How do I access my candidates by job?

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

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

How do I disposition a candidate that I did interview?

How do I disposition in bulk?

How do I view candidate offers?

How do I access my candidates by job?

1. Access the Taleo Recruiting system – http://www.uab.edu/adminsys
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.

[TOP]

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

Case #1 - If the individual is in HM Screen/To be Reviewed or any status under the HM Screen step

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. Verify you are in the HM Screen step
8. Drop down the status menu
9. Click Passed HM Screen*
10. Click SAVE AND CONTINUE
11. Verify you are in the HM Interview Step – DO NOT CHANGE THIS STEP
12. Drop down the status menu
13. Select Create Offer*
14. Click SAVE AND CLOSE

***. If you use SAVE AND CONTINUE on the HM Interview Step, you will be in the next step and status. PLEASE CLICK CANCEL IF YOU FIND YOURSELF IN THE "OFFER" STEP.

Case #2 - If the candidate is already in HM Screen/Passed HM Screens step/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. This will automatically place you in the HM Interview Step. 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 in the HM Interview step, you will be in the next step and status. PLEASE CLICK CANCEL IF YOU FIND YOURSELF IN THE "OFFER" STEP.

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

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 the appropriate HM NOT Selected status based on the results of the interview
   d. Click SAVE AND CLOSE
8. If you have already moved the candidate to the HM Interview Step 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

[TOP]

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
8. Drop down the Status menu and select the appropriate HM NOT Selected status
9. Click SAVE AND CLOSE

[TOP]

How do I view candidate offers?

1. Log in to Taleo
2. Click Recruiting under centers on the left navigation bar
3. Click offers on the core navigation bar (top bar)
4. The offer list will include any candidate on your requisitions that is in the offer, post offer, or hire step
5. Use column headings to sort the offers list

6. Click the name of the candidate to view the offer
7. Click the letter name (letter used field) to open the hire letter
8. Click the letter name (letter used field) to print the hire letter if needed

[TOP]