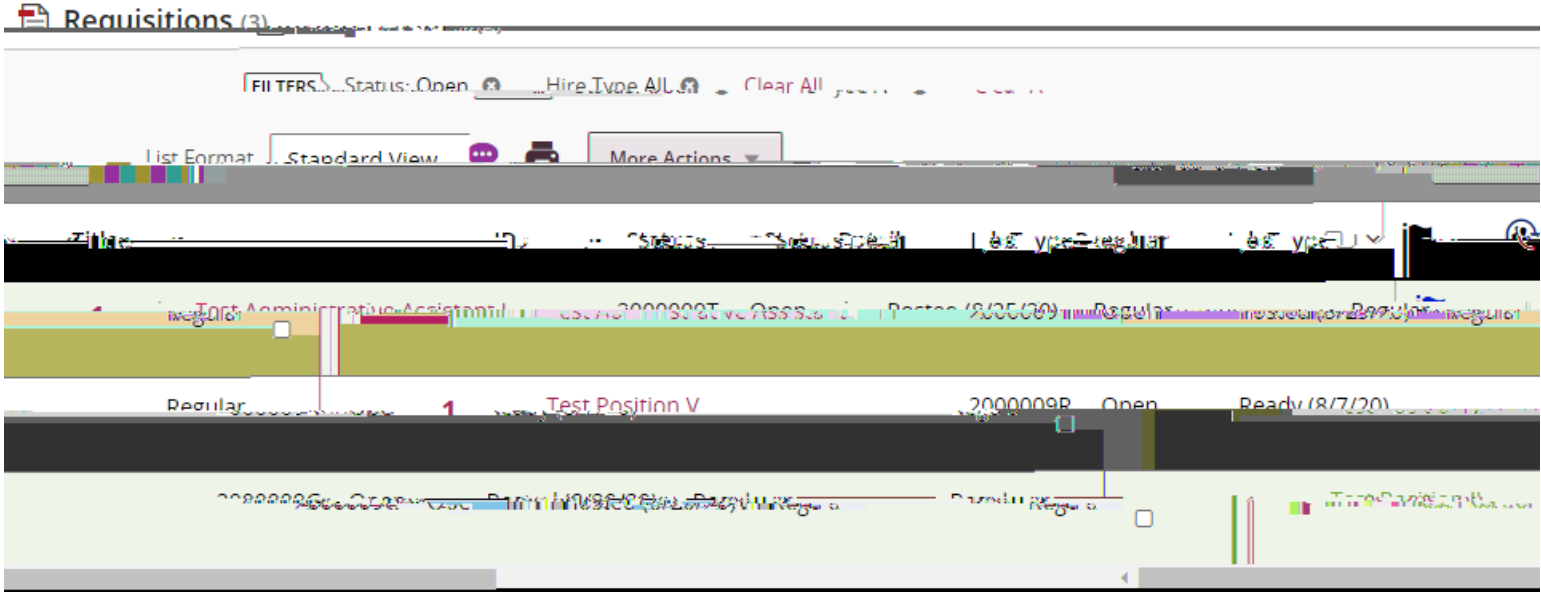


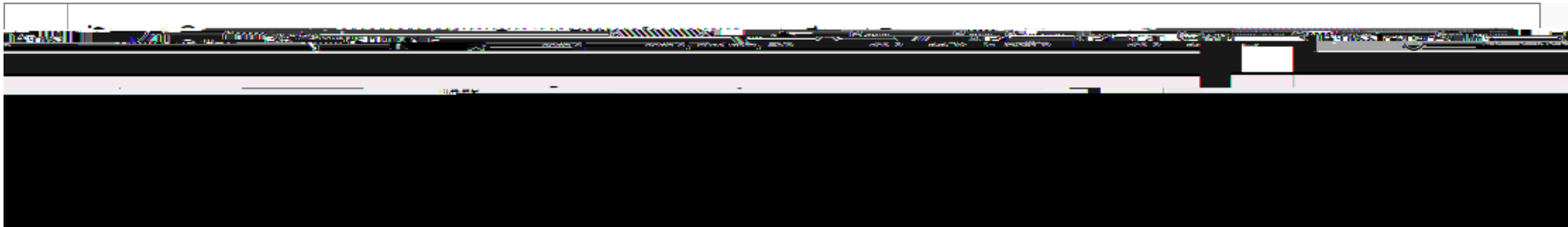
Step One: Log-in to the automated hiring system at towson.taleo.net. Enter your Username as Password as you would for other Towson log-ins.

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



“Submissions” view



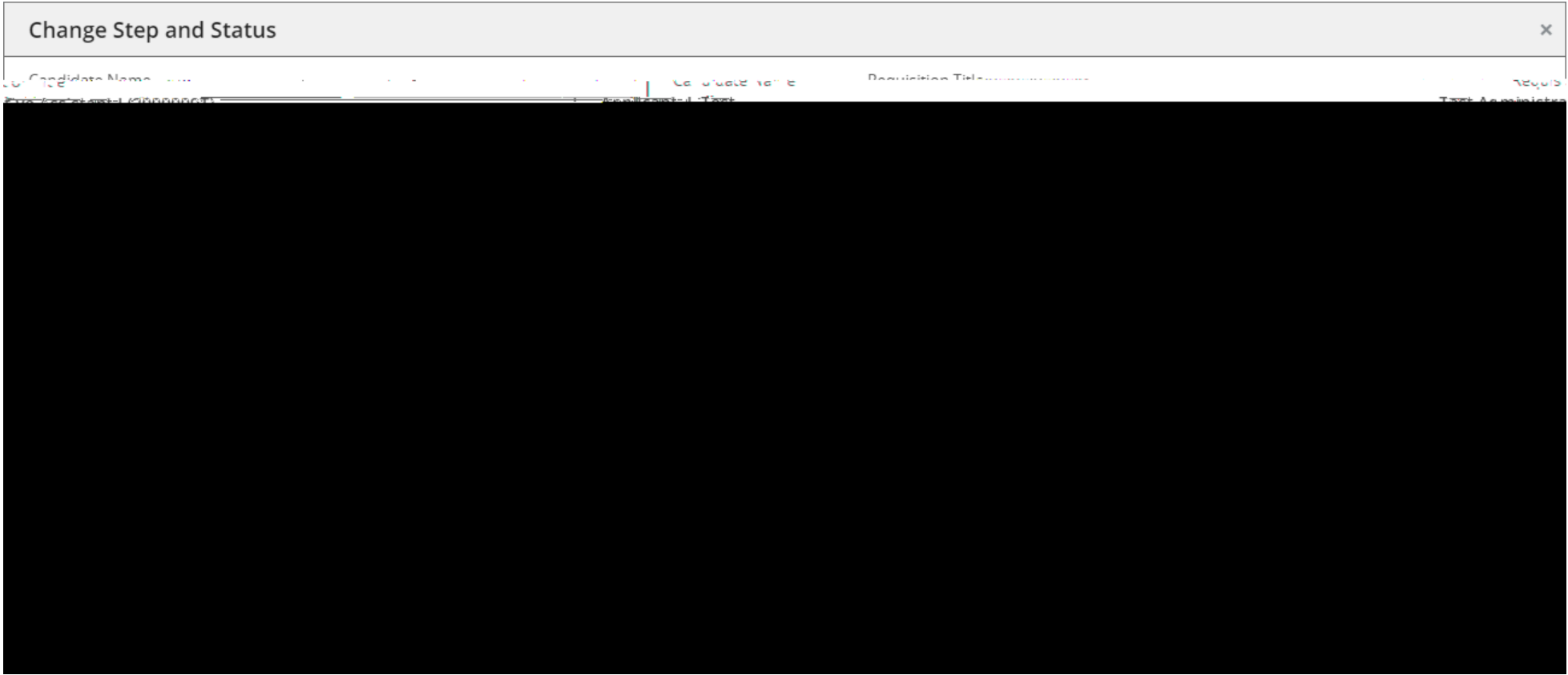
Step Three:

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 ~~UN-3A~~

Step Six:

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.



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”.

REVIEWING APPLICANTS & INTERVIEW EVALUATIONS

REVIEWING APPLICANTS &