TOWSON

Office of
Human Resources

Taleo

Entering a Regular Requisition (Posted Position)

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Details available at http://www.towson.edu/HRtraining

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:

1. 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**

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

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.

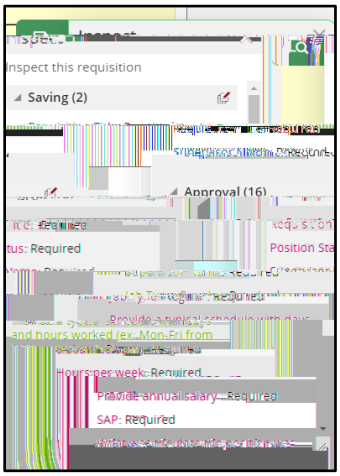

Figure 8

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.

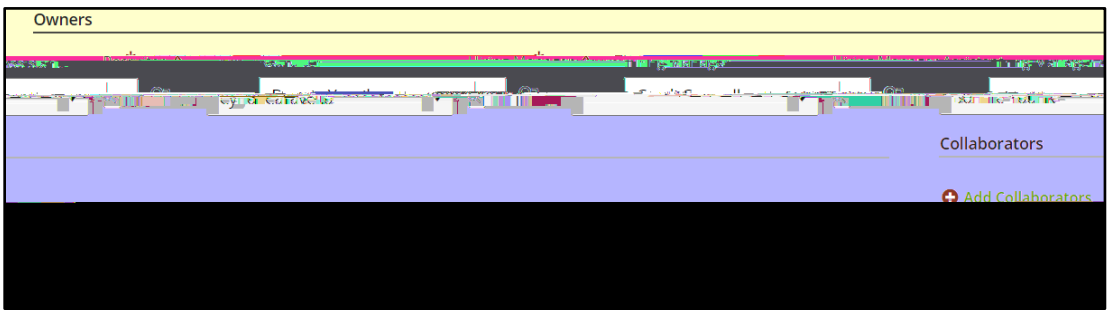

Figure 9

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.

Figure 10

13. Scroll down to the Sel towocialist. 10

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.

Figure 18

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. Wsi (l)-0.9 ll ell (ar)7.3 (n aa( )T. -0.0088)5.v1 (sa)-3.1 (l)--1.3 (e,)atllsnu-1..8 r253 0 0 jeek1.

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.

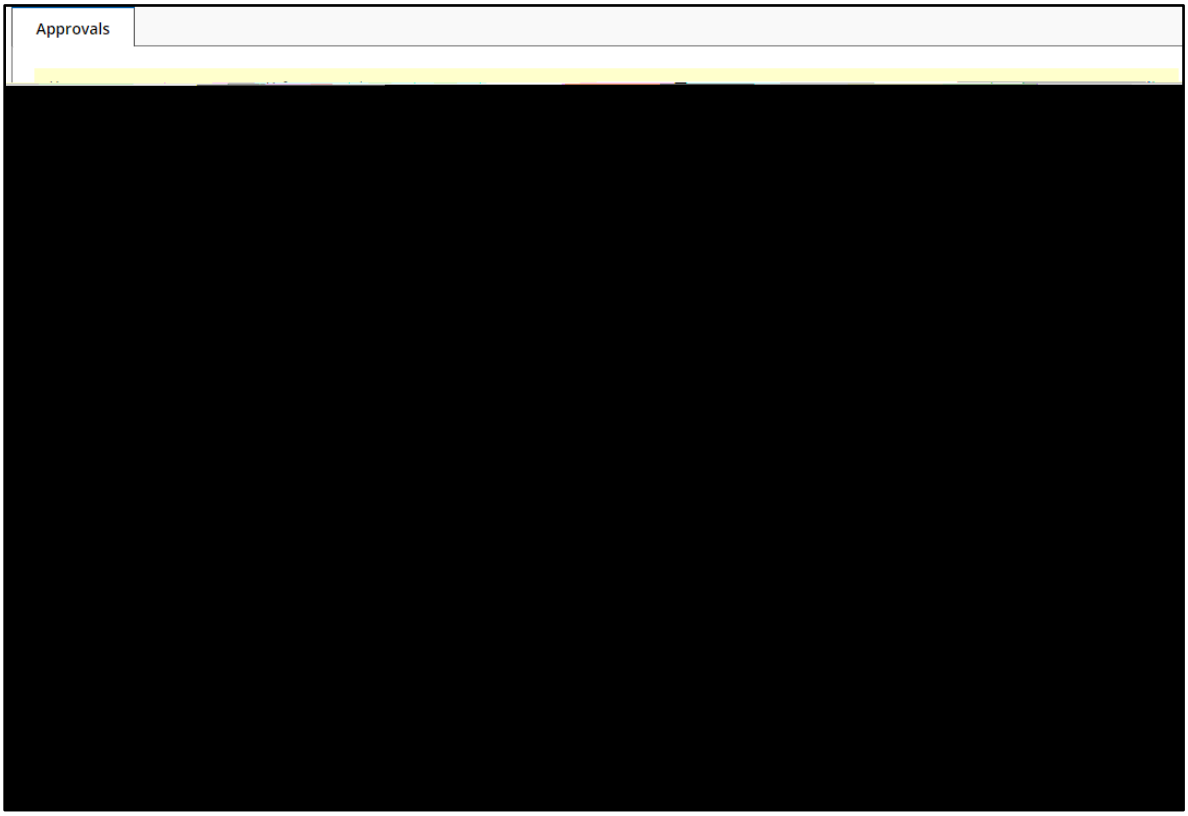

Figure 31

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.

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.

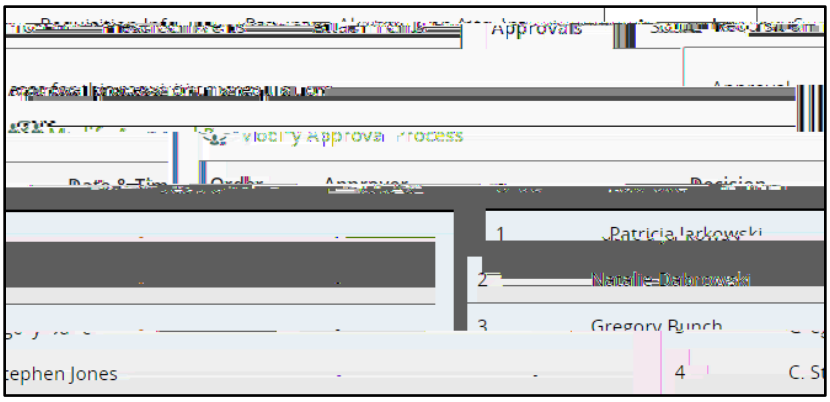

Figure 33

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 experi 0.229 0 Td(on)Tjf0,oAnd[.229 0 (i)0.5 (A)3.3 0 Tdie1qfc2(on)Tjf00 ƀDC p.9 (h)0.8 5jf00 ƀ Hp12.1 d.9 (s)- yT/c -2Q1i -0.008 T

6. The **Selection Status** will begin

Taleo: Entering a Regular Requisit

4. Click **Next** at the bottom right corner.
5. The **Share Candidate – Sharing Options** dialog box will appear. You may choose to attach the resume.

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.
2. 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**,) t senoayd[C)4.3 (l)-0.9 (i)-0.9 (c9 (:)4.1 ( )]TJ/TT)]TJ1.24-4.1 ppl1.3 C tew

Sending out Post Evaluation Requests

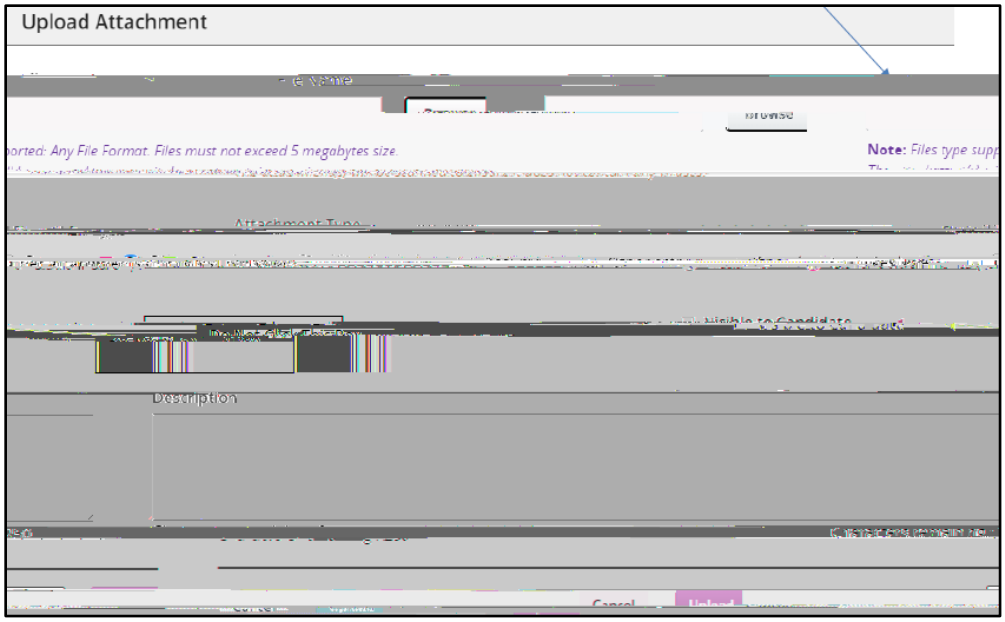

Figure 51

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