

Document Purpose: The purpose of this document is to serve as a quick reference for New Jersey City University's search committee members who will use Taleo to review resumes for assigned searches. This document covers the procedures that are required for all committee members.

TALEO LOGIN

- Once you have been identified as a member of a search committee you will receive a "Welcome to Taleo" email with instructions on how to log onto the system.
- The e-mail will include a link that will provide access to the Taleo login screen (url <https://chj.tbe.taleo.net/dispatcher/login.jsp>)
- Save to Favorites and enter your User Name, Password, along with the Customer Code. (NJCU)

Secure Customer Login

Please enter your User Name, Password and Company Code below to access your secure account.

User name:

Password:

Company code:





[Forgot your password?](#)

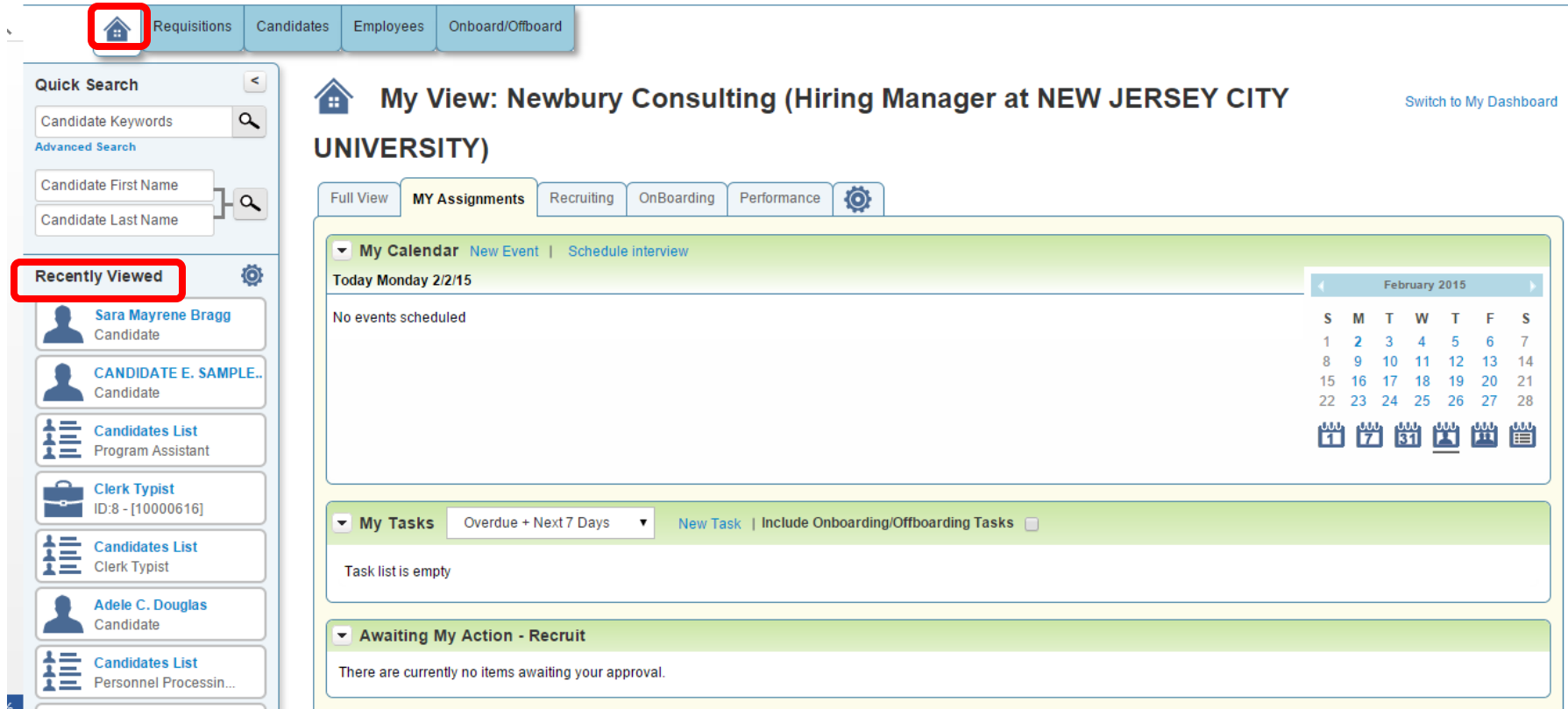
If you should ever forget your password, click on the "Forgot Your Password?" link and follow the instructions to reset your password.

BASIC NAVIGATION


- Taleo is a tab-driven system with a series of main tabs, with associated sub tabs
- Once you log in, you are driven to the My View page – your dashboard of information
- This is where you can view active candidates

Taleo  BUSINESS EDITION

   Help 



My View: Newbury Consulting (Hiring Manager at NEW JERSEY CITY UNIVERSITY) [Switch to My Dashboard](#)

Full View **MY Assignments** Recruiting OnBoarding Performance 

My Calendar [New Event](#) | [Schedule interview](#)

Today Monday 2/2/15

No events scheduled

February 2015						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28








My Tasks Overdue + Next 7 Days [New Task](#) | Include Onboarding/Offboarding Tasks

Task list is empty

Awaiting My Action - Recruit

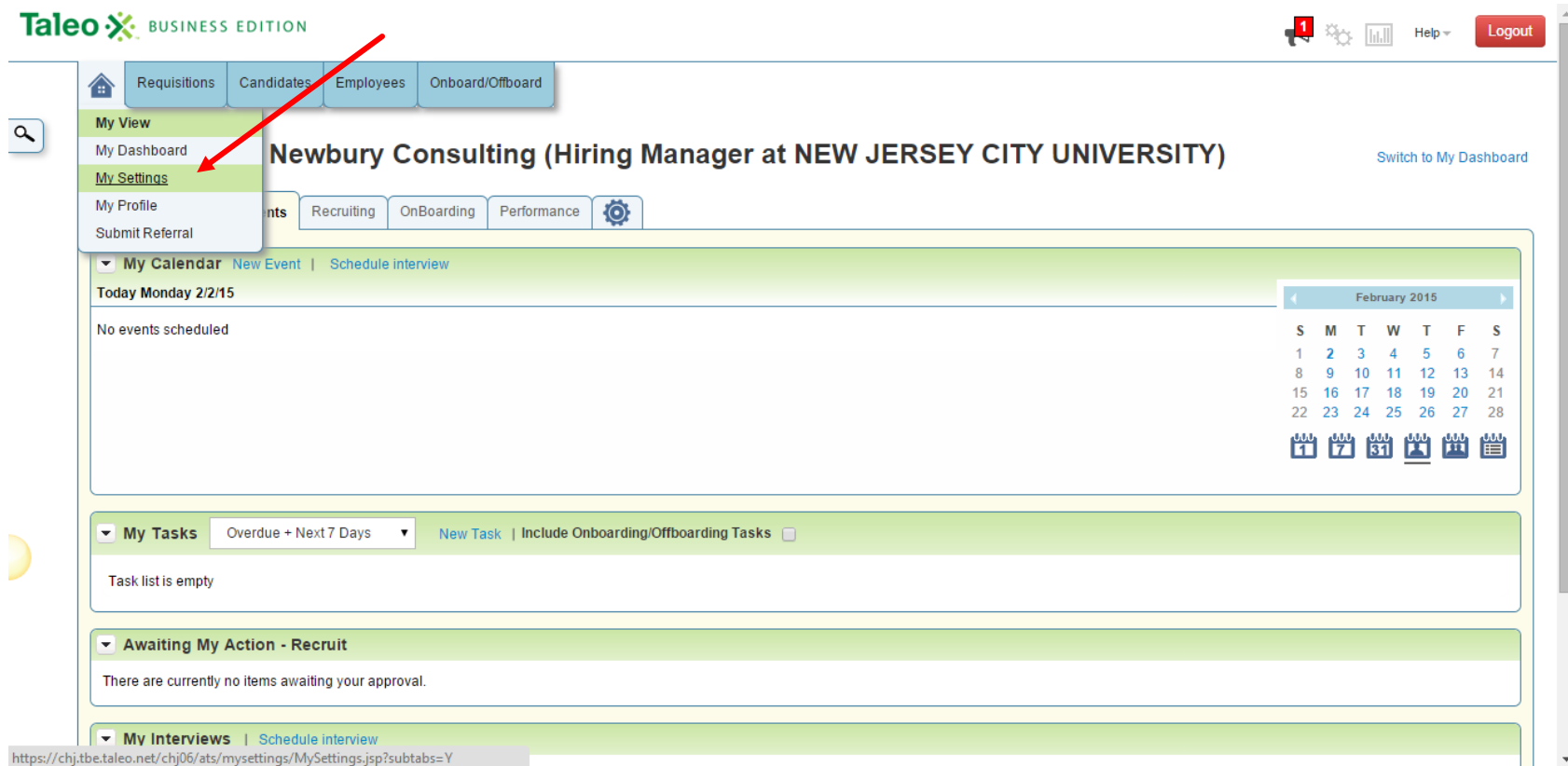
There are currently no items awaiting your approval.

Recently Viewed

-  **Sara Mayrene Bragg**
Candidate
-  **CANDIDATE E. SAMPLE..**
Candidate
-  **Candidates List**
Program Assistant
-  **Clerk Typist**
ID:8 - [10000616]
-  **Candidates List**
Clerk Typist
-  **Adele C. Douglas**
Candidate
-  **Candidates List**
Personnel Processin...

My View > My Settings

- Review the defaults and potentially change
- Allows you to change the number of rows per page, color scheme, default approvers, and communications
- This is where you can also change your password



Taleo BUSINESS EDITION

1 [Settings] [Help] Logout

Requisitions Candidates Employees Onboard/Offboard

My View
My Dashboard
My Settings
My Profile
Submit Referral

Newbury Consulting (Hiring Manager at NEW JERSEY CITY UNIVERSITY) [Switch to My Dashboard](#)

Jobs Recruiting OnBoarding Performance [Settings]

My Calendar [New Event](#) | [Schedule interview](#)

Today Monday 2/2/15

No events scheduled

February 2015

S	M	T	W	T	F	S
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My Tasks Overdue + Next 7 Days [New Task](#) | Include Onboarding/Offboarding Tasks

Task list is empty

Awaiting My Action - Recruit

There are currently no items awaiting your approval.

My Interviews | [Schedule interview](#)

<https://chj.tb.e.taleo.net/chj06/ats/mysettings/MySettings.jsp?subtabs=Y>



My Settings

The My Settings page allows you to customize your email settings, change your password, modify time zone/locale settings, and edit your personal display preferences.

Save Cancel Reset

Display Preferences: Red = Required Information

Number of rows per page: (100 maximum)

TBE style:

Referred By is presented with Candidate Name in List Views.

Quick Views or Talent cards appear when hovering on TBE links

Allow bubble notifications for background events and save reminders.

Proxy Approvers:

Assign proxy approvers to approve on your behalf.

Requisition Proxy Approver: [\[Select User \]](#) Offer Proxy Approver: [\[Select User \]](#)

Continue to receive approval request email notifications where a proxy approver has been assigned.

Receive email notifications when your proxy approver has approved or rejected on your behalf.

System Settings:

Automatically add me as an Owner to any New Requisition or New Requisition Template that I create.

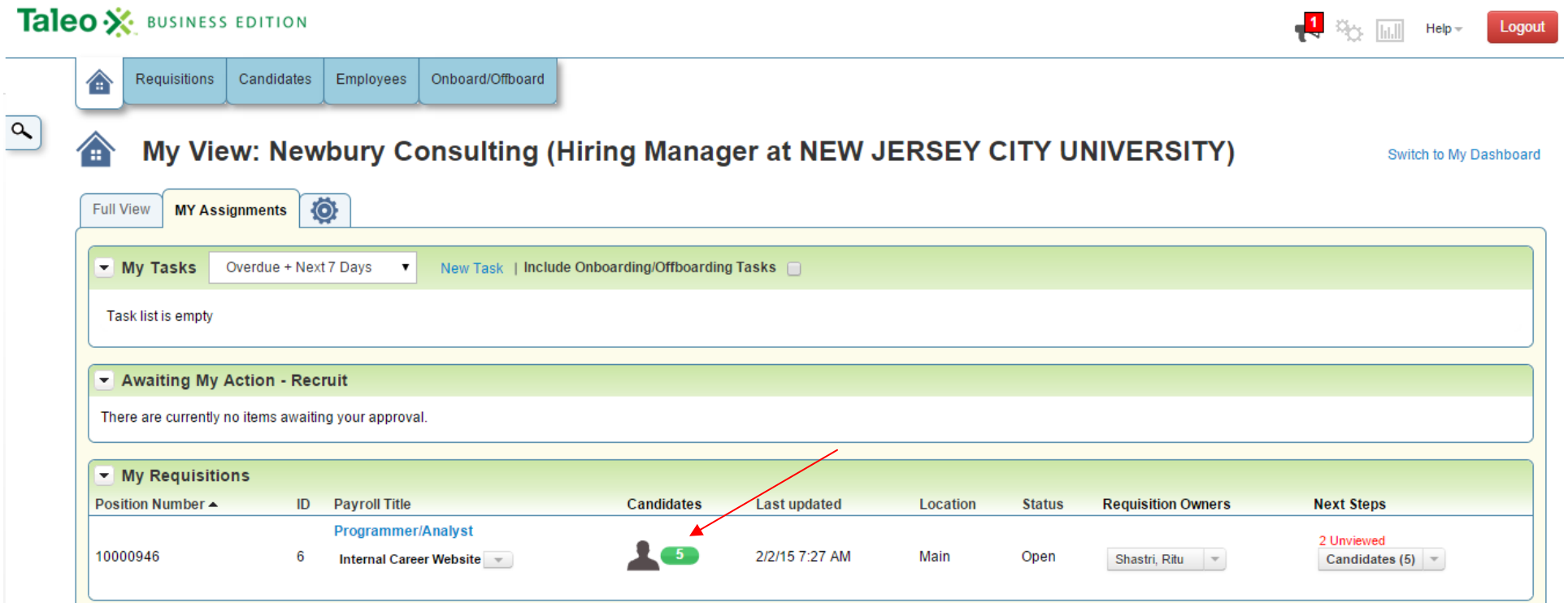
Identify relevant countries when doing a Zip Distance search for Candidates and Employees



Austria
 United States
 Australia
 Canada

CANDIDATE PROCESS – SEARCH COMMITTEE MEMBERS

- The Search Committee Member will log-in to Taleo once they have received a Task notification from Taleo or email from Outlook informing them to review the candidates that have applied to their requisition.


- When the Search Committee Member logs in they are shown the My View DashBoard where they will scroll down to My Requisitions and click on the candidate's icon beside the title of the requisition they are recruiting for. This will display a list of candidates for them to review.



Taleo BUSINESS EDITION Help  Logout 

Requisitions Candidates Employees Onboard/Offboard

My View: Newbury Consulting (Hiring Manager at NEW JERSEY CITY UNIVERSITY) [Switch to My Dashboard](#)

Full View MY Assignments 





My Tasks Overdue + Next 7 Days [New Task](#) | Include Onboarding/Offboarding Tasks

Task list is empty

Awaiting My Action - Recruit

There are currently no items awaiting your approval.

My Requisitions

Position Number ^	ID	Payroll Title	Candidates	Last updated	Location	Status	Requisition Owners	Next Steps
10000946	6	Programmer/Analyst Internal Career Website 	 5	2/2/15 7:27 AM	Main	Open	Shastri, Ritu 	2 Unviewed Candidates (5) 

- Click on the candidates name and there you will see the candidates resume and application form for your requisition. Or you can click on the Application and Resume icon to view these as well.

Taleo BUSINESS EDITION Help Logout

Requisitions Candidates Employees Onboard/Offboard

Candidates: Programmer/Analyst

This list shows all the candidates that have applied or have been submitted for requisition 10000946: [Programmer/Analyst - \[10000946\]](#)
[Search these Candidates](#)

Internal Candidate	Name	Last updated	Application	Resume	Main status	Req. Based Status	Requisitions	Req Rank	ACE
<input type="checkbox"/>	N, Vidy	11/17/14 12:09 PM			In Process	Phone Screen	Programmer/Analyst - [100...		
<input type="checkbox"/>	Douglas, Adele	12/3/14 3:55 PM			In Process	Phone Screen	Personnel Processing Manager - ...		

- HR will be responsible for the candidate workflow until the candidate is hired. You will be able to see the candidate’s progress through the workflow.
- After a decision is made by the committee on who to move forward with in support of their candidacy, the committee chair sends an e-mail to Michele Scott Crook at mscott@njcu.edu of those candidates..

CANDIDATE PROCESS – HR


- The search committee chair should attach their documents in relation to the search such as questions asked of the candidates, matrix for committee members, candidates that are the finalists, all material related to the search.


The Chair of the search informs the dean or Supervisor of the top 3 candidates. The dean or supervisor sends HR an e-mail to confirm who to make an offer to.

Offer letters are submitted through the Taleo system by HR.





Taleo - Quick Reference Guide Search Committee Members

Offer Letters New Offer							
Last Updated ▲	Creator	Requisition	Status	Approval	Offer Letter	Accepted Offer	Action
1/20/15 6:50 PM	Bragg, Sara	Sample Job - [7]	Draft	Not Submitted			View Modify Submit for Approval Delete

Offer Letters New Offer							
Last Updated ▲	Creator	Requisition	Status	Approval	Offer Letter	Accepted Offer	Action
1/20/15 7:03 PM	Bragg, Sara	Sample Job - [7]	Approved	Bragg, Sara - Approved			Email Offer

- The candidate can sign or decline the offer, the Dean will receive a notification that the letter has gone out



Offer Letters New Offer							
Last Updated ▲	Creator	Requisition	Status	Approval	Offer Letter	Accepted Offer	Action
1/20/15 7:09 PM	Bragg, Sara	Sample Job - [7]	Accepted	Bragg, Sara - Approved			View

- Once the offer is accepted HR will receive an email and move the candidate into the "PRE-EMPLOYMENT" status to complete the pre-employment activities (background check and references.)

 Candidate: CANDIDATE E. SAMPLE 1 [Flag](#) [Back To List](#) | [Next](#)

Edit Send To Forms Printable View More ⚙️

▼ Requisition Summary [Attach Requisition](#)

Payroll Title ▲	Candidates	Status	Req. Based Status	Next Steps (Req)	Req. Rejection Reason	ACE	Req Rank	Action
→ TEST - SAMPLE PROJECT REVIEW	 1	Waiting For Approval	Pre-Employment	Add background ▼				Remove ▼
→ Personnel Processing Manager	 1	Filled	Do Not Pursue	<div style="border: 1px solid #ccc; padding: 2px; width: 100px;"> Add background Add reference Hired Reject Do Not Pursue </div>				Remove ▼

Background Checks (HR will manage this)

- Click on “Add background”. The background form window opens and you can type in the notes about your background check. Click “Save” once you have completed the fields in the form.

⚙️

Edit Send To Forms Printable View More ⚙️

▼ Requisition Summary [Attach Requisition](#)

Payroll Title ▲	Candidates	Status	Req. Based Status	Next Steps (Req)	Req. Rejection Reason	ACE	Req Rank	Action
→ TEST - SAMPLE PROJECT REVIEW	1	Waiting For Approval	Pre-Employment	Add background ▼				Remove ▼
→ Personnel Processing Manager	1	Filled	Do Not Pursue	Add background Add reference Hired Reject Do Not Pursue				Remove ▼

Save Cancel Reset

Background Checker Information: Red = Required Information

* Name of checker:

Phone:

Email:

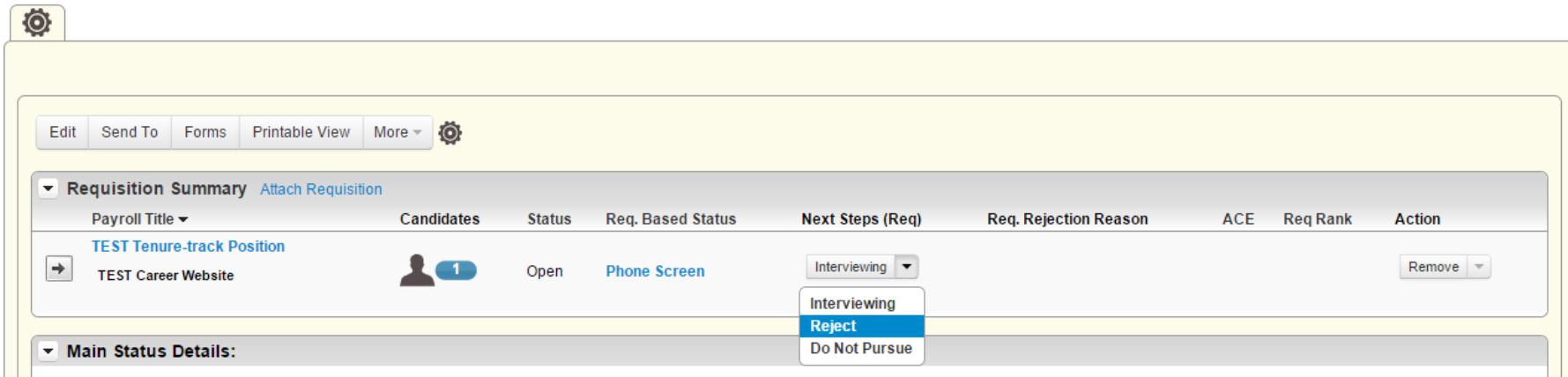
Background Check Results:

* Comments:

[Check Spelling](#)

Reference Checks (The search committee will manage the process)

Rejection letters (HR will manage this process, the emails will go out once we have been notified by the committee chair to send them out. Usually this is done once the selected candidate has accepted the offer and successfully completed a background check.



The screenshot shows a web interface for a requisition summary. At the top, there are navigation buttons: Edit, Send To, Forms, Printable View, and More. Below this is a table with the following columns: Payroll Title, Candidates, Status, Req. Based Status, Next Steps (Req), Req. Rejection Reason, ACE, Req Rank, and Action. The table contains one row for a requisition titled 'TEST Tenure-track Position'. The candidate is 'TEST Career Website' with 1 candidate. The status is 'Open' and the next step is 'Phone Screen'. The 'Next Steps (Req)' dropdown menu is open, showing options: Interviewing, Reject, and Do Not Pursue. The 'Reject' option is highlighted. Below the table is a section for 'Main Status Details'.

Payroll Title	Candidates	Status	Req. Based Status	Next Steps (Req)	Req. Rejection Reason	ACE	Req Rank	Action
TEST Tenure-track Position	TEST Career Website (1)	Open	Phone Screen	Interviewing				Remove

- Candidates that are Rejected should have a reason as to why you are rejecting them for the requisition you are recruiting for, click on the arrow and the list of options will appear.

- HR will send the candidates the rejection email.

 **Candidate: AWESOME CANDIDATE**

Change Candidate to Rejected ?

Would you like to change status of candidate

AWESOME CANDIDATE
specific to requisition [TEST Tenure-track Position - \[86\]](#)

to Rejected ?

Requisition-specific reason for rejection: --

Note: Your Taleo Business Edition Administrator can change the options in this list.

Send rejection email to candidate. ([View Email Template](#))
Rejection email will be sent on 3/8/15

Application received too late
Did not complete the hiring process
Did not complete the hiring process::No show for interview
Did not complete the hiring process::Canceled the interview
Did not complete the hiring process::Interview ended at the request of cand
Did not complete the hiring process::Declined full processing
Unable to Contact Applicant
Unable to Contact Applicant::Phone disconnected
Unable to Contact Applicant::No forwarding address
Unable to Contact Applicant::Never returned calls
More qualified candidate selected
Does not meet the required criteria for the role
Does not meet the required criteria for the role::Lack of relevant skills /
Does not meet the required criteria for the role::Not enough technical expe
Does not meet the required criteria for the role::Not enough functional exp
Does not meet the required criteria for the role::Unable to communicate at
Not eligible to work in this country
Internal applicant is not eligible to transfer
Not willing to travel

- Now you will see that the candidate's status has changed to rejected and the reason for rejection is capture.

ONGOING RESOURCES

Help Tools (upper right corner)

- Help Manuals
- Recourse Center

Taleo  BUSINESS EDITION

   Help  

 [Requisitions](#) [Candidates](#) [Accounts](#) [Contacts](#) [Users](#) [Reports](#)

Internal Resource

- Michelle Scott-Crook at Ext. 2335
- Darnell Carroll at Ext. 2335