

Requesting Training for Staff Recruitment

Staff employment goes through Taleo, TU's online applicant tracking system. This system allows hiring managers to electronically submit and track requisitions, review applicants' interview evaluations and submit offer paperwork.

Submitting a Requisition for a Staff Position

Training is only required for those that will input requisitions into the system, review and provide disposition codes to applicants, and request interview evaluations. Those serving on the interview panel and/or will review and select applicants do not need training.

Once you have determined who needs training, contact your Talent Acquisition Specialist to schedule. Please provide the following information:

- f* The names of those that will need the training (using the information above). The OHR does not recommend a training group of over 5 people.
- f* Requested location of the training (OHR can provide a room if needed).
- f* The position(s) that will be posted in Taleo during the training.

The day of the training, please have the information ready:

- f* Position details including job title, SAP (if applicable), name/employee ID of last person in position (if applicable), the date