# 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.

r Recruiting Tasks Requisitions Candidates Offers Libraries			
Welcome Welcome to the Recruiting Center. Show information for regulations: Create a Requisition Create a Requisition for your job opening using a template or from scratch. View Requisitions		C	Communication     Communication     Control of the latest     To obtain the latest     in the lat
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View Candidates View detailed information about your candidates. View detailed information about your candidates. View Tasks Recruiting Tasks assigned to me Al staffing tasks Requisitions Approve Requisition Approve Requisition Receipt or sourcing	0	Total 0 5	future reference, as a content will be publisi location. Available in Human Capital Mana Readiness site, unde Management Additional Informati For the latest annour and social media upd follow us to our new Customer Connect at location. Bookmark th back periodically for updates. Available in Customer Connect

- 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.

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l own	*	•	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	
Requisitions				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.

Requisition	Academic Advisor -cb2 (1700002Y)		
Academic Advisor -cb2 1700002Y Status Open Status Details Approved	More Actions     Requisition     Attachments     Approvals     History     Int     Edit	erviews	3 out of 5
	1. Requisition Structure Identification		
Candidates for this 1	Position Title Academic Advisor -cb2 Requisition Reason New Position	Number of Openings Unlimbed	
English (Base)  Requisition Type Staff	Tasks currently being performed by: Emma Hvaeck Hours per Week	Tesks are: Temporarily performed / shared	
Hired Candidates 0	40 Structure		
Primary Location Main Campus	Please type department name or org		
Recruiter Bacon, Catie-Rec	Leader Provost School/Org Vice President of Enrollment Management DEPARTMENT/ORG 103400 Enrollment Services		
Hiring Manager Bacon, CatieB-HM	Primary Location		

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.

Recruiting Tasks	Requisit	ions	Candidates Offers	Libraries								
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		ŵ	Title	ID	1 V Status	Status Detail		r   []}	Recruiter	Hiring Manager	Candidates Hired	
Show requisitions:		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	
Requisitions		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	
		6	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.

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Recruiting Tasks	Requisitions Candidates Offers Libraries		
دtion Workf 🚓 p 🖉	Candidates for: Academic Advisor -cb2 (1700002Y)	)	
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eview (1)	Jeter, Derek (10696)         8	HM Review - Under Passed HM Sc 0 / 0 Consideration Review	0 / 0 US > NE > Lincoln
iews (1) Iffer Checks (0)	Gellar, Ross (10745)	Interviews - To Be     Interviews     Passed Intervi     0 / 0	0 / 0 US > NY > New
(0)			
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D)			

- 4. From the Job Submissions tab, you will use the "arrow" icon on the left side of each heading to expand each section to review the candidate profile.
  - a. Headers include: 1. Personal Information, 2. Submission Information, 3. Profile Information, 4. Experience and Credentials, 5. Questionnaire, and 6. References

i	🖶 🧭 🖌 More Actions 🗸		
eview	Job Submission  Attachments Tasks Hi	story Interviews	
deration	1. Personal Information	n	
	Candidate Personal Information		
	Internal Candidate Yes Firist Name Derek Last Name Jeter		
dium	Address (line 1) 444 10 st Place of Residence <u>United States &gt; Nebraska &gt; Lincoln</u>	Zip/Postal Code 68111	
	Primary Number Home Phone Home Phone Number 402-222-2222	Email Address iasonaertt@creiahton.edu	
	Internal/Rehire Candidates:		
a	Additional Comments:		
	2. Submission Information	ation	
	3. Profile Information		
	4. Experience and Cre	edentials	
	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.

396 O I Review der	Job Submission A Submission-speci	More Actions 👻 ttachments Tasks fic Attachments	History Interviews					1 out of 2 candidates
nsideration	File Name	Resume	Converted File	Date	Size Comments	Visible by candid	Туре	Attached by
				There	e is no data to display.			
<i>l</i> ledium	Other Attachment	s Resume	Converted File	Date	Size Comments	Visible by candid	Туре	Attached by
				There	e is no data to display.			

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

ssion 96 Review	Academic Advisor -CD2 (17000021)       More Actions ▼       Job Submission ▼       Create Self-assigned Task       Interv       Change Step/status	views	1 out of 2 candidates
er sideration	1. Personal Information Candidate Personal Information Internal Candidate Yes First Name Derek Last Name Jeter		
edium	Address (line 1) 444 10 st	TiniBastal Cada	

- 7. A new window will open and under "New Status" you will be able to update the status from the list of dropdown 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."
  - a. You can also choose to leave a comment here if you wish in the designated text box.

	Hiring Manager Internal/Rehire Candidates:	
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New Status Passed HM Sci Seaching a statu		
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Information		
Current Step HM Review	Current Status Under Consideration	
Change Step	and Status	□ ×
cure https://st	gcreighton.taleo.net/enterprise/enterprise/flex/sf?/lang=en#bhmDID=1065520;bhmPID=candidateFile;entityKey=11540;entityMetaclass=com.taleo.functionalcomponent.recruiting.entity.application.Applic.	ation;elfContextKey=115;flowTypeDimension#

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.

Secure   https://stgcreighton.taleo.net/enterprise/enterprise/flex.jsf?lang=en#bhmDID=1066520;bhmPID=candidateFile;entityKey=11540;entityMetaclass=com.taleo.tunctionalcomponent.recruiting.entity.applica	tion.Application;elfContextKey=115;flowTypeDimensio
Change Step and Status	□ ×
Current Step Current Status HM Review Passed HM Screen	
Information	
New Step	
New Status	
To Be Scheduled	
Received at the model with an asterisk (*) completes the step	
Create a self-assigned task	
Comments	
	Save and Continue Save and Close Cancel
la l	

### 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."

	Actions 🔻				1 out of 2 cand
	d Evaluation Reques	sts			
Create Interview Edit R	esend View Details Cancel	]			
Event Date	▼ Event Type	Details	Participants		Status
Nothing found to display.			I		
2. Completed In Completed Evaluation Qu	terviews and Evaluat	tions			
View Results					
	▼ Event Type			Question - Skill Score	

## 2. A pop-up window will appear to allow you to select the type of interview (One-on-one or Panel)

Iob Submission	Gellar. Ross applied for requisition: Academic Advisor -cb2 (170	00002Y)			1 out of 1 candidates	· · · · · · · · · · · · · · · · · · ·						
Ross 10745	🖶 ? ⊘ 🖌 More Actions	•										
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Interviews To Be Scheduled					4	•						
ubmissions (0) e (0)												
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Date 2017				x								
ubmission Medium d to Job	View Results	What type of interview would you like to coordinate?	Select predefined data, if rele To open a blank interview, click " more than one interview, clicking	Create". When creating								
sion Type	Completed Date	One-on-One     Panel	define additional information. How many one-on-one interv	Finan Chill C								
ec Bacon	Nothing found to display.		to schedule for this candidat									
lanager HM Bacon			1 •									
ate Facing Status fanager interview to be												
ed.			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.

ssion	Gellar. Ross applied for requisition: Academic Advisor -cb2 (17000	02Y)			1 out of 1 candid
45	🖶 ? 🥝 🖌 More Actions 👻				
	Job Submission Attachments Tasks Hi	story Interviews			
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edium	2. Completed Interview Completed Evaluation Question Wew Results	Vhat type of interview would ou like to coordinate? ) One-on-One	This information can be m How many participants	if relevant odified on subsequent screens. would you like to include	
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dium us vs to be	2. Completed Interview Completed Evaluation Question View Results Completed Date.	Vhat type of interview would ou like to coordinate? ) One-on-One	This information can be m How many participants in this measure 2	if relevant odified on subsequent screens. would you like to include	

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."

44	Gellar. Ross applied for requisition:								
Submission	Academic Advisor -cb2	2 (1700002Y)							
								1 0	ut of 1 candidates
10745	🖶 ? ⊘ 🖌 More	e Actions 👻						AH	H
0/0	Job Submission Attachments	Tasks History	Interviews						
Interviews To Be Scheduled	Save & Close Cancel								
ons									
	1. Interview Pro	operties							
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e	Catie-Rec Bacon ≪Ca ▼			•					
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ig Status interview to be	Catie-Rec Bacon ≺Ca ▼			* *					
	Interview Date and Time								
	08/15/2017	3 AM 🔻 :00	▼ to 8 AM	▼ 00: ▼	ime Zone America/	(Chicago 🔻			
	Wednesday, A	ugust 16, 2017	Check Availability					Inte	erview
	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

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

	ic Advisor -cb2 (1/0000	,		1
ē ?	🖉 🖌 More Actions 👻			
Job Submissio	on Attachments Tasks Histo	ory Interviews		
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Interview Title				
Derek Jeter I				
Location	-			
Add to Pane	Add External Participants	Last Name	Email Address	
				Add
Participants				
- anasipanta	5			
	5			Done Cancel
	Select Internal Participants			Done Cancel
	Select Internal Participants	Name	Email Address	Done Cancel
	Select Internal Participants Quick Filters		Email Address JanelAllen@Creighton.edu	Done Cancel
	Select Internal Participants Quick Filters Name	Name		
Catie-R	Select Internal Participants Quick Filters Name	Janel-Rec Allen	JanelAllen@Creighton.edu	Select
Catie-R	Select Internal Participants Quick Filters Name Email Address	Janel-Rec Allen Janel-Rec Allen Janel-HM Allen	, JanelAllen@Creighton.edu JanelAllen@creighton.edu	Select Select
Catie-R Catie-R	Select Internal Participants Quick Filters Name Email Address	Name           Janel-Rec Allen           JanelA-HM Allen           JanelA-HMA Allen	JanelAllen@Creighton.edu JanelAllen@creighton.edu JanelAllen@Creighton.edu	Select Select Select Close th
Catie-R Catie-R	Select Internal Participants Quick Filters Name Email Address Keyword	Name           Janel-Rec Allen           Janela-HIM Allen           Janela-HIMA Allen           Janela-HIMA Allen           Janela-HIMA Allen	JanelAllen@Creighton.edu JanelAllen@Creighton.edu JanelAllen@Creighton.edu JanelAllen@Creighton.edu	Select Select Select Select Select

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 Step Interviews	Job Submission Attachments	More Actions 🔻	Interviews						t of 1 candidates
Status To Be Scheduled Other Submissions Active (0) Inactive (0)	Interview Date and Time B8/15/2017 B8/AM    Color   Time Zone America/Chicago   Interview Interv								
	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
anguage English									*
Creation Date Aug 15, 2017									_
atest Submission Medium Matched to Job	_								
Source Soodwill	_								_
Submission Type External	-								_
Recruiter Catie-Rec Bacon									
liring Manager CatleB-HM Bacon									
andidate Facing Status liring Manager interview to be cheduled.									<b>.</b>

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 $\checkmark$ Notes for Participants         Image: Styles         Image: Styles     <	-
	li

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	14	
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."

Creighton	CatleB-HM Bacon   Home   Resources +   Sign Cut
🟫 🕶 Recruiting Tasks Requisitions Candidates Offers Libraries	
Order Rose modeled for resultation:       Academic Advisor - cb2 (1700002Y)       Order Allow of O       Answer 0/0       Store for Provident       Store for Provident       Store for Provident       Store for Provident       Active (0)       Medication       Active (0)       Medication       Active (0)       Medication       Active (0)       Medication       Medication       Active (0)       Medication       Medication       Active (0)       Medication       Active (0)       Medication       Medication <t< th=""><th></th></t<>	
Language Englan Creation Date Add to Panel Add Participants Littler Schmission Midlum	
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Cate-Rec Bacon -Ca •	
Honriver Date and Time 801152017  8 AM  • 00  • 10 8 AM  • 00  • Time Zone America/Chicage •  •  •  •  •  •  •  •  •  •  •  •  •	l terriere
America/Chicago 7:00 AM 8:00 AM 9:00 AM 10:00 AM 1	1:00 AM 12:00 NOON 1:00 PM 2:0

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.