1. Click “Recruiting” at the top left side of the screen or in the menu box.
2. On your Dashboard under Requisitions, click on the number of open requisitions to display a list of all open requisitions.
3. To view your requisitions and the candidates that have applied to the requisition, select requisitions “I own or collaborate on” on the left panel. The requisitions and candidates that have passed the HR Screen step will populate.

   Click Apply Filters.

4. Click the number under the person symbol 🤝.
5. Click the name of the applicant to view their credentials. Review the candidate’s information by clicking each of the arrows located on the left side. To view other applicants, click the arrows at the top right of the page to navigate through each applicant.

6. If the candidate does not meet the minimum qualifications of the position, you will need to update step/status.

Select “More Actions” from the dropdown and select “Change Step/Status” or click on the Change Step/Status icon.

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**ORACLE**

**Taleo**
7. The applicant is currently in the Step: “HM Screen” Status: “To Be Reviewed.” To update the status to disqualify the applicant, click on the dropdown under “Status” in the “Change to” section and select “Rejected.” Click “Apply and Close.”

**Note:** Only update the applicant that does not meet the minimum qualifications.
8. After updating the statuses of those not qualified, you may view the candidate pool update and the statuses of those who have passed the HM screen. To view the list of the applicants on the candidate screen, click “Back to Submission List.”

9. When updating the status, multiple applicants can be changed at one time by clicking the check box next to their name.
10. Select the More Actions icon or “More Actions” dropdown and click on “Change Step/Status.”

11. Select “Passed Screening” and “Apply and Continue.”
12. From the pool of candidates who passed HM Screening, you can choose who will interview. After reviewing the candidates for the interview suitability, update the status to one of the following: Pending Interview, Phone Screen, Interview, Passed Interviews, Rejected, Requisition Canceled, and Applicant Withdrew.

If the applicant is selected for an interview, select “Pending Interview.” This will indicate you are planning to interview the candidate.
13. Ensure you are taking adequate notes during the interview step. You can add notes to the applicant’s record by clicking on the comments icon.

14. After interviews are complete, update the step/status for all candidates interviewed. If the candidate is rejected, select the “Rejected” status under the “Interview Step.”

Click “Apply and Close.”
15. Once you have selected your finalist(s) and are ready to move them into the offer stage, you will need to update the step/status for the applicant(s) to “Passed Interviews.”

Click “Apply and Continue.”

16. To move a candidate to the Offer step, select “Offer to be Made.”

Click “Apply and Close.”
17. Click on the candidate you want to extend an offer to.

18. From the candidate’s record, select “More Actions” and “Create Offer.”
19. You will be prompted to complete the offer grid. It is very important that you complete the offer grid correctly because the information entered will populate the offer letter and will be sent for approval.
20. You may click the arrows to prepopulate all values from the requisition or prepopulate values from that specific section to the Offer (New).
21. Enter the information into the offer grid. Fields with an asterisk (*) is required.

**Start Date:** The planned start date

**Expiration Date:** The date the offer will expire

**Position Number:** The position number will populate from the requisition

**Position Type:** Indicate Full Time or Part Time

**Department Name:** The department name will populate from the requisition

**Hiring Manager and Hiring Manager Email:** If you did not add this to the requisition, you will need to add it in the offer grid to populate in the offer letter. The Hiring Manager is the actual hiring official.
22. **Salary (Pay Basis):** The proposed salary. The requisition automatically pulls across the minimum salary. If you are proposing a higher salary, you will add the new salary in this field and add comments to your request at the bottom.

**Note:** Salary should be listed as HOURLY or MONTHLY...this is the salary that will feed into PeopleSoft.

After you have entered Salary (Pay Basis), click the calculator to determine Annualized Salary. **Do not enter a value in Annualized Salary.**

**Exemption Status:** FLSA exemption – is the person exempt from overtime (exempt) or not (non-exempt). **Salary Exemption:** If this offer qualifies as a salary exception, add comments. **Assignment End Date:** If applicable
23. **Grade**: Pulls from requisition

**Internal or Rehire**: If yes, indicate PeopleSoft ID

**PeopleSoft Action**: Indicate if the applicant is a New Hire, New Hire – Secondary job, Rehire Within a Year, Rehire Over a Year, Transfer, Promotion Without Pay, Promotion With Pay

24. **Building and Room Location**: Select from dropdown using the open selector icon

**Orientation Date**: Leave Blank

**Notes**: Add notes/comments as needed
25. To create the offer letter, click “Create letter from template.”

26. Choose an offer letter from the template and click “Select Template.”
27. You will be prompted to enter any information necessary to complete the offer. Click “Edit Letter.”

28. Enter the prefix, exemption status, hourly rate or monthly salary and probation months (if applicable.)

Click “Apply.”
29. Review the system generated offer letter. Make and necessary edits and click “Finish.”

<table>
<thead>
<tr>
<th><strong>Edit Offer Letter</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>UHD External Offer</strong></td>
</tr>
<tr>
<td><strong>Language: English</strong></td>
</tr>
<tr>
<td>✔️ This offer letter contains no unresolved variables and is ready to be saved.</td>
</tr>
<tr>
<td>Message created from <strong>UHD External Offer</strong></td>
</tr>
</tbody>
</table>

30. Add any additional comments (if applicable)

<table>
<thead>
<tr>
<th><strong>Comments</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Comments</strong>: max 4000 chars</td>
</tr>
</tbody>
</table>

31. Scroll to the top of the offer grid and click “Save and Close.”
32. To submit offer for approval, click “More Actions” and “Submit Offer for Approval.”

33. The appropriate approvers will populate. You must add comments in the “Comment to Approvers” section.
<table>
<thead>
<tr>
<th>Step</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>34.</td>
<td>Click “Submit for Approval.”</td>
</tr>
<tr>
<td>35.</td>
<td>Once all approvals have been submitted, Talent Acquisition will extend the verbal offer to the candidate for <strong>staff positions only</strong>. If the candidate accepts, a background check will be conducted before the written offer of employment is extended.</td>
</tr>
</tbody>
</table>

**Note:** For faculty, temp, and student positions, the department will contact the candidate with the contingent offer.

**For staff and full-time faculty positions,** place all reviewed applicants on a Screening Matrix and attach the completed Matrix to the requisition.