

# Taleo Recruiting System – Hiring Manager

**Update 8.31.2020** UAB's Taleo Applicant Tracking System is now updated to Oracle's new user experience for Recruiting. This update to the Recruiting System is built in HTML5 (to address upcoming Flash end-of-life) and includes improvements in usability and is mobile responsive.

- August 31, 2020- January 1, 2021 the Recruiting Center Welcome page will allow hiring managers to switch between the new platform and the legacy platform.
- Beginning January 2021, the legacy recruiting link will be removed, and the Recruiting link will point to the improved Recruiting Center only.

Once you log into Taleo, the **following changes will appear on the welcome center page (August 31-December 31, 2020)**



## Taleo Applicant Tracking System

Taleo is a cloud-based Applicant Tracking System used to manage talent acquisition processes in order to find the best possible candidates. As a Hiring Manager, your role is to record the [steps and statuses](#) of the individuals you review in the process.

## Accessing Taleo

- **Hospital** Hiring Managers - from the One home page, scroll to the bottom of the page to access the Taleo link or from uab.edu, access the Taleo Recruiting System button from the Admin Systems page under Quick links. <http://www.uab.edu/adminsys/>
- Bookmark the System Admin page by clicking Favorites/Add to Favorites once you are on the page.
- Log in with your BlazerID and password

## PAR – Position Authorization Request Form

- Requests to Classify New Positions, Refill Positions, Reclassify Vacant Positions, Temporary Services and FastTrack requests all feed into the Taleo system from the forms application called [PAR – Position Authorization Request](#).
- After the form is submitted in PAR, the Workflow Approval Process (WAM) triggers and the departments WAM approvers must approve or return the request. (Form entry process varies by location)
- The system feeds the approved forms into Taleo five times a day.
- Recruitment Services then prepares the requisition (positions) for posting to the career site based on the instructions provided by the department in the PAR system.
- Click [here](#) for information on the Forms system to submit a position request.

## Candidate Selection Workflow

As a Hiring Manager, your role is to record the [steps and statuses](#) of the individuals you review in the process of filling a new position or refilling a position.

Taleo’s Candidate Selection Workflow is a stepped methodology where job applicants are selected as a candidate and proceed through the various steps toward being hired for the position, or for disposition of candidates who are no longer being considered. The process of moving a candidate through the Workflow is defined by the Workflow steps\* and the candidate’s status\*\* at each step. This is the point where either a candidate is moved forward to the next step, or it is determined that they will not be selected and the reason why.

### UAB Candidate Selection Hiring Manager Workflow

STEP: HM SCREEN		STEP: HM INTERVIEW		
<b>STATUSES</b>	To Be Reviewed	Default status — when you receive the candidate from the Recruiter, the candidate will be in the status of to be reviewed.	HM Interviews	Default status for HM Interview step. Select this status and click save and close or save and continue if you interviewed the candidate.
	For Further Review	Parking lot — You have reviewed this candidate and they meet the requirement of the job and will remain in this status for possible further consideration. This is an optional status.	2nd Interview	Select this status and click save and close or save and continue if you performed a 2nd Interview with the candidate.
	HM Phone Screen	The hiring department has contacted the candidate for the initial phone screen. Select this status if you phone screened the candidate.	Previously Interviewed	If candidate interviewed recently, you do not need to interview the candidate again and can place in this status.
	HM Not Selected (more qualified candidate selected)	Candidate will not move forward in the selection process. This is the move in bulk option. Although you might not have a selected candidate at the time of dispositioning, this is the selection if the other two options do not match the situation.	HM Not Selected (more qualified candidate selected)	Candidate will not move forward in the selection process. This is the move in bulk option. Although you might not have a selected candidate at the time of dispositioning, this is the selection if the other options do not match the situation.
	HM Not Selected (not best match for job/work unit)		HM Not Selected (not best match for job/work unit)	Candidate will not move forward in the selection process.
	HM Not Selected (interview failed to confirm qualifications)	Candidate was phone interviewed and it was determined that the candidate will not move forward in the selection process.	HM Not Selected (interview failed to confirm qualifications)	Candidate was interviewed and it was determined that the candidate will not move forward in the selection process.
	HM Not Selected (salary expectations not in line w/ compensation range)		HM Not Selected (salary expectations not in line w/ compensation range)	Candidate’s salary expectations did not match the compensation range for the position and will not move forward in the selection process.
	HM Not Selected (failed to respond)	The candidate did not respond and will not move forward in the selection process.	HM Not Selected (failed to respond)	Candidate did not respond and will not move forward in the selection process.
	Applicant Withdraw	The candidate withdrew using the tools on the career site or by contacting the hiring manager.	Applicant Withdraw	Candidate withdrew using the tools on the career site or by contacting the hiring manager.
	Passed HM Screen	Candidates information has been reviewed and department has determined candidate should move to the next step. If HR schedules your interviews, making this status selection and clicking save and close or save and continue will generate an email to the recruiter to set up an interview.	Create Offer	Candidate information has been reviewed and department determined candidate should move to next step. Selecting this status and clicking save and close completes the process for the candidate and sends an email to recruiter to move forward with offer. Hospital positions: please provide details specific to the shift and/or job number if applicable in the comments section. Once candidate is moved to create offer status, recruiter will contact hiring manager to finalize details. Once HM moves to create offer recruiter moves candidate through the remaining steps.
Not Selected	HR USE ONLY	Not Selected	HR USE ONLY	
Applicant Withdraw	HR USE ONLY	Applicant Withdraw	HR USE ONLY	

Automatic Email Generated with Save and Close or Save and Continue

**\*Step:** A candidate’s progression within the Workflow is identified by its current step.

Candidate status starts at the first status level in each step. **Status is changed based on what actions are taken with the candidate while they are in this step. There is a built-in hierarchy of available statuses within each step.**

**\*\*Status:** The status of a candidate reflects the detail of where they are currently within the step. There is a defined

hierarchy of statuses within each step. Movement through the available statuses is caused by completing intermediary status requirements, which causes a move to the next status, until the completion status is reached (completion statuses are marked with an "\*" in the status drop-down menu). Once the completion status has been reached, the candidate moves to the next step, or is not selected or candidate withdrew. Candidates can be determined not selected or candidate withdrew at any time during any step or status. When a candidate is not selected or chooses to withdraw, disposition of the candidate should take place. The step would stay the same, the status would be changed to not selected or candidate withdrew. This way the candidate history is retained and can be easily viewed for future candidate searches.

## New Candidates for Hiring Manager's Review

- If an applicant meets the qualifications listed in the job description, the Recruiter will change the step and status to **HM\* Screen/To Be Reviewed**.
- For each candidate changed to HM Screen/To Be Reviewed, the Hiring Manager and Hiring Manager Assistant listed on the requisition (entered by department in PAR form) will automatically receive the notification below.

\*HM = Hiring Manager

## Hiring Manager and Hiring Manager Assistant Notification

Dear HM,

Denzel Washington has passed our initial HR Screen for requisition 1500001P Test #3. Please log into [Taleo](#) and review this candidate.

Best Regards,  
Kendra Power Recruiter  
klthompson@uab.edu

## Welcome Center

After successfully logging in, the hiring manager will land at the Welcome Center and start all tasks from this page.

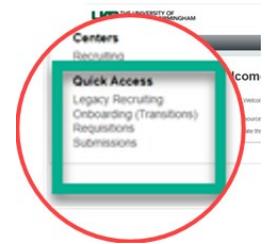


### Core Navigation Bar

- Click the Home Button to return to the Welcome Center at any time

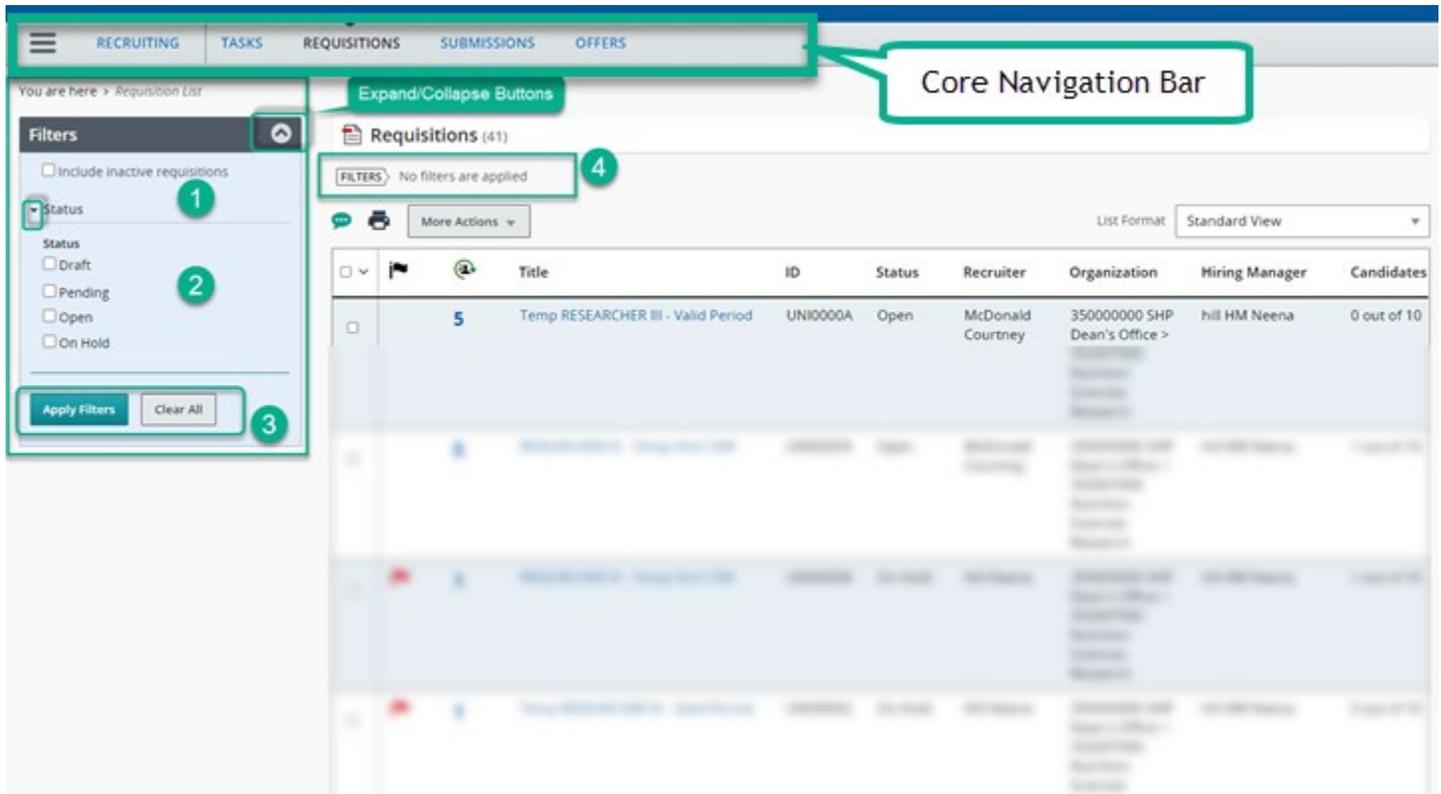
### Quick Access

- Hiring Managers can still switch between the Legacy Recruiting (flash based) system and the new platform August 29-December 31,2020. Starting 1.1.21, this link will be removed.
- **Campus** Hiring Managers can access [Onboarding](#) from this menu. (Hospital does not currently use Onboarding.)
- All Managers can link to requisitions or submissions from the Quick Access Menu.



## Requisition Filters

Click Requisitions from the Quick Access Menu. You can then use the Core Navigation Bar to navigate.



1. The default view includes requisitions you own or collaborate on. Place a check in the “Include inactive requisitions” check box to include filled or canceled requisitions in your list.
2. Expand the Status drop down to select certain statuses to filter your list.
3. Click Apply Filters with each change or Clear All to return to the default view.
4. View the applied filters under the Requisition Heading.

## Requisition List

To view your requisitions, click Requisitions under Quick Access or from the Core Navigation Menu once in the Recruiting module.

The screenshot shows the 'Requisitions (41)' page in the recruiting system. A navigation bar at the top includes 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', and 'OFFERS'. A 'Filters' sidebar on the left allows filtering by status (Draft, Pending, Open, On Hold). The main table lists requisitions with columns for Title, ID, Status, Recruiter, Organization, Hiring Manager, and Candidates. Numbered callouts (1-5) and text boxes provide instructions: 1 points to the 'REQUISITIONS' menu item; 2 points to the 'ID' column header; 3 points to the candidate count '5' in the first row; 4 points to the 'RESEARCHER III - Temp Hire CSW' title in the third row; 5 points to the 'UNI00002' ID in the fourth row. A 'Candidate Count Referred by Recruiter' box points to the '5' in the first row. A 'Requisition Title - click to view details of Posting' box points to the title in the third row. A 'Requisition ID' box points to the ID in the fourth row.

	Title	ID	Status	Recruiter	Organization	Hiring Manager	Candidates
5	Temp RESEARCHER III - Valid Period	UNI0000A	Open	McDonald Courtney	350000000 SHP Dean's Office > 352007000 Nutrition Sciences Research	hill HM Neena	0 out of 10
5	RESEARCHER III - Temp Hire CSW	UNI00009	Open	McDonald Courtney	350000000 SHP Dean's Office > 352007000 Nutrition Sciences Research	hill HM Neena	1 out of 10
1	RESEARCHER III - Temp Hire CSW	UNI00008	On Hold	Hill Neena	350000000 SHP Dean's Office > 352007000 Nutrition Sciences Research	hill HM Neena	1 out of 10
1	Temp RESEARCHER III - Valid Period	UNI00002	On Hold	Hill Neena	350000000 SHP Dean's Office > 352007000 Nutrition Sciences Research	hill HM Neena	0 out of 10

1. Use the **core navigation toolbar** to access the Requisition list by clicking Requisitions.
2. Sort the Requisition list ascending or descending by clicking the column heading.
3. Click the number (candidate count referred by recruiter) to access submissions referred by Recruiter.
4. Click the Title of the Requisition to view the details of the job posting.
5. The ID Column is the PAR Document number with a T prefix. This is the req number and is displayed on the career site.

### Submissions (Accessed from Requisition List)

Click the **Number** in the candidate column to access the submissions referred to the Hiring Manager by the Recruiter for each requisition.

<input type="checkbox"/>	<b>5</b>	Temp RESEARCHER III - Valid Period	UNI0000A	Open	McDonal Courtney
<input type="checkbox"/>	<b>5</b>	RESEARCHER III - Temp Hire CSW	UNI00009	Open	McDonal Courtney

### Submissions (Accessed from Submissions on Core Navigation toolbar)

You are here > All Submissions

RECRUITING TASKS REQUISITIONS **SUBMISSIONS** OFFERS

Filters **5** All Submissions (63)

**4** [FILTERS] No filters are applied

More Actions List Format Standard View

<input type="checkbox"/>			Candidate	Req. ID, Title <b>3</b>			Step	Selection Status
<input type="checkbox"/>			Recruiter, Happy (259145) <b>4</b>	1500050 - Leadership Development Officer <b>2</b>			Offer	Offer to be made
<input type="checkbox"/>			Onboard, Rahul (259605) <b>8</b>	1500050 - Leadership Development Officer			Post-Offer Checks	Post Offer Checks
<input type="checkbox"/>			Recruiter, Happy (259125) <b>4</b>	37052BR - SOCIAL WORKER MSW - Care Management (Flexi) #848			Offer	Canceled
<input type="checkbox"/>			Hill, Neena (259105) <b>7</b>	T30208 - UNIT SECRETARY <b>6</b>			Offer	Accepted

1. Use the **core navigation toolbar** to access the Submissions list by clicking **Submissions**.
2. Preview the Requisition by clicking the preview button by the **Requisition title**.
3. Sort the Submissions list ascending or descending by clicking the column heading.
4. Use the Filters on the left panel, to view submissions in a certain step/status (Click Apply Candidate Filters).
5. Use the Up Arrow to minimize the filter panel.
6. Click the Name of the Candidate to view the details of the submission.
7. Use the checkbox to select the individual/s you need to work with to print, download, change, etc.
8. The Red Flag indicates a candidate you have yet to open for review.

## Review Submission – Resume



- From the Submissions list, click the Candidate's Name.

**Summary**

Submission: **Witch, Remi** for Req for Hiring Manager Training (ID: UAB00010)

Witch, Remi  
United States > Alabama > Bessemer

Viewing Attached resume(s) relevant to this submission: **Happy+Recruiter+resume.docx**

Description: -

**HIGHLIGHTS (CURRENT SUBMISSION)**

Required met: **0/0** Assets met: **0/0**

Step: HM Screen  
Status: To Be Reviewed  
Source: AWARE Disability Management Program Referral  
Date of Application: Apr 25, 2016

**MOST RELEVANT EDUCATION**

2014 - Bachelor's Degree  
NURSING/NURSING EDUCATION  
University of South Carolina

**WORK EXPERIENCE**

6 y Aug 2014 - Present  
St. Vincent's Hospital Birmingham

**Jezebel No, Registered Nurse**  
2636 Summit Place  
Birmingham, AL 35243  
Phone: (855) 355-3405  
E-Mail: happy@uab.edu

**OBJECTIVE**  
Seeking employment as a registered nurse that allows me to continue to grow professionally, increasing my knowledge, skills and education in the nursing field to better serve those in need.

**EDUCATION**  
University of South Carolina  
BSN in Nursing May 2014  
GPA: 3.3  
Dean's List two semesters, Thonwell Scholar, Lights of Love Scholarship Recipient

**CLINICAL EXPERIENCE**

**Registered Nurse**  
1 West Medical Surgical Floor - St. Vincent's Hospital Birmingham August 2014- Present  
Responsible for assessing, planning, prioritizing, evaluating and managing patient care for a group of 2-3 patients with a variety of diagnoses/needs, with other members of the health care team, educate and prepare the patient and family for discharge as necessary.

Emergency Department- Palmetto Health Baptist Hospital (Senior Capstone Clinical)  
Trained in triage, worked one on one under supervision of an RN and closely with ER Physicians to stabilize, treat, and initiate education plans for patients in often emergent situations. Improved multi-tasking skills, time management and prioritizing skills due to the fast paced environment of the Emergency Department.

Pediatric Child Adolescent Floor- Palmetto Health Children's Hospital  
Further enhanced knowledge base of patient of children, infants, and adolescent providing medicine administration testimony, leading tubachestomper, health assessment/medical charting/interacted with children and families to provide physical and emotional support under the supervision of an RN.

Medical Surgical Floor (Medical Suite)- Palmetto Health Richard Hunt Hospital  
Balanced the care of often critical patients under the supervision of an RN, improved time/task management of patient care while working with multiple patients.

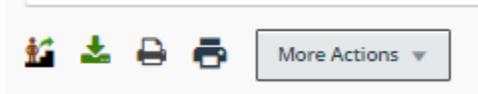
**SKILLS**  
Proficient in charting with Carter and McKesson software  
CPR, First Aid, AED certified (BLS)

**ACTIVITIES**  
Member of SNA (Student Nurse's Association) 2010-2014  
Member of IHI Open School of Health (Institute for Health Care Improvement) 2011-2014  
Member of Phi Kappa Sorority 2011-2014  
Mission Trip Leader- Mission Appalachia Summer 2012/2013  
Mission Trip Leader- Malvern Fellowship New Orleans Outreach March 2014

Page 1 of 1 Zoom - + Fit Page

- Click the Resume button
- The left summary panel provides a quick view of the candidates' highlights including a quick view of the most recent Education and Work Experience
- House Icon – the candidate used their BlazerID to log in
- Resume Toolbar – use to zoom in and navigate the resume within Taleo
- Use the X at the top right to close the resume or to navigate pages
- Use the Up Arrow to minimize the summary panel (and the down arrow to maximize)
- Toolbar to print, change step and status and download resume
- The top right navigation tools take you back to the submission list

## Resume Toolbar



 Change the Step and Status from the Resume View

 Download the Resume

 Print the Resume

 Print the Candidate Submission

Print Candidate File: Witch, Remi

5 Sections are selected

Select all sections     Insert page break after each section

1  Job Submission

Personal Information     Profile Questionnaire     Job Questionnaire     Submission Information

Use the check boxes to select the sections to include in the print out. Uncheck the box if you do not need the section in the printout.

2  Attachments

Most recent flagged resume

Happy+Recruiter+resume.docx

Check the boxes to include the resume and/or other candidate attachments in the printout.

**Warning**

This action will store information locally on your computer. This can be a security hazard if sensitive information is contained. If you want to proceed, click Print PDF. Then, if applicable, delete the resulting temporary file from your computer, or delete your browser history.

Reset    Cancel    **Print PDF**

## Review Job Submission

- Once you close the resume, you are returned to the job submission view

**ORACLE** HM Neena hill

RECRUITING | TASKS | REQUISITIONS | SUBMISSIONS | OFFERS

You are here > All Submissions > Submission View

Submission: Witch, Remi for Req for Hiring Manager Training (ID: UAB00010)

More Actions

Job Submission | Attachments(1) | History

Language: English Expand All

**Personal Information**

Candidate Personal Information

Internal Candidate	First Name	Last Name
Yes	Remi	Witch
Address (line 1)	City	Zip/Postal Code
2636 Summit Place	Birmingham	35243
Closest Metropolitan Area	Primary Number	Date of Birth
United States > Alabama > Bessemer	555-555-3405	Jan 1, 1989
Social Security Number	Email Address	Current or former employees and students, please enter your Blazer ID. If none, enter NA.
012-01-0123	neenahl@uab.edu	na

Profile Questionnaire

Job Questionnaire

Experience and Credentials

Submission Information

References

- Use the Ribbon to determine the path navigated to land at this page
- Use the Up Arrow to collapse the Summary Panel
- Use the toolbar to apply certain actions on the job submission (step/status, print, etc.)
- Use the Tabs to move between the job submission and attachments
- Use the Preview button for a quick view of the requisition content
- Use the Navigation Tools to return to the Submission list
- Use the Expand All option to view all sections of the job submission

Job Submission | Attachments(1) | History

Language: English Collapse All

**Personal Information**

Candidate Personal Information

Internal Candidate	First Name	Last Name
Yes	Remi	Witch
Address (line 1)	City	Zip/Postal Code
2636 Summit Place	Birmingham	35243
Closest Metropolitan Area	Primary Number	Date of Birth
United States > Alabama > Bessemer	555-555-3405	Jan 1, 1989
Social Security Number	Email Address	Current or former employees and students, please enter your Blazer ID. If none, enter NA.
012-01-0123	neenahl@uab.edu	na

- or Collapse All to return to the condensed view

## Review Job Submission Continued

The screenshot displays the 'Submission View' for a candidate named 'Witch, Remi'. The interface includes a summary sidebar on the left, a main profile area, and a modal window showing a list of active submissions. Red circles highlight specific UI elements: the '4 other active submission(s)' link in the sidebar and main area, the 'Submission' radio button, and the close button (X) in the top right corner of the submission list modal.

**Summary**  
 Witch, Remi  
 United States > Alabama > Bessemer  
 Submission  General Profile

**HIGHLIGHTS (CURRENT SUBMISSION)**  
 Required met: 0/0 Assets met: 0/0  
 Step: HM Screen  
 STATUS: To Be Reviewed  
 Source: AWARE Disability Management Program Referral  
 Date of Application: Apr 25, 2016

**MOST RELEVANT EDUCATION**  
 2014 - Bachelor's Degree NURSING/NURSING EDUCATION  
 University of South Carolina

**WORK EXPERIENCE**  
 6 y Aug 2014 - Present  
 St. Vincent's Hospital Birmingham

**Active submissions (4)**

Relevant To Requisition	Preview	Completion date	Step/Status	Recruiter	Hiring Manager	Location
April 4 2016 (ID: UAB0000L)		May 11, 2016	Candidate interviewed by Manager/Candidate interviewed by Manager	Hill, Neena	hill, HM Neena	UAB Health System, Birmingham
Callahan Test (ID: UAB00008)		Dec 11, 2015	HM Screen/Passed HM Screen	Hill, Neena	hill, HM Neena	UAB Hospital, Birmingham
Performance Engineer - Center for Nursing Excellence (Day) #040 (ID: T32618)		Dec 2, 2015	Offer/Approved	Hill, Neena	hill, HM Neena	UAB Hospital, Birmingham
ADMISSIONS COORD - Patient Access Services Part time #942 (ID: T32980)		Nov 19, 2015	HM Interviews/Create Offer	Recruiter, Neena	hill, HM Neena	UAB Hospital, Birmingham

Note: Other submissions may exist but will not be listed herein if you do not have the permissions to view them.

- View the Other Active Submissions for this candidate on Requisitions You Own or Collaborate. Click the X to close the list of Submissions
- Switch between the General Profile or the Submission by Clicking and Dragging

## Moving Candidates of Interest:

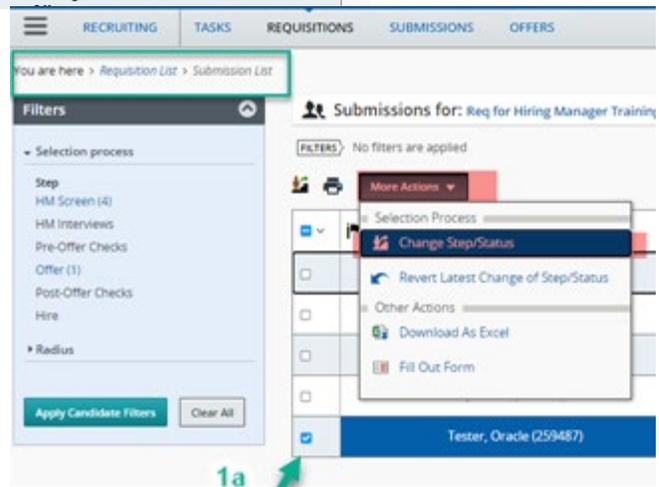
REQUISITIONS	SUBMISSIONS	OFFERS
<input type="checkbox"/>	1	RESEARCHER III - Temp Hire CSW UNIO0008 On Hold Hill Neena 350000000 SHP Dean's Office > 352007000 Nutrition Sciences Research
<input type="checkbox"/>	5	RESEARCHER III - Temp Hire CSW UNIO0009 Open McDonald Courtney 350000000 SHP Dean's Office > 352007000 Nutrition Sciences Research
<input type="checkbox"/>	0	RESEARCHER III - Temp Hire CSW UNIO0008 On Hold Hill Neena 350000000 SHP Dean's Office > 352007000 Nutrition Sciences Research

Number of Candidates referred by the Recruiter to the Hiring Manager for review

The Hiring Manager and Hiring Manager Assistant listed on the requisition receive notification for each referred candidate.

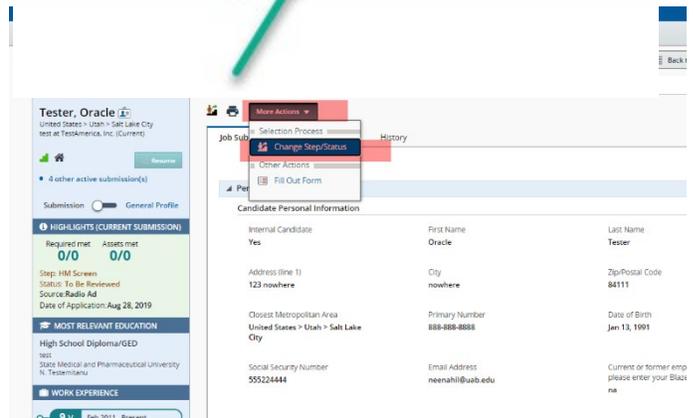
Click the number located to the left of the requisition title to open the candidate pool.

1. Options to change the step and status of candidates
  - a. From the candidate pool, place a checkmark in the check box to the left of the name. Click More Actions/Change Step and Status



**You may move multiple candidates at once, but they must start and end in the same Step and Selection Status**

- b. From the candidate's submission, click More Actions/Change Step and Status



## Moving Candidates to **Passed HM Screen**:

If the candidate matches the requirements of the job and you will move forward with the individual, select **Passed HM Screen** under **“Change To” Status**.

- For **Hospital Requisitions**, the system will automatically send an email to the Recruiter once you click Apply & Close. The email is a request for HR to schedule an interview with the individual. For all other locations (campus locations), an email is not sent with this status change.
- Click Apply & Continue or Apply & Close
  - A candidate who is progressed to a status that completes a Candidate Selection Workflow step using the Apply and Continue button will automatically be progressed to the initial status of the next step in the workflow
  - Clicking Apply and Close keeps the candidate in the step/status in the ‘change to’ section
  - Clicking Cancel cancels all selections

Change Step and Status
✕

Candidate Name  
Tester, Oracle

Requisition Title  
Performance Engineer - Center for Nursing Excellence (Day) #040 (T32618)

Currently in

<small>Step</small> HM Screen	<small>Status</small> To Be Reviewed
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➔

Change to

<small>Step</small> HM Screen	<small>Status</small>
----------------------------------	-----------------------

For Further Review

HM Not Selected - Phone Interview Failed To Confirm Qualifications

HM Not Selected - Failed to Respond

Applicant Withdrew

Passed HM Screen\*

Comments

Please enter comments here

Cancel

Apply and Continue

Apply and Close

## Moving Candidates to **HM Interviews**:

**Change Step and Status**

Candidate Name: Tester, Oracle      Requisition Title: Req for Hiring Manager Training (UAB00010)

Currently in: Step: HM Screen      Status: Passed HM Screen

Change to: Step: HM Interviews      Status: HM Interviews

Comments: Please enter comments here

Buttons: Cancel    Apply and Continue    **Apply and Close**

**Callout Box:**  
 Click **Apply and Close** or **Apply and Continue** to indicate the department interviewed the candidate.  
 Click **Cancel** to delete any unintended options selected and return to the previous Step/Status.

- In this example, we will continue with Oracle Tester from above
- After interviewing the candidate, select the candidate by clicking their name or open their submission
- Click More Actions/Change Step & Status
- Since Oracle Tester is already in HM Screen/Passed HM Screen (a completion status indicated by the asterisks), the candidate will automatically be in the next Step – HM Interviews
- Drop down on the New Status menu to select **HM Interviews**
- Click Apply and Close. **This tracks how many of your referrals were interviewed by the department.**

## Moving Candidates to **Create Offer**:

- In this example, we will continue with Oracle Tester from above
- Select the candidate or open their submission
- Click More Actions/Change Step & Status
- Click the drop down under **“Change To” Status**.
- Select **Create Offer**
- Click Apply & Close

An email is delivered to the Requisition’s Recruiter notifying them to start the offer process.

**Note: You may skip the statuses not required if they do not apply.**

## Reviewing Offers:

- From the Core Navigation Toolbar, click offers.
- This list contains candidates from your requisitions that are in the Offer and Hire step with any status – Rescinded, Not Selected, Accepted, etc.

Offers (54)

FILTERS No filters are applied

More Actions

List Format Standard View

		⊗	Candidate			Selection Step, Status
<input type="checkbox"/>			Recruiter, Happy (259145)			Offer - Not Selected
<input type="checkbox"/>			Witch, Remi (259365)			Offer - Not Selected
<input type="checkbox"/>			Recruiter, Happy (259125)			Offer - Offer to be made
<input type="checkbox"/>			McTesterson, Testy H. (259165)			Hire - New Hire
<input type="checkbox"/>			Recruiter, Happy (259125)			Offer - Accepted

- Click the Candidate's name to view the offer.

REQUISITIONS SUBMISSIONS OFFERS

Job Submission Attachments **Offers** History

View Offer

Highlight Differences Full Screen Collapse All

Offer 1 (Current) Requisition

Top Section

Start Date : Sep 16, 2019, 8:00 AM  Tentative -

Orientation Day 1 : Sep 23, 2019 Jul 22, 2019

HR Organization : - 706250000 NURSING SERVICES

General Terms

Annualized Salary : 20,000.00 -

Currency : US Dollar (USD) US Dollar (USD)

Pay Basis : Yearly Yearly

Salary (Pay Basis) : 20,000.00 55,265.60 / 89,523.20

Details

Status : Accepted -

Expiration Date : Sep 15, 2019, 8:59 AM -

Created on : Sep 12, 2019 Aug 5, 2015

Maximum Salary : - 89,523.20

Extended : Sep 12, 2019 -

Offer Letter

Letter : UAB Offer Letter - TEST -

## Moving Candidates **Not Selected**:

Note: Upon initial referral, candidates are in a Step of "HM Screen" and a Selection Status "To be Reviewed"

- **Candidates that you will not interview need to be dispositioned in the HM Screen step.**

**Change Step and Status**

Candidate Name: Tester, Oracle      Requisition Title: Performance Engineer - Center for Nursing Excellence (Day) #040 (T32618)

**Currently in**

Step	Status
HM Screen	To Be Reviewed

➔

**Change to**

Step	Status
HM Screen	<ul style="list-style-type: none"> <li>For Further Review</li> <li>HM Phone Screen</li> <li>Manager Not Selected - Not Best Qualified</li> <li>HM Not Selected - Phone Interview Failed To Confirm Qualifications</li> <li><b>HM Not Selected - Failed to Respond</b></li> </ul>

Comments: *Please enter comments here*

Buttons: Cancel, Apply and Continue, **Apply and Close**

- **If you interview a candidate and do not select them, disposition in the HM Interview step after saving the HM Interview status to indicate you did interview the candidate.**

**Change Step and Status**

Candidate Name: Tester, Oracle      Requisition Title: Performance Engineer - Center for Nursing Excellence (Day) #040 (T32618)

**Currently in**

Step	Status
HM Screen	Passed HM Screen

➔

**Change to**

Step	Status
HM Interviews	<ul style="list-style-type: none"> <li>HM Interviews</li> <li><b>Manager Not Selected - Not Best Qualified</b></li> <li>HM Not Selected - Not Best Match For Job/Work Unit</li> <li>HM Not Selected - Interview Failed to Confirm Qualifications</li> <li>Manager Not Selected - Salary Expectations Are Not In Line With Compensation Range For</li> </ul>

Comments: *Please enter comments here*

Buttons: Cancel, Apply and Continue, **Apply and Close**

Step and Status changes impact the communications sent to Candidates by email and the career site. To keep the candidates informed, it is essential that Hiring Managers change the step and status of EACH referral.

## Moving Not Selected Candidates **In Bulk**:

- Once the finalist candidate is identified, remaining candidates need to be moved to the status of “Not Selected-Not Best Qualified” or separately if there is a disposition that matches their situation
- Select the candidates by checking the boxes to left of their names

REQUISITIONS SUBMISSIONS OFFERS

List Back to Requisition List

Submissions for: Req for Hiring Manager Training (Requisition ID: UAB00010)

FILTERS No filters are applied

More Actions

<input type="checkbox"/>	Candidate	Selection Step, Status	Sel. Step/Status Date
<input checked="" type="checkbox"/>	Witch, Remi (259365)	HM Screen - To Be Reviewed	May 19, 2020
<input checked="" type="checkbox"/>	McTesterson, Testy H. (259165)	HM Screen - To Be Reviewed	May 18, 2020
<input type="checkbox"/>	Recruiter, Happy (259125)	Offer - Rescinded	May 13, 2019
<input checked="" type="checkbox"/>	Hill, Neena (259105)	HM Screen - To Be Reviewed	May 19, 2020
<input type="checkbox"/>	Tester, Oracle (259487)	HM Screen - Passed HM Screen	Aug 6, 2020

3 item(s) selected. Page 1 of 1 (1-5 of 5 items)

**If the candidates are in the same step and status, you may select multiple submissions to disposition in bulk by checking the boxes to the left of their names.**

on List

Submissions for: Req for Hiring Manager Training (Requisition ID: UAB00010)

FILTERS No filters are applied

More Actions

- Selection Process
- Change Step/Status**
- Revert Latest Change Step/Status
- Other Actions
- Download As Excel
- Fill Out Form

- Click More Actions
- Click Change Step and Status

## Moving Not Selected Candidates **In Bulk** Continued:

- Drop down and select Manager Not Selected – Not Best Qualified
- Click Apply & Close

The screenshot shows a dialog box titled "Bulk" (circled in red) with the subtitle "ion - Change Step and Status". It indicates that the action is being performed on 3 submissions. The dialog is divided into two main sections: "Currently in" and "Change to".

**Currently in:** Step: HM Screen, Status: To Be Reviewed.

**Change to:** Step: HM Screen, Status: Manager Not Selected - Not B... (dropdown menu). A note below the dropdown states "\* = completes the step".

Below these sections is a "Comments" field with the placeholder text "Please enter comments here". A green box on the right side of the comments field contains the text "(Applies to all submissions individually)".

At the bottom right of the dialog, there are three buttons: "Cancel", "Apply and Continue", and "Apply and Close". A green arrow points to the "Apply and Close" button.

## Exporting Candidate List to Excel

- Click the Requisitions tab.
- Locate the requisition.
- Click the number to the left of the requisition title to access the candidate list.

<input type="checkbox"/>	<b>5</b>	Temp RESEARCHER III - Valid Period	UNI0000A	Open	McDonal Courtney
<input type="checkbox"/>	<b>5</b>	RESEARCHER III - Temp Hire CSW	UNI00009	Open	McDonal Courtney

- Click the Select All icon.

**Select All Candidates**

Submissions for: Req for Hiring Manager Training (Requisition ID: UAB00010)

FILTERS No filters are applied

More Actions

List Format Standard View

<input checked="" type="checkbox"/>	Candidate	Selection Step, Status	Sel. Step/Status Date
<input checked="" type="checkbox"/>	Witch, Remi (259365)	HM Screen - To Be Reviewed	May 19, 2020
<input checked="" type="checkbox"/>	McTesterson, Testy H. (259165)	HM Screen - To Be Reviewed	May 18, 2020
<input checked="" type="checkbox"/>	Recruiter, Happy (259125)	Offer - Rescinded	May 13, 2019
<input checked="" type="checkbox"/>	Hill, Neena (259105)	HM Screen - To Be Reviewed	May 19, 2020
<input checked="" type="checkbox"/>	Tester, Oracle (259487)	HM Screen - Passed HM Screen	Aug 6, 2020

5 item(s) selected. Page 1 of 1 (1-5 of 5 items)

- Click More Actions
- Click Download as Excel and open the downloaded file (process varies based on browser)

Submissions for: Req for Hiring Manager Tra

FILTERS No filters are applied

More Actions

- Selection Process
- Change Step/Status
- Revert Latest Change of Step/Status
- Other Actions
- Download As Excel**
- Fill Out Form

File Explorer: candidates (1).xlsx

Open  
Always open files of this type  
Show in folder  
Cancel

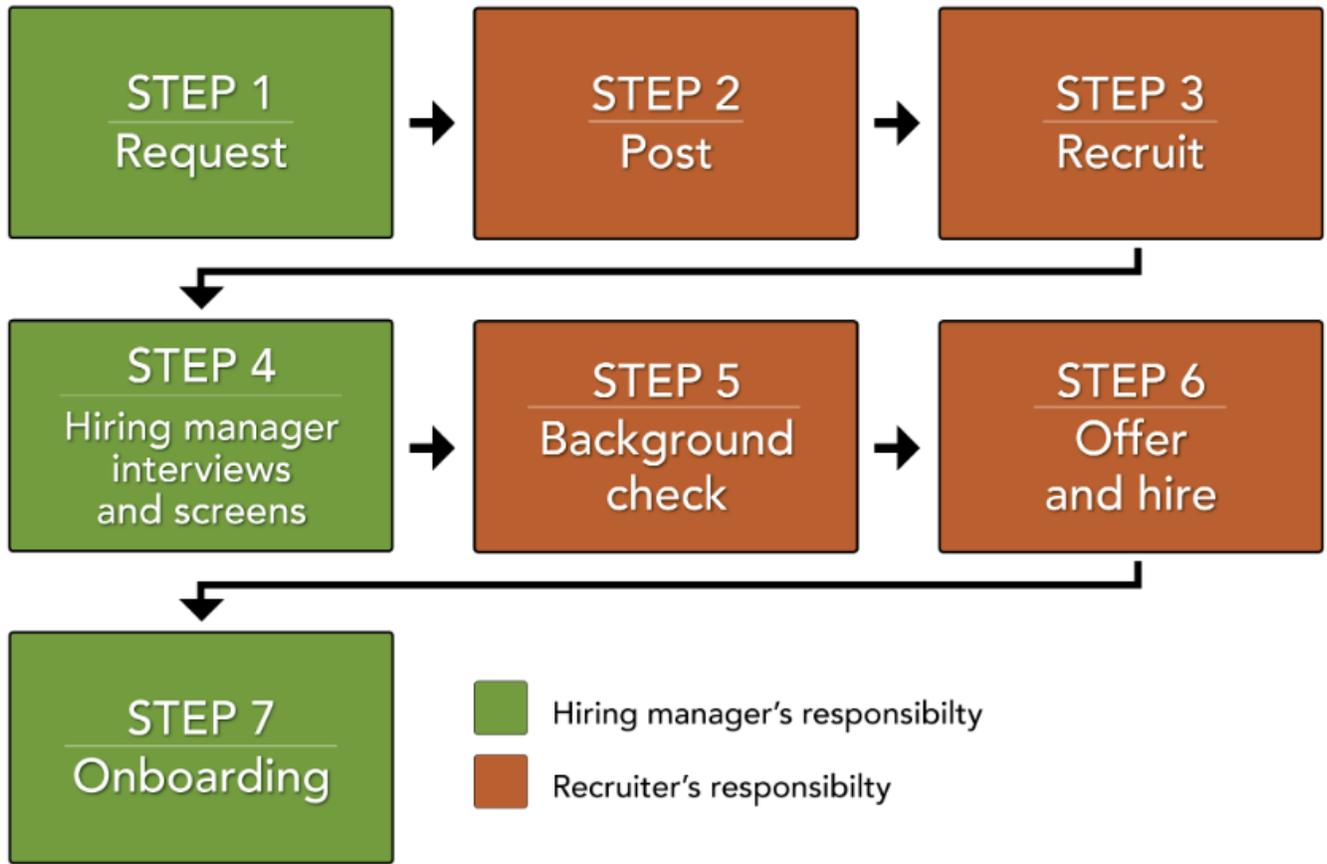
## Emails within Hiring Manager workflow

Recipient	Trigger	Content
Candidate	Step and Status changed to <b>HM Screen/To Be Reviewed</b>	<p>Dear {Candidate.FullName}:</p> <p>You are progressing through the recruitment process and your application is under review for Job number {Requisition.JobTitle}-{Requisition.Number}. Log in to your job page to monitor your job and submission statuses.</p> <p>Best regards, UAB Human Resources</p>
Hiring Manager & HM Assistant on Requisition	Step and Status changed to <b>HM Screen/To Be Reviewed</b>	<p>Dear Hiring Manager:</p> <p>Denzel Washington has passed our initial HR Screen for requisition 1500001P Test #3. Please log into <a href="#">Taleo</a> and review this candidate.</p> <p>Best Regards, Kendra Power Recruiter klthompson@uab.edu</p>
Recruiter – Hospital Requisitions only	Step and Status changed to <b>HM Screen/Passed HM Screen</b>	<p>Please schedule an interview with {Candidate.FullName} for the {Requisition.JobTitle} position.</p> <p>Best regards, <b>Hospital</b> Hiring Manager</p>
Recruiter	Step and Status changed to <b>HM Interviews/Create Offer</b>	<p>Please create an offer for John Mellancamp for requisition 1500004F Hiring Manager - Neena.</p> <p>Best regards, Hiring Manager</p>
Candidate – Campus Requisitions Only	Recruiter changes step and status to <b>PreOffer/Background and Consent</b> . In most cases, this happens after the Create offer is received from the Hiring manager.	<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: center;">  this_message_in_html.html 4 KB         </div> <div style="text-align: right;">  </div> </div> <p>Dear</p> <p>For further consideration for employment, a background check may be completed. <b>You must click submit on the final page in order to complete the background consent.</b>  <b>If you are an internal candidate, please contact 205.934.4030 for University and UAB Temporary Services or 205.934.1288 for UAB Medicine for instructions regarding background consent. Callahan Eye Hospital staff should use the log in created and used to apply on the career site.</b></p> <p>External Candidates Instructions:</p> <ol style="list-style-type: none"> <li>1. Click the link below and log in with the <b>username "stanfour"</b> and the password that you created when applying for jobs on the UAB Career site.</li> <li>2. After logging in, read the background consent information and scroll to the bottom of the page to Accept or Decline. If you accept, provide the newly requested information and click Save &amp; Continue through each section. Please take this opportunity to ensure all information is correct and up-to date on each page. Your name on the submission should match your Social Security card, permanent resident card or alien registration card.</li> <li>3. Be sure the box labeled "The employer may be contacted" is checked for each employer that you grant permission to UAB to confirm in your background check.</li> <li>4. Please take extra care to enter your Social Security number and date of birth correctly - mistakes in your submission will delay the background check results.</li> <li>5. <b>Click submit on the final page in order to complete the background consent.</b></li> </ol> <p>You must access your profile <a href="#">here</a> in order to complete this information. For assistance, please call (205) 934-4030. Your immediate response is appreciated.</p> <p style="text-align: center;"> <a href="#">Reply</a>   <a href="#">Forward</a> </p>

Recipient	Trigger	Content
Hiring Manager - <b>Campus Requisitions Only</b>	Recruiter changes step and status to <b>PreOffer/Initiate BG check</b> . In most cases, this happens after the consent is received from the Candidate.	Candidate has progressed to the Initiate Background Status. Standard background checks can take up to seven business days and international checks can take up to 30 business days.  Timeframes may vary depending on state, county or country requirements.  Best Regards, UAB Human Resources
Recruiter & Hiring Manager - <b>Campus Requisitions Only</b>	When Candidate accepts/declines electronic offer via the UAB Career site.	Candidate has accepted/declined the offer on Requisition {Requisition.JobTitle} – {Requisition.Number}.

## Hiring Process

### Overview of Hiring Process



The links below detail how to start the recruitment process for classifying new positions or refilling vacancies.

- For a step-by-step recruitment guide, [click here](#).
- For roles and responsibilities throughout the hiring process, [click here](#).

## Other Resources

[Campus Recruitment Process Timeline](#)

[Overview of the Hiring Process](#)

[Manager's Toolkit – Recruiting Employees](#)

[UAB Career Site](#)

## Questions?

Please contact [uabjobs@uab.edu](mailto:uabjobs@uab.edu) or

**Campus** Recruitment Services at 205.934.7030

**Hospital** Recruitment Services at 205.934.1285