

Step One: Log-in to the automated hiring system at towson.taleo.net. Enter your Username as Password as you would for other Towson log-ins.

Step Two: Your welcome screen offers two options; you can view your applicants by either clicking “Requisitions” or “Submissions”. If you select “Requisition” you will see a list of all requisitions you have access to. You can click on the Candidate Count column to view the candidates for a specific requisition or you can open the requisition and select active candidates. If you select “Submissions”, you will see your candidate list which includes a column with the requisition title.

“Requisitions” view

Requisitions (3)

FILTERS Status: Open Hire Type All [Clear All](#)

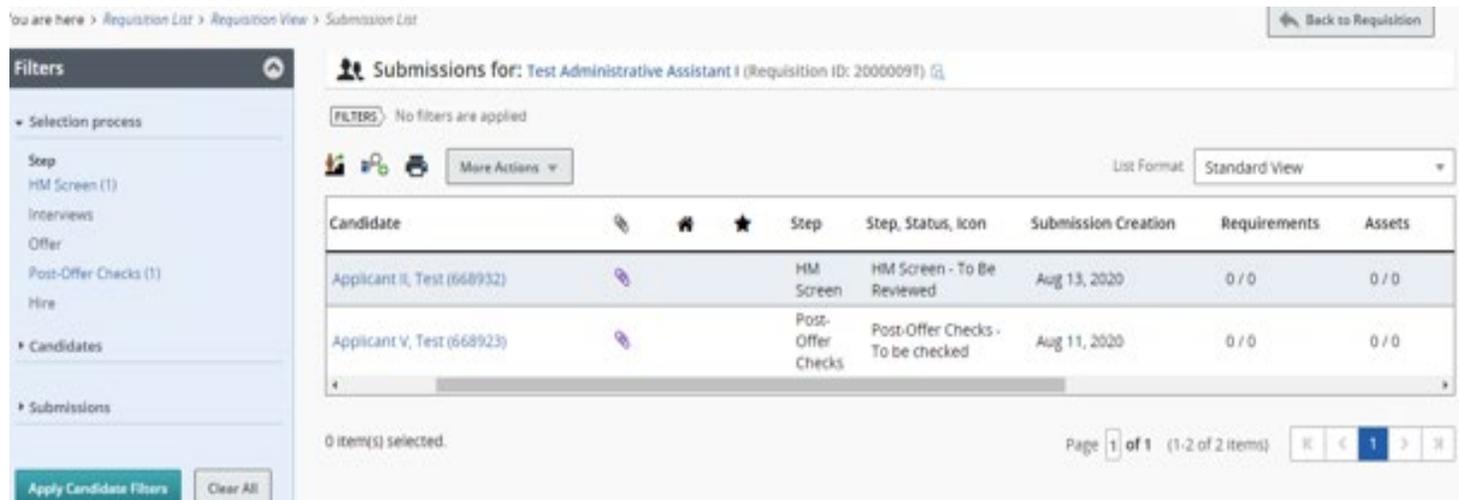
More Actions List Format **Standard View**

<input type="checkbox"/>			Title	ID	Status	Status Detail	Job Type- Regular	Job Type
<input type="checkbox"/>			Test Administrative Assistant I	2000009T	Open	Posted (8/25/20)	Regular	Regular
<input type="checkbox"/>			Test Position V	2000009R	Open	Ready (8/7/20)		Regular
<input type="checkbox"/>			Test Position II	2000009G	Open	Posted (8/20/20)	Regular	Regular

“Submissions” view

<input type="checkbox"/>			Candidate				Step	Step, Status, Icon	Submission Creation	Submiss
<input type="checkbox"/>			Applicant V, Test (668923)				Post- Offer Checks	Post- Offer Checks - To be checked	Aug 11, 2020	Aug 12
<input type="checkbox"/>			Applicant II, Test (668932)				HM Screen	HM Screen - To Be Reviewed	Aug 13, 2020	Aug 13,

Step Three: Once you are in your candidate list, 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. The step “HM Screen” stands for “Hiring Manager Screen”, which means the candidate has been through an HR screening and meets the minimum requirements. Click on the candidate name to see their full information.



Step Four: The candidate job submission contains all the information needed to evaluate the candidate. The tabs allow the hiring manager to view any attachments and the history of the job submission. While all the sections below contain valuable information, clicking on “Experience and Credentials” provides the education and experience details. To open each section, click on the arrow to the left.

- Personal Information: Includes candidate address, phone number, and email address
- Experience and Credentials: The education and experience details
- Submission Information: Account information and source tracking (how did the candidate hear about the job)
- Profile information: Data on the job the candidate has applied to
- Questionnaire: How the candidate answered the screening questions
- References: Names, relationship, and contact information for references

Summary

Applicant II, Test

United States > Maryland > Baltimore

Resume

• No other submissions

Submission

General Profile

HIGHLIGHTS (CURRENT SUBMISSION)

Required met	Assets met
0/0	0/0

Step: HM Screen

Status: To Be Reviewed

Source: Career Section

Date of Application: Aug 13, 2020

MOST RELEVANT EDUCATION

High School Diploma/GED (±11 years)

Perry Hall

WORK EXPERIENCE

4 y

Jan 2016 - Present

Submission: Applicant II, Test for Test Administrative Assistant I (ID: 2000009T) [🔗](#)

More Actions ▾

Job Submission

Attachments(2)

Interviews

History

Language: English [Expand A](#)

- ▶ Personal Information
- ▶ Experience and Credentials
- ▶ Submission Information
- ▶ Profile Information
- ▶ Questionnaire
- ▶ References

Step Five: Once you have reviewed the candidate submission, you may be ready to disposition. This is accomplished through the change step and status icon (person climbing stairs) or by selecting more actions. You can move the candidate to under consideration if you need to review again to determine if they passed your hiring manager screen or if they pass your screening you can select passed hiring manager screen. Once complete select “Apply and Close” at the bottom right corner of your screen.

More Actions ▾

Change Step and Status
✕

Candidate Name Applicant II, Test	Requisition Title Test Administrative Assistant I (2000009T)
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Currently in	➔	Change to						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Step HM Screen</td> <td style="width: 50%;">Status To Be Reviewed</td> </tr> </table>	Step HM Screen	Status To Be Reviewed		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Step HM Screen</td> <td style="width: 50%;">Status</td> </tr> <tr> <td></td> <td> <div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #fff; padding: 2px;">Passed HM Screen* ▼</div> <div style="background-color: #fff; padding: 2px;">Under Consideration</div> <div style="background-color: #0070c0; color: #fff; padding: 2px;">Passed HM Screen*</div> <div style="background-color: #fff; padding: 2px;">Rejected*</div> <div style="background-color: #fff; padding: 2px;">Has Declined*</div> </div> </td> </tr> </table>	Step HM Screen	Status		<div style="border: 1px solid #ccc; padding: 2px;"> <div style="background-color: #fff; padding: 2px;">Passed HM Screen* ▼</div> <div style="background-color: #fff; padding: 2px;">Under Consideration</div> <div style="background-color: #0070c0; color: #fff; padding: 2px;">Passed HM Screen*</div> <div style="background-color: #fff; padding: 2px;">Rejected*</div> <div style="background-color: #fff; padding: 2px;">Has Declined*</div> </div>
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Comments

Please enter comments here

Select Other Action

Send Correspondence

Cancel
Apply and Continue
Apply and Close

Step Five (a.): If you reject a candidate, it will automatically open a new window for Rejecting a Submission. A series of “Details or Dispositions” will be provided. Please select from the top of the list (HR uses the dispositions at the bottom of the list to identify those that do not meet requirements). You may supply comments if you like, but it must be relative to the job. Once done, click “Reject Submission” at the bottom right corner of your screen.

Rejecting a Submission ✕

Candidate Name Applicant II, Test	Requisition Title Test Administrative Assistant I (2000009T)	Step HM Screen	Status To Be Reviewed
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Details or Disposition

- Qualifications Not Competitive
- Phone Interview, not selected for in-person interview
- Declined interview due to salary
- Declined interview due to accepting other position

Comments

Please enter comments here

Cancel
Reject Submission

Step Six: To review the next candidate in the list, click the arrow in the top right corner. The view will default to the current candidate view. Repeat the disposition process for each candidate.

You are here > ... > [Requisition View](#) > [Submission List](#) > [Submission View](#) ☰ Back to Submission List

Summary

Applicant II, Test

United States > Maryland > Baltimore

Resume

• 1 other active submission(s)

Submission
General Profile

HIGHLIGHTS (CURRENT SUBMISSION)

Required met
0/0
Assets met
0/0

Submission: Applicant II, Test for Test Administrative Assistant I (ID: 2000009T)

More Actions

Job Submission
Attachments(2)
Interviews
History

Personal Information

Candidate Personal Information

First Name	Last Name	Address (line 1)
Test	Applicant II	222 East Ave

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Step Seven: Once you have selected the candidates for interviews, disposition those candidates as “Interviewed- To Be Interviewed” by selecting the change step and status icon (person climbing stairs) or by selecting more actions. Once complete select “Apply and Close” located in the bottom right corner of your screen.

- At this time, work with your Talent Acquisition Specialist to confirm the interview panel and alert them of the interview selection. The Talent Acquisition Specialist will approve both the interview panel and the interview pool **prior** to scheduling interviews.

Change Step and Status ✕

Candidate Name Applicant II, Test	Requisition Title Test Administrative Assistant I (2000009T)
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Currently in

Step
HM Screen

Status
Passed HM Screen

➔

Change to

Step
Interviews

Status
To Be Interviewed

* = completes the step

Comments

Please enter comments here

Select Other Action

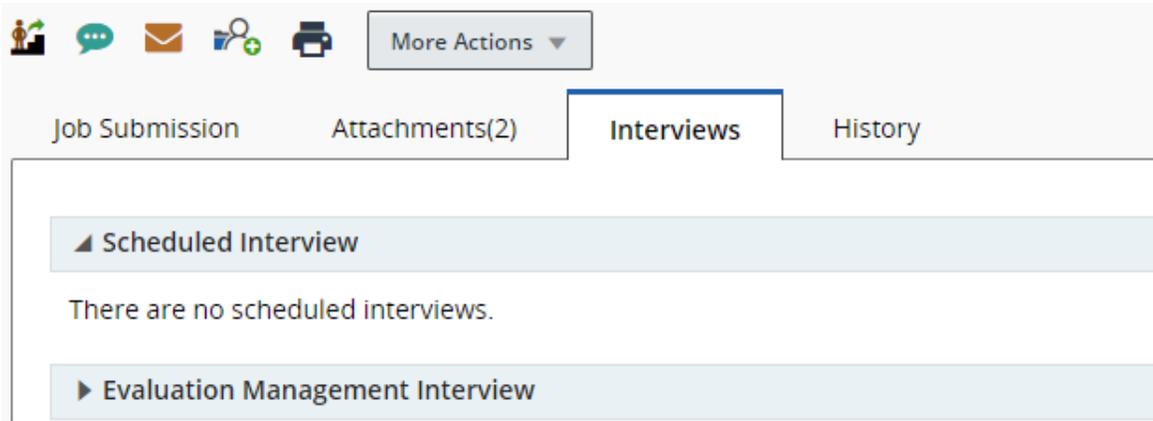
Send Correspondence

Cancel

Apply and Continue

Apply and Close

Step Eight: Once the interview panels and pool have been approved, you may schedule interviews (outside of Taleo). All members of the core interview panel must complete a post interview evaluation for each candidate. To request an evaluation, click on the candidate file, and then click on the “Interviews” tab, and select “Evaluation Management Interview”.



Job Submission Attachments(2) **Interviews** History

▲ Scheduled Interview

There are no scheduled interviews.

► Evaluation Management Interview

Step Nine: Scroll down to the Participants section and confirm the interview panel is correct. If any members of the panel are missing, or incorrectly included, please contact your Talent Acquisition Specialist.

Participants

Add Remove

Participant
<input type="radio"/> Diane Director
<input type="radio"/> Test Manager
<input type="radio"/> Sally Supervisor

Step Ten: To send the questionnaire scroll to section #4 Resources. Click on the radio button next to “TU Interview Evaluation Questionnaire” and select “Send Request”.

4. Resources

Questionnaires Attached to Requisition

Preview Send Request Complete

One result found.

Questionnaire	Attached By	Date Attached
<input checked="" type="radio"/> TU Interview Evaluation Questionnaire	Bonnie Yourik	8/12/20 8:11 AM

Step Eleven: A window will open with a drop down to select “Evaluators”. Select each member of the panel as a “User” (can select up to three Users at a time). Once three members of the panel have been selected, click “Send” at the bottom of the screen. For panels of more than three people, repeat this step until all users have received an evaluation. You also have this opportunity to share the candidate file or requisition through clicking on the buttons under “File Share”

Questionnaire: TU Interview Evaluation Questionnaire

Select the time zone and message language of questionnaire recipients

Time Zone Language

Evaluators	Expiration Date	Message Template
<input type="text" value="Select User"/>	<input type="text" value="8/18/20"/>	<input type="text" value="Final - Requi"/>
<input type="text" value="Select User"/>	<input type="text" value="8/18/20"/>	<input type="text" value="Final - Requi"/>
<input type="text" value="Select User"/>	<input type="text" value="8/18/20"/>	<input type="text" value="Final - Requi"/>

File Share

Select which files will be sent to questionnaire recipients.

Candidate file

Requisition file

Step Twelve: Repeat steps seven through ten for each candidate invited to an interview.

Step Thirteen: To track the status of pending evaluations, click on the candidate file and the Interviews tab. Section 1. Interviews and Evaluation Request will show any pending evaluations. You may click on the radio button next to any evaluation and Resend or Cancel using the buttons above.

1. Interviews and Evaluation Requests

3 found, displaying all.

Event Date ▼	Event Type	Details	Participants	Status
<input checked="" type="radio"/> 8/18/20 11:59 PM (America/New York)	Feedback	TU Interview Evaluation Questionnaire	Test Manager	Requested
<input type="radio"/> 8/18/20 11:59 PM (America/New York)	Feedback	TU Interview Evaluation Questionnaire	Diane Director	Requested
<input type="radio"/> 8/18/20 11:59 PM (America/New York)	Feedback	TU Interview Evaluation Questionnaire	Sally Supervisor	Requested

Step Fourteen: To track the status of completed evaluations, click on the candidate file and the Interviews tab. Section 2. Completed Evaluation Questionnaires will show a list of completed evaluations. You may click on the radio button next to any evaluation and click “View Results” to get more information.

2. Completed Interviews and Evaluations

Completed Evaluation Questionnaires

View Results

One result found.

Completed Date ▼	Candidate	Event Type	Questionnaire	Participants	Question - Skill Score
<input type="radio"/> 8/14/20 9:03 AM	Test Applicant II	Interview - Test Applicant II Interview 1	TU Interview Evaluation Questionnaire	Bonnie Yourik - HM	100 % - 0 %