TOWSON UNIVERSITY

Office of
Human Resources

Taleo

Entering a Contingent Requisition

Reference Guide

Table of Contents

Introduction

Taleo is the system used by Towson University to enter Contingent I Requisitions. You must attend a training before you can enter a requisition in Taleo. This self-help document will show you how to enter a Contingent I requisition when someone is being appointed to the position (it is not being advertised).

Entering a Requisition for Posting

Be sure to submit a requisition prior to the start date (preferably 30 days). It must be done and approved in advance of the employee beginning work.

1. Type **Towson.taleo.net** in the address bar.
2. Log in with NetID and Password. You will enter the **Welcome** page.
3. Click **Requisitions** on the left navigation.
4. Click the **Create Requisition** in the upper right.

Figure 1

5. Click **Start from the beginning** and click **Next**

Figure 2

6. Click **Next**.
7. You will enter the **Requisition Structure** screen.
   a. **User Group** – Will prefill
   b. **Job Field** - Click the selector and select **Staff** (you must click on the word **Select**).

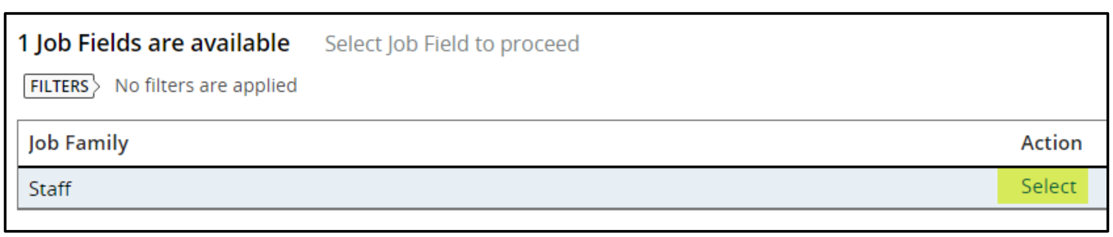

Figure 3

   c. **Department** – Enter the **5-digit Department number**. If you do not know it, you can use the filter button to the right of the field to search by Department name or contact your HR Partner or Talent Acquisition Specialist. Your **Organization** and **Location** will automatically populate based on the Department code. Note that this is the hiring department. The funding department may be different.

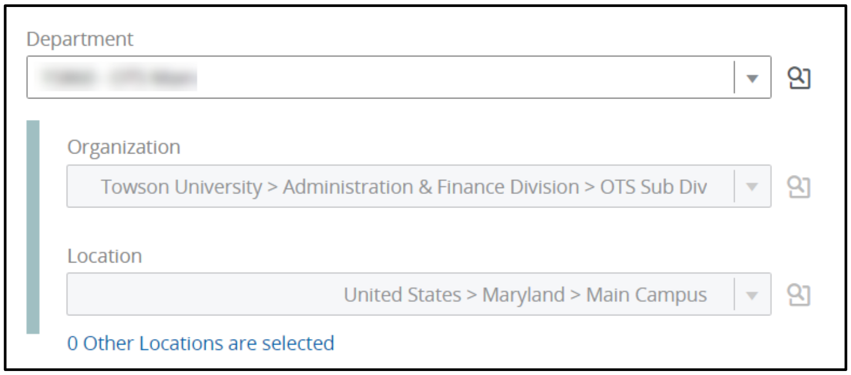

Figure 4

d. **Organization** and **Location** will prefill.

8. Click **Next** in the bottom right-hand corner.

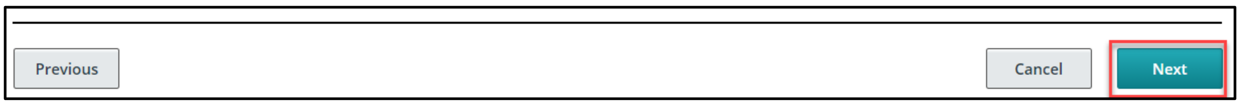

Figure 5

Note: **Basic Structure information** is in the system based on the Department code. If any of this is incorrect, contact Natasha Zhalkovsky.

9. **Inspect Tab** - Select the green **Inspect** tab on the right side of the screen. This will open a listing of all the fields that you'll need to complete before you can Save or Submit for Approval. As you complete the fields, they will disappear from the list. As a Hiring Manager, you only need to complete the fields under **Saving** and **Approval**. HR will complete the fields to Post. You must complete everything under Saving and Approval.

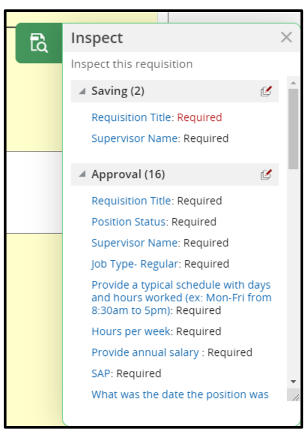

Figure 6

a. Move down to the **Requisition Owners** section. You may give others access to the recruitment in this section. Only those that have been through the Taleo training can be added. Everyone will have the same access.

Note: For Contingent I positions, the applicant has usually already been chosen and there is no need to fill in additional owners.

b. **Recruiter** – The Recruiter will default to the Talent Acquisition Specialist for your division. ***Don't change this.***

c. **Hiring Manager** - Your name will default to the Hiring Manager. You can change the Hiring Manager to another person through the selector. However, this is generally the person who enters the requisition and is running the search. They must have gone through Taleo training.

d. **Hiring Manager Assistant** – The Hiring Manager Assistant assists as needed with the search. May check the approval process for example. They must have gone through Taleo training. *Not required. Almost like a backup for the Hiring Manager.

e. **Add Collaborators** – Collaborators have full access to the requisition but may or may not be involved in the process. Usually they just look at resumes, etc. The first time you add a Collaborator, you will need to use the **Add Collaborators** button. These are usually not people on the search committee.

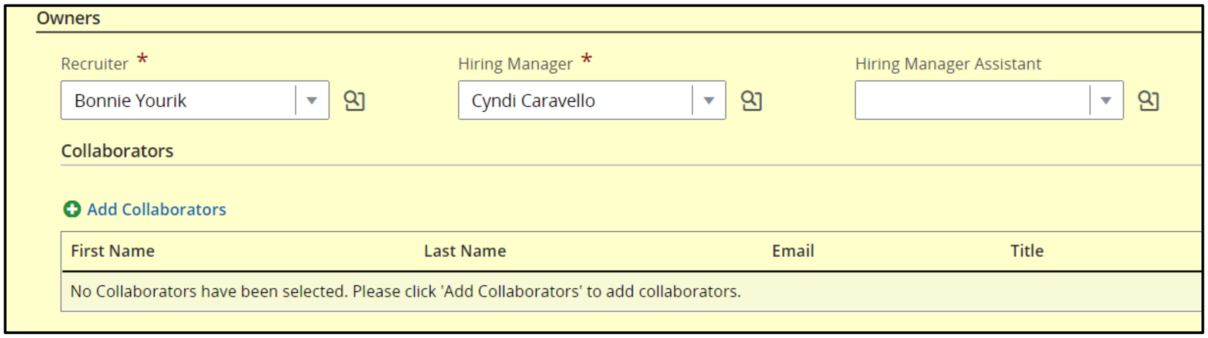

Figure 7

10. Scroll down to the **Job Information** section. Enter the following information:

a. **Requisition Title** – This is the Internal Title. This will be the title posted on our website if a posted position.

b. **Number of Openings** – Usually 1. If you are hiring multiple people to do the same job you could hire all in one requisition. Everything would have to be the same – including salary.

c. **Position Status** - Select an option of **New**, **Replacement** (no changes to position), **Replacement** (changes to position).

d. **Name and Employee ID of last person in role (if applicable)**. If you do not know the employee ID, contact the Talent Acquisition Specialist.

e. **Supervisor Name -** Enter Supervisor Name, even if it's the same as Hiring Manager.

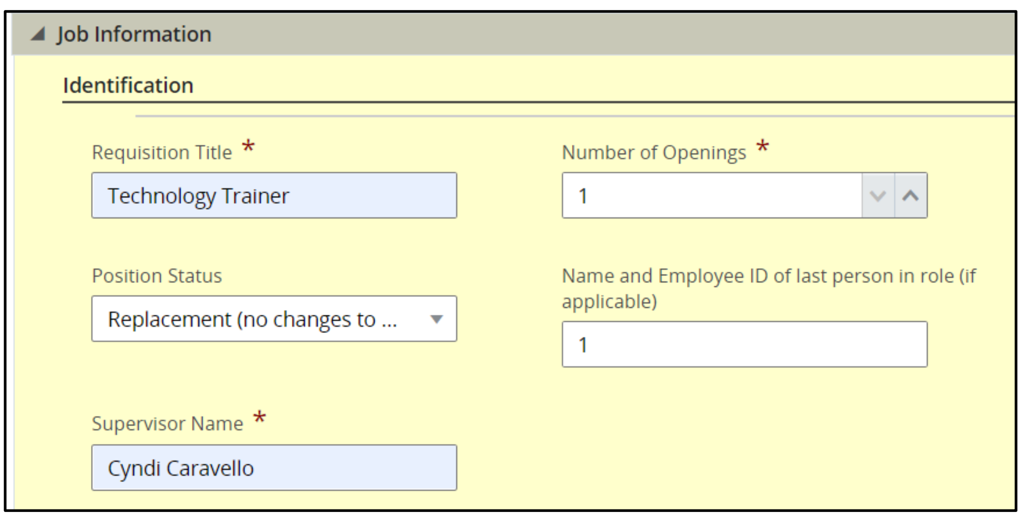

Figure 8

11. Scroll down to the **Profile** section.

    a. **Job Type** - Select the job type. If you have any questions about how to determine the job type, contact your Talent Acquisition Specialist.

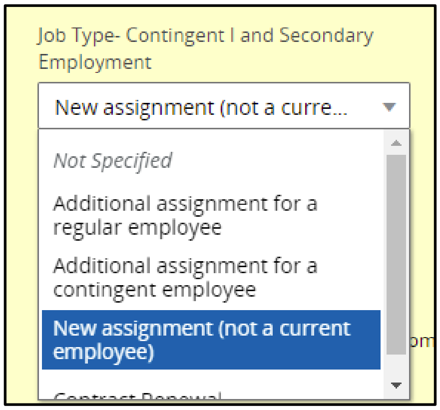

Figure 9

    b. **Are you appointing an individual to this position?** Required. This is usually Yes.

    c. **Name of individual being appointed** – Required

    d. **Phone number of individual being appointed** – Required

    e. **Enter address of individual being appointed** – Required

    Contingent I contract working 50% (20 hours/week) or more consistently will be eligible for a lifetime maximum of 12 months. So, you can renew 1 time. If working 19 hours or less – you can renew perpetually.

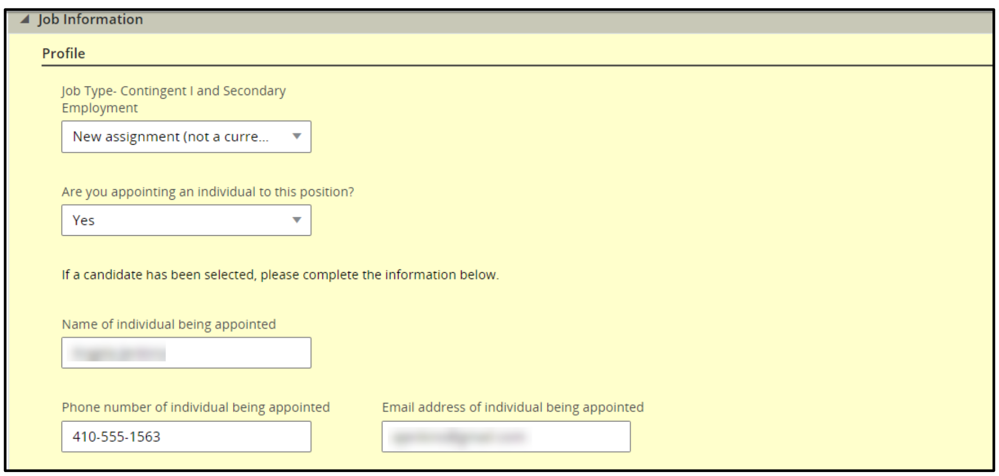

Figure 10

a. **Hours per week (Contingent I and Secondary Employment)** – Must select from the drop-down. Make your best estimated decision.

b. **Provide a typical schedule with days and hours worked** - Enter typical work schedule. Does not have to be 100% correct.

c. **Target Start Date** – Submit 30 days in advance.

d. **Target End Date –** Cannot be more than 6 months from Start Date

e. **Will this position work with minors? –** Required for background checks.

f. **Primary Supervisor** – Required to confirm secondary employment if different than primary employment.

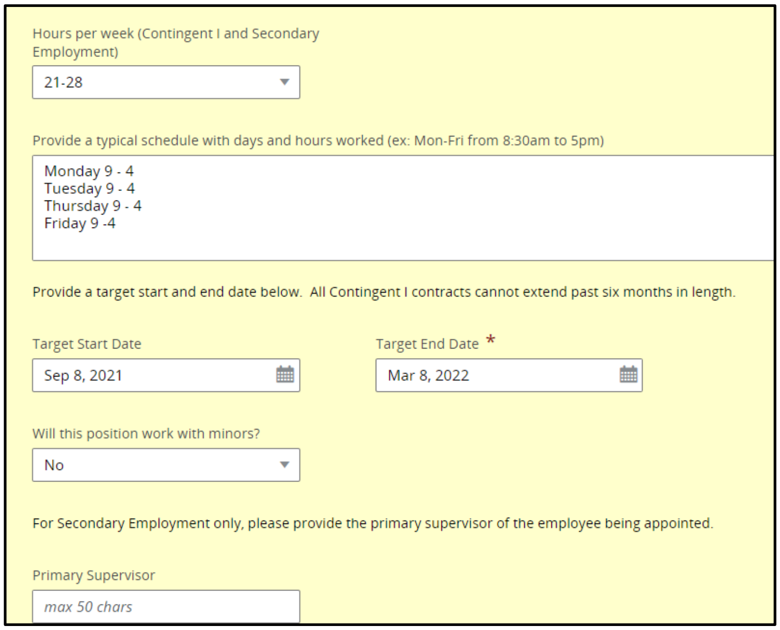

Figure 11

12. Scroll down to the **Compensation** section. Fill in the following fields.

Note: Most requisitions will answer **No** to the first 3 questions, which will require an hourly rate.

a. **Is this assignment to teach a non-credit course**- Yes or No. If you enter **Yes**, you will have to provide amount per course in the field to the right.

b. **Is the assignment an exempt function making at least $1,368 per pay period?** – Yes or No. If you enter **Yes**, you will have to provide bi-weekly rate in the field to the right.

c. **Is the employee a regular exempt employee taking on an additional assignment** – Yes or No. If you enter **Yes**, you will have to provide flat rate in the field to the right.

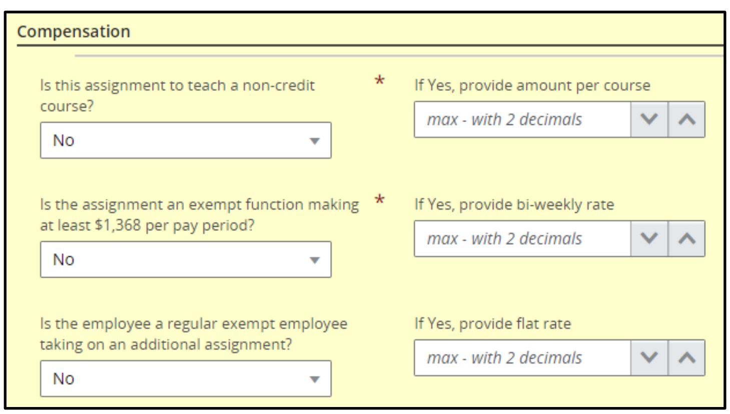

Figure 12

Note: If you answer **No** to all three of these questions, you must enter an hourly rate.

d. **All other assignments, provide hourly rate** – Enter the rate here

e. **Is this position funded by a grant?** Yes or No. If **Yes**, you must enter a Funding Dept or Grant Number. Sometimes the funding dept is different than dept working in.

f. **Funding Dept/Grant Num:** Required field. Even though you already entered a department number, you must confirm the funding department as well (in some cases they are different, though typically the same).

g. **Contract Max** – Number of hours x the hourly pay rate.

h. **Additional Comments** – Reason why you need this position. This field captures things not captured in all other fields. Examples include:

- If you have multiple openings, you can list the additional people being appointed with email and addresses.
- Where additional funding is coming from (if applicable).
- If the position has been defined as emergency essential personnel (those vital to the operation of the facility, whose absence could endanger the safety and well-being of the campus population and/or physical plant.)

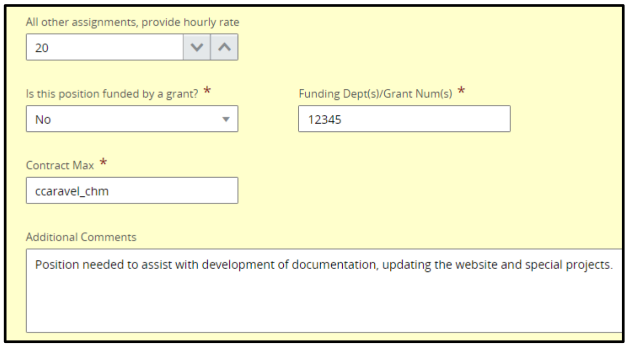

Figure 13

13. Scroll down to the **Outreach Plan** section. Outreach is a critical component of any recruitment. OHR automatically posts to the Higher Education Recruitment Consortium (HERC), LinkedIn, and Indeed and may recommend additional sites to generate a qualified applicant pool. As a Hiring Manger, you may take this opportunity to request additional sourcing sites or indicate site that the department will post to directly.

Note: For CN1 positions, the candidate has usually already been appointed to the position and you will not need to fill this information in.

a. **Please list all requested source locations** - Please list all requested sourcing locations. here is a charge for additional sourcing locations. Examples include HigherEdJobs, CareerBuilder, NCAA, etc. If you do request an additional sourcing site that has a fee, you must complete the Advertising Budget Code.

b. **List additional sites the department will post to** – List any site you will post to directly. Examples are organizations you are a member of.

c. **Advertising Budget Code** – If you have requested additional sourcing locations, you must provide a budget code.

Figure 14

14. Scroll down to **Posting Information**. Posting Information allows the department to enter an internal job posting for current employees and an external job posting for new candidates. **Both sections must be completed**. Both posting sections ask for the same information. The Hiring Manager has several options to input a posting:

    - Develop a unique posting by typing the information directly into the three sections.
    - Copy and paste from a Word document announcement. If doing so, make sure to paste using the plan text icon.
    - Copy and paste verbiage from a Word/PDF document.
    - Enter “See position description” in each field. The Talent Acquisition Specialist will create the announcement. While it will not be emailed for approval, the Hiring Manager can log-in and see it at any time (must attach position description).

15. Under **External Description** enter the following information (this information is required).

    a. **Copy From** – Allows you to copy **Description** and **Qualifications** from internal section to external and vice versa.

    b. **Job Summary** – This is a summary statement which provides a synopsis of the major purpose of the position and its role in the department. It provides a high-level overview of the role, level, and scope of responsibility. It consists of three or four sentences and provides a basic understanding of the role.

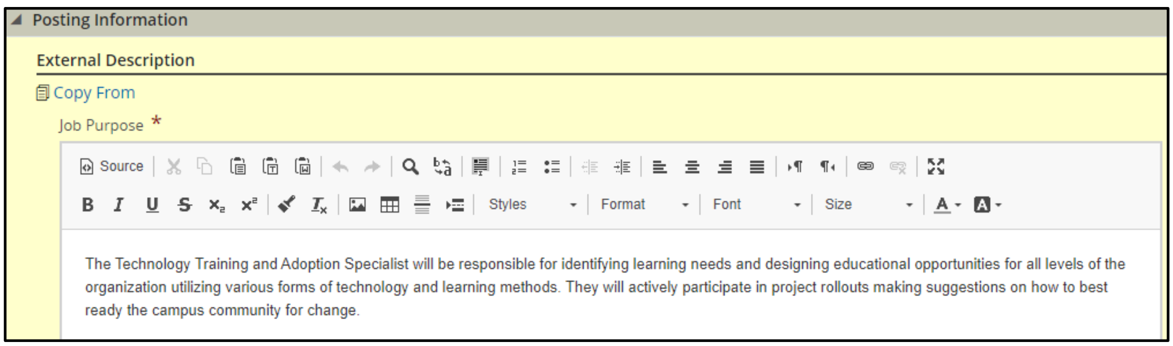

Figure 15

    c. **Description – External** –This section contains a description of the duties and responsibilities assigned to the job; also referred to as the essential functions. They describe the fundamental nature of the job which occupies a large proportion of the employee’s time. Some items to consider:

    - Include explanatory phrases which tell why, how, where, or how often the tasks and duties are performed.
    - Focus on the outcome of tasks.
    - Reference areas of decision-making, where one will influence or impact.
    - Identify areas of direct or indirect accountabilities.
    - List job duties that reflect the position requirements and ensure they are not based upon the capabilities of any one individual.

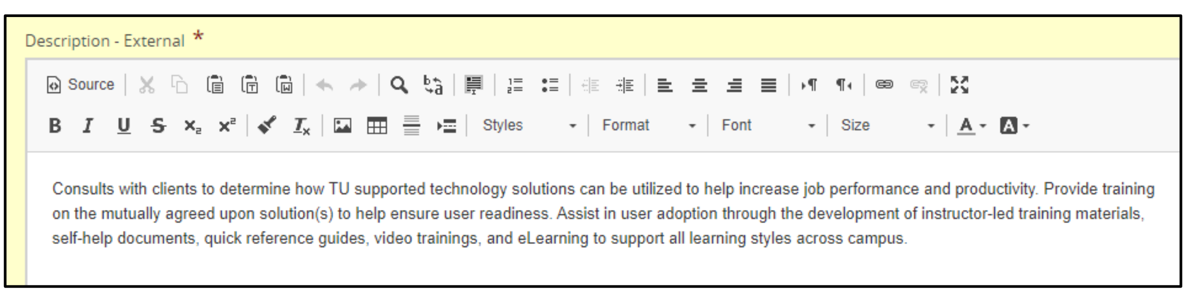

Figure 16

d. **Qualifications** –It is nice to divide this into required and preferred qualifications. Required is the required level of job knowledge (such as education, experience, knowledge, skills, and abilities) to perform the job. Preferred - are “nice to haves” but are not essential to carrying out the day-to-day functions of the job. If included, the Preferred Qualifications can focus on any or all of the following: education, experience, knowledge, skills, and abilities. This will turn into yes or no screening questions if the job is being posted.

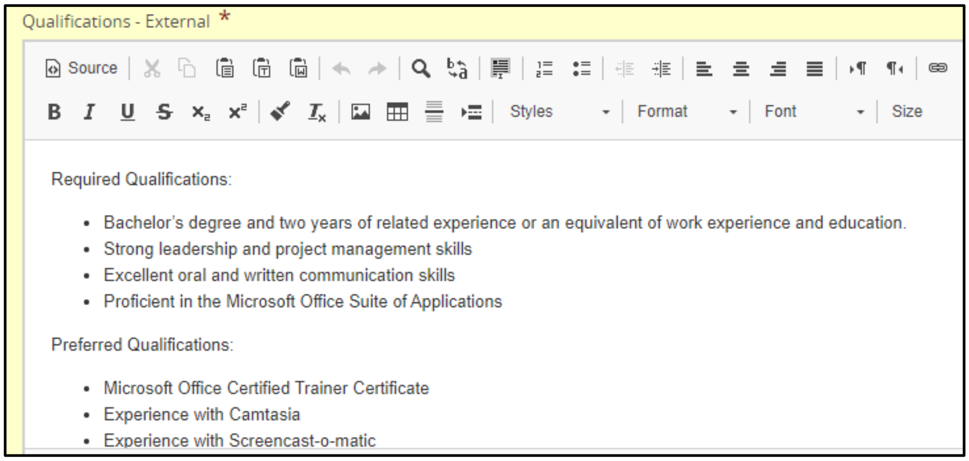

Figure 17

16. Scroll down to **Internal Description**.

a. **Copy From** – Allows you to copy **Description** and **Qualifications** from external section to internal section and vice versa. It won’t copy the Job Summary information to Job Purpose because information about TU needs to be added. This can be added by the Talent Acquisition Specialist, and you can simply retype the summary information from External.

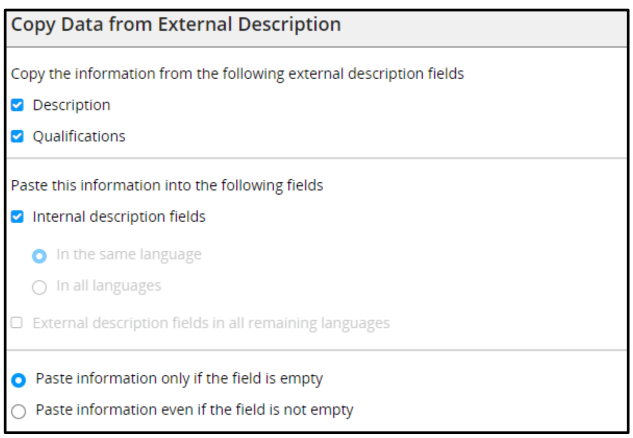

Figure 18

b. **Salary and Benefits** – Not mandatory to fill in, but you can if you wish.

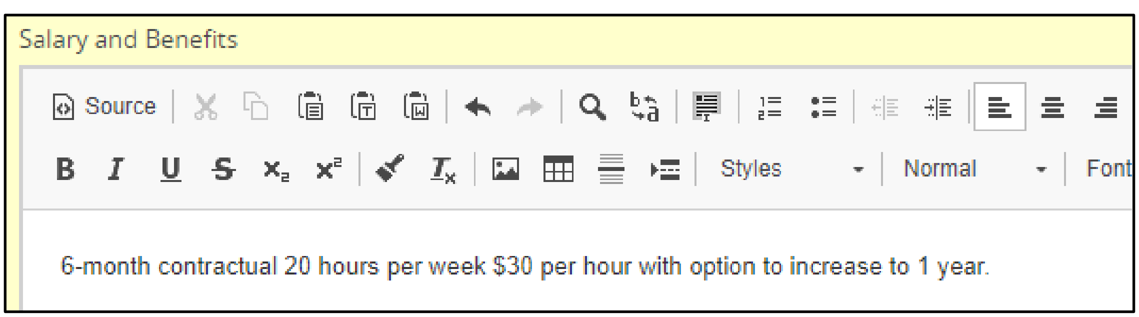

Figure 19

17. Click **Inspect** and make sure you have completed all required fields. When the inspect tool indicates the requisition is **Ready for Approval**, click **Save** and then **Done** at the top of the page.

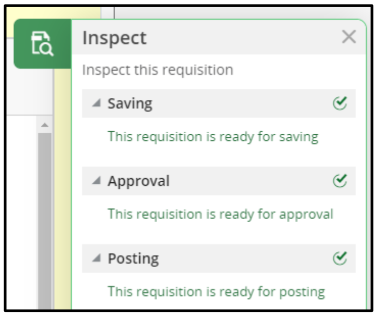

Figure 20

18. You will see additional tabs.

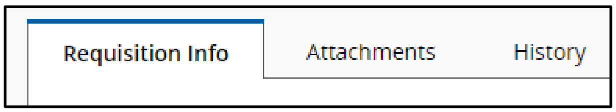

Figure 21

19. Click the **Attachments** tab and then click **Upload Attachments**. You will need to upload the position description. This form is in the Forms Repository in the Human Resources Forms section.
20. In the **Upload Attachment** dialog box, click **Browse**. Select your file and click on **Open**.

Note: A Word or PDF is preferred. For Contingent I positions you do not have to upload the job description, but it is helpful.

21. The file will appear under **File Name**. Click **Upload**.

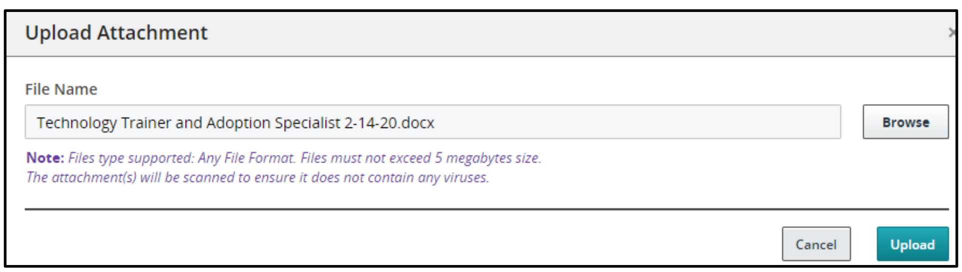

Figure 22

22. You will see the file under the **Attachments** tab.

Figure 23

23. Once the requisition is complete, click on **More Actions**, and then click **Submit for Approval**.

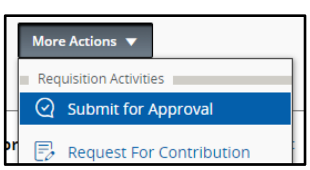

Figure 24

24. The **Approvals** page will automatically load. You will see the list of approvers for your area. The workflow is as follows:
    a. Compensation/Classification
    b. Associate VP
    c. Division Budget Officer
    d. University Budget
    e. Vice President

Note: Additional approvers have been added to the workflow with the hiring pause in effect.

25. You are ***required*** to enter **Comments to Approvers**. Add a short statement describing why you need the position. These comments will be included in the email to the approvers. Click the **Submit for Approval** button. The Approval process begins.

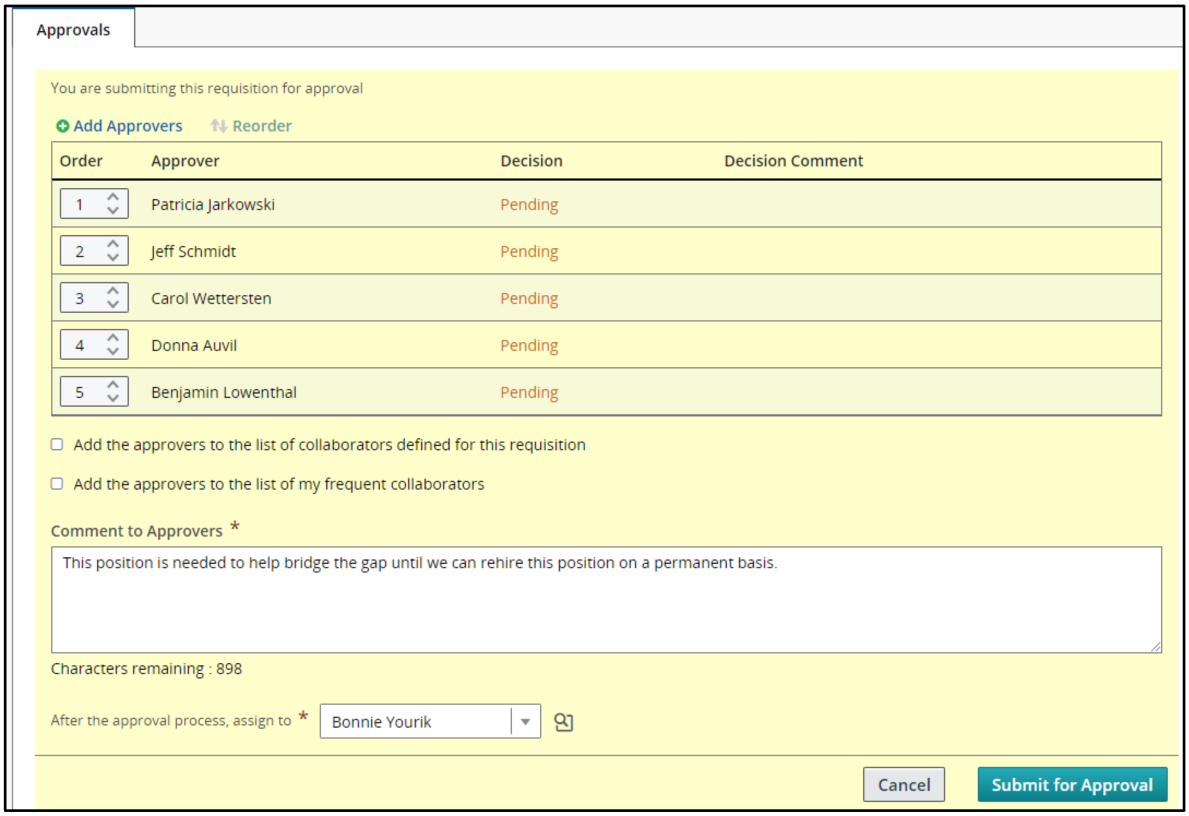

Figure 25

26. Go to **Summary** on left – it should say **Pending – To Be Approved**. Make sure this has happened or it will not go forward to approvals. If it sits with someone for more than 5 days – they get an email reminder.

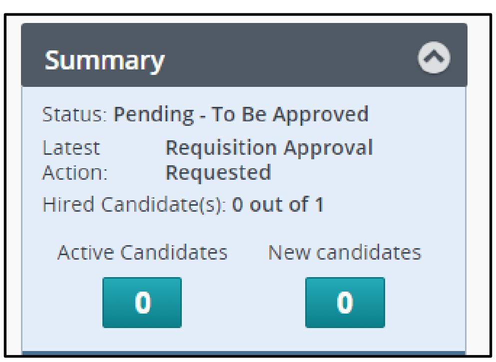

Figure 26

27. Notice the **Approvals** tab will appear. You can always come back to this tab to see the status of the approval process.

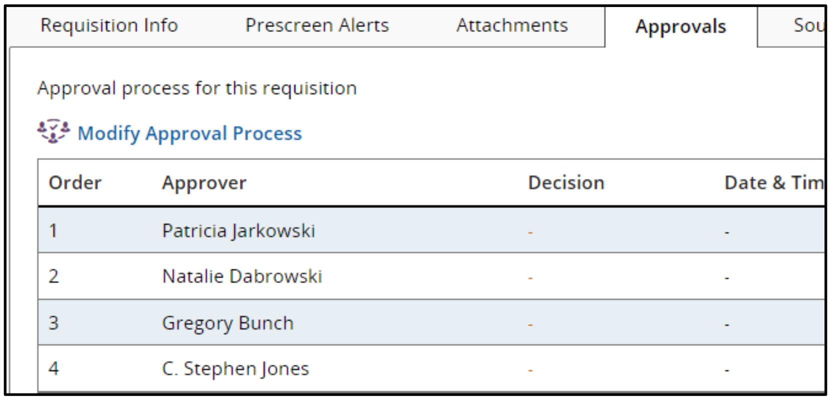

Figure 27

28. Once everyone has approved, this will be communicated through email.
29. An offer is then extended to the candidate.
30. After the offer is accepted, the candidate and hiring manager will receive an email with a list of tasks to be completed. The hiring manager will also receive an e-mail providing instructions on how to download the executed contract from Taleo.