# FACULTY HIRING TALEO USER GUIDE



# Table of Contents

1	Intro	duction	3
	1.1	Course Goals	3
	1.2	Taleo Fluid Recruiting Overview	3
2	Requ	uisition/Faculty Search Management	4
	2.1	JOB AID: Logging Into Taleo Fluid Recruiting & Navigation	4
	2.2	JOB AID: Creating a Requisition	6
	2.3	JOB AID: Approving Requisition	13
	2.3.1	Approve via Email	13
	2.3.2	2 Approve via Application	14
	2.4	JOB AID: Posting Requisition to Taleo Faculty Job Site	16
	2.5	JOB AID: Posting Requisition to External Sites (Creating Link to Taleo job)	18
3	Cano	didate Management	19
	3.1	Candidate Management Introduction	19
	3.2	JOB AID: Viewing and Filtering Candidate Lists	19
	3.3	JOB AID: Viewing Candidate Files and Attachments in Taleo	22
	3.4	JOB AID: Moving Candidates Through Hire Process/Reject Candidates	25
	3.5	JOB AID: Pre-Interview Approval for Department Chairs, Deans, Vice Provost and OIIE	28
	3.6	Faculty Hiring Process Steps and Statuses (Candidate Selection Workflow)	34
	3.7	View Candidate Files in ImageNow	
4	Appe	endix	42
	4.1	Candidate Application Experience	42
	4.2	Candidate Upload of files over 5mb	42



# **1** Introduction

Included in these materials are step by step instructions for using Taleo for Faculty Hiring.

# 1.1 Course Goals

This guide includes instruction for the following:

- Logging In and Navigating through Taleo
- Creating a Requisition
- Approving Requisition
- Posting Requisition
- Viewing a Requisition and Candidates
- Taking actions on candidates
- Understanding the candidate selection workflow structure and moving candidates through the workflow

# 1.2 Taleo Fluid Recruiting Overview

The Taleo Applicant Tracking System (ATS) has a new mobile friendly product called Fluid Recruiting. Fluid Recruiting offers a simple and modern user interface that is usable on desktops, laptops, tablets, and smartphones. Fluid Recruiting leverages concepts, icons, data, and behavior similar to the old interface (Recruiting Center) while providing an improved user experience.

Fluid Recruiting is set up to provide a quick access to information on requisitions, candidates, offers, and other activated functions. Learning to navigate efficiently within the system ultimately saves time and increases productivity.



**TOWSON** UNIVERSITY. Office of the Provost

# 2 Requisition/Faculty Search Management

- 2.1 JOB AID: Logging Into Taleo Fluid Recruiting & Navigation
  - 1) To log-in, go to http://towson.taleo.net/ and enter your Towson Username and Password

Towson University Authenticated Login
Use your Towson University NetID to log into
An External Service Provider (http://stgtowson.laleo.nel/smartorg)
Username
Password
Login
Forgot Password Manage My NetID
Terms and Conditions Questions and/or Comments?

2) Once you are logged in, the Welcome Page displays

2	Welcome to your Talent Management suite!
rs ting	Attention: Taleo has a new look! 1
k Access	In preparation for deprecating the old interface that uses Flash, Oracle has updated the Taleo interface to Fluid Recruiting. Click on the Recruiting link to the left to be taken to this new interface.
y Recruiting	What has changed?
nissions 3	<ul> <li>The new interface no longer uses Flash</li> <li>Fluid Recruiting offers a simple and modern user interface usable on desktop, laptop, tablet, and smartphone.</li> <li>Fluid Recruiting volvs on the Oracle Tatent Acquisition Cloud platform, capitalizing on the same user accounts, user types, user permissions, settings, and other configuration.</li> <li>Fluid Recruiting volverages concepts, icons, data and behavior similar to the Recruiting Center while providing an improved user experience.</li> </ul>
	HOW TO NAVIGATE To navigate using the new interface, click on the 'Recruiting' tabilink in the menu bar above or in the Quick Access links on the left. This will take you to the new dashboard.
	For staff, or assistance in navigating the new interface, updated instructions are in the Supervisor Toolkil on the HR website. You may also contact your HR Talent Acquisition Specialist.
	For faculty, instructions will be provided on the Office of the Provost website.
	TIP You can still access the old interface by clicking on 'Legacy Recruiting'. But do note that the Legacy Recruiting link will be going away in the near future as Flash will no longer be used.

### Navigating the Welcome Page

The Welcome page contains links to vital information and tasks within the system. From candidates to requisitions, this page provides timesaving options that will guide to where you need to be in the system. To navigate the 'Welcome Page':

- 1. Welcome Page : Displays messages and updates
- 2. Recruiting : Click the Recruiting link to view Dashboard.
- 3. **Requisitions :** Click the **Requisitions** link to go to the Recruiting Center to view and create requisitions and to view candidates and candidate submissions.





3) Dashboard (displays after clicking the Recruiting link from the Welcome Page)

RECRUITING       TASKS       REQUISITIONS       SUBMISSIONS       OFFERS       CANDIDATE POOLS       SEARCH         Welcome Mildred McMillan-FDC!         Welcome to the Recruiting Center.         Dob Requisitions	IDATE POOLS SEARCH Candidates Candidates Active submissions New 2 22	RACLE <sup>®</sup>					上 Looi	k up a candidate	✓ Q	L Mildred N	cMillan-Fl
Velcome Mildred McMillan-FDC! /elcome to the Recruiting Center.	Candidates       image: condicates         Image: condicates       Image: condicates         Active submissions       2         New       2	RECRUITING	TASKS	REQUISITIONS	UBMISSIONS	OFFERS	CANDIDATE POOLS SE	ARCH			
🖹 job Requisitions 🏦 🤽 Candidates	Candidates      Candidate	<b>Velcome Mildred M</b> elcome to the Recruiting	<b>:Millan-F</b> l Center.	DC!						4	Refresh
	Active submissions 2 New 2	Job Requisitions					Le Candidates				
it Total	Active submissions 2 New 2				i*	Total				i*	Tota
Open 3 5 Active submissions 2	New 2				Open 3	3 5			Active submissions	2	
New 2									New	2	
					in	Total					
Recruiting Total		Recruiting									

### Navigating the Dashboard

The Dashboard contains links to vital information and tasks within the system. From candidates to requisitions, this page provides timesaving options that will guide to where you need to be in the system. To navigate the Dashboard:

- a) Recruiting: Click the Recruiting link to view Dashboard.
- b) **Requisitions:** Click the **Requisitions** link to create requisitions.
- c) Submissions: Click the Submissions link view candidates and candidate submissions.

### 4) Recruiting Center (displays after clicking the Requisitions link from the Dashboard)

ORACLE"				Look up a	a candidate 🗸 C	2	💄 Mildred McMil	lan-FDC 🔻
	UISITIO	NS SUBMISSIONS	S OFFERS CANDIDATE PO	OLS SEARCH	н			
You are here > Requisition List							Create R	equisition
Filters  Fil	FILTERS	equisitions (5)	requisitions © Clear All					
Include inactive requisitions	┍ ₹	More Actions 🔻			List Forma	tStanda	ard View	•
✓ Requisitions	•	i <b>~</b> @-	Title	ID 1 ▼	TU Search Number S	itatus	Status Detail	Departm
Status Draft		i <b>~</b> 0	Test Requisition 5	200000E5	COE-Test 5 C	Open	Unposted (12/7/20)	Instructio Technolo
Pending Open	0	i <b>~</b> 0	Test Requisition 4	200000E4	CHP-Test 4 C	Open	Unposted (12/7/20)	Nursing
On Hold Requisition ID		i <b>~</b> 0	Test Requisition 3	200000E3	CLA-Test 3 C	Open	Unposted (12/7/20)	Liberal A
Requisition Title		٤ 1	Test Requisition 2	200000E2	CBE-Test 2 C	Open	Unposted (12/7/20)	Business Economi
		<b>(1)</b>	Test Requisition 1	200000E1	COFAC-Test 1	Open	Unposted	Art





### **Navigating the Recruiting Center**

The Dashboard contains links to vital information and tasks within the system. From candidates to requisitions, this page provides timesaving options that will guide to where you need to be in the system. To navigate the Dashboard:

- a) **Create Requisitions:** Click the **Create Requisition** icon to create requisitions (upper right hand side of the screen).
- b) Find Submissions: Click the Submissions link to view candidate submissions.
- c) **Filters:** Apply filter options to search for specific requisitions.
- d) **Return to Homepage:** Click the **Home** link to return to the home page (accessible by clicking on the three line icon on the upper left hand side of the screen).

### 2.2 JOB AID: Creating a Requisition

 Login to the Taleo application, click on the 'Requisitions' link under Quick Access on the left of the page.

Recruiting	
	Welcome to your Talent Management suite!
Centers Recruiting	Attention: Taleo has a new look!
Quick Access	In preparation for deprecating the old interface that uses Flash, Oracle has updated the Taleo interface to Fluid Recruiting. Click on the Recruiting link to the left to be taken to this new interface.
Requisitions	What has changed?
	The new interface no longer uses Flash     Fluid Recruiting offers a simple and modern user interface usable on desktop, laplop, tablet, and smartphone.     Fluid Recruiting voices on the Oracle Talent Acquisition Cloud platform, capitalizing on the same user accounts, user types, user permissions, settings, and other configuration.     Fluid Recruiting leverages concepts, icons, data and behavior similar to the Recruiting Center while providing an improved user experience.
	HOW TO NAVIGATE To navigate using the new interface, click on the 'Recruiting' tablink in the menu bar above or in the Quick Access links on the left. This will take you to the new dashboard.
	For staff, or assistance in navigating the new interface, updated instructions are in the Supervisor Toolkit on the HR website. You may also contact your HR Talent Acquisition Specialist.
	For faculty, instructions will be provided on the Office of the Provost website.
	TIP You can still access the old interface by clicking on 'Legacy Recruiting'. But do note that the Legacy Recruiting link will be going away in the near future as Flash will no longer be used.
	& TALEOPOWERED





2) The Taleo Fluid Recruiting Center displays

ORACLE <sup>®</sup>								Look up a candida	nte 🗸 🗸	۹ ـ	Mildred McMillan 🔻
	TASKS	REQUISITIO	NS	SUBMISSIONS	OFFERS	CANDIDA	ATE POOLS	SEARCH			
You are here > Requisition List											Create Requisition
Filters 🗸	6	🗎 R	equisi	tions (153)							
Show requisitions:		FILTERS	Show >	requisitions: All req	uisitions 🙁	Clear All					
Airrequisitions	All requisitions		м	ore Actions 🔻					List Format	Job Type View	•
Include inactive requisiti     Requisitions	ons		<b>@</b>	Title			ID 1	TU Search Number	Status	Job Type- Regular	Job Type- Con
Status			0	Cisco Instru	ctor		2000000	8	Pending		Contract Rene
<ul> <li>Pending</li> <li>Open</li> </ul>	Pending Open		0	Mentor Tea	ther		2000000	7	Pending		New assignme
On Hold Requisition ID			0	Hebrew Inst	ructor-Advanc	ed	2000000	6	Pending		Contract Rene
Requisition Title			0	Hebrew Inst	ructor-Interme	ediate	2000000	5	Pending		Contract Rene
			0	Hebrew Inst	ructor-Beginn	er Level	2000000	4	Pending		Contract Rene

3) Click on the 'Create Requisition' button in upper right of page

You are here > Requisition List		Create Requisition
Filters 🗸 📀	Requisitions (8)	
Include inactive requisitions	FILTERS         Status: Open         Iteration         Clear All	
Requisitions	P 🖶 More Actions V	dard View 🔻

4) You will be asked how to create the requisition. Please select 'Start from the beginning' and then select the 'Next' button located in bottom right of page (scroll down to see the 'Next' button).
IMPORTANT NOTE: If you only have access to faculty requisitions, step 5 will be skipped and you will be taken directly to step 6.

### 🖹 Create New Requisition

Please select how to create your job requisition

- Use a template
- Start from the beginning



5) **Hire Type**: Select the option for 'Faculty' and then the option for 'Faculty-- Regular Faculty Search Request' Select the 'Next' button located in bottom right of page.

Please specify the hire type for the requisition you are creating. Note that this information cannot be changed once the requisition is created.

Hir	e T	ype *					
0	Sta	aff					
0	Faculty						
	Sel	ect the style for this requisition type $ \star $					
	0	Faculty - Regular Faculty Search Request					
	0	Do not use - Future Release					
	0	Do not use - Future Release					

#### 6) Requisition Structure: Select the College and Department

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

Requisition Structure	
Hire Type Faculty	Department
Requisition Style Faculty - Regular Faculty Search Request User Group	Organization
College of Business and Economics Job Field	Location

a. Use the selector button  $^{2}$  to select the appropriate Department. Scroll to the right or collapse the filter selection to be able to click on 'Select' to choose the department.

Department Number	Department Name	•	Hiring Manager	Organization	Location	Status	Actions
12020	Accounting			College of Business & Economics	Main Campus	Active	Select

- b. Once the department has been selected the Organization and Location will default
- c. Use the selector button to select the User Group. This will show only one value as default based on the department selected.
- d. Use the selector button to select 'Faculty' under Job Field
- e. Select the 'Next' button located in bottom right of page
- The requisition information page displays. Enter all required fields (indicated by red asterisk \*).
   Any fields not marked as required will be entered later PBO, etc. or are not required for creation.
  - a. In the <u>Owners\Search Committee</u> section, select the Search Committee Chair(s) as Recruiter and Recruiter Assistant and the Department Chair as the Hiring Manager. If there are two search chairs, the second person can be listed as the 'Recruiter Assistant'.



If an admin is creating the requisition on behalf of the department chair if they still want access, they can be listed as 'Hiring Manager' assistant.

A Owners\Search Committee								
Instructions: : Please select search individua roles are typically:	Is who should have access view requis	isition details and candidates who have applied. As a guide, the						
Hiring Manager/Asst - Department Chair/Admin;     Recruiter - Search Chair     Collaborators - Search Committee, Any others needing access								
Owners								
Recruiter *	Recruiter Assistant	Hiring Manager *						
McMillan-FacRec, Mildred 🛛 💌 🕙		▼ S McMillan-FacHM, Mildred ▼ S						
Hiring Manager Assistant								
<b>र</b>								

b. In the <u>Collaborators</u> section, select the members of the search committee. When in place, the search's inclusion advocate must be selected as a collaborator.

Collaborators				
Add Collaborators				
First Name	Last Name	Email	Title	

c. In the Job Search Information section, enter the information from the approved Docusign position. (1) Enter the job title under 'Requisition Title' (e.g., Assistant Professor of Accounting). Note that what is entered for 'Requisition Title' is the title that will display for all applicants when viewing or applying. (2) The 'Number of Openings' is defaulted to 1. However if multiple positions are being hired for the same job description (even if position numbers are different), this can be changed to the number of positions being hired. Comments can be used to list the additional position number(s) and all names and employee numbers of people being replaced can be entered in the text field.

Requisition Title *	TU Search Number	Number of Openings *
Assistant Professor of Accounting	CBE-4000	1 ~ ^
Requisition Title will be visible to all applicants.		
Search Details		
Position Status *	Anticipated Position Start Date *	Job Type - Faculty
Replacement (no changes to 🔻	Aug 17, 2021 🗰	<ul> <li>Not Specified</li> </ul>
		<ul> <li>Regular Faculty</li> </ul>
Name and Employee ID of last person in role applicable)	(If	



TOWSON UNIVERSITY. Office of the Provost

d. In the <u>Job Posting Information</u> section, paste the text of the approved job ad in the Description – External box. Note that the PBO made have made edits to the submitted text before returning the Docusign form. This is the information that will appear on the TU website and that candidates will see to apply



e. Once all required fields entered, click on 'Save' link then 'Done' button at the top of the screen

Requisition Info	Cancel Done
Show fields required to:* O Save O Request Approval O Post	Language: English (Base)   Collapse All Save
Requisition Successfully Saved	Ø
🖌 Employer Data	
Structure	

- f. If the requisition will not save or move forward, click the inspect icon at the right hand side of the screen to identify missing information.
- g. <u>Attach the Approved Docusign document including the Outreach Plan</u> to the requisition by selecting the 'Attachments' tab at the top of the screen. When downloading from Dcousign, select to include all attachments.



h. Click 'Upload Attachments' to select and upload attachments



- i. You can select the 'Requisition Info' to return to main requisition information
- 8) Request Approval Once all required fields have been entered and any attachments added, the user can request approval of requisition. Please note that if the option is not available, this likely means a required field is missing. The requisition can be edited and the field added then click on Save and Done again.
  - a. To request approval, select 'More Actions' and 'Submit for Approval' or select the check icon in circle

Q 🐴 🗭 🖶	More Actions 🔻			
Requisition Info	Requisition Activities	ments	Interviews	History
	🖬 Save as Open			Language: Englis
Requisition	Cancel			
Employer Dat	Other Actions			
► Owners\Searc	💬 Add Comments			
Job Search Inf	ł	1		

b. The Request Approval page will automatically load the workflow. The current defined workflow is : Department Chair -> Search Chair. This approval is to verify the information entered for the ad, etc. The initial approval occurs still in Docusign. Therefore, the Docusign document should be attached as outlined in step above.





	Approver	Decision	Decision Comment
1	Mildred McMillan-FacHM 🙁	Approved	
2 🗘	Shohreh Kaynama 🔞	Pending	
3 🗘	J. Kevin Burke 🔞	Pending	
4 关	Maggie Reitz 😮	Pending	
5 🗘	Leah Cox 🔞	Pending	
omment to A	pprovers *		

- c. If the Department Chair is entering the requisition then this will show as automatically approved.
- d. Enter comments (required) and select the 'Submit Approval' button.



TOWSON UNIVERSITY. Office of the Provost

### 2.3 JOB AID: Approving Requisition

This job aid provides step-by-step instructions on how to approve a requisition via email or logging into the system.

- 2.3.1 Approve via Email
- If approving a requisition as a department chair via email, open the email with the subject Standard Notification for a Requisition Approval Request.

	Towson University Office of Human Resources <hr@noreply.towson.edu> MdMillan, Mildred</hr@noreply.towson.edu>
	Standard Notification for a Requisition Approval Request
thi 3 K	s_message_in_html.html B

[EXTERNAL EMAIL - USE CAUTION]

#### **Requisition Approval Request**

Requisition Title:	Assistant Professor in Accounting
Requisition ID:	20000096
Requested by:	Mildred McMillan
Comments:	TEST - Please Approve

Click "Respond..." to view more requisition details and respond to the approval request as soon as possible. Respond...

Thank you, Office of Human Resources Towson University

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

#### 2) Click the **Respond** hyperlink. The eShare login page displays. Enter TU ID and password.





UNIVERSITY



### 3) The Requisition Approval Request displays

Requisition 19004037 - Network Engineer 1 IT INTEGRATED NETWO Requested 1: Kristie	Done
Please review the Requisition Information Summary and respond to t request as seen as possible. In response to Kristie approval requ I approve this requisition v Resultifion approval path det	ORK MGHT
In response to Kristie approval requ I approve this requisition v Requisition approval path det	the approval
Requisition approval eath det	
Comments (required if you do not approve the requi	
	Ī
Send me an email with my deds	
	Done Cance
Requicition Information Summary	
Requisition Details	
19004637 - Network Engineer 1 IT INTEGRATED NETWORK HGHT	2

- 4) To review the requisition, click the **Requisition Details** hyperlink. A PDF version of the requisition will open. The attached Faculty Search request can also be clicked on and displayed.
- Provide a decision of either I approve this requisition or I reject this requisition. If required input Comments. Click the Done button when complete
  - □ If approved, a notification will go to the next approver.
  - □ If rejected, the requestor will be notified.
- 6) Once fully approved, both the Department Chair and the Search Chair will be notified that the requisition is approved.

### 2.3.2 Approve via Application

1) To approve a requisition from the application, login to Taleo and select 'Recruiting to navigate to the Dashboard.



2) On the dashboard, scroll down to the Tasks section where all requisitions awaiting your approval displays. Click on the number next to approve requisitions

ACLE <sup>®</sup>				Lookup a candidate	
ECRUITING	TASKS REQUISITIONS SUBMISSIONS	OFFERS	CANDIDATE POOLS	SEARCH	
	Draft	0	2		
	Pending	1	3		
	Open	0	1		
	Canceled (Since Jul 1, 2020)	0	8		
E Tasks					
Recruiting		<b>N</b>			
			Total		
	Assigned to me	2	Total 2		
Requisitions	Assigned to me	2	Total 2 Total		
Requisitions	Assigned to me Approve Requisition	2  ~ 1	Total 2 Total 1		
Requisitions	Assigned to me Approve Requisition Configure requisition sourcing	2 1 1	Total 2 Total 1 1		

3) Click on the 'Approve Requisition' link for the requisition you wish to approve/reject.

					l	Kack to Center Stage
🗄 Ta	asks (1)					
FILTERS	Show tasks: Assigned to me 🔇	Task type: Approve requisition	🛛 😋 🛛 Clear All			
j <b>~ </b> ▼	Task	Relates to	Priority	Task Status	Assignee	Latest Comments
1	Approve requisition	20000095 - Professor in Finance	Normal	In progress	McMillan- FacHM Mildred	
				Page 1	of 1 (1 of 1 items	s) K < 1 > X

4) Requisition information displays including attachments with Summary Card

RECRUITING TASKS	REQUISIT	TIONS SUBMIS	SIONS OFFERS CAN	IDIDATE POOLS SEARC	н			
Summary Task deta	ils 📀	🗎 Professo	or in Finance (ID: 20000095	5)				
Approve requisition		To Approve Re	quisition, take appropriate ac	tion from the summary card.			-	
Task Status: In progress Priority: Normal Created by: Mildred McMillan		🐴 📥 Mor	e Actions 🔻					
Message to Approvers Please review and approve		Requisition Info         Prescreen Alerts         Attachments         Approvals         Interviews         History						
Action		Request A	pproval Process Modification					
Select Decision *		Order	Approver	Decision	Date & Time	Decision Comment		
○ Reject		1	Mildred McMillan-FacHM					
Decision comment		2	Shohreh Kaynama	-	-	-		
		3	J. Kevin Burke					

5) Click the appropriate action from the summary card on the left and enter comments if required (required on reject)



**TOWSON** UNIVERSITY. Office of the Provost

### 2.4 JOB AID: Posting Requisition to Taleo Faculty Job Site

This job aid provides step-by-step instructions on how to post a requisition to the Taleo Faculty jobsite for candidates to apply. In order to post a requisition, it must be have been approved/verified by the Dept Chair and Search Chair as shown below with a status of Open-Ready. Either the Department Chair or Search Chair(s) can complete this step.

ORACLE <sup>®</sup>			2	Lookup a candida	te 🗸	Q	Lange Mildred McMillan-FacRec ▼
RECRUITING         TASKS         REQUISI           You are here > Tasks List > Requisition View	TIONS SUBMIS	SIONS OFFERS CAN	DIDATE POOLS SI	EARCH			Back to Task List
Summary 📀	🗎 Assistan	t Professor in Accounti	ng (ID: 200000A0)				
Status: Open - Ready Latest Action: Reguisition Approved	To Approve Re	quisition, take appropriate act	ion from the summary	card.			×
Hired Candidate(s):0 out of 5 Active Candidates New candidates		More Actions 🔻					
0 0	Requisition Ir	fo Prescreen Alerts	Attachments(1)	Approvals	Sourcing	Interviews	History
STRUCTURE	Approval proc	ess for this requisition					
Organization     College of Business & Economics	Order	Approver	Decision	Date & Time		Decision Com	ment
Primary Location     Main Computer Manufand	1	Mildred McMillan-FacHM	Approved	Sep 16, 2020, 2	:23 PM	-	
<ul> <li>Job Field</li> </ul>	2	Mildred McMillan-FacRec	Approved	Sep 18, 2020, 9	:57 AM	test	
Faculty	After the app	oval process, assign to : Mildre	ed McMillan-FacRec				

- 1) Once the requisition has been verified as approved, click on the 'Sourcing' tab
- 2) The sourcing page displays, with the button 'Add career sections' under Career Sections area. TIP: If this button is missing, this means a field required to post is missing. This is likely the positon number. Edit the requisition, add the position number and save and the button will then appear.



ORACLE <sup>®</sup>							Lookup a cand	idate -	v Q	👤 Mildred McM	illan-FacRec 🔻
RECRUITING	TASKS	REQUISIT	IONS	SUBMISSIONS	OFFERS	CANDIDATE POOLS	SEARCH				
You are here > Tasks	List > Requisit	on View								Back #	to Task List
Summary		$\mathbf{\Theta}$	t	Assistant Prof	essor in Acc	ounting (ID: 200000A0					
Status: Open - Read Latest Action: Requi Hired Candidate(s): Active Candidates	y sition Approv ) out of 5 New cand	ed idates	то а	pprove Requisitio	on, take approp Actions ▼	riate action from the sum	mary card.				×
0	0		Re	quisition Info	Prescreen Ale	erts Attachments(1	Approvals	Sourcing	Interviews	History	
STRUCTURE											Expand All
<ul> <li>Organization</li> <li>College of Busine</li> </ul>	ess & Econom	ics		Career Sections							
<ul> <li>Primary Location Main Campus, M</li> <li>Job Field Faculty</li> </ul>	<ul> <li>Primary Location Main Campus, Maryland</li> <li>Job Field Faculty</li> </ul>			Click Add to post jo	)b on external a	nd internal career sectior	s				

- 3) Click on the button to 'Add career sections'
- 4) The **'Career Selections Selector'** displays. Verify 'Faculty-External' is selected and then click on the button 'Add/update career sections'

Career	Sections Selector			×
Please se	elect the career sections for pos	ting this requisition		All (1) Selected (1)
1 Career	sections are available			Select all across pages
	Name	Visibility	Display Type	Sequence
	Faculty - External	External	Public	5
				Page 1 of 1 (1 of 1 items) K < 1 > X
				Cancel Add / update career sections

5) The 'Career Selection' page displays.

ORACLE			💄 Lookup a candidate 🛛 🗸 🔍	💄 Mildred McMillan-FacRec 🔻
RECRUITING TASKS REQUISITION STRUCTURE • Organization College of Business & Economics • Primary Location Main Compute Manyland	S SUE	BMISSIONS OFFERS CANDIDATE POOLS eer Sections ge career sections and posting schedules for this requ	SEARCH	Expano All
Job Field     Faculty HIRING TEAM	C Add	d Career Section Faculty - External	Posting Status and Schedule (UTC -4:00) Status : To be posted	Select all across pages
Hiring Manager McMillan-FacHM, Mildred     Recruiter McMillan-FacRec, Mildred		External Public	Post from Today Post to Ongoing	<ul> <li>▼</li> <li>■</li> </ul>
User Group     College of Business and Economics     JOB INFORMATION     There is no data to display.	Ma	ark as Urgent	Page 1 of 1 (1 of 1 items	) K K 1 X Cancel Sove and apply

6) On the 'Career Selection' page verify the dates you wish the job to be posted. Once you have selected/verified dates, click on the save and apply button.





TIP: It defaults from the current date to ongoing but this can be modified to any specific dates. If you keep the default of ongoing, then the job will be posted until you come back to this page, select 'Modify' and deselect 'Faculty-External'

7) The 'Career Selection' page displays with the saved posting information and a status in the summary card of Open-Posted.

ORACLE <sup>.</sup>		Lookup a candidate V Q Mildred McMillan-FacRec V
RECRUITING TASKS REQUISITIONS	SUBMISSIONS OFFERS CANDIDATE POOLS	SEARCH
STRUCTURE	▲ Career Sections	Expand All
Organization     College of Business & Economics     Primary Location     Main Campus, Maryland     Job Field	The list below contains the list of career sections along with changes	their posting status for this requisition. Please click "Modify" to make necessary
Faculty	Career Section	Posting Status and Schedule (UTC -4:00)
Hiring Hanager McMillan-FacHM, Mildred	External Public	Post from - Sep 18, 2020, 10:33:09 AM Post to - Ongoing
Recruiter     McMillan-FacRec, Mildred     User Group     Collage of Business and Economics		Page 1 of 1 (1 of 1 items) K < 1 > X
conege of business and Economics	▶ Job Boards	

8)In approximately 15 - 30 minutes (sometimes sooner), the job will be available to candidates to apply on the Taleo Faculty website at

https://towson.taleo.net/careersection/fac\_ex/jobsearch.ftl?lang=en&portal=8100026200

	N Y.			BACK TO TOWSON.EDU
Welcome. You are not sig	ned in.			Sign In
Keyword	Job Title	Q		View All Jobs
Job Openings 1 - 2 of 2				RSS: 📶
Posting Date	Save this Search		Sort by Releva	Mutti-line ?
Organization     Sub-Division	Requisition Title	TU Search N	umber Posting Date	Actions
College of Business & Economics (2)	Assistant Professor in Accounting	CBE-3299	Sep 18, 2020	Apply I≣*
	Assistant Professor- CBE Test	COFAC-N-32	27 Sep 17, 2020	Apply :≣*
		Provious 1	Next	

# 2.5 JOB AID: Posting Requisition to External Sites (Creating Link to Taleo job)

1) To provide a direct link to a job use the following format

2)https://towson.taleo.net/careersection/fac\_ex/jobdetail.ftl?job=<TU Taleo Requisition Number> 3)EXAMPLE: https://towson.taleo.net/careersection/fac\_ex/jobdetail.ftl?job=200000FZ





# 3 Candidate Management

# 3.1 Candidate Management Introduction

Once candidates are sourced/have applied for an active requisition, it is possible to view the list of candidates and use various candidate management features to work with them.

It is important to understand how to view, sort, and filter the list of candidates efficiently. It is also possible to take such actions on candidates as sending correspondence or making comments on candidate files, directly from the list view.

# 3.2 JOB AID: Viewing and Filtering Candidate Lists

This job aid provides step-by-step instructions on how to view and filter a list of candidates for a specific requisition.

The Candidate list displays all of the candidates associated with the requisition. Search Committee members, Deans, Vice Provost, PBO and OIIE can use the Filters on the left pane to filter the list of candidates by various criteria.

In addition to using filters to refine the Candidate list, it is possible to use the List Format dropdown list to display various list layouts.

Actions can be taken on one or more candidates from the list view, using the More Actions dropdown list.

1) Log into Taleo and click on the **Requisitions** link on the left to go to the Recruiting Center



2) The Fluid Recruiting Requisitions list displays.

ORACLE <sup>®</sup>				Look	kup a candidate	<b>γ</b> Q	🚨 Mildred McMilla	n-FacHM 🔻
RECRUITING	TASKS REC	QUISITIONS	SUBMISSIONS	OFFERS	CANDIDATE POOLS	SEARCH		
You are here > Requis	ition List						Create F	Requisition
Filters	:		Requisitions (6)	All requisitions	Clear All			
All requisitions	,	▼	More Actions 🔻			List Format	Standard View	•
Status	requisitions		i <b>≈</b> (₽	ID	TU Search Number	Title		Departr
Apply Filters	Clear All		<b>(2</b> ) 3	200000A0	CBE-3299	Assistant	Professor in Accounting	Account
			i <b>™</b> 0	20000096	CBE-3394	Assistant	Professor in Accounting	Account
			0	20000095	CBE-9995	Professor	in Finance	Busines Analytic Technol Manage

**3)** Locate the applicable requisition. In the Active Candidate Count column, click the hyperlink displaying the number of candidates. **TIP: Use the filters on the left side to help locate requisition. You can also collapse the filter section.** 

ORACLE <sup>®</sup>						💄 Loo	okup a candidate	<b>√</b> Q	💄 Mildred McMilla	n-FacHM 🔻
RECRUITING	TASKS	REQUISIT	IONS	SUBMI	SSIONS	OFFERS	CANDIDATE POOLS	SEARCH		
You are here > Requis	ition List								Create	Requisition
Filters	:			Requisit	tions (6)	: All requisitions	O Clear All			
All requisitions		•	₽ ₹	Mc	ore Actions	•		List Format	Standard View	•
Status	requisitions		•	j≈	<b>(2</b> •	ID	TU Search Number	Title		Departr
					3		CBE-3299	Assistan	t Professor in Accounting	Account
Apply Filters	Clear All			i~	0	20000096	CBE-3394	Assistan	t Professor in Accounting	Account
					0	20000095	CBE-9995	Professo	or in Finance	Busines
					Ū					Analytic Technol Manage

4) The candidate submissions (Candidate List) for the selected requisition displays.

TOWSON

RECRUITING       TASKS       REQUISITIONS       SUBMISSIONS       OFFERS       CANDIDATE POOLS       SEARCH         You are here > Requisition List > Submission Sfor: Assistant Professor in Accounting (Requisition ID: 200000A0) (2)       Image: Comparison of the compari	ORACLE						💄 Lool	kup a candidate	~ C	۹ ک	Aildred McMilla	n-FacHM 🔻
Image: Submission List         Filters       Image: Step Selection process         Step New (2)         Search Committee Screen (1)         First Cut Review       Pre-Interview Screen       Image: No filters are applied       Standard View         Interviews       Offer       Harris, Judy (669373)       New - To Be Reviewed       Sep 19, 2020       0 / 0         Interviews       Offer       McMillian, Mildred (148941)       Search Committee Screen - Passed 2nd SC/Inclusion Sep 18, 2020       0 / 0	RECRUITING TASKS REQUIS	TIONS	SUBMISSIC	ONS OFFERS	CANDIDATE	POOLS	SEARCH	I				
Filters       Submissions for: Assistant Professor in Accounting (Requisition ID: 200000A0) (2         • Selection process       FILTERS: No filters are applied         Step New (2)       Search Committee Screen (1)         First Cut Review       Pre-Interview Screen         Interviews       Gffer         Hire       Schmitz, Charles (669373)         New - To Be Reviewed       Sep 19, 2020         Offer       McMillan, Mildred (148941)         • Candidates       McMillan, Mildred (148941)	You are here > Requisition List > Submission Lis	r								i	Back to Requisit	ion List
• Selection process          Step New (2) Search Committee Screen (1) First Cut Review Pre-Interview Screen Interview S         Offer Hire             • Candidates             • Candidates	Filters	<u>.</u>	Submissio	ons for: Assistant F	Professor in Acc	counting (R	equisitior	n ID: 200000A0) 🔂				
Step       New (2)       Standard View         Search Committee Screen (1) <ul> <li>First Cut Review</li> <li>Pre-Interview Screen</li> <li>Interviews</li> <li>Harris, Judy (669373)</li> <li>New - To Be Reviewed</li> <li>Sep 19, 2020</li> <li>0 / 0</li> </ul> <ul> <li>Kandidates</li> <li>More Actions</li> </ul> <ul> <li>New - To Be Reviewed</li> <li>Sep 19, 2020</li> <li>0 / 0</li> <li>Schmitz, Charles (669249)</li> <li>New - To Be Reviewed</li> <li>Sep 20, 2020</li> <li>0 / 0</li> </ul> <ul> <li>Candidates</li> <li>McMillan, Mildred (148941)</li> <li>Asset 32, 00 / 0</li> </ul>	→ Selection process	FILTER	s> No filters	are applied								
Search Committee Screen (1)       Image: Search Committee Screen (1)         First Cut Review       Pre-Interview Screen         Interviews       Interviews         Offer       Schmitz, Charles (669249)         Hire       Search Committee Screen         Interviews       Schmitz, Charles (669249)         Minitian, Mildred (148941)       Search Committee Screen         - Passed 2nd SC/Inclusion       Sep 18, 2020       0 / 0	Step New (2)	<u>•</u>	<b>-</b> 🗞 -	More Actions 🔻					List For	mat Standard	/iew	•
Pre-Interview Screen       Image: Constraint of the series o	Search Committee Screen (1) First Cut Review	•	j <b>~</b> (	Candidate	🕲 Sel	ection Step	, Status	Submission Creation	'n	Requirements	Assets	Home Pł
Offer       Image: Charles (669249)       New - To Be Reviewed       Sep 20, 2020       0 / 0         Hire       Image: Charles (669249)       New - To Be Reviewed       Sep 20, 2020       0 / 0         Candidates       Image: Charles (669249)       New - To Be Reviewed       Sep 20, 2020       0 / 0         Candidates       Image: Charles (669249)       McMillan, Mildred (148941)       Sep 20, 2020       0 / 0	Pre-Interview Screen			Harris, Judy (	669373)		Ø	New - To Be Reviewed	S	ep 19, 2020	0/0	
Hire     Search Committee Screen          • Candidates         • McMillan, Mildred (148941)       • Assed 2nd SC/Inclusion       sep 18, 2020       0 / 0	Offer	0	i*	Schmitz, Cha	rles (669249)		Ø	New - To Be Reviewed	S	ep 20, 2020	0/0	
SC Review	Hire  Candidates			McMillan, Mi	ldred (148941)		Ø	Search Committee Scr - Passed 2nd SC/Inclus Advocate Review/Pass SC Review	een ion s ed	ep 18, 2020	0/0	

5) Optionally, use the Filters pane to narrow down the list of candidates.

ORACLE <sup>®</sup>							<b>上</b> Loo	kup a candidate 🛛 🗸 🗸	Q	≗ м	ildred McMilla	n-FacHM 🔻
RECRUITING	TASKS	REQUISITION	IS	SUBMISSIONS	OFFERS	CANDIDATE POOI	.S SEARCH	ł				
You are here > <i>Requisitio</i>	on List > Sub	mission List								<b>I</b>	Back to Requisit	ion List
Filters		$\mathbf{S}$	<u>1</u> 1	Submissions f	or: Assistant	Professor in Account	ing (Requisitio	n ID: 200000A0) 👩				
+ Selection process		(	FILTER	S No filters are ap	plied							
Step New (2)		<u>±</u>		z 🗞 🖶 🛛	More Actions 🔻			Lis	t Format	Standard Vi	ew	•
Search Committee Se First Cut Review	creen (1)		- ~	j <b>≈</b> ⊗	Candidate	Selection	n Step, Status	Submission Creation	Requ	irements	Assets	Home Pł
Pre-Interview Screen	ı				Harris, Judy	(669373)	Ø	New - To Be Reviewed	Sep 19	, 2020	0/0	
Offer			0	i*	Schmitz, Cha	arles (669249)	۲	New - To Be Reviewed	Sep 20	, 2020	0/0	
Hire Candidates					McMillan, M	ildred (148941)	Ø	Search Committee Screen - Passed 2nd SC/Inclusion Advocate Review/Passed SC Review	Sep 18	, 2020	0/0	
Submissions			•									+

- 6) For example, to show only candidates waiting on Pre-Interview Screen
  - a. Expand the Selection Process filter.
  - b. Select Pre-Interview Screen
- 7) Optionally, click the Collapse icon to collapse the Filters pane.

TOWSON

OR	ACLE <sup>.</sup>				💄 Lookup a car	didate 🗸 🗸 🗸	Q	💄 Mildred McMil	lan-FacHM 🔻
RE	CRUITING	TASKS REQUISITIONS SUBM	IISSIONS	OFFERS CANDIDATE PC	OOLS SEARCH				
You are	e here > <i>Req</i>	isition List > Submission List						Back to Requi	sition List
Filte	ers	Subm	issions for	Assistant Professor in Accou	unting (Requisition ID: 200	DOODAO) (2			
FILTER	85> No filter	are applied							
1		More Actions 🔻				List	Format Sta	indard View	•
•	<b>i</b> ~	S Candidate	Ø	Selection Step, Status	Submission Creation	Requirements	Assets	Home Phone	Cellular N
		Harris, Judy (669373)	Ø	New - To Be Reviewed	Sep 19, 2020	0/0	0/0		
0	i	Schmitz, Charles (669249)	Ø	New - To Be Reviewed	Sep 20, 2020	0/0	0/0		44361071
		McMillan, Mildred (148941)	Ø	Search Committee Screen - Passed 2nd SC/Inclusion Advocate Review/Passed SC Review	Sep 18, 2020	0/0	0/0		61986569

- 8) Review the selection information for each candidate in the Step and Sel. Status columns. Candidates are pre-sorted by: Selection Step,Status
- 9) You may click any column to re-sort the list. Click a column once to sort in ascending order. Click again to sort in descending order.
- 10) Optionally, from the List Format drop-down list, there is currently only Standard View. Different views can be created to see additional information.

<u>¢</u> 2	🕻 🖂 🗞 👼 More Actions 🔻 List Form						Format	at Standard View			
0	~	j <b>a</b>	⊗	Candidate	Ø	Selection Step, Status	Submission Creation	Requirements	Asset	Standard View	

11) You have viewed and filtered a list of candidates for a specific requisition.

# 3.3 JOB AID: Viewing Candidate Files and Attachments in Taleo

This job aid provides step-by-step instructions on how to view a candidate's file in Taldo. A candidate file contains candidate information such as personal information which includes address, email and phone number(s) from the Job Submission and the General Profile. To access the candidate file, click a candidate name in the list. Other tabs allow for viewing attachments and history of actions taken on or by the candidate. This topic covers the navigation of the sections and tabs within a candidate file.

Attachments (cv's, etc) may be uploaded into Taleo and can be viewed from the Attachments tab. However all attachments uploaded will be copied to ImageNow for review. <u>All hire documents for candidates should be reviewed via ImageNow (see Section 3.7).</u>



1) From the list of submitted candidates (accessed by clicking on the number in requisition list), click on candidate's name to view their file.

<u>.</u>	Submissions for: Assistant Professor in Accounting (Requisition ID: 200000A0)											
FILTER	FILTERS > No filters are applied											
÷i 🛛	<b>~</b>	Ð	More Actions 🔻		Li	st Format	Standard View	•				
• •	j <b>~</b>	⊗	Candidate	Ø	Selection Step, Status	Submi	ssion Creation	Requirements				
			Harris, Judy (669373)	Ø	New - To Be Reviewed	Sep 19	), 2020	0/0				
o	i		Schmitz, Charles (669249)	Ø	New - To Be Reviewed	Sep 20	), 2020	0/0				
			McMillan, Mildred (148941)	Ø	Search Committee Screen - Passed 2nd SC/Inclusion Advocate Review/Passed SC Review	ח Sep 18	3, 2020	0/0				
4								+				

2) The candidate's file displays in view mode with the Job Submission tab selected and the Personal Information section expanded. In View mode, only fields that contain data display.

RECRUITING	TASKS REQUISITI	ONS SUBMISSIONS OF	FERS CANDIDATE POOLS	SEARCH		
You are here > Requis	ition List > Submission List >	Submission View			Back to Submission List	< >
Summary	۵	Submission: McMillan, Mi	ldred for Assistant Professor in A	Accounting (ID: 200000A0)		
McMillan, Mi	ldred 🖭	🖆 💌 🇞 🖶 🛛 More Ar	ctions 💌			
United States > Maryla Senior Consultant at l	and > Baltimore nsight Global (Current)	Job Submission Attack	hments(2) History			
*	ର୍ଯ୍ Resume				Language: English	Expand All
• 1 other active su	bmission(s)	Personal Information				
Submission	General Profile	Candidate Personal Info	ormation			
(1) HIGHLIGHTS (CU	RRENT SUBMISSION)	First Name	Last Nam	e	Preferred Name	
Required met A	ssets met	Mildred	McMillan		Millie	

- 3) The candidate file is organized into two panes. The left pane 'Summary' contains the candidate card and supporting information. The candidate card can be flipped to display a quick view of either Submission details or General Profile details. The pane can also be expanded or collapsed/hidden.
- 4) The right pane contains the main content of the file as well as an action bar allowing users to perform actions on the candidate. Tabs provide complete information about the candidate. Depending on the candidate card side being viewed, the information displayed on the tabs will vary.

TOWSON UNIVERSITY. Office of the Provost

5) You can collapse Personal Information to see all sections. You can also expand each section within the Job Submission tab to review the candidate's information.

Submission: Mc	Millan, Mildred for Assis	stant Professor in Accounting (ID: 200000A0) 🗔
🛍 💌 🗞 🖶	More Actions 🔻	
Job Submission	Attachments(2)	History
Personal Infor	mation	
Submission In	formation	
Profile Inform	ation	
Questionnaire		
Diversity		

- 6) On the Job Submission form, navigate to the Questionnaire section.
  - Personal Information
  - Submission Information
  - Profile Information
  - ▲ Questionnaire

Prescreening Questionnaire

	Question	Answer	Required/Asset
1	Do you have a Master's degree?	→ Yes	-
		No	-
2	Are you proficient with various computer	→ Yes	-
	Excel, PowerPoint, and Outlook?	No	-
			Required 0/0 Assets 0/0

- 7) If prescreening questions were added to the requisition, In the Prescreening Questionnaire block, you will see the candidate's answers to the questions. The green checkmark indicates the candidate's answer.
- 8) On the Job Submission tab, in the Personal Information block, the candidate's Email Address is noted.

9) Hover over each button on the Action bar and read the tooltip that explains them. Review the actions listed within the More Actions dropdown list. See section form 'Moving Candidates Through Hire Process' and 'Faculty Candidate Selection Workflow' for more information on how to move candidates and details on the steps and statuses.



- 10) Click the Attachments tab. There may not be attachments. All attachments will be copied to ImageNow for review.
- 11) Switch the Summary details that display on the left pane by using the slider to view either the



- 12) Submission details or the General Profile details.
- 13) Click the History tab. If applicable, modify the history of events to show additional events. Note that you can view the history for different job submissions from this tab.
- 14) On the left pane, in the Other Submissions section, click the Back to Submission List button to return to the list of candidates.

Back to Submission List

TOWSON

15) You have viewed a candidate's file.

# 3.4 JOB AID: Moving Candidates Through Hire Process/Reject Candidates

This job aid provides step-by-step instructions on how to move candidates through the different steps of the hire process or to reject a candidate. To change the status of a candidate, click the Change Step/Status shortcut button at the top of candidate listings and the top of a candidate's file **OR** from the More Actions drop-down list, select the Change Step/Status option.

You are here > Requisition List > Submission List	t				Back	to Requisition List
Filters 📀	👥 Subn	nissions for: Assistant Professor in Acco	unting (Requisitio	n ID: 200000A0) 🗔		
- Selection process	FILTERS No	filters are applied				
Step New (2)	🖬 🖂 🍕	More Actions 🔻		Lis	st Format Standard View	*
Search Committee Screen (1) First Cut Review	■ ~ j≈	⊗ Candidate	Ø	Selection Step, Status	Submission Creation	Requirements
Pre-Interview Screen Interviews		Harris, Judy (669373)	Ø	New - To Be Reviewed	Sep 19, 2020	0/0





 From the Status drop-down list, select the next status to move the candidate to. NOTE: Since First Cut Review is an optional step, this can be skipped by also modifying the Step. Otherwise, no other option will be available when the step is required.

Candidate Name Harris, Judy(66	9373)		Requisition Title Assistant Professor in Accounting (200000A0)						
Currently in				Change to					
Step	Status	<b>_</b>	Step		Status				
New	To Be Reviewed	-	Search Committee Screen 🔹		Passed 1st SC Review 💌				
					Passed 1st SC Review				
omments					Passed 2nd SC/Inclusion Advocate Review/Passed SC Review*				
Please enter co	omments here				Rejected*				
					Has Declined*				
elect Other	Action								
) Send Corres	pondence								

- 2) The details of all steps and statuses with the order are below in 'Faculty Candidate Selection Workflow' (see Section 3.6).
- 3) After selecting the step or status, click on the 'Apply and Continue' button to move candidate to next step or 'Apply and Close' if only moving to one step/status.
- 4) To reject a candidate, select 'Rejected' as status.
- 5) RESULT: The Details or Disposition section displays.

andidate Name AcMillan, Mildred	Requisition Title Assistant Professor in Accounting (200000A0)						
Currently in			Chan	ge to			
Step Search Committee Screen Status Passed 2nd SC/Inclusion Advocate Review/Passed SC Review	+	Step First Cut Review	•	Status Rejected* * = completes the step	•		
etails or Disposition Qualifications Not Competitive Phone Interview, not selected for in-person interview Declined interview due to salary Declined interview due to accepting other position	•	Comments Please enter comments here					
elect Other Action ) Send Correspondence							
·							

- 6) Select the applicable disposition reason for the rejection.
- 7) Click the Apply and Close button.

**TOWSON** UNIVERSITY. Office of the Provost

8) Hiding rejected candidates from list of candidates to make review cleaner and easier. From a listing of candidates, use the Filters panel to hide rejected candidates.

RECRUITING	TASKS	REQUISITIC	NS	SUBMIS	SIONS	OFFERS	CANDIDATE POOLS	SEARCH					
Filters		$\mathbf{i}$	<u>.</u>	Submis	sions	for: Assistant	Professor in Accountir	g (Requisition	1D: 200000A0) 🔂				
- Selection process			FILTER	No filte	ers are ap	oplied							
Step New (2)			<u>*</u>	<b>~</b>	● [	More Actions 🔻			List	Format	Standard Vie	ew	•
Search Committee First Cut Review	Screen (1)		• ~	j <b>~</b>	⊗	Candidate		9	Selection Step, Status	Submi	ssion Creation	1 Requi	irements
Pre-Interview Scre	en					Harris, Judy (	(669373)	8	New - To Be Reviewed	Sep 19	), 2020		
Offer				j <b>e</b> r		Schmitz, Cha	irles (669249)	Ø	New - To Be Reviewed	Sep 20	), 2020	0/0	
Candidates     New in selection	n process					McMillan, Mi	ildred (148941)	Ø	Search Committee Screen - Passed 2nd SC/Inclusion Advocate Review/Passed SC Review	Sep 18	8, 2020	0/0	
In selection pro	cess		4						_				•
Submissions			1 item(	s) selected	d.				Page 1 o	f <b>1</b> (1-3	of 3 items)	КК	K <

- 9) In the Quick Filters section, expand the Candidates option.
- 10) Select the In selection process option.
- 11) At the bottom of the Filters panel, click the Apply Candidate Filters button.
- 12) Result: The rejected candidate is removed from the list.



# 3.5 JOB AID: Pre-Interview Approval for Department Chairs, Deans, Vice Provost and OIIE

This job aid/test script provides step-by-step instructions for two different ways Department Chair, Dean, Vice Provost and OIIE to be able to see applied candidates and approve/pass candidates to approve candidates for on campus interviews.

User can go to the Faculty document storage in ImageNow to review uploaded application files. Applicants can be found in ImageNow using the requisition id, TU search number, name or candidate identifier (See Section 3.7 for information on using ImageNow).

### **Option 1 to View and Approve Interview Candidates (This is the quickest)**

1) Navigate to Taleo environment using link -> https://towson.taleo.net/



i.

- 2) Once logged into Taleo, from the Welcome screen, select 'Submissions' from the left menu
- 3) Expand Submissions under the Filters on the left. For step you can type in 'Pre' and they select the down arrow. Then select the step 'Pre-Interview Screen Vice Provost', etc. as applicable. Then select to 'Apply Filters'. This will then show any candidates on any requisitions waiting approval.

Fil	ters Advanced Filters	ons:	FILTER	All Submissions (1000) Show submissions for requisitions: All candidates	O Status: Ope	n <b>O</b> Clear	All			
l	All candidates	•	14 ×	Po 🔤 🖶 More Actions 👻			List Format	Stand	ard View	
0	Include inactive requisitions		0 -	j <b>™</b> ⊗ Candidate	ñ	Step 2 🔻	Step, Status, Icon 3 🔻	Ø	Req. ID 1 🔻	Req. Title
•	Pre-Interview Screen - Dean Pre-Interview Screen - Dept Chair Pre-Interview Screen - OllE		•	Karimi, Hamid (696385)		New	New - To Be Reviewed	0	2100000Q	Assistan Professo track)in Sciences Distribu Systems
s	Pre-Interview Screen - Vice Provost Pre v itatus	ସ	0	Gao, Yifeng (696446)		New	New - To Be Reviewed	Ø	2100000Q	Assistan Professo track)in l Sciences Distribut Systems



4)



ou are here > All Submissions				Jennett				
Filters Advanced Filters	All Se	ubmissions (2)						
Show submissions for requisitions: All candidates	FILTERS Sho	ow submissions for requisitions: /	All candidates O Step: Pre-li	nterview Screen	- Vice Provost O Status List Format	Open (	O Clear All ard View	v
<ul> <li>Include inactive requisitions</li> <li>Since</li> </ul>	<b>□ ~ i</b> *	⊗ Candidate	ñ	Step 2 🔻	Step, Status, Icon 3 🔻	Ø	Req. ID 1 🔻	Req. Title
mmm d. yyyy		See, Eugene (69	14085)	Pre- Interview Screen - Vice Provost	Pre-Interview Screen - Vice Provost - Vice Provost Pre- Interview Review	0	21000002	Assistant Entrepre
Submissions		Dutta, Koushikee	e (694326)	Pre- Interview Screen - Vice	Pre-Interview Screen - Vice Provost - Vice Provost Pre-Interview Review	0	21000002	Assistant Entreprer

5) <sup>Sta</sup>

RECRUITING	TASKS	REQUISTIONS	SUBMISSION	IS (	FFERS CANDIDATE POOLS SEARCH		
Welcome Mild Welcome to the Ree	red McMi	illan-FacHM! ter.				e	Refresh All
🗐 Job Requisitio	ons				<b>2</b> Candidates		
			i*	Total		1	Total
		Dr	raft O	1	Active submissions	3	4
		Pend	ling 1	3	New	1	1
		Ομ	ben O	1			
		Canceled (Since Jul 1, 20	20) 0	8			
Tasks							
Recruiting			i 🐂	Total			

6) To approve and change the status of a candidate, select one or more candidates and then click the Change Step/Status shortcut button at the top of candidate listings and the top of a candidate's file

- OR -

From the More Actions drop-down list, select the Change Step/Status option.



TOWSON UNIVERSITY

RECRUITING TASKS REQUISITI	ONS SUBMISS	IONS OFFERS CANDIDATE POOLS	SEARCH	Back to Requisition List		
Filters 🖌 🔿	Submiss	Selection Process				
		Bypass Selection Steps				
✓ Selection process	FILTERS Step: Pro	Revert Latest Change of Step/Status	erview Review 🛛 🛛 Clear All			
Step Pre-Interview Screen (4)	🖆 🗞 🍙	Candidate has declined		List Format Screening		
Status	✓ i	♣ Reject Submission	Step	Selection Status		
Passed Dept Chair Pre-Interview Review (3) 🛯		🐕 🕧 hange Step/Status	Pre-Interview Screen	Passed Dept Chair Pre-Interview Review		
▶ Candidates		Sourcing Activities	Pre-Interview Screen	Passed Dent Chair Pre-Interview Review		
		Create New Candidate				
Submissions		Other Actions	Pre-Interview Screen	Passed Dept Chair Pre-Interview Review		
	3 item(s) selected	Po Add Candidate to Folder				
Apply Candidate Filters Clear All	5 herrigs serected.	Download As Excel				

- 8) From the Status drop-down list, select the next status to move the candidate to Select 'Passed....' if approving. Then select the Apply and continue button. After selecting passed, select the next status as well to put in the next approvers queue.

ou are performing this a C	ction on <b>4 submissions.</b> urrently in		Change to
Step Status		Step	Status
Pre-Interview Screen	Pre-Interview Dean Review	Pre-Interview Screen	Passed Dept Chair Pre-Intervi 🔻
			Pre-Interview Dept Chair Review
Comments			Passed Dept Chair Pre-Interview Review
Please enter comments h	ere		Passed Dean Pre-Interview Review
			Pre-Interview Vice Provost Review
			Passed Vice Provost Pre-Interview





i.

### **Option 2 to View and Approve Interview Candidates**

9) Navigate to Taleo environment using link -> https://towson.taleo.net/

Use your Towson Univ	versity NetID to log into
An External S (http://stgtowson.	ervice Provider taleo.net/smartorg)
Username	
1	
Password	
Lo	gin
Forgot Password	Manage My NetID
Terms and	Conditions

10) Once logged into Taleo, from the Welcome screen, select 'Requisitions' from the left menu and the requisition list will display

ORACLE	ORACLE <sup>®</sup>					ookup a candidate	~ (	V Q A Mildred McMilla	
RECRUITING	TASKS	REQUISITIO	ONS	SUBMISSION	6 OFFERS	CANDIDATE POOLS	SEAR	сн	
You are here > Requis	ition List							Create	e Requisition
Filters  Show requisitions All requisitions	:	•	FILTER	Requisitions         S         Show requisitions         More Actions	(6) tions: All requisition	s 🗿 Clear All	List Fo	rmat Standard View	
Status	requisitions		•	i <b>~</b>	di 4	TU Search Number	Title	2	Departr
Apply Filters	Clear All		0	3 🗈	200000A	0 CBE-3299	Assi	stant Professor in Accounting	Account
			0	i <b>~</b> (	2000009	6 CBE-3394	Assi	stant Professor in Accounting	Account
				(	2000009	5 CBE-9995	Prof	fessor in Finance	Busines Analytic Technol

11) Locate the applicable requisition by using the filters or scrolling

Filters 🗸		
Show requisitions:		
All requisitions	-	
Include inactive requisitions		
- Status		
Requisition Title		
Requisition ID		
200000A9	0	
Status		
Draft		
Pending		
🗆 Open		
On Hold		



12) In the Active Candidate Count column, click the hyperlink displaying the number of candidates. TIP: 'Filters' on the left hand side can be used to find requisition. Enter search data and then select 'Apply Filters' at bottom of section. The 'Filters' tab can also be collapsed to see more data elements on the screen.

ORACLE						上 Look	cup a candidate	<b>~</b> Q	💄 Mildred McMilla	n-FacHM
RECRUITING	TASKS	REQUIS	ITIONS	SUE	MISSIONS	OFFERS	CANDIDATE POOLS	SEARCH		
You are here > Requ	isition List								Create	Requisitior
Filters 🗸		۵	Ē	Requ	isitions (6)					
Show requisition	is:		FILTER	<mark>xs</mark> ≻ Sh	ow requisitions: /	All requisitions	Clear All			
Airrequisition	15		<b>9</b>	•	More Actions 🔻			List Format	Standard View	
Include inactive Status	ve requisitions		•	i≈	<b>(2)</b>	ID	TU Search Number	Title		Depa
					<b>3</b>	200000A0	CBE-3299	Assistant	Professor in Accounting	Accou
Apply Filters	Clear All									
			0	i~	0	20000096	CBE-3394	Assistant	Professor in Accounting	Αςςοι
						20000005	CD5 0005	Durferen		Duralia
					0	20000095	CBE-222	Protessol	п ниалсе	Analy
										Mana

d. The candidate submissions for the selected requisition displays.

ORACLE					💄 Lool	kup a candidate 🛛 🗸 🗸 🗸 🗸 🗸 🗸	Q	≗ м	ildred McMilla	n-FacHM 🔻
RECRUITING TASKS REQU	SITIONS SU	UBMISSIONS	OFFERS	CANDIDATE POO	LS SEARCH	I				
You are here > Requisition List > Submission l	.ist								Back to Requisit	ion List
Filters	👤 Su	bmissions	for: Assistant Pr	ofessor in Accoun	ting (Requisitior	n ID: 200000A0) 🔂				
- Selection process	FILTERS	No filters are ap	oplied							
Step New (2)	🛃 🖂	🗞 🖶 [	More Actions 🔻			Lis	t Format	Standard V	iew	•
Search Committee Screen (1) First Cut Review	• • •	• •	Candidate	Selection	n Step, Status	Submission Creation	Requ	uirements	Assets	Home F
Pre-Interview Screen			Harris, Judy (66	i9373)	Ø	New - To Be Reviewed	Sep 19	9, 2020	0/0	
Offer	•	•	Schmitz, Charle	es (669249)	Ø	New - To Be Reviewed	Sep 20	), 2020	0/0	
Hire  Candidates			McMillan, Mildi	red (148941)	Ø	Search Committee Screen - Passed 2nd SC/Inclusion Advocate Review/Passed SC Review	Sep 18	3, 2020	0/0	
Submissions	4									)

13) To display only candidates currently in the Pre-Interview step and waiting approval, use the 'Filters' tab on the left. Under Step under filters, click on Pre-Interview Screen.

Result: All of the statuses in this step will display with the number of candidates in the step



- 14) Click on the appropriate status. For example, those waiting on the Department Chair to review, will be in a status of 'Pre-Interview Dept Chair', those waiting on Vice Provost will be in a status of 'Pre-Interview Vice Provost View'
- 15) Result: Candidates in the status waiting to be approved/moved to next step display

You are here > Requisition List > Submission List					Back to Requisition List						
Filters 🗸 📀	<b>1</b> .	Submissions	for: Assistant Professor- CBE Test (R	Requisition ID: 200000A9) 🗔							
- Selection process	FILTERS	ILTERS Step: Pre-Interview Screen O Passed Dept Chair Pre-Interview Review O Clear All									
Step Pre-Interview Screen (4) 🚳	Po (	More Actio	ons 🔻		List Format Screening 💌						
Status	• •	i* 🛞	Candidate	Step	Selection Status						
Passed Dept Chair Pre-Interview Review (3) 💿	0		Chambers, Matthew (669351)	Pre-Interview Screen	Passed Dept Chair Pre-Interview Review						
▶ Candidates	0		Harris, Judy (669373)	Pre-Interview Screen	Passed Dept Chair Pre-Interview Review						
Submissions			Schmitz, Charles (669249)	Pre-Interview Screen	Passed Dept Chair Pre-Interview Review						
Apply Candidate Filters Clear All	0 item(s	5) selected.			Page 1 of 1 (1-3 of 3 items) K < 1 > X						

16)

17) To approve and change the status of a candidate, select one or more candidates and then click the Change Step/Status shortcut button at the top of candidate listings and the top of a candidate's file

- OR -



From the More Actions drop-down list, select the Change Step/Status option.

RECRUITING TASKS	REQUISIT	IONS SUBMISS	IONS OFFERS CANDIDATE POOLS	SEARCH			
You are here > Requisition List >	Submission List			 ר		Back to Requisition L	ist
Filtors	0	. Culturation	Selection Process				
	<b>W</b>		Bypass Selection Steps	uisition ID: 200000A9) [d			
✓ Selection process		FILTERS Step: Pro	Revert Latest Change of Step/Status	erview Review 🛛 🛛 Clear All			
Step Pre-Interview Screen (4) 💿		🏜 🗞 🗗	Candidate has declined		List Format	Screening	•
Status		<b>∞</b> ~ <b>i≈</b>	♣ Reject Submission	Step	Selection Status	;	ñ
Passed Dept Chair Pre-Intervi Review (3) 🔇	iew		Mange Step/Status	Pre-Interview Screen	Passed Dept Ch	air Pre-Interview Review	
Candidates			Sourcing Activities	Pre-Interview Screen	Passed Dept Ch	air Pre-Interview Review	
Submissions			💄 Create New Candidate	Pre-Interview Screen	Passed Dept Ch	air Pre-Interview Review	
Apply Candidate Filters	Clear All	3 item(s) selected.	Po Add Candidate to Folder		Page 1 of 1 (1-3	s of 3 items) K < 1	K (
avascript:void(0)			Download As Excel				

18) jav

19) From the **Status** drop-down list, select the next status to move the candidate to Select 'Passed....' if approving. Then select the Apply and continue button. After selecting passed, select the next status as well to put in the next approvers queue.

Bulk Action - Chang	e Step and Status			×
You are performing this a	ction on <b>4 submissions</b> . urrently in			Change to
Step Pre-Interview Screen	Status Pre-Interview Dean Review	<b>→</b>	Step Pre-Interview Screen	Status           Passed Dept Chair Pre-Intervi <td< td=""></td<>
Comments Please enter comments h	ere			Passed Dept Chair Pre-Interview Review Passed Dean Pre-Interview Review
				Pre-Interview Vice Provost Review  Passed Vice Provost Pre-Interview  Cancel Apply and Continue Apply and Close

# 3.6 Faculty Hiring Process Steps and Statuses (Candidate Selection Workflow)

20)The following table details the steps in the process to move applicants from pre-interview status to approval for on-campus interviews.

<b>.</b>	Candidate				Comments	<b>e</b>
Candidate	Step	Candidate	Notes/Details of		Optional or	Status in
Step	Configuration	Status	Candidate Status	Who Clicks	Required?	ImageNow





	Mandatory	To Be Review	Newly applied candidates - All candidates with completed applications	SYSTEM	Optional	New				
New		Declined	Candidate withdraws before Search Committee review		Optional	Rejected/Declined				
	Mandatory	Passed 1st SC Review	Passed review by 1st SC member meeting	Search Committee	Optional	Applicant Pool				
Search Committee Screen		Passed 2nd SC/Inclusion Advocate Review	Passed review by 2nd SC member, inclusion advocate or by outside meeting/conversation of Search Committee (NOTE: The Search Committee will also have the option to only select this status and enter in the comments that it was done by	Search Committee	REQUIRED	Applicant Pool				
		Rejected	Candidate does not pass SC review (NOTE: Candidate should only be rejected after agreement by Search Committee)		Optional	Rejected/Declined				
		Declined	Candidate withdraws during SC Review		Optional	Rejected/Declined				

<b>First Cut</b> <b>Review</b> (Optional steps and	• Optional	First Cut Review	Candidates identified for first cut (intial online/phone interview). This is the narrowing down of pool before sending for Dept Chair, Dean, Vice Provost and OIIE review.	Search Committee	Optional	First Cut
statuses to use when doing a first		Rejected	Candidate does not pass First Cut Review		Optional	Rejected/Declined
		Declined	Candidate withdraws during First Cut Review		Optional	Rejected/Declined



Faculty Hiring Taleo User Guide

**TOWSON** UNIVERSITY. Office of the Provost

Pre- Interview	• Mandatory	Pre-Interview Review by Dept Chair	Candidate SC wants to be considered for Interview This is the smaller list narrowed down from the first cut review (Candidates who are identified as alternate for interview will be identified with a comment)	Search Committee	Optional (NOTE: Comments are optional byt a not if candidate is being identified as an alternate to be reviewed should be included.)	Pre-Interview
		Passed Pre- Interview Review by Dept Chair	Department Chair's approval to interview candidate	Department Chair	Optional	Pre-Interview
(Screen of		Pre-Interview Review by Dean	Candidate waiting to be reviewed by Dean	Department Chair	Optional	Pre-Interview
identified for interview by Chair, Dean,		Passed Pre- Interview Review by Dean	Dean's Approval to interview candidate	Dean	Optional	Pre-Interview
VP, OIIE)		Pre-Interview Review by Vice Provost	Candidate waiting to be reviewed by Vice Provost	Dean	Optional	Pre-Interview
		Passed Pre- Interview by Vice Provost	Vice Provost's Approval to interview candidate	Vice Provost		Pre-Interview
		Pre-Interview Review by OIIE	Candidate waiting to be reviewed by OIIE	Vice Provost	Optional	Pre-Interview
		Passed Pre- Interview by OIIE	OIIE's Approval to interview candidate	OIIE		Pre-Interview
		Rejected	Candidate rejected		Optional	Rejected/Declined
		Declined	Candidate declines		Optional	Rejected/Declined

Interview	Mandatory	To be Interviewed	Passed Pre-Interview Screen by Chair, Dean, VP and OIIE and can move forward with interview	OIIE or Search Committee		Interview Pool
interview		Interviewe Successfully Completed	Selected candidate	Search Committee	Optional	Interview Pool



Interviewe Not Completed	For alternate candidates or others nontinterviewed	Search Committee	Optional	Interview Pool
Rejected	Candidate rejected after any interview		Optional	Rejected/Declined
Declined	Candidate declines after any interview		Optional	Rejected/Declined

	Mandatory	Offer Extended	Indetify Candidate who offer was extended verbally and/or in writing	Search Committee	Optional	Offer Pool
Offer			Offer accepted by	Search		
		Offer Accepted	candidate	Committee	Optional	Offer Pool
		Declined	Offer declined by candidate		Optional	Rejected/Declined
		Rejected	Offer rejected because req cancelled		Optional	Rejected/Declined

Hired External	Candidate Hired NOTE: Moving a candidate to this step will allow the requisition status to be automatically or manually moved to Filled.	Search Committee	Optional	Hired Pool
Rejected	Candidate rejected before in PeopleSoft		Optional	Rejected/Declined
Declined	Candidate declined before in People Soft		Optional	Rejected/Declined

# 3.7 View Candidate Files in ImageNow

Search committee members will view applicant materials using a web based application that will work with any modern browser on any platform without the need to install the Perceptive Content/ ImageNow client.

To log into Perceptive Content Experience navigate to <a href="https://webnow.towson.edu/experience/#login">https://webnow.towson.edu/experience/#login</a>

Login screen:



# Faculty Hiring Taleo User Guide



Use your Towson University NetID account for Perceptive Content. Log-in with your standard network credentials. Once logged in, click on the 'Workflow'

North Home			۵
	Documents	Workflow	
	Documenta -		

button.

You will be taken to a Workflow space and all Searches where you participate in will be listed on the left. Navigate to the appropriate queue.

TU TowsonDev	× +								-		×
$\leftrightarrow$ $\rightarrow$ C $\cong$ inowdevweb.	.towson.edu/experience/#w	orkflow/	view/321Z4	8D_00LXM9C5X	000007			0 (	2 \$	θ	:
🗰 Apps 🛛 PB 😑 STL 🔇 🖉	Affiliation 这 TechHelp 🄟	TeamDyr	namix ★	Bookmarks 🔃	TowsonDev 🔃 Tows	onProd	TU Dynamic FA form 🛛 🍕	Info DEV			
Workflow											
	◉ 🔒 ▾ 👋 📭 ▾										
WORKFLOW PROCESSES	Search in CBE-3311 (TU Fa	culty Sea	rch):							Searc	ch
🝷 🖾 Faculty Search		1									
Candidate File Parking	Time In Queue	St	Searc	Candidat	Candidate N	Pag	Field4	Туре	Cand.	P	R
CBE-3311 (TO Facult	19 days 21 hours 5	Idle	CBE-3311	519479	McMillan, Mildred	1	2020-08-26 09:15 PM	CV	Applica	ant	20
	21 days 21 hours 5	Idle	CBE-3311	519479	McMillan, Mildred	1	2020-08-24 02:02 PM	CV	Applica	ant	20
	21 days 21 hours 5	Idle	CBE-3311	519479	McMillan, Mildred	3		Candidate F	Applica	ant	20
										3 ite	ems





Click on the document to open it. The pages of the document are shown with thumbnail images on the left. Clicking on one of these will open that page. Note: Each 'page' is a separate file submitted by the applicant in their native, original format. For example, a multi-page PDF file will open the PDF file within the view screen with the PDF controls available to navigate through the PDF pages. The properties of the document are on a panel to the right. The Properties will list the Index values and other meta-data of the document. The page View / Zoom controls are on the bottom. To turn off the Properties box, clickthe 'Show or Hide Properties' button on the far-right hand side.







#### Viewing Video Files

While most candidate files can be viewed within the Experience app, video files, AVI, MOV, MP4, etc., will need to be exported to your local machine. When you click on a page that is a video file, a short description of the file will display.





There is a similar button on the top toolbar, this is to download the entire document. Use the Download

Page button to just export the video file. The file will be saved in your default Downloads folder, where you can open it using your computer's video software. Unfortunately, the file will be named with Perceptive Content's database identifier that is not very useful. You might want to rename the file to reference the candidate, but this is not necessary since the original file remains in the Content file store.

Digital Measures - Web Se PDF	Open						
	Always open files of this type						
DOCX	Show in folder						
	Cancel	 + 33	<b>←</b> →	Ŧ	8	8	+
321Z49H 00LZ6MOV	~						

Along the bottom of the viewing panel, is the Download Page button:

While still in the document view, clicking the back arrow in the upper left corner will close the document and take you back to the queue.





### Faculty Hiring Taleo User Guide

Workflow			
← 🗎 🖞 🗹 ▼	+• ≣ <u>+</u>		
	し植至を電 で配え い民っ取話しあ慮。	2.在信 C体て ユしっT トで・CIに電C*、たはそ	た【「諸問 あの周 沿 。T国間委Cる国波C革
	意地たり通かるす。 見かるです。 見からしてのない。 りばのない 見が立つれたののでです。 したのです。	5 も 電 C T お 信 G I チ 第 。 、 同 5 引 、 話 T T お に 根 F て 回 C ブ 7 回 で 一 り の 抜 T 寿 電 雀 て 第 会 C 月 C 可 影 術 は 扇 電 雀 こ 第 会 C 月 C	は 康委員 C 。 原数 C 、 電話 会 で T 名 上通 査 王 I 、 同話 会 で T 名 上委 T C : し 超 が お の は の 員 は C
Demo 07.tlf TIF	<ul> <li>(されたこ、 間世界的 に世界の で 1 (世界)</li> <li>(1)</li> <li< th=""><th>記</th><th>1 委 設 る 前 、 諸 会 、 <b>C</b> 9 貝 置 で 身 国 聞 題 C 際 <b>H</b> 2 会 こ れ C で <b>毛</b> を C 電 <b>H</b></th></li<></ul>	記	1 委 設 る 前 、 諸 会 、 <b>C</b> 9 貝 置 で 身 国 聞 題 C 際 <b>H</b> 2 会 こ れ C で <b>毛</b> を C 電 <b>H</b>

Clicking on the TU at the top left corner at any point will take you back to the initial 'Home' landing page.

TOWSON >	Woi	rkflo	w									
<b>+</b>	Ħ	٢		+-	Î	Ŧ	[→	÷	•	D C	•	
De	mo 07.tlf TIF	AND A DESCRIPTION OF A		しい意見が導入されたことに植民地の独立に伴ってITU至った。この武世界的性格は	ていってからしたが、アント電話通信の自動化および半自しかしながら、1956年144	である。距離は約2、500」起する問題の研究が多い。た在でも、その影響を受け、会	こです、ため多事にとす、たて、ための多事にとす、ため、そので、ための多事にとす、たまで、「「」では、上述のように、これですの事務局の合併による	(1) 「「「「「「」」」」」、「「」」、「」、「」、「」、「」、「」、「」、「」、「」	CCIFとCEITが合併 ユネーブで、第4回総会は、 1960 では、同年同月に第8回総会は、	そして、CCLFは、19 「国際電話路間委員会」である。CCL な。 ここででしたのである。CCL を である。CCL に に した で る に て に に に に に に に に に に に に に に に に に	こでITTの前身は、CCCITTの前身は、CCITTの前身は、CCITTの前身は、国際電信上の諸問題を真先間変数登録委員会、CCIR留定る。	C C T

The top right "profile" button is how you Disconnect. Clickon the

button to Disconnect / Logoff.



TOWSON UNIVERSITY. TOWSON UNIVERSITY. Office of the Provost

# 4 Appendix

# 4.1 Candidate Application Experience

This job aid provides instructions on the candidate experience/candidates applying for a faculty position on the TU Faculty job page

1) Click on the following link or provided direct link to search and/or apply for a faculty job. NOTE: This link takes an applicant to the home search page.

https://towson.taleo.net/careersection/fac\_ex/jobsearch.ftl?lang=en&portal=8100026200

- 2) Candidate click on the 'Apply link' next to requisition on the search page or the 'Apply' button on the job description page
- 3) Candidate applies by logging into previous account or creating a new one.
- 4) Candidate enters all information and optionally uploads documents via Taleo
- 5) Candidates receive an automatically generated email acknowledging their application (see image)



# 4.2 Candidate Upload of files over 5mb

**TOWSON** UNIVERSITY. Office of the Provost

- Candidates submit information to Taleo (files up to 5 mb). They receive an acknowledgement directly from Taleo with instructions on uploading larger files if necessary (up to 25 mb).
- Applicants enter demographic data into Taleo directly.
- (KEV ADD)For large files, candidates will be sent a link to a webform, which will allow them to upload up to six files with a maximum size of 25 mb each. Once the form is submitted, the files will be routed to ImageNow so that they can be accessed by the search committee.





			BACK TO TOWSONLEDU 🔶
Towson Univer	sity Faculty Hiring Up	pload Form	
Instructions: Please of	omplete this form to upload att	tachments for your application.	
Candidate ID: *			
669069			
Search Number:			
CBE-9998			
Requisition ID: *			
20000080			
Email: *			
doctiger1866@gn			
First Name: •			
Last Name: *			
Below you will be able previously when subm be deleted or replace	to upload files to support you itting your initial candidate app I later.	r application. Please do not reload any documents that v lication. Also, understand that once the files are submitu	vere uploaded ed, they cannot
File Upload •			
Browse	to file selected.		
25mb max Allowed file types: pdl,	tocx,ppbc/pg.mov,mp3,wav		
File Type Being Up Please select	oaded*	Add another file	
I understand that Towson Universi later time.	submitting these attachmen ly. Once submitted, I unders	Its will support my application to be considered for en stand that I won't be able to alter, replace or delete the	nployment at e documents at a
Submit			

