

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](#)

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

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](#)

<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...	

- 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.** Click **Refresh List**.
- d. Scroll down and select **A-State, HR**.
- e. 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](#)]

The screenshot shows a 'Filters' section in a web application. At the top, there are two buttons: 'Refresh List' and 'Reset Filter'. Below them, the 'Filters' section contains several input fields and dropdown menus. The 'First name' field is highlighted with a red box and contains the text 'hr'. Other fields include 'Last name', 'Email', 'Department' (a dropdown menu with 'Any' selected), 'Location' (a dropdown menu with '- Any -', 'ASU-Beebe', 'ASU-Heber Springs', and 'ASU-Jonesboro' visible), 'Role' (a dropdown menu with 'No Access', 'Administrator', 'HR Administrator', and 'Affirmative Action' visible), 'Employee ID', and 'Status' (a dropdown menu with 'Employee', 'Consultant', and 'Contractor' visible). At the bottom of the section, there are two more buttons: 'Refresh List' and 'Reset Filter'.

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