Taleo Talent Management System Training

Student Workers
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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.

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 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 if you have any questions about the title, e-class, or grade associated with the PCN.

The format of the PCN is:

Student Worker "S" followed by the 5 digit org

Step 1

Create a Requisition

Select predefined data, if relevant
To open a blank requisition file, click "Next" without entering any information.

Requisition Template

Hiring Manager

Next
You can search for PCN’s by using a Quick Filter. For example, if you enter “S” 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. 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:

<table>
<thead>
<tr>
<th>Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provost &gt; 180 College of Liberal Arts &gt; 1800 Liberal Arts &gt; 18040 CLA Political Science</td>
</tr>
<tr>
<td><strong>Primary Location</strong></td>
</tr>
<tr>
<td>main</td>
</tr>
</tbody>
</table>

United States > Pennsylvania > Philadelphia > **Main Campus**

United States > Pennsylvania > Philadelphia > **Main Campus** > 1300 Ciscil B. Moore
United States > Pennsylvania > Philadelphia > **Main Campus** > 1700 N Broad Street
United States > Pennsylvania > Philadelphia > **Main Campus** > 1810 Liacouras Walk
United States > Pennsylvania > Philadelphia > **Main Campus** > 1940 Residence Hall
United States > Pennsylvania > Philadelphia > **Main Campus** > Alter 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

<table>
<thead>
<tr>
<th>Primary Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>main</td>
</tr>
</tbody>
</table>

United States > Pennsylvania > **Harrisburg**
United States > Pennsylvania > **Harrisburg** > Harrisburg Campus
United States > Pennsylvania > **Harrisburg** > Harrisburg Campus > 254 Strawberry Square

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

<table>
<thead>
<tr>
<th>Job Field</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students</td>
</tr>
</tbody>
</table>

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
- Banner Home Org
- Department Description for Offer Letter (department name to populate in the offer letter)
- Banner Check Distribution
- Name and TUid of Supervisor

The Supervisor field is very important as this field will be imported into Banner and feed other systems such as the Org Chart. 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.

**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 students you are projecting to hire may change. Once you have filled the last open position, the requisition will close.

**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>Add Frequent Collaborators</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
</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>* System assigned -</td>
</tr>
<tr>
<td>Adjunct Student</td>
</tr>
<tr>
<td>DO NOT TOUCH</td>
</tr>
</tbody>
</table>

Additional Information

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 schedule, shift, and the Compliance questions.

**Profile**

<table>
<thead>
<tr>
<th>Schedule</th>
<th>Employee Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Part-Time</td>
<td>Regular</td>
</tr>
</tbody>
</table>

Complete only if position has defined end date. Otherwise, can be left blank.

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

**Chemical Right to Know required?**
- [ ] Not Specified

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

**Working for a JOAHO accredited unit?**
- [ ] Not Specified

Answer yes if the person in this position is required to have a JOAHO 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.

**Unsecured 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.

**Has direct contact or routine interaction with minors 18 years old or younger?**
- [ ] Not Specified

Minors 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 in clinical setting?**
- [ ] Not Specified

Answer yes if the person in this position will be required to take additional training on blood and airborne pathogens and/or Sanctioned Persons checks.

**Is this an NIH Funded position?**
- [ ] Not Specified

Answer yes if the person in this position will be required to have NIH mandated Sanctioned Persons checks.

**Working with Live Animals?**
- [ ] Not Specified

Answer yes if the person in this position works with live animals.

**Driving of a Temple owned vehicle required?**
- [ ] Not Specified

Answer yes if the person in this position will be required to drive Temple owned vehicles only. 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.

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**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 student workers. All student worker 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 job description and Qualifications fields.

4. Job Description

Questionnaire

This section displays questions to be answered by students who are applying to requisitions. The Eligibility Questions will be utilized on all requisitions. When an applicant has submitted their application, this section can be opened and answers reviewed. An applicant’s answers will have a green check mark when completed.

5. Questionnaire

Additional questions may also be included. Click Add under the Job Related Questions section. Use the Quick Filters on the left to find a question you would to add, then click Select to add the question to your list.
Once the questions are added, choose **Required** for the applicable answer from the drop-down menu on the right-hand side of the page. This will indicate to the system which answer is needed.

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 you 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 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 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, 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. Once the requisition is open, you are able to post to the student career site or match students to the requisition.
Posting a Requisition (Optional)

**Note: this is an optional step for Student Workers. If you do not wish to post the job, this can be skipped and candidates can be matched to the requisition by the Hiring Manager or Department Recruiter.

Navigate to your open and approved requisition and click on the title to open it. From the gray tabs across the top of the page, choose Posting and Sourcing.

Once in Posting and Sourcing, locate Services/Career Sections at the top of the page. Click on the "Modify" button. A pop-up box titled Posting Requisitions will appear with posting options.
In this pop-up box, you will choose which Career Sections on which you want to post the requisition on Temple’s website. You can choose when to post the req (Start Date) and when it should be taken down (End Date). Use the drop down menus to pick from a range of timeframes or use the calendar icon next to each drop down to pick a specific date.

Student positions can be posted to an **Internal** site only (“Branding Sandbox” is not an option in the live site). Ensure that the box under “Posting Status” is checked off. When you are finished, click “Done” to post the requisition. The window will close out. A list will be shown in the Posting and Sourcing tab to indicate the timeframes you chose for the job posting.

If you wish to only post the job internally, you can uncheck the external options.

If you want to make any changes to the posting dates, you are able to go to the Posting and Sourcing tab in your requisition at any time. The Modify button will be available to you. You can extend or shorten an end date at any time.

**Unposting a Position**

To unpost a position and remove it from the job site, you can use the Modify button to open the Posting Requisitions window. Uncheck the box on the far right side of the window. Click “Done” to unpost the job.

After a job has been unposted, you are able to use the Modify button to repost the job if needed. Follow the directions as indicated above to post a job to the career site.
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. All students should have an internal symbol.
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.

   ![Candidate List Example]

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).

   ![Candidate List Example]
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.

Moving Candidates in Groups

For some jobs, the Hiring Manager or Department Recruiter may wish to move multiple candidates at one time. To do so, ensure you are viewing the candidate list for your requisition.

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.
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.

The candidates can be moved along the process as far as you wish to take them at that time. You can continue to update the Step/Status up to the Offer stage. Once a candidate is 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.
Moving Candidates One at a Time

Navigate to the candidate profile either from the requisition or the View Candidates tab on your dashboard. While in a candidate profile, locate the “More Actions” tab at the top of the page. Click on the arrow in the tab for a drop-down list. Choose the “Change Step/Status” option.

A pop-up box will appear, giving options of steps to move the candidate through. The initial Step/Status will show the top of the box. The next Step/Status to move to will show below. You can review each applicant and change the status accordingly.

Continue moving candidates through the Step/Status box to advance them through the process. You can move a student until the “Offer: Offer to be Made” step/status. Here, the Department Recruiter will need to go into the Offer grid to create an offer.

If you wish to interview a candidate, you will need to stop changing the step/status of the candidate at “Manager Review: Proceed to Interview” by choosing “Save and Close”.

**NOTE:** There is a shortcut manual that provides instructions for skipping through the “Change Step/Status” options.

**TRAINING TIP** - If you status an applicant by mistake, you are able to move back a step. From the “More Actions” tab, choose “Revert” from the drop-down menu. A pop-up box will appear to move the candidate back a step. Comments are required to be included when the Revert option is chosen.
Creating an Interview for a Student Worker (Optional)

Ensure all candidates you wish to bring in for an interview have the Step: Status of **Interviews: Interview Scheduled**. From Candidate’s list, **check off** the candidate you wish to schedule an interview with.

Go to **More Actions** and choose **Schedule an Interview**

Fill in appropriate fields in the new window. Most of these will be auto-populated with information. You can make edits to any field. Click **Next** when done.

- Subject
- Organizer (this should be left as your own name)
- Location
- Start and End date and times
- Default Time Zone (do not change, should reflect Eastern Time)
- Reminder
NOTE: Check off the box for sending an invite to the candidate if you want them to receive an email with this information as well. Uncheck box if you do not want candidate to receive an email from Taleo.

Next, choose the Interview Attendees to send an invitation to. The Quick Filters on the left-hand side of the window allow you to jump directly to the name or email address of the person you are searching for. Click Select on the right-hand side of the window to add attendees to your list.

Click **Next** when all attendees have been added.
In the next window, the Message Template field will indicate the **Interview Notification** template as chosen. This can be left as is. You may also include an additional message in the invitation email, to appear at the bottom of the email. Otherwise, the email will contain only the information given for the Interview Properties window.

You are also able to send a link to the candidate file or the requisition file to attendees, excluding the candidate. Click **Done** to send the interview invitation.
Creating an Offer for a Student Worker

If not already in your requisition, navigate to your req, click on the blue number to open your candidate list, and select your candidate. You must be in the candidate’s profile to create the offer.

Go to More Actions and select Create Offer.

This will open up the Offer grid.
Offer Grid

Enter:

- Pay Start Date—the date of the student’s first day of work
- Pay End Date—leave this blank
- Offer Expiration Date—Field will autofill

**TRAINING TIP** – By default, the box labeled Tentative is checked. This means that the job start date is tentative. For student workers, **uncheck this box**.
Next enter the hourly rate and the pay basis. Be sure to select **Hourly** from the Pay Basis drop down menu.

Next select correct value for Work Study. “Not Specified” is the default, but is not recognized as an option. If the student does not have work study choose “None.” This field controls only the Account on the Banner job.

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 TUPortal 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

Click on the candidate’s name in your requisition to open their profile (if not already there). 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-Mail** in the Send Offer Letter dialogue box.

Then Select the Offer letter

Then click Next.
To view the E-mail offer, click on the recipient link. You can edit content in the offer letter if needed.

April 28, 2016

Dear Dorothy Ryan:

Congratulations! It is with pleasure that I confirm our offer to you for a student worker position in the College of Liberal Arts Department. The effective hire date for this position is May 2, 2016. If this is your first paid position at the university, or if you are being rehired after a period of inactivity, new hire documents must be completed.

These new hire documents require you to provide within three business days of your start date acceptable documentation to verify your eligibility to work in the United States as defined by the United States Citizenship and Immigration Services (USCIS) Department.

Temple University uses an electronic process which enables you to easily complete required new hire documents and information (I-9, W4, Direct Deposit, etc.) prior to your start date. An email will be sent to your Temple University email address that outlines the steps for completing these documents. If you do not receive an email notification from Temple within 48 hours of electronically accepting this offer, please contact me.

We are delighted that you are accepting the offer to join us, and we look forward to working with you.

Sincerely,

Jennifer Silvestri
College of Liberal Arts
After previewing the letter, click Save and then Send. A dialogue box will pop up. Type an email message in the pop-up box. The offer letter will be attached to the email as a PDF. If nothing is written here, students will receive a computer generated email they may mistake for spam.

Note the Status on the Candidate record has updated to Offer Extended.

To access a copy of the student’s offer 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 Student Worker

Student Workers are not required to respond to the e-mail. Therefore, assume that they accept the job. Go to More Actions and choose **Capture Response**. It will default to the candidate accepting the offer.

Click “Next” to capture the start date. In the next window, confirm the start date is correct and click “Done”.

Next, click on More Actions again and choose “Change Step/Status”.

Click "Next" to capture the start date. In the next window, confirm the start date is correct and click “Done”.

Next, click on More Actions again and choose “Change Step/Status”.

10/10/2017 taleohelp@temple.edu
The step and status will automatically updated to “Hire: Hired”. The update of status to Hired will update Banner overnight. You do not have to change anything in this box.

Click **Save and Close** to finalize the hire.

**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”. 
If the hire is the last opening on the requisition, a warning will appear notifying you that the hire action will fill the requisition. Filling the requisition will automatically remove the opening from the Career site and all applicants on this job will be able to view that the position is filled.

**NOTE:** Once a requisition is filled, either through the final hire or manually from “More Actions”, all remaining candidates in the Manager Review or Interview steps will be automatically sent rejection emails.
Candidate Facing Material

This is the e-mail that the student worker receives for the job offer.

Attached is the offer we discussed. We look forward to working with you.

Note - These are the words that you entered in the dialogue box as described on page 9

When the student clicks on the attachment, they can view the offer letter.

April 28, 2016

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