

# Taleo User Guide: Managing Candidates and Preparing an Offer of Employment

**Step 1:** For **PC** users: Please use **Internet Explorer (IE) 7 or 8**.  
For **Mac** users: Please use **Firefox 4** for Mac OS X 10.4 and later.

Access Taleo via the Hiring at Macquarie website:  
[www.hr1.mq.edu.au/hiring/index.php](http://www.hr1.mq.edu.au/hiring/index.php)

**Step 2:** If a new user, you will be presented with a Legal Agreement – read the Conditions of Use and select **I agree**.



## Legal Agreement

You must agree to this legal agreement to continue.

### Conditions of Use:

- I will only use this system for recruitment action that I am authorised to create and manage.
- I understand that the information I will have access to is confidential and must not be shared or divulged to any unauthorised person.
- I will use only those Macquarie University Recruitment Systems for which I have been authorised.
- Macquarie University Recruitment Systems may only be used for the purposes for which they have been provided and not be used for other projects, games 'hobby computing', private or consulting work.
- Macquarie University Recruitment Systems must not be wasted or consumed by inappropriate or irresponsible use.
- I must not attempt to tamper with any Macquarie University Recruitment Systems in any way which might alter or impede its use by others.
- I must not harass others, including using computer facilities to send obscene, abusive, fraudulent, threatening or unnecessarily repetitive messages.
- I will take every reasonable precaution to ensure that passwords, accounts and data are adequately secured.
- Any computer account allocated to me is for my exclusive use. I will not allow another person to use it.



**Step 3:** Enter your assigned User Name (mq followed by your staff number), Password and then click the **Sign In** button.



## User Sign In

To access the application, please sign in.

Mandatory fields are marked with a red square.

Select a language

Remember my selection

User Name


mq20109999

Password

.....

[Forgot your password?](#)

**Step 4:** Enter in a secret question and answer (in case you ever forget your password).



## Security Question

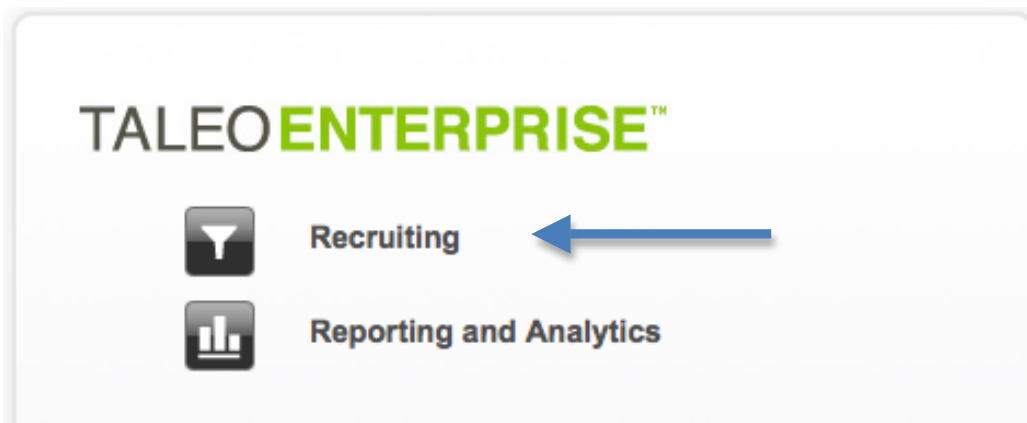
You must type a security question and provide its answer. This information will help us identify you if you forget your password and need to change it. The answer must contain at least 3 characters.

Question  
What is my pet's name?

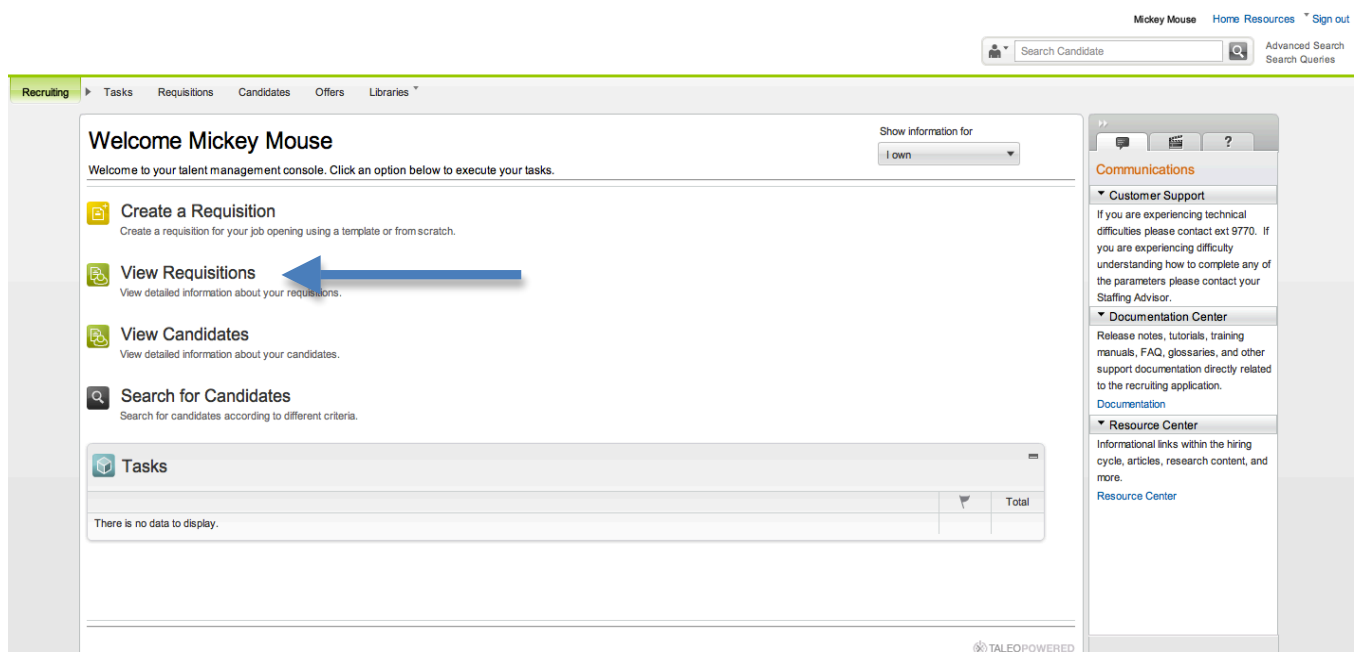
Answer  
Pluto

OK Sign out

**Step 5:** Select the **Recruiting** module.



**Step 6:** On the Welcome Page, select the link: **View Requisitions**.



Recruiting > Tasks Requisitions Candidates Offers Libraries

Welcome Mickey Mouse

Welcome to your talent management console. Click an option below to execute your tasks.

- Create a Requisition
- View Requisitions**
- View Candidates
- Search for Candidates

Tasks

There is no data to display.

TALEOPOWERED

**Step 7:** You will be presented with a list of requisitions that you own or collaborate on. Click on the **number next to the relevant requisition**. This number indicates how many candidates have applied for the requisition.

|   | Title                           | ID    | Recruiter            | Status | Status Detail        |
|---|---------------------------------|-------|----------------------|--------|----------------------|
| 2 | Coursework Studies Officer      | 003YO | Katherine Staffingax | Open   | Posted (26/11/11, 12 |
| 8 | Lecturer in Ancient History     | 00AGX | Phil Dartnell        | Open   | Posted (31/12/10, 1  |
| 0 | Lecturer in Philosophy          | 00AGW | Simon Iderman        | Open   | Posted (25/11/11, 11 |
| 0 | TEST ONLY - Lecturer in Physics | 009ZN | mq ACE               | Open   | Posted (15/11/10, 1  |

**Step 8:** Next you will be presented with the **Candidate List**. Note the following features on this page:

- Selection Workflow Box** – giving a quick view of the number of candidates at each step of the selection process
- Red Flag Icon** – indicates a candidate file requiring attention (i.e. a new candidate at the beginning of the selection process)
- Gold Star Icon** – indicates an ACE candidate, which is simply a candidate that has met minimum requirements when responding to the prescreening questions
- Blue House Icon** – indicates that this candidate is an internal candidate (i.e. works at Macquarie University)
- Assets, Requirements Column** – displays how many assets and requirements have been met by the candidate (if you have stipulated assets and requirements in your prescreening questions)

| Candidate                 | Selection Step, S                  | Assets, Requirem | Interview | Next Action       | Submission |
|---------------------------|------------------------------------|------------------|-----------|-------------------|------------|
| Boop, Betty (13100)       | New - Application rec... 1/2 - 1/3 |                  |           | Progress to ne... | 27/10/2010 |
| Bunny, Bugs (13081)       | New - Application rec... 1/2 - 2/3 |                  |           | Progress to ne... | 27/10/2010 |
| Duck, Donald (12980)      | New - Application rec... 2/2 - 3/3 |                  |           | Progress to ne... | 26/10/2010 |
| Flintstone, Fred (13040)  | New - Application rec... 1/2 - 1/3 |                  |           | Progress to ne... | 26/10/2010 |
| Jetson, Jane (13080)      | New - Application rec... 2/2 - 2/3 |                  |           | Progress to ne... | 27/10/2010 |
| Pig, Porky (13020)        | New - Application rec... 2/2 - 3/3 |                  |           | Progress to ne... | 26/10/2010 |
| Rabbit, Roger (13000)     | New - Application rec... 0/2 - 2/3 |                  |           | Progress to ne... | 26/10/2010 |
| Woodpecker, Woody (13082) | New - Application rec... 2/2 - 3/3 |                  |           | Progress to ne... | 27/10/2010 |

a) Selection Workflow Box  
b) Red Flag Icon  
c) Gold Star Icon  
d) Blue House Icon  
e) Assets, Requirements Column

**Step 9:** Click on the **star at the top of the ACE Candidate column** to move all the ACE candidates to the top of the list.

Candidates for job:  
Lecturer in Ancient History (00AGX)

| Candidate                 | Selection Step, Status                 | Assets, Requirem | Interview | Next Action        | Submission Updated |
|---------------------------|--|------------------|-----------|--------------------|--------------------|
| Woodpecker, Woody (13082) | New - Application rec... 2 / 2 - 3 / 3 |                  |           | Progress to nex... | 27/10/2010         |
| Pig, Porky (13020)        | New - Application rec... 2 / 2 - 3 / 3 |                  |           | Progress to nex... | 26/10/2010         |
| Duck, Donald (12980)      | New - Application rec... 2 / 2 - 3 / 3 |                  |           | Progress to nex... | 26/10/2010         |
| Bunny, Bugs (13081)       | New - Application rec... 1 / 2 - 2 / 3 |                  |           | Progress to nex... | 2/11/2010          |
| Boop, Betty (13100)       | New - Application rec... 1 / 2 - 1 / 3 |                  |           | Progress to nex... | 27/10/2010         |
| Jetson, Jane (13080)      | New - Application rec... 2 / 2 - 2 / 3 |                  |           | Progress to nex... | 27/10/2010         |
| Rabbit, Roger (13000)     | New - Application rec... 0 / 2 - 2 / 3 |                  |           | Progress to nex... | 26/10/2010         |
| Flintstone, Fred (13040)  | New - Application rec... 1 / 2 - 1 / 3 |                  |           | Prooress to nex... | 26/10/2010         |

**Step 10:** At this stage, each collaborator (selection panel member) will need to view the Job Submission and Resume for each candidate.

Click on the **name of the first candidate**.

Candidates for job:  
Lecturer in Ancient History (00AGX)

| Candidate                 | Selection Step, Status                 | Assets, Requirem | Interview | Next Action        | Submission Updated |
|---------------------------|--|------------------|-----------|--------------------|--------------------|
| Woodpecker, Woody (13082) | New - Application rec... 2 / 2 - 3 / 3 |                  |           | Progress to nex... | 27/10/2010         |
| Pig, Porky (13020)        | New - Application rec... 2 / 2 - 3 / 3 |                  |           | Progress to nex... | 26/10/2010         |
| Duck, Donald (12980)      | New - Application rec... 2 / 2 - 3 / 3 |                  |           | Progress to nex... | 26/10/2010         |
| Bunny, Bugs (13081)       | New - Application rec... 1 / 2 - 2 / 3 |                  |           | Progress to nex... | 2/11/2010          |
| Boop, Betty (13100)       | New - Application rec... 1 / 2 - 1 / 3 |                  |           | Progress to nex... | 27/10/2010         |
| Jetson, Jane (13080)      | New - Application rec... 2 / 2 - 2 / 3 |                  |           | Progress to nex... | 27/10/2010         |
| Rabbit, Roger (13000)     | New - Application rec... 0 / 2 - 2 / 3 |                  |           | Progress to nex... | 26/10/2010         |
| Flintstone, Fred (13040)  | New - Application rec... 1 / 2 - 1 / 3 |                  |           | Prooress to nex... | 26/10/2010         |

**Step 11:** Now you will be taken directly to the **Job Submission Tab**.

Woodpecker, Woody applied for job:  
Lecturer in Ancient History (00AGX)

8 out of 8 candidates

Job Submission | Attachments | Tasks | Offers | Offer Approvals | Referral | History

Edit

The information has been provided by the candidate on November 8, 2010.

1. Candidate Personal Information

Candidate Personal Information

|                    |                                    |           |            |
|--------------------|------------------------------------|-----------|------------|
| Title              | Mr                                 | Last Name | Woodpecker |
| First Name         | Woody                              |           |            |
| Address (line 2)   | 88 Bird Parade                     |           |            |
| City               | Squawkfield                        |           |            |
| Place of Residence | Australia > Queensland > Mount Isa |           |            |

Other Submissions: Active (1), Inactive (0)

Language: English

Creation Date: 27/10/10

Medium: Online

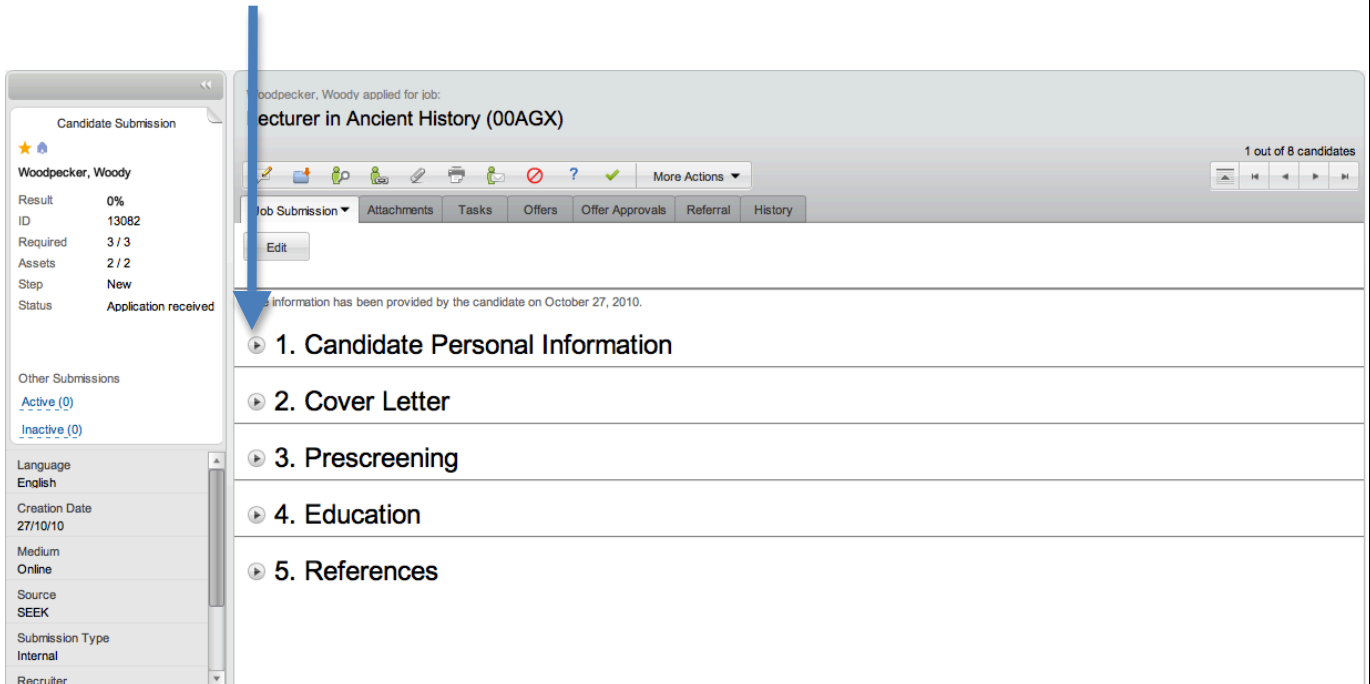
Source: SEEK

Submission Type:

**Step 12:** You will be presented with the candidate's **Job Submission** (application form). It contains 5 parts:

- a) **Candidate Personal Information**
- b) **Cover Letter**
- c) **Prescreening** – containing answers to the selection criteria
- d) **Education** – qualifications attained by the candidate
- e) **References**

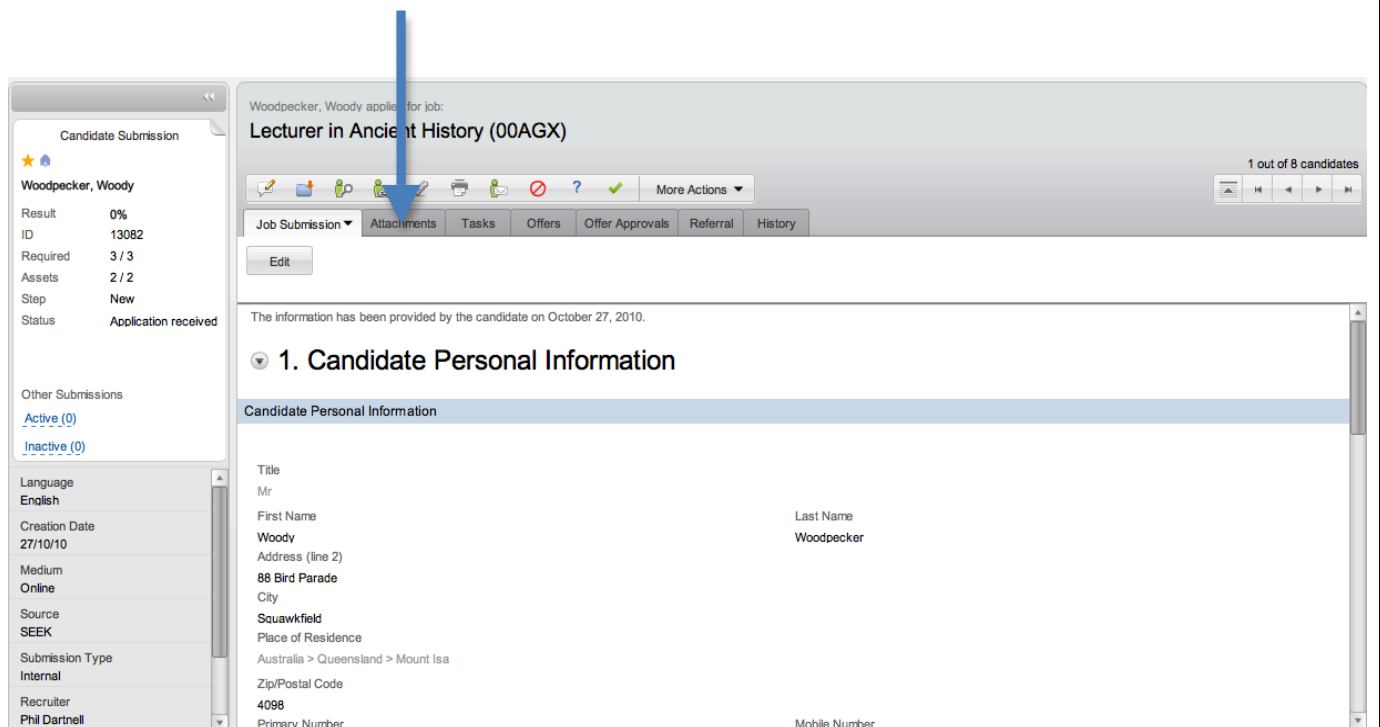
Click on the **arrow** to open up and display the responses to each section.



The screenshot shows a web interface for a candidate submission. On the left is a sidebar with candidate details for 'Woodpecker, Woody', including result (0%), ID (13082), and status (Application received). The main area displays the job title 'Lecturer in Ancient History (00AGX)' and a list of five sections, each with a right-pointing arrow: 1. Candidate Personal Information, 2. Cover Letter, 3. Prescreening, 4. Education, and 5. References. A blue arrow points to the first arrow in the list.

**Step 13:** Next you may view the candidate's **Resume and Other Attachments**.

Click on the **Attachments Tab**.



The screenshot shows the same interface as Step 12, but with the 'Attachments' tab selected. The 'Candidate Personal Information' section is expanded, showing fields for Title (Mr), First Name (Woody), Last Name (Woodpecker), Address (88 Bird Parade), City (Squawkfield), Place of Residence (Australia > Queensland > Mount Isa), Zip/Postal Code (4098), and Mobile Number. A blue arrow points to the 'Attachments' tab in the navigation bar.

**Step 14:** Click on the **File Name** to view the **Resume or Other Attachments** submitted by the candidate.

When finished viewing, click on the **Move Up** button to return to the Candidate List.

Woodpecker, Woody applied for job:  
**Lecturer in Ancient History (00AGX)**

1 out of 8 candidates

Job Submission Attachments Tasks Offers Offer Approvals Referral History

Job-specific Attachments

| File Name   | Converted File | Date                   | Size  | Comments | Visible by              | Type       | Attached by |
|-------------|----------------|------------------------|-------|----------|-------------------------|------------|-------------|
| Resume.docx |                | 27/10/2010, 7:08:54 PM | 22 kb |          | Recruiter and Candidate | Submission |             |

Other Attachments

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

**Step 15: Moving Candidates through the Candidate Selection Workflow (CSW)**

After all panel members have reviewed the Job Submissions and met to decide which candidates they would like to shortlist for an interview, the **Hiring Manager (or Hiring Manager Assistant)** can commence moving the candidates through the CSW.

There are 7 steps that make up the CSW:

- |   |   |
|---|---|
| <p>1. <b>New</b></p> <p>2. <b>Shortlist</b></p> <p>3. <b>1<sup>st</sup> Interview</b></p> <p>4. <b>Selection Committee Decision</b></p> | <p>5. <b>Reference Checks</b></p> <p>6. <b>Offer</b></p> <p>7. <b>Hired</b></p> |
|---|---|

To begin, ensure you are on the **Candidate List** page as shown below:

Candidates for job:  
**Lecturer in Ancient History (00AGX)**

Selection Workflow

Step All

New (8)

Shortlist (0)

1st Interview (0)

Selection Committee Decision (0)

Reference Checks (0)

Offer (0)

Quick Filters

Candidates

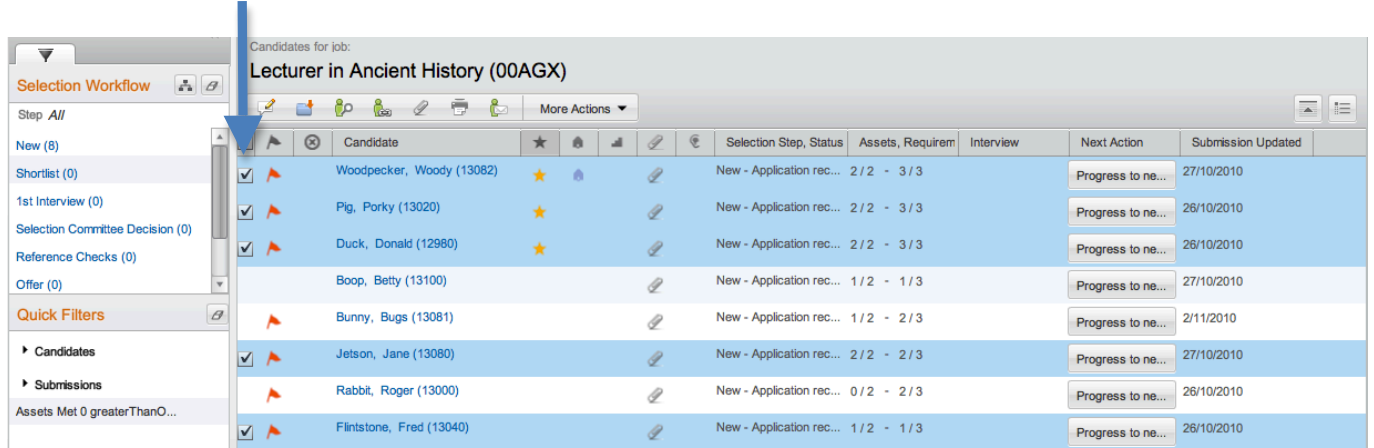
Submissions

Assets Met 0 greaterThanO...

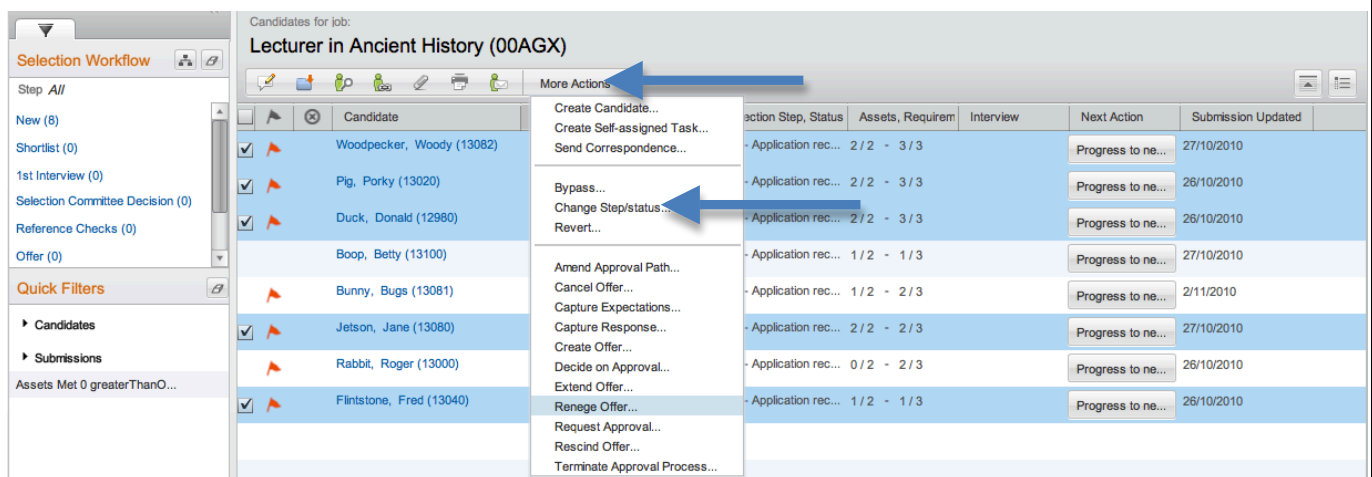
| Candidate                 | Selection Step, Status   | Assets, Requirement | Interview | Next Action        | Submission Updated |
|---------------------------|--------------------------|---------------------|-----------|--------------------|--------------------|
| Woodpecker, Woody (13082) | New - Application rec... | 2 / 2 - 3 / 3       |           | Progress to nex... | 27/10/2010         |
| Pig, Porky (13020)        | New - Application rec... | 2 / 2 - 3 / 3       |           | Progress to nex... | 26/10/2010         |
| Duck, Donald (12980)      | New - Application rec... | 2 / 2 - 3 / 3       |           | Progress to nex... | 26/10/2010         |
| Bunny, Bugs (13081)       | New - Application rec... | 1 / 2 - 2 / 3       |           | Progress to nex... | 2/11/2010          |
| Boop, Betty (13100)       | New - Application rec... | 1 / 2 - 1 / 3       |           | Progress to nex... | 27/10/2010         |
| Jetson, Jane (13080)      | New - Application rec... | 2 / 2 - 2 / 3       |           | Progress to nex... | 27/10/2010         |
| Rabbit, Roger (13000)     | New - Application rec... | 0 / 2 - 2 / 3       |           | Progress to nex... | 26/10/2010         |
| Flintstone, Fred (13040)  | New - Application rec... | 1 / 2 - 1 / 3       |           | Progress to nex... | 26/10/2010         |

**Step 16: Successful Candidates** - In the left column, **tick all the successful candidates** on the list which you would like to move from the **New** step to the **Shortlist** step.

In this example, we will move 5 of the 8 candidates to the Shortlist step. A tick box will appear and the row will be highlighted.



**Step 17:** Now click on the **More Actions Tab** followed by the option in the drop-down menu called **Change Step/Status**.



**Step 18:** A pop-up window will appear – click on **Application Reviewed** and change to **Progress to Next Step**. Then click on **Save and Continue**.



**Step 19:** A second pop-up window will appear stating that the 5 candidates have reached the Shortlist step. Just click on **Save and Close**.

Change Step and Status

Current Step: New | Current Status: Progress to next step

Information

New Step: Shortlist

New Status: Phone screen

Reaching a status marked with an asterisk (\*) completes the step

Comments

Send correspondence

Buttons: Save and Continue, Save and Close, Cancel

**Step 20:** Returning to the **Candidate List** page, click once on the column called **Selection Step/Status**. This will group the 3 unsuccessful candidates at the New step, and the 5 successful candidates at the Shortlist step.

| Candidate                 | Selection Step, Status     | Assets, Requirem | Interview | Next Action       | Submission Updated |
|---------------------------|----------------------------|------------------|-----------|-------------------|--------------------|
| Boop, Betty (13100)       | New - Application received | 1 / 2 - 1 / 3    |           | Progress to ne... | 6/11/2010          |
| Rabbit, Roger (13000)     | New - Application received | 0 / 2 - 2 / 3    |           | Progress to ne... | 26/10/2010         |
| Bunny, Bugs (13081)       | New - Application received | 1 / 2 - 2 / 3    |           | Progress to ne... | 6/11/2010          |
| Pig, Porky (13020)        | Shortlist - Phone screen   | 2 / 2 - 3 / 3    |           | Progress to ne... | 6/11/2010          |
| Flintstone, Fred (13040)  | Shortlist - Phone screen   | 1 / 2 - 1 / 3    |           | Progress to ne... | 6/11/2010          |
| Jetson, Jane (13080)      | Shortlist - Phone screen   | 2 / 2 - 2 / 3    |           | Progress to ne... | 6/11/2010          |
| Duck, Donald (12980)      | Shortlist - Phone screen   | 2 / 2 - 3 / 3    |           | Progress to ne... | 6/11/2010          |
| Woodpecker, Woody (13082) | Shortlist - Phone screen   | 2 / 2 - 3 / 3    |           | Progress to ne... | 6/11/2010          |

**Step 21: Unsuccessful Candidates** - You will now need to mark the 3 candidates not moving through to the Shortlist step as Unsuccessful, and send them correspondence (an email) to advise them of this decision. Note that once a candidate has been marked as unsuccessful, **this status will be visible to the candidate in their profile**.

**Tick all unsuccessful candidates** on the list. Then click on the **More Actions Tab** followed by **Change Step/Status**.

| Candidate   | Selection Step, Status     | Assets, Requirem | Interview | Next Action       | Submission Updated |
|---|----------------------------|------------------|-----------|-------------------|--------------------|
| <input checked="" type="checkbox"/> Boop, Betty (13100)   | New - Application received | 1 / 2 - 1 / 3    |           | Progress to ne... | 6/11/2010          |
| <input checked="" type="checkbox"/> Rabbit, Roger (13000) | New - Application received | 0 / 2 - 2 / 3    |           | Progress to ne... | 26/10/2010         |
| <input checked="" type="checkbox"/> Bunny, Bugs (13081)   | New - Application received | 1 / 2 - 2 / 3    |           | Progress to ne... | 6/11/2010          |
| Pig, Porky (13020)  | Shortlist - Phone screen   | 2 / 2 - 3 / 3    |           | Progress to ne... | 6/11/2010          |
| Flintstone, Fred (13040)                                  | Shortlist - Phone screen   | 1 / 2 - 1 / 3    |           | Progress to ne... | 6/11/2010          |
| Jetson, Jane (13080)                                      | Shortlist - Phone screen   | 2 / 2 - 2 / 3    |           | Progress to ne... | 6/11/2010          |
| Duck, Donald (12980)                                      | Shortlist - Phone screen   | 2 / 2 - 3 / 3    |           | Progress to ne... | 6/11/2010          |
| Woodpecker, Woody (13082)                                 | Shortlist - Phone screen   | 2 / 2 - 3 / 3    |           | Progress to ne... | 6/11/2010          |

More Actions menu:

- Create Candidate...
- Create Self-assigned Task...
- Send Correspondence...
- Bypass...
- Change Step/status...**
- Revert...
- Amend Approval Path...
- Cancel Offer...
- Capture Expectations...
- Capture Response...
- Create Offer...
- Decide on Approval...
- Extend Offer...
- Reneg Offer...

**Step 22:** A pop-up window will appear – firstly place a tick in the box marked **Send Correspondence**. **DO THIS FIRST!**

Next click on **Application Reviewed** and change to **Unsuccessful**. Then click on **Save and Continue**.

Change Step and Status

Current Step: New | Current Status: Application received

Information

New Step: New

New Status: Application reviewed

Application reviewed

Pending

Progress to next step\*

Unsuccessful\*

Candidate withdrawn\*

Send correspondence

**DO THIS FIRST!**

Save and Continue | Cancel

**Step 23:** In the Details or Disposition box **select the appropriate reason** why the candidate/s are unsuccessful. Then click **Save and Continue**.

New Step: New

New Status: Unsuccessful\*

Reaching a status marked with an asterisk (\*) completes the step

Additional Information

\* Details or Disposition

Comments

Did not meet selection criteria

Insufficient information

Qualifications/ Experience not relevant

Other

Save and Continue | Cancel

**Step 24: Emailing the Unsuccessful Candidates** – Click on the **Template Selector** button and then choose the template 'Rejected Prior to Interview' by clicking on the **Select** button at the end of the line.

Then click on the **Next** button.

Send Correspondence

Send message by: Email

Write a message

From scratch

From template

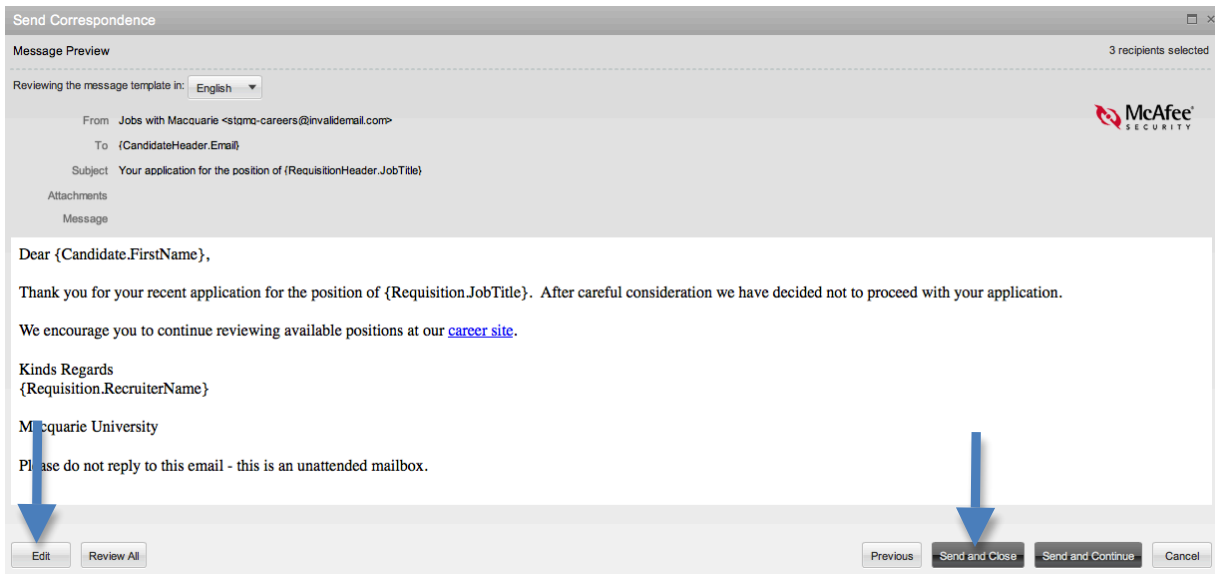
Comments

Next | Cancel

| Location   | Language | Code      | Name                         | Intended for   |
|------------|----------|-----------|------------------------------|----------------|
| Campus All | English  |           | .Rejected Prior to Interview | All candidates |
|            |          | mq_reject | Rejection Letter             | All candidates |

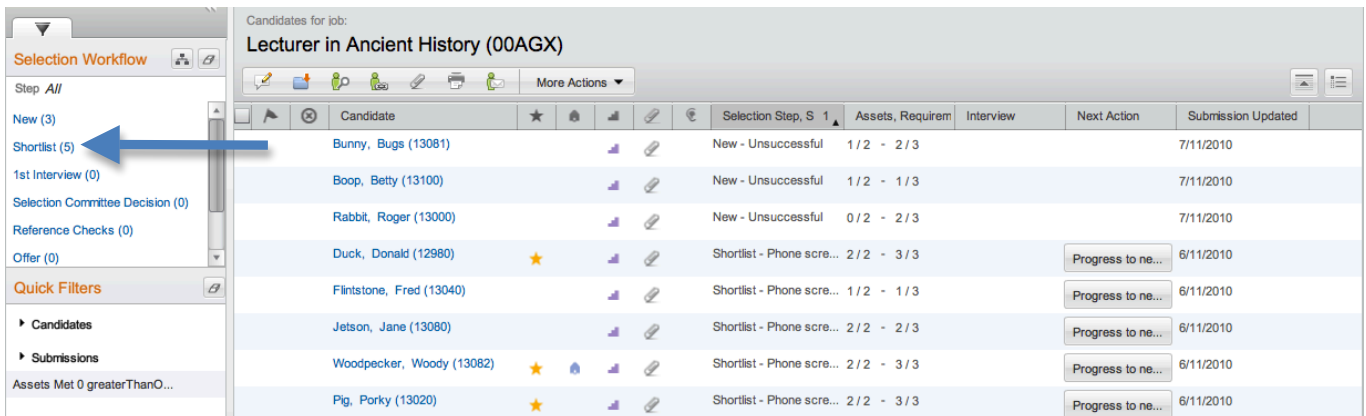
**Step 25:** The template email which will be sent to the unsuccessful candidates is now displayed. If you wish to edit the message click on the **Edit** button.

When email is ready to be sent, click **Send and Close**.

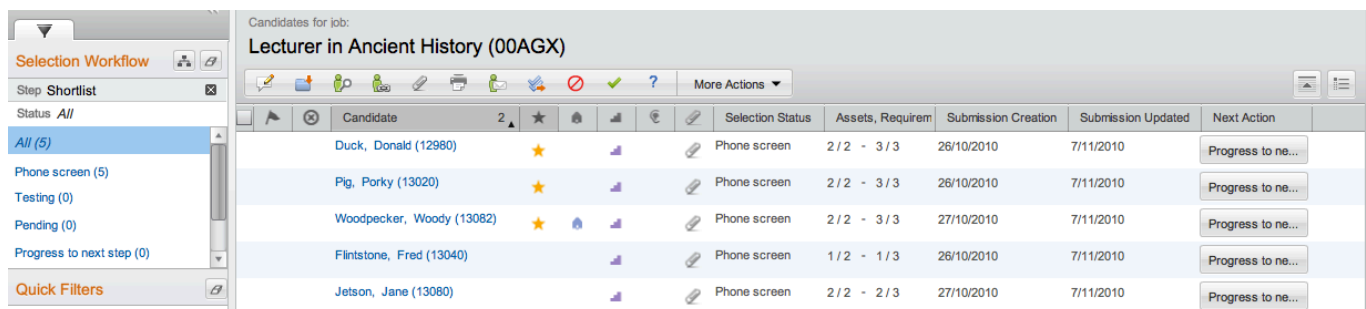


**Step 26:** In our example, 3 candidates have been marked as Unsuccessful at the New step, and have been sent an email. The other 5 candidates are now at the Shortlist step and are ready to continue moving through the CSW.

To continue, click on the **Shortlist** link in the Selection Workflow Box.



**Step 27:** The list now just displays the 5 candidates at the Shortlist step.

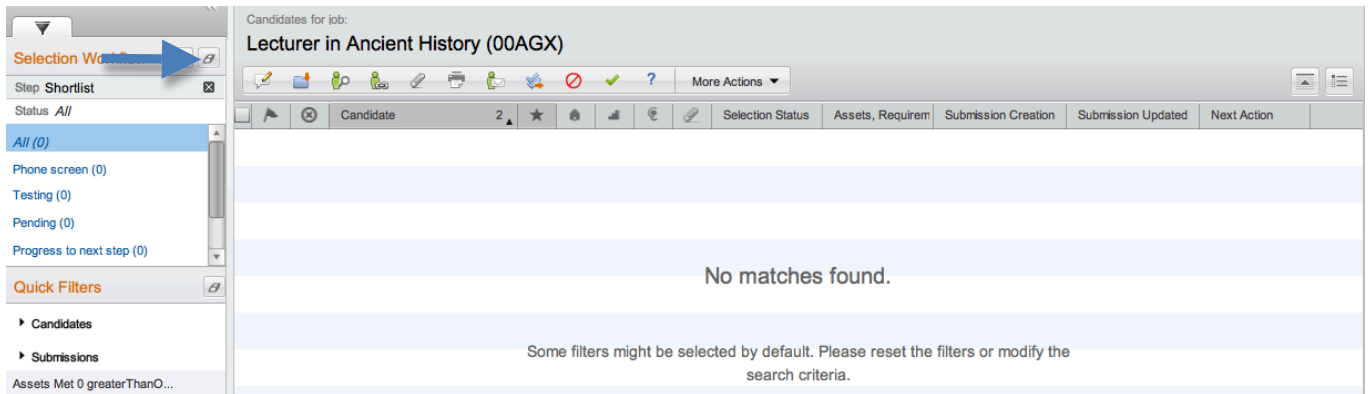


**REPEAT STEPS 16-19** to move **successful** candidates from the **Shortlist** step to the **1<sup>st</sup> Interview** step.

**REPEAT STEPS 21-25** to mark candidates as **unsuccessful** at the **Shortlist** step and send them an email.

**Step 28:** If **all** candidates at a particular step are deemed **successful** and are moved to the next step, the screen will appear as shown below:

Just click on the **Clear the Selection** button in the Selection Workflow Box to return to the full Candidate List.



**Step 29:** **REPEAT STEPS 16-19** to move **successful (appointable)** candidates from the **1<sup>st</sup> Interview** step to the **Selection Committee Decision** step.

**REPEAT STEPS 21-25** to mark candidates as **unsuccessful** at the **1<sup>st</sup> Interview** step and send them an email. You may wish to contact the unsuccessful interviewed candidates by phone prior to this action.

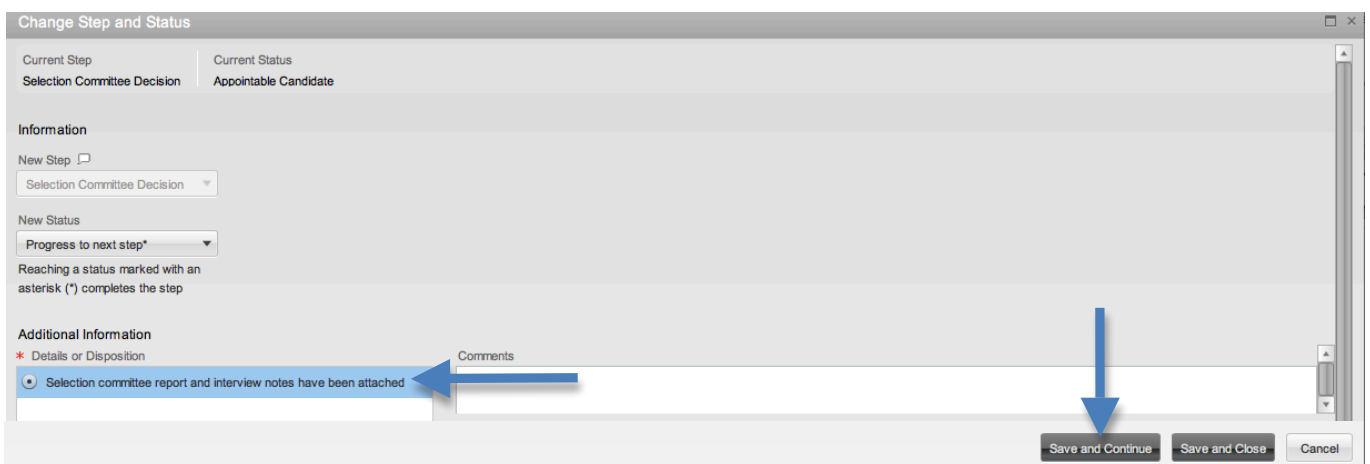
**Step 30:** At the **Selection Committee Decision** step, the selection panel members will be required to rank all the appointable candidates.

In our example, 5 candidates were interviewed at the Interview step: 3 of which were deemed appointable, and 2 marked as Unsuccessful.

Each of the 3 appointable candidates will therefore be ranked 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> at the Selection Committee Decision step. This will be noted on the Selection Committee Report form (Form 7.08a).

**REPEAT STEPS 16-19** to move **successful (appointable)** candidates from the **Selection Committee Decision** step to the **Reference Checks** step.

In the Details or Disposition box **acknowledge that the Selection Committee Report and Interview Notes will be attached**. Then click **Save and Continue**.



**Step 31:** A second pop-up window will appear stating that the 3 appointable candidates have reached the Reference Checks step. Just click on **Save and Close**.

Change Step and Status

Current Step: Selection Committee Decision | Current Status: Progress to next step

Information

New Step: Reference Checks

New Status: Reference checks

Reaching a status marked with an asterisk (\*) completes the step

Comments

Send correspondence

Buttons: Save and Continue, Save and Close, Cancel

**Step 32:** As mentioned in Step 30, the Selection Committee Report and Interview Notes will need to be attached to the requisition.

Click on the **Title of the Requisition**.

Candidates for job: Lecturer in Ancient History (00AGX)

| Candidate                 | Assets, Requirem | Mobile Number | Submission Creation | Submission Updated | Next Action        |
|---------------------------|------------------|---------------|---------------------|--------------------|--------------------|
| Duck, Donald (12980)      | 2 / 2 - 3 / 3    |               | 26/10/2010          | 8/11/2010          | Progress to nex... |
| Pig, Porky (13020)        | 2 / 2 - 3 / 3    |               | 26/10/2010          | 8/11/2010          | Progress to nex... |
| Woodpecker, Woody (13082) | 2 / 2 - 3 / 3    | 0404 222 444  | 27/10/2010          | 8/11/2010          | Progress to nex... |

**Step 33:** Click on the **Attachments Tab**, browse your computer for the **Selection Committee Report** and click on the **Add** button. Repeat for the **Interview Notes**. The files will appear below.

Lecturer in Ancient History (00AGX)

Requisition | Alerts | Attachments | Approvals | History | Reports

Each file must not exceed the allocated limit of 1,048,576 kilobytes.  
The following file formats are supported: Any File Format.

Select a file:  Browse...

+ Add

| File Name                     | Size  |
|-------------------------------|-------|
| SelectionCommitteeReport.docx | 23 kb |
| Interview_Notes.docx          | 22 kb |

**Step 34:** Now to return to the Candidate List, click on the **Candidate number** in the left panel (in this example, 8).

Requisition: Lecturer in Ancient History 00AGX

Status: Open  
Status Details: Posted

Candidates for this requisition: 8

Each file must not exceed the allocated limit of 1,048,576 kilobytes.  
The following file formats are supported: Any File Format.

Select a file

| File Name                     | Size  |
|-------------------------------|-------|
| SelectionCommitteeReport.docx | 23 kb |
| Interview_Notes.docx          | 22 kb |

**Step 35:** Click on **Reference Checks** to return to the candidates at this step.

Candidates for job: Lecturer in Ancient History (00AGX)

| Candidate                 | Assets, Requirem | Mobile Number | Submission Creation | Submission Updated | Next Action        |
|---------------------------|------------------|---------------|---------------------|--------------------|--------------------|
| Duck, Donald (12980)      | 2 / 2 - 3 / 3    |               | 26/10/2010          | 8/11/2010          | Progress to nex... |
| Pig, Porky (13020)        | 2 / 2 - 3 / 3    |               | 26/10/2010          | 8/11/2010          | Progress to nex... |
| Woodpecker, Woody (13082) | 2 / 2 - 3 / 3    | 0404 222 444  | 27/10/2010          | 8/11/2010          | Progress to nex... |
| Boop, Betty (13100)       | 1 / 2 - 1 / 3    | 0414 666 888  | 27/10/2010          | 7/11/2010          |                    |
| Bunny, Bugs (13081)       | 1 / 2 - 2 / 3    |               | 27/10/2010          | 7/11/2010          |                    |
| Flinstone, Fred (13040)   | 1 / 2 - 1 / 3    |               | 26/10/2010          | 7/11/2010          |                    |
| Jetson, Jane (13080)      | 2 / 2 - 2 / 3    |               | 27/10/2010          | 7/11/2010          |                    |
| Rabbit, Roger (13000)     | 0 / 2 - 2 / 3    |               | 26/10/2010          | 7/11/2010          |                    |

**Step 36:** At this stage, the hiring manager will need to upload at least **two** reference checks for each appointable candidate. Please visit [www.hr1.mq.edu.au/hiring/toolkit/howtocheckref.html](http://www.hr1.mq.edu.au/hiring/toolkit/howtocheckref.html) for further information, and to access the Reference Check Pro Forma (Form 7.08b)

**REPEAT STEPS 32-34** to **attach the reference checks** to the requisition.

**Step 37:** **Tick the successful 1<sup>st</sup> ranked candidate** which you would like to move from the **Reference Checks** step to the **Offer** step.

Then click on the **More Actions Tab** followed by **Change Step/Status**.

Candidates for job: Lecturer in Ancient History (00AGX)

| Candidate  | Assets, Requirem | Mobile Number | Submission Creation | Submission Updated | Next Action        |
|--|------------------|---------------|---------------------|--------------------|--------------------|
| <input checked="" type="checkbox"/> Duck, Donald (12980) | 2 / 2 - 3 / 3    |               | 26/10/2010          | 8/11/2010          | Progress to nex... |
| <input type="checkbox"/> Pig, Porky (13020)              | 2 / 2 - 3 / 3    |               | 26/10/2010          | 8/11/2010          | Progress to nex... |
| <input type="checkbox"/> Woodpecker, Woody (13082)       | 2 / 2 - 3 / 3    | 0404 222 444  | 27/10/2010          | 8/11/2010          | Progress to nex... |

More Actions

- Create Candidate...
- Create Self-assigned Task...
- Send Correspondence...
- Bypass...
- Candidates have Declined
- Change Step/status...**
- Reject Candidates...

**Step 38:** A pop-up window will appear – click on **Pending** and change to **Progress to Next Step**. Then click on **Save and Continue**.

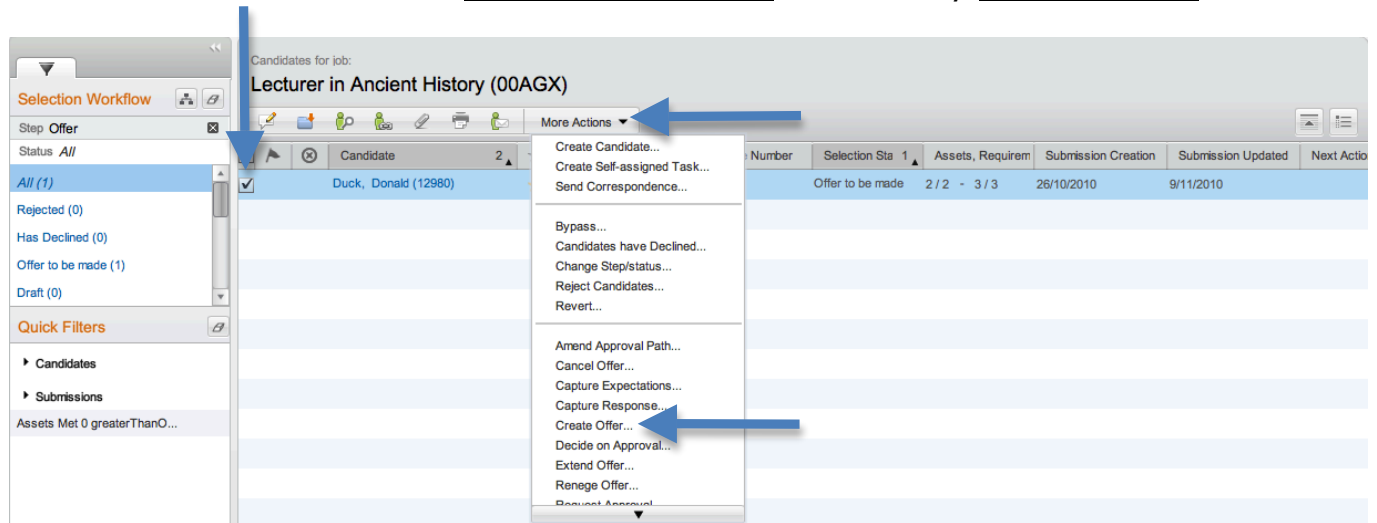
**Step 39:** A second pop-up window will appear stating that the candidate has reached the status of **Offer to be Made**. Just click on **Save and Close**.

**Step 40:** Click on on **Offer** to return to the candidate at this step who is about to receive an offer.

| Candidate                 | Selection Step, S         | Assets, Requirem | Interview | Next Action        | Submission Updated |
|---------------------------|---------------------------|------------------|-----------|--------------------|--------------------|
| Boop, Betty (13100)       | New - Unsuccessful        | 1/2 - 1/3        |           |                    | 7/11/2010          |
| Bunny, Bugs (13081)       | New - Unsuccessful        | 1/2 - 2/3        |           |                    | 7/11/2010          |
| Duck, Donald (12980)      | Offer - Offer to be ma... | 2/2 - 3/3        |           |                    | 9/11/2010          |
| Flinstone, Fred (13040)   | 1st Interview - Unsuc...  | 1/2 - 1/3        |           |                    | 7/11/2010          |
| Jetson, Jane (13080)      | 1st Interview - Unsuc...  | 2/2 - 2/3        |           |                    | 7/11/2010          |
| Pig, Porky (13020)        | Reference Checks - ...    | 2/2 - 3/3        |           | Progress to nex... | 8/11/2010          |
| Rabbit, Roger (13000)     | New - Unsuccessful        | 0/2 - 2/3        |           |                    | 7/11/2010          |
| Woodpecker, Woody (13082) | Reference Checks - ...    | 2/2 - 3/3        |           | Progress to nex... | 8/11/2010          |

**Step 41: Creating an Offer - Tick the successful candidate to be made an offer.**

Then click on the **More Actions Tab** followed by **Create Offer**.

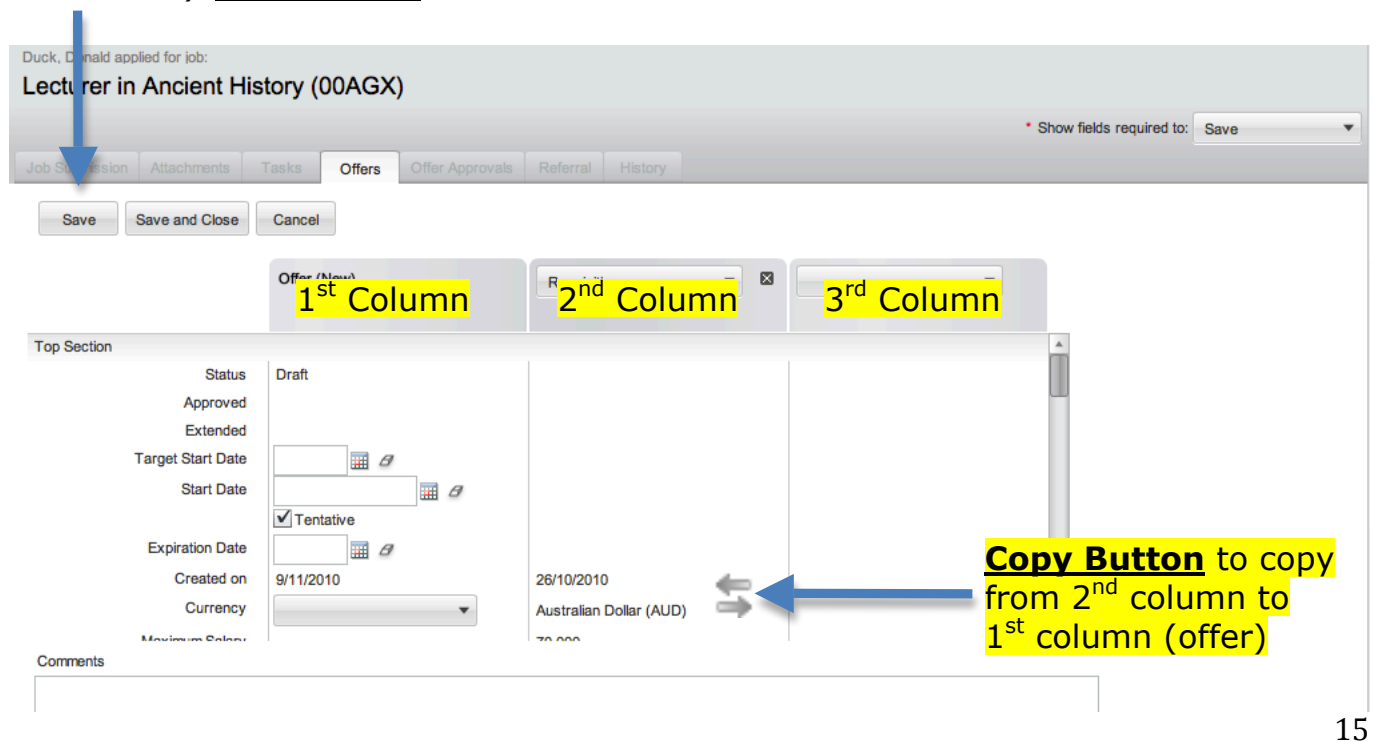


**Step 42: The Offer Form will now be displayed – 4 sections need to be completed:**  
\* **Top Section** \* **General Terms** \* **Bonuses** \* **Details**

Please note the location of the **Save** button – save regularly to avoid losing data. The system automatically will log you out after 60 minutes of inactivity.

There are 3 columns that make up the form:

- 1<sup>st</sup> Column** – this column contains all the details that will form the basis of the Letter of Offer to be drafted by the Staffing Advisor.
- 2<sup>nd</sup> Column** – this column has existing information from the requisition form which you are able to insert directly into the offer. Click on the **Copy Button** to copy information from the 2<sup>nd</sup> column directly into to the 1<sup>st</sup> column.
- 3<sup>rd</sup> Column** – this column is not used.



**Step 43: Top Section** – please ensure all the following fields are completed:

- Target Start Date** – date you would like the candidate to start work
- Start Date** – date which candidate has indicated they can commence
- Expiration Date** – date for the offer to expire – **(optional)**
- Currency** – use Copy Button to copy across to 1<sup>st</sup> column
- Salary (Pay Basis)** - use Copy Button to copy across to 1<sup>st</sup> column, or enter in negotiated salary if different
- Pay Basis** - use Copy Button to copy across to 1<sup>st</sup> column

|                    | Offer (New)                                   | Requisition             |  |
|--------------------|---|-------------------------|--|
| Target Start Date  | 1/12/2010                                     |                         |  |
| Start Date         | 6/12/2010, 9:00 AM                            |                         |  |
| Expiration Date    | <input checked="" type="checkbox"/> Tentative |                         |  |
| Created on         | 9/11/2010                                     | 26/10/2010              |  |
| Currency           | Australian Dollar (AUD)                       | Australian Dollar (AUD) |  |
| Maximum Salary     |   | 70,000                  |  |
| Annualized Salary  |   |                         |  |
| Salary (Pay Basis) | 50,000.00                                     | 50,000.00               |  |
| Pay Basis          | Yearly  | Yearly                  |  |

**Step 44: General Terms Section** – please ensure all the following fields are completed:

- Relocation Amount** – in whole dollars, if appropriate - **(optional)**
- Employment Fraction** - use Copy Button to copy to 1<sup>st</sup> column
- Executive Base Salary/Package Amount** – for positions outside of the Enterprise Agreement **only**
- Level** - use Copy Button to copy across to 1<sup>st</sup> column
- Step** – select Step 1, unless a higher step has been negotiated
- Loading/Review Date** – if negotiated and appropriate – **(optional)**

|                                   | Offer 1 (Current) | Requisition |  |
|-----------------------------------|-------------------|-------------|--|
| <b>General Terms</b>              |                   |             |  |
| Relocation Amount                 |                   |             |  |
| Relocation Package                |                   |             |  |
| Car Allowance                     |                   |             |  |
| Other Compensation                |                   |             |  |
| Employment fraction (%)           | 100               | 100         |  |
| Executive Base Salary (9% super)  |                   |             |  |
| Executive Base Salary (17% super) |                   |             |  |
| Executive Package Amount          |                   |             |  |
| Level                             | Academic B        | Academic B  |  |
| Step                              | Step 1            |             |  |
| Loading                           |                   |             |  |
| Loading Review Date               |                   |             |  |

**Step 45: Bonuses Section** – this section is completed for positions outside of the Enterprise Agreement **only**:






| Offer 1 (Current) |  | Requisition |
|-------------------|--|-------------|
| Bonuses           |  |             |
| Other Bonus       |  |             |
| Sign-on Bonus     |  |             |
| Performance Bonus |  |             |
| Retention Bonus   |  |             |

Complete for positions outside of the Enterprise Agreement **only**

**Step 46: Details Section** – please ensure all the following fields are completed:


- End Date** – for fixed-term positions **only**
  - Fixed Term Period** – in months or years (fixed-term positions **only**)
  - Hours per Day/Days per Fortnight** – part-time positions **only**
  - Hours per Fortnight** - use Copy Button to copy across to 1<sup>st</sup> column
  - Justification if above Step 1**
  - Probation Period**
  - Supervisor Title** - use Copy Button to copy across to 1<sup>st</sup> column
  - Supervisor Name**
  - Temporary Accommodation** – if relocation offered – **(optional)**
  - Visa Sponsorship Required** – **(optional)**
  - CORES appointments Special Conditions** – **(optional)**
- l) If there are any further special conditions to go into the offer, please advise your Staffing Advisor by typing these in the **Comments Field** at the end of the Offer Form.

| Offer 1 (Current)                                     |           | Requisition |
|---|-----------|-------------|
| Details   |           |             |
| Commission  |           |             |
| Commission Package                                    |           |             |
| Letter Used   | Create... |             |
| Notes   |           |             |
| Demonstration Hours (casual only)                     |           |             |
| Demonstration Level (casual only)                     |           |             |
| End Date  |           |             |
| Fixed Term Period                                     |           |             |
| Hours a day and days per fortnight for part-time only |           |             |
| Hours per fortnight                                   | 70        | 70          |
| Justification if above Step 1                         |           |             |
| Lecture Hours (casual only)                           |           |             |
| Lecture Level (casual only)                           |           |             |
| Lump Sum Payment (casual only)                        |           |             |
| Marking Hours (casual only)                           |           |             |
| Marking Level (casual only)                           |           |             |

 Probation Period: Six (6) months  
 Supervisor Title: Head of Department of Ancient History  
 Supervisor Name: Professor John Smith  
 Temporary Accommodation (in weeks):  
 Tutorial Hours (casual only):  
 Tutorial Level (casual only):  
 Sponsorship Required?:  
 For CORES appointments please note any Special Conditions and the Academic Workload Comments:

**Step 47:** Once all fields on the form have been entered, click the **Save and Close** button.

Save Save and Close Cancel



Offer 1 (Current) Requisition

Probation Period: Six (6) months  
 Supervisor Title: Head of Department of Ancient History  
 Supervisor Name: Professor John Smith  
 Temporary Accommodation (in weeks):  
 Tutorial Hours (casual only):  
 Tutorial Level (casual only):  
 Visa Sponsorship Required?:  
 For CORES appointments please note any Special Conditions and the Academic Workload Comments:

**Step 48: OPTIONAL** – You will be presented with a summary screen – if you have any special conditions agreed to in the negotiation process that require approval by a higher authority, click on the **Offer Approvals Tab**. Otherwise skip straight to **Step 52**.

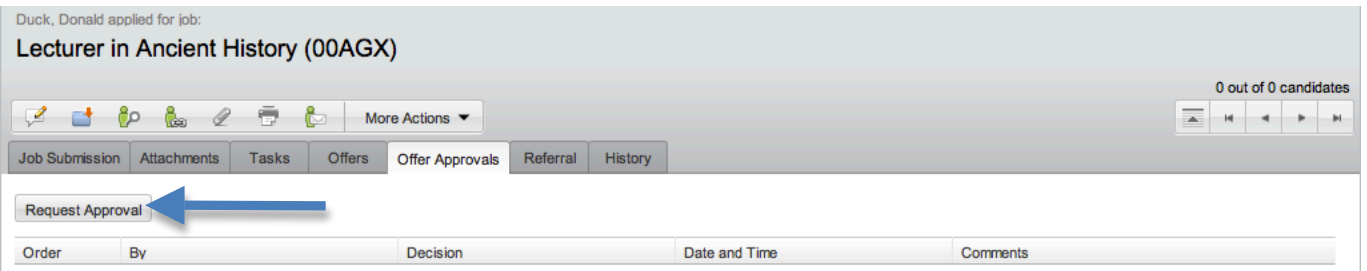
Duck, Donald applied for job:  
**Lecturer in Ancient History (00AGX)** 0 out of 0 candidates



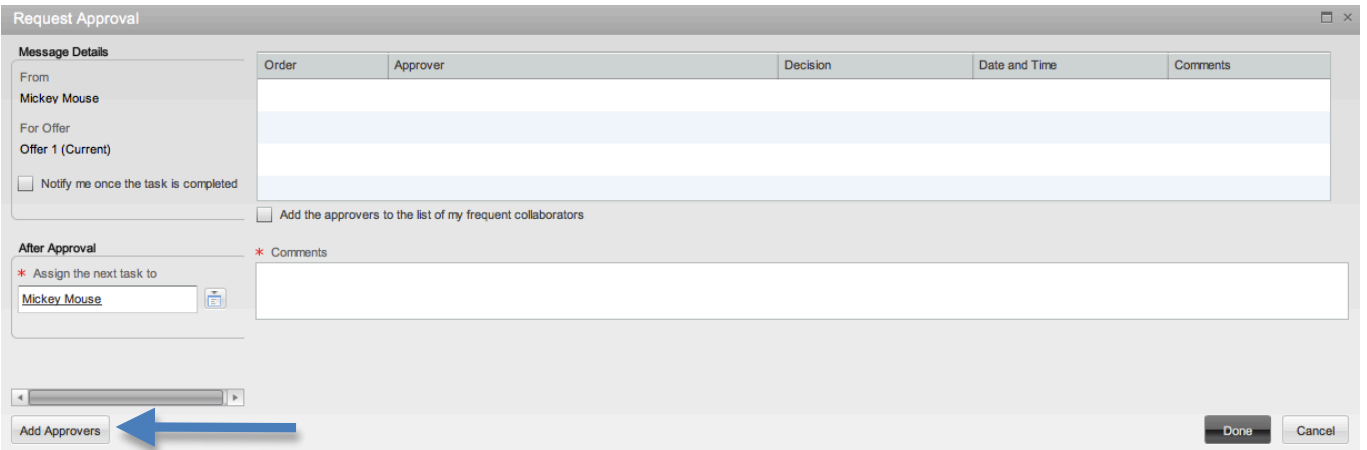
Job Submission Attachments Tasks Offers Offer Approvals Referral History

|                   | Offer 1 (Current)                             | Requisition             |
|-------------------|---|-------------------------|
| Target Start Date | 1/12/2010                                     |                         |
| Start Date        | 7/12/2010, 1:00 AM                            |                         |
|                   | <input checked="" type="checkbox"/> Tentative |                         |
| Created on        | 9/11/2010                                     | 26/10/2010              |
| Currency          | Australian Dollar (AUD)                       | Australian Dollar (AUD) |
| Maximum Salary    |   | 70,000                  |

**Step 49: OPTIONAL** – Next click on the **Request Approval** button.

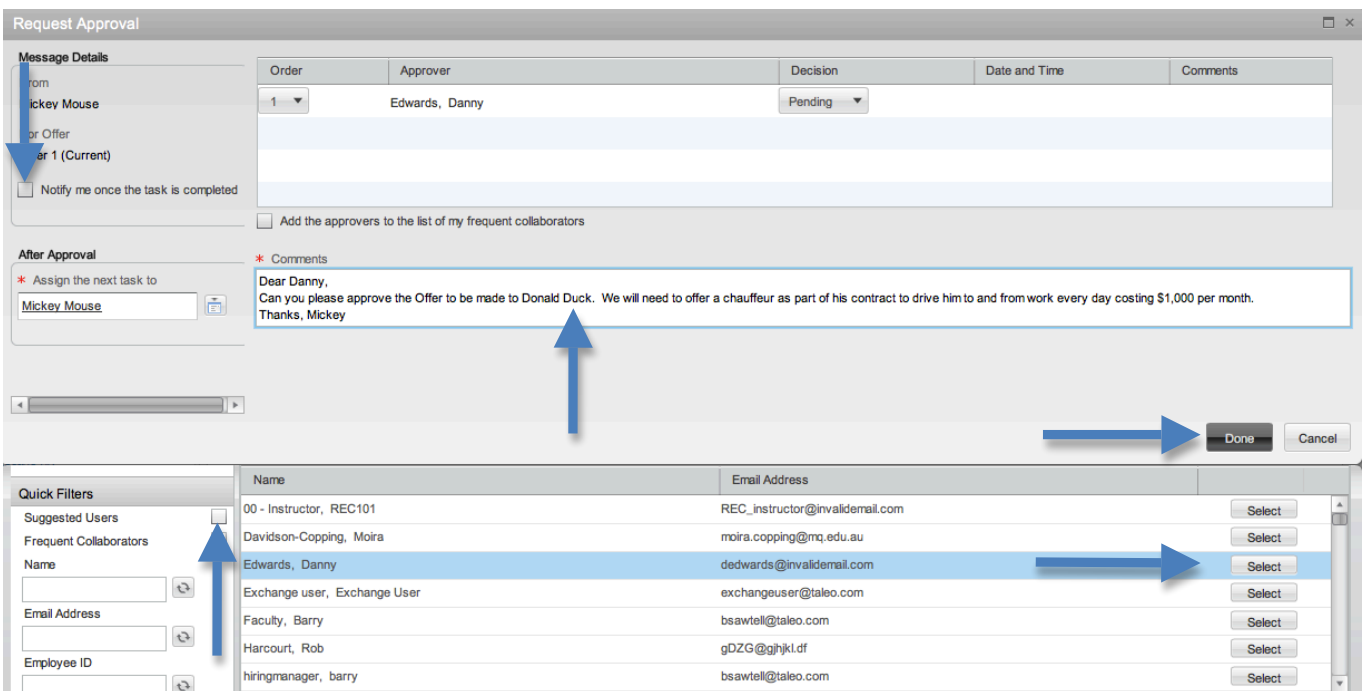


**Step 50: OPTIONAL** – A pop-up window will occur. Click on the **Add Approvers** button.



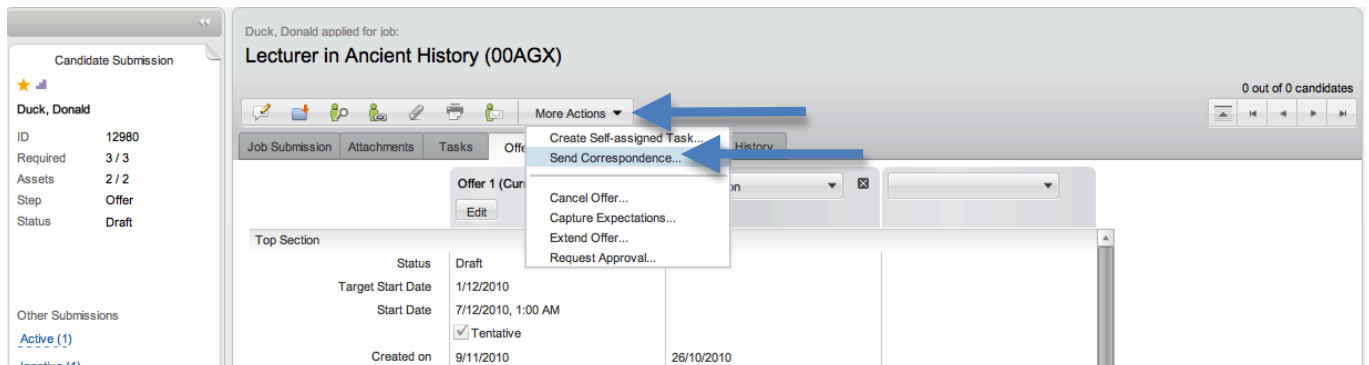
- Step 51: OPTIONAL** –
- **Untick the Suggested Users Box on the left**
  - **Select the Approver**
  - **Enter a comment,**
  - **Tick the 'Notify me once the task is completed' box**
  - **click on the Done button**

You will receive an email once the offer has been approved.



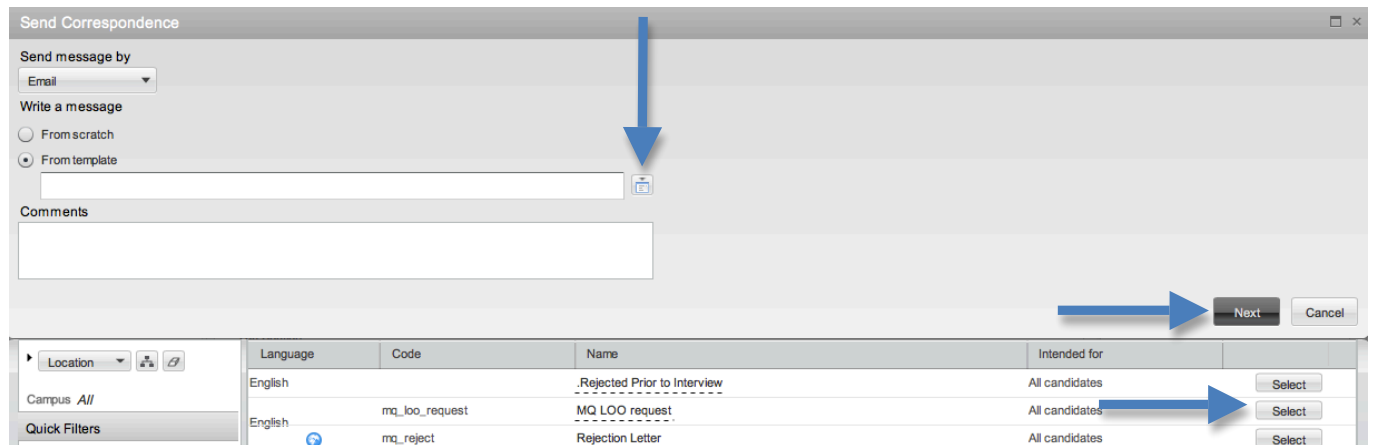
**Step 52:** The final steps are to send the Offer Form to your Staffing Advisor to draft the Letter of Offer.

Click on the **More Actions Tab** followed by **Send Correspondence**.

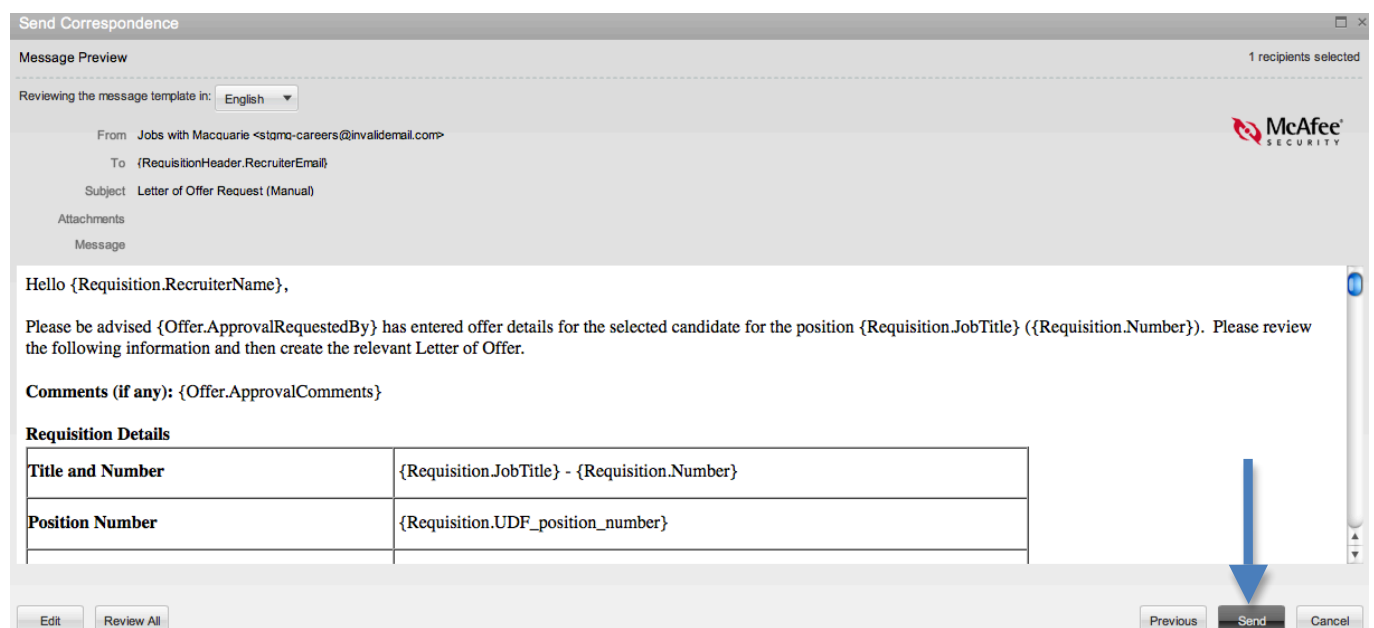


**Step 53:** Click on the **Template Selector** button and then choose the template 'MQ LOO Request' by clicking on the **Select** button at the end of the line.

Then click on the **Next** button.



**Step 54:** A summary of the correspondence to the Staffing Advisor will appear. Click the **Send** button.



**Step 55:** A final screen will appear. **Untick the 'Exclude messages that contain missing values' box** and then click the **Send** button.

Send Correspondence

The message will be sent to the recipient list below. However, the message for some recipients will still contain errors.  
Click the recipient name to make the appropriate corrections before sending the message.

Show only the messages containing errors

| Recipients           | Critical Errors | Total Errors |
|----------------------|-----------------|--------------|
| Duck, Donald (12980) | 0               | 45           |

Exclude messages that contain missing values

Print Previous **Send** Cancel

Your staffing advisor will now draft the letter of offer and send to the 1<sup>st</sup> ranked candidate. They will also move the candidate from the **Offer** step to the **Hired** step if the candidate takes up the Offer.

Please remember to notify the other ranked candidates that the position has been filled by another candidate. This completes the hiring process through Taleo.