

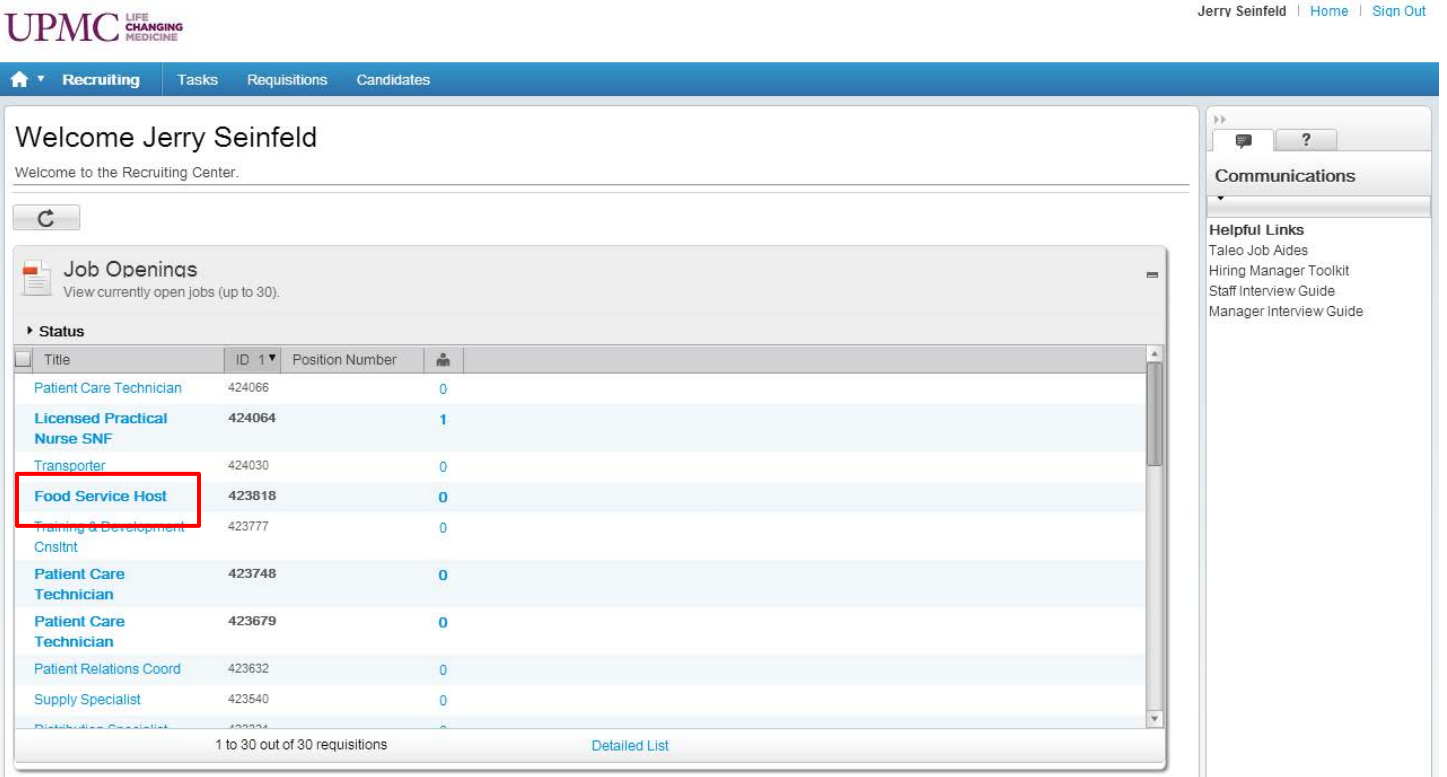
VIEWING EXISTING JOBS

Taleo User Guide

1. Upon log-in, you will see this home page. The page you will be using most is the Recruiting Center. To access the Recruiting Center, click the Recruiting link on the top navigation bar or the Centers toolbar on the left.



2. From the Recruiting Center, you can view existing jobs in the "Job Openings" viewing pane, and view job details by clicking on the Title.



- 3. Here you can view the job details. Scroll down using the scrollbar to the right to view more information. You can also view attachments and requisition history using the tabs under the requisition title.

Recruiting | Tasks | Requisitions | Candidates

Licensed Practical Nurse SNF (424064)

2 out of 30 requisitions

Requisition | Attachments | History

1. Requisition Details

Owners

Recruiter	Hiring Manager
Benis, Elaine	Seinfeld, Jerry

Requisition Details

Requisition Title
Licensed Practical Nurse SNF

Structure

Organization
Service Line Health Services Division
Division Community Provider Services
Sub-Division UPMC Senior Communities
Business Unit UPMC Senior Communities

Primary Location
Country United States
State Pennsylvania
City Verona

Requisition Summary (Left Panel):

- Status: Open
- Candidates for this requisition: 1
- Activated Languages: English (Base)
- Requisition Type: Professional
- Hired Candidates: 0 out of 1
- Department: Nursing Unit 2
- Primary Location: Seneca Place
- Recruiter: Benis, Elaine
- Hiring Manager: Seinfeld, Jerry

VIEWING APPLICANTS BY JOB

Taleo User Guide

1. To view applicants by job from the Recruiting Center, you must first open the job details. You can do this by clicking on the job title.



Welcome Jerry Seinfeld
Welcome to the Recruiting Center.

Job Openings
View currently open jobs (up to 30).

Title	ID	Position Number	Candidates
Patient Care Technician	424066		0
Licensed Practical Nurse SNF	424064		1
Transporter	424030		0
Food Service Host	423818		0
Training & Development Cnsltrnt	423777		0
Patient Care Technician	423748		0
Patient Care Technician	423679		0
Patient Relations Coord	423632		0
Supply Specialist	423540		0

1 to 30 out of 30 requisitions [Detailed List](#)

2. To view the candidates that have applied for the job you are viewing, click the candidate number on the left toolbar.



Licensed Practical Nurse SNF (424064)
2 out of 30 requisitions

Requisition | Attachments | History

1. Requisition Details

Owners

Recruiter: Benis, Elaine
Hiring Manager: Seinfeld, Jerry

Requisition Details

Candidates for this requisition: 1

3. The candidate list will open. Here, you can click on each candidate's name to view his or her candidate file.

Jerry Seinfeld | Home | Sign Out

Candidates for:
Licensed Practical Nurse SNF (424064)

Candidate	Requirements	Assets	Assessment1 Details	Selection Step, Status	Sub. Created, Updated
Marino, Dan (11080)	1 / 3	2 / 3		Offer - Rescinded	Aug 20, 2015 - Dec 1, 2015
Hartman, Dan (10562)	2 / 3	1 / 3		Hiring Manager Review - Manager to Review	Aug 25, 2015 - Dec 1, 2015

4. You can now view the candidate details, such as application information, attachments, and candidate history, by using the scrollbar to the right or clicking the respective tabs.

Jerry Seinfeld | Home | Sign Out

Hartman, Dan applied for requisition:
Licensed Practical Nurse SNF (424064)

2 out of 2 candidates

Job Submission | Attachments | History

1. Application

Candidate Personal Information

Please note that any changes to name and contact information of internal candidates will be overwritten by PeopleSoft.

First Name Dan	Last Name Hartman
Internal Candidate No	
Address: Address (line 1) 600 Grant Street	Place of Residence United States > Pennsylvania > Pittsburgh
City Pittsburgh	Zip/Postal Code 15201
Are you willing to relocate? No	
Phone/Email: Primary Number Home Phone Home Phone Number	

UPLOADING INTERVIEW NOTES

Taleo User Guide

1. In order to upload interview notes for a candidate, start by clicking the Candidates link on the top navigation bar.



The screenshot shows the 'Recruiting' dashboard. The top navigation bar includes 'Recruiting', 'Tasks', 'Requisitions', and 'Candidates'. The 'Candidates' link is highlighted with a red box. Below the navigation bar, the user is greeted with 'Welcome Jerry Seinfeld' and 'Welcome to the Recruiting Center.' A 'Job Openings' section displays a table of requisitions:

Title	ID	Position Number	Count
Patient Care Technician	424066		0
Licensed Practical Nurse SNF	424064		3
Transporter	424030		0
Food Service Host	423818		0
Training & Development Cnsltnt	423777		0
Patient Care Technician	423748		0
Patient Care Technician	423679		0
Patient Relations Coord	423632		0
Supply Specialist	423540		0

At the bottom of the table, it says '1 to 30 out of 30 requisitions' and 'Detailed List'.

2. Click the name of the candidate.



The screenshot shows the 'Candidates' page. The top navigation bar includes 'Recruiting', 'Tasks', 'Requisitions', and 'Candidates'. The 'Candidates' link is highlighted. On the left, there are 'Quick Filters' for 'Candidates', 'Submissions', and 'Requisitions'. The main area displays a table of candidates:

Candidate	Assessment1 Details	Selection Step, Status: 2	Sub. Created, Updated	Req. ID, Title
Homyak, Jessica Ann (1114)		Offer - Rescinded	Oct 8, 2015 - Nov 1, 2015	15000002 - Test Administrative Assistant
Test001, Test (10160)		Offer - Canceled	Jul 24, 2015 - Nov 24, 2015	15000002 - Test Administrative Assistant
▼ 15000005 - Test CNA				
Gellar, Monica (10260)		Hire - Send to PS - New Hire	Jul 24, 2015 - Jul 24, 2015	15000005 - Test CNA
▼ 421726 - Clinical Service Rep I				
Homyak, Jessica Ann (111411)		Offer - In Negotiation	Oct 8, 2015 - Oct 9, 2015	421726 - Clinical Service Rep
▼ 421771 - Student Nursing Assistant				
Coleman, Melissa (10565)		Hiring Manager Review - Applicant Withdrew	Aug 5, 2015 - Aug 6, 2015	421771 - Student Nursing Assistant
▼ 422236 - Nursing Assistant				
Gerardi, Maria L. (114877)		Hiring Manager Review - Prepare Offer	Nov 30, 2015 - Dec 2, 2015	422236 - Nursing Assistant
▼ 422463 - CRNP, Staff				
Hartman, Dan (10562)		Hire - Pre-Board Initiated	Sep 10, 2015 - Oct 15, 2015	422463 - CRNP, Staff

The candidate 'Gerardi, Maria L. (114877)' is highlighted with a red box.

3. Click the "Attachments" tab.

Recruiting | Tasks | Requisitions | Candidates

Gerardi, Maria L. applied for requisition: **Nursing Assistant (422236)**

8 out of 14 candidates

Job Submission | **Attachments** | History

1. Application

Candidate Personal Information

Please note that any changes to name and contact information of internal candidates will be overwritten by PeopleSoft.

First Name	Maria	Middle Name	L.	Last Name	Gerardi
Internal Candidate	No				
Address:					
Address (line 1)	107 Kensington Drive		Place of Residence	United States > Pennsylvania > Pittsburgh	
City	Pittsburgh	Zip/Postal Code	15237	Are you willing to relocate?	No

4. Click "Add".

Recruiting | Tasks | Requisitions | Candidates

Gerardi, Maria L. applied for requisition: **Nursing Assistant (422236)**

8 out of 14 candidates

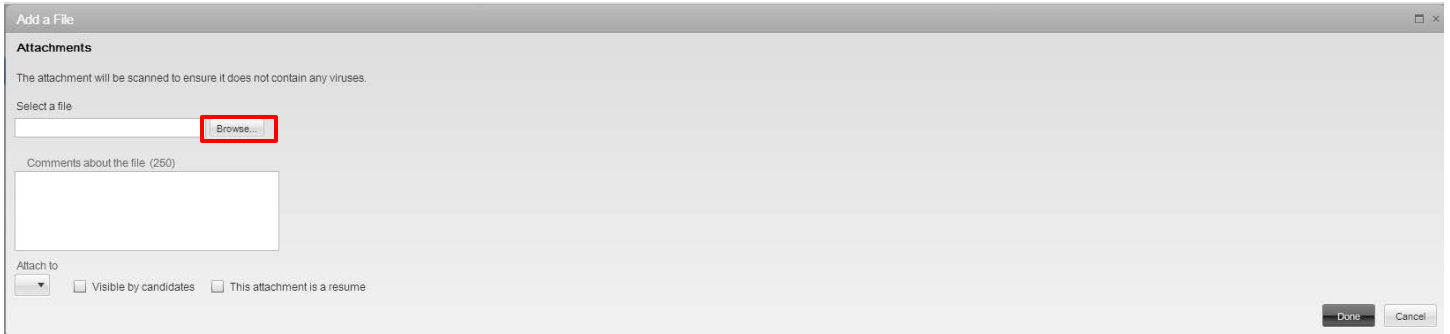
Job Submission | Attachments | History

+ Add | Edit

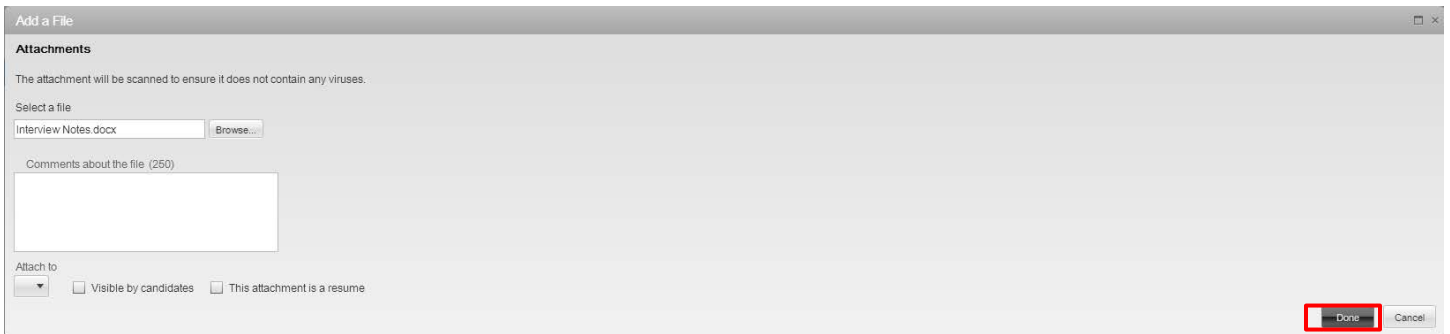
Submission-specific Attachments

File Name	Resume	Converted File	Date	Size	Comments	Visible by cand..	Type	Attached by
Gerardi Resume and Cover Letter - UPMC Nursing Recruiter.pdf	Yes	Gerardi Resume and Cover Letter - UPMC Nursing Recruiter.html	Nov 30, 2015, 8:30:37 PM	124 kb	This file includes a resume from which basic candidate information has been extracted.	Yes	Submission	Maria L. Gerardi
Phone Screen_Nursing	No	Phone Screen_Nursing	Dec 2, 2015, 8:53:11 AM	186 kb		No	Submission	Amy Robin Exley

5. Click "Browse" to find the document in your computer.



6. When the interview notes file appears in the window, enter any relevant comments and click "Done".
Note: Do not check the box indicating that the document should be visible by candidates. If you accidentally check this box, contact your recruiter immediately.



VIEWING PHONE SCREEN NOTES FOR A CANDIDATE

Taleo User Guide

1. In order to view phone screen notes or other attachments for a candidate, start by clicking the Candidates link on the top navigation bar.

Welcome Jerry Seinfeld
Welcome to the Recruiting Center.

Recruiting | Tasks | Requisitions | **Candidates**

Job Openings
View currently open jobs (up to 30).

Title	ID	Position Number
Patient Care Technician	424066	0
Licensed Practical Nurse SNF	424064	3
Transporter	424030	0
Food Service Host	423818	0
Training & Development Cnsltnt	423777	0
Patient Care Technician	423748	0
Patient Care Technician	423679	0
Patient Relations Coord	423632	0
Supply Specialist	423540	0
Distribution Specialist	423534	0

1 to 30 out of 30 requisitions [Detailed List](#)

Communications

Helpful Links
 Taleo Job Aides
 Hiring Manager Toolkit
 Staff Interview Guide
 Manager Interview Guide

2. Click the name of the candidate.

Recruiting | Tasks | Requisitions | **Candidates**

Candidates

Candidate	Assessment1 Details	Selection Step, Status	Sub. Created, Updated	Req. ID, Title
Homyak, Jessica Ann (1114)		Offer - Rescinded	Oct 8, 2015 - Nov 1, 2015	15000002 - Test Administrative Assistant
Test001, Test (10160)		Offer - Canceled	Jul 24, 2015 - Nov 24, 2015	15000002 - Test Administrative Assistant
15000005 - Test CNA				
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Homyak, Jessica Ann (111411)		Offer - In Negotiation	Oct 8, 2015 - Oct 9, 2015	421726 - Clinical Service Rep
421771 - Student Nursing Assistant				
Coleman, Melissa (10565)		Hiring Manager Review - Applicant Withdraw	Aug 5, 2015 - Aug 6, 2015	421771 - Student Nursing Assistant
422236 - Nursing Assistant				
Gerardi, Maria L. (114877)		Hiring Manager Review - Prepare Offer	Nov 30, 2015 - Dec 2, 2015	422236 - Nursing Assistant
422463 - CRNP, Staff				
Hartman, Dan (10562)		Hire - Pre-Board Initiated	Sep 10, 2015 - Oct 15, 2015	422463 - CRNP, Staff

Quick Filters
 Show candidates for requisitions:
 Include inactive requisitions
 Since
 Candidates
 Exclude disqualified
 Submissions
 Requisitions
 Draft
 Open

3. Click the "Attachments" tab.

Recruiting | Tasks | Requisitions | Candidates

Gerardi, Maria L. applied for requisition: **Nursing Assistant (422236)**

8 out of 14 candidates

Job Submission | **Attachments** | History

1. Application

Candidate Personal Information

Please note that any changes to name and contact information of internal candidates will be overwritten by PeopleSoft.

First Name	Middle Name	Last Name
Maria	L.	Gerardi

Internal Candidate
No

Address:

Address (line 1)	Place of Residence
107 Kensington Drive	United States > Pennsylvania > Pittsburgh
City	Zip/Postal Code
Pittsburgh	15237
Are you willing to relocate?	No

4. Use the scroll bar to find the document in the list. Click the file name to open the document.

Recruiting | Tasks | Requisitions | Candidates

Gerardi, Maria L. applied for requisition: **Nursing Assistant (422236)**

8 out of 14 candidates

Job Submission | Attachments | History

Submission-specific Attachments

File Name	Resume	Converted File	Date	Size	Comments	Visible by cand..	Type	Attached by
Gerardi Resume and Cover Letter - UPMC Nursing Recruiter.pdf	Yes	Gerardi Resume and Cover Letter - UPMC Nursing Recruiter.html	Nov 30, 2015, 8:30:37 PM	124 kb	This file includes a resume from which basic candidate information has been extracted.	Yes	Submission	Maria L. Gerardi
Phone Screen_Nursing	No	Phone Screen_Nursing	Dec 2, 2015, 8:53:11 AM	186 kb		No	Submission	Amy Robin Exley

DISPOSITIONING CANDIDATES

Taleo User Guide

1. As you review candidates within a requisition, you can manage their status to indicate where they are in the consideration process. To begin, click the title of the requisition you'd like to review.



Jerry Seinfeld | Home | Sign Out

Recruiting | Tasks | Requisitions | Candidates

Welcome Jerry Seinfeld
Welcome to the Recruiting Center.

Job Openings
View currently open jobs (up to 30).

Title	ID	Position Number	Candidates
Patient Care Technician	424066		0
Licensed Practical Nurse SNF	424064		1
Transporter	424030		0
Food Service Host	423818		0
Training & Development Cnslntr	423777		0

Communications

Helpful Links
Taleo Job Aides
Hiring Manager Toolkit
Staff Interview Guide
Manager Interview Guide

2. Click the candidate number to view the candidate list.



Jerry Seinfeld | Home | Sign Out

Recruiting | Tasks | Requisitions | Candidates

Licensed Practical Nurse SNF (424064)
2 out of 30 requisitions

Requisition | Attachments | History

1. Requisition Details

Owners

Recruiter: Benis, Elaine | Hiring Manager: Seinfeld, Jerry

Requisition Title: Licensed Practical Nurse SNF

Organization: Service Line Health Services Division | Division Community Provider Services

Candidates for this requisition: 2

Activated Languages: English (Base)

Requisition Type: Professional

Hired Candidates: 0 out of 1

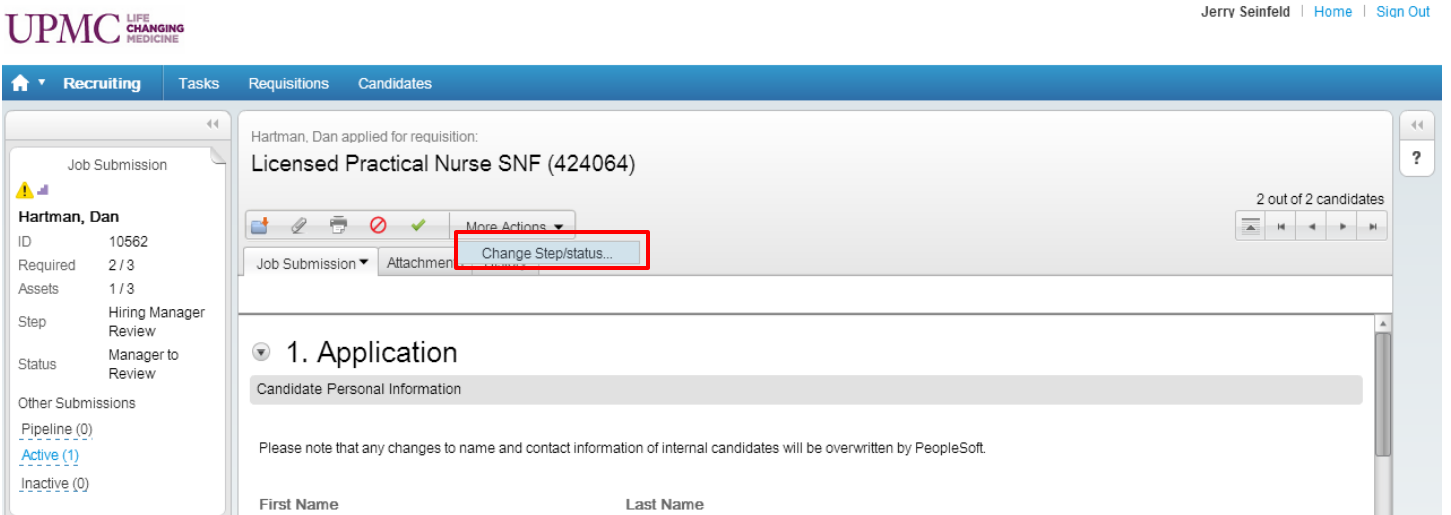
Department: Nursing Unit 2

Primary Location:

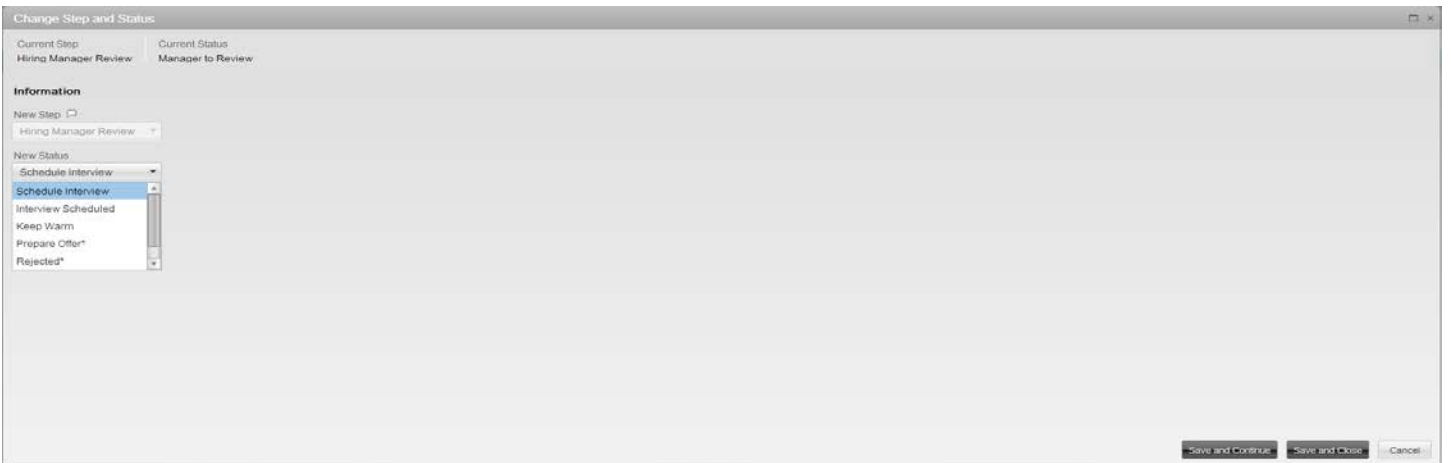
3. Click the candidate name to open up the candidate file.



4. Under "More Actions", select "Change Step/status".



5. Manage the candidate status depending on their current stage in the process, "Schedule interview", "Interview scheduled", "Keep warm", "Prepare Offer", or "Rejected".



6. Move the final candidate to the status "Prepare Offer". This will send an automatic notification to the recruiter that you have selected a candidate, and they will create an offer.

