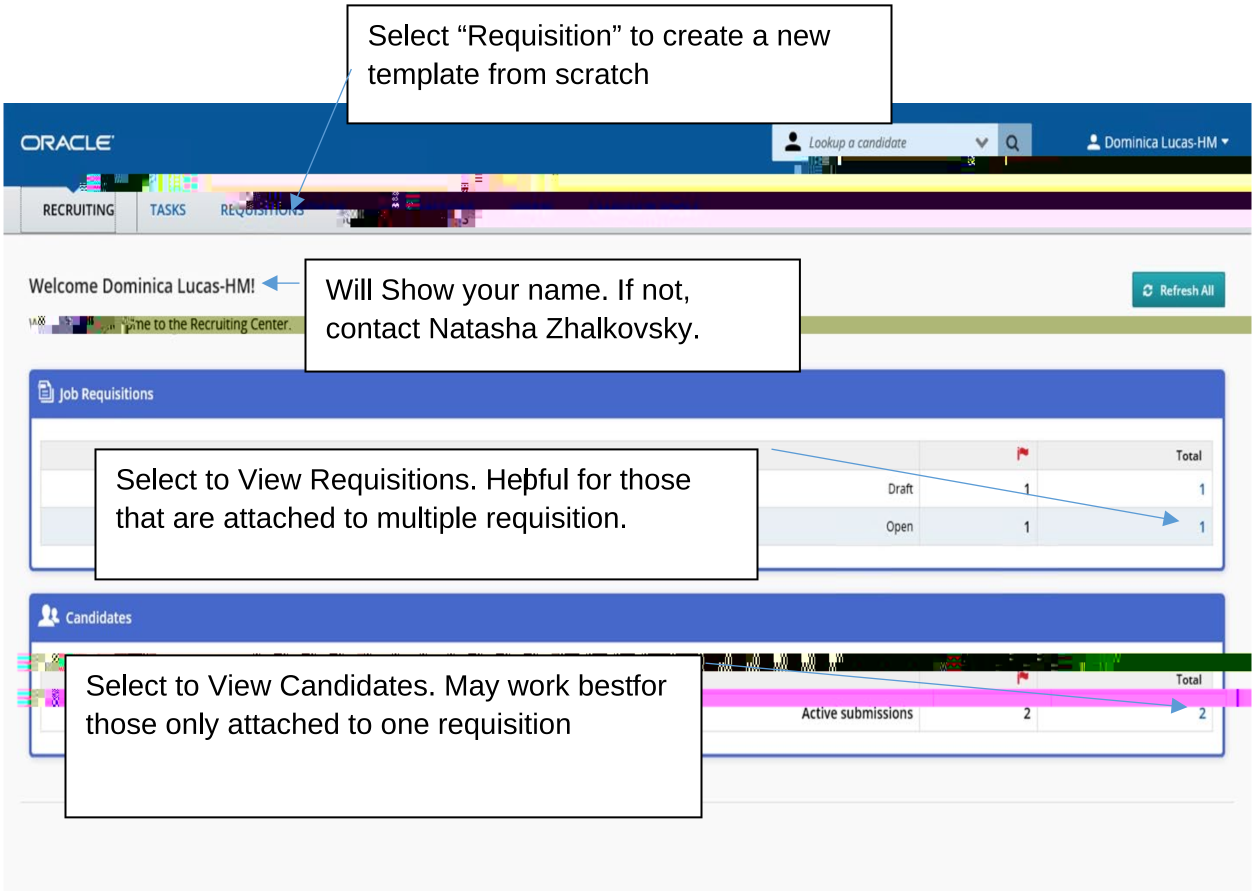
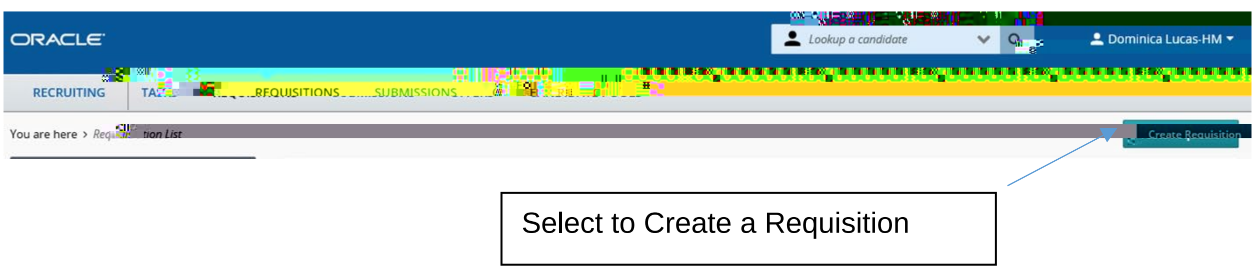
Entering a Contingent/Secondary Requisition

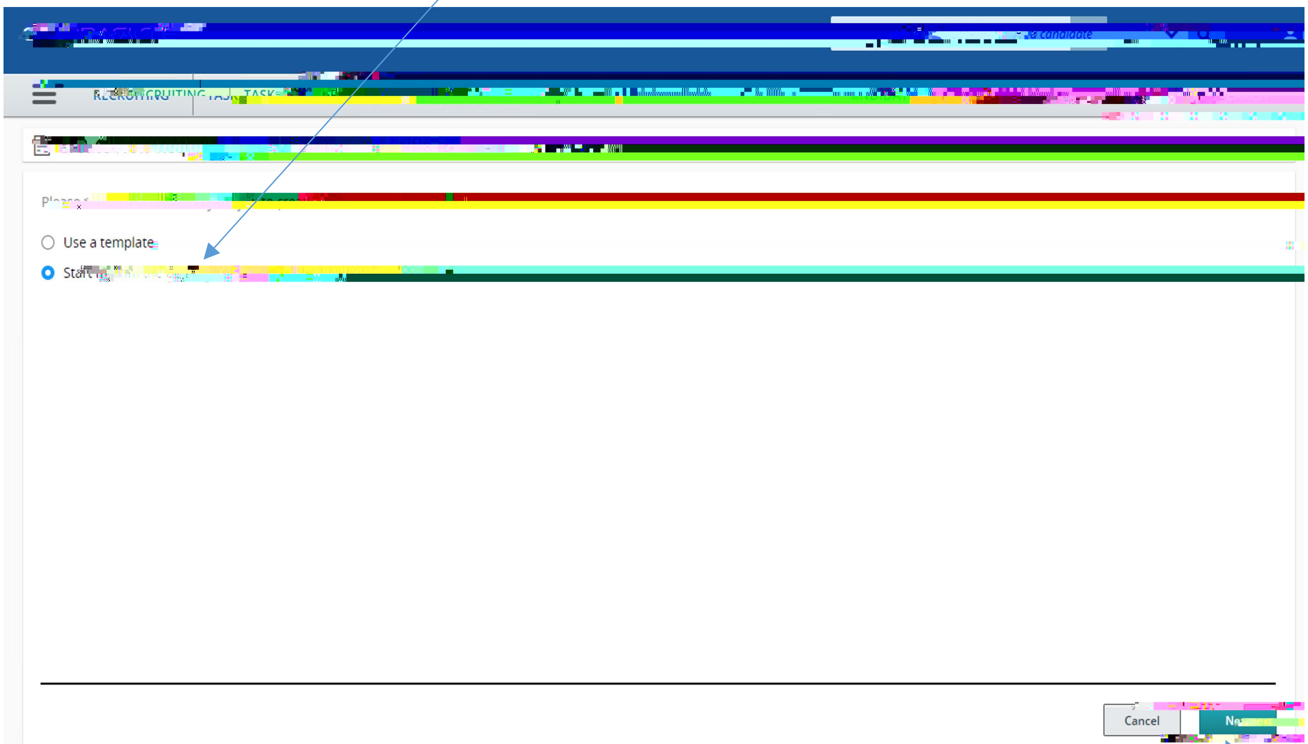
*You may only enter a requisition after you have received Taleo training. For training please contact your Talent Acquisition Specialist

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





Select “Start from the beginning”



Click “Next”

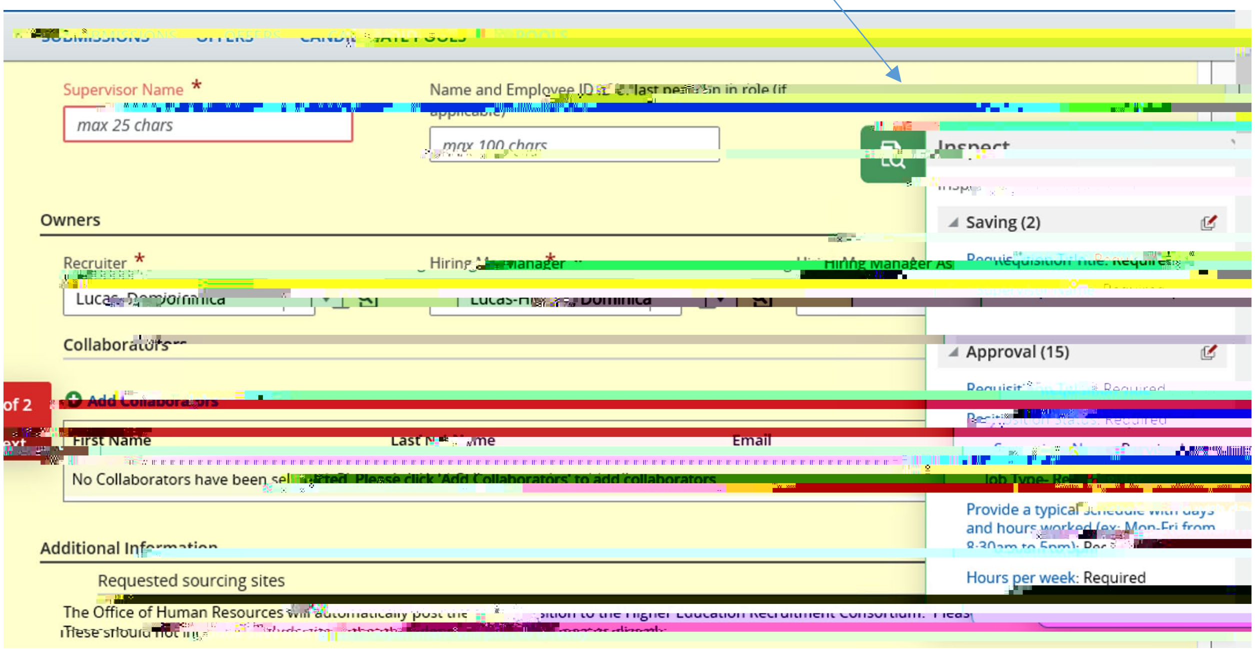
Select the appropriate file for your requisition (based on the job status). If you are unsure, contact your HR Partner, Talent Acquisition Specialist, or Divisional Budget Officer. Once you've selected the file type, hit "Next" in the bottom right hand corner.

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)

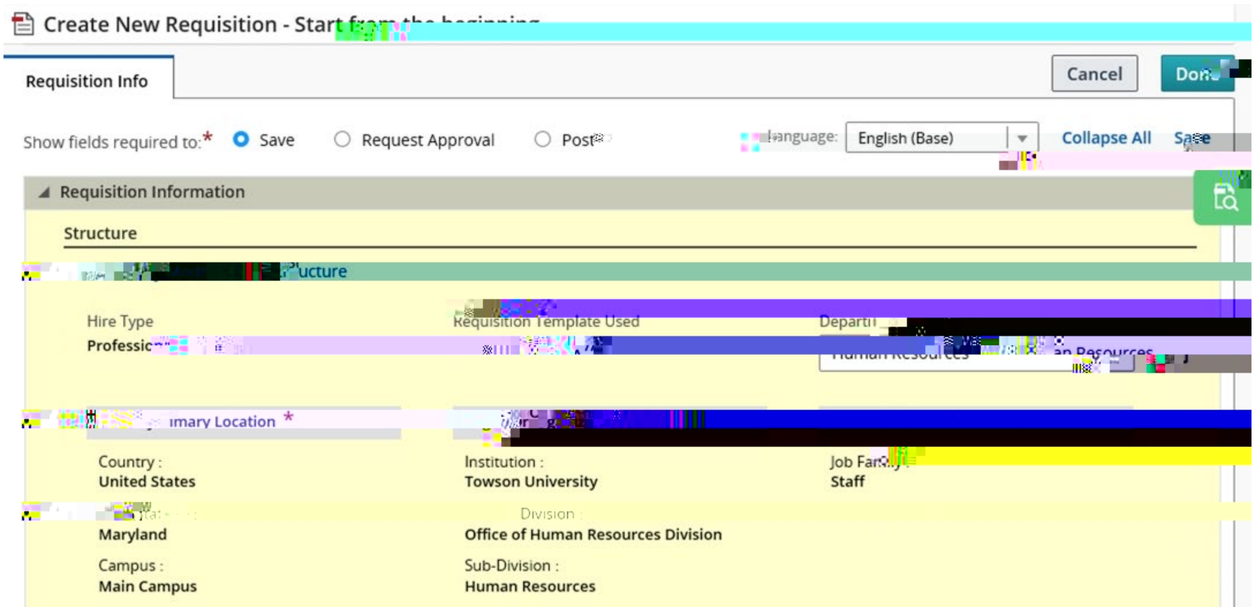
You need to enter the Department number. This is based on the 5-digit department code. If you do not know it, you can use the filter button to the right of the field to search by Department name, or contact your HR Partner or Talent Acquisition Specialist. When you enter a 5-r(u)-0.on tog se fr 5D-3 61 (.)225 (1)0.6 (-2(e f (y

You have now created your requisition file.

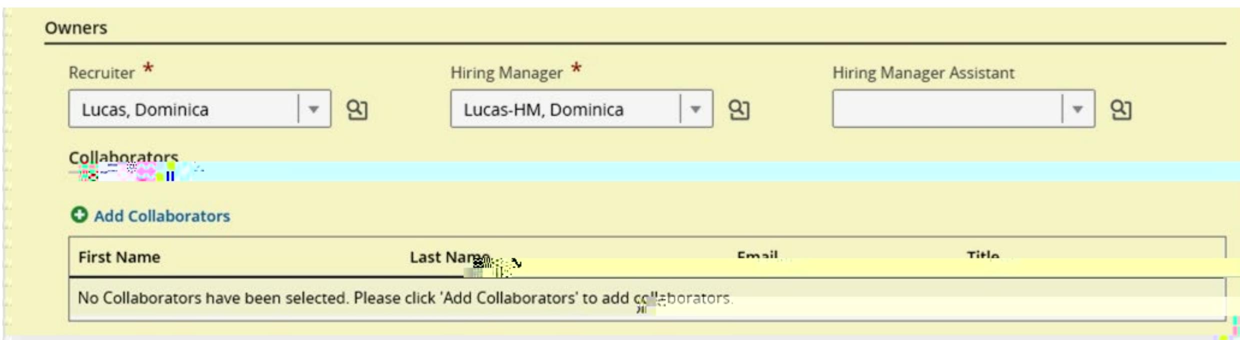
First helpful tip: When going through the file, select the green "Inspect" tab on the right side of the form. This will open up a listing of all the fields that you'll need to complete to Save, Submit for Approval, or Post. As you complete the fields, they will disappear from the list. As a Hiring Manager,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



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



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.



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

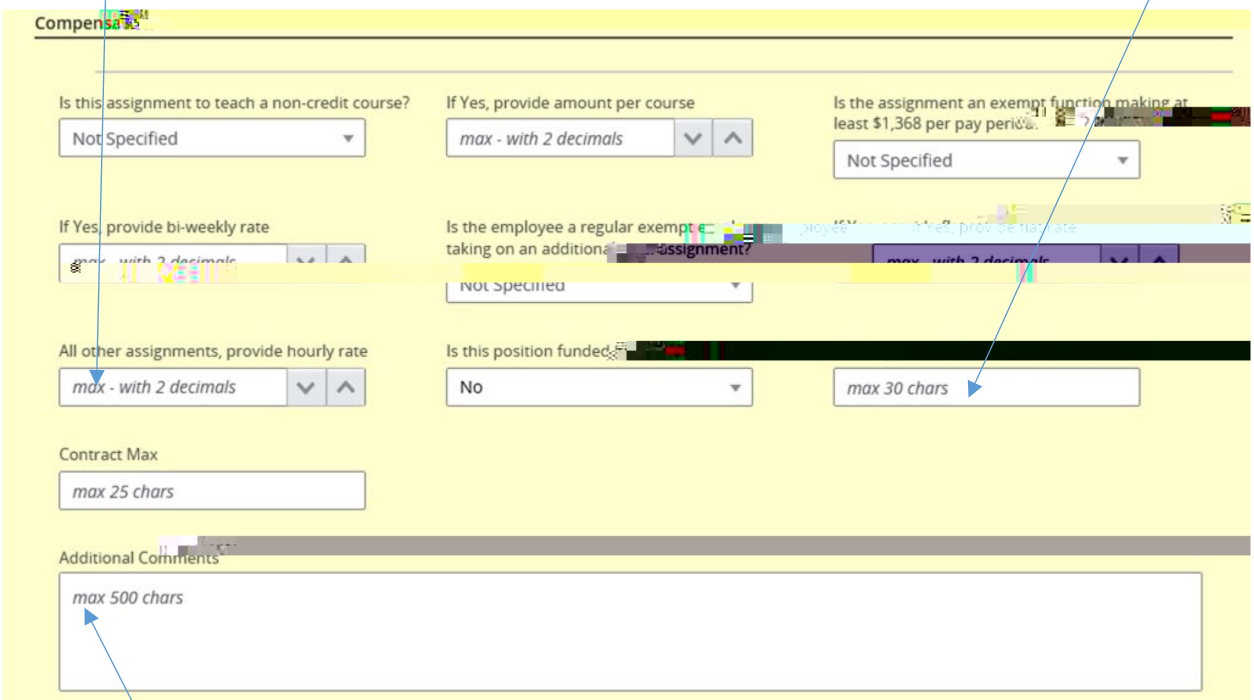
Select "Yes"

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.

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)

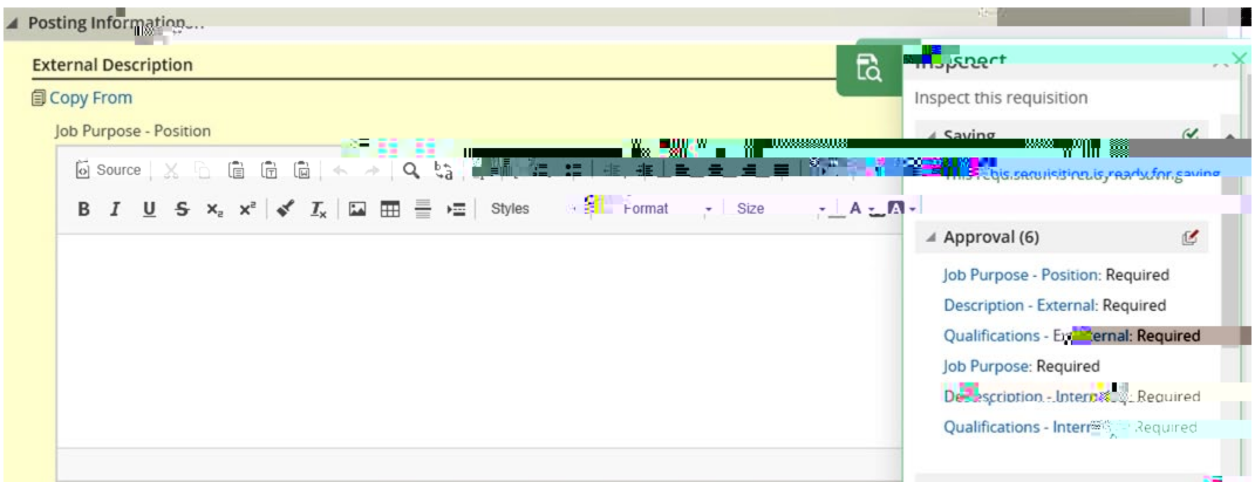
Most requisitions may answer "No" to all three questions, and provide an hourly rate



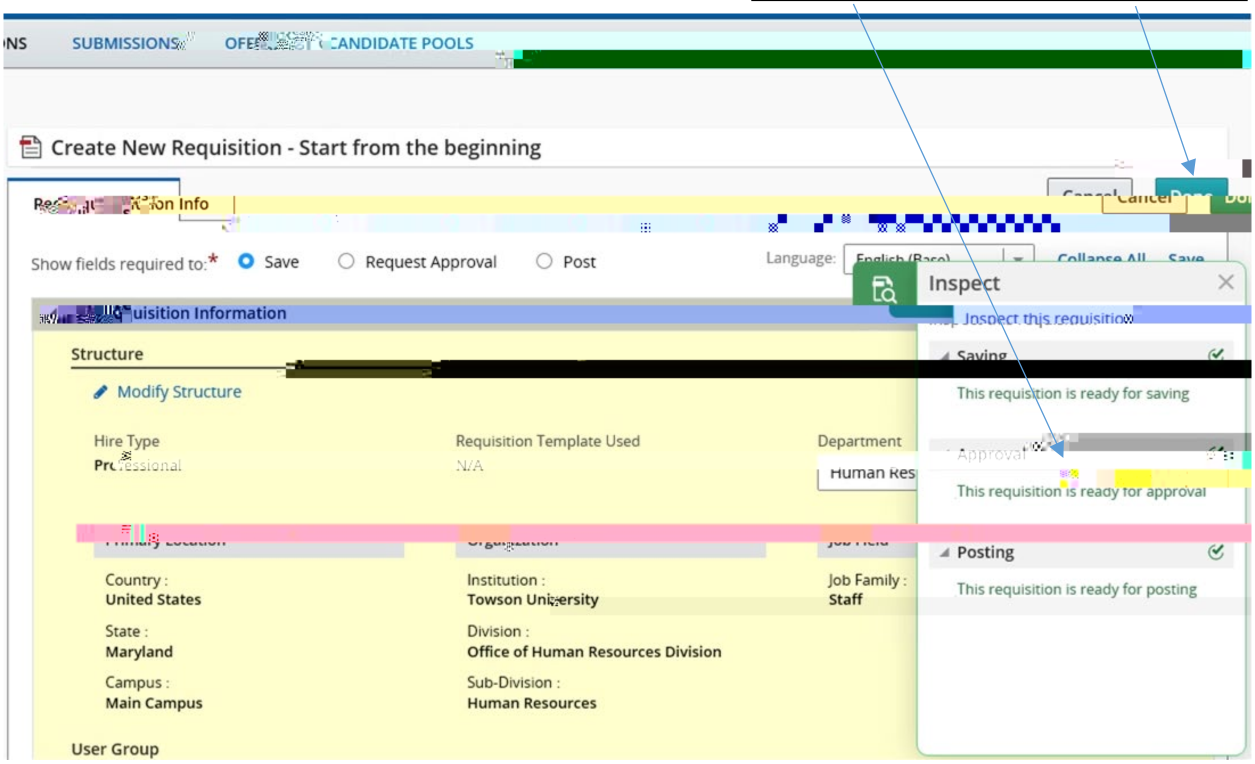
Additional Comments field to capture anything not captured through other fields. Examples:

- 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.

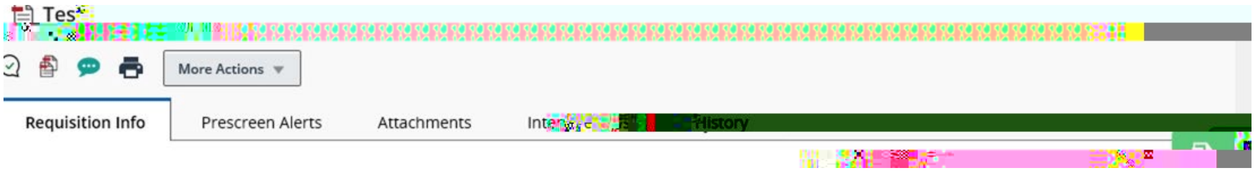
Allows you to copy Description



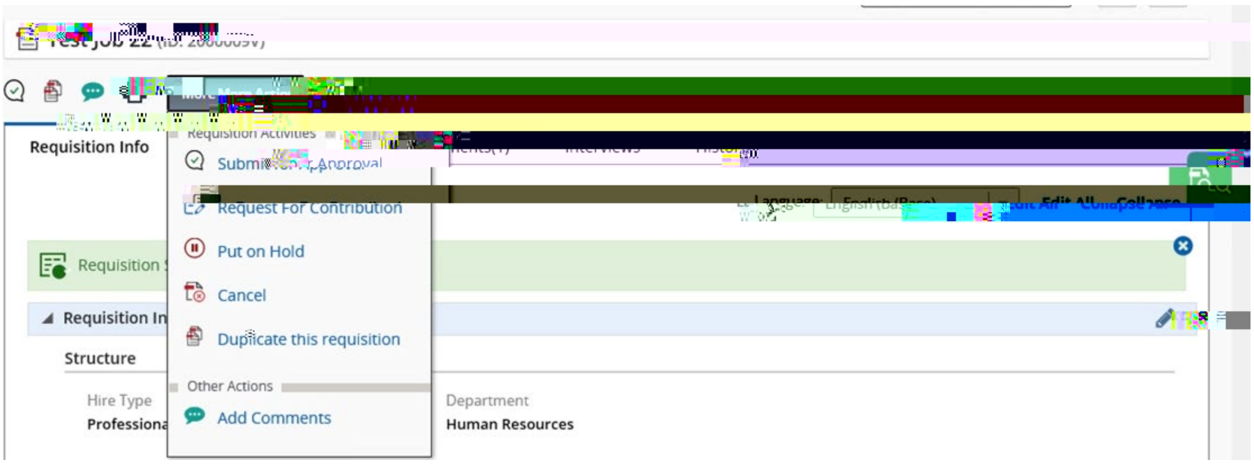
Once the posting information is in, and the “Inspect” tool indicates the requisition is “Ready for Approval”, hit “Done”.



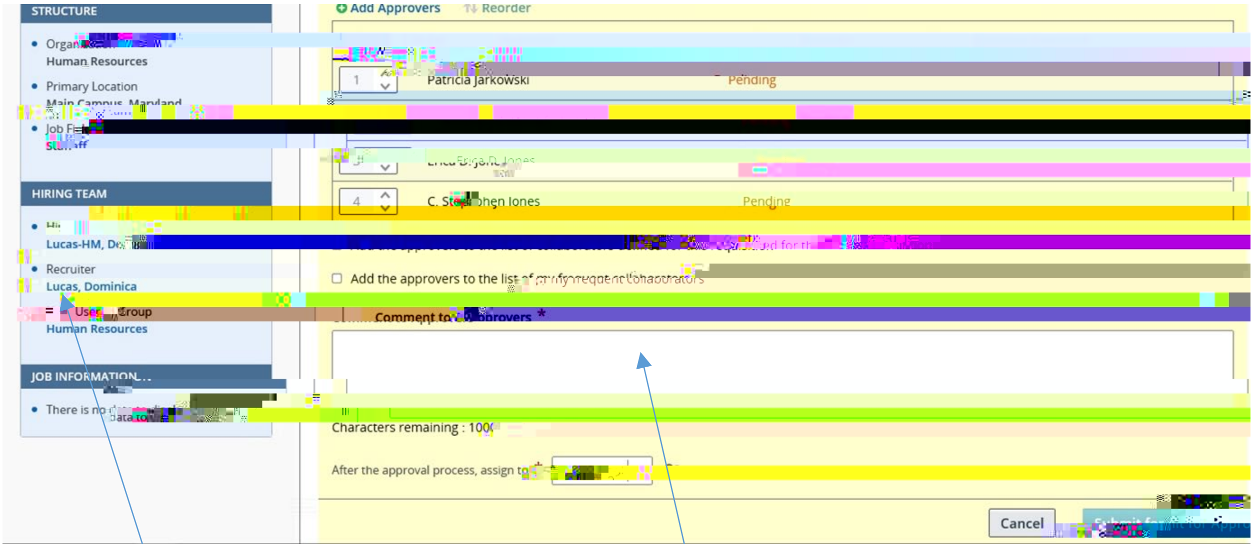
Your requisition will open up additional tabs. You will also see you have additional tabs, including one to add any attachments.



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 theworkflow. 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.



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!!!