To log-in to Taleo, go to towson.taleo.net. Enter your Username as Password as you would for other Towson log-ins.

**TALEO ENTERPRISE™**

Welcome HM_Jen Stano

Will show your name. If not, contact Jen Stano or Natasha Zhalkovsky.

Create a Requisition

Create a requisition for your job opening using a template or from scratch.

Select to Create a Requisition

View Requisitions

View detailed information about your requisitions.

Select to View Requisitions. Helpful for those that are attached to multiple requisitions.

View Candidates

View detailed information about your candidates.

Select to View Candidates. May work best for those only attached to one requisition.

Reminder: You will only see candidates that have been screened by OHR.

Requisitions

If you select “View Requisition”, you will see a list of all your requisitions. You can click on the number in the Candidate Count column to view candidates for a specific position.
If you select “View Candidates”, you will see a header for each position, and the candidates underneath.

If you are viewing your requisition, you can view your candidates by clicking on the blue number to the left of your requisition details.
You will see the name, if they have any attachments, what step they are in, how many requirements they meet, and how many preferences they have.

Note: You will not see candidates that don’t meet your requirements, however, you will see candidates that don’t meet all the preferences.

Click on the name to view the candidate information.
REVIEWING APPLICANTS & CREATING INTERVIEWS

1. Personal Information
2. Submission Information
3. Profile Information
4. Experience and Credentials
5. Questionnaire
6. References

Once you have reviewed the application, you are ready to disposition. The green check mark indicates that the candidate has passed your screening. The question mark is to place a candidate in “under consideration” status. The red symbol allows you to reject candidates.

Sections of the application. You will most likely be most interested in Experience and Credentials (Education and Work Experience). The Questionnaire provides the answers to the screening questions.

To open up a section, click on the arrow to the left of the number.
If you select the “reject” button, it will automatically open a new window.

The status will automatically change to “Rejected”.

A series of Details or Dispositions will be provided. Please select from the top of the list. You should not be rejecting applicants due to lack of minimum qualifications as HR is doing a preliminary screening. You may supply comments if you like; but it must be relative to the job.

Once done, hit Save and Close.
If you select the green check, it will indicate that the candidate has “Passed HM Screen”. Your next options are:
- Send to Interviews
- Reject
- Mark as Under consideration

Note: Do not move to interviews until you are absolutely ready to schedule the interview.

Other important note: You must move to interviews and create the Interview prior to the Interview taking place.

Once you select “Move to Interviews” the Status changes to “To Be Interviewed”. At this point you are able to create the interview through the Interviews tab.

Just to reiterate the important note above, do this step prior to conducting the interview.
The sections of creating an interview. These sections are defaulted to all be open when you select the Interviews tab, but a quick note about each one.

1. Interviews and Evaluation Requests: where you will create the interview.
2. Completed Interviews and Evaluations: where the Hiring Manager can see evaluations from participants.
3. Expired Evaluation Requests: Option to resend the evaluation to participants.
4. Resources: See the evaluation attached to the requisition.

To create an interview, select: Create Interview under Section 1.
When you select “Create Interview” a pop-up asks you if you will be conducting a One-on-One or panel interview. TU requires that at a diverse group of at least three people interview each candidate, but additional one-on-one interviews are absolutely acceptable.

To schedule a panel interview, click on “Panel” and then the number of participants. Make sure to include yourself if you are a participant.

Once you have selected your number of participants, select “Create”.

1. Interview Properties

**Interview Title**

*John Lennon Interview*

**Location**

You can input a location (open text field).

You will then need to Add Participants.

The Interview Title will default to “Candidate Name” Interview.
You may input Participants that don’t have a Taleo account by entering their name and Email address. Hit Add once you’ve entered the name, and it will show up in “Selected Participants”.

Users with Taleo accounts will be found listed below. You can use Quick Filters to search by name, and hit Select to add to Participants.

Once you’ve added all participants, select “Done”.

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**Add Participants**

**Selected Participants**

<table>
<thead>
<tr>
<th>Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>HM_Jen Stano</td>
<td><a href="mailto:jstano@lowson.edu">jstano@lowson.edu</a></td>
</tr>
</tbody>
</table>

**Add External Participants**

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Quick Filters**

- HM_Jen Stano
- Tom Haverford
- Leslie Knope

**Done**  **Cancel**
You may now “Select User” for each Participant using the drop down.

Make sure to check each box so the Post Interview Evaluation is sent to each participant.

Once you have your participants and the evaluation box is checked, input the Interview Date and Time.

Reminder, this step must be done prior to the interview. The system will not allow retroactive interviews. In addition, please provide time for your participants to get the email, indicate their acceptance, and review materials.
REVIEWING APPLICANTS & CREATING INTERVIEWS

There is a section that says “Check Availability” to ensure your panel is available in their Outlook calendar. At this time, this function is unavailable.

Scan past that section to the “Notes for Participants” section. Keep in mind anything you write is subject to audit or investigation. Keep it professional and related to the job. For instance “I will send out interview questions this week, thank you for your participation.”

2. File Sharing

Select which files will be sent to participants.
- [ ] Candidate file
- [ ] Requisition file

Finally, select the files you want to share with the panel. The Candidate file is the application, the Requisition file will include all the details of the requisition, including the posting. You can also include Attachments submitted by the candidate.

*Only files visible by the candidate are available for sharing.

Once you complete that step, scroll back up to the very top and hit Save & Close. An email will be sent out to your participants asking them to accept the interview. You’re all done!