



## **Office of Human Resources**

# **Taleo**

## **Entering a Contingent Requisition**

### **Reference Guide**

## Table of Contents

Introduction .....	3
Entering a Requisition for Posting .....	3



## Introduction

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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

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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**

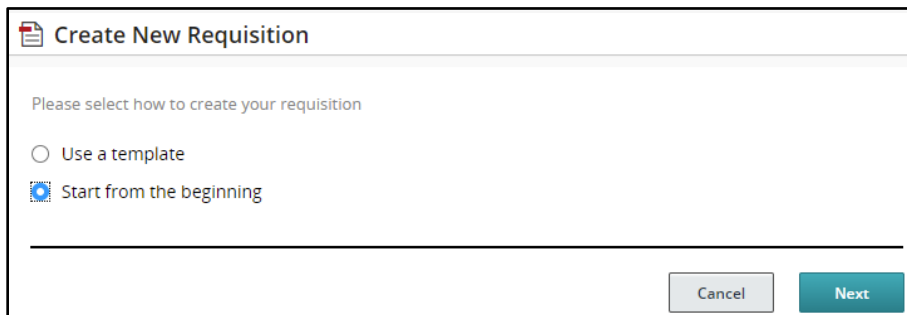
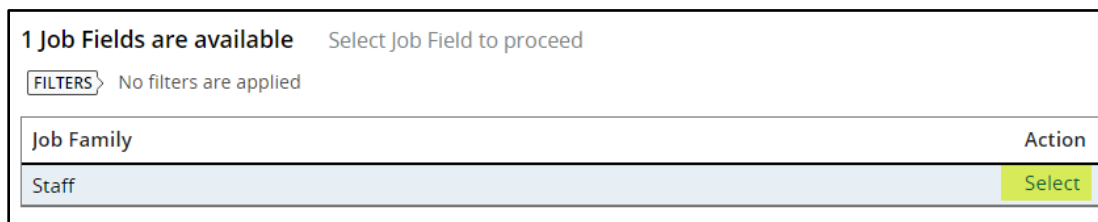


Figure 2

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**).



Job Family	Action
Staff	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.

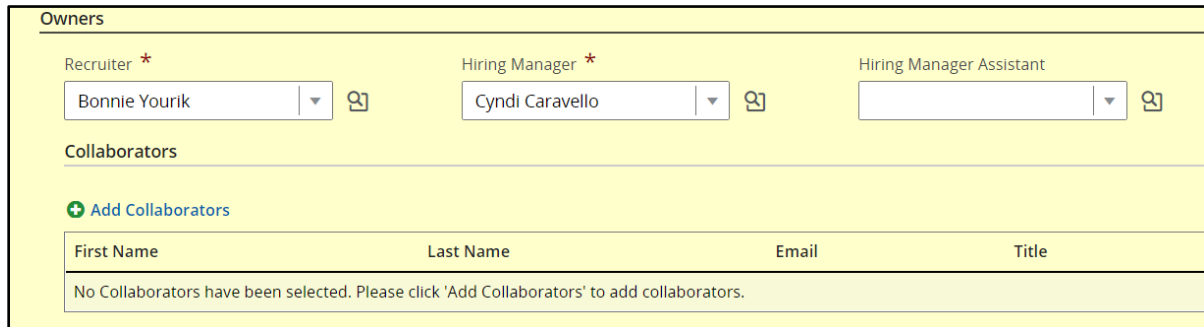
Figure 6

- 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.



**Owners**

Recruiter \*  
Bonnie Yourik

Hiring Manager \*  
Cyndi Caravello

Hiring Manager Assistant

**Collaborators**

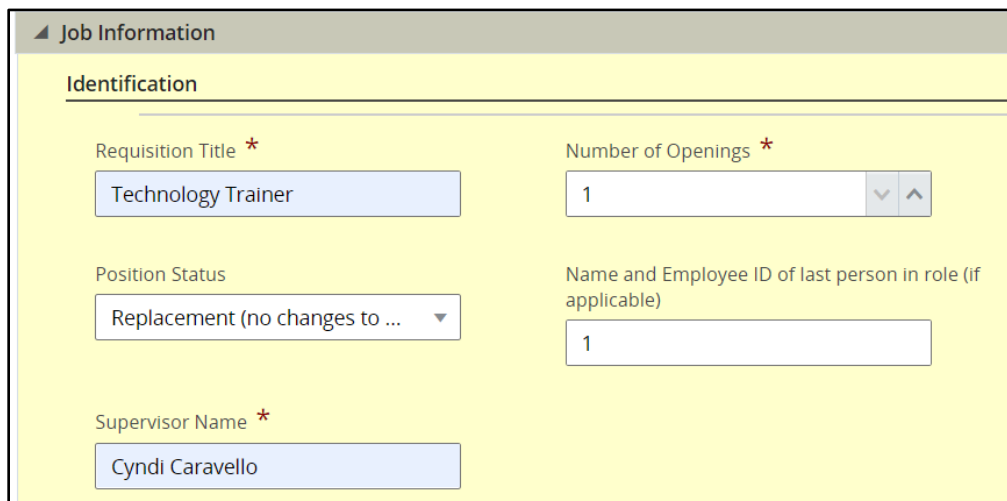
+ Add Collaborators

First Name	Last Name	Email	Title
No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators.			

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.



**Job Information**

**Identification**

Requisition Title \*  
Technology Trainer

Number of Openings \*  
1

Position Status  
Replacement (no changes to ...)

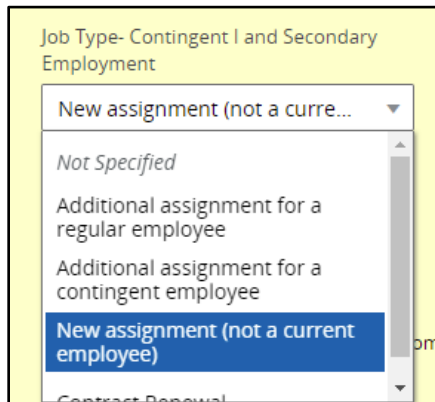
Name and Employee ID of last person in role (if applicable)  
1

Supervisor Name \*  
Cyndi Caravello

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.

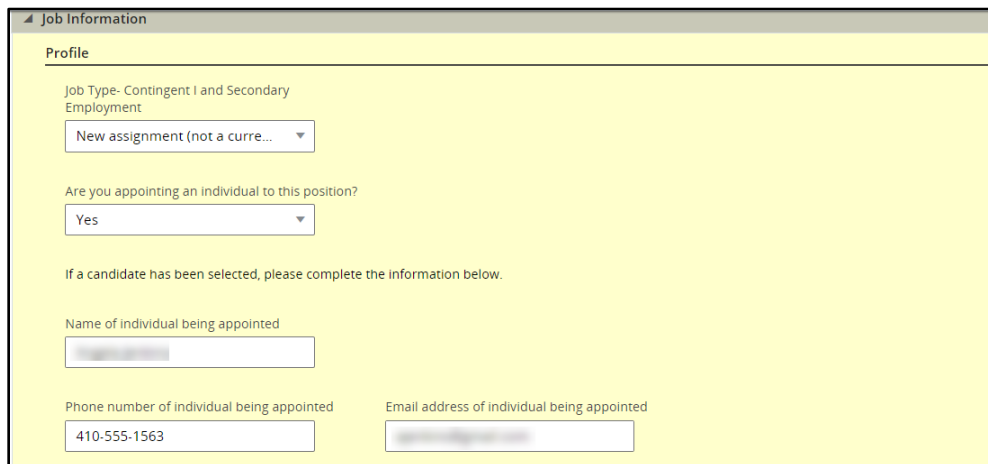


The screenshot shows a dropdown menu titled "Job Type- Contingent I and Secondary Employment". The menu is open, displaying several options. The top option is "New assignment (not a curre..." with a downward arrow. Below it is "Not Specified". Then, "Additional assignment for a regular employee" and "Additional assignment for a contingent employee". The option "New assignment (not a current employee)" is highlighted in blue. At the bottom, "Contract Renewal" is partially visible.

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.



The screenshot shows the "Job Information" section with the "Profile" tab selected. It contains the following fields:
 

- Job Type- Contingent I and Secondary Employment**: A dropdown menu with "New assignment (not a curre..." selected.
- Are you appointing an individual to this position?**: A dropdown menu with "Yes" selected.
- If a candidate has been selected, please complete the information below.**: A heading for the following fields.
- Name of individual being appointed**: A text input field with a blurred placeholder.
- Phone number of individual being appointed**: A text input field with the value "410-555-1563".
- Email address of individual being appointed**: A text input field with a blurred placeholder.

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.

Hours per week (Contingent I and Secondary Employment)  
21-28

Provide a typical schedule with days and hours worked (ex: Mon-Fri from 8:30am to 5pm)  
Monday 9 - 4  
Tuesday 9 - 4  
Thursday 9 - 4  
Friday 9 - 4

Provide a target start and end date below. All Contingent I contracts cannot extend past six months in length.

Target Start Date: Sep 8, 2021  
Target End Date: Mar 8, 2022

Will this position work with minors?  
No

For Secondary Employment only, please provide the primary supervisor of the employee being appointed.

Primary Supervisor  
max 50 chars

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.

- 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.
- 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.
- 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.

**Compensation**

Is this assignment to teach a non-credit course? \*  
No  
If Yes, provide amount per course  
max - with 2 decimals

Is the assignment an exempt function making at least \$1,368 per pay period? \*  
No  
If Yes, provide bi-weekly rate  
max - with 2 decimals

Is the employee a regular exempt employee taking on an additional assignment?  
No  
If Yes, provide flat rate  
max - with 2 decimals

Figure 12

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

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

The screenshot shows a form section with a yellow background. It contains the following fields:

- A text input field labeled "All other assignments, provide hourly rate" with the value "20".
- A dropdown menu labeled "Is this position funded by a grant? \*" with the value "No".
- A text input field labeled "Funding Dept(s)/Grant Num(s) \*" with the value "12345".
- A text input field labeled "Contract Max \*" with the value "ccaravel\_chm".
- A text area labeled "Additional Comments" containing the text "Position needed to assist with development of documentation, updating the website and special projects."

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 Manager, 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.

The screenshot shows a form section with a yellow background, titled "Please list all requested sourcing locations". It contains the following fields:

- A text input field containing the text "www.nativeamericanjobs.com, www.blackjobs.com".
- A text input field labeled "List additional sites the department will post to" containing the text "LinkedIn".
- A text input field labeled "Advertising Budget Code" which is currently empty.

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.

**Posting Information**

**External Description**

[Copy From](#)

Job Purpose \*

The Technology Training and Adoption Specialist will be responsible for identifying learning needs and designing educational opportunities for all levels of the organization utilizing various forms of technology and learning methods. They will actively participate in project rollouts making suggestions on how to best ready the campus community for change.

Figure 15

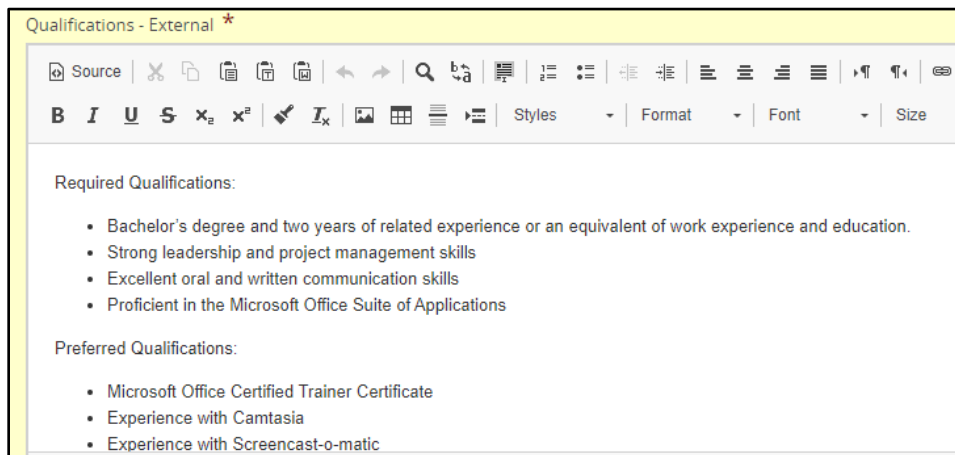
- c. **Description – External** –This section contains a description of the duties and responsibilities assigned to the job; also referred to as the essential functions. They describe the fundamental nature of the job which occupies a large proportion of the employee’s time. Some items to consider:
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

**Description - External \***

Consults with clients to determine how TU supported technology solutions can be utilized to help increase job performance and productivity. Provide training on the mutually agreed upon solution(s) to help ensure user readiness. Assist in user adoption through the development of instructor-led training materials, self-help documents, quick reference guides, video trainings, and eLearning to support all learning styles across campus.

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.



**Qualifications - External \***

Source | [Icons] | Styles | Format | Font | Size

**Required Qualifications:**

- Bachelor's degree and two years of related experience or an equivalent of work experience and education.
- Strong leadership and project management skills
- Excellent oral and written communication skills
- Proficient in the Microsoft Office Suite of Applications

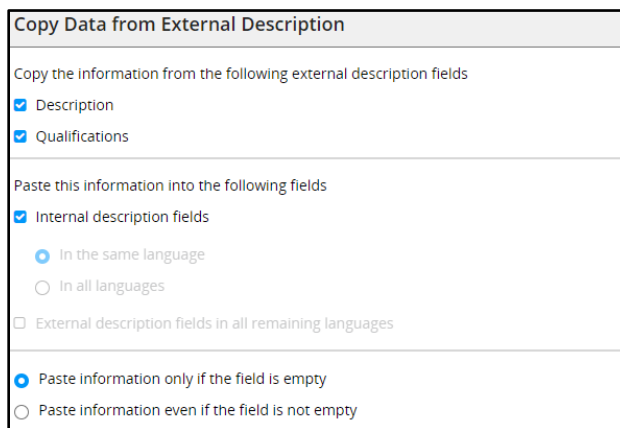
**Preferred Qualifications:**

- Microsoft Office Certified Trainer Certificate
- Experience with Camtasia
- Experience with Screencast-o-matic

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.



**Copy Data from External Description**

Copy the information from the following external description fields

☒ Description

☒ Qualifications

Paste this information into the following fields

☒ Internal description fields

☒ In the same language

☐ In all languages

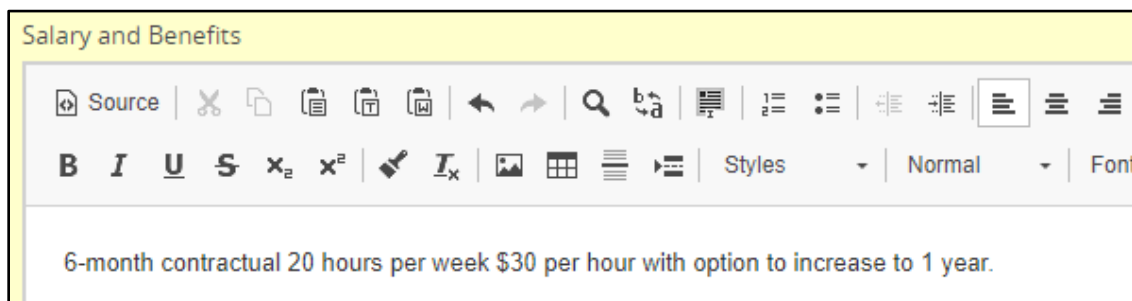
☐ External description fields in all remaining languages

☒ Paste information only if the field is empty

☐ Paste information even if the field is not empty

Figure 18

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



**Salary and Benefits**

Source | [Icons] | Styles | Normal | Font

6-month contractual 20 hours per week \$30 per hour with option to increase to 1 year.

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.

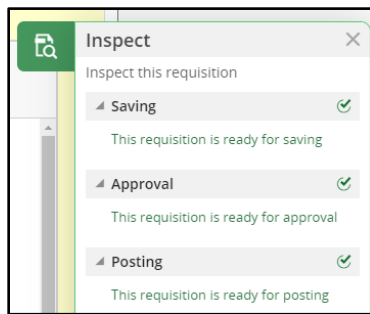


Figure 20

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**.

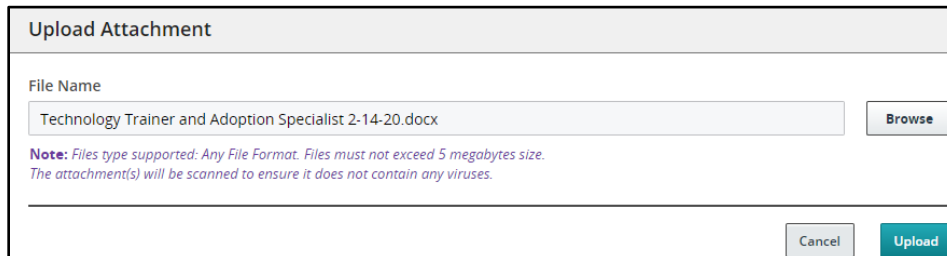


Figure 22

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**.

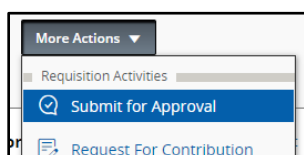


Figure 24

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.

Approvals

You are submitting this requisition for approval

[Add Approvers](#) [Reorder](#)

Order	Approver	Decision	Decision Comment
1	Patricia Jarkowski	Pending	
2	Jeff Schmidt	Pending	
3	Carol Wettersten	Pending	
4	Donna Auvil	Pending	
5	Benjamin Lowenthal	Pending	

☐ Add the approvers to the list of collaborators defined for this requisition

☐ Add the approvers to the list of my frequent collaborators

Comment to Approvers \*

This position is needed to help bridge the gap until we can rehire this position on a permanent basis.

Characters remaining : 898

After the approval process, assign to \* Bonnie Yourik

Cancel Submit for Approval

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.

**Summary**

Status: Pending - To Be Approved

Latest Action: Requisition Approval Requested


Hired Candidate(s): 0 out of 1

Active Candidates: 0

New candidates: 0

**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.

Requisition Info	Prescreen Alerts	Attachments	Approvals	Sou
Approval process for this requisition				
 <a href="#">Modify Approval Process</a>				
Order	Approver	Decision	Date & Time	
1	Patricia Jarkowski	-	-	
2	Natalie Dabrowski	-	-	
3	Gregory Bunch	-	-	
4	C. Stephen Jones	-	-	

**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.