

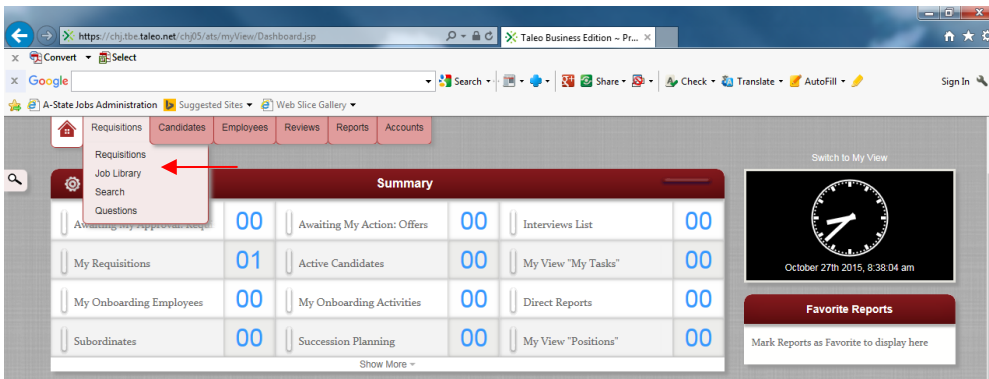
# Taleo Guide

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 screenshot shows the 'Search' interface in the Job Library. A search box contains the text 'a00077'. Below the search box is a dropdown menu for 'Department' with a list of options including 'A-State Online Operations', 'ABC Program', 'Academic Services', etc. There are 'Refresh List' and 'Reset Filter' buttons at the bottom.

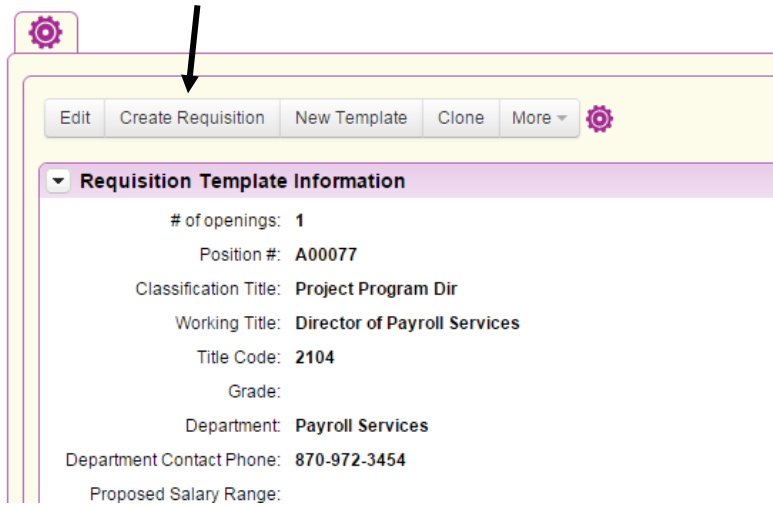
- The list of requisitions can be sorted by clicking on the column titles.
- Click on the requisition title to create a new requisition.

The screenshot shows the results table in the Job Library. The table has columns for 'Position #', 'Classification Title', 'Department', 'Type of Employment', and 'Last updated'. A single row is visible with the following data:

| Position # | Classification Title | Department       | Type of Employment | Last updated    |
|------------|----------------------|------------------|--------------------|-----------------|
| A00077     | Project Program Dir  | Payroll Services | Staff              | 9/27/15 7:05 PM |

**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 – [kismith@astate.edu](mailto:kismith@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 – [kismith@astate.edu](mailto:kismith@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 – [kismith@astate.edu](mailto:kismith@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 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               | <div style="border: 1px solid black; padding: 2px;">NEW<br/>Pending Diversity Approval<br/>Phone Screen<br/><b>Interviewing</b></div> |

**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"/> |                      | <a href="#">Pulliam, Kathryn</a> |             |           | 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><br>Referred by Lori Winn               |                             | 1/15/16 4:51 PM              |                        |                      | Hired                      | Hired                                    | <a href="#">Assistant Professor 12 Mo...</a>     |          |
| <a href="#">Rainwater, Melody</a><br>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          | <a href="#">Settings</a> |                        |     |          |
|---|-------------------------|-----------------------|--------------------------------|----------------------|--------------------------|------------------------|-----|----------|
| <a href="#">Edit</a>  | <a href="#">Send To</a> | <a href="#">Forms</a> | <a href="#">Printable View</a> | <a href="#">More</a> | <a href="#">Settings</a> |                        |     |          |
| <b>Main Status Details:</b><br>Main status: <b>NEW</b>                        |                         |                       |                                |                      |                          |                        |     |          |
| <b>Offer Letters</b> <a href="#">New Offer</a><br>No offer letters created    |                         |                       |                                |                      |                          |                        |     |          |
| <b>Interviews</b> <a href="#">Schedule interview</a><br>No interviews created |                         |                       |                                |                      |                          |                        |     |          |
| <b>Requisition Summary</b> <a href="#">Attach Requisition</a>                 |                         |                       |                                |                      |                          |                        |     |          |
| 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

**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:

**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 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:  