Using the new Taleo Fluid Recruiting Interface

Creating a requisition – slides 2-21
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This is the welcome screen – select “Recruiting”
This is the recruiting home screen – select “Requisitions” to access your reqs.
This the requisition activity screen. All of your requisitions can be accessed from this screen (both active and inactive).
To create a new requisition, select “Create Requisition”
Select “Start from the beginning”
Select “Faculty or Fellows”
Populate the Department Code or click the icon to search
Creating a Requisition

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

Requisition Structure

- **Hire Type**: Campus
- **Department**: Human Resources
- **Organization**: Operations & Planning > Division of Human Resources
- **Location**: United States > Maryland > University of Maryland, Baltimore

0 Other Locations are selected
Complete all fields
Managing Recruitments
Creating a Requisition

Taleo Fluid Recruiting

Create New Requisition - Start from the beginning

Requisition Info

Collaborators
- Add collaborators
- First Name
- Last Name
- Email
- Title

Job Information
- Position Information
  - Proposed Rank
  - Travel
  - Degree Requirement
- Percentage of Time Off Campus
- Tenure Track

Language: English (Basle)

Save
Cancel
Done

You are here > Requisition List > Create Requisition

Requisition Sections
- Logistics
  - Structure
  - Identification
  - User Group
  - Owners
- Additional Question for Position Description
  - Job Information
  - Funding Source
- Job Advertisement
  - Internal Description
- Candidate Selection Workflow
  - Candidate Selection Workflow
Managing Recruitments
Creating a Requisition

Create New Requisition - Start from the beginning

Requisition Info

Show fields required to: □ Save □ Request Approval □ Post

Language: [ ] English (United States) □ Other

Full Time: □ Yes □ No
FTE: Not Specified

Licenses Required: □ Yes □ No

Funding Information

Funding Source:

Quantum code for background check - Source Code
Quantum - Organization Code
Quantum - Activity Code
Quantum - Purpose Code
Quantum - Function Code
Creating a Requisition

Requisition Info

- Show fields required

- Qualifications - External
  - Education
  - Experience

- Language: English (US)
The Affirmative Action and disability inclusion statements should be included at the end of each posting:

The University of Maryland, Baltimore is an Equal Employment/Affirmative Action employer. We do not discriminate in hiring on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected Veteran status, or any other characteristic protected by federal, state, or local law.

If you need a reasonable accommodation for a disability, for any part of the employment process, please contact us at HRJobs@umaryland.edu and let us know the nature of your request and your contact information. Please note that only inquiries concerning a request for reasonable accommodation will be responded to from this email address.
Creating a Requisition
Creating a Requisition
All requisitions must go through the approval process before they can be posted. For faculty requisitions, there can be one approver (the initiator of the requisition) or multiple approvers. The following is an example of one approver (the initiator).
All approvers must have Taleo accounts. In this example, the initiator is selecting themselves.
The system requires a comment in Comment to Approvers – “Please approve” will work
This is the landing page after all approvals have been processed. Click “Sourcing” to access the posting page.
Select “Add Career Sections” to post to the website.
A position can be posted ongoing or for a specific amount of time (ex. 30 days, 60 days, 90 days)
Once it is set to post, it will appear on the website automatically. There should not be a delay, but you should check to website to verify it is there.
The requisition will now appear in your list.
It should also be posted on the website.
If the position will be advertised, a link should be included that will guide applicants directly to the posting. To access that link, you need to find the job on the career website. There is a social media box next to “Add to My Job Cart” for every position. Click that link.
This is the landing page.
Copy the URL from this page to paste in your ad. When applicant’s click on this URL, they will be taken directly to the job posting, and will not have to search through all of the jobs.
The next pages (through page 40) are screenshots of the faculty candidate experience.
Taleo Fluid Recruiting

Managing Recruitments
The Faculty Candidate Experience

General Questions

To help us better know you and further assess your qualifications for this position, please answer the following questions as accurately as possible.

1. Are you a current employee at the University of Maryland, Baltimore?
   - No Selection

2. Are you a current or previous employee for the State of Maryland or any other academic institution in the University System of Maryland?
   - No Selection

3. Are you a U.S. Citizen or U.S. Permanent Resident? (You may check more than one)
   - Yes
   - No

4. Are you a U.S. Citizen or U.S. Permanent Resident, or do you have a valid visa to work in the U.S.?
   - Yes
   - No

5. Are you currently enrolled in a graduate studies program and do you anticipate completing your current program?
   - Yes
   - No

6. Are you currently employed and do you anticipate resuming employment within the next 12 months?
   - Yes
   - No

7. Are you currently employed and do you anticipate continuing employment within the next 12 months?
   - Yes
   - No

8. Are you currently employed and do you anticipate resuming employment within the next 12 months?
   - Yes
   - No

9. Are you currently employed and do you anticipate continuing employment within the next 12 months?
   - Yes
   - No

10. Are you currently employed and do you anticipate resuming employment within the next 12 months?
    - Yes
    - No

11. Are you currently employed and do you anticipate continuing employment within the next 12 months?
    - Yes
    - No

12. Are you currently employed and do you anticipate resuming employment within the next 12 months?
    - Yes
    - No

13. Are you currently employed and do you anticipate continuing employment within the next 12 months?
    - Yes
    - No
eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a handwritten signature.

I certify that all documentation (hard copy and/or electronic) submitted for the purpose of employment and this application is accurate and complete and recognize that it is subject to verification. I also understand that any offers of employment and/or continuance thereof may be contingent upon its accuracy and completeness. I understand that my former employers/schools will be contacted for references. I understand that I may be required to pass a physical examination upon an offer of employment.

Under Maryland law an employer may not require or demand any applicant for employment or prospective employment or any employee to submit to or take a polygraph, lie detector, or similar test or examination as a condition of employment or continued employment. Any employer who violates this provision is guilty of a misdemeanor and subject to a fine not to exceed $100. (This provision does not apply to applicants for law enforcement positions pursuant to labor and employment article, section 3-702 (b) (Annotated code of Maryland)).

My signed name below shall have the same force and effect as my written signature.

Do Not E-Sign Until You Have Read The Above Statement.

By my signature below, I certify that I have read, fully understand and accept at terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

Please enter your full name:

Save and Continue  Save as Draft
Taleo Fluid Recruiting

Managing Recruitments

The Faculty Candidate Experience

Diversity 1

Diversity

Reasonable Accommodation Notice

Federal law requires employers to provide reasonable accommodation to qualified individuals with disabilities. Please tell us if you require a reasonable accommodation to apply for a job or to perform your job. Examples of reasonable accommodation include making a change to the application process or work procedures, providing documents in an alternate format, using a sign language interpreter, or using specialized equipment.

Section 503 of the Rehabilitation Act of 1973, as amended. For more information about this form or the equal employment obligations of Federal contractors, visit the U.S. Department of Labor’s Office of Federal Contract Compliance Programs (OFCCP) website at www.dol.gov/ofccp.

PUBLIC BURDEN STATEMENT: According to the Paperwork Reduction Act of 1995 no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. This survey should take about 5 minutes to complete.

Disability

As a government contractor, we must reach out to hire and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. If you are

1. If you believe you belong to any of the categories of protected veterans listed above, please indicate by selecting the appropriate option

   a. Not Specified

2. Please select your gender

   a. Not Specified

3. Please select your ethnicity below

   a. Not Specified

4. Select One or More of the Following

   a. White
   b. Black or African American
   c. Native Hawaiian or Other Pacific Islander
   d. Asian
   e. Hispanic or Latino
   f. American Indian or Alaska Native
   g. Not Specified
Voluntary Self-Identification of Disability

Why are you being asked to complete this form?

Because we do business with the government, we must reach out to hire, and provide equal opportunity to qualified people with disabilities. To help us measure how well we are doing, we are asking you to tell us if you have a disability or if you ever had a disability. Completing this form is voluntary, but we hope that you will choose to fill it out. If you are applying for a job, any answer you give will be kept private and will not be used against you in any way.

If you already work for us, your answer will not be used against you in any way. Because a person may become disabled at any time, we are required to ask all of our employees to update their information every five years. You may voluntarily self-identify as having a disability on this form without fear of any punishment because you did not identify as having a disability earlier.

How do I know if I have a disability?
You are considered to have a disability if you have a physical or mental impairment or medical condition that substantially limits a major life activity, or if you have a history or record of such an impairment or medical condition.

Disabilities include, but are not limited to:

- Blindness
- Deafness
- Cancer
- Disabilities
- Epilepsy
- Autism
- Cerebral palsy
- HIV/AIDS
- Schizophrenia
- Muscular dystrophy
- Bipolar disorder
- Major depression
- Multiple sclerosis (MS)
- Missing limbs or partially missing limbs
- Post-traumatic stress disorder (PTSD)
- Obsessive compulsive disorder
- Impairments requiring the use of a wheelchair
- Intellectual disability (previously called mental retardation)

Please check one of the boxes below:

- YES, I HAVE A DISABILITY (or previously had a disability)
- NO, I DON'T HAVE A DISABILITY
- I DON'T WISH TO ANSWER
Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information

- Source Tracking
  - Source Type
  - Source

- Personal Information
  - Full Name
  - Street Address (Line 1)
  - Address (Line 2)
  - City
  - Zip/Postal Code
  - Primary Phone Number
  - Home Phone Number
  - Cellular Number
  - International Number
  - Email Address
  - Minimum Salary
  - Rate
  - Willing to work on holidays?
  - Willing to work on weekends?
  - Are you a state of Maryland Retiree?
  - Job Posting Notification

Our Website
UMD Website
Faculty Candidate
123 Elm Street
Baltimore
Baltimore
21201
Cellular Phone
410-555-1212
taleo@umd.edu

No
Thank You

Thank you for submitting your online job application.

Process completed

Thank you for submitting your online job application. Your information will receive full consideration. If you are selected for an interview, someone from UM will contact you.

We encourage you to continue to apply for jobs that meet your expertise. Best wishes on your job search.

View My Submissions | View All Jobs
The last section of this guide will instruct on how to manage candidates.
When you log into Taleo and select “Requisitions” you should see a list of your active requisitions. In Taleo, text in the color blue usually means it is a hyperlink. From here, we will hire someone, and disposition someone who was not hired.

Start by selecting the number “2”. That number represents the number of applicants who have applied to the position. It can be “2” or “200”, but it will take you to the candidate list.
This is the candidate page for this particular requisition. Click on the name to open the profile and access the resume. You can also look at the resume from this screen by clicking on the paperclip,
Candidate information can be shared. This is typically necessary when the initiator is managing Taleo recruitments for their Chair or other faculty administrator.
Candidate information can be shared with Taleo users or external staff.
All candidates must be dispositioned in the system. They will either be “hired” or “rejected”. This step is critical to ensure federal reporting requirements are met.
We are going to hire this candidate. Go to Change Step/Status, it’s the icon of the person walking up the stairs.
Select BG Check to initiate the background check.
Once you save, it will revert to “To be checked” and HR is notified to begin processing the background check.
When the background check is completed, the following email will be generated. This email can be included in the appointment packet that is sent to the Dean’s office and/or the Provost.

![Email screenshot with background check message]

**Requisition #: 200000IF**

Faculty Candidate has passed the background check. You can proceed to the next step of the hiring process.

Best Regards,
Human Resources

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CAUTION: This message originated from a non-UMD email source. Do not open any links before clicking and use caution opening any attachments.
The Final step is to “hire” the candidate in Taleo by going back into the step and status.
Select the start date.
You will receive the following message.
Managing Recruitments
Managing Candidates

Taleo Fluid Recruiting

University of Maryland, Baltimore
Human Resources
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All candidates who are not being hired, must be dispositioned and rejected in the system through change step/status.
These candidates must be “Rejected” or “Has Declined” if they turn down the job offer.
Once a candidate is “Rejected” a list of reasons will appear. Please select the most accurate reason for why the candidate is not being hired for the position. Also, please **DO NOT** use the comment section to explain. Just make the selection and proceed.
At the end of the recruitment all candidates should either be rejected or hired.
For additional assistance, please contact your Staffing Specialist or HR contact.

You can also send inquiries to:

hrjobs@umaryland.edu