

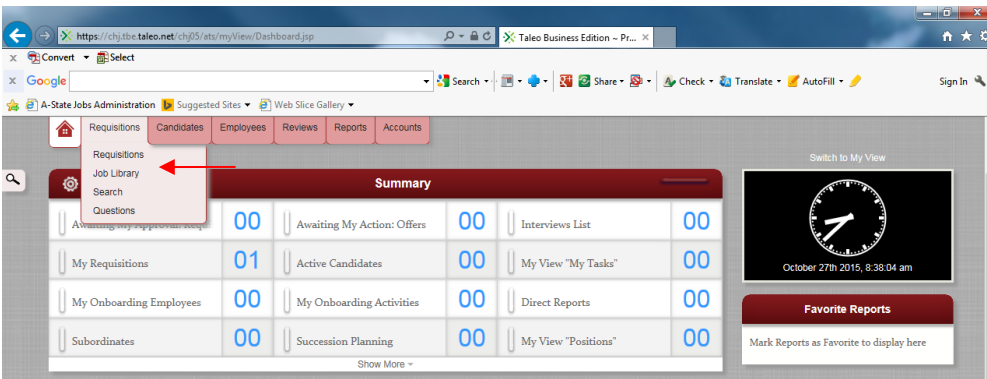
Taleo Guide

For Adjuncts, Graduate Assistants, Students, and Hourly Non-Student Employees

Create a Requisition

Note: When you begin creating a requisition, there is no way to save it and come back at a later time. Pressing save will submit the requisition and start the approvals process.

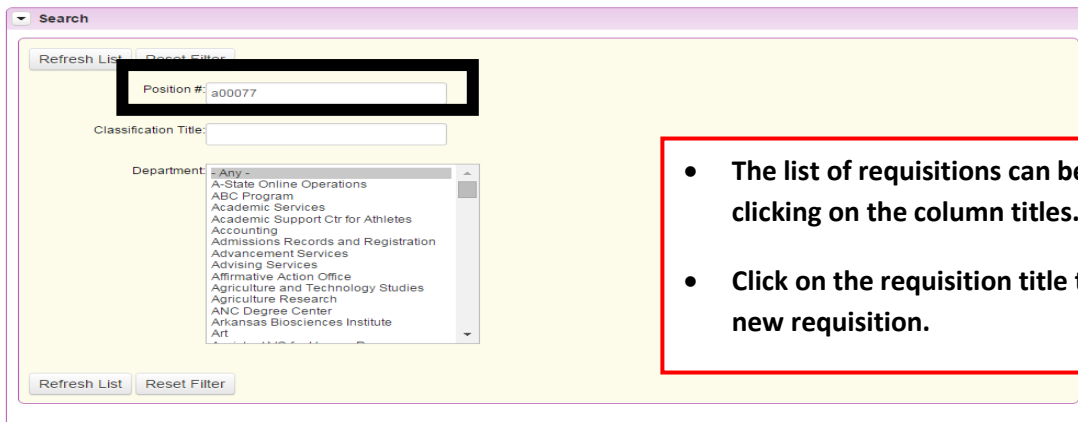
STEP 1 – To begin a New Requisition, hover over the “Requisition Tab”, then click on “Job Library”



STEP 2 – Enter in the Position #, then press Enter on your keyboard or Refresh List on the screen

Job Library: Home


Templates are the available jobs preloaded in Taleo for you to post easily with consistency. Click on the appropriate Template below to start the process of composing a requisition.

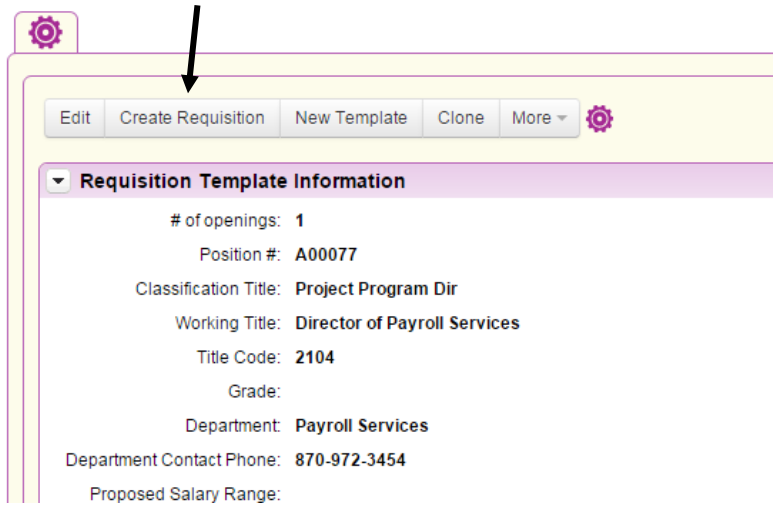


- The list of requisitions can be sorted by clicking on the column titles.
- Click on the requisition title to create a new requisition.



STEP 3 – Click on the “Create Requisition” button

 **Requisition Template: Project Program Dir**



Requisition Template Information

of openings: 1
Position #: A00077
Classification Title: Project Program Dir
Working Title: Director of Payroll Services
Title Code: 2104
Grade:
Department: Payroll Services
Department Contact Phone: 870-972-3454
Proposed Salary Range:

All fields marked on the Requisition in red and with an asterisk are required. Review all fields for accuracy and make changes as required.

Requisition Owner(s) Section

If someone needs to be added or removed on the requisition owners section, please email these changes to: – khelms@astate.edu

Owners, Approvers and Agencies:

Requisition Owners: [[Add/Remove](#)]

Winn, Lori
A-State, Budget

* Requisition Approvers: [[Add/Remove](#)]

A-State, Budget

Offer Approvers: [[Add/Remove](#)]

A-State, Budget

Requisition Information Section

Requisition Template Information	
# of openings:	1
* Position #:	<input type="text" value="A00077"/>
* Classification Title:	<input type="text" value="Project Program Dir"/>
Working Title:	<input type="text" value="Director of Payroll Services"/>
Title Code:	<input type="text" value="2104"/>
Grade:	<input type="text"/>
Department:	<input type="text" value="Payroll Services"/>
Department Contact Phone:	<input type="text" value="870-972-3454"/>
	Format: ###-###-####
* Proposed Salary Range:	<input type="text"/>
Replacement for:	<input type="text"/>
* Reason for Opening:	<input type="text" value="Resign"/>
Funding:	<input type="text" value="Budgeted"/>
* Budget Page/Line:	<input type="text"/>
If Other enter FOAP:	<input type="text"/>
* Anticipated Start Date:	<input type="text"/>
Employment Status:	<input type="text" value="Full time (29-40 Hrs)"/>
Type of Employment:	<input type="text" value="Staff"/>
* EEO Position Group:	<input type="text" value="003D - Instl Support Prof"/>
* EEO Job Class:	<input type="text" value="30 - Other professionals"/>
FLSA:	<input type="text" value="Exempt"/>
Posting Length:	<input type="text" value="10 days"/>

FYI: In Taleo, positions close at 12:01 a.m. on the closing date. They do not stay open throughout the day.

Posting Lengths:

Must be posted for a Minimum of 7 days

Approvals Section

The approval routing is viewable for both the Requisition and Offer. Send any questions/changes to – khelms@astate.edu

Approvals:
* Requisition Approvers: [Add/Remove]
Frey, Len
A-State, Budget
A-State, Coordinator
* Offer Approvers: [Add/Remove]
Frey, Len
A-State, Budget
Privett, Amy

Position Description Section

Please review the position summary and send any changes in a Word document to – khelms@astate.edu

Marking for Interview

Adjuncts, Graduate Assistants, Students, and Hourly Non-Student Employees do not have to be approved for interview, only selected within the system for documentation for auditing purposes

STEP 1 – Go to the list of Candidates for the Requisition

Candidates: Human Resources Analyst

This list shows all the candidates that have applied or have been submitted for requisition 17044C: [Human Resources Analyst - \[17044C\]](#)

[Search these Candidates](#)

All Candidates **New Candidates** In Process

Send Email View Resume Print Resume Submit More ⚙️ Mark as... Change Main Status to... Change Req-specific status to...

<input type="checkbox"/>	Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status	Main status	Requisitions
<input type="checkbox"/>	Pulliam, Kathryn			2/13/21 4:20 PM	Phone Screen	NEW	NEW	Human Resource

Send Email View Resume Print Resume Submit More ⚙️ Mark as... Change Main Status to... Change Req-specific status to...

STEP 2 - Select the box to the left hand side of who you would like to interview

Candidates: Human Resources Analyst

This list shows all the candidates that have applied or have been submitted for requisition 17044C: [Human Resources Analyst - \[17044C\]](#)

[Search these Candidates](#)

All Candidates **New Candidates** In Process

Send Email View Resume Print Resume Submit More ⚙️ Mark as... Change Main Status to... Change Req-specific status to...

<input checked="" type="checkbox"/>	Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status	Main status	Requisitions
<input checked="" type="checkbox"/>	Pulliam, Kathryn			2/13/21 4:20 PM	Phone Screen	NEW	NEW	Human Resour

Send Email View Resume Print Resume Submit More ⚙️ Mark as... Change Main Status to... Change Req-specific status to...

STEP 3 – Click “Change Req-specific status too...”

Candidates: Human Resources Analyst

This list shows all the candidates that have applied or have been submitted for requisition 17044C: [Human Resources Analyst - \[17044C\]](#)

[Search these Candidates](#)


All Candidates **New Candidates** In Process

Send Email View Resume Print Resume Submit More ⚙️ Mark as... Change Main Status to... **Change Req-specific status to...**

<input checked="" type="checkbox"/>	Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status	Main status	Requisitions
<input checked="" type="checkbox"/>	Pulliam, Kathryn			2/13/21 4:20 PM	Phone Screen	NEW	NEW	Human Resour

Send Email View Resume Print Resume Submit More ⚙️ Mark as... Change Main Status to... Change Req-specific status to...


STEP 4 – Select “Interviewing” from the drop down list


 Candidates: Human Resources Analyst

This list shows all the candidates that have applied or have been submitted for requisition 17044C: [Human Resources Analyst - \[17044C\]](#)

[Search these Candidates](#)

All Candidates | **New Candidates** | **In Process**

[Send Email](#) | [View Resume](#) | [Print Resume](#) | [Submit](#) | [More](#) |  | [Mark as...](#) | [Change Main Status to...](#) | [Change Req-specific status to...](#)

<input checked="" type="checkbox"/>		Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status
<input checked="" type="checkbox"/>		Pulliam, Kathryn			2/13/21 4:20 PM	Phone Screen	NEW

Change Req-specific status to...

- NEW
- Pending Diversity Approval
- Phone Screen
- Interviewing**

STEP 5 – Click the blue “Yes” to change the status

Change Candidates to Interviewing ?

Would you like to change status of candidates

Kathryn Pulliam
specific to requisition [Human Resources Analyst - \[17044C\]](#)

to **Interviewing** ?


STEP 6 – Ensure that the status has changed

Candidates: Human Resources Analyst

This list shows all the candidates that have applied or have been submitted for requisition 17044C: [Human Resources Analyst - \[17044C\]](#)

[Search these Candidates](#)

All Candidates | **New Candidates** | **In Process**

[Send Email](#) [View Resume](#) [Print Resume](#) [Submit](#) [More ▾](#)  [Mark as... ▾](#) [Change Main Status to... ▾](#) [Change Req-specific status to... ▾](#)

<input type="checkbox"/>	Ft ▲	Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status	Main status	Requisitions
<input type="checkbox"/>		Pulliam, Kathryn			5/20/21 4:37 PM	Decision ▾	Interviewing	In Process	Human Resou

[Send Email](#) [View Resume](#) [Print Resume](#) [Submit](#) [More ▲](#) [Mark as... ▲](#) [Change Main Status to... ▲](#) [Change Req-specific status to... ▲](#)

STEP 7 – Reach out to the individuals that you want to interview, and set times with them to conduct the interview(s)

Submit Offer Letter

Once the decision has been made on which candidate to hire, an offer letter must be generated. The offer letter replaces the Assignment Change Form/Employee Status Form.

STEP 1 - Click on your requisition to access the candidates. Click on the Candidate's name

Candidates: Assistant Professor 12 Mo

This list shows all the candidates that have applied or have been submitted for requisition F00029: Assistant Professor 12 Mo - [F00029]

[Search these Candidates](#)

All Candidates		New Candidates						
Send Email	View Resume	Print Resume	Submit	More	Mark as...	Change Main Status to...	Change Req-specific status to...	
Name	Application	Resume/CV	Last updated	Next Steps (Req)	Req. Based Status	Main status	Requisitions	Req Rank
Smith, John Referred by Lori Winn			1/15/16 4:51 PM		Hired	Hired	Assistant Professor 12 Mo...	
Rainwater, Melody Referred by Taleo-Coordinator			1/25/16 5:11 PM	Phone Screen	NEW	NEW	Assistant Professor 12 Mo...	

STEP 2 - Under the **Offer Letter** section, click on the **New Offer** link

Candidate: Melody Rainwater [Flag](#) [Back To List](#) [Previous](#)

Full View	Short View	Work History	Contact & Interviews	History Log	Settings			
Edit	Send To	Forms	Printable View	More	Settings			
Main Status Details: Main status: NEW								
Offer Letters New Offer No offer letters created								
Interviews Schedule interview No interviews created								
Requisition Summary Attach Requisition								
Classification Title	Candidates	Status	Req. Based Status	Next Steps (Req)	Req. Rejection Reason	Action	ACE	Req Rank
Assistant Professor 12 Mo	2	Open	NEW	Phone Screen		Remove		

Offer Letter Details

The information entered in the Offer Letter Details will populate the official Written Job Offer Letter which will be emailed to the candidate. ***All fields highlighted in red are required fields.**



*** Requisition:** HEI Program Coordinator - [16013C] [View](#)

*** Offer Template:** Classified & Non-Classified

*** Title:** HEI Program Coordinator

*** Working Title:** Taleo Coordinator

*** Supervise FT Emps?:** Yes
No

*** Anticipated Start Date:** 10/01/2017

Requisition – Please Ensure that you have selected the correct Requisition, can always select the blue “view” to verify

Offer Template – Select the appropriate offer letter

Title - retype the “Requisition” title without the position number

Working Title – Can differ from Title.

Supervise FT Emps? – Will they be in charge of supervising any Full-Time Employees?

None selected

Classified & Non-Classified
Contract Offer Letter 12 Month
Contract Offer Letter 4.5 Month
Contract Offer Letter 9 Month
PLEASE DO NOT USE
Provisional Offer Letter

Evaluation Manager (VERY IMPORTANT) - Please click on the box and type in the Evaluation Manager's first and last name.

Manager (VERY IMPORTANT) - Click on the drop down arrow to select the Time and Attendance Manager's name **Selection should not remain A-State Dean.**

Supervisor's ID – Enter the Time and Attendance Manager's name A-State ID number.

Timesheet Orgn – Enter the 6-digit T-Orgn Code for the Time and Attendance Manager's name

Dept Phone Number – Enter the department's phone number

Employment Type – select appropriate working hours

Salary – enter the dollar amount (example - 25,000).

For classified positions: Refer back to the Requisition field titled “Proposed Salary Range” for the amount to enter.

Note: All salaries must be rounded to the nearest dollar amount

HR Use - Expiration Date – Please leave blank. Human Resources will enter this date once the Offer Letter has been approved by all levels.

Contract Term – for Faculty & Provisional Use Only

International Sponsorship – change to **yes** if sponsorship is required

Current Employee – If they are please put “yes” and their ID Number

Please Type Evaluation Manager's Name Below

* Evaluation Manager:

Please use the next three boxes to fill in the Time and Attendance Approver's Last Name, ID Number, and Time Sheet Org

* Manager:

* Supervisor's ID:

Supervisor and Leave/Time Approver Must be the Same Employee

Timesheet Orgn can be found in Internet Native Banner on the NTRRQUE screen by searching the Supervisor's Last Name

* Sup's Timesheet Orgn:
Format: #####

* Dept Phone Number:
Format: ###-###-####

* Employment type:

The Salary field will populate the Offer Letter - please type (Annual Salary in this format \$##,###.##) and (Hourly Salary in this format \$#.##)

* Annual or Hourly Salary:

Shift Pay:

HR Use - Expiration Date:

* Contract Term:

* International Sponsorship:

* Current Employee:

Student/Employee ID:

Comments: Please add in any necessary Comments

Additional Information for Offer Approver - may include Items related to a Graduate Assignment such as Grant Funding Source or Salary Justifications.

For Adjuncts - Please include the Class Number Section and CRN in the comments below.

Comments:


Please fill out the appropriate area if it applies to the position you are hiring for:

Grant Information Section – Provisional positions only

- Enter the Grant Begin and End Dates:


****Grant Information - Completed for Grants Only****

Grant Begin Date: 

Grant End Date: 

Adjuncts, Graduate Assistants & Resident Assistants

****Adjuncts, Graduate Assistants & Resident Assistants****


Start Date: 


End Date: 

Faculty Contract Information – Faculty and Childhood Services' positions only


- Enter the **Faculty Contract Type** and **Contract Start and End Dates**

****Faculty & Childhood Services Contract Only****


Type of Faculty Contract: 


Start Date Month: 

Start Day: 

Start Month Year: 

Contract End Month: 

Contract End Day: 


Contract End Year: 

Budget- FOAP Information Section – Enter the Job Labor Distribution for salary payments. Contact the Budget Office at 972-3700 for questions.

- The total labor distributions must equal 100%. If more than one FOAP is utilized, please ensure the total percentage equals 100% before submitting.

FOAP's Must Total 100%

* FOAP #1:
Format: ##### - ##### - ##### - #####

* Percentage #1: 

STEP 3:

- Return to the Candidate's Page and scroll down to the **Offer Letters** section. Click on the magnifying glass to preview the letter.
- Click on the drop-down next to the **View** action and select **Submit for Approval**.
- On the next screen, click on **Yes** to officially submit the offer letter to the appropriate approvers.



Last Updated ▲	Creator	Requisition	Status	Approval	Offer Letter	Accepted Offer	Action
12/14/15 11:24 AM	Tune, Cassey	Research Project Analyst - [17030C]	Waiting for Approval	Hannah, Charles Frey, Len A-State, Budget Privett, Amy	- Pending - Pending - Pending - Pending		<input type="button" value="View"/>

For questions regarding the offer letter process, please contact...

Adjuncts/Graduate Assistants: Olivia Clark (ext. 3659)

Students/Non-Students/Work Study: Kelly Carrick (ext. 8160)