

# Taleo Talent Management System Training EDUCATIONAL SUPPORT PROFESSIONAL HIRING MANUAL



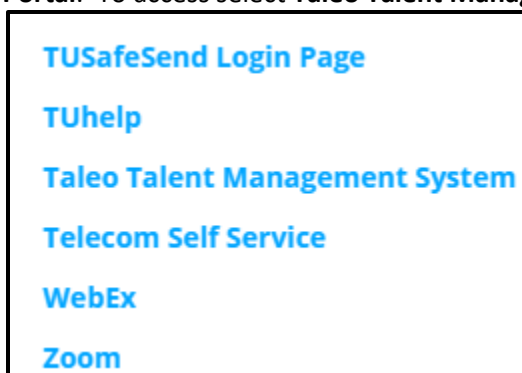
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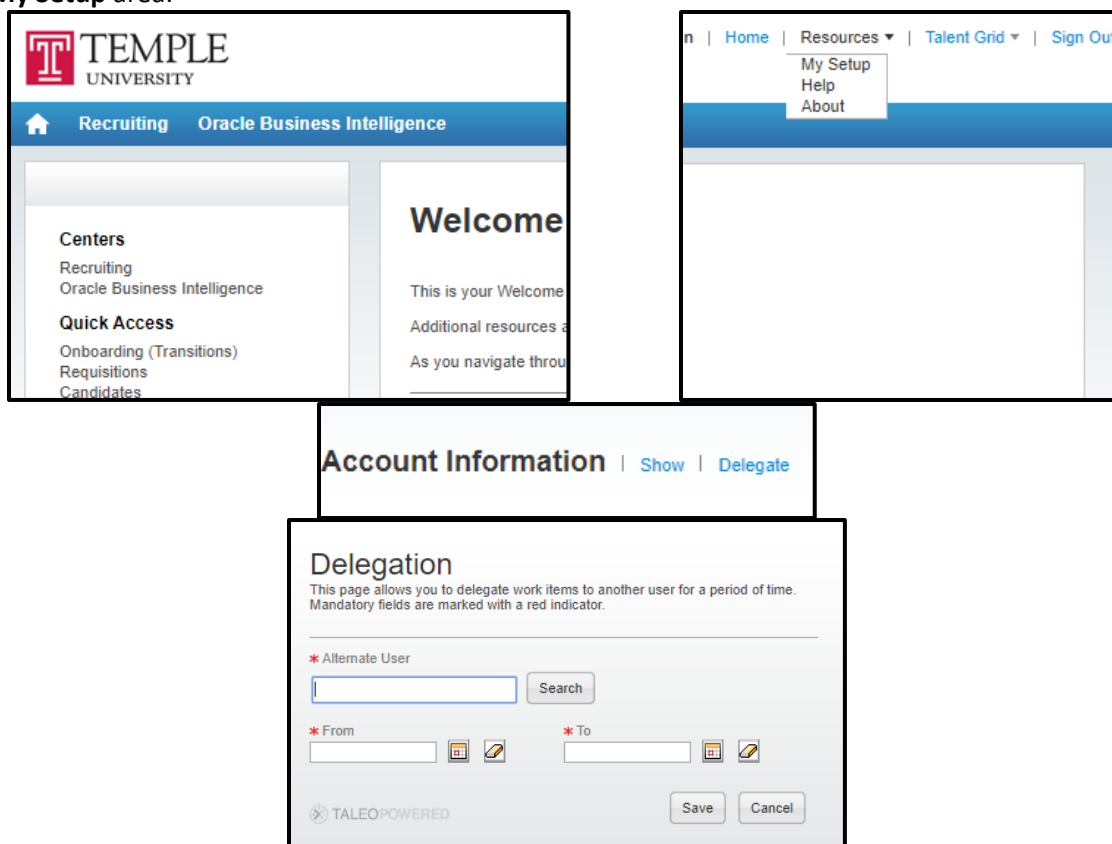
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## Navigation

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. The top navigation bar includes the Oracle logo, a search bar with the text "Look up a candidate", and a user profile for Dawn Lomden. Below the navigation bar, the "RECRUITING" tab is selected, showing a list of sub-tabs: 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
Filled (Since Jun 1, 2020)	0	1
- Candidates:** A table showing the status of candidates.
 

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

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

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. The Back/Next buttons do not always yield consistent results.

You are here > Requisition List

You are here > Requisition List > Requisition View

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

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

Page 1 (0 of 0 items)

K

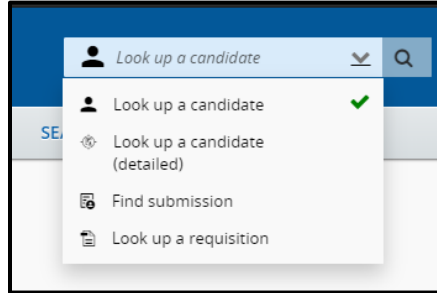
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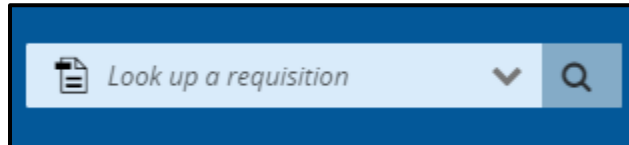
>

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.



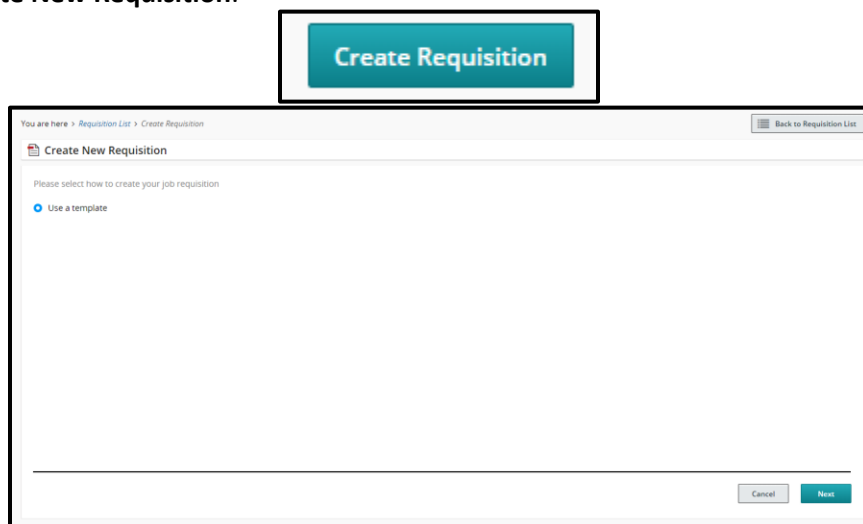
3. The results will populate below. You can use the additional filters on the left-hand side to narrow down your results.
4. The **Menu** bar will bring you to different locations within Taleo. Selecting the specific title will bring you to that specific section. The blue arrow and black text are used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



## Creating a Requisition – Educational Support Professional

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

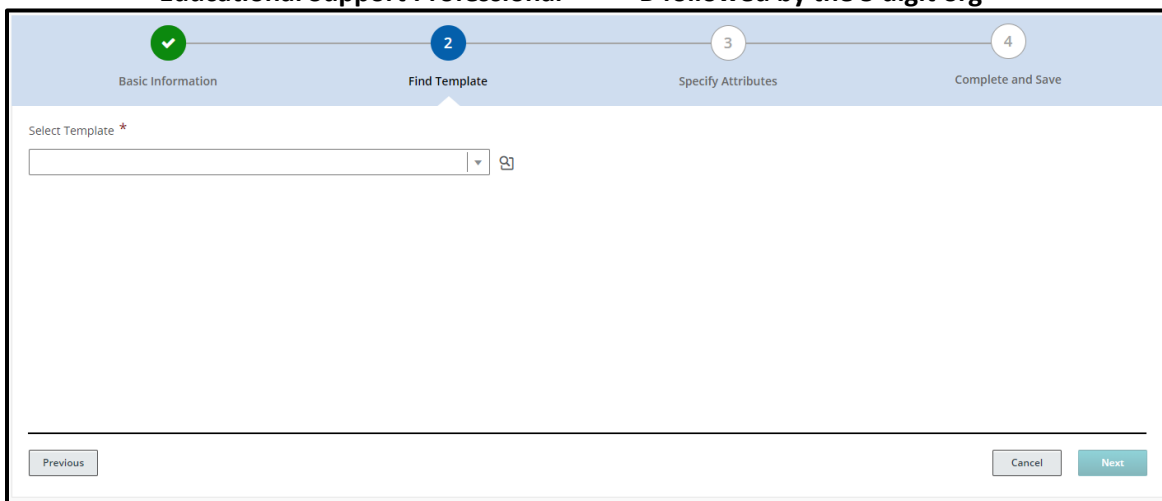
1. To start the Requisition, select **Create Requisition** from the Requisitions page. Then select **Next** to **Create New Requisition**.



The image shows a 'Create Requisition' button 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'. There is a 'Back to Requisition List' link. The main heading is 'Create New Requisition'. Below it, 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, there 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.
  - 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. Educational Support Professionals positions have pooled PCNs. If you have recently created a new department or changed your org code, you will need to check School/College Budget Manager if a new PCN was created for the Educational Support Professional position.
  - c. The format of the PCN will always be:

**Educational Support Professional      B followed by the 5 digit org**



The image shows a multi-step process for creating a requisition. The steps are: 1. Basic Information (marked with a green checkmark), 2. Find Template (current step, marked with a blue circle), 3. Specify Attributes (marked with a grey circle), and 4. Complete and Save (marked with a grey circle). In the 'Find Template' step, there is a 'Select Template \*' label above a text input field. To the right of the input field is a magnifying glass icon. At the bottom, 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 **B** then select Apply Filters to display the following:

**Find Template**

131 Requisition templates are available. Select a template to proceed

**Filters** Job Code: B Clear All

Language	Name	Job Code	Job Field	Actions
English	Educ Support Professional	B19010	Adjunct	Select
English	Educ Support Professional	B19011	Adjunct	Select
English	Educ Support Professional	B19013	Adjunct	Select
English	Educ Support Professional	B19018	Adjunct	Select
English	Educ Support Professional	B19019	Adjunct	Select
English	Educ Support Professional	B19020	Adjunct	Select
English	Educ Support Professional	B19022	Adjunct	Select
English	Educ Support Professional	B19023	Adjunct	Select
English	Educ Support Professional	B19024	Adjunct	Select
English	Educ Support Professional	B19026	Adjunct	Select
English	Educ Support Professional	B18040	Adjunct	Select
English	Educ Support Professional	B18044	Adjunct	Select

Page 1 of 9 (1-15 of 131 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.

Select Template \*

B15010

B15010-Educ Support Professional

This PCN is used for TRAINING PURPOSES ONLY

- 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 own name if you are performing that role. Again, you may type in the last name slowly and wait for the field to populate, or you may use 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.

Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"

**Requisition Structure**

Hire Type: Professional

Template Used: B15010-Educ Support Professional

Requisition Style: Template - Requisition - Recruiter

Job Field: Adjunct

Hiring Manager: [Field]

Organization: [Field]

Location: [Field]

0 Other Locations are selected

Previous Cancel Next

**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

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

There are different sections in the Requisition which 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.

Show fields required to: \* 
☒ Save 
☐ Request Approval 
☐ Post

## Requisition Structure – Educational Support Professional

### 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 Educational Support Professional
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 **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.


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.

## 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

 [Modify Structure](#)

Hire Type	Requisition Template Used	
Professional	B15010 - Educ Support Professional	
<hr/>		
Primary Location *	Organization *	Job Field *
Country :	Officer :	Type :
United States	Provost	Adjunct
State/Province :	School :	
Pennsylvania	150 Fox School of Business	
City :	School/Department :	
Philadelphia	1500 Business School	
Campus :	Home Org :	
Main Campus	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**. 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 candidates up until the offer is created.
2. You can start typing in the name of the **Hiring Manager**. Click on the name from the options given by Taleo.

The screenshot shows a yellow box titled "Owners". Inside, there are two fields. The first field is labeled "Recruiter \*" and is empty. The second field is labeled "Hiring Manager" and contains the text "Simon, Karly". Both fields have a dropdown arrow and a magnifying glass icon to their right.

## Collaborators

1. You may choose to add **Collaborators** to your requisition. Requisition/Offer Approvers should be added as Collaborators as needed.

The screenshot shows a yellow box titled "Collaborators". At the top, there is a green plus icon and the text "Add Collaborators". Below this is a table with three columns: "First Name", "Last Name", and "Email". The table is currently empty, and a message at the bottom says "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**.

The screenshot shows a dialog box titled "Add Collaborators". On the left, there is a "Filters" section with various search criteria: Keyword (set to "Karly"), User Group (set to "All"), Department, Name, Job Title, Email Address, and Employee ID. Below these are "Apply Filters" and "Clear All" buttons. On the right, there is a message "Please select the collaborators for this requisition (30 max)." and "1 Potential Collaborators are available". Below this is a table with columns "First Name", "Last Name", and "Email". The table contains one row: "Karly", "Simon", "karly.simon@temple.edu". There is a checkbox next to the name "Karly". 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	X
Laurie	Bernardi	bernardi@temple.edu	X

## 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 shift, targeted start date, and the Compliance questions.

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

- Schedule:** A dropdown menu set to "Part-time".
- Employee Status:** A dropdown menu set to "Regular".
- Shift:** A dropdown menu set to "Day Job".
- Target Start Date:** A date input field showing "mmm d, yyyy" with a calendar icon.
- Job End Date:** A date input field showing "mmm d, yyyy" with a calendar icon.
- Chemical Right to Know required?:** A dropdown menu set to "Not Specified". Below it is a note: "Answer yes if the person in this position is required to have Chemical Right to Know training."
- Has direct contact or routine interaction with minors 18 years old or younger?:** A dropdown menu set to "Not Specified". Below it is a note: "Minors **include** high school students who are taking courses at Temple while".
- Working for a JCAHO accredited unit?:** A dropdown menu set to "Not Specified". Below it is a note: "Answer yes if the person in this position is required to have a JCAHO compliant Employee ID Badge."
- Working in clinical setting?:** A dropdown menu set to "Not Specified". Below it is a note: "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 Educational Support Professionals. All Educational Support Professionals requisitions should reflect a pay basis of **Monthly** at the requisition level. **DO NOT** make any changes to this section.
2. The **FLSA** section pulls into the requisition from the PCN. This can also be left as is.

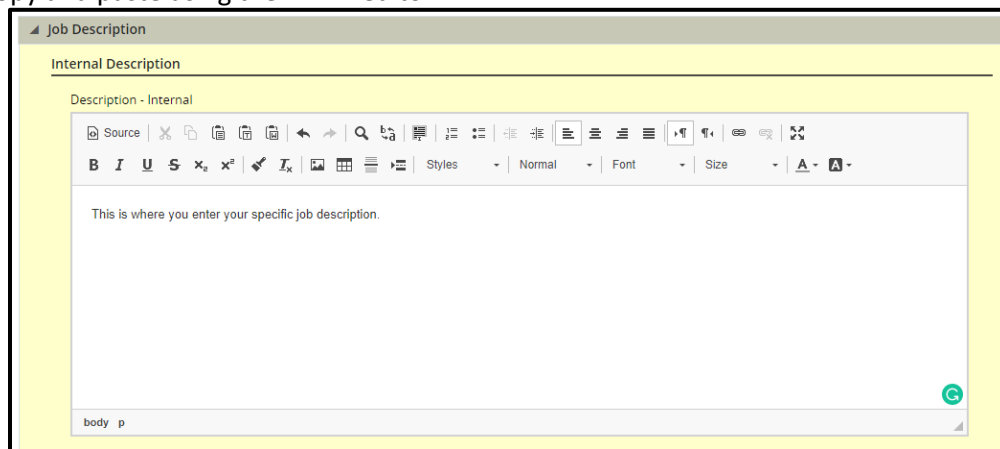
The screenshot shows the "Compensation" section of the form, which includes two sub-sections:

- Pay Basis:** A dropdown menu set to "Monthly".
- FLSA:** A sub-section containing an "Overtime Status" dropdown menu set to "Exempt".



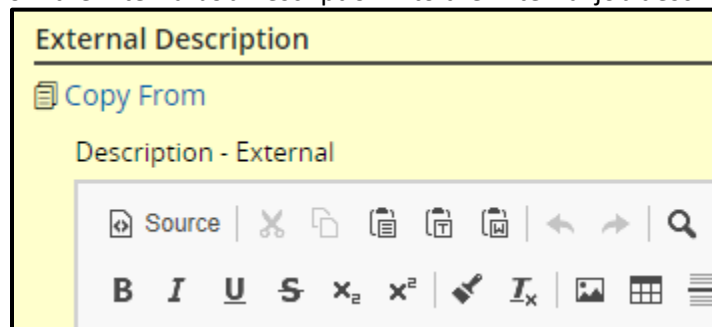
## Job Description

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



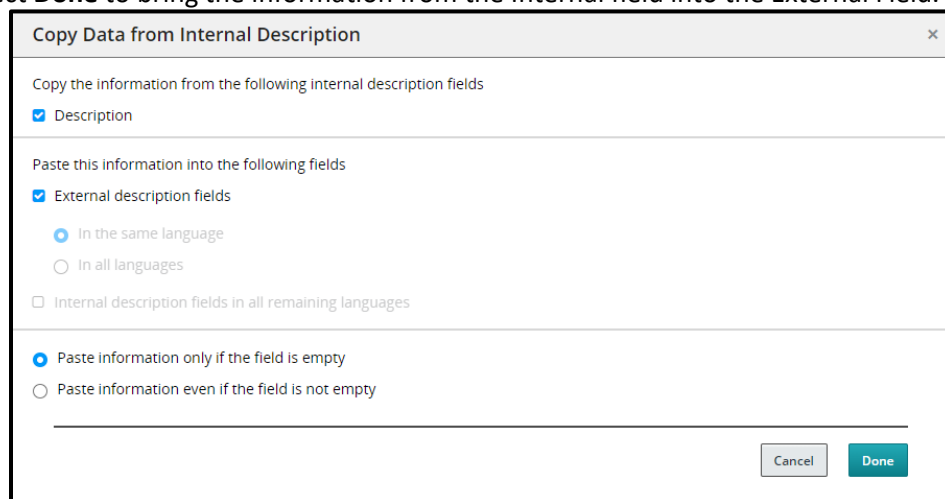
The screenshot shows a web application window titled "Job Description". Inside, there is a section labeled "Internal Description". Below this, there is a sub-section titled "Description - Internal". This section contains an HTML editor with a toolbar at the top. The toolbar includes icons for source, undo, redo, bold, italic, underline, strikethrough, text color, background color, link, unlink, list, and table. Below the toolbar, there is a text area with the placeholder text "This is where you enter your specific job description." At the bottom of the text area, there is a status bar showing "body p".

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



The screenshot shows a web application window titled "External Description". Inside, there is a section labeled "Copy From". Below this, there is a sub-section titled "Description - External". This section contains an HTML editor with a toolbar at the top. The toolbar includes icons for source, undo, redo, bold, italic, underline, strikethrough, text color, background color, link, unlink, list, and table. Below the toolbar, there is a text area.

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



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

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

At the bottom right of the dialog box, there are two buttons: "Cancel" and "Done".

## 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?	<input type="radio"/> To Be Verified
		No	<input checked="" type="checkbox"/> The Candidate Passes
2	Do you currently have another student worker job?	Yes	<input checked="" type="checkbox"/> The Candidate Passes
		No	<input checked="" type="checkbox"/> 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	<input type="radio"/> To Be Verified
		No	<input checked="" type="checkbox"/> The Candidate Passes
4	Do you have the legal right to work in the United States	Yes	<input checked="" type="checkbox"/> The Candidate Passes
		No	<input type="radio"/> To Be Verified
5	Do you have work study?	Yes	<input checked="" type="checkbox"/> The Candidate Passes

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

Job Related Questions

[+ Add](#) [x 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

☐ So  
or  
Yo

☐ Ph  
Stu

☐ Int  
as  
or

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

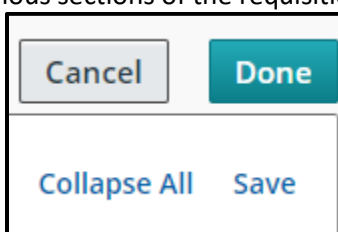
<input type="checkbox"/> v	Order	Question	Answer	Required	Asset	N/A
<input type="checkbox"/>	1	Are you an Ambler Campus Student? Single Answer	Yes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<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.

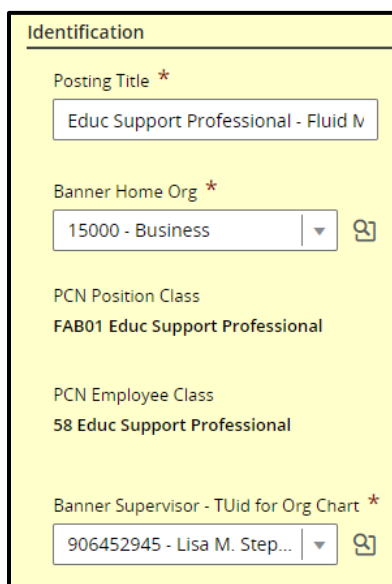
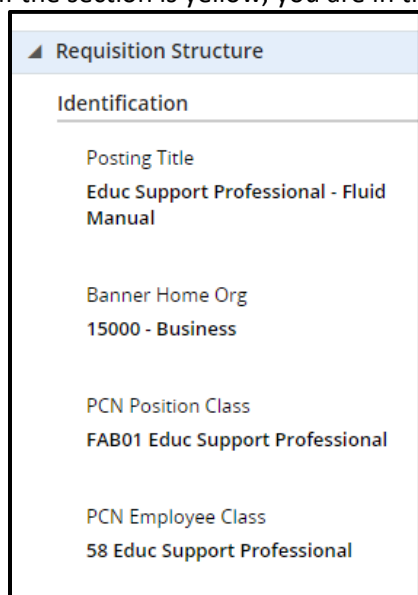
1. **Cancel**: exits out of the requisition without saving changes.
2. **Done**: Save and collapses the various sections of the requisition.
3. **Save**: can be used throughout creating the requisition to ensure your work is being saved as you complete the fields.
4. **Collapse All**: collapses the various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



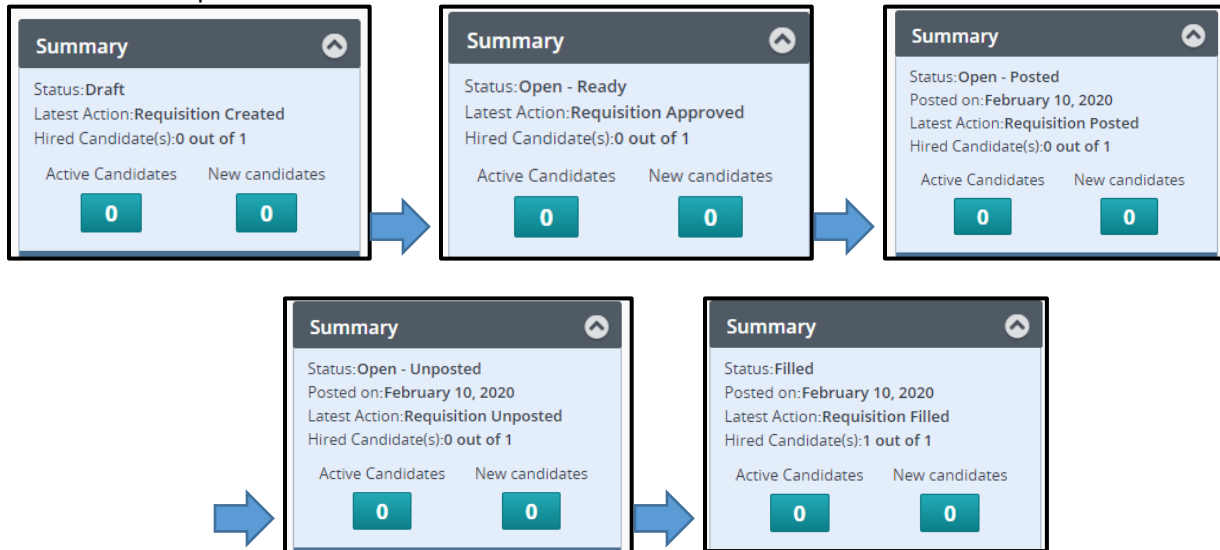
**Taleo Tip:** If you save your requisition before it is complete and will need to return to it, you will need to edit to make changes. Once a requisition is open and approved, the Edit button will no longer be available. The **Edit All** button will open each field of the requisition. The **Pencil Icon**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




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



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

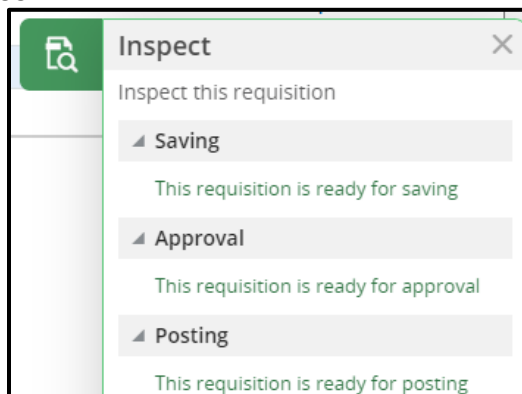


**Taleo Tip:** Each requisition has a unique number that is used to identify the requisition. This can be found next to the posting title once the requisition has been saved. The first two numbers of the requisition number are for the year the requisition was created. The six numbers following are how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

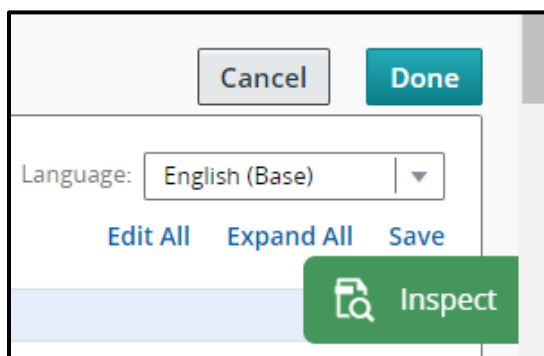
 Educ Support Professional - Fluid Manual (ID: 20000126)

## 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.

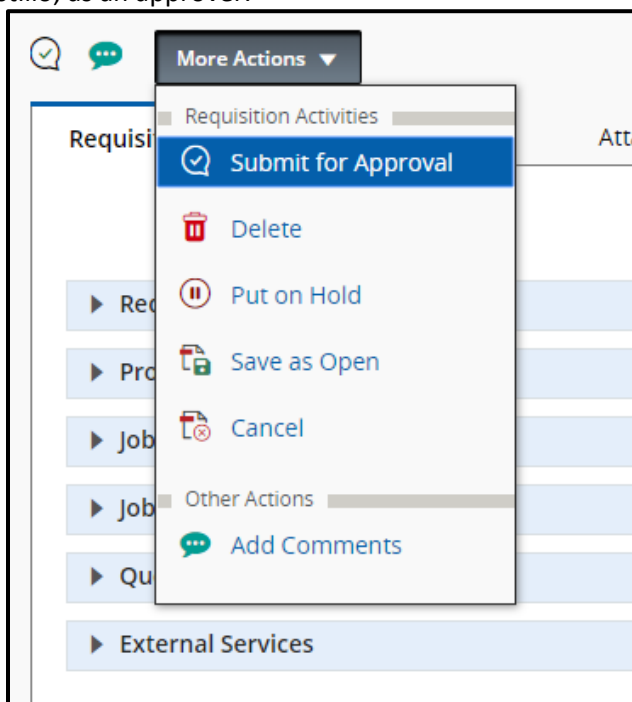


3. You can use the **Edit All** or **Expand All** button to make any changes. If you save your requisition before it is complete and need to return to it, you can select the **Edit** button to make changes. Once a requisition is open and approved, the **Edit** button will no longer be available.
4. If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

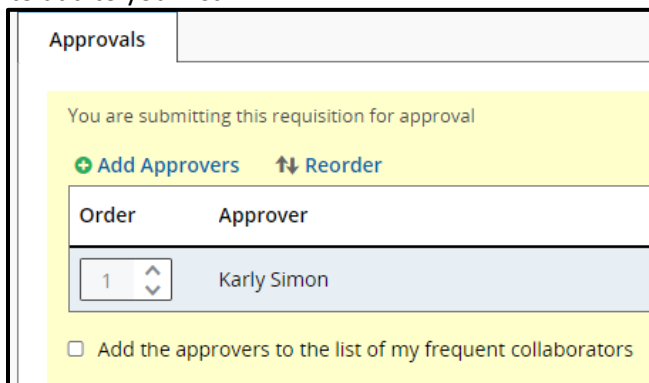
**Taleo Tip:** This tool is critical when determining why you are unable to save a requisition.

## 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 **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, select **Add Approvers**. You are able to 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.

- 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

Cancel

Submit for Approval

- 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.

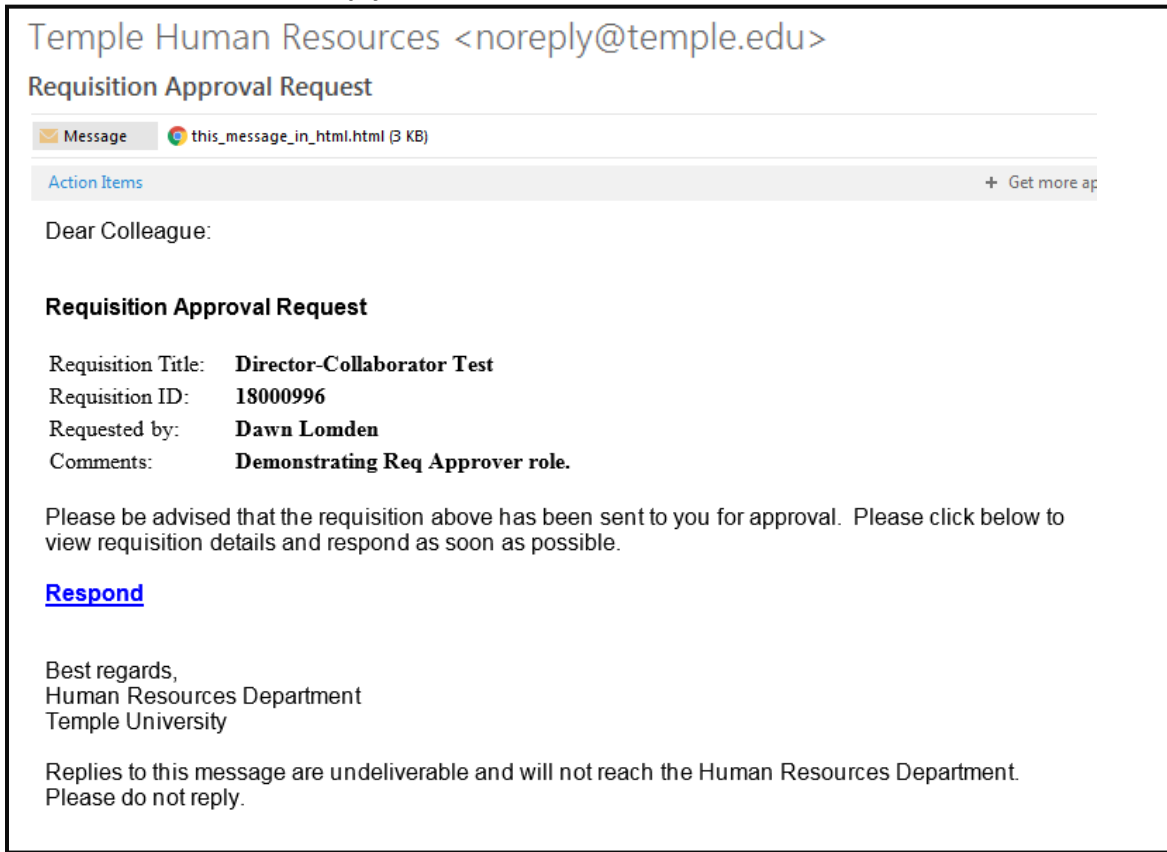


## Taleo Approver Role

Requisition approvers in Taleo are able to 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 from 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 in 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

Done Cancel

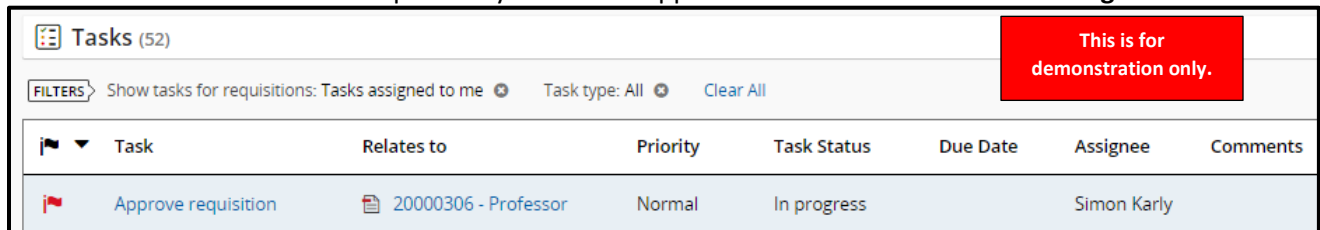
## Taleo System

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

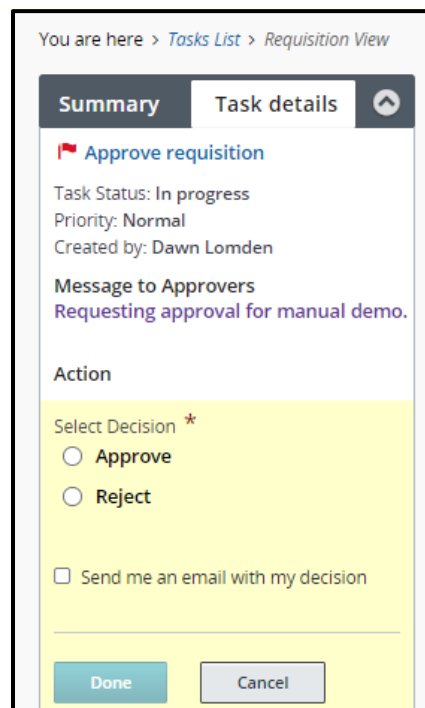
1. To access Taleo, select the **Taleo Talent Management System** link in TUPortal, under TUApplications. Then select **Recruiting** to open your main page of Taleo.
2. Once you are logged in, select **Tasks** to be taken to a list of the requisitions you have access to.



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**.



## Sourcing

### Posting a Position

This is an optional step for Educational Support Professionals 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**.

The screenshot shows the 'Educ Support Professional - Fluid Manual' requisition page (ID: 20000126). The 'Sourcing' tab is active. Under the 'Career Sections' heading, there is a button 'Add career sections'. Below this, there are links for 'Job Boards', 'Staffing Agents', and 'Invite Matching Candidates' (which is marked as 'Unavailable'). An 'Expand All' link is visible in the top right corner of the Sourcing section.

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 'Career Sections' section. It includes the heading 'Career Sections', the instruction 'Click Add to post job on external and internal career sections', and 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**.

The 'Career Sections Selector' dialog box is shown. It contains a table with 2 available career sections. The 'All (2)' button is selected, and the 'Selected (2)' button is also active. The 'Select all across pages' checkbox is unchecked. The table has columns for Name, Visibility, Display Type, and Sequence.

<input checked="" type="checkbox"/>	Name	Visibility	Display Type	Sequence
<input checked="" type="checkbox"/>	External - Adjunct	External	Public	2
<input checked="" type="checkbox"/>	Internal - Adjunct	Intranet	Private	9

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

Buttons: Cancel, 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)

Cancel Save and apply

- 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 are able to 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.

**Career Sections**

Manage career sections and posting schedules for this requisition

[+ Add](#) ☐ Select all across pages

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

☐ Mark as Urgent

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

[Cancel](#) [Save and apply](#)

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**.

A screenshot of a search box with a dropdown menu. The dropdown menu is open, showing the option 'Look up a candidate' selected. There is a magnifying glass icon to the right of the dropdown.

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

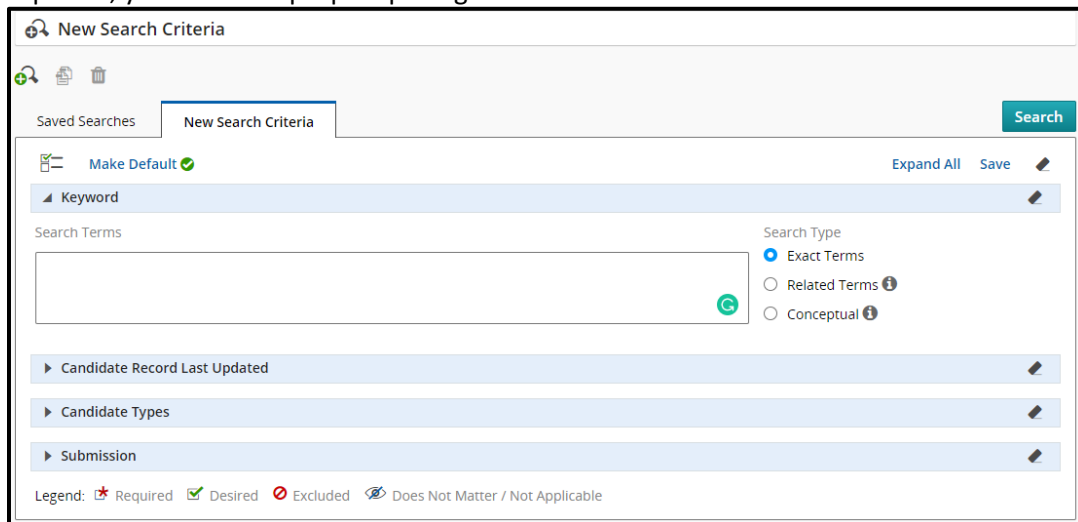
**Taleo Tip:** Always use the candidate's first and last name. This will help identify candidates with duplicate profiles. Using a TUID could bring up an incorrect profile due to duplicate profiles.

### Find Candidates

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

A screenshot of a navigation menu with four options: HOME, REQUISITIONS, SUBMISSIONS, and FIND CANDIDATES. The FIND CANDIDATES option is highlighted with a blue background.

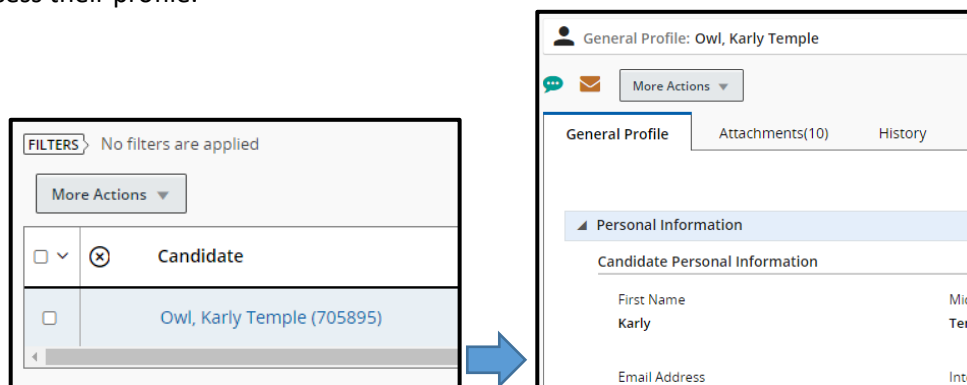
2. In this search box, enter the name of the candidate you are searching for. The search function is specific, you will need proper spelling of names. Then select **Search**.

A screenshot of the 'New Search Criteria' search interface. It features a 'Search Terms' input field, a 'Search Type' dropdown menu with options for 'Exact Terms', 'Related Terms', and 'Conceptual', and a 'Search' button. Below the search field, there are expandable sections for 'Candidate Record Last Updated', 'Candidate Types', and 'Submission'. A legend at the bottom indicates the status of search results: Required (star icon), Desired (checkmark icon), Excluded (X icon), and Does Not Matter / Not Applicable (eye icon).

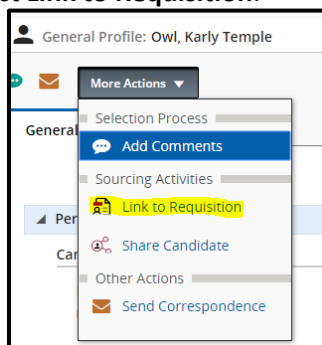
3. The name you searched will return results. If there is more than one profile for your candidate, all names will appear. Make sure you are selecting the appropriate profile.

## Linking a Candidate to a Requisition

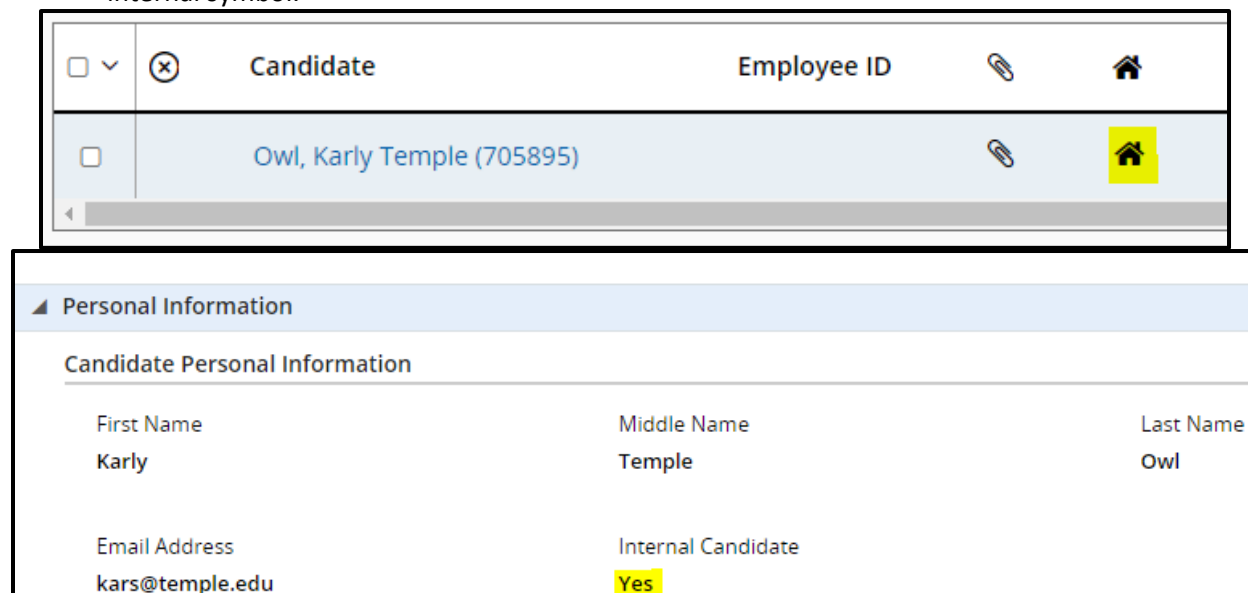
1. Select the checkbox of the name of the candidate you wish to match to your requisition to access their profile.



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**.

Link Karly Temple Owl Simon to Requisitions

Filters ☒ View only requisitions that match the selected candidate  
Modify Matching Criteria

Organization  
Location  
Job Field

ID: 20000092  
Title:  
Requisition Types: All  
Ownership: I own  
Status: All

Apply Filters Clear All

Select Requisition to proceed All (1) Selected (1)

1 Requisitions are available

ID	Title	Language	Recruiter	Status
<input checked="" type="checkbox"/> 20000092	Adjunct Faculty-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 ✓ Karly Temple Owl has successfully been linked to 1 requisition

More Actions

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.

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

### Summary

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

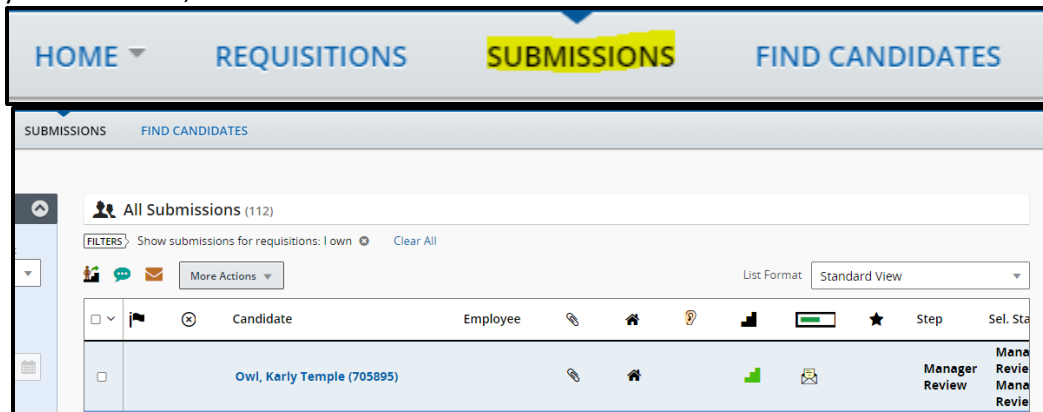
Active Candidates	New candidates
1	1

## Viewing Candidates

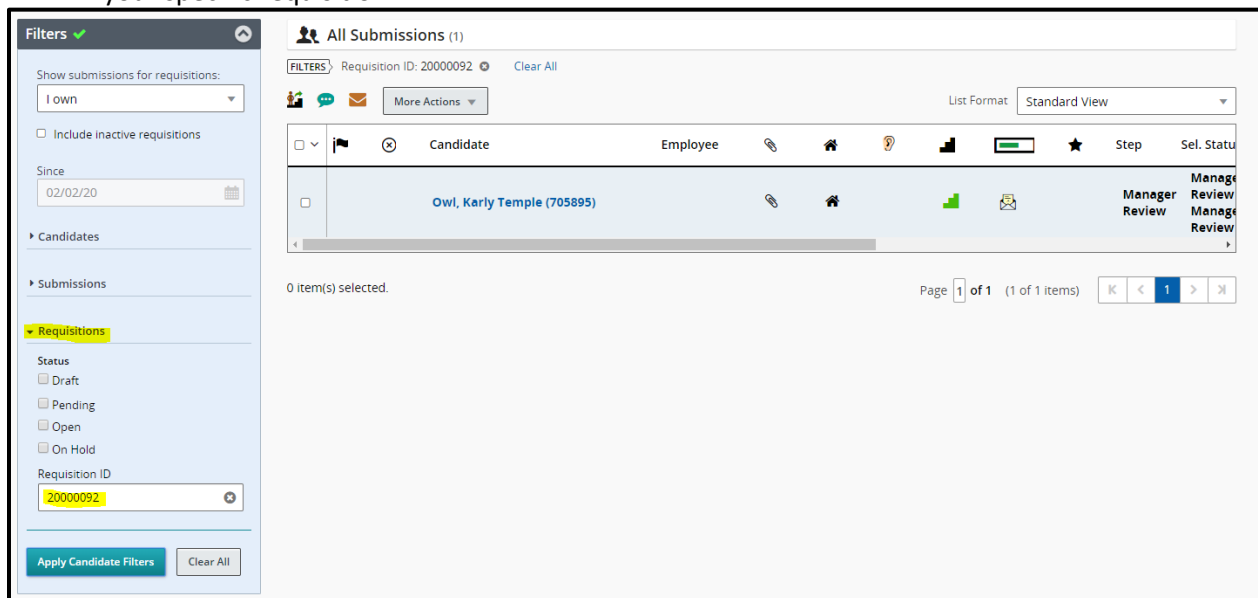
After candidates have either been matched or applied to your requisition, you will be able to view them in Taleo. You can navigate to candidates in two ways **Submissions** and **Requisitions**:

### 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.

You are here > All Submissions > Submission View

Submission: Owl, Karly Temple for Adjunct Faculty-Fluid Manual (ID: 20000092)

More Actions

Job Submission | Attachments(10) | Referral | Interviews | History

Language: English | Edit All | Expand All

### Summary

**Owl, Karly Temple**  
 United States > Texas > Abilene  
 Operations Manager at FASTSIGNS International, Inc (Current)

Resume

8 other active submission(s)

Submission: 0/0 | General Profile: 0/0

**HIGHLIGHTS (CURRENT SUBMISSION)**

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

Step: Manager Review  
 Status: Manager to Review  
 Source: Give "Other" Explanation  
 Date of Application: Mar 2, 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

### Personal Information

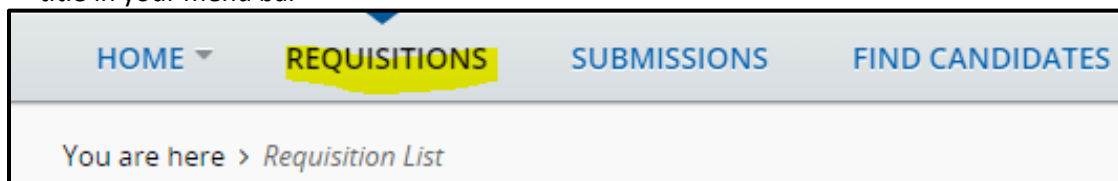
Candidate Personal Information

First Name Karly	Middle Name Temple	Last Name Owl
Address (line 1) 9 Meadow Hills Lane	City Plano	Zip/Postal Code 75093
Place of Residence United States > Texas > Abilene	Primary Number Home Phone	Home Phone Number 214-444-0909
Email Address kars@temple.edu	Social Security Number 123456789	Date of Birth Jan 1, 1909
Internal Candidate Yes		

Experience and Credentials

## 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.

HOME | REQUISITIONS | SUBMISSIONS | FIND CANDIDATES

You are here > Requisition List

Create Requisition

### Filters

Show requisitions:  
 I own

☐ Include inactive requisitions

**Status Details**

☐ Draft  
☐ Pending  
☐ On Hold

### Requisitions (62)

FILTERS Hire Type All Show requisitions: I own Clear All

More Actions

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)

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.

Summary

Status: Open - Posted  
Posted on: March 27, 2020  
Latest Action: Requisition Posted  
Hired Candidate(s): 0 out of 1

Active Candidates  

1

New candidates  

1

Educ Support Professional - Fluid Manual (ID: 20000126)

More Actions

Requisition Info

Prescreen Alerts

Attachments

Approvals

Requisition Structure

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

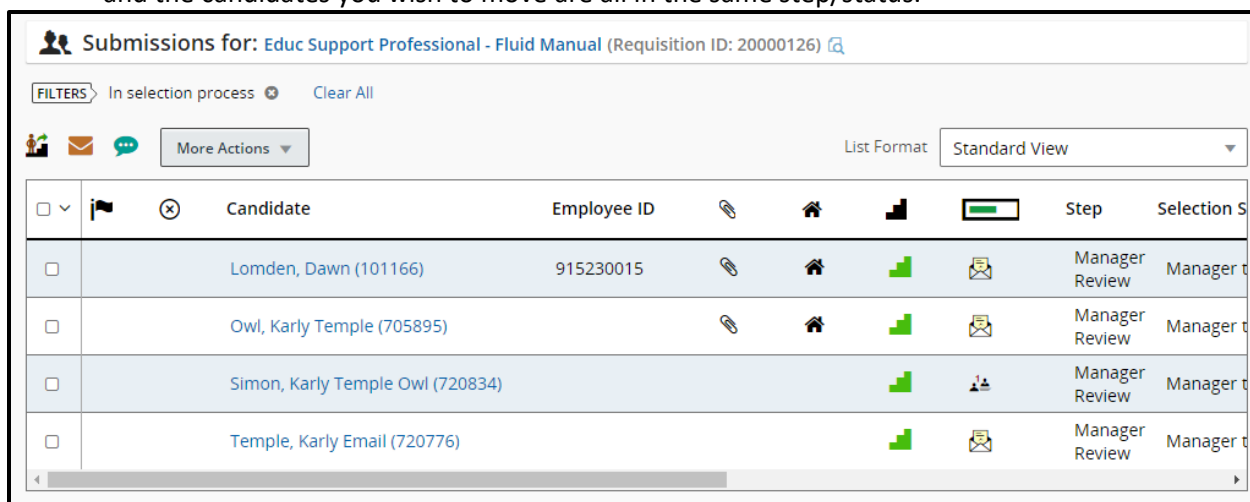
Educ Support Professional - Fluid Manual	1	20000126	Simon Karly	Simon Karly	Posted (Ongoing)
--	---	----------	-------------	-------------	------------------

## 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.

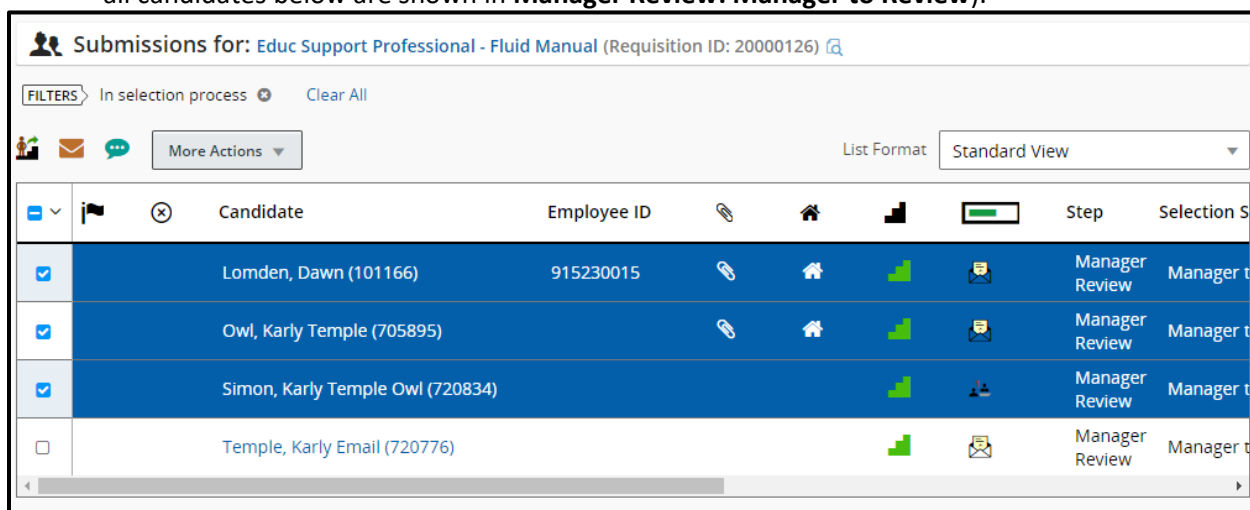
### Moving Candidates in Groups

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.



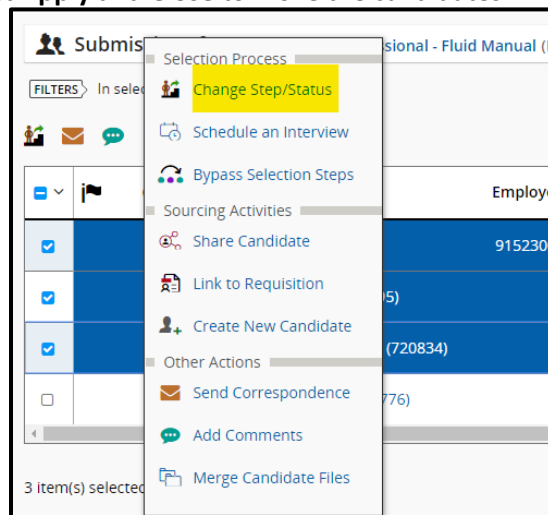
<input type="checkbox"/>	Candidate	Employee ID					Step	Selection S
<input checked="" type="checkbox"/>	Lomden, Dawn (101166)	915230015					Manager Review	Manager t
<input checked="" type="checkbox"/>	Owl, Karly Temple (705895)						Manager Review	Manager t
<input checked="" type="checkbox"/>	Simon, Karly Temple Owl (720834)						Manager Review	Manager t
<input type="checkbox"/>	Temple, Karly Email (720776)						Manager Review	Manager t

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**).



<input type="checkbox"/>	Candidate	Employee ID					Step	Selection S
<input checked="" type="checkbox"/>	Lomden, Dawn (101166)	915230015					Manager Review	Manager t
<input checked="" type="checkbox"/>	Owl, Karly Temple (705895)						Manager Review	Manager t
<input checked="" type="checkbox"/>	Simon, Karly Temple Owl (720834)						Manager Review	Manager t
<input type="checkbox"/>	Temple, Karly Email (720776)						Manager Review	Manager t

- 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\*

\* = completes the step

Comments (Applies to all submissions individually)

Please enter comments here

**Select Other Action**

☐ Send Correspondence

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: Educ Support Professional - Fluid Manual** (Requisition ID: 20000126)

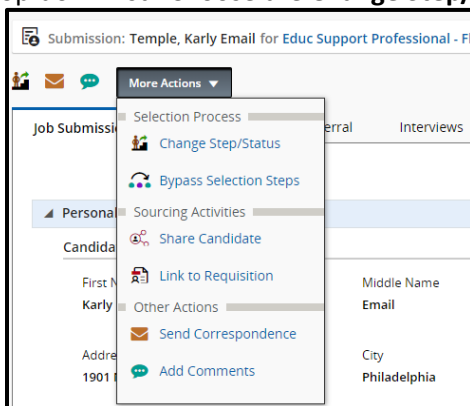
FILTERS In selection process Clear All

More Actions List Format Standard View

	Candidate	Employee ID	Step	Selection S
<input type="checkbox"/>	Temple, Karly Email (720776)		Manager Review	Manager t
<input checked="" type="checkbox"/>	Lomden, Dawn (101166)	915230015	Offer	Offer to b
<input checked="" type="checkbox"/>	Owl, Karly Temple (705895)		Offer	Offer to b
<input checked="" type="checkbox"/>	Simon, Karly Temple Owl (720834)		Offer	Offer to b

## 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.



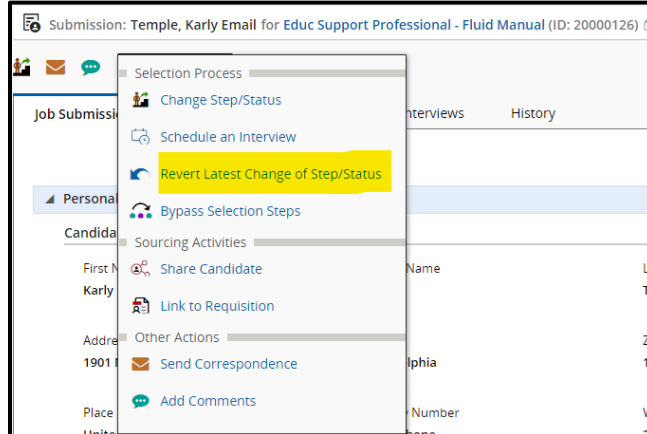
3. A pop-up box will appear, giving options of steps to move the candidate through. The box will show the current Step/Status on the left and the next move in the process. You can review each applicant and change the status accordingly.
  - a. If you wish to interview a candidate, you will need to stop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

**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 are able to move back a step. From the **More Actions** tab, choose **Revert Latest Change of Step/Status** from the drop-down menu.

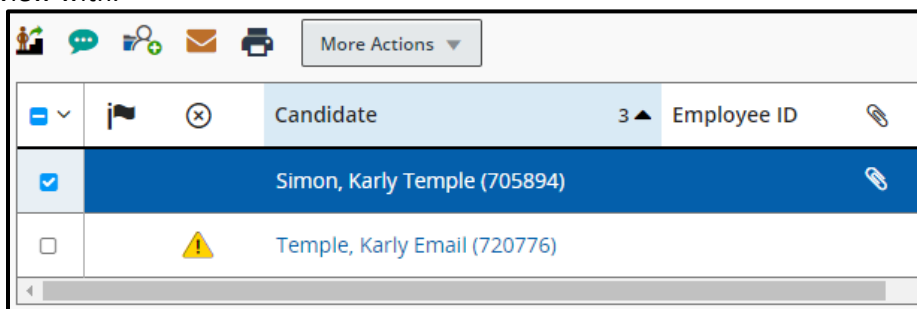


A pop-up box will appear to move the candidate back a step. Comments are required to be included when the **Revert** option is selected. Select **Revert and Close** to move one step/status back or **Revert and Continue** to continue reverting the Step/Status.

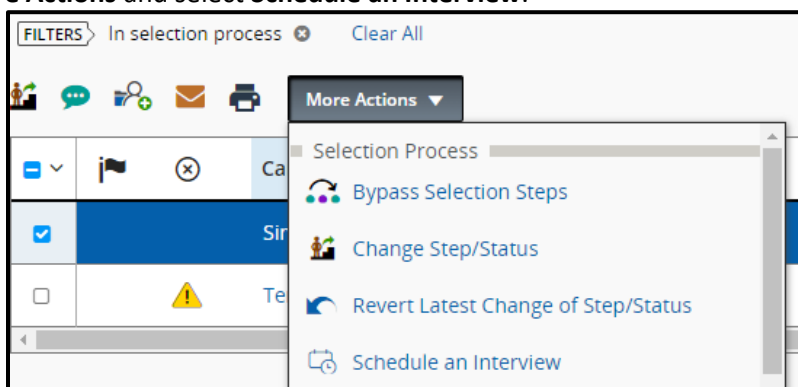
A screenshot of the "Revert Latest Change of Step/Status" pop-up window. At the top, it displays the "Candidate Name" as "Temple, Karly Email" and the "Requisition Title" as "Educ Support Professional - Fluid Manual". The window is divided into two main sections: "Revert to" and "Currently in". The "Revert to" section shows "Step: Manager Review" and "Status: Proceed to Interview". The "Currently in" section shows "Step: Interviews" and "Status: Proceed to Offer". A red arrow points from the "Currently in" section to the "Revert to" section. Below these sections is a "Comments \*" field with a placeholder text "Provide a comment here." and a green circular icon with a checkmark. At the bottom, 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 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, the 'Update Candidate progression Status' section shows a flow from 'Step Interviews' to 'Status Interview Scheduled'.

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

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

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

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

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

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

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

Interview Properties Interviewers & Message **Review & Submit**

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

Previous Cancel Print **Submit**

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



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

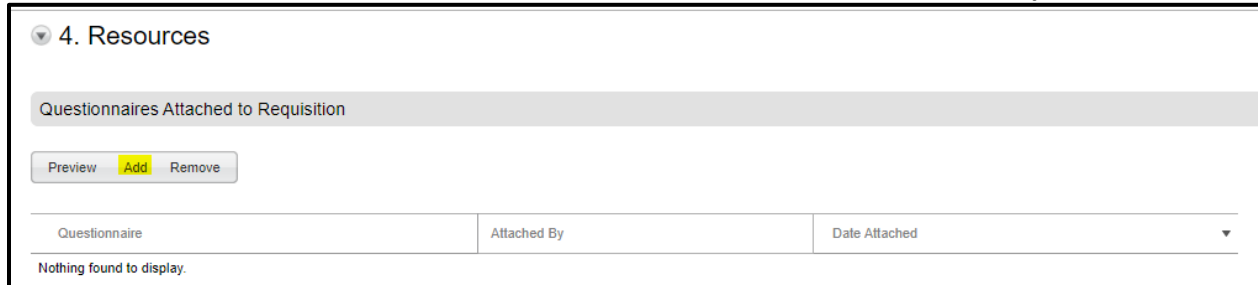
## Creating an Interview Evaluation

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**.



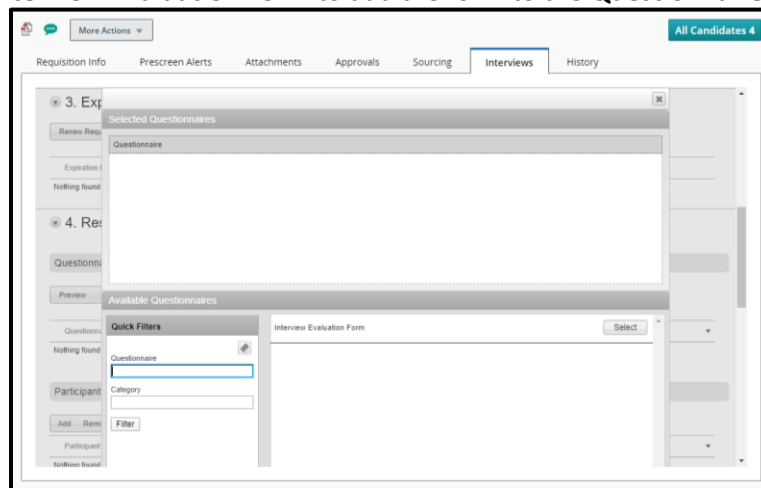
4. Resources

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.



Selected Questionnaires

Questionnaire

Interview Evaluation Form



Selected Questionnaires

Questionnaire

**Interview Evaluation Form**

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

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

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

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.

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

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

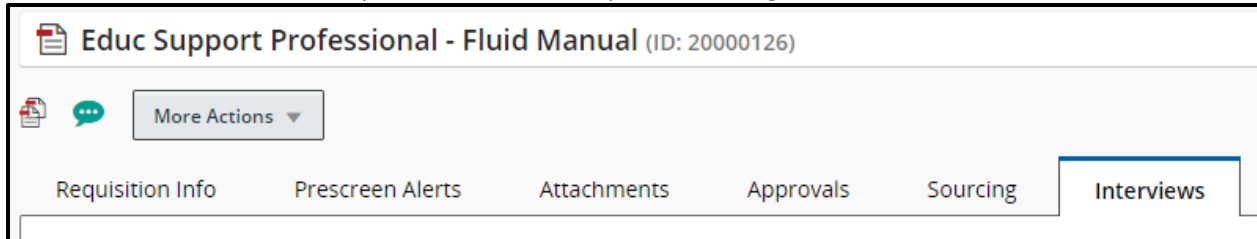
Questionnaires Attached to Requisition		
Questionnaire	Attached By	Date Attached
Interview Evaluation Form	Karly Simon	2/24/20 10:12 AM

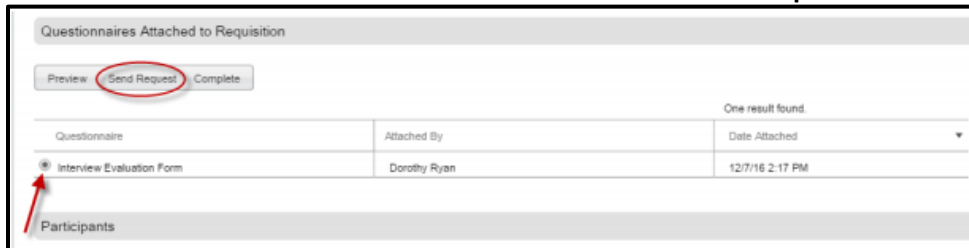
Participants		
Participant	Attached By	Date Attached
Karly Simon	Karly Simon	2/24/20 11:01 AM
Non-Taleo Participant Name	Karly Simon	2/24/20 11:01 AM

## Sending out and Reviewing Interview Evaluations

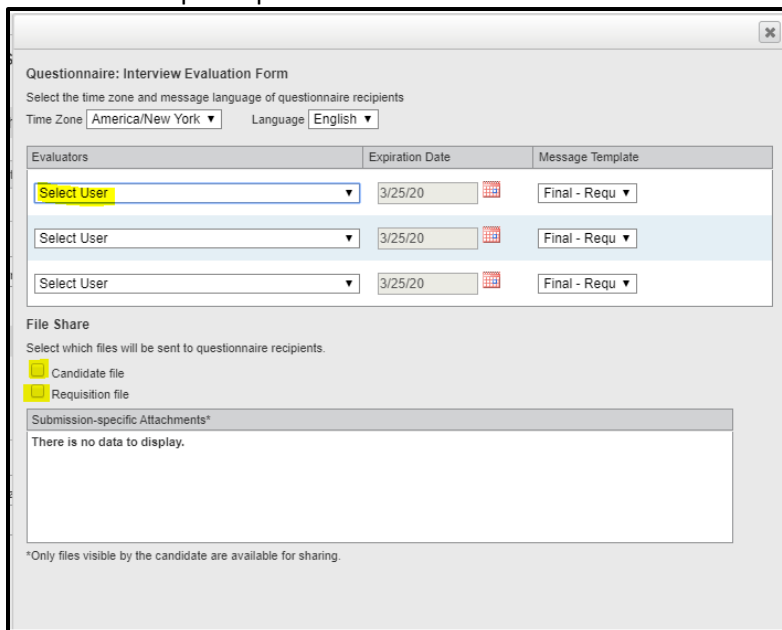
1. From the candidate's profile within the requisition, navigate to the **Interviews** tab.



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



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



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



**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

**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**

N 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 on 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**.

More Actions

Job Submission
Attachments(4)
Referral
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
3/2/20 3:39 PM	Feedback	Interview Evaluation Form	Karly Simon	0 % - 0 %

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

More Actions

Job Submission
Attachments(4)
Referral
Interviews
History

Interview Evaluation Form

Done

Activated Languages  
English

Response Display  
Document

Avg Question Score  
0%

Avg Skill Score  
0%

\* indicates a response is required.

Questionnaire Information

Instructions

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

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

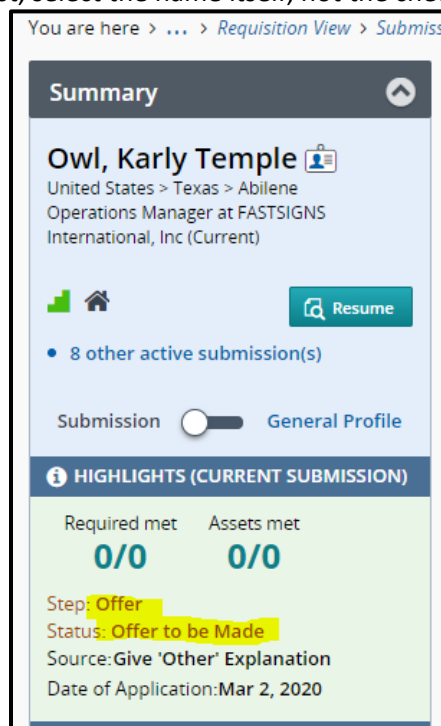
Questions

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

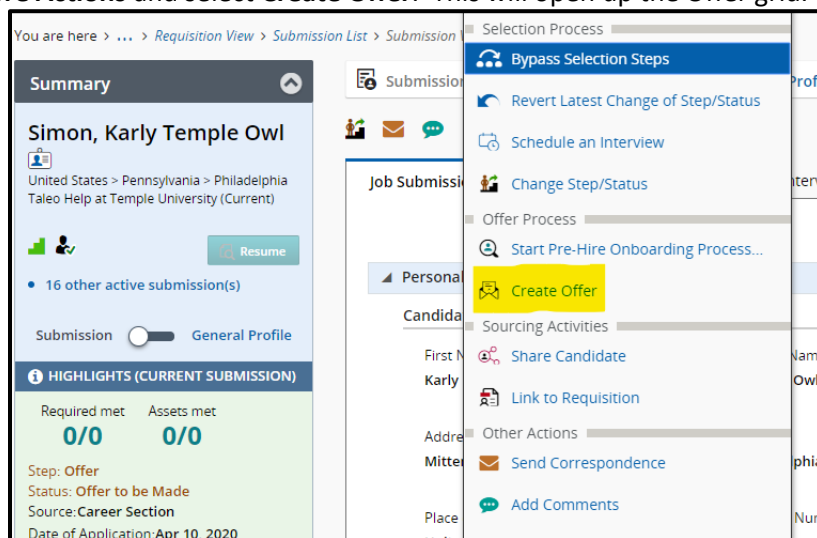
## Creating and Extending an Offer- Educational Support Professionals

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 an Educational Support Professional 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 an Educational Support Professional 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 the Educational Support Professional begins work for that semester
  - d. **Teaching End Date:** The last day the Educational Support Professional finishes work for that semester
  - e. **Offer Expiration Date:** Date by which you want them to respond to the offer
  - f. **Letter Number of Pays:** Select the number of times the Educational Support Professional will be paid

**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 Educational Support Professionals, **uncheck this box** since the start date is not tentative as it might be for staff positions.

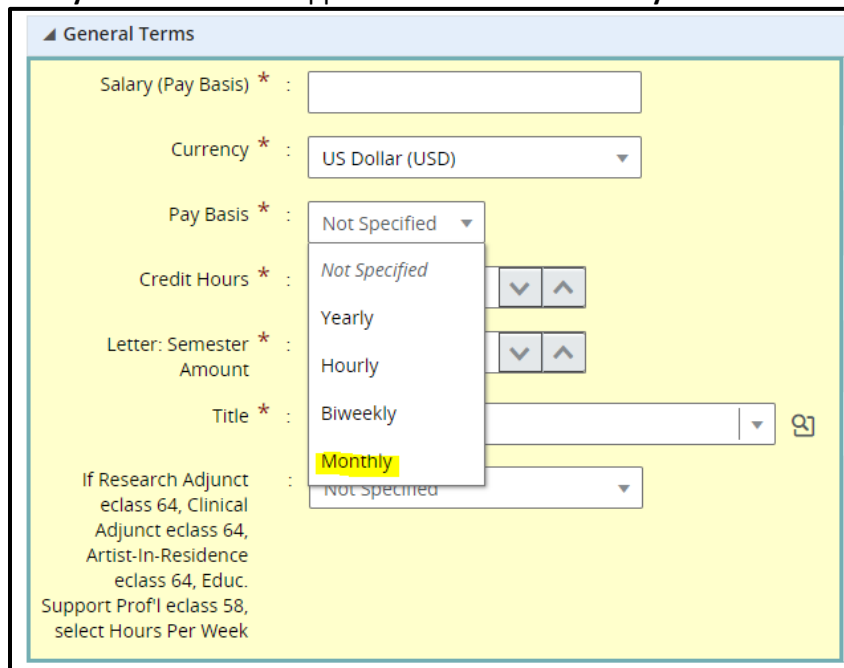
Pay Start Date :  ☒ Tentative

Pay Start Date :  ☐ Tentative

## General Terms

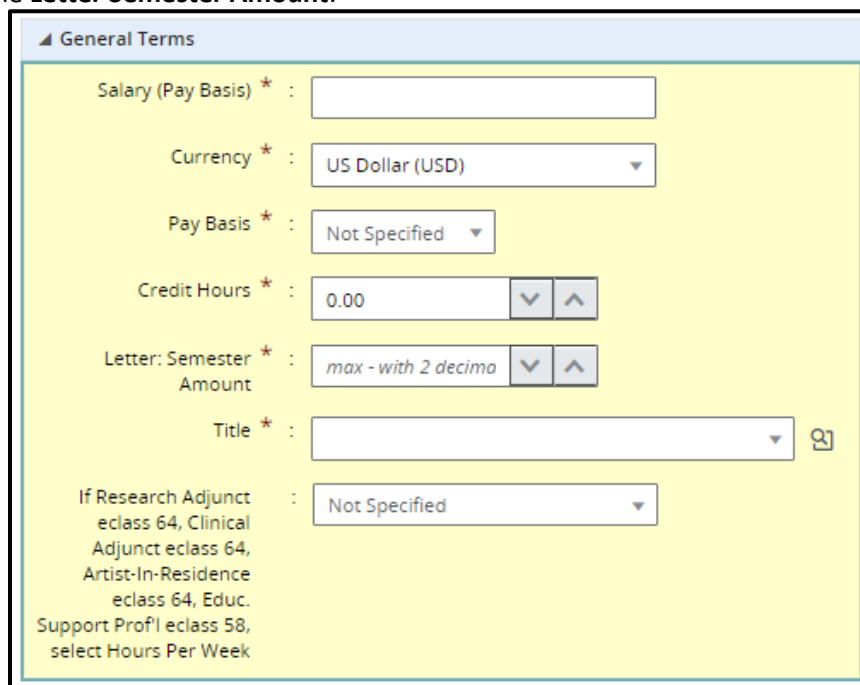
For assistance with the offer grid, refer to the Guide for Hiring Part-Time Adjuncts and Instructors tool from the [Taleo References and Manuals Page](#).

1. The next section relates to pay and title. Enter the **salary** rate of pay and **pay basis**. Always select **Monthly** for Educational Support Professionals in the **Pay Basis** field.



The screenshot shows the 'General Terms' section of a form. The 'Pay Basis' dropdown menu is open, displaying options: 'Not Specified', 'Not Specified', 'Yearly', 'Hourly', 'Biweekly', and 'Monthly'. The 'Monthly' option is highlighted in yellow. Other fields visible include 'Salary (Pay Basis)', 'Currency' (US Dollar (USD)), 'Credit Hours', 'Letter: Semester Amount', 'Title', and 'If Research Adjunct'.

2. Below that field, there is a **Credit Hours** field. For Educational Support Professionals, this field can be left to read 0.
3. Enter the **Letter Semester Amount**.



The screenshot shows the 'General Terms' section of a form. The 'Credit Hours' field is set to 0.00. The 'Letter: Semester Amount' field is set to 'max - with 2 decima'. Other fields visible include 'Salary (Pay Basis)', 'Currency' (US Dollar (USD)), 'Pay Basis' (Not Specified), 'Title', and 'If Research Adjunct'.

4. Next, click on the selector icon to select the correct title. Scroll down or use the filters function to find the appropriate title.

Item Selector

Filters

19 items are available Select a UDF

FILTERS Job Field: Adjunct (1) Clear All

Code	Description	Actions
Accompanist	Accompanist	Select
Adjunct Assistant Professor	Adjunct Assistant Professor	Select
Adjunct Associate Professor	Adjunct Associate Professor	Select
Adjunct Clinical Assistant Professor	Adjunct Clinical Assistant Professor	Select
Adjunct Clinical Associate Professor	Adjunct Clinical Associate Professor	Select
Adjunct Clinical Instructor	Adjunct Clinical Instructor	Select
Adjunct Clinical Professor	Adjunct Clinical Professor	Select
Adjunct Instructor	Adjunct Instructor	Select
Adjunct Professor	Adjunct Professor	Select
Adjunct Research Assistant Professor	Adjunct Research Assistant Professor	Select
Adjunct Research Associate Professor	Adjunct Research Associate Professor	Select
Adjunct Research Professor	Adjunct Research Professor	Select
Artist-In-Residence	Artist-In-Residence	Select
Classroom Support Specialist	Classroom Support Specialist	Select
Course Design Specialist	Course Design Specialist	Select

Page 1 of 2 (1-15 of 19 items)

Cancel

- In the next field, select the **Hours Per Week** from the drop-down menu provided.

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

Not Specified

Not Specified

1

2

3

4

Details

Banner: FOP Index  
(optional)

**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

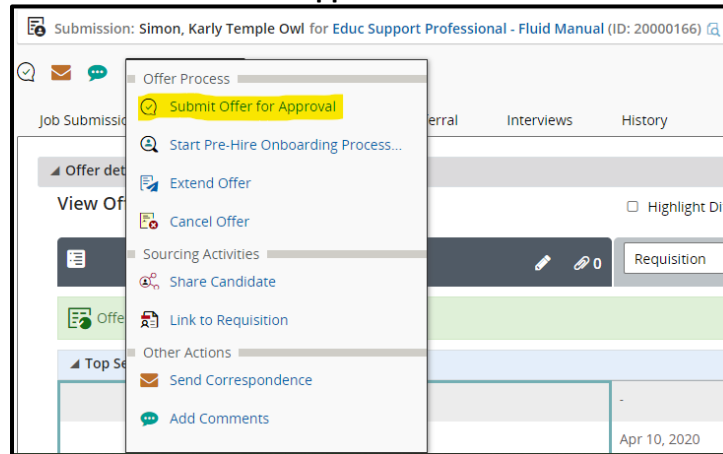
Banner: FOP Index  
(optional)

**Taleo Tip:** If you need to lookup an INDEX, please sign in to TUPortal and go to Banner Tab, Finance Channel.

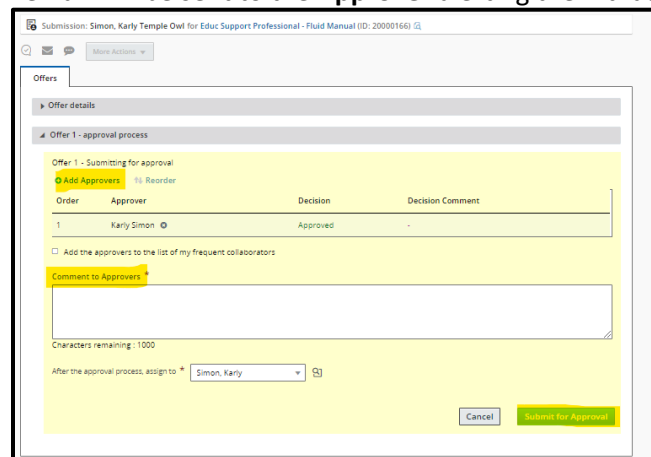
- Operating Funds (100000): the corresponding **org** is equal to the index
  - Non-operating Funds (all except 100000): the **fund number** is equal to the index
- Select **Save and Close** when you are done. If you are missing any fields, an error message will appear. After you save the offer, an **edit** 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. Department Recruiters with proper authority may extend the offer without needing additional approval.

## Route for Approval

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

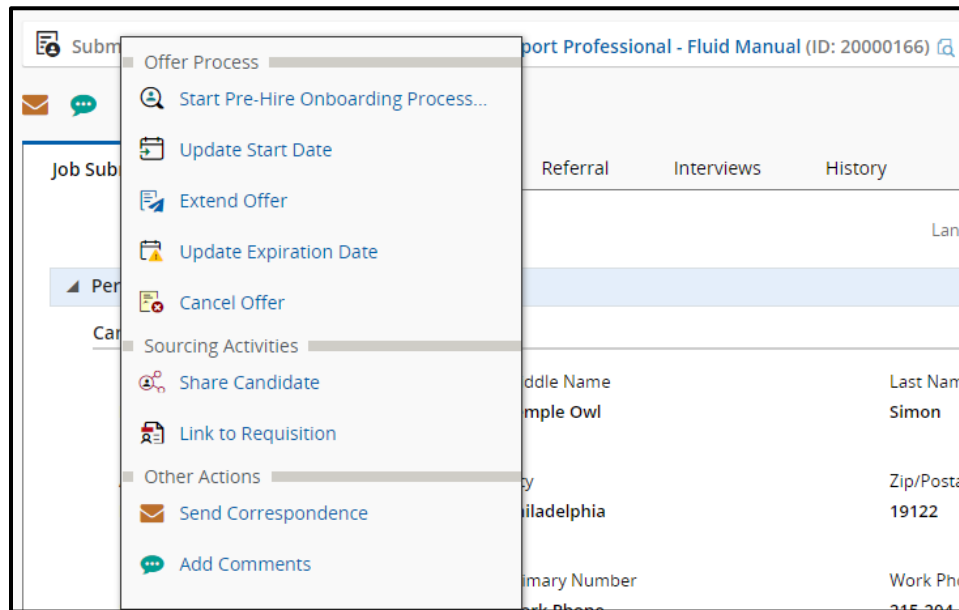


2. To add approvers, select **Add Approvers**. You can search for approvers in the new window to add to your list.
3. When you are ready to request approval, add a comment in the comment box and select **Submit for Approval**. An email will be sent to the **Approver** alerting them that action is needed.

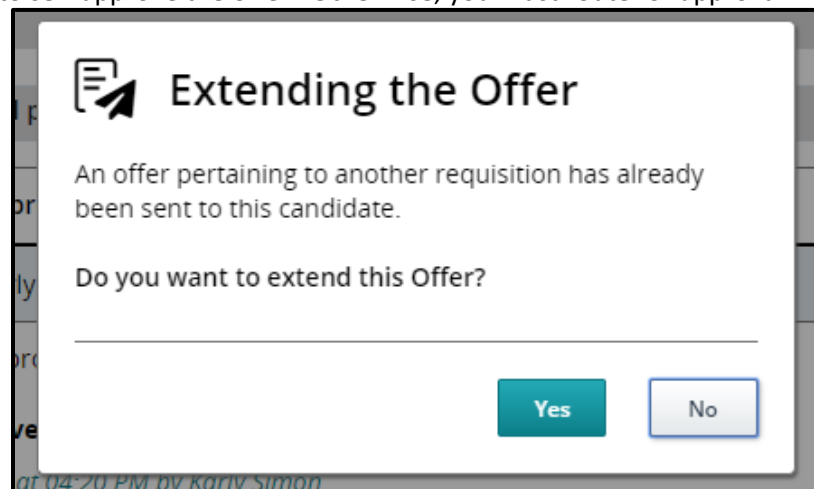


## Extend the Offer

1. Navigate to your candidate's profile within the requisition.
2. From **More Actions** select **Extend Offer**.

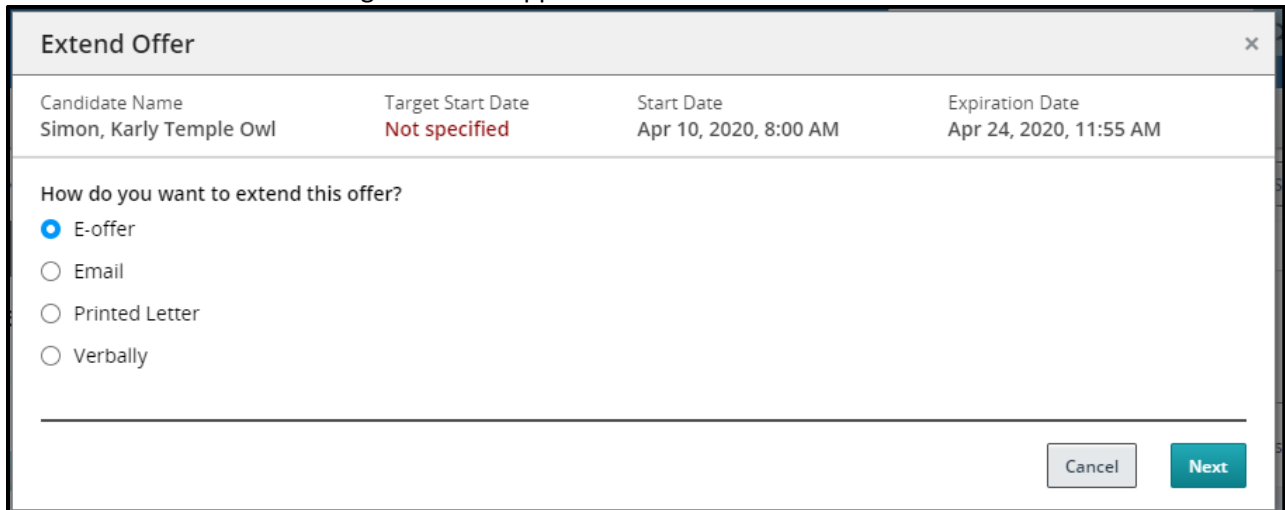


3. Recruiters will see the following pop-up warning box. If you have the proper authority, you may click **Yes** to self-approve the offer. Otherwise, you must route for approval.





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



The 'Extend Offer' dialog box contains the following information:

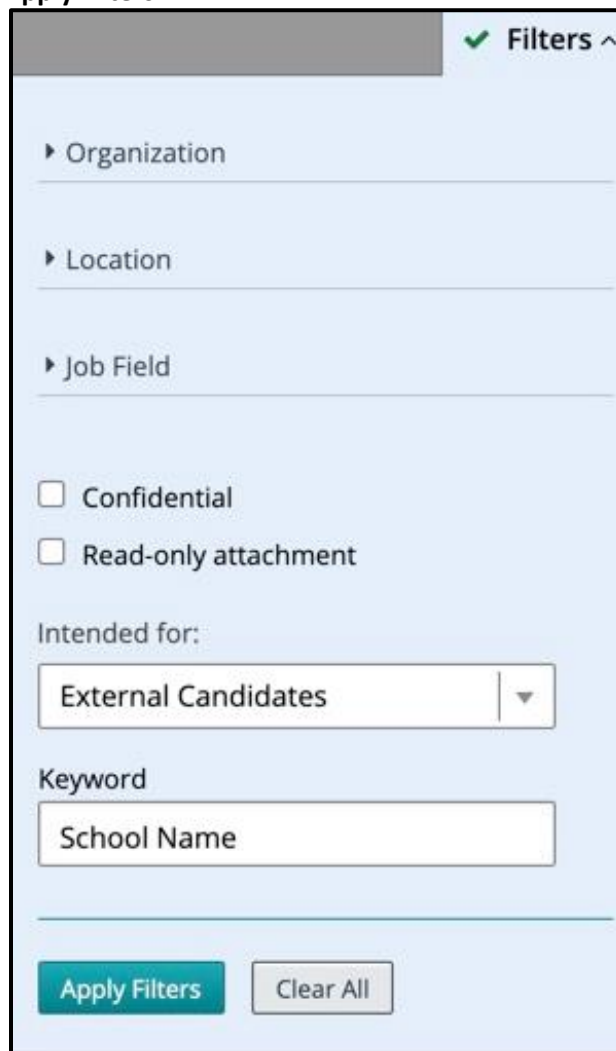
Candidate Name	Target Start Date	Start Date	Expiration Date
Simon, Karly Temple Owl	Not specified	Apr 10, 2020, 8:00 AM	Apr 24, 2020, 11:55 AM

How do you want to extend this offer?

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

Buttons: Cancel, Next

5. 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**.



The 'Filters' dialog box contains the following information:

Organization

Location

Job Field

☐ Confidential

☐ Read-only attachment

Intended for:

External Candidates

Keyword

School Name

Buttons: Apply Filters, Clear All

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

Extend offer by E-offer - Select Offer Letter Template

Hide Template List

Filters

Showing Templates (92)

Beasley School of Law - External  
Code: ADJ\_APPT\_LAW\_EXTERN  
AL  
Language: English  
4 paragraphs  
Intended for: External Candidates

Beasley School of Law - Internal  
Code: ADJ\_APPT\_LAW\_INTERN  
AL  
Language: English  
4 paragraphs  
Intended for: Internal candidates

Boyer Artist in Residence - External  
Code: ADJ\_APPT\_BOYER\_AIR\_EXTERNAL  
NAL  
Language: English  
4 paragraphs  
Intended for: External Candidates

Boyer Artist in Residence - Internal  
Code: ADJ\_APPT\_BOYER\_AIR\_INTERNAL  
NAL  
Language: English  
4 paragraphs  
Intended for: Internal candidates

Boyer College of Music and Dance - External  
Code: ADJ\_APPT\_BOYER\_EXTERNAL  
NAL  
Language: English  
4 paragraphs  
Intended for: External Candidates

Boyer College of Music and Dance - Internal  
Code: ADJ\_APPT\_BOYER\_INTERNAL  
NAL  
Language: English  
4 paragraphs  
Intended for: Internal candidates

Beasley School of Law - External  
Select the paragraphs to include in the offer letter

☒ Opening - Adjunct - External  
{Other.CurrentDate}  
{Candidate.FullName}  
{Candidate.Address}  
{Candidate.City}, {Candidate.State}  
Re: Offer of Adjunct Position  
Dear {Input.CandidateName},

☒ Terms - Adjunct - External  
I am pleased to offer you an appointment as an Adjunct Professor in the Department of (Required: Department Name) without tenure and a salary of (Offer.UDF\_O\_TEACH) no promise or guarantee.

The responsibilities of this position include appropriate opportunities for research and teaching.

Your total compensation includes monthly payments, benefits, and a stipend.

As Dean of the (Required: Department Name), I am pleased to offer you this position if, in my sole discretion, you are qualified for the position.

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

Extend offer by E-offer - Edit Message

Candidate Name: Owl, Hooter

Target Start Date: Not specified

Start Date: Dec 21, 2020, 12:00 AM

Expiration Date: Jan 4, 2021, 3:05 PM

Missing Information

Input Candidate Prefix

Input teaching course

Apply

Edit Message

Language: English

Preview Edit Message

2 unresolved tokens were found. Please make the necessary revisions before extending this offer using the following method: E-offer

- {Input Candidate Prefix}
- {Input teaching course}

Message created from Fox School of Business - External \*

Source

THE TEMPLE UNIVERSITY

The Fox School of Business and Management  
1801 Liacouras Walk, 362 Alter Hall (006-01)  
Philadelphia, PA 19122

Previous Cancel Print Extend Offer

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


**Extend offer by E-offer - Edit Message**

Candidate Name Owl, Hooter	Target Start Date <b>Not specified</b>	Start Date Dec 21, 2020, 12:00 AM	Expiration Date Jan 4, 2021, 3:05 PM
-------------------------------	---	--------------------------------------	---

**Message Preview** Language: English [Preview](#) [Edit Message](#)

✓ Execute action "This offer letter contains no unresolved variables and is ready to be extended." using method "E-offer"

Message created from Fox School of Business - External

 **TEMPLE UNIVERSITY**

The Fox School of Business and Management  
1801 Liacouras Walk, 362 Alter Hall (006-01)  
Philadelphia, PA 19122  
December 21, 2020

Comments

[Previous](#) [Cancel](#) [Print](#) [Extend Offer](#)

**Taleo Tip:** If the Internal Offer Letter template is selected, their TUID will appear on the E-offer appointment letter instead of their home address.

- The Educational Support Professional's step/status will update to **Offer: Extended**.

**HIGHLIGHTS (CURRENT SUBMISSION)**

Required met	Assets met
<b>0/1</b>	<b>0/1</b>

Step: **Offer**  
Status: **Extended**  
Source: **Temple Recruiter**  
Date of Application: **Nov 18, 2020**

- To access a copy of the Educational Support Professional'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.

Job Submission	Attachments(1)	Offers	Interviews	<b>History</b>
----------------	----------------	--------	------------	----------------

Show history for Current submission - Adjunct Faculty training

[Modify Categories](#) 10 out of 12 event categories selected

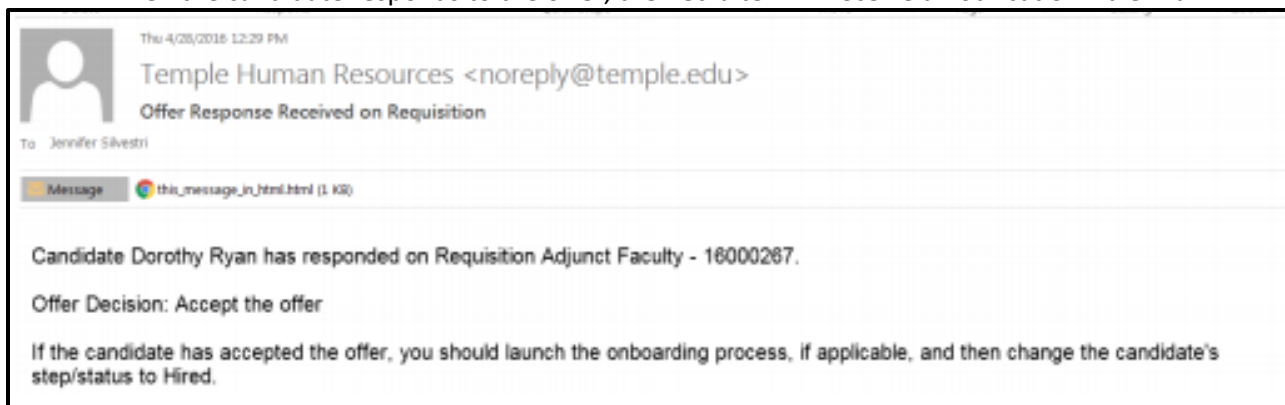
▲ Adjunct Faculty training 4 video (ID: 20000289)

Date	Events	Details/Comments
Dec 21, 2020, 3:31:42 PM	Offer 1 - Sent as E-Offer	Fox School of Business - External <a href="#">Link</a>

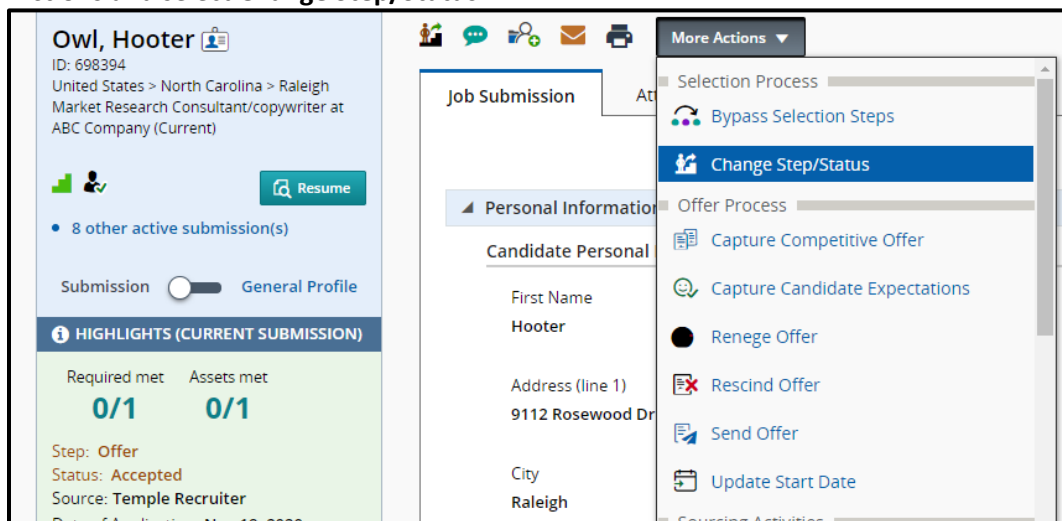
## Hiring – Educational Support Professional

### During Hire/Hired Change

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



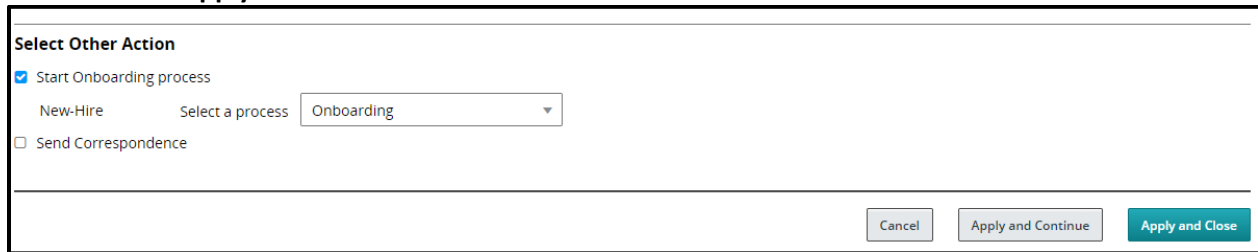
2. If the offer is accepted, then the Recruiter needs to log into Taleo to hire the candidate.
3. Navigate to the Candidate's submission. Select the **Change Step/Status** icon or from **More Actions** and select **Change Step/Status**.



4. When in the Step/Status box, find the option titled **Select Other Options**. Check off the **Start Onboarding Process** box and ensure that **Onboarding** is indicated.

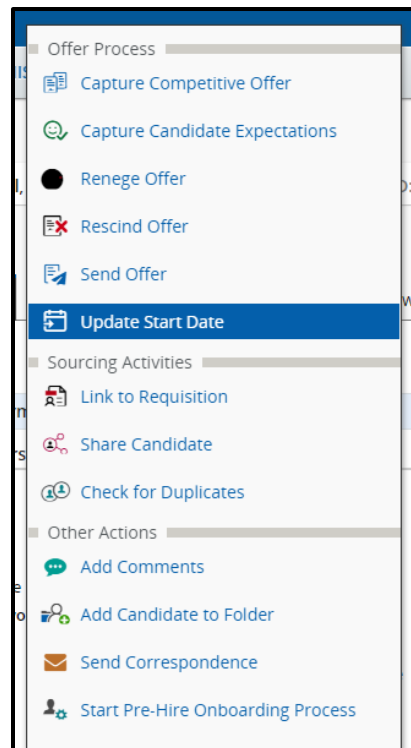
A screenshot of the 'Change Step and Status' form in the Taleo system. The form displays the candidate's name 'Owl, Hooter' and the requisition title 'Adjunct Faculty training 4 video (20000289)'. It shows a transition from 'Currently in' (Step: Offer, Status: Accepted) to 'Change to' (Step: Hire, Status: Hired\*). Below this, there is a 'Start Date' field set to '12/21/20, 12:00 AM' and a 'Comments' section with the placeholder text 'Please enter comments here'. At the bottom, under 'Select Other Action', the 'Start Onboarding process' checkbox is checked and highlighted in yellow, while 'Send Correspondence' is unchecked. The form concludes with 'Cancel', 'Apply and Continue', and 'Apply and Close' buttons.

5. Select **Apply and Close**.

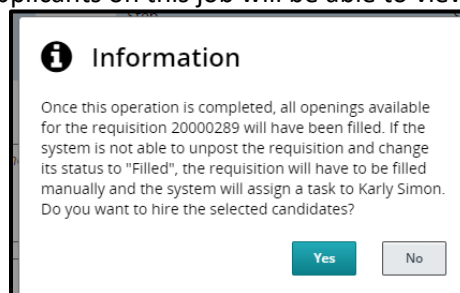


6. The status will update to **Hired** which will then update Banner.

**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**.



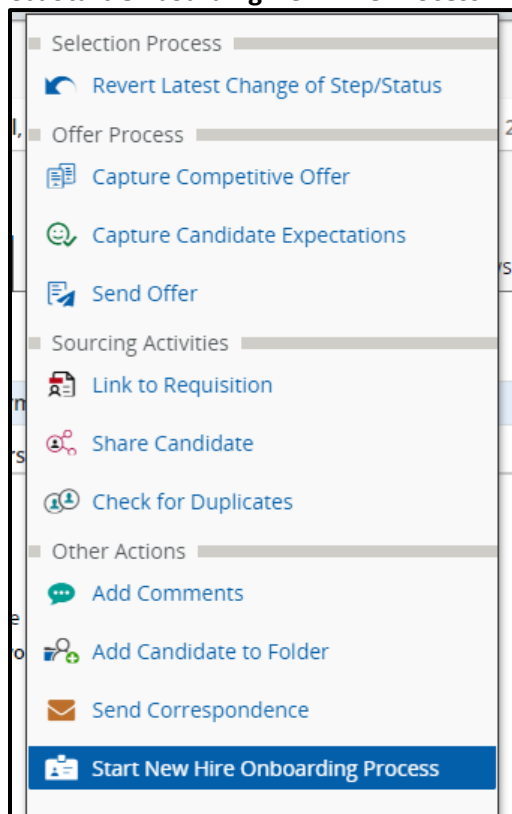
7. If the hire is the last opening on the requisition, a warning will appear notifying you that the hire action will fill the requisition. Filling the requisition will automatically remove the opening from the Career site and all applicants on this job will be able to view that the position is filled.



8. 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.

## Not completed during Hire/Hired Change

1. If the candidate's step/status was changed to hire/hired without the onboarding process initiated, you can still start the onboarding process. From the candidate's submission select **More Actions**, then select **Start Onboarding New Hire Process**.

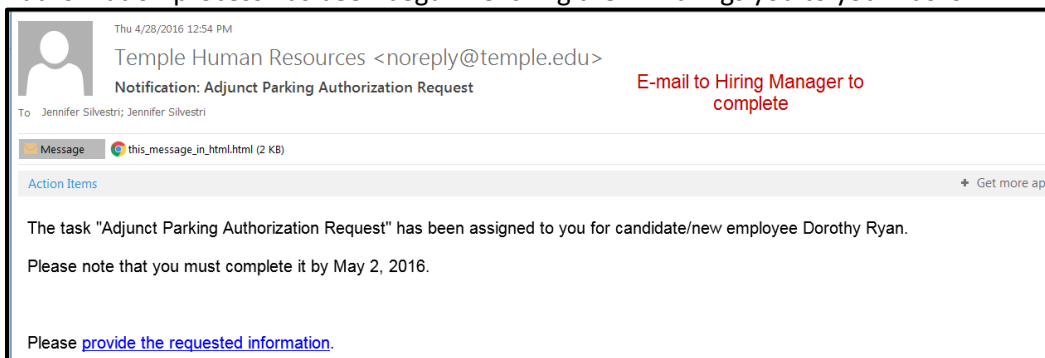


2. Add a comment, then select **Start Process**.

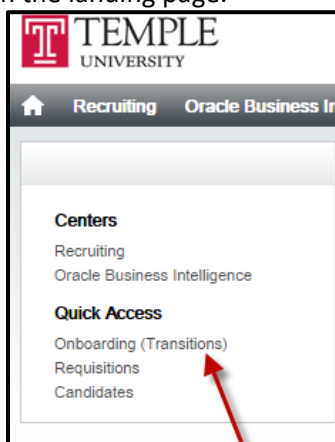
A screenshot of a dialog box titled 'Start New Hire Onboarding Process'. It contains fields for 'Candidate Name' and 'ID', and a 'Comments' text area. A red box with the text 'This is for demonstration only.' is overlaid on the dialog. At the bottom, there are 'Cancel' and 'Start Process' buttons.

## Approving Educational Support Professional Parking

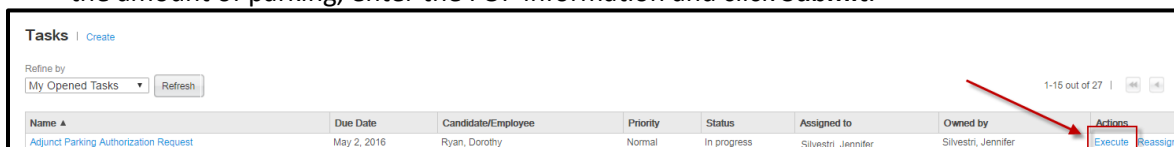
1. When the Educational Support Professional begins the parking process which was initiated during the step/status change, the Hiring Manager will receive an e-mail that the Parking Authorization process has been begun. Clicking the link brings you to your **Tasks**.



2. You can also access your list of tasks from logging into Taleo. Sign in to Taleo and click on **Onboarding (Transitions)** from the landing page.




3. The first section will be your tasks. You can locate your candidate by looking at the third column. Click on the action **Execute** to open the **Adjunct Parking form**.
4. When you click **Execute**, a form will open for you to complete the parking information. Select the amount of parking, enter the FOP information and click **Submit**.



5. After the Hiring Manager hits **Submit**, the Recruiter will receive an e-mail to **Approve** the transaction.




**noreply@temple.edu**  
 Notification: Adjunct Parking Payment Authorization  
 To: Jennifer Silvestri; Jennifer Silvestri

E-mail notification to the Recruiter to approve the payment

Action Items:

The task "Adjunct Parking Payment Authorization" has been assigned to you for candidate/new employee Dorothy Ryan. Please note that you must complete it by May 2, 2016.

Please [provide the requested information](#).

### Parking Authorization Form

Adjunct Parking Payment Authorization

Employee Name  
 \_\_\_\_\_

TUID  
 \_\_\_\_\_

Department  
 \_\_\_\_\_

Adjunct faculty members who commute to a location with University-operated parking solely to perform their adjunct duties must be offered a parking pass from their appointing unit.

\*The parking pass must equal the number of days of instruction assigned during the semester

Requested cost / admittances  
 \_\_\_\_\_

Parking Admittances - Other  
 \_\_\_\_\_

Department Account Information to be Charged

EXAMPLE			
FUND	ORG	ACCOUNT	PROGRAM
01000	01000	01000	01000

Fund  
 \_\_\_\_\_

Organization  
 \_\_\_\_\_

Account  
 7367

Program  
 \_\_\_\_\_

Parking Approval-Do you approve?  
 Not Specified \*

Please input your initials to authenticate your decision to approve or disapprove.

8/18/16

155.247.88.219

Enter your initials and click Submit to approve.

6. Department Recruiters can follow the same steps as above to access the parking authorization. Click **Execute** to open the authorization. You will be able to review the information entered by the Hiring Manager. At the bottom, choose either **Approve** or **Disapprove** and input your initials. Click **Submit** to send the authorization.
7. A report will be sent to **Parking Services** notifying them of the Educational Support Professional's name, TUID, and that parking has been authorized.

## Modifying Duties After Hire – Educational Support Professional

If your Educational Support Professional has been fully hired into the system and their duties have since been modified, the following steps allow you to inform them of any changes. You do not need to send a new appointment letter, as there is language in all letters covering a change in duties. You will be sending correspondence from the system to inform your Educational Support Professional of the changes.

1. Open the Educational Support Professional's submission. Make sure you remove the **in selection process** filter so you can view all of your candidates for a specific requisition.
  - a. The Educational Support Professional's **Step/Status** must be **Hire/Hired**.

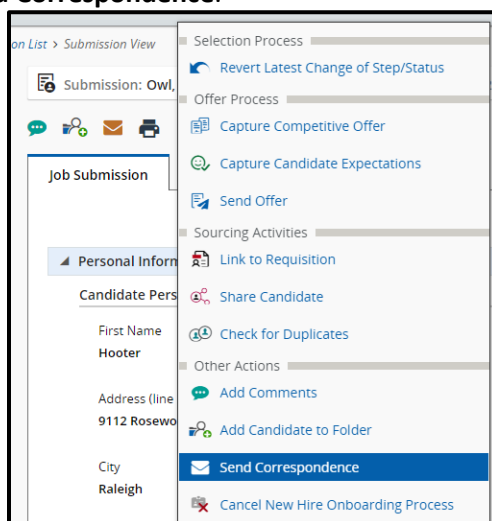


**HIGHLIGHTS (CURRENT SUBMISSION)**

Required met 0/1    Assets met 0/1

Step: Hire  
Status: Hired  
Source: Temple Recruiter  
Date of Application: Nov 18, 2020

2. From the candidate's submission, select the **Send Correspondence** icon or from **More Actions** select **Send Correspondence**.



on List > Submission View

Submission: Owl, Hooter

Job Submission

Personal Information

Candidate Personal Information

First Name: Hooter

Address (line 1): 9112 Rosewood

City: Raleigh

Selection Process

Revert Latest Change of Step/Status

Offer Process

Capture Competitive Offer

Capture Candidate Expectations

Send Offer

Sourcing Activities

Link to Requisition

Share Candidate

Check for Duplicates

Other Actions

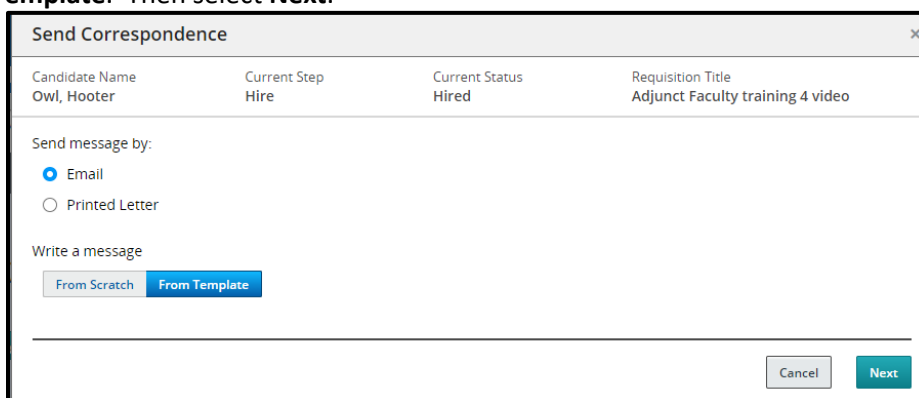
Add Comments

Add Candidate to Folder

Send Correspondence

Cancel New Hire Onboarding Process

3. Select the radio button for **Email** from **Send message by** at the top. Select **From Template**. Then select **Next**.



Send Correspondence

Candidate Name: Owl, Hooter    Current Step: Hire    Current Status: Hired    Requisition Title: Adjunct Faculty training 4 video

Send message by:

☒ Email  
☐ Printed Letter

Write a message

From Scratch    From Template

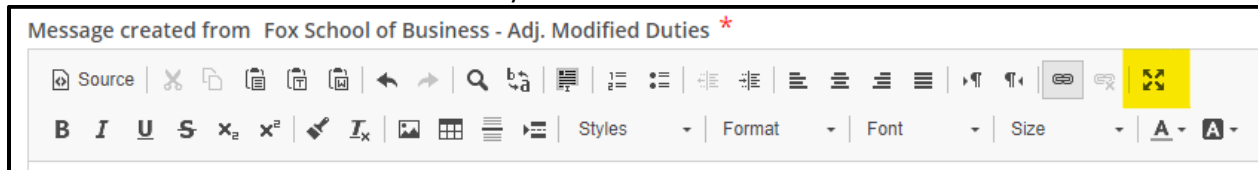
Cancel    Next

- Open the **Filters** and in the **Keyword** section, type your school/college name then select **Apply Filters**.

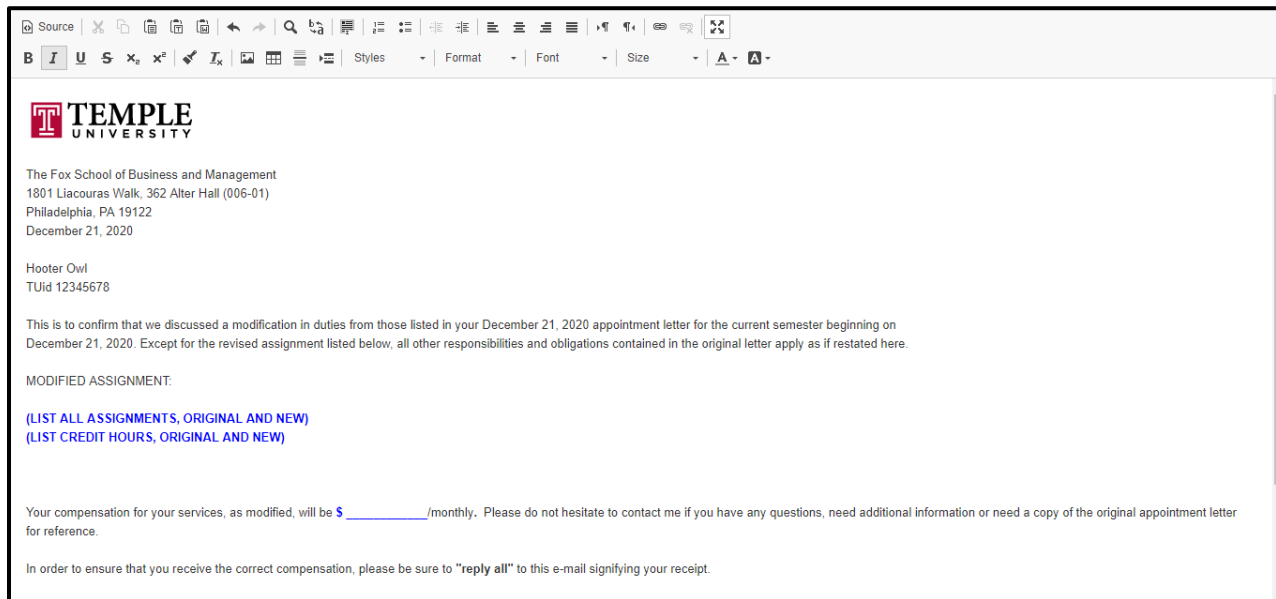
- Use the Template Selector to choose the **Modified Duties Template** for your **School/College**. Leave all sections checked and select the **Select Template** button in the lower right. This will bring you to the **Message Preview**.

- Select **Edit Message** from the top right corner to edit the message.

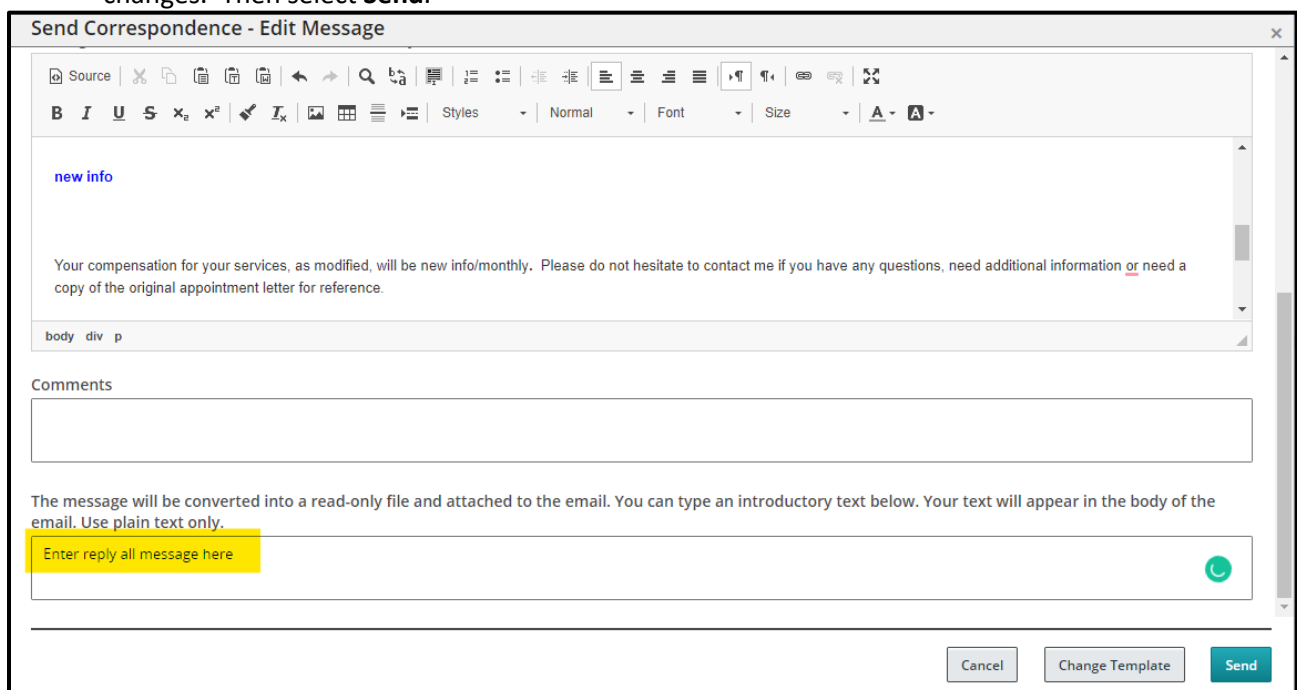
7. Use the **Maximize** button to view your modified duties letter in a full-screen format.



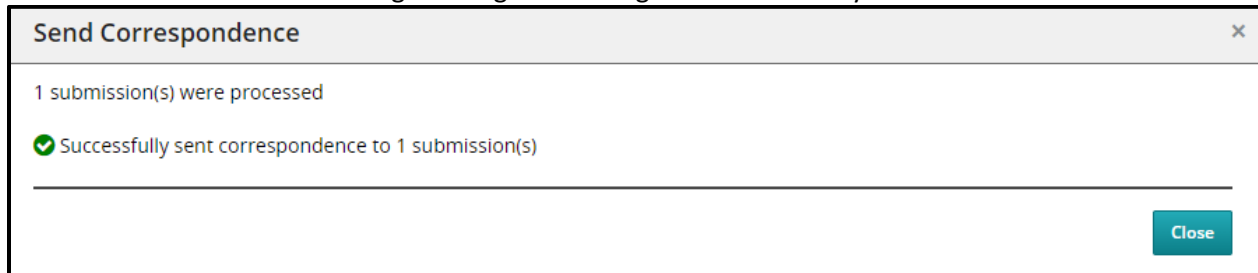
8. Complete the required changes highlighted in the blue typeface – old assignment, new assignment, payment changes, etc. Then select the **Maximize** button to exit the full screen.



9. Review your changes. Scroll to the bottom of the window and enter a message to the candidate in the bottom box (not the comments box) reminding them to Reply All to the changes. Then select **Send**.



10. You will receive a message stating the message was successfully sent to the candidate.



11. When the Educational Support Professional **replies all**, Payroll/Data Management will receive the response.

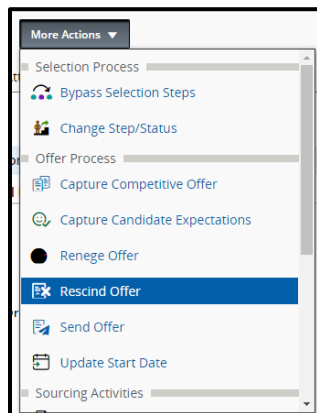
12. **Do not rescind the previous E-offer.** There is no further action required of you unless the modified duties require a different FOAP.

- a. If you are paying with a FOAP different from the original E-offer, you will need to complete an EPAF.

## 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. At the top, it says 'Rescind the Offer' with a close button. Below this is a table with the following data:

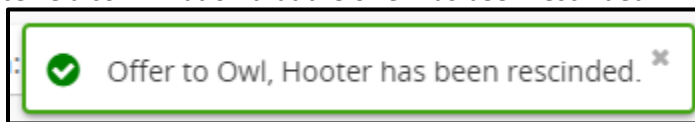
Candidate Name	Target Start Date	Current Start Date	Expiration Date	Offer Status
Owl, Hooter	Not specified	Dec 21, 2020, 12:00 AM	Jan 4, 2021, 3:05 PM	Accepted

Below the table is a 'Comments' section with a text input field and a green circular icon with a white 'G'. Below the input field, it says 'Characters remaining : 4000'. 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 titled 'Rescind the Offer' with a red 'X' icon. The text inside says 'You are about to rescind this offer, are you sure you want to continue?'. Below the text is a horizontal line for input. 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.