
Using the new Taleo Fluid Recruiting Interface



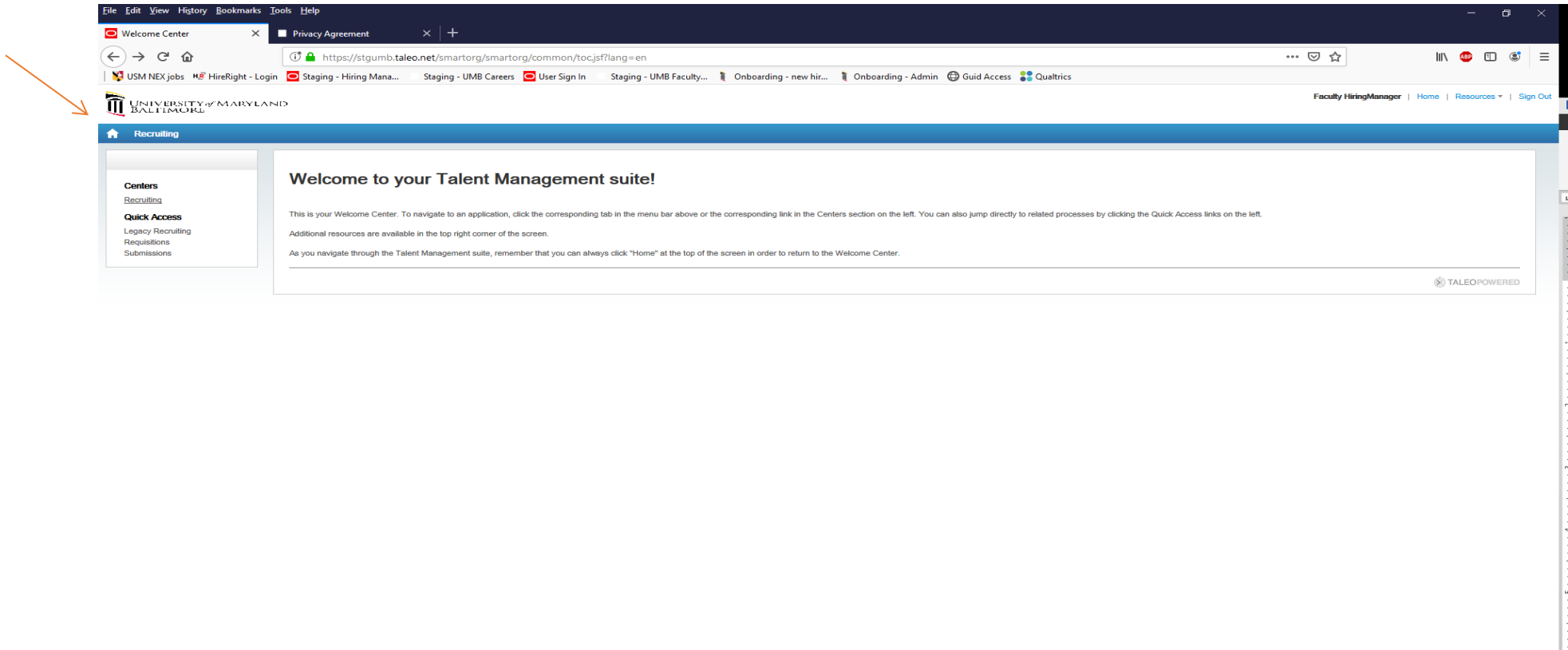
Creating a requisition – slides 2-21

Posting a job – slides 22-30

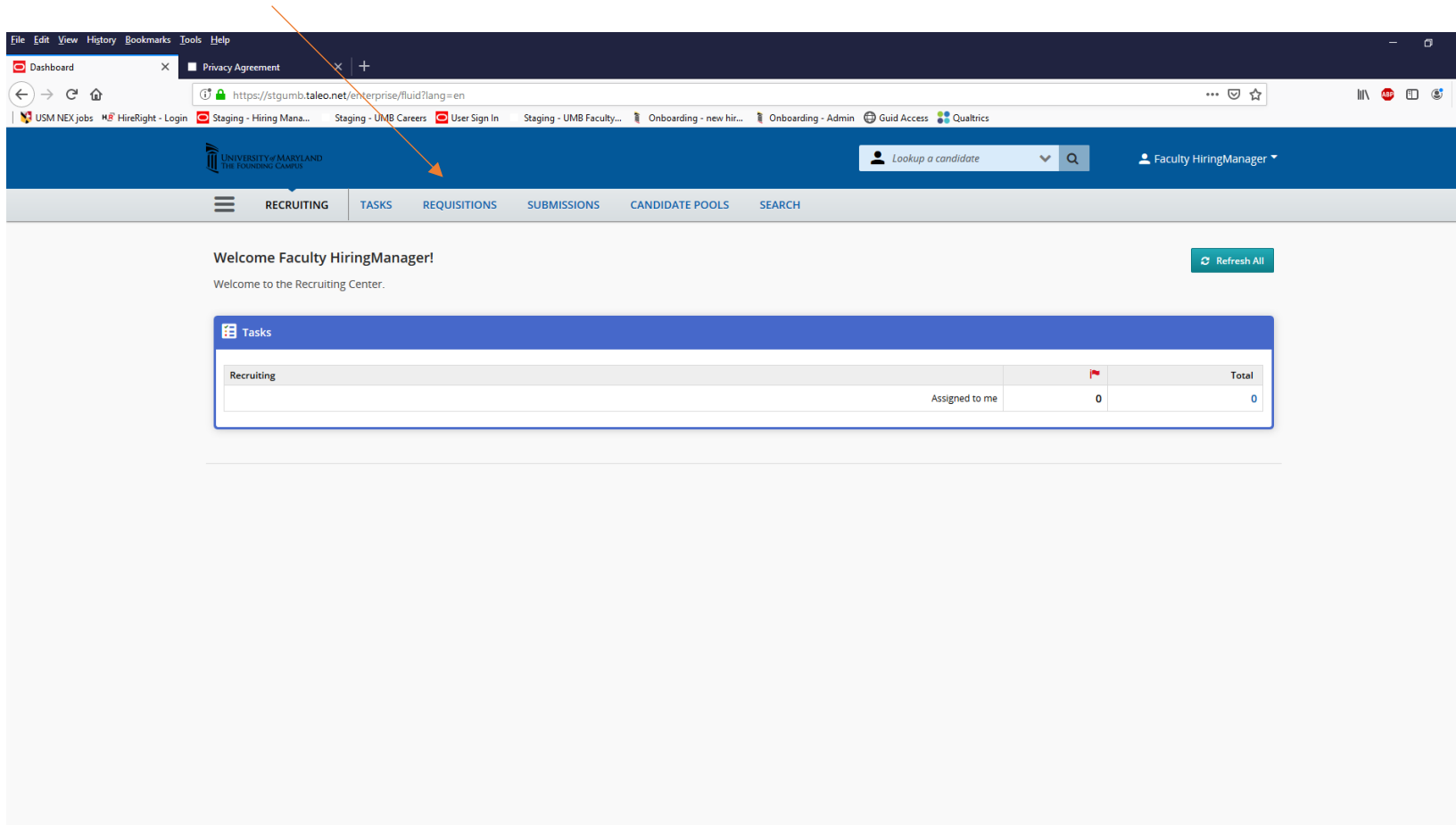
Faculty candidate experience – slides 31-42

Managing candidates – 43-62

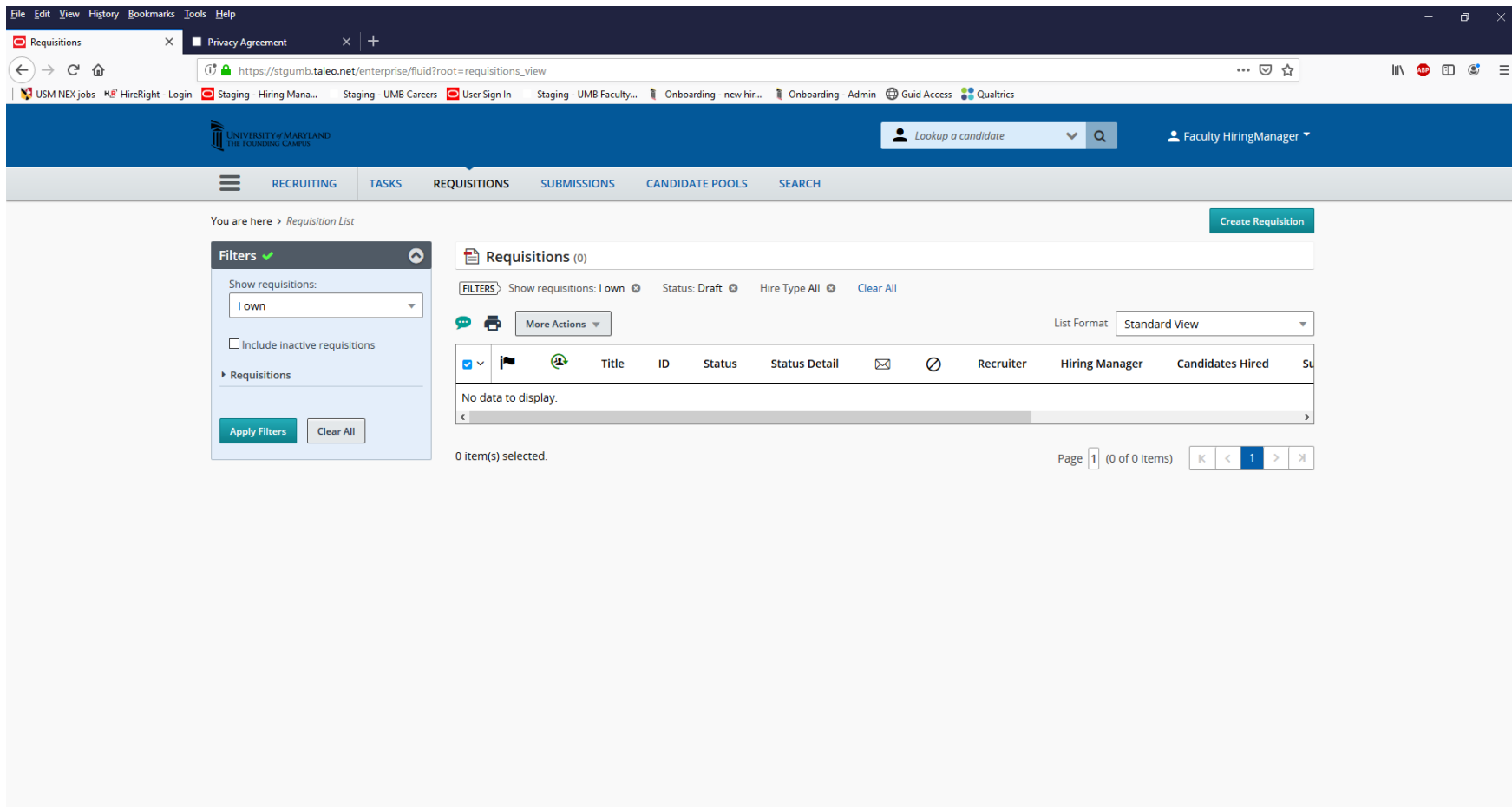
This is the welcome screen – select “Recruiting”



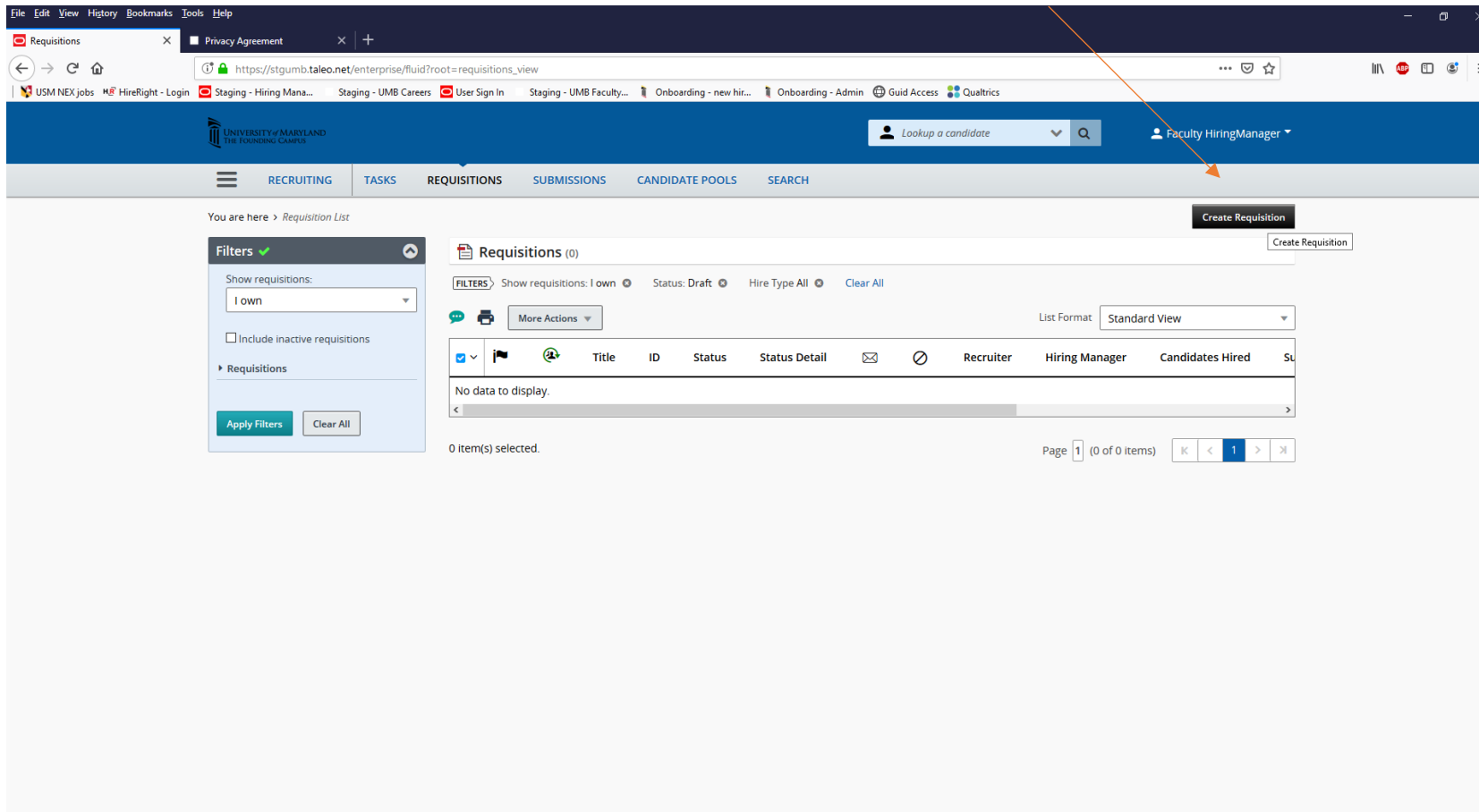
This is the recruiting home screen – select “Requisitions” to access your reqs.



This is the requisition activity screen. All of your requisitions can be accessed from this screen (both active and inactive).



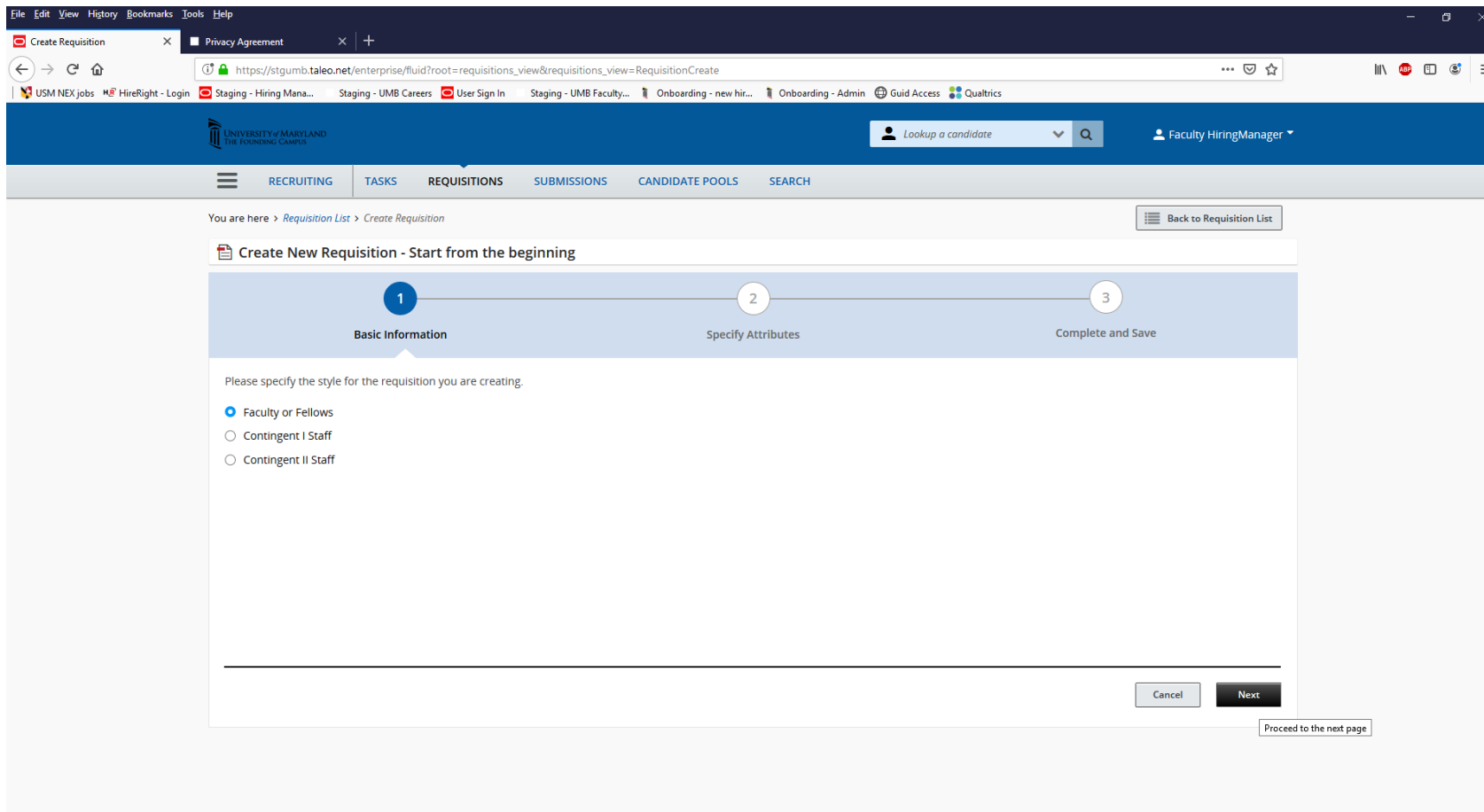
To create a new requisition, select “Create Requisition”



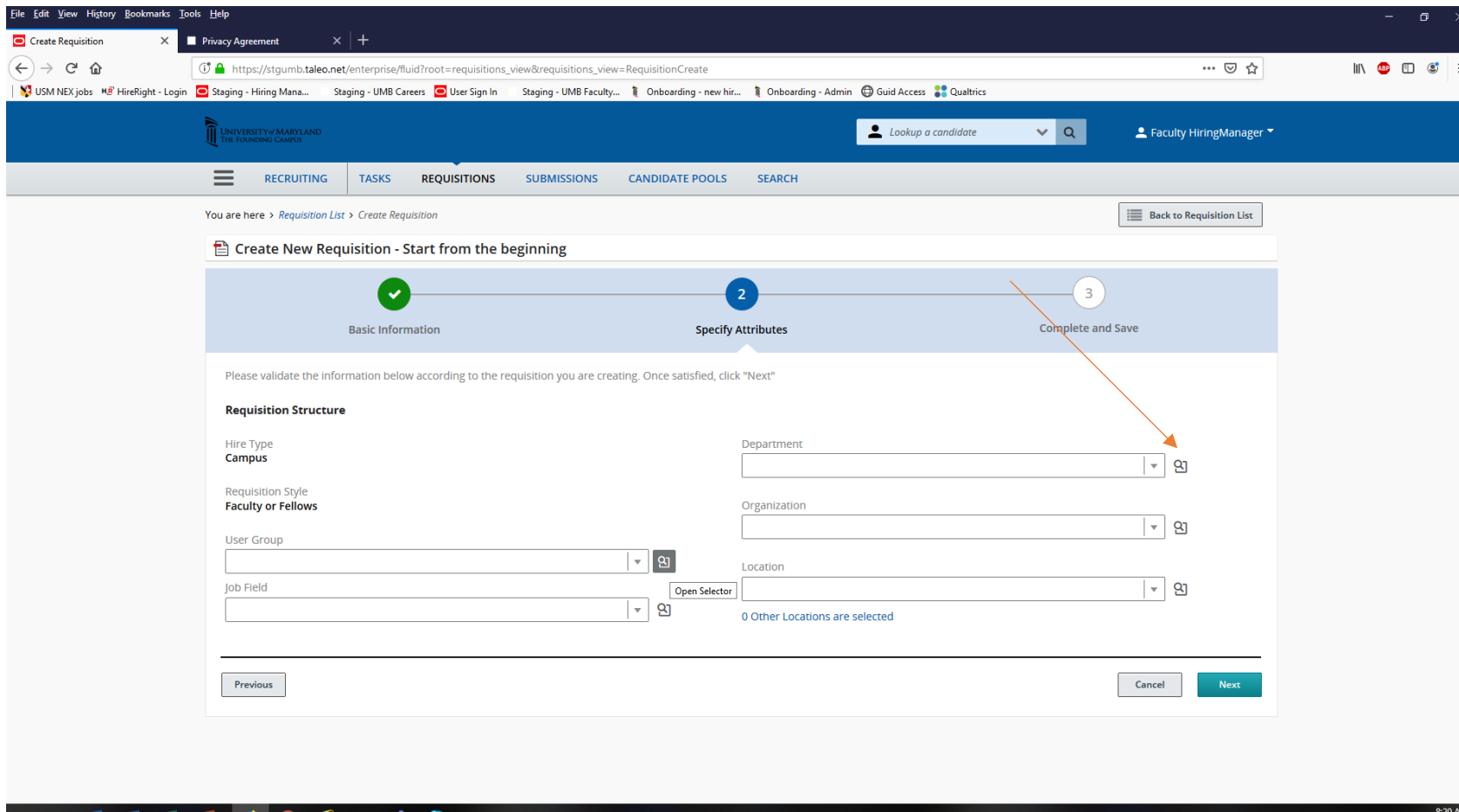
Select "Start from the beginning"

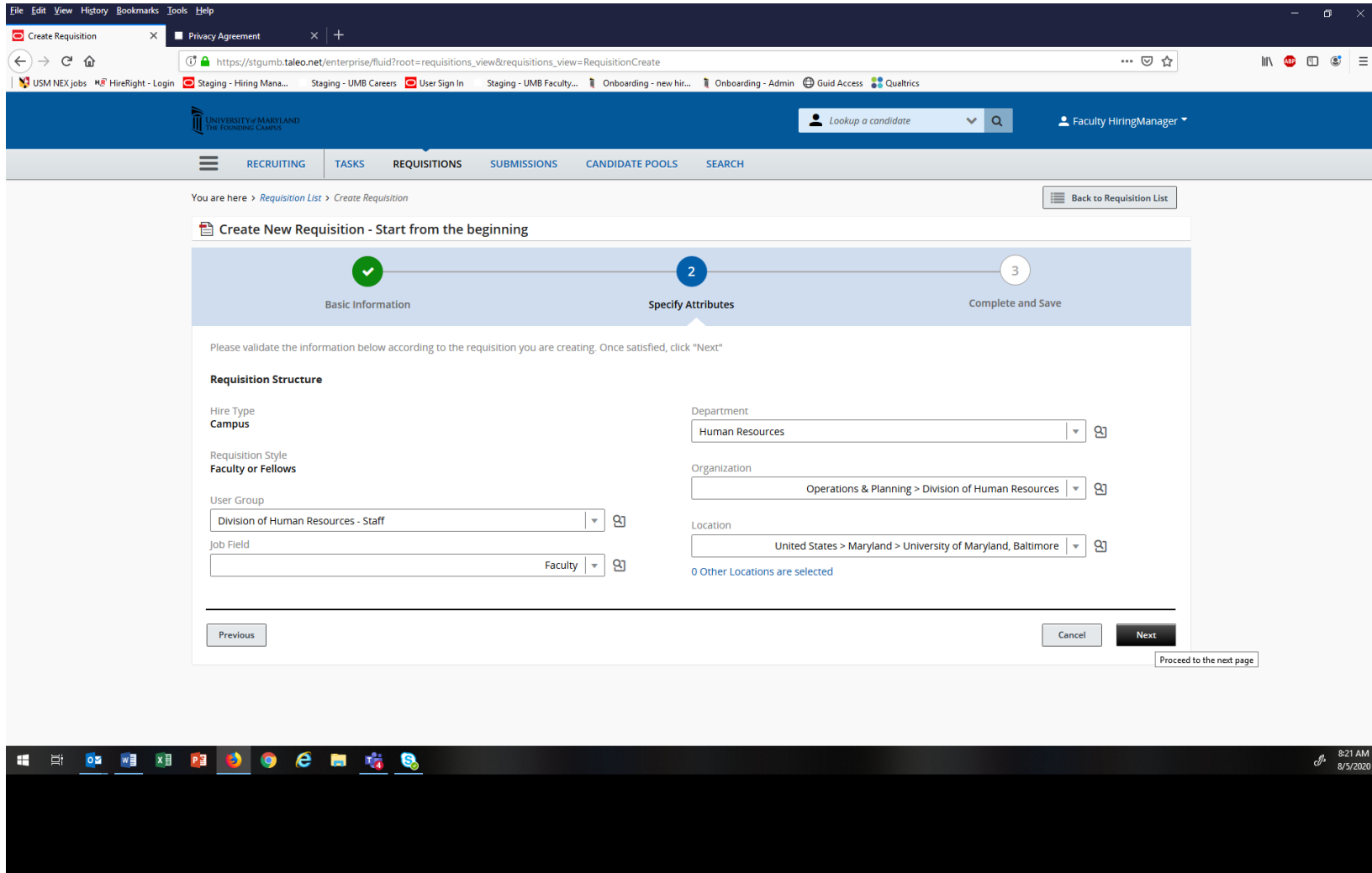
The screenshot displays the 'Create New Requisition' interface in the Taleo Fluid Recruiting system. At the top, the University of Maryland Baltimore logo is on the left, and a search bar with the text 'Lookup a candidate' and a user profile for 'Faculty HiringManager' are on the right. Below this is a navigation bar with tabs for 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', 'CANDIDATE POOLS', and 'SEARCH'. The 'REQUISITIONS' tab is active. A breadcrumb trail reads 'You are here > Requisition List > Create Requisition'. A 'Back to Requisition List' button is located in the top right corner of the main content area. The main content area has a heading 'Create New Requisition' and a prompt: 'Please select how to create your job requisition'. There are two radio button options: the first is selected and labeled 'Start from the beginning', and the second is unselected. A vertical scrollbar is visible on the right side of the page.

Select "Faculty or Fellows"

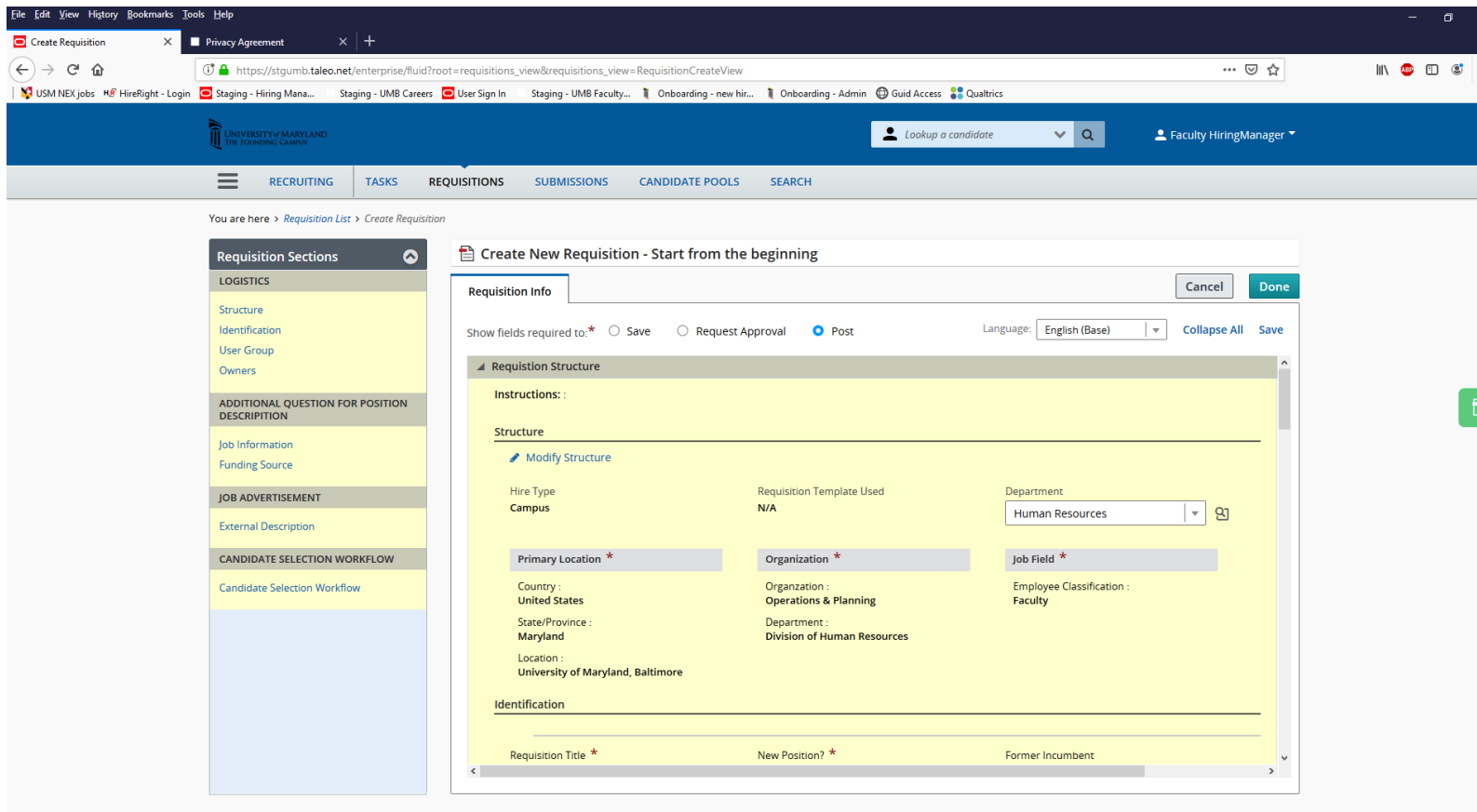


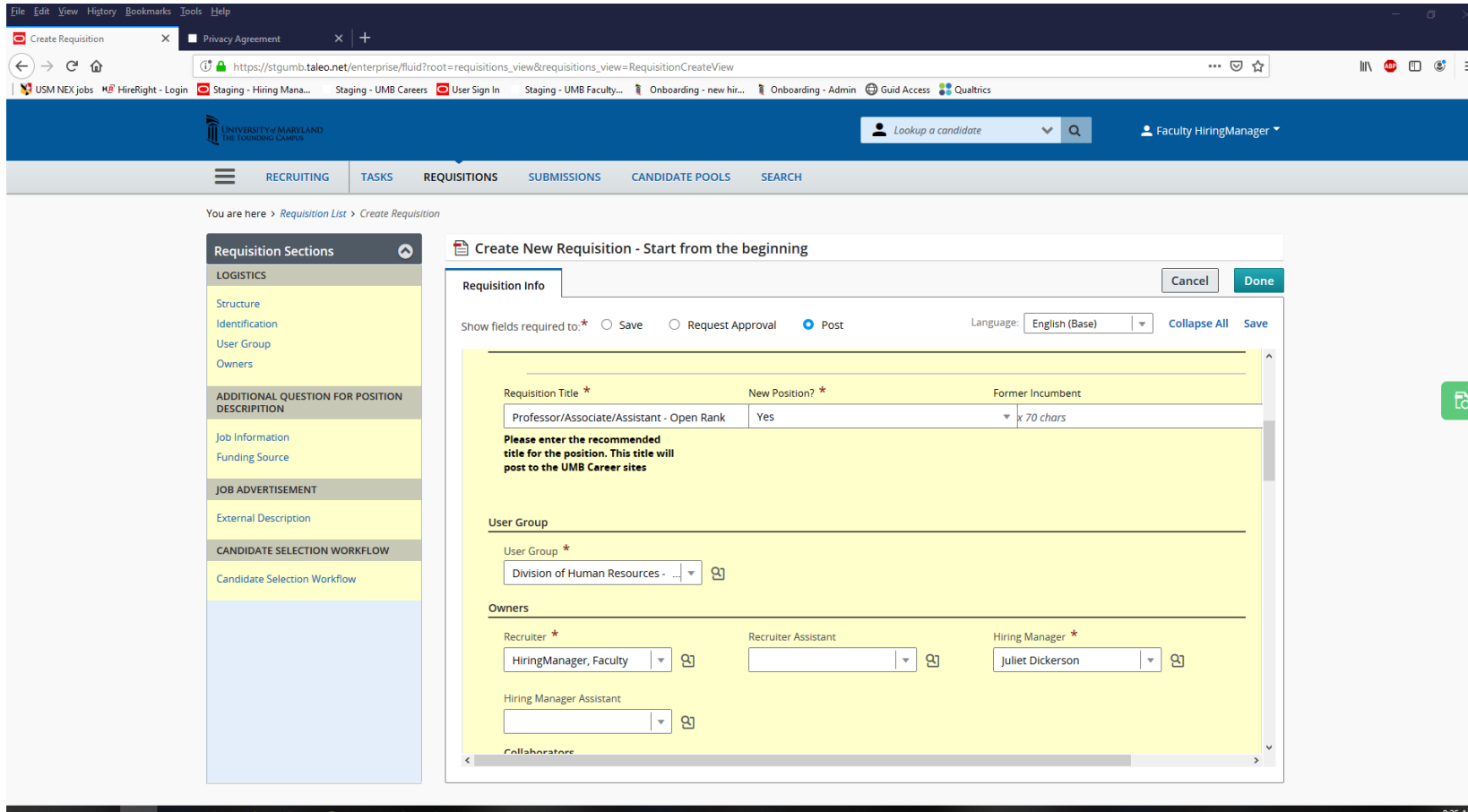
Populate the Department Code or click the icon to search

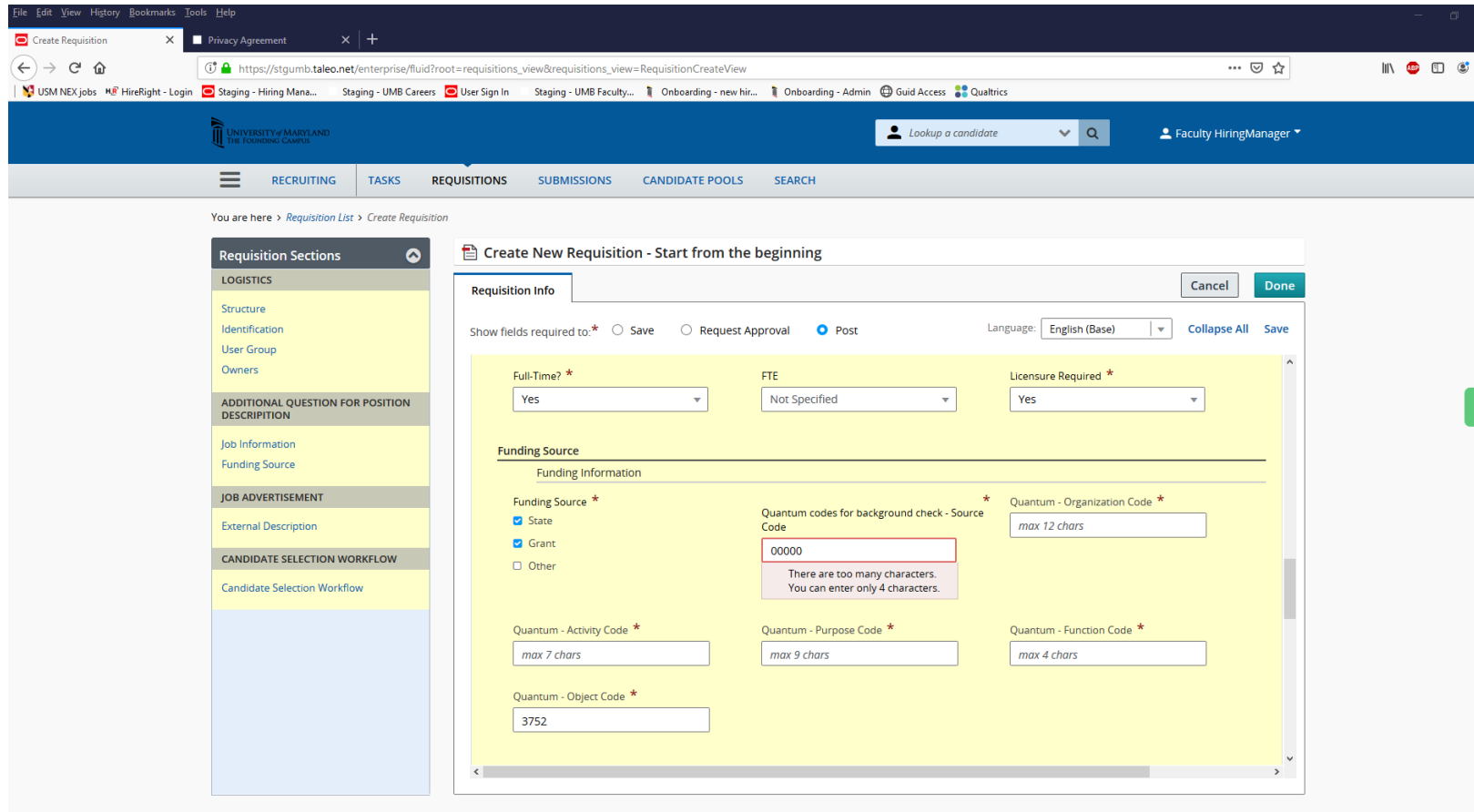


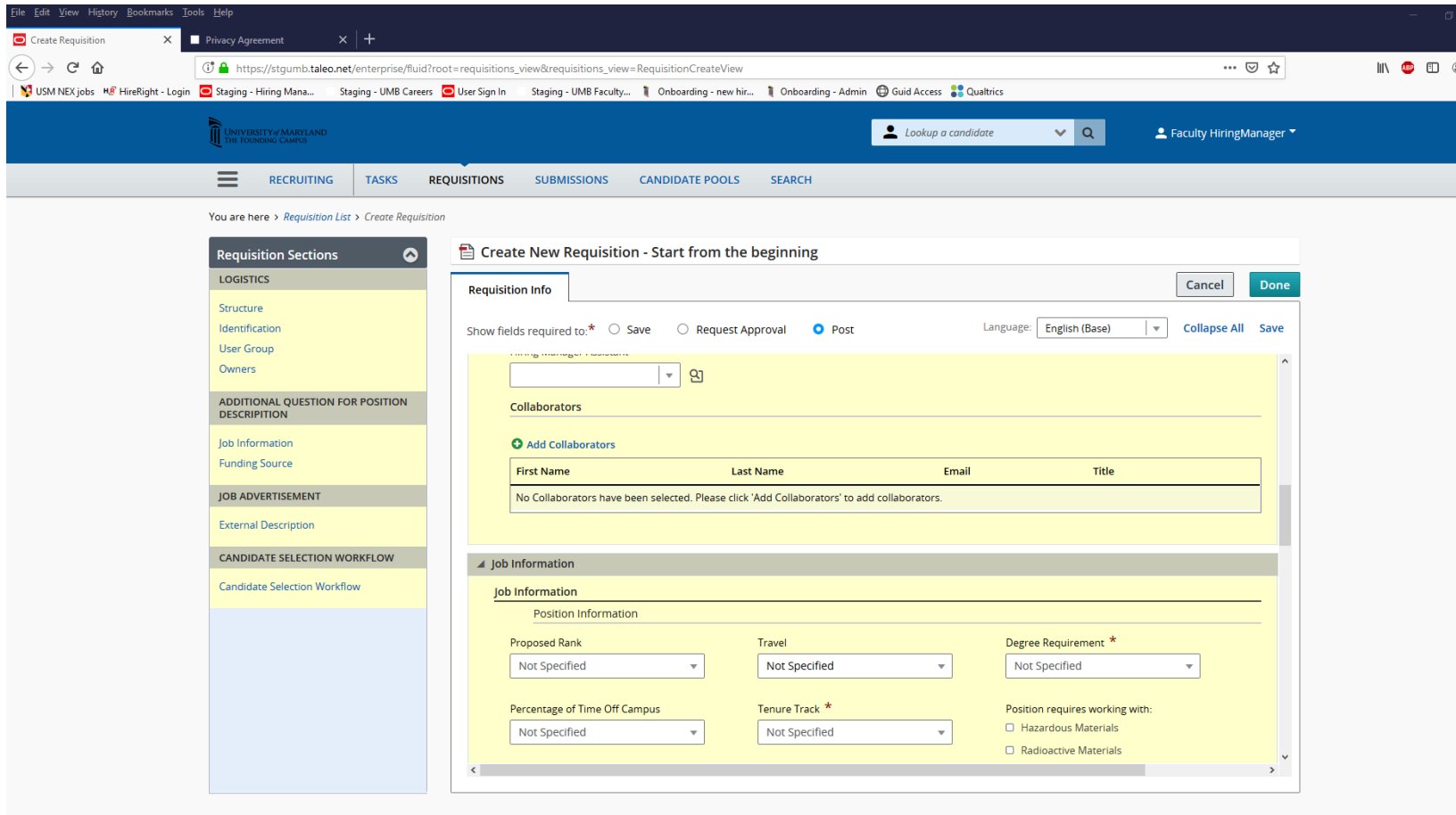


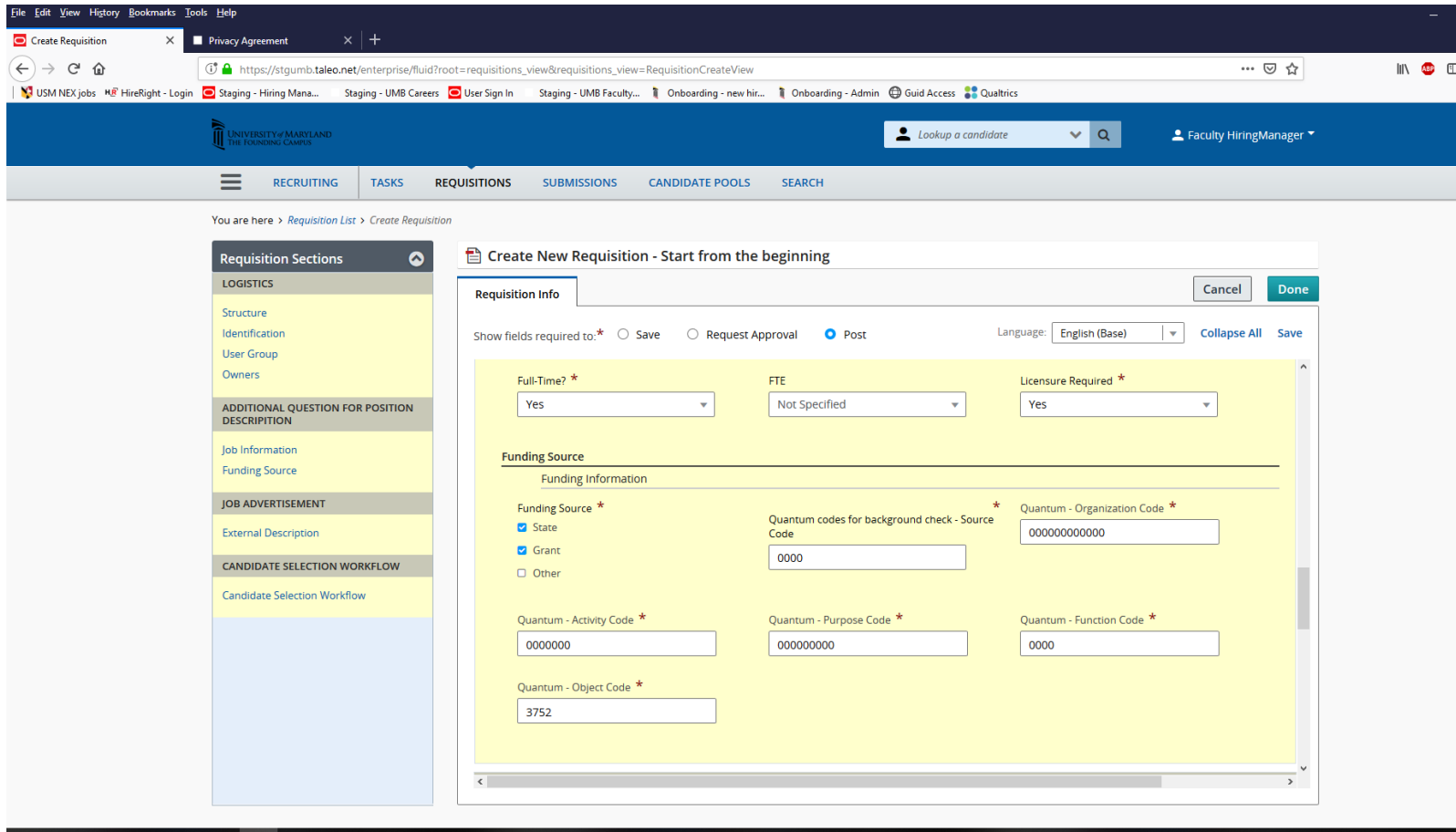
Complete all fields

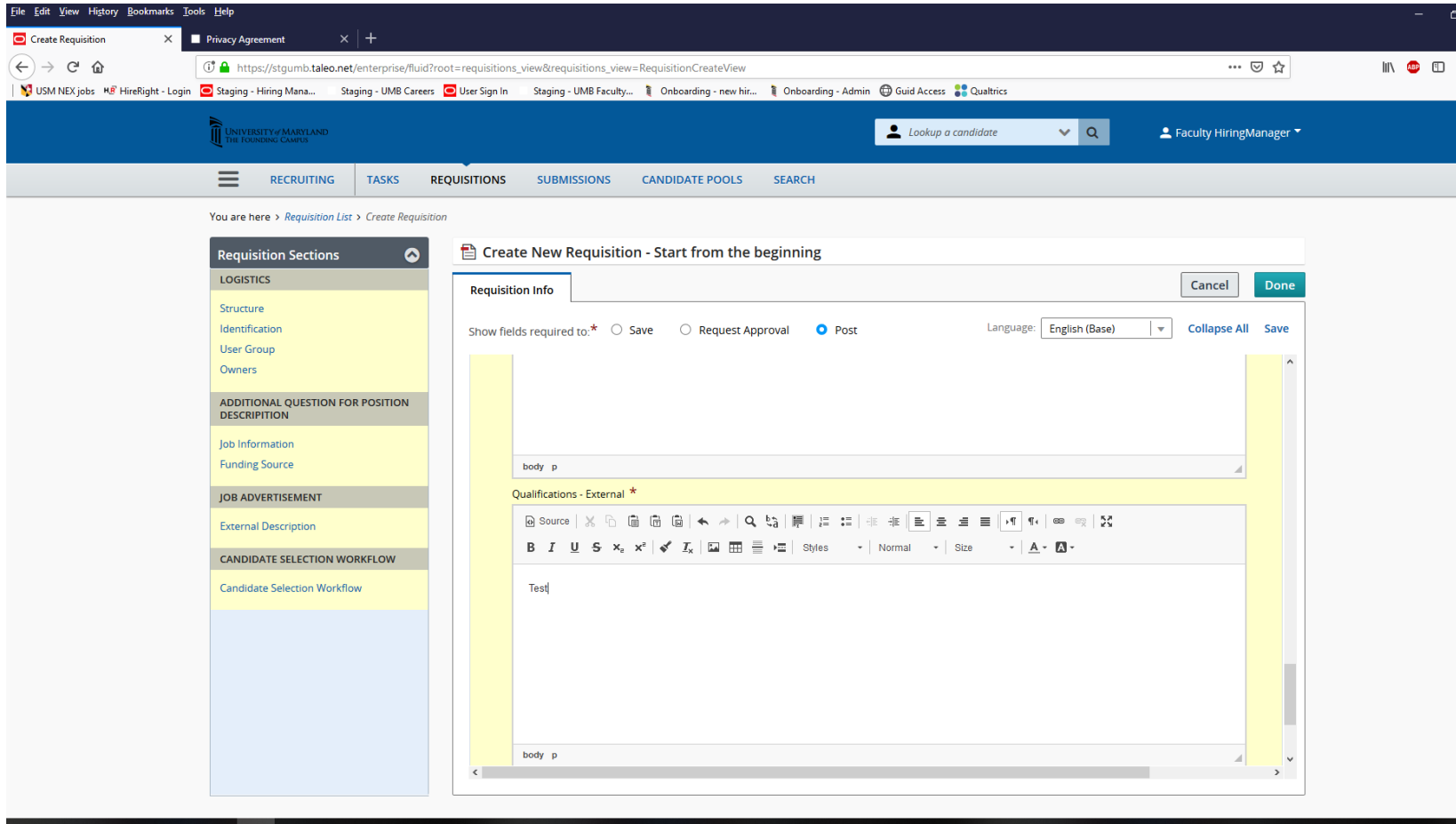








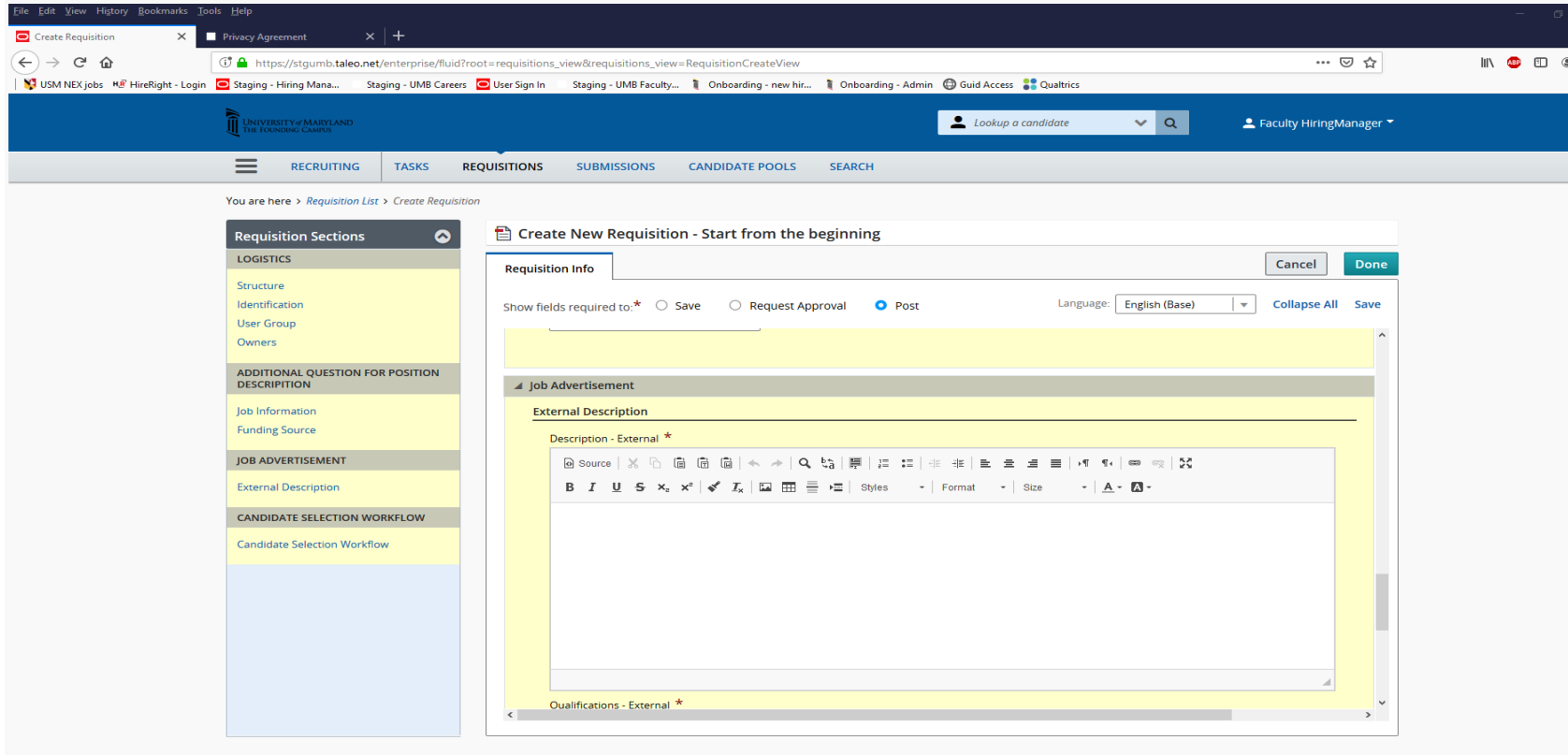


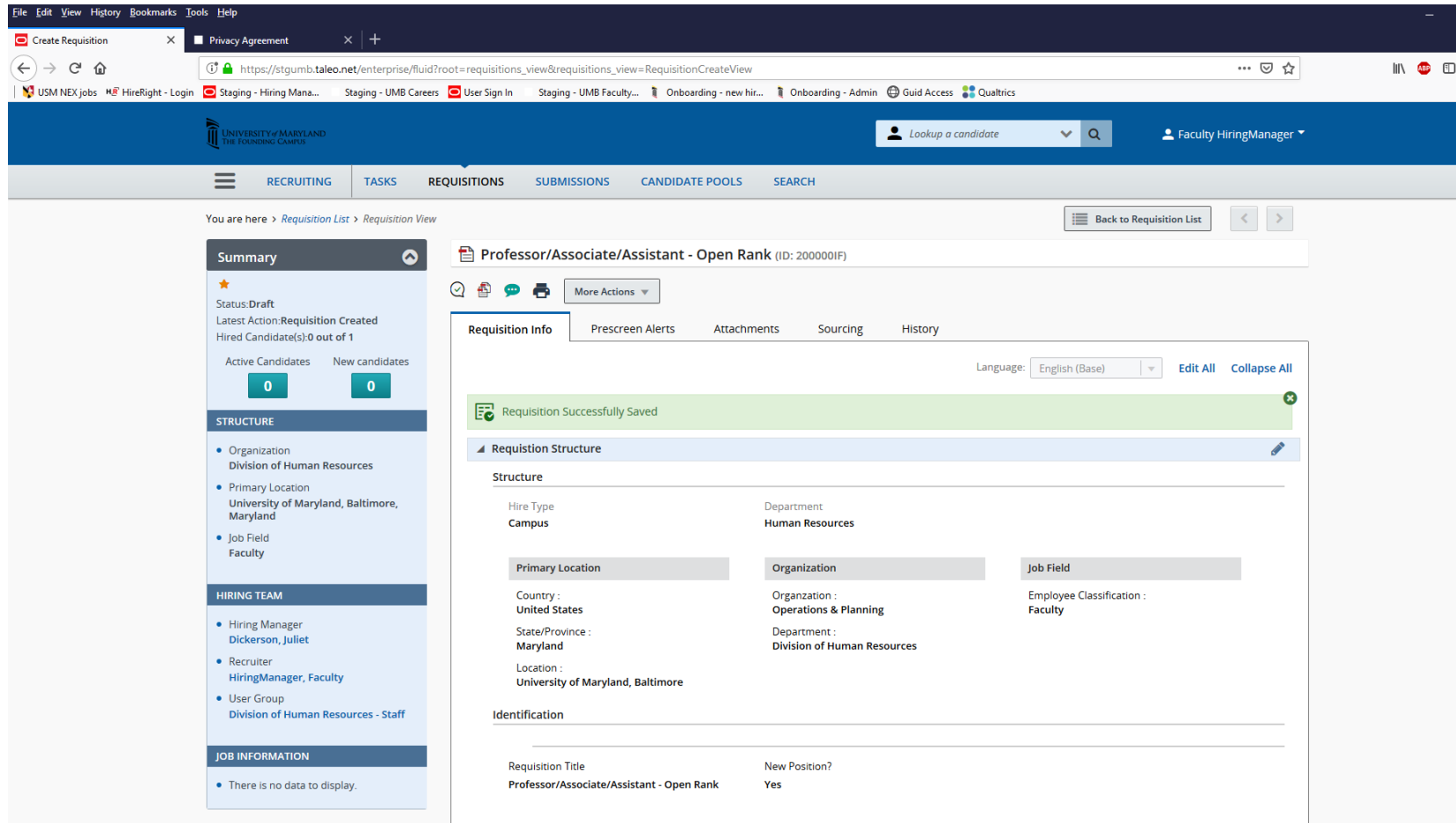


The Affirmative Action and disability inclusion statements should be included at the end of each posting:

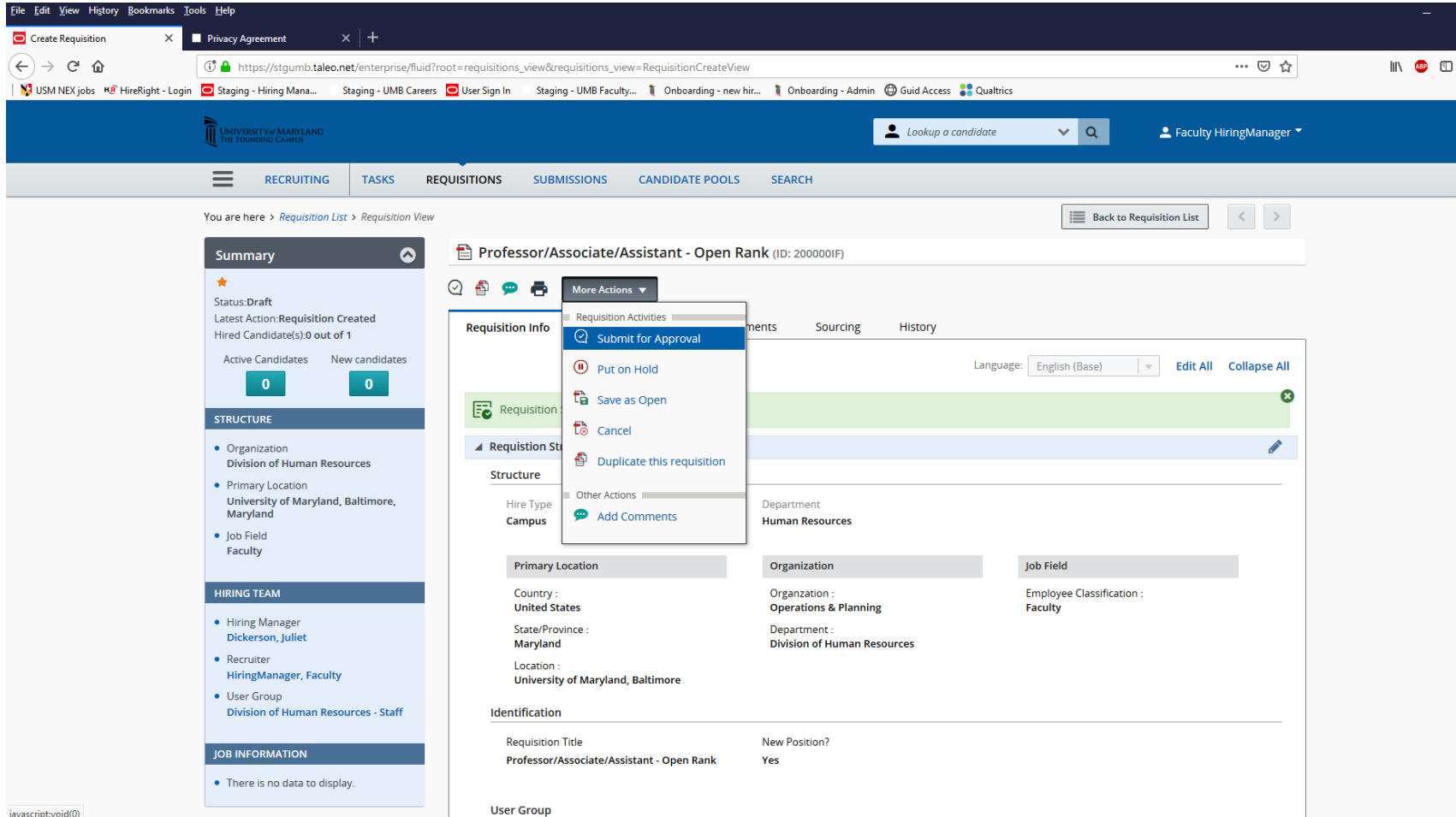
The University of Maryland, Baltimore is an Equal Employment/Affirmative Action employer. We do not discriminate in hiring on the basis of sex, gender identity, sexual orientation, race, color, religious creed, national origin, physical or mental disability, protected Veteran status, or any other characteristic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





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.

Add Approvers

Please select the approvers for this requisition (20 max). The sequence of selection will be respected. All (27) Selected (0)

27 Potential approvers are available Select all across pages

FILTERS User Group All Clear All

<input type="checkbox"/>	Name	Correspondence Email
<input type="checkbox"/>	Amy Park-Chen	amy.park-chen@umaryland.edu
<input type="checkbox"/>	Andrew George	andrew.george@umaryland.edu
<input type="checkbox"/>	Emily Kordish	4C0762F16D8C7EFDE05372FD6F0ACE45@invalidemail.com
<input type="checkbox"/>	Emily Runser	emily.runser@umaryland.edu
<input type="checkbox"/>	Evelyn Osei-Asante	evelyn.osei-asante@umaryland.edu
<input checked="" type="checkbox"/>	Faculty HiringManager	juliet.dickerson@umaryland.edu
<input type="checkbox"/>	Jackie Ball	2C860A92A0BD4AA2E05370FD6F0AE3CB@invalidemail.com
<input type="checkbox"/>	Jamaica Cosby	5A4FBFE036260D53E0536EFD6F0ACB97@invalidemail.com
<input type="checkbox"/>	Janice Flair	2C8676567181BCADE05372FD6F0A2530@invalidemail.com
<input type="checkbox"/>	Jessica Moreno	jessica.moreno@umaryland.edu
<input type="checkbox"/>	Joanne Daughton	joanne.daughton@umaryland.edu
<input type="checkbox"/>	Juliet Compensation	5A54D0ABB35E0DE5E0536EFD6F0AC675@invalidemail.com
<input type="checkbox"/>	Juliet Dickerson	juliet.dickerson@umaryland.edu
<input type="checkbox"/>	Juliet HiringManager	5A542F1F0C930A19E05370FD6F0AC970@invalidemail.com
<input type="checkbox"/>	Juliet Recruiter	5A4FBC2884600D48E0536EFD6F0A231A@invalidemail.com

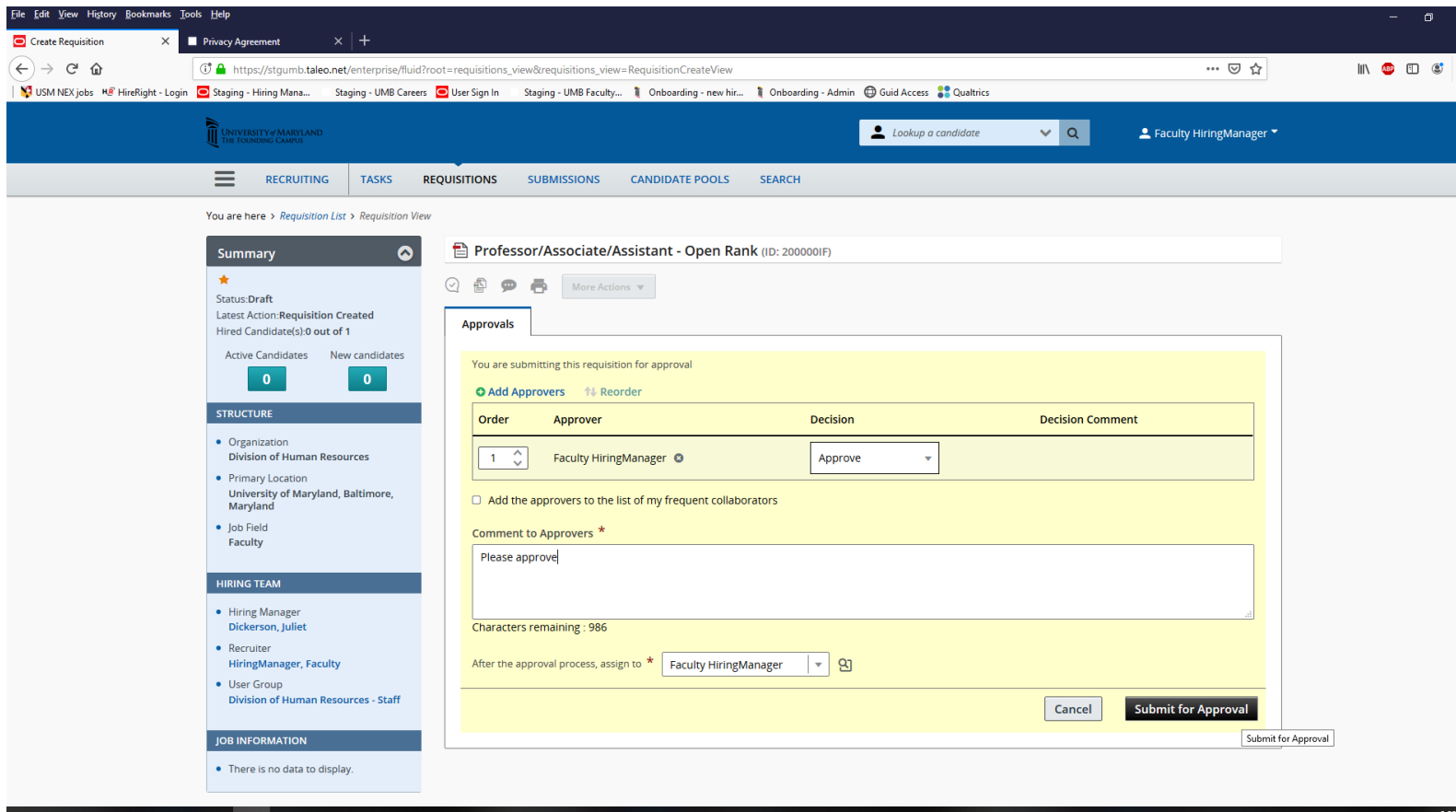
Page 1 of 2 (1-15 of 27 items) Cancel Add / Update Approvers

JOB INFORMATION

- There is no data to display.

Cancel Submit for Approval

The system requires a comment in Comment to Approvers – “Please approve” will work

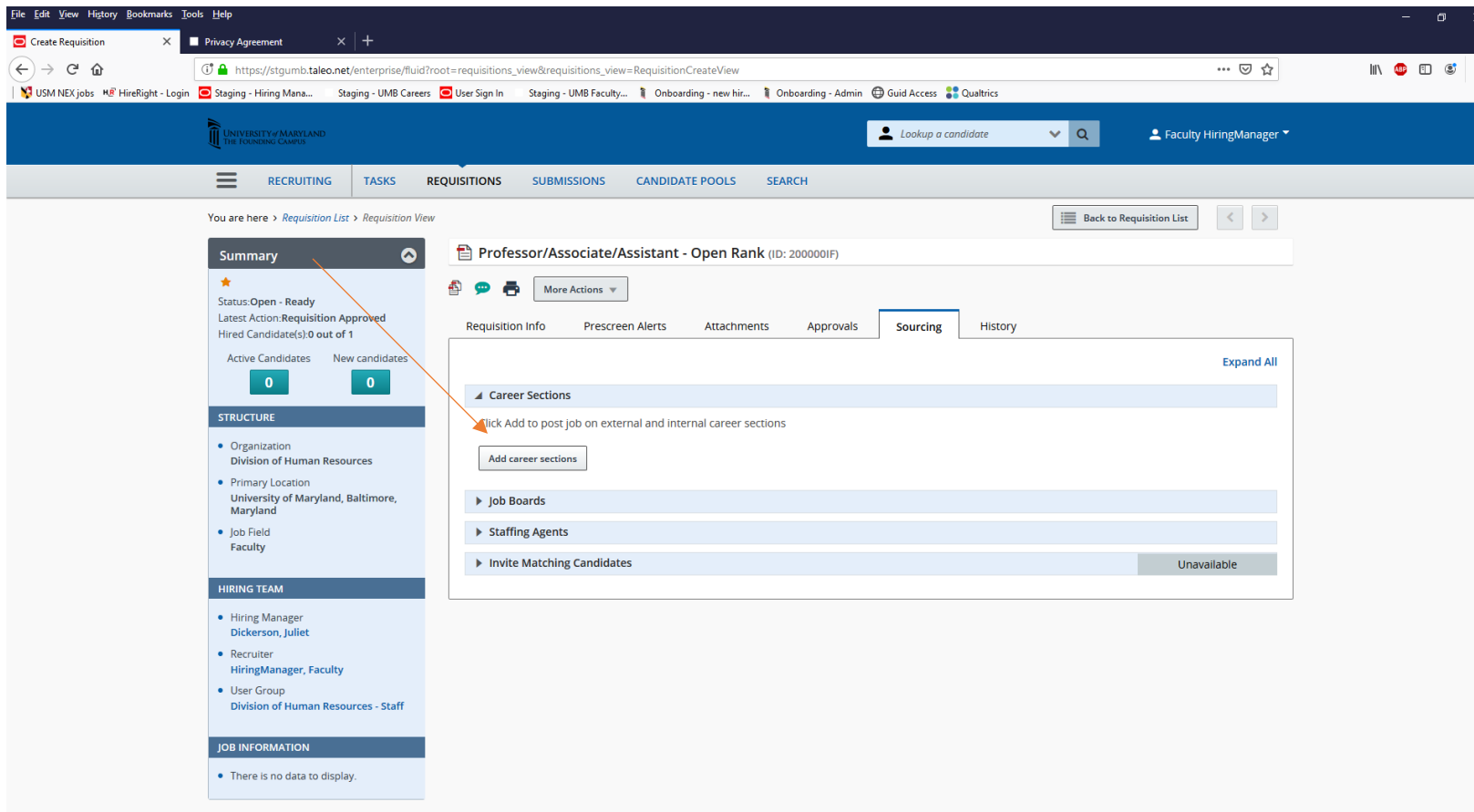


This is the landing page after all approvals have been processed. Click "Sourcing" to access the posting page.

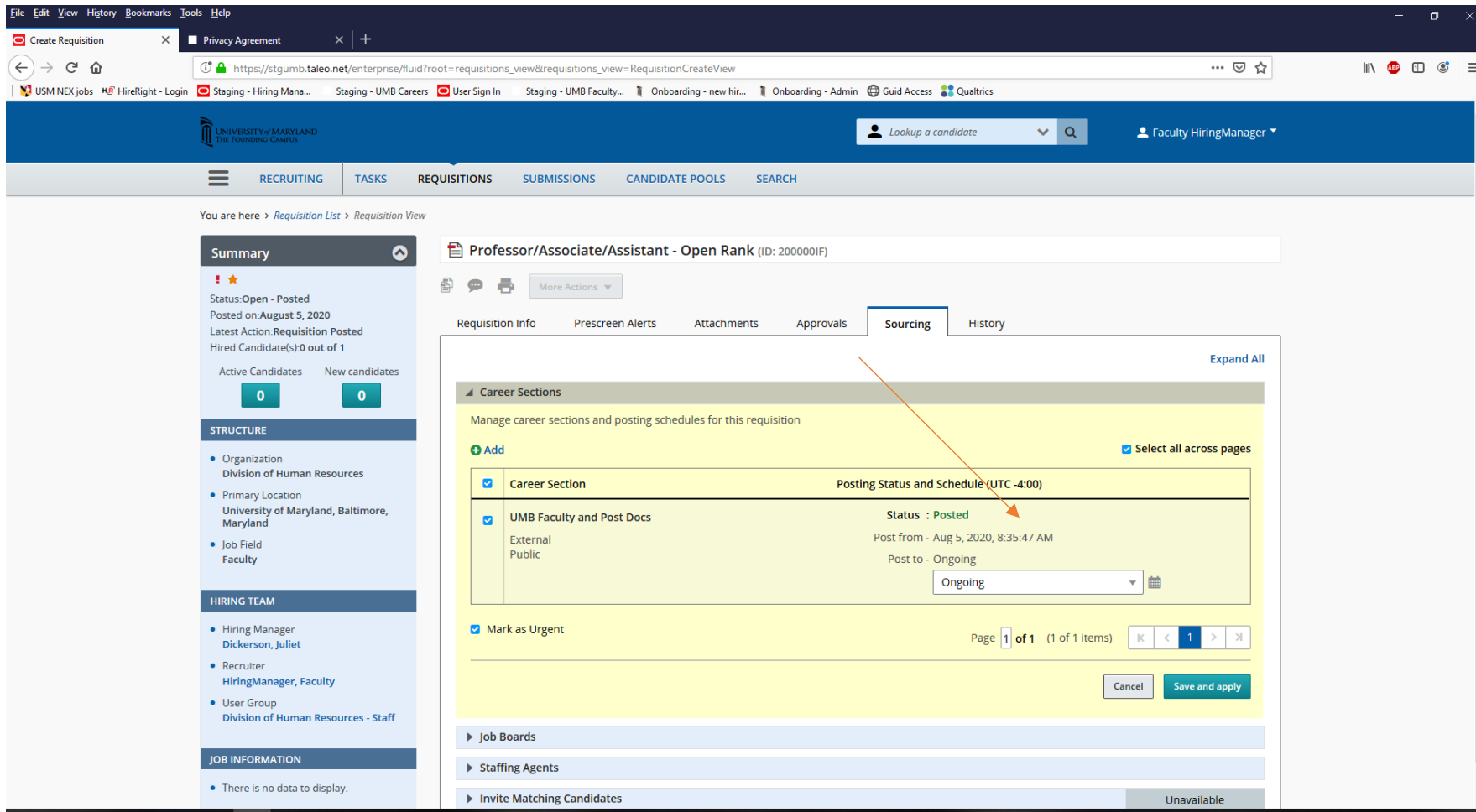
The screenshot displays the Taleo Fluid Recruiting interface. At the top, the University of Maryland Baltimore logo is on the left, and a search bar with the text "Lookup a candidate" and a user profile for "Faculty HiringManager" are on the right. Below the header is a navigation menu with tabs: RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, CANDIDATE POOLS, and SEARCH. The "REQUISITIONS" tab is active. Below the navigation, a breadcrumb trail reads "You are here > Requisition List > Requisition View". A "Back to Requisition List" button is visible. The main content area shows a requisition titled "Test (ID: 200000JJ)". On the left, a "Summary" sidebar displays the status "Open - Ready", latest action "Requisition Approved", and "Hired Candidate(s): 0 out of 1". It also shows "Active Candidates" and "New candidates" both at 0. Below this is the "STRUCTURE" section with details on Organization (Division of Human Resources), Primary Location (University of Maryland, Baltimore, Maryland), and Job Field (Faculty). The "HIRING TEAM" section lists "Hiring Manager: HiringManager, Juliet" and "Recruiter: HiringManager, Faculty". The main requisition view has tabs for "Requisition Info", "Prescreen Alerts", "Attachments", "Approvals", "Sourcing", and "History". The "Approvals" tab is selected, showing an approval process table with one entry: Order 1, Approver Faculty HiringManager, Decision Approved, Date & Time Nov 30, 2020, 3:26 PM, and Decision Comment Please approve. Below the table, it states "After the approval process, assign to : Faculty HiringManager" and includes a "Message to Approvers" section with the text "Sent on Nov 30, 2020 at 03:23 PM by Faculty HiringManager Please approve". An orange arrow points from the "SEARCH" tab in the navigation menu to the "Sourcing" tab in the requisition view.

http://taoeb.taleo.net/external/Fluid?act=requisitions_view&requisitions_view=RequisitionCsr&loc#

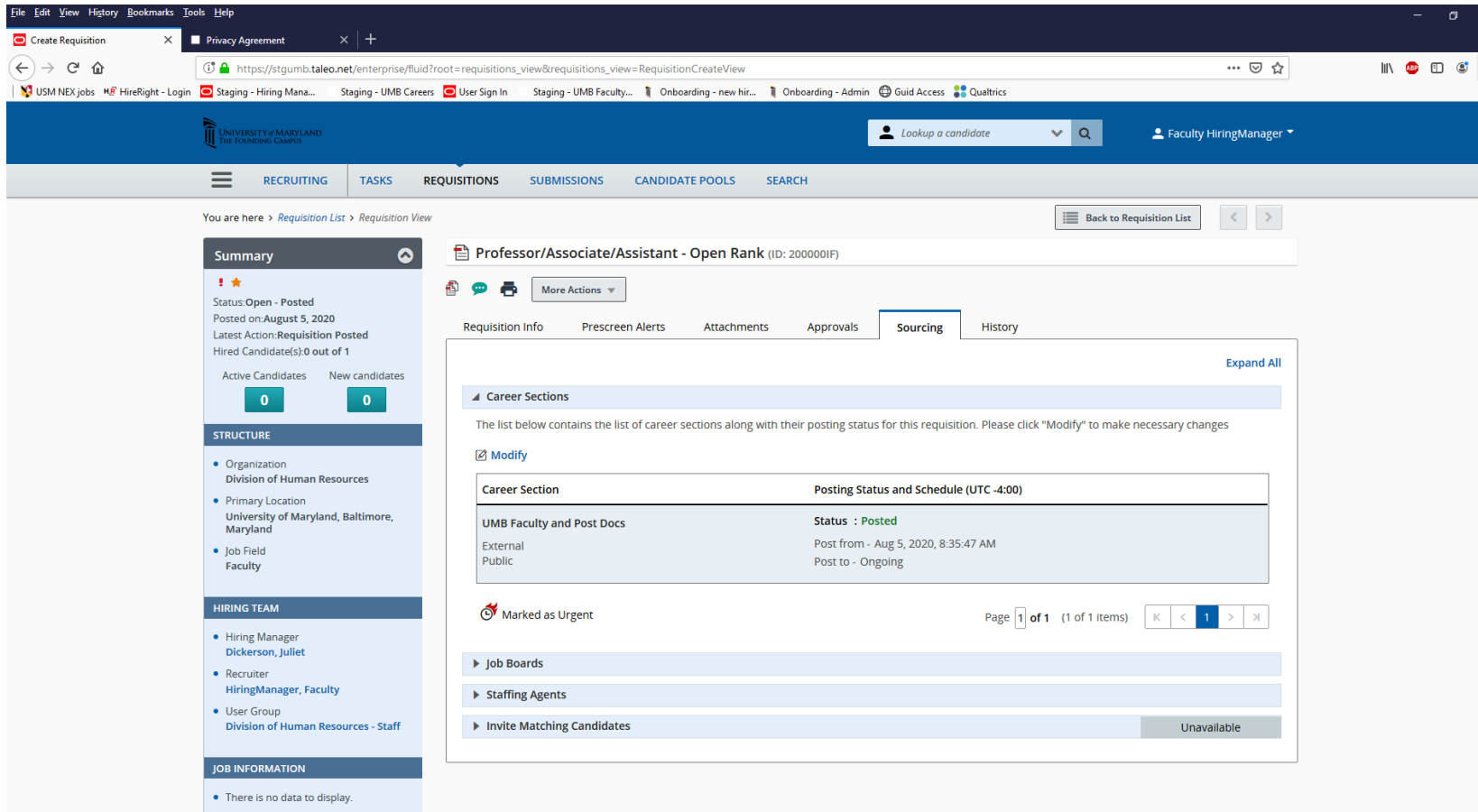
Select “Add Career Sections” to post to the website.



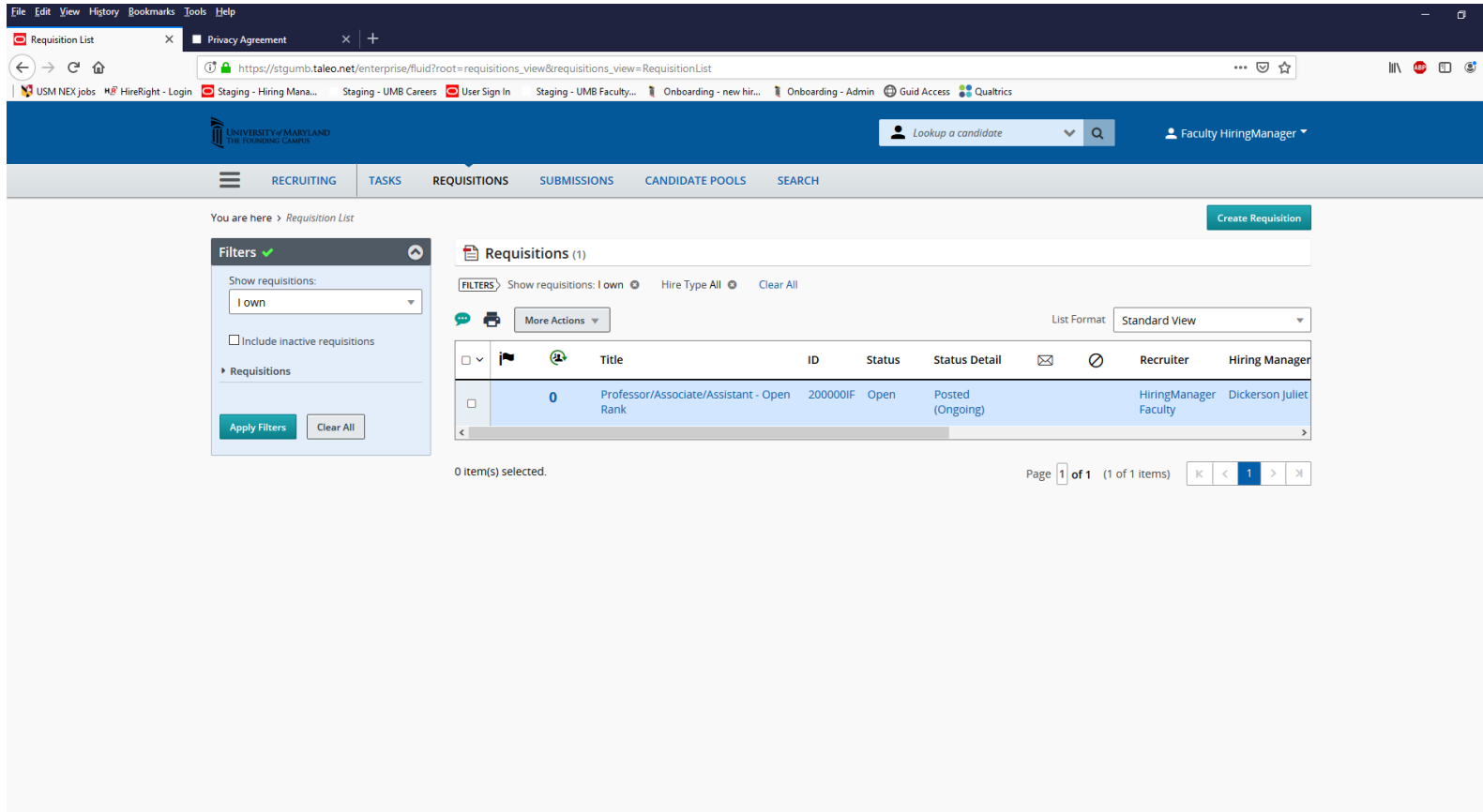
A position can be posted ongoing or for a specific amount of time (ex. 30 days, 60 days, 90 days)



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.

Search Results (234 jobs found)

Results per page: 25

Sort by: Posting Date (Descending Order)

- Professor/Associate/Assistant - Open Rank**
Requisition ID: 2000001F
Organization: Division of Human Resources
Job Posting: Aug 5, 2020
- Breast Imaging**
Requisition ID: 2000007H
Organization: School of Medicine - Clinical Departments
Job Posting: Feb 26, 2020
- Research Associate - MRI Pulse Sequence & Reconstruction Techniques**
Requisition ID: 2000002S
Organization: School of Medicine - Clinical Departments
Job Posting: Jan 21, 2020
- Community / ED Overnight Radiologist**
Requisition ID: 190001DB
Organization: School of Medicine - Clinical Departments
Job Posting: Oct 7, 2019
- Director of Urgent Care**
Requisition ID: 190001MF
Organization: School of Medicine - Clinical Departments

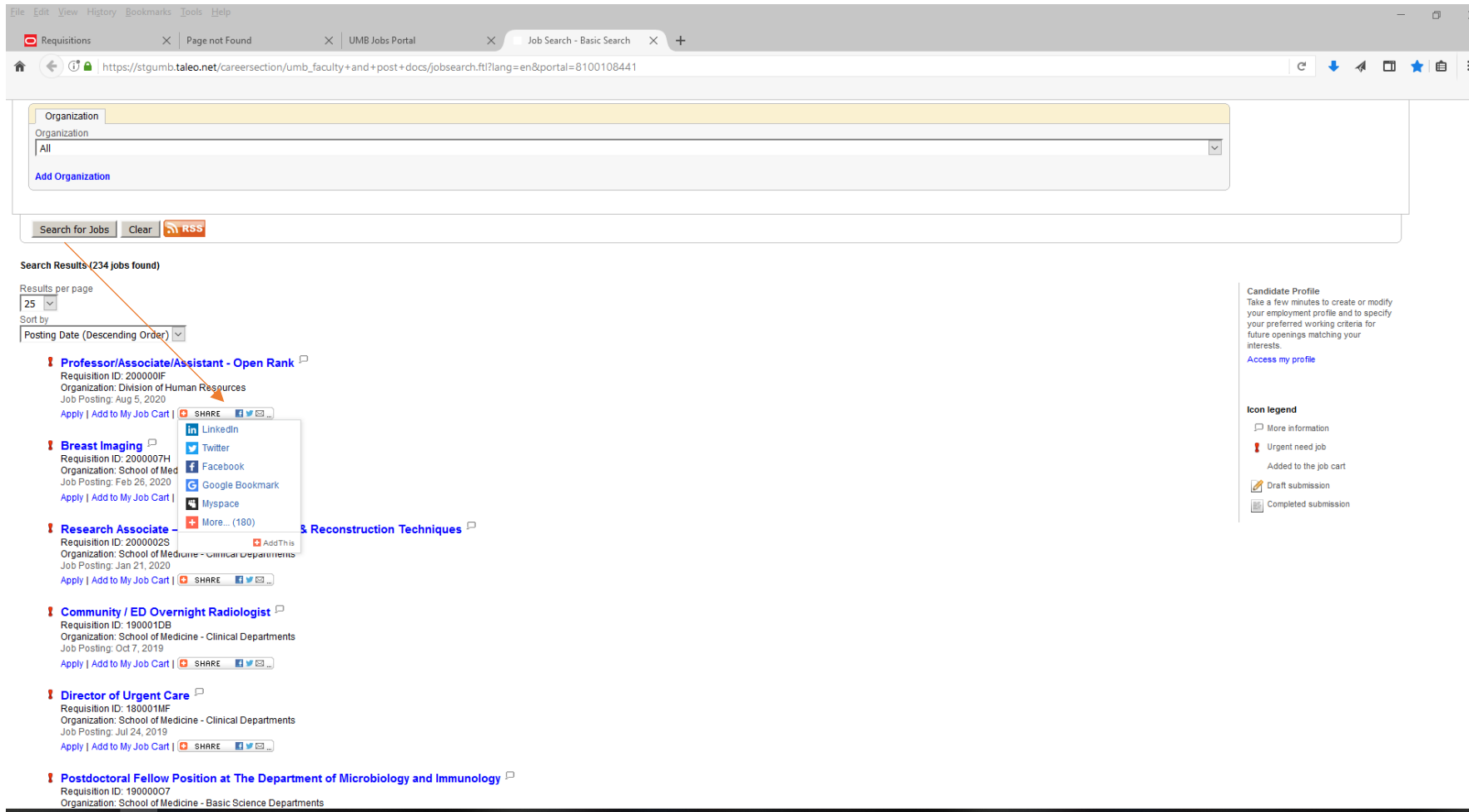
https://stgumb.taleo.net/careersection/umb_faculty-and+post+docs/jobsearch.ft?lang=en&portal=8100108441#

Candidate Profile
Take a few minutes to create or modify your employment profile and to specify your preferred working criteria for future openings matching your interests.
[Access my profile](#)

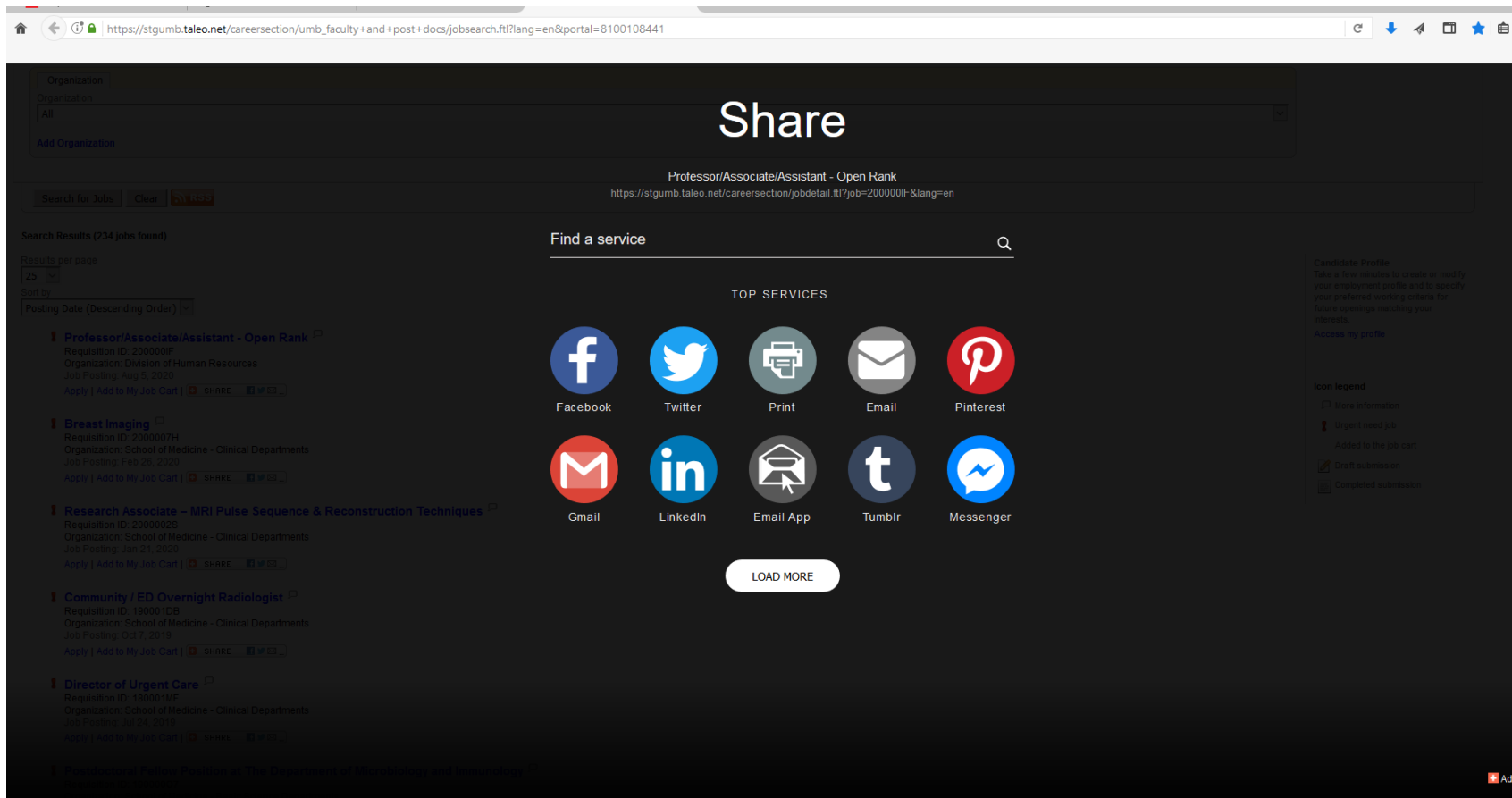
Icon legend

- More information
- Urgent need job
- Added to the job cart
- Draft submission
- Completed submission

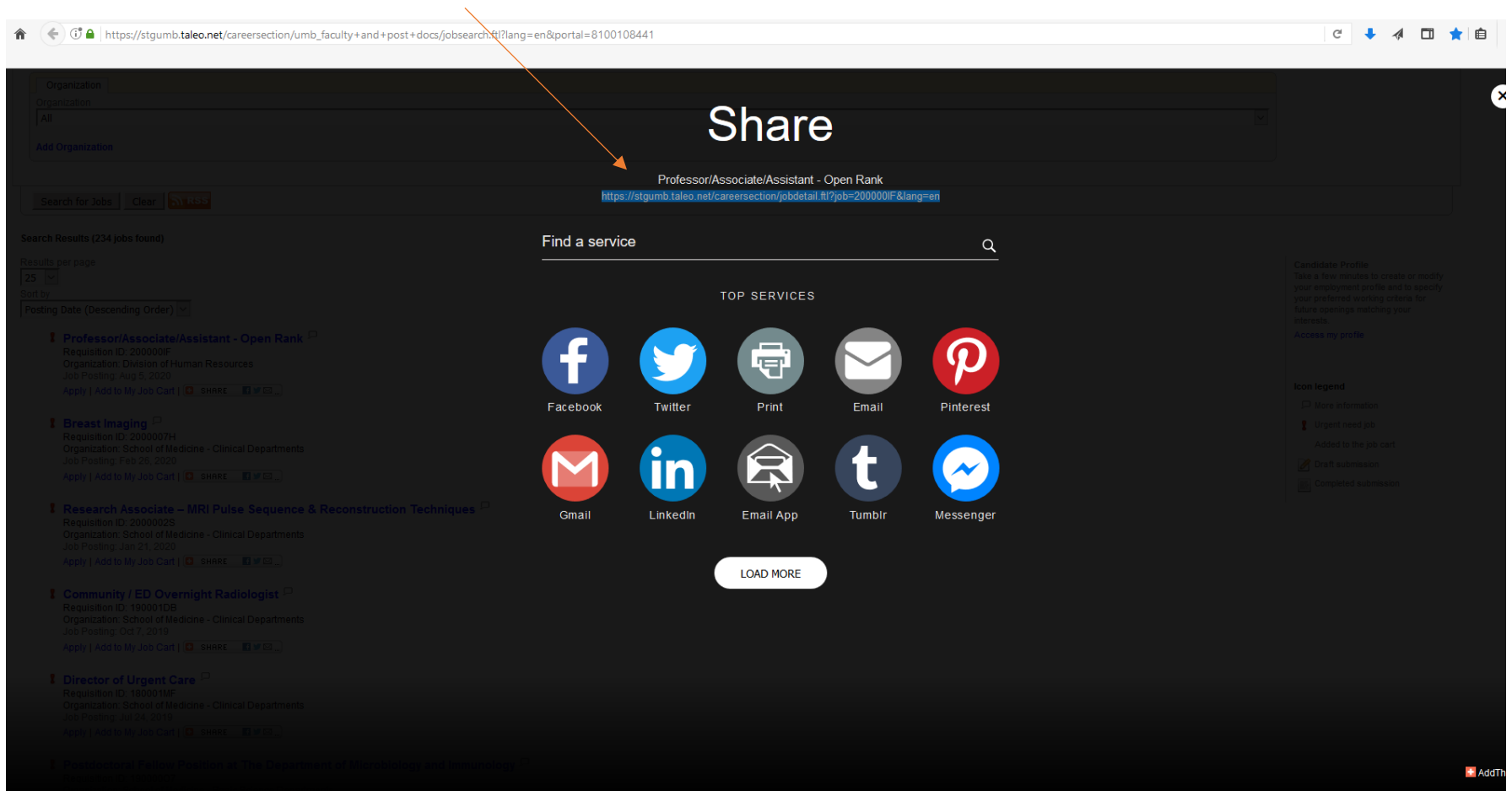
If the position will be advertised, a link should be included that will guide applicants directly to the posting. To access that link, you need to find the job on the career website. There is a social media box next to “Add to My Job Cart” for every position. Click that link.



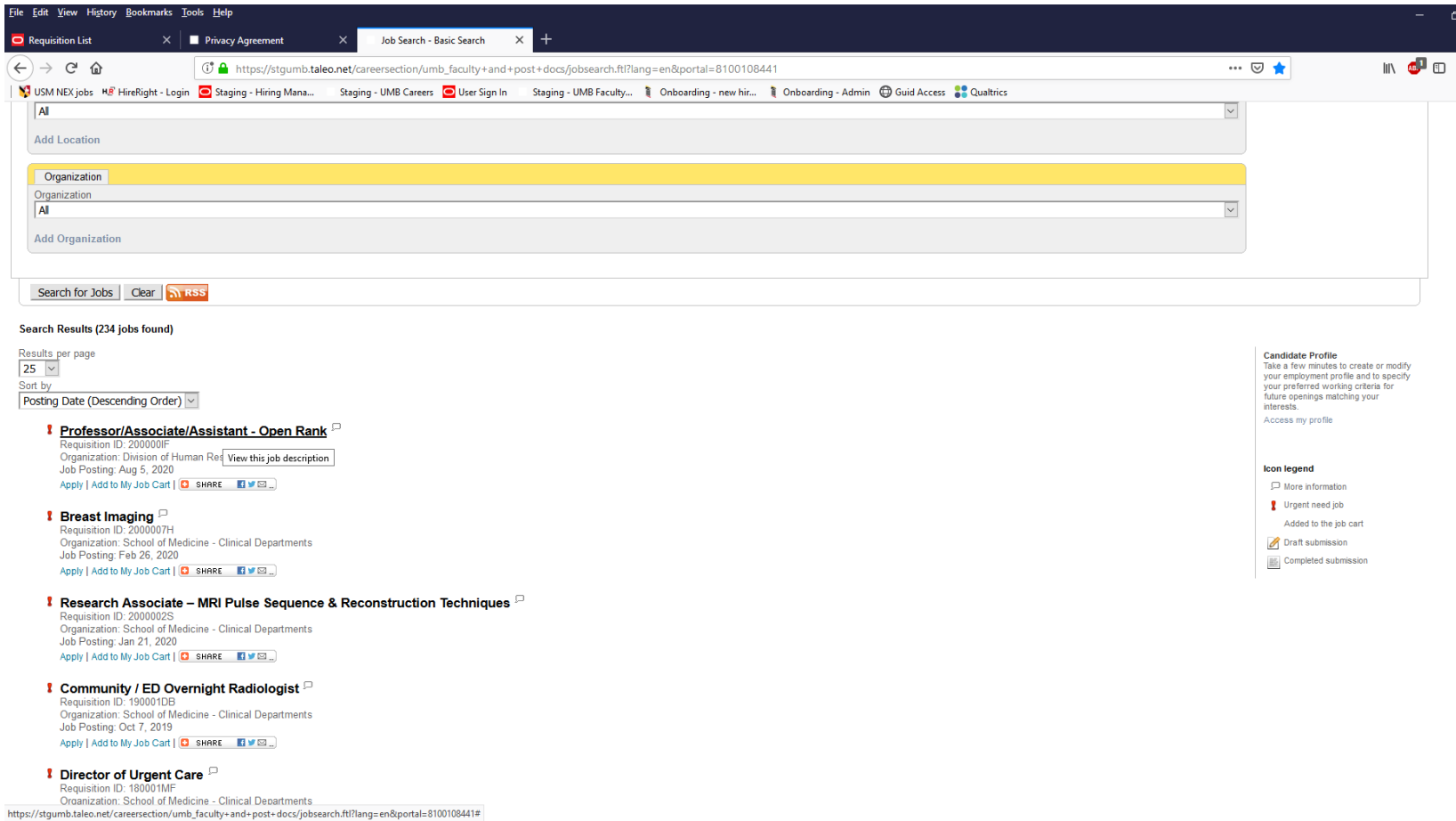
This is the landing page.



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.



File Edit View History Bookmarks Tools Help

Requisition List Privacy Agreement Personal Information

https://stgumb.taleo.net/careersection/application.js?lang=en&type=1&csNo=10060&portal=8100108441&reqNo=151981&isOnLogoutPage=true

Welcome. You are signed in. My Account Options My Job Cart (0 items) Sign Out

Job Search My Jobpage

Applying for: Professor/Associate/Assistant - Open Rank (Job Number: 2000004F) Step 1 out of 8

Personal Information File Attachments General Questions Job Specific Questions eSignature Diversity 1

Save and Continue Save as Draft

Personal Information

Source Tracking
Please indicate how you heard about this job.
* Source Type
Select One...

Personal Information
Please enter all relevant personal information in the fields below.

*First Name Middle Name *Last Name
 *Street Address (line 1) Address (line 2)
 *City *Place of Residence Country *Zip/Postal Code
 Country
 Not Specified
 *Primary Number
 Not Specified
 Home Phone Number Work Phone Number Cellular Number
 International Number *Email Address
 taleo.test@umaryland.edu

Minimum Requirements
 Minimum Salary Rate

Personal Information

Please enter all relevant personal information in the fields below.

*First Name: Faculty Middle Name: Last Name: Candidate

*Street Address (line 1): 123 Main Street Address (line 2):

*City: Baltimore *Place of Residence: Country: United States State/Province: Not Specified *Zip/Postal Code: 21201

*Primary Number: Cellular Phone

Home Phone Number: Work Phone Number: Cellular Number: 410-555-1212

International Number: *Email Address: taleo.test@umaryland.edu

Minimum Requirements

Minimum Salary: Rate: Not Specified

Willing to work on holidays: Not Specified Willing to work on weekends: Not Specified

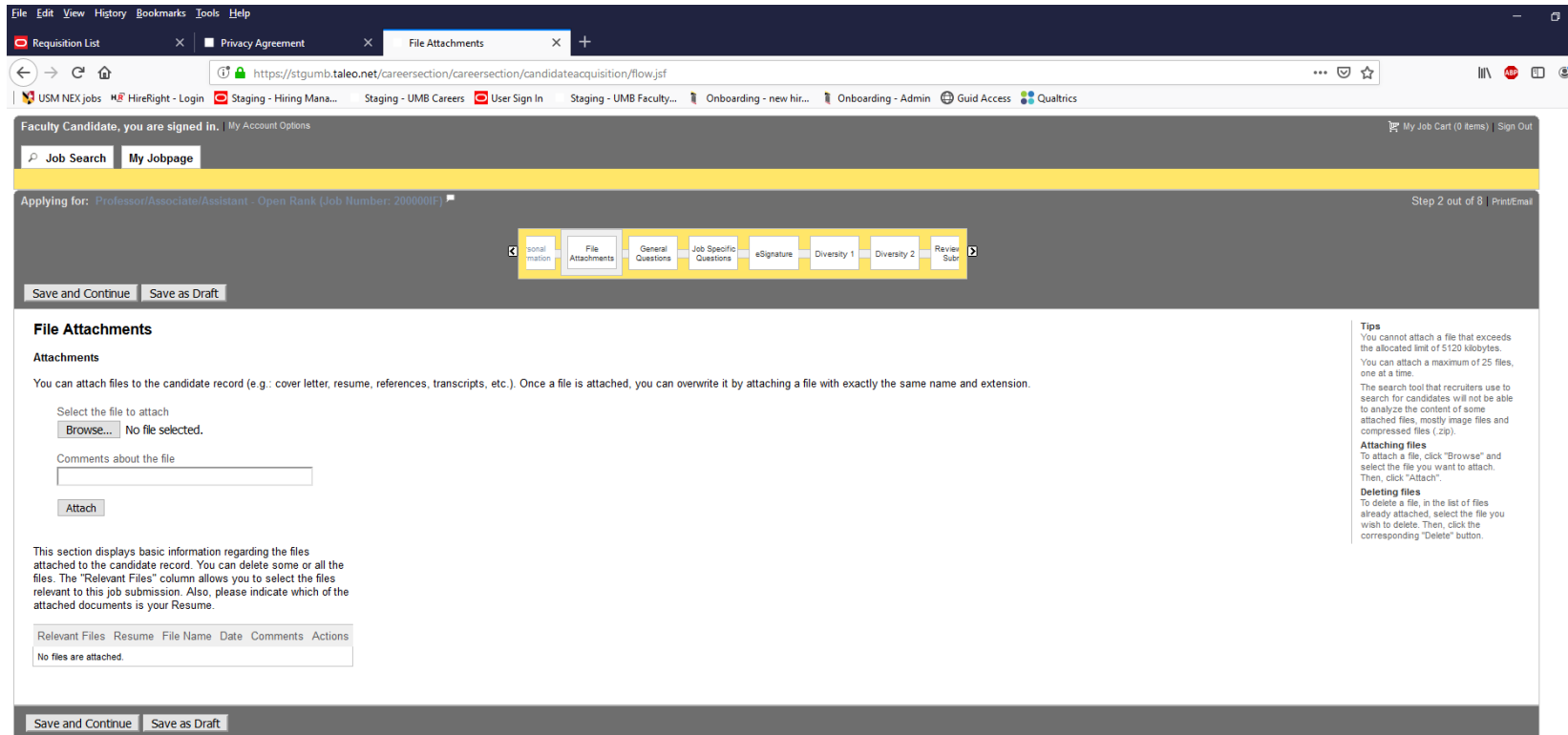
Are you a state of Maryland Retiree?
 Not Specified
 Yes
 No

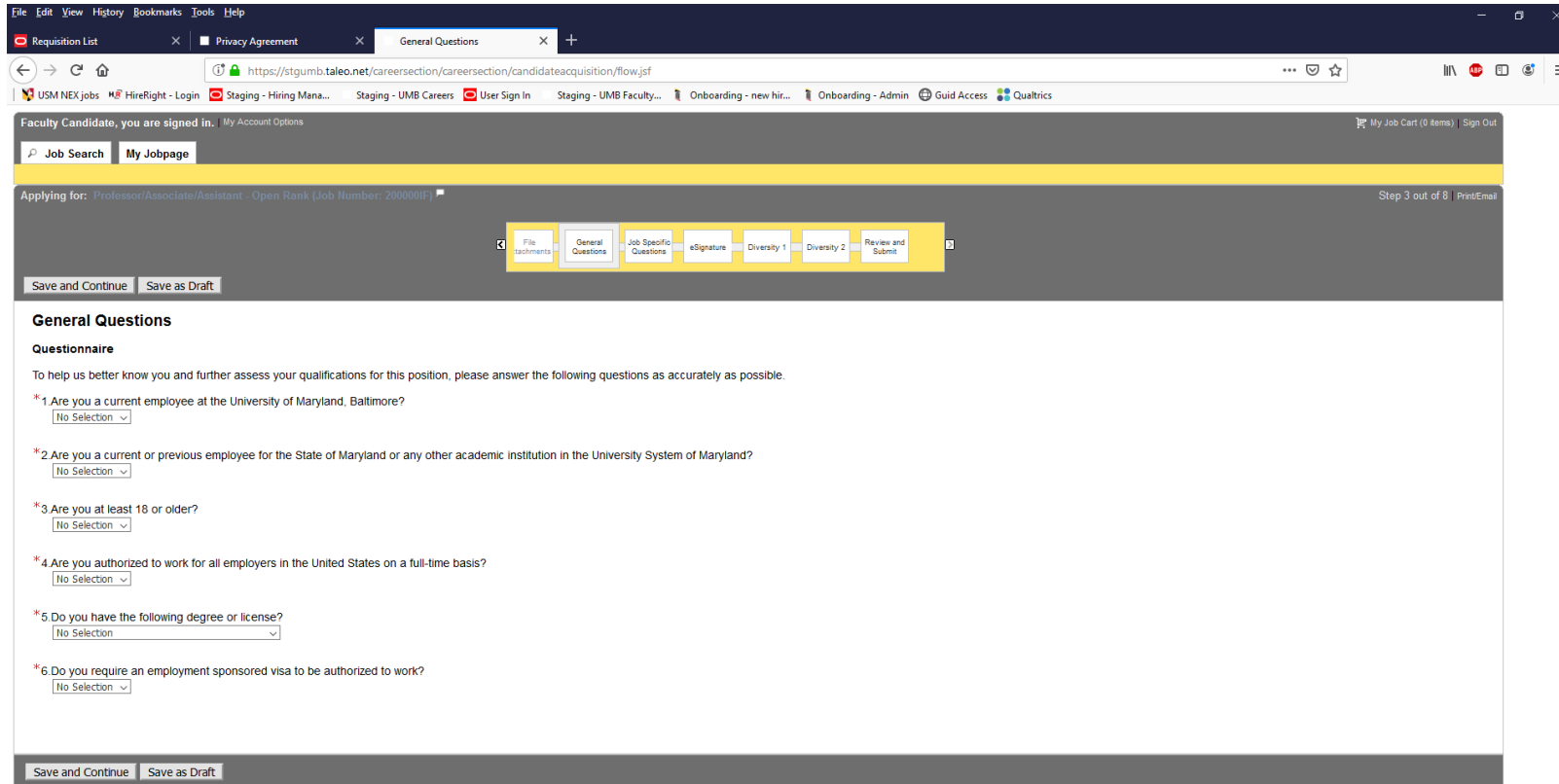
Job Posting Notification

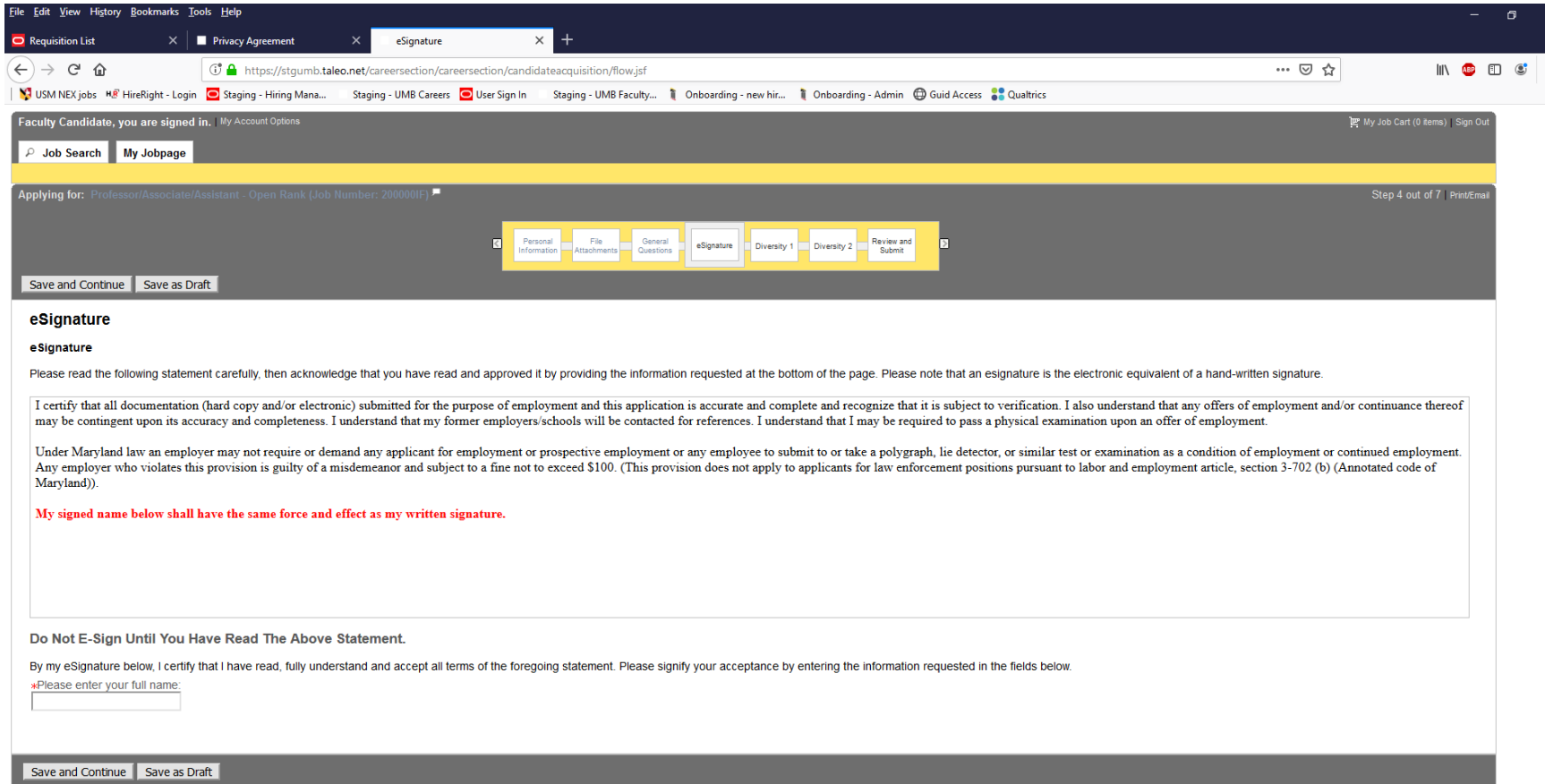
Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

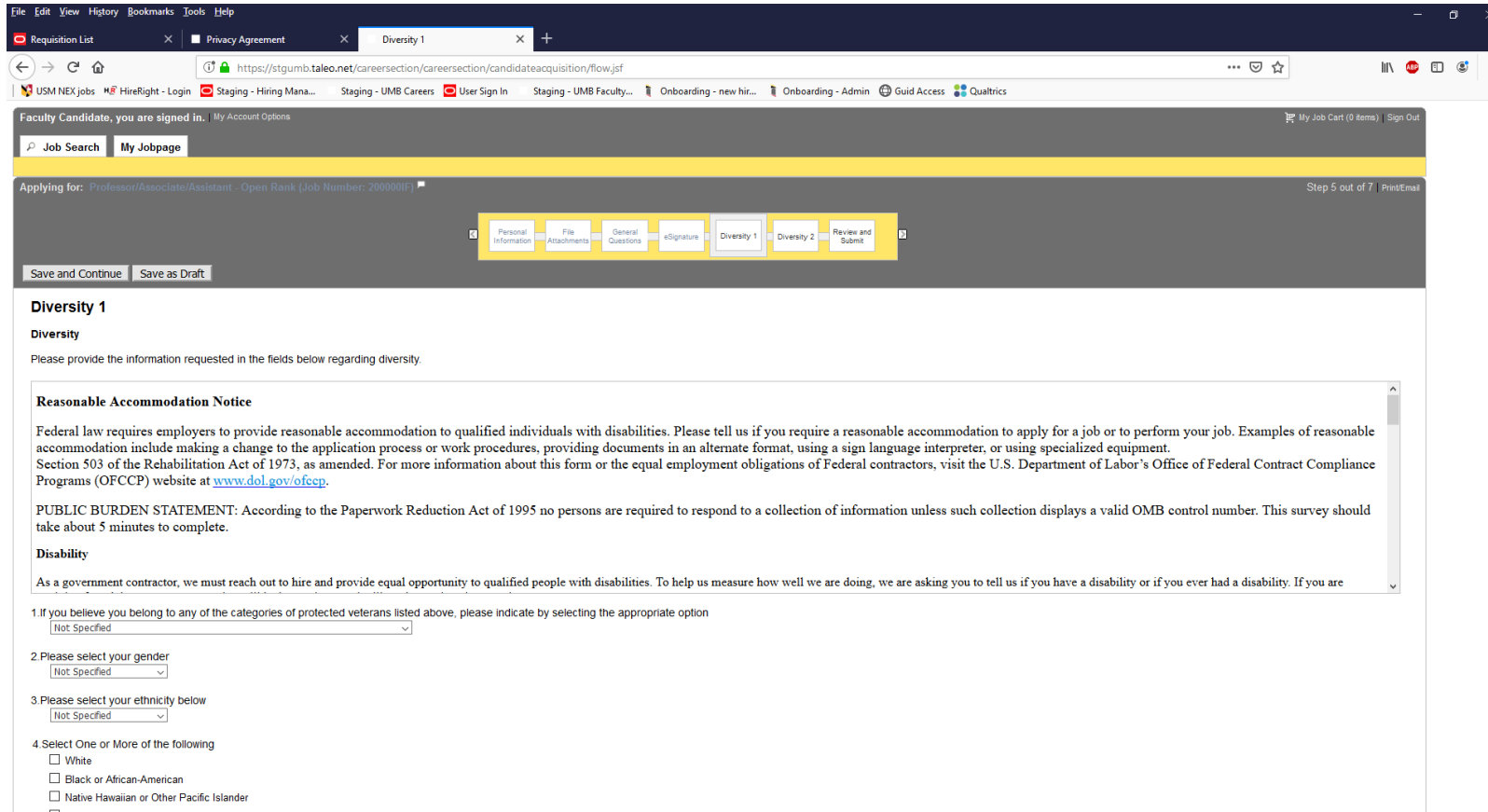
Send an email notification whenever a new position matching this profile is posted.

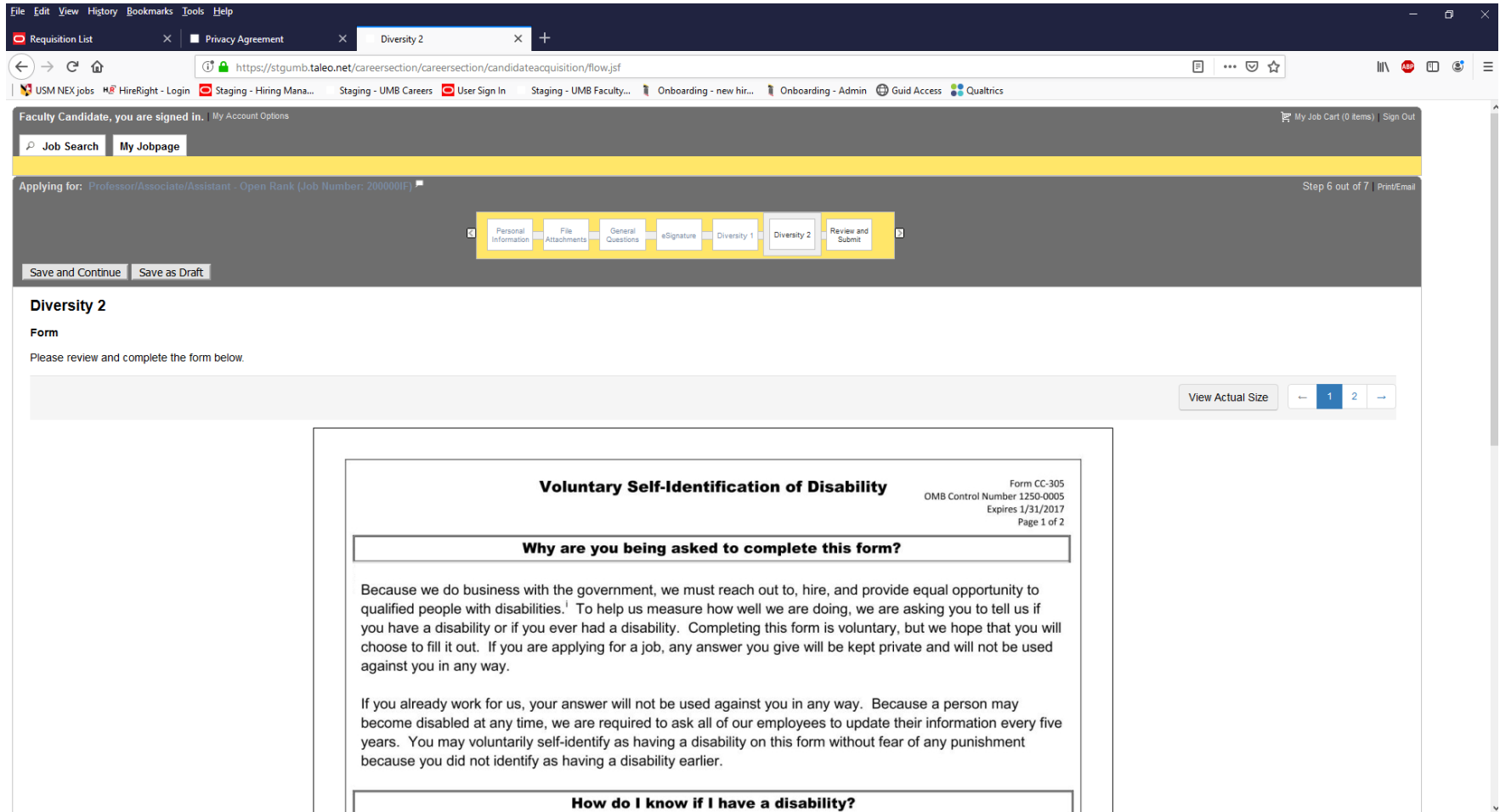
Save and Continue Save as Draft

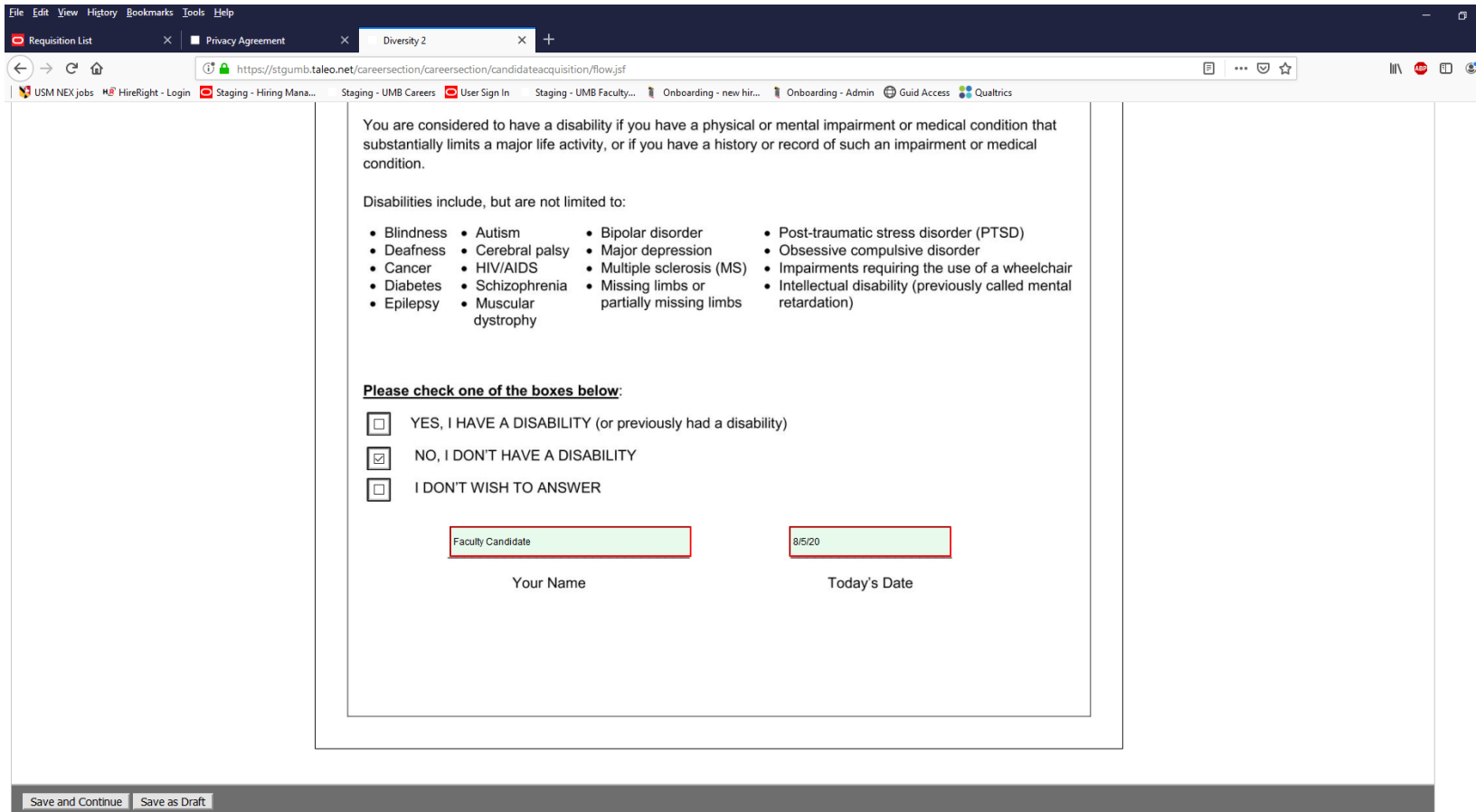


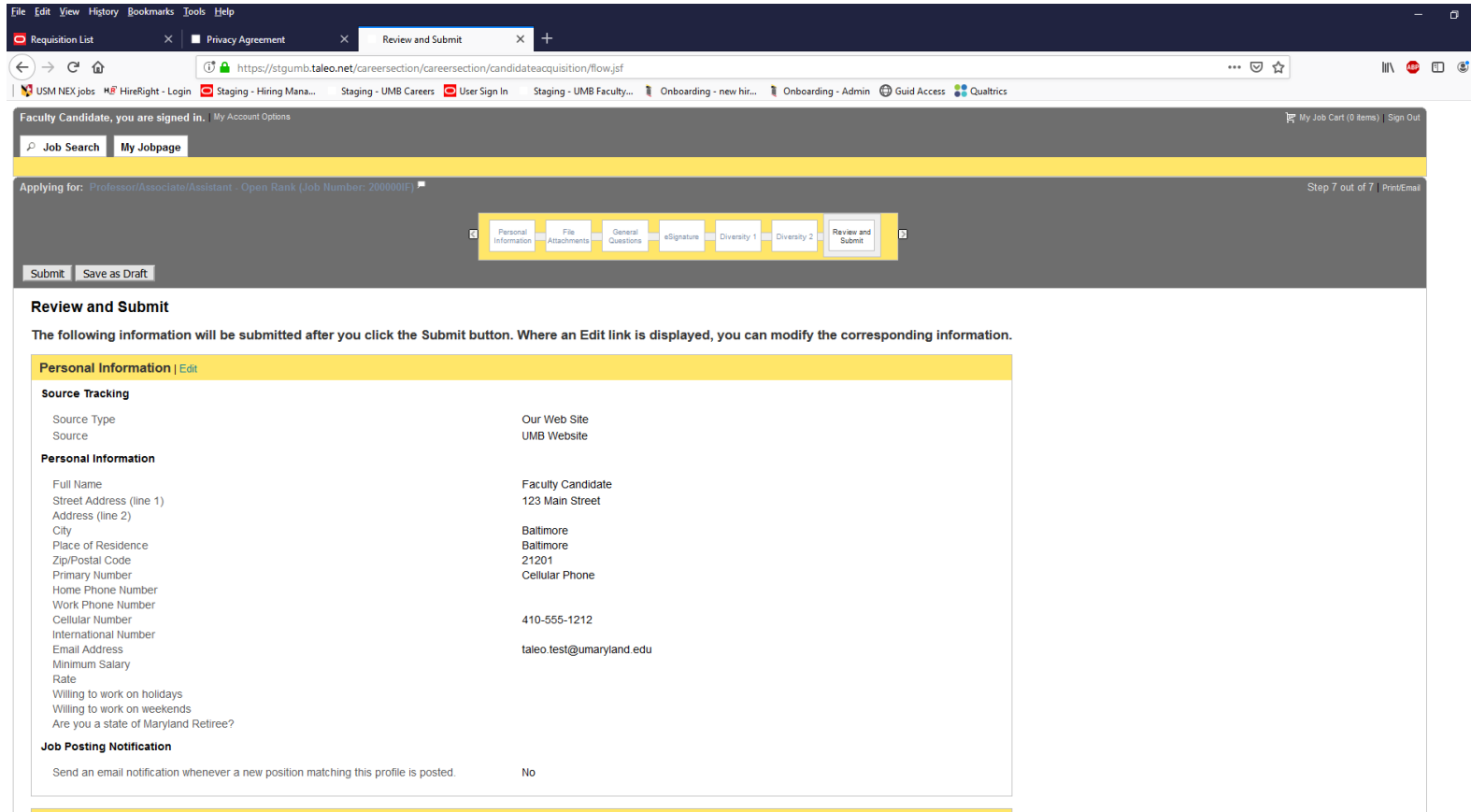


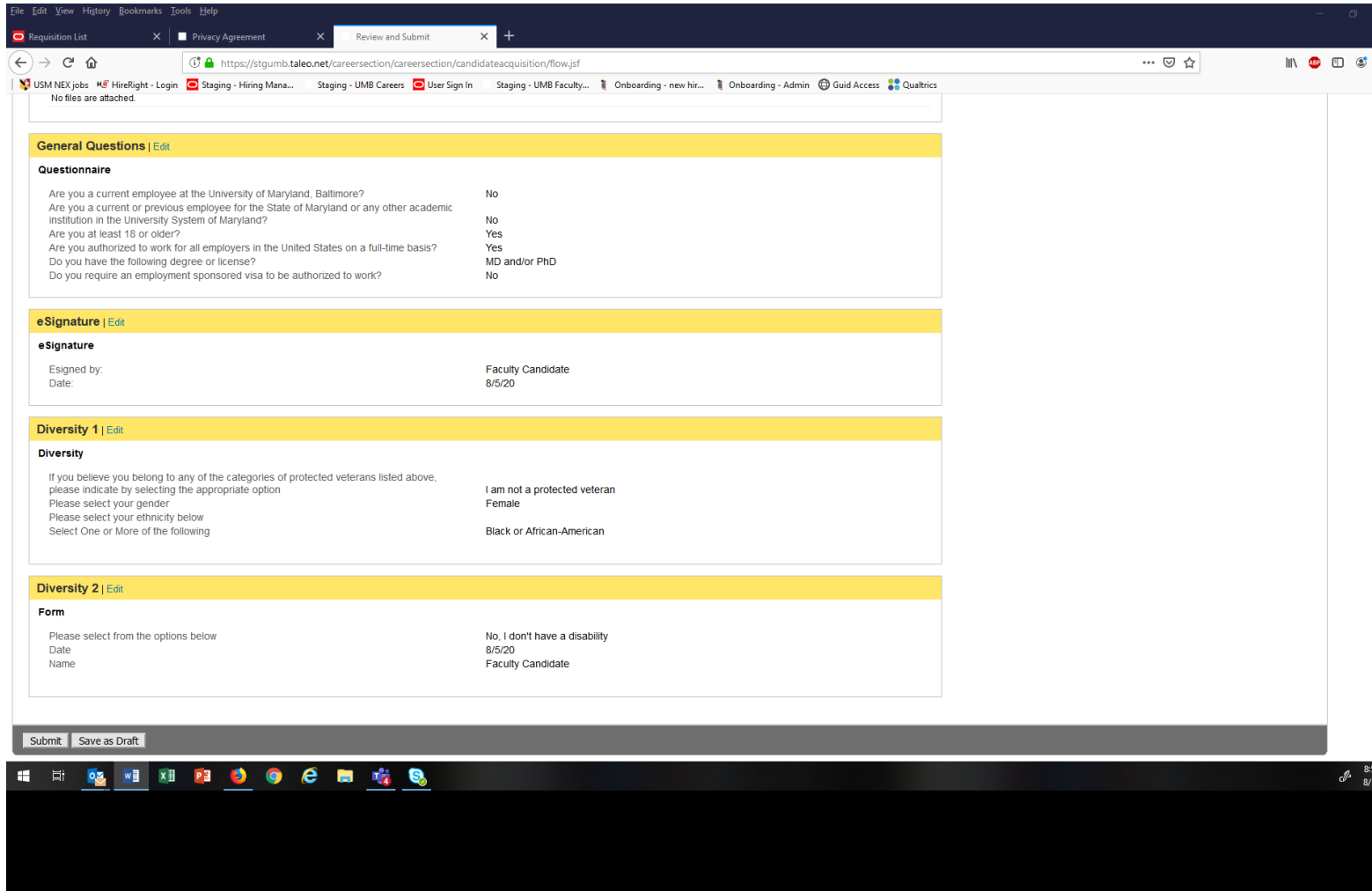


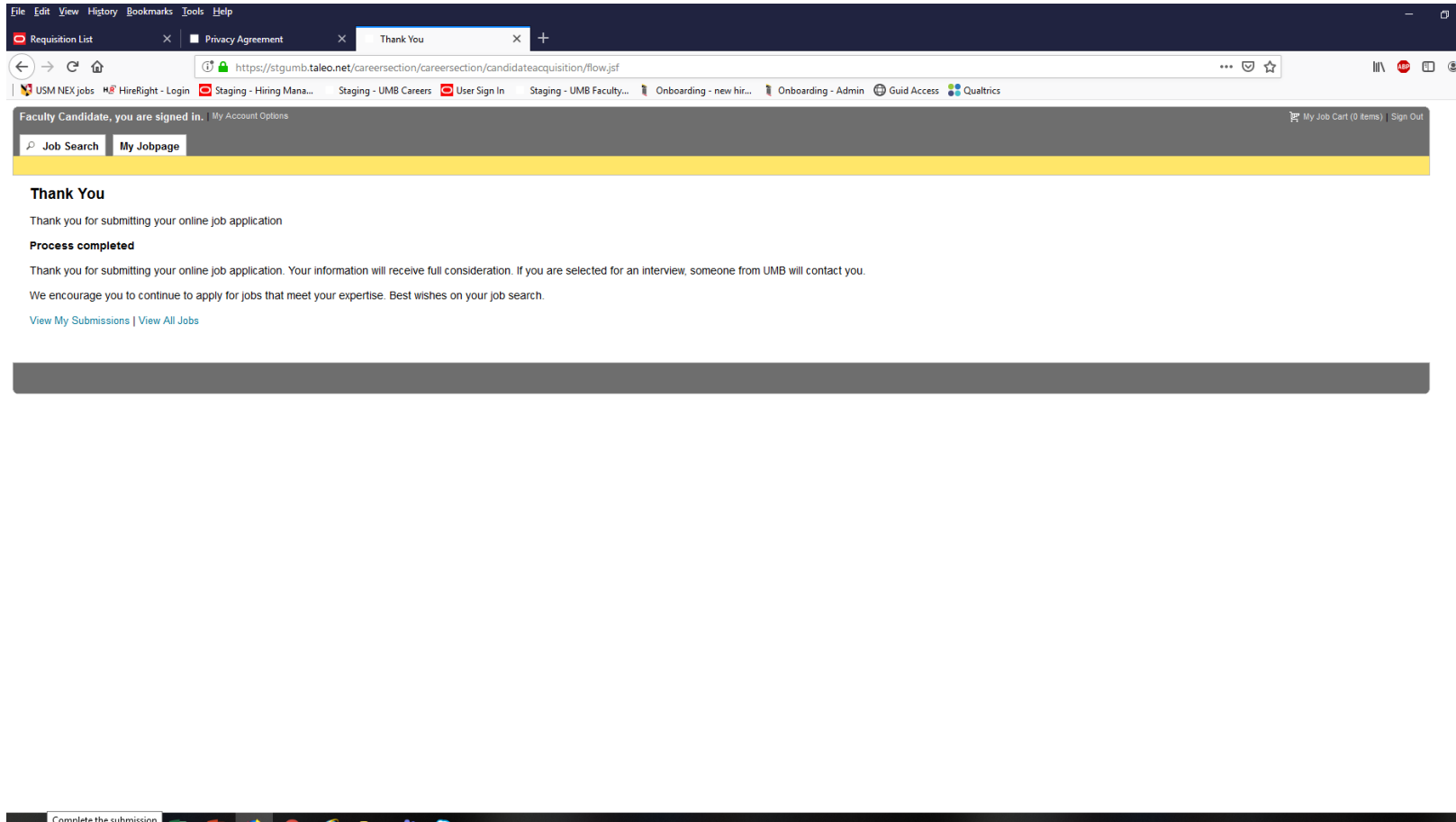




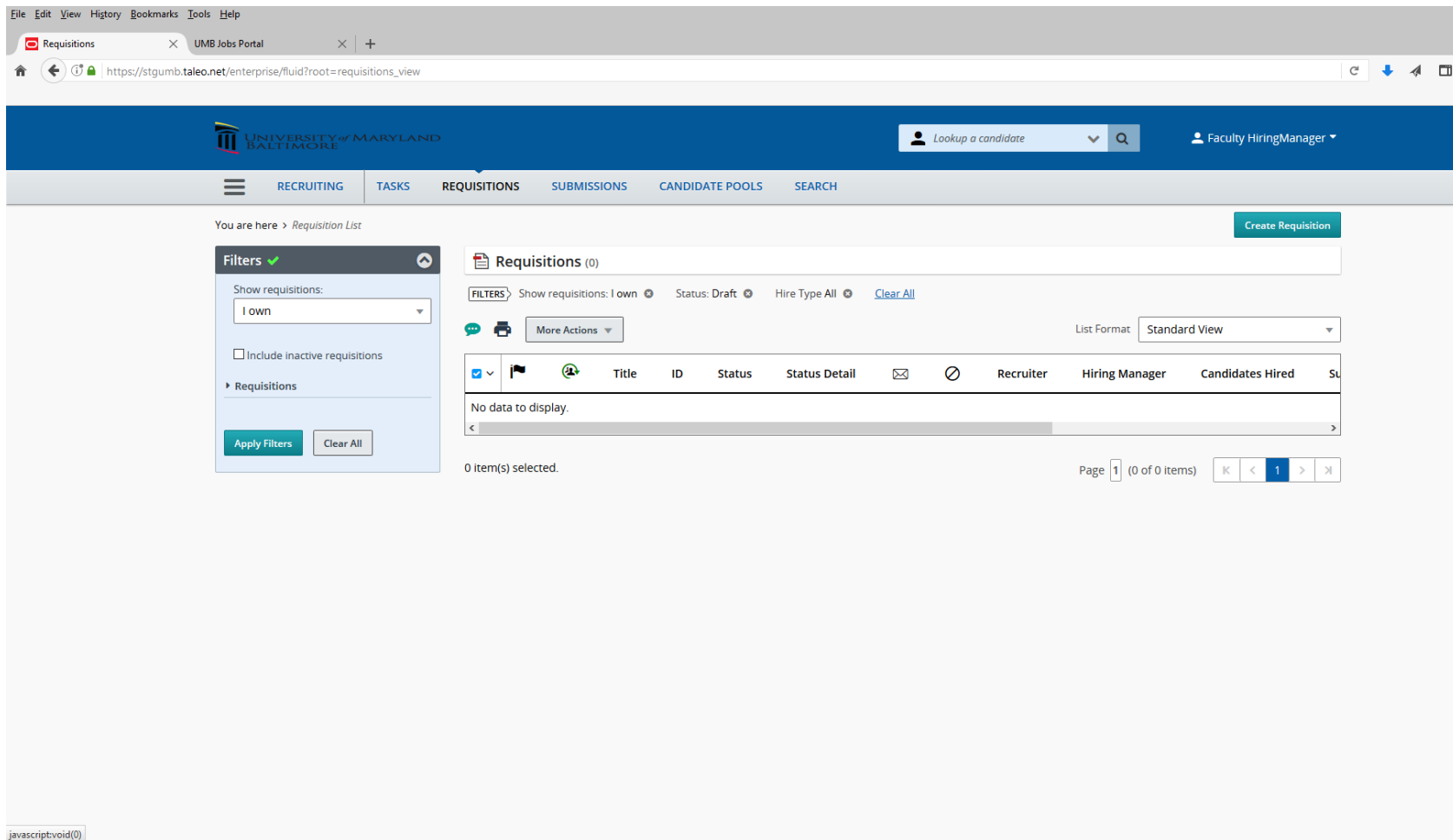






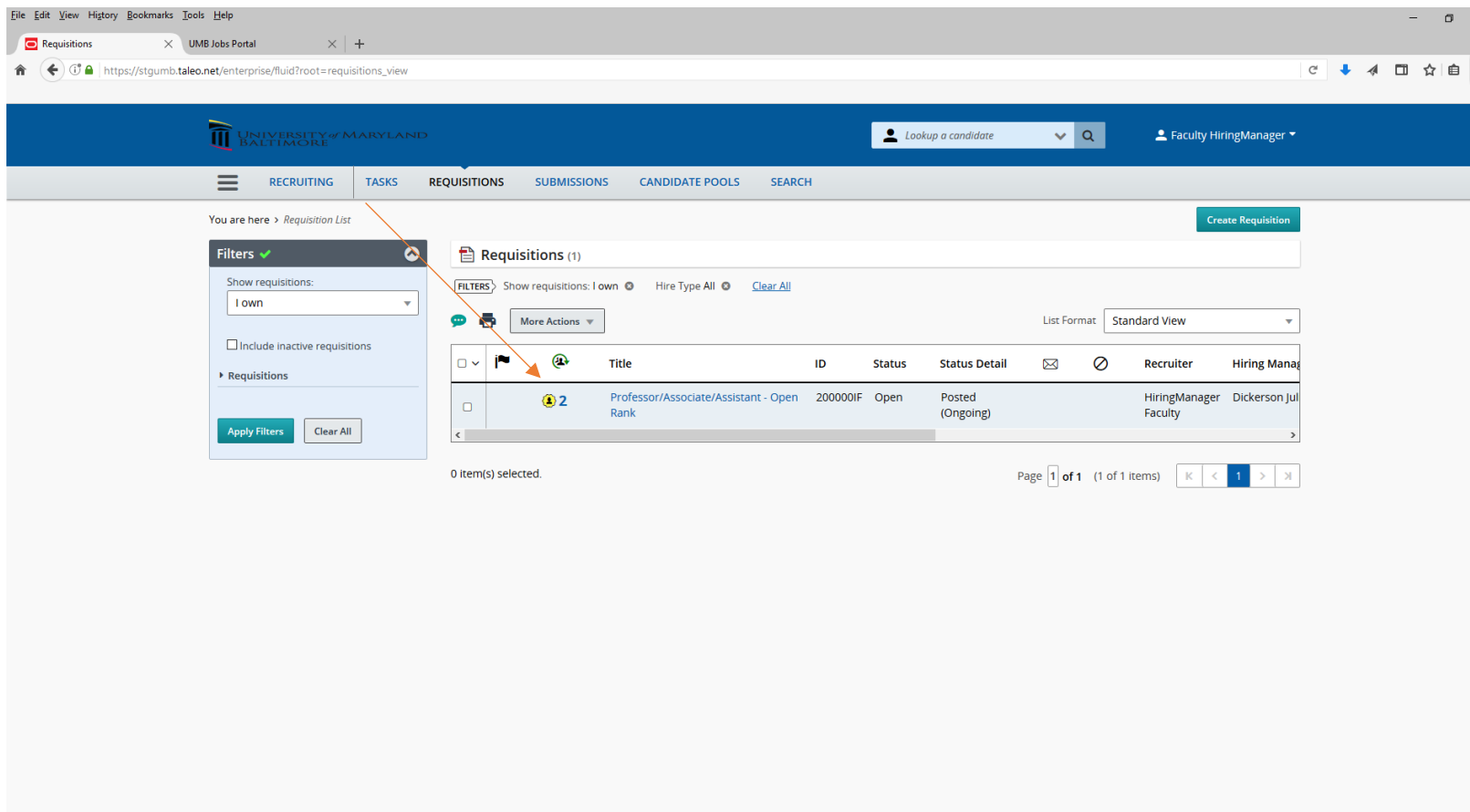


The last section of this guide will instruct on how to manage candidates.

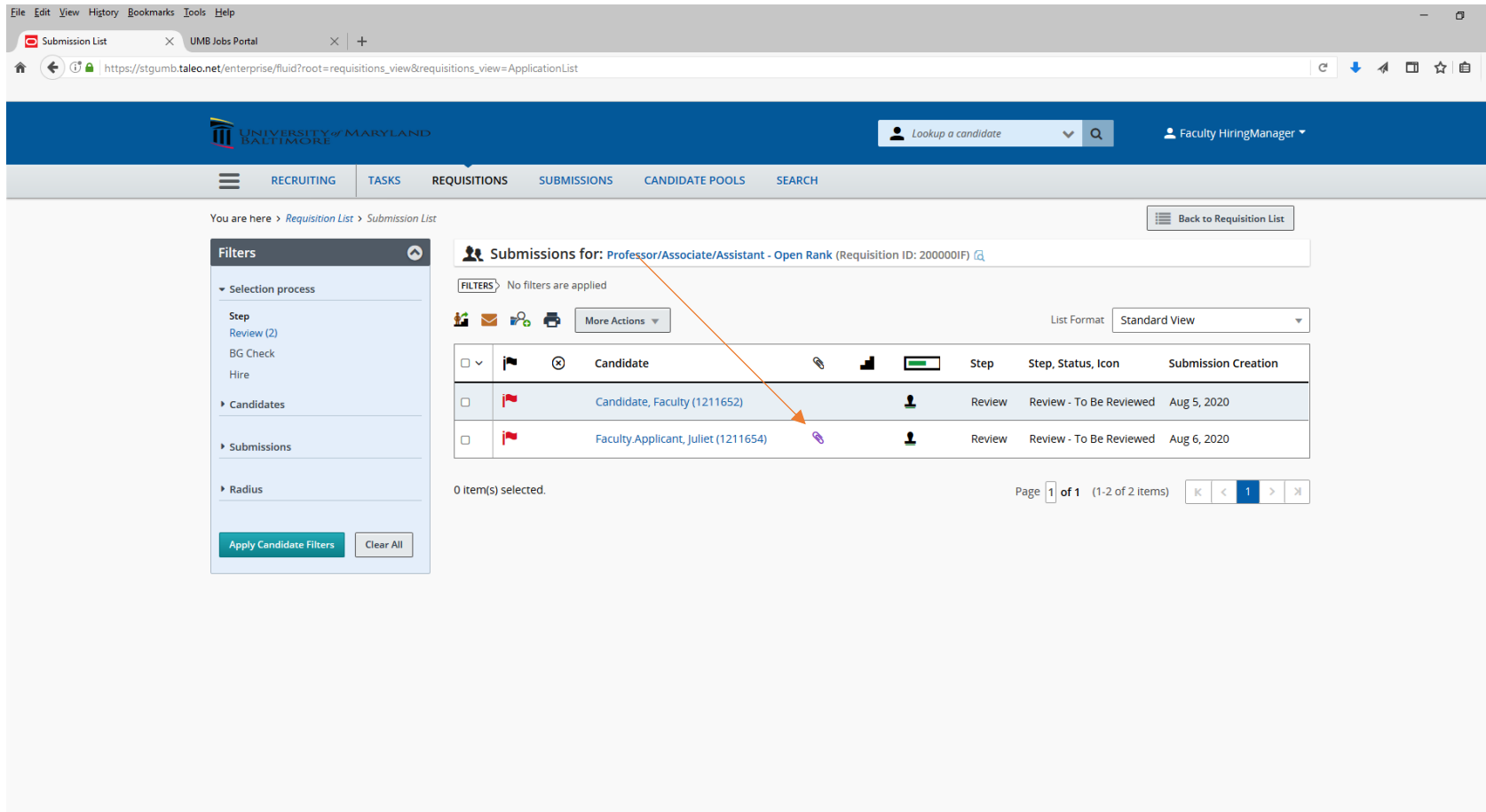


When you log into Taleo and select “Requisitions” you should see a list of your active requisitions. In Taleo, text in the color blue usually means it is a hyperlink. From here, we will hire someone, and disposition someone who was not hired.

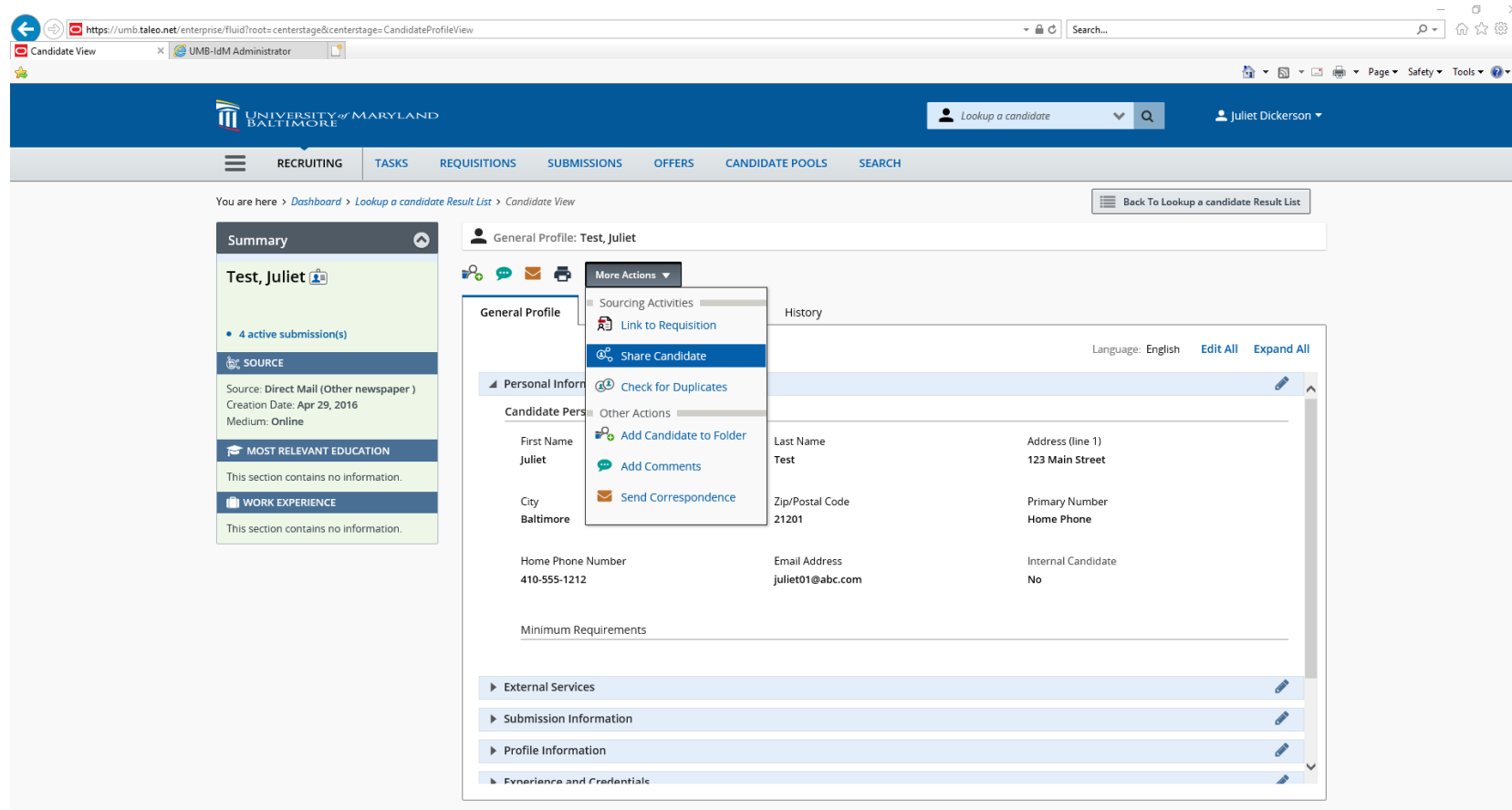
Start by selecting the number “2”. That number represents the number of applicants who have applied to the position. It can be “2” or “200”, but it will take you to the candidate list.



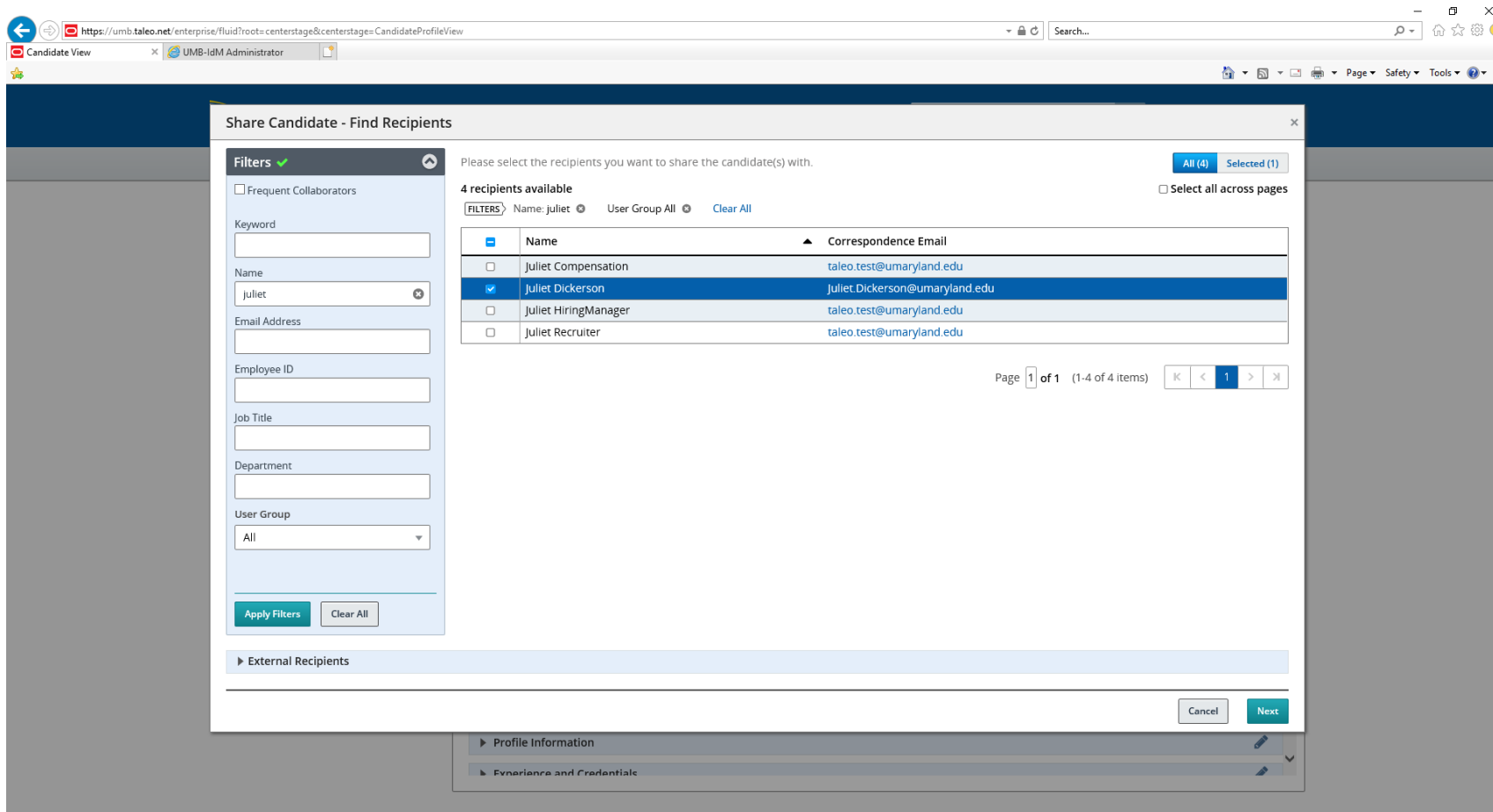
This is the candidate page for this particular requisition. Click on the name to open the profile and access the resume. You can also look at the resume from this screen by clicking on the paperclip,



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.



Share Candidate - Sharing Options

Please choose the candidate sections you want to share

Insert page break after each section Select All Sections

1 **General Profile**

- Personal Information
- Questionnaire
- External Services
- Diversity
- Submission Information
- Profile Information

Comments

Characters remaining : 1000

You will be sharing 7 sections of 1 candidate with 1 recipients. Clicking Select Options and Share will send the candidates information to the recipients you've selected.

Buttons: Previous, Reset, Preview, Cancel, Share Candidate

WORK EXPERIENCE

This section contains no information.

City	Zip/Postal Code	Primary Number
Baltimore	21201	Home Phone
Home Phone Number	Email Address	Internal Candidate
410-555-1212	juliet01@abc.com	No

Minimum Requirements

- ▶ External Services
- ▶ Submission Information
- ▶ Profile Information
- ▶ Experience and Credentials

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.

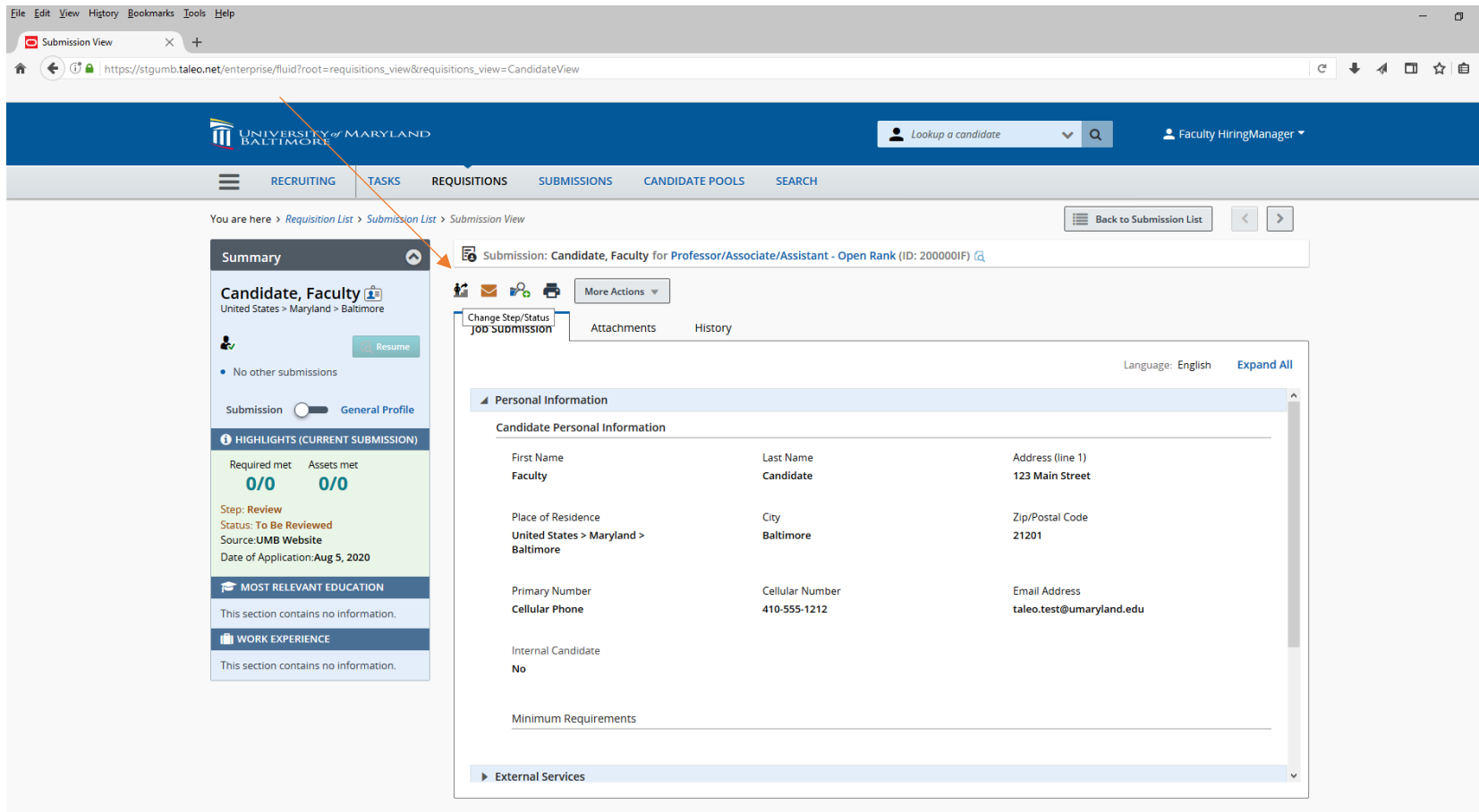
The screenshot displays the Taleo Fluid Recruiting interface for a candidate profile. The browser address bar shows the URL: <https://umb.taleo.net/enterprise/Fluid?root=centerstage¢erstage=CandidateProfileView>. The page header includes the University of Maryland Baltimore logo and navigation links: RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. The user is identified as Juliet Dickerson.

The candidate profile is for **Test, Juliet**. The left sidebar shows a summary with 4 active submission(s) and sections for SOURCE, MOST RELEVANT EDUCATION, and WORK EXPERIENCE, all of which contain no information. The main content area shows the General Profile tab, with fields for Personal Information:

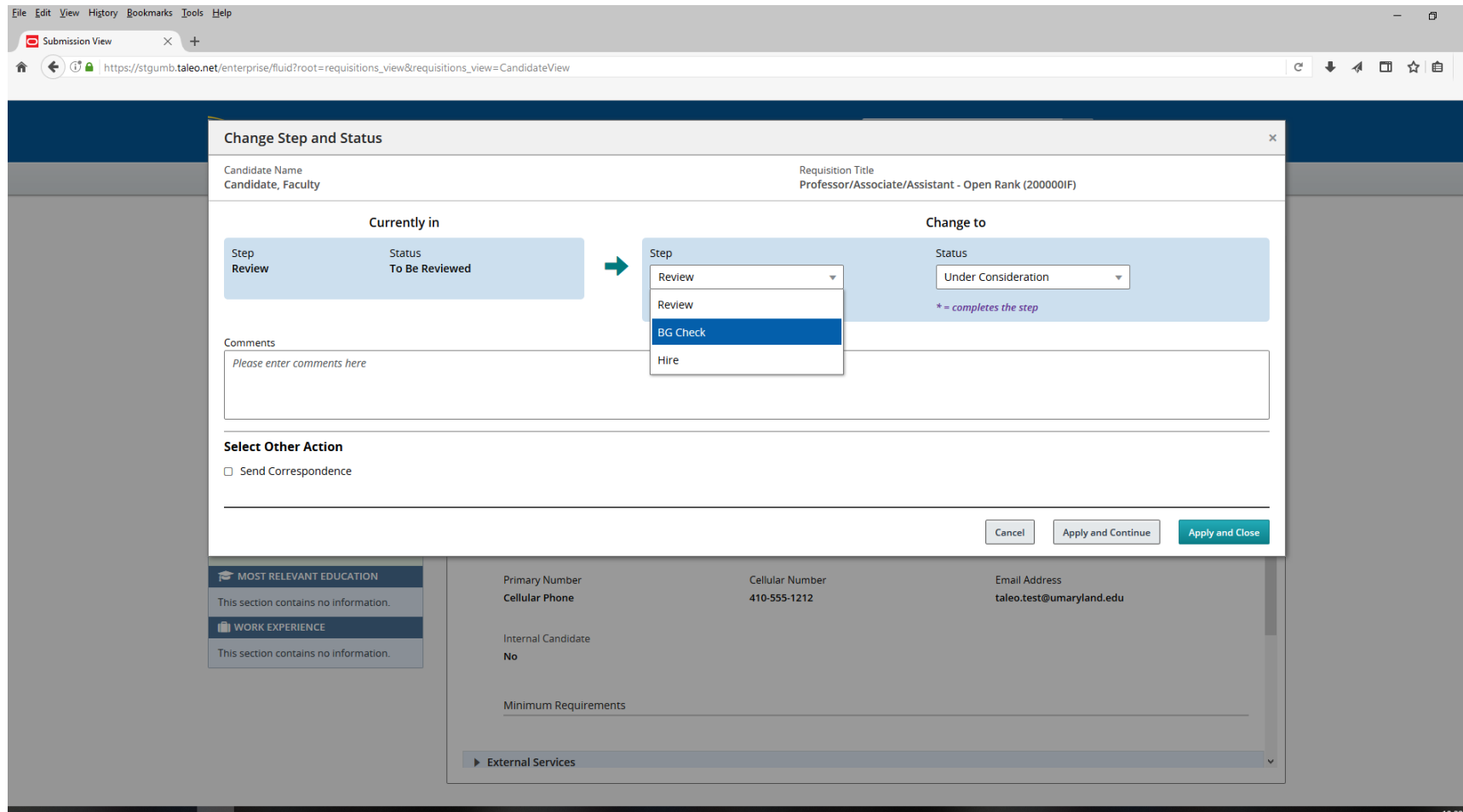
Candidate Personal Information		
First Name Juliet	Last Name Test	Address (line 1) 123 Main Street
City Baltimore	Zip/Postal Code 21201	Primary Number Home Phone
Home Phone Number 410-555-1212	Email Address juliet01@abc.com	Internal Candidate No

Below the personal information are sections for External Services, Submission Information, Profile Information, and Experience and Credentials, each with an edit icon.

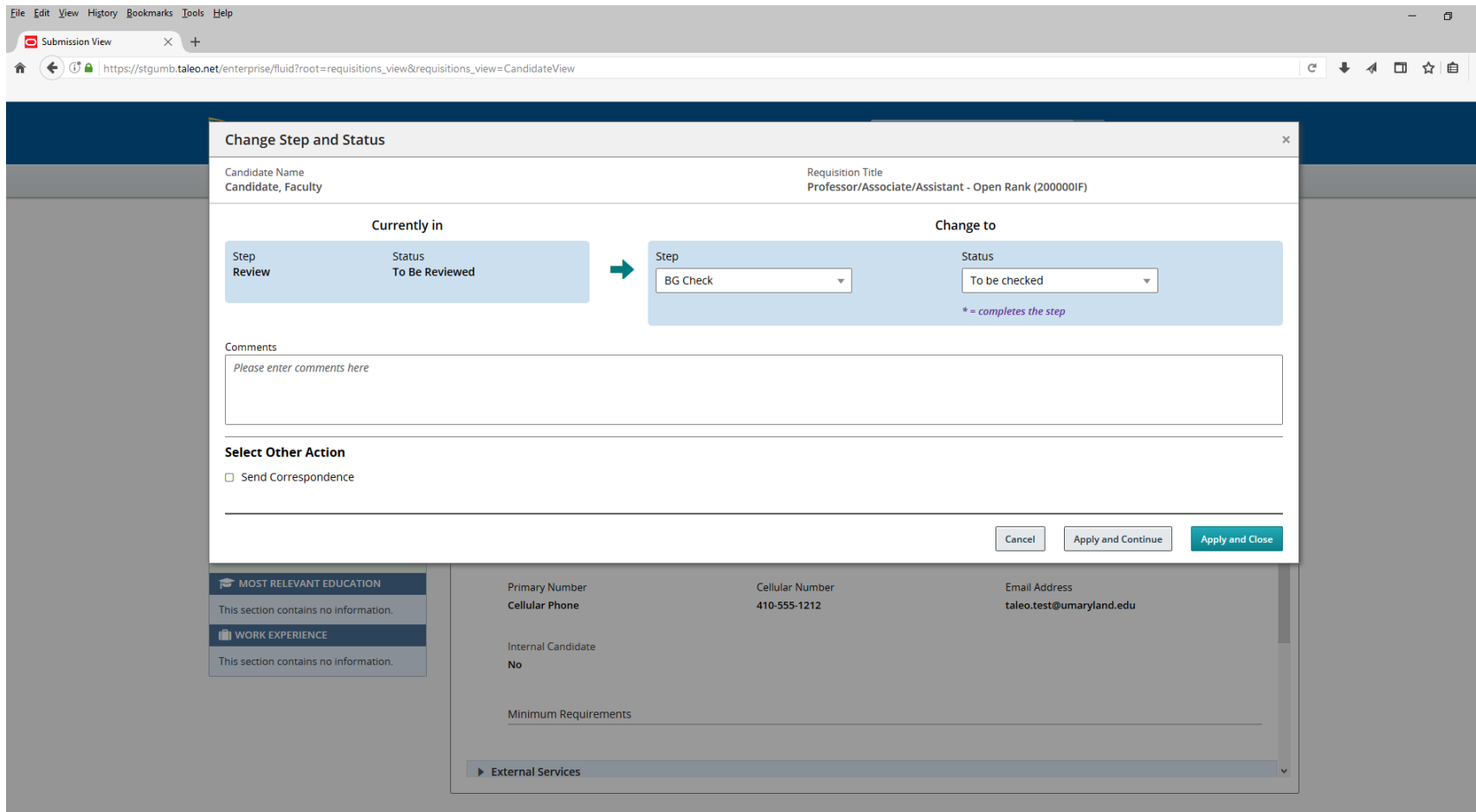
We are going to hire this candidate. Go to Change Step/Status” it’s the icon of the person walking up the stairs



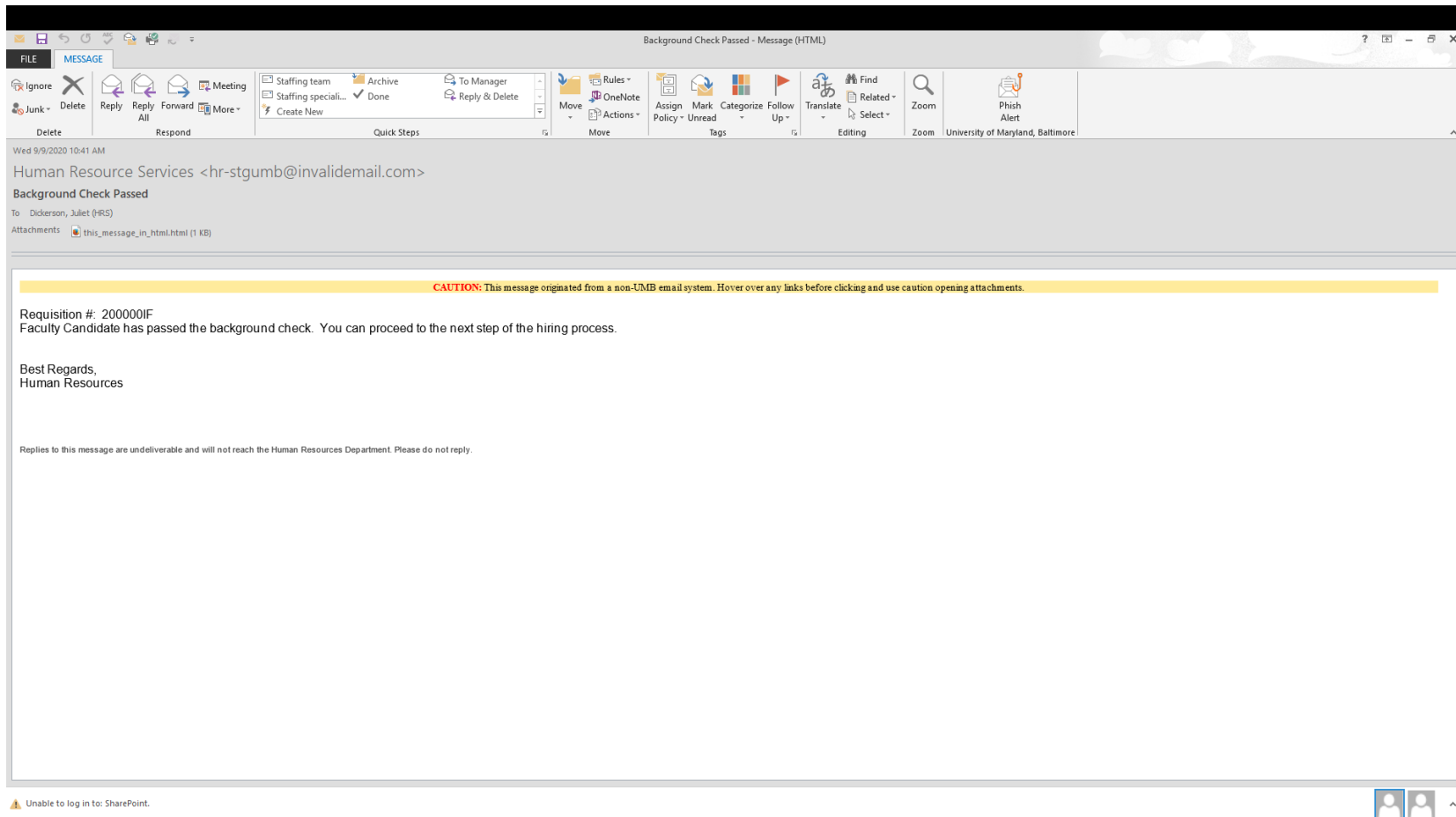
Select BG Check to initiate the background check.



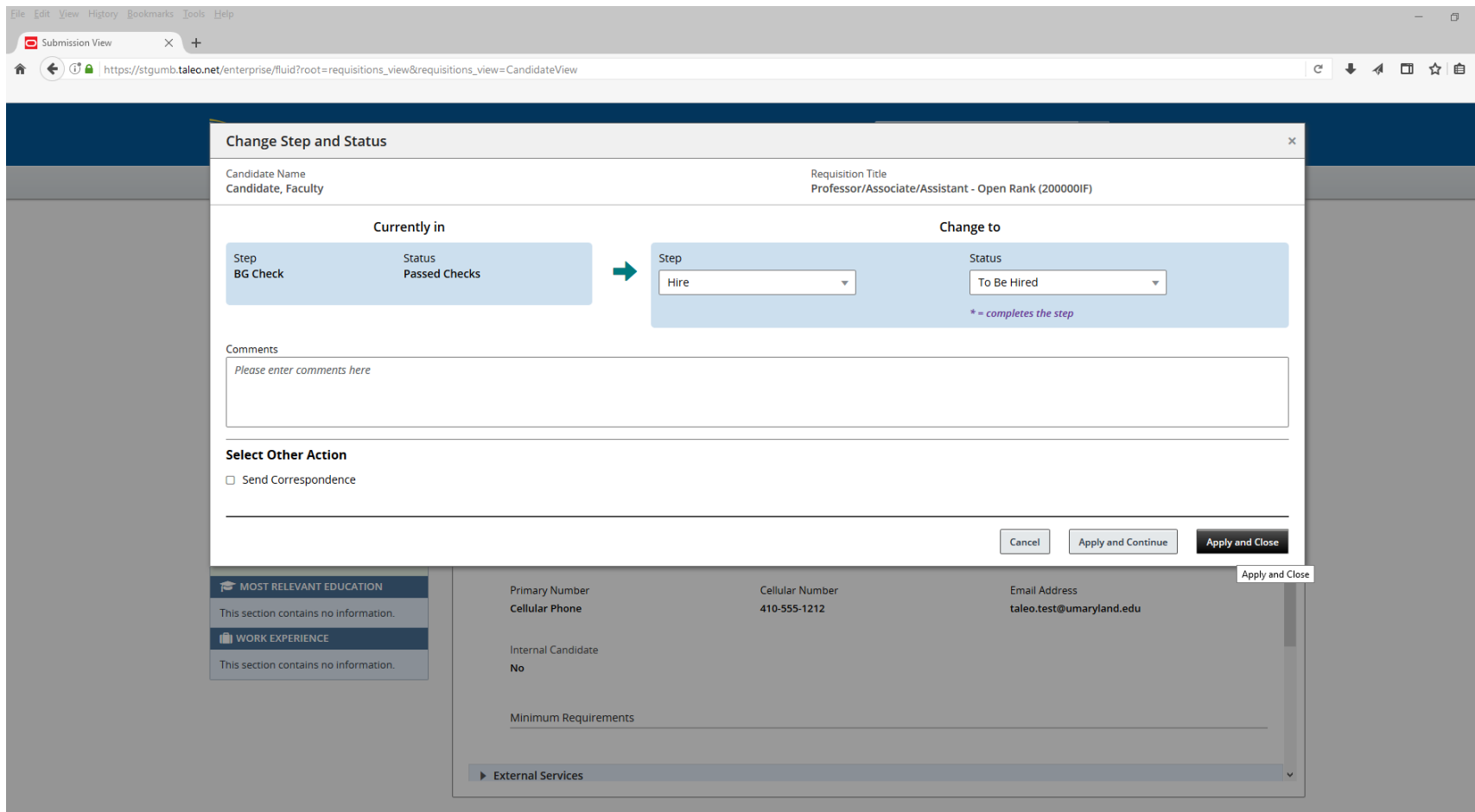
Once you save, it will revert to "To be checked" and HR is notified to begin processing the background check.



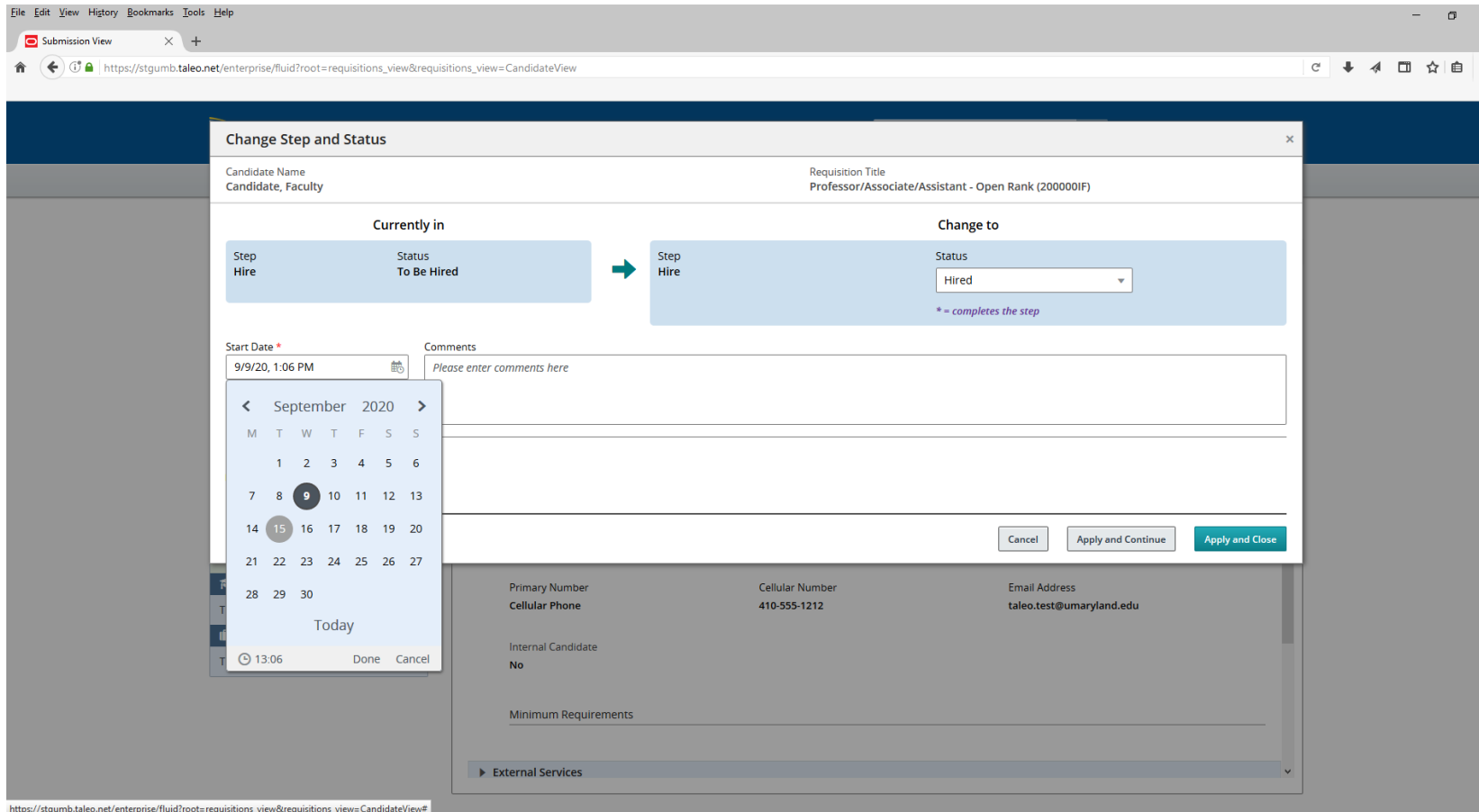
When the background check is completed, the following email will be generated. This email can be included in the appointment packet that is sent to the Dean’s office and/or the Provost.



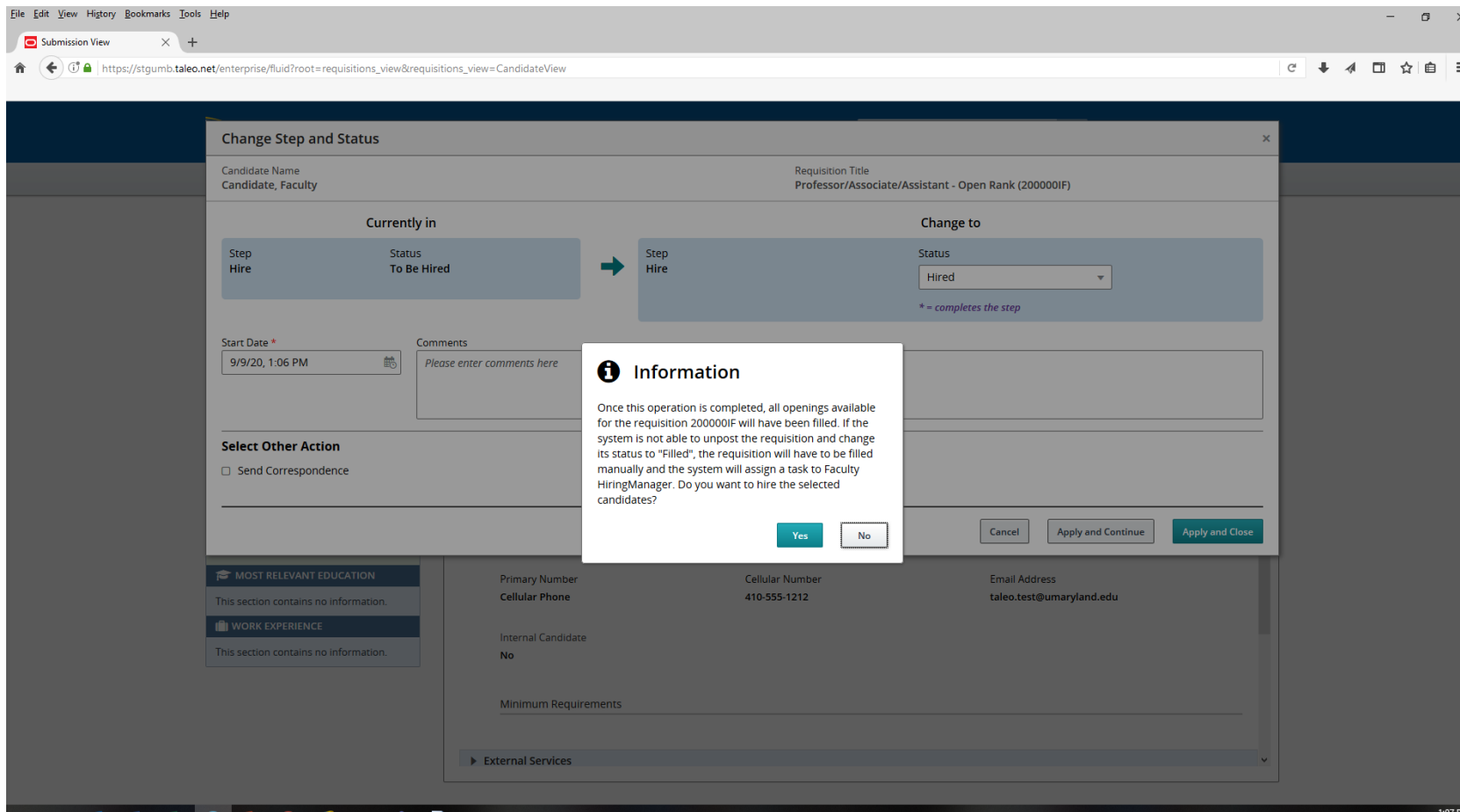
The Final step is to “hire” the candidate in Taleo by going back into the step and status.



Select the start date.



You will receive the following message.



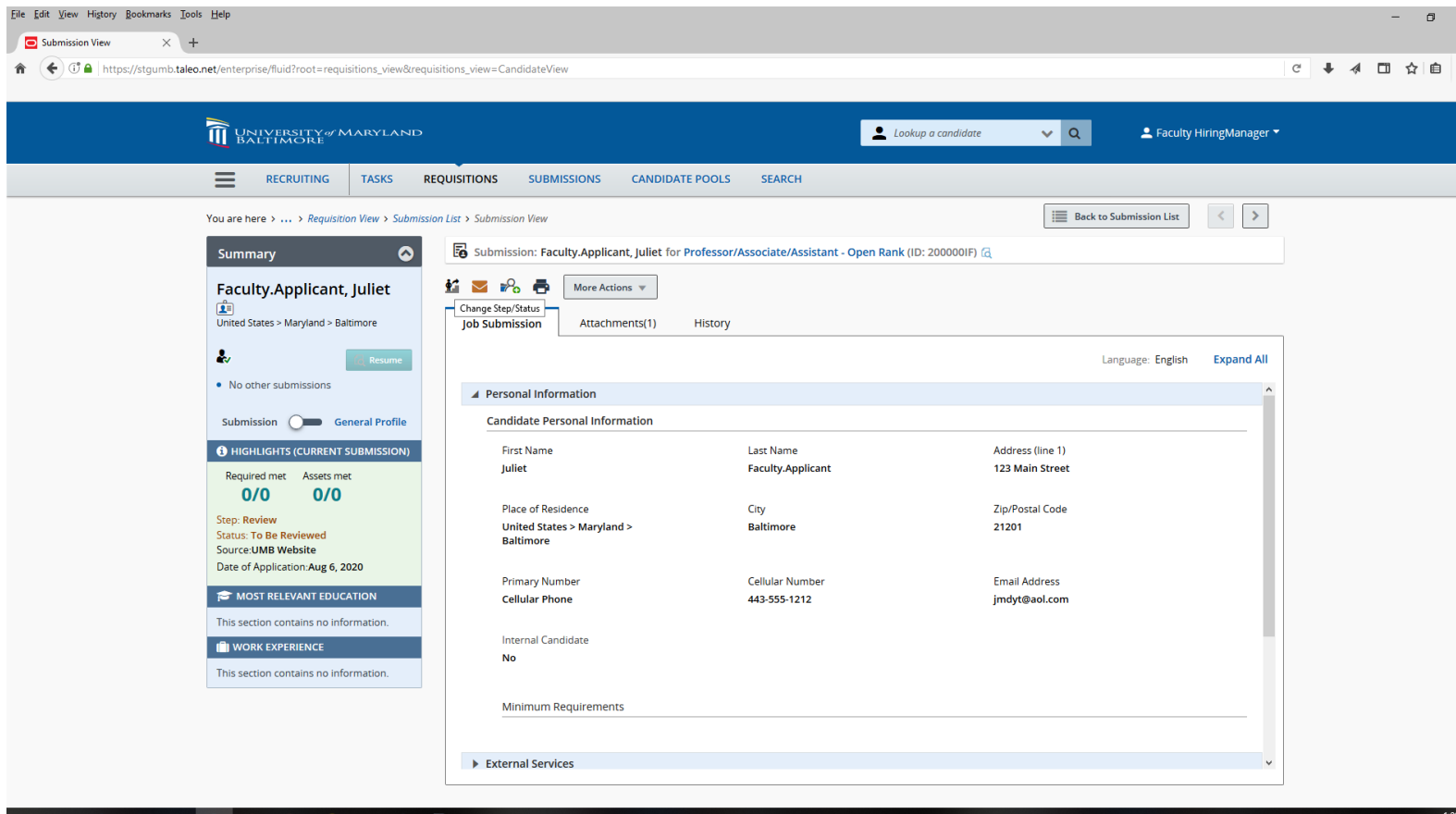
The screenshot displays the Taleo Fluid Recruiting interface. At the top, there is a navigation bar with the University of Maryland Baltimore logo and a search bar. Below this is a menu with options: RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, CANDIDATE POOLS, and SEARCH. The current page is titled "Submission List" and shows a breadcrumb trail: "You are here > ... > Submission View > Requisition View > Submission List".

The main content area is titled "Submissions for: Professor/Associate/Assistant - Open Rank (Requisition ID: 200000IF)". It includes a "Filters" sidebar on the left with sections for "Selection process" (Review (1), BG Check, Hire (1)), "Candidates", "Submissions", and "Radius". The main area shows a table of submissions with columns for "Candidate", "Step", "Step, Status, Icon", and "Submission Creation".

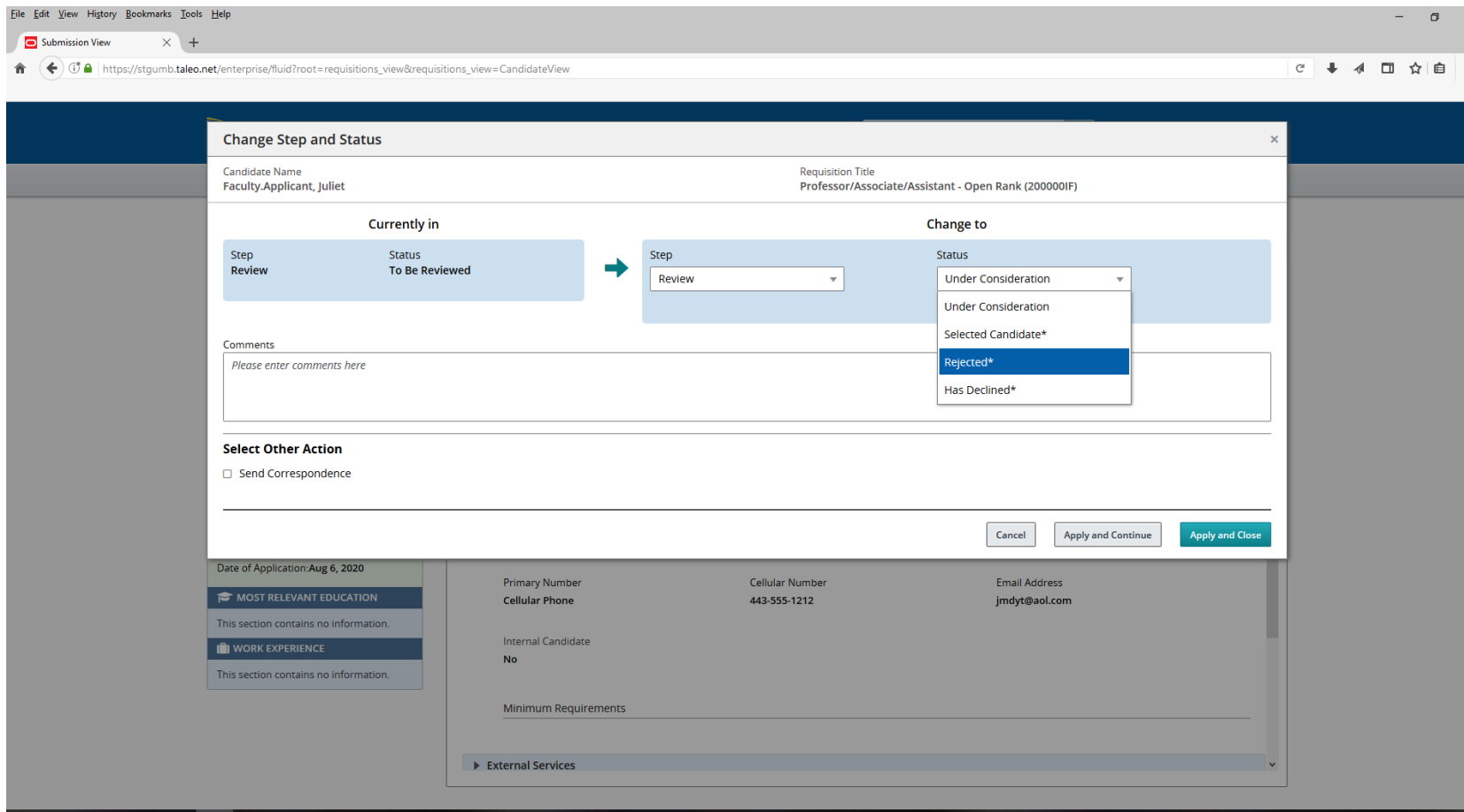
<input type="checkbox"/>	Candidate	Step	Step, Status, Icon	Submission Creation
<input type="checkbox"/>	Faculty Applicant, Juliet (1211654)	Review	Review - To Be Reviewed	Aug 6, 2020
<input type="checkbox"/>	Candidate, Faculty (1211652)	Hire	Hire - Hired	Aug 5, 2020

Below the table, it indicates "0 item(s) selected." and a pagination control showing "Page 1 of 1 (1-2 of 2 items)".

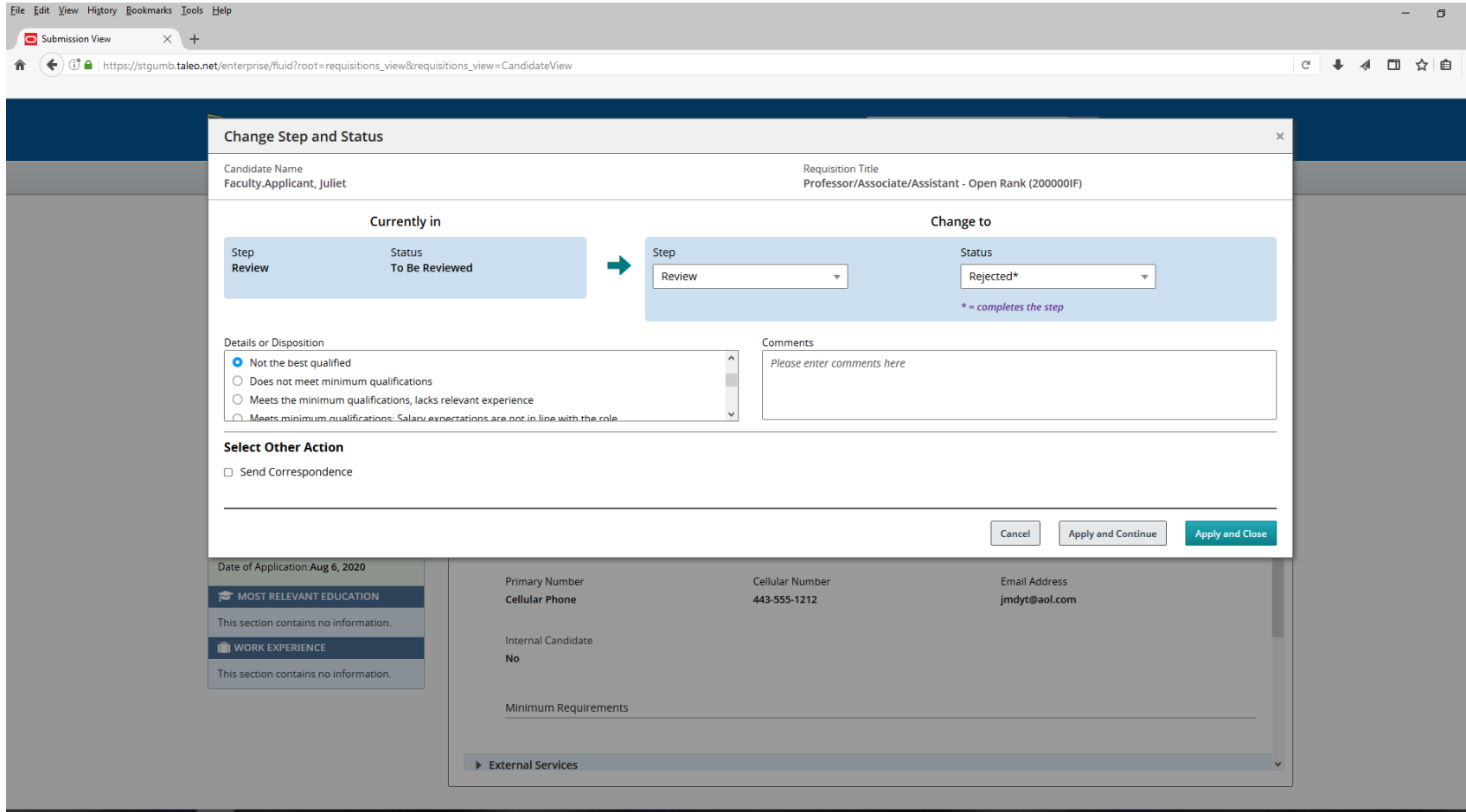
All candidates who are not being hired, must be dispositioned and rejected in the system through change step/status.



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.

The screenshot displays the 'Submission List' page in the Taleo Fluid Recruiting system. The browser address bar shows the URL: https://stgumb.taleo.net/enterprise/fluid?root=requisitions_view&requisitions_view=ApplicationList. The page header includes the University of Maryland Baltimore logo and navigation tabs: RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, CANDIDATE POOLS, and SEARCH. The user is logged in as 'Faculty HiringManager'.

The main content area shows the breadcrumb path: 'You are here > ... > Submission View > Requisition View > Submission List'. A 'Back to Requisition' button is located in the top right of the content area. The page title is 'Submissions for: Professor/Associate/Assistant - Open Rank (Requisition ID: 2000001F)'. Below the title, it indicates 'No filters are applied' and provides a 'More Actions' dropdown and a 'List Format' dropdown set to 'Standard View'.

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate	<input type="checkbox"/>	<input type="checkbox"/>	Step	Step, Status, Icon	Submission Creation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Faculty Applicant, Juliet (1211654)	<input type="checkbox"/>	<input type="checkbox"/>	Review	Review - Rejected	Aug 6, 2020
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Candidate, Faculty (1211652)	<input type="checkbox"/>	<input type="checkbox"/>	Hire	Hire - Hired	Aug 5, 2020

At the bottom of the table, it states '0 item(s) selected.' and 'Page 1 of 1 (1-2 of 2 items)' with navigation buttons.

On the left side, there is a 'Filters' sidebar with sections for 'Selection process' (Step: Review (1), BG Check, Hire (1)), 'Candidates', 'Submissions', and 'Radius'. It includes buttons for 'Apply Candidate Filters' and 'Clear All'.

For additional assistance, please contact your Staffing Specialist or HR contact.

You can also send inquiries to:

hrjobs@umaryland.edu