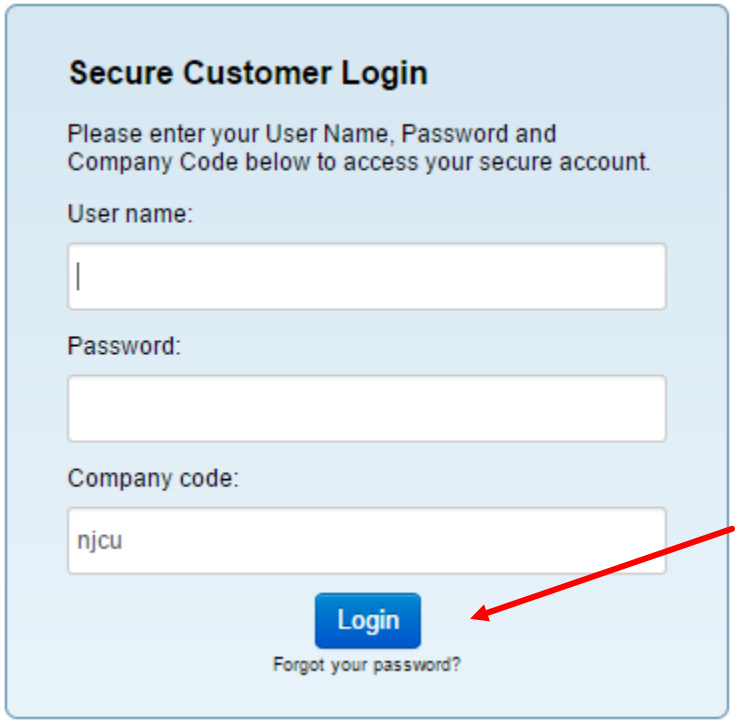
Taleo - Quick Reference Guide Search Committee Members

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

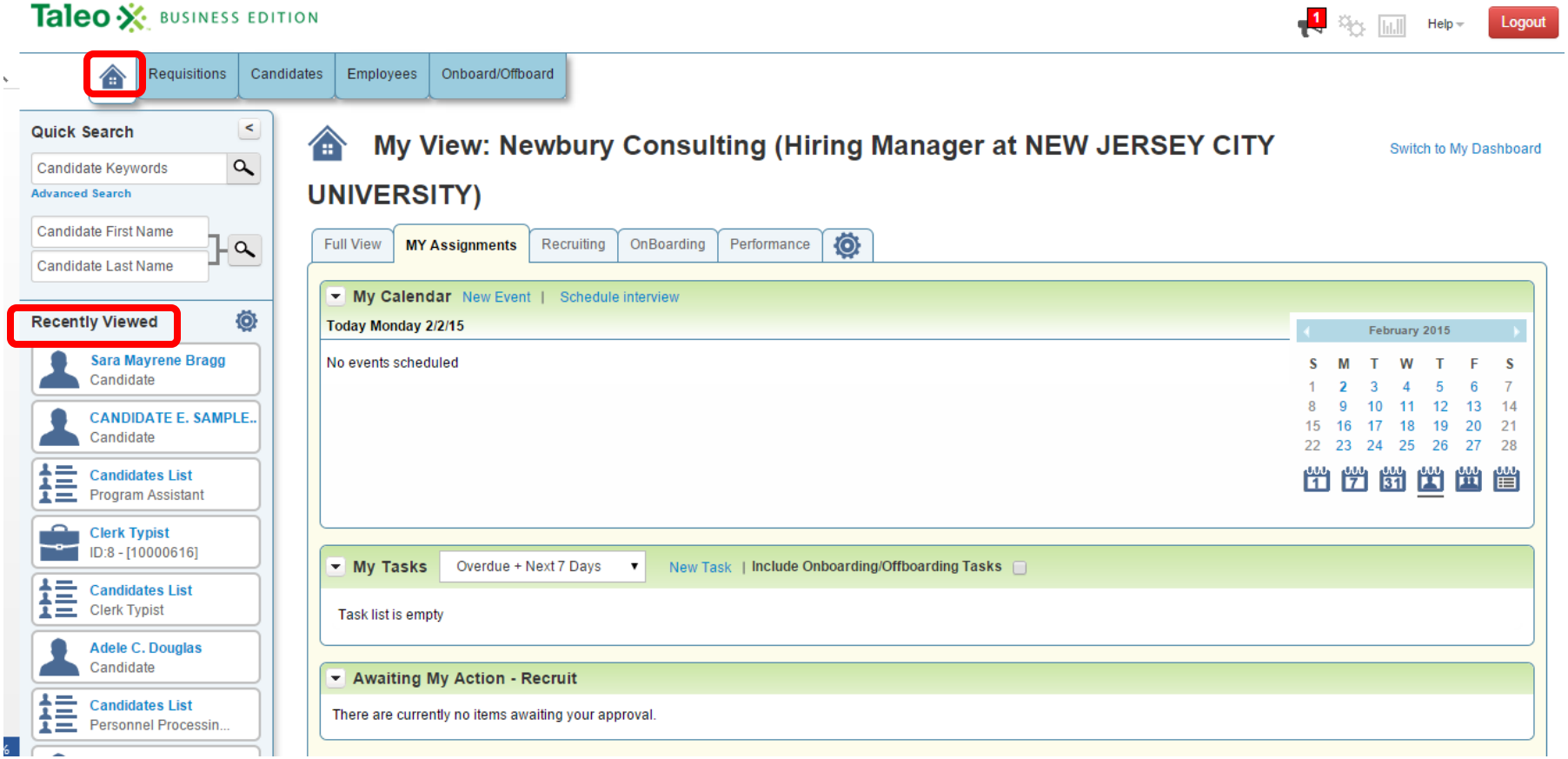
- Once you have been identified as a member of a search committee you will receive a "Welcome to Taleo" email with instructions on how to log onto the system.
- The e-mail will include a link that will provide access to the Taleo login screen (url https://chj.tbe.taleo.net/dispatcher/login.jsp)
- Save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



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

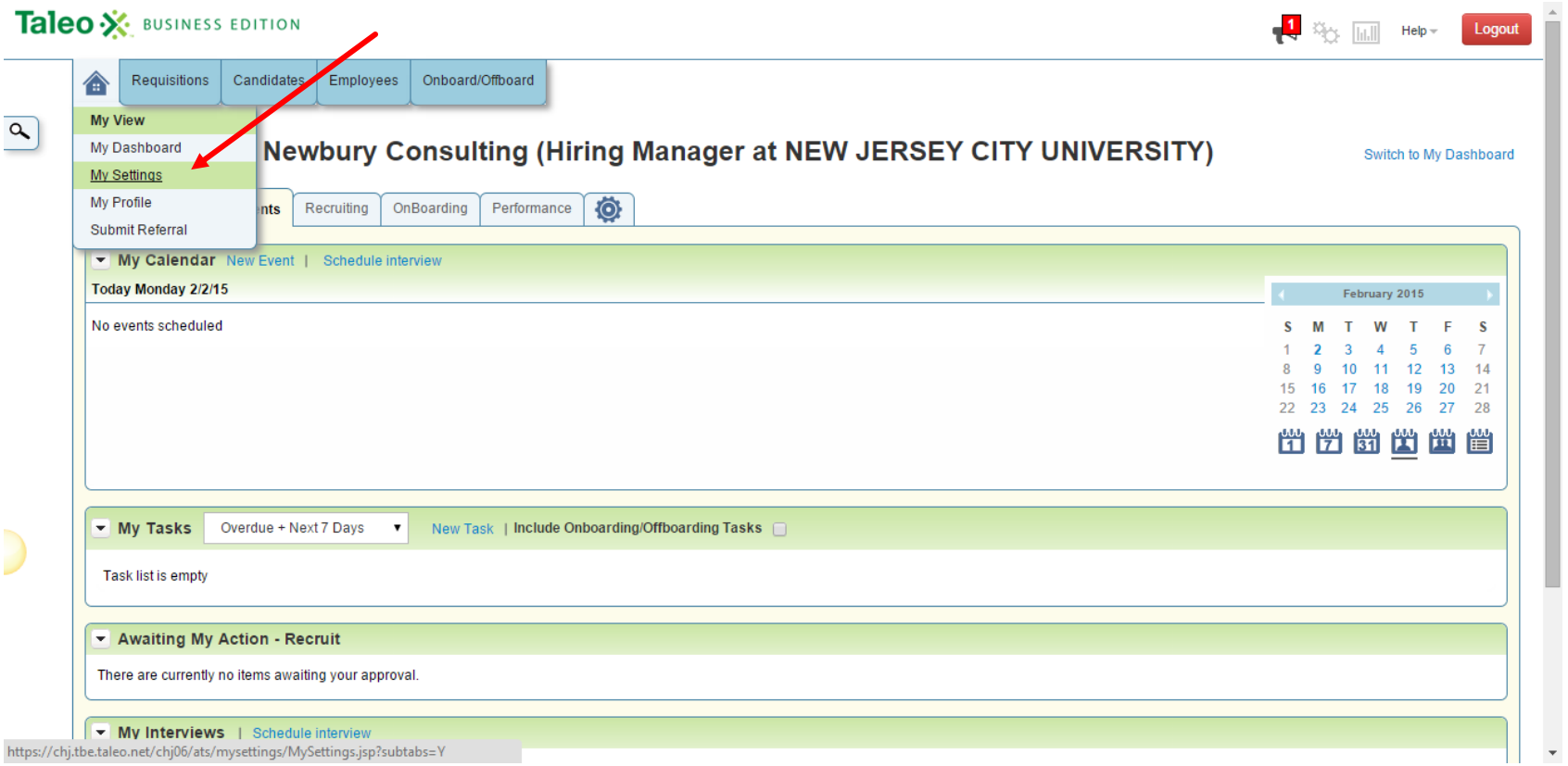
BASIC NAVIGATION

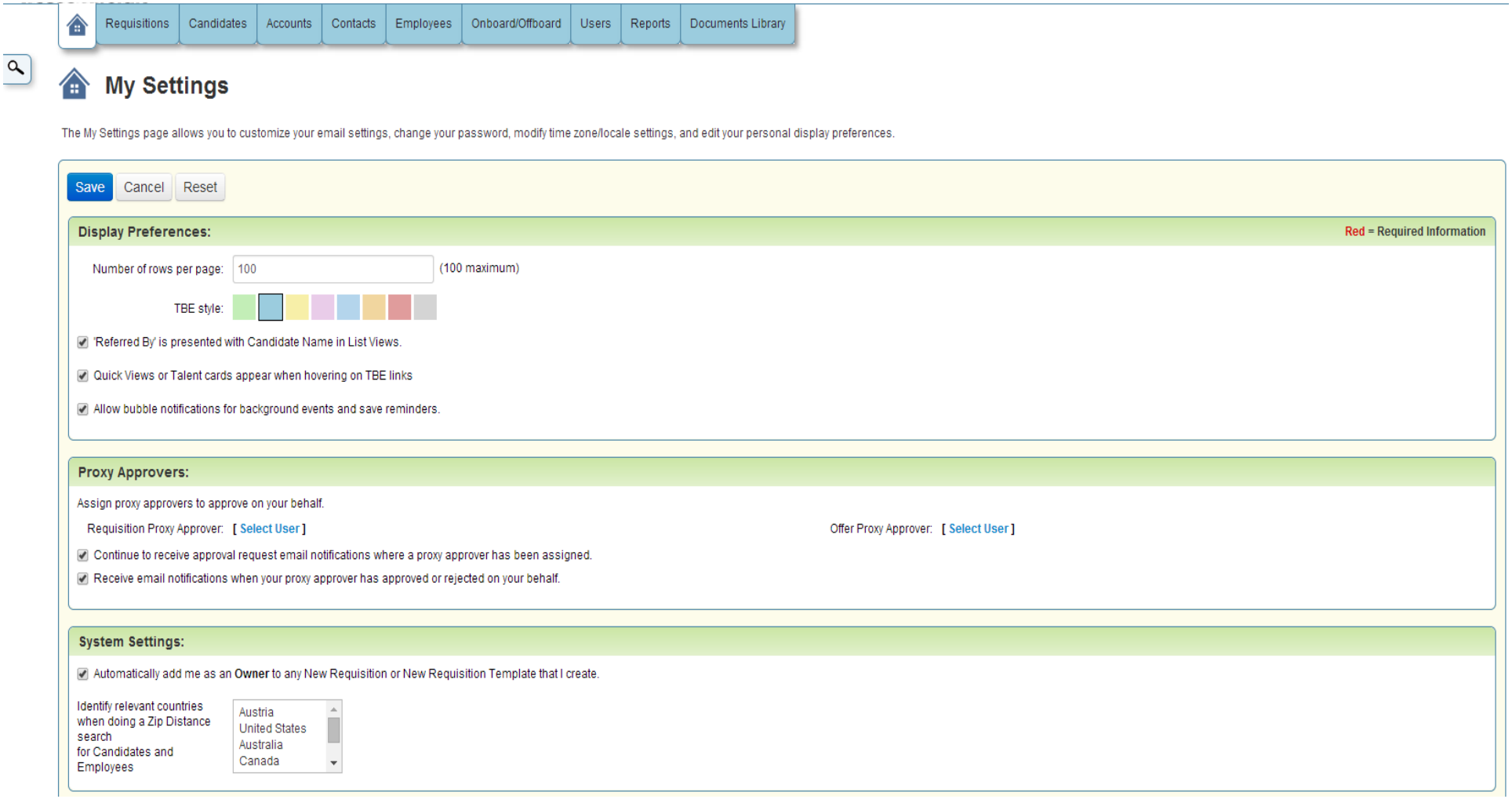
- Taleo is a tab-driven system with a series of main tabs, with associated sub tabs
- Once you log in, you are driven to the My View page – your dashboard of information
- This is where you can view active candidates



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

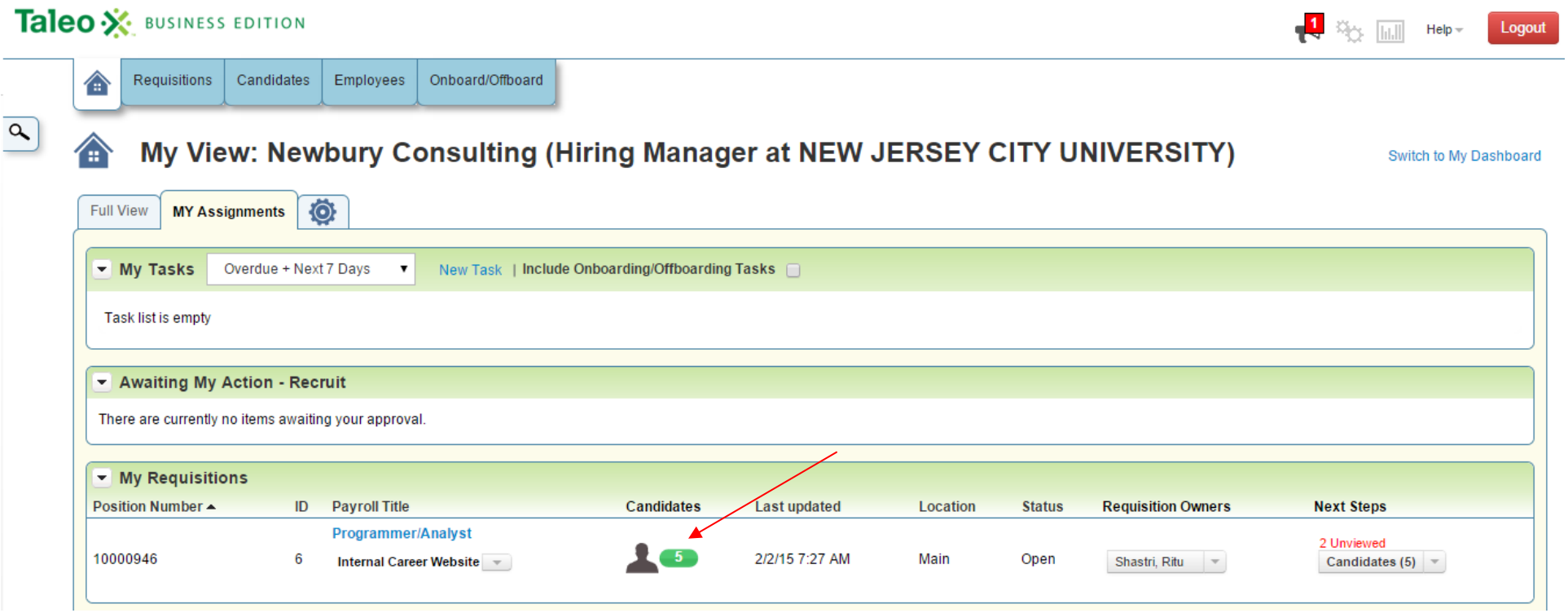

Taleo BUSINESS EDITION
Help
Logout
Requisitions
Candidates
Employees
Onboard/Offboard
My View
My Dashboard
My Settings
My Profile
Submit Referral
Newbury Consulting (Hiring Manager at NEW JERSEY CITY UNIVERSITY)
Switch to My Dashboard
Recruiting
OnBoarding
Performance
My Calendar
New Event | Schedule 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.
My Interviews | Schedule interview
https://chj.tbe.taleo.net/chj06/ats/mysettings/MySettings.jsp?subtabs=Y



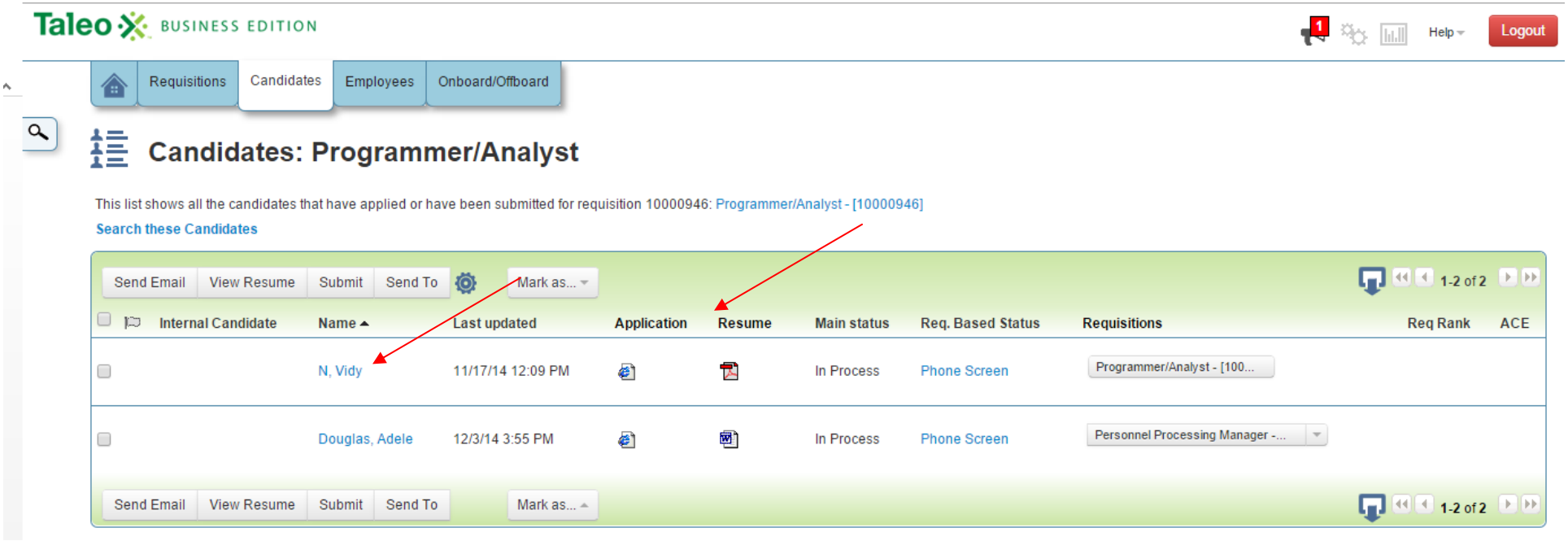
CANDIDATE PROCESS – SEARCH COMMITTEE MEMBERS

- 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.



- 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.



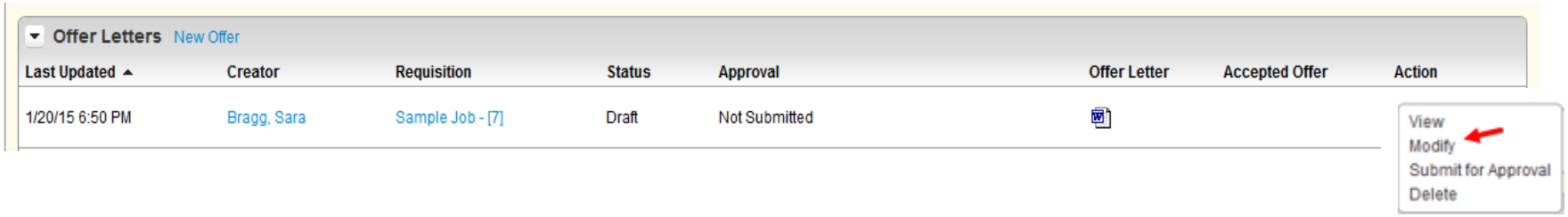
- HR will be responsible for the candidate workflow until the candidate is hired. You will be able to see the candidate's progress through the workflow.
- After a decision is made by the committee on who to move forward with in support of their candidacy, the committee chair sends an e-mail to Michele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

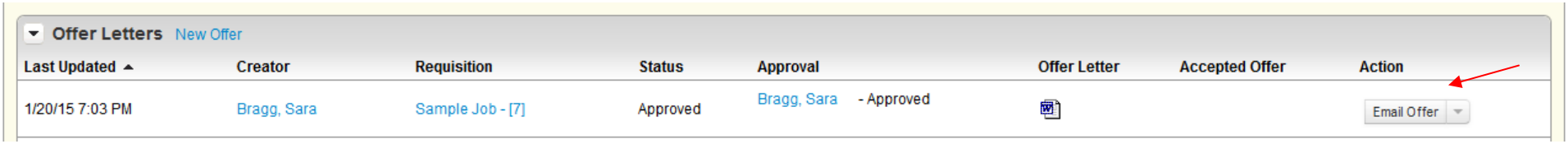
CANDIDATE PROCESS – HR

- 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.

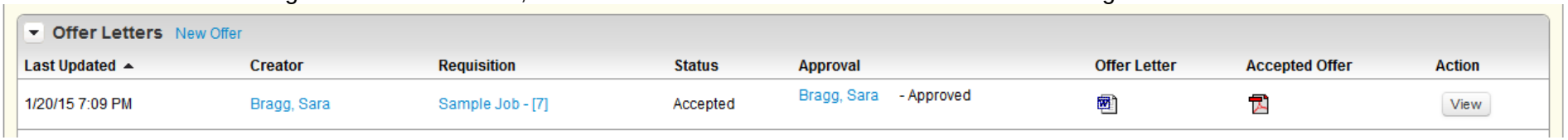
The Chair of the search informs the dean or Supervisor of the top 3 candidates. The dean or supervisor sends HR an e-mail to confirm who to make an offer to.

Offer letters are submitted through the Taleo system by HR.

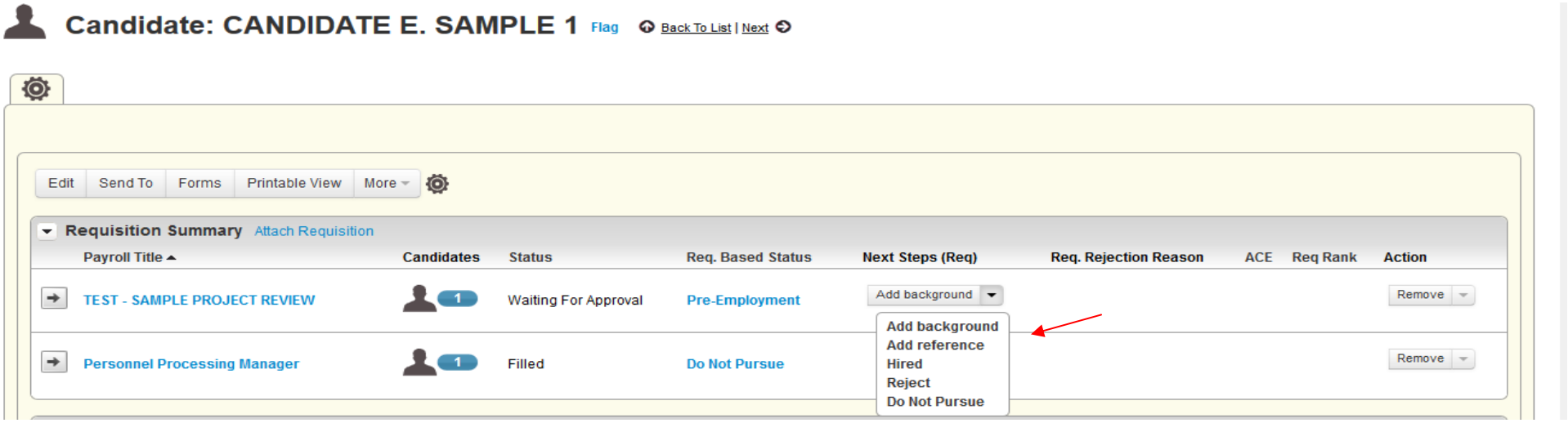




- The candidate can sign or decline the offer, the Dean will receive a notification that the letter has gone out

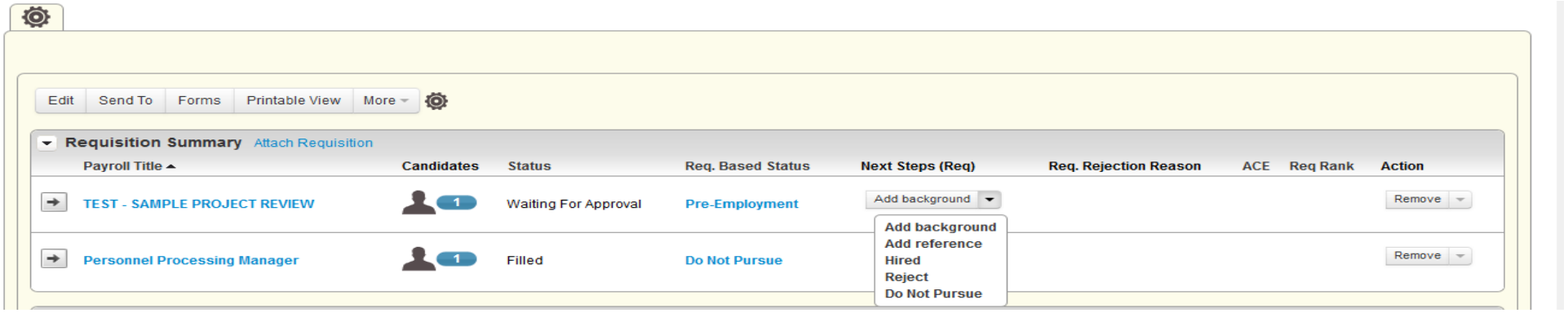


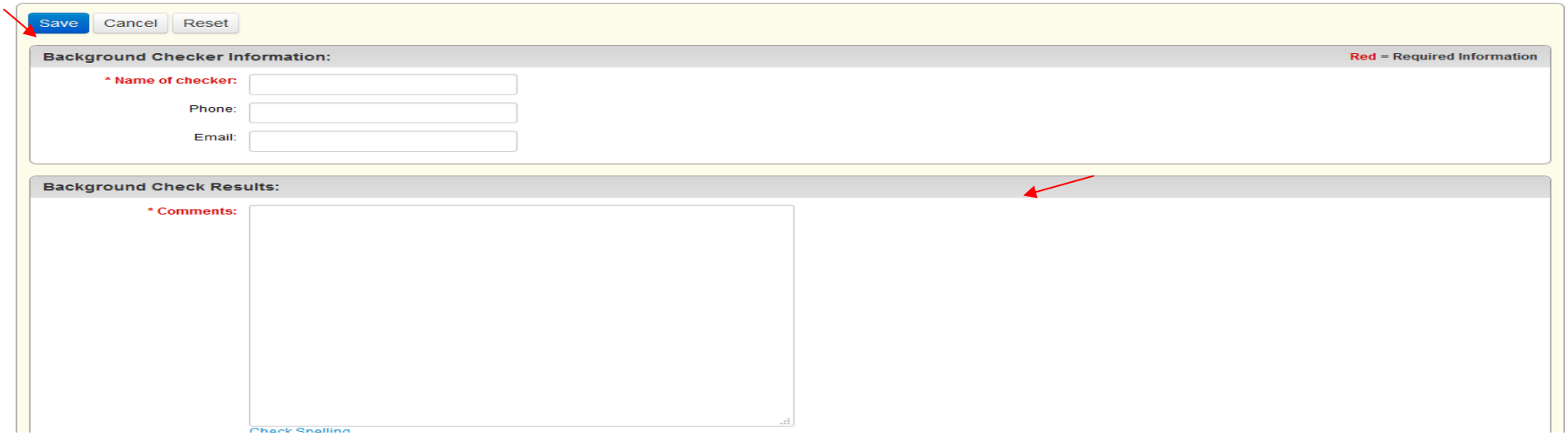
- Once the offer is accepted HR will receive an email and move the candidate into the “PRE-EMPLOYMENT status to complete the pre-employment activities (background check and references.)



Background Checks (HR will manage this)

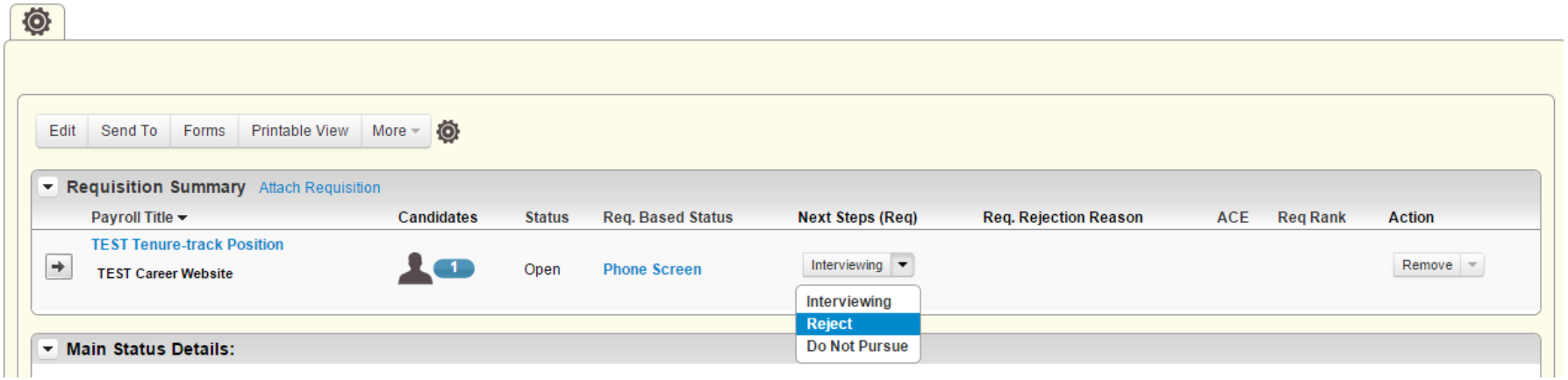
- Click on “Add background”. The background form window opens and you can type in the notes about your background check. Click “Save” once you have completed the fields in the form.





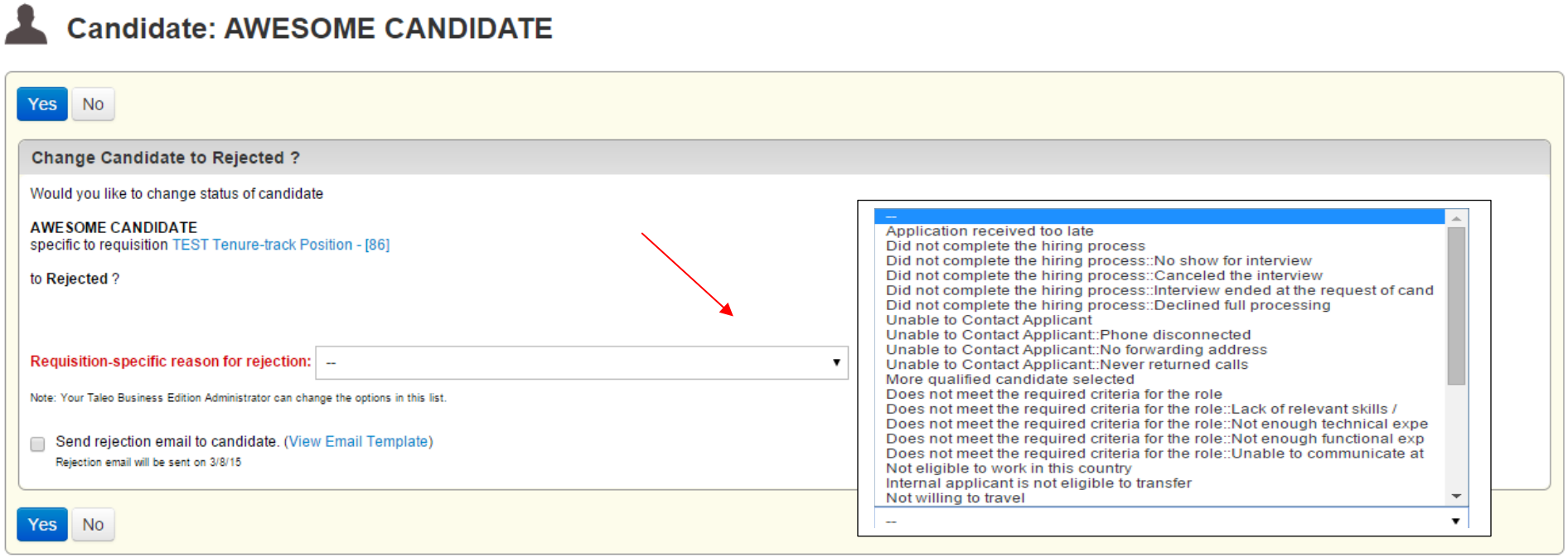
Reference Checks (The search committee will manage the process)

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.



- 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.



- 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

Internal Resource

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