





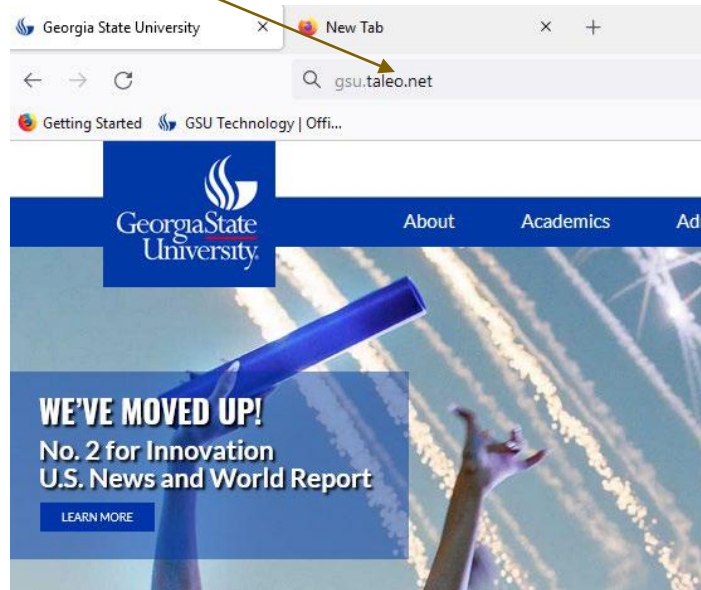
Hiring Manager Review Process

This Job Aid provides the steps a HM will need to take to review candidate application information.

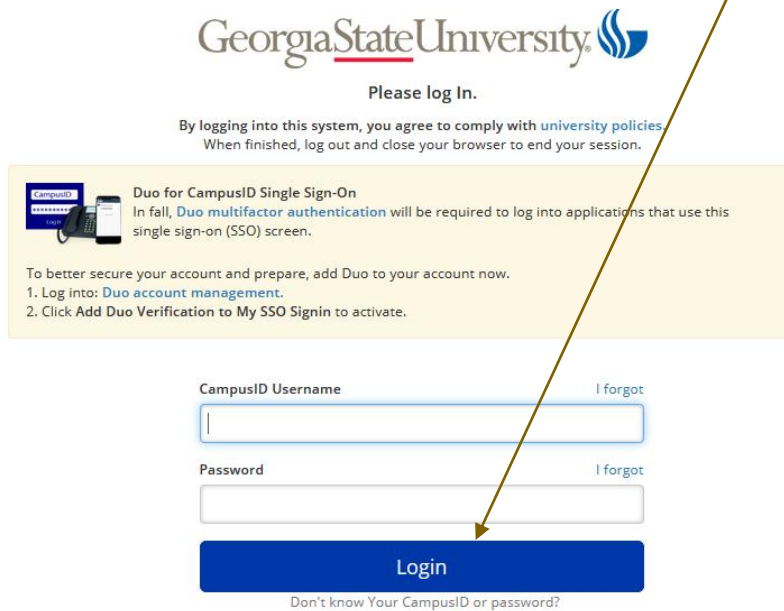
Taleo Icon Legend

-  ...New Candidate(s) are available for review for this requisition
-  ...Candidate is in the selection process on at least one other active requisition
-  ...An Internal Candidate (will show only if the Candidate came through the Internal Candidate portal)
-  ...Candidate needs verification as an internal employee

To access Taleo, enter **gsu.taleo.net** into your browser URL field and hit **Enter** on your keyboard

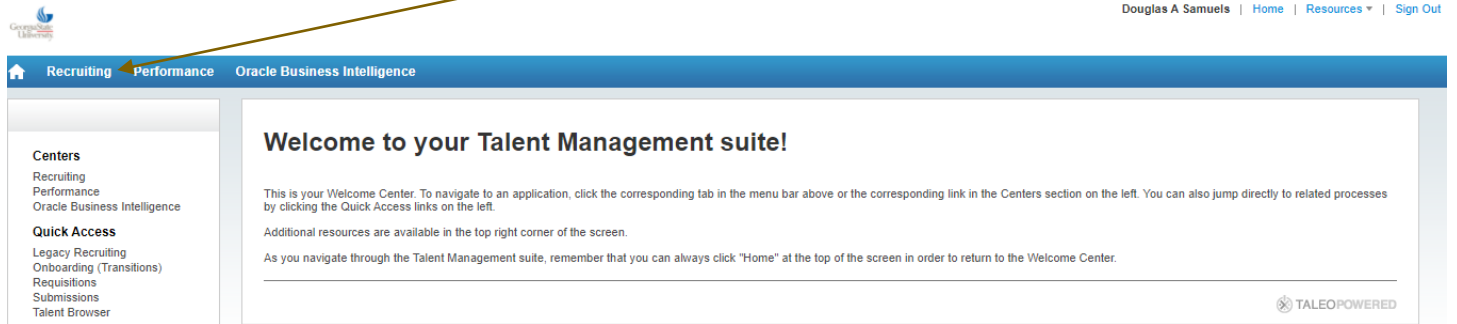


You will be taken to the Taleo log in page...enter your CampusID/Password and click Login

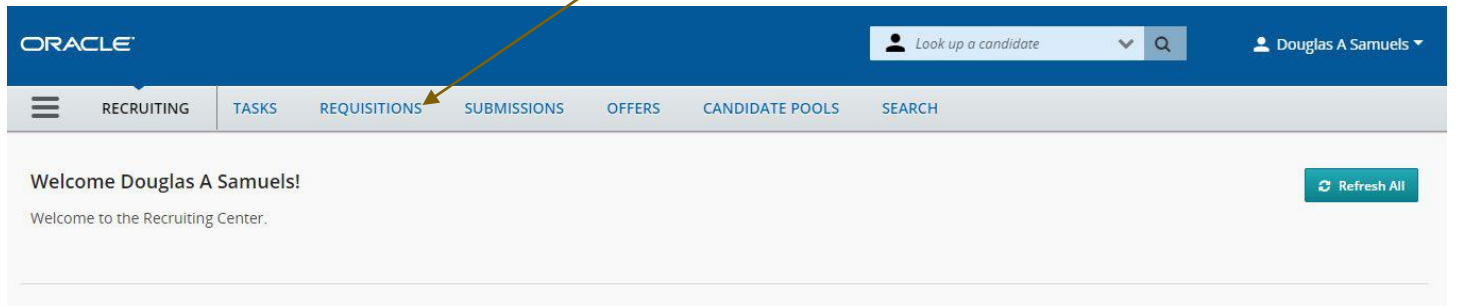
A screenshot of the Georgia State University Taleo login page. The page features the university logo and the text 'Please log In.' Below this is a disclaimer: 'By logging into this system, you agree to comply with university policies. When finished, log out and close your browser to end your session.' There is a yellow box with information about Duo for CampusID Single Sign-On. Below the disclaimer are two input fields: 'CampusID Username' and 'Password', each with a 'I forgot' link. A blue 'Login' button is at the bottom, with a link for 'Don't know Your CampusID or password?' below it. A yellow arrow points from the text above to the 'Login' button.

Hiring Manager Review Process

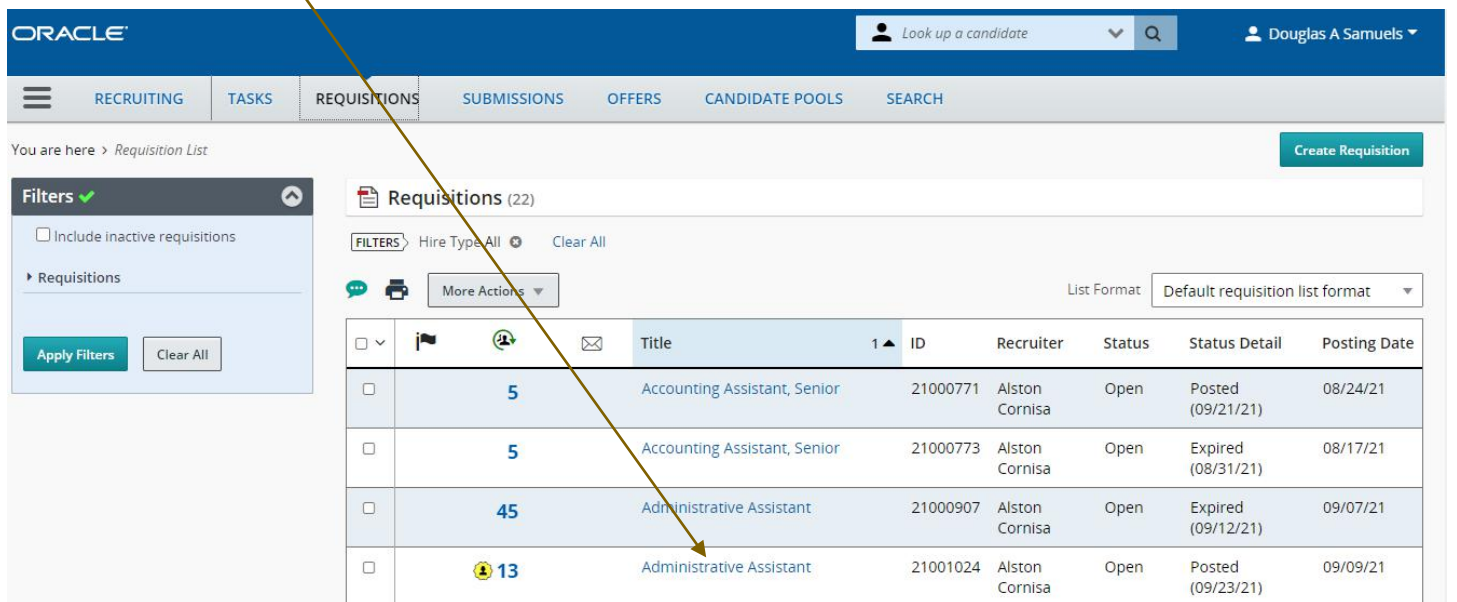
On your Taleo homepage, click the **Recruiting** hyperlink in the top blue ribbon.



On your Recruiting Center homepage, click on **REQUISITIONS** to open your **Requisitions List**.



Click on the position **Title** to open the **Requisition View** for the position you wish to review.



Hiring Manager Review Process

You should see the **Requisition View** screen.

The screenshot shows the Oracle Requisition View interface. The top navigation bar includes 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', 'OFFERS', 'CANDIDATE POOLS', and 'SEARCH'. The breadcrumb trail reads 'You are here > Requisition List > Requisition View'. The main content area is titled 'Administrative Assistant (ID: 21001024)'. On the left, a 'Summary' panel shows the status as 'Open - Posted', posted on 09/09/21, and 14 active candidates. Below this is a 'STRUCTURE' section with details like 'Organization: Sustainability Initiatives' and 'Primary Location: Atlanta Campus, Georgia'. The main view shows 'Requisition Info' with tabs for 'Prescreen Alerts', 'Attachments', 'Approvals', 'Sourcing', and 'History'. A table of requisition details is visible, including 'PRF last updated on 07/10/18', 'Justification: Replacement', and 'Number of Openings: 1'. A 'More Actions' dropdown and 'All Candidates 14' button are also present.

Click on **Active Candidates** to retrieve the list of all active candidates who have met the Minimum Hiring Standards for the position. The **Submission List** view will open with the list of Candidates.

The screenshot shows the Oracle Submission List view. The breadcrumb trail is 'You are here > Requisition List > Requisition View > Submission List'. The main title is 'Submissions for: Administrative Assistant (Limited Term Office/Clerical) (Requisition ID: 21001288)'. A 'Filters' panel on the left shows 'Selection process' with steps like 'Pre-Screen', 'Hiring Manager Review', and '1st Interview (3)'. The main area displays a table of candidates with columns for 'Candidate', 'Step', 'Selection Status', 'Assets', 'Result', and 'Grade'. The table contains three rows: Neal, Veronica (2405859) with a 100% result; Sanganza, Imani (2405378) with a 60% result; and Shirley, Syretha J (2202193) with a 33% result. A 'More Actions' dropdown and 'List Format: Education' are also visible.

Candidate	Step	Selection Status	Assets	Result	Grade	Edu
Neal, Veronica (2405859)	1st Interview	Not Scheduled	0 / 0	100%		Ass / C
Sanganza, Imani (2405378)	1st Interview	Not Scheduled	0 / 0	60%		Hig Dip
Shirley, Syretha J (2202193)	1st Interview	Not Scheduled	0 / 0	33%		Hig Dip

Click on the **Candidate** name to open the Candidate's submission record. The **Submission View** screen will appear.

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You'll see the Candidate name to the right of **Submission:**

ORACLE Look up a candidate Douglas A Samuels

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > ... > Requisition View > Submission List > Submission View Back to Submission List < >

Submission: [REDACTED] for Administrative Assistant (ID: 21001024)

More Actions

Job Submission Attachments History

Language: English Edit All Expand All

Resume

Candidate Personal Information

Internal Candidate
No

First Name Last Name
[REDACTED]

Click on the **Resume** icon in the **Summary** box to open the Candidate's Resume in the **Viewing Attached resume(s)** panel that opens to the right of the **Summary** box (see bottom of page 5)

To view the **Resume** of the next **Candidate**, click the right arrow to the right of the Back to Submission List button. If this button is greyed out, there are no more **Candidates** to review.

If a Resume doesn't appear in the **Viewing Attached resume(s)** panel, the system may not be recognizing the Resume in the **Attachments** section...click on the **Attachments** tab to open the **Attachments** section.

ORACLE Look up a candidate Douglas A Samuels

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > ... > Requisition View > Submission List > Submission View Back to Submission List < >

Submission: [REDACTED] for Administrative Assistant (ID: 21001024)

More Actions

Job Submission Attachments History

Language: English Edit All Expand All


Resume

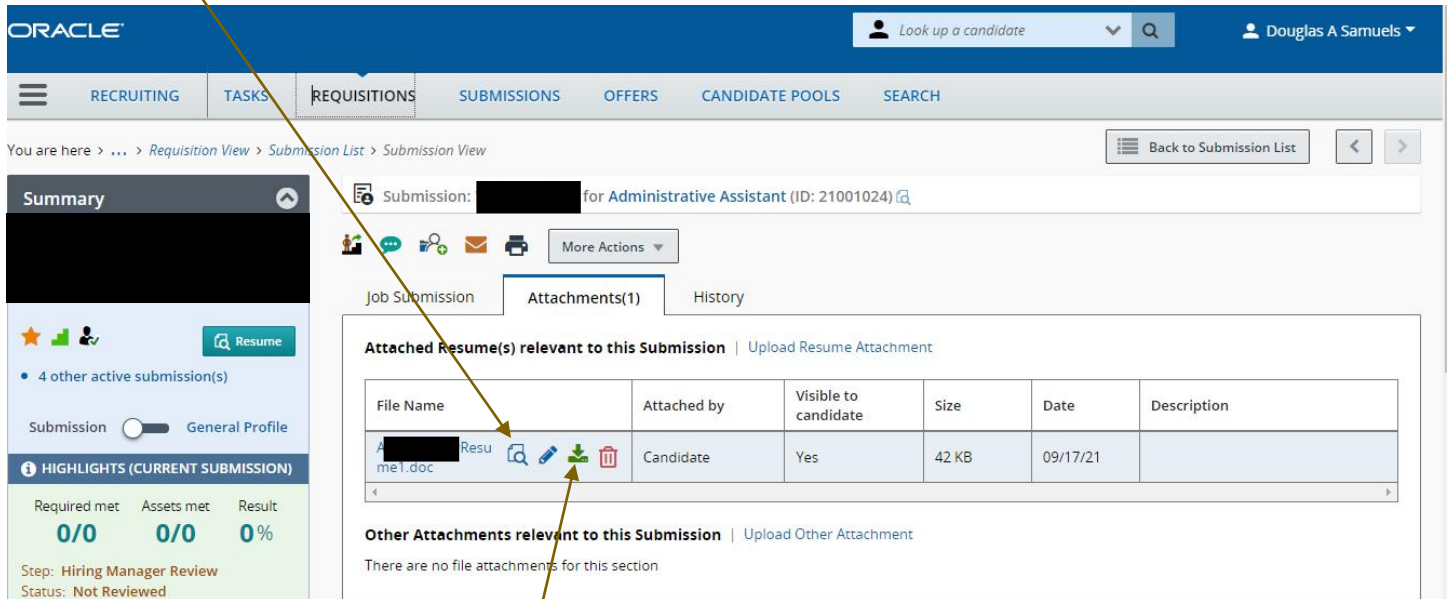
Candidate Personal Information

Internal Candidate
No

First Name Last Name
[REDACTED]

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In the **Attachments** section, scroll down till you see the Resume document filename in the **File Name** column and click on the  icon to the right of the document name to open the Resume...



ORACLE Look up a candidate Douglas A Samuels

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > ... > Requisition View > Submission List > Submission View Back to Submission List

Submission: [redacted] for Administrative Assistant (ID: 21001024)

Job Submission Attachments(1) History

Attached Resume(s) relevant to this Submission | Upload Resume Attachment

File Name	Attached by	Visible to candidate	Size	Date	Description
[redacted] Resume1.doc	Candidate	Yes	42 KB	09/17/21	

Other Attachments relevant to this Submission | Upload Other Attachment

There are no file attachments for this section

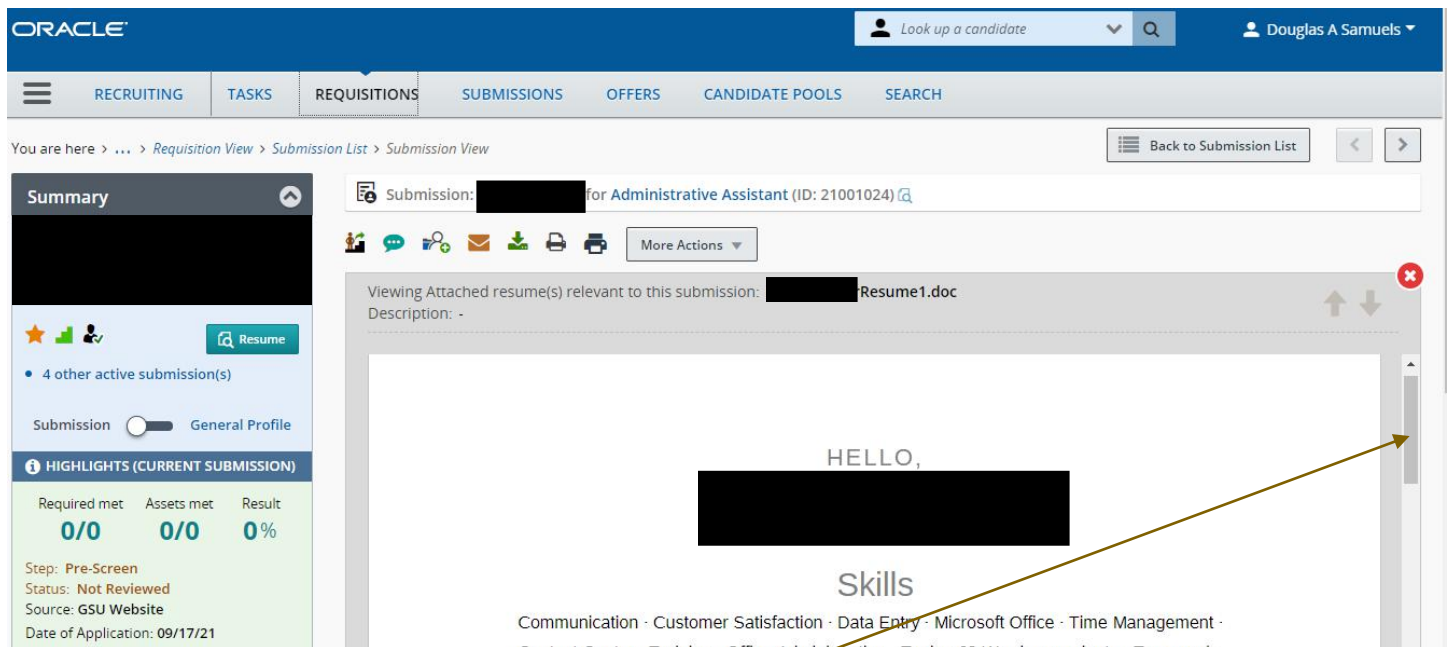
Summary

4 other active submission(s)

Required met 0/0 Assets met 0/0 Result 0%

Step: Hiring Manager Review Status: Not Reviewed

...the Resume will open in the **Viewing Attached resume(s)** panel...if it does not open in the viewing panel, download the Resume by clicking the download icon.



ORACLE Look up a candidate Douglas A Samuels

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > ... > Requisition View > Submission List > Submission View Back to Submission List

Submission: [redacted] for Administrative Assistant (ID: 21001024)

Viewing Attached resume(s) relevant to this submission: [redacted] Resume1.doc

Description: -

HELLO,

[redacted]

Skills

Communication · Customer Satisfaction · Data Entry · Microsoft Office · Time Management ·

Communication · Customer Satisfaction · Data Entry · Microsoft Office · Time Management ·

Summary

4 other active submission(s)

Required met 0/0 Assets met 0/0 Result 0%

Step: Pre-Screen Status: Not Reviewed Source: GSU Website Date of Application: 09/17/21

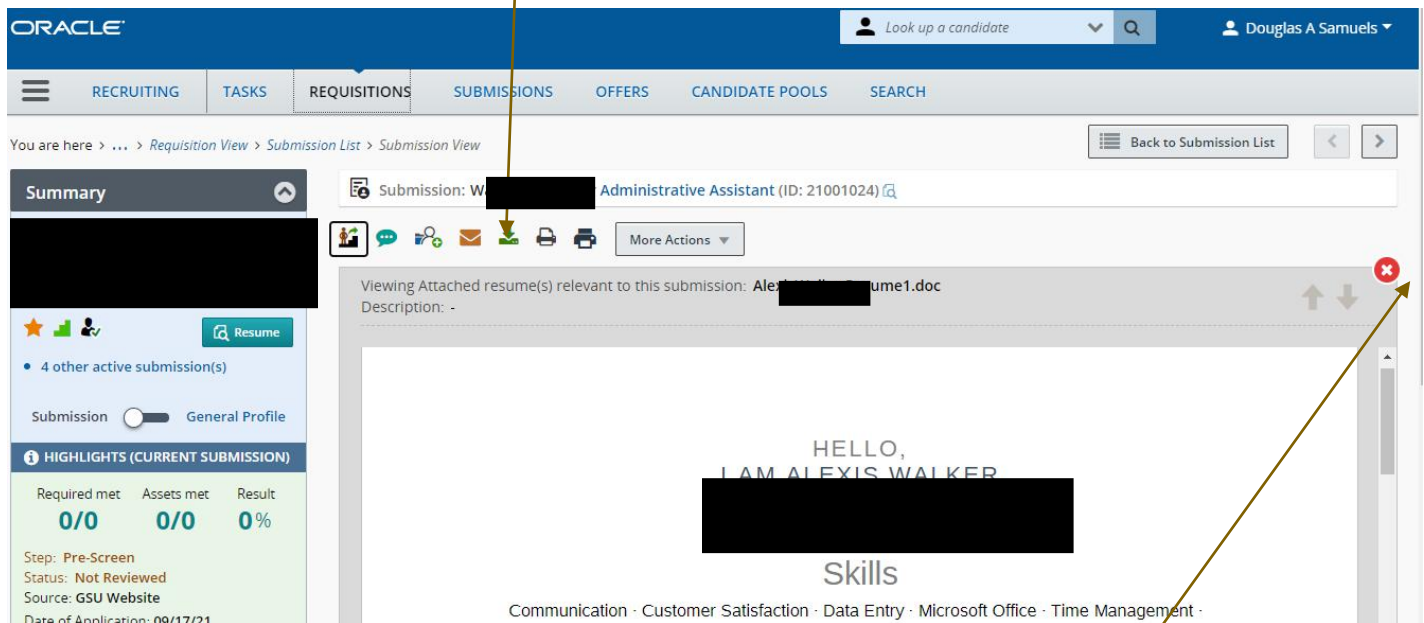
In the **Viewing Attached resume(s)** panel, you may scroll up and down the Resume by using the scroll bar to the right of the Resume

Hiring Manager Review Process

NOTE: When you have selected to see the Resume in the **Viewing Attached resume(s)** panel and the resume does not appear or if the resume has gaps (empty spaces) when in the viewing panel, you'll need to download the Resume to view it.

We have had experiences where education or other information was missing from the Resume when viewed in the viewing panel and can be seen in the downloaded Resume.

To download the Resume, click on the **Download** icon above the **Viewing attached resume(s)** panel.



If the Resume does not download, close the **Viewing Attached resume(s)** panel by clicking here and locate the resume under in the **File Name** column and then click here to download the resume.

