

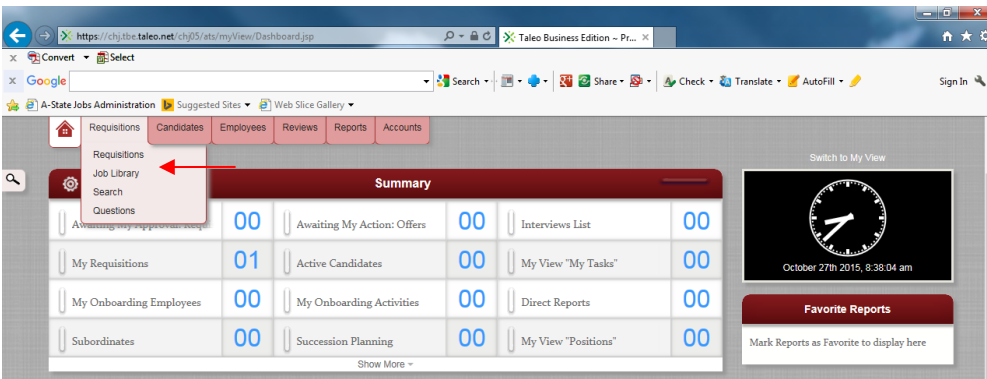
# Taleo Guide

For Adjuncts, Graduate Assistants, Students, and Hourly Non-Student Employees

## Create a Requisition

**\*Note: When you begin creating a requisition, there is no way to save it and come back at a later time. Pressing save will submit the requisition and start the approvals process.\***

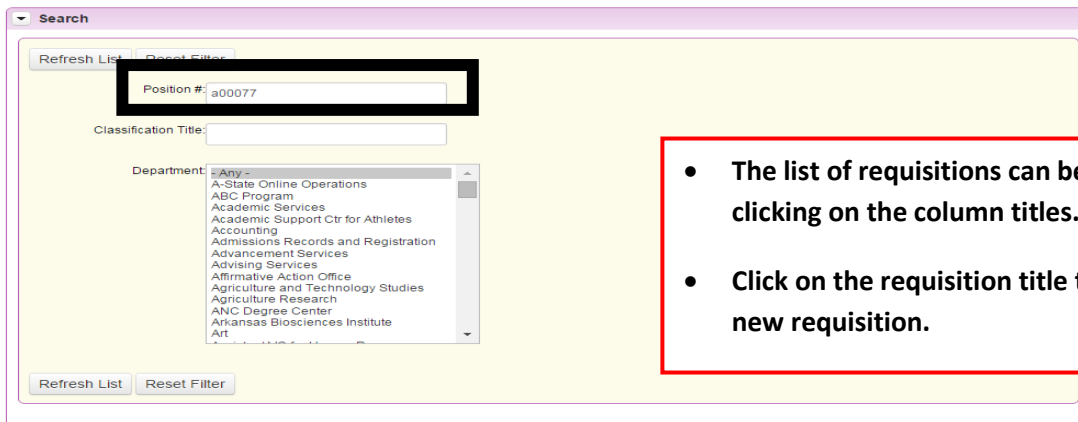
**STEP 1** – To begin a New Requisition, hover over the “Requisition Tab”, then click on “Job Library”



**STEP 2** – Enter in the Position #, then press Enter on your keyboard or Refresh List on the screen

### Job Library: Home


Templates are the available jobs preloaded in Taleo for you to post easily with consistency. Click on the appropriate Template below to start the process of composing a requisition.

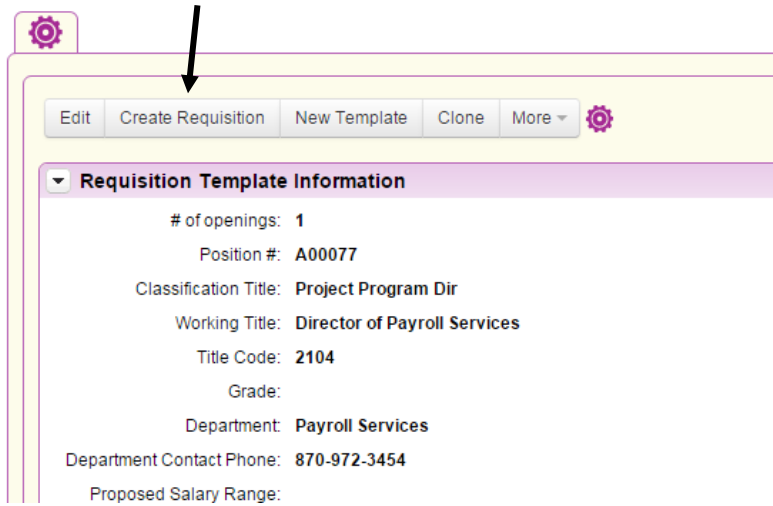


- The list of requisitions can be sorted by clicking on the column titles.
- Click on the requisition title to create a new requisition.



**STEP 3 – Click on the “Create Requisition” button**

 **Requisition Template: Project Program Dir**



Requisition Template Information

# of openings: 1  
Position #: A00077  
Classification Title: Project Program Dir  
Working Title: Director of Payroll Services  
Title Code: 2104  
Grade:  
Department: Payroll Services  
Department Contact Phone: 870-972-3454  
Proposed Salary Range:

All fields marked on the Requisition in red and with an asterisk are required. Review all fields for accuracy and make changes as required.

***Requisition Owner(s) Section***

If someone needs to be added or removed on the requisition owners section, please email these changes to:

Adjunct and Graduate Assistant – [lyarbrough@astate.edu](mailto:lyarbrough@astate.edu)

Student and Hourly Non-Student – [kmilam@astate.edu](mailto:kmilam@astate.edu)

**Owners, Approvers and Agencies:**

Requisition Owners: [ [Add/Remove](#) ]

[Winn, Lori](#)

[A-State, Budget](#)

\* Requisition Approvers: [ [Add/Remove](#) ]

[A-State, Budget](#)

Offer Approvers: [ [Add/Remove](#) ]

[A-State, Budget](#)

## Requisition Information Section

Requisition Template Information	
# of openings:	1
* Position #:	<input type="text" value="A00077"/>
* Classification Title:	<input type="text" value="Project Program Dir"/>
Working Title:	<input type="text" value="Director of Payroll Services"/>
Title Code:	<input type="text" value="2104"/>
Grade:	<input type="text"/>
Department:	<input type="text" value="Payroll Services"/>
Department Contact Phone:	<input type="text" value="870-972-3454"/>
	Format: ###-###-####
* Proposed Salary Range:	<input type="text"/>
Replacement for:	<input type="text"/>
* Reason for Opening:	<input type="text" value="Resign"/>
Funding:	<input type="text" value="Budgeted"/>
* Budget Page/Line:	<input type="text"/>
If Other enter FOAP:	<input type="text"/>
* Anticipated Start Date:	<input type="text"/>
Employment Status:	<input type="text" value="Full time (29-40 Hrs)"/>
Type of Employment:	<input type="text" value="Staff"/>
* EEO Position Group:	<input type="text" value="003D - Instl Support Prof"/>
* EEO Job Class:	<input type="text" value="30 - Other professionals"/>
FLSA:	<input type="text" value="Exempt"/>
Posting Length:	<input type="text" value="10 days"/>

**FYI:** In Taleo, positions close at 12:01 a.m. on the closing date. They do not stay open throughout the day.

### Posting Lengths:

Must be posted for a Minimum of 7 days

### Approvals Section

The approval routing is viewable for both the Requisition and Offer. Send any questions/changes to:

Adjuct and Graduate Assistant – [lyarbrough@astate.edu](mailto:lyarbrough@astate.edu)

Student and Hourly Non-Student – [kmilam@astate.edu](mailto:kmilam@astate.edu)

Approvals:
* Requisition Approvers: [ Add/Remove ]
<a href="#">Frey, Len</a>
<a href="#">A-State, Budget</a>
<a href="#">A-State, Coordinator</a>
* Offer Approvers: [ Add/Remove ]
<a href="#">Frey, Len</a>
<a href="#">A-State, Budget</a>
<a href="#">Privett, Amy</a>

## ***Position Description Section***

Please review the position summary and send any changes in a Word document to:

Adjunct and Graduate Assistant – [lyarbrough@astate.edu](mailto:lyarbrough@astate.edu)

Student and Hourly Non-Student – [kmilam@astate.edu](mailto:kmilam@astate.edu)

# Marking for Interview

**Adjuncts, Graduate Assistants, Students, and Hourly Non-Student Employees do not have to be approved for interview, only selected within the system for documentation for auditing purposes**

**STEP 1** – Go to the list of Candidates for the Requisition

Candidates: Human Resources Analyst

This list shows all the candidates that have applied or have been submitted for requisition 17044C: [Human Resources Analyst - \[17044C\]](#)  
[Search these Candidates](#)

All Candidates **New Candidates** In Process

Send Email View Resume Print Resume Submit More ⚙️ Mark as... Change Main Status to... Change Req-specific status to...

<input type="checkbox"/>	Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status	Main status	Requisitions
<input type="checkbox"/>	Pulliam, Kathryn			2/13/21 4:20 PM	Phone Screen	NEW	NEW	Human Resource

Send Email View Resume Print Resume Submit More ⚙️ Mark as... Change Main Status to... Change Req-specific status to...

**STEP 2** - Select the box to the left hand side of who you would like to interview

Candidates: Human Resources Analyst

This list shows all the candidates that have applied or have been submitted for requisition 17044C: [Human Resources Analyst - \[17044C\]](#)  
[Search these Candidates](#)

All Candidates **New Candidates** In Process

Send Email View Resume Print Resume Submit More ⚙️ Mark as... Change Main Status to... Change Req-specific status to...

<input checked="" type="checkbox"/>	Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status	Main status	Requisitions
<input checked="" type="checkbox"/>	Pulliam, Kathryn			2/13/21 4:20 PM	Phone Screen	NEW	NEW	Human Resour

Send Email View Resume Print Resume Submit More ⚙️ Mark as... Change Main Status to... Change Req-specific status to...

**STEP 3** – Click “Change Req-specific status too...”

Candidates: Human Resources Analyst

This list shows all the candidates that have applied or have been submitted for requisition 17044C: [Human Resources Analyst - \[17044C\]](#)  
[Search these Candidates](#)


All Candidates **New Candidates** In Process

Send Email View Resume Print Resume Submit More ⚙️ Mark as... Change Main Status to... **Change Req-specific status to...**

<input checked="" type="checkbox"/>	Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status	Main status	Requisitions
<input checked="" type="checkbox"/>	Pulliam, Kathryn			2/13/21 4:20 PM	Phone Screen	NEW	NEW	Human Resour

Send Email View Resume Print Resume Submit More ⚙️ Mark as... Change Main Status to... Change Req-specific status to...


**STEP 4** – Select “Interviewing” from the drop down list


 Candidates: Human Resources Analyst

This list shows all the candidates that have applied or have been submitted for requisition 17044C: [Human Resources Analyst - \[17044C\]](#)

[Search these Candidates](#)

**All Candidates** | **New Candidates** | **In Process**

[Send Email](#) | [View Resume](#) | [Print Resume](#) | [Submit](#) | [More](#) |  | [Mark as...](#) | [Change Main Status to...](#) | [Change Req-specific status to...](#)

<input checked="" type="checkbox"/>		Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status
<input checked="" type="checkbox"/>		Pulliam, Kathryn			2/13/21 4:20 PM	<a href="#">Phone Screen</a>	NEW

**Change Req-specific status to...**

- NEW
- Pending Diversity Approval
- Phone Screen
- Interviewing**

**STEP 5** – Click the blue “Yes” to change the status


**Change Candidates to Interviewing ?**

Would you like to change status of candidates

**Kathryn Pulliam**  
specific to requisition [Human Resources Analyst - \[17044C\]](#)


to **Interviewing** ?

**STEP 6** – Ensure that the status has changed

 Candidates: Human Resources Analyst

This list shows all the candidates that have applied or have been submitted for requisition 17044C: [Human Resources Analyst - \[17044C\]](#)  
[Search these Candidates](#)

**All Candidates** | **New Candidates** | **In Process**

[Send Email](#) [View Resume](#) [Print Resume](#) [Submit](#) [More ▾](#)  [Mark as... ▾](#) [Change Main Status to... ▾](#) [Change Req-specific status to... ▾](#)

<input type="checkbox"/>	<a href="#">Ft ▲</a>	Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status	Main status	Requisitions
<input type="checkbox"/>		Pulliam, Kathryn			5/20/21 4:37 PM	<a href="#">Decision ▾</a>	<b>Interviewing</b>	In Process	<a href="#">Human Resou</a>

[Send Email](#) [View Resume](#) [Print Resume](#) [Submit](#) [More ▲](#) [Mark as... ▲](#) [Change Main Status to... ▲](#) [Change Req-specific status to... ▲](#)

**STEP 7** – Reach out to the individuals that you want to interview, and set times with them to conduct the interview(s)

# Submit Offer Letter

Once the decision has been made on which candidate to hire, an offer letter must be generated. The offer letter replaces the Assignment Change Form/Employee Status Form.

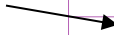
**STEP 1** - Click on your requisition to access the candidates. Click on the Candidate's name

## Candidates: Assistant Professor 12 Mo

This list shows all the candidates that have applied or have been submitted for requisition F00029: Assistant Professor 12 Mo - [F00029]

[Search these Candidates](#)

All Candidates		New Candidates						
<a href="#">Send Email</a>	<a href="#">View Resume</a>	<a href="#">Print Resume</a>	<a href="#">Submit</a>	<a href="#">More</a>	<a href="#">Mark as...</a>	<a href="#">Change Main Status to...</a>	<a href="#">Change Req-specific status to...</a>	
Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status	Main status	Requisitions	Req Rank
<a href="#">Smith, John</a> Referred by Lori Winn		1/15/16 4:51 PM			Hired	Hired	<a href="#">Assistant Professor 12 Mo...</a>	
<a href="#">Rainwater, Melody</a> Referred by Taleo-Coordinator		1/25/16 5:11 PM	Phone Screen	NEW	NEW	NEW	<a href="#">Assistant Professor 12 Mo...</a>	



**STEP 2** - Under the **Offer Letter** section, click on the **New Offer** link

## Candidate: Melody Rainwater [Flag](#) [Back To List](#) [Previous](#)

[Full View](#) [Short View](#) [Work History](#) [Contact & Interviews](#) [History Log](#) [Settings](#)

[Edit](#) [Send To](#) [Forms](#) [Printable View](#) [More](#) [Settings](#)

**Main Status Details:**  
Main status: **NEW**

**Offer Letters** [New Offer](#)  
No offer letters created

**Interviews** [Schedule interview](#)  
No interviews created

**Requisition Summary** [Attach Requisition](#)

Classification Title	Candidates	Status	Req. Based Status	Next Steps (Req)	Req. Rejection Reason	Action	ACE	Req Rank
<a href="#">Assistant Professor 12 Mo</a>	2	Open	NEW	Phone Screen		<a href="#">Remove</a>		



## Offer Letter Details

The information entered in the Offer Letter Details will populate the official Written Job Offer Letter which will be emailed to the candidate. **\*All fields highlighted in red are required fields.**



**\* Requisition:** HEI Program Coordinator - [16013C] [View](#)

**\* Offer Template:** Classified & Non-Classified

**\* Title:** HEI Program Coordinator

**\* Working Title:** Taleo Coordinator

**\* Supervise FT Emps?:** Yes  
No

**\* Anticipated Start Date:** 10/01/2017

**Requisition** – Please Ensure that you have selected the correct Requisition, can always select the blue “view” to verify

**Offer Template** – Select the appropriate offer letter

**Title** - retype the “Requisition” title without the position number

**Working Title** – Can differ from Title.

**Supervise FT Emps?** – Will they be in charge of supervising any Full-Time Employees?

None selected

Classified & Non-Classified  
Contract Offer Letter 12 Month  
Contract Offer Letter 4.5 Month  
Contract Offer Letter 9 Month  
PLEASE DO NOT USE  
Provisional Offer Letter

**Evaluation Manager (VERY IMPORTANT)** - Please click on the box and type in the Evaluation Manager's first and last name.

**Manager (VERY IMPORTANT)** - Click on the drop down arrow to select the Time and Attendance Manager's name **Selection should not remain A-State Dean.**

**Supervisor's ID** – Enter the Time and Attendance Manager's name A-State ID number.

**Timesheet Orgn** – Enter the 6-digit T-Orgn Code for the Time and Attendance Manager's name

**Dept Phone Number** – Enter the department's phone number

**Employment Type** – select appropriate working hours

**Salary** – enter the dollar amount (example - 25,000).

For classified positions: Refer back to the Requisition field titled "Proposed Salary Range" for the amount to enter.

**Note: All salaries must be rounded to the nearest dollar amount**

**HR Use - Expiration Date** – Please leave blank. Human Resources will enter this date once the Offer Letter has been approved by all levels.

**Contract Term** – for Faculty & Provisional Use Only

**International Sponsorship** – change to **yes** if sponsorship is required

**Current Employee** – If they are please put "yes" and their ID Number

**Please Type Evaluation Manager's Name Below**

\* Evaluation Manager:

**Please use the next three boxes to fill in the Time and Attendance Approver's Last Name, ID Number, and Time Sheet Org**

\* Manager:

\* Supervisor's ID:

**Supervisor and Leave/Time Approver Must be the Same Employee**

**Timesheet Orgn can be found in Internet Native Banner on the NTRRQUE screen by searching the Supervisor's Last Name**

\* Supv's Timesheet Orgn:   
Format: #####

\* Dept Phone Number:   
Format: ###-###-####

\* Employment type:

**The Salary field will populate the Offer Letter - please type (Annual Salary in this format \$##,###.##) and (Hourly Salary in this format \$#.##)**

\* Annual or Hourly Salary:

Shift Pay:

HR Use - Expiration Date:

\* Contract Term:

\* International Sponsorship:

\* Current Employee:

Student/Employee ID:

**Comments: Please add in any necessary Comments**

**Additional Information for Offer Approver - may include items related to a Graduate Assignment such as Grant Funding Source or Salary Justifications.**

**For Adjuncts - Please include the Class Number Section and CRN in the comments below.**

Comments:


Please fill out the appropriate area if it applies to the position you are hiring for:

**Grant Information Section** – Provisional positions only

- Enter the Grant Begin and End Dates:

**\*\*Grant Information - Completed for Grants Only\*\***

Grant Begin Date:  

Grant End Date:  

**Adjuncts, Graduate Assistants & Resident Assistants**

**\*\*Adjuncts, Graduate Assistants & Resident Assistants\*\***


Start Date:  


End Date:  

**Faculty Contract Information** – Faculty and Childhood Services' positions only


- Enter the **Faculty Contract Type** and **Contract Start and End Dates**


**\*\*Faculty & Childhood Services Contract Only\*\***


Type of Faculty Contract:  


Start Date Month:  

Start Day:  

Start Month Year:  

Contract End Month:  

Contract End Day:  


Contract End Year:  

**Budget- FOAP Information Section** – Enter the Job Labor Distribution for salary payments. Contact the Budget Office at 972-3700 for questions.

- The total labor distributions must equal 100%. If more than one FOAP is utilized, please ensure the total percentage equals 100% before submitting.

**FOAP's Must Total 100%**

\* FOAP #1:   
Format: ##### - ##### - ##### - #####

\* Percentage #1:  

**STEP 3:**

- Return to the Candidate's Page and scroll down to the **Offer Letters** section. Click on the magnifying glass to preview the letter.
- Click on the drop-down next to the **View** action and select **Submit for Approval**.
- On the next screen, click on **Yes** to officially submit the offer letter to the appropriate approvers.

Offer Letters <a href="#">New Offer</a>							
Last Updated ▲	Creator	Requisition	Status	Approval	Offer Letter	Accepted Offer	Action
12/14/15 11:24 AM	<a href="#">Tune, Cassey</a>	<a href="#">Research Project Analyst - [17030C]</a>	Waiting for Approval	<a href="#">Hannah, Charles</a> <a href="#">Frey, Len</a> <a href="#">A-State, Budget</a> <a href="#">Privett, Amy</a>	- Pending - Pending - Pending - Pending		<a href="#">View</a> ▼