



Manager Self Service

Taleo Reference Guide for Hiring Managers



Taleo Reference Guide for Hiring Managers

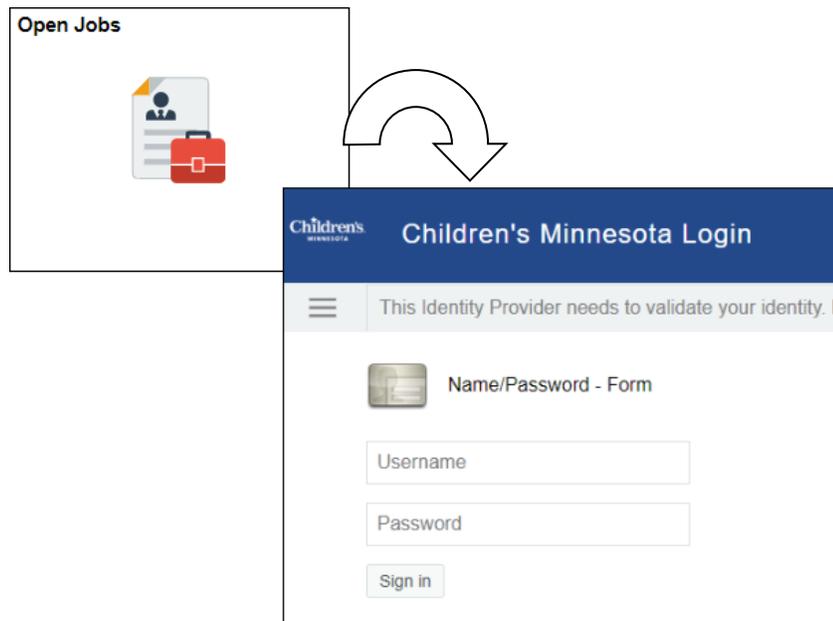
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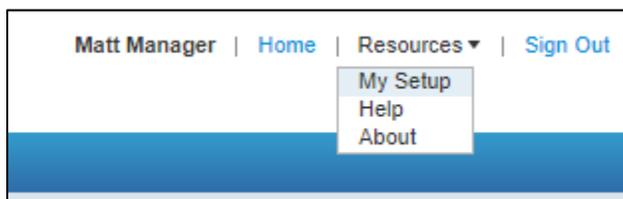
1. Sign In

Log into Taleo via Manager Self Service with your network user name and password and click on the “Open Jobs” tile. A new window will open, requiring a second sign in. Enter your network user name and password.



2. Set General Preferences

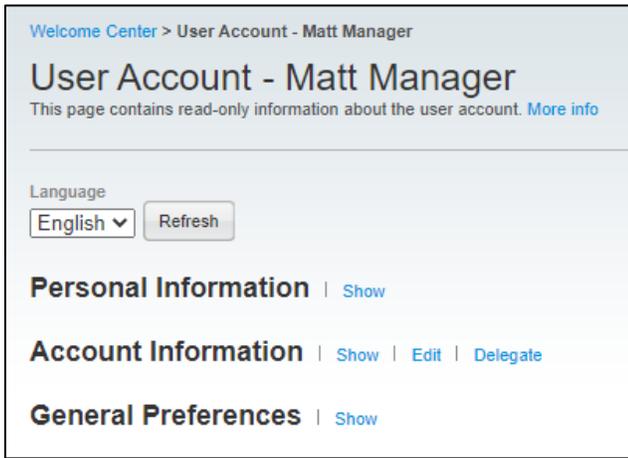
1. Access your profile to setup your preferences, Locate the Resources dropdown in the top right corner of the page and click “My Setup”. This step is needed to setup default fields for your requisitions and the approval paths needed for your requisitions and will not need to be updated unless reporting structures or approval processes change.



2. Your General Information will be pre-populated based on your user account.

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3. The **General Preferences** allows you to edit your General Candidate and Requisition Preferences. To change these items, click “Show”.



Welcome Center > User Account - Matt Manager

User Account - Matt Manager

This page contains read-only information about the user account. [More info](#)

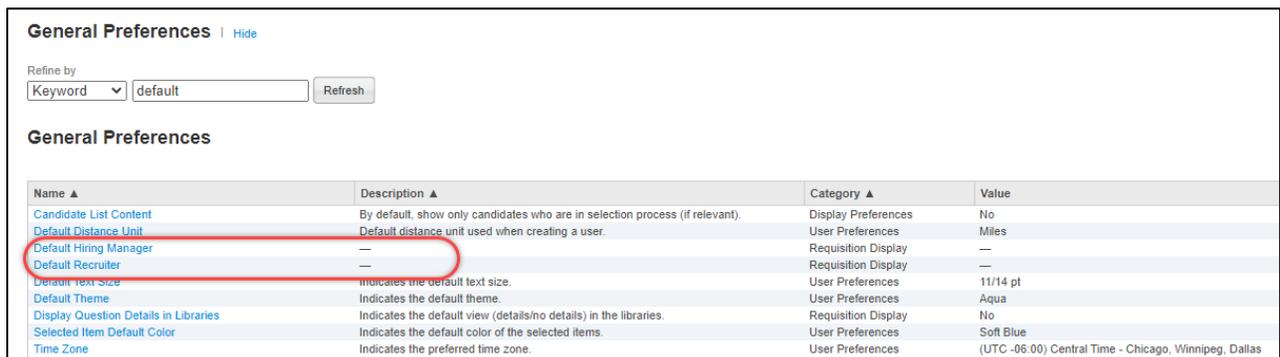
Language
English ▾ Refresh

Personal Information | [Show](#)

Account Information | [Show](#) | [Edit](#) | [Delegate](#)

General Preferences | [Show](#)

4. Search using keyword “default” so that you can select your default Hiring Manager and Default Recruiter for each Position you create.



General Preferences | [Hide](#)

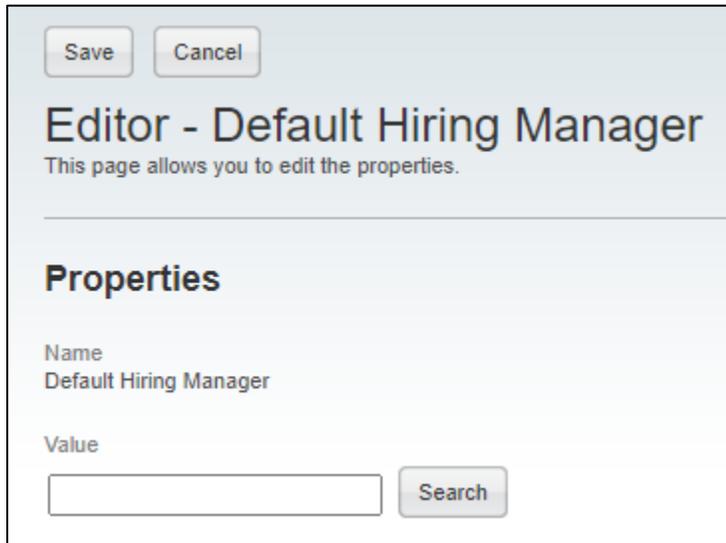
Refine by
Keyword ▾ default Refresh

General Preferences

Name ▲	Description ▲	Category ▲	Value
Candidate List Content	By default, show only candidates who are in selection process (if relevant).	Display Preferences	No
Default Distance Unit	Default distance unit used when creating a user.	User Preferences	Miles
Default Hiring Manager	—	Requisition Display	—
Default Recruiter	—	Requisition Display	—
Default Text Size	Indicates the default text size.	User Preferences	11/14 pt
Default Theme	Indicates the default theme.	User Preferences	Aqua
Display Question Details in Libraries	Indicates the default view (details/no details) in the libraries.	Requisition Display	No
Selected Item Default Color	Indicates the default color of the selected items.	User Preferences	Soft Blue
Time Zone	Indicates the preferred time zone.	User Preferences	(UTC -06:00) Central Time - Chicago, Winnipeg, Dallas

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5. To set yourself as the default Hiring Manager, click Default Hiring Manager and Edit. Search for yourself and click save.



Save Cancel

Editor - Default Hiring Manager

This page allows you to edit the properties.

Properties

Name
Default Hiring Manager

Value
 Search

6. Follow the same process to select a Default Recruiter for your requisitions.
7. Search using keyword "Frequent" to select your **Frequent Collaborators**. This allows you to select users who will have access to the positions you create. If added here, they will be pre-populated but you will have the option to remove them from positions if needed. You do not need to add your Talent Acquisition Consultant (TA Consultant) as a collaborator, as they can already view your requisitions.

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- To add a Collaborator, click [Add](#) then use the selector to choose a user.

User Selector

This page allows you to select a user from the list of available users.

Refine by
Name

Users

<input type="checkbox"/>	Name ▲	Email Address
<input type="checkbox"/>		1D1F9C98E408724DE05383FD6F0A02FA@invalidemail.com
<input type="checkbox"/>		16121A46A97437C5E0538FFD6F0A531B@invalidemail.com
<input type="checkbox"/>		35DB806C6C29F137E05383FD6F0A0DC3@invalidemail.com
<input type="checkbox"/>		8DC2D3FA9359E991E05385FD6F0AEED2@invalidemail.com
<input type="checkbox"/>		7CAEB3EDC85D3371E05387FD6F0AC71B@invalidemail.com
<input type="checkbox"/>		5A4DDFCD93F7FEA3E05381FD6F0AED57@invalidemail.com
<input type="checkbox"/>		6500473E1B591AF1E05381FD6F0AB25A@invalidemail.com

Add your director or executive in the Collaborator list if they want to view the details of a requisition after it is approved. To remove a collaborator after you have selected them, click . Once your selections are complete, click Done.

- Follow the same process to add **Frequent Approvers**. This allows you to create a short list of approvers for both Requisition Approval and Offer Approval. At this time, set up the requisition approval path that is needed for your positions.

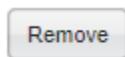
This should include in order, Finance (Andrew Rosendahl), the hiring leader's immediate supervisor, executive sponsor, and your TA Consultant. If others need to be added, please add them in the appropriate order. Offer approval is currently used within HR only and does not need to be set up.

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10. To add approvers, click [Add](#) and use the selector to choose a user account. Add approvers in the order they should appear on the approval path.

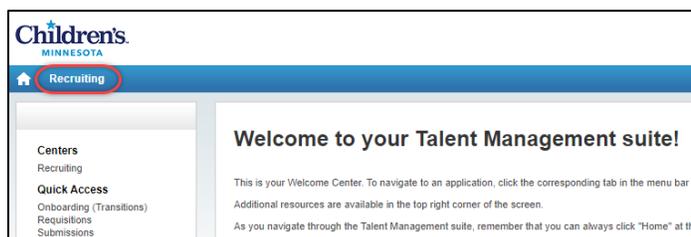
Name	Actions
Andrew Rosendahl	Remove
Your immediate manager	Remove
Executive Approver	Remove
Talent Acquisition Consultant	Remove

To remove an approver after you have selected them, hover over the name and click

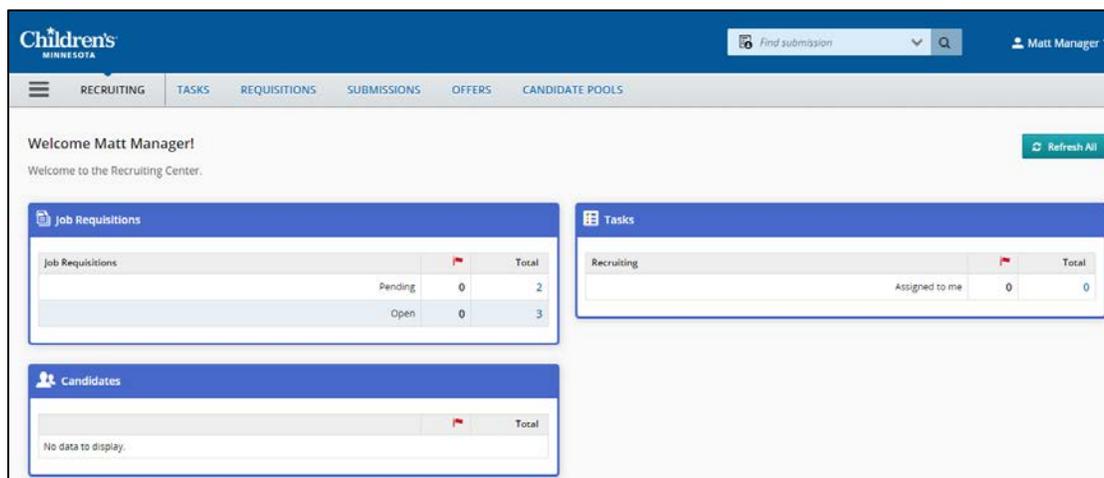


. Once your selections are complete, click Done.

11. Once your setup is complete, click [Recruiting](#) in the top navigation bar to return to the Recruiting Center.



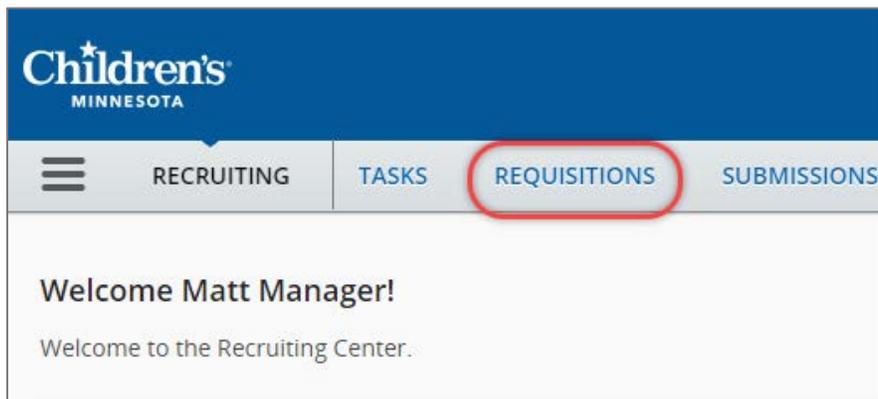
The Recruiting Center will load. This is the home screen for the Recruiting application from which you can see a summary of your Requisitions, Candidates, and Tasks assigned to you.



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3. Create a Requisition

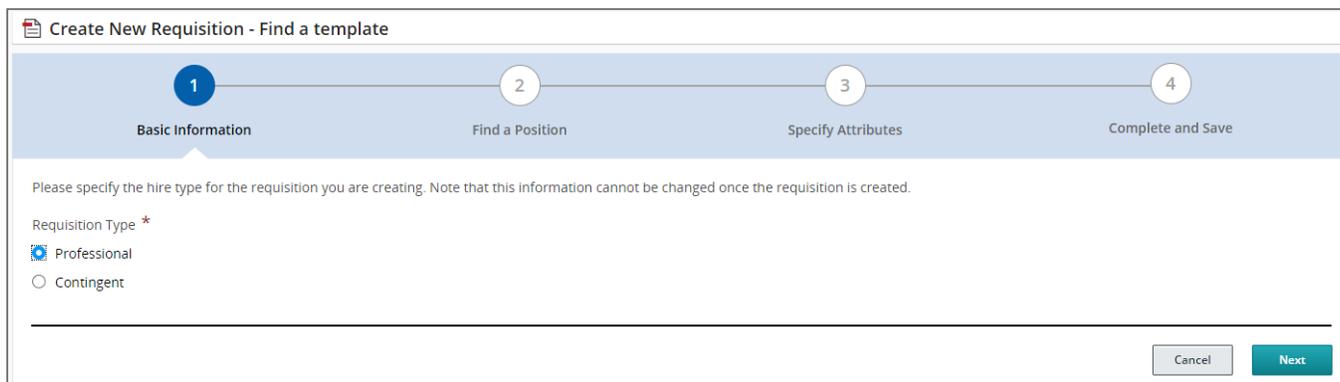
1. From the Recruiting Center, click “Requisitions”.



2. Click [Create Requisition](#).
3. Select Use a template.
4. Select the requisition type and click Next.

To hire an **employee**, select requisition type **Professional**.

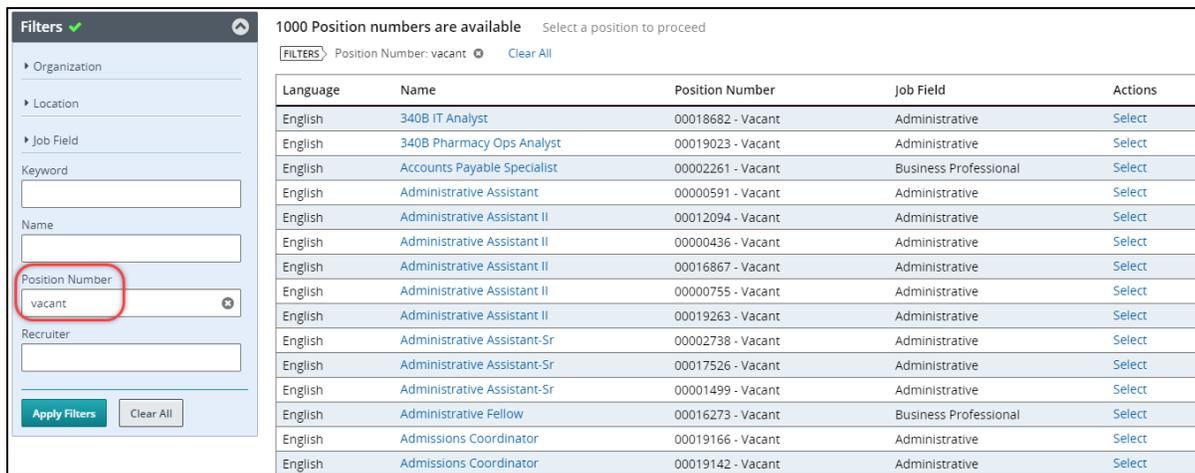
To hire a **contingent worker**, select requisition type **Contingent**.

A screenshot of the 'Create New Requisition - Find a template' form. The form has a progress bar at the top with four steps: 1. Basic Information (active), 2. Find a Position, 3. Specify Attributes, and 4. Complete and Save. Below the progress bar, there is a note: 'Please specify the hire type for the requisition you are creating. Note that this information cannot be changed once the requisition is created.' Under the heading 'Requisition Type *', there are two radio button options: 'Professional' (which is selected) and 'Contingent'. At the bottom right of the form, there are 'Cancel' and 'Next' buttons.

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5. Click  next to the Position field to open the Position selector. To locate your position, use the Quick Filters to search by Position Number, Posting Title, or the person who is currently in the position. Once you have found the correct position, click Select.

Note: If you are creating an employee requisition and searching by the person currently in the position, enter their last name in the Position Number field. Otherwise, you can use your **Available Position Number List** under **My Reports** in Manager Self Service to find the correct position number.

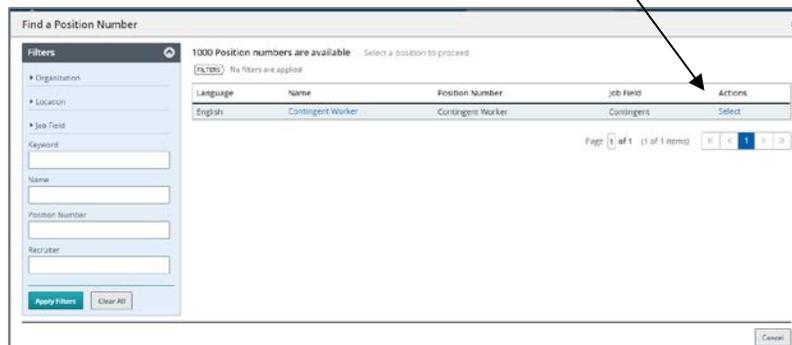


1000 Position numbers are available Select a position to proceed

FILTERS Position Number: vacant Clear All

Language	Name	Position Number	Job Field	Actions
English	340B IT Analyst	00018682 - Vacant	Administrative	Select
English	340B Pharmacy Ops Analyst	00019023 - Vacant	Administrative	Select
English	Accounts Payable Specialist	00002261 - Vacant	Business Professional	Select
English	Administrative Assistant	00000591 - Vacant	Administrative	Select
English	Administrative Assistant II	00012094 - Vacant	Administrative	Select
English	Administrative Assistant II	00000436 - Vacant	Administrative	Select
English	Administrative Assistant II	00016867 - Vacant	Administrative	Select
English	Administrative Assistant II	00000755 - Vacant	Administrative	Select
English	Administrative Assistant II	00019263 - Vacant	Administrative	Select
English	Administrative Assistant-Sr	00002738 - Vacant	Administrative	Select
English	Administrative Assistant-Sr	00017526 - Vacant	Administrative	Select
English	Administrative Assistant-Sr	00001499 - Vacant	Administrative	Select
English	Administrative Fellow	00016273 - Vacant	Business Professional	Select
English	Admissions Coordinator	00019166 - Vacant	Administrative	Select
English	Admissions Coordinator	00019142 - Vacant	Administrative	Select

If you are creating a contingent requisition, select the Contingent Worker template.



Find a Position Number

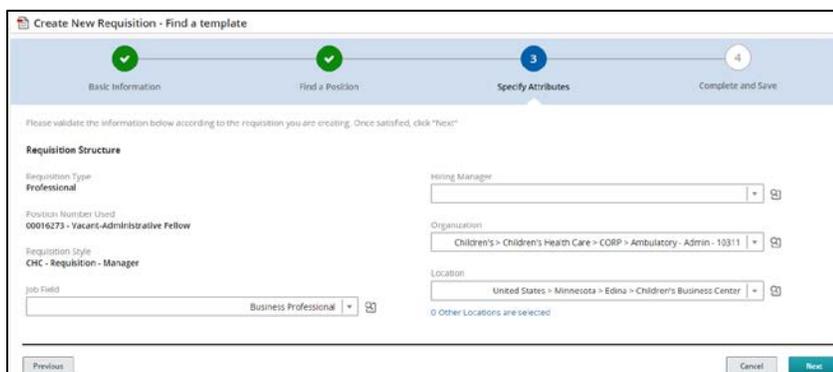
1000 Position numbers are available Select a position to proceed

FILTERS No filters are applied

Language	Name	Position Number	Job Field	Actions
English	Contingent Worker	Contingent Worker	Contingent	Select

Page 1 of 1 (1 of 1 Items)

6. Click Next.
7. If you have selected a Hiring Manager through your general preferences, you do not need to select a Hiring Manager here as it will populate on the requisition. Click "Next".



Create New Requisition - Find a template

Basic Information Find a Position Specify Attributes Complete and Save

Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"

Requisition Structure

Requisition Type: Professional

Position Number Used: 00016273 - Vacant-Administrative Fellow

Requisition Style: CHC - Requisition - Manager

Job Field: Business Professional

Hiring Manager: [Dropdown]

Organization: Children's > Children's Health Care > CORP > Ambulatory - Admin - 10311

Location: United States > Minnesota > Edina > Children's Business Center

0 Other Locations are selected

Previous Cancel Next

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- For **employee** professional requisitions, the Organization, Primary Location, and Job Field will be pre-populated.

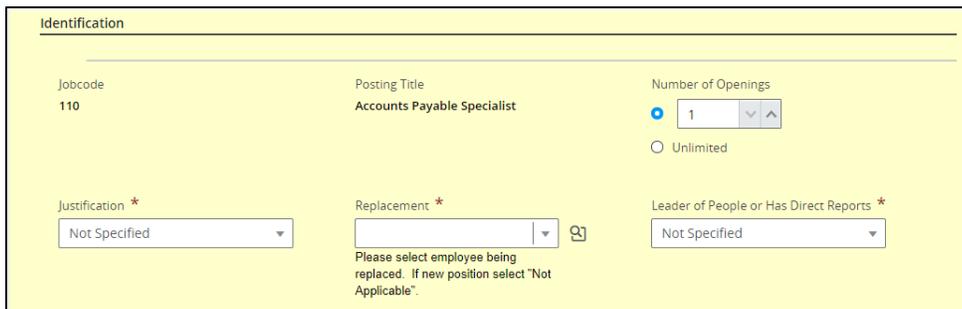
For **contingent** requisitions, Primary Location and Job field will be pre-populated. You must **select** the **Organization (Department ID)**.

You can add additional locations here if needed, click [0 Other Locations are selected](#) link.

Note: the location is used by candidates when searching for a position, only add this if they will be working in multiple locations.

Click Next.

- In the Identification section, choose the Justification for the position and use the  icon to select the person who is being replaced. If it is a new position, select NA - Not Applicable.



Identification

Jobcode: 110

Posting Title: Accounts Payable Specialist

Number of Openings: 1 Unlimited

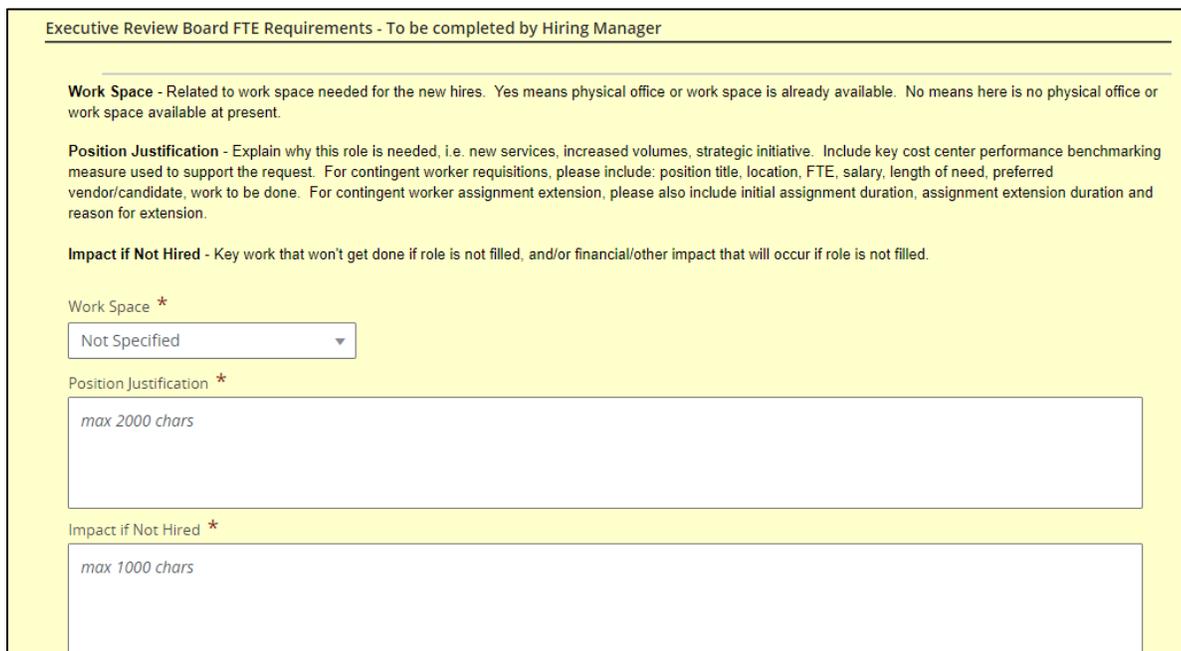
Justification *:

Replacement *: 

Leader of People or Has Direct Reports *:

Please select employee being replaced. If new position select "Not Applicable".

- Children's leadership requires approval for the recruitment of our professional and contingent worker requisitions. Specific information required for approval is listed under position justification.



Executive Review Board FTE Requirements - To be completed by Hiring Manager

Work Space - Related to work space needed for the new hires. Yes means physical office or work space is already available. No means here is no physical office or work space available at present.

Position Justification - Explain why this role is needed, i.e. new services, increased volumes, strategic initiative. Include key cost center performance benchmarking measure used to support the request. For contingent worker requisitions, please include: position title, location, FTE, salary, length of need, preferred vendor/candidate, work to be done. For contingent worker assignment extension, please also include initial assignment duration, assignment extension duration and reason for extension.

Impact if Not Hired - Key work that won't get done if role is not filled, and/or financial/other impact that will occur if role is not filled.

Work Space *:

Position Justification *:

Impact if Not Hired *:

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11. Most fields in the requisition have been pre-populated based on the position selected and several of them will be un-editable. Under “**job information**” please verify the FTE, Shift, and Shift Length, then select the Weekend Coverage and Call Coverage fields. If you need to update any of the un-editable fields, use the text box referenced in step 8.

For contingent worker requisitions, please make sure to complete the Target Start Date and Target End Date.

Target Start Date
mmm d, yyyy

Target End Date
mmm d, yyyy

The fields above are for temporary positions only.

Contingent position approvals cannot exceed 12 months. Extending the contingent worker's assignment will require additional approval. Instructions regarding this approval will be sent out 2 months prior to assignment end date.

12. For **employee** professional requisitions, the Job Description and Qualifications will be pre-populated and un-editable. If you need to make changes to the descriptions, , or any other fields on the requisition, use the text box provided in the Job Description section.

For **contingent** requisitions, the Job Description and Qualifications will be blank. You can use the text box provided to add any notes for your TA Consultant.

Job Description

External Description

Copy From

Please enter any updates to the description below

Rich text editor toolbar with options for Source, Copy, Paste, Undo, Redo, Bold, Italic, Underline, Text Color, Background Color, Bulleted List, Numbered List, Indent, Outdent, Link, Unlink, Image, Table, Styles, Format, Size, Font Color, and Font Style.

13. Click on  to indicate which fields might be missing.

14. Once you have validated the requisition information and provided any required updates, click “Done”.

Create New Requisition - Find a template

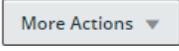
Requisition Info

Cancel Done

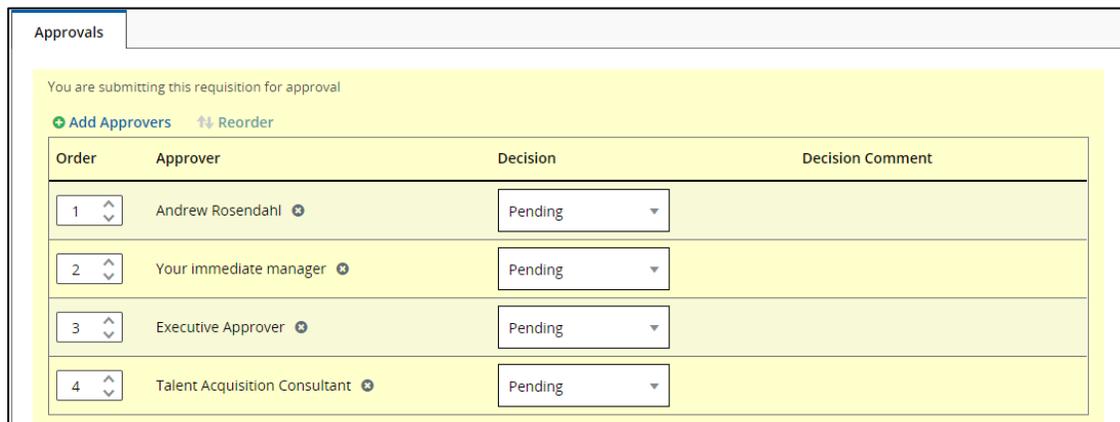
Show fields required to: * Save Request Approval Post Language: English (Base) Collapse All Save

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4. Submit for Approval

1. Click  and select Submit for Approval.

For **employee** professional requisitions, the approval path is: Andrew Rosendahl (Finance), your immediate manager, executive sponsor, and Talent Acquisition Consultant.



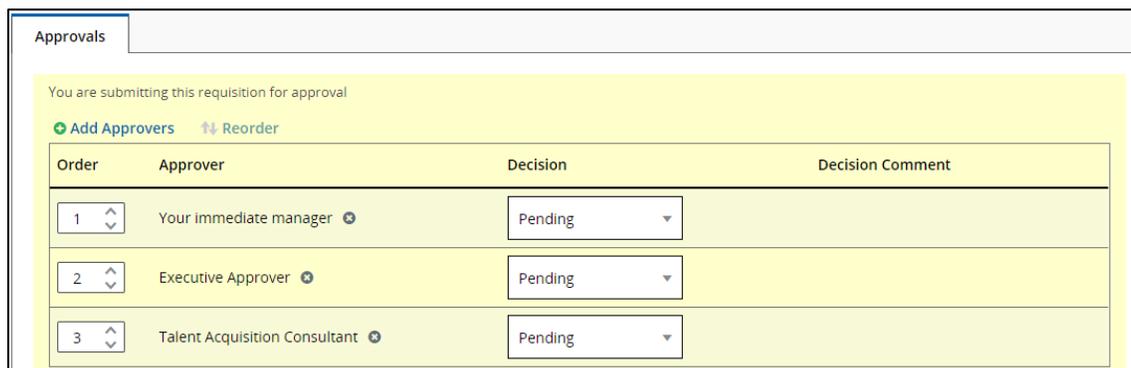
Approvals

You are submitting this requisition for approval

[Add Approvers](#) [Reorder](#)

Order	Approver	Decision	Decision Comment
1	Andrew Rosendahl	Pending	
2	Your immediate manager	Pending	
3	Executive Approver	Pending	
4	Talent Acquisition Consultant	Pending	

For **contingent** requisitions, the approval path is: Your immediate manager, executive sponsor, and Talent Acquisition Consultant.



Approvals

You are submitting this requisition for approval

[Add Approvers](#) [Reorder](#)

Order	Approver	Decision	Decision Comment
1	Your immediate manager	Pending	
2	Executive Approver	Pending	
3	Talent Acquisition Consultant	Pending	

2. Check the **“Add the approvers to the list of collaborators defined for this requisition”** to allow approvers to view the requisitions as a collaborator. In the Comments box, enter the reason for filling the position and click on “Done”. An e-mail will be sent to the first approver. Once it reaches the TA Consultant, they will approve and you will receive a confirmation email.

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5. Approve Requisition

1. An e-mail will be sent to the first approver on the requisition. To approve the requisition, click on the link in the e-mail asking you to respond. It will open a page with links to all the details about the requisition. After the first level approval has been completed, another e-mail will generate to the next approver until it reaches the TA Consultant.

Mail | Properties | Message Source | Discussion Thread

E-Share <do_not_reply@invalidemail.com>
Requisition Approval Request - Administrative Assistant II ✎
to: [redacted]



Sir or Madam:

Requisition Approval Request
Requisition Title: **Administrative Assistant II**
Requisition ID: **20027002**
Requested by: **Hiring Manager**
Comments: **this is a test**

Executive Review Board FTE Requirements

Impact if not Hired:	This is a test.
Position Justification:	This is a test.
Work Space:	Yes

Click "Respond..." to view more requisition details and respond to the approval request as soon as possible.
[Respond...](#)

To see a full list of your pending requisitions under Tasks, use the link below to log in.
[Task List](#)

Best regards,
Human Resources
Children's Minnesota

Replies to this message are undeliverable and will not reach the Human Resources Department. Please do not reply.

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- Use the links to see where the request is at in the approval path or click on the **Requisition Details** to see the full details about the requisition. To either approve or deny the position, select the appropriate response from the drop down and then click **done**. The approval will then route to the next approver.

Done **Cancel**

Requisition Approval Request

Requisition **1500004D — Activities Associate**
Requested by **Hiring Manager**
Comments **Here is my comment.**

Please review the Requisition Information Summary and respond to the approval request as soon as possible.

In response to Loree Skeie - Hiring Manager's approval request:

[Requisition approval path details](#)

Comments (required if you do not approve the requisition)

Send me an email with my decision

Done **Cancel**

Requisition Information Summary

[Requisition Details](#)
1500004D — Activities Associate

Recruiter	Recruiter - HR	Recruiter Assistant	—
Hiring Manager	Hiring Manager	Hiring Manager Assistant	—
Justification	—	Number of Openings	1
Primary Location	Children's - Minneapolis	Target Start Date	—
Attachments	—		

- If you use the **Task List** link, a log in screen will appear. Log into Taleo with your CE number and password. To see the details of the requisition, click the Requisition Details link, to approve from this page, use the More Actions, **Decide on Approval**. Otherwise, use the Approve Requisition link to approve.

Filters ✓	Tasks (8)				
Show tasks: Assigned to me	FILTERS Show tasks: Assigned to me Task type: All Clear All				
<input type="checkbox"/> Show only new or recently active					
Task type: All					
Task	Relates to	Priority	Task Status	Assignee	Latest Comments
Approve requisition	200270DP - Staff RN (BS Degree) Mpls	Normal	In progress	manager Your	

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A confirmation email will be sent to you once all approvers have approved or declined the requisition. The email will contain information about next steps

Children's Human Resources <Childrens_HR_DoNotReply@invalidemail.com> 7/6/2020 9:44 AM
2002701P - Administrative Assistant II approval ✎
to: PeopleSoft WorkflowDevelopment



Your position has been posted.

- If this is a replacement requisition (excluding casual requisitions), your position will be posted but an offer cannot be extended until Clinical core approval. Your TA Consultant will reach out to discuss a recruitment plan if needed. If your request is declined by Clinical Core, you will receive an email.
- If this is a new requisition (excluding casual requisitions), your TA Consultant will reach out to discuss a recruitment plan.
- If this is a casual requisition, your position will be posted. ERB/Clinical Core approval is not required. Your TA Consultant will reach out to discuss a recruitment plan.
- If this is a contingent worker requisition, your position has been approved and your TA Consultant will reach out to discuss a recruitment plan.
- *Please note that extending the contingent worker's assignment will require additional approval. Instructions regarding this approval will be sent out 2 months prior to assignment end date.*

To prepare for the recruitment plan meeting, please consider the following:

- Background/skills/experiences of the ideal candidate
- Interview Process/timeline
- All employees and contingent workers must have 100% clearance of their pre-employment requirements prior to their start date.
- Recruitment will not begin until the recruitment plan has taken place to ensure you are receiving the appropriate candidates.
- For non-contract, all positions must be posted a minimum of 7 business days before an offer can be extended.

Replies to this message are undeliverable and will not reach the Human Resources Department. Please do not reply.

Children's Human Resources <Childrens_HR_DoNotReply@invalidemail.com> 7/6/2020 10:17 AM
2002701K - Accounts Payable Manager decline ✎
to: [REDACTED]



The approval of your position has been declined. Please connect with your executive sponsor for more details.

Replies to this message are undeliverable and will not reach the Human Resources Department. Please do not reply.

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6. Manage Candidates for Professional Requisitions

View Candidate Profile and Application for Employee Professional Requisitions

Note: For contingent requisitions, candidates will be sent via email from the agency.

1. To view the candidates that have applied to your requisition, access the Recruiting Center and click “Requisitions”.

Children's MINNESOTA

Find submission

Matt Manager

RECRUITING TASKS **REQUISITIONS** SUBMISSIONS OFFERS CANDIDATE POOLS

Welcome Matt Manager! Refresh All

Welcome to the Recruiting Center.

Job Requisitions		Total
Pending	0	2
Open	1	2

Tasks		Total
Assigned to me	0	0

Candidates		Total
Active submissions	2	2

2. Click the blue number to the left of the posting title to view the candidate list.

Requisitions (4)

FILTERS Show requisitions: I own Status: Draft Pending Open On Hold Requisition Type All

More Actions

	Title	ID	Status	Status Detail
2	Administrative Assistant	200270IY	Open	Posted (Ongoing)
0	Administrative Assistant	200270IZ	Pending	To Be Approved (7/6/20)

3. Click the name of the candidate to view their Job Application or click on the paper clip to view their resume.

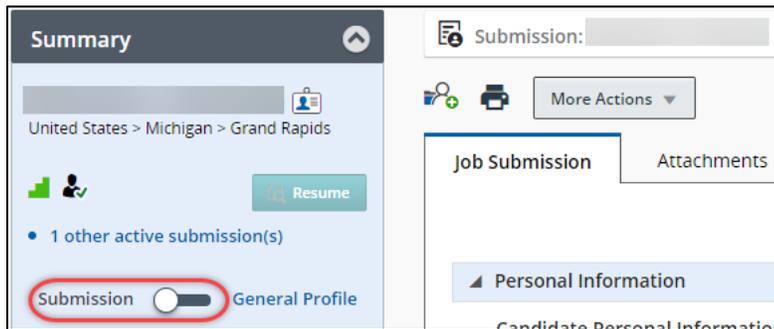
FILTERS No filters are applied

More Actions

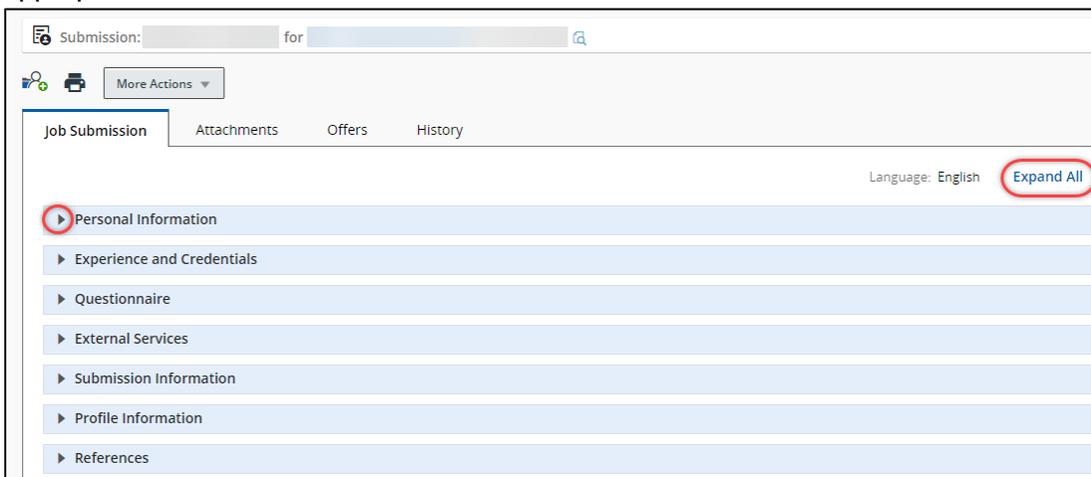
Candidate	

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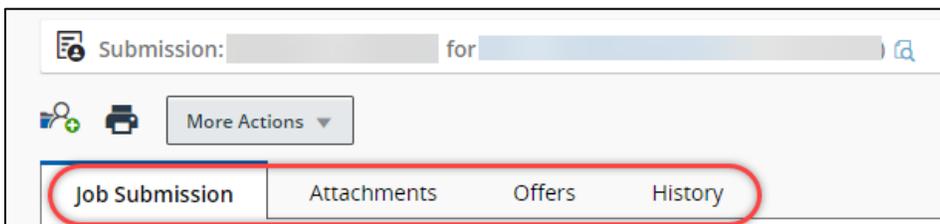
4. The dial is next to “Submission” which indicates this is job specific, NOT the candidate’s General Profile.
Note: If one candidate applies to several jobs, they will have multiple job submissions but only one General Profile.



5. Click “Expand All” to expand and review each application section or click the arrow to open the appropriate section.



6. The tabs across the top of the submission allow you to view multiple aspects of this specific submission.



Attachments: Links to any attachments the candidate included with their application. If a candidate has attached a resume, you can view it here.

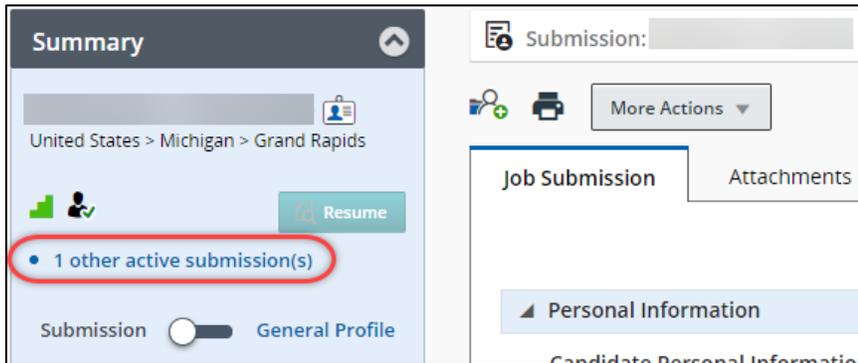
Offers: The Offers tab will display any offers that have been extended to the candidate as they relate to this job.

Note: This tab will not be visible until an offer has been created for the candidate.

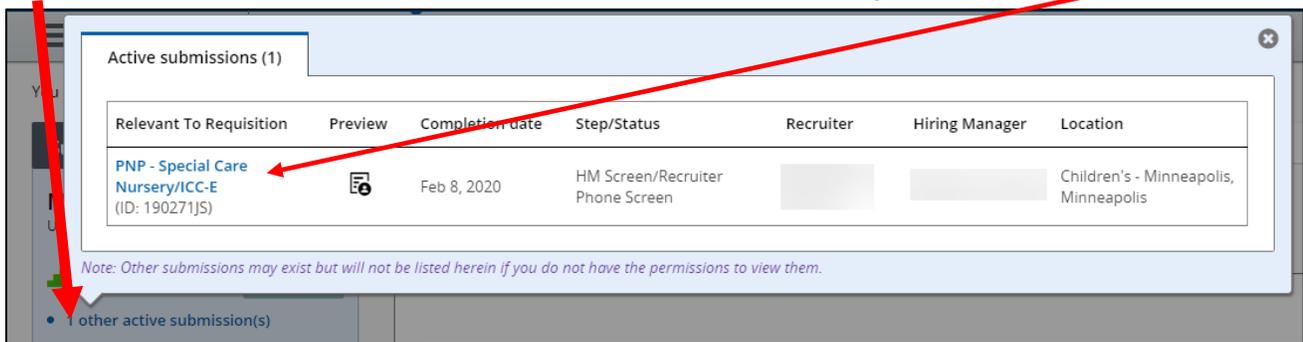
History: The history tab tracks all action that has been taken on this candidate application.

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7. If the candidate has applied to multiple jobs, you can view their other submissions in the blue box at the top left of the page.



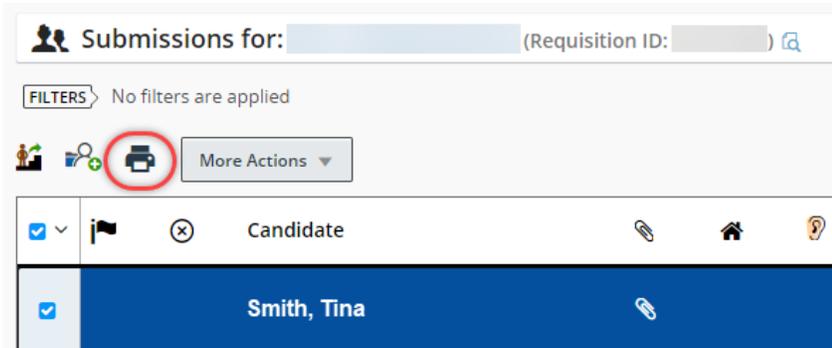
8. Click the blue text to view the title of the requisition. Click the title to go to open the Requisition.



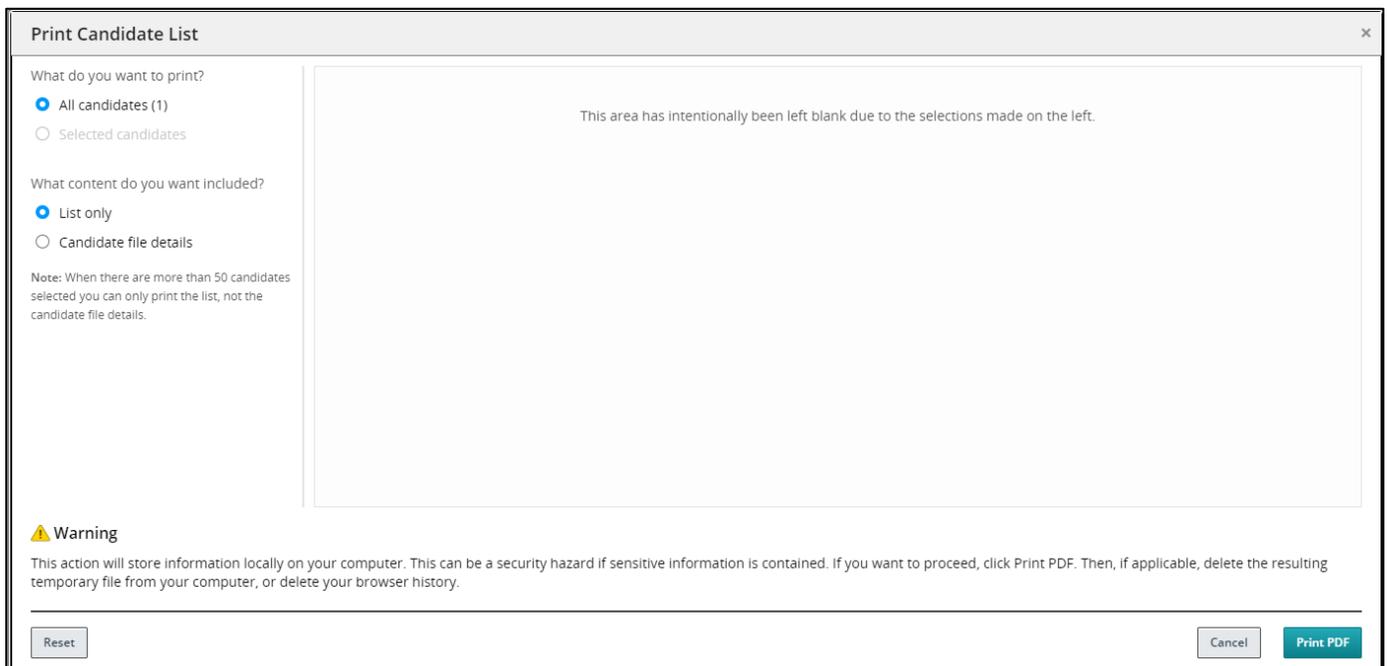
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Print Application Information

1. Navigate to the Candidate list on your requisition. Check the box next to your candidate's name, then click the  icon. You can select all candidates by checking the box in the header column at the left side.



2. The print screen will present you with Selection and Content options.



Selection

- All Candidates: Includes information for all candidates on the requisition.
- Selected Candidates: Includes information only the candidates that have a check mark next to their name.

Note: You can select multiple candidates at once.

Content

- List Only: Prints Candidate List with all of the columns in the candidate view.
- Candidate File Details: Prints application details and attachments.

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- If you select Candidate File Details, the window will load a form where you can select which details you would like to print and the order in which you would like to print them. Use the check boxes to select your sections, and the Order arrows to determine their order.

Note: Attachments will always be printed last.

Print Candidate List

What do you want to print?

All candidates (1)
 Selected candidates

What content do you want included?

List only
 Candidate file details

Note: When there are more than 50 candidates selected you can only print the list, not the candidate file details.

8 Sections are selected

Select all sections Insert page break after each section

1 Job Submission

↑
↓

Personal Information Experience and Credentials Questionnaire External Services
 Submission Information Profile Information References

2 Offers

↑
↓

Current Offer Offer Requisition

3 Referral

↑
↓

Warning

This action will store information locally on your computer. This can be a security hazard if sensitive information is contained. If you want to proceed, click Print PDF. Then, if applicable, delete the resulting temporary file from your computer, or delete your browser history.

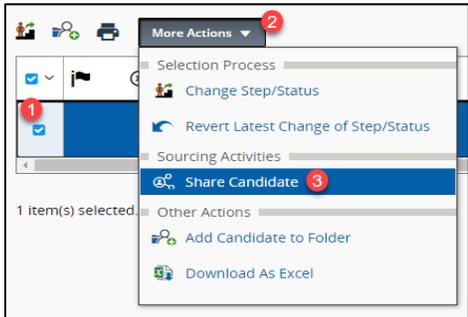
Reset Cancel Print PDF

- When you click Print, a PDF will load in a web browser containing all of your requested content. Print the PDF.

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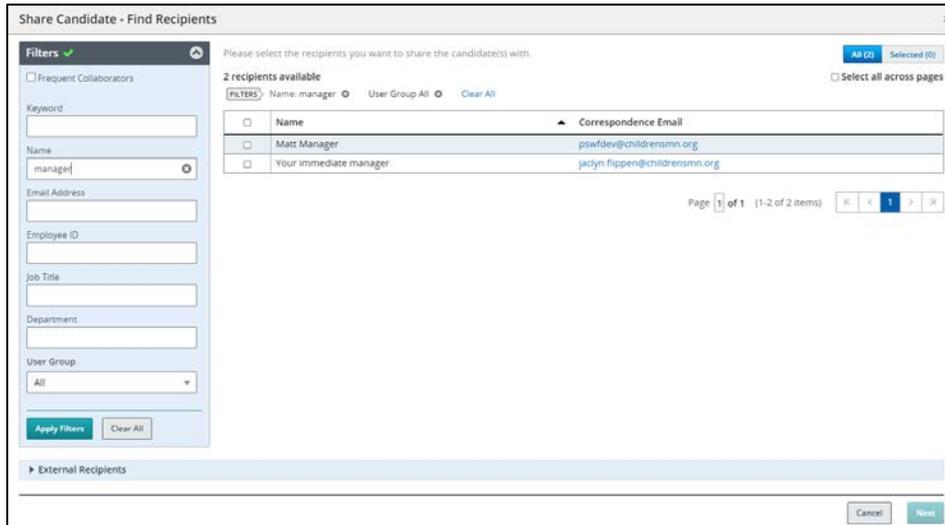
Share Candidates

1. Navigate to the Candidate list on your requisition. Select a candidate by checking the box to the left of the name, then click More Actions > Share Candidate.

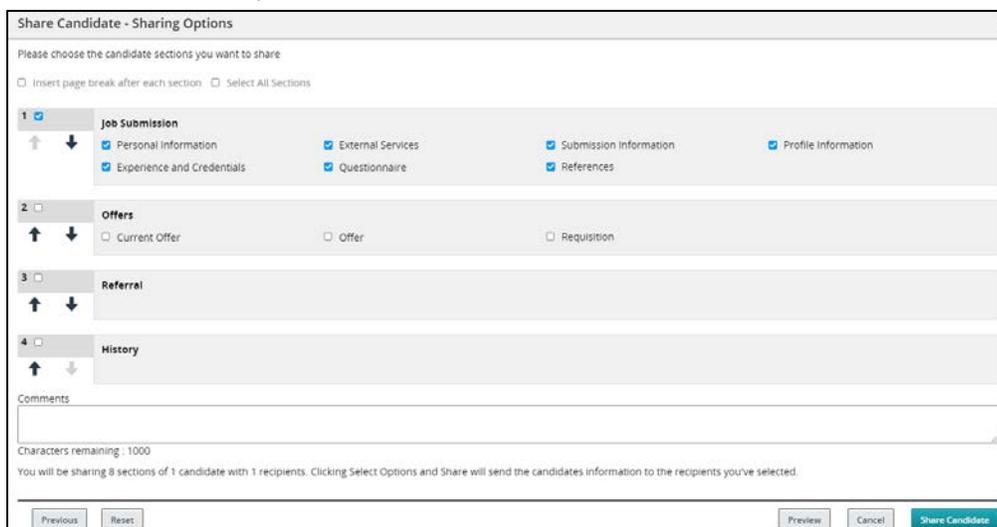


Note: To share multiple candidates at once, check the boxes next to all candidate names you want to share.

2. The Share Candidate window will load. You can filter to your recipient by using the Filters on the left. Select your recipient(s) and click “Next”.



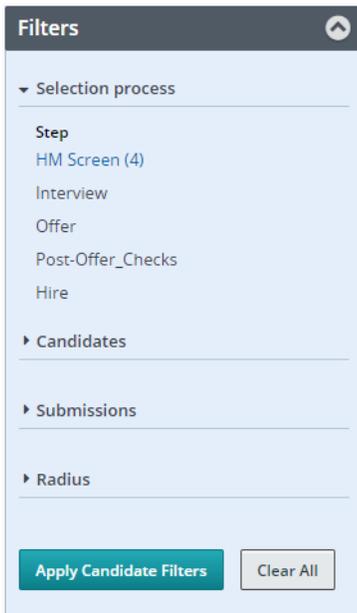
3. Check the sections you would like to include, select their order, and click “Share Candidate”.



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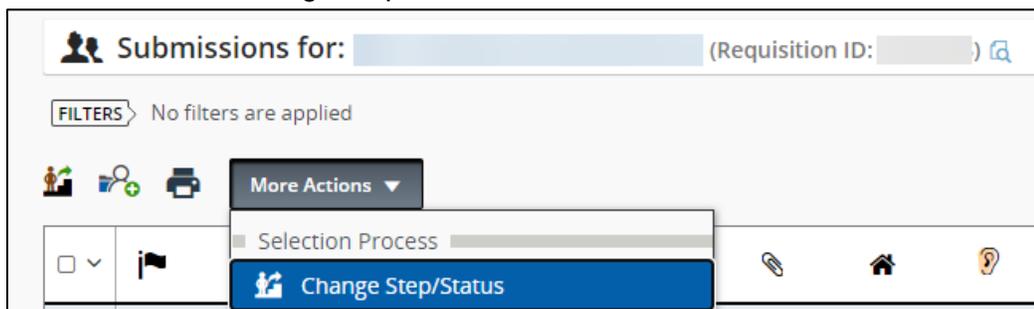
Move Candidate through Selection Process

1. Navigate to the candidate list on your requisition. The items listed in the Selection Workflow on the left panel display all of the steps in the candidate selection process. Each step contains sub-steps called statuses. A candidate's step / status combination tracks where they are in the selection process at any point in time.



Depending on the hiring process flow based on service line, the step and status may be different. This image is a sample.

2. As a Hiring Manager, you have the ability to tell a TA Consultant that you would like to move a candidate forward, put a candidate on hold, or decline a candidate by changing their Status in the selection workflow.
3. To change a candidate's status, check the box next to their name, then click the More Actions dropdown menu and select "Change Step/status..."



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4. If you would like to:

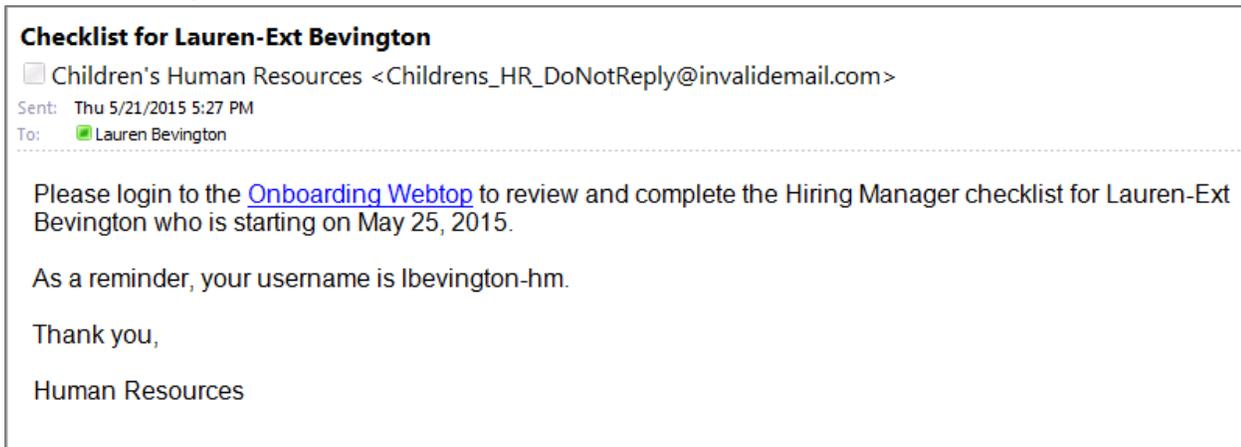
...Move the Candidate to the Next Step	...Manager Hold	...Decline the Candidate																																				
Choose the status with an asterisk (*) at the end. This indicates to the TA Consultant that you would like to move the candidate to the next step.	Choose the Manager Hold status to indicate to the TA Consultant that you would like to hold the candidate.	Choose the Not Selected status to indicate to the TA Consultant that you would like to decline the candidate.																																				
<p style="text-align: center;">Change to</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Step HM Screen</td> <td style="width: 80%;">Status</td> </tr> <tr> <td></td> <td>Passed HM Screen - Interview* ▼</td> </tr> <tr> <td></td> <td>Manager Review</td> </tr> <tr> <td></td> <td>Not Selected</td> </tr> <tr> <td></td> <td>Manager Hold</td> </tr> <tr> <td></td> <td>Passed HM Screen - Interview*</td> </tr> </table>	Step HM Screen	Status		Passed HM Screen - Interview* ▼		Manager Review		Not Selected		Manager Hold		Passed HM Screen - Interview*	<p style="text-align: center;">Change to</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Step HM Screen</td> <td style="width: 80%;">Status</td> </tr> <tr> <td></td> <td>Manager Hold ▼</td> </tr> <tr> <td></td> <td>Manager Review</td> </tr> <tr> <td></td> <td>Not Selected</td> </tr> <tr> <td></td> <td>Manager Hold</td> </tr> <tr> <td></td> <td>Passed HM Screen - Interview*</td> </tr> </table>	Step HM Screen	Status		Manager Hold ▼		Manager Review		Not Selected		Manager Hold		Passed HM Screen - Interview*	<p style="text-align: center;">Change to</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Step HM Screen</td> <td style="width: 80%;">Status</td> </tr> <tr> <td></td> <td>Not Selected ▼</td> </tr> <tr> <td></td> <td>Manager Review</td> </tr> <tr> <td></td> <td>Not Selected</td> </tr> <tr> <td></td> <td>Manager Hold</td> </tr> <tr> <td></td> <td>Passed HM Screen - Interview*</td> </tr> </table>	Step HM Screen	Status		Not Selected ▼		Manager Review		Not Selected		Manager Hold		Passed HM Screen - Interview*
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5. Once the candidate reaches the Interviews step, the TA Consultant will need to move them through the remaining steps in the process.

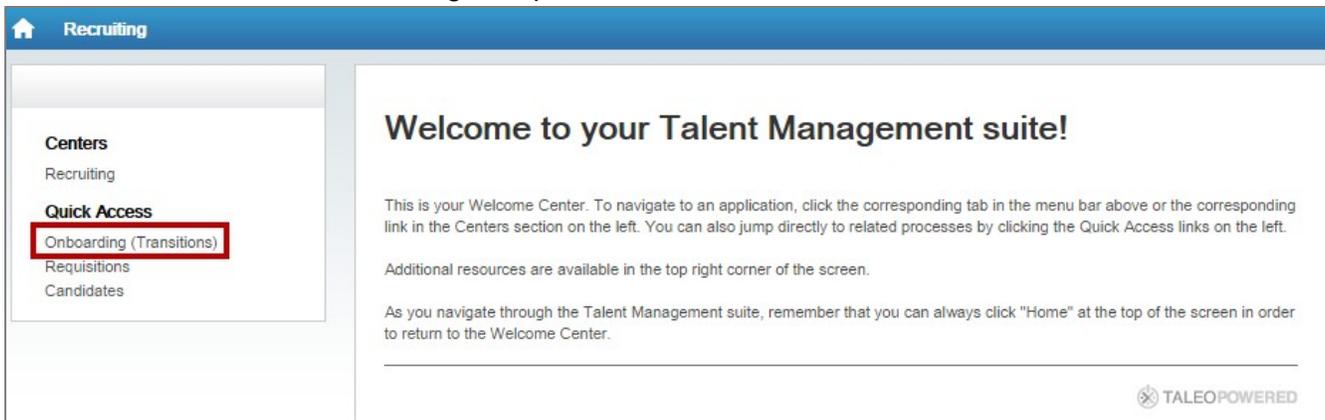
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7. Manage Employee Onboarding Tasks

1. Once the employee has completed post-offer checks and moved to hire, they will be emailed a link to access the Onboarding portal to complete their new hire paperwork. You will receive the following email notifying you of the New Hire and directing you to your Hiring Manager checklist. Click the link to access the Onboarding portal.



2. To access the Onboarding portal outside of the email, log into Taleo and click Onboarding (Transitions) under Quick Access in the left navigation panel.



3. To view your tasks, locate the Tasks section and click Execute to load the hiring manager checklist.



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4. The Hiring Manager checklist will load, listing all tasks that need to be accomplished prior to the employee's first day; you can print this list. Once you click submit, it will drop off of your Tasks list.

Prior to Employee's First Day

Please check what you have completed.

- Call employee to welcome, confirm unit start date, and orientation schedule. Discuss when they will be starting in the unit/department and include start and end time, meeting location, who to ask for on arrival, dress code, where to park, etc.
- Provide new employee with a contact in the event of a question or issue.
- Submit access request for shared folder(s), distribution lists, shared email, and any special software. Please note GroupWise, Novell, Mandatory Education, PeopleSoft, and Cerner access will be activated on the first day of employment and does not need a specific request.
- Order basic office furniture and supplies (desk, chair, paper, pen, stapler, etc.).
- Order business cards and name plate (if needed).
- Other workspace/role specific access request as appropriate (phone, pager, cell phone, purchasing card, etc.).
- Determine training team and delegate coordination, validation, and socialization roles as needed.
- Forward employee information as needed to the training team.
- Verify that the employee's workspace is clean and prepared.
- Send an informal announcement to the department announcing the new employee.
- Prepare materials for first day on the unit/department including general unit orientation checklist, appropriate role orientation checklist, and unit materials.

Once you click "Submit" this task will be removed from your list of tasks. If you wish to keep this task open, please click "Cancel".

Print

Submit

Cancel

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Appendix: Recruiting Icon Legend

General Application Information	
	This is a new candidate in the requisition. Their application has not yet been viewed.
	Candidate has provided an answer to a disqualification question that is flagged as 'To Be Verified'. This symbol will remain next to the candidate unless the candidate's answer is changed.
	Candidate is a current employee.
	Candidate is active on at least 1 other requisition.
	Candidate file contains an attachment. Most often this is their resume and/or cover letter.
	Candidate has been Rejected.
	TA Consultant has verified that candidate meets basic qualifications.
Step/Status Indicators	
	Candidate is in New, Screening, or Interviews Step.
	Candidate is in the Offer step.
	Candidate is in the post-offer checks step.
	Candidate is no longer active on any requisitions.
Candidate List Icons – These are the icons in the top bar when you view candidates	
	Adds comments about the candidate that will show up in the 'History' tab. Comments can be made on a job submission or a general profile.
	This is an option for filing candidate applications if you would like to store them in folders within Taleo. Folders can either be personal or shared. To view your folders, click the middle tab in the left panel above where it reads 'Quick Filters'.

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	Find candidates with similar credentials to the one you have selected.
	Add the selected candidate to a different requisition.
	Merge the selected candidate files into one. This allows you to choose one as the 'Master' copy and the other one to fill in information that the master may be missing.
	Export candidate list data into an Excel document.
	Add an attachment to the selected candidate file.
	Print the candidate list that you are currently viewing.
	Share selected candidate's information through email.