



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 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

instructions on how to

log onto the system.

x The e-mail will include a link that will provide

CANDIDATE PROCESS SEARCH COMMITTEE MEMBERS

x The Search Committee Member will log-



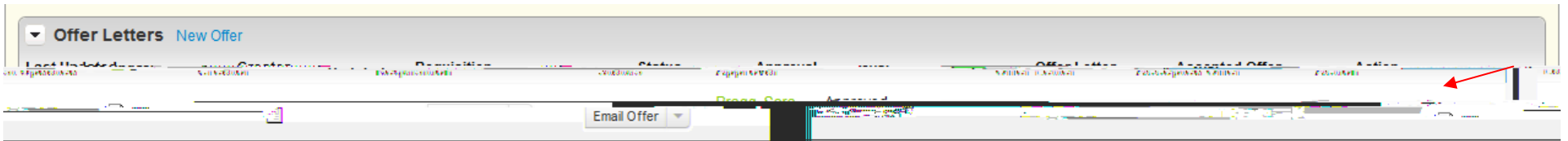
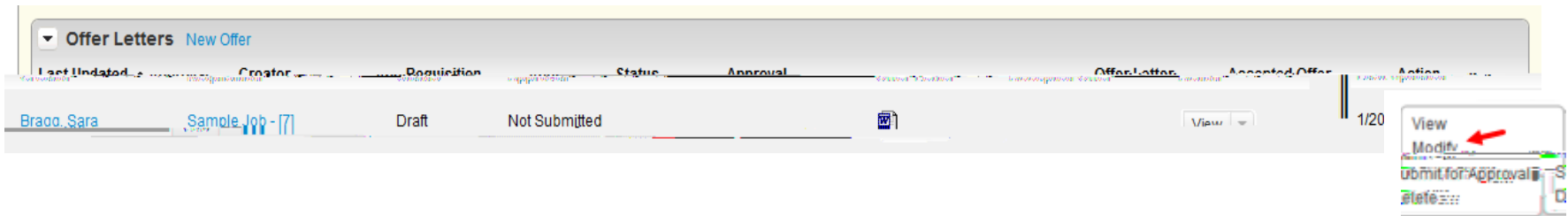
x When the



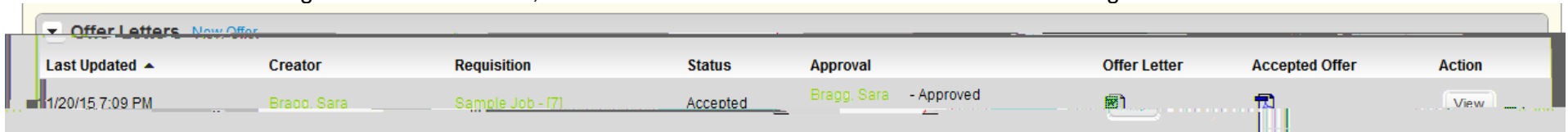
- x HR will be responsible for the candidate workflow until the candidate is hired. You will be able to see the F D Q G L @ D w s t h through the workflow.
- x After a decision is made by the committee on who to move forward with in support-3(m)-ge15 Do Q E M d w i t 6



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



x Once the offer is accepted HR will receive an email and P R Y H W K H F D Q G L G D - EMPLOYMENT STATUS to complete the pre-employment activities (background check and references.)



Background Checks (HR will manage this)
x Click on 'Settings' in the top right corner



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The screenshot displays the 'Requisition Summary' page in Taleo. At the top, there are navigation buttons: 'Edit', 'Send To', 'Forms', 'Printable View', and 'More'. Below this is a 'Requisition Summary' header with an 'Attach Requisition' link. A table lists requisitions with columns for 'Steps (Ren)', 'Ren', 'Rejection Reason', 'ACE', 'Ren Rank', 'Action', 'Payroll Title', 'Candidates', 'Status', 'Ren Based Status', and 'Next'. A dropdown menu is open over the 'Action' column, showing 'Reject' and 'Do Not Pursue' options. Below the table, there are 'Save', 'Cancel', and 'Reset' buttons. A red arrow points to the 'Save' button. The 'Background Checker Information' section includes a field for '* Name of checker:'. Below that is an 'Email' field. The 'Background Check Results' section has a large text area for '* Comments:'. A red arrow points to the top right corner of this text area.

Reference Checks (The search committee will manage the process)



