

Office of Human Resources

Taleo Entering a Regular Requisition (Posted Position) Reference Guide

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Introduction

Taleo is the system used by Towson University to enter requestions. You must attend a training before you can enter a requisition in Taleo. This self-help document will step you through how to enter a requisition that will be posted (advertised).

Before beginning to enter the requisition, please keep the following in mind:

- Diversity University has a big commitment to diversity. You are required to have a diverse search committee (age, race and gender) with 3 people on the committee. Visual diversity – so if age is a factor, make sure it is a different generation. Must meet 2 of 3 requirements.
- 2. The committee must be approved by your Talent Acquisition Specialist.
- 3. Candidates must be diverse as well. HR will run a diversity report and let you know if the candidates are diverse. If not, we may look at preferred qualifications vs. required qualifications.
- 4. If entering a Regular position, make sure you have a State Authorized Position (SAP).
- 5. It is helpful to have the Position Description readily available.

Entering a Requisition for Posting

- 1. Type Towson.taleo.net in the address bar.
- 2. Log in with NetID and Password. You will enter the Welcome page.
- 3. Click Requisitions on the left navigation.
- 4. Click the Create Requisition in the upper right.

Create Requisition

Figure 1

5. Click Start from the beginning and click Next

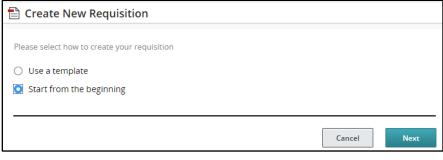


Figure 2

6. Select the Hire Type. Choose Staff.



7. After choosing the hire type, **Select the style for the requisition type**. If you are unsure, contact your HR Partner, Talent Acquisition Specialist or Divisional Budget Officer. Click **Next**.

Note: In this example we will be selecting **Regular**.

- **Regular** Has a SAP assigned.
- Contingent Category I An employee who is either appointed to a position for six (6) months or less, the position is intermittent or seasonal in nature, or has a written agreement as a flat-rate Exempt employee. Not eligible for University benefits, service and/or salary credit.
- Category II Employee Any Contingent Status Employee whose written employment agreement is for more than six (6) months, but no more than twelve (12) consecutive months; is on a full-time basis or on a part-time basis of 50% or more of full-time employment and is hired through competitive recruitment and selection. Eligible for University benefits as defined in USM VII-1.40 Policy on Contingent Status Employment for Nonexempt and Exempt Staff Employees.

Please specify the style for the requisition you are creating.		
• Staff - Regular (for SAP positions only)		
 Staff - Contingent I and Secondary Employment 		
O Staff - Contingent II		
	Cancel	Next

Figure 4

- 8. You will enter the **Requisition Structure** screen.
 - a. User Group Will prefill
 - b. Job Field Click the selector and select Staff (you must click on the word Select).

1 Job Fields are available	Select Job Field to proceed	
FILTERS No filters are applied		
Job Family		Action
Staff		Select

Figure 5

c. Department – Enter the 5-digit Department number. If you do not know it, you can use the filter button to the right of the field to search by Department name or contact your HR Partner or Talent Acquisition Specialist. Your Organization and Location will automatically populate based on the Department code. Note that this is the hiring department. The funding the department may be different.

- Housing and Residence Life	*	9
Organization		
iversity > Student Affairs Division > Housing & Residence Life Sub Div		9
Location		
United States > Maryland > Main Campus	4	2

Figure 6

d. Organization and Location will prefill.

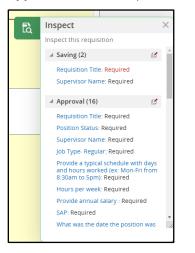
9. Click **Next** in the bottom right-hand corner.

	Previous	Cancel	Next
--	----------	--------	------

Figure 7

Note: Basic Structure information is in the system based on the Department code. If any of this is incorrect, contact Natasha Zhalkovsky.

10. Inspect Tab - Select the green Inspect tab on the right side of the screen. This will open a listing of all the fields that you'll need to complete before you can Save or Submit for Approval. As you complete the fields, they will disappear from the list. As a Hiring Manager, you only need to complete the fields under Saving and Approval. HR will complete the fields to Post. You must complete everything under Saving and Approval.



- 11. Move down to the **Requisition Owners** section. You may give other's access to the recruitment in this section. Only those that have been through the Taleo training can be added. Everyone will have the same access.
 - a. **Recruiter** The Recruiter will default to the Talent Acquisition Specialist for your division. *Don't change this.*
 - b. **Hiring Manager** Your name will default to the Hiring Manager. You can change the Hiring Manager to another person through the selector. However, this is generally the person who enters the requisition and is running the search. They must have gone through Taleo training.
 - c. **Hiring Manager Assistant** The Hiring Manager Assistant assists as needed with the search. May check the approval process for example. They must have gone through Taleo training. *Not required. Almost like a backup for the Hiring Manager.
 - d. Add Collaborators Collaborates have full access to the requisition but may or may not be involved in the process. Usually just look at resumes, etc. The first time you add a Collaborator, you will need to use the Add Collaborators button. These are usually not people on the search committee.

Recruiter *		Hiring Manager *		Hiring Manager Assistant
Bonnie Yourik	<u>•</u> ମ୍ବା	Cyndi Caravello	▼ 2]	▼ \$
Ollaborators Add Collaborators 				



- 12. Scroll down to the **Job Search Information** section. Enter the following information:
 - a. Requisition Title This is the Internal Title. This will be the title posted on our website.
 - b. Number of Openings Usually 1. If you are hiring multiple people to do the same job you could hire all in one requisition. Everything would have to be the same including salary. You would have to have a SAP for each position you are hiring for.
 - c. **Position Status** Select an option of **New**, **Replacement (no changes to position)**, **Replacement (changes to position)**, or *Replacement (no changes)* would be typical for renewals.
 - d. Name and Employee ID of last person in role (if applicable). If you do not know the employee ID, contact the Talent Acquisition Specialist.
 - e. Supervisor Name Enter Supervisor Name, even if it's the same as Hiring Manager.

Identification	
Requisition Title * Residence Life Coordinator	Number of Openings *
Position Status Replacement (no changes to 🔻	Name and Employee ID of last person in role (if applicable)
Supervisor Name *	

- 13. Scroll down to the **Profile** section.
 - a. Job Type Select the job type based on the requisition type selected at the beginning of the process.

Profile	
Job Type- Regular	
O Not Specified	
Regular	

Figure 11

b. **Provide a typical schedule with days and hours worked.** For example, Monday – Friday, 8:00 am to 4:30 pm. This will be included in job posting.

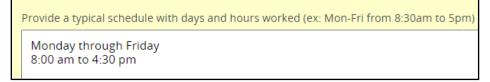


Figure 12

c. Hours per week - Typically 40 (this is the maximum number).

Hours per week			
40	~	>	
			,

- d. **Target Start Date** Beneficial to make this the Wednesday at the beginning of a payroll period. This is not required but it is helpful for the recruiter. The job must be posted for at least 14 days so make it after that.
- e. Travel Click the drop-down arrow and select whether travel is required and if Yes, the % of time.
- f. Will this position work with minors? Required for background checks.

Target Start Date		Travel	
Sep 22, 2021	#	No	-
Will this position work with n	ninors? *		
No	•		

- 14. Scroll down to the **Compensation** section. The section is for internal use only. Enter the following:
 - a. **Provide annual salary** This is an open text field, so numbers, ranges or "TBD" may be entered.
 - b. **SAP** Only required for regular positions. Contingent II requisitions will not have this field. If you are unsure, contact your Talent Acquisition Specialist, HR Partner or Divisional Budget Officer.
 - c. **Post Salary** Click the down arrow and make your choice. Please note the following:
 - No, please post salary as competitive Choose for exempt. If not, you will have to offer what you posted no room for negotiation.
 - Yes, please post exact salary (as listed) Choose this for non-exempt. This would not change unless the applicant has TU or USM experience

Provide annual salary	
41,004	
SAP	Post Salary (for exempt positions only)?
TOO	No, please post salary as com

Figure 15

d. What was the date the position was vacated? If unsure, contact your Talen Acquisition Specialist or HR Partner.

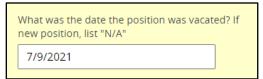


Figure 16

- e. Is this position funded by a grant? If this position is grant funded, select Yes so the correct approval process is followed.
- f. **Funding Dept/Grand Num** This is a **required** field even if the hiring department is the same as the funding department.

Is this position funded	l by a grant?	I	Funding Dept(s)/Grant Num(s)
No	•		
·		, .	

- g. Is the department requesting pre-approval to pay moving expenses? The default is No. If unsure, contact your Talent Acquisition Specialist or HR Partner.
- h. **Does the position provide a car allowance?** The default is No. If unsure, contact your Talen Acquisition Specialist or HR Partner.

s the department reque	sting pre-approval to	Does the position pro	ovide a car allowance
ay moving expenses?		No	•
No	•		

 Additional Comments – This is a place to capture additional information not already captured in the requisition. Examples include, multiple SAPs, comments about funding or if the position has been identified as emergency essential personnel.

Additional Comments						
max 500 chars						

- 15. Scroll down to the **Outreach Plan** section. Outreach is a critical component of any recruitment. OHR automatically posts to the Higher Education Recruitment Consortium (HERC) and InDeed and may recommend additional sites to generate a diverse and qualified applicant pool. HR does pay for 2 sites. As a Hiring Manger, you may take this opportunity to request sourcing sites, or indicate site that the department will post to directly.
 - a. **Please list all requested source locations** Please list all requested sourcing locations. There is a charge for additional sourcing locations. Examples include Academic Diversity Search, Women for Hire, NCAA, etc. If you do request additional sourcing site that has a fee, you must complete the Advertising Budget Code.
 - b. List additional sites the department will post to List any site you will post to directly. Examples are LinkedIn, Organizations you are a member of.
 - c. **Advertising Budget Code** If you have requested additional sourcing locations, you must provide a budget code.

	is.com					
List additional sites the department will post to						
nkedin						
ertising Budget Code						



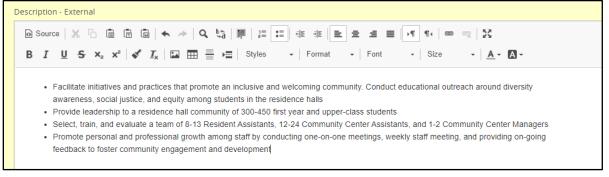
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- 16. Scroll down to **Posting Information**. Posting Information allows the department to enter an internal job posting for current employees and an external job posting for new candidates. **Both sections must be completed**. Both posting sections ask for the same information. The Hiring Manager has several options to input a posting:
 - Develop a unique posting by typing the information directly into the three sections.
 - Copy and paste from a Word document announcement. If doing so, make sure to paste using the plan text icon.
 - Copy and paste verbiage from a Word/PDF document.
 - Enter "See position description" in each field. The Talent Acquisition Specialist will create the announcement. While it will not be emailed for approval, the Hiring Manager can log-in and see it at any time. (must attach position description).
- 17. Enter the following information.
 - a. **Copy From** Allows you to copy **Description** and **Qualifications** from internal section to external and vice versa.
 - b. **Job Summary** This is a summary statement which provides a synopsis of the major purpose of the position and its role in the department. It provides a high-level overview of the role, level, and scope of responsibility. It consists of three or four sentences and provides a basic understanding of the role.

Ex	ternal Description
1	Copy From
	Job Summary
	O Source X 1
	B $I \ \underline{U}$ S $\mathbf{x}_a \ \mathbf{x}^a \ $
	The Residence Life Coordinator (RLC) is a live-in staff member that is primarily responsible for fostering a residential environment where students succeed academically, develop their sense of self, and learn the value of engaging in community. The RLC utilizes the department's core values of safety and security, learning and education, inclusive and welcoming communities, discovery of self, and engagement & connections to develop engagement plans that further the mission and vision of the department. The RLC leads the community of student learners, advises student leaders, and supervises student staff (Resident Assistants, Community Center Assistants, Community Center Managers).

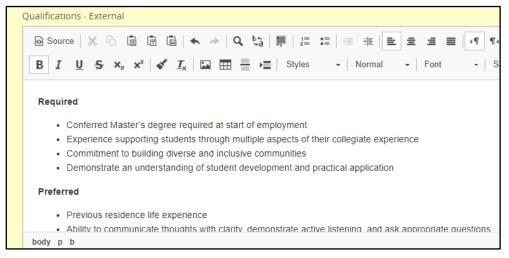
Figure 21

- c. **Description External** –This section contains a description of the duties and responsibilities assigned to the job; also referred to as the essential functions. They describe the fundamental nature of the job which occupies a large proportion of the employee's time. Some items to consider:
 - Include explanatory phrases which tell why, how, where, or how often the tasks and duties are performed.
 - Focus on the outcome of tasks.
 - Reference areas of decision-making, where one will influence or impact.
 - Identify areas of direct or indirect accountabilities.
 - List job duties that reflect the position requirements and ensure they are not based upon the capabilities of any one individual.



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d. Qualifications –It is nice to divide this into required and preferred qualifications. Required is the required level of job knowledge (such as education, experience, knowledge, skills, and abilities) to perform the job. Preferred - are "nice to haves" but are not essential to carrying out the day-to-day functions of the job. If included, the Preferred Qualifications can focus on any or all of the following: education, experience, knowledge, skills, and abilities. This will turn into yes or no screening questions





- 18. Scroll down to Internal Description.
 - a. Copy From Allows you to copy Description and Qualifications from external section to internal section and vice versa. It won't copy the Job Summary information to Job Purpose because information about TU needs to be added. This can be added by the Talent Acquisition Specialist, and you can simply retype the summary information from External.

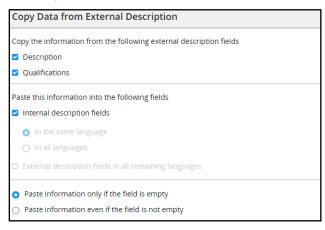
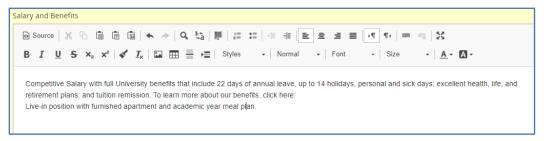


Figure 24

b. **Salary and Benefits** – Not mandatory to fill in. Can if you wish. OHR will fill this in adding standard benefits. We will include that vaccination is required 2 weeks before start date.





19. Click **Inspect** and make sure you have completed all required fields. When the inspect tool indicates the requisition is **Ready for Approval**, click **Done** at the top of the page.

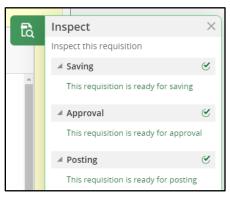


Figure 26

20. You will see additional tabs.

Requisition Info	Attachments	History

Figure 27

- 21. Click the **Attachments** tab and then click **Upload Attachments**. You will need to upload the position description. This form is located in the Forms Repository in the Human Resources Forms section.
- 22. In the Upload Attachment dialog box, click Browse. Select your file and click on Open.

Note: A Word or PDF is preferred. The file will appear under File Name. Click Upload.

Upload Attachment		3
File Name Technology Trainer and Adoption Specialist 2-14-20.docx		Browse
Note: Files type supported: Any File Format: Files must not exceed 5 megabytes size. The attachment(s) will be scanned to ensure it does not contain any viruses.		
	Cancel	Upload

Figure 28

23. You will see the file under the Attachments tab.

 Requisition Info	Attachments(1)	History						
Attachment(s) for this requisition Upload Attachment								
File Name			Attached by	Size	Date			
Technology Trainer ialist 2-14-20.docx	and Adoption Spec 🗔	ش 📩	Cyndi Caravello_chm (Hiring Manager)	50 KB	Jul 20, 2021			

Figure 29

24. Once the requisition is complete, click on More Actions, and then click Submit for Approval.

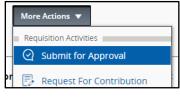


Figure 30

- 25. The **Approvals** page will automatically load. You will see the list of approvers for your area. The workflow is as follows:
 - a. Compensation/Classification
 - b. Associate VP
 - c. Division Budget Officer
 - d. University Budget
 - e. Vice President
- 26. You are required to enter **Comments to Approvers**. Add a short statement describing why you need the position. These comments will be included in the email to the approvers. Click the **Submit for Approval** button. The Approval process begins.

Approva	als								
		nitting this requisition for approval							
O Ad	d App	rovers 🕕 Reorder							
Orde	er	Approver	Decision	Decision Comment					
1	* *	Patricia Jarkowski	Pending						
2	`	Jeff Schmidt	Pending						
3	^	Carol Wettersten	Pending						
4	^	Donna Auvil	Pending						
5	^	Benjamin Lowenthal	Pending						
	d the i	approvers to the list of collaborators de	efined for this requisition						
🗆 Ad	d the i	approvers to the list of my frequent col	llaborators						
Comm	nent t	Approvers *							
This	positi	on is needed to help bridge the gap un	til we can rehire this position on	n a permanent basis.					
Chara	Characters remaining : 898								
Chara									
After ti	he app	roval process, assign to * Bonnie You	urik ▼ 9						
				Cancel	ubmit for Approval				

Figure 31

27. Go to **Summary** on left – it should say **Pending – To Be Approved**. Make sure this has happened or it will not go forward to approvals. If it sits with someone for more than 5 days – they get an email reminder.

Summary	
Status: Pending - To I	Be Approved
Latest Requisit Action: Request	ion Approval ed
Hired Candidate(s): 0	out of 1
Active Candidates	New candidates
0	0

Figure 32

28. Notice the **Approvals** tab will appear. You can always come back to this tab to see the status of the approval process.

Requisition I	nfo	Prescreen Alerts	Attachments	Approvals		Sou
Approval pro		his requisition Process				
Order	Approve	r	Decision		Date	e & Tim
1	Patricia J	arkowski	-		-	
2	Natalie [abrowski	-		-	
3	Gregory	Bunch	-		-	
4	C. Steph	en Jones	-		-	

Figure 33

Note: We currently have an additional approval process on top of the approvals needed in Taleo. Every Wednesday President's Cabinet meets and approves positions – a list is provided.

29. When approved – HR will get the ad ready for posting. You will get an email when it is reading for posting and you will need to approve it. HR will create it based on the information you provided. HR will try to get it ready within 2 days of approval.

Note: The job must be posted for a minimum of 14 days. HR will ask you how long you would like to post the job.

- 30. Make sure to send the Search Committee members to the Talent Acquisition Specialist (just the names). The rules are as follows
 - a. At least 3 people
 - b. Must be diverse (age, race, gender)
 - c. Must meet 2 of the 3 requirements
 - d. The list must be approved by HR.
- 31. They will be added to the **Interviews** tab.
- 32. When candidate apply, they will be screened by HR for requirements. The TAS will verify education, work experience, (verify what they can). HR can verify if they have Word experience for example but not how proficient they are. And they will forward the candidates on and then you can view them.

Reviewing Applicants

Screening Applicants

Candidates will be screened for requirements before sending on to the Hiring Manager. The Talent Acquisition Specialist (TAS) will verify education and work experience as best as they can. HR can verify if they have Word experience for example but not how proficient they are. And they will forward the candidates on and then you can view them.

- 1. Type **Towson.taleo.net** in the address bar.
- 2. Log in with NetID and Password. You will enter the **Welcome** page.
- 3. Click **Requisitions** (best if you have more than 1 requisition to review) or **Submissions** (best if you only have one requisition) on the left navigation.
- 4. If you click on **Submissions**, you will see which candidates have passed the screening process in a list. The requisition title is listed in a column.

<u>.</u>	All Submissions (1000)								
FILTER	FILTERS Status: Open 🛛 Clear All								
i 9	🖆 💬 🎭 🧮 🖶 More Actions 🔻								
□ ~	🏴 🛞 Candidate	🕷 s	step 2 🔻	Step, Status, Icon 3 🔻	Ø	Req. ID 1 🔻	Req. Title	Submission Creati	
	Edmonds, Maurice (649129)	1	New	New - Rejected 🛞	٢	20000000	Assistant Director, Student Conduct and Civility Education	Jan 15, 2020	
	Youngborg, Michael Andrew (649130)	٨	New	New - Rejected 🛞	٢	20000000	Assistant Director, Student Conduct and Civility Education	Jan 15, 2020	
	Reese, Jennifer K (587310)	Ν	New	New - Rejected 🙁	Ø	20000000	Assistant Director, Student Conduct and Civility Education	Jan 15, 2020	

Figure 34

5. If you click on the **REQUISITIONS** tab, and then click the candidate count beside the position to will see a list of the candidates beside the Title and the list of candidates will appear on the screen.

🗎 F	Requisitions (213)										
FILTER	FILTERS No filters are applied										
9	More	Actions 💌				List Format Jo					
•	æ	Title	ID 1▼	TU Search Number	Status	Job Type- Regular					
	٤1	Assistant Professor of Speech- Language Pathology	21000029	CHP-3413	Open						
	 15 	Assistant/Associate Professor, Physical Education Teacher Education	2100001W	CHP-3414	Open						

- 6. The **Selection Status** will begin with **To Be Reviewed**. You can use the column icons to quickly determine if they have any attachments (paper clip), their step/status, and if they meet the job requirements and assets. Click on the candidate's name to see their full information.
- 7. Click on a candidate's name.

_	Submissions for: Director, University Health Center (Requisition ID: 200000FJ) (2 FILTERS No filters are applied								
∳ Ĵ	, , , , , , , , , , , , , , , , , , , 	\geq	More Actions 🔻					List Format	Standa
0	✓ j≈ 1 ▲	⊗	Candidate		Step 1 🔺	Selection Status	Requirements	Assets	*
					HM Screen	To Be Reviewed	4 / 4	0/0	
0			Annual Annual 1975		HM Screen	To Be Reviewed	4 / 4	0/0	Â
			Acres 14-16 (1999)		HM Screen	To Be Reviewed	4 / 4	0/0	

- 8. You will land on the Job Submission tab. There are multitude of sections as described below.
 - Personal Information: Includes candidate address, phone number, and email address
 - Experience and Credentials: The education, work experience details
 - **References**: Names, relationship, and contact information for references
 - **Submission Information**: Account information and source tracking (how did the candidate hear about the job)
 - Questionnaire: How the candidate answered the screening questions
 - **Diversity**: This is hidden for confidentiality reasons
- 9. Click on **Attachments** to see the resume, cover letter, etc.

Job Submission Attachments(2) Referral Interviews History							
Attached Resume(s) relevant to this Submission Upload Resume Attachment							
File Name Attached by Visible to candidate Size Date Description							
R					This file includes a resume from which basic candidate information has been extracted.		
t t							
CoverLetter_To (2) Candidate Yes 34 KB Mar 11, 2020 Cover Letter for Technology Training and Adoption Specialist position.							

- 10. Click on the attachment to open it.
- 11. After reviewing the application, decide what you want to do with the candidate. Click the **Change Step/Status** icon.

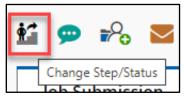


Figure 38

12. From the **Change Step and Status** dialog box, click the down arrow under **Status** and make your selection. You can move the candidate to **Under Consideration** if you need to review again. If they pass your screening, you can select **Passed HM Screen**.

Change to						
Status						
	Under Consideration 🔹					
	Under Consideration					
	Passed HM Screen*					
	Rejected*					
	Has Declined*					

Figure 39

13. Any status with a * beside it you must enter more detailed information. For example, if you choose **Rejected**, a list of reasons will appear. You must select a reason. Make sure the reason is strictly job related. If someone declines for salary, make sure you put that in comments.

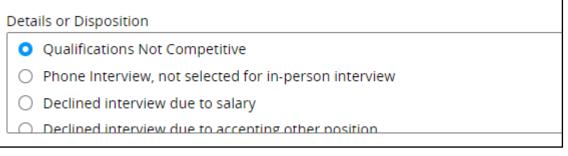


Figure 40

14. After making your selection, click Apply and Close.



Figure 41

Note: Alternatively, you can click on More Actions, and choose a reason from the menu.

15. You must do this for every candidate. At the end, all candidates must be rejected except for the selected candidate.

Sharing Candidate Information with Your Search Committee

You may share information pertaining to an applicant with your search committee even if they do not have access to Taleo. This includes the resume, cover letter, and sections of the Taleo requisition.

- 1. Click on the candidate.
- 2. Click the More Actions button and choose Share Candidate.

	More	e Actions 🔻
	Sele	ection Process
		Bypass Selection Steps
	<u>†</u>	Change Step/Status
	Off	er Process
	©,∕	Capture Candidate Expectation
ŀ	Sou	ircing Activities
	م	Link to Requisition
	٩	Share Candidate

Figure 42

- 3. The **Share Candidate Find Recipients** dialog box will appear. You may select both internal and external recipients.
 - a. **Internal** On left hand side of the box, you may filter for a member using one of the available fields and then click on **Apply Filters**. When the recipient appears, select the recipient by clicking in the selection box beside their name (a check will appear).

Share Candidate - Find Recipients ×						
Filters Collaborators	Please select the recipients you want to share the candidate(s) with. All (1) Selected (1)					
Keyword	1 recipients available FILTERS Name: yourik © User Group: All © Clear All					
Name	Name Correspondence Email Bonnie Yourik byourik@towson.edu					
yourik Contraction	Page 1 of 1 (1 of 1 items) K < 1 > >					

Figure 43

b. External Recipients – Click the expand arrow to the left of External Recipients at the bottom of the dialog box. An Email Addresses box will appear. Type the email address of the external recipient separated by a comma if there are multiple recipients.

▲ External Recipients				
Email Addresses				
bobsmith@umbc.edu, jillhebron@umbc.edu				

- 4. Click **Next** at the bottom right corner.
- 5. The **Share Candidate Sharing Options** dialog box will appear. You may choose attachments such as a resume or cover letter under the **Attachments** section. Scroll down to the **Job Submission** section to share pieces of the Taleo requisition such as **Personal Information**, the **Questionnaire**, etc.

Share Can	didate - Sharing Options			:				
Please choose	Please choose the candidate sections you want to share							
Insert page	Insert page break after each section Select All Sections							
1 🖸	Attachments							
+	Most recent flagged resume							
÷	Andrew Smith Resume.docx							
2 🗆	Referral							
↑ ↓								
• -								
3 🗆	History							
↑ ↓								
•								
4 🖸	Job Submission							
1	Personal Information	Experience and Credentials	References	Submission Information				
+	Questionnaire	Diversity						
Comments								
Previous	Reset			Preview Cancel Share Candidate				

6. After making all selections, click **Share Candidate**.

Interview Process

- 1. After choosing which candidate(s) to interview, make sure to send the list to your Talent Acquisition Specialist to run a diversity report. Only after the pool has been approved, follow the steps below.
- Click on the candidate's name. Move the candidates you wish to interview to the Interview step. Under Status, you may choose from one of the many interview statuses: To Be Interviewed, Phone Interview, 1st in Person Interview, etc. Do this by selecting the Change Step/Status icon (person climbing stairs) or by selecting the More Actions button and then click Apply and Close located in the bottom right corner of your screen.

Note: The Interview status step change comes after the status is changed to Passed HM Screen status.

Change Step and Status							
Candidate Name Applicant II, Test		Requisition Title Test Administrative Assistant I (2000009T)					
Currently in		Change to					
Step Status HM Screen Passed HM Screen	+	Step Interviews	¥	Status To Be Interviewed * = completes the step			
Comments Please enter comments here							
Select Other Action Send Correspondence							
				Cancel Apply and Continue Apply and Cl	ose		

- 3. The following needs to be done **prior** to scheduling interviews:
 - a. Email your search committee panel list to your Talent Acquisition Specialist for confirmation. They will enter the panel into Taleo.
 - b. Email your list of chosen candidates to your Talent Acquisition Specialist. A diversity report will be run which compares the selected pool by race and gender.
- 4. After your search committee and candidate list has been approved, work with your search committee to interview the candidates. Keep the following in mind:
 - a. It is best to schedule interviews directly through Outlook.
 - b. Create a list of interview questions and send to the interview committee before the interview. *You will gather these interview questions and upload them to the system so please make sure the committee members take good notes*.
 - c. Refer to the Forms Repository (under Human Resources Forms) <u>https://inside.towson.edu/generalcampus/formsrepository/output.cfm</u> to access the Recruitment Guide which provides rules for interview questions, etc.
- 5. After the candidates have been interviewed, send out a request for each search committee member to do a post evaluation.

Sending out Post Evaluation Requests

After candidates have been interviewed, you must have each committee member fill out a post evaluation. They must also submit their interview notes to be uploaded to Taleo.

- 1. Click on the candidate and then click on the Interviews tab.
- 2. Go to step 4. Resources and click on the radio button beside TU Interview Evaluation Questionnaire.
- 3. Click Send Request.



Figure 46

Note: Please do not use any of the other options under the **Interviews** tab. If so – the search committee will get an email inviting them to the interview and then they will have to accept, and it will automatically send the questionnaire. This may cause problems – especially if someone on the committee does not reply to email.

4. Under **Evaluators**, select the committee members and decide what files you wish to share by selecting them in the dialog box.

Note: You can only send to 3 evaluators (committee members) at a time. So, you may have to send out in 2 or more batches.

Questionnaire: TU Interview Evaluation Questionnaire						
Select the time zone and message language of questionnaire recipients						
Time Zone America/New York Language English	~					
Evaluators	Expiration Date		Message Template			
Bonnie Yourik <byourik@towson.edu></byourik@towson.edu>	8/14/21		Final - Requi 🗸			
Mildred McMillan <4D9B493A2045F6B9E05387FD V	8/14/21		Final - Requi 🗸			
Jen Stano <2B530379B5D9A0B6E0538BFD6F0A3 ✔	8/14/21		Final - Requi 🗸			
File Share						
Select which files will be sent to questionnaire recipients.						
Candidate file						
Requisition file						
Submission-specific Attachments*						
All						
Test Cover Letter.docx						
Test Resume.docx						
*Only files visible by the candidate are available for sharing.						
			S	end Car	ncel	

Figure 47

5. Each evaluator will receive an email and will have a limited time to fill out the questionnaire. They will rate the candidate and can recommend multiple candidates.

6. To see completed evaluations, go to the **Interviews** tab and scroll to **2. Completed Interviews and Evaluations**. Select an evaluation and then click **View Results**.



Figure 48

- 7. Please note that post interview evaluation request expires if it is not filled out within 5 days. To resend an expired evaluation do the following:
 - a. Click on the Interviews tab.
 - b. Select the expired request under section 3. Expired Evaluation Requests.
 - c. Select Renew Request.

Renew Request	Renew Request								
			3 found	, displaying all.					
Expiration Date 🔹	Candidate	Event Type	Questionnaire	Participants	Status				
4/25/20 11:59 PM (America/New_York)	Test Applicant II	Interview - Test Applicant II	TU Interview Evaluation Questionnaire	Bonnie Yourik	Expired				

Figure 49

Note: You don't have to hire the person with highest score. You can hire based on the interview.

- 8. Make sure to get the interview notes, reference checks, etc. back from the committee and attach them to the requisition. If you have trouble attaching the interview notes, contact HR. To attach these notes:
 - a. Click the **Attachments** tab.
 - b. Click Upload Other Attachment.

	Job Submission	Attachments(2)	Interviews	History				Other Atta
Attached Resume(s) relevant to this Submission Upload Resume Attachment There are no file attachments for this section								
Other Attachments relevant to this Submission Upload Other Attachment								
	File Name		Attac	hed by	Visible to candidate	Size	Date	Description

- c. Click **Browse** and then select the file. Make sure you do not select **Visible to Candidate**.
- d. Click **Upload**.

Taleo: Entering a Regular Requisition Reference Guide

Upload Attachment	
File Name	
	Browse
Note: Files type supported: Any File Format. Files must not exceed 5 megabytes size. The attachment(s) will be scanned to ensure it does not contain any viruses.	
Attachment Type	
 Resume Other attachments (for this submission) 	
Visible to Candidate On Not Click This Box	
Description	
Characters remaining : 250	
	Cancel

- 9. Once all evaluations, notes and reference checks are received and uploaded to attachments, and all disposition codes are complete, please email your Talent Acquisition Specialist with the request for offer. Your email should include:
 - Candidate to receive offer
 - Salary or hourly rate
 - Requested start date