

## Taleo – Guide to Reviewing Candidates and Scheduling Interviews

As qualified candidates apply to the position, you will be able to review the application and any attachments associated with the candidate profile. If you have selected collaborators while creating your requisition, they will also be able to review candidate details. As the Hiring Manager, you will have access to either move qualified candidates through the requisition process or disposition candidates that you do not wish to move forward with. Within Creighton's applicant tracking system, the hiring manager can schedule and organize interviews. Please follow the steps below to successfully set up your interview, which will notify participants and collaborators, and lead into evaluation management.

Helpful tips when reviewing candidates and/or scheduling an interview:

- You will see all qualified candidates for a position, including internal applicants and external applicants.
- If you have questions about what the different disposition selections mean or what types of notifications will be sent to the candidate upon selecting a specific disposition code, please contact your HR Generalist.
- If during the Requisition creation process you identified Collaborators or Hiring Manager Assistants, those selected individuals will have access to review the candidate profiles.
- The functionality does exist to set up and schedule interviews during the position requisition creation steps, however it is recommended to hold off until the recruitment is underway and qualified candidates have been identified.
- After the interview, all participants will be sent an electronic evaluation to assess the candidate and those results will be viewable by the hiring manager.

### 1. To review applicants, first log into the system and click “View Requisitions” to access the requisitions list.

The screenshot shows the Creighton University Taleo Recruiting Center interface. The top navigation bar includes links for Recruiting, Tasks, Requisitions, Candidates, Offers, and Libraries. The main content area is titled 'Welcome' and includes a 'Show information for requisitions:' dropdown set to 'I own'. Below this are three main action buttons: 'Create a Requisition', 'View Requisitions' (which is circled in red), and 'View Candidates'. The 'View Requisitions' button has a subtext: 'View detailed information about your requisitions.' Below these buttons is a 'Tasks' section with a table showing the status of various tasks.

Task	Count	Total
Recruiting		
Tasks assigned to me	0	0
All staffing tasks	0	5
Requisitions		
Approve Requisition	0	1
Ready for sourcing	0	1
Candidates		
Complete Selection Process	0	1
Confirm Employee Presence	0	2

On the right side of the interface, there is a 'Communications' section with a 'Documentation Center' link and a 'Resource Center' link. The 'Documentation Center' section contains a message about the latest information for the Oracle Acquisition Cloud, and the 'Resource Center' section contains a message about the latest announcements and social media updates.

- ### 2. There are a variety of ways to review the list of candidates.
- a. The first is to click on the title of the requisition from the list.

**Creighton UNIVERSITY**

Home Recruiting Tasks Requisitions Candidates Offers Libraries

### Requisitions

Create Requisition...

	Title	ID	Status	Status Detail	Recruiter	Hiring Manager	Candidates Hired
0	Assistant Professor	1700004H	Open	Posted (Ongoing)	Goddard Mary	Bacon CatieB-HM	0 out of 1
0	Academic Advisor	1700003Q	Pending	To Be Approved	Bacon Catie-Rec	Bacon CatieB-HM	0 out of 1
0	Academic Advisor -cb2	1700002Y	Open	Approved (Ready)	Bacon Catie-Rec	Bacon CatieB-HM	0
0	Assistant Professor - CB	1700001N	Open	Posted (Ongoing)	Bacon Catie-Rec	Bacon CatieB-HM	0 out of 5
2	Academic Advisor - cb	1700001D	Open	Posted (Ongoing)	Bacon Catie-Rec	Bacon CatieB-HM	0 out of 5

The requisition will open and in the left-hand sidebar you will see a blue number, which identifies the number of candidates in your pool. Click the blue number to review the list of candidates.

**Academic Advisor -cb2 (1700002Y)** 3 out of 5

Requisition 1700002Y Status: Open Status Details: Approved

Candidates for this requisition: **1**

Activated Languages: English (Base)

Requisition Type: Staff

Hired Candidates: 0

Primary Location: Main Campus

Recruiter: Bacon, Catie-Rec

Hiring Manager: Bacon, CatieB-HM

**1. Requisition Structure**

Identification

Position Title: Academic Advisor -cb2  
Requisition Reason: New Position  
Tasks currently being performed by: Emma Hvaeck  
Hours per Week: 40

Number of Openings: Unlimited


Tasks are: Temporarily performed / shared

Structure

Please type department name or org

Leader: Provost  
School/Org: Vice President of Enrollment Management  
DEPARTMENT/ORG: 103400 Enrollment Services

Primary Location: State, Nebraska

b. Another way to review candidates is from your Requisition List page. In the “people”  column, you will see a blue number, which reflects the number of candidates in your pool. To review the candidates, click the blue number.

**Creighton UNIVERSITY**

Home Recruiting Tasks Requisitions Candidates Offers Libraries

### Requisitions

Create Requisition...

	Title	ID	Status	Status Detail	Recruiter	Hiring Manager	Candidates Hired
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0	Assistant Professor - CB	1700001N	Open	Posted (Ongoing)	Bacon Catie-Rec	Bacon CatieB-HM	0 out of 5
2	Academic Advisor - cb	1700001D	Open	Posted (Ongoing)	Bacon Catie-Rec	Bacon CatieB-HM	0 out of 5

3. Under that specific requisition, you will now be able to see a list of applicants in the middle of the screen. To review the candidate’s application and supporting documents, click on the name of the applicant.

Candidates for:

Academic Advisor -cb2 (1700002Y)

More Actions

Candidate	Step, Status, Icon	Step 1	Next Action	Requirements	Assets	Residence
<b>Jeter, Derek (10696)</b>	HM Review - Under Consideration	HM Review	Passed HM Sc...	0 / 0	0 / 0	US > NE > Lincoln
Gellar, Ross (10745)	Interviews - To Be	Interviews	Passed Intervi...	0 / 0	0 / 0	US > NY > New

- More Actions ▾

Job Submission ▾

Attachments

Tasks

History

Interviews

1. Personal Information

Candidate Personal Information

Internal Candidate

Yes

First Name

Derek

Last Name

Jeter

Address (line 1)

444 10 st

Place of Residence

United States > Nebraska > Lincoln

Zip/Postal Code

68111

Primary Number

Home Phone

Home Phone Number

402-222-2222

Email Address

iasonoerlt@creighton.edu

Internal/Rehire Candidates:

Additional Comments:

2. Submission Information

3. Profile Information

4. Experience and Credentials

5. Questionnaire

6. References

5. To review any attachments that may have been submitted with the application (i.e. Resume, Cover Letter, Samples, etc.), click on the “Attachments” tab at the top of the page. To open the attachments, click on the



title of the attachment.

1 out of 2 candidates

More Actions ▼

Job Submission Attachments Tasks History Interviews

Submission-specific Attachments

File Name	Resume	Converted File	Date	Size	Comments	Visible by candid...	Type	Attached by
There is no data to display.								

Other Attachments

File Name	Resume	Converted File	Date	Size	Comments	Visible by candid...	Type	Attached by
There is no data to display.								

- To change the status of the candidate you are reviewing, click “More Actions” and select “Change Step/Status” from the drop-down menu

Academic Advisor - CBZ (17000021)

1 out of 2 candidates

More Actions ▼

Job Submission ▼ Create Self-assigned Task... Interviews

Change Step/status...

1. Personal Information

Candidate Personal Information

Internal Candidate  
Yes  
First Name  
Derek  
Last Name  
Jeter

Address (line 1)  
444 10 st  
Place of Residence

Zip/Postal Code

- A new window will open and under “New Status” you will be able to update the status from the list of drop-down options, which include: To Be Reviewed, Passed HM Screen, Not Selected or Applicant Withdrew. If this is a candidate you’re interested in reviewing further, select “Passed HM Screen” from the drop-down list and then click “Save and Continue.”
  - You can also choose to leave a comment here if you wish in the designated text box.

Change Step and Status

Current Step: HM Review | Current Status: Under Consideration

Information

New Step:

New Status:  (Passing a status marked with an asterisk (\*) completes the step)

☐ Create a self-assigned task

Comments

Save and Continue | Save and Close | Cancel

8. A new “Change Step and Status” window will open and you will see that under the “New Step” header “Interviews” has prepopulated and under the “New Status” header, “To Be Scheduled” has prepopulated. Click “Save and Close” to schedule the interview.

Change Step and Status

Current Step: HM Review | Current Status: Passed HM Screen

Information

New Step:

New Status:  (Passing a status marked with an asterisk (\*) completes the step)

☐ Create a self-assigned task

Comments

Save and Continue | Save and Close | Cancel

## Steps on Scheduling the Interview

1. Click the “Interview” tab at the top of the candidate profile. In section 1. Interviews and Evaluation Requests, click “Create Interview.”

1 out of 2 candidates

More Actions

Job Submission Attachments Tasks History **Interviews**

### 1. Interviews and Evaluation Requests

Create Interview Edit Resend View Details Cancel

Event Date	Event Type	Details	Participants	Status
Nothing found to display.				

### 2. Completed Interviews and Evaluations

Completed Evaluation Questionnaires

View Results

Completed Date	Event Type	Questionnaire	Participants	Question - Skill Score
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## 2. A pop-up window will appear to allow you to select the type of interview (One-on-one or Panel)

Gellar, Ross applied for requisition: Academic Advisor -cb2 (1700002Y)

1 out of 1 candidates

More Actions

Job Submission Attachments Tasks History Interviews

### 1. Interviews and Evaluation Requests

Create Interview Edit Resend View Details Cancel

Event Date	Event Type	Details	Participants	Status
Nothing found to display.				

### 2. Completed Interviews and Evaluations

Completed Evaluation Questionnaires

View Results

Completed Date	Event Type	Questionnaire	Participants	Question - Skill Score
Nothing found to display.				

Completed Interviews

View Details

Event Date	Interview Name	Participants	Questionnaires
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What type of interview would you like to coordinate?

☒ One-on-One

☐ Panel

Select predefined data, if relevant

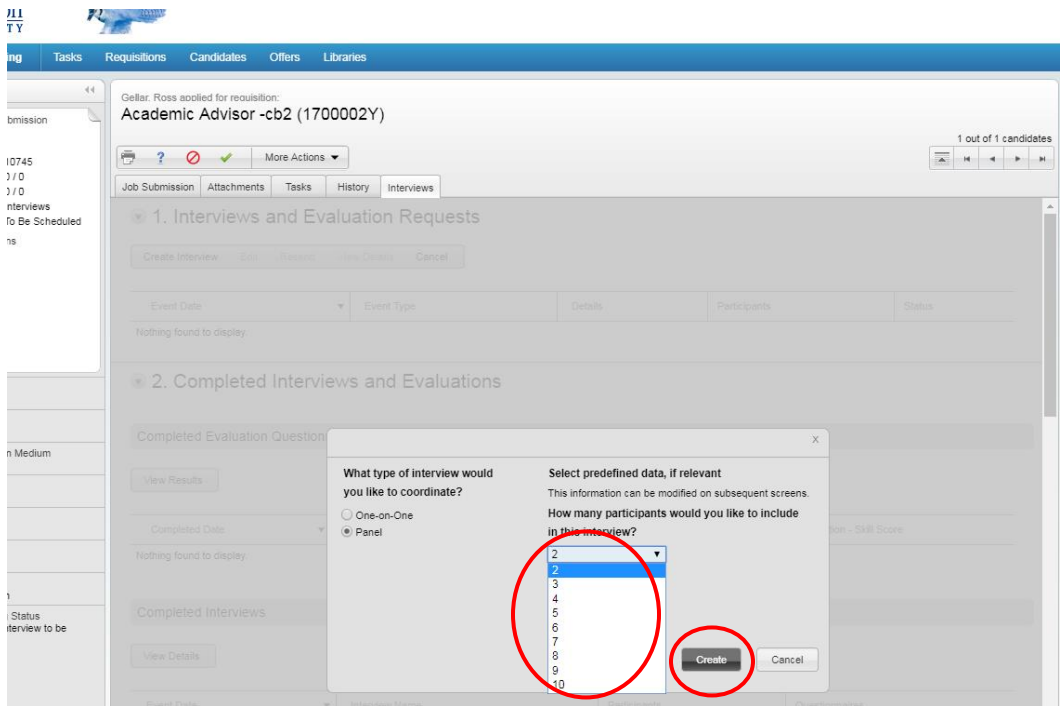
To open a blank interview, click "Create". When creating more than one interview, clicking "Next" will allow you to define additional information.

How many one-on-one interviews would you like to schedule for this candidate?

1

Create Next Cancel

## 3. If you select "Panel" interview, then select the number of participants from the drop-down menu and then click on the "Create" button.



4. In Section 1: "Interview Properties," give your interview a new title if desired. Type in the specified Location for the interview. Under participants click "Add Participants."

The screenshot shows the '1. Interview Properties' section. The 'Interview Title' field contains 'Ross Gellar Interview'. The 'Location' field is empty. The 'Add to Panel' button is highlighted with a red circle. Below, the 'Participants' list shows 'Catie-Rec Bacon <Ca'.

5. Click "Select" next to the user name, and click "Done" when the user appears in the Selected Participants list above.

Submission Academic Advisor -cb2 (1/00002Y)

10696  
0 / 0  
0 / 0  
Interviews  
To Be Scheduled  
sions

1. Interview

Interview Title  
Derek Jeter Interview

Location

Add to Panel

Participants

Catie-R

Interview Date  
08/15/2017

America/Chicago

7:00 AM 8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 NOON 1:00 PM 2:00 PM

More Actions

Job Submission Attachments Tasks History Interviews

Save & Close Cancel

Add Participants

Selected Participants

Add External Participants

First Name Last Name Email Address Add

Done Cancel

Select Internal Participants

Quick Filters

Name

Email Address

Keyword

Filter

Name Email Address Select

Janel-Rec Allen JanelAllen@Creighton.edu Select

JanelA-HM Allen JanelAllen@creighton.edu Select

JanelA-HMA Allen JanelAllen@Creighton.edu Select

JanelA-HRS Allen JanelAllen@creighton.edu Select

NickA-HMA Arreola NickArreola@creighton.edu Select

NickA-Rec Arreola NickArreola@creighton.edu Select

Close this window

6. Under your interview, Add a Date, and Start and End Time. Select a new Time Zone if needed.

Job Submission

Gellar, Ross

ID 10745

Required 0 / 0

Assets 0 / 0

Steps Interviews

Status To Be Scheduled

Other Submissions

Active (0)

Inactive (0)

Language English

Creation Date Aug 15, 2017

Latest Submission Medium Matched to Job

Source Goodwill

Submission Type External

Recruiter Catie-Rec Bacon

Hiring Manager CatieB-HM Bacon

Candidate Facing Status Hiring Manager interview to be scheduled.

Gellar, Ross applied for requisition: Academic Advisor -cb2 (1700002Y)

More Actions

Job Submission Attachments Tasks History Interviews

Interview Date and Time

08/15/2017 8 AM :00 to 8 AM :00 Time Zone America/Chicago

Wednesday, August 16, 2017 Check Availability

Interview

America/Chicago

7:00 AM 8:00 AM 9:00 AM 10:00 AM 11:00 AM 12:00 NOON 1:00 PM 2:00 PM

7. Add applicable comments or questions in the “Notes for Participants” text box, which will be viewable by all of those individuals you identified in the “Add Participants” field.



Correspondence Language  
English

Notes for Participants

8. In Section “2: File Sharing,” the candidate file and/or requisition file may be selected, which will allow all of your selected participants access to review the participant’s profile and attachments. Then, click Save & Close at the top.

Submission type  
External

Recruiter  
Catie-Rec Bacon

Hiring Manager  
CatieB-HM Bacon

Candidate Facing Status  
Hiring Manager interview to be scheduled.

## 2. File Sharing

Select which files will be sent to participants.

☐ Candidate file

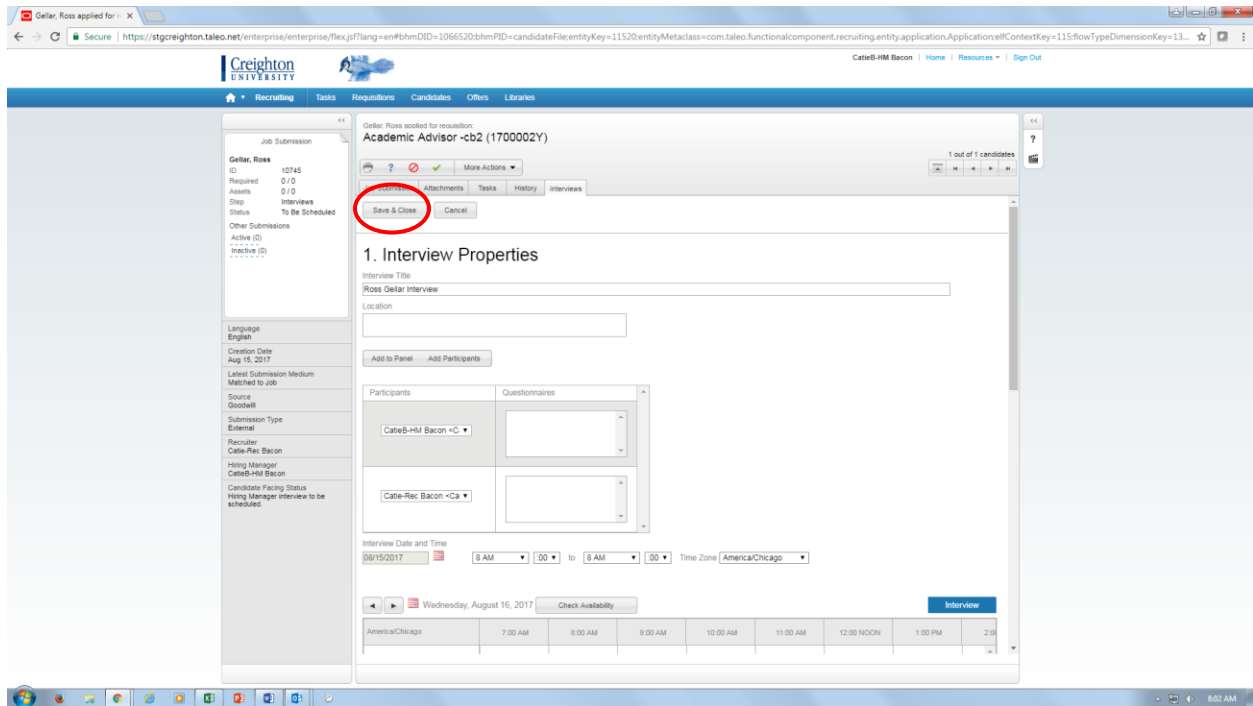
☐ Requisition file

Submission-specific Attachments\*

There is no data to display.

\*Only files visible by the candidate are available for sharing.

9. This completes the process of Coordinating a Candidate Interview. Scroll back to the top of the page and click “Save and Close.”



10. The Scheduled Interview should now appear under Section 1: Interviews and Evaluation Requests on the Interview Tab. Both the interview scheduler and interviewer should receive emails that the evaluation has been completed.