
Using the new Taleo Fluid Recruiting Interface



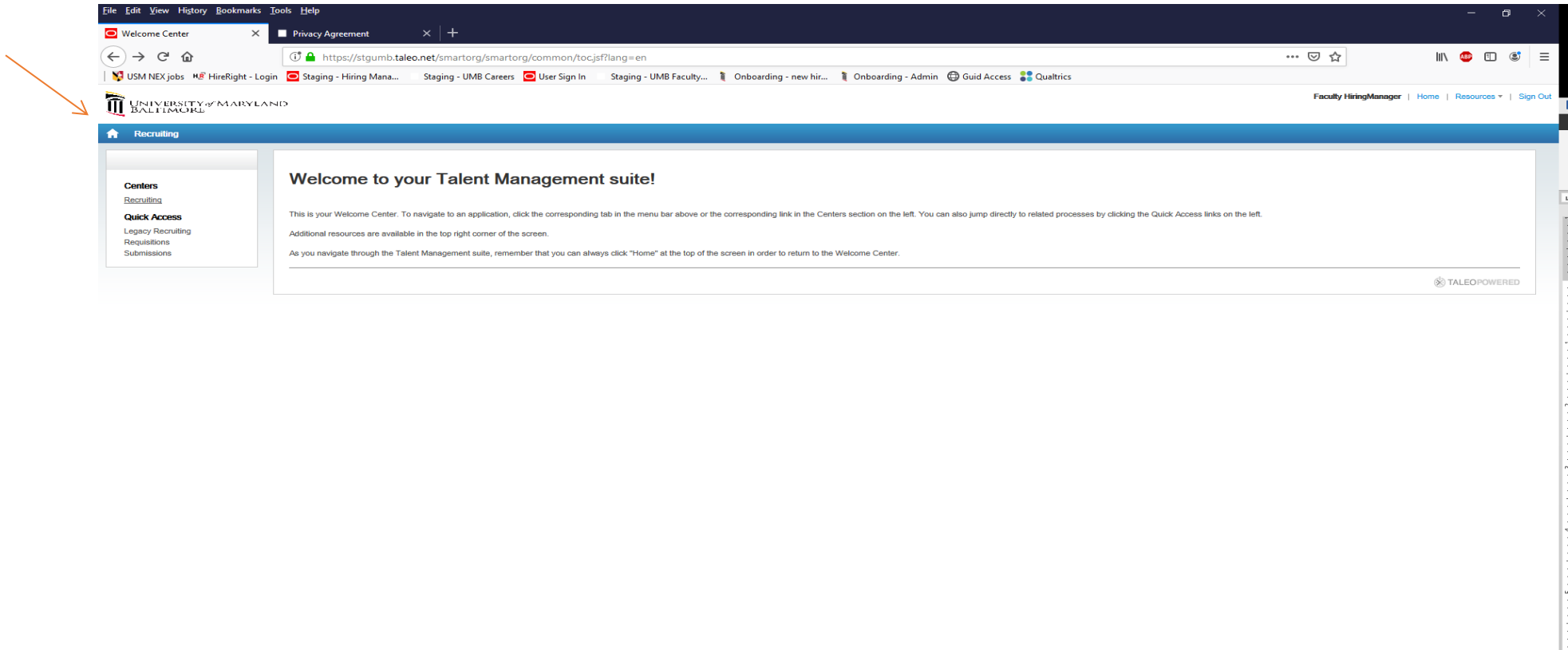
Creating a requisition – slides 2-21

Posting a job – slides 22-30

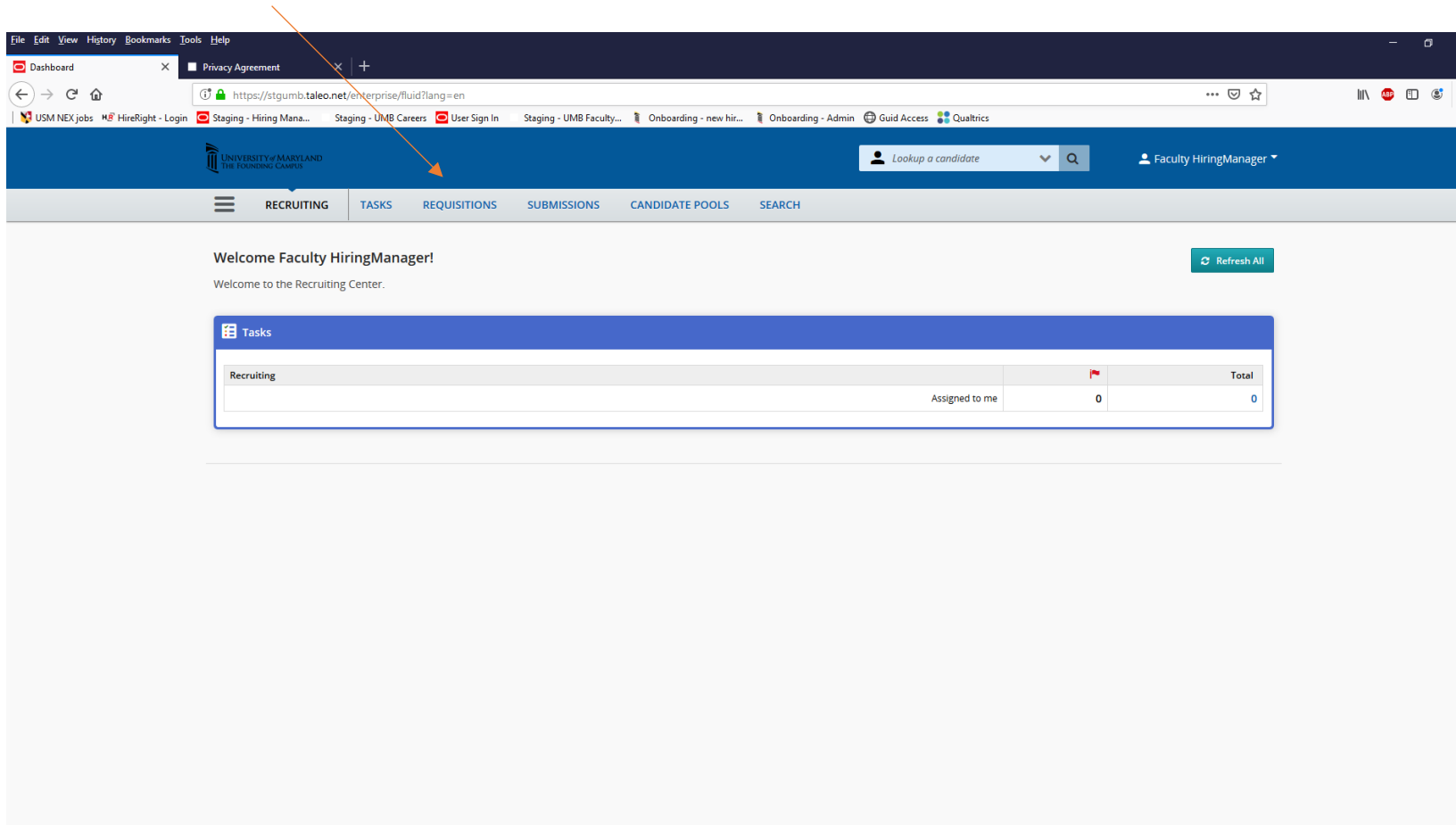
Faculty candidate experience – slides 31-42

Managing candidates – 43-62

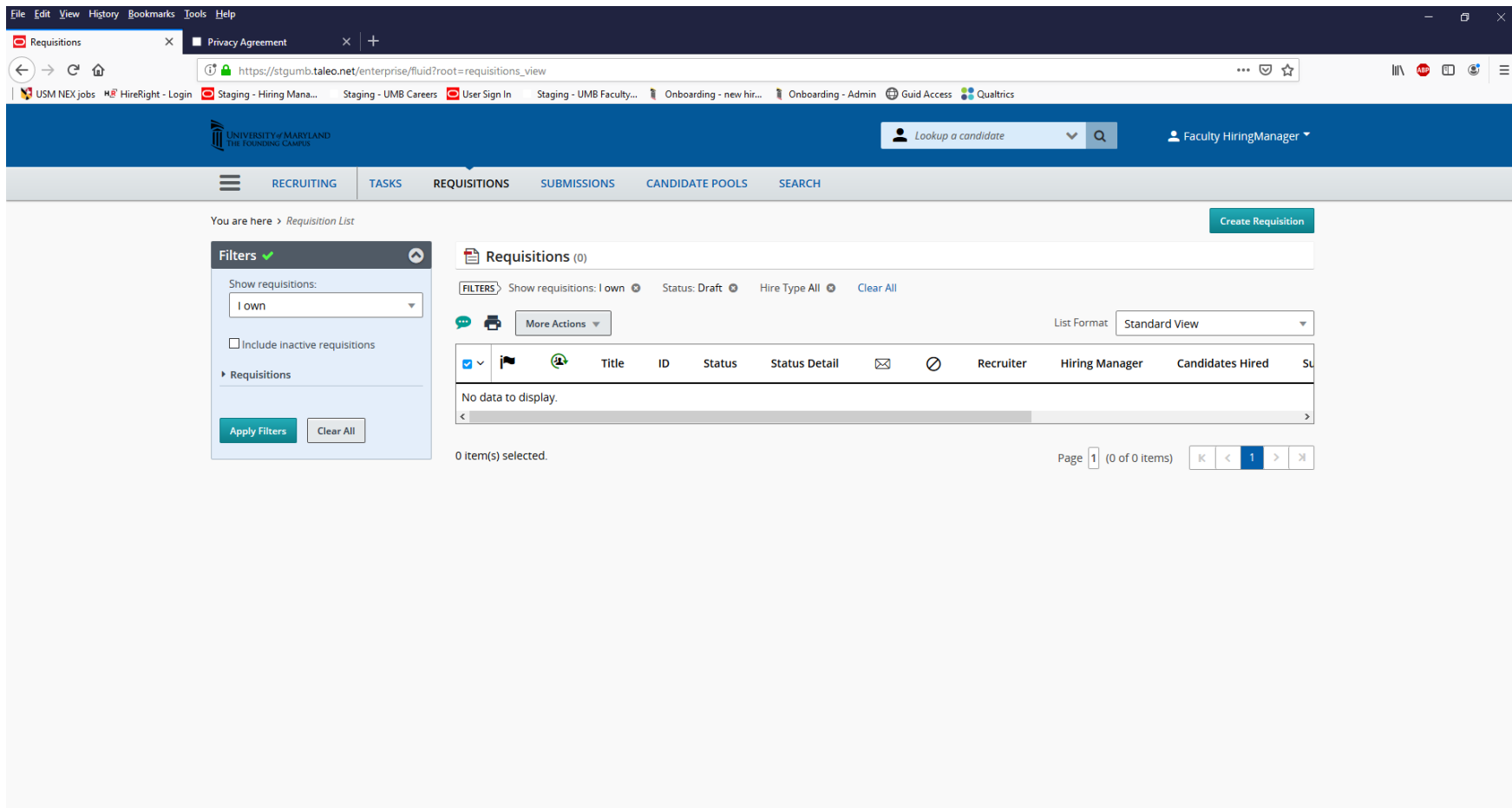
This is the welcome screen – select “Recruiting”



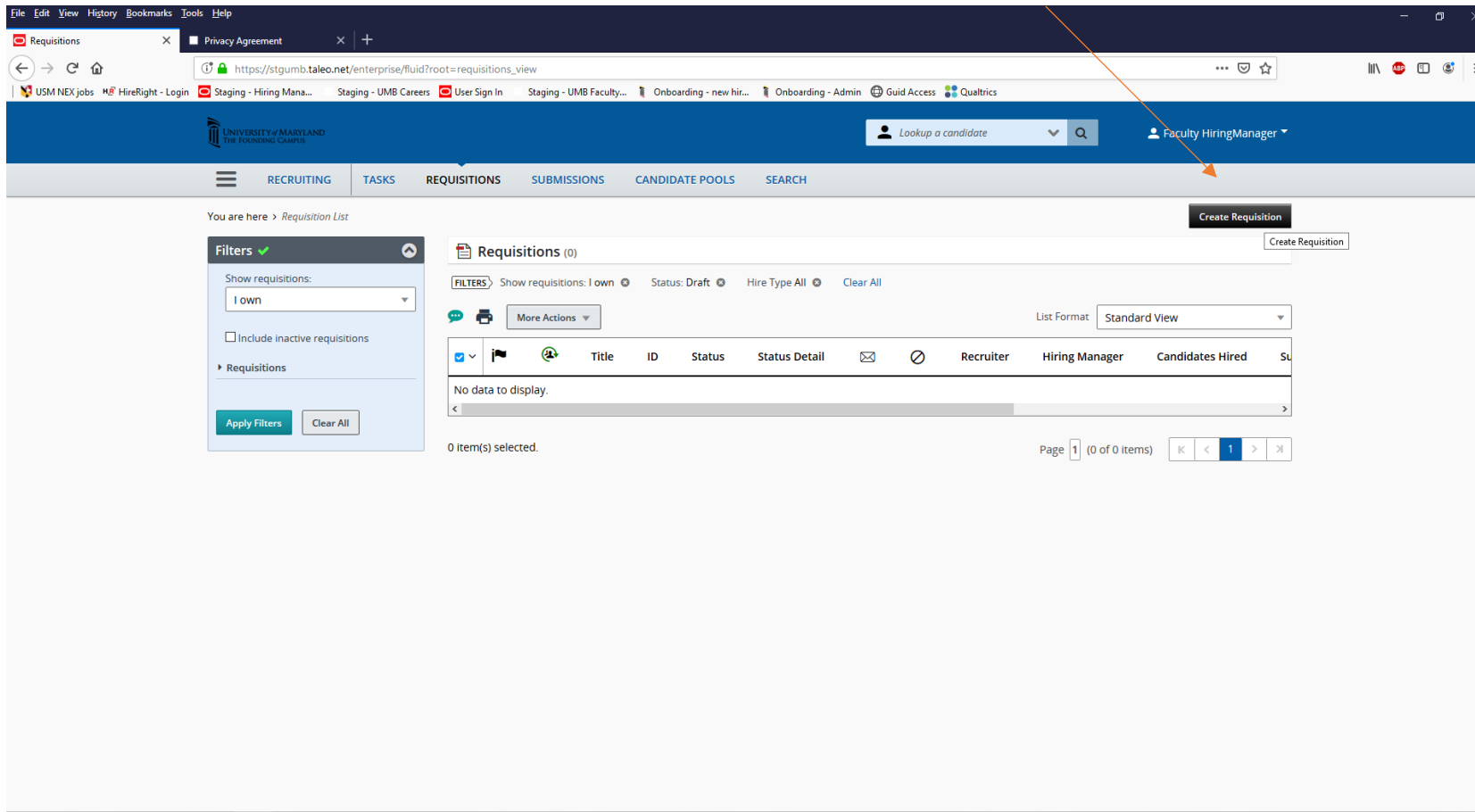
This is the recruiting home screen – select “Requisitions” to access your reqs.



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



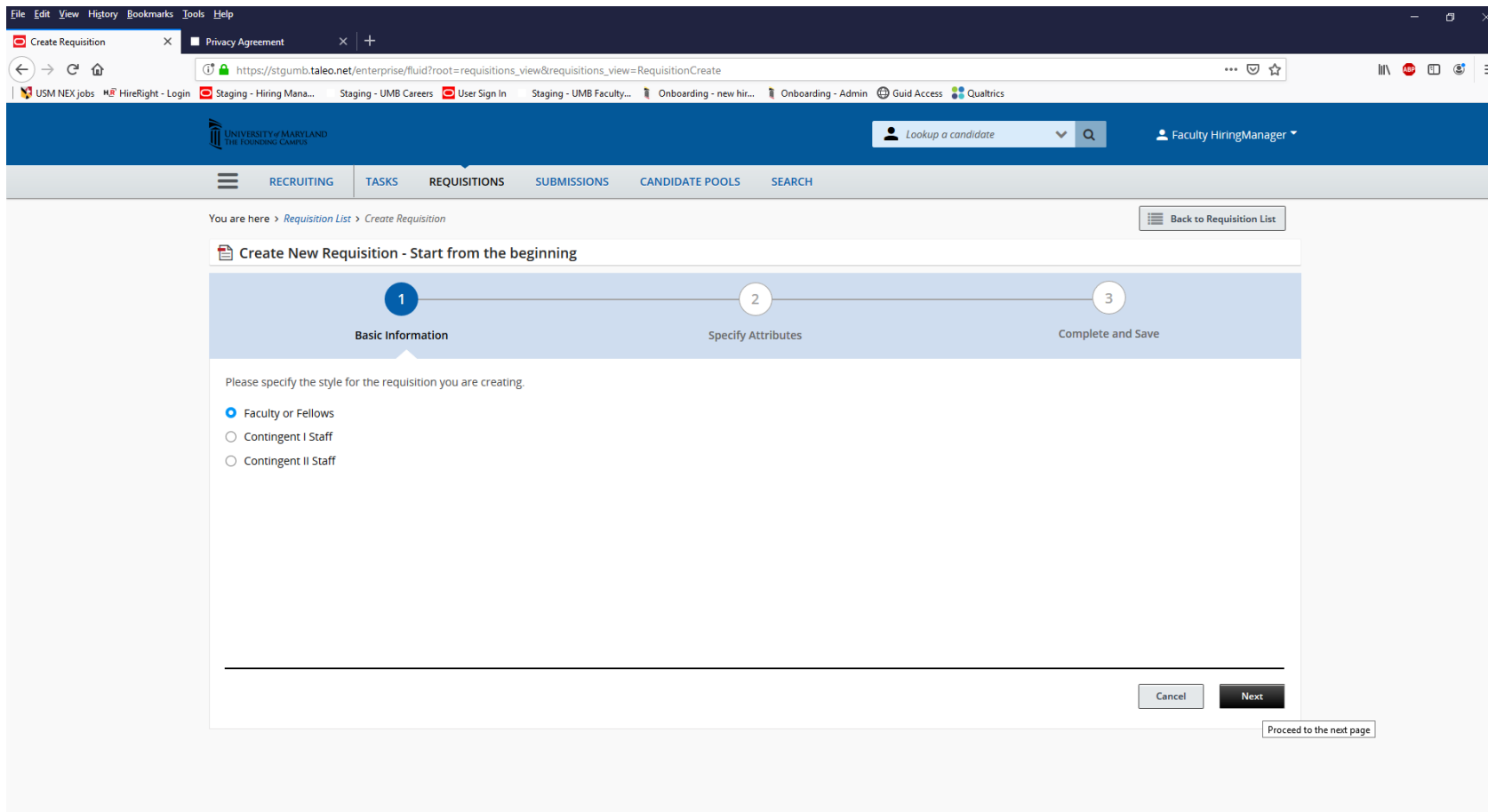
To create a new requisition, select “Create Requisition”



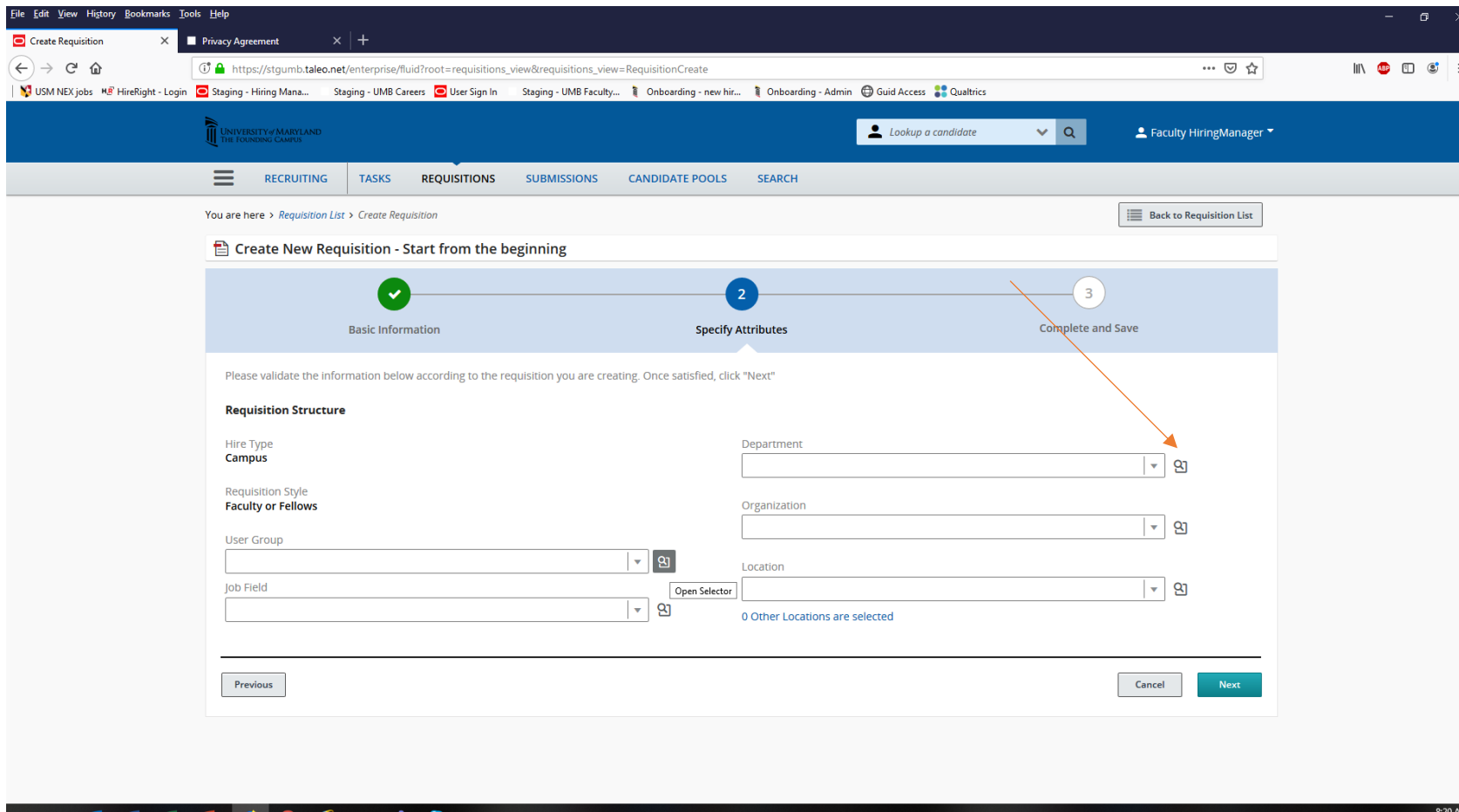
Select "Start from the beginning"

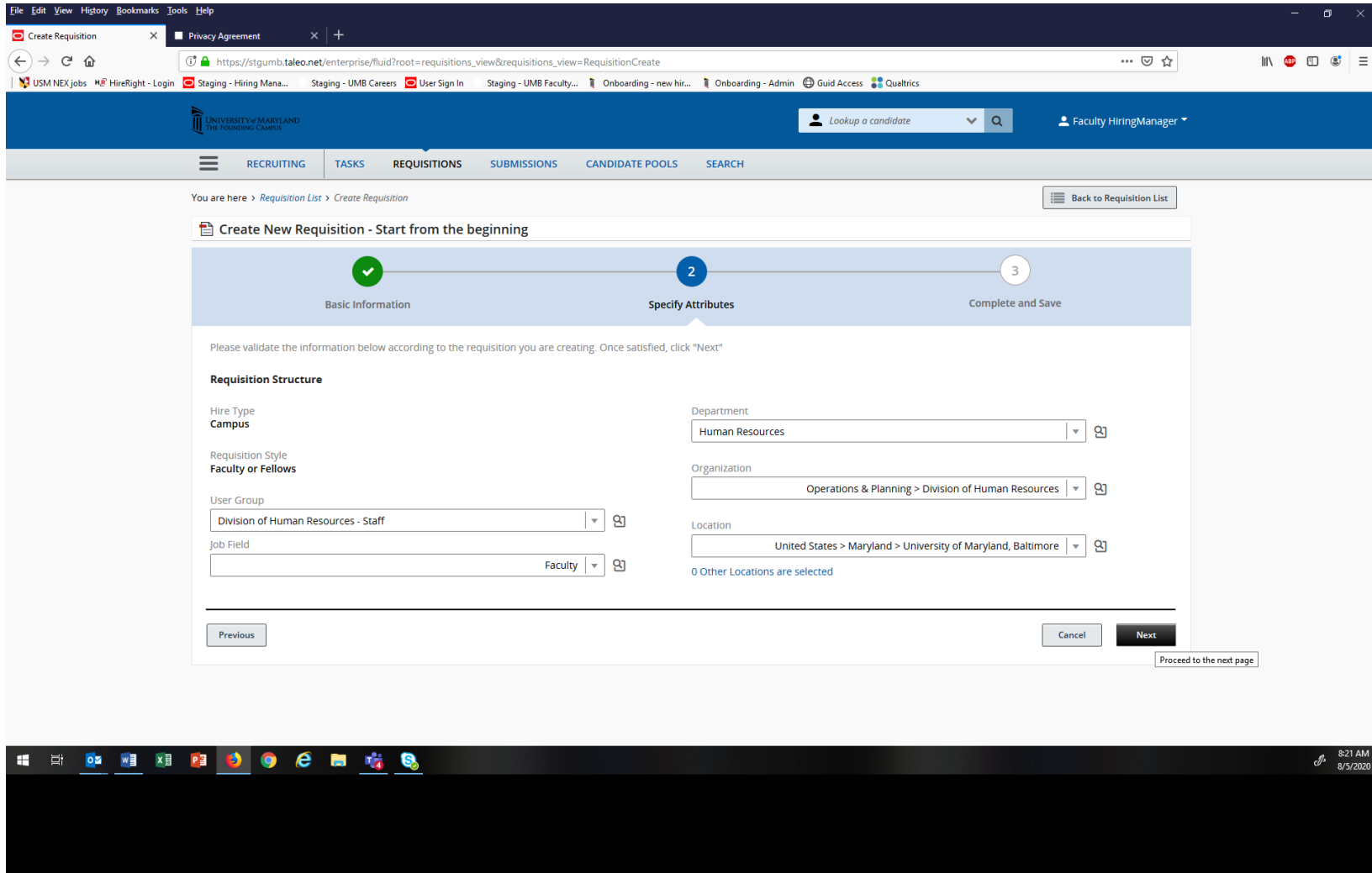
The screenshot displays the 'Create New Requisition' interface in the Taleo Fluid Recruiting system. At the top, the University of Maryland Baltimore logo is visible on the left, and a search bar with the text 'Lookup a candidate' and a user profile for 'Faculty HiringManager' are on the right. Below the header is a navigation menu with tabs for 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', 'CANDIDATE POOLS', and 'SEARCH'. The 'REQUISITIONS' tab is active. A breadcrumb trail indicates the current path: '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 is titled 'Create New Requisition' and contains the instruction '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. The page has a light blue and white color scheme.

Select "Faculty or Fellows"

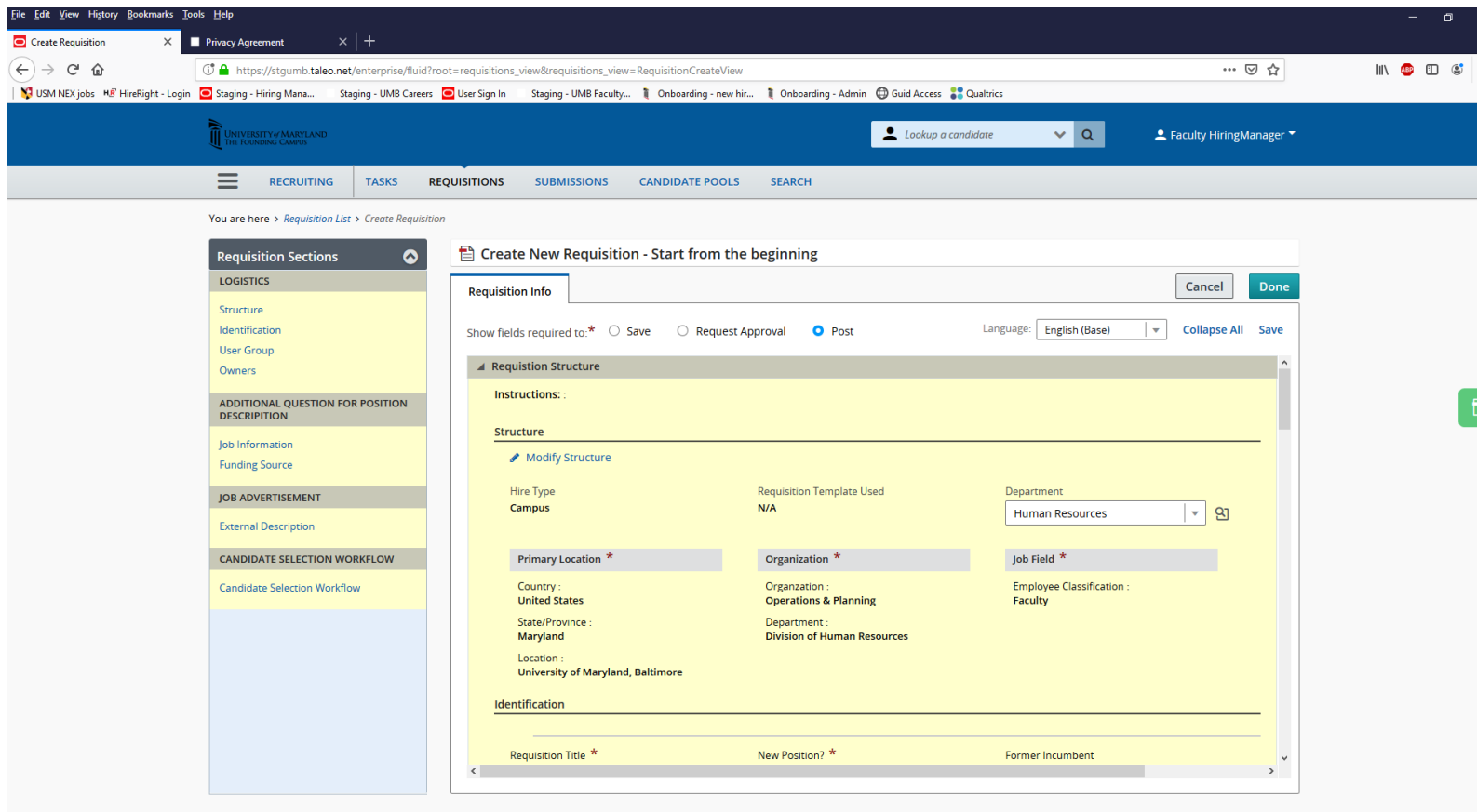


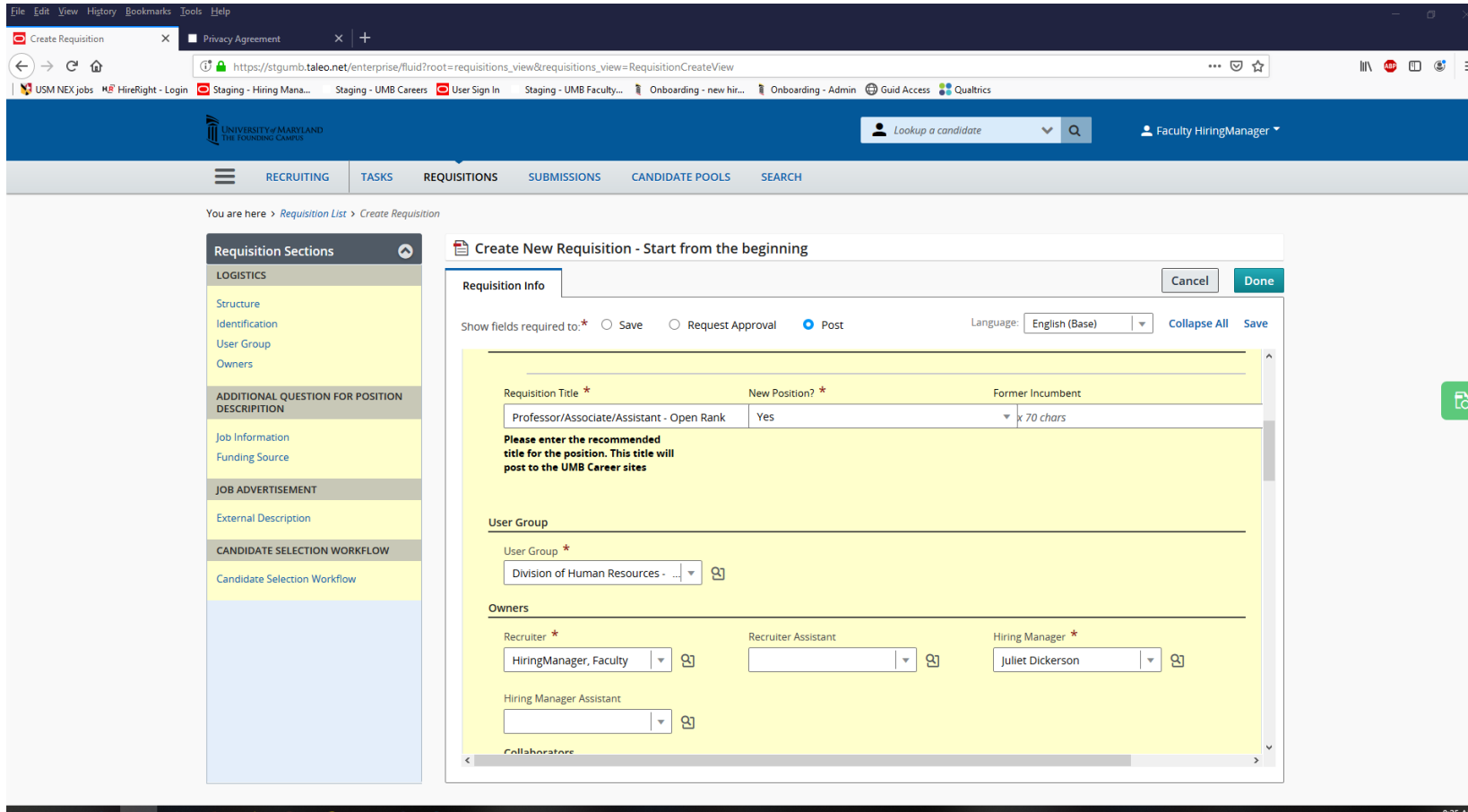
Populate the Department Code or click the icon to search

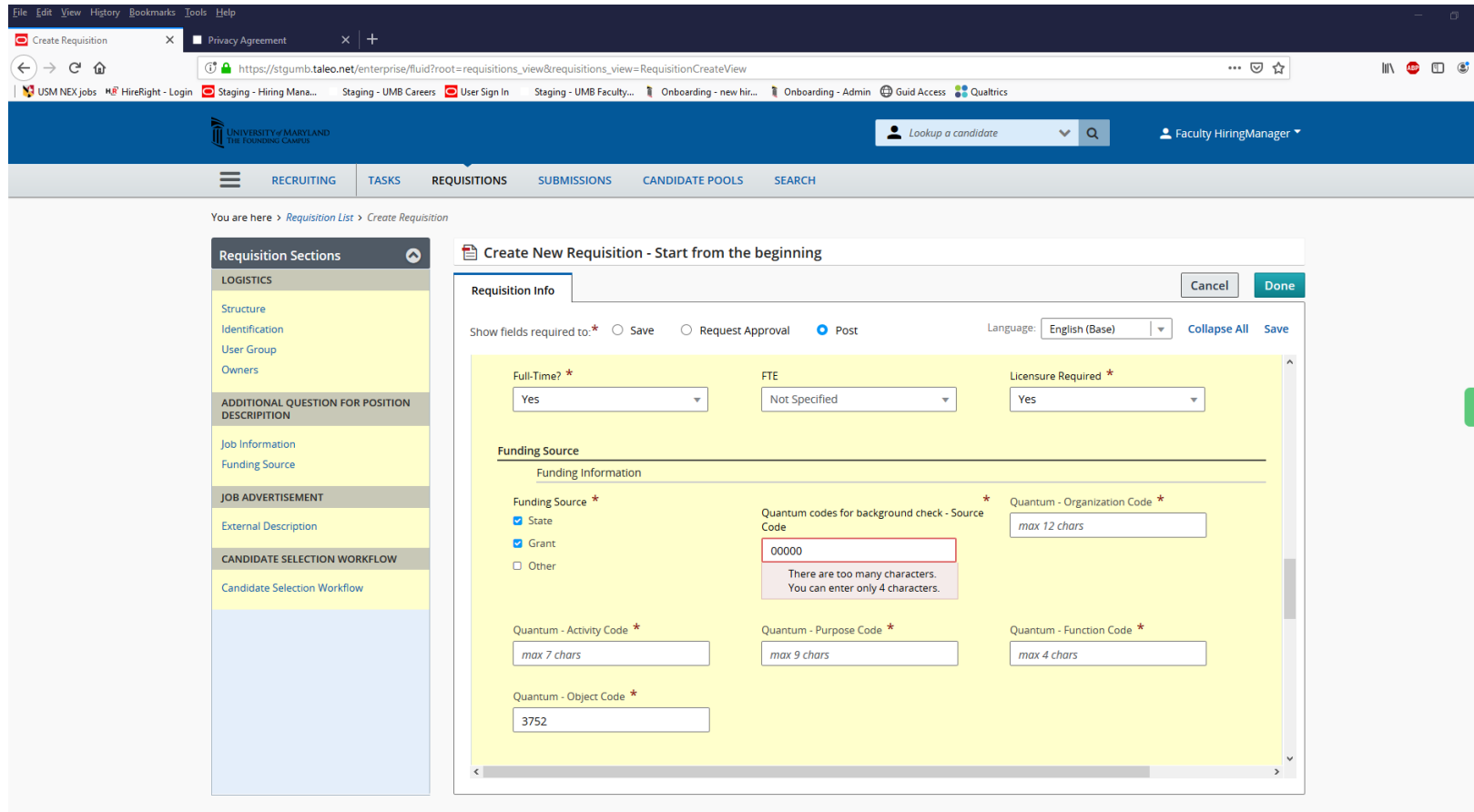


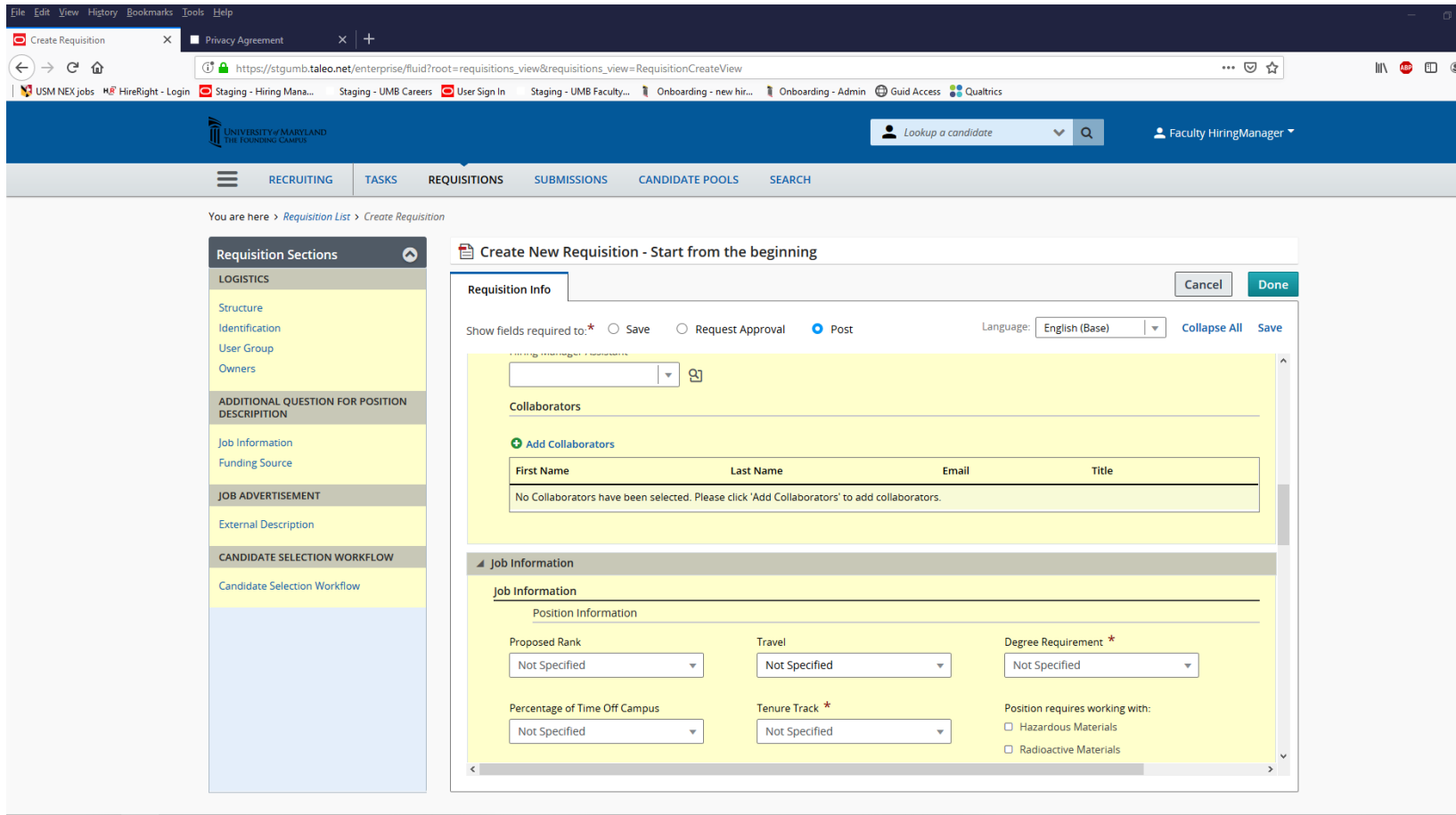


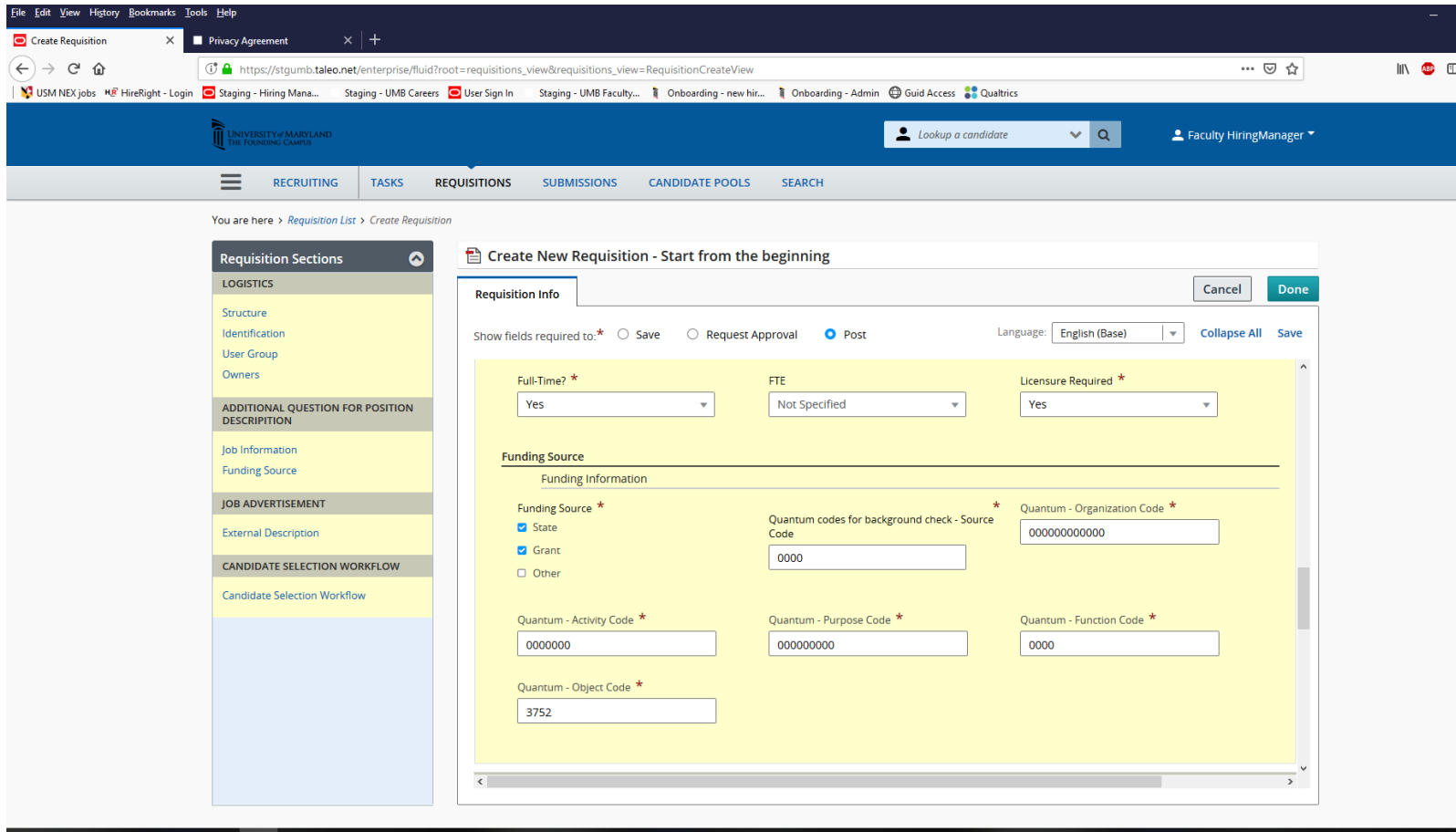
Complete all fields

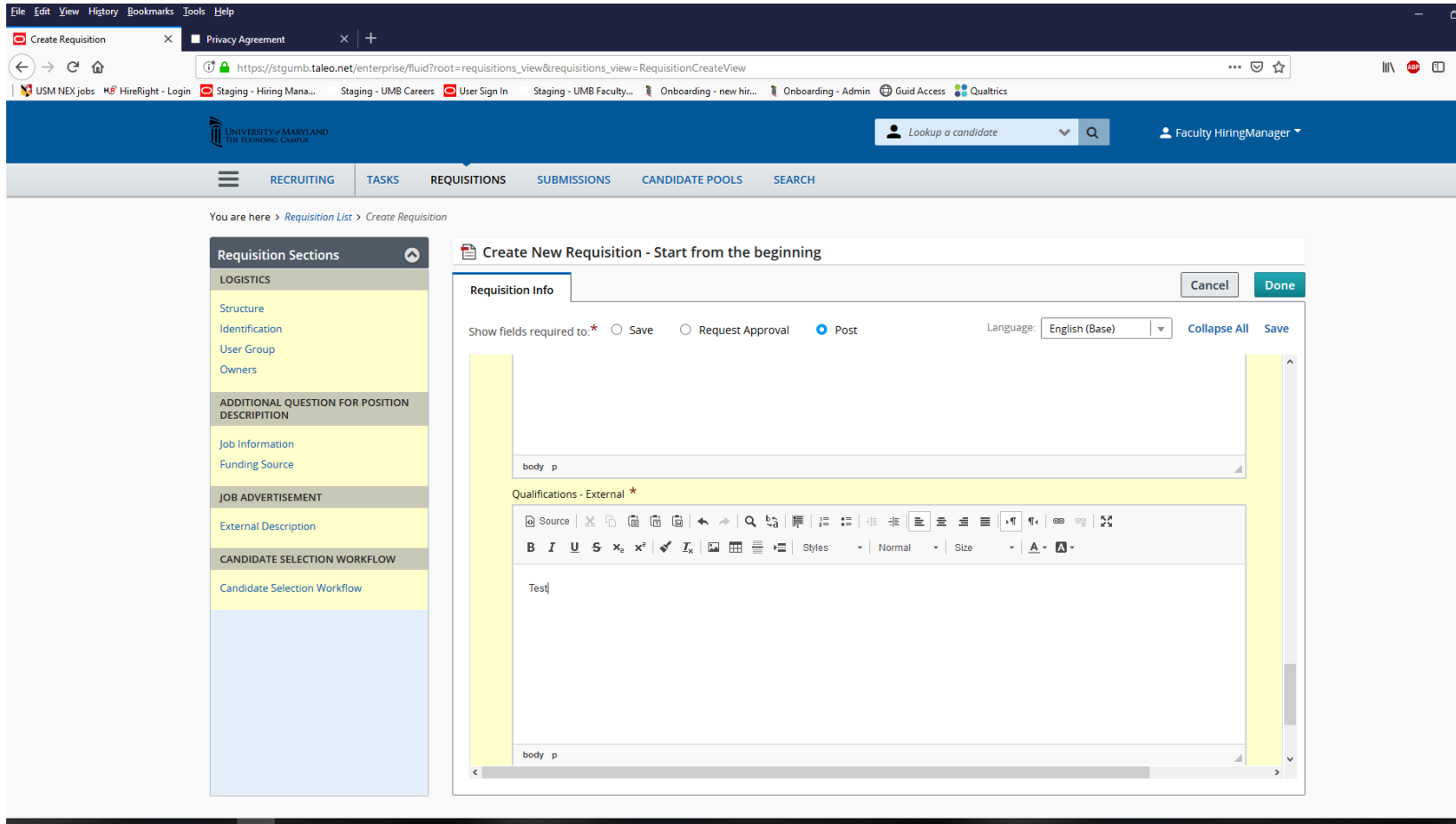








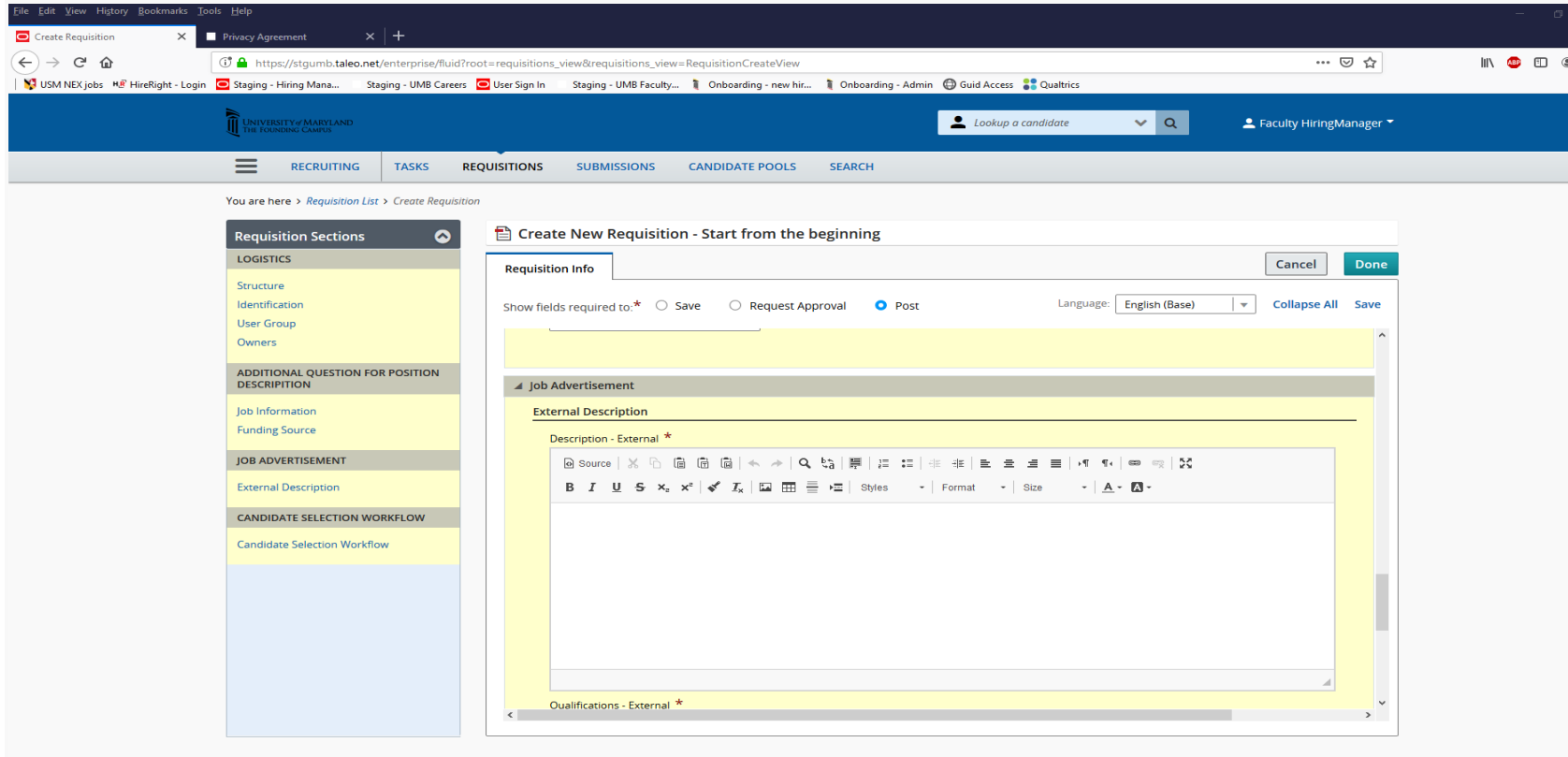




The Affirmative Action and disability inclusion statements should be included at the end of each posting:

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.



The screenshot displays the Taleo Fluid Recruiting interface for creating a requisition. The browser address bar shows the URL: https://stgumb.taleo.net/enterprise/fluid?root=requisitions_view&requisitions_view=RequisitionCreateView. The user is logged in as 'Faculty HiringManager'.

The navigation menu includes: RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, CANDIDATE POOLS, and SEARCH. The current page is 'Requisition View' for a requisition titled 'Professor/Associate/Assistant - Open Rank (ID: 2000001F)'. The status is 'Draft'.

Summary Panel:

- Status: Draft
- Latest Action: Requisition Created
- Hired Candidate(s): 0 out of 1
- Active Candidates: 0
- New candidates: 0

STRUCTURE Panel:

- Organization: Division of Human Resources
- Primary Location: University of Maryland, Baltimore, Maryland
- Job Field: Faculty

HIRING TEAM Panel:

- Hiring Manager: Dickerson, Juliet
- Recruiter: HiringManager, Faculty
- User Group: Division of Human Resources - Staff

JOB INFORMATION Panel:

- There is no data to display.

Requisition Info Panel:

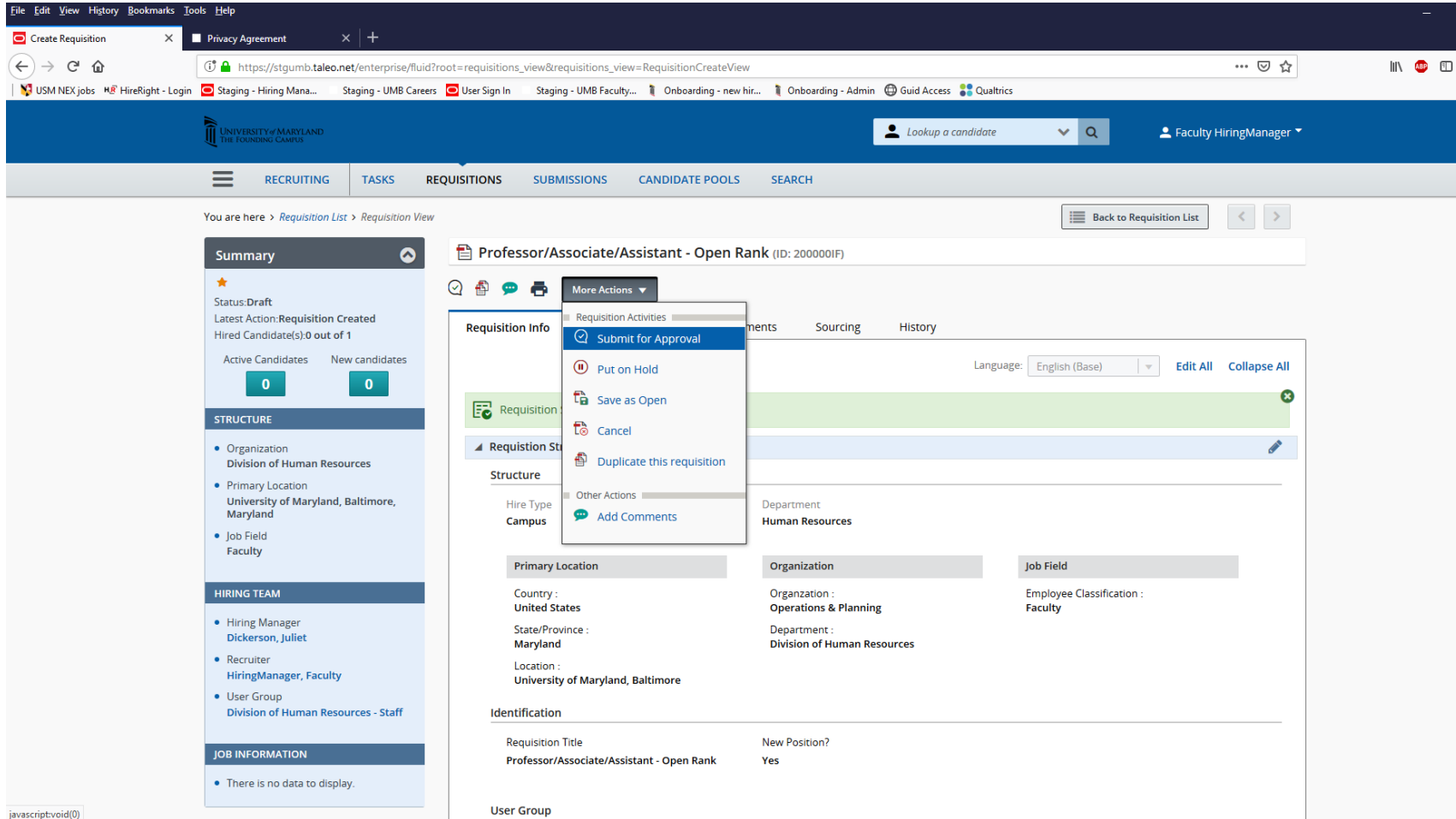
Requisition Structure

Structure		
Hire Type Campus	Department Human Resources	
Country : United States	Organization : Operations & Planning	Employee Classification : Faculty
State/Province : Maryland	Department : Division of Human Resources	
Location : University of Maryland, Baltimore		

Identification

Requisition Title Professor/Associate/Assistant - Open Rank	New Position? Yes
--	----------------------

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

Filters Suggested Users Frequent Collaborators

Keyword:

User Group:

Department:

Name:

Email Address:

Employee ID:

Job Title:

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

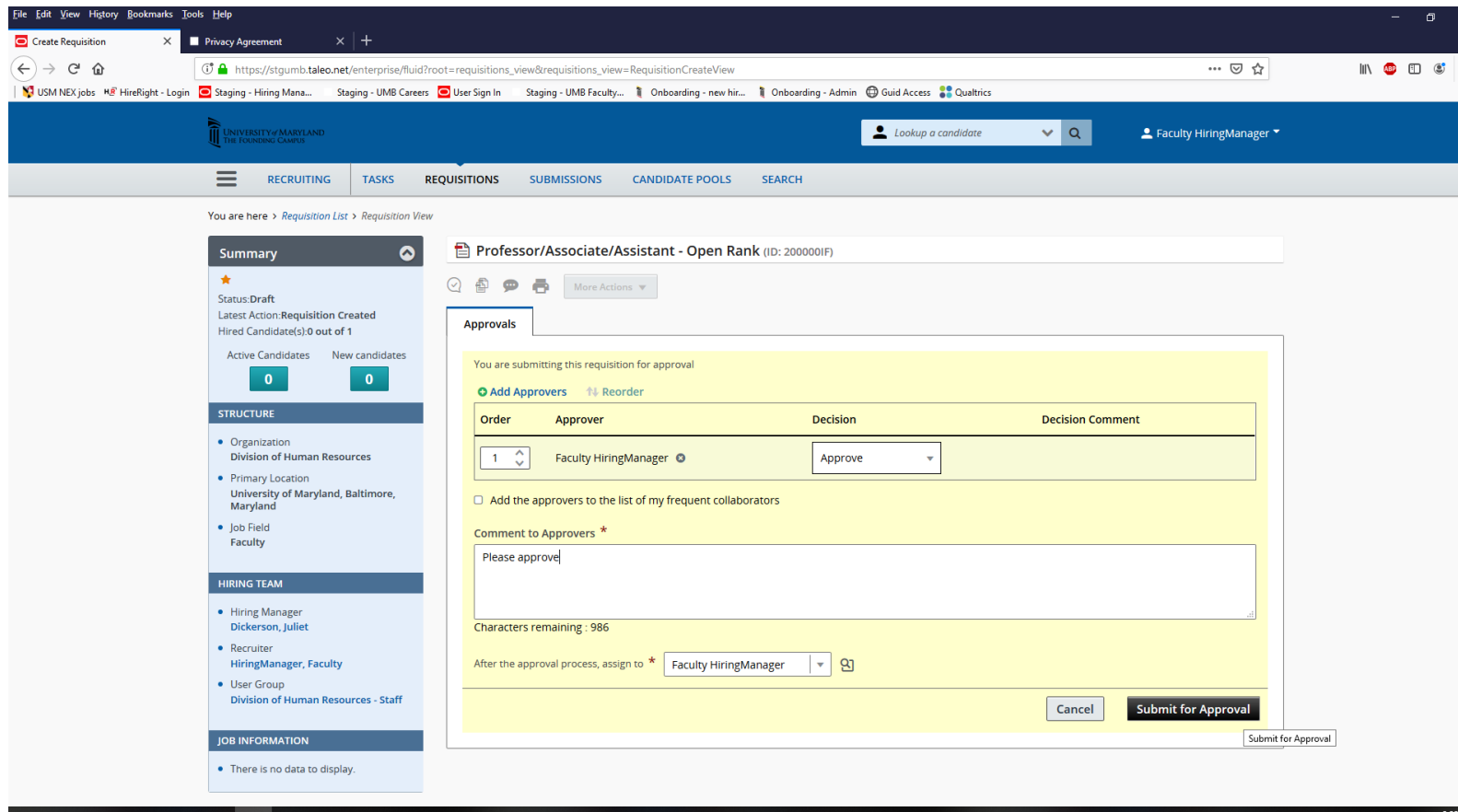
<input type="checkbox"/>	Name	Correspondence Email
<input type="checkbox"/>	Amy Park-Chen	amy.park-chen@umaryland.edu
<input type="checkbox"/>	Andrew George	andrew.george@umaryland.edu
<input type="checkbox"/>	Emily Kordish	4C0762F16D8C7EFDE05372FD6F0ACE45@invalidemail.com
<input type="checkbox"/>	Emily 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) 1 2

JOB INFORMATION

- There is no data to display.

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 shows 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 the navigation bar, there are tabs for RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, CANDIDATE POOLS, and SEARCH. The main content area displays a requisition view for a requisition titled "Test (ID: 200000JJ)". The requisition status is "Open - Ready" and it has been approved. The requisition is assigned to "Faculty HiringManager". The requisition details include the organization (Division of Human Resources), primary location (University of Maryland, Baltimore, Maryland), and job field (Faculty). The hiring team includes "Hiring Manager: HiringManager, Juliet" and "Recruiter: HiringManager, Faculty". The requisition has 0 active candidates and 0 new candidates. The requisition is currently in the "Approvals" tab, which shows a table of approval records. The table has columns for Order, Approver, Decision, Date & Time, and Decision Comment. One approval record is shown for order 1, approved by Faculty HiringManager on Nov 30, 2020, at 3:26 PM, with the comment "Please approve". Below the table, there is a message to approvers: "Please approve". An orange arrow points from the "SEARCH" tab in the navigation bar to the "Sourcing" tab in the requisition view.

Summary

Status: Open - Ready
Latest Action: Requisition Approved
Hired Candidate(s): 0 out of 1

Active Candidates: 0
New candidates: 0

STRUCTURE

- Organization: Division of Human Resources
- Primary Location: University of Maryland, Baltimore, Maryland
- Job Field: Faculty

HIRING TEAM

- Hiring Manager: HiringManager, Juliet
- Recruiter: HiringManager, Faculty

Test (ID: 200000JJ)

More Actions

Requisition Info | Prescreen Alerts | Attachments | **Approvals** | Sourcing | History

Approval process for this requisition

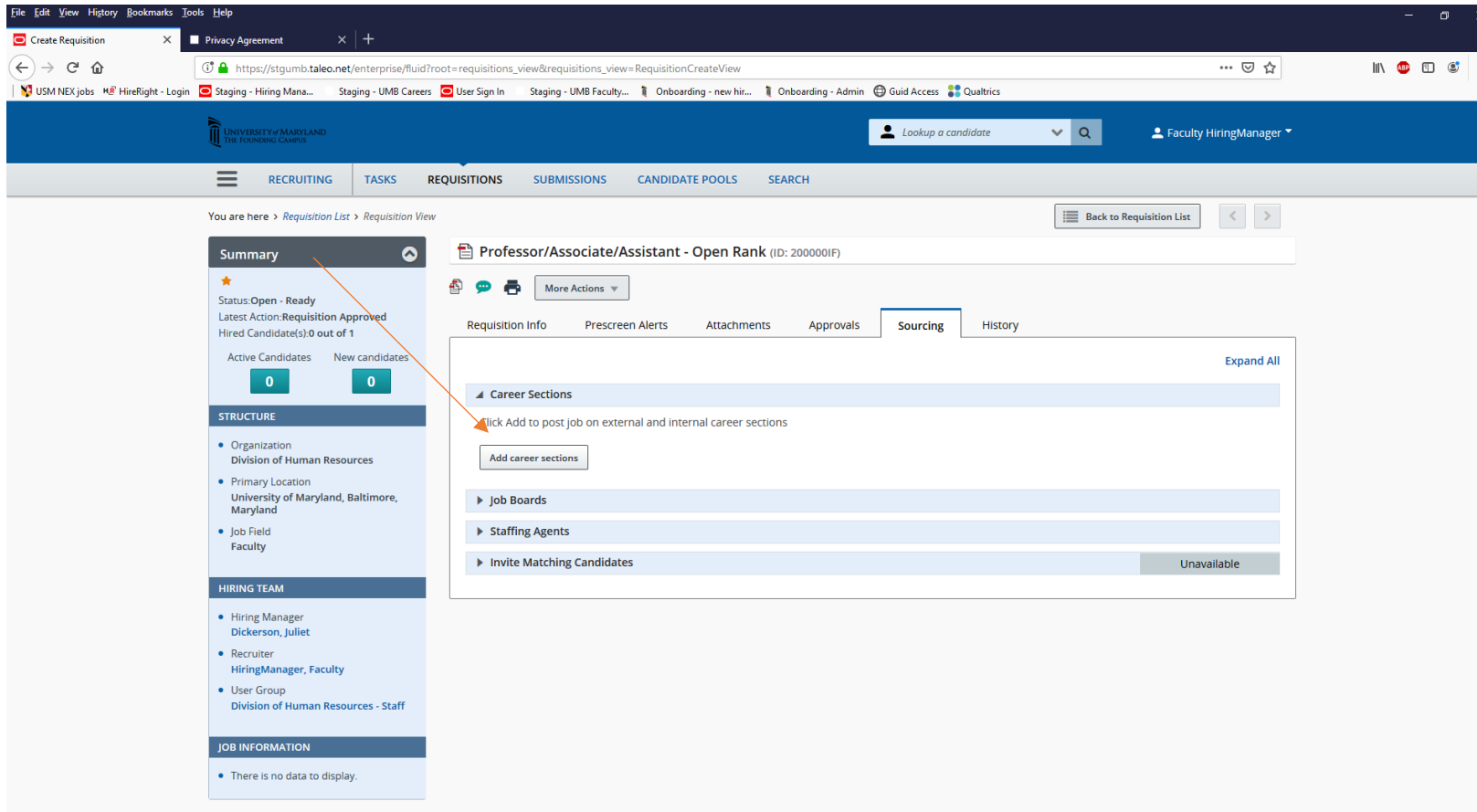
Order	Approver	Decision	Date & Time	Decision Comment
1	Faculty HiringManager	Approved	Nov 30, 2020, 3:26 PM	Please approve

After the approval process, assign to : **Faculty HiringManager**

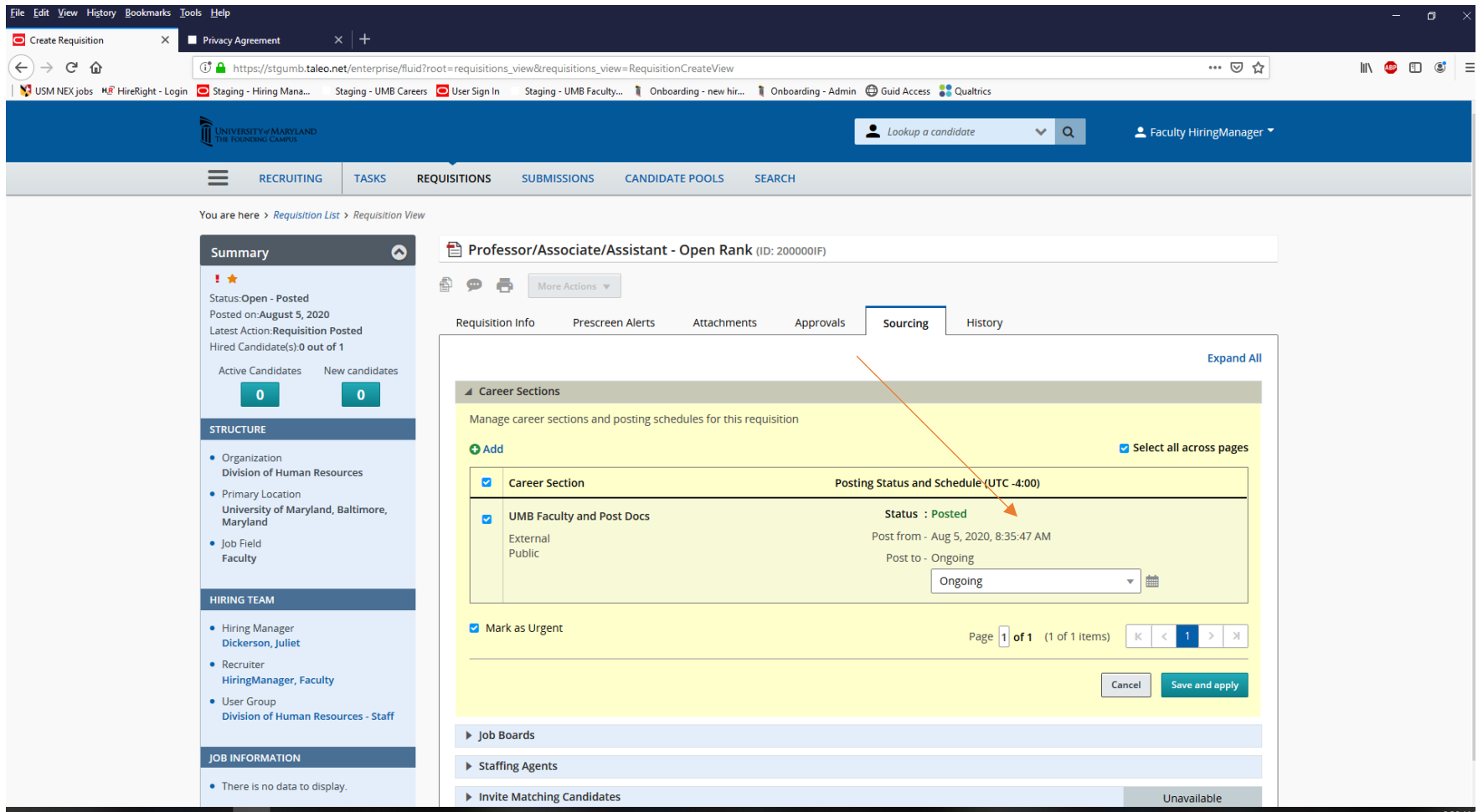
Message to Approvers

Sent on Nov 30, 2020 at 03:23 PM by Faculty HiringManager
Please approve

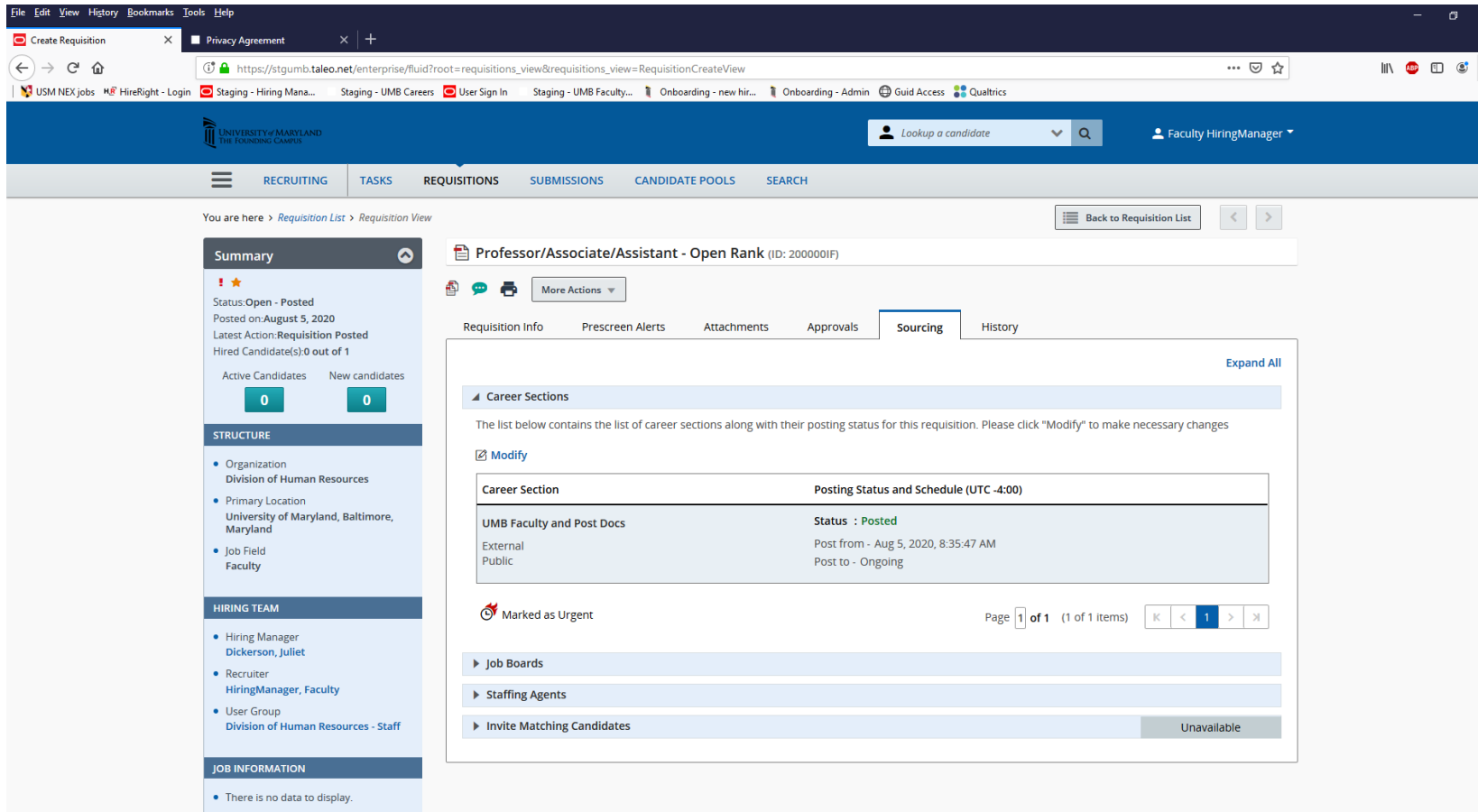
Select “Add Career Sections” to post to the website.



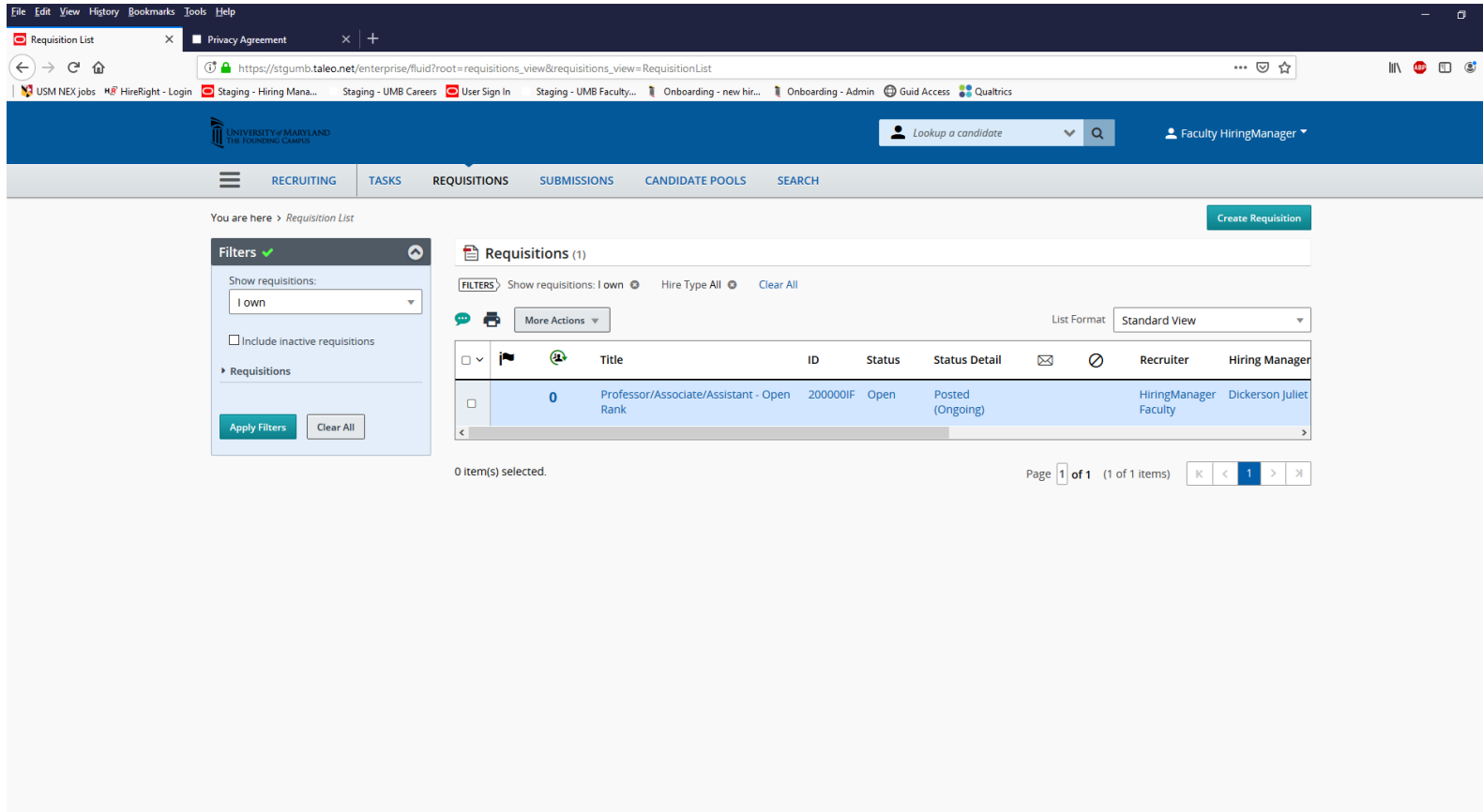
A position can be posted ongoing or for a specific amount of time (ex. 30 days, 60 days, 90 days)



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.

The screenshot shows a web browser window with the URL https://stgumb.taleo.net/careersection/umb_faculty+and+post+docs/jobsearch.ft?lang=en&portal=8100108441. The search results are as follows:

Search Results (234 jobs found)

Results per page: 25
Sort by: Posting Date (Descending Order)

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

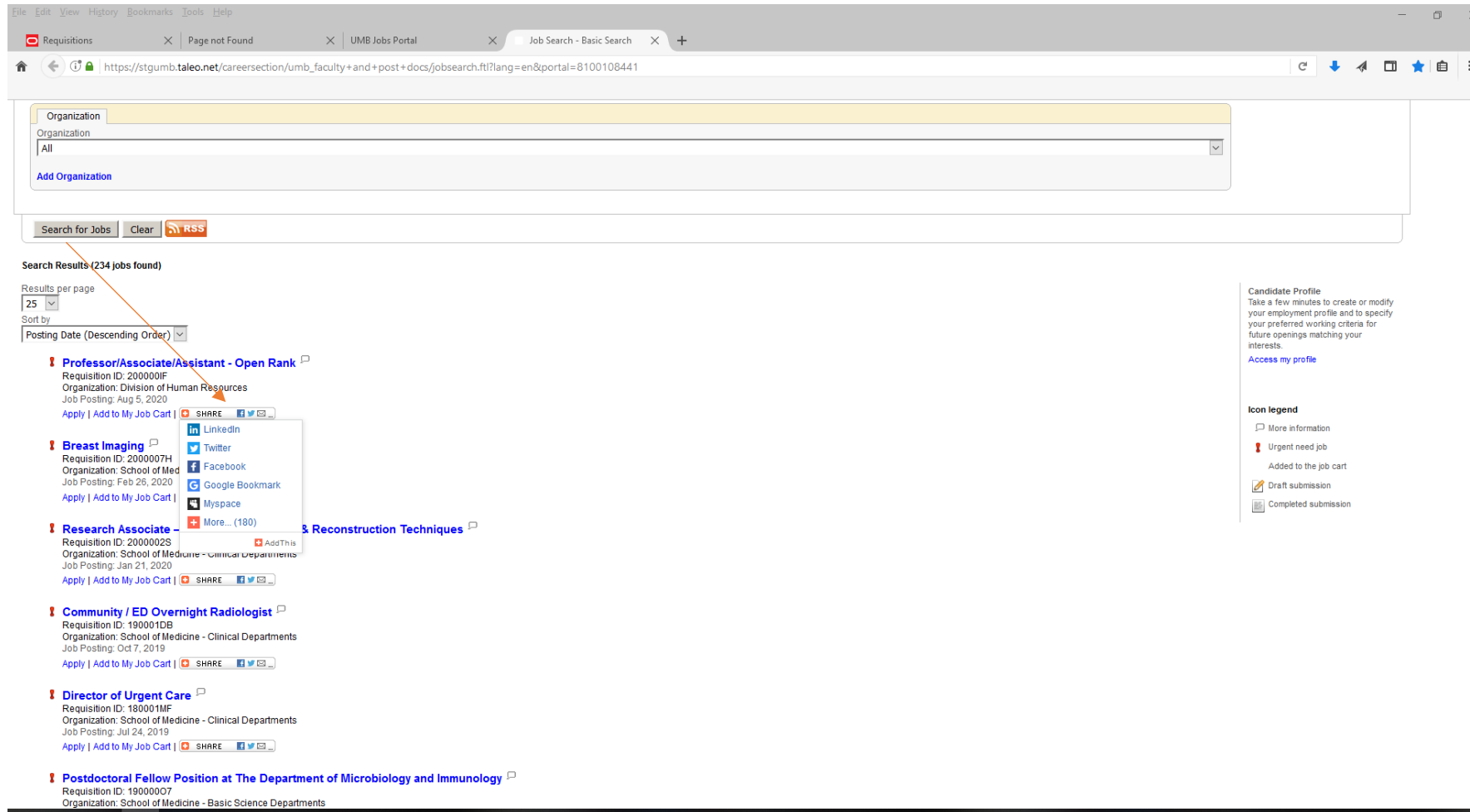
https://stgumb.taleo.net/careersection/umb_faculty+and+post+docs/jobsearch.ft?lang=en&portal=8100108441#

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

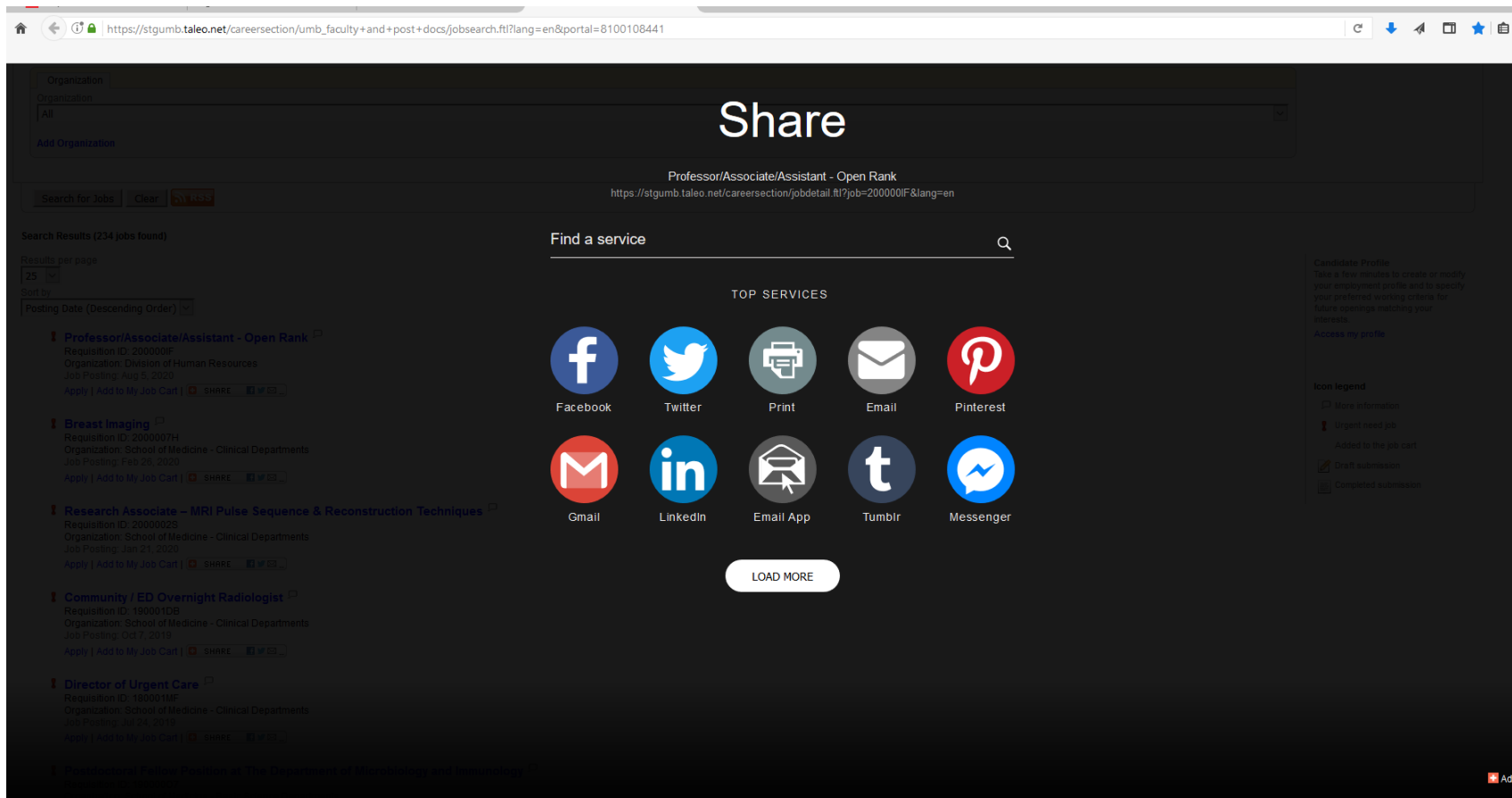
Icon legend

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

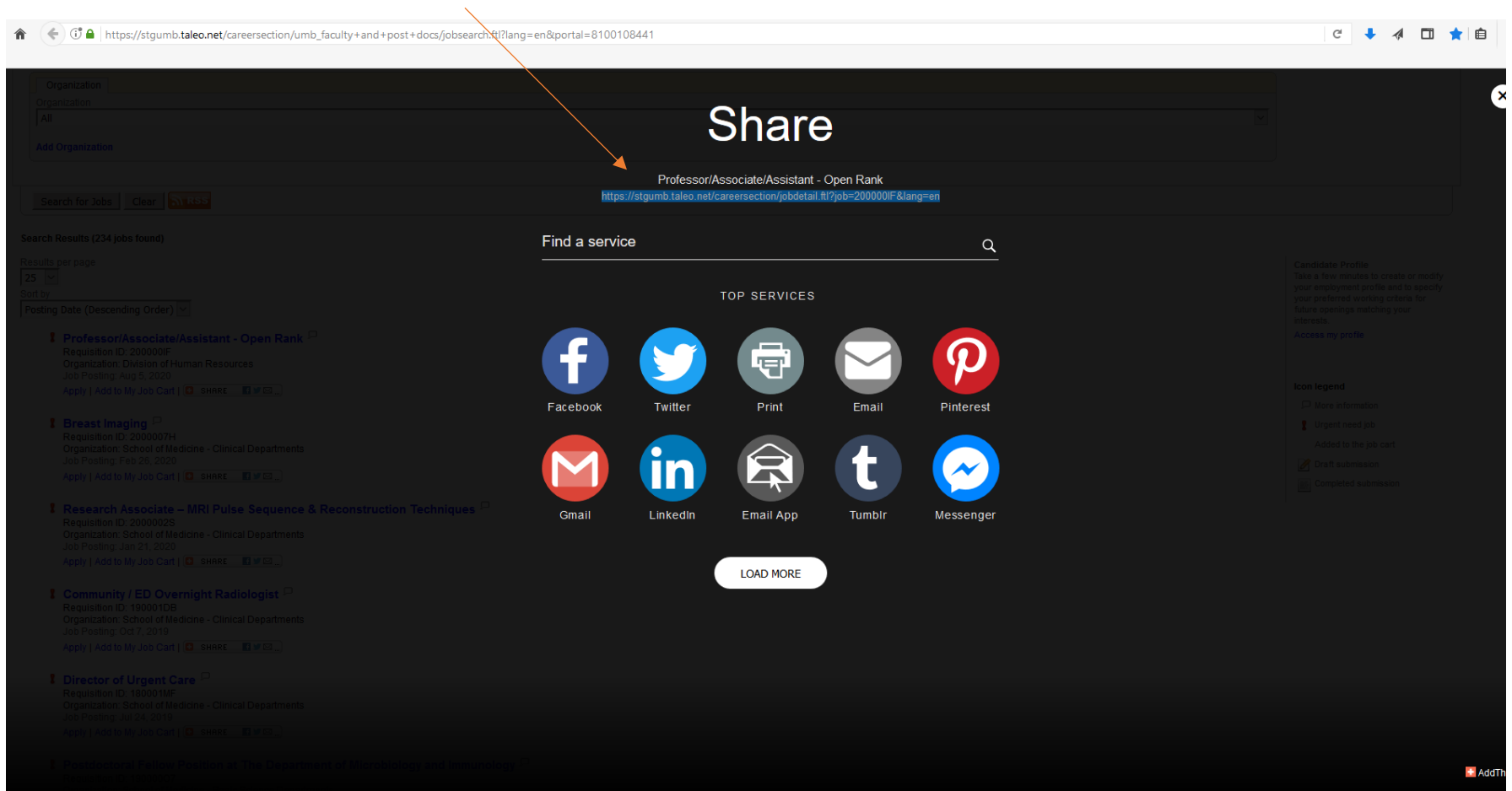
If the position will be advertised, a link should be included that will guide applicants directly to the posting. To access that link, you need to find the job on the career website. There is a social media box next to “Add to My Job Cart” for every position. Click that link.



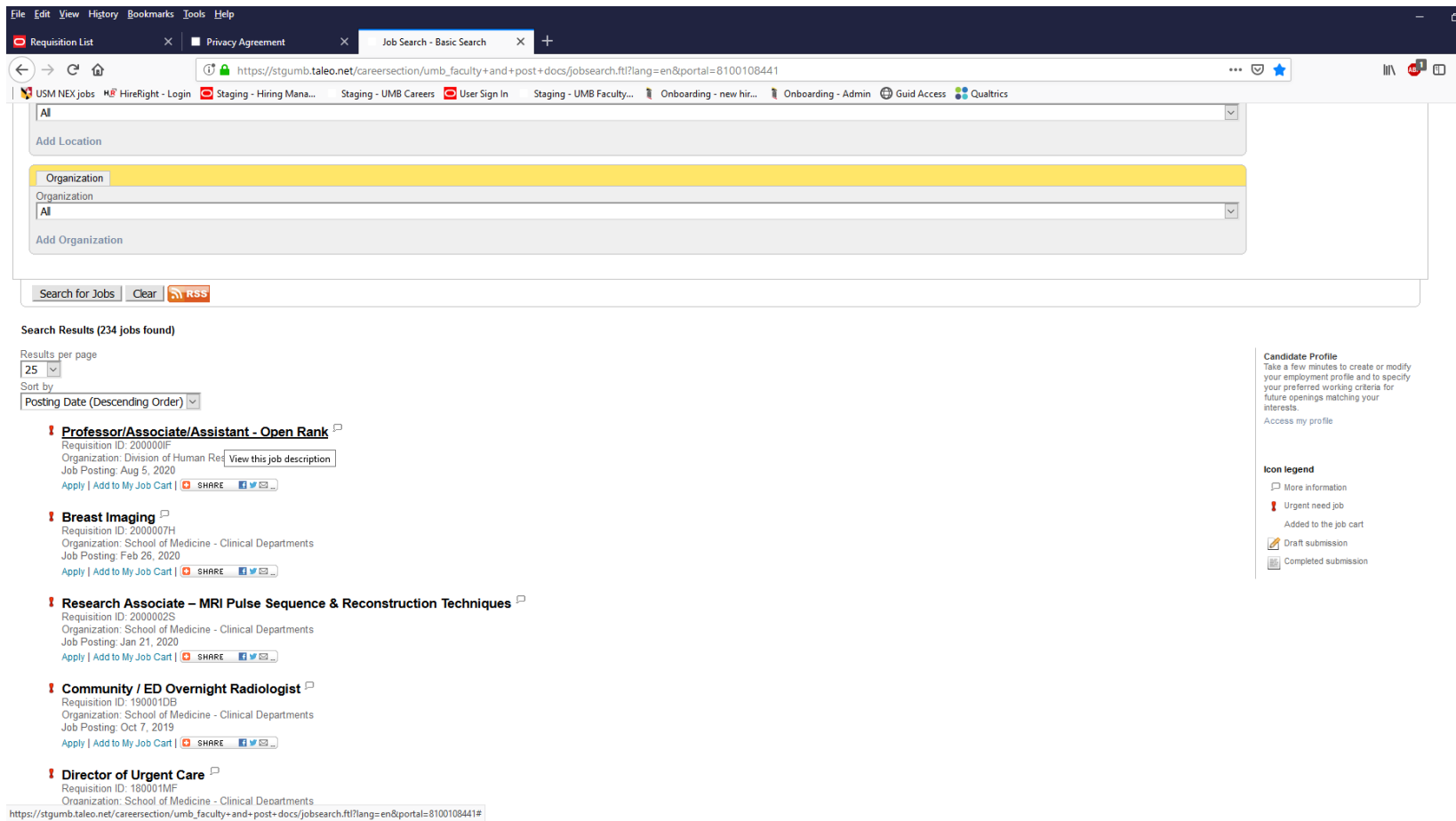
This is the landing page.



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: 200000IF) 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...

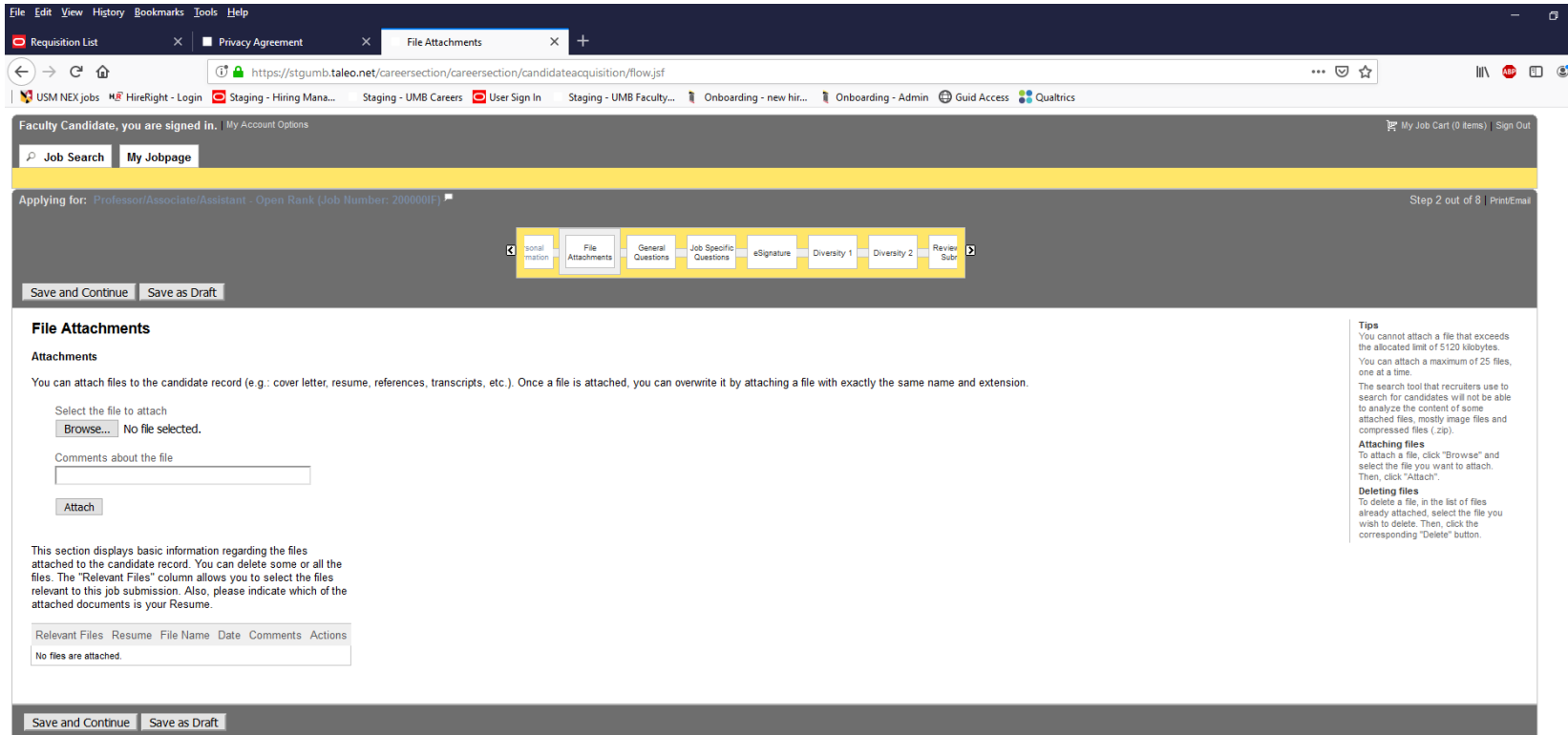
Personal Information
Please enter all relevant personal information in the fields below.

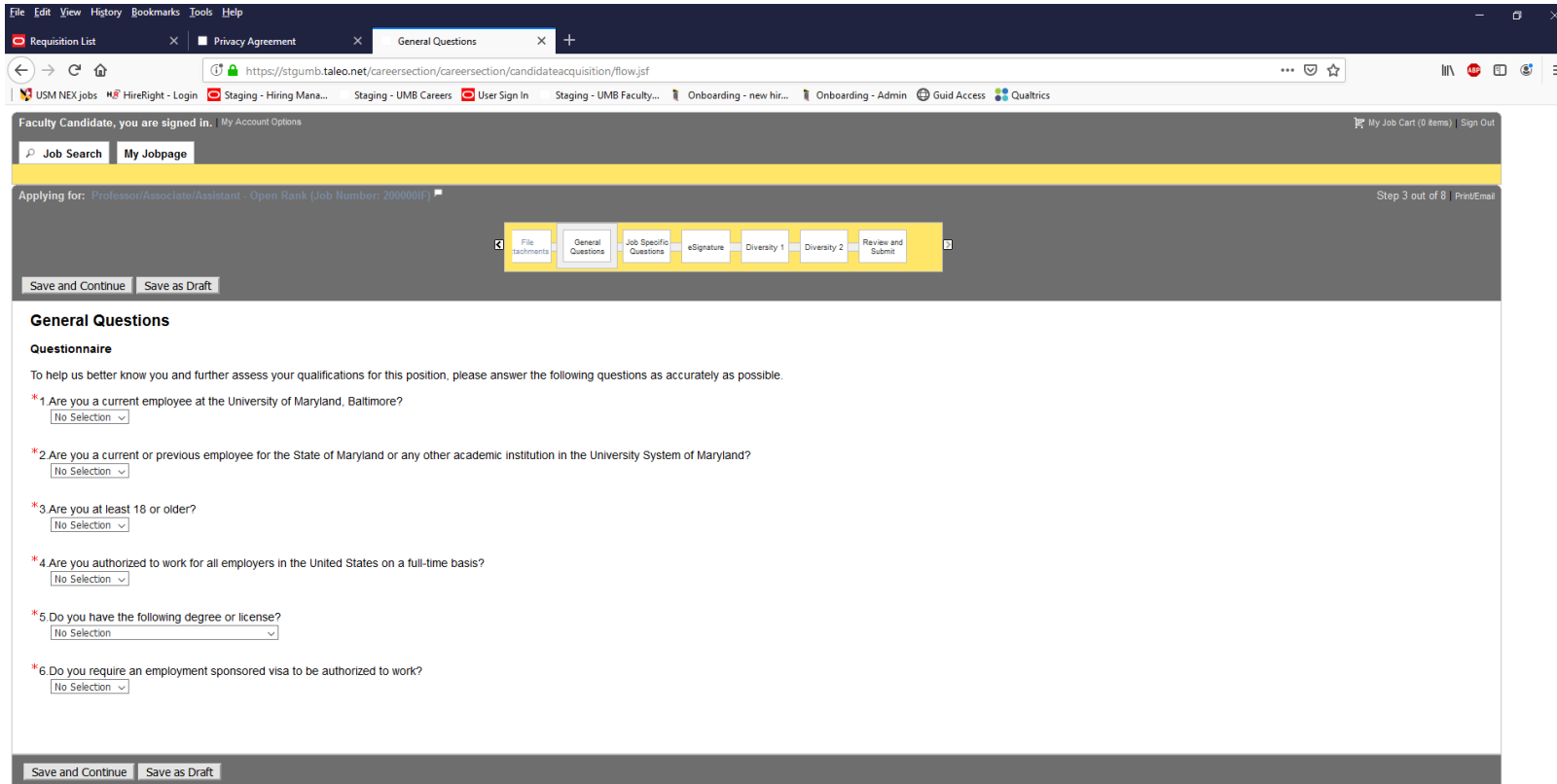
*First Name Middle Name *Last Name
 *Street Address (line 1) Address (line 2)
 *City *Place of Residence *Zip/Postal Code
 Country
 Not Specified
 *Primary Number
 Not Specified
 Home Phone Number Work Phone Number Cellular Number
 International Number *Email Address
 taleo.test@umaryland.edu

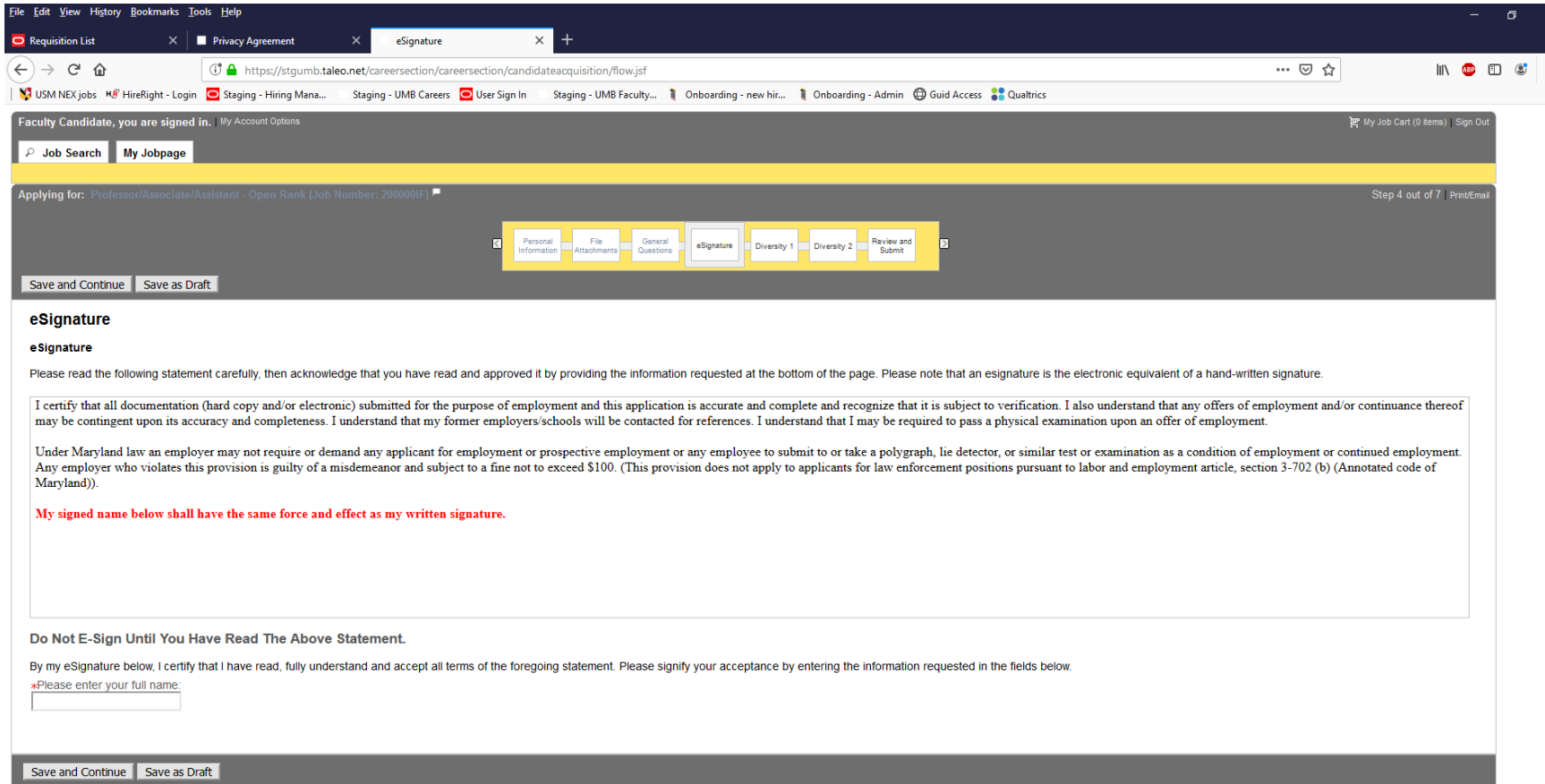
Minimum Requirements
 Minimum Salary Rate

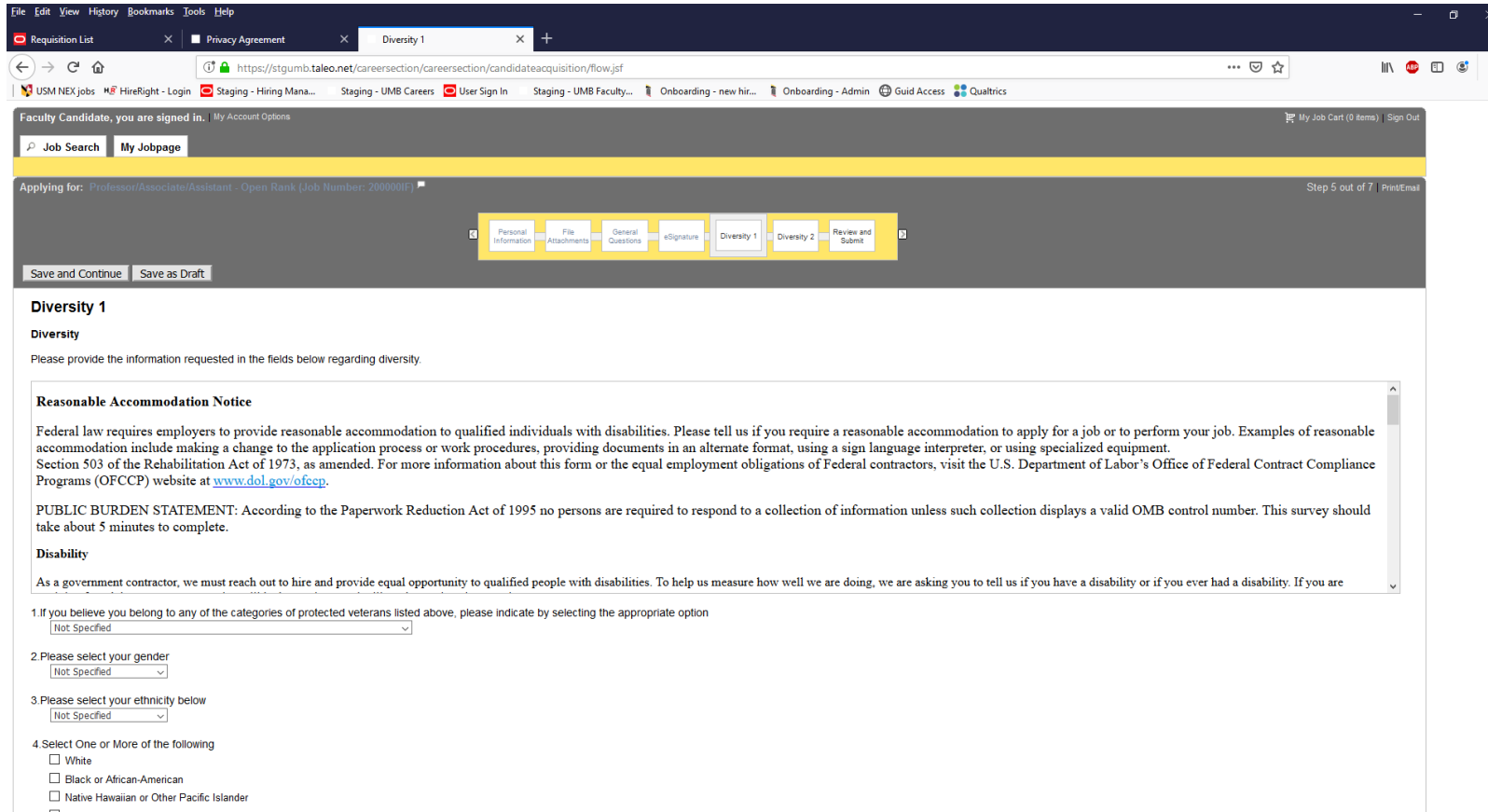
The screenshot shows a web browser window with the following details:

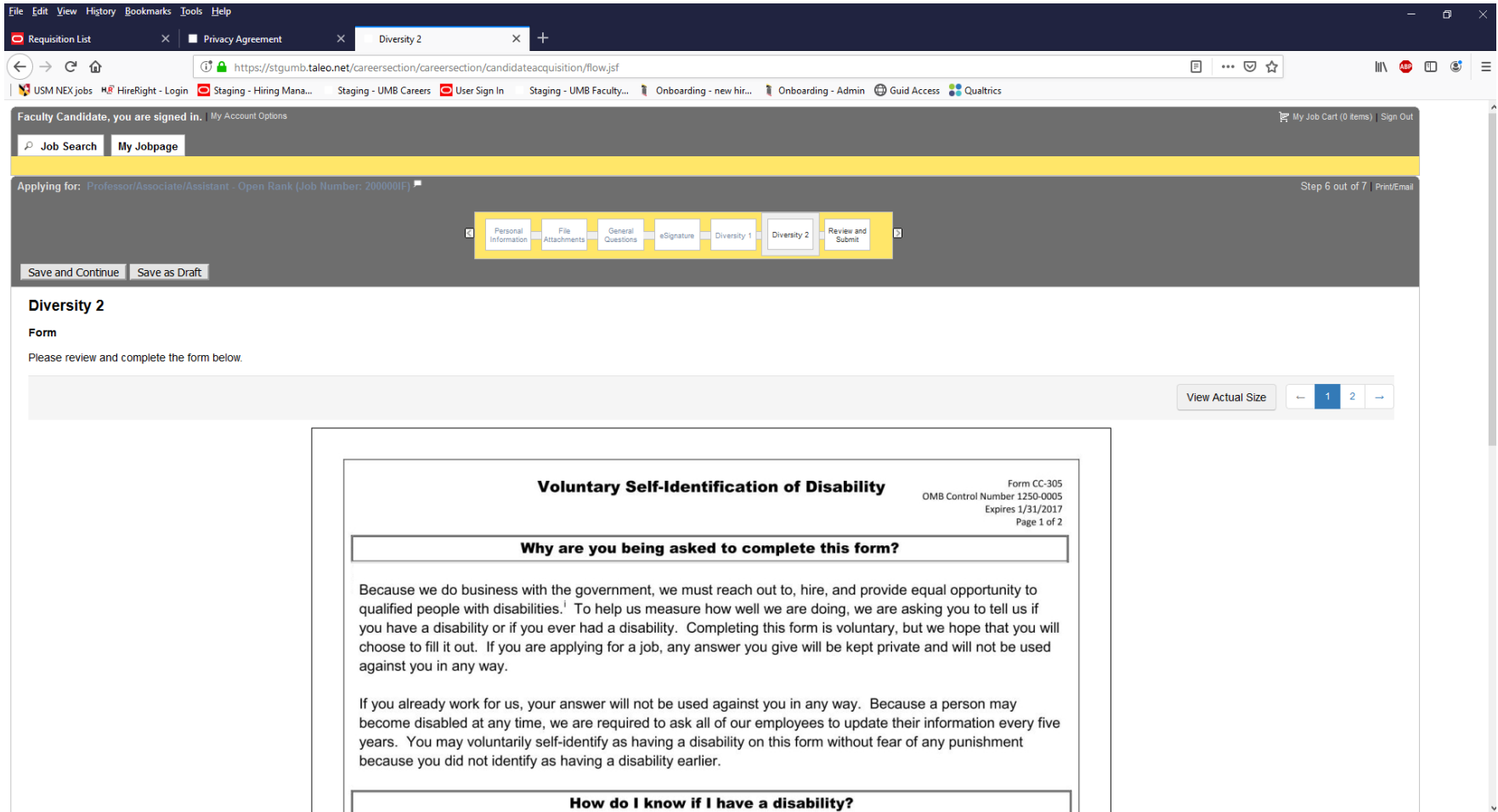
- Browser Tabs:** Requisition List, Privacy Agreement, Personal Information.
- Address Bar:** <https://stgumb.taleo.net/careersection/application.js?lang=en&type=1&csNo=10060&portal=8100108441&reqNo=151981&isOnLogoutPage=true>
- Page Title:** Personal Information
- Form Content:**
 - Personal Information:** Please enter all relevant personal information in the fields below.
 - *First Name: Faculty
 - Middle Name: (empty)
 - *Last Name: Candidate
 - *Street Address (line 1): 123 Main Street
 - Address (line 2): (empty)
 - *City: Baltimore
 - *Place of Residence: (empty)
 - Country: United States
 - State/Province: Not Specified
 - *Zip/Postal Code: 21201
 - *Primary Number: Cellular Phone
 - Home Phone Number: (empty)
 - Work Phone Number: (empty)
 - Cellular Number: 410-555-1212
 - International Number: (empty)
 - *Email Address: taleo.test@umaryland.edu
 - Minimum Requirements:**
 - Minimum Salary: (empty)
 - 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.
- Buttons:** Save and Continue, Save as Draft

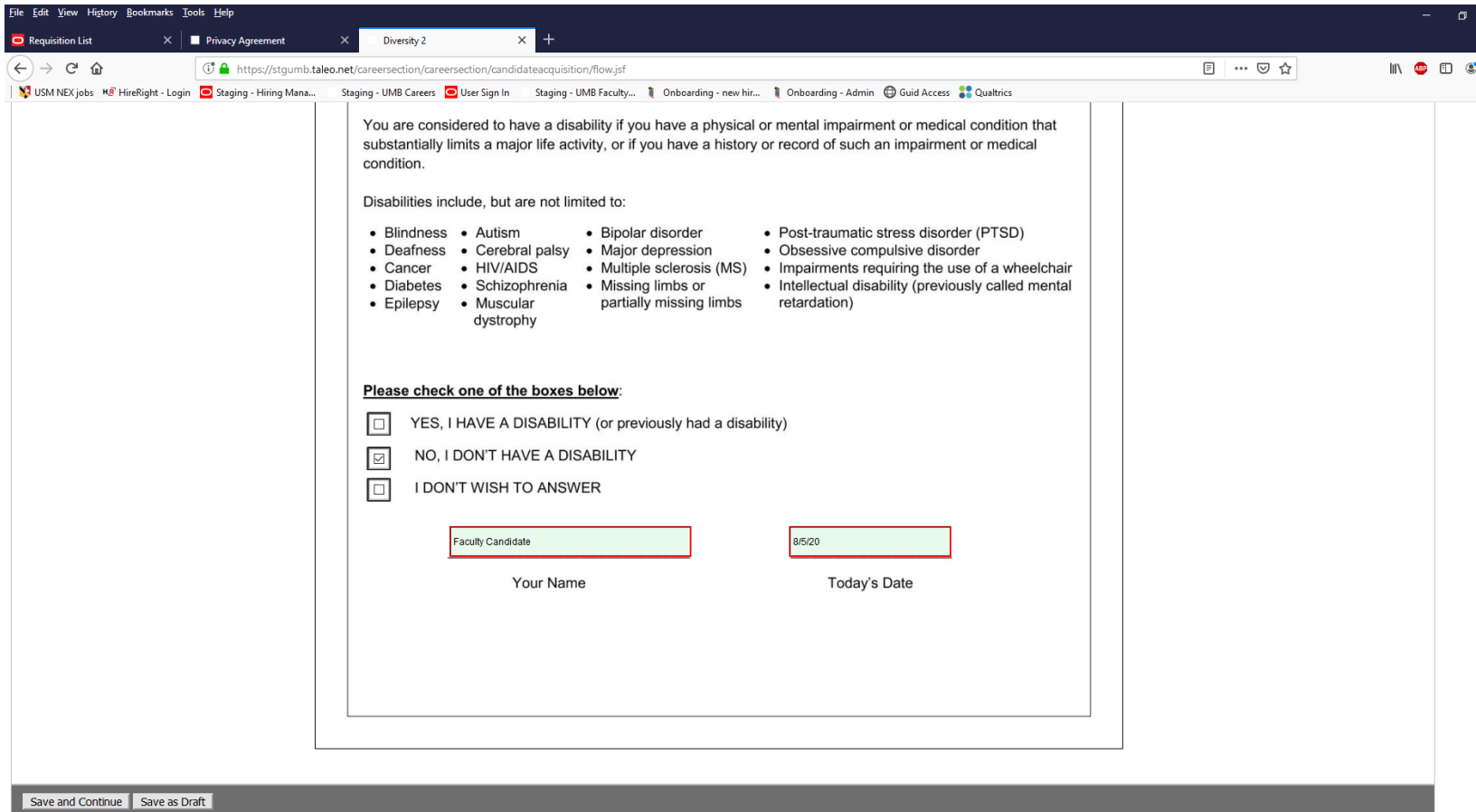


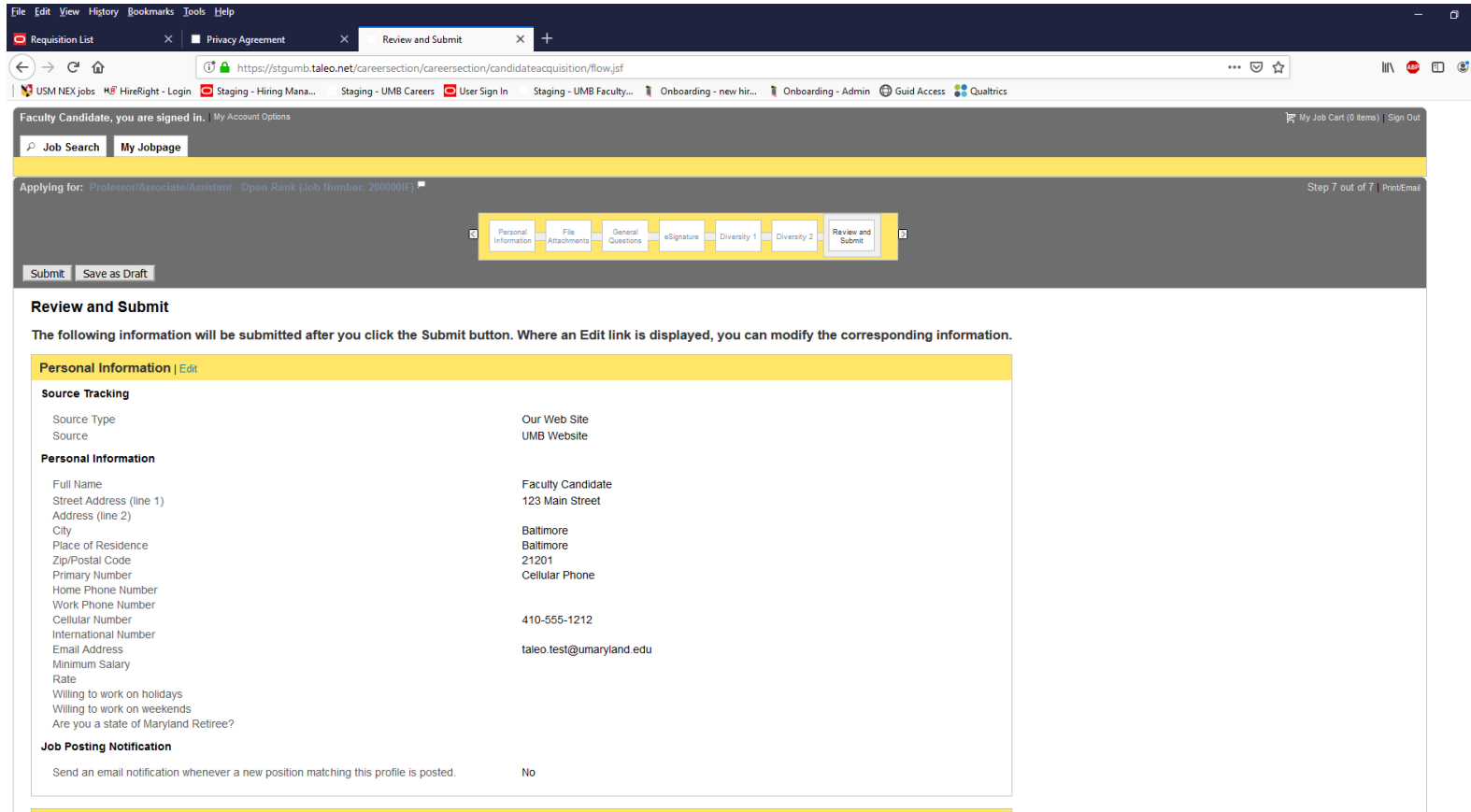


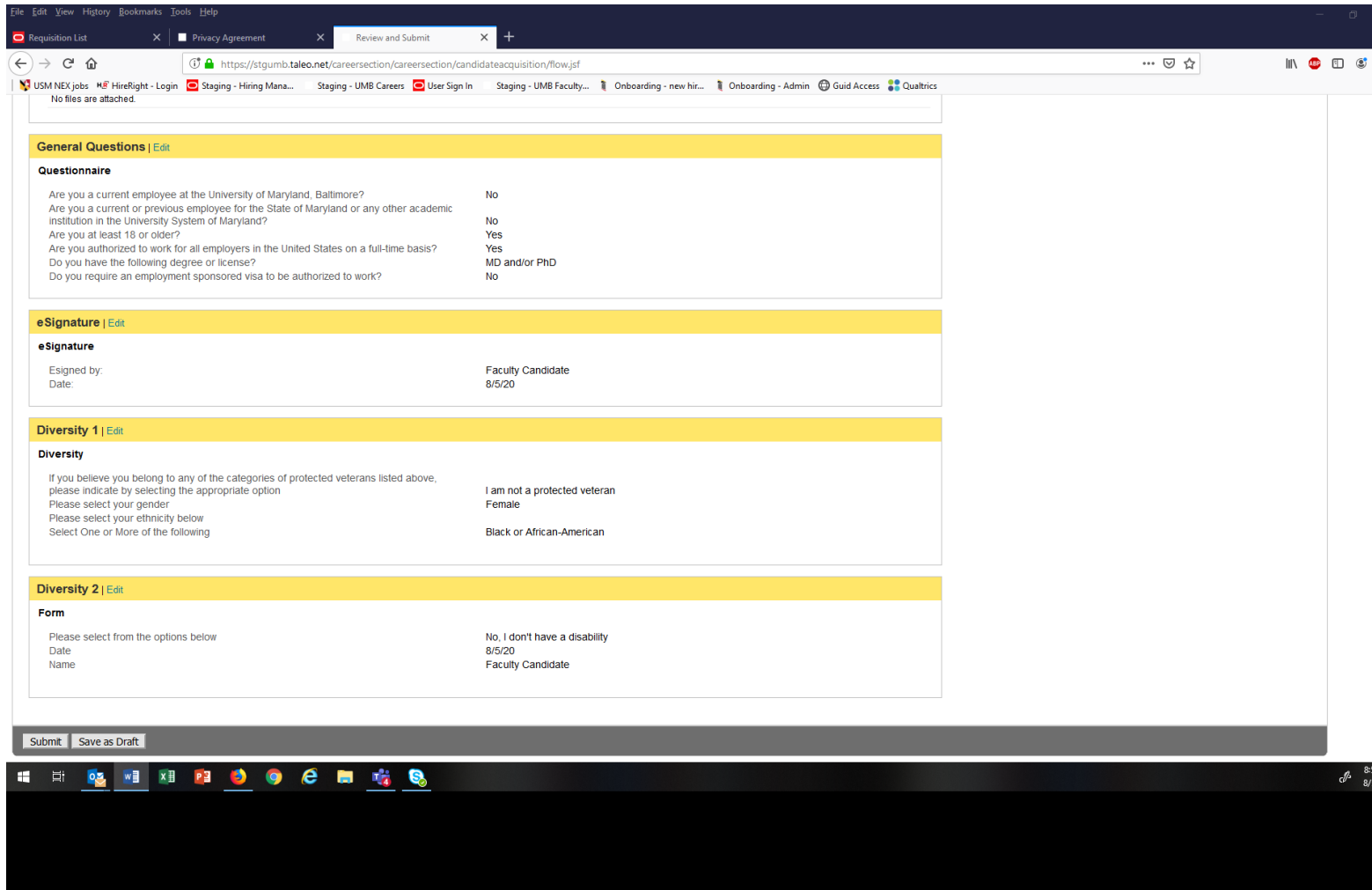


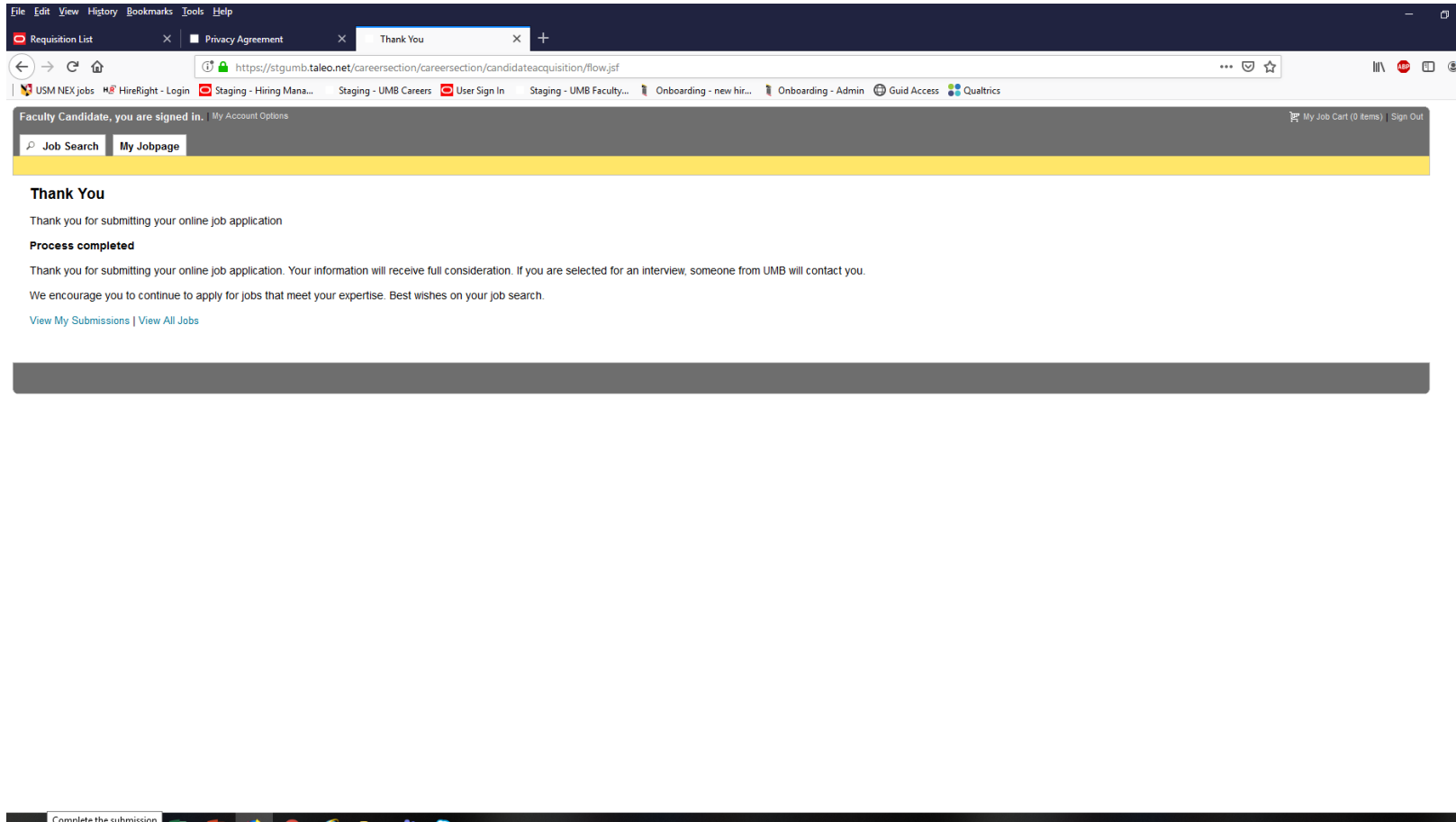




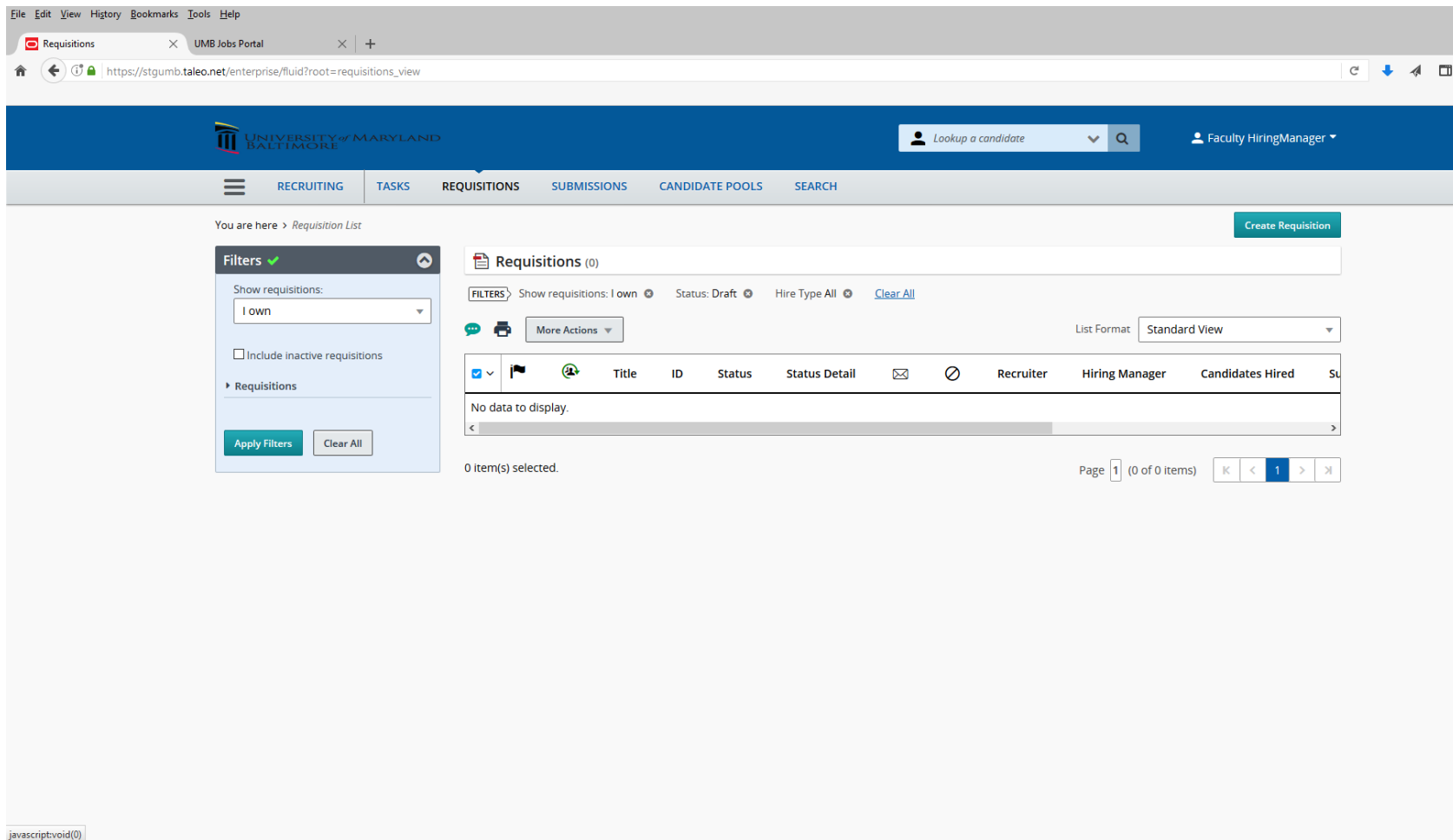






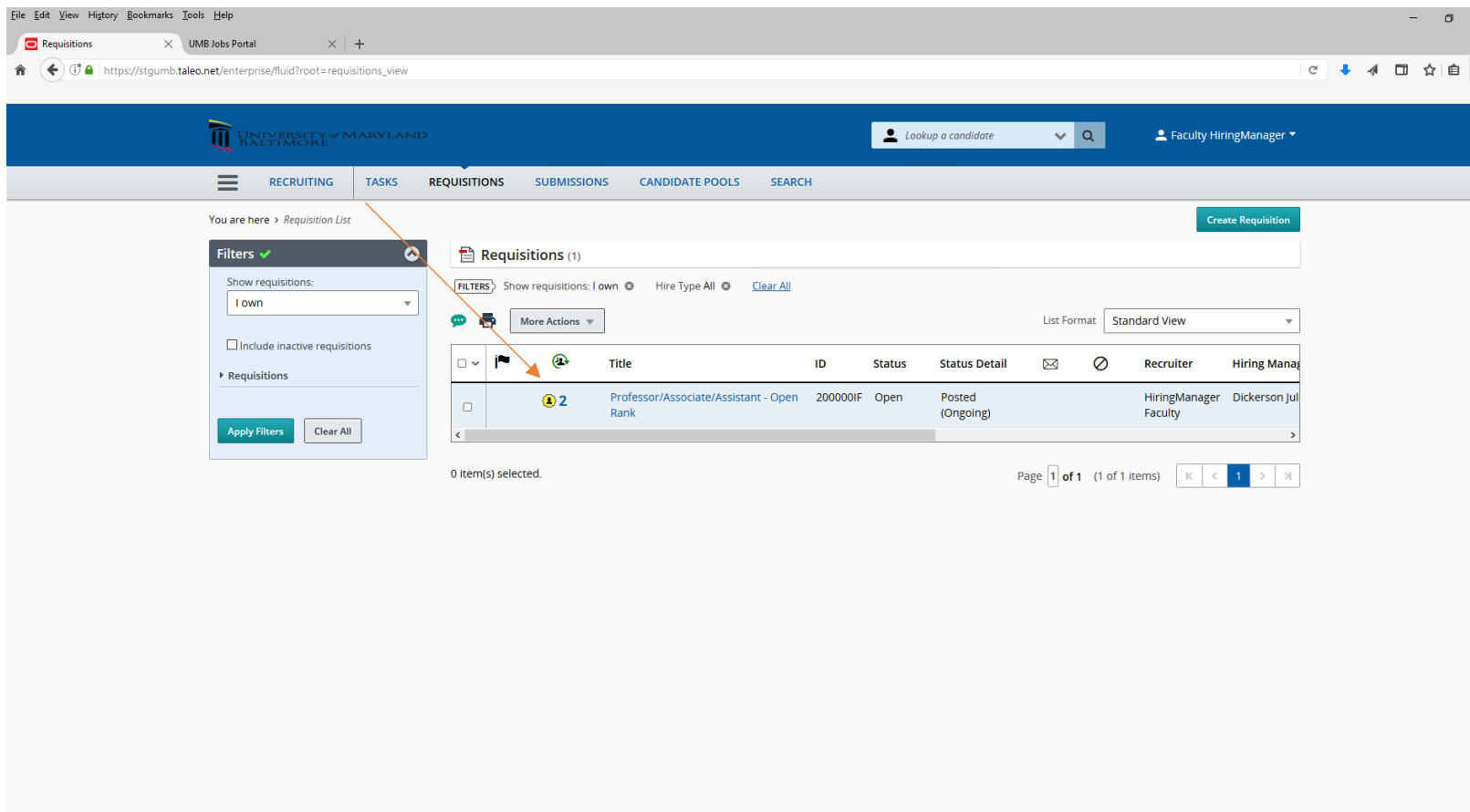


The last section of this guide will instruct on how to manage candidates.

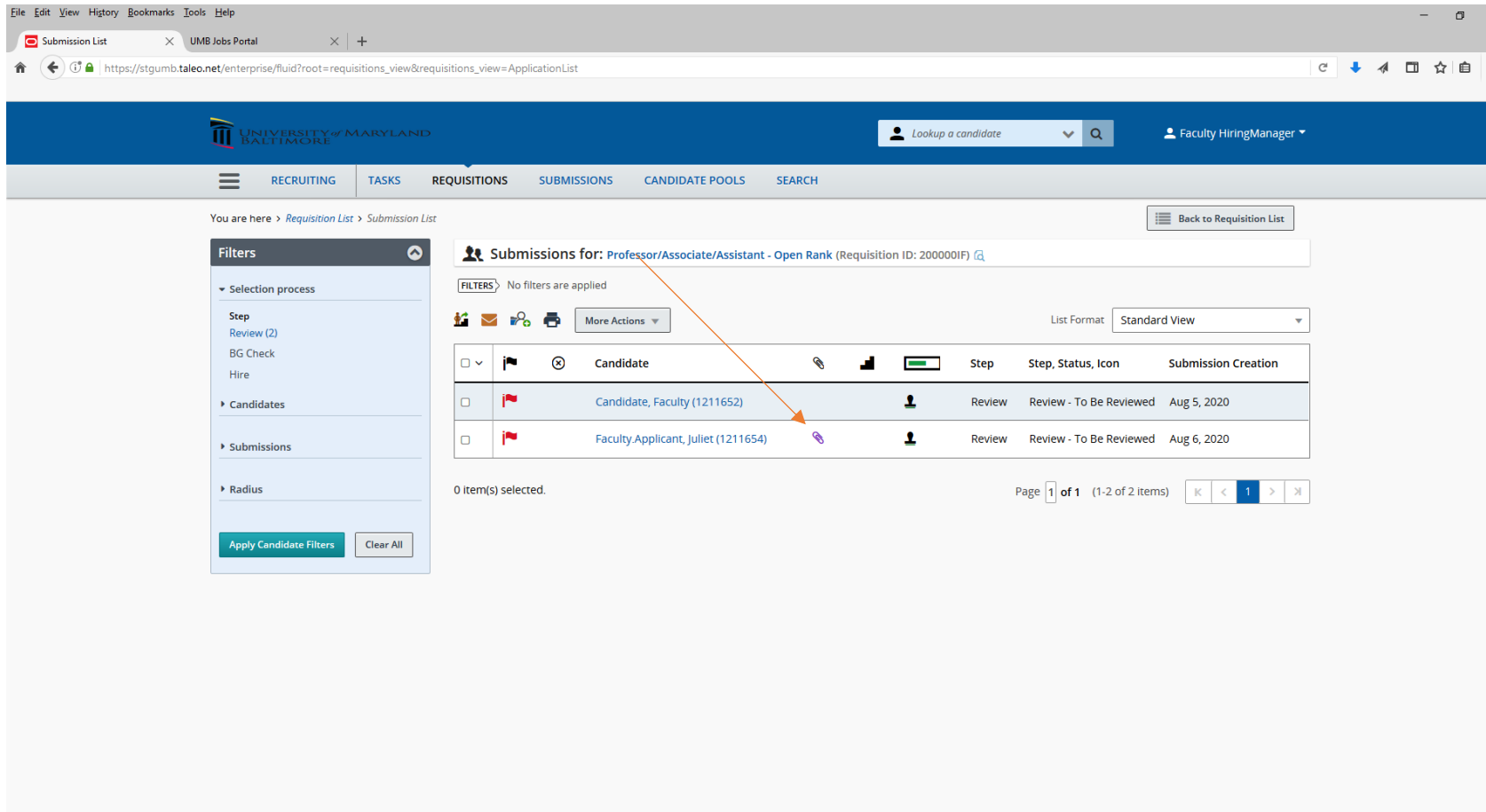


When you log into Taleo and select “Requisitions” you should see a list of your active requisitions. In Taleo, text in the color blue usually means it is a hyperlink. From here, we will hire someone, and disposition someone who was not hired.

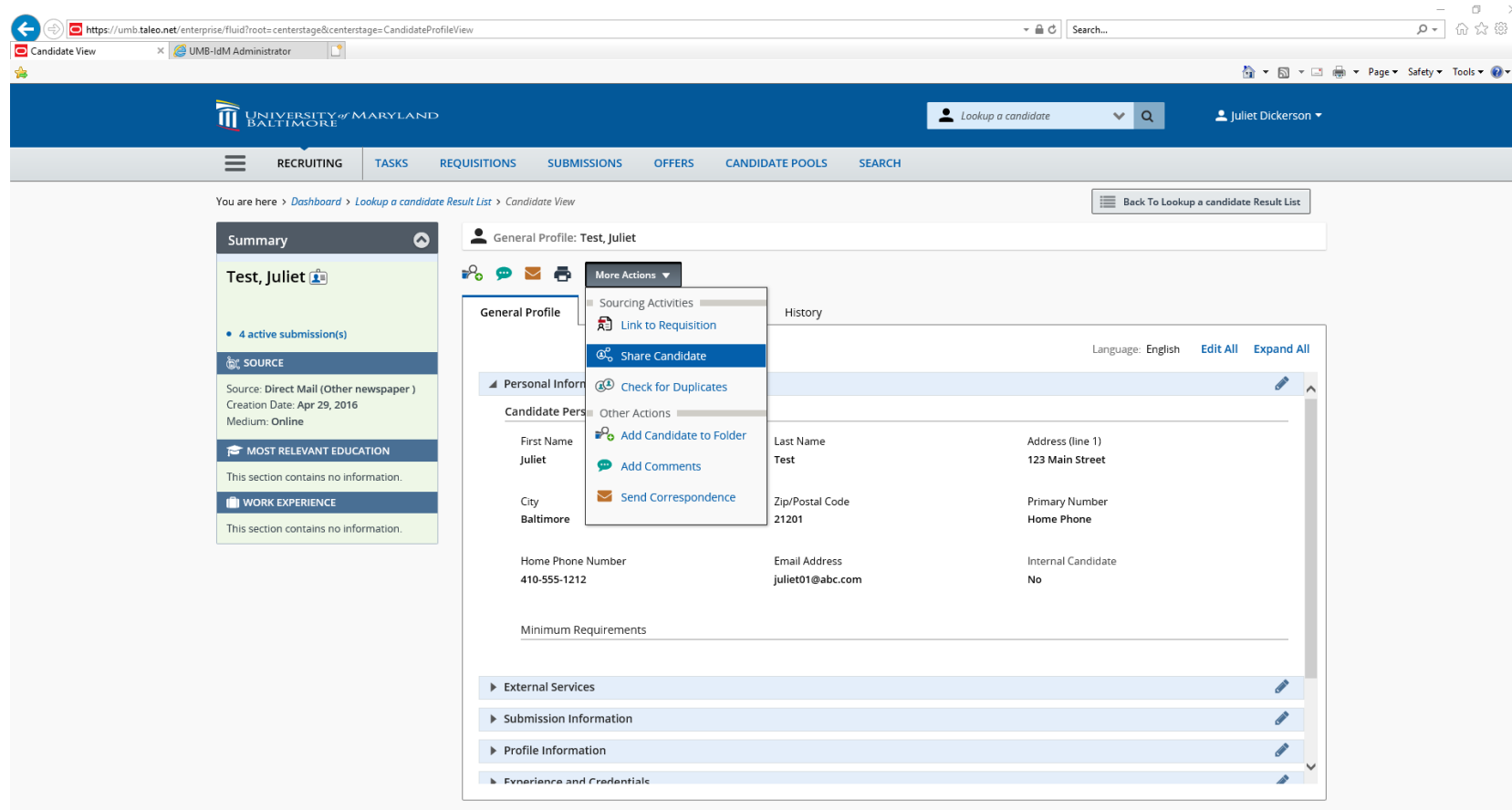
Start by selecting the number “2”. That number represents the number of applicants who have applied to the position. It can be “2” or “200”, but it will take you to the candidate list.



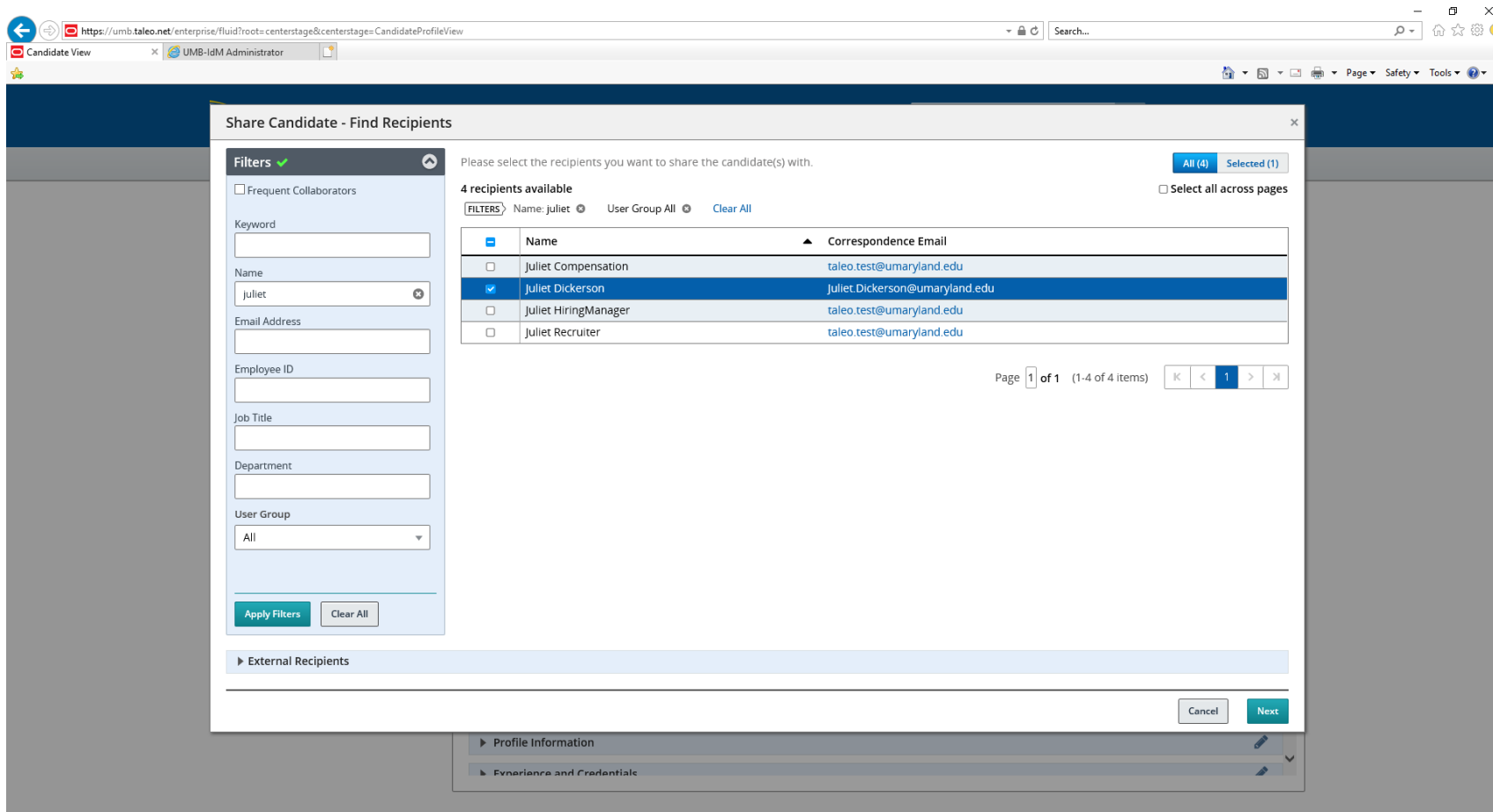
This is the candidate page for this particular requisition. Click on the name to open the profile and access the resume. You can also look at the resume from this screen by clicking on the paperclip,



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 logged in 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 currently contain no information.

The main content area shows the **General Profile** tab selected. The candidate's personal information is as follows:

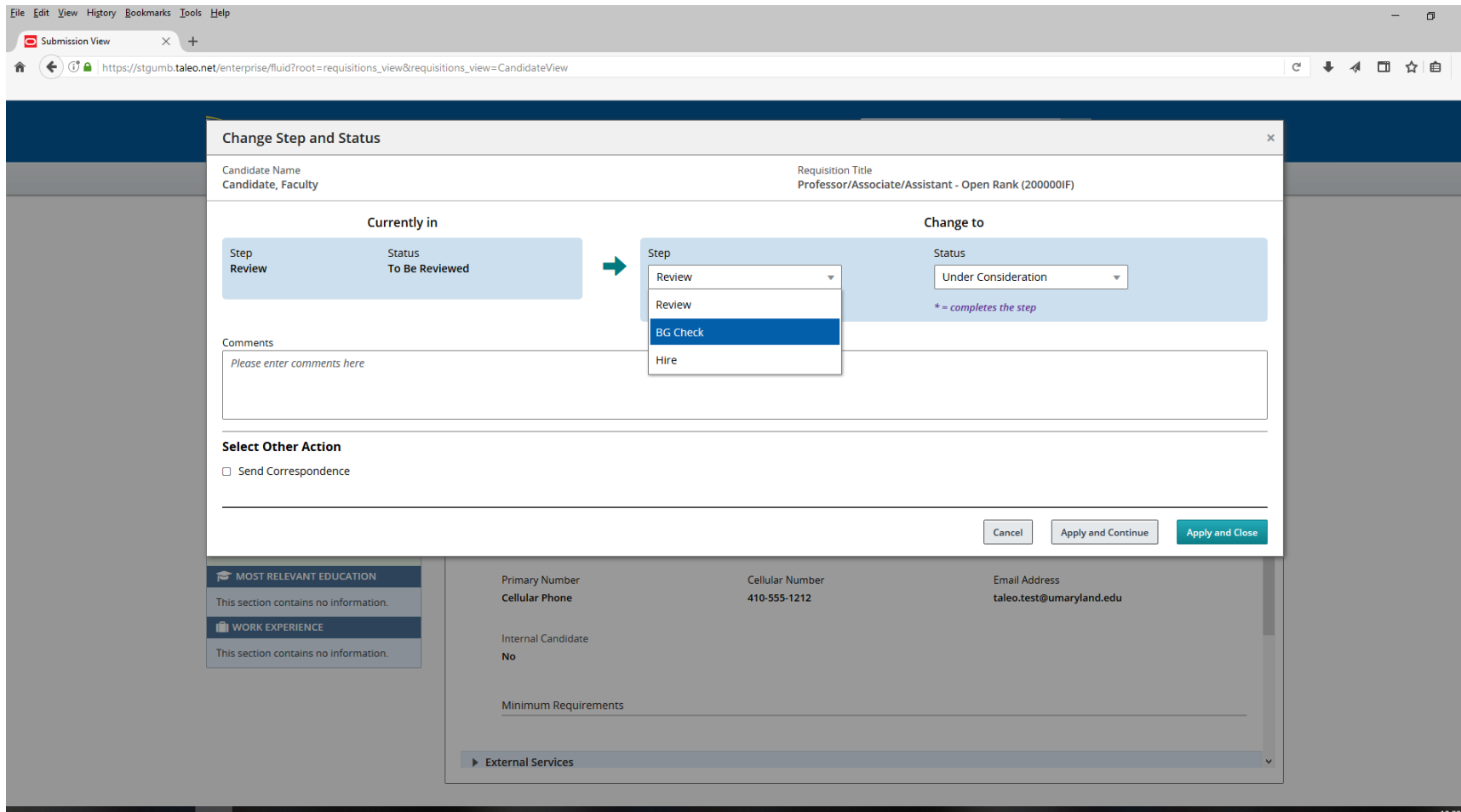
Candidate Personal Information		
First Name Juliet	Last Name Test	Address (line 1) 123 Main Street
City Baltimore	Zip/Postal Code 21201	Primary Number Home Phone
Home Phone Number 410-555-1212	Email Address juliet01@abc.com	Internal Candidate No

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

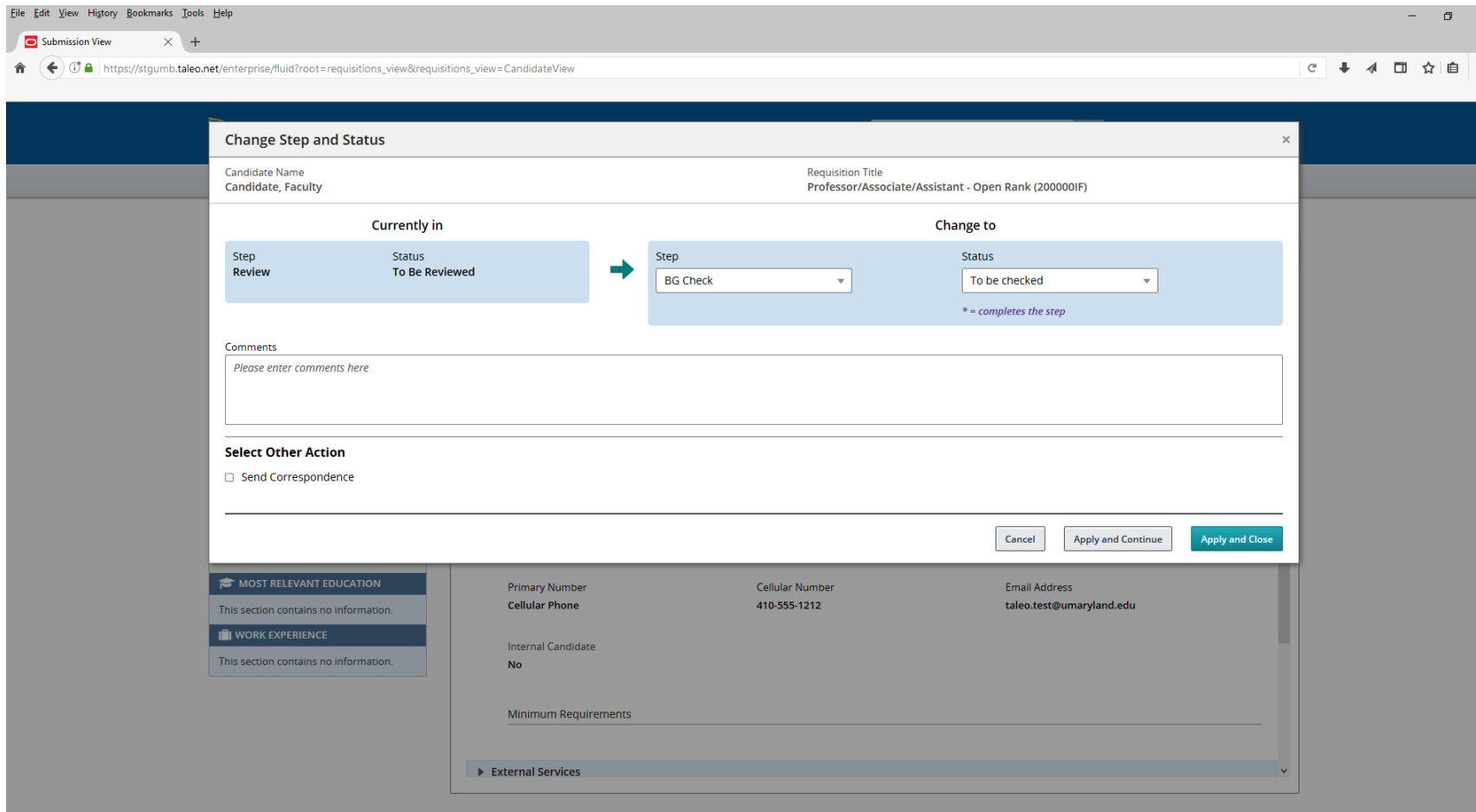
We are going to hire this candidate. Go to Change Step/Status” it’s the icon of the person walking up the stairs

The screenshot shows the 'Submission View' for a candidate in the Taleo Fluid Recruiting system. The breadcrumb trail indicates the user is in 'Requisition List > Submission List > Submission View'. The candidate's submission is for 'Candidate, Faculty for Professor/Associate/Assistant - Open Rank (ID: 200000IF)'. The 'Job Submission' section contains a 'Change Step/Status' icon, which is highlighted by a red arrow. Other icons for email, social media, and printing are also visible. The 'Personal Information' section is expanded, showing details such as First Name (Faculty), Last Name (Candidate), Address (123 Main Street), City (Baltimore), and Email Address (taleo.test@umaryland.edu). The 'Highlights' section shows 'Required met 0/0' and 'Assets met 0/0'. The 'Status' is 'To Be Reviewed' and the 'Date of Application' is 'Aug 5, 2020'.

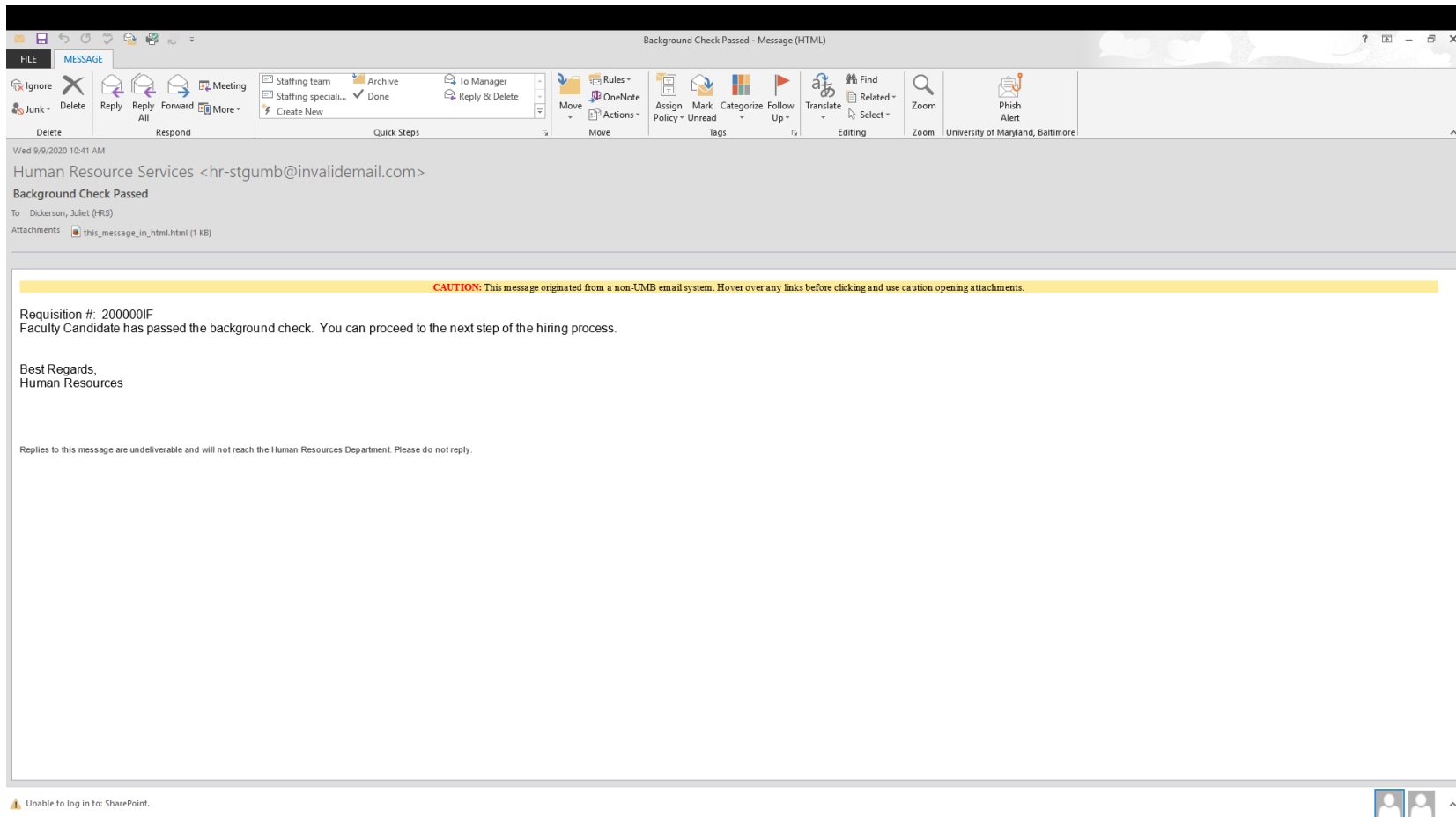
Select BG Check to initiate the background check.



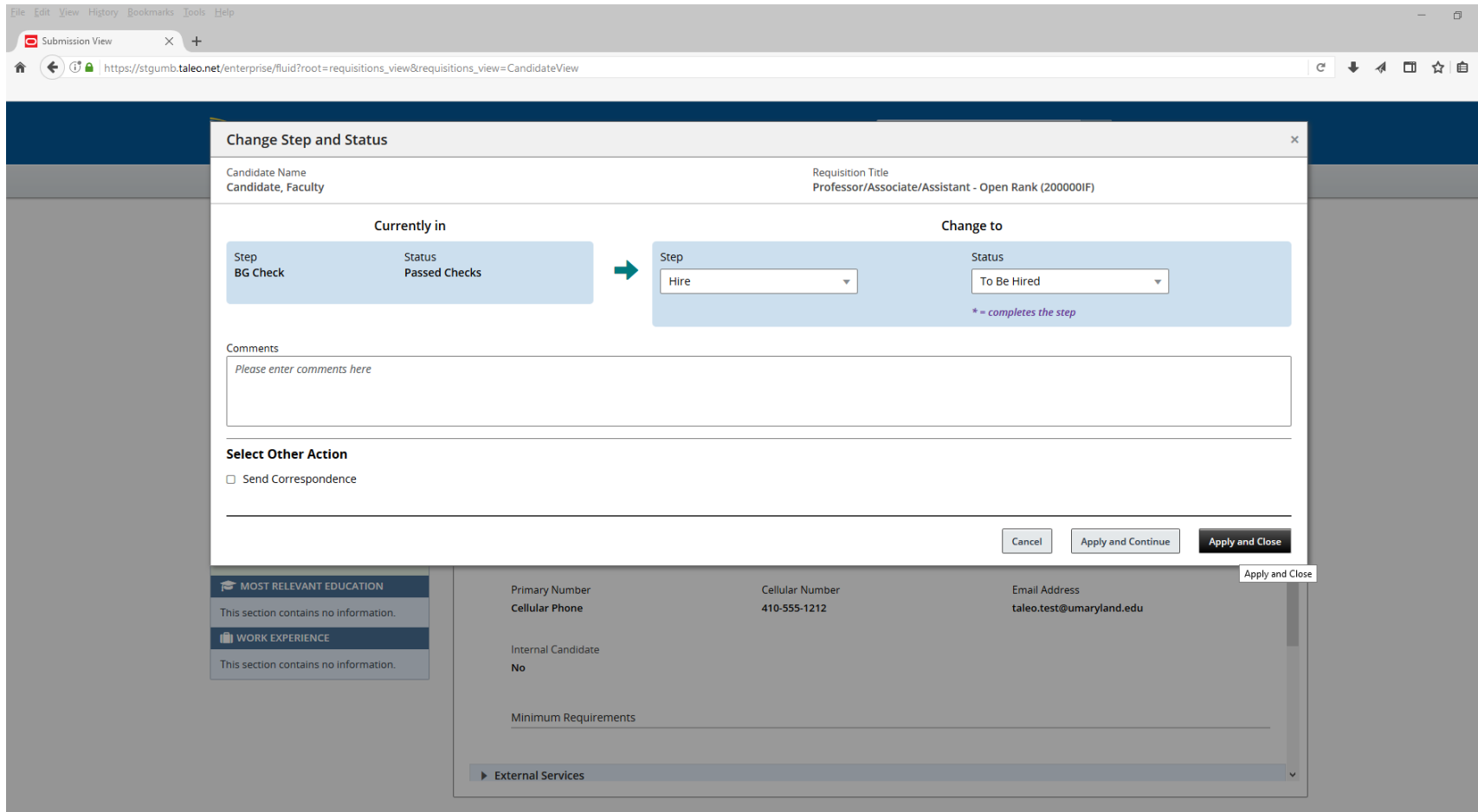
Once you save, it will revert to "To be checked" and HR is notified to begin processing the background check.



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.

Change Step and Status

Candidate Name: Candidate, Faculty Requisition Title: Professor/Associate/Assistant - Open Rank (200000IF)

Currently in **Change to**

Step: Hire Status: To Be Hired Step: Hire Status: Hired

Start Date: 9/9/20, 1:06 PM Comments: Please enter comments here

Buttons: Cancel, Apply and Continue, Apply and Close

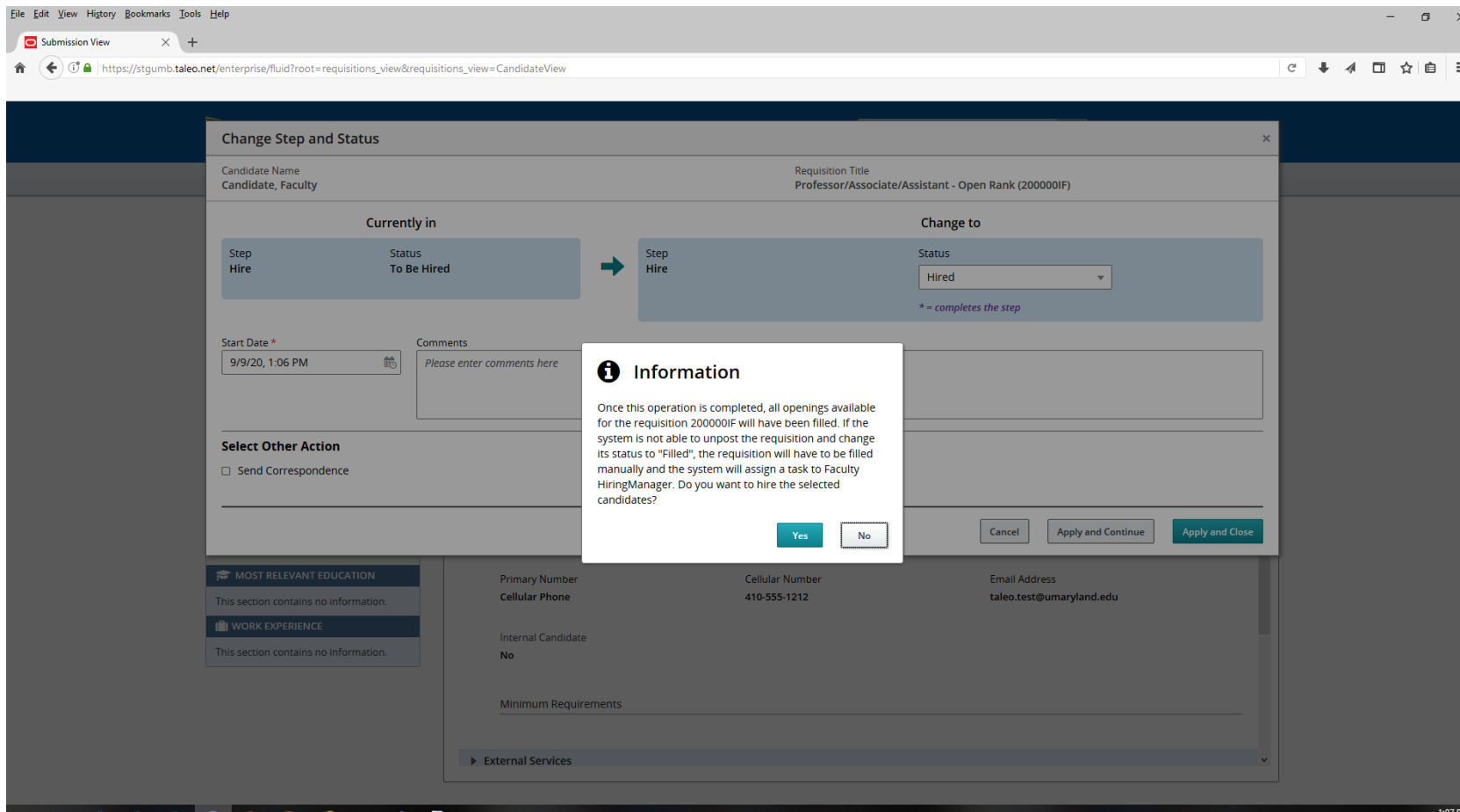
Primary Number: Cellular Phone Cellular Number: 410-555-1212 Email Address: taleo.test@umaryland.edu

Internal Candidate: No

Minimum Requirements

External Services

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 main content area shows a breadcrumb trail: You are here > ... > Submission View > Requisition View > Submission List. A 'Back to Requisition' button is visible in the top right of the main area.

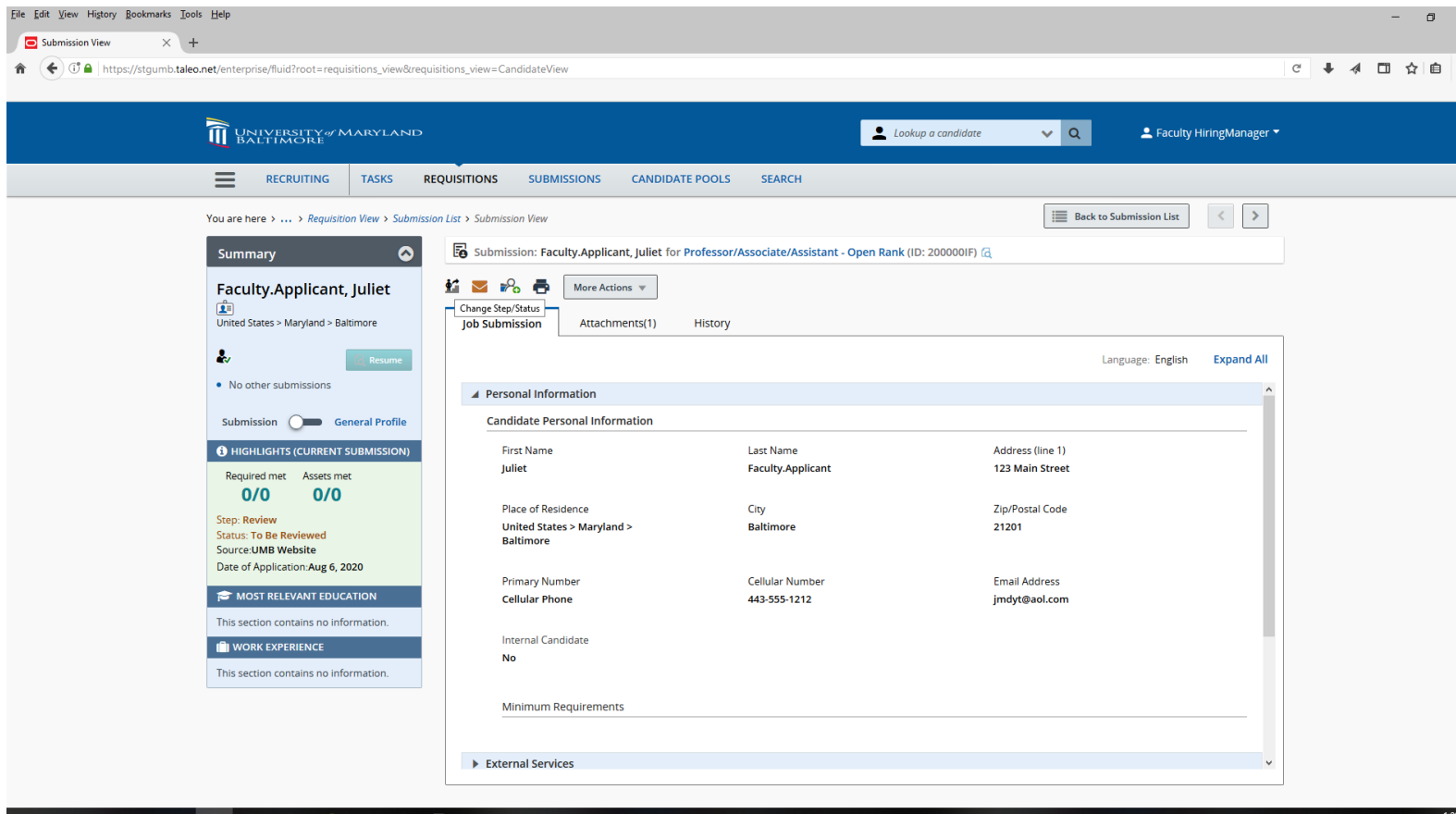
The central part of the interface is titled 'Submissions for: Professor/Associate/Assistant - Open Rank (Requisition ID: 200000IF)'. Below the title, there is a 'FILTERS' section indicating 'No filters are applied' and a 'More Actions' dropdown. A 'List Format' dropdown is set to 'Standard View'.

<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

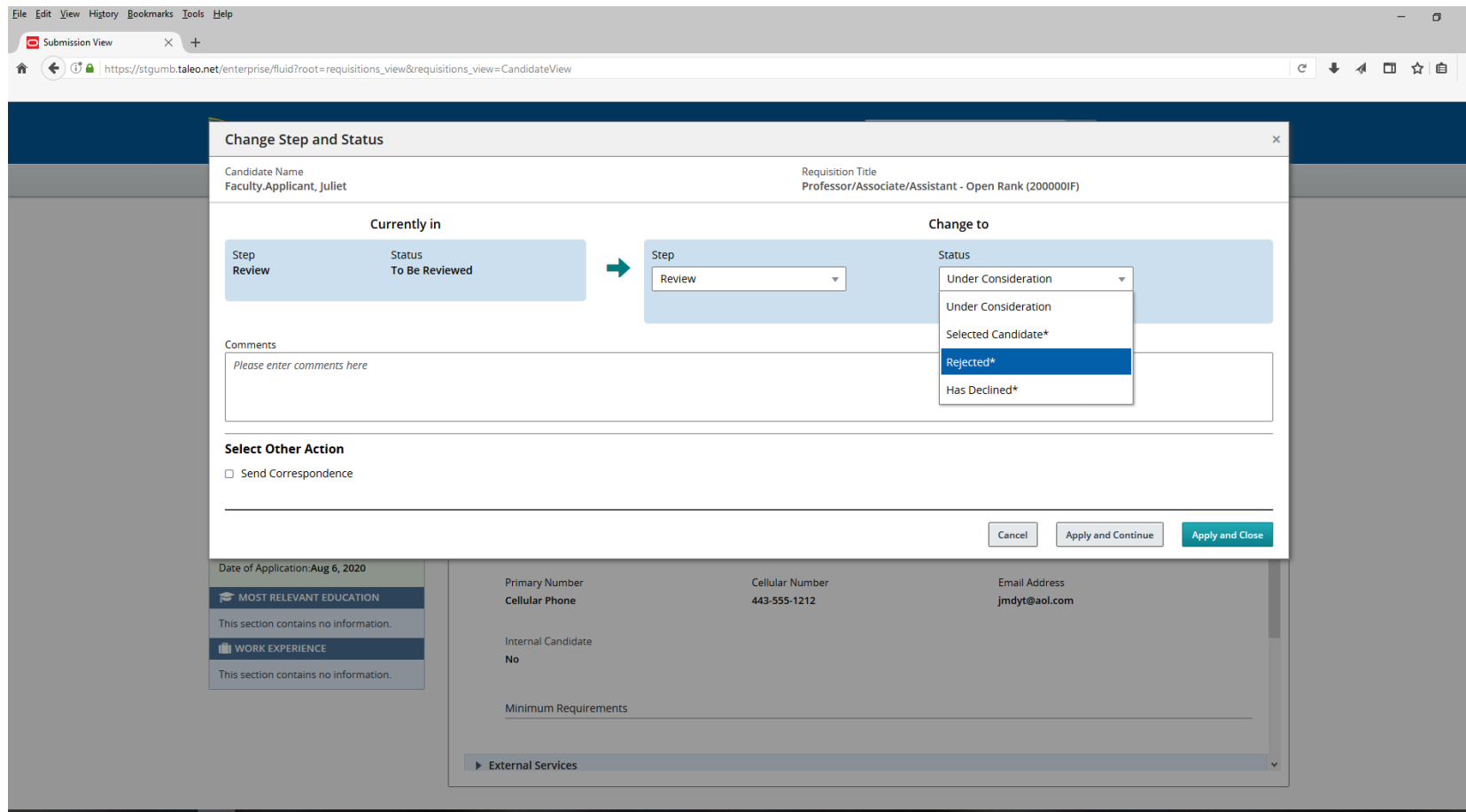
Below the table, it states '0 item(s) selected.' and a pagination control showing 'Page 1 of 1 (1-2 of 2 items)' with navigation arrows.

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

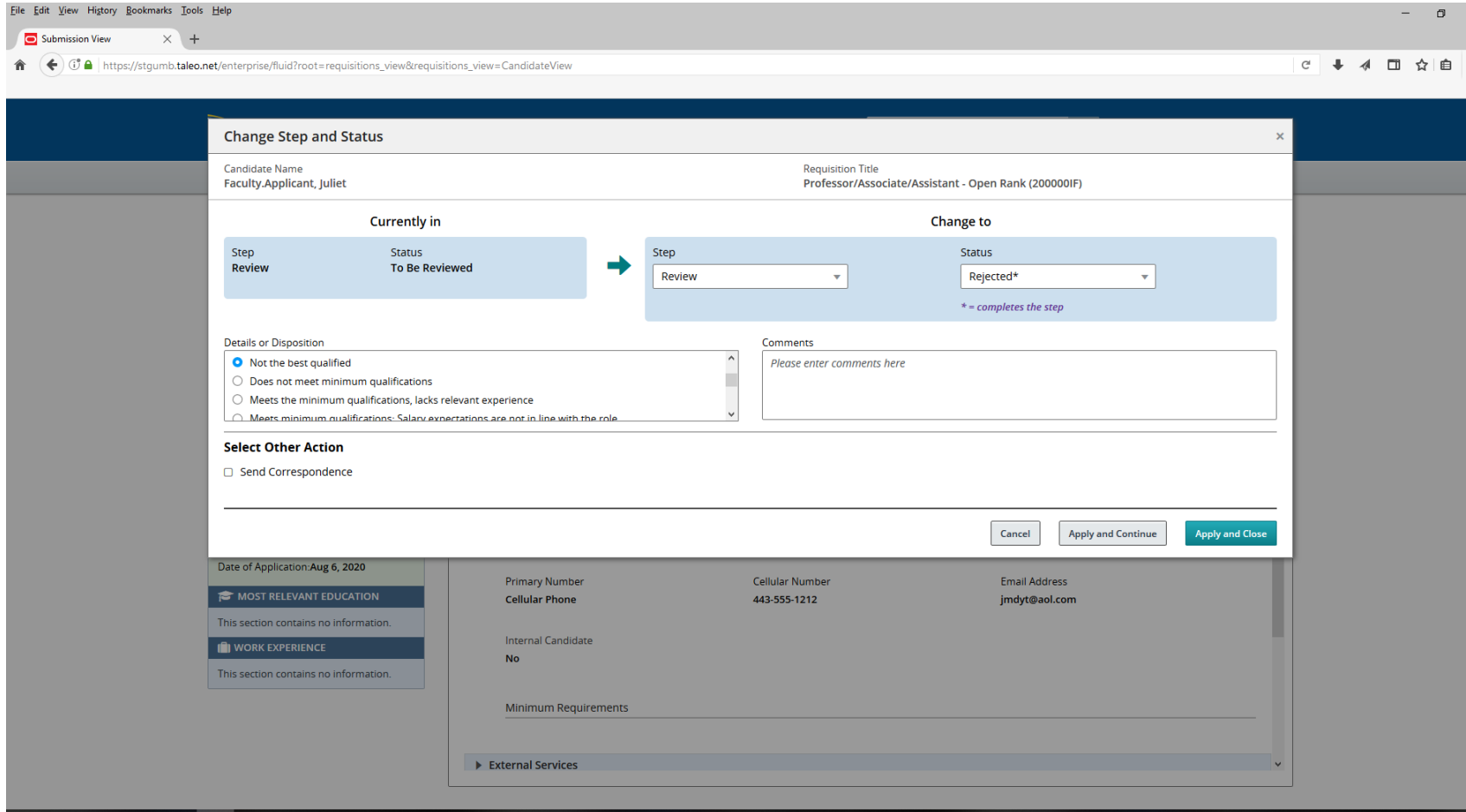
All candidates who are not being hired, must be dispositioned and rejected in the system through change step/status.



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 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 main content area shows a breadcrumb trail: "You are here > ... > Submission View > Requisition View > Submission List". A "Back to Requisition" button is visible in the top right of the main area.

The central part of the interface is titled "Submissions for: Professor/Associate/Assistant - Open Rank (Requisition ID: 2000001F)". Below this title, there are filter options and a "More Actions" button. A table lists the submissions:

<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

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

On the left side, there is a "Filters" panel with sections for "Selection process" (Step, Review (1), BG Check, Hire (1)), "Candidates", "Submissions", and "Radius". At the bottom of the filters panel are 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