

# Taleo Guide for Full-Time

Henderson Taleo Coordinator: Olivia Clark

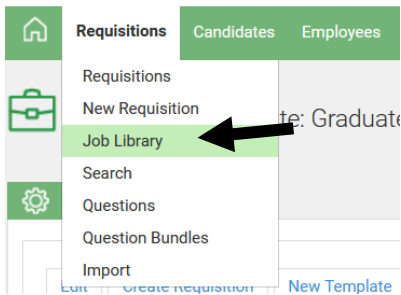
Email: [oclarck@astate.edu](mailto:oclarck@astate.edu)

Phone: 870-680-8012

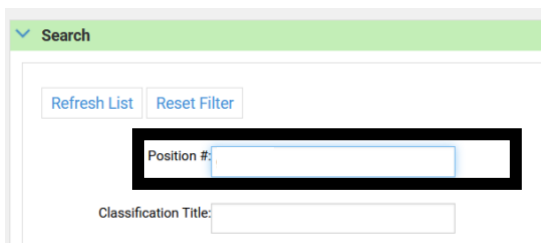
## Create a Requisition

**\*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.\***

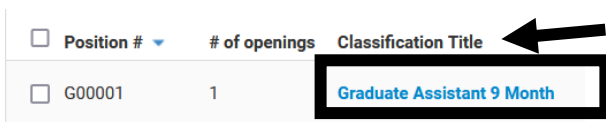
**STEP 1** – To begin a New Requisition, hover over the “Requisition Tab”, then click on “Job Library”



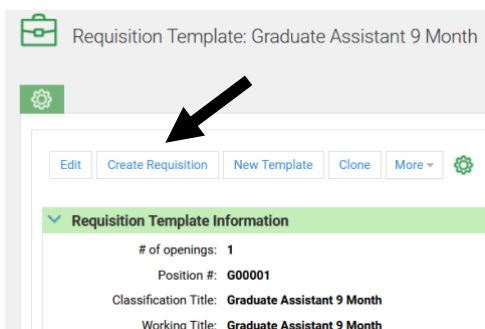
**STEP 2** – Enter in the Position #, then press Enter on your keyboard or Refresh List on the screen



**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 10 days for Staff and 30 days for faculty (temporary faculty can be posted for 10 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

Requisition Approvers: [2] HR, Henderson

Offer Approvers: [2] HR, Henderson

## ***Position Description Section***

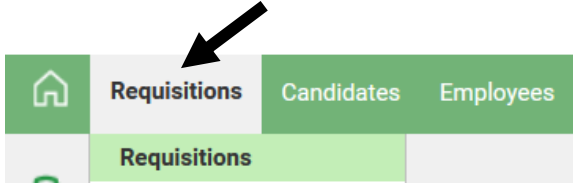
Please review the position summary and send any changes in a Word document to:

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

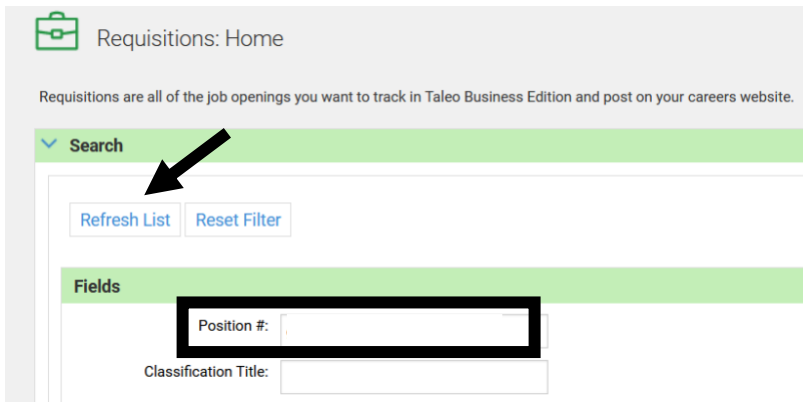
For any questions on how to Create a Requisition, please contact Olivia Clark

## Viewing Candidate Profiles:



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



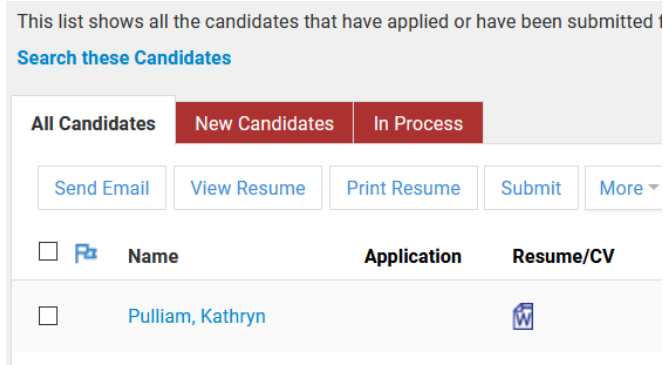
Step 2 – Type in the position number and click “Refresh List”



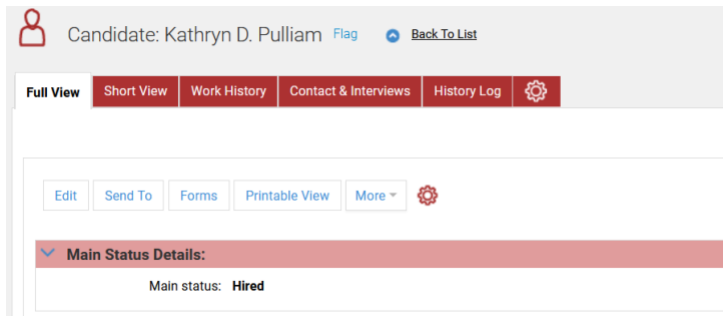
Step 3 - Click on the green number to view all of your Candidates:

<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

# Selecting for Interview

## Selecting Candidates for an Interview

**The first step in the interview process is to notify Human Resources of the selected candidates.**


1. Click on the **Requisitions** tab
2. Click on the person icon under the **Candidates** heading

Requisitions are all of the job openings you want to track in Taleo Business Edition and post on your careers website.

Search:

My Requisitions All Requisitions My Current Requisitions

Delete Forms Change status to... ▼

<input type="checkbox"/>	Position # ▲	Classification Title	Department	Candidates	Status
<input type="checkbox"/>	17030C	Research Project Analyst	Compliance and Process Improvement	 10	Open

Delete Forms Change status to... ▼


3. Select the checkbox next to the candidate(s) you wish to interview
4. Click on the **More** button and **Send To**



## 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 In Process

Send Email View Resume Print Resume Submit More  Mark as... Change Main Status to... Change Req-specific status to...

<input checked="" type="checkbox"/>	Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status	Main status	Requisitions	Req Rank
<input checked="" type="checkbox"/>	Smith, John Referred by Lori Winn			1/15/16 4:51 PM		Hired	Hired	Assistant Professor 12 Mo...	
<input checked="" type="checkbox"/>	Rainwater, Melody Referred by Taleo-Coordinator			3/22/16 9:53 AM	Phone Screen ▼	NEW	NEW	Assistant Professor 12 Mo...	

Send Email View Resume Print Resume Submit More ▼ Mark as... Change Main Status to... Change Req-specific status to...

- a. Step 1: Choose the **Select Template** radio button and appropriate **Selected for Interview**. Options are: Faculty, Non-Classified, Classified and Provisional
- b. Step 2: Select the appropriate requisition (if you only have one open requisition, it will default in)

- c. Step 3: Click on the **To: Add User** link and type “HR” in the last name box. **No other fields need to be selected or filled in.** Click **Refresh List**.
- d. Select **HR, Henderson**.
- e. Close window.

**Step 3. Choose recipients:**

Select Users and/or Contacts to send this email to. You can also specify recipients manually by entering email addresses on the next page.

Users: [ **To: Add User** ]      Contacts: [ **To: Add Contact** ]  
 [ **CC: Add User** ]                      [ **CC: Add Contact** ]  
 [ **BCC: Add User** ]                      [ **BCC: Add Contact** ]

\* LOUISIANA STATE UNIVERSITY

Refresh List    Reset Filter

**Filters**

Last name:

First name:

employeeID:

Role:

Department:

Req for Search Comm:

Refresh List    Reset Filter

Search    Cancel    Clear    Reset    Save

- 5. Click on Next
- 6. Leave the **Send Candidates Data** fields blank and click **Send**.

For any questions on how to Select for Interview, 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
<a href="#">Smith, John</a> Referred by Lori Winn		1/15/16 4:51 PM			Hired	Hired	<a href="#">Assistant Professor 12 Mo...</a>	
<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](#)

[Edit](#) [Send To](#) [Forms](#) [Printable View](#) [More](#) [Settings](#)

**Main Status Details:**  
Main status: **NEW**

**Offer Letters** [New Offer](#)  
No offer letters created

**Interviews** [Schedule interview](#)  
No interviews created

**Requisition Summary** [Attach Requisition](#)

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

\* Supv'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.



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

For any questions on how to Submit an Offer Letter, please contact Olivia Clark