

# Taleo Guide for Graduate Assistants

Henderson Taleo Coordinator: Olivia Clark

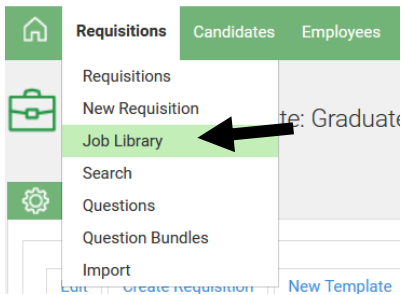
Email: [oclarck@astate.edu](mailto:oclarck@astate.edu)

Phone: 870-680-8012

## Create a Requisition

**\*Note: When you begin creating a requisition, there is no way to save it and come back at a later time. Pressing save will submit the requisition and start the approvals process.\***

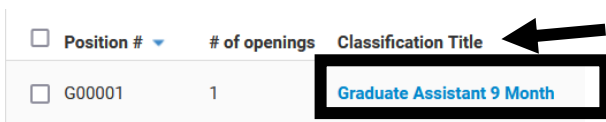
**STEP 1** – To begin a New Requisition, hover over the “Requisition Tab”, then click on “Job Library”



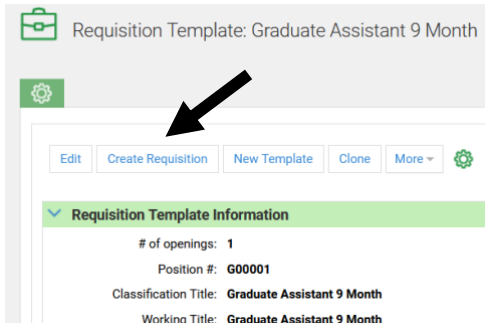
**STEP 2** – Enter in the Position #, then press Enter on your keyboard or Refresh List on the screen



**STEP 3** - Click on the requisition title to create a new requisition



**STEP 4** – Click on the “Create Requisition” button



All fields marked on the Requisition in red and with an asterisk are required. Review all fields for accuracy and make changes as required.

## Requisition Owner(s) Section

If someone needs to be added or removed on the requisition owners section, please email these changes to:

Henderson Taleo Coordinator – Olivia Clark – [oclark@astate.edu](mailto:oclark@astate.edu)

**Owners, Approvers and Agencies:**

Requisition Owners: [HR, Henderson](#)  
[Graduate School, Henderson](#)

## Requisition Information Section

### Requisition Template Information

# of openings:

\* Position #:

\* Classification Title:

Working Title:

Grade:

Department:

Department Contact Phone:

Format: ###-###-####

Location:

Please enter the approved salary.

\* Proposed Salary Range:

Shift Pay:

Replacement for:

\* Reason for Opening:

Employee Name:

\* Funding:

\* Budget Page/Line:

If Other enter FOAP:

\* Anticipated Start Date:

Employment Status:

Type of Employment:

\* EEO Position Group:

\* EEO Job Class:

FLSA:

Posting Length:

If Other Enter # of Days:

Opened Date:

Closing:

Posting Location:

**Budget Page/Line: N/A**

**FYI:** In Taleo, positions close at 12:01 a.m. on the closing date. They do not stay open throughout the day.

### ***Posting Lengths:***

Recommended to be posted for a Minimum of 14 days

### ***Approvals Section***

The approval routing is viewable for both the Requisition and Offer. Send any questions/changes to:

Henderson Taleo Coordinator – Olivia Clark – [oclark@astate.edu](mailto:oclark@astate.edu)

▼ Owners, Approvers and Agencies:

Requisition Owners: [HR, Henderson](#)  
[Graduate School, Henderson](#)

Requisition Approvers: [1] [Graduate School, Henderson](#)  
[2] [HR, Henderson](#)

Offer Approvers: [1] [Graduate School, Henderson](#)  
[2] [HR, Henderson](#)

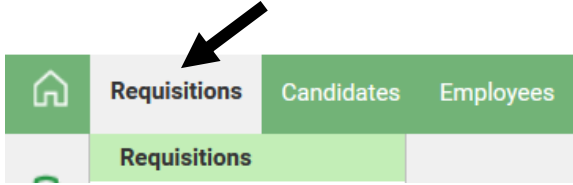
### ***Position Description Section***

Please review the position summary and send any changes in a Word document to:

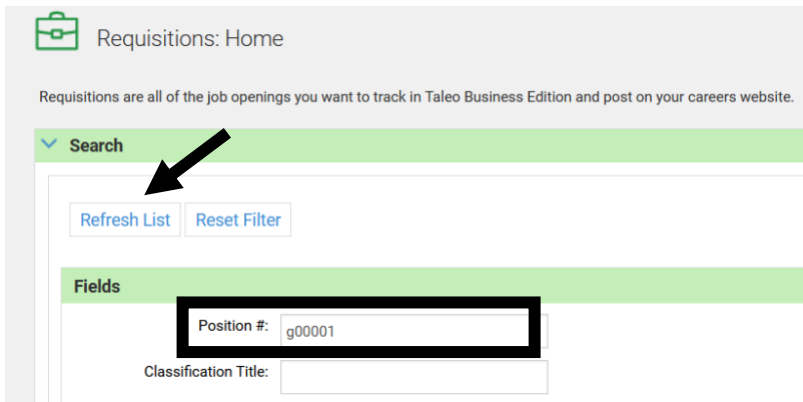
Henderson Taleo Coordinator – Olivia Clark – [oclark@astate.edu](mailto:oclark@astate.edu)

## Viewing Candidate Profiles:



Step 1 - Go to the Requisition that the department is hiring for by clicking Requisition in the upper left hand corner:



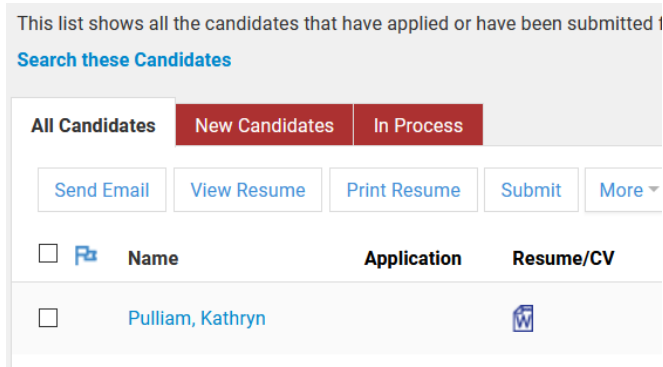
Step 2 – Type in the position number and click “Refresh List”



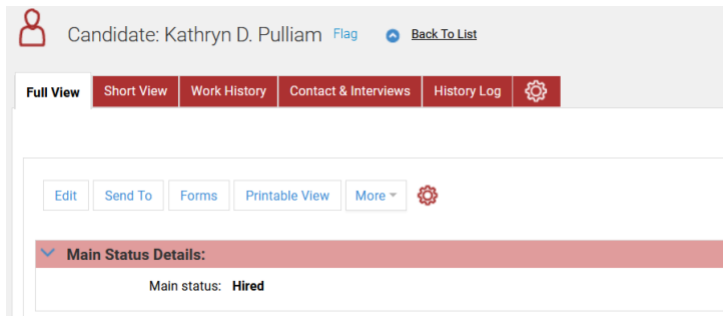
Step 3 - Click on the green number to view all of your Candidates:

<input type="checkbox"/>	Position #	Classification Title	Candidates	Department	Status
<input type="checkbox"/>	A00062	Project Program Specialist	 	Payroll Services	Open

Step 4 - There will be a list of names, their application, and their resume:



To view more information about one candidate, please click on their blue hyperlinked name to go to their Candidate Record:



On their Candidate Record, there will be information about a candidate, such as:



To view any details about any of the above fields, please make sure that the arrow next to the word is pointing down, this will Open that field and allow you to see the information (for attachments it will also allow you to view if the Candidate has added any additional attachments to their record).

For any questions on how to navigate the Candidate Record, please contact Olivia Clark

# Submit Offer Letter

Once the decision has been made on which candidate to hire, an offer letter must be generated. The offer letter replaces the Assignment Change Form/Employee Status Form.

**STEP 1** - Click on your requisition to access the candidates. Click on the Candidate's name

## Candidates: Assistant Professor 12 Mo

This list shows all the candidates that have applied or have been submitted for requisition F00029: Assistant Professor 12 Mo - [F00029]

[Search these Candidates](#)

All Candidates		New Candidates						
<a href="#">Send Email</a>	<a href="#">View Resume</a>	<a href="#">Print Resume</a>	<a href="#">Submit</a>	<a href="#">More</a>	<a href="#">Mark as...</a>	<a href="#">Change Main Status to...</a>	<a href="#">Change Req-specific status to...</a>	
Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status	Main status	Requisitions	Req Rank
<input type="checkbox"/> <a href="#">Smith, John</a> Referred by Lori Winn		1/15/16 4:51 PM			Hired	Hired	<a href="#">Assistant Professor 12 Mo...</a>	
<input type="checkbox"/> <a href="#">Rainwater, Melody</a> Referred by Taleo-Coordinator		1/25/16 5:11 PM	Phone Screen	NEW	NEW	NEW	<a href="#">Assistant Professor 12 Mo...</a>	



**STEP 2** - Under the **Offer Letter** section, click on the **New Offer** link

## Candidate: Melody Rainwater [Flag](#) [Back To List](#) [Previous](#)

Full View	Short View	Work History	Contact & Interviews	History Log	Settings			
<a href="#">Edit</a>	<a href="#">Send To</a>	<a href="#">Forms</a>	<a href="#">Printable View</a>	<a href="#">More</a>	<a href="#">Settings</a>			
<b>Main Status Details:</b> Main status: <b>NEW</b>								
<b>Offer Letters</b> <a href="#">New Offer</a> No offer letters created								
<b>Interviews</b> <a href="#">Schedule interview</a> No interviews created								
<b>Requisition Summary</b> <a href="#">Attach Requisition</a>								
Classification Title	Candidates	Status	Req. Based Status	Next Steps (Req)	Req. Rejection Reason	Action	ACE	Req Rank
<a href="#">Assistant Professor 12 Mo</a>	2	Open	NEW	Phone Screen		<a href="#">Remove</a>		



## Offer Letter Details

The information entered in the Offer Letter Details will populate the official Written Job Offer Letter which will be emailed to the candidate. **\*All fields highlighted in red are required fields.**



**\* Requisition:** HEI Program Coordinator - [16013C] [View](#)

**\* Offer Template:** Classified & Non-Classified

**\* Title:** HEI Program Coordinator

**\* Working Title:** Taleo Coordinator

**\* Supervise FT Emps?:** Yes  
No

**\* Anticipated Start Date:** 10/01/2017

**Requisition** – Please Ensure that you have selected the correct Requisition, can always select the blue “view” to verify

**Offer Template** – Select Henderson GA Offer Letter

**Title** - retype the “Requisition” title without the position number

**Working Title** – Can differ from Title.

**Supervise FT Emps?** – No

None selected

Classified & Non-Classified  
Contract Offer Letter 12 Month  
Contract Offer Letter 4.5 Month  
Contract Offer Letter 9 Month  
PLEASE DO NOT USE  
Provisional Offer Letter

Please Type Evaluation Manager's Name Below

\* Evaluation Manager:

Please use the next three boxes to fill in the Time and Attendance Approver's Last Name, ID Number, and Time Sheet Org

\* Manager:

\* Supervisor's ID:

Supervisor and Leave/Time Approver Must be the Same Employee

Timesheet Orgn can be found in Internet Native Banner on the NTRRQUE screen by searching the Supervisor's Last Name

\* Sup's Timesheet Orgn:   
Format: #####

\* Dept Phone Number:   
Format: ###-###-####

\* Employment type:

The Salary field will populate the Offer Letter - please type (Annual Salary in this format \$##,###.##) and (Hourly Salary in this format \$#.##)

\* Annual or Hourly Salary:

Shift Pay:

HR Use - Expiration Date:

\* Contract Term:

\* International Sponsorship:

\* Current Employee:

Student/Employee ID:

**Comments:** Please add in any necessary Comments

Additional Information for Offer Approver - may include items related to a Graduate Assignment such as Grant Funding Source or Salary Justifications.

For Adjuncts - Please include the Class Number Section and CRN in the comments below.

Comments:

**Evaluation Manager** - Please click on the box and type in the Evaluation Manager's first and last name.

**Manager** - Click on the drop down arrow to select the Time and Attendance Manager's name **Selection should not remain A-State Dean.**

**Supervisor's ID** - Enter the Time and Attendance Manager's name A-State ID number.

**Timesheet Orgn** - Enter the 6-digit T-Orgn Code for the Time and Attendance Manager's name

**Dept Phone Number** - Enter the department's phone number

**Employment Type** - select appropriate working hours

**Salary** - enter the dollar amount (example - 25,000).

For classified positions: Refer back to the Requisition field titled "Proposed Salary Range" for the amount to enter.

**Note: All salaries must be rounded to the nearest dollar amount**

**HR Use - Expiration Date** - Please leave blank. Human Resources will enter this date once the Offer Letter has been approved by all levels.

**Contract Term** - for Faculty & Provisional Use Only

**International Sponsorship** - change to **yes** if sponsorship is required

**Current Employee** - If they are please put "yes" and their ID Number



Please fill out the appropriate area if it applies to the position you are hiring for:

**Grant Information Section** – Provisional positions only

- Enter the Grant Begin and End Dates:

**\*\*Grant Information - Completed for Grants Only\*\***

Grant Begin Date:  

Grant End Date:  

**Adjuncts, Graduate Assistants & Resident Assistants**

**\*\*Adjuncts, Graduate Assistants & Resident Assistants\*\***


Start Date:  

End Date:  


**Faculty Contract Information** – Faculty and Childhood Services' positions only


- Enter the **Faculty Contract Type** and **Contract Start and End Dates**

**\*\*Faculty & Childhood Services Contract Only\*\***


Type of Faculty Contract:  


Start Date Month:  

Start Day:  

Start Month Year:  

Contract End Month:  

Contract End Day:  


Contract End Year:  

**Budget- FOAP Information Section** – Enter the Job Labor Distribution for salary payments. Contact the Budget Office at 972-3700 for questions.

- The total labor distributions must equal 100%. If more than one FOAP is utilized, please ensure the total percentage equals 100% before submitting.

**FOAP's Must Total 100%**

\* FOAP #1:   
Format: #####-#####-#####-####

\* Percentage #1:  

**STEP 3:**

- Return to the Candidate's Page and scroll down to the **Offer Letters** section. Click on the magnifying glass to preview the letter.
- Click on the drop-down next to the **View** action and select **Submit for Approval**.
- On the next screen, click on **Yes** to officially submit the offer letter to the appropriate approvers.

Offer Letters <a href="#">New Offer</a>							
Last Updated ▲	Creator	Requisition	Status	Approval	Offer Letter	Accepted Offer	Action
12/14/15 11:24 AM	<a href="#">Tune, Cassey</a>	<a href="#">Research Project Analyst - [17030C]</a>	Waiting for Approval	<a href="#">Hannah, Charles</a> <a href="#">Frey, Len</a> <a href="#">A-State, Budget</a> <a href="#">Privett, Amy</a>	- Pending - Pending - Pending - Pending		<a href="#">View</a> ▼