# 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

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:**

<table>
<thead>
<tr>
<th>Time zone</th>
<th>CST Central Standard Time (GMT-6:00) America/Chicago</th>
</tr>
</thead>
<tbody>
<tr>
<td>Locale</td>
<td>English (United States)</td>
</tr>
</tbody>
</table>

**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”.

![Job Library](https://example.com/job-library-screenshot)
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.

- 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

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**

- 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/](http://www.astate.edu/a/budget/)

**Approvals Section**

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

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

- 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

<table>
<thead>
<tr>
<th>Resource</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Beck Pride Center</td>
<td>An email goes out to them once a Full-Time position has been posted to the Career Website</td>
</tr>
<tr>
<td>El Centro Hispano</td>
<td>An email goes out to them once a Full-Time position has been posted to the Career Website</td>
</tr>
<tr>
<td>Higher Ed</td>
<td>Automatically pulls from our Career Website for Full-Time positions</td>
</tr>
<tr>
<td>Inside Higher Ed</td>
<td>Automatically pulls from our Career Website for Full-Time positions</td>
</tr>
<tr>
<td>Indeed.com</td>
<td>Automatically pulls from our Career Website for Full-Time positions</td>
</tr>
<tr>
<td>Simply Hire</td>
<td>Automatically pulls from our Career Website for Full-Time positions</td>
</tr>
<tr>
<td>Glassdoor</td>
<td>Automatically pulls from our Career Website for Full-Time positions</td>
</tr>
<tr>
<td>Facebook</td>
<td>A post goes out at the end of the day for any Full-Time positions posted to the Career Website that day</td>
</tr>
<tr>
<td>Twitter</td>
<td>A tweet goes out at the end of the day for any Full-Time positions posted to the Career Website that day</td>
</tr>
<tr>
<td>Resource</td>
<td>Cost</td>
</tr>
<tr>
<td>-----------------------</td>
<td>-------</td>
</tr>
<tr>
<td>Higher Ed Upgrades</td>
<td>$300+</td>
</tr>
<tr>
<td>Higher Ed Upgrades</td>
<td>$150+</td>
</tr>
<tr>
<td>Higher Ed Upgrades</td>
<td>$110+</td>
</tr>
<tr>
<td>Higher Ed Upgrades</td>
<td>$290+</td>
</tr>
</tbody>
</table>
| Higher Ed Upgrades    | $950  | **VIP Position:** The VIP Position is specifically designed to increase exposure for high-level openings at colleges and universities.  
- 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       | $450+ | **Promoted Job Listing:** Attract more job applicants with a 60-day Promoted listing. Includes Standard listing benefits, plus:  
- Promoted higher in relevant search results  
- Features your institution’s logo  
- Drives over 200 more views than Standard listings |
| Inside Higher Ed       | $595+ | **Diversity Focus Listing:** Increase diversity of your applicant pool with a 60-day Diversity Focus listing, including:  
- 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       | $749+ | **Maximum Exposure Listing:** Maximize your impact with a 90-day Maximum Exposure Job Listing. Includes Promoted listing benefits, plus:  
- Showcased in the Daily News Update 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 |
<p>| Chamber of Commerce    | FREE  | The Jonesboro Regional Chamber of Commerce serves as a great free and local option, typically used for staff positions. |</p>
<table>
<thead>
<tr>
<th>The Chronicle of Higher Ed Web and Print</th>
<th>$2,760+</th>
<th>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.</th>
</tr>
</thead>
<tbody>
<tr>
<td>The Chronicle of Higher Ed Web Only</td>
<td>$300</td>
<td>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.</td>
</tr>
<tr>
<td>Other</td>
<td>Varies</td>
<td>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 <a href="mailto:kapulliam@astate.edu">kapulliam@astate.edu</a> or ext 2639</td>
</tr>
</tbody>
</table>

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

- 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:

<table>
<thead>
<tr>
<th>Teaching Salaries</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>9 month faculty</td>
<td>610100</td>
</tr>
<tr>
<td>12 month faculty</td>
<td>610300</td>
</tr>
<tr>
<td>Summer salaries</td>
<td>610400</td>
</tr>
<tr>
<td>Teaching part-time</td>
<td>610500</td>
</tr>
<tr>
<td>Graduate Teaching Assistants (TAs)</td>
<td>610600</td>
</tr>
<tr>
<td>Non-classified</td>
<td></td>
</tr>
<tr>
<td>Administrative non-classified</td>
<td>611100</td>
</tr>
<tr>
<td>-------------------------------------------------------</td>
<td>--------</td>
</tr>
<tr>
<td>Summer administrative non-classified</td>
<td>611500</td>
</tr>
<tr>
<td><strong>Classified</strong></td>
<td></td>
</tr>
<tr>
<td>12 month classified</td>
<td>612400</td>
</tr>
<tr>
<td><strong>University Research Release</strong></td>
<td></td>
</tr>
<tr>
<td>University Supp Research Academic Year</td>
<td>613100</td>
</tr>
<tr>
<td>University Supp Research Summer</td>
<td>613200</td>
</tr>
<tr>
<td><strong>Sponsored</strong></td>
<td></td>
</tr>
<tr>
<td>Research - sponsored</td>
<td>614100</td>
</tr>
<tr>
<td>Teaching-sponsored</td>
<td>614200</td>
</tr>
<tr>
<td>Other-sponsored</td>
<td>614300</td>
</tr>
<tr>
<td><strong>Part-time</strong></td>
<td></td>
</tr>
<tr>
<td>Staff</td>
<td>615100</td>
</tr>
<tr>
<td>Undergrad/Grad student</td>
<td>615200</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>615400</td>
</tr>
<tr>
<td><strong>Online Teaching</strong></td>
<td></td>
</tr>
<tr>
<td>Faculty Course Development</td>
<td>617100</td>
</tr>
<tr>
<td>Faculty Course Delivery</td>
<td>617200</td>
</tr>
</tbody>
</table>

- 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.

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**Approve a Requisition**

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

Approve/Reject by logging in to website:

Requisition approvers are typically HR, the dean of the department, the Vice Chancellor and Budget.
The Hiring Manager will receive email notifications regarding the status of the requisition.

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

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.
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.

4. Select the More button, and Send To

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**
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
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

3. Select the checkbox next to the candidate(s) you wish to interview

4. Click on the **More** button and **Send 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.

5. Click on Next

6. Leave the **Send Candidates Data** fields blank and click **Send**
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.

2. Select **Schedule Interview** under the Interviews section.
3. Complete the required fields in the Interview Information portion and add anyone that will be a part of the interview.

**Candidate: John Test Smith**

- **Interview Information**
  - Requisition: Assistant Professor 12 Mo - [F00023]
  - Type: --Please select--
  - Date: 
  - Start Time: 6:00 AM (CST) Central Standard Time (GMT-06:00) America/Chicago
  - Interview Building: 
  - Interview Room: 
  - Status: Scheduled

- **Interviewers**
  - Name
  - Add Interviewer
  - 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.

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.

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.
4. Select Yes or No when this message appears.

5. 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.

1. Click on your requisition to access the candidates. Click on the Candidate’s name
2. Under the **Offer Letter** section, click on the **New Offer** link.

**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:** Research Project Analyst - [17030C] **(Check)**

* **Offer Template:** Classified & Non-Classified **(Check)**

* **Title:** Research Project Analyst

* **Employment type:** Full time (29-40 Hrs) **(Check)**

* **Start date:** 01/01/2016

* **Salary:** 32,249

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

- None selected
- Classified & Non-Classified
- Contract Offer Letter 12 Month
- Contract Offer Letter 6 Month
- Contract Offer Letter 3 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 (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**: 10276383

* **Leave/Time Approver Name**: Cassey Tune

* **Timesheet Orgn**: 310012

* **Dept Phone Number**: 870-972-3200

* **HR Use - Expiration Date**: [Format: ####.####]

* **Contract Term**: None

* **International Sponsorship**: No

**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:

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

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

- Utilize the appropriate account code listed below:

<table>
<thead>
<tr>
<th>LABOR</th>
<th>CODE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Teaching Salaries</td>
<td></td>
</tr>
<tr>
<td>9 month faculty</td>
<td>610100</td>
</tr>
<tr>
<td>12 month faculty</td>
<td>610300</td>
</tr>
<tr>
<td>Summer salaries</td>
<td>610400</td>
</tr>
<tr>
<td>Teaching part-time</td>
<td>610500</td>
</tr>
<tr>
<td>Graduate Teaching Assistants (TAs)</td>
<td>610600</td>
</tr>
<tr>
<td>Non-classified</td>
<td></td>
</tr>
<tr>
<td>Administrative non-classified</td>
<td>611100</td>
</tr>
<tr>
<td>Summer administrative non-classified</td>
<td>611500</td>
</tr>
<tr>
<td>Classified</td>
<td></td>
</tr>
<tr>
<td>12 month classified</td>
<td>612400</td>
</tr>
<tr>
<td>University Research Release</td>
<td></td>
</tr>
<tr>
<td>University Supp Research Academic Year</td>
<td>613100</td>
</tr>
<tr>
<td>University Supp Research Summer</td>
<td>613200</td>
</tr>
<tr>
<td>Sponsored</td>
<td></td>
</tr>
<tr>
<td>Research - sponsored</td>
<td>614100</td>
</tr>
<tr>
<td>Teaching-sponsored</td>
<td>614200</td>
</tr>
<tr>
<td>Other-sponsored</td>
<td>614300</td>
</tr>
<tr>
<td>Part-time</td>
<td></td>
</tr>
<tr>
<td>Staff</td>
<td>615100</td>
</tr>
<tr>
<td>Undergrad/Grad student</td>
<td>615200</td>
</tr>
<tr>
<td>Graduate Assistants</td>
<td>615400</td>
</tr>
<tr>
<td>Online Teaching</td>
<td></td>
</tr>
<tr>
<td>Faculty Course Development</td>
<td>617100</td>
</tr>
<tr>
<td>Faculty Course Delivery</td>
<td>617200</td>
</tr>
</tbody>
</table>
• 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.

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.

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

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