



Entering a Contingent/Secondary Requisition

*You may only enter a requisition after you have received Taleo training. For training please contact your Talent Acquisition Specialist

To log-in to Taleo, go to towson.taleo.net. Enter your Username as Password as you would for other Towson log-ins.

Select "Requisition" to create a new template from scratch

Welcome Dominica Lucas-HM! Will Show your name. If not, contact Natasha Zhalkovsky.

		Total
Draft	1	1
Open	1	1

Select to View Requisitions. Helpful for those that are attached to multiple requisition.

		Total
Active submissions	2	2

Select to View Candidates. May work best for those only attached to one requisition

ORACLE Lookup a candidate Dominica Lucas-HM

RECRUITING TASKS REQUISITIONS SUBMISSIONS

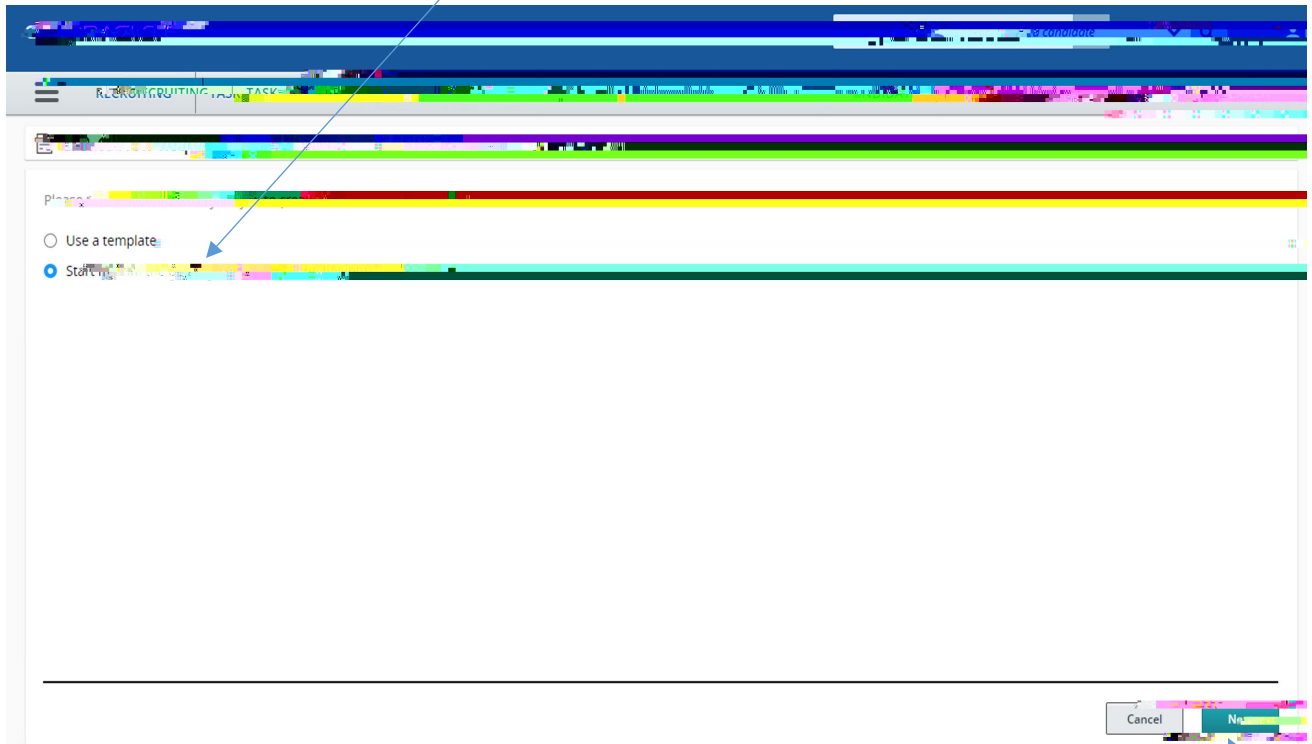
You are here > Requisition List

Create Requisition

Select to Create a Requisition

Entering a Contingent/Secondary Requisition

Select "Start from the beginning"



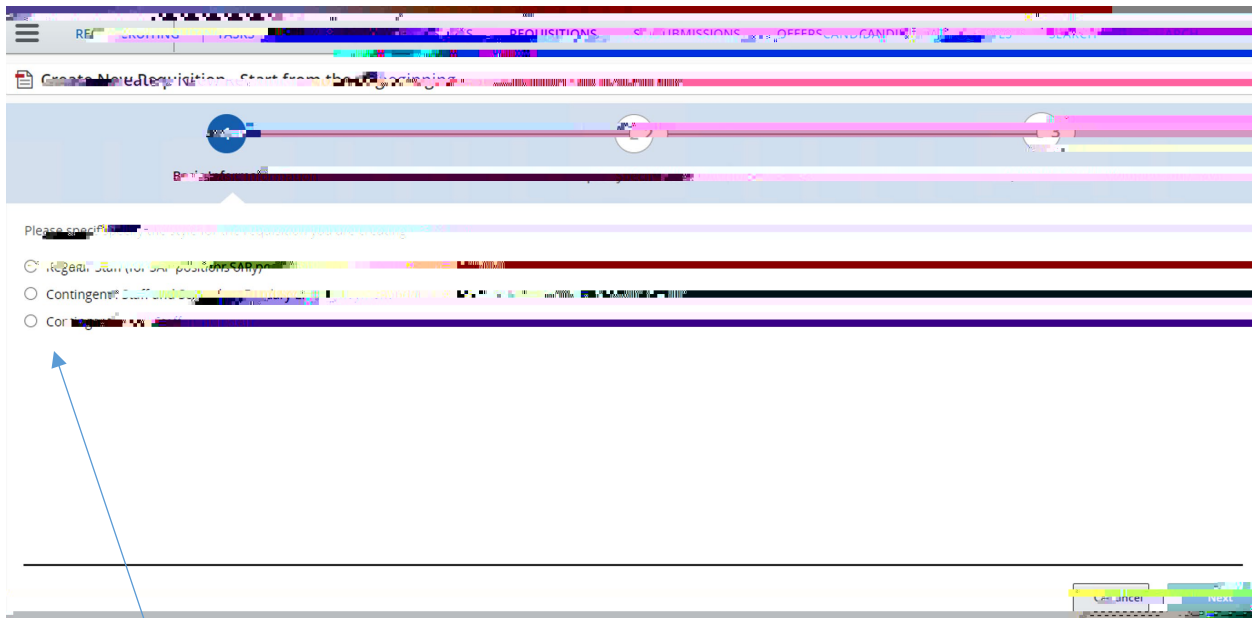
Please select

Use a template

Start from the beginning

Cancel Next

Click "Next"



REQUISITIONS

Create New Requisition - Start from the beginning

Please specify the type of requisition you are creating

- Regular Staff (or new position)
- Contingent Staff and Day Laborers
- Contractor

Next

Select the appropriate file for your requisition (based on the job status). If you are unsure, contact your HR Partner, Talent Acquisition Specialist, or Divisional Budget Officer. Once you've selected the file type, hit "Next" in the bottom right hand corner.



1 Basic Information

2 Specific Attributes

3 Complete and Save

Please validate:

Requisition Structure

Hire Type
Professional

Requisition Code
Regular Staff (for SAP positions only)

User Group
Main Group

Job Field
Staff

19110

Log

Previous

Save

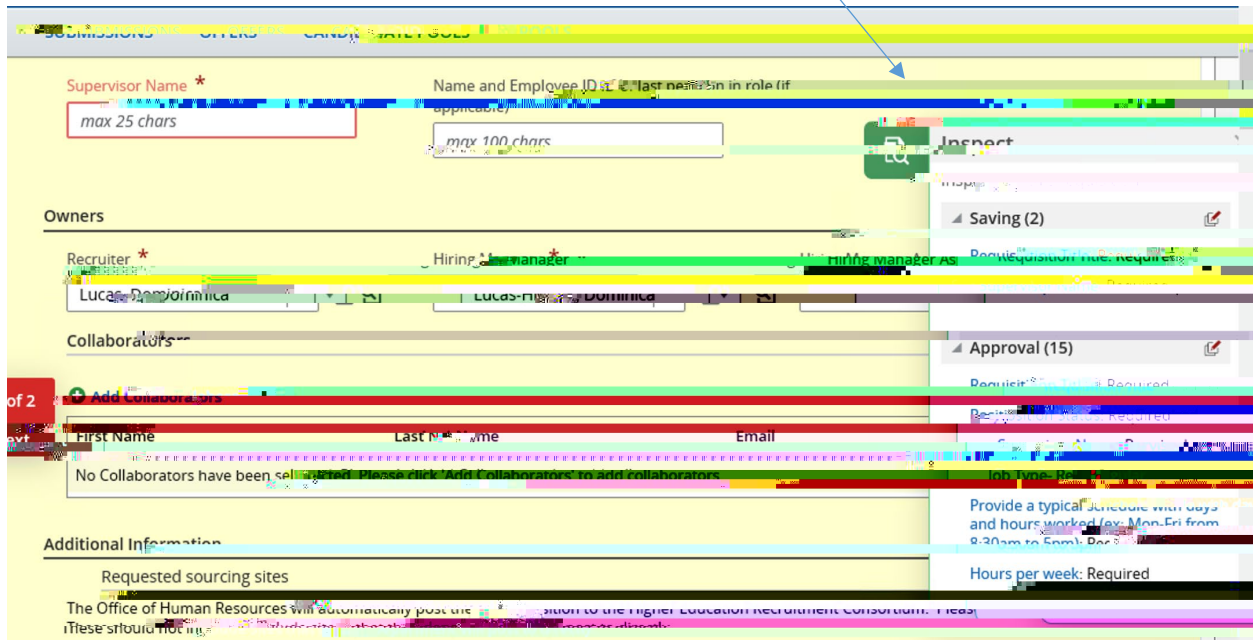
Select "Job Field". You may either type "Staff" in to the field, prompting the drop down, or click on the filter box to select "Staff" (it will be the only option)

You need to enter the Department number. This is based on the 5-digit department code. 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. When you enter a 5-digit department number, you will see a list of departments to select from.

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You have now created your requisition file.

First helpful tip: When going through the file, select the green "Inspect" tab on the right side of the form. This will open up a listing of all the fields that you'll need to complete to Save, Submit for Approval, or Post. As you complete the fields, they will disappear from the list. As a Hiring Manager, you only need to complete the fields to "Submit for Approval"; HR will complete the fields to Post.



The screenshot shows a web-based requisition form. At the top, there are navigation tabs: "Submissions", "Offers", "Candidates", "Salary Scales", and "Requisitions". The "Requisitions" tab is active. Below the navigation, there are two input fields: "Supervisor Name" (with a red asterisk and "max 25 chars" limit) and "Name and Employee ID" (with a red asterisk and "max 100 chars" limit). To the right of these fields is a green "Inspect" button, which is highlighted by a blue arrow. Below the input fields, there are sections for "Owners", "Collaborators", and "Additional Information". The "Owners" section includes "Recruiter" (with a red asterisk) and "Hiring Manager" (with a red asterisk). The "Collaborators" section has a table with columns "First Name", "Last Name", and "Email", and a message "No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators." The "Additional Information" section includes "Requested sourcing sites" and "Hours per week: Required". On the right side of the form, there are several panels: "Saving (2)", "Approval (15)", and "Job Types: Req".

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

Create New Requisition - Start from the beginning

Requisition Info Cancel Done

Show fields required to: Save Request Approval Post[®] Language: English (Base) Collapse All Save

▲ Requisition Information

Structure

Hire Type	Requisition Template Used	Department
Professional		Human Resources

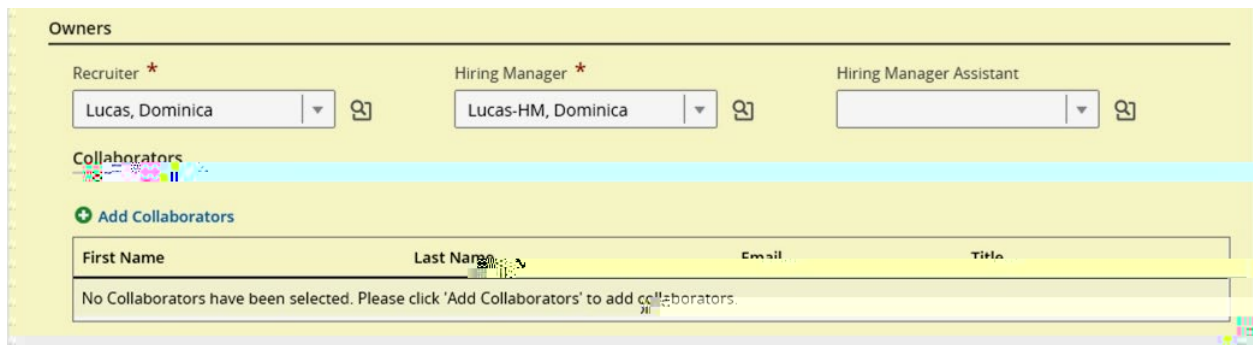
Primary Location *

Country :	Institution :	Job Family :
United States	Towson University	Staff
State :	Division :	
Maryland	Office of Human Resources Division	
Campus :	Sub-Division :	
Main Campus	Human Resources	



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The Recruiter will default to the Talent Acquisition Specialist for your division and your name will default to the Hiring Manager. You can change the Hiring Manager to another person through the selector.



Owners

Recruiter * Hiring Manager * Hiring Manager Assistant

Lucas, Dominica Lucas-HM, Dominica

Collaborators

+ Add Collaborators

First Name	Last Name	Email	Title
No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators.			

You can give others access to the recruitment through Hiring Manager Assistant or the Collaborators function. The first time you'll add a Collaborator, you'll need to use the "Add

Entering a Contingent/Secondary Requisition

Select "Yes"



Contingent I and Secondary

Are you appointing an individual to this position?

Name of individual being appointed

Not Specified

Not Specified

If a candidate is appointed to this position, please provide the information below.

Phone number of individual being appointed

Email address of individual being appointed

Hours per week (Contingent I and Secondary)

Contingent I contacts working 50% (20 hours/week) or more consistently

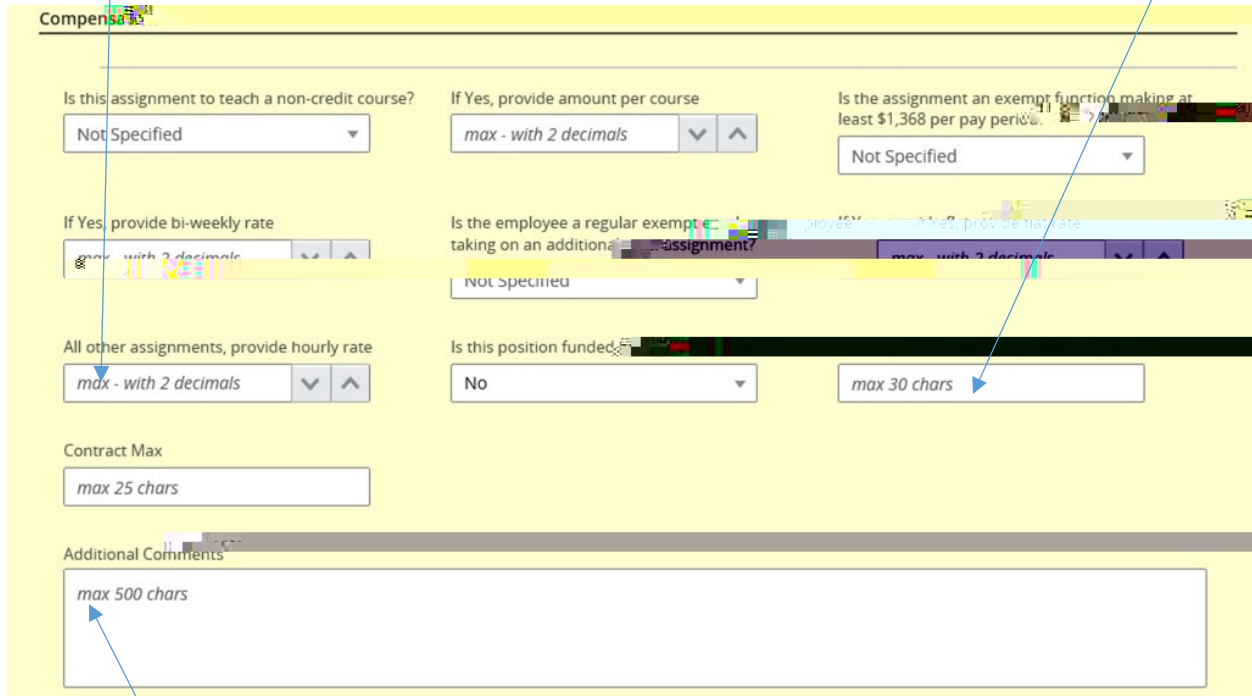
The eligible individual must be employed for a minimum of 12 months as a Contingent Career

Enter contact information. If multiple people, enter one person; you'll have the opportunity for more later.

Must select from the drop down; make your best estimated decision. This is required and used for ACA reporting.

Most requisitions may answer “No” to all three questions, and provide an hourly rate

Required field; even though you already entered department number, you must confirm the funding department as well (in some cases they are different, though typically the same)



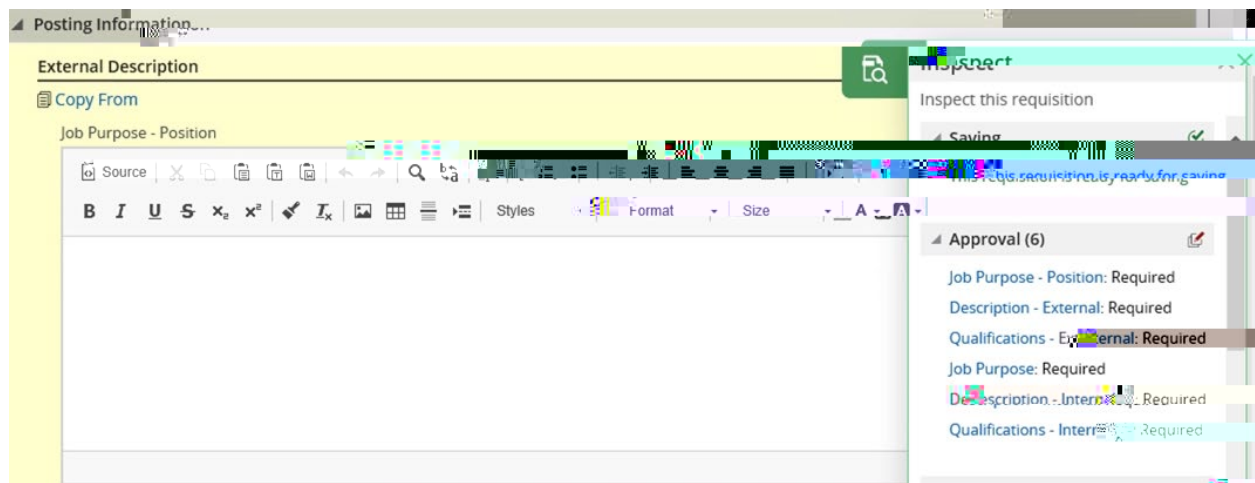
The screenshot shows the 'Compensation' section of a requisition form. It includes several fields and dropdown menus:

- Is this assignment to teach a non-credit course?** (Dropdown menu: Not Specified)
- If Yes, provide amount per course** (Input field: max - with 2 decimals)
- Is the assignment an exempt function making at least \$1,368 per pay period?** (Dropdown menu: Not Specified)
- If Yes, provide bi-weekly rate** (Input field: max - with 2 decimals)
- Is the employee a regular exempt employee taking on an additional assignment?** (Dropdown menu: not specified)
- All other assignments, provide hourly rate** (Input field: max - with 2 decimals)
- Is this position funded?** (Dropdown menu: No)
- Contract Max** (Input field: max 25 chars)
- Additional Comments** (Text area: max 500 chars)

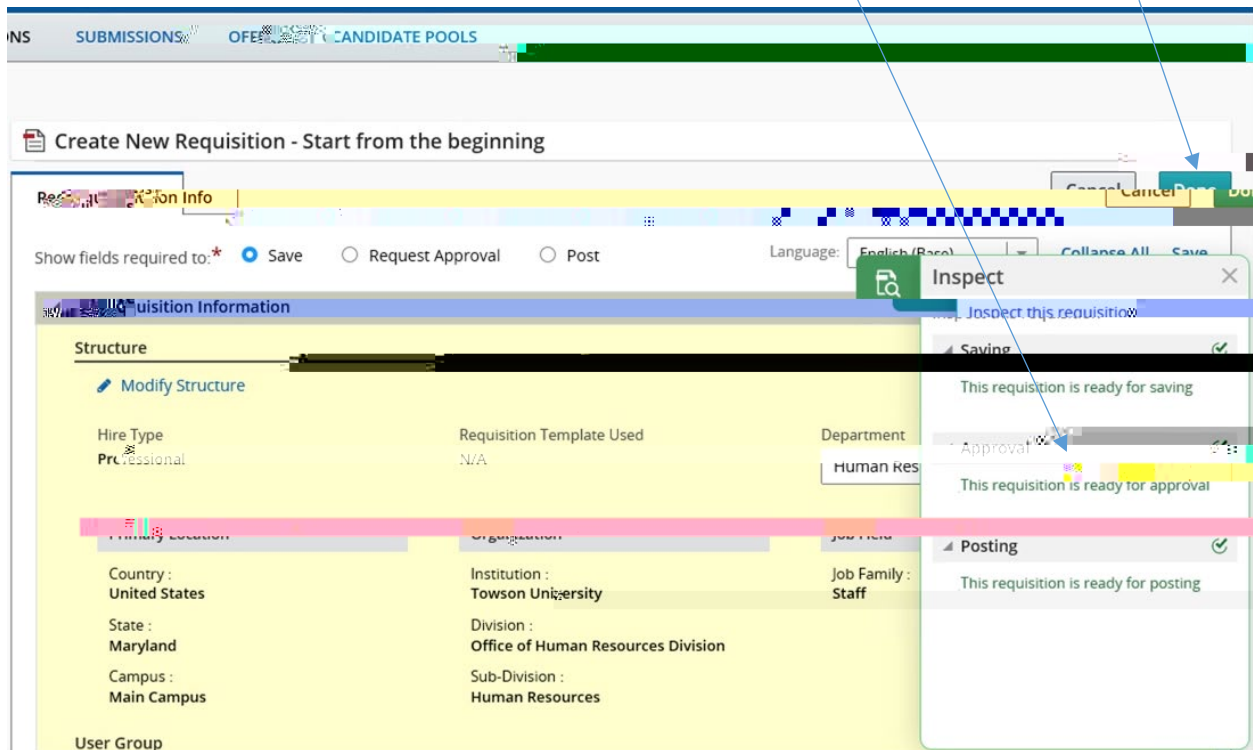
Additional Comments field to capture anything not captured through other fields. Examples:

- If you have multiple openings you can list the additional people being appointed and email addresses.
- Where additional funding is coming from (if applicable)
- If the position has been defined as emergency essential personnel (those vital to the operation of the facility, whose absence could endanger the safety and well-being of the campus population and/or physical plant.

Allows you to copy Description



Once the posting information is in, and the "Inspect" tool indicates the requisition is "Ready for Approval", hit "Done".



INS SUBMISSIONS OFFER CANDIDATE POOLS

Create New Requisition - Start from the beginning

Requisition Information

Show fields required to: * Save Request Approval Post Language: English (Base) Collapse All Save

Inspect

Inspect this requisition

Saving

This requisition is ready for saving

Approval

This requisition is ready for approval

Posting

This requisition is ready for posting

Structure

Modify Structure

Hire Type: Professional

Requisition Template Used: N/A

Department: Human Resources

Country: United States

State: Maryland

Campus: Main Campus

Institution: Towson University

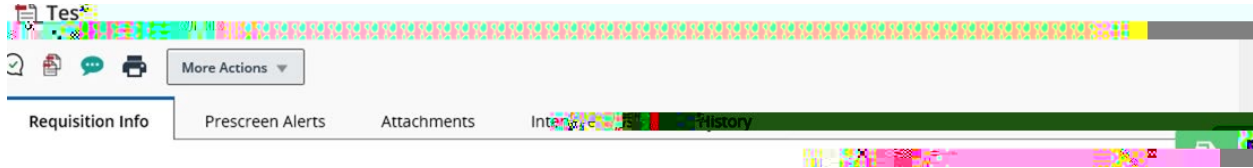
Division: Office of Human Resources Division

Sub-Division: Human Resources

Job Family: Staff

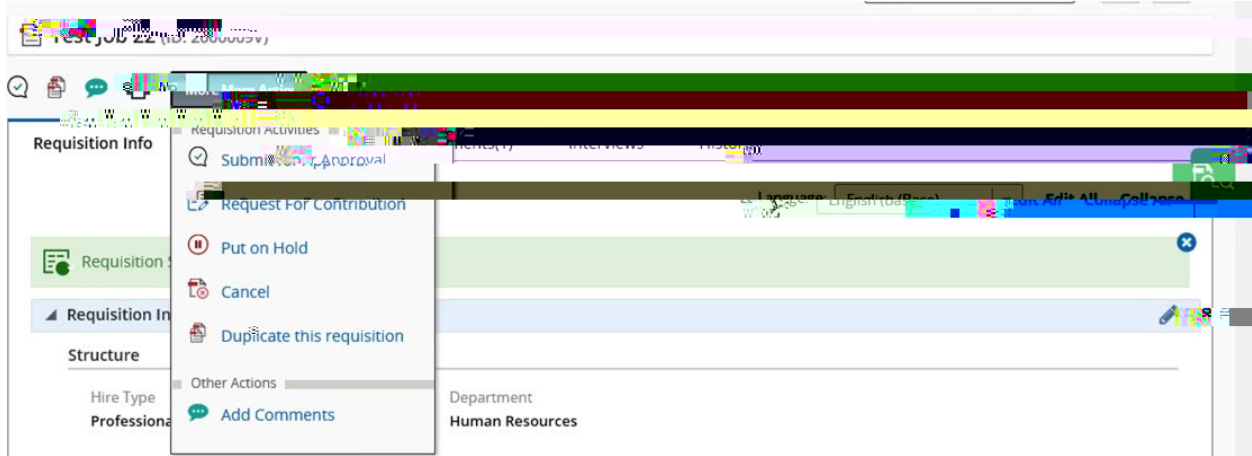
User Group

Your requisition will open up additional tabs. You will also see you have additional tabs, including one to add any attachments.

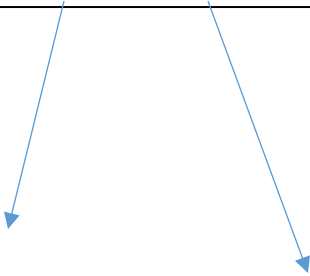


Click the “Upload Attachments” icon to find your attachment. A Word version is best, but will also accept a PDF. Once selected, make sure that you hit “Upload” and the file appears under File Name.

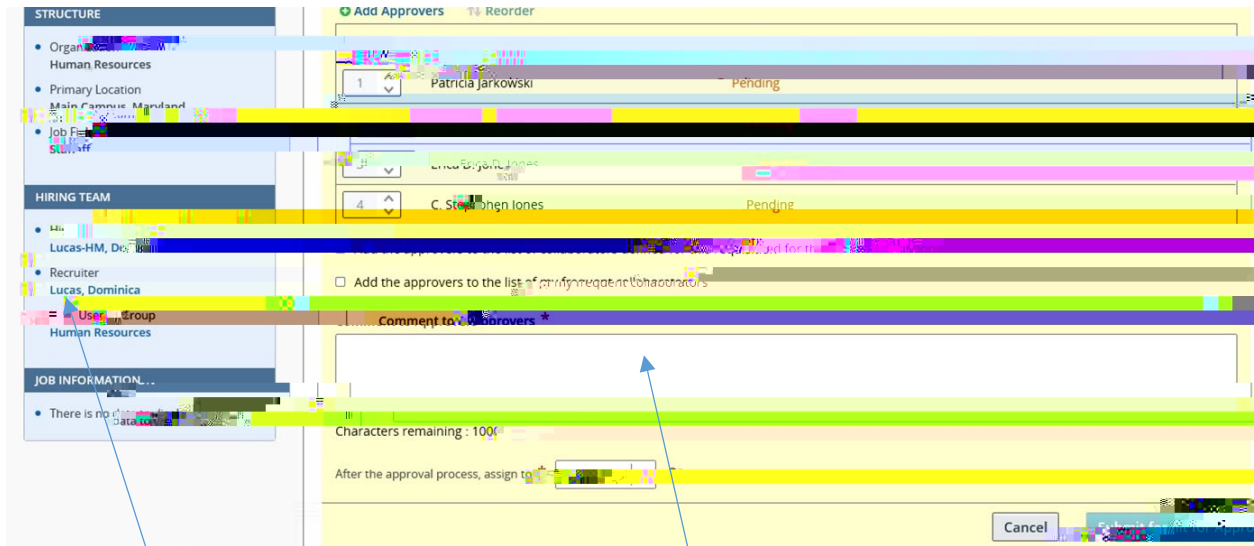




The Request Approval page will automatically load the workflow. The process is Compensation/Classification, then Associate VP, Divisional Budget Officer, University Budget, and VP. You will be able to logon at any time to see where the approval is pending, and when it has been approved.



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The screenshot shows a web-based requisition entry form. On the left, there are three main sections: 'STRUCTURE' with a tree view of organizational units, 'HIRING TEAM' with a list of team members, and 'JOB INFORMATION...' with a single item. The main area on the right is titled 'Add Approvers' and 'Reorder'. It contains a list of approvers, each with a dropdown menu for selection and a 'Pending' status. Below the list is a checkbox labeled 'Add the approvers to the list of primary requisition approvers'. A text input field is labeled 'Comment to Approvers *'. Below this field, it says 'Characters remaining : 1000'. At the bottom right, there is a 'Cancel' button. Three blue arrows point from callout boxes to specific parts of the form: one to the 'Use Group' option in the hiring team, one to the comment field, and one to the 'Submit for Approval' button (which is partially visible at the bottom right).

Don't change this! This assigns the task to the Talent Acquisition Specialist to complete once the position is approved.

Comments are a required field. You provide additional information here, if necessary. Indicating "EXPEDITE" or "PRIORITY" are typically not helpful comments. If there are no comments to be made, "Thank you" always works! Keep in mind, comments will be seen by all approvers!

At the bottom of the Approval page, select "Submit for Approval". This will send your requisition on for approval. You are finished!!!