How do I access the Recruiting Center?

From the One home page, scroll to the bottom of the page to access the Taleo Recruiting link or from uab.edu, access the Taleo Recruiting System button from the Admin Systems page under the Quick links.

http://www.uab.edu/adminsys/

How do I access my candidates by job?

1. Access the One website and scroll to the bottom of the page for the Taleo Recruiting System link.
2. Log In with your BlazerID and password.
3. Click View Requisitions.
4. Locate the job you wish to work with.
5. Click the number of candidates located to the left of the Requisition title.
6. You are now viewing the candidate pool for one job.

*****Do not navigate by clicking View Candidates or Candidates on the toolbar. This view is to review all of your candidates for all jobs and will make it difficult to determine which job you are working with.**

How do I check the status of the PAR/CRF integration into the Recruiting System?

1. Click View Requisitions
2. Click the Title of the Requisition
3. Locate the left panel of information regarding the requisition to include Status and Status Details
4. If the Requisition is in New/Approved status and the Recruiter is listed as UAB Recruiter – HR has not worked the requisition at this time as it was just fed into the system from PAR.
5. If the Requisition is in New/Posted status, the requisition has been posted to the Career site and a Recruiter has been assigned.

How do I ask the Recruiter to schedule an Interview?

1. Select the candidate by placing a check mark to the left of their name or clicking their name to open their profile
2. Click More Actions
3. Click Change Step and Status
4. Verify that your step is HM Screen
5. Drop down the Status menu and select Passed HM Screen* (scroll down in the menu to the last option)
6. Click SAVE AND CLOSE

*****This will automatically send an email to the recruiter notifying them to schedule an interview for the individual candidate. If you use SAVE AND CONTINUE, you will be in the next step and status. If you do not wish to move to the second step and status options until after the interview, click CANCEL.**

How do I document that I have interviewed a candidate?

1. Click View Requisitions
2. Navigate to the Requisition/Job
3. Click the number of candidates located to the left of the Requisition/Job title
4. Select the candidate by placing a check mark to the left of their name or clicking their name to open their profile
5. The candidate should be in HM Screen/Passed HM Screen step/status.
6. Click More Actions
7. Click Change Step/Status
8. The candidate will automatically be in HM Interview step and HM Interview status.
9. Click SAVE AND CLOSE
10. This will document that you have interviewed this candidate. You can now move forward with the steps below.

How do I notify the Recruiter to Create Offer for a candidate?

Case #1 - If the candidate is already in HM Screen/Passed HM Screen status

1. Click View Requisitions
2. Navigate to the Requisition/Job
3. Click the number of candidates located to the left of the Requisition/Job title
4. Select the candidate by placing a check mark to the left of their name or clicking their name to open their profile
5. Click More Actions
6. Click Change Step/Status
7. DO NOT CHANGE the step from HM Interview
8. Drop down the Status menu and scroll to the bottom of the list and select Create Offer*
9. Click SAVE AND CLOSE

*****This will automatically send an email to the recruiter notifying them to create an offer for the individual candidate. If you use SAVE AND CONTINUE, you will be in the next step and status. PLEASE CLICK CANCEL IF YOU FIND YOURSELF IN THE "OFFER" STEP.**

Case #2 - If the individual is in HM Screen/To be Reviewed or any status under the HM Screen step

11. Click View Requisitions
12. Navigate to the Requisition/Job
13. Click the number of candidates located to the left of the Requisition/Job title
14. Select the candidate by placing a check mark to the left of their name or clicking their name to open their profile
15. Click More Actions
16. Click Change Step/Status
17. Verify you are in the HM Screen step
18. Drop down the status menu
19. Click Passed HM Screen*
20. Click SAVE AND CONTINUE
21. Verify you are in the HM Interview Step – DO NOT CHANGE THIS STEP
22. Drop down the status menu
23. Select Create Offer*
24. Click SAVE AND CLOSE

[TOP]

How do I disposition a candidate that I did not interview?

1. Click View Requisitions
2. Navigate to the Requisition/Job
3. Click the number of candidates located to the left of the Requisition/Job title
4. Select the candidate by placing a check mark to the left of their name or clicking their name to open their profile
5. Click More Actions
6. Click Change Step/Status
7. The candidate will be in the HM Screen Step
8. Drop down the Status menu and select the appropriate HM NOT Selected status
9. Click SAVE AND CLOSE

[TOP]

How do I disposition a candidate that I did interview?

1. Click View Requisitions
2. Navigate to the Requisition/Job
3. Click the number of candidates located to the left of the Requisition/Job title
4. Select the candidate by placing a check mark to the left of their name or clicking their name to open their profile
5. Click More Actions
6. Click Change Step/Status
7. If you haven't moved the candidate to the HM Interview Step follow these steps:
    a. Drop down the Status menu and select Passed HM Screen*
    b. Click Save and Continue to move to the HM Interview Step
    c. Drop down the Status menu and select HM Interview. *By moving candidate to HM Interview status, HR can track who was interviewed.*
    d. Click SAVE AND CONTINUE
    e. Drop down the Status menu and select the appropriate HM NOT Selected status based on the results of the interview.
    f. Click SAVE AND CLOSE
8. If you have already moved the candidate to the HM Interview Step/HM Interview Status follow these steps:
    a. Drop down the Status menu and select the appropriate HM NOT Selected status based on the results of the interview
    b. Click SAVE AND CLOSE

How do I disposition in bulk?

1. Click View Requisitions
2. Navigate to the Requisition/Job
3. Click the number of candidates located to the left of the Requisition/Job title
4. Select multiple candidate by placing a check mark to the left of their names ***(Candidates must start in the same step and status to disposition in bulk).***
5. Click More Actions
6. Click Change Step/Status
7. You can disposition from the HM Screen or HM Interview Step following the steps above just with multiple candidates.
8. Drop down the **Status** menu and select the appropriate HM NOT Selected status
9. Click SAVE AND CLOSE

How do I view candidates on closed requisitions?

1. Click View Requisitions
2. Locate the Quick Filter panel to the left of your req list
3. Click the box next to “Include Inactive Requisitions” to view both Active and Filled reqs in your req list

How do I review my confirmation of hire?

1. Click the Offer tab on the core toolbar.
2. Review the Step/Status of each candidate in the Offer step.
3. Click the candidates’ names to review the offer form.