

TALEO HIRING MANAGER USER GUIDE

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Hiring Process Overview

Below is a brief overview of the hiring process in Taleo.

1. Submit a request to your department's Vice Chancellor asking for their approval of your position.
2. Once the position has been approved, you may begin the recruitment process.
 - If you are a first-time user of Taleo, you need to schedule a time to meet with Kathryn Pulliam (kapulliam@astate.edu) so she can walk you through the process.
 - Prior to your meeting, ensure you have given Kathryn the correct position number and an updated job description so she can have everything properly loaded into the system.
3. Login to Taleo through the Taleo Admin icon in your myCampus portal.
 - If you do not have this icon, please email taleo-support@astate.edu and someone will request that it be added for you.
4. Hover over the requisitions tab and select job library.
5. You can search for your position by entering the position number, classification title or selecting your department.
6. Once you have located your position in the job library, you can begin creating the requisition.
7. Once you have created the requisition, it will go through an approvals process. This process typically takes two-three days meaning that it could be a few days before your position is actually posted to the Career Website(s).
8. After your position has been posted, you can track applicants by going to your requisitions and clicking on the number next to the person icon. On this page you can see everyone who has applied to the position so far. Their application and resume/CV will be visible here, but any additional documents will be viewable by clicking on individual candidates' names.
9. If you have a search committee, members can be sent candidate information by a requisition owner. Owners are typically hiring managers and initiators. It has been approved for the chair of the search committee to be added as an owner, but you will have to contact Kathryn so she can add them.
10. When the committee is ready to review candidates, a requisition owner send the information by doing the following:
 - Select all candidates by clicking on the checkbox in the top, left-hand corner. Specific candidates can be chosen by selecting the box next to their name
 - Choose the Send To button> Compress as a ZIP File> Choose Recipients> Next> Edit the email message> select All Candidate Provided Attachments.

- Note: Depending on how many applicants you are selecting at a time and the size of their documents, the email may be too large to receive through your University email. You will have to select only a few at a time.

Note: Again, if this is your first time going through this process in Taleo, you will need training. Once you get to this point, Ashley Alexander will be able to guide you through the remaining portion of the hiring process. You can contact her at abidwell@astate.edu to set up a training time.

11. Once your position closes and you are ready to select candidates for interview, you will:

- Choose the checkbox next to each of these candidates > press send to > click on select email template > selected for interview (make sure you choose the correct template for the position you are hiring for. Options are faculty, classified, non-classified and provisional).
- In the choose recipients field, click on add user and type in Astate HR. Choosing this user will send an email to Ashley Alexander letting her know which candidates have been selected.
- After the Office of Diversity reviews and approves, Ashley will let you know that you can proceed to scheduling interviews.

12. After you have interviewed and have selected a candidate you want to hire, you will need to begin working on the Offer Letter. You can go into your requisition in Taleo and select your candidate. This will bring up a page where you can begin a new offer.

13. Once the Budget Office has approved the offer, Human Resources will contact the candidate to extend the verbal job offer. Upon acceptance, Human Resources will send the background request and the candidate will begin working on their new hire paperwork.

Human Resources Staff

Kathryn Pulliam

Title: Applicant Tracking Coordinator

Email: kapulliam@astate.edu Direct Line: 2639

Kathryn works with the hiring department from the time a position is approved by EC until they position routes through the approvals process and is posted onto the careers site.

- Updates parts of requisitions that are not editable by HMs and Initiators
- Adds/Removes requisition owners
- Adds positions that are not currently in Taleo
- Grants user access to Taleo
- Requests user access through myCampus portal
- Posts jobs to the internal and external career sites
- Advertises with the external recruitment sites chosen by the hiring department
- Extends closing dates if a larger applicant pool is desired
- Answers general questions about the Taleo system

Ashley Alexander

Title: Recruitment Coordinator

Email: abidwell@astate.edu Direct Line: 8088

Ashley works with hiring department from the time candidates are chosen for interview until they are hired and have completed their new hire paperwork.

- Sends applicants chosen for interview to Diversity for approval
- Sends approval notification to the requisition hiring manager
- Extends verbal offer to chosen candidate
- Sends background check requests
- Updates candidate statuses once a hire has been made
- Works with new hires to ensure the new hire paperwork is completed
- Sends email with benefits enrollment information
- Works with Payroll to ensure the new hire paperwork is accurate
- Answers general questions about the Taleo System

Payroll Staff

Brandi Dean

Title: Compensation Manager

Email: bradean@astate.edu Direct Line: 3929

Judy Clark

Title: Payroll Technician

Email: juclark@astate.edu Direct Line: 2272

Brandi and Judy work with the hiring department for Graduate Assistants from the time that they are chosen for an Offer until they are hired and have completed their new hire paperwork.

- Handles Graduate Assistant current and new hires
- Sends Offer Letters to Graduate Assistants
- Sends Transfer or New Hire Packet to Graduate Assistants
- Updates status for all new and returning Graduate Assistants

Taleo Training

If you are using Taleo for the first time, you need to contact Kathryn Pulliam (kapulliam@astate.edu) in Human Resources to set up a time for training.

Suggested Browsers

Based on feedback we have received, these are the suggested browsers, respectively, when utilizing Taleo:

1. Mozilla Firefox
2. Google Chrome
3. Internet Explorer

System Access

Hiring Managers and their proxies will be granted access once their position has been approved by Executive Committee.

- To access Taleo Admin, log in to [myCampus](#).
- Click on the Taleo Admin icon in the Employee folder.
- If you do not see the icon, contact taleo-support@astate.edu.

Getting Started



The Home tab (first tab in the upper left) will allow you to see your tasks and dashboard, make changes to your settings, and set up your profile.

Here is a brief description of each option:

My View - provides a view of Taleo activities awaiting your action for interviews, feedback, requisitions, approvals, etc.

Dashboard – provides the same information on the My View option but in a dashboard format. This option is customizable by selecting the gears and dragging items up and down.

My Settings – provides the ability to personalize settings, establish a proxy, set up email defaults, and change your password. ***Be sure to check your Time Zone on this tab. If it is set incorrectly, any scheduled interviews will not be saved at the appropriate time.***

Global Settings:

Time zone: (CST) Central Standard Time (GMT-06:00) America/Chicago

Locale: English (United States)

My Profile - provides the ability to load your resume, CV or other documentation you want to associate with your profile.

Submit Referral – provides ability to refer candidates for general consideration or for a specific requisition.

User Roles

Hiring Manager – Employee responsible for posting requisitions and the hire process in Taleo.

Initiator – Employee assigned by Hiring Manager to initiate requisitions in Taleo.

Requisition Owner – typically Hiring Manager, Initiator, and Budget Office. The owner can make changes to the requisition.

Approver – employee assigned to review, approve, or disapprove requisitions.

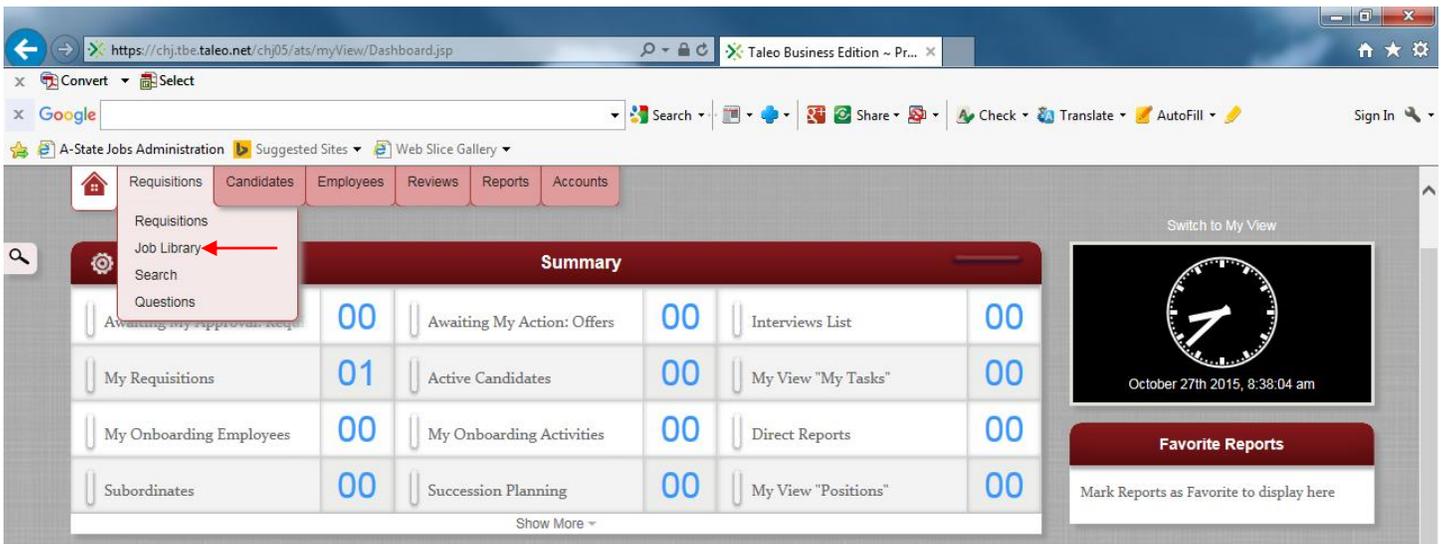
Proxy Approver – A proxy can be established to approve on the behalf of a department chair, dean or VC. Proxies are typically department Admin Assistants or a personal assistant.

Create a Requisition

Prior to submitting a requisition, positions must be approved by the Vice Chancellor of your department/college.

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”.



The screenshot shows the Taleo Business Edition dashboard. The browser address bar displays <https://chj.tbe.taleo.net/chj05/ats/myView/Dashboard.jsp>. The navigation menu includes tabs for Requisitions, Candidates, Employees, Reviews, Reports, and Accounts. A dropdown menu is open under Requisitions, with 'Job Library' highlighted by a red arrow. The main content area features a 'Summary' table with various metrics and a 'Favorite Reports' section.

Summary					
Awaiting My Approval	00	Awaiting My Action: Offers	00	Interviews List	00
My Requisitions	01	Active Candidates	00	My View "My Tasks"	00
My Onboarding Employees	00	My Onboarding Activities	00	Direct Reports	00
Subordinates	00	Succession Planning	00	My View "Positions"	00

Switch to My View
October 27th 2015, 8:38:04 am
Favorite Reports
Mark Reports as Favorite to display here

STEP 2 – Enter in the Position #, then press Enter or Refresh List. You can also search for a position by the classification title or department.

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

Search

Refresh List Reset Filter

Position #:

Classification Title:

Department:

- Any -
- A-State Online Operations
- ABC Program
- Academic Services
- Academic Support Ctr for Athletes
- Accounting
- Admissions Records and Registration
- Advancement Services
- Advising Services
- Affirmative Action Office
- Agriculture and Technology Studies
- Agriculture Research
- ANC Degree Center
- Arkansas Biosciences Institute
- Art

Refresh List Reset Filter

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

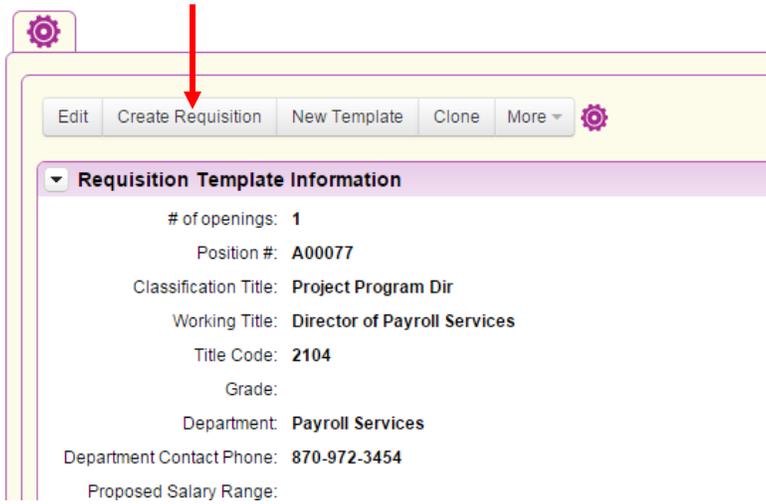
Delete New Template

<input type="checkbox"/>	Position # ▼	Classification Title	Department	Type of Employment	Last updated
<input type="checkbox"/>	A00077	Project Program Dir	Payroll Services	Staff	9/27/15 7:05 PM

Delete New Template

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

The hiring manager, requisition initiator, and budget office need to be listed as owners to be able to edit the requisition and receive email notifications.

If someone needs to be added or removed on the requisition owners section, please email these changes to <mailto:taleo-support@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
Privett, Amy

Requisition Information Section

Requisition Template Information

of openings: 1

* Position #:

* Classification Title:

Working Title:

Title Code:

Grade:

Department:

Department Contact Phone:
Format: #####-####

* Proposed Salary Range:

Replacement for:

* Reason for Opening:

Funding:

* Budget Page/Line:

If Other enter FOAP:

* Anticipated Start Date:

Employment Status:

Type of Employment:

* EEO Position Group:

* EEO Job Class:

FLSA:

Posting Length:

- The “Proposed Salary Range” will default in for classified positions.
- Enter the Salary for non-classified and faculty positions.

Find the Budget Page/Line in the appropriate Budget Book:
<http://www.astate.edu/a/budget/>

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

Approvals Section

The approval routing is viewable for both the Requisition and Offer. Send any questions/changes to <mailto:taleo-support@astate.edu>.

Approvals:

* Requisition Approvers: [Add/Remove]

Frey, Len
A-State, Budget
A-State, Coordinator

* Offer Approvers: [Add/Remove]

Frey, Len
A-State, Budget
Privett, Amy

Position Description Section

Please review the position summary and send any changes in a Word document to <mailto:taleo-support@astate.edu>.

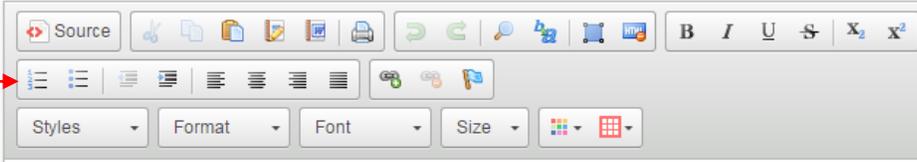
- For consistency, please list the individual duties/responsibilities using numeric formatting (no bullet points). You can easily change the format by clicking on the numeric format button.

Position Description

Position Summary: Under the general direction of the Assistant Vice Chancellor for Human Resources, the Director of Payroll Services provides direction and leadership to the Payroll Department. The Director ensures the compliance with State and Federal regulations, provides oversight of payroll operations, leave processing, and benefit deduction management.

[Check Spelling](#)

Duties & Responsibilities:



1. Ensures proper payment of wages and salaries by supervising the preparation of multiple payrolls, monitoring of paid leave, holiday pay, and compensatory time.
2. Administers the operation of payroll and benefits within the A-State Payroll System, including problem analysis and resolution.
3. Maintains compliance with federal and state laws, rules, and regulations, by establishing controls, monitoring results, and collaborating with Human Resources, Finance, and the Budget Office to modify and adapt methods and reporting as needed.
4. Monitors control procedures related to the preparation and disbursement of direct deposits and payroll checks.
5. Performs various journal entries, account reconciliations and provides oversight of account management.
6. Facilitates employee participation in various voluntary payroll deduction options by processing voluntary deduction forms.
7. Ensures the accurate payment and reporting of all university employee benefits, in compliance with appropriate tax laws.
8. Develops a competent and professional, service oriented, staff by providing training, and appropriate oversight.
9. Facilitates a work environment that encourages knowledge of, respect for, and development of skills to engage with those of other cultures or backgrounds.
10. Provides excellent customer service at all times to all customers, including, employees, fellow staff, supervisors, department heads, students, and outside agencies.
11. Collaborates with campus departments to research and implement needed changes to operating procedures to enhance

General Days/Hours: Monday thru Friday 8:00 am to 5:00 pm with occasional overtime as needed.

- Send any additions/changes to <mailto:taleo-support@astate.edu>.
- Use the **Other** section to specify particular documents that you want applicants to include in their application.

- On **classified** positions, the position summary and minimum qualifications are mandated by the state and should not be updated by the hiring department.

Recruitment Section

HR has partnered with JobTarget, a company that assists with employment advertising and recruitment. This partnership comes with eight resources to help the university be in compliance with the Office of Federal Contract Compliance Programs (OFCCP) standards.

OFCCP Package

The OFCCP Package comes with eight diversity job sites that all positions are automatically posted to. This is free of charge to hiring departments.

1. Be a Hero Hire a Hero
2. Black Perspective
3. Disabled American Veterans
4. disABLED Person
5. Hispanic Today
6. VetJobs
7. Veteran’s Enterprise
8. Women in Business

Automatic Recruitment Options

Resource	Description
The Beck Pride Center	An email goes out to them once a Full-Time position has been posted to the Career Website
El Centro Hispano	An email goes out to them once a Full-Time position has been posted to the Career Website
Higher Ed	Automatically pulls from our Career Website for Full-Time positions
Inside Higher Ed	Automatically pulls from our Career Website for Full-Time positions
Indeed.com	Automatically pulls from our Career Website for Full-Time positions
Simply Hire	Automatically pulls from our Career Website for Full-Time positions
Glassdoor	Automatically pulls from our Career Website for Full-Time positions
Facebook	A post goes out at the end of the day for any Full-Time positions posted to the Career Website that day
Twitter	A tweet goes out at the end of the day for any Full-Time positons posted to the Career Website that day

Additional Recruitment Options

Resource	Cost	Description
Higher Ed Upgrades	\$300+	Social Media Upgrade: Broadcast this job opening to popular social networking sites with the HigherEdJobs Social Media Upgrade. Your job posting will be distributed through our social media groups, Twitter, Facebook, and Google+. And it will also receive a Priority Job upgrade, keeping it at the top of the list above standard postings.
Higher Ed Upgrades	\$150+	Priority Job: Maximize this job's exposure on HigherEdJobs. Upgrade it to Priority Job status and for 30 days it will be listed at or near the top of the list before standard job postings. Also, to attract additional attention, it will be highlighted in search results with our priority logo. On average, postings that have been upgraded to Priority Job status are viewed three times more often than standard postings.
Higher Ed Upgrades	\$110+	Diversity and Inclusion Email: Help recruit a diverse applicant pool for this job search by sending the posting to our Diversity and Inclusion Email List. Your job announcement will be emailed to 337,076 job candidates who have asked to receive job postings from colleges and universities that are actively recruiting candidates in accordance with diversity, inclusion, and equal opportunity policies. For information on purchasing a pack of Diversity and Inclusion Emails at a reduced price, please contact your Account Manager, Katie Hergenreder, at katieh@higheredjobs.com or call 814-861-3080 Ext. 220.
Higher Ed Upgrades	\$290+	Diversity and Inclusion Spotlight: Highlight your job opening within the HigherEdJobs Diversity and Inclusion Email. As the Diversity and Inclusion Spotlight , your job opening isn't just listed in the HigherEdJobs Diversity and Inclusion Email - it's featured at top. Candidates will see the job title, location, and even your school logo. Each HEJ Diversity and Inclusion Email is sent to 337,000 candidates.
Higher Ed Upgrades	\$950	VIP Position: The VIP Position is specifically designed to increase exposure for high-level openings at colleges and universities. <ul style="list-style-type: none"> • Graphic ad on HEJ homepage, guaranteed to be seen 100,000+ times. • Fully customized job posting (designed by HEJ staff) with your institutional logo, color scheme, and photos. • Includes free standard posting (\$295 value) and Priority Job upgrade.
Inside Higher Ed Upgrades	\$450+	Promoted Job Listing: Attract more job applicants with a 60-day Promoted listing. Includes Standard listing benefits, plus: <ul style="list-style-type: none"> • Promoted higher in relevant search results • Features your institution's logo • Drives over 200 more views than Standard listings
Inside Higher Ed Upgrades	\$595+	Diversity Focus Listing: Increase diversity of your applicant pool with a 60-day Diversity Focus listing, including: <ul style="list-style-type: none"> • Promoted in weekly Diversity Matters newsletter • Promoted higher in search results • Institutional logo • Converts at a 44% higher rate than Standard listings
Inside Higher Ed Upgrades	\$749+	Maximum Exposure Listing: Maximize your impact with a 90-day Maximum Exposure Job Listing. Includes Promoted listing benefits, plus: <ul style="list-style-type: none"> • Showcased in the <i>Daily News Update</i> email, reaching over 118,000 faculty & administrators every day • Featured on Careers homepage • Highlighted & promoted in search results • Increases engagement over 110% compared to Standard listings
Chamber of Commerce	FREE	The Jonesboro Regional Chamber of Commerce serves as a great free and local option, typically used for staff positions.

The Chronicle of Higher Ed Web and Print	\$2,760+	The Chronicle of Higher Education is a great resource for faculty positions. We have purchased a package that allows us to post to the Chronicle at a discounted rate.
The Chronicle of Higher Ed Web Only	\$300	The Chronicle of Higher Education is a great resource for faculty positions. We have purchased a package that allows us to post to the Chronicle at a discounted rate.
Other	Varies	Can post to several other websites as long as a membership fee isn't associated with the website. Please contact Kathryn Pulliam for more information at kapulliam@astate.edu or ext 2639

Select an advertising source or multiple sources by holding down the CTRL key and selecting each source.

Recruitment Information

All positions are now automatically posted with nine diversity recruitment sites: Arkansas Job Link, Be a Hero Hire a Hero, VetJobs, Black Perspective, Hispanic Today, Veterans Enterprise, Women in Business, Disabled American Veterans and disABLED Person. Below are the additional recruitment options available to your department.

Hold down the CTRL key to select multiple options:

Sources:

Other Sources:

[Check Spelling](#)

Budget for advertising:

FOAP for advertising:
Format: #####-#####-####-####

Comments:

[Check Spelling](#)

- Enter additional sources in "Other Sources." Please note that we no longer advertise with the Jonesboro Sun. The University has decided that this was not a cost effective recruitment option.
- Enter the maximum dollar amount for the advertising budget and the account number (FOAP) to charge. Please contact the Budget Office at 972-3700 if you do not know your FOAP (fund-organization-account-prog).
- The list of salary account codes are as follows:

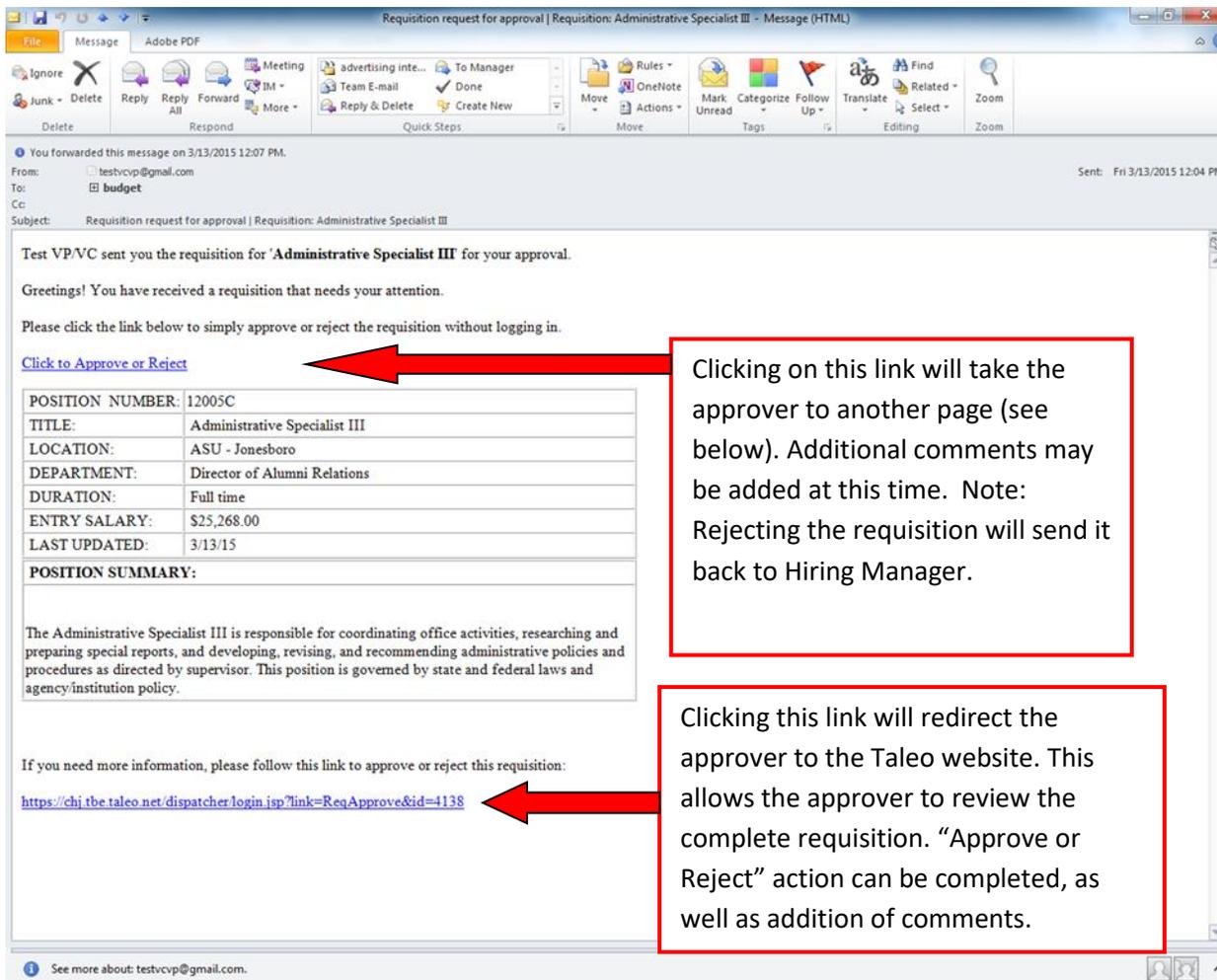
Teaching Salaries		
	9 month faculty	610100
	12 month faculty	610300
	Summer salaries	610400
	Teaching part-time	610500
	Graduate Teaching Assistants (TAs)	610600
Non-classified		

	Administrative non-classified	611100
	Summer administrative non-classified	611500
Classified		
	12 month classified	612400
University Research Release		
	University Supp Research Academic Year	613100
	University Supp Research Summer	613200
Sponsored		
	Research - sponsored	614100
	Teaching-sponsored	614200
	Other-sponsored	614300
Part-time		
	Staff	615100
	Undergrad/Grad student	615200
	Graduate Assistants	615400
Online Teaching		
	Faculty Course Development	617100
	Faculty Course Delivery	617200

- Click the “Save” button. The requisition will route through the approvals as shown above.
- The hiring manager/initiator can only make changes if an approver disapproves or rejects the requisition.

Approve a Requisition

Approvers will receive an email notification from jobs@astate.edu. Approvers may also log in to Taleo Admin to approve.



Clicking on this link will take the approver to another page (see below). Additional comments may be added at this time. Note: Rejecting the requisition will send it back to Hiring Manager.

Clicking this link will redirect the approver to the Taleo website. This allows the approver to review the complete requisition. "Approve or Reject" action can be completed, as well as addition of comments.

Approve/Reject screen from email:



Approve or Reject Requisition

Approve Reject Cancel

Approve or Reject?
 Please review the Requisition and either approve or reject it by clicking the Approve or Reject button.

Please add explanatory text for record-keeping purposes:

Comments:

Requisition Owner(s):

Requisition Information:

Approve/Reject by logging in to website:

Requisition approvers are typically HR, the dean of the department, the Vice Chancellor and Budget.

Requisitions Candidates Employees Reviews Onboard/Offboard

Switch to My View

Search

My View "My Tasks" 00 My Requisitions 17 Active Candidates 00

Interviews List 00 Awaiting My Approval: Requisitions 01 Awaiting My Action: Offers 00

My Onboarding Employees 00 My Onboarding Ac... 00 Direct Reports 00

Subordinates 00 Succession Planning 00 My View "Positions" 00

Tasks

Awaiting My Approval: Requisitions 1

The approver may click on either area to pull up the requisition awaiting approval.

The Hiring Manager will receive email notifications regarding the status of the requisition.

Search Committee Process

All faculty searches require a formal search committee.

While creating the requisition, the hiring manager will have the opportunity to add the name and race of those selected to be on the search committee. If your committee consists of more than five members, please email <mailto:taleo-support@astate.edu> to have more options added.

Search Committee Members	
Member Name 1: <input type="text"/>	Member Race 1: --Please select-- ▼
Member Name 2: <input type="text"/>	Member Race 2: --Please select-- ▼
Member Name 3: <input type="text"/>	Member Race 3: --Please select-- ▼
Member Name 4: <input type="text"/>	Member Race 4: --Please select-- ▼
Member Name 5: <input type="text"/>	Member Race 5: --Please select-- ▼

The members listed will be granted access to Taleo and added as requisition owners. This will allow the committee members to view candidates and the information they included with their application. Please refer to the Search Committee Guide for further information.

Sending Candidate Information

If you do not have a search committee for the position search, but want to send candidate information to others in your department, please follow the steps below.

1. Click on the **Requisitions** tab
2. Click on the person image under the **Candidates** heading. This will bring up a list of applicants that have applied for the position.

Requisitions: Home

Requisitions are all of the job openings you want to track in Taleo Business Edition and post on your careers website.

Search: Go!

My Requisitions All Requisitions My Current Requisitions

Delete Forms Change status to...

<input type="checkbox"/> Position # ▲	Classification Title	Department	Candidates
<input type="checkbox"/> 17030C	Research Project Analyst External Careers Website	Compliance and Process Improvement	9

3. To send candidate attachments to the Search Committee members:

- a. Select the checkbox next to specific candidates **OR**
- b. Select the checkbox at the top of the page to select all candidates.

All Candidates New Candidates

Send Email View Resume Print Resume

<input type="checkbox"/>	Name	Last updated ▲	Ap
--------------------------	------	----------------	----

4. Select the **More** button, and **Send To**

Resume Print Resume Submit More

- Send To
- Forms
- Send Password
- Convert to Employee
- Parse Resume
- Merge
- Delete

5. Select the first radio button: **Candidates data and resume attachment** to send each candidate's information as separate email attachments **OR**

6. Select the fourth radio button: **Compress (as a Zip file)** to send all candidates' information in one email.
7. Click **Next**

Candidates: Send Multiple

Next > **Cancel**

Send Candidates Data

Step 1. Select email type:
One email per selected Candidate:

Candidates data and resume attachment

Link to [View](#) page

Select template: --None--

One consolidated e-Mail for all selected Candidates.

Compress (as a ZIP file) all Candidate resumes in a single email.

Compile all candidate resumes into a single PDF 'Resume Book' attached to the email.

Step 2. Choose Requisition related to the selected template:
Requisition: [Research Project Analyst - \[17030C\]](#)

Step 3. Choose recipients:
Select Users and/or Contacts to send this email to. You can also specify recipients manually by entering email addresses on the next page.

Users: [[To: Add User](#)] Contacts: [[To: Add Contact](#)]
 [[CC: Add User](#)] [[CC: Add Contact](#)]
 [[BCC: Add User](#)] [[BCC: Add Contact](#)]

Next > **Cancel**

Users are only employees set up in Taleo. You can click next and manually enter the others' email addresses.

8. Enter the email addresses of the search committee members (separated by a space)
9. Select **Send all Candidate provided attachments** to receive additional candidate documents such as cover letters, references, etc.
10. Click **Send**

Send Candidates Data

Step 4. Edit and send email:
Enter any additional recipients manually in the **To:**, **Cc:** and **Bcc:** fields. Multiple email addresses can be entered.

To Selected Users:
CC Selected Users:
BCC Selected Users:

Also To:

CC:

BCC:

Subject:

Body:

[Check Spelling](#)

Mark as high importance message

Attachments

Send all Candidate provided attachments

Send all User provided attachments

[Add Attachments](#)

Selecting Candidates for an Interview

The first step in the interview process is to notify Human Resources of the selected candidates.

1. Click on the **Requisitions** tab
2. Click on the person icon under the **Candidates** heading

Requisitions: Home

Requisitions are all of the job openings you want to track in Taleo Business Edition and post on your careers website.

Search:

My Requisitions All Requisitions My Current Requisitions

Delete Forms Change status to... ▾

<input type="checkbox"/>	Position # ▲	Classification Title	Department	Candidates	Status
<input type="checkbox"/>	17030C	Research Project Analyst	Compliance and Process Improvement	10	Open

Delete Forms Change status to... ▾

3. Select the checkbox next to the candidate(s) you wish to interview
4. Click on the **More** button and **Send To**

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 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	Req Rank
<input checked="" type="checkbox"/>	Smith, John Referred by Lori Winn			1/15/16 4:51 PM		Hired	Hired	Assistant Professor 12 Mo...	
<input checked="" type="checkbox"/>	Rainwater, Melody Referred by Taleo-Coordinator			3/22/16 9:53 AM	Phone Screen ▾	NEW	NEW	Assistant Professor 12 Mo...	

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

- a. Step 1: Choose the **Select Template** radio button and appropriate **Selected for Interview**. Options are: Faculty, Non-Classified, Classified and Provisional
- b. Step 2: Select the appropriate requisition (if you only have one open requisition, it will default in)

- c. Step 3: Click on the **To: Add User** link and type “HR” in the first name box. **No other fields need to be selected or filled in.** Close window.

Step 3. Choose recipients:

Select Users and/or Contacts to send this email to. You can also specify recipients manually by entering email addresses on the next page.

Users: [[To: Add User](#)] Contacts: [[To: Add Contact](#)]
[[CC: Add User](#)] [[CC: Add Contact](#)]
[[BCC: Add User](#)] [[BCC: Add Contact](#)]

Refresh ListReset Filter

Filters:

Last name:

First name:

Employee ID:

Refresh ListReset Filter

5. Click on Next
6. Leave the **Send Candidates Data** fields blank and click **Send**

Send Candidates Data

Step 1. Select email type:
One email per selected Candidate.

Candidates data and resume attachment
 Link to [View page](#)
 Select template: Classified - Selected for Interview ▼

One consolidated e-Mail for all selected Candidates.

Compress (as a ZIP file) all Candidate resumes in a single email.
 Compile all candidate resumes into a single PDF 'Resume Book' attached to the email.

Step 2. Choose Requisition related to the selected template:
Requisition: [Research Project Analyst - \[17030C\]](#)

Step 3. Choose recipients:
Select Users and/or Contacts to send this email to. You can also specify recipients manually by entering email addresses on the next page.

Users: [\[To: Add User \]](#)
[A-State, HR](#) [Remove](#)
 Contacts: [\[To: Add Contact \]](#)
[\[CC: Add User \]](#) [\[CC: Add Contact \]](#)
[\[BCC: Add User \]](#) [\[BCC: Add Contact \]](#)

Next >
Cancel

Once Human Resources reviews the selected candidates, an email is sent to the Hiring Manager of those who are approved for interview.

Scheduling an Interview

1. Go into your candidates section and select the names of those you have chosen for interview.

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**

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	Req Rank
<input type="checkbox"/>	Smith, John Referred by Lori Winn			1/15/16 4:51 PM		Hired	Hired	Assistant Professor 12 Mo...	
<input type="checkbox"/>	Rainwater, Melody Referred by Taleo-Coordinator			1/25/16 5:11 PM	Phone Screen	NEW	NEW	Assistant Professor 12 Mo...	

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

1-2 of 2

2. Select **Schedule Interview** under the Interviews section.

Candidate: John Test Smith [Flag](#) [Back To List](#) | [Next](#)

Full View Short View Work History Contact & Interviews History Log ⚙️

Edit Send To Forms Printable View More ⚙️

Main Status Details:
Main status: **Hired**

Offer Letters [New Offer](#)

Last Updated	Creator	Requisition	Status	Approval	Offer Letter	Accepted Offer	Action
1/15/16 4:43 PM	A-State Hiring, Manager	Assistant Professor 12 Mo - [F00029]	Waiting for Approval	A-State, Dean A-State, Budget Privett, Amy	- Pending - Pending - Approved		View

Interviews [Schedule interview](#)

No interviews created

- Complete the required fields in the Interview Information portion and add anyone that will be a part of the interview.



Candidate: John Test Smith

Save
Cancel
Reset

Interview Information
Red = Required Information

*** Requisition:** Assistant Professor 12 Mo - [F00029] View

*** Type:** --Please select--

*** Date:**

*** Start Time:** 8:00 AM (CST) Central Standard Time (GMT-06:00) America/Chicago

*** Interview Building:**

*** Interview Room:**

*** Status:** Scheduled

Feedback template:

Interviewers
Add Interviewer

Name	Start Time	End Time	Action
All interviewer times shown in (CST) Central Standard Time (GMT-06:00) America/Chicago			

Attachments for Interviewers

You can select attachments to send to the interviewers. Attachments may be pulled from the Candidate record or may be uploaded as additional attachments.

Candidate Provided Attachments

- John Test Smith_Resume.docx (12 KB)

User Provided Attachments

No attachments available.

Candidate Forms

- Printable Application Form

Add Additional Attachments Add Attachment

Compress (as a ZIP file) all attachments in each email.

Add any additional comments and select the appropriate checkboxes. Upon pressing **Save**, an email with the appropriate information will be sent selected recipients.

Comments from Interview Scheduler

Comments:

[Check Spelling](#)

Send interview schedule email to interviewers. CC myself.

Send interview schedule email to candidate. ([View Email Template](#))

Save **Cancel** **Reset**

Change Req-Specific Status to Interviewing

*Note: Initiators do not have access to change this. It must be done by the hiring manager for the position.

Once an interview is scheduled, it is recommended that you update the candidate statuses.

1. Return to the candidate pool for the requisition.

 **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 - Hiring Manager **New Candidates - Hiring Manager**

Send Email View Resume Print Resume Submit More  Mark as... **Change Req-specific status to...**  1-2 of 2

<input type="checkbox"/>	Name	Application	Status	Last updated	Req Rank
<input type="checkbox"/>	Smith, John Referred by Lori Winn	NEW		1/15/16 4:51 PM	
<input checked="" type="checkbox"/>	Rainwater, Melody Referred by Taleo-Coordinator	Phone Screen Pending Diversity Approval Interviewing On-Campus Interview Accepted Verbal Offer Declined Verbal Offer Background Pending Failed Background Report		1/25/16 5:11 PM	

Send Email View Resume Print Resume Submit More  Mark as...  1-2 of 2

2. Select the checkbox by the name of those selected and approved for interview and choose the **Change Req-specific status to** drop down menu.
3. Select **Interviewing** from the drop down menu options.

- Select **Yes** or **No** when this message appears.

Candidates: Mass Status Change

Yes
No

Change Candidates to Interviewing ?

Would you like to change status of candidates

Melody Rainwater
specific to requisition [Assistant Professor 12 Mo - \[F00029\]](#)

to **Interviewing** ?

Yes
No

- If yes is selected, the candidate's req. based status will be updated.

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.

- 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															
Send Email		View Resume		Print Resume		Submit		More ▾		⚙️		Mark as... ▾		Change Main Status to... ▾		Change Req-specific status to... ▾	
   1-2 of 2  																	
<input type="checkbox"/>	Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status	Main status	Requisitions	Req Rank								
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Send Email		View Resume		Print Resume		Submit		More ▾		Mark as... ▾		Change Main Status to... ▾		Change Req-specific status to... ▾			
   1-2 of 2  																	

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
Assistant Professor 12 Mo	2	Open	NEW	Phone Screen		Remove		

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.**

Offer Letter Details:

* **Requisition:**

* **Offer Template:**

* **Title:**

* **Employment type:**

* **Start date:**

* **Salary:**

Offer Template – Select the appropriate offer letter

- 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

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

Employment Type – select appropriate working hours

Start Date – enter an approximate start date, either the **1st or 16th** of the month. HR will populate the official start date after the background check has been completed and satisfactory.

Salary – enter the dollar amount in this format - XX,XXX (example - 25,000).

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



* **Manager:** 

* **Supervisor's ID:**

* **Leave/Time Approver Name:**

* **Timesheet Orgn:**

* **Dept Phone Number:**
Format: ### ### ####

HR Use - Expiration Date: 

* **Contract Term:** 

* **International Sponsorship:** 

Manager (VERY IMPORTANT) - Click on the drop down arrow to select the Hiring Manager's/Supervisor's name.

Selection should not remain A-State Dean.

Supervisor's ID – Enter the Hiring Manager's/Supervisor's A-State ID number.

Leave/Time Approver Name – Enter the First and Last Name of the Approver.

Timesheet Orgn – Enter the 6-digit T-Orgn Code for the Leave/Time Approver. Go to FTVORGN in INB. Query on COA = 'T' and Orgn Title like %Last Name%.

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

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

Grant Information Section – Provisional positions only

- Enter the Grant Begin and End Dates:

****Grant Information****

Grant Begin Date: 

Grant End Date: 

Faculty Contract Information – Faculty and Childhood Services’ positions only

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

****Faculty Contract Information****

Type of Faculty Contract:	<input type="text" value="--Please select--"/> Non-Tenure Pre-Tenure Tenure Temporary Childhood Services	Contract End Month:	<input type="text" value="January"/>
Start Date Month:		Contract End Day:	<input type="text" value="1"/>
Start Day:	<input type="text" value="1"/>	Contract End Year:	<input type="text" value="2015"/>
Start Month Year:	<input type="text" value="2015"/>		

Budget 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. The percentage can be no more than two decimals. For example: 95.45% instead of 95.449%

****Budget Information****

FOAP's Must Total 100%

* FOAP #1: * Percentage #1: x

Format: #####-#####-#####-####

- Utilize the appropriate account code listed below:

Account Codes for Employee Status Forms	
LABOR	CODE
Teaching Salaries	
9 month faculty	610100
12 month faculty	610300
Summer salaries	610400
Teaching part-time	610500
Graduate Teaching Assistants (TAs)	610600
Non-classified	
Administrative non-classified	611100
Summer administrative non-classified	611500
Classified	
12 month classified	612400
University Research Release	
University Supp Research Academic Year	613100
University Supp Research Summer	613200
Sponsored	
Research - sponsored	614100
Teaching-sponsored	614200
Other-sponsored	614300
Part-time	
Staff	615100
Undergrad/Grad student	615200
Graduate Assistants	615400
Online Teaching	
Faculty Course Development	617100
Faculty Course Delivery	617200

- Click **Save** to save the offer.
- 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.



Last Updated	Creator	Requisition	Status	Approval	Offer Letter	Accepted Offer	Action
12/14/15 11:24 AM	Tune, Cassey	Research Project Analyst - [17030C]	Waiting for Approval	Hannah, Charles - Pending Frey, Len - Pending A-State, Budget - Pending Privett, Amy - Pending			View ▾

If the chosen candidate is not a U.S. citizen, Michelle Summers must be added as an Offer Approver. Please email either Kathryn (kapulliam@astate.edu) or Ashley (abidwell@astate.edu) to have her added.

Once Budget has approved the Offer, Human Resources will contact the candidate to extend the verbal job offer. Upon acceptance, Human Resources will send the background request.

Once the satisfactory background report is received, Human Resources will contact the candidate to determine the hire date and then will approve the Offer. Human Resources will contact the hiring manager with the hire date and begin the Onboarding Process in Taleo. The new employee will receive the Offer and Onboarding email notifications for completion.

Change Status of Applicants Not Chosen:

After the chosen candidate has approved their Offer Letter, return to the Candidates page to access each applicant to change their status when the written offer has been accepted.

ID	Name	Resume	Location	Last updated	Source	Main status	Requisitions
94	Gilmer, Vickie		Jonesboro, Arkansas	6/7/15 2:26 PM	A-State Jobs Website	NEW	Associate Professor - [F00069]
95	Winn, Lori Referred by Ms. Julie Bates		Bono, Arkansas	7/21/15 12:10 PM	Other (Please Specify)	NEW	Administrative Analyst - [P002...]
118	Winn, Lori		Bono, Arkansas	5/1/15 9:32 AM	A-State Jobs Website	NEW	Assistant VP for Admin - [A002...]
126	Fletcher, Vicki		Jonesboro, Arkansas	4/28/15 2:31 PM	Professional Website	NEW	Systems Analyst - [22003C...]
139	Kalkbrenner, Karen		Jonesboro, Arkansas	7/17/15 12:25 PM	A-State Jobs Website	Hired	Administrative Analyst - [P002...]

Select the candidate. Click on the drop down box under **Next Steps** and click on **Reject**.

Classification Title	Candidates	Status	Req. Based Status	Next Steps (Req)	Req. Rejection Reason	ACE	Req Rank	Action
Associate Professor	2	Open	Not Minimally Qualified		Not interested in this position			Remove
Fiscal Support Analyst	4	Open	Decision	Pre-Employment				Remove
Instructor	3	Open	Hired					Remove
Librarian	5	Open	Interviewing	Decision				Remove

Utilize the pop up box to select the reason for rejection. (Click in the box to send rejection email to candidate. The candidate). Once selected, the candidate will be sent an email indicating the position is closed.

The screenshot displays the Taleo web application interface. At the top, there is a navigation bar with tabs for Requisitions, Candidates, Employees, Contacts, Onboard/Offboard, Users, Reports, Position Control, Reviews, and Accounts. Below this is a 'Quick Search' section with input fields for Candidate Keywords, Candidate First Name, and Candidate Last Name. A 'Recently Viewed' sidebar lists several candidates, including Michelle Summers, Laura Johnson, Crystal Pierce, Diana Corder, Vickie Gilmer, and New Hire Packets. The main content area is titled 'Candidate: Michelle Summers' and contains a 'Change Candidate Rejected?' dialog box. This dialog box has a 'Yes' button and a 'No' button. A dropdown menu is open, showing a list of reasons for rejection, such as 'Did not complete the hiring process: No show for interview', 'Unable to Contact Applicant', and 'Accepted counter-offer from current employer'. Red arrows highlight the 'Candidate: Michelle Summers' link in the sidebar and the 'Change Candidate Rejected?' dialog box.

Contact Human Resources at 972-3454 or taleo-support@astate.edu for further assistance.