Step One: Log-in to the automated hiring system at towson.taleo.net. Enter your Username as Password as you would for other Towson log-ins.

Step Two: Your welcome screen offers two options; you can view your applicants by either clicking “Requisitions” or “Submissions”. If you select “Requisition” you will see a list of all requisitions you have access to. You can click on the Candidate Count column to view the candidates for a specific requisition or you can open the requisition and select active candidates. If you select “Submissions”, you will see your candidate list which includes a column with the requisition title.

“Requisitions” view

<table>
<thead>
<tr>
<th>Title</th>
<th>ID</th>
<th>Status</th>
<th>Status Detail</th>
<th>Job Type</th>
<th>Job Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test Administrative Assistant I</td>
<td>2000009T</td>
<td>Open</td>
<td>Posted (8/25/20)</td>
<td>Regular</td>
<td>Regular</td>
</tr>
<tr>
<td>Test Position V</td>
<td>2000009R</td>
<td>Open</td>
<td>Ready (8/7/20)</td>
<td>Regular</td>
<td></td>
</tr>
<tr>
<td>Test Position II</td>
<td>2000009G</td>
<td>Open</td>
<td>Posted (8/20/20)</td>
<td>Regular</td>
<td></td>
</tr>
</tbody>
</table>

“Submissions” view

<table>
<thead>
<tr>
<th>Candidate</th>
<th>Step</th>
<th>Submission Creation</th>
<th>Submission Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applicant V. Test (668923)</td>
<td></td>
<td>Aug 11, 2020</td>
<td></td>
</tr>
<tr>
<td>Applicant II, Test (668932)</td>
<td></td>
<td>Aug 13, 2020</td>
<td></td>
</tr>
</tbody>
</table>
Step Three: Once you are in your candidate list, you can use the column icons to quickly determine if they have any attachments (paper clip), their step/status, and if they meet the job requirements and assets. The step “HM Screen” stands for “Hiring Manager Screen”, which means the candidate has been through an HR screening and meets the minimum requirements. Click on the candidate name to see their full information.

![Image of candidate list](image.png)

Step Four: The candidate job submission contains all the information needed to evaluate the candidate. The tabs allow the hiring manager to view any attachments and the history of the job submission. While all the sections below contain valuable information, clicking on “Experience and Credentials” provides the education and experience details. To open each section, click on the arrow to the left.

- Personal Information: Includes candidate address, phone number, and email address
- Experience and Credentials: The education and experience details
- Submission Information: Account information and source tracking (how did the candidate hear about the job)
- Profile information: Data on the job the candidate has applied to
- Questionnaire: How the candidate answered the screening questions
- References: Names, relationship, and contact information for references
Step Five: Once you have reviewed the candidate submission, you may be ready to disposition. This is accomplished through the change step and status icon (person climbing stairs) or by selecting more actions. You can move the candidate to under consideration if you need to review again to determine if they passed your hiring manager screen or if they pass your screening you can select passed hiring manager screen. Once complete select “Apply and Close” at the bottom right corner of your screen.
**Step Five (a.):** If you reject a candidate, it will automatically open a new window for Rejecting a Submission. A series of “Details or Dispositions” will be provided. Please select from the top of the list (HR uses the dispositions at the bottom of the list to identify those that do not meet requirements). You may supply comments if you like, but it must be relative to the job. Once done, click “Reject Submission” at the bottom right corner of your screen.
Step Six: To review the next candidate in the list, click the arrow in the top right corner. The view will default to the current candidate view. Repeat the disposition process for each candidate.
Step Seven: Once you have selected the candidates for interviews, disposition those candidates as “Interviewed- To Be Interviewed” by selecting the change step and status icon (person climbing stairs) or by selecting more actions. Once complete select “Apply and Close” located in the bottom right corner of your screen.

- At this time, work with your Talent Acquisition Specialist to confirm the interview panel and alert them of the interview selection. The Talent Acquisition Specialist will approve both the interview panel and the interview pool prior to scheduling interviews.

<table>
<thead>
<tr>
<th>Change Step and Status</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Candidate Name</strong></td>
</tr>
<tr>
<td>Applicant II, Test</td>
</tr>
<tr>
<td><strong>Requisition Title</strong></td>
</tr>
<tr>
<td>Test Administrative Assistant I (2000009T)</td>
</tr>
<tr>
<td><strong>Currently in</strong></td>
</tr>
<tr>
<td>Step: HM Screen</td>
</tr>
<tr>
<td>Status: Passed HM Screen</td>
</tr>
<tr>
<td><strong>Change to</strong></td>
</tr>
<tr>
<td>Step: Interviews</td>
</tr>
<tr>
<td>Status: To Be Interviewed</td>
</tr>
</tbody>
</table>

* = completes the step

Select Other Action

- Send Correspondence

Step Eight: Once the interview panels and pool have been approved, you may schedule interviews (outside of Taleo). All members of the core interview panel must complete a post interview evaluation for each candidate. To request an evaluation, click on the candidate file, and then click on the “Interviews” tab, and select “Evaluation Management Interview”.

**Note:**

- **Important:** Ensure all notes and evaluations are documented and submitted on time to avoid any delays in the hiring process.

- **Tips:**
  - Use the system’s features to streamline the interview process.
  - Keep track of candidate feedback and progress to make informed decisions.

- **Resources:**
  - Talent Acquisition Specialist guidelines and resources.
  - Company-wide recruitment policies and procedures.

- **Contact:**
  - Talent Acquisition Specialist for any questions or concerns.

- **Reminders:**
  - Regular updates on candidate status.
  - Compliance with relevant laws and regulations.

**Follow-Up:**

- Conduct follow-up interviews as needed.
- Update candidate status and feedback in the system.

**Next Steps:**

- Finalize the selection process.
- Prepare for onboarding.

**Important Dates:**

- Job posting deadline.
- Interview scheduling deadline.
- Candidate decision deadline.

**Key Insights:**

- Effective communication with stakeholders.
- Attention to detail in candidate evaluation.
- Timely decision-making.

**Outcome:**

- A well-informed hiring decision.
- Satisfied candidates and stakeholders.

**Future:**

- Maintain open lines of communication.
- Continuously evaluate the recruitment process.

**Feedback:**

- Regularly seek feedback from candidates and stakeholders.
- Use feedback to improve the process.

**Conclusion:**

- A robust recruitment strategy.
- A successful hire.

**Contact:**

- Talent Acquisition Specialist for any questions or concerns.
- HR Department for further assistance.

**Follow-Up:**

- Conduct follow-up interviews as needed.
- Update candidate status and feedback in the system.

**Key Insights:**

- Effective communication with stakeholders.
- Attention to detail in candidate evaluation.
- Timely decision-making.

**Outcome:**

- A well-informed hiring decision.
- Satisfied candidates and stakeholders.

**Future:**

- Maintain open lines of communication.
- Continuously evaluate the recruitment process.

**Feedback:**

- Regularly seek feedback from candidates and stakeholders.
- Use feedback to improve the process.

**Conclusion:**

- A robust recruitment strategy.
- A successful hire.
Step Nine: Scroll down to the Participants section and confirm the interview panel is correct. If any members of the panel are missing, or incorrectly included, please contact your Talent Acquisition Specialist.

Step Ten: To send the questionnaire scroll to section #4 Resources. Click on the radio button next to “TU Interview Evaluation Questionnaire” and select “Send Request”.
**Step Eleven:** A window will open with a drop down to select “Evaluators”. Select each member of the panel as a “User” (can select up to three Users at a time). Once three members of the panel have been selected, click “Send” at the bottom of the screen. For panels of more than three people, repeat this step until all users have received an evaluation. You also have this opportunity to share the candidate file or requisition through clicking on the buttons under “File Share”
**Step Twelve:** Repeat steps seven through ten for each candidate invited to an interview.

**Step Thirteen:** To track the status of pending evaluations, click on the candidate file and the Interviews tab. Section 1. Interviews and Evaluation Request will show any pending evaluations. You may click on the radio button next to any evaluation and Resend or Cancel using the buttons above.

### 1. Interviews and Evaluation Requests

<table>
<thead>
<tr>
<th>Event Date</th>
<th>Event Type</th>
<th>Details</th>
<th>Participants</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>8/18/20 11:59 PM (America/New York)</td>
<td>Feedback</td>
<td>TU Interview Evaluation Questionnaire</td>
<td>Test Manager</td>
<td>Requested</td>
</tr>
<tr>
<td>8/18/20 11:59 PM (America/New York)</td>
<td>Feedback</td>
<td>TU Interview Evaluation Questionnaire</td>
<td>Diane Director</td>
<td>Requested</td>
</tr>
<tr>
<td>8/18/20 11:59 PM (America/New York)</td>
<td>Feedback</td>
<td>TU Interview Evaluation Questionnaire</td>
<td>Sally Supervisor</td>
<td>Requested</td>
</tr>
</tbody>
</table>

**Step Fourteen:** To track the status of completed evaluations, click on the candidate file and the Interviews tab. Section 2. Completed Evaluation Questionnaires will show a list of completed evaluations. You may click on the radio button next to any evaluation and click “View Results” to get more information.
2. Completed Interviews and Evaluations

<table>
<thead>
<tr>
<th>Completed Date</th>
<th>Candidate</th>
<th>Event Type</th>
<th>Questionnaire</th>
<th>Participants</th>
<th>Question - Skill Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/14/20 9:03 AM</td>
<td>Test Applicant II</td>
<td>Interview - Test Applicant II Interview 1</td>
<td>TU Interview Evaluation Questionnaire</td>
<td>Bonnie Yourik - HM</td>
<td>100 % - 0 %</td>
</tr>
</tbody>
</table>