Create a Requisition

1. Click Here to log into Taleo.

Sign in with your UHD Network ID and Password

UHD Web Authentication Service

The authentication process with our third party service providers may take a few seconds. Please be patient.

To ensure a successful login, please note the following:
* Make sure that your browser has cookies enabled.
* Do not click the back button on your browser.

Use your UHD Network Account and Password to log in.

Network Account

`gatore`

Password

`........`

*  
  > Forgot your password?

Login
Create a Requisition

2. The dashboard is divided into five sections: Candidates, Job Requisitions, Onboarding New Hires, Offers, and Tasks.

3. On the tool bar, click “Requisitions” and click “Create Requisition”
4. Click “Use a template” or “Start from Beginning” and click Next.

* Requisition Templates are position based, and you must select a position for the req. If this is a new position, you will need to submit an ePRF first. Taleo will update from PeopleSoft every night.
5. Click on the icon “Open Selector” to locate a template.

6. If you know the position number, enter it into “Job Code” and click the Apply Filters button. When the requisition appear, click Select.
7. Alternatively, use the Filters on the top left. Use Organization filters to drill down and hone in on positions in your department. Scroll to the bottom and click “Apply Filters.” You should see your position. Click “Select.”
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8. Click Next

9. Your requisition will now display. Most of the information will populate from the template, so you will not need to modify that information unless necessary.

You will need to fill in all blank fields appropriately. The blank fields are indicated with the open selector icon.

Enter Department Contact and Location. Click Next.
10. The fields indicated with a red asterisk (*) are required. Other information provided will help ESO with posting the requisition.

In the Logistics section:

Change “Justification” reason and enter the previous Incumbent Name if the position is a replacement.

11. Enter the Hiring Manager and Hiring Manager’s Email.
12. Indicate if the position requires a screening committee. This is a mandatory field for UHD.

Positions that require a screening committee will go to Erika Harrison for approval first before following the regular approval path.

Indicate if the position is a temporary position.

<table>
<thead>
<tr>
<th>Does this position require a screening committee?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Specified</td>
</tr>
</tbody>
</table>

Indicate 'Yes' only for Assistant Director-level positions and above.

<table>
<thead>
<tr>
<th>If this is a temporary position, does it require 20 or more hours of work per week?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Not Specified</td>
</tr>
<tr>
<td>Not Specified</td>
</tr>
<tr>
<td>Yes</td>
</tr>
<tr>
<td>No</td>
</tr>
<tr>
<td>N/A</td>
</tr>
</tbody>
</table>

13. You may include notes to Talent Acquisition in the “Internal Notes” section.

This may include: where you would like to advertise, indicate if a position is an internal or external posting, changes to the job description, and any additional information you may have.

Note: The committee members must be added in the “Internal Notes” section for positions that require a search committee.
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14. The Group will automatically populate.
15. The Recruiter and Department Contact are mandatory fields. Tamika Small is the Recruiter for all requisitions. If this name is not included, your requisitions will not post. Add Elizabeth Wolfley as “Recruiter 2” to ensure your requisition is posted timely.

Department Contact will populate based on the information previously provided.

16. In the Collaborators section, add the search committee members, hiring manager, and anyone else you would like to have visibility to the requisition and applicants.
17. The check boxes in the Administration section are to be completed by ESO.

18. Enter the Advertising Cost Center and Background Check Cost Center. These fields are mandatory.
19. Notes to Applicant. Include any additional information you would like to provide to the applicant.

20. The Description and Qualifications will automatically populate for staff positions based on the information in the official job description. If there has been a change in duties, please submit a new JAQ.

You may add preferred qualifications in the “Notes to Applicants” section. The preferred qualifications must be approved by Compensation.
21. Please select all required attachments for the applicant.

<table>
<thead>
<tr>
<th>Required Attachments by Candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Resume</td>
</tr>
<tr>
<td>☐ Curriculum Vitae</td>
</tr>
<tr>
<td>☐ Cover Letter/Letter of Application</td>
</tr>
<tr>
<td>☐ Letters of Recommendation</td>
</tr>
<tr>
<td>☐ Unofficial Transcripts</td>
</tr>
<tr>
<td>☐ Writing Samples</td>
</tr>
<tr>
<td>☐ Teaching Philosophy or Statement</td>
</tr>
<tr>
<td>☐ Research Statement</td>
</tr>
<tr>
<td>☐ Publications</td>
</tr>
<tr>
<td>☐ Evidence of Effective Teaching</td>
</tr>
<tr>
<td>☐ Portfolio</td>
</tr>
<tr>
<td>☐ DD 214</td>
</tr>
<tr>
<td>☐ Financial Aid Award Letter</td>
</tr>
<tr>
<td>☐ Class Schedule</td>
</tr>
</tbody>
</table>
22. Compensation information is the minimum and midpoint salary for the position as housed in PeopleSoft.

23. The O’Net Category will be entered by ESO. The three questions in the “Profile” section are mandatory fields.
24. You may add questions to pre-screen applicants.

Click “Add” or “Copy from Library” to add questions from the library.

Click “Create” to add custom questions.
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25. Add your question in the “Question” box. Select your “Answer Type”, “Selection Method”, and add the “Possible Answers.”

Click Save and Close.
26. If the Warning box appear, select “No” or “Yes” to continue. If you select “Yes” you will be redirected to the requisition.

27. Select Required OR Asset.
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28. Before saving, click the green diagnostic tool on the right side of your screen.

This will tell you what actions you need to take to “Save”, “Request Approval”, and “Post” the requisition.

If there are actions you need to take, click on the field listed as incomplete to navigate to that section.

29. Once all the required information for the requisition has been completed, click “Save” located at top right corner. Once the requisition is saved, click “Done.”
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30. Attachments can be added to the requisition on the Attachments tab.

31. Click “More Actions” and “Submit for Approval” from the dropdown. This step is REQUIRED. If approval is not requested, your requisition will stay in “draft” or pending status and will not post.
32. The appropriate approvers will be listed. Comments are required to continue.

33. Click “Submit for Approval.” At this time, each approver will receive an email with the requisition information. They will be prompted to approve or deny the requisition.

34. Once the approvals are complete, ESO will post your requisition on the UHD’s Careers Website.