

Taleo Recruiting System – Hiring Manager

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
- **Campus** visit my.uab.edu. If Taleo is not listed under myApps, click Manage Apps, find Taleo and ADD. Moving forward Taleo will be on the My Apps from in the portal.
- 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 multiple 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 authorization request.

PAR to Taleo

Approved PAR documents feed into Taleo (Monday - Friday)
6:20am
8:20am
10:20am
12:20pm
2:20pm
3:45pm

Candidate Selection Workflow – Steps and Statuses – 2 pages

STEP: HM SCREEN	
To Be Reviewed	Default status — when you receive the candidate from the Recruiter, the candidate will be in the status of to be reviewed.
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.
HM Phone Screen	The hiring department has contacted the candidate for the initial phone screen. Select this status if you phone screened the candidate.
HM Not Selected <i>(more qualified candidate selected)</i>	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 <i>(phone interview failed to confirm qualifications)</i>	Candidate was phone interviewed and it was determined that the candidate will not move forward in the selection process.
HM Not Selected <i>(failed to respond)</i>	The candidate did not respond and will not move forward in the selection process.
Applicant Withdrew	The 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 apply and close or apply and continue will generate an email to the recruiter to set up an interview.
Not Selected	HR USE ONLY
Applicant Withdrew	HR USE ONLY

Automatic email generated with Apply and Close or Apply and Continue

STEP: HM INTERVIEW

STATUSES

HM Interviews	Default status for HM Interview step. Select this status and click apply and close or apply and continue if you interviewed the candidate.
2nd Interview	Select this status and click apply and close or apply and continue if you performed a 2nd interview with 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 <i>(more qualified candidate selected)</i>	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 <i>(not best match for job/work unit)</i>	Candidate will not move forward in the selection process.
HM Not Selected <i>(interview failed to confirm qualifications)</i>	Candidate was interviewed and it was determined that the candidate will not move forward in the selection process.
HM Not Selected <i>(salary expectations not in line w/ compensation range)</i>	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 <i>(failed to respond)</i>	Candidate did not respond and will not move forward in the selection process.
Applicant Withdrew	Candidate withdrew using the tools on the career site or by contacting the hiring manager.
Campus Salary Offer Request: CAMPUS USE ONLY	Candidate information has been reviewed and department determined candidate should move forward with an offer of employment. Making this status selection and clicking apply and close or apply and continue will generate an email to the recruiter to determine a salary offer range for candidate. Recruiter will send an email to hiring manager and hiring manager assistant with calculated salary offer range.
Create Offer	Candidate information has been reviewed and department determined candidate should move to next step. Selecting this status and clicking apply 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. Campus positions only: please enter the offer details in the comments section, offer details include the hourly/annual offer amount AND preferred start date. Once candidate is moved to create offer status, recruiter will contact hiring manager to finalize details. Once hiring manager moves to create offer, recruiter moves candidate through the remaining steps.
Not Selected	HR USE ONLY
Not Selected	HR USE ONLY

Automatic email generated with Apply and Close or Apply and Continue

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 {Requisition.HmgrName},

{Candidate.FullName} has passed our initial HR Screen for requisition {Requisition.ContestNumber} {Requisition.JobTitle}. Please open Chrome and visit my.uab.edu or the One Page to log into [Taleo](#) and review this candidate.

Best Regards,

{Requisition.RecruiterName}

{Requisition.RecruiterEmail}

If you are currently logged into Taleo, use this link to access the submission for this candidate. {Candidate.CandidateSubmissionUrl}

Welcome Center

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

The screenshot shows the UAB Welcome Center interface. At the top left is the UAB logo and name. At the top right, it says 'HM Neena Hill | Home | Resources' and a 'Sign Out' button. Below the header is a 'Recruiting' navigation bar. On the left is a 'Centers' sidebar with 'Recruiting' selected, and a 'Quick Access' menu with 'Onboarding (Transitions)', 'Requisitions', and 'Submissions'. The main content area is titled 'UAB Welcome Center' and contains several announcements:

- **REMINDER: Beginning January 1, 2021 the legacy recruiting link will be removed.** The new platform will be the only option.
- The new platform for Taleo will not display the tools needed if you are using Internet Explorer. **Please use Chrome or Edge.**

UAB's Taleo Applicant Tracking System has been updated to Oracle's new user experience for Recruiting. This update to the Recruiting System 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.

At the bottom right, it says 'TALEOPOWERED'.

Core Navigation Bar

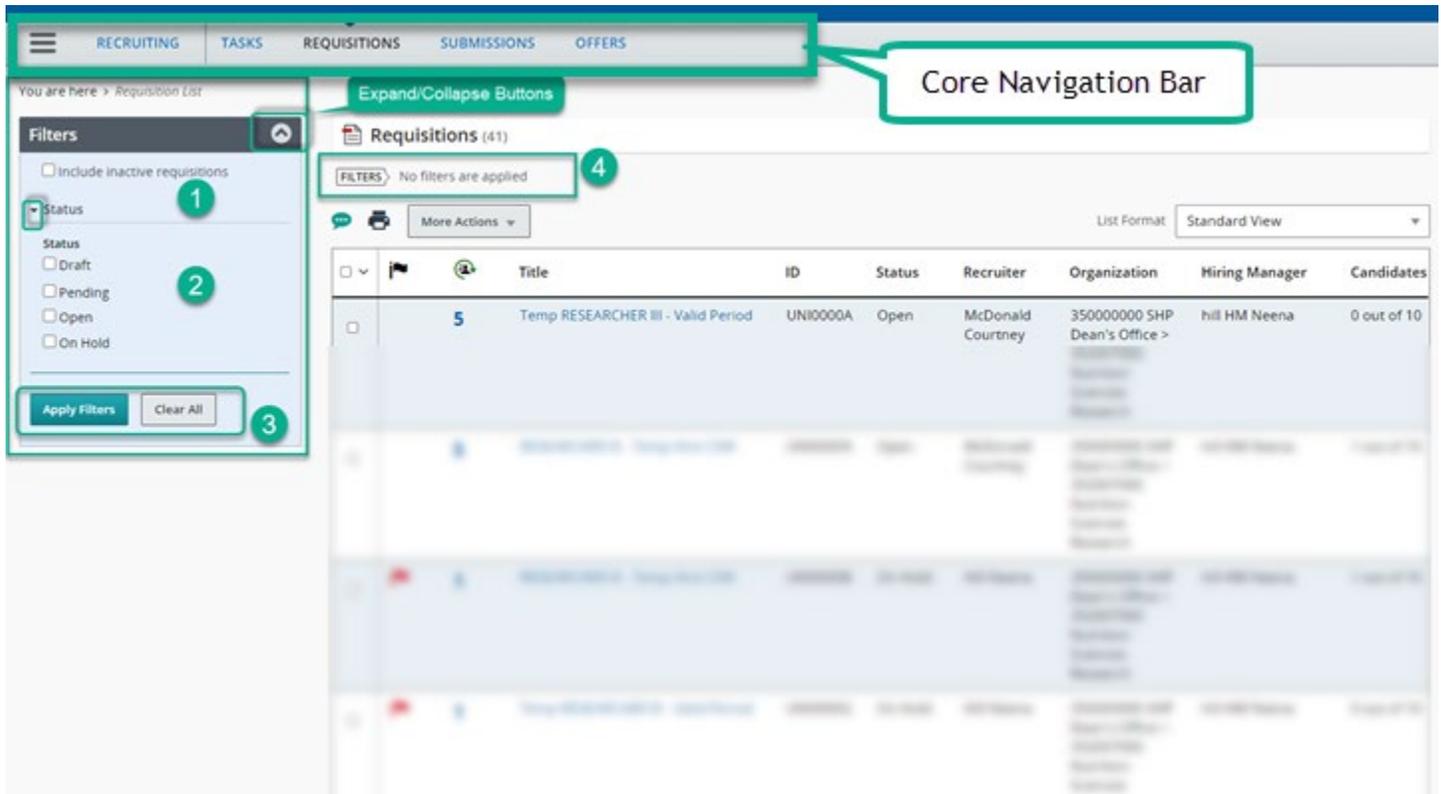
- Click the Home Button to return to the Welcome Center at any time

Quick Access

- **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.
- Click Sign Out to exit Taleo

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 Search by Requisition ID

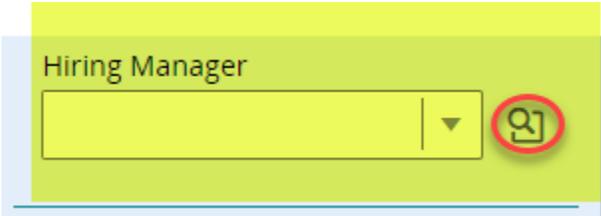
- Click Requisitions from the Core Navigation bar
- Enter the Requisition ID into the Req ID filter field
- Click Apply Filters

The screenshot displays the UAB Requisition Search interface. At the top, a navigation bar includes 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', and 'OFFERS'. Below this, a breadcrumb trail reads 'You are here > Requisition List'. On the left, a 'Filters' sidebar is active, showing a search for 'Z48377' in the 'Requisition ID' field. The main area, titled 'Requisitions (1)', shows a table with one entry. The 'ID' column for this entry is highlighted with a red box and contains the value 'Z48377'. The table columns include 'Title', 'Hiring Manager', 'Positions Reports To', 'Status', 'Recruiter', and 'Organizati'. The entry details are: Title: Hospital CSW 5.27.20 test; Hiring Manager: McArdle Traci; Positions Reports To: Rahul Thadani; Status: Open; Recruiter: Hill Neena; Organizational Unit: 010000000 General U Administrati. Below the table, it indicates '0 item(s) selected.' and 'Page 1 of 1 (1 of 1 items)'.

	Title	ID	Hiring Manager	Positions Reports To	Status	Recruiter	Organizati
	Hospital CSW 5.27.20 test	Z48377	McArdle Traci	Rahul Thadani	Open	Hill Neena	010000000 General U Administrati

Requisition Search by Hiring Manager

- If you support more than one hiring manager, you can filter your requisition list. Note: these filters only show results for requisitions that you own or collaborate on.
- Use the selector button to search for Hiring Managers



- Enter the name or Email of the Hiring Manager
- Click Apply Filters
- Click Select

User Selector

Filters Frequent Collaborators

Keyword

Name

Email Address

Employee ID

Job Title

Department

User Group

Apply Filters Clear All

1 Users are available Select User to proceed

FILTERS Name: Neena HM User Group: All Clear All

Name	Correspondence Email	Action
HM Neena Hill	neenahl@uab.edu	Select

Page 1 of 1 (1 of 1 items)

Cancel

You are here > Requisition List

Filters Include inactive requisitions

Status

Draft

Pending

Open

On Hold

Requisition ID

Hiring Manager

Apply Filters Clear All

Requisitions (10)

FILTERS Hiring Manager: HM Neena Hill Clear All

Remove Filters by clicking Clear All or using the X

More Actions List Fc

	Title	ID	Hiring Manager	Position
1	Requisition Name - located at top of Candidate Pool	Z48389	Hill HM Neena	Rahul T
1	NEENA TO DELETE	UNI0000F	Hill HM Neena	100914
2	Temp Evergreen Test 1.7.2020	TEM00045	Hill HM Neena	

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

Submissions (Accessed from Submissions on Core Navigation toolbar)

You are here > All Submissions

RECRUITING TASKS REQUISITIONS **SUBMISSIONS** OFFERS

Filters **5** All Submissions (63)

FILTERS No filters are applied **4**

Since mm/dd/yy

Apply Candidate Filters Clear All

1

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

- Use the **core navigation toolbar** to access the Submissions list by clicking **Submissions**.
- Preview the Requisition by clicking the preview button by the **Requisition title**.
- Sort the Submissions list ascending or descending by clicking the column heading.
- Use the Filters on the left panel, to view submissions in a certain step/status (Click Apply Candidate Filters).
- Use the Up Arrow to minimize the filter panel.
- Click the Name of the Candidate to view the details of the submission.
- Use the checkbox to select the individual/s you need to work with to print, download, change, etc.
- 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, Thurnwell 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 implementing, timely, and effective patient care for a group of 24 patients with a variety of diagnoses/conditions 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 children, infants, and adolescent providing medicine administration, telemetry, 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 (Mentor, Sully)- 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 Mu Sorority 2011-2014
Mission Trip Leader- Mission Appalachia Summer 2012/2013
Mission Trip Leader- Malvern Fellowship New Orleans Outreach March 2014

- 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

    More Actions ▾

 Change the Step and Status from the Resume View

 Download the Resume

 Print the Resume

 Print the Candidate Submission

Print Candidate File: No, Jezebel ×

11 Sections are selected

Select all sections Insert page break after each section

1	<input checked="" type="checkbox"/> Job Submission	<input checked="" type="checkbox"/> Personal Information	<input checked="" type="checkbox"/> Profile Questionnaire	<input checked="" type="checkbox"/> Job Questionnaire	<input checked="" type="checkbox"/> Experience and Credentials
	<input checked="" type="checkbox"/> External Services	<input checked="" type="checkbox"/> Submission Information	<input checked="" type="checkbox"/> References	Uncheck the boxes that you do not need to print.	
2	<input checked="" type="checkbox"/> Attachments				
	<input checked="" type="checkbox"/> Most recent flagged resume				
	<input checked="" type="checkbox"/> Happy Recruiter resume.docx				

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

The screenshot displays the Oracle HR system interface for reviewing a job submission. The top navigation bar includes 'ORACLE' and the user name 'HM Neena hill'. The main navigation ribbon contains 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', and 'OFFERS'. The breadcrumb trail shows 'You are here > All Submissions > Submission View'. The left sidebar contains a 'Summary' panel for 'Witch, Remi' with a 'Resume' button and a 'HIGHLIGHTS (CURRENT SUBMISSION)' section showing 'Required met 0/0' and 'Assets met 0/0'. The main content area has tabs for 'Job Submission', 'Attachments(1)', and 'History'. The 'Job Submission' tab is active, displaying 'Candidate Personal Information' with fields for Internal Candidate (Yes), First Name (Remi), Last Name (Witch), Address (2636 Summit Place), City (Birmingham), Zip/Postal Code (35243), Closest Metropolitan Area (United States > Alabama > Bessemer), Primary Number (555-555-3405), Date of Birth (Jan 1, 1989), Social Security Number (012-01-0123), and Email Address (neenahil@uab.edu). Below this are sections for Profile Questionnaire, Job Questionnaire, Experience and Credentials, Submission Information, and References. A 'Back to Submission List' button is in the top right, and an 'Expand All' button is in the top right of the main content area.

- 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

This screenshot shows a close-up of the 'Job Submission' tab in the Oracle HR system. The 'Collapse All' button is highlighted with a yellow box, indicating its location in the top right corner of the main content area.

- or Collapse All to return to the condensed view

Review Job Submission Continued

You are here > [Requisition List](#) > [Submission List](#) > [Submission View](#)

Summary

Witch, Remi

United States > Alabama > Bessemer

[Resume](#)

4 other active submission(s)

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

Submission: Witch, Remi for Req for Hiring Mi

More Actions

Job Submission Attachments(1) His

Personal Information

Candidate Personal Information

Witch, Remi

United States > Alabama > Bessemer

[Resume](#)

4 other active submission(s)

Active submissions (4) Inactive submissions (2)

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: T32960)		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 UNI00008 On Hold Hill Neena 350000000 SHP Dean's Office > 352007000 Nutrition Sciences Research
<input type="checkbox"/>	5	RESEARCHER III - Temp Hire CSW UNI00009 Open McDonald Courtney 350000000 SHP Dean's Office > 352007000 Nutrition Sciences Research
<input type="checkbox"/>	0	RESEARCHER III - Temp Hire CSW UNI00008 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

The screenshot shows the 'Submissions for: Req for Hiring Manager Training' page. A 'Filters' sidebar is open, showing selection process steps: HM Screen (4), HM Interviews, Pre-Offer Checks, Offer (1), Post-Offer Checks, and Hire. A 'More Actions' dropdown menu is open over a candidate, showing options: Change Step/Status, Revert Latest Change of Step/Status, Download As Excel, and Fill Out Form. A green arrow labeled '1a' points to the 'Change Step/Status' option. Below, the candidate's submission details for 'Tester, Oracle' are shown, including personal information and a 'More Actions' dropdown with 'Change Step/Status' selected.

- 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
----------------------------------	---

➔

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 **Change to**

Step: HM Screen Status: Passed HM Screen Step: HM Interviews Status: HM Interviews

Comments: *Please enter comments here*

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.**

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

- 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.**

CAMPUS Moving Candidates to Salary Offer Request:

- Candidate information has been reviewed and the department determined candidate should move forward with an offer of employment.
- Making this status selection and clicking apply and close or apply and continue will generate an email to the recruiter to determine a salary offer range for candidate.
- Recruiter will send an email to hiring manager and hiring manager assistant with calculated salary offer range.

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

CAMPUS Hiring Managers - To expedite and streamline the offer process, please enter the offer details in the "Comments" section when moving a candidate to "HM Interviews- Create Offer". **Offer details include the hourly/annual offer amount AND preferred start date**

- 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

<input type="checkbox"/>			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

- Use Filters to narrow down the list

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS

You are here > Offer List

Filters

Offer Status

- Accepted
- Approval in Progress
- Approval Rejected
- Approved
- Canceled
- Draft
- Extended
- Has Declined
- In Negotiation
- To be made
- Refused
- Rejected
- Reneged
- Rescinded

Apply Filters Clear All

Offers (3)

FILTERS Status: Accepted Clear All

More Actions List Format Standard View

<input type="checkbox"/>			Candidate			Selection Step, Status
<input type="checkbox"/>			Candidate, Caleb (32201)			Offer - Accepted
<input type="checkbox"/>			No, Jezebel (479992)			Offer - Accepted
<input type="checkbox"/>			Dressing, Salad (1059141)			Offer - Accepted

0 Item(s) selected.

Page 1 of 1 (1-3 of 3 items)

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

The screenshot displays the 'OFFERS' section of the HR system. The 'Offers' tab is selected and circled in red. Below the navigation tabs, there are options for 'Highlight Differences', 'Full Screen', and 'Collapse All'. The main content area shows 'Offer 1 (Current)' with a 'Requisition' dropdown menu circled in red. The offer details are organized into several sections:

- 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.

The screenshot shows a 'Change Step and Status' window for candidate 'Tester, Oracle' in the 'Performance Engineer - Center for Nursing Excellence (Day) #040 (T32618)' requisition. The 'Currently in' section shows Step 'HM Screen' and Status 'To Be Reviewed'. An arrow points to the 'Change to' section where Step is 'HM Screen' and Status is 'HM Not Selected - Failed to Respond'. A dropdown menu is open for the status, showing options like 'For Further Review', 'HM Phone Screen', 'Manager Not Selected - Not Best Qualified', 'HM Not Selected - Phone Interview Failed To Confirm Qualifications', and 'HM Not Selected - Failed to Respond'. The 'Apply and Close' button is circled in green.

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.

The screenshot shows the same 'Change Step and Status' window. The 'Currently in' section shows Step 'HM Screen' and Status 'Passed HM Screen'. An arrow points to the 'Change to' section where Step is 'HM Interviews' and Status is 'Manager Not Selected - Not Best Qualified'. A dropdown menu is open for the status, showing options like 'HM Interviews', 'Manager Not Selected - Not Best Qualified', 'HM Not Selected - Not Best Match For Job/Work Unit', 'HM Not Selected - Interview Failed to Confirm Qualifications', and 'Manager Not Selected - Salary Expectations Are Not In Line With Compensation Range For'. The 'Apply and Close' button is circled in green.

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

Selection Step

- 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 'Bulk' dialog box titled 'Bulk' with a close button (X) in the top right corner. The main text reads 'You are performing this action on 3 submissions.' Below this, there are two columns: 'Currently in' and 'Change to'. The 'Currently in' column shows 'Step: HM Screen' and 'Status: To Be Reviewed'. A green arrow points to the 'Change to' column, which shows 'Step: HM Screen' and 'Status: Manager Not Selected - Not B...' with a dropdown arrow. Below the status is a note: '* = completes the step'. A green arrow points to the 'Apply and Close' button at the bottom right. At the bottom left, there is a 'Comments' section with a text area containing the placeholder 'Please enter comments here'. A green box on the right side of the comments area says '(Applies to all submissions individually)'. At the bottom, there are three buttons: 'Cancel', 'Apply and Continue', and 'Apply and Close'.

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

- Click the Select All icon.

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

Submissions for: Req for Hiring Ma

5 item(s) selected

Open
Always open files of this type
Show in folder
Cancel

Print from Submission of Candidate

The candidates' information can be printed from the submission view or the list view.

1. Submission View. **Click the candidates name** from the pool of a specific requisition to print from the submission view.
2. Click the Printer icon on the toolbar.

You are here > Requisition List > Submission List > Submission View

Requisition

Submission: Duper, Super for **NEW Fast Track (ID: Z48387)**

Job Submission Attachments Referral History

Summary

Duper, Super
United States > Alabama > Bessemer

Resume

2 other active submission(s)

Submission General Profile

HIGHLIGHTS (CURRENT SUBMISSION)

Required met	Assets met
0/0	0/0

Step: **FastTrack New**
Status: **Initiate Background Request**
Date of Application: **Sep 20, 2017**

MOST RELEVANT EDUCATION

1965 - None
english
University of Alabama at Birmingham (UAB)

WORK EXPERIENCE

21 y Dec 1999 - Present
University of Alabama at Birmingham (UAB)

Personal Information

Candidate Personal Information

Internal Candidate	First Name
No	Super
Address (line 1)	City
123 fasttrack	Birmingham
Closest Metropolitan Area	Primary Number
United States > Alabama > Bessemer	123-444-4444

Submission

Profile Questionnaire

Job Questionnaire

Experience and Credentials

- The print dialog box contains the sections of the submission. Check the sections you wish to print.
- Check the Resume and other attachments if candidate included.
- Click Print PDF.

Print Candidate File: No, Jezebel x

11 Sections are selected

Select all sections Insert page break after each section

1 **Job Submission**

Personal Information
 Profile Questionnaire
 Job Questionnaire
 Experience and Credentials
 External Services
 Submission Information
 References

Uncheck the boxes that you do not need to print.

2 **Attachments**

Most recent flagged res...
 Happy Recruiter res...

You are here > Requisition List > Submission List > Submission View

Summary

No, Jezebel
 ID: 1504489
 United States > Alabama > Mobile

[Resume](#)

• 1 other active submission(s)

Submission General Profile

HIGHLIGHTS (CURRENT SUBMISSION)

Required met Assets met
0/1 0/4

Step: FastTrack New
 Status: To Be Reviewed 5
 Source: AWARE Disability Management Program Referral
 Date of Application: Jan 23, 2019

MOST RELEVANT EDUCATION

Submission: No, Jezebel for NEENA TO DELETE (ID: UNI0000F)

Back to Submission List

Job Submission

Click to expand this section

▶ Personal Information	✎
▶ Profile Questionnaire	✎
▶ Job Questionnaire	✎
▶ Experience and Credentials	✎
▶ External Services	✎
▶ Submission Information	✎
▶ References	✎

Sections of Submission provided in Print Dialog box.

Language: English Edit All Expand All

Warning

This action will store information local PDF. Then, if applicable, delete the res...

[Reset](#)

[Cancel](#) [Print PDF](#)

Print from Submission List

- Check the box to left of the name in the submission list for the requisition.
- Use the select all button to select multiple names to print at once.
- Use the select all drop down to select none, etc.
- Click the Print button on the toolbar.

REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > ... > Submission View > Requisition View > Submission List [Back to Requisition](#)

Filters Submissions for: **SCIENTIST IV (Requisition ID: T181296)** Requisition Name

FILTERS In selection process Clear All

More Actions List Format Detailed View

<input checked="" type="checkbox"/>	Candidate	Submission Completed	Step 1	Step, Status, Icon 2	Req
<input checked="" type="checkbox"/>	[Candidate Name]	✓	FastTrack New	FastTrack New - To Be Reviewed S	0 / 1
<input checked="" type="checkbox"/>	[Candidate Name]	✓	FastTrack New	FastTrack New - To Be Reviewed S	0 / 1
<input checked="" type="checkbox"/>	TEST, Neena P (105021)	✓	UAB Fast Track Pre- Offer Checks	UAB Fast Track Pre- Offer Checks - Background Complete/Incomplete	0 / 1

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

- Select Candidate File Details.

Print Candidate List

What do you want to print?

All candidates (3)
 Selected candidates

What content do you want included?

List only
 Candidate file details

Note: When there are more than 50 candidates selected you can only print the list, not the candidate file details.

This area has intentionally been left blank due to the

- Select the sections of the submission.
- Click Print PDF.

Print Candidate File: No, Jezebel

11 Sections are selected

Select all sections Insert page break after each section

1 Job Submission

<input checked="" type="checkbox"/> Personal Information	<input checked="" type="checkbox"/> Profile Questionnaire	<input checked="" type="checkbox"/> Job Questionnaire	<input checked="" type="checkbox"/> Experience and Credentials
<input checked="" type="checkbox"/> External Services	<input checked="" type="checkbox"/> Submission Information	<input checked="" type="checkbox"/> References	

Uncheck the boxes that you do not need to print.

2 Attachments

<input checked="" type="checkbox"/> Most recent flagged resume
<input checked="" type="checkbox"/> Happy Recruiter resume.docx

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.

Emails within Hiring Manager workflow

Recipient	Trigger	Content
Candidate	Step and Status changed to HM Screen/To Be Reviewed	<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 & Hiring Manager Assistant on Requisition	Step and Status changed to HM Screen/To Be Reviewed	<p>Dear {Requisition.HmgrName},</p> <p>{Candidate.FullName} has passed our initial HR Screen for requisition {Requisition.ContestNumber} {Requisition.JobTitle}. Please open Chrome or Edge and visit uab.edu/adminsys or the One Page to log into Taleo and review this candidate. The new Taleo platform does not work in Internet Explorer.</p> <p>Best Regards, {Requisition.RecruiterName} {Requisition.RecruiterEmail}</p>
Recruiter Hospital Requisitions only	Step and Status changed to HM Screen/Passed HM Screen	<p>Please schedule an interview with {Candidate.FullName} for the {Requisition.JobTitle} position.</p> <p>Best regards, Hospital Hiring Manager</p>
Recruiter Campus Requisitions Only	Step and Status changed to HM Interview/Campus Salary Offer Request	<p>Please calculate a salary offer for {Candidate.FullName} (Candidate ID: {Candidate.IdentificationNumber}) for requisition {Requisition.ContestNumber} {Requisition.JobTitle}.</p> <p>If you are currently logged into Taleo, use this link to access the submission for this candidate. {Candidate.CandidateSubmissionUrl}</p> <p>Candidate Contact Information:</p> <p>{Candidate.Email} {Candidate.HomePhone}</p> <p>Best regards, {Requisition.HmgrName}</p>

Recipient	Trigger	Content
<p>Hiring Manager & Hiring Manager Assistant Campus Requisitions Only</p>	<p>After receiving the salary offer request</p>	<p>Subject: Salary offer range for {Requisition.ContestNumber}</p> <p>Dear {Requisition.HmgrName},</p> <p>The calculated salary offer range for {Candidate.FullName} (Candidate ID: {Candidate.IdentificationNumber}) on requisition {Requisition.ContestNumber} {Requisition.JobTitle} is listed below.</p> <p>Employee Salary (if applicable): \$(Staffing Specialist to enter employee’s salary) Minimum salary offer: \$(Staffing Specialist to enter min salary) Target salary offer: \$(Staffing Specialist to enter target salary) Maximum salary offer: \$(Staffing Specialist to enter max salary)</p> <p>If you would like to offer a salary amount above the calculated range, a salary CRF will need to be submitted for review and approval by Compensation. Click here for more information. Please determine your salary offer and include it in the Comments section when you move your selected candidate to Create Offer. If your departmental budget cannot afford the minimum salary offer above, please state the rationale in the Comments section of the Create Offer along with the salary amount.</p> <p>If you are currently logged into Taleo, use this link to access the submission for this candidate. {Candidate.CandidateSubmissionUrl}</p> <p>Best Regards,</p> <p>{Requisition.RecruiterName} {Requisition.RecruiterEmail}</p>
<p>Recruiter</p>	<p>Step and Status changed to HM Interviews/Create Offer</p>	<p>Please create an offer for John Mellancamp for requisition 1500004F Hiring Manager - Neena.</p> <p>Best regards, Hiring Manager</p>
<p>Candidate Campus Requisitions Only</p>	<p>Recruiter changes step and status to Pre/Post Offer Checks/Background and Consent. In most cases, this happens after the Create offer is received from the Hiring Manager.</p>	<div data-bbox="565 1570 737 1600" data-label="Image"> </div> <div data-bbox="571 1619 708 1640" data-label="Image"> </div> <div data-bbox="1354 1619 1481 1640" data-label="Image"> </div> <p>Dea</p> <p>For further consideration for employment, a background check may be completed. You must click submit on the final page in order to complete the background consent. 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.</p> <p>External Candidates Instructions:</p> <ol style="list-style-type: none"> 1. Click the link below and log in with the username "stanfor" and the password that you created when applying for jobs on the UAB Career site. 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 & 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. 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. 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. 5. Click submit on the final page in order to complete the background consent. <p>You must access your profile here in order to complete this information. For assistance, please call (205) 934-4030. Your immediate response is appreciated.</p> <p>Reply Forward</p>

Recipient	Trigger	Content
Hiring Manager & Hiring Manager Assistant Campus Requisitions Only	Recruiter changes step and status to Pre/Post Offer Checks/Initiate BG check . In most cases, this happens after the consent is received from the Candidate.	<p>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.</p> <p>Timeframes may vary depending on state, county or country requirements.</p> <p>Best Regards, UAB Human Resources</p>
Recruiter & Hiring Manager Campus Requisitions Only	When Candidate accepts/declines electronic offer via the UAB Career site.	Candidate has accepted/declined the offer on Requisition {Requisition.JobTitle} – {Requisition.Number}.

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 or

Campus Recruitment Services at 205.934.7030

Hospital Recruitment Services at 205.934.1285