Taleo Talent Management System Training

Non-Credit/Continuing Education Instructors
Non-Credit Artists in Residence
ESL Instructors
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Remember – if you have any questions or need assistance, send an e-mail to Taleohelp@temple.edu or call 215-204-4008 (1-4008).
Navigation

Taleo is accessed from the TUPortal. Click on Taleo Talent Management System.

The recruiting Center has a main dashboard screen with a series of Tabs, Channels, Filters and a Search area to make it easy for you to quickly perform a wide range of essential recruiting tasks. To access the Recruiting Center you will need to click on the Recruiting link at the top of the Welcome Center page. You can click on the Recruiting link in the navigation pane on the left side of the page as well.

The **Recruiting Center** is set up to provide quick access to information on requisitions, candidates, offers and other activated functions. It is also possible to set up preferences and personal information in the My Setup area.

The Recruiting Center Stage page contains links to virtually all of your vital information and tasks. From candidates to requisitions, this page provides time-saving options that will guide you to where you need to be in the system.

It is simple to navigate through the Recruiting Center.

1. **Channels:** Navigate from Center Stage using sections called Channels, which display status-oriented data about your activities. From the links on the Channels, you can access information on your requisitions, candidates, job offers and other tasks. Each Channel contains a list of elements and the number of items associated with each element.
2. **Main Menu:** Access the main menu items to work with your requisitions, candidates, offers and tasks quickly. Clicking the Channel title of the same name will get the same results.
3. **Resources Link:** Click the Resource link to access options, such as My Setup.

4. **Search:** Use the Search area to find candidates and requisitions quickly. Use the toggle to switch from candidate to requisition search.

5. **Support:** Send an e-mail if you have a question.
**Navigation Tips:**

1. When you click a link within a Channel, you will be presented with information that you own in the system. However, you can change your dashboard filter to view information on which you collaborate or information within your coverage area. Coverage areas are Temple’s 3 or 5 digit department orgs.

![Quick Filters](image)

2. It is recommended to use the buttons, links, and other navigation tools to move around the Recruiting Center instead of using the browser's Back/Next buttons. The Back/Next buttons do not always yield consistent results.
My Set-up

You can use the Resources menu to access the My Setup, or user preferences, area of the system. This allows you to setup your own User Preferences for different features of the system. One important feature which will assist with Requisition creation and Approvals is the Frequent Collaborators and Frequent Approvers. Setting up a list of frequent collaborators and frequent approvers will allow you to insert these individuals into a requisition or into an approval list with the click of a button.

Process Steps

1. Once in My Setup, you will see the Frequent Collaborators and Frequent Approvers tabs. Click on the Frequent Collaborator Tab.

2. Once in the Frequent Collaborators tab, click on the button to open the User selection window.

3. Once the User selection window is open, use the Quick Filters in the left pane to search for a frequent collaborator by Name, Email Address, Title or Keyword. Click the Refresh button to populate your results.

4. Once you have found the right User, add them to the list of Selected Collaborators by clicking the button to the right of the User in the list.

5. When all of the Users have been added to your list of Selected Collaborators, click the button.

6. You can repeat these steps for the Frequent Approvers as well.
Quick Filters

Quick filters can help you narrow results for data you are seeking. You can view quick filters when viewing any of the tabs in the core navigation. Quick filters are always found on the left hand side. The quick filters available in the pane will be relevant to the area of the Recruiting Center you have accessed. Below is a screen shot of the Quick Filters in the Requisition tab.

Example: Requisition List Quick Filters

In the Requisition List view of the Recruiting Center you have many options for filtering the list of Requisitions to view a select group of requisitions. Each option can be used independently or in connection with other filters to narrow the list even further.
Option 1: Show requisitions for – This filter allows you to show only requisitions you own, or collaborate on or show all requisitions in your coverage area (see Navigation Tips, page 4).

Option 2: Requisition Status – This filter allows you to filter the list by a specific or multiple requisition Statuses. For example, if you wanted to see only active requisitions in the list you would select Open Status requisitions.

Option 3: SmartOrg (Primary Location, Job Field, Organization, Posting Title) – This filter allows you to condense the list of Requisitions to only requisitions for a certain location or organization.

  Primary location = Country-State-City-Campus-Building
  Job Field = Type of employee (adjunct, grad ass’t, post doc, staff, student) and category of job
  Organization = 5 digit home org

Option 4: The button will open the Advanced Filter window which will allow you to search by other requisition data points, such as, HR Business Partner/Department Recruiter, Hiring Manager, Requisition number, Job Codes, etc.
Create a Requisition

Both Department Hiring Managers and Department Recruiters have the ability to create a requisition. To start the Requisition, click on the Create Requisition button in the Requisitions Channel.

The first step is to select a requisition template. The template is selected by entering the PCN of the position you wish to fill.

A valid PCN is required before you start the requisition. Please check with your Business Manager or HR Business Partner if you have any questions about the title, e-class or grade associated with the PCN.

The format of the PCN is:

- Non-Credit Artist in Residence (biweekly): “N” followed by the 5 digit org
- Non-Credit/CE Instructor: “N” followed by the 5 digit org
- ESL Instructor: E26481

Step 1
You can search for PCN’s by using a Quick Filter. For example, if you enter “N” then hit refresh, the following displays.

Click the Select button next to the PCN desired. Your Requisition Template will then populate with your PCN and the template title.

TRAINING TIP – You may directly enter data into template fields and the field will begin to auto-complete. The data takes a few seconds to populate. Ensure you are selecting your PCN from the list provided. If your data is not underlined, then you do not have a valid entry.

Next enter the Hiring Manager. This can be your own name if you are performing that role. Again, you may type in the last name slowly and wait for the field to populate, or you may use the Quick Filter search. The name must appear underlined to be valid.

Step 2

Next, you will enter the organization. Start to type your 5 digit Home Org and suggested values will populate. Select the org desired.

Example:
The next step is to enter the location. Enter the campus and suggested buildings will populate.

Example:

```
Organization
Provost > 100 College of Liberal Arts > 150 Liberal Arts > 16040 CLA/Political Science
Primary Location
main
United States > Pennsylvania > Philadelphia > Main Campus
United States > Pennsylvania > Philadelphia > Main Campus > 1300 Cecil B. Moore
United States > Pennsylvania > Philadelphia > Main Campus > 1700 N Broad Street
United States > Pennsylvania > Philadelphia > Main Campus > 1810 Locusts Walk
United States > Pennsylvania > Philadelphia > Main Campus > 1940 Residence Hall
United States > Pennsylvania > Philadelphia > Main Campus > Aller Hall
United States > Pennsylvania > Philadelphia > Main Campus > Anderson Hall
United States > Pennsylvania > Philadelphia > Main Campus > Annenberg Hall
United States > Pennsylvania > Philadelphia > Main Campus > Architecture
United States > Pennsylvania > Philadelphia > Main Campus > Barrack Hall
[more...]
```

Or

```
Primary Location
harrisburg
United States > Pennsylvania > Harrisburg
United States > Pennsylvania > Harrisburg > Harrisburg Campus
United States > Pennsylvania > Harrisburg > Harrisburg Campus > 234 Strawberry Square
```

The Job Field will populate from your PCN. **Do not change what is entered in this field.**

```
Job Field
Adjunct
```

Now click Create.
Requisition Structure

There are different sections in the Requisition which need to be reviewed and completed. All required fields are marked with a red asterisk ( * ).

TRAINING TIPS –
1 - Change the Show fields required to: Request Approval. This will display all of the fields required for approval as opposed to just the fields required to save the requisition. This does not send the requisition for approval.
2 – To help determine if there are any remaining fields to complete, use the Diagnostic Tool. The right pane will expand automatically when you click on the Diagnostic Tool and will display any fields that need to be updated in order to Save or Request Approval.

Requisition Structure

You will need to enter information in this section such as:

- Posting Title
- Number of Openings
- School/College for Appointment Letter
- Banner Home Org
- Department Description for Offer Letter (department name to populate in the offer letter)
- Banner Check Distribution
- Justification for the position
- Name and TUid of Supervisor
**Number of Openings**

Specify the number of openings you would like for this requisition. The default number is 1 opening; however, you can type in the number you need. If necessary, you can add some additional spots if the number of Non-Credit/CE instructors you are projecting to hire may change. Once you have filled the last open position, the requisition will close.

Number of Openings

16

**Supervisor**

The Supervisor field is very important as this field will be imported into Banner and feed other systems such as the PDP. You can start to type a name or a TUid and the field will start to populate. Make sure the entry is underlined so you know it is valid.

As an alternative, you can hit the Quick Filter button ( ). Type in a first name or last name, click the Refresh ( ) button and you will get an appropriate selection list.

**Owners**

You will be entering the name of the Department Recruiter for your department. This is the person who will be **creating** and **extending** the offer and hiring the employee in the system. If you have the correct access, this could be yourself. Otherwise, this should be someone in your department with Department Recruiter access to Taleo.

You can start typing in the name of the Department Recruiter. Click on the name from the options given by Taleo.
Adding Collaborators

You may choose to add Collaborators to your requisition. Select the individual names by clicking Modify to bring up a list of Taleo users. You can also add your own Add Frequent Collaborators if you have set up your personalized list.

If one of your Frequent Collaborators does not need to be on this requisition, you can use the Modify button to adjust the list for this requisition only.

<table>
<thead>
<tr>
<th>Collaborators</th>
</tr>
</thead>
<tbody>
<tr>
<td>Modify</td>
</tr>
<tr>
<td>First Name</td>
</tr>
</tbody>
</table>

Process

This section displays the system workflow being used. There is also a free form comment box where you may enter Additional Information if desired. This information is only for internal use – it is not viewed by candidates.

2. Process

<table>
<thead>
<tr>
<th>Candidate Selection Workflow</th>
</tr>
</thead>
<tbody>
<tr>
<td>* Candidate Selection Workflow</td>
</tr>
<tr>
<td>Applicant Student</td>
</tr>
</tbody>
</table>

Additional Information

**Important Note: Depending on your access to the system, the “Additional Information” section may be located within the Requisition Structure.**
Job Information

This section contains data such as shift, targeted start date, earnings code (use REG) and the Compliance questions.

### 3. Job Information

<table>
<thead>
<tr>
<th>Populates from PCN</th>
<th>only complete for adjuncts or temporary workers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Schedule</td>
<td></td>
</tr>
<tr>
<td>ParTime</td>
<td></td>
</tr>
<tr>
<td>Shift</td>
<td></td>
</tr>
<tr>
<td>Day job</td>
<td></td>
</tr>
<tr>
<td>Target Start Date</td>
<td></td>
</tr>
<tr>
<td>Job End Date</td>
<td></td>
</tr>
</tbody>
</table>

#### Chemical Right to Know required?

- Not Specified

Answer yes if the person in this position is required to have Chemical Right to Know training.

#### Has direct contact or routine interaction with minors 18 years old or younger?

- Not Specified

Minnors include high school students who are taking courses at Temple while enrolled in high school. Minors exclude children aged 16 years or older who are either prospective students visiting the campus or matriculated students who are enrolled in Temple.

#### Working for a JCAHO accredited unit?

- Not Specified

Answer yes if the person in this position is required to have a JCAHO compliant Employee ID Badge.

#### Handle Purchasing Cards, Cash, Checks or Credit Cards?

- Not Specified

Answer yes if the person in this position will be issued a purchasing card or will handle cash, cash equivalents, checks, or credit cards. A yes answer results in a background check.

#### Unescorted Access to Radioactive Material Required?

- Not Specified

Answer yes if the person in this position needs access to areas restricted due to the presence of radioactive material. A yes answer results in a background check.

#### Unescorted Access to Radioactive Material Required?

- Not Specified

Answer yes if the person in this position needs access to areas restricted due to the presence of radioactive material. A yes answer results in a background check.

#### Hepatitis B Vaccination Required?

- Not Specified

Answer yes if the person in this position has the potential to be exposed to blood borne pathogens.

#### Is this a Campus Safety position?

- Not Specified

Answer yes if the person in this position will be Campus Police or Campus Security. A yes answer results in a background check.

### Compliance Questions

Answers to these questions trigger processes in the background. These are required for all requisitions.

**TRAINING TIP** – If all of the answers are no, you can save time by navigating to the first question and then typing in N tab, N then tab, etc. This can also be done using the Y key for “yes” answers.
The Compensation section displays the basis of pay for the non-credit instructor. All non-credit instructor requisitions should reflect a pay basis of **Biweekly** at the requisition level.

**DO NOT** make any changes to this section.

The FLSA section pulls into the requisition from the PCN. This can also be left as is.
Job Description

You need to complete the Internal Job Description field. You must copy and paste using the HTML editor (see 1 below). If you selected a Generic Template to create your requisition, you will need to update the Internal and External Descriptions and Qualifications fields.

4. Job Description

You will need to scroll down and complete the external Job Description field. If you are not making any changes, you can copy from the Internal Description.
Questionnaire

This section displays questions to be answered by those who are applying to requisitions. Since Non-Credit/Continuing Education instructors are not applying for positions through Taleo, this section does not need to be changed.

### 5. Questionnaire

#### Eligibility Questions

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answer</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are you under 18 years of age?</td>
<td>Yes</td>
<td>To Be Verified</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>The Candidate Passes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2. Do you have relatives employed with Temple University?</td>
<td>Yes</td>
<td>To Be Verified</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>The Candidate Passes</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3. Do you have the legal right to work in the United States</td>
<td>Yes</td>
<td>The Candidate Passes</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>To Be Verified</td>
</tr>
</tbody>
</table>

At this point, all fields should be filled in and the requisition should be ready for approval. At the top of your page, you will have three options.

- **Save**: can be used throughout creating of the requisition to ensure your work is being saved as your complete the fields.
- **Save and Close**: saves your current work and closes out of editing mode. This can be chosen if you need to stop working on your requisition at the time and return later to continue editing.
- **Cancel**: exits out of the requisition without saving changes.
TRAINING TIP – Before sending your requisition for approval, open the Diagnostics Tool on the right-hand side to ensure all fields have been completed. If any field requires information, it will be listed in the Diagnostics Tool. If the requisition is ready for approval, the Diagnostics Tool will read “File ready for approval.”

TRAINING TIP – If you save your requisition before it is complete and will need to return to it, you will need to click the Edit button to make changes. Once a requisition is open and approved, the Edit button will no longer be available.

TRAINING TIP – As you move through the requisition, the status box on the left will update and display the status of the requisition.
Routing for Approval

If you are a Department Recruiter and have the appropriate authority to approve a requisition, then you can self-approve a requisition by selecting the Request Approval for the More Actions drop-down menu. If you are a Hiring Manager, the system will default to your Department Recruiter as the first approver. If the position is grant funded, then you must add your Research Accounting contact as an approver.

To add department approvers, click on Add Approvers on the bottom left. You are able to search for approvers in the new window to add to your list. When you are ready to request approval, add a comment in the comment box (required) and click Done. An email will be sent to the Dept Recruiter to approve the requisition, starting the approval chain.

NOTE: If you are the Department Recruiter on the requisition you have created, your name will appear first in the Request Approval box. Your approval will be given automatically since you created the requisition.
Approving a Requisition

After a Hiring Manager adds approvers, the Department Recruiter will receive an email requesting approval.

Through the Taleo dashboard, locate the “Tasks” channel on the right hand side of the screen and click on “Approve Requisition”. Click on the title to open the requisition. This will allow you to review the requisition if needed.

Click on the More Actions tab at the top. Click on “Decide on Approval” to bring up the approval box.
Choose “Approve” from the drop down menu under, input a comment, and click “Done”. An email will be sent to the next approver, if there is one. The status of the requisition will remain as “Pending: To be Approved” until the last person in the list has given their approval.

If you are the last, or only, person in the approval chain, the status of the requisition will update to “Open: Approved” when the approval is given.
Matching Candidates

Navigate to your approved requisition from your dashboard. On the top, right-hand side of the screen, you will see a search box.

In this search box, enter the name of the candidate or TUid you are searching for. Click the button with the magnifying glass to the right, or hit Enter to search for that person.

The name you searched will return results. If there is more than one profile for your candidate, all names will appear. First, check off the box that appears on the left-hand side of the candidate list for the candidate you wish to match to your requisition. Then, click the icon of the green figure with a chain link at the top of the list.

TRAINING TIP - Internal candidates will be shown with a purple house icon.
After clicking the icon, a pop-up box will appear with a list of your requisitions. Click “Select” next to the requisition to which you are matching the candidate. The name of the requisition will appear under “Selected Requisitions”. Click Done to match candidate.

After clicking Done, a pop-up box will ask if you want to send an email to the candidate. Choose “No”, since the e-mail will invite the candidate to apply for the job and you have already matched them to it.

Navigate back to your requisition. It will now show a new candidate has been added.
Viewing Candidates

After candidates have either been matched or applied to your requisition, you will be able to view them through in Taleo.

From the dashboard, you can navigate to candidates in two ways:

1. **View Requisitions:** Navigate from Center Stage to view a full list of your requisitions. On the left-hand side of the page, the number of candidates is shown under the Candidate Count icon. Click on the blue number to bring up the list of candidates for this job. You can click on each candidate’s name to review their profile and job submission.

2. **View Candidates:** Navigate from Center Stage to view lists of candidates on various requisitions. A list of active requisitions will show on the screen. You can toggle the gray triangle on the left-hand side to show a list of candidates for each requisition. To the right-hand side of the list, you are able to view how this person applied (i.e. Online or Matched to Job).
Changing Step/Status of Candidates

Navigate to your requisition and click on the blue number of candidates to view the candidate list. All new candidates should appear in the Step/Status of “Manager Review: Manager to Review”. You are able to move candidates through the process in groups or one at a time. For all Non-credit/Continuing Education Instructors, you will bypass certain steps, such as Interviews, to move your candidates directly to the Offer step.

Check off all candidates to be moved to the next Step/Status. All candidates chosen will be moved to the same point in the process. Candidates must all start at the same step/status (i.e. all candidates below are shown in “Manager Review: Manager to Review”).
Click on the More Actions tab to bring up a list of options. Choose the **Change Step/Status** option to bring up a pop-up box. The box will show the current Step/Status at the top and the next move in the process.
Go to the *New Status* drop-down and choose **Proceed to Interview**. Then, click **Save and Continue**. This will keep the Step/Status window open and allow you to continue to move your candidates forward.

Go to the *New Step* drop-down and choose **Offer**. The *New Status* drop-down will automatically update to **Offer to be Made**. Click **Save and Close**.
Once candidates are in the Step/Status of “Offer: Offer to be Made”, you will need to stop to create the offer. The Department Recruiter will receive an email indicating that the candidate is ready to receive an offer. Their updated Step/Status can be viewed in the candidate list.

TRAINING TIP - In the Change Step/Status box, you have two options:
1. Save and Continue: By choosing this option, the box will remain open and automatically bring the candidate into the next step or status. Only use this option if you are moving candidates through several steps/statuses at one time.

2. Save and Close: By choosing this option, you are moving the candidate one Step/Status at a time. It will save your choice and close the window, bringing you back to the candidate list and showing the updated Step/Status
Creating an E-offer for a Non-Credit/CE Instructor, Artist in Residence, or ESL Instructor

Navigate to your requisition (if not already open) and click on the blue number of candidates. Select the candidate from the list to whom you are offering the position and click on their name to open their profile.

Go to More Actions and select Create Offer.

This will open up the Offer grid.
Offer Grid

Enter the following information which will appear on the E-offer appointment letter:

- Pay Start Date
  - This must be the **first day of the bi-weekly pay period** in which they begin work.
  - To ensure the correct date is entered, please refer to the Payroll Bi-Weekly Schedule: [https://www.temple.edu/hr/departments/payroll/Bi-Weekly_Payroll_Schedule.html](https://www.temple.edu/hr/departments/payroll/Bi-Weekly_Payroll_Schedule.html)
  - If you have questions about Bi-Weekly Payroll dates, please contact Donna Calendo at 7-2232.
- Pay End Date—can be left blank as individuals will be on the Kronos system
- Teaching Begin Date—first day of the class
- Teaching End Date—last day of the class
- Offer Expiration Date

TRAINING TIP – By default, the box labeled Tentative is checked. This means that the job start date is tentative. For these candidates, uncheck this box since the start date is not tentative as it might be for staff positions.
The next section relates to pay and title.

Enter the rate of pay and pay basis.

**NOTE** – All Non-Credit/CE instructors must be listed with an Hourly pay basis.

<table>
<thead>
<tr>
<th>Type of Candidate</th>
<th>Pay Rate Field</th>
<th>Pay Basis Field</th>
<th>E-class</th>
</tr>
</thead>
<tbody>
<tr>
<td>Non-Credit/CE Instructor</td>
<td>Hourly Rate</td>
<td>Hourly</td>
<td>56</td>
</tr>
<tr>
<td>Artist in Residence</td>
<td>Hourly Rate</td>
<td>Hourly</td>
<td>57</td>
</tr>
<tr>
<td>ESL Instructor</td>
<td>Hourly Rate</td>
<td>Hourly</td>
<td>54</td>
</tr>
</tbody>
</table>

Below that field, there is a Credit Hours field. For non-credit instructors, this field can be left at 0.
Next, click on the selector icon to select the correct title. Scroll to find the appropriate title.

Below that, the Hours Per Week field can be left empty for these employee types.

Lastly, complete the Details grid with the semester contract total amount and the number of pays. Number of pays can be entered as 26.

If needed, a FOP index is available. This is to be used if you do not want the default FOP from Banner Position Control to default into the job.

**NOTE:** If you need to look up an INDEX, please sign into TU Portal and go to Banner Tab, Finance Channel.

- Operating Funds (100000): the corresponding *org* is equal to the index
- Non-operating Funds (all except 100000): the *fund number* is equal to the index

Hit Save and Close when you are done. If you are missing any fields, an error message will appear. After you save the offer, an edit button will appear so that you may make revisions if necessary.

If needed, you can route the offer for Approval to others in the department. Recruiters with proper authority may extend the offer without needing additional approval.
Route for Approval

Go to More Actions and click on Request Approval.

To add approvers, click on Add Approvers on the bottom left. You are able to search for approvers in the new window to add to your list. When you are ready to request approval, add a comment in the comment box (required) and click Done. An email will be sent to the Approver alerting them that action is needed.
Extend the Offer

Go to More Actions and select Extend Offer.

Recruiters will see the following pop-up warning box. If you have proper authority, you may click “Yes” to self-approve the offer. Otherwise you must route for approval.

An Extend Offer dialogue box will appear. Select Extend in Writing and click Done.

**VERY IMPORTANT** – Select E-offer in the Send Offer Letter dialogue box.
To select the correct appointment letter, click on the drop down menu to select your school or college.

Navigate to your school/college and click select. The choice of Internal or External templates will display based on the candidate’s status.

**NOTE**: Non-Credit/CE instructors will have templates titled **Non-Credit/CE Instructor** followed by the campus (Philadelphia or Harrisburg), while ESL Instructors will each have a template named for the employee type. Artist in Residence letters will begin with the college name (Boyer or Tyler).

Click “Select” to choose the template you wish to use. Then click Next.
Letter Prompt for Non-Credit/CE Instructors and ESL Instructors - input a Prefix and the name of the course. Then click Next.

Letter Prompt for Artist in Residence – input a Prefix and the number of students to teach.

Your appointment letter has been created.

To view the E-offer Appointment letter, click on the recipient link. You may make edits or corrections directly in the body of the letter.

When you are finished reviewing the offer letter, click Send. The instructor will receive an email with a link to Taleo to accept the offer.
The instructor’s status will update to “Offer: Extended”.

<table>
<thead>
<tr>
<th>Job Submission</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Owl, Dorothy</strong></td>
</tr>
<tr>
<td>ID</td>
</tr>
<tr>
<td>Required</td>
</tr>
<tr>
<td>Assets</td>
</tr>
<tr>
<td>Step</td>
</tr>
<tr>
<td>Status</td>
</tr>
</tbody>
</table>

Other Submissions
- Pipeline (0)
  - Active (1)
  - Inactive (0)
University College  
Ritter Annex 671  
1301 Cecil B. Moore Avenue  
Philadelphia PA 19122  

November 15, 2016  

Dawn Lomden  
1913 North Broad Street  
Philadelphia, Pennsylvania 19122  

Re: Offer of Non-Credit Instructor Appointment  

Dear Ms. Lomden:  

I am pleased to offer you a part-time appointment as an Non-Credit/CE Instructor in Temple University’s College of Liberal Arts, in HR: Employment. This offer is to serve as a non-credit and continuing education instructor in University College. This appointment is made without tenure and carries with it no current or future obligation on the part of Temple University. The term of appointment will begin on November 18, 2016 and will end on December 30, 2016 unless you are offered a subsequent appointment. There is no promise or guarantee of any subsequent appointment.  

The responsibilities you will be required to perform during the term of this appointment are preparation of course materials and teaching Test Course.  

Your compensation for providing this service will be $100.00 per hour, which will be paid to you in bi-weekly payments.  

As Associate Vice Provost of College of Liberal Arts, I reserve the right to cancel the course(s) and/or commitment(s) to which you have been assigned if, in my sole discretion, it is appropriate to do so.  

This appointment is subject to all policies and procedures of Temple University and its Schools and Colleges. Applicable Temple policies may be examined in the office of the University Secretary or on Temple University’s policy website (http://policies.temple.edu). Please note that these documents may change from time to time. The official versions, which are maintained in the Office of the Secretary, will be available at any time. It is your obligation to maintain familiarity with these documents so that you have a full understanding of your commitments as a Non-Credit Instructor at Temple University.  

If your appointment as a non-credit and continuing education instructor is with compensation, please be aware that Temple’s regular method to pay all new hires is through direct deposit into a bank account at a financial institution of your choice. As a benefit to our employees, Temple University partners with PNC Bank to offer a free checking or savings account when an employee is paid via direct deposit. If you are interested in learning more about this benefit or want to open an account you can visit any PNC Bank branch including the branch office at 1800 Liacouras Walk on Main Campus.  

By signing below and accepting this appointment, you represent and warrant that you have not been, and are not now, disciplined, suspended, disbarred, debarred, or sanctioned by any federal, state or licensing agency and that you agree to immediately disclose to me if, at any time, you are threatened with discipline, suspension, disbarment, debarment or other sanction as described above.
Verification of your highest earned degree and/or professional license is a precondition of appointment. If we have not already done so, we will try to verify your degree and/or professional license through an on-line service. If we are unable to do so, we will ask you to provide us with an official copy of your academic transcript and/or professional license by the institution that conferred it. This will facilitate the timely processing of your appointment.

If this is your initial appointment as a Temple University non-credit and continuing education instructor, you are also required to provide acceptable documentation to verify your eligibility to work in the United States as defined by the United States Citizenship and Immigration Services (USCIS). This information must be provided within three business days of your date of hire.

Temple University has an electronic new hire process which enables you to begin the completion of some required new hire documents (Form I-9, W4, Direct Deposit) prior to your start date. After you have accepted this offer, you will receive a welcome/on-boarding e-mail from the Temple University Human Resources Department providing you with your TUid and a link to activate your AccessNet account. You will also receive instructions on verifying employment eligibility.

Once you have completed the electronic new hire process, please go to the Human Resources Department with all required documents. Human Resources is located on Main Campus on the lower level of Mitten Hall at 1913 N Broad St, Philadelphia PA 19122 or on the Health Sciences Campus at the Student Faculty Center at 3340 N. Broad St, Suite 300, Philadelphia PA 19140. Note that this process is a prerequisite to receiving an ID card and getting access to Temple University buildings and systems. If you do not receive the welcome/on-boarding email notification within a few days of acceptance of this offer, or if you need alternate HR locations, please contact Human Resources at 215-204-7174.

In your position, you may be involved with compliance activities for our student athletes. Therefore, in addition to Temple University’s regular rules and regulations governing employment, you are required to abide by all NCAA and Conference rules and regulations governing Intercollegiate Athletics. By accepting your position, you agree to comply strictly with any such rules and/or regulations. If the University, in its sole discretion, should determine that you have engaged in any deliberate or serious violations of the rules of the NCAA or applicable conference, you are subject to discipline including but not limited to suspension for a period of time without pay or termination of your employment with Temple University.

In the event you are asked to take on additional responsibilities during the term of this appointment and you accept those responsibilities, then all the conditions and obligations stated in this letter apply to those additional responsibilities with full force and effect.

The terms of this written offer of appointment constitute the entire terms and conditions of your appointment, and the terms of appointment included in this letter may not be modified or altered by any oral statements or representations or by any written statements or representations. This offer may be modified only in writing signed by the Associate Vice Provost of College of Liberal Arts.

If you find this offer to be satisfactory as presented, please indicate your acceptance by providing your response and electronic signature below. An offer for which a signed acceptance is not received within ten (10) business days of the date tendered is rescinded and will become null and void.

Welcome to Temple University. I look forward to a productive and rewarding association during the term of this appointment.

Sincerely,

Nicole M. Westrich
Associate Vice Provost
TRAINING TIP – If the letter is sent to an internal candidate, their TUid will appear on the E-offer appointment letter instead of the home address.

Tyler School of Art  
2001 N. 13th Street  
Philadelphia, Pa 19122  

April 28, 2016  

Dorothy Ryan  

Re: Offer of Adjunct Faculty Appointment  

TUID: 915312736  

Dear Dr. Ryan:

To access a copy of the appointment letter, click on the History tab in the candidate’s profile.

You will see the title of the letter in the History tab highlighted in blue. You can click on the title of the letter to view a copy of the offer.
Hiring the Candidate

When the candidate responds to the offer, the Department Recruiter will receive a notification e-mail.

If the offer is accepted, then the Department Recruiter needs to log into Taleo to hire the candidate.

Open the requisition and navigate to the Candidate’s record to Change Step/Status. Click on “More Actions” and choose “Change Step/Status”.

The update of status to **Hired** will update Banner.
Click **Save and Close** at the bottom of the box.

**NOTE**: If you are not receiving the option of “Change Step/Status”, you may still have the Tentative box from the Offer grid marked. To change this, go to **Update Start Date**. Uncheck “Tentative” in the pop-up box and click “Done”. Now, you should see “Change Step/Status” in More Actions.
Candidate Facing Information

When the instructor receives the E-offer, they are presented with a link to Taleo, which contains their Appointment Letter.

Dear Hooter Owl,

It is with pleasure that we extend an offer of employment to you for the position Director of Engagement withdrawal test (16001079) at Temple University.

To accept this offer, please click here and provide your response online. As a reminder, your User Name is hooter.owl. If you have forgotten or don’t know your password, click the ‘Forgot Password’ link on the login page. You may be required to respond before the offer’s expiration date, so please click to visit the site soon.

We recommend that you save or print a copy of your offer letter for your personal records. Please note that the system will only display this offer for a limited amount of time.

Once you have accepted our offer online, you will receive emails with onboarding tasks that need to be completed. Completion of these tasks is critical to your successful start here at Temple. Thank you for completing them on a timely basis.

We look forward to welcoming you in person!

When they scroll to the bottom of the letter, they can Accept the offer or Refuse the offer. The instructor signs with their initials.

NOTE: The instructor’s initials will match the name on their profile up to three initials. For example, if the instructor has a first, middle, and last name on their profile, their e-signature will contain three initials.

EXAMPLE: John Michael Doe — e-signature would be JMD

Jane Smith-Jones — e-signature would be JS (not JSJ; hyphenated last names are seen as one name)