



TALEO Fluid Recruiting

Training for the Upgraded Taleo Recruiting System



PHASE 3:
**OFFER CREATION
PROCESS**

CREATING THE OFFER

Once your candidate has passed the interview stage, the offer will move into “offer to be made.” Click apply and close to create the offer from the offer grid.

Change Step and Status ✕

Candidate Name
Bar, Crunch Elizabeth

Requisition Title
Coord, Office (STA006025)

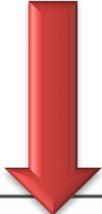
Currently in	Change to
Step Interviews	Step Offer
Status Passed Interviews	Status Offer to be Made

** = completes the step*

Comments
Please enter comments here

Select Other Action

- Start Onboarding process
- Send Correspondence



CREATING THE OFFER

ORACLE Lookup a candidate Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > ... > Requisition View > Submission List > Candidate View

Summary

Bar, Crunch Elizabeth
United States > Texas > Houston

4 other active submission(s)

Submission General Profile

HIGHLIGHTS (CURRENT SUBMISSION)

Required met	Assets met
0/0	0/0

Step: Offer
Status: Offer to be Made
Source: HigherEd Jobs
Date of Application: Apr 16, 2020

MOST RELEVANT EDUCATION

Bachelor's Degree
Business Administration
University of Houston (UH)

WORK EXPERIENCE

Submission: Bar, Crunch Elizabeth for Coord, Office (ID: STA006025)



Language: English

Personal Information

Candidate Personal Information

First Name Crunch	Middle Name Elizabeth	Last Name Bar
Address (line 1) 49 Combwell Gdn	City Missouri City	Zip/Postal Code 77072
Place of Residence United States > Texas > Houston	Primary Number Home Phone	Cellular Number 832-330-5164
Home Phone Number 713-867-5309	Email Address josephine57@hotmail.com	Internal Candidate No

CREATING THE OFFER

Choose create offer in the change step/status process.

The screenshot displays the Oracle HR system interface. At the top, the Oracle logo is visible on the left, and the user's name, Nikki A Edwards Duncan, is on the right. The main navigation bar includes 'RECRUITING', 'TASKS', 'REQUISITIONS', and 'SUBMISSIONS'. The breadcrumb trail reads: 'You are here > ... > Requisition View > Submission List > Candidate View'. The left sidebar shows a 'Summary' section for 'Bar, Crunch Elizabeth' with a 'Resume' button and '4 other active submission(s)'. Below this is a 'HIGHLIGHTS (CURRENT SUBMISSION)' section showing 'Required met 0/0' and 'Assets met 0/0', with a 'Step: Offer' and 'Status: Offer to be Made'. The 'MOST RELEVANT EDUCATION' section lists a 'Bachelor's Degree' in Business Administration from the University of Houston (UH). The main content area shows 'Submission: Bar, Crunch' with a 'Job Submission' tab. A dropdown menu is open over the 'Submission' area, listing various actions under 'Selection Process', 'Offer Process', and 'Sourcing Activities'. The 'Create Offer' option is highlighted in blue, and a red arrow points to it from the right. The background shows a 'Candidate Personal Information' form with fields for 'First Name', 'Address', 'Place of Residence', and 'Home Phone Number'.

ORACLE

RECRUITING TASKS REQUISITIONS SUBMISSIONS

You are here > ... > Requisition View > Submission List > Candidate View

Summary

Bar, Crunch Elizabeth
United States > Texas > Houston

Resume

4 other active submission(s)

Submission General Profile

HIGHLIGHTS (CURRENT SUBMISSION)

Required met 0/0 Assets met 0/0

Step: Offer
Status: Offer to be Made
Source: HigherEd Jobs
Date of Application: Apr 16, 2020

MOST RELEVANT EDUCATION

Bachelor's Degree
Business Administration
University of Houston (UH)

Run script "void(0)" RIENCE

Submission: Bar, Crunch

Job Submission

Personal Information

Candidate Personal Information

First Name
Crunch

Address (line 1)
49 Combwell Gdn

Place of Residence
United States > Texas

Home Phone Number
713-867-5309

Selection Process

- Change Step/Status
- Schedule an Interview
- Request a Screening Service
- Candidate has declined
- Revert Latest Change of Step/Status
- Reject Submission

Offer Process

- Start Pre-Hire Onboarding Process...
- Start New Hire Onboarding Process...

Sourcing Activities

- Link to Requisition
- Share Candidate
- Check for Duplicates

Other Actions

- Add Comments
- Send Correspondence
- Add Candidate to Folder

Language: English Edit All Expand All

Last Name
Bar

Zip/Postal Code
77072

Cellular Number
832-330-5164

Internal Candidate
No

CREATING THE OFFER

ORACLE Lookup a candidate Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

HIGHLIGHTS (CURRENT SUBMISSION)

Required met **0/0** Assets met **0/0**

Step: Offer
Status: Offer to be Made
Source: HigherEd Jobs
Date of Application: Apr 16, 2020

MOST RELEVANT EDUCATION

Bachelor's Degree
Business Administration
University of Houston (UH)

WORK EXPERIENCE

8 y May 2012 - May 2020
Hershey Company

Create New Offer

Full Screen Collapse All

Offer (New) Requisition

The offer grid.

Top Section

Status : Draft

Start Date : Tentative

Expiration Date :

Created on : -

Position Number * :

Position Type : Not Specified
 Full Time
 Part Time

Department Name :

Hiring Manager :

Hiring Manager Job * :

Click on the box with arrows
To move over information from
The requisition.

-
Apr 14, 2020
00010673 - Coord, Office - PHLS H0064 - J...
-
PHLS
Bruce Levy

OFFER GRID

ORACLE Lookup a candidate Nikki A Edwards Duncan

RECRUITING | TASKS | REQUISITIONS | SUBMISSIONS | OFFERS | CANDIDATE POOLS | SEARCH

HIGHLIGHTS (CURRENT SUBMISSION)

Required met: **0/0** Assets met: **0/0**

Step: Offer
Status: Offer to be Made
Source: HigherEd Jobs
Date of Application: Apr 16, 2020

MOST RELEVANT EDUCATION

Bachelor's Degree
Business Administration
University of Houston (UH)

WORK EXPERIENCE

8 y May 2012 - May 2020
Hershey Company

Create New Offer

Full Screen Collapse All

Offer (New) ← Requisition

▲ Top Section

Status : Draft

Start Date :
 Tentative

Expiration Date :

Created on : -

Position Number * :

Position Type : Not Specified
 Full Time
 Part Time

Department Name :

Hiring Manager :

Hiring Manager Job * :

-
-
Apr 14, 2020
00010673 - Coord, Office - PHLS H0064 - J...
-
PHLS

Copy this value from the "Requisition" over to the "Offer (New)"

Fill in all fields on the offer grid.

If you click on the arrow next To the department name, the Information will automatically Fill in the field.

Run script "void(0)"

OFFER GRID

ORACLE Lookup a candidate Nikki A Edwards Duncan

RECRUITING | TASKS | REQUISITIONS | SUBMISSIONS | OFFERS | CANDIDATE POOLS | SEARCH

Hiring Manager Job Title *	<input type="text" value="HRIS Manager"/>	HRIS Manager
Does Debt Exist? *	<input type="text" value="Undetermined"/>	-
Citizenship Status *	<input type="text" value="U.S. Citizen"/>	-
Visa Type	<input type="text" value="Not Specified"/>	-
General Terms <input type="button" value="←"/>		
Annualized Salary	<input type="text"/>	-
Currency *	<input type="text" value="US Dollar (USD)"/>	US Dollar (USD)
Salary (Pay Basis) *	<input type="text" value="13.32"/>	13.32
Pay Basis *	<input type="text" value="Hourly"/> <input type="button" value="📅"/>	<u>Hourly</u>
Exemption Status *	<input type="text" value="nonexempt"/>	-
Salary Exception	<input type="radio"/> Not Specified <input type="radio"/> Yes <input type="radio"/> No	-

Click on the arrow next to The heading and all Information from the Requisition will move into The required fields.

OFFER GRID

ORACLE Lookup a candidate Nikki A Edwards Duncan

RECRUITING | TASKS | REQUISITIONS | SUBMISSIONS | OFFERS | CANDIDATE POOLS | SEARCH

Job :	-
Description : <input type="text"/> Characters remaining : 255	-
Employer :	-
Location :	-
Grade : UHN-106	UHN-106
Internal or Rehire? * : No	-
Internal Only: Current Salary : max 25 chars	-
PeopleSoft ID (if Rehire, Student, or Internal): max 7 chars	-
PeopleSoft Record Number : 0	-
PeopleSoft Action * : Not Specified 	-

Complete all required fields.

PeopleSoft Action is Required. Make sure you Have the right action or This may cause an error in Job data.

OFFER GRID

ORACLE Lookup a candidate Nikki A Edwards Duncan

RECRUITING | TASKS | REQUISITIONS | SUBMISSIONS | OFFERS | CANDIDATE POOLS | SEARCH

PeopleSoft Action * :

Other Terms

Probationary Period : Not Specified
 6 months
 12 months

Requested Orientation Date :

Building and Room Location * :

Notes :
Characters remaining : 765

Offer Letter

Letter : [Create letter from template](#)

Comments

Requested orientation date
Is a tentative date. Recruitment
Will confirm actual orientation date.

Click on the hyperlink to
Choose your offer template

OFFER LETTER TEMPLATE

New Feature

Select Offer Letter Template

Hide Template List

Filters ✓

Showing Templates (9)

Staff Offer Code: UHM_Offer_Staff Language: English	2 paragraphs Intended for:: All candidates	
UHM Contingent Offer Code: UHM_Offer_Contingent Language: English	3 paragraphs Intended for:: All candidates	
UHM H1B Offer Code: UHM_Offer_H1B Language: English	3 paragraphs Intended for:: All candidates	
UHM Offer Internal Code: UHM_Offer_Internal Language: English	3 paragraphs Intended for:: All candidates	
UHM Offer Non-Benefit Eligible Code: UHM_Offer_NonBen Language: English	3 paragraphs Intended for:: All candidates	
UHM Research Offer		

UHM Contingent Offer Language: English

Paragraphs Preview

Select the paragraphs to include in the message Select All

UHM Intro Set Sequence 0

{Other.CompanyLogos8}

{Other.CurrentDate}

{Candidate.FullName}
{Candidate.Address}
{Candidate.City}, {Candidate.State} {Candidate.Zipcode}

Dear {Candidate.FirstName}:

The University of Houston is pleased to offer you the position of {Requisition.JobTitle} with the {Offer.UDF_UHS_Department} department starting on {Offer.ActualStartDate}.

We look forward to utilizing and expanding your knowledge, skills and abilities as you grow with the University. Should you choose to accept our offer, your starting pay rate will be \${Offer.Pay} {Offer.PayBasis}. This position is {Offer.UDF_UHS_Exemption_Status} and will have a probationary period of {Offer.UDF_UHS_Probationary_Period} from the date of hire.

Cancel Select Template

Choose your offer letter
And then click select
Template.



OFFER COMPLETION

ORACLE Lookup a candidate Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Summary

Bar, Crunch Elizabeth 
United States > Texas > Houston

 [Resume](#)

• 4 other active submission(s)

HIGHLIGHTS (CURRENT SUBMISSION)

Required met **0/0** Assets met **0/0**

Step: Offer
Status: Draft
Source: HigherEd Jobs
Date of Application: Apr 16, 2020

MOST RELEVANT EDUCATION

Bachelor's Degree
Business Administration
University of Houston (UH)

WORK EXPERIENCE

8 y May 2012 - May 2020
Hershey Company

Submission: Bar, Crunch Elizabeth for Coord, Office (001106673)

     [More Actions](#)

Offers [Cancel](#) [Save and close](#)

Offer details

Edit Offer Highlight Differences [Full Screen](#) [Collapse All](#)

Offer 1 (Current)     Requisition

Top Section 

Status	: Draft	-
Start Date	: Jun 1, 2020, 8:00 AM  <input type="checkbox"/> Tentative	-
Expiration Date	: Jun 1, 2020, 9:14 PM 	-
Created on	: May 27, 2020	Apr 14, 2020
Position Number *	: 00010673 - Coord, Office - PHLS H00... 	00010673 - Coord, Office - PHLS H0064 - J...
Position Type	: <input type="radio"/> Not Specified <input checked="" type="radio"/> Full Time	-

OFFER COMPLETION

New Feature

ORACLE Lookup a candidate Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Summary

Bar, Crunch Elizabeth

United States > Texas > Houston

Resume

4 other active submission(s)

Submission General Profile

HIGHLIGHTS (CURRENT SUBMISSION)

Required met 0/0 Assets met 0/0

Step: Offer
Status: Draft
Source: HigherEd Jobs
Date of Application: Apr 16, 2020

MOST RELEVANT EDUCATION

Bachelor's Degree
Business Administration
University of Houston (UH)

WORK EXPERIENCE

8 y May 2012 - May 2020
Hershey Company

Job Submission Attachments(3) **Offers** History

More Actions

Offer details

View Offer Highlight Differences Full Screen Collapse All

Offer 1 (Current)   0 Requisition

Offer Saved Successfully

Top Section

Status	: Draft	-
Start Date	: Jun 1, 2020, 8:00 AM <input type="checkbox"/> Tentative	-
Expiration Date	: Jun 1, 2020, 9:14 PM	-
Created on	: May 27, 2020	Apr 14, 2020
Position Number	: 00010673 - Coord, Office - PHLS H0064 - JobCo...	00010673 - Coord, Office - PHLS H0064 - JobCod...
Position Type	: Full Time	-
Department Name	: PHLS	PHLS

PRE-HIRE PROCESS

Please make sure that you start the pre-hire process with the candidates paperwork. Information is gathered from the candidate during this step to process debt.

The screenshot displays the Oracle HR system interface. At the top, the Oracle logo is on the left, and a search bar with the text "Lookup a candidate" and a magnifying glass icon is on the right. The user's name, "Nikki A Edwards Duncan", is visible in the top right corner. Below the header is a navigation menu with tabs for "RECRUITING", "TASKS", "REQUISITIONS", "SUBMISSIONS", "OFFERS", "CANDIDATE POOLS", and "SEARCH".

The main content area shows a breadcrumb trail: "You are here > ... > Requisition View > Submission List > Candidate View". A "Back to Submission List" button is located to the right of the breadcrumb. The candidate's name, "Bar, Crunch Elizabeth", and location, "United States > Texas > Houston", are displayed. A "Resume" button is visible next to the name. Below this, it indicates "4 other active submission(s)" and shows a toggle for "Submission" (currently off) and a link to "General Profile".

The "HIGHLIGHTS (CURRENT SUBMISSION)" section shows "Required met 0/0" and "Assets met 0/0". The "Step: Offer" and "Status: Draft" are noted, along with "Source: HigherEd Jobs" and "Date of Application: Apr 16, 2020". The "MOST RELEVANT EDUCATION" section lists a "Bachelor's Degree" in "Business Administration" from the "University of Houston (UH)".

A context menu is open over the candidate's name, listing various actions under "Selection Process", "Offer Process", and "Other Actions". The "Start Pre-Hire Onboarding Process..." option is highlighted in blue. Other options include "Request a Screening Service", "Start New Hire Onboarding Process...", "Submit Offer for Approval", "Cancel Offer", "Link to Requisition", "Share Candidate", "Check for Duplicates", "Add Comments", "Send Correspondence", and "Add Candidate to Folder".

The "View Offer" section shows "Offer 1 (Current)" and a "Top Section" with fields for "Status", "Start Date", "Expiration Date", "Created on", and "Position Number". A "Requisition" dropdown menu is visible on the right side of the interface.

PRE-HIRE PROCESS

Start Pre-Hire Onboarding Process ×

Candidate Name
Bar, Crunch Elizabeth ID: 307208

??5388994
Coord, Office ID: STA006025

Process
UH_Pre-Hire

Comments

Click start process



Cancel

Start Process

OFFER APPROVAL

ORACLE Lookup a candidate Nikki A Edwards Duncan

RECRUITING | TASKS | REQUISITIONS | SUBMISSIONS | OFFERS | CANDIDATE POOLS | SEARCH

You are here > ... > Requisition View > Submission List > Candidate View

Summary

Bar, Crunch Elizabeth

United States > Texas > Houston

4 other active submission(s)

Submission General Profile

HIGHLIGHTS (CURRENT SUBMISSION)

Required met	Assets met
0/0	0/0

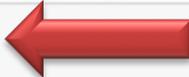
Step: Offer
Status: Draft
Source: HigherEd Jobs
Date of Application: Apr 16, 2020

MOST RELEVANT EDUCATION

Bachelor's Degree
Business Administration
University of Houston (UH)

WORK EXPERIENCE

Submission: Bar, Crunch Elizabeth for Coord, Office (ID: STA006025)



Job Submission | Attachments(3) | **Offers** | History

Language: English

Personal Information

Candidate Personal Information

First Name	Middle Name	Last Name
Crunch	Elizabeth	Bar
Address (line 1)	City	Zip/Postal Code
49 Combwell Gdn	Missouri City	77072
Place of Residence	Primary Number	Cellular Number
United States > Texas > Houston	Home Phone	832-330-5164
Home Phone Number	Email Address	Internal Candidate
713-867-5309	josephine57@hotmail.com	No

OFFER APPROVAL

ORACLE

Lookup a candidate

Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > ... > Requisition View > Submission List > Candidate View

Back to Submission List

Submission: Bar, Crunch Elizabeth for Coord. Office (ID: STA006025)

Selection Process

- Request a Screening Service

Offer Process

- Start New Hire Onboarding Process...
- Cancel Pre-Hire Onboarding Process...
- Submit Offer for Approval**
- Cancel Offer

Sourcing Activities

- Link to Requisition
- Share Candidate
- Check for Duplicates

Other Actions

- Add Comments
- Send Correspondence
- Add Candidate to Folder

Job Submission

Personal Information

Candidate Personal

First Name
Crunch

Address (line 1)
49 Combwell Gdn

Place of Residence
United States > Texas

Home Phone Number
713-867-5309

Language: English Edit All Expand All

Last Name
Bar

Zip/Postal Code
77072

Cellular Number
832-330-5164

Internal Candidate
No

Summary

Bar, Crunch Elizabeth

United States > Texas > Houston

Resume

4 other active submission(s)

Submission General Profile

HIGHLIGHTS (CURRENT SUBMISSION)

Required met 0/0 Assets met 0/0

Step: Offer
Status: Draft
Source: HigherEd Jobs
Date of Application: Apr 16, 2020

MOST RELEVANT EDUCATION

Bachelor's Degree
Business Administration
University of Houston (UH)

Run script "void(0)" RIENCE

OFFER APPROVAL

ORACLE

Lookup a candidate

Nikki A Edwards Duncan

- RECRUITING
- TASKS
- REQUISITIONS
- SUBMISSIONS
- OFFERS
- CANDIDATE POOLS
- SEARCH

HIGHLIGHTS (CURRENT SUBMISSION)

Required met **2/2** Assets met **0/0**

Step: Offer
Status: Draft
Source: Career Section
Date of Application: Jan 20, 2020

MOST RELEVANT EDUCATION

Bachelor's Degree
Business Management
Nicholls State University NSU

WORK EXPERIENCE

- 1 y** Jan 2019 - Nov 2019
Project Manager
Turner Industries
- 1 y** Jan 2017 - Dec 2017
Palermitano Solutions LLC

Offer 1 - approval process

Offer 1 - Submitting for approval

+ Add Approvers ↑↓ Reorder

Order	Approver	Decision	Decision Comment
1	Nikki A Edwards Duncan ✖	Approved	-
2	Lasaundra B Cotright ✖	Pending	
3	Sabrina Hassumani ✖	Pending	
4	Jill M Victor ✖	Pending	

- Add the approvers to the list of collaborators defined for this submission's requisition
- Add the approvers to the list of my frequent collaborators

Comment to Approvers *

Characters remaining : 1000

Offer moves into approval for Each area. Once approved by Compensation, recruitment will verify information and extend the offer to the candidate.

OFFER APPROVAL

ORACLE

Lookup a candidate

Nikki A Edwards Duncan

- RECRUITING
- TASKS
- REQUISITIONS
- SUBMISSIONS
- OFFERS
- CANDIDATE POOLS
- SEARCH

Step: Offer
Status: Draft
Source: Career Section
Date of Application: Jan 20, 2020

MOST RELEVANT EDUCATION
Bachelor's Degree
Business Administration
University of Houston

WORK EXPERIENCE
4 y Aug 2016 - Present
Substitute Teacher
Katy Independent School District
0 y Aug 2019 - Jan 2020
Tompkins High School

Order	Approver	Decision	Decision Comment
1	Nikki A Edwards Duncan	Approved	-
2	Lasaundra B Cotright	Approve	
3	Sabrina Hassumani	Approve	
4	Jill M Victor	Approve	

- Add the approvers to the list of collaborators defined for this submission's requisition
- Add the approvers to the list of my frequent collaborators

Comment to Approvers *
approved

Characters remaining : 992

After the approval process, assign to * Garcia, Cristian

Each approver will submit for Approval.



Cancel Submit for Approval