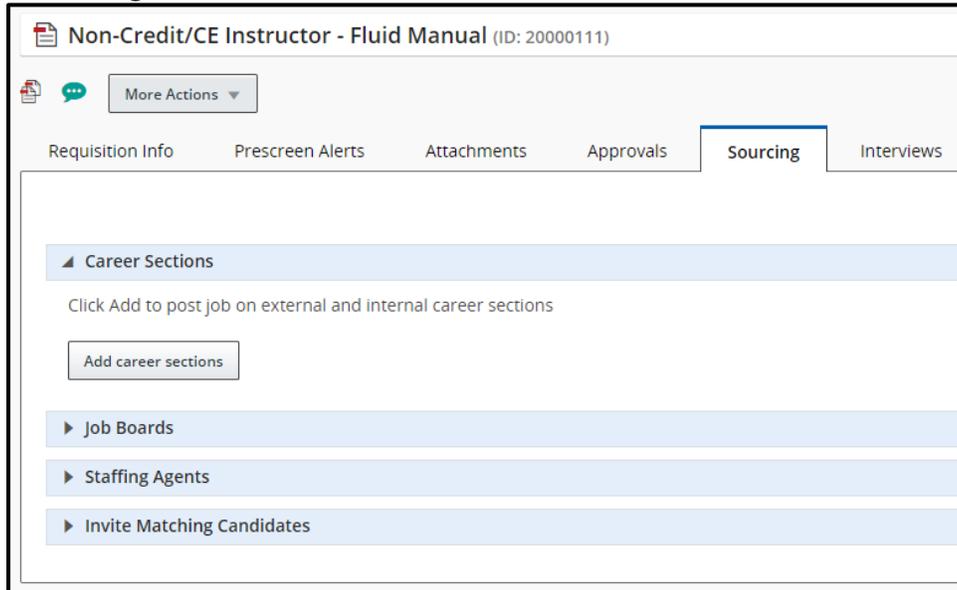


## Sourcing

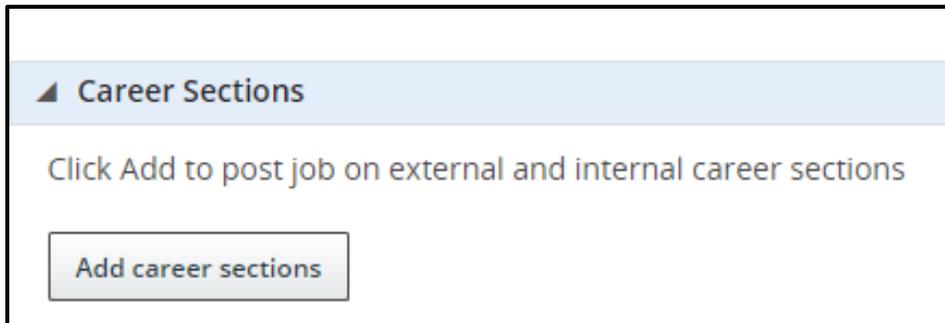
### Posting a Position

This is an optional step for Non-credit instructors if you do not wish to post the job, this can be skipped and candidates can be matched to the requisition by the Hiring Manager or Department Recruiter.

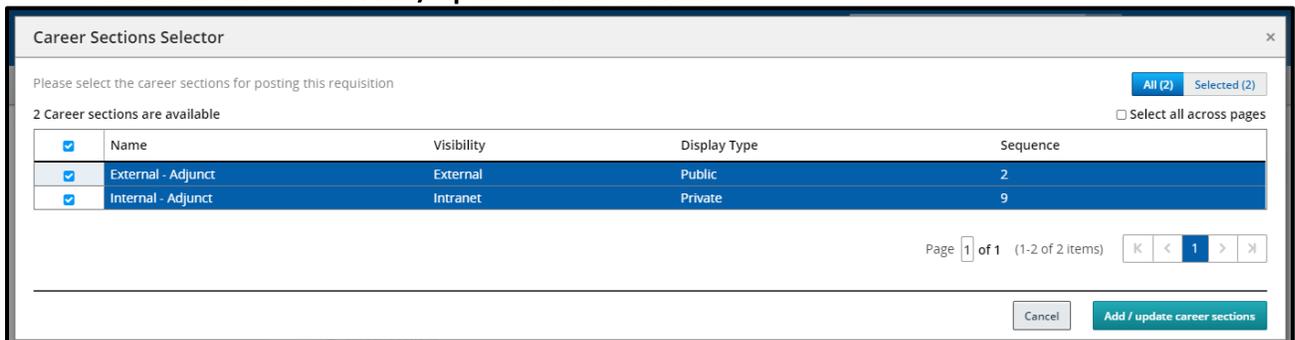
1. Navigate to your approved requisition and open it. From the titles across the top of the page, select **Sourcing**.



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



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



- 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 - Adjunct Intranet Private	Status : To be posted Post from : Today Post to : Ongoing
<input checked="" type="checkbox"/> External - Adjunct External Public	Status : To be posted Post from : Today Post to : Ongoing

Mark as Urgent

Page 1 of 1 (1-2 of 2 items)

- 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)
External - Adjunct External Public	Status : <b>Posted</b> Post from - Mar 2, 2020, 2:19:17 PM Post to - Ongoing
Internal - Adjunct Intranet Private	Status : <b>Posted</b> Post from - Mar 2, 2020, 2:19:17 PM Post to - Ongoing

Page 1 of 1 (1-2 of 2 items)

- 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 "Select all across pages" checkbox. Below is a table with two rows:

<input type="checkbox"/>	Career Section	Posting Status and Schedule (UTC -5:00)
<input checked="" type="checkbox"/>	External - Adjunct External Public	Status : <b>Posted (To be unposted)</b> Post from - Mar 2, 2020, 2:19:17 PM Post to - Ongoing Ongoing
<input checked="" type="checkbox"/>	Internal - Adjunct Intranet Private	Status : <b>Posted (To be unposted)</b> Post from - Mar 2, 2020, 2:19:17 PM Post to - Ongoing Ongoing

At the bottom, there is a "Mark as Urgent" checkbox, a pagination control showing "Page 1 of 1 (1-2 of 2 items)", and "Cancel" and "Save and apply" buttons.

2. After a job has been unposted, you can use the **Modify** button to repost the job if needed.

## 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**.



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

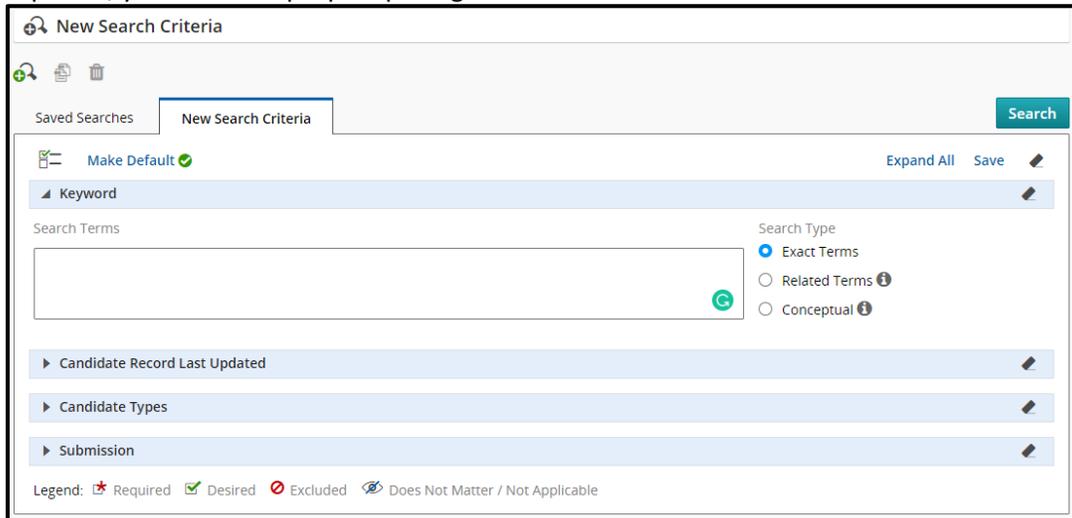
**Taleo Tip:** Always use the candidate's first and last name. This will help identify candidates with duplicate profiles. Using a TUID could bring up an incorrect profile due to duplicate profiles.

### Find Candidates

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



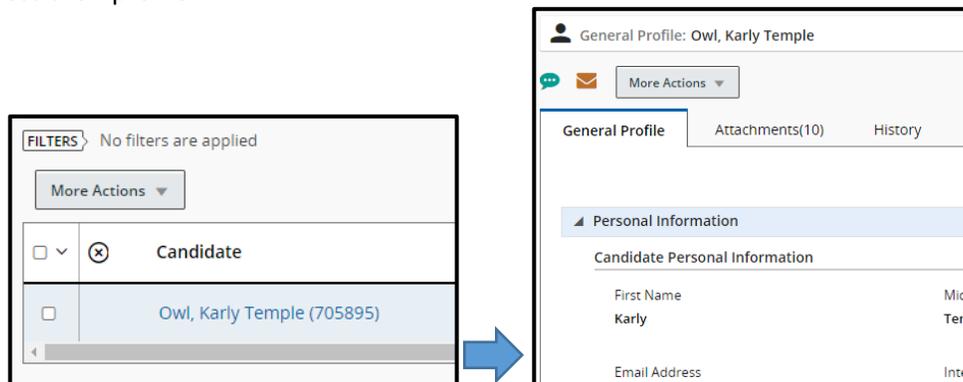
2. In this search box, enter the name of the candidate you are searching for. The search function is specific, you will need proper spelling of names. Then select **Search**.

A screenshot of the 'New Search Criteria' search interface. At the top, there are icons for refresh, copy, and delete. Below that are tabs for 'Saved Searches' and 'New Search Criteria', with a 'Search' button on the right. The main section is titled 'Keyword' and contains a 'Search Terms' input field with a green 'G' icon. To the right of the input field are radio buttons for 'Search Type': 'Exact Terms' (selected), 'Related Terms', and 'Conceptual'. Below the input field are three expandable sections: 'Candidate Record Last Updated', 'Candidate Types', and 'Submission'. At the bottom, there is a legend with icons for 'Required' (red star), 'Desired' (green checkmark), 'Excluded' (red circle with slash), and 'Does Not Matter / Not Applicable' (blue eye).

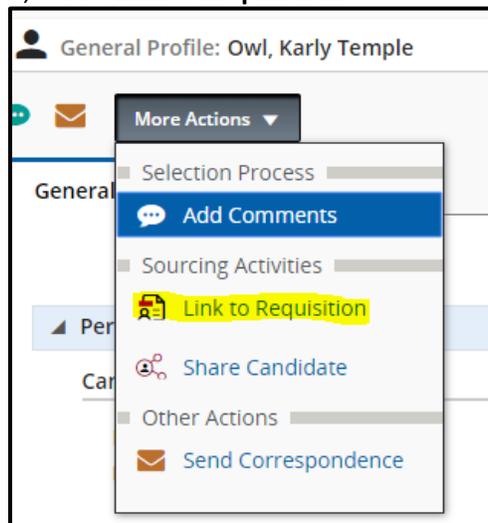
1. The name you searched will return results. If there is more than one profile for your candidate, all names will appear. Make sure you are selecting the appropriate profile.

## Linking a Candidate to a Requisition

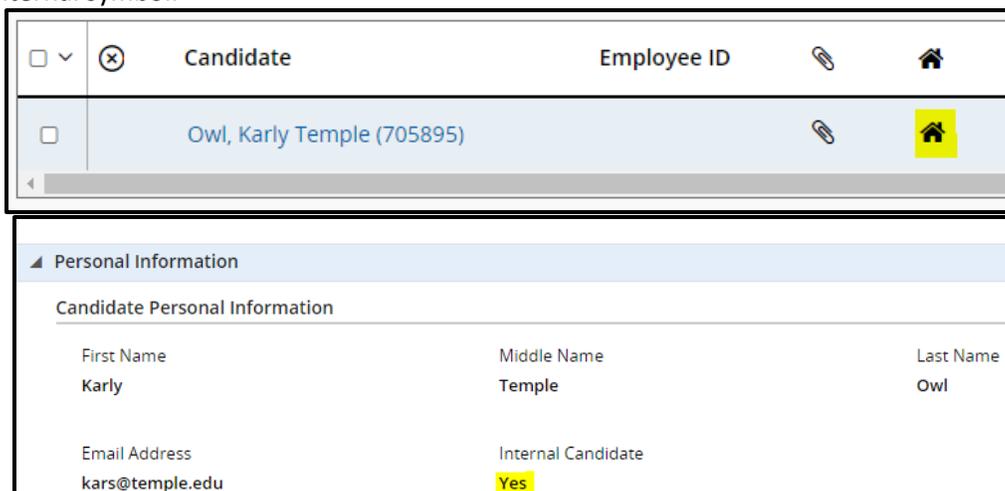
1. Select the checkbox of the name of the candidate you wish to match to your requisition to access their profile.



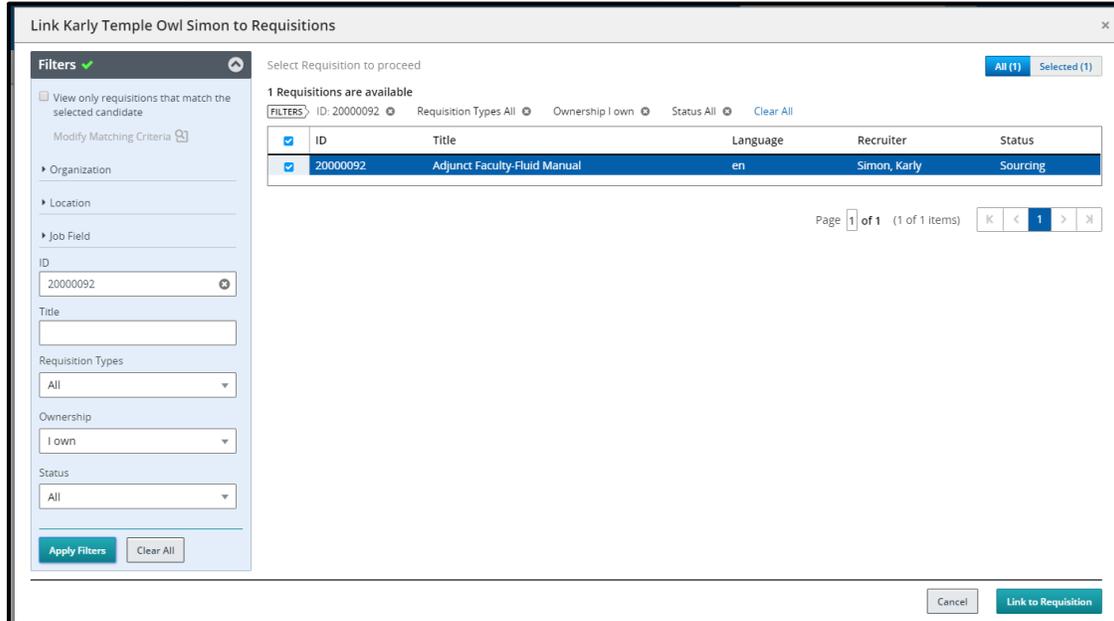
2. Then from **More Actions**, select **Link to Requisition**.



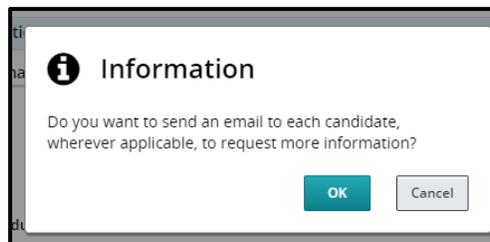
3. Internal candidates will be shown with a **house** icon. Within the profile, the **Internal Candidate** section will be indicated with a **Yes** response. All students or internal employees should have an internal symbol.



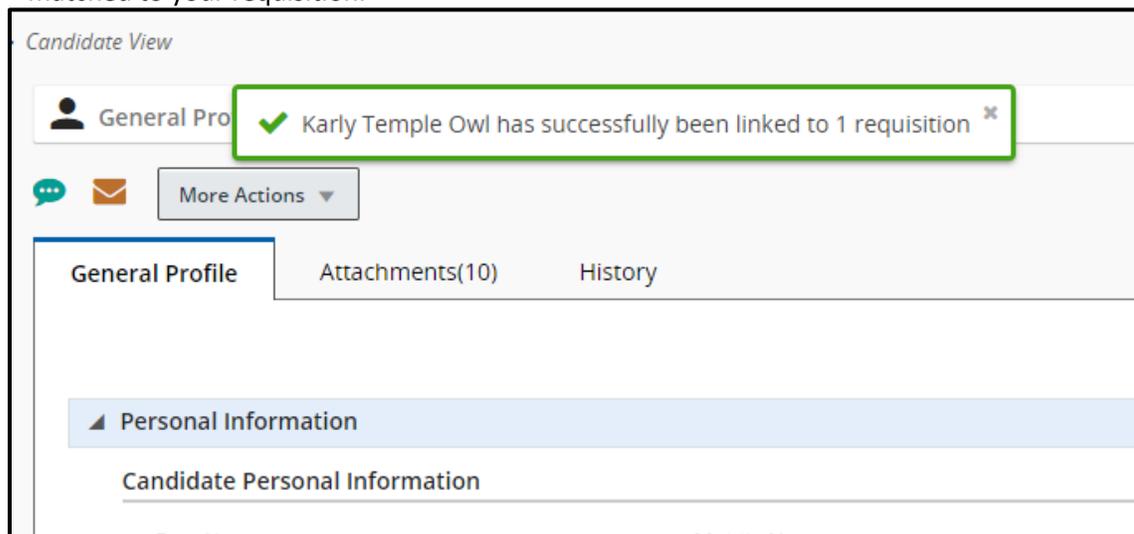
- After selecting the **Link to Requisition**, a pop-up box will appear with a list of your requisitions. Select the checkbox next to the requisition (requisition ID = Requisition Number) to which you are matching the candidate. Then select **Link to Requisition**.



- 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.



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



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

Adjunct Faculty-Fluid Manual	1	20000092	Simon Karly	Simon Karly	Unposted (3/2/20)
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### Summary

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

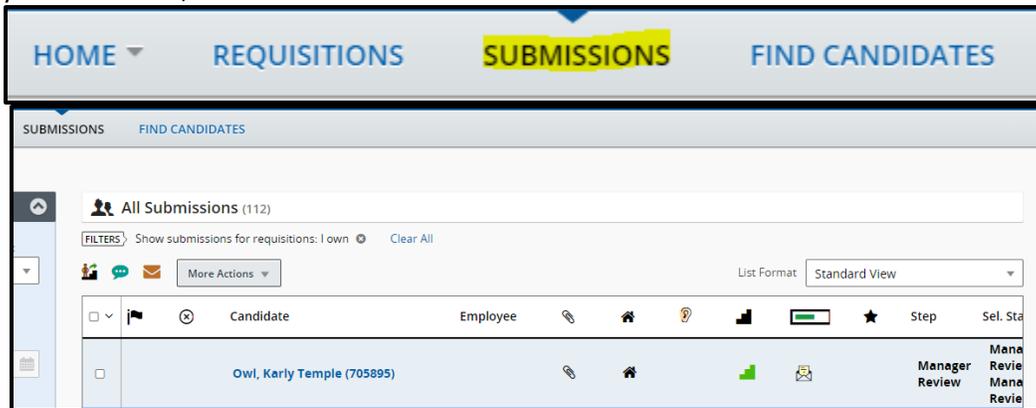
Active Candidates	New candidates
<b>1</b>	<b>1</b>

## Viewing Candidates

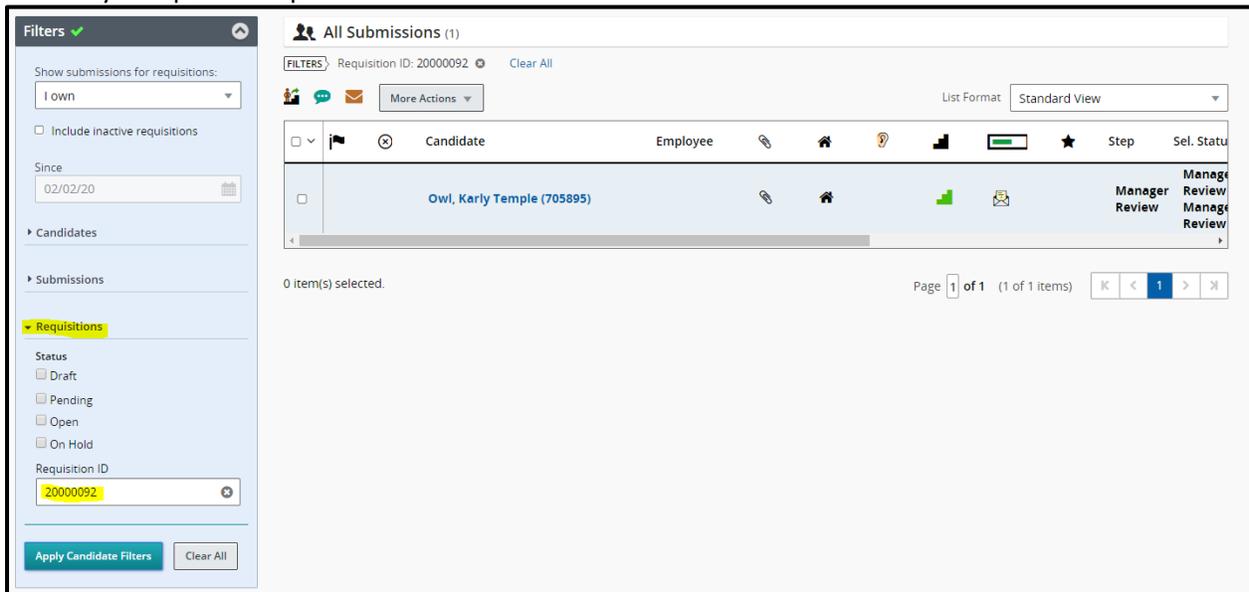
After candidates have either been matched or applied to your requisition, you will be able to view them in Taleo. You can navigate to candidates in two ways **Submissions** and **Requisitions**:

### 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."

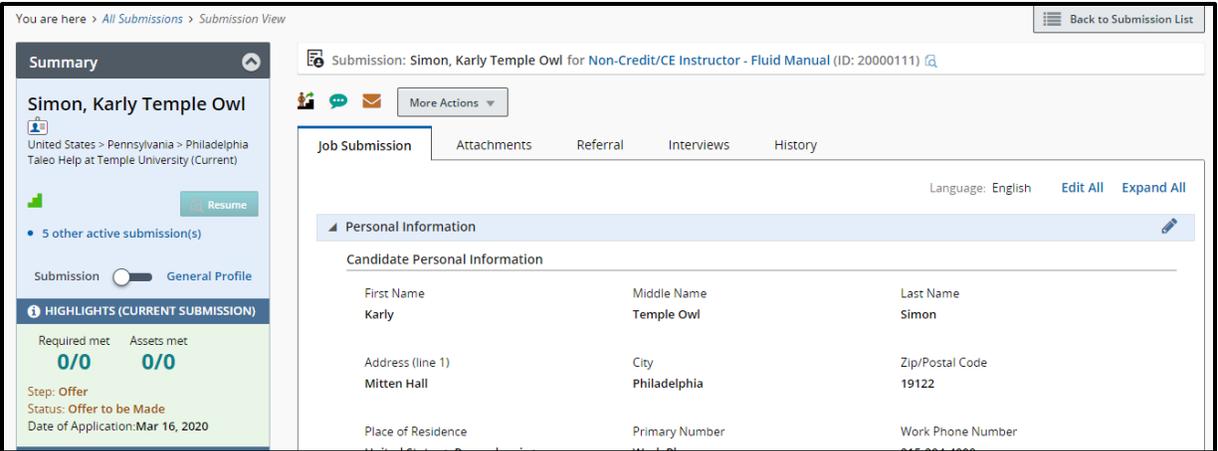


2. Using the **Filters** function, set the parameters to narrow down the submissions results down to your specific requisition.



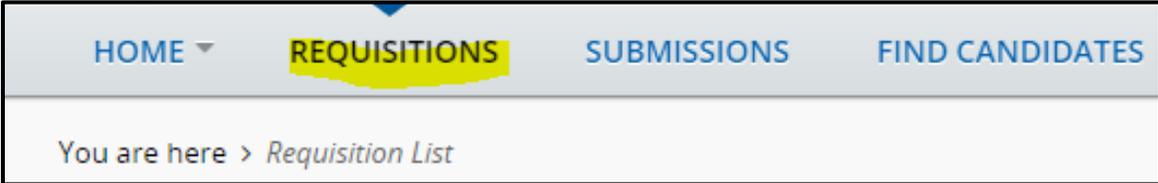
**Taleo Tip:** Search for candidate submissions using the **Requisition ID** number.

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

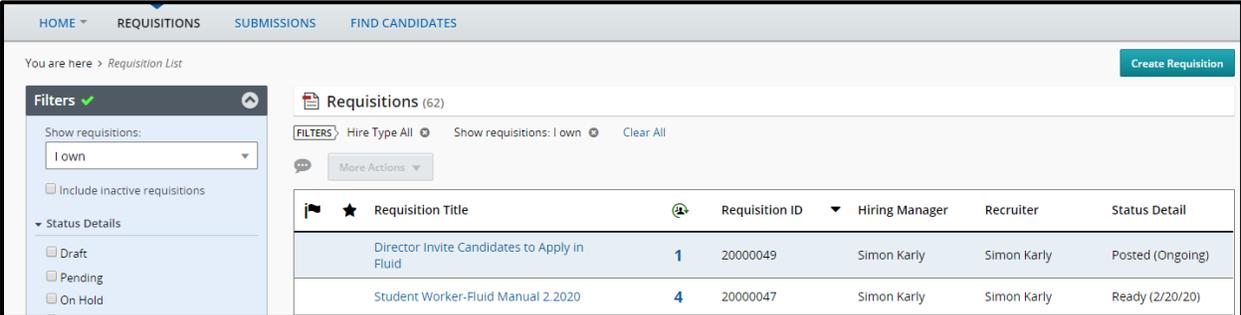


**Requisitions**

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



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



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

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

### Summary

Status: Open - Unposted  
 Posted on: March 23, 2020  
 Latest Action: Requisition Unposted  
 Hired Candidate(s): 0 out of 2

Active Candidates: **5**      New candidates: **1**

### Non-Credit/CE Instructor - Fluid Manual (ID: 20000111)

More Actions

- Requisition Info
- Prescreen Alerts
- Attachments
- Approvals

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

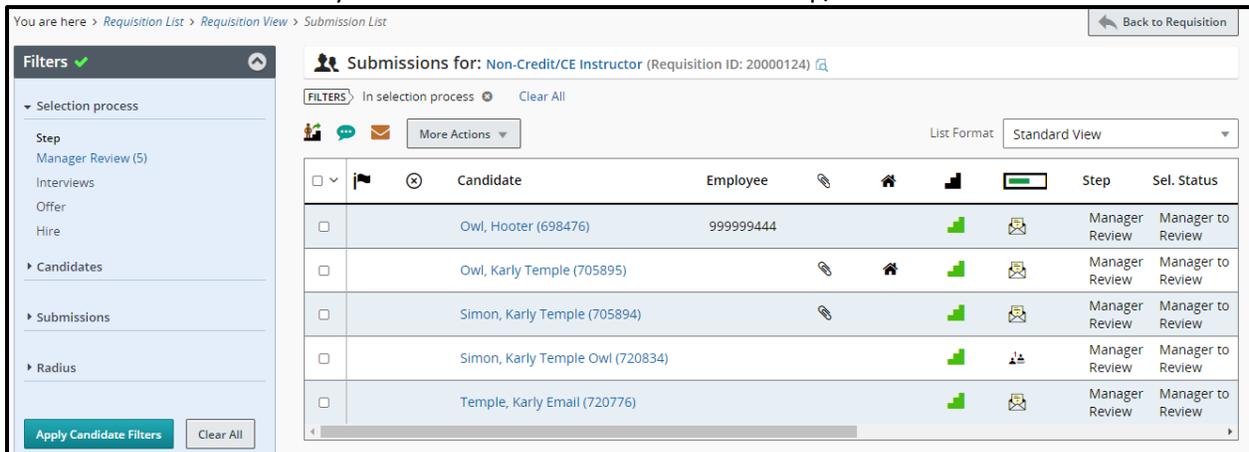
Non-Credit/CE Instructor - Fluid Manual <span style="float: right; font-weight: bold; font-size: 1.2em;">5</span>
---

## Changing Step/Status of Candidates

Navigate to your requisition and select 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

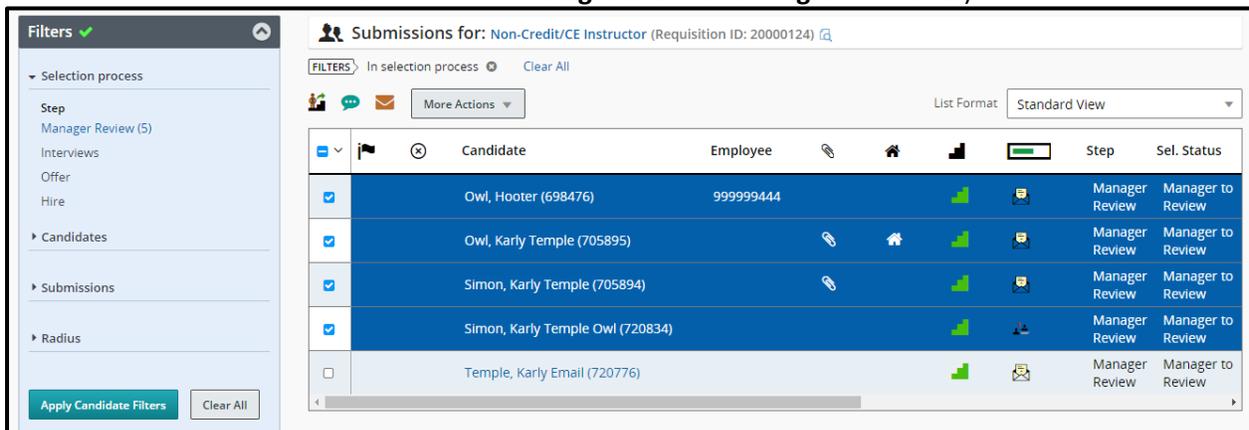
1. For some jobs, the Hiring Manager or Department Recruiter may wish to move multiple candidates at one time. To do so, ensure you are viewing the candidate list for your requisition and the candidates you wish to move are all in the same step/status.



The screenshot shows a web interface for managing candidates. On the left is a 'Filters' sidebar with a 'Selection process' section containing 'Step' (Manager Review (5)), 'Interviews', 'Offer', and 'Hire'. Below this are 'Candidates', 'Submissions', and 'Radius' sections. The main area displays a table of candidates for 'Non-Credit/CE Instructor' (Requisition ID: 20000124). The table has columns for 'Candidate', 'Employee', 'Step', and 'Sel. Status'. All five candidates listed are in the 'Manager Review' step and 'Manager to Review' status.

<input type="checkbox"/>	Candidate	Employee	Step	Sel. Status
<input type="checkbox"/>	Owl, Hooter (698476)	999999444	Manager Review	Manager to Review
<input type="checkbox"/>	Owl, Karly Temple (705895)		Manager Review	Manager to Review
<input type="checkbox"/>	Simon, Karly Temple (705894)		Manager Review	Manager to Review
<input type="checkbox"/>	Simon, Karly Temple Owl (720834)		Manager Review	Manager to Review
<input type="checkbox"/>	Temple, Karly Email (720776)		Manager Review	Manager to Review

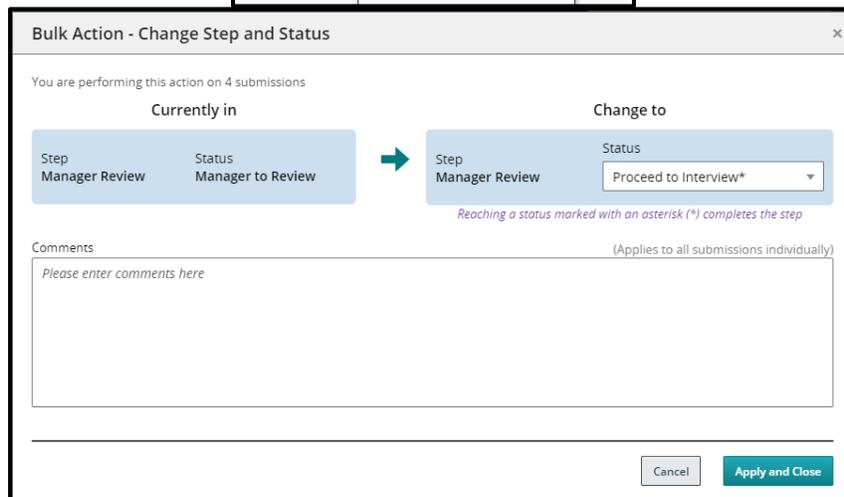
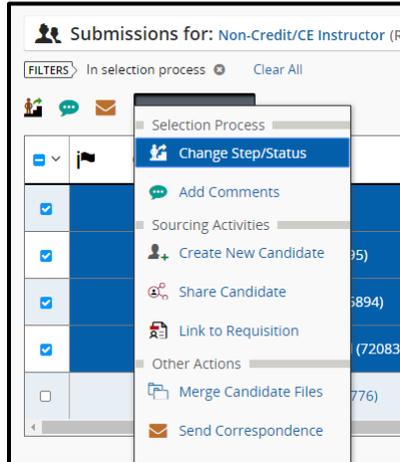
2. Check off all candidates to be moved to the next Step/Status. All candidates chosen will be moved to the same point in the process. Candidates must all start at the same step/status (i.e. all candidates below are shown in **Manager Review: Manager to Review**).



This screenshot is identical to the one above, but with the first four candidates selected. Each row in the table has a blue checkmark in the first column, indicating they are selected for an action.

<input checked="" type="checkbox"/>	Candidate	Employee	Step	Sel. Status
<input checked="" type="checkbox"/>	Owl, Hooter (698476)	999999444	Manager Review	Manager to Review
<input checked="" type="checkbox"/>	Owl, Karly Temple (705895)		Manager Review	Manager to Review
<input checked="" type="checkbox"/>	Simon, Karly Temple (705894)		Manager Review	Manager to Review
<input checked="" type="checkbox"/>	Simon, Karly Temple Owl (720834)		Manager Review	Manager to Review
<input type="checkbox"/>	Temple, Karly Email (720776)		Manager Review	Manager to Review

- 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.



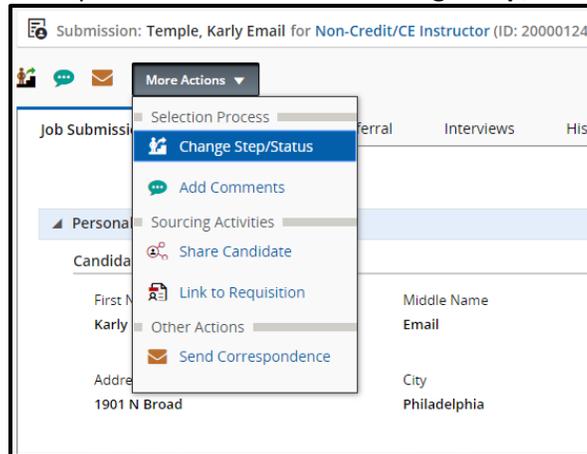
- The candidates can be moved along the process as far as you wish to take them. You can continue to update the Step/Status up to the Offer stage. Once a candidate is in the Step/Status of **Offer: Offer to be Made**, you will need to stop to create the offer. The Department Recruiter will receive an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

The screenshot shows a table of candidates in the 'Submissions for: Non-Credit/CE Instructor' page. The table has columns for Candidate, Employee, Step, and Sel. Status. The candidates listed are:

Candidate	Employee	Step	Sel. Status
Temple, Karly Email (720776)		Manager Review	Manager to Review
Owl, Hooter (698476)	999999444	Offer	Offer to be Made
Owl, Karly Temple (705895)		Offer	Offer to be Made
Simon, Karly Temple (705894)		Offer	Offer to be Made
Simon, Karly Temple Owl (720834)		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.



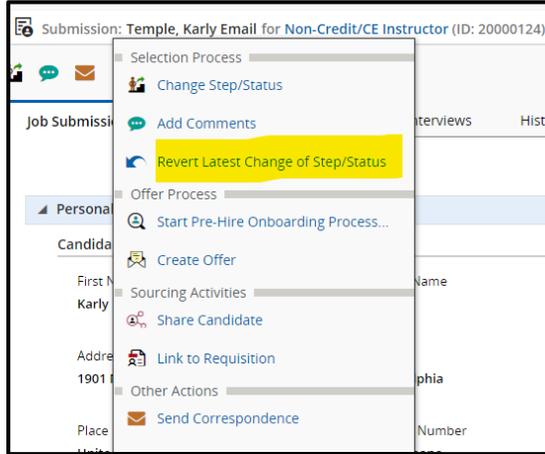
3. A pop-up box will appear, giving options of steps to move the candidate through. The box will show the current Step/Status on the left and the next move in the process. You can review each applicant and change the status accordingly.
  - a. If you wish to interview a candidate, you will need to stop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

A screenshot of a 'Change Step and Status' pop-up window. The window title is 'Change Step and Status'. It displays the candidate's name 'Karly Email Temple' and the requisition title 'Non-Credit/CE Instructor (139043)'. Below this, there are two columns: 'Currently in' and 'Change to'. Under 'Currently in', the 'Step' is 'Manager Review' and the 'Status' is 'Manager to Review'. An arrow points to the 'Change to' column, where the 'Step' is also 'Manager Review' and the 'Status' is a dropdown menu set to 'Proceed to Interview\*'. A note below the dropdown states: 'Reaching a status marked with an asterisk (\*) completes the step'. At the bottom of the window, there is a 'Comments' section with a text area containing the placeholder 'Please enter comments here'. At the very bottom, there are three buttons: 'Cancel', 'Apply and Continue changing Step/Status', and 'Apply and Close'.

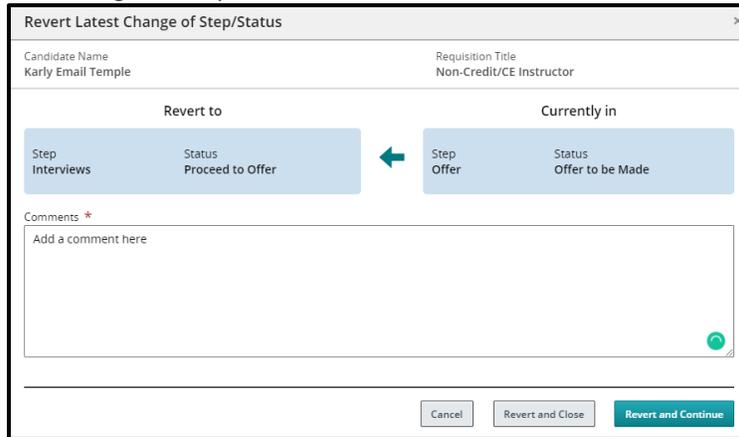
**Taleo Tip:** In the Change Step/Status box, you have two options:

- 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.

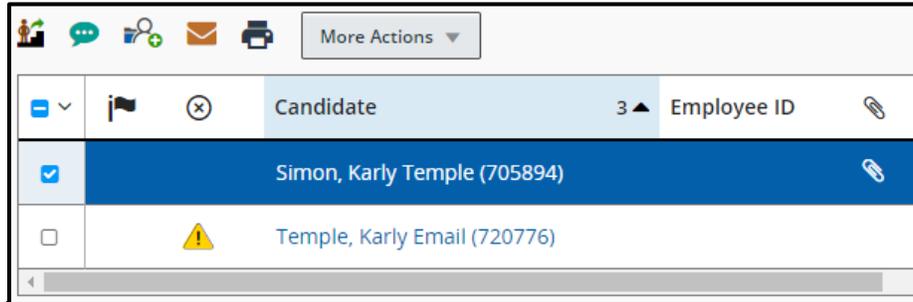


A pop-up box will appear to move the candidate back a step. Comments are required to be included when the **Revert** option is selected. Select **Revert and Close** to move one step/status back or **Revert and Continue** to continue reverting the Step/Status.

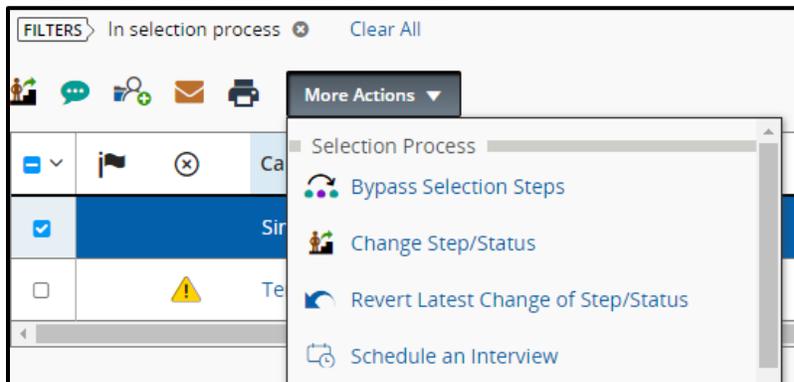


## Creating an Interview

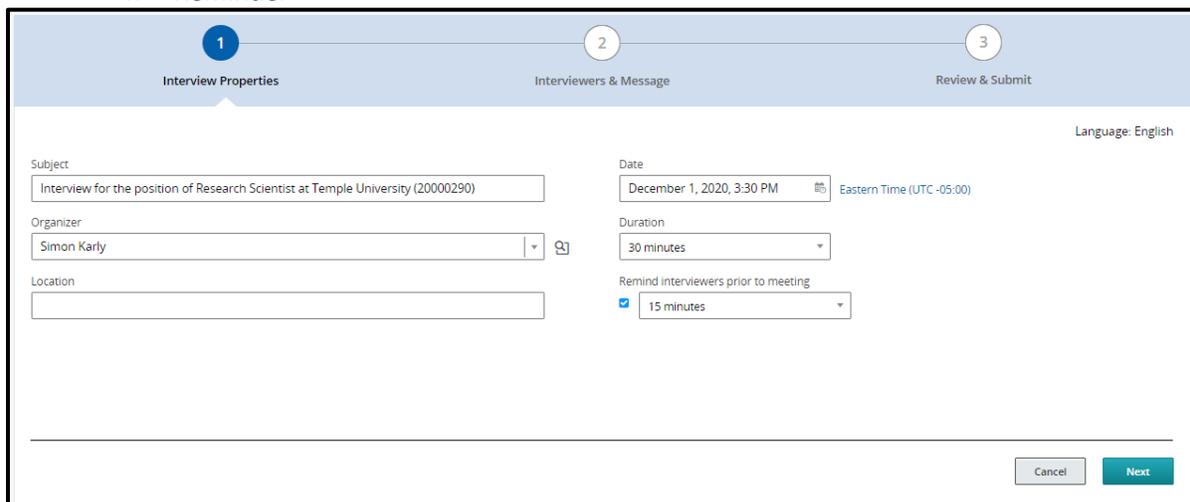
1. Ensure all candidates you wish to bring in for an interview have the Step/Status of **Interviews: Interview Scheduled**.
2. From the candidate list within the requisition, **check off** the candidate you wish to schedule an interview with.



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

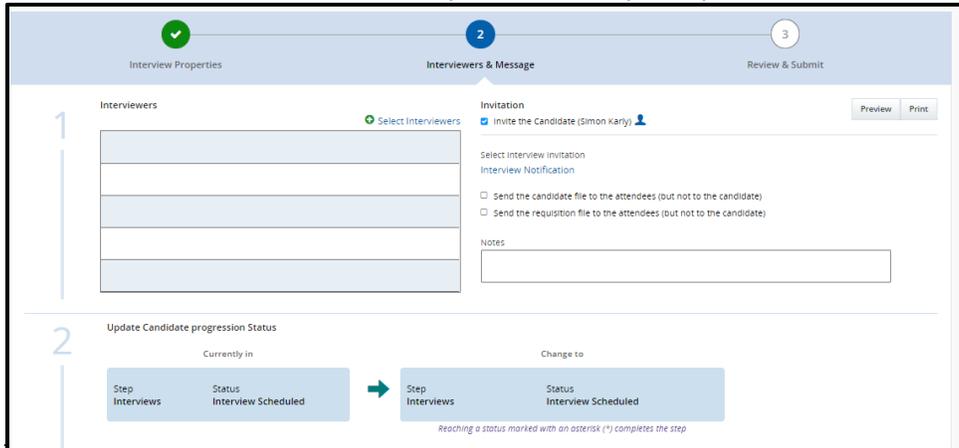


4. Fill in appropriate fields in the new window. Most of these will be auto-populated with information. You can make edits to any field. Select **Next** when done.
  - a. Subject
  - b. Organizer (this should be left as your name)
  - c. Location
  - d. Start and End date and times
  - e. Default Time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

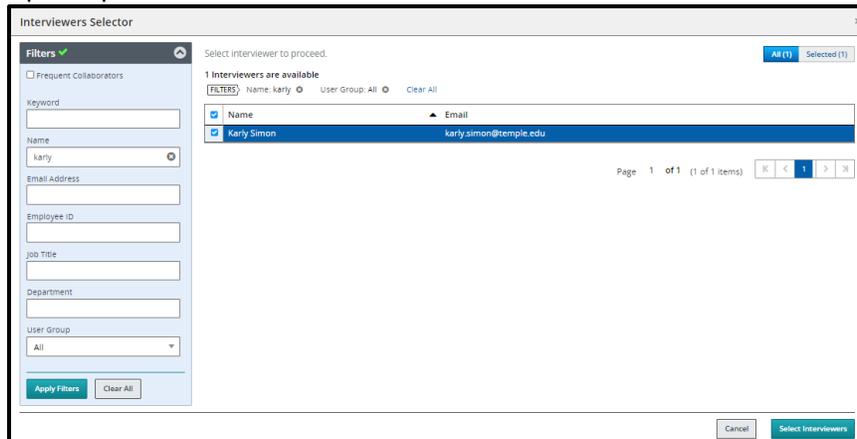


A screenshot of the 'Interview Properties' form. The form is divided into three steps: 1. Interview Properties, 2. Interviewers & Message, and 3. Review & Submit. The 'Interview Properties' step is active. Fields include: Subject (Interview for the position of Research Scientist at Temple University (20000290)), Date (December 1, 2020, 3:30 PM Eastern Time (UTC -05:00)), Organizer (Simon Karly), Location (empty), Duration (30 minutes), and Remind interviewers prior to meeting (checked, 15 minutes). There are 'Cancel' and 'Next' buttons at the bottom right.

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

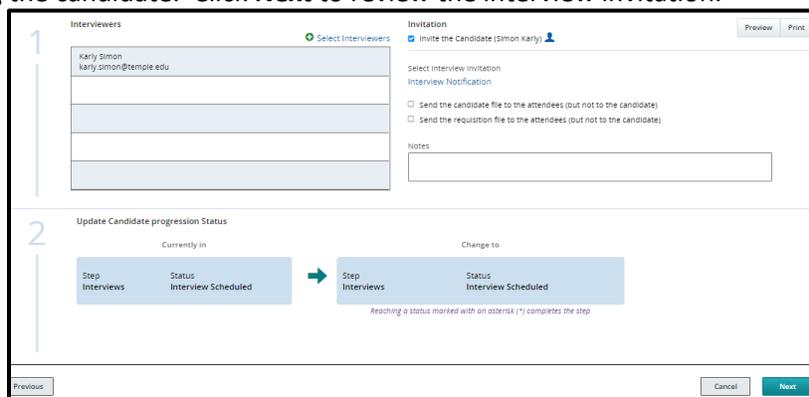


- The **Filters** on the left-hand side of the window will allow you to jump directly to the name or email address of the person you are searching for. Select the checkbox on the left-hand side of the participant's name. Once your participant has been selected, click **Select Interviewers** to add your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



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

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



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

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

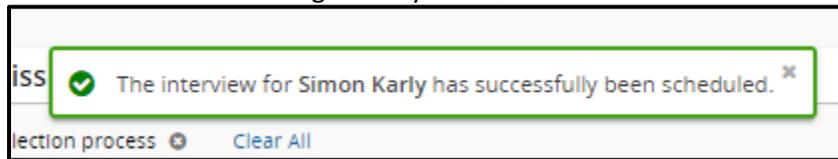
The screenshot shows a three-step process: 'Interview Properties', 'Interviewers & Message', and 'Review & Submit'. The 'Review & Submit' step is active, indicated by a blue circle with the number '3'. The main content area displays the following information:

The following candidate has been scheduled for an interview on **Friday, December 18, 2020**

Simon Karly karly@temple.edu	<b>4:30 PM To 5:00 PM Eastern Time (UTC -05:00)</b> 2152040048	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 of the form, 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

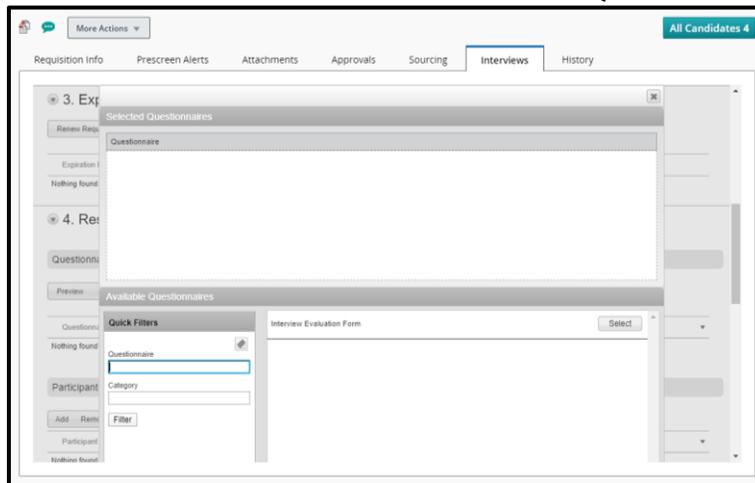
1. Navigate to the **Interviews** tab of the requisition.



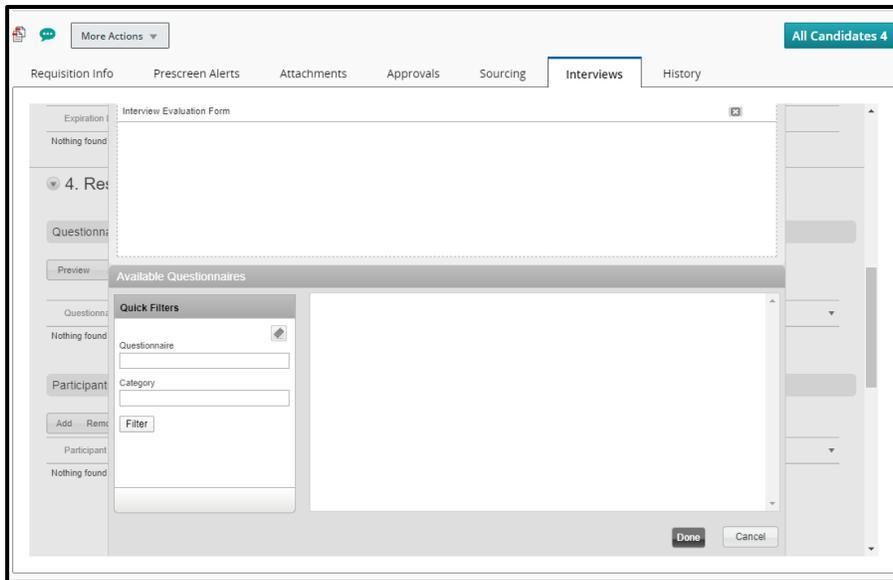
2. Under section **4. Resources** select **Add** below **Questionnaires Attached to Requisition**.



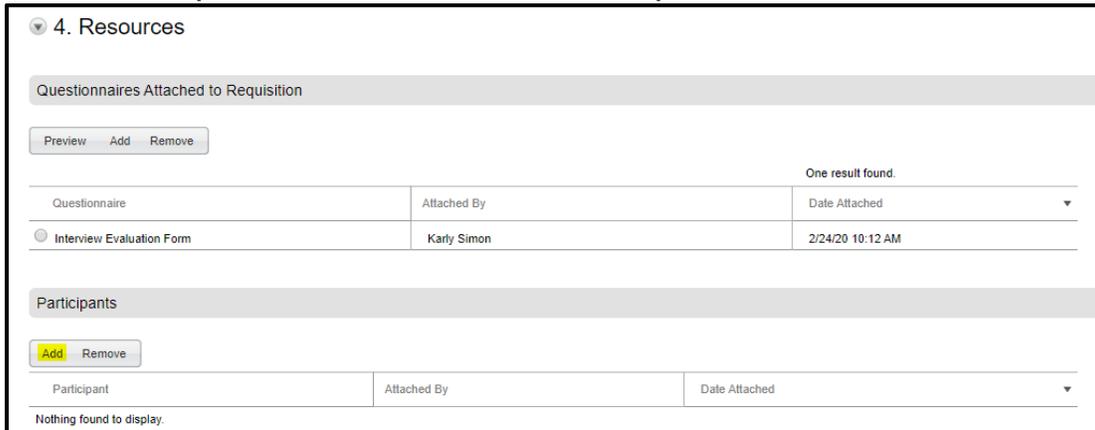
3. Select the **Interview Evaluation Form** to add the form to the **Questionnaire** section.



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



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



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

**Add Participants**

Selected Participants

Add External Participants

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

Done Cancel

Select Internal Participants

Quick Filters

Name: /karly simon  
Email Address:  
Keyword:

Filter

Name	Email Address	
Sydhora Simon	2D3903351F95D433E0538FFD6F0AE3EE@invalidemail.com	Select
Karly Simon	karly.simon@temple.edu	Select
Kevin Simons	355AC19BE1672857E65381FD6F0A8D9C@invalidemail.com	Select

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

**Add Participants**

Selected Participants

- Non-Taleo Participant Name
- Karly Simon

Add External Participants

First Name	Last Name	Email Address	
			Add

Done Cancel

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

4. Resources

Questionnaires Attached to Requisition

Preview Add Remove

One result found.

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

Participants

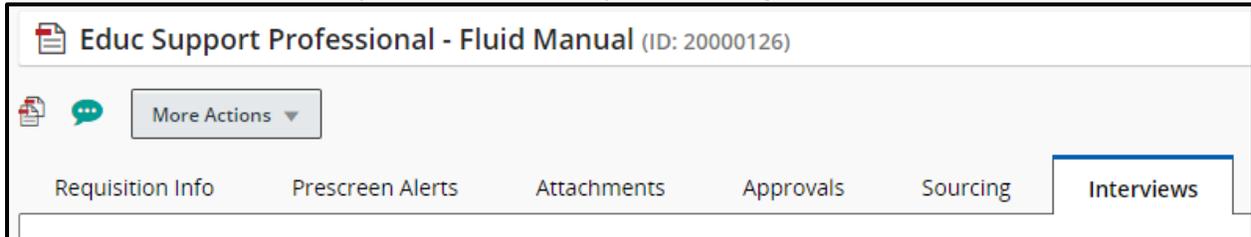
Add Remove

2 found, displaying all.

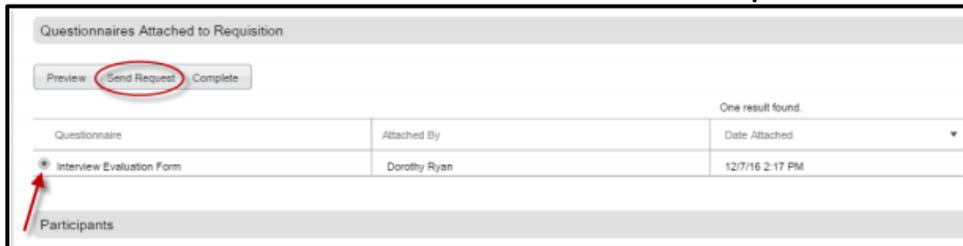
Participant	Attached By	Date Attached
Karly Simon	Karly Simon	2/24/20 11:01 AM
Non-Taleo Participant Name	Karly Simon	2/24/20 11:01 AM

## Sending out and Reviewing Interview Evaluations

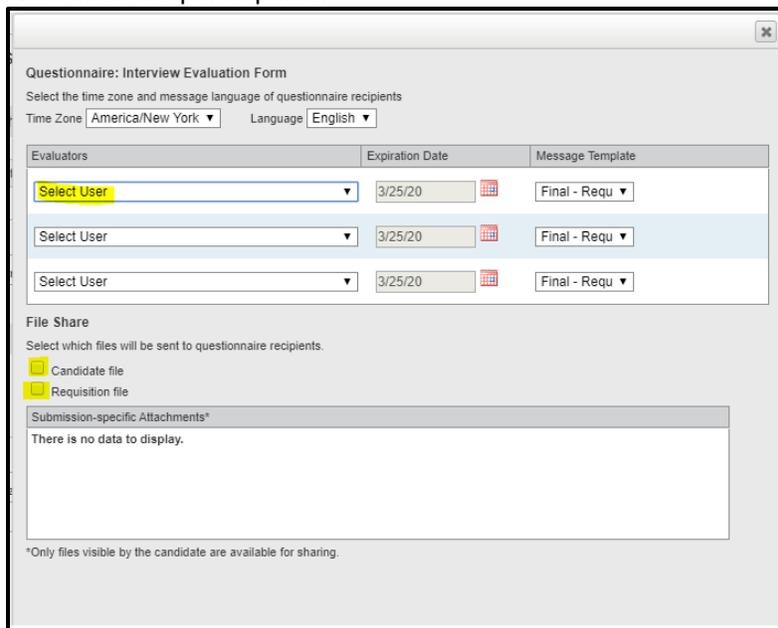
1. From the candidate's profile within the requisition, navigate to the **Interviews** tab.



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**.



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



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

**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
<span>Non-Taleo Participant Name &lt;participantemail@ad&gt;</span>	<span>3/25/20</span>	<span>Final - Requ</span>
<span>Karly Simon &lt;karly.simon@temple.edu&gt;</span>	<span>3/25/20</span>	<span>Final - Requ</span>
<span>Select User</span>	<span>3/25/20</span>	<span>Final - Requ</span>

**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

**Taleo Tip:** Include the candidate file so the evaluator is aware of who they are evaluating.

- 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.

**Final - Interview Evaluation Form**

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

To: Karly Simon Mon 3/30/2020 10:15 AM

Appointment.lics 1 KB CandidateFile.pdf 41 KB RequisitionFile.pdf 34 KB

**Action Items** + Get more add-ins

Dear Karly Simon,

Please complete the following evaluation:

Evaluation: Interview Evaluation Form  
 Requisition: Educ Support Professional - Fluid Manual  
 Candidate: Karly Simon  
 Expiration Date: 4/29/20

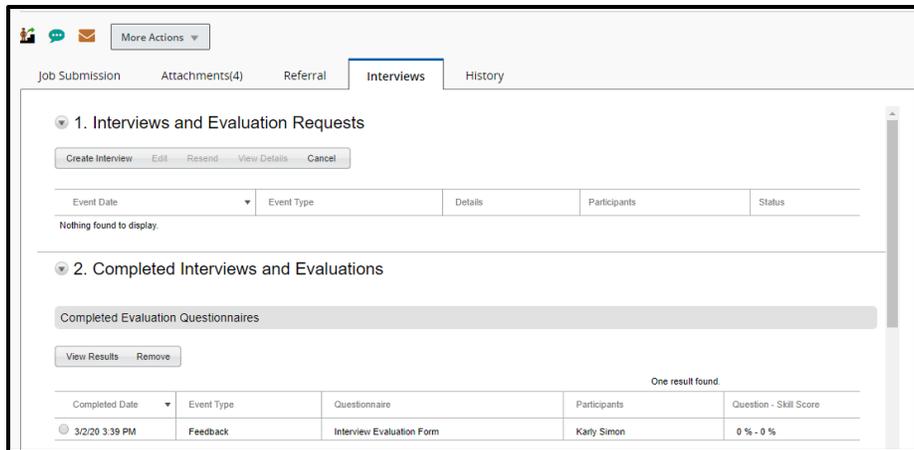
Click the link below to access and save the evaluation.

[Evaluation URL](#)

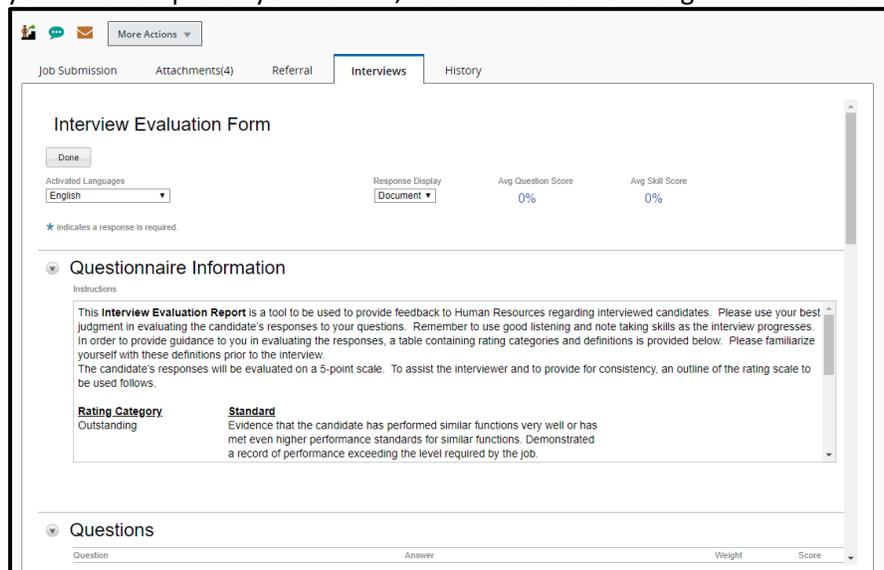
Best regards,  
 Human Resources Department

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

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



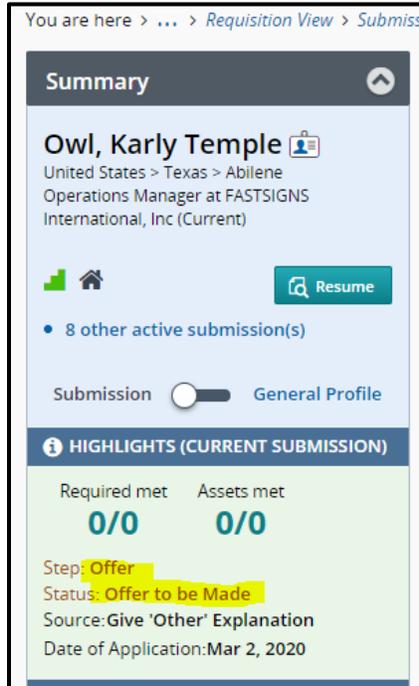
7. When you have completed your review, select **Done** to be brought back to the **Interviews** tab.



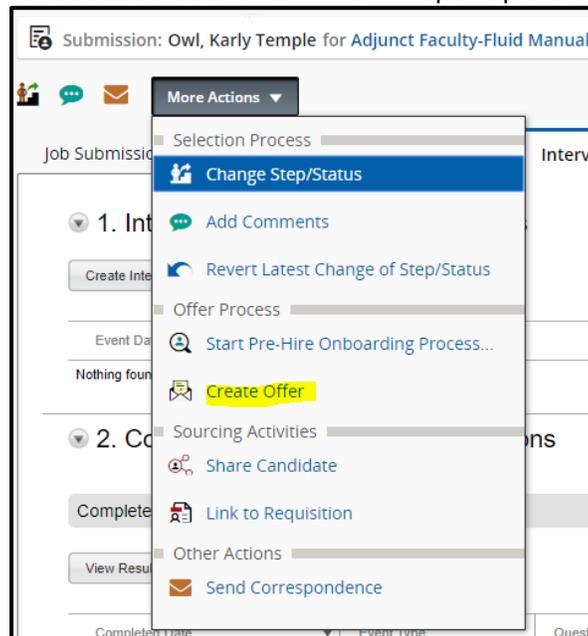
## Creating and Extending an Offer – Non-Credit Instructor

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**.

**Taleo Tip:** From your candidate list, select the name itself, not the checkbox, to access the submission.



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



## Offer Grid

### Top Section

1. Enter the following information which will appear on the E-offer appointment letter
  - a. **Pay Start Date:** the pay start date for a non-credit instructor should always be the first day of the first month they are paid
    - i. Example: September 1<sup>st</sup> for the Fall semester; January 1<sup>st</sup> for Spring semester
  - b. **Pay End Date:** the pay end date for a non-credit instructor should always be the last day of the last month they are paid
    - i. Example: December 31<sup>st</sup> for the Fall semester; May 31<sup>st</sup> for Spring semester
  - c. **Teaching Begin Date:** The first day a non-credit instructor begins work for that semester
  - d. **Teaching End Date:** The last day a non-credit instructor finishes work for that semester
  - e. **Offer Expiration Date:** Date by which you want them to respond to the offer, field will autofill
  - f. **Letter Number of Pays:** number of paychecks a non-credit instructor will be receiving. The number of pays can be entered as **26**.

**Taleo Tip:** you may enter a date or click on the calendar function for all date fields

Offer (New)

Top Section

Status : Draft

Created on : -

Offer Expiration Date : Mar 16, 2020, 5:00 PM

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

Banner Pay End Date : mmm d, yyyy

Letter: Teaching Begin Date : mmm d, yyyy

Letter: Teaching End Date : mmm d, yyyy

Letter: Number of Pays : Not Specified

Maximum Salary : -

**Taleo Tip:** you may enter a date or click on the calendar function for all date fields.

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

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

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

## General Terms

For assistance with the offer grid, refer to the Guide for Hiring Adjuncts and Part-Time Instructors tool from the [Taleo References and Manuals Page](#).

- The next section relates to **pay** and **title**.

General Terms

Salary (Pay Basis) \* :

Currency \* : US Dollar (USD) ▼

Pay Basis \* : Not Specified ▼

Credit Hours \* : 0.00 ▼ ▲

Letter: Semester \* : max - with 2 decima ▼ ▲  
Amount

Title \* :  ⓘ

If Research Adjunct : Not Specified ▼  
eclass 64, Clinical  
Adjunct eclass 64,  
Artist-In-Residence  
eclass 64, Educ.  
Support Prof'l eclass 58,  
select Hours Per Week

- Enter the rate of **pay** and **pay basis**. Always choose **Hourly** for non-credit instructors.

General Terms

Salary (Pay Basis) \* :

Currency \* : US Dollar (USD) ▼

Pay Basis \* : Not Specified ▼

- Below that field, there is a **Credit Hours** field. For non-credit instructors, this field can be left to read 0.

Type of Candidate	Pay Rate Field	Pay Basis Field	E-Class
Non-Credit/CE Instructor	Hourly Rate	Hourly	56
Artist in Residence	Hourly Rate	Hourly	57
ESL Instructor	Hourly Rate	Hourly	54

Credit Hours \* : 0.00 ▼ ▲

- Complete the semester contract total amount.

Letter: Semester \* : max - with 2 decima ▼ ▲  
Amount

- Next, click on the selector icon to select the correct title. Scroll down to find the appropriate title.

Title \* :  

Item Selector

Filters  19 items are available Select a UDF

FILTERS Job Field: Adjunct (1)  Clear All

Code	Description	Actions
ESL Instructor	ESL Instructor	Select
Internship/Field Supervisor	Internship/Field Supervisor	Select
Non-Credit Artist-In-Residence	Non-Credit Artist-In-Residence	Select
Non-Credit/CE Instructor	Non-Credit/Continuing Education Instructor	Select

Page 2 of 2 (16-19 of 19 items) 

Cancel

- The **Hours Per Week** field can be left blank for non-credit instructors.

If Research Adjunct eclass 64, Clinical Adjunct eclass 64, Artist-In-Residence eclass 64, Educ. Support Prof I eclass 58, select Hours Per Week

:  

**Taleo Tip:** You can always refer to the Guide for Hiring Adjuncts and Part-Time Instructors from the [Taleo References and Manuals Page](#).

- If needed, the FOP index is available. This is to be used if you do not want the default FOP from Banner Position Control to default into the job.

Details

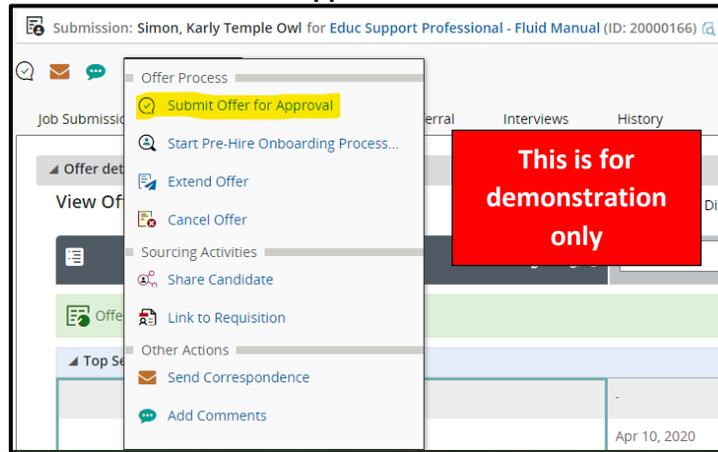
Banner: FOP Index (optional) :  

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

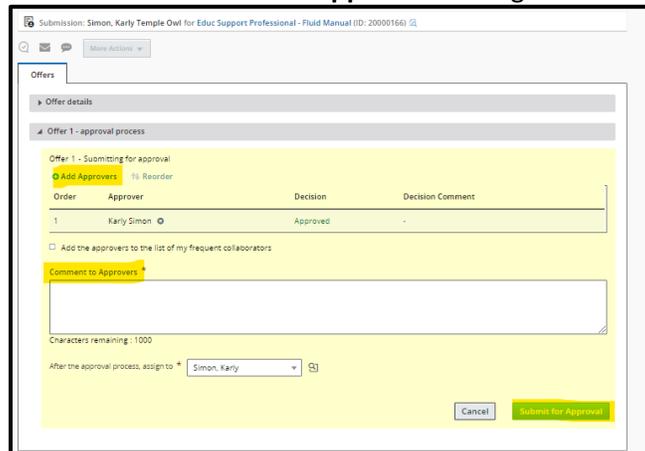
- Operating Funds (100000): the corresponding **org** is equal to the index
  - Non-operating Funds (all except 100000): the **fund number** is equal to the index
- Select **Save and Close** when you are done. If you are missing any fields, an error message will appear. After you save the offer, an edit button will appear so that you may make revisions if necessary.
  - If needed, you can route the offer for Approval to others in the department or in some cases to Faculty Affairs. Recruiters with proper authority may extend the offer without needing additional approval.

## Route for Approval

1. From **More Actions** select **Submit for Approval**.

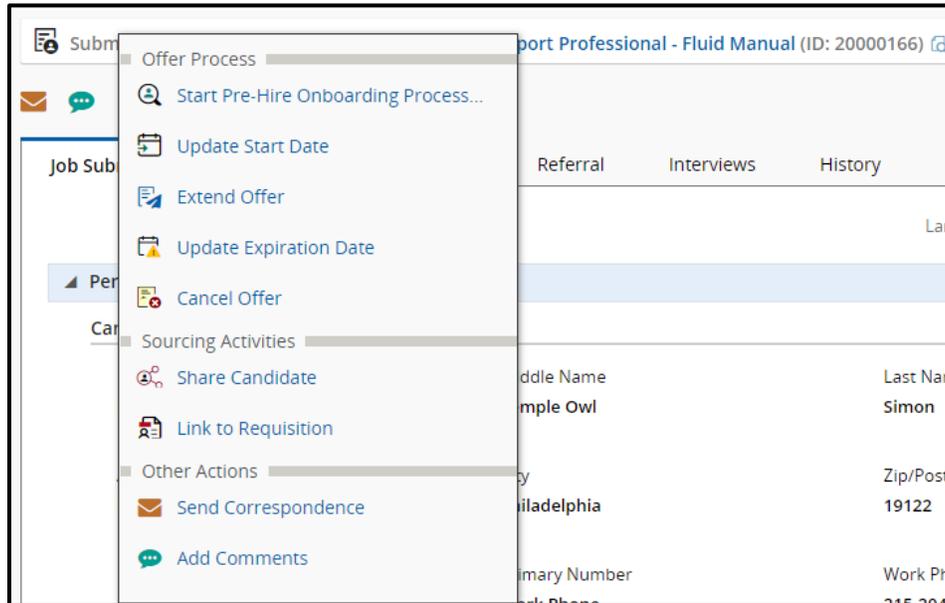


2. To add approvers, select **Add Approvers**. You can search for approvers in the new window to add to your list.
3. When you are ready to request approval, add a comment in the comment box and select **Submit for Approval**. An email will be sent to the **Approver** alerting them that action is needed.

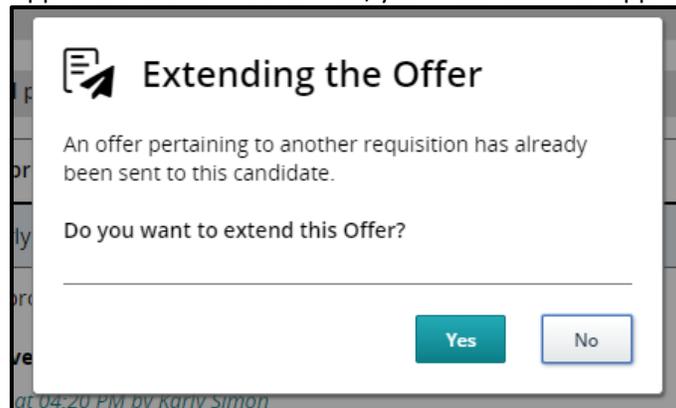


## Extend the Offer

1. Navigate to the candidate's name in your requisition to open their profile
2. From **More Actions** 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.



4. An **Extend Offer** dialogue box will appear. Select **E-Offer** then select **Next**.

Extend Offer			
Candidate Name Simon, Karly Temple Owl	Target Start Date <b>Not specified</b>	Start Date Apr 10, 2020, 8:00 AM	Expiration Date Apr 24, 2020, 11:55 AM
How do you want to extend this offer?			
<input checked="" type="radio"/> E-offer <input type="radio"/> Email <input type="radio"/> Printed Letter <input type="radio"/> Verbally			
			<input type="button" value="Cancel"/> <input type="button" value="Next"/>

- To select the correct template, open **Filters**. From the “**Intended for**” dropdown, select **External** versus **Internal** candidate as appropriate. In the **Keyword** section, type your school/college name then select **Apply Filters**.

✓ **Filters** ^

▶ Organization

---

▶ Location

---

▶ Job Field

---

Confidential

Read-only attachment

Intended for:

External Candidates
▼

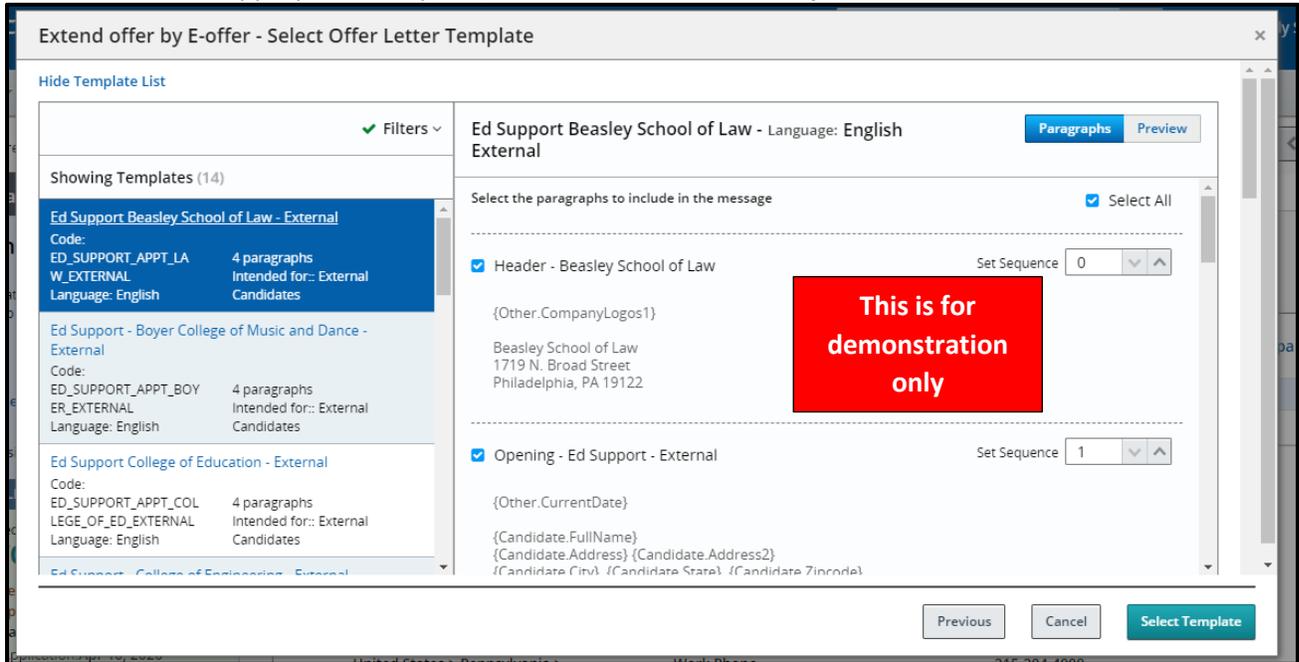
Keyword

School Name

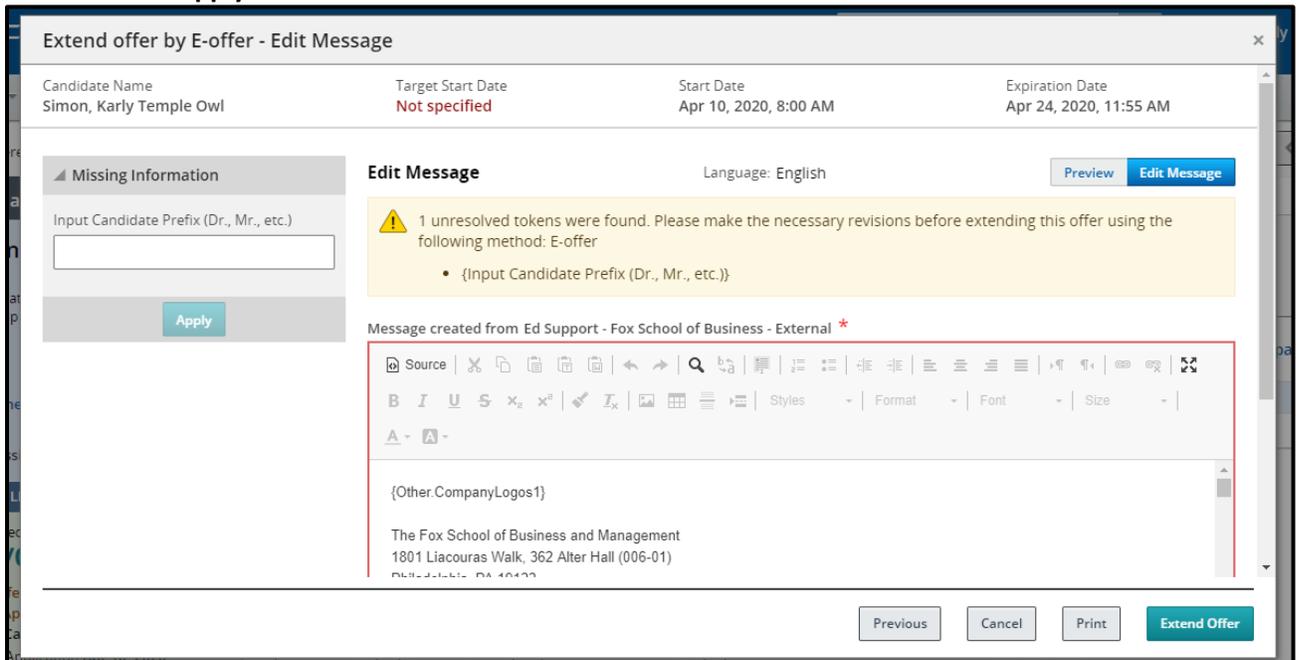
Apply Filters

Clear All

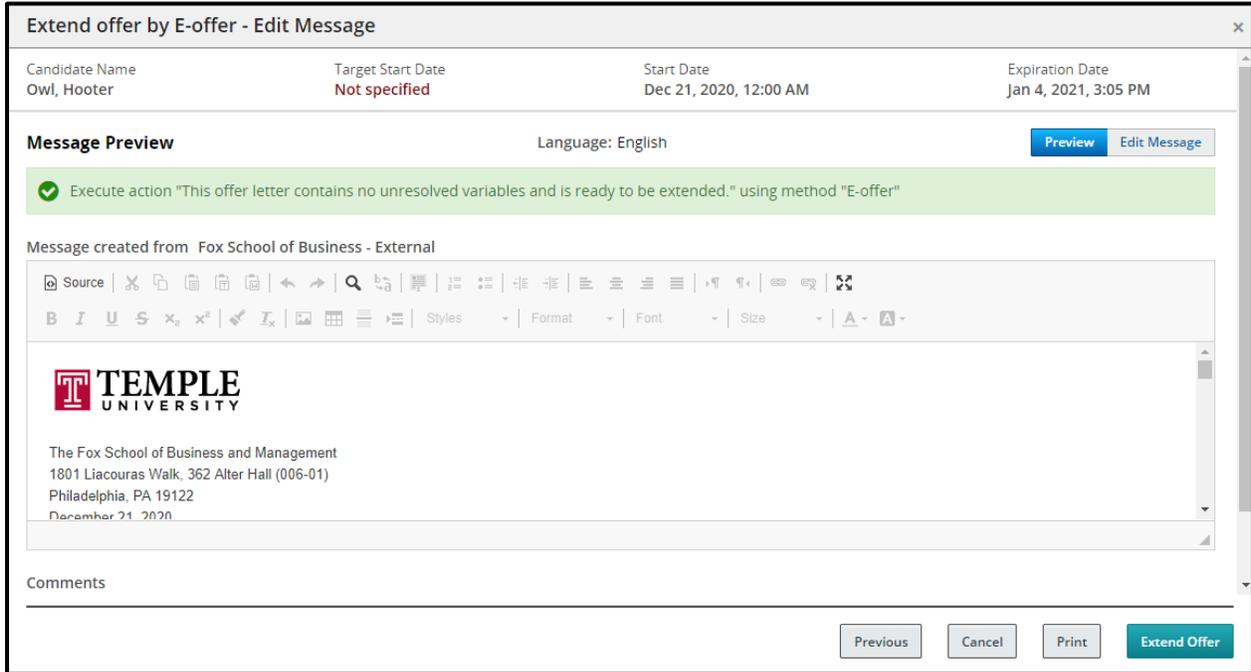
6. Select the appropriate template, then select the **Select Template** button to continue.



7. Input a Prefix and the information regarding the course including the name of the course. Then select **Apply**. This will resolve the unresolved tokens.



- Review the contents of the contract then select **Extend Offer** when you are ready to extend your offer. The Non-Credit instructor will receive an email with a link to Taleo to accept the offer.

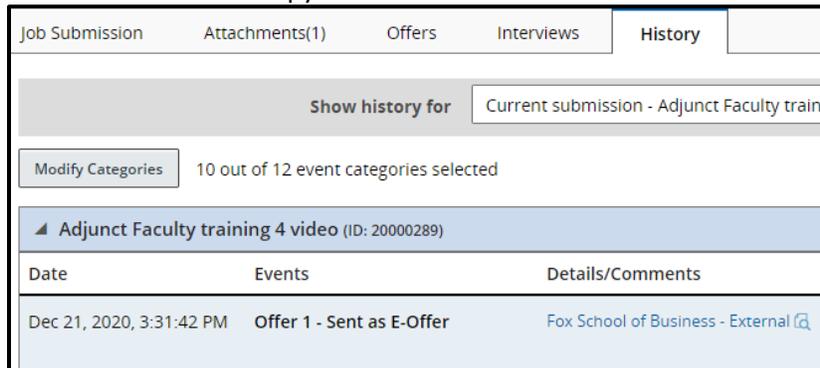


**Taleo Tip:** If the offer letter is sent to an internal candidate, their TUID will appear on the E-offer appointment letter instead of their home address.

- The Non-Credit Instructor's step/status will update to **Offer: Extended**.



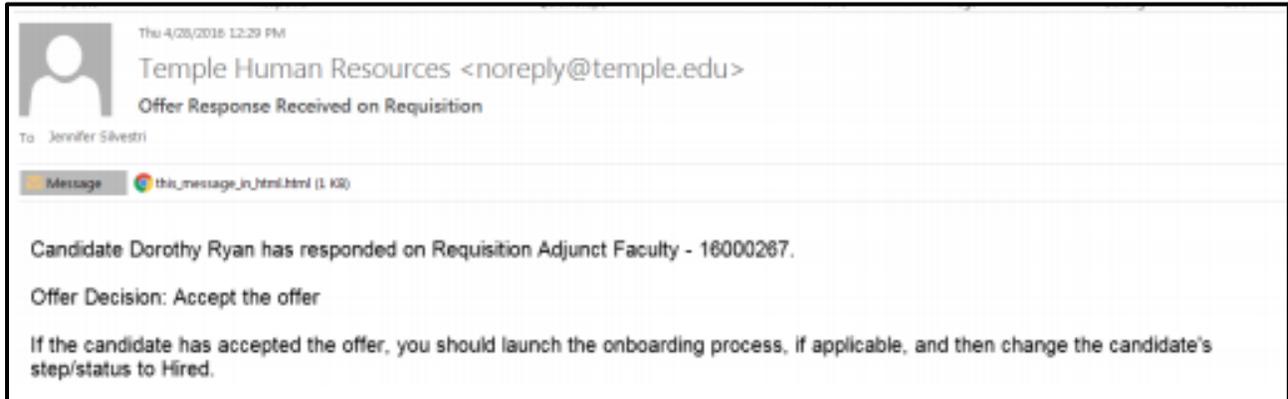
- To access a copy of the non-credit instructor's offer letter, select the **History** tab in the candidate's submission. You will see the title of the letter in the **History** tab. You can click on the title of the letter to view a copy of the offer.



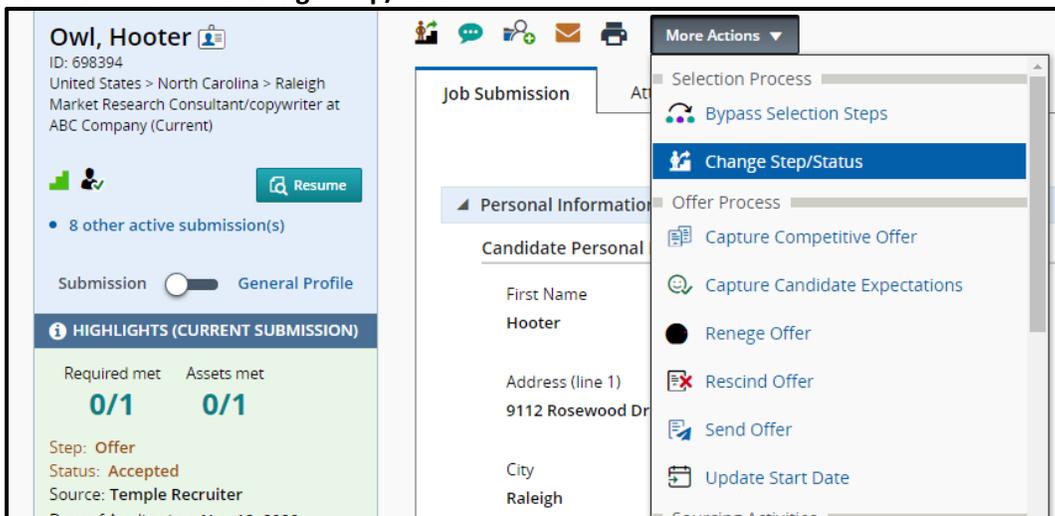
## Hiring – Non-Credit Instructor

### During Hire/Hired Change

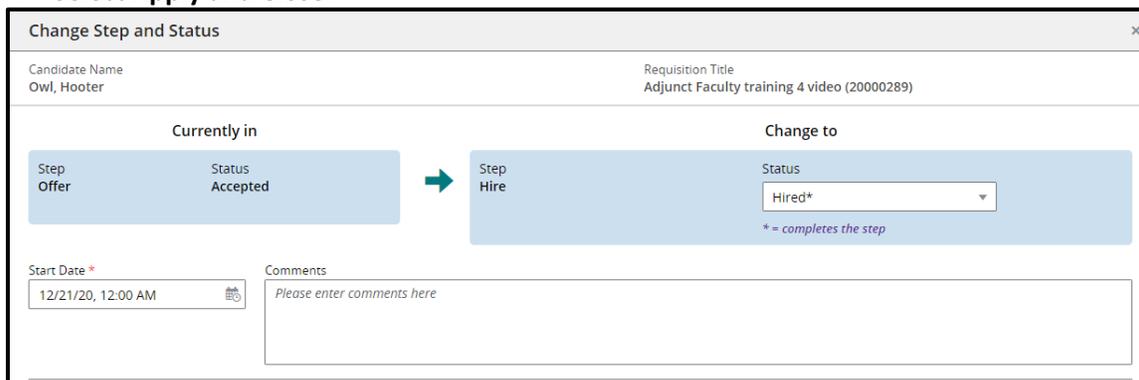
1. When the candidate responds to the offer, the Recruiter will receive a notification via e-mail.



2. If the offer is accepted, then the Recruiter needs to log into Taleo to hire the candidate.
3. Navigate to the Candidate's submission. Select the **Change Step/Status** icon or from **More Actions** and select **Change Step/Status**.

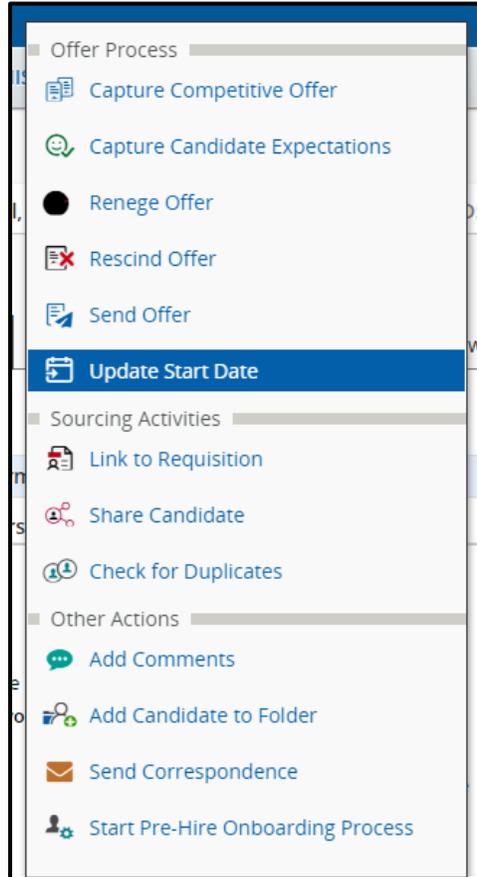


4. Select **Apply and Close**.

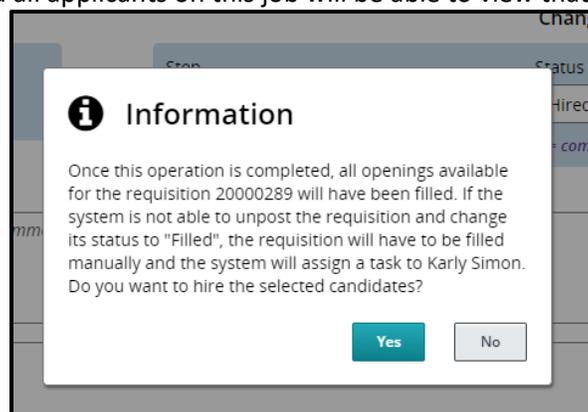


5. The status will update to **Hired** which will then update Banner.

**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 **Update Start Date**. Uncheck **Tentative** in the pop-up box and click **Update and Close**.



6. 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.

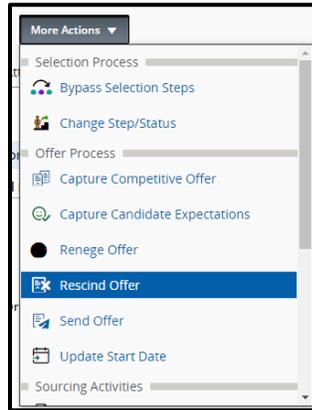


7. Once a requisition is filled, either through the final hire or manually from **More Actions**, all remaining candidates in the **Manager Review** or **Interview** steps will be rejected.

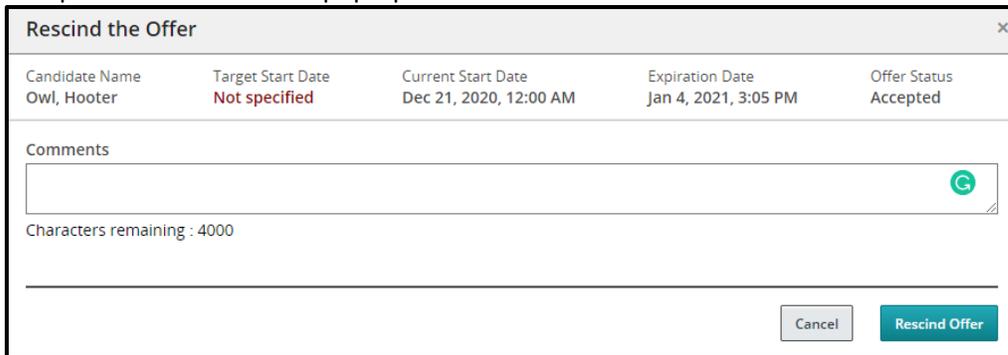
## Rescinding and Resending Offers

If you have extended an offer to an incorrect or invalid email address, you must send a request to Taleo Help to change the email address. Once the email address has been changed, the offer must be rescinded and revised before being resent. Otherwise, the original offer will continue to be sent to an invalid email address.

1. Navigate to your candidate's submission. From **More Actions** select **Rescind Offer**.



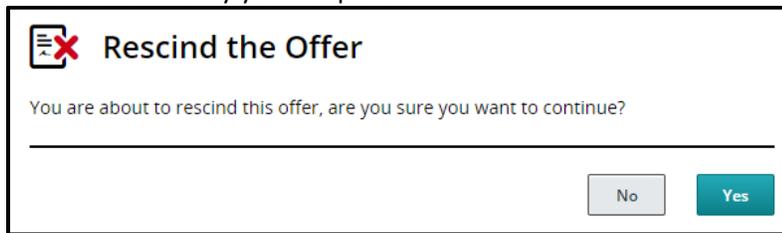
2. Input a comment in the pop-up window and click **Rescind Offer**.

A screenshot of a 'Rescind the Offer' pop-up window. The window has a title bar with a close button. Below the title bar is a table with the following data:

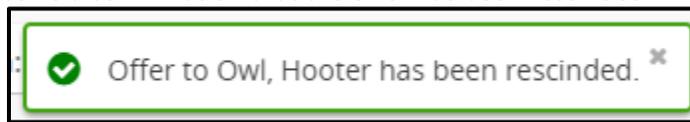
Candidate Name	Target Start Date	Current Start Date	Expiration Date	Offer Status
Owl, Hooter	Not specified	Dec 21, 2020, 12:00 AM	Jan 4, 2021, 3:05 PM	Accepted

Below the table is a 'Comments' section with a text input field and a 'Characters remaining : 4000' indicator. At the bottom right, there are two buttons: 'Cancel' and 'Rescind Offer'.

3. You will be asked to verify your response.

A screenshot of a confirmation dialog box titled 'Rescind the Offer'. The dialog contains the text: 'You are about to rescind this offer, are you sure you want to continue?'. Below the text is a horizontal line. At the bottom right, there are two buttons: 'No' and 'Yes'.

4. You will receive a confirmation that the offer has been rescinded.



5. Refer back to the steps regarding how to create and extend an offer now that your previous offer was rescinded.