Staff employment just got an upgrade with Taleo, a new online applicant tracking system. Taleo will allow hiring managers to electronically submit and track requisitions, review applicants, coordinate interviews, and submit offer paperwork.

### Submitting a Requisition for a Staff Position

**Before requesting Taleo training, consider who will need the training:**

- Taleo training is only needed for those that will:
  - Input requisitions into the system
  - Review and provide disposition codes to applicants
  - Set up interviews in the system
- Taleo training is not needed for those that will be on the interview panel and/or review select applicants

**Once you have determined who needs training, contact your Employment Specialist to schedule. Please provide the following information:**

- The names of those that will need the training (using the information above). Training groups may not be more than 5 people.
- Requested location of the training (OHR can provide a room if needed).
- The position(s) that will be posted in Taleo during the training.

**The day of the training, please have the information ready:**

- Position details; ex: Title, SAP (if applicable), name/employee ID of last person in position (if applicable), date position vacated.
- If the position is one that has been posted before, the old Word announcement may be helpful. OHR may be able to provide.
- Position Description document; see the Forms Repository for template if you do not have one.

### Important Questions

**How long does the training take?** The training is approximately 1.5 hours long. It can be shorter for smaller groups (1-2 people), and longer for larger groups (4-5 people).

**Can we input multiple positions during training?** With group training, each person can input a different position, but the training may take a little longer. Once an individual has been trained, s/he has access to input a requisition at any time.

**When we enter a requisition in the system, is it posted?** When a position is posted in the system, it still needs to go through the electronic approval process (Associate VP, budget, and VP approval is required). Once it is approved, and HR has finished a review process, it will be posted.

**Who is my Employment Specialist?**

- Bonnie Yourik: Academic Affairs, Student Affairs, Innovation and Applied Research, and University Marketing & Communication
- Tara Richards: Administration & Finance, University Advancement, Athletics

**Will OHR accept paper requisitions for Contingent I’s/Secondary Employment appointments?** While Contingent I and Secondary Employments will go through Taleo, we will continue to accept paper requisitions for appointments only through the summer.

**Are Contingent II renewals impacted?** Contingent II contract renewals will follow the typical paper-process in June.