FACULTY HIRING
TALEO
USER GUIDE

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Table of Contents

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1 Introduction

Included in these materials are step by step instructions for using Taleo for Faculty Hiring.

1.1 Course Goals

This guide includes instruction for the following:

- Logging In and Navigating through Taleo
- Creating a Requisition
- Approving Requisition
- Posting Requisition
- Viewing a Requisition and Candidates
- Taking actions on candidates
- Understanding the candidate selection workflow structure and moving candidates through the workflow

1.2 Taleo Fluid Recruiting Overview

The Taleo Applicant Tracking System (ATS) has a new mobile friendly product called Fluid Recruiting. Fluid Recruiting offers a simple and modern user interface that is usable on desktops, laptops, tablets, and smartphones. Fluid Recruiting leverages concepts, icons, data, and behavior similar to the old interface (Recruiting Center) while providing an improved user experience.

Fluid Recruiting is set up to provide a quick access to information on requisitions, candidates, offers, and other activated functions. Learning to navigate efficiently within the system ultimately saves time and increases productivity.

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2 Requisition/Faculty Search Management

2.1 JOB AID: Logging Into Taleo Fluid Recruiting & Navigation

1) To log-in, go to http://towson.taleo.net/ and enter your Towson Username and Password

2) Once you are logged in, the Welcome Page displays
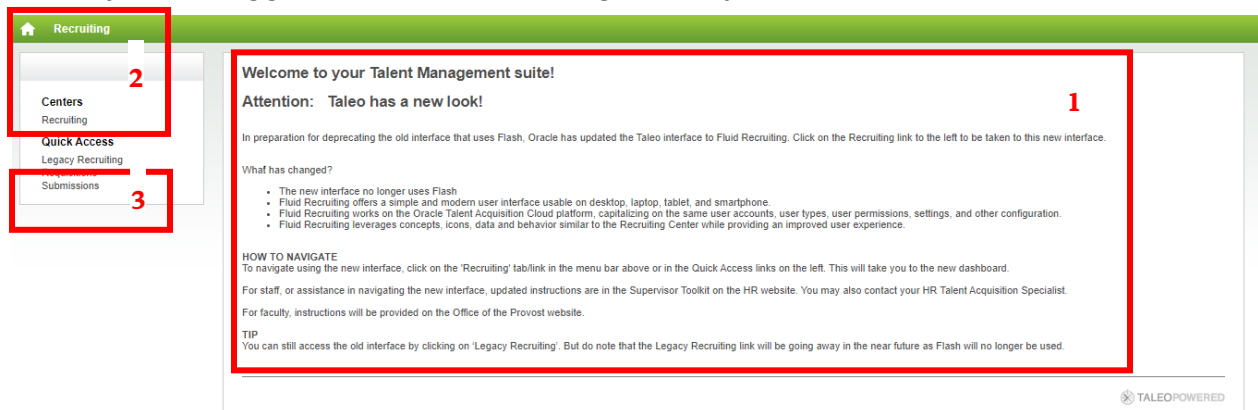
Navigating the Welcome Page

The Welcome page contains links to vital information and tasks within the system. From candidates to requisitions, this page provides timesaving options that will guide to where you need to be in the system. To navigate the 'Welcome Page':

1. **Welcome Page :** Displays messages and updates
2. **Recruiting :** Click the **Recruiting** link to view Dashboard.
3. **Requisitions :** Click the **Requisitions** link to go to the Recruiting Center to view and create requisitions and to view candidates and candidate submissions.

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3) **Dashboard** (displays after clicking the Recruiting link from the Welcome Page)

Navigating the Dashboard

The Dashboard contains links to vital information and tasks within the system. From candidates to requisitions, this page provides timesaving options that will guide to where you need to be in the system. To navigate the Dashboard:

a) **Recruiting:** Click the **Recruiting** link to view Dashboard.
b) **Requisitions:** Click the **Requisitions** link to create requisitions.
c) **Submissions:** Click the **Submissions** link view candidates and candidate submissions.

4) **Recruiting Center** (displays after clicking the Requisitions link from the Dashboard)

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Navigating the Recruiting Center

The Dashboard contains links to vital information and tasks within the system. From candidates to requisitions, this page provides timesaving options that will guide to where you need to be in the system. To navigate the Dashboard:

a) **Create Requisitions:** Click the **Create Requisition** icon to create requisitions (upper right hand side of the screen).

b) **Find Submissions:** Click the **Submissions** link to view candidate submissions.

c) **Filters:** Apply filter options to search for specific requisitions.

d) **Return to Homepage:** Click the **Home** link to return to the home page (accessible by clicking on the three line icon on the upper left hand side of the screen).

2.2 JOB AID: Creating a Requisition

1) Login to the Taleo application, click on the 'Requisitions' link under Quick Access on the left of the page.

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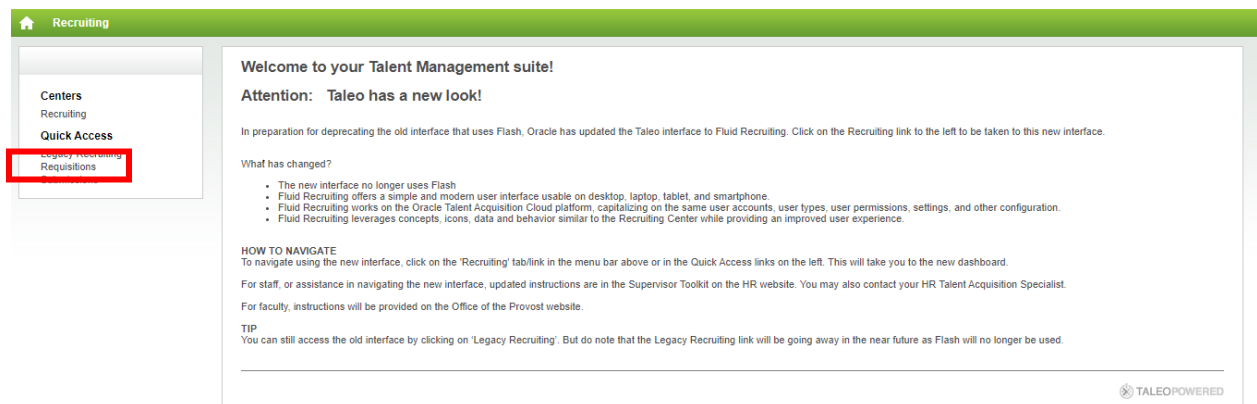
2) The Taleo Fluid Recruiting Center displays
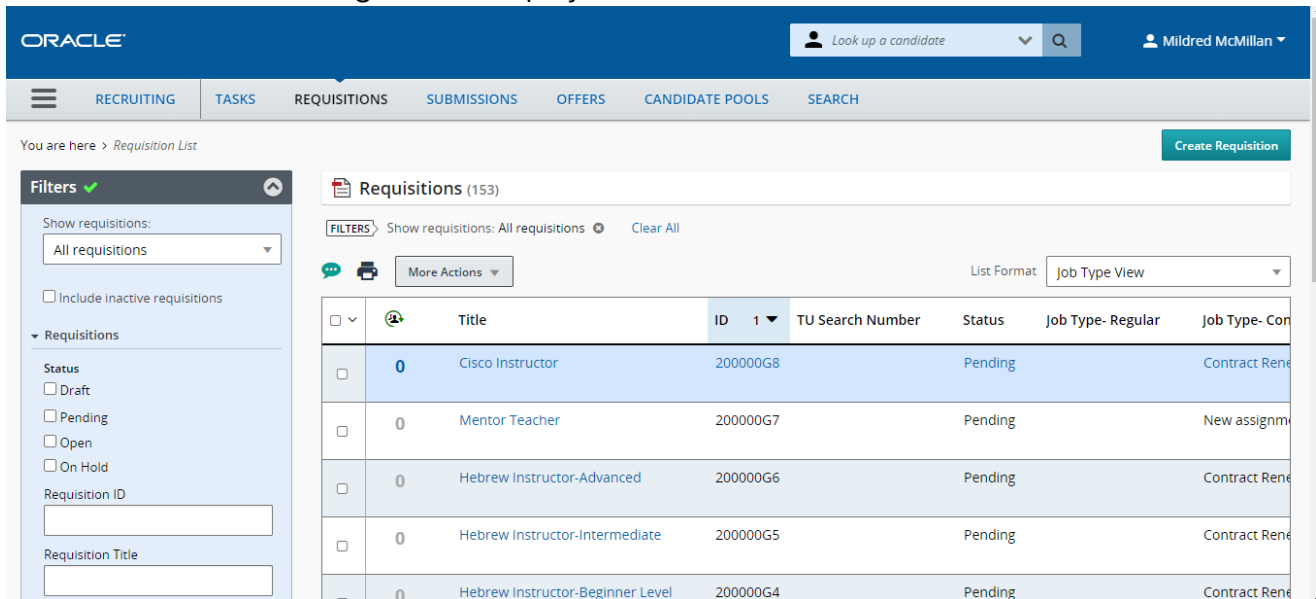
3) Click on the 'Create Requisition' button in upper right of page
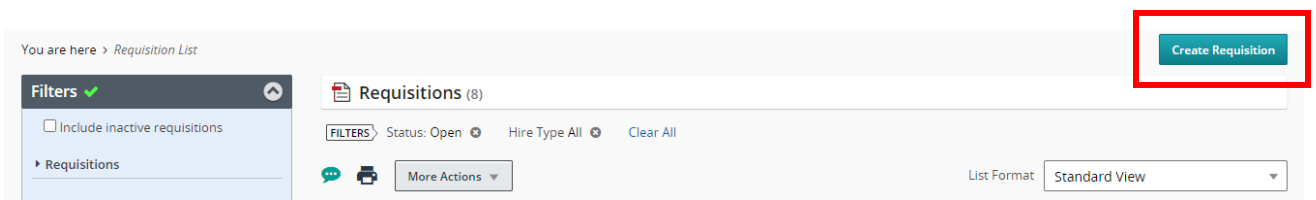
4) You will be asked how to create the requisition. Please select 'Start from the beginning' and then select the 'Next' button located in bottom right of page (scroll down to see the 'Next' button). **IMPORTANT NOTE: If you only have access to faculty requisitions, step 5 will be skipped and you will be taken directly to step 6.**

📄 Create New Requisition

Please select how to create your job requisition

○ Use a template

◉ Start from the beginning
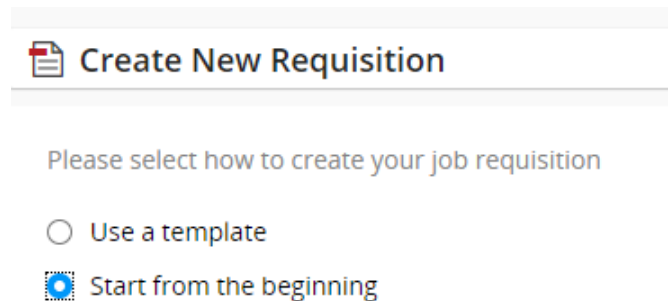
5) **Hire Type**: Select the option for 'Faculty' and then the option for 'Faculty-- Regular Faculty Search Request' Select the 'Next' button located in bottom right of page.

Please specify the hire type for the requisition you are creating. Note that this information cannot be changed once the requisition is created.

Hire Type *

○ Staff

● Faculty

Select the style for this requisition type *

● Faculty - Regular Faculty Search Request

○ Do not use - Future Release

○ Do not use - Future Release

6) **Requisition Structure:** Select the College and Department

Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"

Requisition Structure

Hire Type
Faculty

Requisition Style
Faculty - Regular Faculty Search Request

User Group
College of Business and Economics

Job Field

Department

Organization

Location

0 Other Locations are selected

a. Use the selector button ⌕ to select the appropriate Department. Scroll to the right or collapse the filter selection to be able to click on 'Select' to choose the department.

Department Number	Department Name	▲ Hiring Manager	Organization	Location	Status	Actions
12020	Accounting		College of Business & Economics	Main Campus	Active	Select

b. Once the department has been selected the Organization and Location will default
c. Use the selector button to select the User Group. This will show only one value as default based on the department selected.
d. Use the selector button to select 'Faculty' under Job Field
e. Select the 'Next' button located in bottom right of page

7) The requisition information page displays. Enter all required fields (indicated by red asterisk *). Any fields not marked as required will be entered later PBO, etc. or are not required for creation.

a. In the Owners\Search Committee section, select the **Search Committee Chair**(s) as **Recruiter** and Recruiter Assistant and the **Department Chair** as the **Hiring Manager**. If there are two search chairs, the second person can be listed as the 'Recruiter Assistant'.

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If an admin is creating the requisition on behalf of the department chair if they still want access, they can be listed as 'Hiring Manager' assistant.

Owners\Search Committee

Instructions: : Please select search individuals who should have access view requisition details and candidates who have applied. As a guide, the roles are typically:

- Hiring Manager/Asst - Department Chair/Admin;
- Recruiter - Search Chair
- Collaborators - Search Committee, Any others needing access

Owners

Recruiter *
McMillan-FacRec, Mildred

Recruiter Assistant

Hiring Manager *
McMillan-FacHM, Mildred

Hiring Manager Assistant

b. In the <u>Collaborators</u> section, select the members of the search committee. When in place, the search's inclusion advocate must be selected as a collaborator.

Collaborators

⊕ Add Collaborators

First Name	Last Name	Email	Title

c. In the <u>Job Search Information</u> section, enter the information from the approved Docusign position. (1) Enter the job title under 'Requisition Title' (e.g., Assistant Professor of Accounting). Note that what is entered for 'Requisition Title' is the title that will display for all applicants when viewing or applying. (2) The 'Number of Openings' is defaulted to 1. However if multiple positions are being hired for the same job description (even if position numbers are different), this can be changed to the number of positions being hired. Comments can be used to list the additional position number(s) and all names and employee numbers of people being replaced can be entered in the text field.

Job Search Information

Job Search Identification

Requisition Title *
Assistant Professor of Accounting
Requisition Title will be visible to all applicants.

TU Search Number
CBE-4000

Number of Openings *
1

Job Search Details

Position Status *
Replacement (no changes to ...

Anticipated Position Start Date *
Aug 17, 2021

Job Type - Faculty
○ Not Specified
● Regular Faculty

Name and Employee ID of last person in role (if applicable)
Jane Doe

Rank Requested - 1 *
Assistant Professor

Rank Requested - 2
max 25 chars

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d. In the <u>Job Posting Information</u> section, paste the text of the approved job ad in the Description – External box. Note that the PBO made have made edits to the submitted text before returning the Docusign form. This is the information that will appear on the TU website and that candidates will see to apply
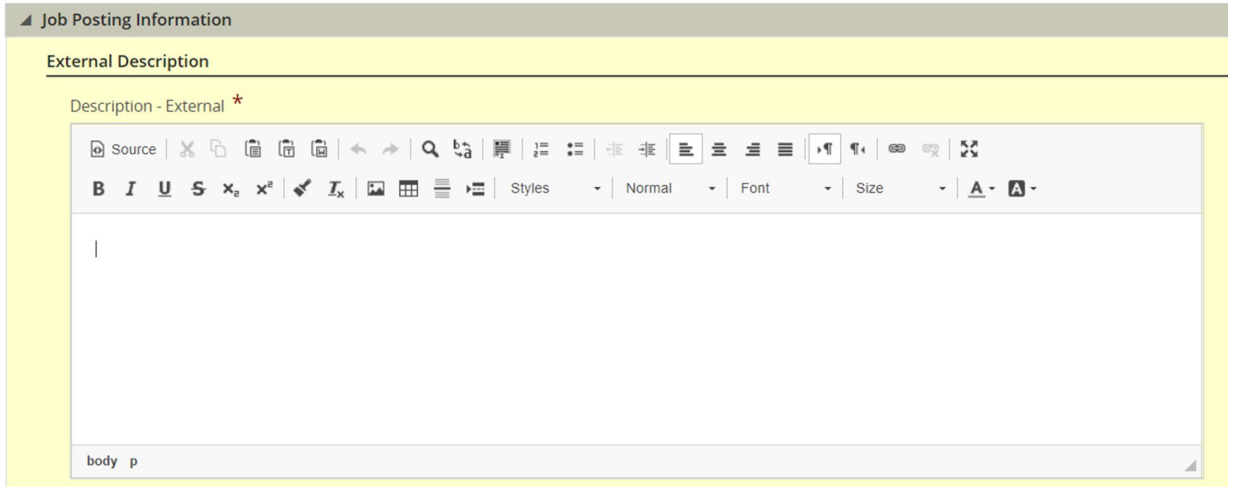
e. Once all required fields entered, click on 'Save' link then 'Done' button at the top of the screen
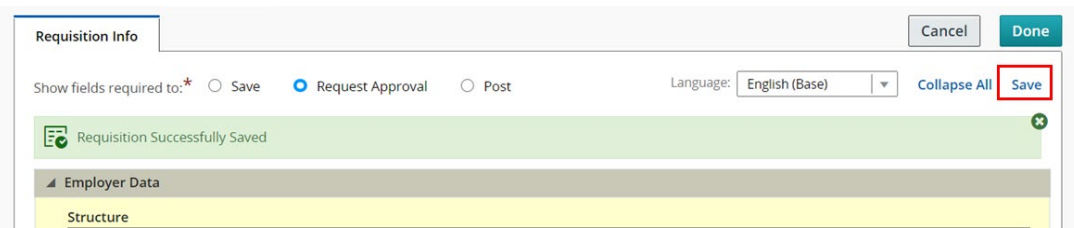
f. If the requisition will not save or move forward, click the inspect icon at the right hand side of the screen to identify missing information.

g. <u>Attach the Approved Docusign document including the Outreach Plan</u> to the requisition by selecting the 'Attachments' tab at the top of the screen. When downloading from Dcousign, select to include all attachments.

h. Click 'Upload Attachments' to select and upload attachments
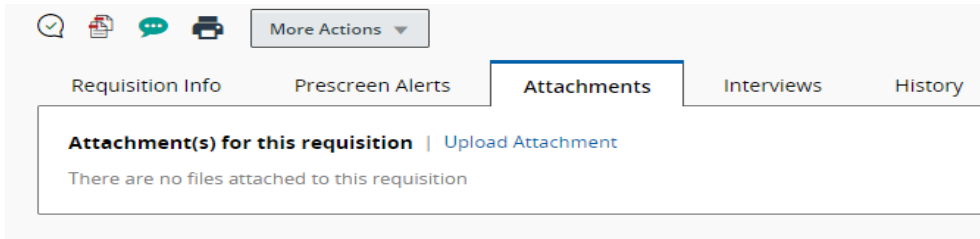
    i.   You can select the 'Requisition Info' to return to main requisition information

8) Request Approval - Once all required fields have been entered and any attachments added, the user can request approval of requisition. **Please note that if the option is not available, this likely means a required field is missing. The requisition can be edited and the field added then click on Save and Done again.**

    a.   To request approval, select 'More Actions' and 'Submit for Approval' or select the check icon in circle
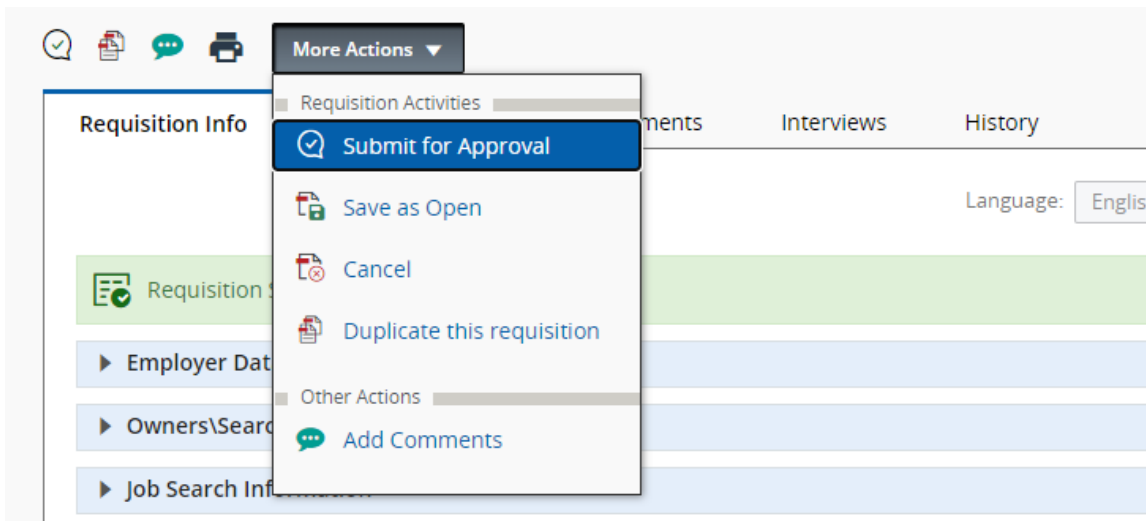
    b.   The Request Approval page will automatically load the workflow. The current defined workflow is : Department Chair -> Search Chair. This approval is to verify the information entered for the ad, etc. The initial approval occurs still in Docusign. Therefore, the Docusign document should be attached as outlined in step above.

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You are submitting this requisition for approval

⊕ Add Approvers   ⇅ Reorder

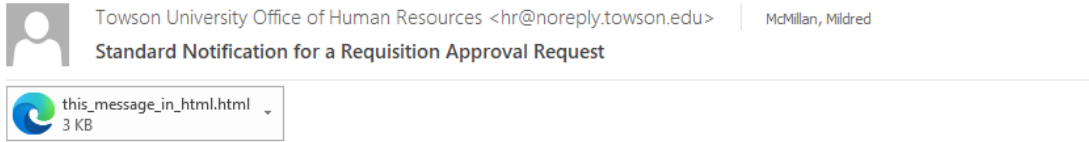| Order	Approver	Decision	Decision Comment
1	Mildred McMillan-FacHM ⊗	Approved	-
2 ⌃⌄	Shohreh Kaynama ⊗	Pending	
3 ⌃⌄	J. Kevin Burke ⊗	Pending	
4 ⌃⌄	Maggie Reitz ⊗	Pending	
5 ⌃⌄	Leah Cox ⊗	Pending	

Comment to Approvers *

Characters remaining : 1000

c. If the Department Chair is entering the requisition then this will show as automatically approved.

d. Enter comments (required) and select the 'Submit Approval' button.

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2.3 JOB AID: Approving Requisition

This job aid provides step-by-step instructions on how to approve a requisition via email or logging into the system.

2.3.1   Approve via Email

1) If approving a requisition as a department chair via email, open the email with the subject **Standard Notification for a Requisition Approval Request**.

Towson University Office of Human Resources <hr@noreply.towson.edu>   McMillan, Mildred
Standard Notification for a Requisition Approval Request

this_message_in_html.html
3 KB

[EXTERNAL EMAIL - USE CAUTION]

Requisition Approval Request

Requisition Title:	**Assistant Professor in Accounting**
Requisition ID:	**20000096**
Requested by:	**Mildred McMillan**
Comments:	**TEST – Please Approve**

Click "Respond…" to view more requisition details and respond to the approval request as soon as possible.
Respond…

Thank you,
Office of Human Resources
Towson University

Replies to this message are undeliverable and will not reach the Office of Human Resources. Please do not reply.

2) Click the **Respond** hyperlink. The eShare login page displays. Enter TU ID and password.

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Towson University Authenticated Login

Use your Towson University NetID to log into

An External Service Provider
(http://stgtowson.taleo.net/smartorg)

Username

Password

Login

Forgot Password   Manage My NetID

Terms and Conditions
Questions and/or Comments?

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3) The **Requisition Approval Request** displays

4) To review the requisition, click the **Requisition Details** hyperlink. A PDF version of the requisition will open. The attached Faculty Search request can also be clicked on and displayed.

5) Provide a decision of either **I approve this requisition** or **I reject this requisition**. If required input **Comments**. Click the **Done** button when complete
   - ☐ If approved, a notification will go to the next approver.
   - ☐ If rejected, the requestor will be notified.

6) Once fully approved, both the Department Chair and the Search Chair will be notified that the requisition is approved.

2.3.2   Approve via Application

1)   To approve a requisition from the application, login to Taleo and select 'Recruiting to navigate to the Dashboard.

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2)   On the dashboard, scroll down to the Tasks section where all requisitions awaiting your approval displays. Click on the number next to approve requisitions

3)   Click on the 'Approve Requisition' link for the requisition you wish to approve/reject.

4) Requisition information displays including attachments with Summary Card

5)   Click the appropriate action from the summary card on the left and enter comments if required (required on reject)

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2.4 JOB AID: Posting Requisition to Taleo Faculty Job Site

This job aid provides step-by-step instructions on how to post a requisition to the Taleo Faculty jobsite for candidates to apply. In order to post a requisition, it must be have been approved/verified by the Dept Chair and Search Chair as shown below with a status of Open-Ready. Either the Department Chair or Search Chair(s) can complete this step.

1) Once the requisition has been verified as approved, click on the 'Sourcing' tab
2) The sourcing page displays, with the button 'Add career sections' under Career Sections area. **TIP: If this button is missing, this means a field required to post is missing. This is likely the positon number. Edit the requisition, add the position number and save and the button will then appear.**

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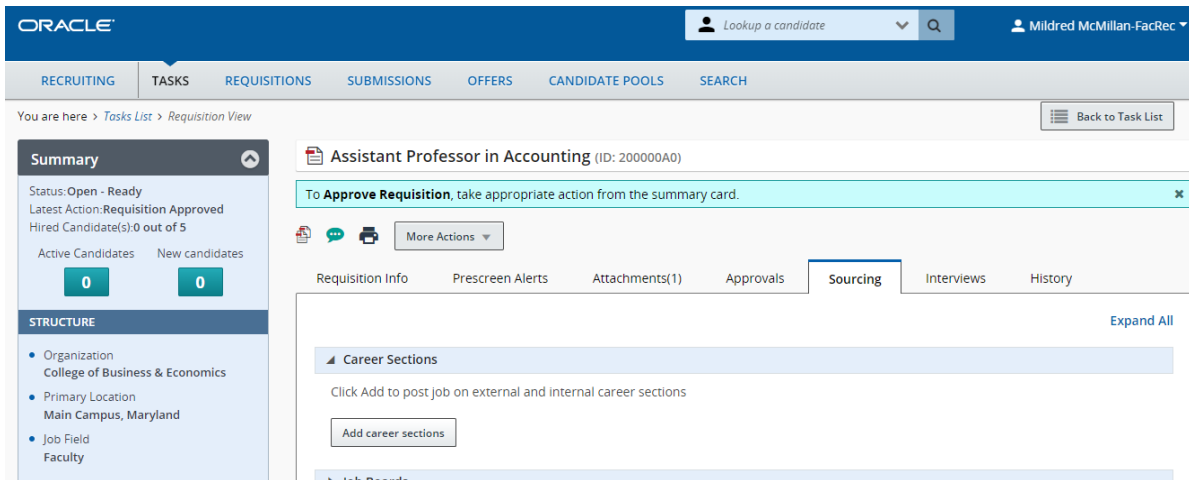
3) Click on the button to 'Add career sections'

4) The **'Career Selections Selector'** displays. Verify 'Faculty-External' is selected and then click on the button 'Add/update career sections'
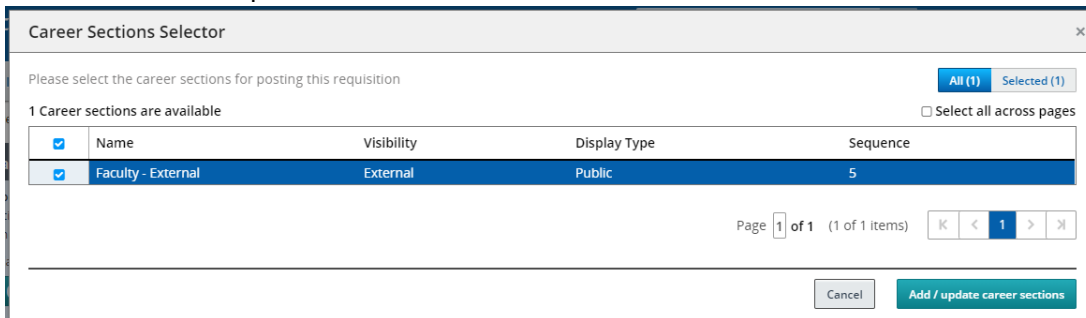
5) The **'Career Selection'** page displays.

6) On the 'Career Selection' page verify the dates you wish the job to be posted. Once you have selected/verified dates, click on the save and apply button.

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**TIP: It defaults from the current date to ongoing but this can be modified to any specific dates.
If you keep the default of ongoing, then the job will be posted until you come back to this page,
select 'Modify' and deselect 'Faculty-External'**

7) The 'Career Selection' page displays with the saved posting information and a status in the
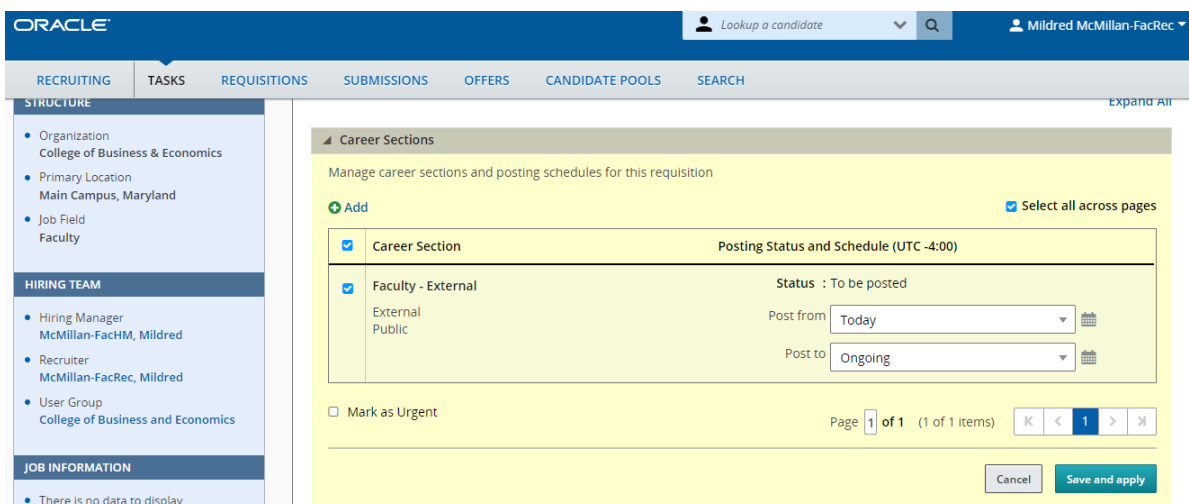summary card of Open-Posted.

8) In approximately 15 - 30 minutes (sometimes sooner), the job will be available to candidates to
apply on the Taleo Faculty website at
https://towson.taleo.net/careersection/fac_ex/jobsearch.ftl?lang=en&portal=8100026200

2.5 JOB AID: Posting Requisition to External Sites (Creating Link to Taleo job)

1) To provide a direct link to a job use the following format
2) https://towson.taleo.net/careersection/fac_ex/jobdetail.ftl?job=<TU Taleo Requisition Number>
3) EXAMPLE: https://towson.taleo.net/careersection/fac_ex/jobdetail.ftl?job=200000FZ

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3 Candidate Management

3.1 Candidate Management Introduction

Once candidates are sourced/have applied for an active requisition, it is possible to view the list of candidates and use various candidate management features to work with them.

It is important to understand how to view, sort, and filter the list of candidates efficiently. It is also possible to take such actions on candidates as sending correspondence or making comments on candidate files, directly from the list view.

3.2 JOB AID: Viewing and Filtering Candidate Lists

This job aid provides step-by-step instructions on how to view and filter a list of candidates for a specific requisition.

The Candidate list displays all of the candidates associated with the requisition. Search Committee members, Deans, Vice Provost, PBO and OIIE can use the Filters on the left pane to filter the list of candidates by various criteria.

In addition to using filters to refine the Candidate list, it is possible to use the List Format dropdown list to display various list layouts.

Actions can be taken on one or more candidates from the list view, using the More Actions dropdown list.

1)   Log into Taleo and click on the **Requisitions** link on the left to go to the Recruiting Center

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2) The Fluid Recruiting Requisitions list displays.

3) Locate the applicable requisition. In the Active Candidate Count column, click the hyperlink displaying the number of candidates. **TIP: Use the filters on the left side to help locate requisition. You can also collapse the filter section.**

4) The candidate submissions (Candidate List) for the selected requisition displays.

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5) Optionally, use the Filters pane to narrow down the list of candidates.

6) For example, to show only candidates waiting on Pre-Interview Screen
   a. Expand the Selection Process filter.
   b. Select Pre-Interview Screen
7) Optionally, click the Collapse icon to collapse the Filters pane.
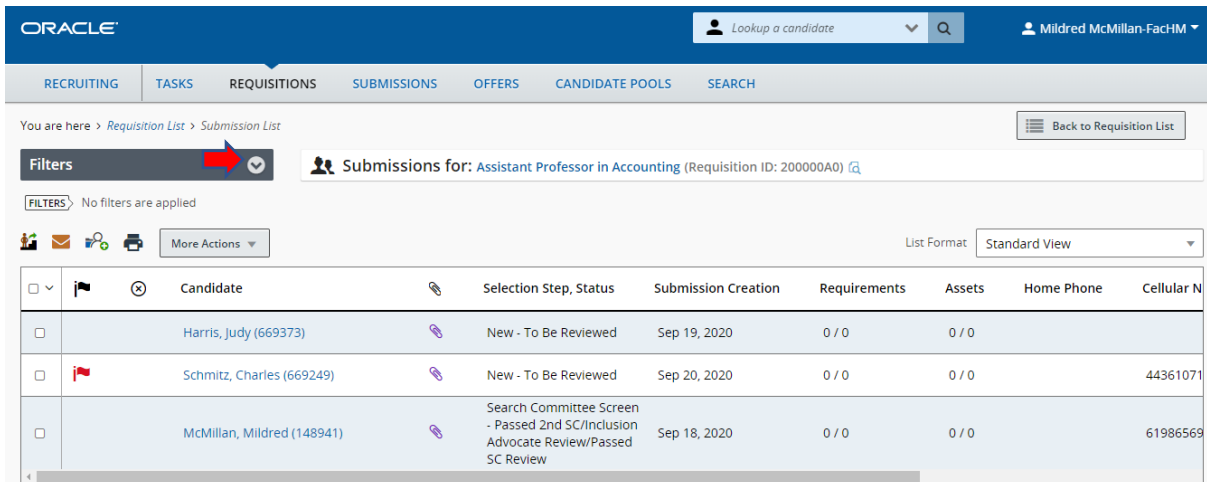
8) Review the selection information for each candidate in the Step and Sel. Status columns. Candidates are pre-sorted by: Selection Step,Status

9) You may click any column to re-sort the list. Click a column once to sort in ascending order. Click again to sort in descending order.

10) Optionally, from the List Format drop-down list, there is currently only Standard View. Different views can be created to see additional information.
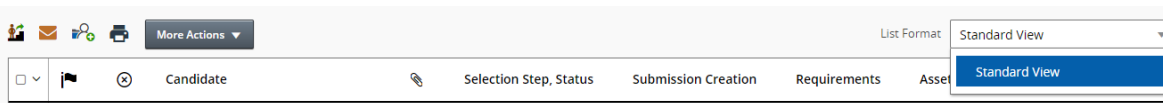
11) You have viewed and filtered a list of candidates for a specific requisition.

3.3 JOB AID: Viewing Candidate Files and Attachments in Taleo

This job aid provides step-by-step instructions on how to view a candidate's file in Taldo. A candidate file contains candidate information such as personal information which includes address, email and phone number(s) from the Job Submission and the General Profile. To access the candidate file, click a candidate name in the list. Other tabs allow for viewing attachments and history of actions taken on or by the candidate. This topic covers the navigation of the sections and tabs within a candidate file.

Attachments (cv's, etc) may be uploaded into Taleo and can be viewed from the Attachments tab. However all attachments uploaded will be copied to ImageNow for review. <u>All hire documents for candidates should be reviewed via ImageNow (see Section 3.7).</u>

1) From the list of submitted candidates (accessed by clicking on the number in requisition list), click on candidate's name to view their file.

2) The candidate's file displays in view mode with the Job Submission tab selected and the Personal Information section expanded. In View mode, only fields that contain data display.

3) The candidate file is organized into two panes. The left pane 'Summary' contains the candidate card and supporting information. The candidate card can be flipped to display a quick view of either Submission details or General Profile details. The pane can also be expanded or collapsed/hidden.

4) The right pane contains the main content of the file as well as an action bar allowing users to perform actions on the candidate. Tabs provide complete information about the candidate. Depending on the candidate card side being viewed, the information displayed on the tabs will vary.

5) You can collapse Personal Information to see all sections. You can also expand each section within the Job Submission tab to review the candidate's information.

> Submission: **McMillan, Mildred** for **Assistant Professor in Accounting** (ID: 200000A0)
>
> [icons] [More Actions ▼]
>
> **Job Submission**   Attachments(2)   History
>
> ▶ Personal Information
>
> ▶ Submission Information
>
> ▶ Profile Information
>
> ▶ Questionnaire
>
> ▶ Diversity
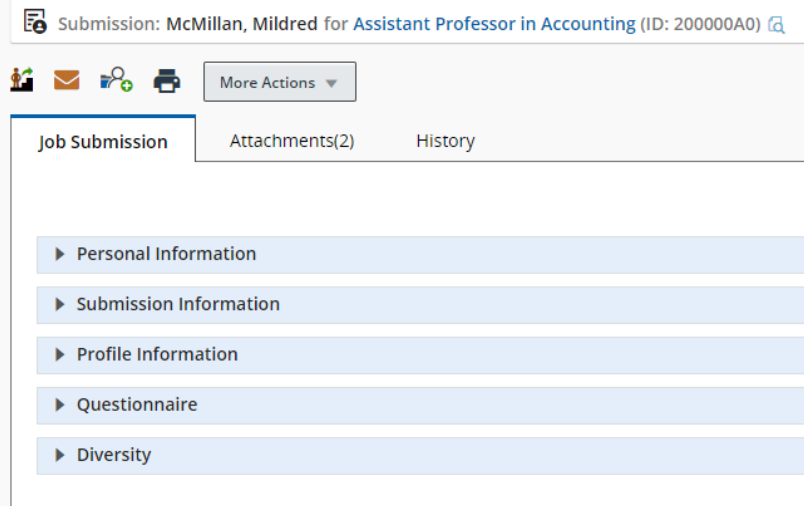
6) On the Job Submission form, navigate to the Questionnaire section.

▶ **Personal Information**

▶ **Submission Information**

▶ **Profile Information**

◢ **Questionnaire**

Prescreening Questionnaire

	Question	Answer	Required/Asset
1	Do you have a Master's degree?	→ Yes	-
		No	-
2	Are you proficient with various computer software packages, such as Microsoft Word, Excel, PowerPoint, and Outlook?	→ Yes	-
		No	-
			Required 0/0 **Assets 0/0**

7) If prescreening questions were added to the requisition, In the Prescreening Questionnaire block, you will see the candidate's answers to the questions. The green checkmark indicates the candidate's answer.

8) On the Job Submission tab, in the Personal Information block, the candidate's Email Address is noted.

9) Hover over each button on the Action bar and read the tooltip that explains them. Review the actions listed within the More Actions drop-down list. See section form 'Moving Candidates Through Hire Process' and 'Faculty Candidate Selection Workflow' for more information on how to move candidates and details on the steps and statuses.
10) Click the Attachments tab. There may not be attachments. All attachments will be copied to ImageNow for review.
11) Switch the Summary details that display on the left pane by using the slider to view either the
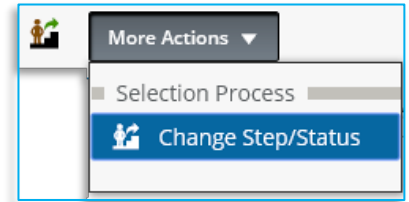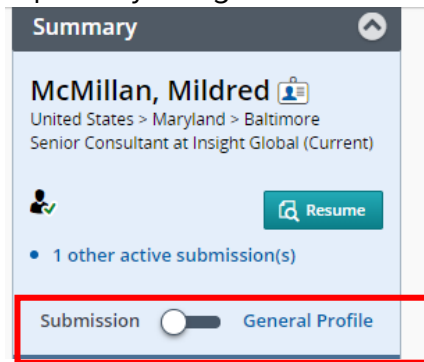
12) Submission details or the General Profile details.
13) Click the History tab. If applicable, modify the history of events to show additional events. Note that you can view the history for different job submissions from this tab.
14) On the left pane, in the Other Submissions section, click the Back to Submission List button to return to the list of candidates.
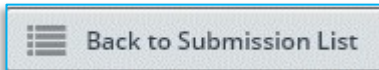
15) You have viewed a candidate's file.

3.4 JOB AID: Moving Candidates Through Hire Process/Reject Candidates

This job aid provides step-by-step instructions on how to move candidates through the different steps of the hire process or to reject a candidate. To change the status of a candidate, click the Change Step/Status shortcut button at the top of candidate listings and the top of a candidate's file **OR** from the More Actions drop-down list, select the Change Step/Status option.
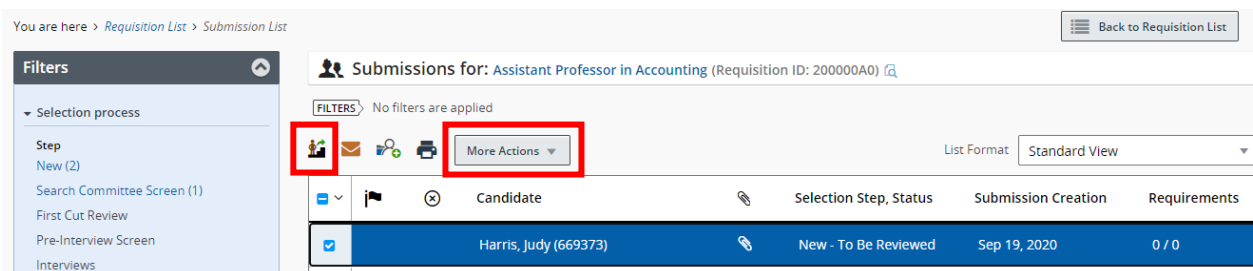
1) From the Status drop-down list, select the next status to move the candidate to. NOTE: Since First Cut Review is an optional step, this can be skipped by also modifying the Step. Otherwise, no other option will be available when the step is required.

2) The details of all steps and statuses with the order are below in 'Faculty Candidate Selection Workflow' (see Section 3.6).
3) After selecting the step or status, click on the 'Apply and Continue' button to move candidate to next step or 'Apply and Close' if only moving to one step/status.
4) To reject a candidate, select 'Rejected' as status.
5) RESULT: The Details or Disposition section displays.

6) Select the applicable disposition reason for the rejection.
7) Click the Apply and Close button.

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8) Hiding rejected candidates from list of candidates to make review cleaner and easier. From a listing of candidates, use the Filters panel to hide rejected candidates.
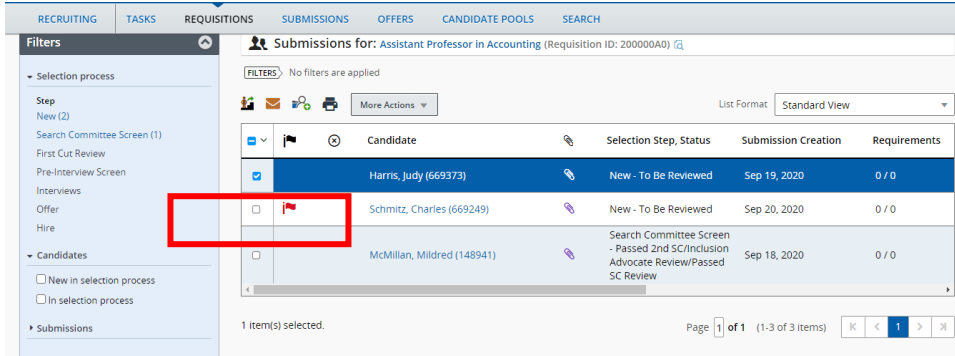
9) In the Quick Filters section, expand the Candidates option.

10) Select the In selection process option.

11) At the bottom of the Filters panel, click the Apply Candidate Filters button.

12) Result: The rejected candidate is removed from the list.

3.5 JOB AID: Pre-Interview Approval for Department Chairs, Deans, Vice Provost and OIIE

This job aid/test script provides step-by-step instructions for two different ways Department Chair, Dean, Vice Provost and OIIE to be able to see applied candidates and approve/pass candidates to approve candidates for on campus interviews.

User can go to the Faculty document storage in ImageNow to review uploaded application files. Applicants can be found in ImageNow using the requisition id, TU search number, name or candidate identifier (See Section 3.7 for information on using ImageNow).

Option 1 to View and Approve Interview Candidates (This is the quickest)

1) Navigate to Taleo environment using link -> https://towson.taleo.net/
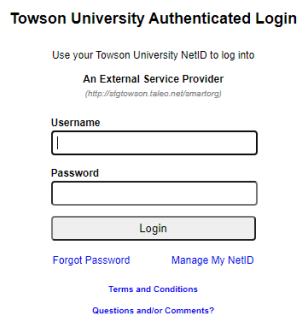
      i.

2) Once logged into Taleo, from the Welcome screen, select 'Submissions' from the left menu
3) Expand Submissions under the Filters on the left. For step you can type in 'Pre' and they select the down arrow. Then select the step 'Pre-Interview Screen – Vice Provost', etc. as applicable. Then select to 'Apply Filters'. This will then show any candidates on any requisitions waiting approval.
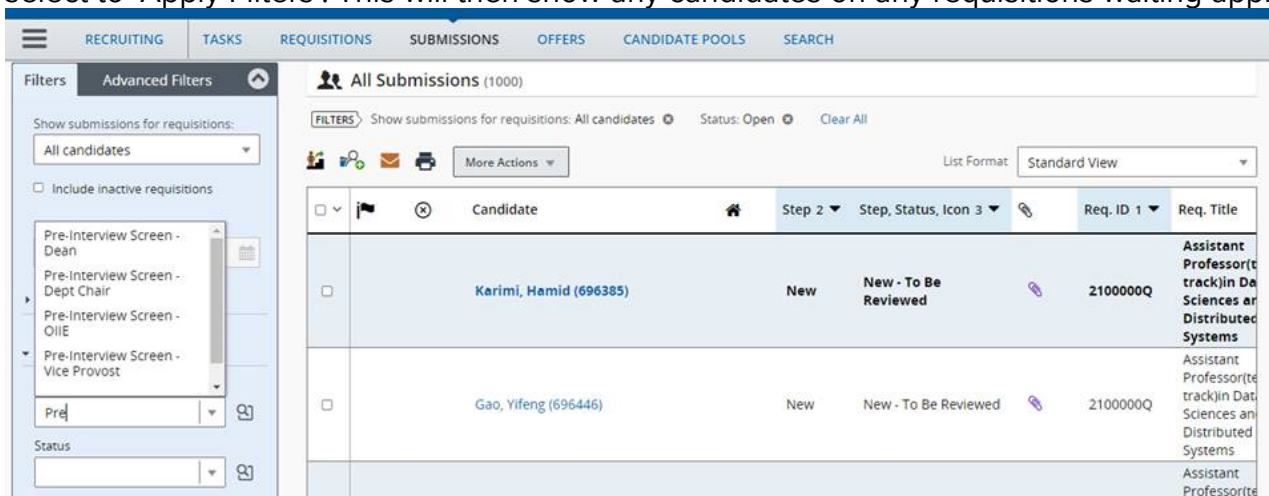
4)

5)

6) To approve and change the status of a candidate, select one or more candidates and then click the **Change Step/Status** shortcut button at the top of candidate listings and the top of a candidate's file

> **- OR -**
>
> From the **More Actions** drop-down list, select the **Change Step/Status** option.

7)

8) From the **Status** drop-down list, select the next status to move the candidate to Select 'Passed....' if approving. Then select the Apply and continue button. After selecting passed, select the next status as well to put in the next approvers queue.

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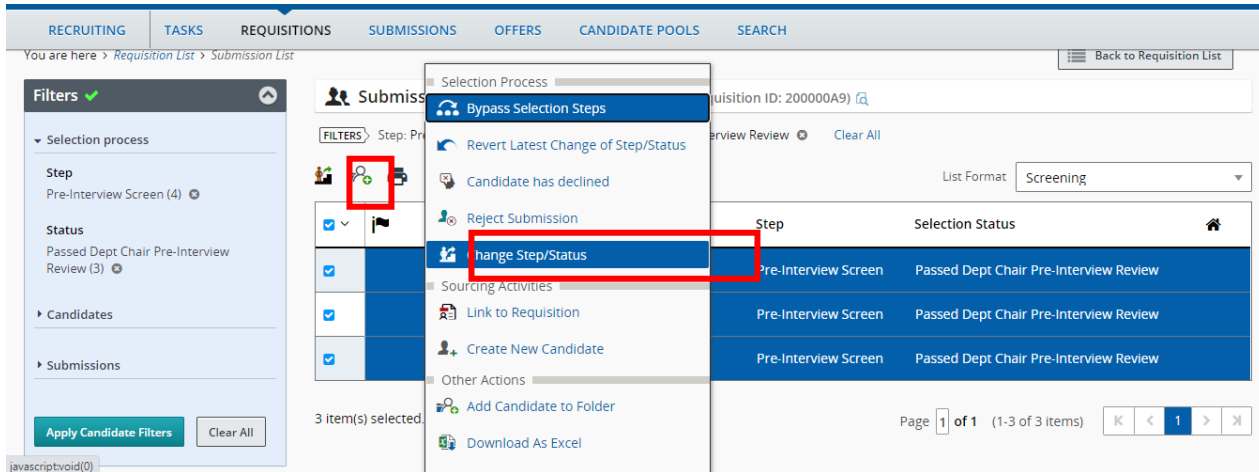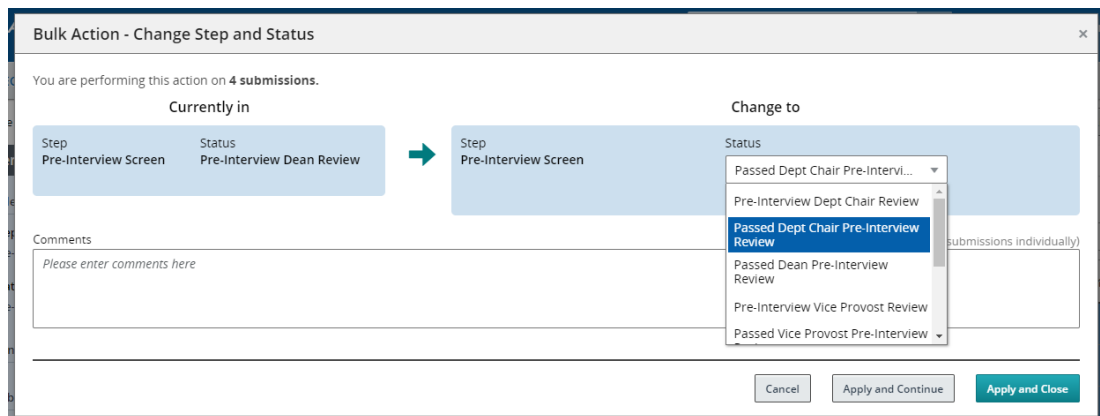
Option 2 to View and Approve Interview Candidates

9) Navigate to Taleo environment using link -> https://towson.taleo.net/

Towson University Authenticated Login

Use your Towson University NetID to log into

An External Service Provider
(http://stgtowson.taleo.net/smartorg)

Username

Password

Login

Forgot Password   Manage My NetID

Terms and Conditions
Questions and/or Comments?

i.

10) Once logged into Taleo, from the Welcome screen, select 'Requisitions' from the left menu and the requisition list will display

ORACLE   Lookup a candidate   Mildred McMillan-FacHM ▼

| RECRUITING | TASKS | REQUISITIONS | SUBMISSIONS | OFFERS | CANDIDATE POOLS | SEARCH |

You are here > Requisition List   **Create Requisition**

Filters ✔

Show requisitions:
All requisitions ▼

☐ Include inactive requisitions

▸ Status

Apply Filters   **Clear All**

📄 **Requisitions** (6)

FILTERS ❯ Show requisitions: All requisitions ⊗   Clear All

💬 🖨   More Actions ▼   List Format   Standard View ▼

☐ ▼	🚩	👤	ID	TU Search Number	Title	Departm
☐		👤 3	200000A0	CBE-3299	Assistant Professor in Accounting	Account
☐	🚩	0	20000096	CBE-3394	Assistant Professor in Accounting	Account
☐		0	20000095	CBE-9995	Professor in Finance	Busines Analytic Technol Manage

11) Locate the applicable requisition by using the filters or scrolling

Filters ✔

Show requisitions:
All requisitions ▼

☐ Include inactive requisitions

▾ Status

Requisition Title

Requisition ID
200000A9 ⊗

Status
☐ Draft
☐ Pending
☐ Open
☐ On Hold

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12) In the **Active Candidate Count** column, click the hyperlink displaying the number of candidates. **TIP: 'Filters' on the left hand side can be used to find requisition. Enter search data and then select 'Apply Filters' at bottom of section. The 'Filters' tab can also be collapsed to see more data elements on the screen.**

b.

c.

d. The candidate submissions for the selected requisition displays.

13) To display only candidates currently in the Pre-Interview step and waiting approval, use the 'Filters' tab on the left. Under Step under filters, click on Pre-Interview Screen.

Result: All of the statuses in this step will display with the number of candidates in the step

14) Click on the appropriate status. For example, those waiting on the Department Chair to review, will be in a status of 'Pre-Interview Dept Chair', those waiting on Vice Provost will be in a status of 'Pre-Interview Vice Provost View'

15) Result: Candidates in the status waiting to be approved/moved to next step display

16)

17) To approve and change the status of a candidate, select one or more candidates and then click the **Change Step/Status** shortcut button at the top of candidate listings and the top of a candidate's file

- **OR** -

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From the **More Actions** drop-down list, select the **Change Step/Status** option.

18)
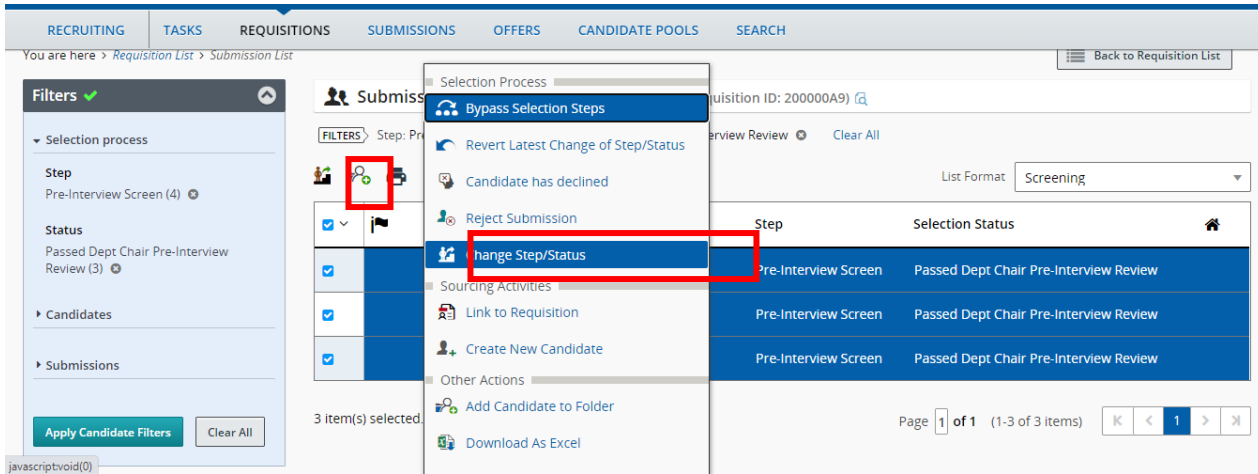
19) From the **Status** drop-down list, select the next status to move the candidate to Select 'Passed....' if approving. Then select the Apply and continue button. After selecting passed, select the next status as well to put in the next approvers queue.
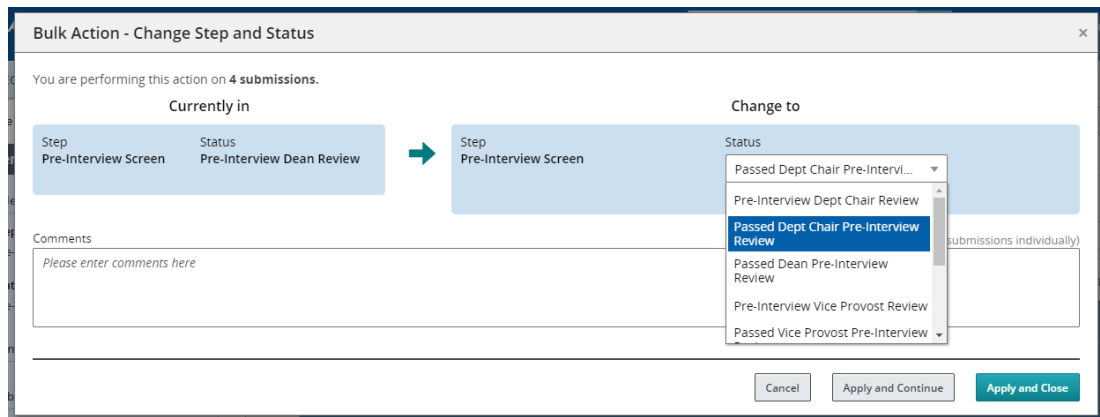
3.6 Faculty Hiring Process Steps and Statuses (Candidate Selection Workflow)

20) The following table details the steps in the process to move applicants from pre-interview status to approval for on-campus interviews.

Candidate Step	Candidate Step Configuration	Candidate Status	Notes/Details of Candidate Status	Who Clicks	Comments Optional or Required?	Status in ImageNow

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New	• Mandatory	To Be Review	Newly applied candidates - All candidates with completed applications	SYSTEM	Optional	New
		Declined	Candidate withdraws before Search Committee review		Optional	Rejected/Declined
Search Committee Screen	• Mandatory	Passed 1st SC Review	Passed review by 1st SC member meeting	Search Committee	Optional	Applicant Pool
		Passed 2nd SC/Inclusion Advocate Review	Passed review by 2nd SC member, inclusion advocate or by outside meeting/conversation of Search Committee (NOTE: The Search Committee will also have the option to only select this status and enter in the comments that it was done by	Search Committee	REQUIRED	Applicant Pool
		Rejected	Candidate does not pass SC review (NOTE: Candidate should only be rejected after agreement by Search Committee)		Optional	Rejected/Declined
		Declined	Candidate withdraws during SC Review		Optional	Rejected/Declined
First Cut Review (Optional steps and statuses to use when doing a first cut.	• Optional	First Cut Review	Candidates identified for first cut (intial online/phone interview). This is the narrowing down of pool before sending for Dept Chair, Dean, Vice Provost and OIIE review.	Search Committee	Optional	First Cut
		Rejected	Candidate does not pass First Cut Review		Optional	Rejected/Declined
		Declined	Candidate withdraws during First Cut Review		Optional	Rejected/Declined

Pre-Interview Screen (Screen of candidates identified for interview by Chair, Dean, VP, OIIE)	• Mandatory	Pre-Interview Review by Dept Chair	Candidate SC wants to be considered for Interview This is the smaller list narrowed down from the first cut review (Candidates who are identified as alternate for interview will be identified with a comment)	Search Committee	Optional (NOTE: Comments are optional byt a not if candidate is being identified as an alternate to be reviewed should be included.)	Pre-Interview
		Passed Pre-Interview Review by Dept Chair	Department Chair's approval to interview candidate	Department Chair	Optional	Pre-Interview
		Pre-Interview Review by Dean	Candidate waiting to be reviewed by Dean	Department Chair	Optional	Pre-Interview
		Passed Pre-Interview Review by Dean	Dean's Approval to interview candidate	Dean	Optional	Pre-Interview
		Pre-Interview Review by Vice Provost	Candidate waiting to be reviewed by Vice Provost	Dean	Optional	Pre-Interview
		Passed Pre-Interview by Vice Provost	Vice Provost's Approval to interview candidate	Vice Provost		Pre-Interview
		Pre-Interview Review by OIIE	Candidate waiting to be reviewed by OIIE	Vice Provost	Optional	Pre-Interview
		Passed Pre-Interview by OIIE	OIIE's Approval to interview candidate	OIIE		Pre-Interview
		Rejected	Candidate rejected		Optional	Rejected/Declined
		Declined	Candidate declines		Optional	Rejected/Declined
Interview	• Mandatory	To be Interviewed	Passed Pre-Interview Screen by Chair, Dean, VP and OIIE and can move forward with interview	OIIE or Search Committee		Interview Pool
		Interviewe Successfully Completed	Selected candidate	Search Committee	Optional	Interview Pool

		Interviewe Not Completed	For alternate candidates or others nontinterviewed	Search Committee	Optional	Interview Pool
		Rejected	Candidate rejected after any interview		Optional	Rejected/Declined
		Declined	Candidate declines after any interview		Optional	Rejected/Declined
Offer	• Mandatory	Offer Extended	Indetify Candidate who offer was extended verbally and/or in writing	Search Committee	Optional	Offer Pool
		Offer Accepted	Offer accepted by candidate	Search Committee	Optional	Offer Pool
		Declined	Offer declined by candidate		Optional	Rejected/Declined
		Rejected	Offer rejected because req cancelled		Optional	Rejected/Declined
		Hired External	Candidate Hired NOTE: Moving a candidate to this step will allow the requisition status to be automatically or manually moved to Filled.	Search Committee	Optional	Hired Pool
		Rejected	Candidate rejected before in PeopleSoft		Optional	Rejected/Declined
		Declined	Candidate declined before in People Soft		Optional	Rejected/Declined

3.7 View Candidate Files in ImageNow

Search committee members will view applicant materials using a web based application that will work with any modern browser on any platform without the need to install the Perceptive Content/ ImageNow client.

To log into Perceptive Content Experience navigate to https://webnow.towson.edu/experience/#login

Login screen:

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Use your Towson University NetID account for
Perceptive Content. Log-in with your standard network
credentials. Once logged in, click on the 'Workflow'
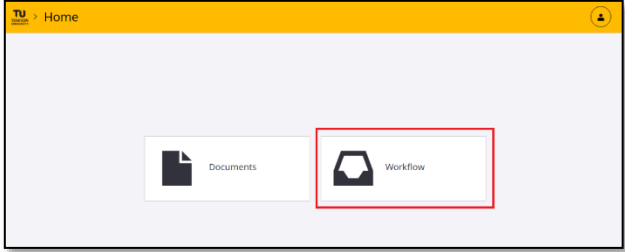
button.

You will be taken to a Workflow space and all Searches where you participate in will be listed on the left. Navigate to
the appropriate queue.

Click on the document to open it. The pages of the document are shown with thumbnail images on the left. Clicking on one of these will open that page. Note: Each 'page' is a separate file submitted by the applicant in their native, original format. For example, a multi-page PDF file will open the PDF file within the view screen with the PDF controls available to navigate through the PDF pages. The properties of the document are on a panel to the right. The Properties will list the Index values and other meta-data of the document. The page View / Zoom controls are on the bottom. To turn off the Properties box, click the 'Show or Hide Properties' button on the far-right hand side.
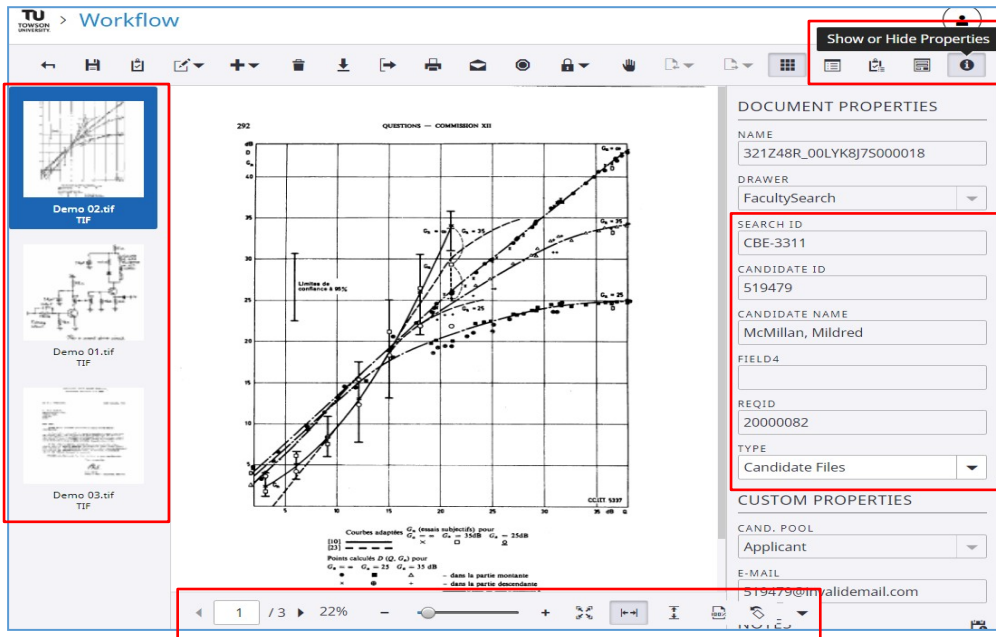
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Viewing Video Files

While most candidate files can be viewed within the Experience app, video files, AVI, MOV, MP4, etc., will need to be exported to your local machine. When you click on a page that is a video file, a short description of the file will display.
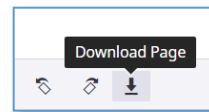
Along the bottom of the viewing panel, is the Download Page button:

There is a similar button on the top toolbar, this is to download the entire document. Use the Download Page button to just export the video file.

The file will be saved in your default Downloads folder, where you can open it using your computer's video software. Unfortunately, the file will be named with Perceptive Content's database identifier that is not very useful. You might want to rename the file to reference the candidate, but this is not necessary since the original file remains in the Content file store.
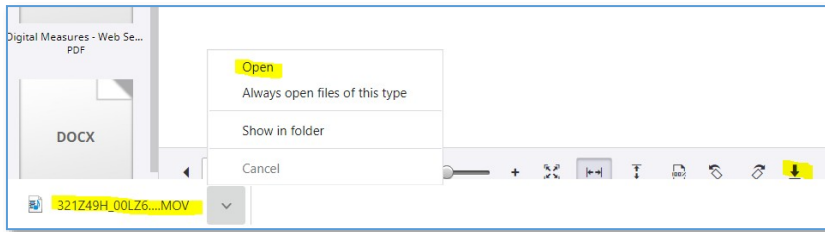
While still in the document view, clicking the back arrow in the upper left corner will close the document and take you back to the queue.

Clicking on the TU at the top left corner at any point will take you back to the initial 'Home' landing page.
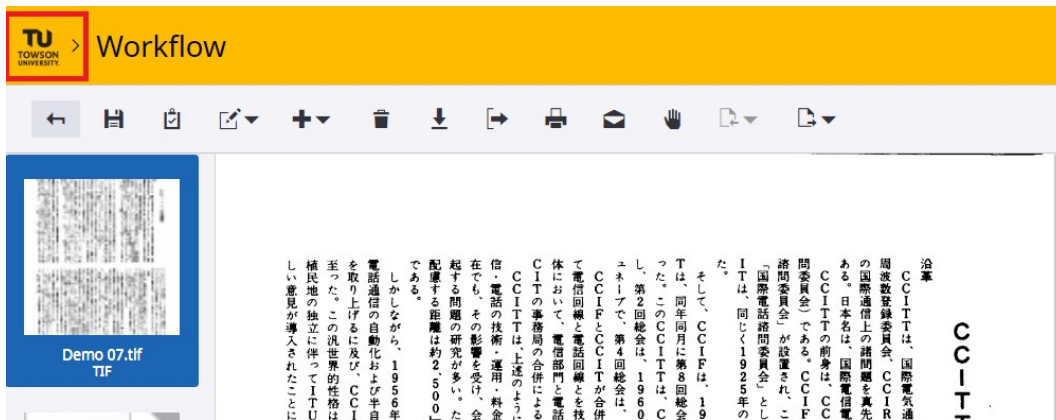
The top right "profile" button is how you Disconnect. Click on the ⏻ button to Disconnect / Logoff.

Profile

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4 Appendix

4.1 Candidate Application Experience

This job aid provides instructions on the candidate experience/candidates applying for a faculty position on the TU Faculty job page

1) Click on the following link or provided direct link to search and/or apply for a faculty job. NOTE: This link takes an applicant to the home search page.
https://towson.taleo.net/careersection/fac_ex/jobsearch.ftl?lang=en&portal=8100026200
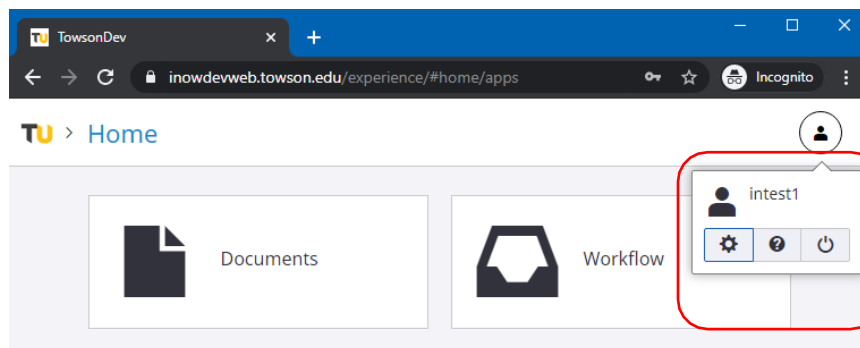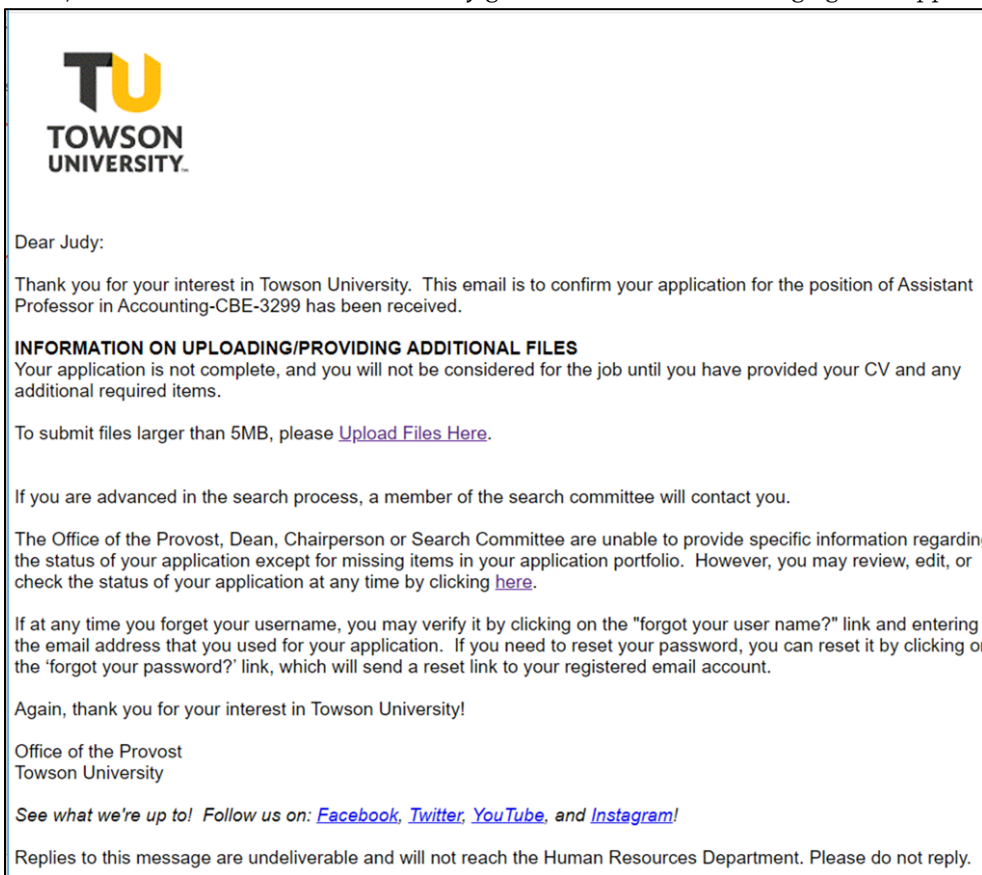2) Candidate click on the 'Apply link' next to requisition on the search page or the 'Apply' button on the job description page
3) Candidate applies by logging into previous account or creating a new one.
4) Candidate enters all information and optionally uploads documents via Taleo
5) Candidates receive an automatically generated email acknowledging their application (see image)

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Dear Judy:

Thank you for your interest in Towson University. This email is to confirm your application for the position of Assistant Professor in Accounting-CBE-3299 has been received.

INFORMATION ON UPLOADING/PROVIDING ADDITIONAL FILES
Your application is not complete, and you will not be considered for the job until you have provided your CV and any additional required items.

To submit files larger than 5MB, please Upload Files Here.

If you are advanced in the search process, a member of the search committee will contact you.

The Office of the Provost, Dean, Chairperson or Search Committee are unable to provide specific information regarding the status of your application except for missing items in your application portfolio. However, you may review, edit, or check the status of your application at any time by clicking here.

If at any time you forget your username, you may verify it by clicking on the "forgot your user name?" link and entering the email address that you used for your application. If you need to reset your password, you can reset it by clicking on the 'forgot your password?' link, which will send a reset link to your registered email account.

Again, thank you for your interest in Towson University!

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Towson University

See what we're up to! Follow us on: Facebook, Twitter, YouTube, and Instagram!

Replies to this message are undeliverable and will not reach the Human Resources Department. Please do not reply.

4.2 Candidate Upload of files over 5mb

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- Candidates submit information to Taleo (files up to 5 mb). They receive an acknowledgement directly from Taleo with instructions on uploading larger files if necessary (up to 25 mb).
- Applicants enter demographic data into Taleo directly.
- (KEV ADD)For large files, candidates will be sent a link to a webform, which will allow them to upload up to six files with a maximum size of 25 mb each. Once the form is submitted, the files will be routed to ImageNow so that they can be accessed by the search committee.

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BACK TO TOWSON.EDU 🏠

Towson University Faculty Hiring Upload Form

Instructions: Please complete this form to upload attachments for your application.

Candidate ID: *

669069

Search Number:
*

CBE-9998

Requisition ID: *

20000080

Email: *

doctiger1866@gn

First Name: *

Last Name: *

Below you will be able to upload files to support your application. Please do not reload any documents that were uploaded previously when submitting your initial candidate application. Also, understand that once the files are submitted, they cannot be deleted or replaced later.

File Upload *

Browse...   No file selected.

25mb max
Allowed file types: pdf,docx,pptx,jpg,mov,mp3,wav

File Type Being Uploaded *

Please select..   ☐ Add another file

☐ I understand that submitting these attachments will support my application to be considered for employment at Towson University.   Once submitted, I understand that I won't be able to alter, replace or delete the documents at a later time.

Submit

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