

## Requesting Training for Staff Recruitment

Staff employment goes through Taleo, TU's online applicant tracking system. This system allows hiring managers to electronically submit and track requisitions, review applicants, solicit interview evaluations, and submit offer paperwork.

### Submitting a Requisition for a Staff Position

Training is only required for those that will input requisitions into the system, review and provide disposition codes to applicants, and request interview evaluations. Those serving on the interview panel and/or will review and select applicants **do not** need training.

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

- The names of those that will need the training (using the information above). The OHR does not recommend a training group of over 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 including job title, SAP (if applicable), name/employee ID of last person in position (if applicable), and the date the position was vacated.
- Position Description document; see the Forms Repository or ask your Talent Acquisition Specialist for the template if you do not have one.

### Important Questions

*How long does the training take?* The training is approximately 1.5 hours long and covers the full lifecycle of the recruitment. It can be shorter for smaller groups (1-2 people), and longer for larger groups (4-5 people). Your Talent Acquisition Specialist may also be able to provide alternate options for training (joining another group for group training or separating training into multiple sessions).

*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 Talent Acquisition Specialist?*

- Academic Affairs, Strategic Partnerships and Applied Research, Student Affairs: Bonnie Yourik, [byourik@towson.edu](mailto:byourik@towson.edu), x6041
- Administration and Finance, Athletics, Legal Affairs, Office of Inclusion and Institutional Equity, University Advancement, University Marketing and Communications: Dominica Lucas, [dlucas@towson.edu](mailto:dlucas@towson.edu), x6019



Office of Human Resources