



TALEO Fluid Recruiting

Training for the Upgraded Taleo Recruiting System



PHASE 2:
**SOURCING
APPLICANTS**

SOURCING APPLICANTS

New
Feature

ORACLE

Lookup a candidate

Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Filters

Show requisitions:
I own or collaborate on

Include inactive requisitions

Apply Filters Clear All

Requisitions (167)

FILTERS Show requisitions: I own or collaborate on Status: Open Hire Type All Clear All

More Actions List Format Nikki's

<input type="checkbox"/>	Title	ID	51	Recruiter	Status	Posting Date	Status Detail
<input type="checkbox"/>	Research Tech 1	STA003103	51	Edwards Duncan Nikki	Open	Sep 20, 2018	Expired (10/4)
<input type="checkbox"/>	Research Associate 2	STA003194	37	Edwards Duncan Nikki	Open	Oct 24, 2018	Posted (Ongoing)
<input type="checkbox"/>	Research Associate 1	STA002852	81	Edwards Duncan Nikki	Open	Jan 9, 2019	Posted (Ongoing)
<input type="checkbox"/>	Post Doctoral Fellow	STA002996	44	Edwards Duncan Nikki	Open	Jan 10, 2019	Posted (Ongoing)
<input type="checkbox"/>	Game Operations and Event Management Coordinator	STA004092	807	Edwards Duncan Nikki	Open	Jan 31, 2019	Unposted (5/3/19)
<input type="checkbox"/>	Assistant Athletic Director for Annual Fundraising	STA004108	159	Edwards Duncan Nikki	Open	Feb 8, 2019	Unposted (8/28/19)
<input type="checkbox"/>	Research Lab Manager	STA003930	124	Edwards Duncan Nikki	Open	Feb 15, 2019	Posted (Ongoing)
<input type="checkbox"/>	Director, UHLC Special Events	STA004105	311	Edwards	Open	Mar 4, 2019	Posted

Posting with a yellow circle indicates new applications.

Click on the posting

SOURCING APPLICANTS

- The summary provides information about your posting.
- # of active and new candidates
- Click on the number of new applicants

New
Feature

The screenshot displays the Oracle HR system interface for a requisition. The top navigation bar includes 'ORACLE', a search bar for 'Lookup a candidate', and the user name 'Nikki A Edwards Duncan'. The main navigation menu contains 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', 'OFFERS', 'CANDIDATE POOLS', and 'SEARCH'. The breadcrumb trail indicates the current location: 'You are here > ... > Requisition View > Requisition List > Requisition View'. A 'Back to Requisition List' button and navigation arrows are also present.

The main content area is titled 'Executive Secretary (ID: STA004358)'. It features a 'More Actions' dropdown and a 'Back to Requisition List' button. The 'All Candidates 4' button is highlighted in green. The 'Sourcing' tab is selected, showing a 'Language: English (Base)' dropdown and 'Edit All' and 'Expand' buttons.

The 'Summary' sidebar on the left provides key information: 'Status: Open - Unposted', 'Latest Action: Requisition Unposted', and 'Hired Candidate(s): 0 out of 1'. It also displays 'Active Candidates: 4' and 'New candidates: 3', with a red arrow pointing to the 'New candidates' button. Below this, the 'STRUCTURE' section lists 'Organization: H0098 Dean, Law', 'Primary Location: Houston, Texas', and 'Job Field: Staff'. The 'HIRING TEAM' section lists 'Department Contact: Smith, Diana', 'Employment Rep: Edwards Duncan, Nikki', and 'User Group: University of Houston'.

The 'Requisition Info' section is expanded to show 'Position Details'. The 'Logistics' section is also visible. The 'Position Details' table includes the following information:

Position Details		
Number of Openings 1	Position Title Executive Secretary	Position Number 00011619 - Asst, Administrative - Dean, Law H00 JobCode D5H8
Job Code D4F2_UHM - Exec Secretary	Justification Replacement	Previous Incumbent Name Treva Anthony
Department Name Dean, Law	College Law	Hiring Manager Fariiba Pouraryan
Hiring Manager Job Title	Hiring Manager Email	Position Fund Type

SOURCING APPLICANTS

Click on the name of the applicant you want to view.

The screenshot shows the Oracle HR system interface. At the top, there is a navigation bar with the Oracle logo, a search bar for candidates, and the user's name, Nikki A Edwards Duncan. Below this is a main navigation menu with tabs for RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. The current page is titled "Submission List" for a requisition with ID STA006025. A breadcrumb trail shows the path: You are here > ... > Requisition List > Requisition View > Submission List. A "Back to Requisition" button is located in the top right corner. On the left side, there is a "Filters" sidebar with sections for Selection process, Candidates, Submissions, and Radius. The main content area displays "Submissions for: Coord, Office (Requisition ID: STA006025)". It includes a "FILTERS" section showing "Step: HR SCREEN" and a "Clear All" button. Below this are icons for various actions and a "More Actions" dropdown. A "List Format" dropdown is set to "Education". The main table lists four applicants, each with a checkbox, a flag icon, a candidate name and ID, a star icon, a home icon, a bar chart icon, a step indicator, selection status, assets, result, and grade. The applicants are: Bar, Crunch Elizabeth (307208), Dark, Special (307189), Good, Mister Feel (307207), and Taco, Burrito (307305). All are in the "HR SCREEN" step with a "To Be Reviewed" result and a grade of "0 / 0". At the bottom, it shows "0 item(s) selected." and a pagination control for "Page 1 of 1 (1-4 of 4 items)".

ORACLE

Lookup a candidate

Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

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

Back to Requisition

Filters

Selection process

Step

HR SCREEN (4)

Status

To Be Reviewed (4)

Under Consideration

Passed Screening

Rejected

Requisition Cancelled

Applicant Withdrew

Not Referred by HR

Candidates

Submissions

Radius

Apply Candidate Filters

Clear All

Submissions for: Coord, Office (Requisition ID: STA006025)

FILTERS Step: HR SCREEN Clear All

More Actions

List Format: Education

<input type="checkbox"/>			Candidate				Step	Selection Status	Assets	Result	Grade
<input type="checkbox"/>			Bar, Crunch Elizabeth (307208)					HR SCREEN	To Be Reviewed		0 / 0
<input type="checkbox"/>			Dark, Special (307189)					HR SCREEN	To Be Reviewed		0 / 0
<input type="checkbox"/>			Good, Mister Feel (307207)					HR SCREEN	To Be Reviewed		0 / 0
<input type="checkbox"/>			Taco, Burrito (307305)					HR SCREEN	To Be Reviewed		0 / 0

0 item(s) selected.

Page 1 of 1 (1-4 of 4 items)

SOURCING APPLICANTS

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: **HR SCREEN**
Status: **To Be Reviewed**
Source: **HigherEd Jobs**
Date of Application: **Apr 16, 2020**

MOST RELEVANT EDUCATION

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

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

Job Submission | Attachments(3) | 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

Open #https://stguhs.taleo.net/enterprise/fluid?root=centerstage¢erstage=CandidateView# on this page in a new tab

New
Feature

SUMMARY OF APPLICANT

The Summary of the applicant will give you a summation of the applicant's education, experience and where they heard about the position, how and when they applied.

Summary

Bar, Crunch Elizabeth 
United States > Texas > Houston

- 5 active submission(s)

SOURCE

Source: Job Fairs (Veteran)
Creation Date: Mar 21, 2020
Medium: Online

MOST RELEVANT EDUCATION

2012 - Bachelor's Degree
Business Administration
University of Houston (UH)

WORK EXPERIENCE

 **8 y** May 2012 - May 2020

SOURCING APPLICANTS

New Feature

- Any required documents will be under the attachments tab
- Each document is a hyperlink that you are able to click on and view
- You can also preview the resume in the summary

The screenshot displays the Oracle HR system interface for a candidate's submission. The top navigation bar includes 'ORACLE', a search bar for 'Lookup a candidate', and the user name 'Nikki A Edwards Duncan'. The main navigation menu contains 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', 'OFFERS', 'CANDIDATE POOLS', and 'SEARCH'. The 'SUBMISSIONS' tab is active, showing the submission for 'Bar, Crunch Elizabeth for Coord, Office (ID: STA006025)'. The left sidebar provides a 'Summary' for the candidate, including a 'Resume' button, submission status (4 other active submission(s)), and highlights (HR SCREEN, To Be Reviewed, HigherEd Jobs, Date of Application: Apr 16, 2020). The main content area shows the 'Attachments(3)' tab selected, displaying a table of attached resumes. A red arrow points to the 'Resume' button in the sidebar, and another red arrow points to the 'after the offer email.doc' attachment in the table.

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

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

Attached Resume(s) relevant to this Submission | Upload Resume Attachment

File Name	Attached by	Visible to candidate	Size	Date	Description
after the offer email.doc	Candidate	Yes	25 KB	Apr 16, 2020	

Other Attachments relevant to this Submission | Upload Other Attachment

There are no file attachments for this section

Related to Offer

There are no file attachments for this section

Attachments relevant to Other Submissions or General Profile

File Name	Resume	Relevant To	Attached by	Visible to candidate	Size	Date	Description
2020+R esume+ .docx	Yes	Journey Electrician	Candidate	Yes	202kb	Apr 22, 2020	

MOVING APPLICANTS THROUGH THE PROCESS

The screenshot displays the Oracle HR system interface for a candidate named Bar, Crunch Elizabeth. The top navigation bar includes 'ORACLE', a search bar with 'Lookup a candidate', and the user name 'Nikki A Edwards Duncan'. The main navigation menu contains 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', 'OFFERS', 'CANDIDATE POOLS', and 'SEARCH'. The breadcrumb trail indicates the current view: 'You are here > ... > Requisition View > Submission List > Candidate View'. A 'Back to Submission List' button is visible in the top right.

The left sidebar shows the candidate's profile summary for 'Bar, Crunch Elizabeth' (United States > Texas > Houston). It includes a 'Resume' button, a note about '4 other active submission(s)', and a toggle for 'Submission' and 'General Profile'. The 'HIGHLIGHTS (CURRENT SUBMISSION)' section shows 'Required met 0/0' and 'Assets met 0/0', with a 'Step: HR SCREEN' and 'Status: To Be Reviewed'. The 'Date of Application' is 'Apr 16, 2020'. Below this are sections for 'MOST RELEVANT EDUCATION' (Bachelor's Degree in Business Administration from University of Houston) and 'WORK EXPERIENCE'.

The main content area shows the submission details for 'Submission: Bar, Crunch Elizabeth for Coord, Office (ID: STA006025)'. A 'More Actions' dropdown menu is open, listing various actions categorized into 'Selection Process', 'Offer Process', 'Sourcing Activities', and 'Other Actions'. The 'Change Step/Status' option is highlighted in blue. Other actions include 'Request a Screening Service', 'Start Pre-Hire Onboarding Process...', 'Start New Hire Onboarding Process...', 'Link to Requisition', 'Share Candidate', 'Check for Duplicates', 'Add Comments', 'Send Correspondence', and 'Add Candidate to Folder'.

Below the dropdown menu, there are sections for 'Attached Resume(s) relevant to this submission' and 'Other Attachments relevant to this submission', both showing 'There are no file attachments'. A table of attachments is visible, with columns for 'File Name', 'Size', 'Date', and 'Description'. One attachment is listed: 'after the offer email.doc' with a size of '25 KB' and a date of 'Apr 16, 2020'. Another table below shows a candidate-related attachment: '2020+R' with a size of '203kb' and a date of 'Apr 22, 2020'.

Click on more actions and choose Change step and status.

MOVING APPLICATIONS

If the applicant passes or if the applicant does not pass your screening for the position, you will need to change their status in Taleo.

Change Step and Status

Candidate Name: Bar, Crunch Elizabeth Requisition Title: Coord, Office (STA006025)

Currently in	Change to
Step: HR SCREEN Status: To Be Reviewed	Step: HR SCREEN Status: Passed Screening* Under Consideration Passed Screening* Rejected* Requisition Cancelled* Applicant Withdrew*

Comments: *Please enter comments here*

Select Other Action

- Start Onboarding process
- Send Correspondence

MOVING APPLICATIONS

If the applicant passes or if the applicant does not pass your screening for the position, you will need to change their status in Taleo.

Change Step and Status

Candidate Name: Bar, Crunch Elizabeth Requisition Title: Coord, Office (STA006025)

Currently in	Change to
Step: HR SCREEN Status: Passed Screening	Step: HM Screen Status: <ul style="list-style-type: none">To Be ReviewedTo Be ReviewedUnder ConsiderationPassed Screening*Rejected*Requisition Cancelled*

Comments: *Please enter comments here*

Select Other Action

- Start Onboarding process
- Send Correspondence

Buttons: Cancel Apply and Continue **Apply and Close**



MOVING APPLICATIONS

Applications should also be moved into the interview status when interviews are being conducted. You have the option to pass the interview and also reject the applicant if they did not pass the interview process. Phone screens are also listed as an option.

Change Step and Status

Candidate Name: Bar, Crunch Elizabeth Requisition Title: Coord, Office (STA006025)

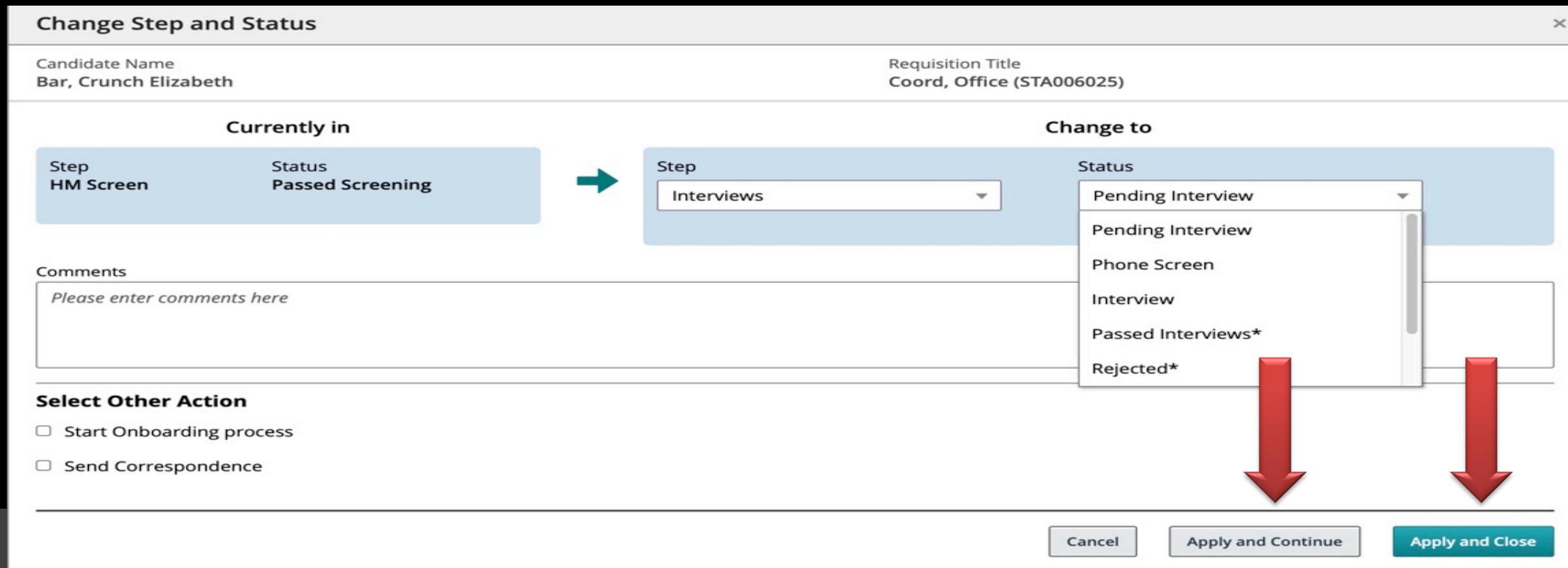
Currently in	Change to
Step: HM Screen Status: Passed Screening	Step: Interviews Status: Pending Interview

Comments: *Please enter comments here*

Select Other Action

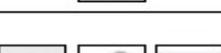
- Start Onboarding process
- Send Correspondence

Buttons: Cancel Apply and Continue Apply and Close



The screenshot displays a web interface for changing an application's step and status. The title bar reads 'Change Step and Status'. Below the title, the candidate's name 'Bar, Crunch Elizabeth' and the requisition title 'Coord, Office (STA006025)' are shown. The main area is divided into two sections: 'Currently in' and 'Change to'. In the 'Currently in' section, the step is 'HM Screen' and the status is 'Passed Screening'. A green arrow points to the 'Change to' section, where the step is set to 'Interviews' and the status is 'Pending Interview'. A dropdown menu is open for the status field, listing options: 'Pending Interview', 'Phone Screen', 'Interview', 'Passed Interviews*', and 'Rejected*'. Two large red arrows point downwards from the 'Passed Interviews*' and 'Rejected*' options. At the bottom, there are three buttons: 'Cancel', 'Apply and Continue', and 'Apply and Close'.

APPLICATION ICONS

Candidate Icons	
	Internal candidate
	ACE candidate
	Referred candidate (Agency or Employee)
	New candidate or candidate has been modified since last viewed
	Disqualified Candidate
	To be verified
	Attached File (click to open)
	New Progression Status*
	Review Progression Status*
	1st, 2nd, 3rd Interview Progression Status*
	Testing Progression Status*
	Offer Progression Status*

Recruiting Tasks Requisitions Candidates Offers Reports Lib

Candidates for Advisor 1 (STA005051)

Notice the different icons next to the applicants name.

House means that they are an internal applicant.

Stair steps mean that they are in another selection process on another requisition.

Step All Candidate

HR SCREEN (44)

Ma, Khang Tuan (148380)

Farley, Isaac Santiago (169880)

Lewis, Zachary Kent (275978)

emon, Hafsa (276369)

oman, Dany (256589)

Pereira, Alyssa Jean (220069)

Quick Filters