Table of Contents

1. Log-In Instructions

2. Requisitions
   • Creating a Requisition
   • Prescreening Questions/Screening
   • Requesting Approval for Requisition

3. Applications
   • Coding Applications
   • To Reject an Application
   • To Revert a Candidate to previous status
   • To Move an Applicant forward

4. Offers
   • Creating an Offer
   • Requesting Approval-Offer
Log-In Instructions

1. Go to Taleo website:  http://gsu.taleo.net

2. Enter your Campus ID and the password it is associated with

You must log in to access the requested service. When you have finished using the service, please logout and close your browser to end your session.

If you are a hiring manager who needs access to Taleo, please contact your HRAC Officer.
Create a requisition

There are 2 ways to create a requisition
Click on Requisitions

• create a requisition
• view all of your requisitions
The system supports regular, limited term & sponsor funded positions. It is not intended for faculty or temporary positions. If you wish to post a temporary position please contact our PantherTemp Specialist at 404.413.3270

Select next when the following screen appears

Enter the job specifications and the name of the hiring manager for the following screen

Click on icon to select the correct job specification

Under “job code” enter the HR position # from the PRF, then click
Note:

Please contact **Talent Management Office** if the following scenarios occur:

- If you receive a message indicating that the position is not in Taleo
- If the position number is in the system but it has the wrong information (BCAT, Paygrade, MHS or other field)

**Remember** that if you updated or reclassified a position with an incumbent, it is not automatically included in Taleo so please contact Classification and Compensation.
Enter the name or last name of the hiring manager and click the

Click on Select next to the person you want to include

Click on Next

Click on Create
Once on this page, Please click on this icon

This feature will show all the fields that need to be completed to save, request approval and post requisition
All fields with an * are required fields

**PRF Last Updated On** – This is the date that the PRF was approved by C&C. If it was approved over 3 years please contact C&C. You may need to submit a new PRF.

# of openings require an additional HR position #

**Is this posting for internal applicants only?** - If you select “yes” please keep in mind that students assistants and temporary employees will not be eligible for the position.
Recruiter – The recruiter’s name must be someone from the employment office. If you do not know who your recruiter is please contact your HRAC officer.

To search for any of the owners click on search for their names, click on select and then “Done.” You can also type in either last or first name on the text field and a list will show up.

Guest Users – To add the guest users please click on search for their names, click on select and then “Done.” If you can’t find the user in Taleo please contact your recruiter.
This section is for your information only and it should not be changed. The Recruiter will verify that the College / Business unit information is entered before it is posted to the university career board.

**Target Start Date** – This is the expected start date for candidate who fills the position.

**Do you want to see only the applications that meet the preferred qualifications?** – If you select “no”, we will send you all the candidates that meet the minimum qualifications and have submitted all documents. If you select “yes”, then only the candidates that meet the preferred qualifications in addition to the minimum qualifications and required documents.

**Dates** – The four field dates will be populated by the employment office when the background process starts.

**Department Name** – Please verify that this information is accurate if not click on & search for the correct department ID. If it is not in the system please notify your recruiter

**Department** – Type the name of the department on this field – It will be displayed on the posting.
Also, in the “Profile Section” we added 3 additional questions that requires completion. These questions tie into the background check

1. Does this position handle cash or checks?
2. Does the position work with children?
3. Does this position have access to keys for the entire building or department?
In this section, we have created three new standard tag lines that will be already loaded into your requisition template,

- University bio
- Job description disclaimer
- Career board update
2. Administration

* Candidate Selection Workflow

GSU C5W V2

Budget

**Speed Code** - Enter the speed code for this position. If it is more than 1, add the additional information in the “additional speed code(s) used if any” field.

**Source of Funding** - This field has already been populated by the job template but please confirm it is accurate.

Pay Grade – Verify that this information is accurate and if it is not contact classification and compensation.

Salary – You can change this field. The salary range should be between the minimum and midpoint. Keep your budget and internal equity in mind when you are entering a salary range. If the position is an Assistant Director and above, the department can use the statement “Salary Negotiable.”
**HR Position Number** - You should not change this field. If this number does not match the number listed in the job specification, please contact your recruiter.

**Additional HR position number** – If you have more than one opening you will include the additional HR position numbers in this field. Please verify that those numbers are in Taleo first before including them.

**BCAT** – Verify that this information is accurate if not please contact your recruiter.

**Underutilized Group** – This field will be completed by the recruiter. If a position is underutilized by women and/or minorities, then it cannot be posted for internal candidate only. It will be posted for a minimum of 10 business days and posted on other venues that target women and/or minorities.

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### Compensation

<table>
<thead>
<tr>
<th>Pay Basis</th>
<th>Currency</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monthly</td>
<td>US Dollar (USD)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Pay Grade</th>
<th>Salary</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>HR Position Number</th>
<th>Additional HR Position Number</th>
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<tbody>
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<td></td>
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</table>

<table>
<thead>
<tr>
<th>FTE</th>
<th>FLSA Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Specified</td>
<td>Exempt</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>BCAT Code</th>
<th>Job Group</th>
</tr>
</thead>
<tbody>
<tr>
<td>00X37 - Academic Advisor</td>
<td>SA - Professionals (Lower)</td>
</tr>
</tbody>
</table>
3. Description (External)

You cannot use the Copy From at this point because none of the descriptions have been completed.

Enter the tentative opening date for the position. If the date has passed by the time it is reviewed, the recruiter will update the date.

Copy the duties directly from a MS Word document to avoid any error messages. Once you have entered the information you can edit it if necessary.

The minimum qualifications listed have been approved by Classification and Compensation (C&C). If you believe that they are not accurate please contact C&C directly and include your recruiter as well.
In this section you can enter all your preferred qualifications for this position.

This field is a continuation of the previous field.

In this section, specify the required documents such as resume or cover letter. Also, provide information if any type of assessment testing should be given to the final candidates.

This section is for you to list any information that the recruiter needs to know about the position such as closing date, posting the position on external websites and so on.
4. Description (Internal)

From this section you can use the Copy From icon to copy the same information you have entered for the external description. Once you click on the icon the following Screen will appear:

Make sure to select the last choice “Paste information even if the field is not empty” and then click “Done.”

These two fields are not required.
5. Prescreening

Please select at least one question by clicking on the icon. If the question that you will like to add is not in the system, you can contact your recruiter. If you do not have access to this section, please contact your HRAC Officer and they will add the questions for you. We encourage managers to collaborate within the department to ensure questions are reflective to what is required for the position.

6. Screening

This section is for your information only.

After the requisition is completed please save and a requisition number will be generated at that time.

The diagnostic tool will let you know if your requisition is ready to be submitted for approval.
Requesting Approval for Requisition

Once your requisition is ready for approval go to “More Actions” and select “Request Approval”

The following screen appear:

You will list everyone that needs to approve the requisition including yourself. Enter the first or last name and click on and a list will appear and you will click
Make sure that everyone is in the correct order – your HRAC Officer should be the last person to approve it. If you need to change the order, click on the number.

Once they are in the correct order click on Reorder.
Make sure to add a comment and click on "Done." You will have an additional tab under requisition.

An email will be sent automatically to all the approvers that have been included in the approval path. After everyone has approve it the recruiter will post the position.
Applications

Keep in mind: Only applications that have been received through the applicant tracking system should be considered for an interview for the position that they applied for. There are times when applicants will contact the hiring managers to inform them that they have applied for the position but they do not see them on their end. There could be a number of reasons why they do not see the applicant in their queue. These include the following:

1. They do not meet the minimum qualifications
2. They have not submitted all the documents that hiring manager has requested
3. They have created a profile but have not applied for the position
4. They have applied for another position

If an applicant sends his resume to a hiring manager then they should be instructed to go to our website and apply for the position. Please do not consider them for an interview unless you see their materials through the system.

To view applications:
1. You can click on “Candidates” from the top bar

OR

2. You can click on “Requisitions”

A list of all the requisitions will be available

From this screen you can see the number of applications that you have received for the position. Click on the title of the position that you are going to review.
Now click on the number of applications.

(For confidentiality reasons the names have been removed from the screen)

Click on the candidate’s name to review the materials that he has submitted for the position.

The candidate’s name will be listed in the job submission box. You will see all the documents that the applicant has uploaded if you go to the “attachments” tab. You can click on each document to view and print (if needed). To see the application and the answers to the pre-screening questions please go to the “job submission” tab. From this screen you will also see the following icons: This icon will allow you to move through the applications. The first icon will take you back to the list of applications.
**Coding Applications**

Go to the requisition & then click on the number of applications that you have received.

You will see that all the candidates are listed under the **“Hiring Manager Review”**

**To Reject an Application**

Click on the icon

Select the appropriate disposition and click on

You will notice that the status has changed from “Not Reviewed” to “Rejected.”
To revert a candidate to previous status

Type in comment: “**coded in error**” – click on “**save and close**”

To move an applicant forward

Below are the steps that you will see:

Selection Workflow

<table>
<thead>
<tr>
<th>Step</th>
</tr>
</thead>
<tbody>
<tr>
<td>A/</td>
</tr>
<tr>
<td>Hiring Manager Review (30)</td>
</tr>
<tr>
<td>1st Interview (0)</td>
</tr>
<tr>
<td>Final Review (0)</td>
</tr>
<tr>
<td>Pre-Offer (0)</td>
</tr>
<tr>
<td>Offer (0)</td>
</tr>
<tr>
<td>Hire (0)</td>
</tr>
</tbody>
</table>

The applicant listed below is in the “Hiring Manager Review” step. If the candidate is interviewed then he should be moved to the “1st Interview” step.
Click on ☑️ and then click on ☑️ and the candidate will be moved to the next step.

All the applicants who were not interviewed should be rejected in “Hiring Manager Review.”

All the applicants who were interviewed should be moved to “1st Interview”. Only the selected final candidate should be moved to “Final Review.”

Once a candidate is moved to “Final Review” the system will automatically send a background form for to complete and return to the Employment Office. The hiring manager listed on the requisition (under owners) and the recruiter will be “CC’d” on the email.
The selected candidate for the position should be moved to the “Offer” step after the interview process is completed.

Remember:

➢ Inform your HRAC Officer of the salary and start date for the selected candidate

➢ Please send all the interview evaluation forms to your HRAC Officer so (s) he can upload them.

The interview evaluation forms MUST be uploaded under the “Attachments” tab on the requisition.
Creating an offer

Before creating an offer you need to make sure that all the applicants have been coded and that the interview evaluation forms have been attached (under the requisition).

All the applicants that have not been interviewed for the position should be Rejected in the “hiring manager review” status.

All the candidates that have been interviewed but not selected should be rejected in the “1st interview” step.
The selected candidate should be moved to the “final review” and “offer” step. All other candidates who may have been interviewed should be rejected under “1ST interview”.

Click on the candidate’s name.
Go to “More Actions” and select “Create Offer.”
• Enter the start date; Check the “Tentative” box
• Enter the expiration date – Choose 30 days after start date
• Select currency – US (USD)

• Enter the annualized salary (just numbers)
• **Do not** type in anything under “Salary (Pay Basis)” – The system will calculate the salary.
• Under the general terms section, select the appropriate pay basis (see screen shots below)
• **Keep in mind**: Exempt, monthly & Nonexempt, hourly [Do not use other options]
• **Follow the above steps as indicated. Failure to do so, will create errors and delay the process.**
After the pay basis is selected a calculator will appear next to it.

Click on the calculator
The hourly rate has been calculated for you because this is a non-exempt position so click on “Done.”
• The hourly rate is now listed in “Salary (Pay Basis).” For exempt positions, the pay basis will be “monthly” and the steps will be the same for the system to calculate the monthly salary.
• You can skip vacation units and shift.
• Add the department name

Click on “Create” located next to “Letter Used”

Click on the icon and select the appropriate letter
Select all the paragraphs – The **winter break** paragraph should only be added if the selected candidate starts between September and December.
• Click the drop down and choose the “Building” where the new employee will work the majority of the time

• If the salary is 10% above midpoint, the department will be require to provide a thorough written justification as to why they are wanting to pay this salary
**Note:** Your draft offer letter is ready for your review. If there are any errors and you are not able to edit them, please add a comment when you send the offer letter for approval. Keep in mind, this is not the final offer letter because it will be revised after the approval process has concluded.

Click on “Finish”
Click on “Save”
If you have completed and revised all the information and it is accurate then click on “Save and Close.”

Now your offer letter is ready for approval. Keep in mind that after it is submitted for approval you can’t change the salary information.
Requesting Approval-Offer

Click on “More Actions” and select “Request Approval”

The following screen will appear

Click on “Add Approvers”
Note: The approval path should be in the following order:
1. Hiring Manager  
2. HRAC Officer  
3. Recruiter  
4. Miriam Jackson & Linda Nelson (ONLY if you are offering 10% above the mid-point. Use TAD (instead of Miriam) and Linda Nelson, only if position is Sponsor Funded. Also, if it is 10% above internal salary, see BOR policy.  
5. AA/EEO  
6. Kerstin Herrmann-Olczak (Employment) – For Post Doctorate and Named Grant Individuals  

** Linda Nelson, Miriam Jackson, & Kerstin Herrmann-Olczak will not be included in most of the approval paths.
If you go to the “Offer Approvals” tab, you can see the approval list. If you notice there is someone else who needs to be included, you can add this person but you need to do it before you approve the offer. Otherwise, you will not be able to do so.

Everyone involved in the approval path will receive an email from the system to let them know that they have to approve the offer. Once everyone has approved the offer, the Talent Management Office will send a copy of the final offer letter to the hiring manager for approval before sending the final offer letter to the candidate.

At this point, the selected final candidate will be classified as external or internal. If the candidate is external, they will receive an e-offer and will have to go through the onboarding process. If the selected final candidate is internal, they will receive an email with their offer letter directly from the recruiter and onboarding is not required.

After everyone has approved the offer letter and the offer letter has been sent to the candidate, there is nothing else that you need to do in the system. If you have any questions, please call the Talent Management Office at 404-413-3270.