



THE UNIVERSITY OF
TENNESSEE
HEALTH SCIENCE CENTER®

FACULTY AND ADMINISTRATIVE
TALEO MANUAL

Revised January 2021

Table of Contents

Preface.....	1
Creating a New Position.....	1
Job Description Template.....	28
Faculty and Upper-Level Search Process	29
Taleo Faculty Posting Instructions.....	30
Section 1	32
Section 2: Administration	35
Section 3: Req - External Description	36
Section 4: Req - Internal Description	37
Prescreening:.....	38
Screening:.....	38
Next Steps:	39
Taleo Faculty Candidate Workflow Instructions.....	43
The Revert Process	49

Preface

The *Administrative and Faculty Taleo Manual* contains procedures that guide the faculty and administrative hiring processes. This document formally captures the workflow processes of recruitment and hiring for faculty and executive administrative positions at the University of Tennessee Health Science Center. The university is committed to recruiting and retaining exceptional faculty and staff and aims to be an exemplary employer that focuses on employee needs and pursues feedback at every opportunity.

The primary aim of the *Administrative and Faculty Taleo Manual* is to ensure that the campus is operating in accordance with the laws and regulations issued by the Federal government, State of Tennessee, and affiliated agencies.

Creating a New Position

Purpose

Use this procedure to request the creation of a new position in the Human Resources organizational structure of IRIS.

Menu Path

Use the following menu path(s) to begin this transaction:

Human Resources → Personnel Management → Administration → HR Master Data → ZPOSITION000 Position – Create/Change

Transaction Code

ZPOSITION000, ZPOSITION001, ZPOSITION002

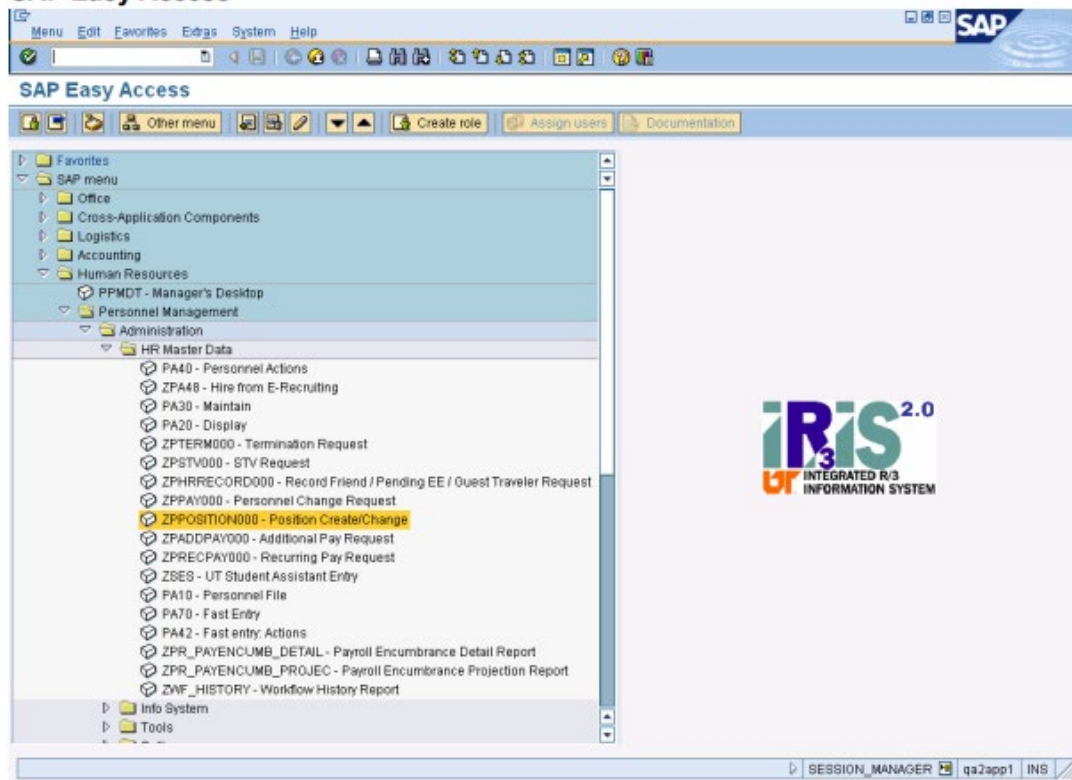
Overview of Process

The following steps are required to complete the e-form process:

- 1) Originator completes the online e-form using transaction **ZPOSITION000**.
- 2) Originator submits the completed e-form to workflow for electronic approval and receives a position number for the requested position.
- 3) Each reviewer/approver on the workflow route reviews/approves the request.
- 4) At the final destination on the workflow path (usually the Human Resources Compensation Office), the position request is reviewed before final processing.
- 5) Originator receives an email that the process has been completed and the new position is now ready for use in IRIS.

1. Start the transaction using the menu path or transaction code ZPOSITION000.

SAP Easy Access



- Double-click **ZPOSITION000 - Position Create/Change**. The Position Request screen is displayed.

Note: This screen enables the user to create a requisition **in addition to** creating and editing a position.


- Choose the action you wish to perform from the following table:

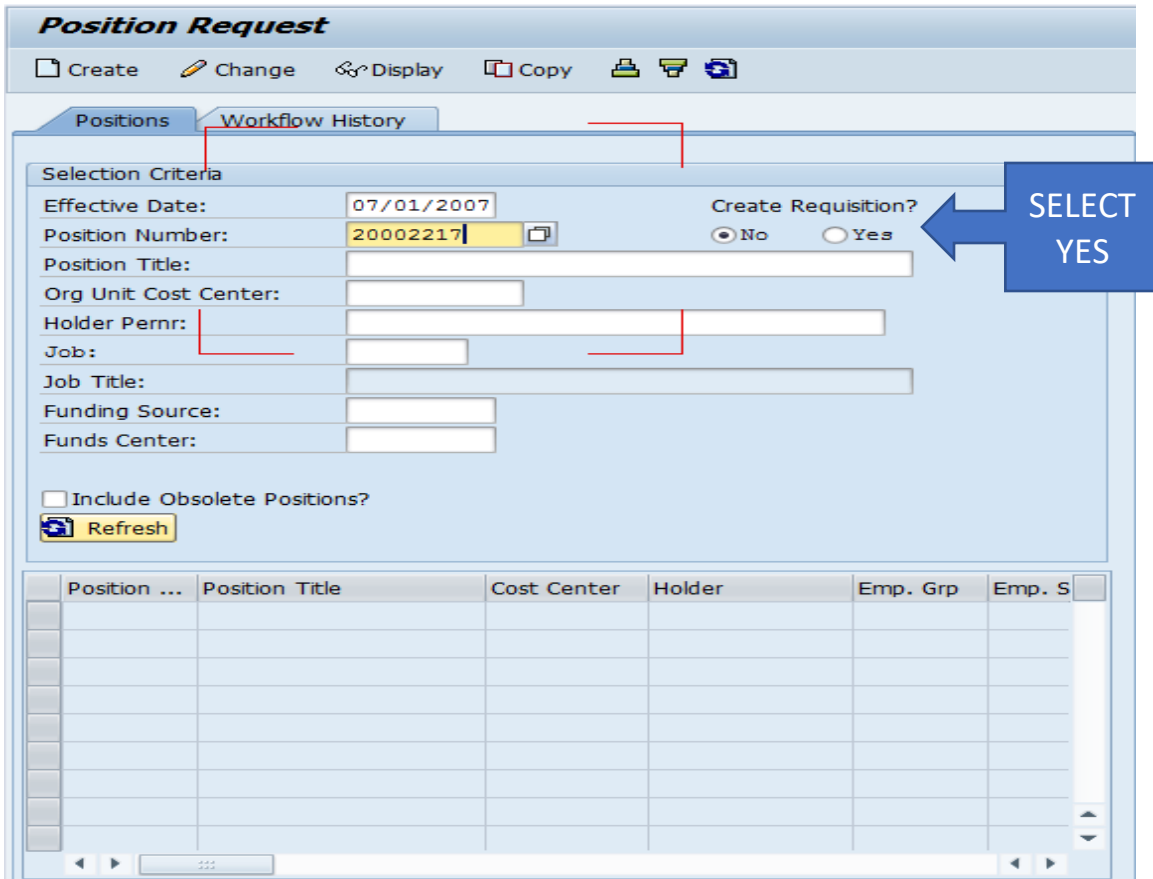
If you want to create a new position	Go To
By copying information from an existing position	Step 4
Starting with a blank template	Step 5

- The following steps demonstrate how to create a new position by copying information from an existing position.

Important: You must select **YES** under Create Requisition before beginning the process.
 (See diagram below)

4.1 Complete the following fields on the *Position Request* screen:

Field Name	R/O/C	Description
Effective Date: (HR1)	R	The start date for the record being created. Example: 07/01/2007
Position Number:	R	An 8-digit number that uniquely identifies a position within IRIS. Enter the number of the position whose defaults will be used for the new position. Example: 20002217  For instructions on how to search for a position, see the "ZPOSITION000 Find A Position" document.



Position Request

Create Change Display Copy

Positions Workflow History

Selection Criteria

Effective Date: 07/01/2007 Create Requisition? No Yes

Position Number: 20002217

Position Title:

Org Unit Cost Center:

Holder Pernr:

Job:

Job Title:


Funding Source:

Funds Center:

Include Obsolete Positions?

Refresh

Position ...	Position Title	Cost Center	Holder	Emp. Grp	Emp. S


- 4.2 Click  Refresh to display the position in the lower portion of the *Position Request* screen.

Position Request

Create Change Display Copy Print F5

Positions Workflow History

Selection Criteria

Effective Date: 07/01/2007 Create Requisition? No Yes 

Position Number: 20002217

Position Title:

Org Unit Cost Center:

Holder Pernr:


Job:

Job Title:

Funding Source:

Funds Center:

Include Obsolete Positions?

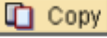
 Refresh

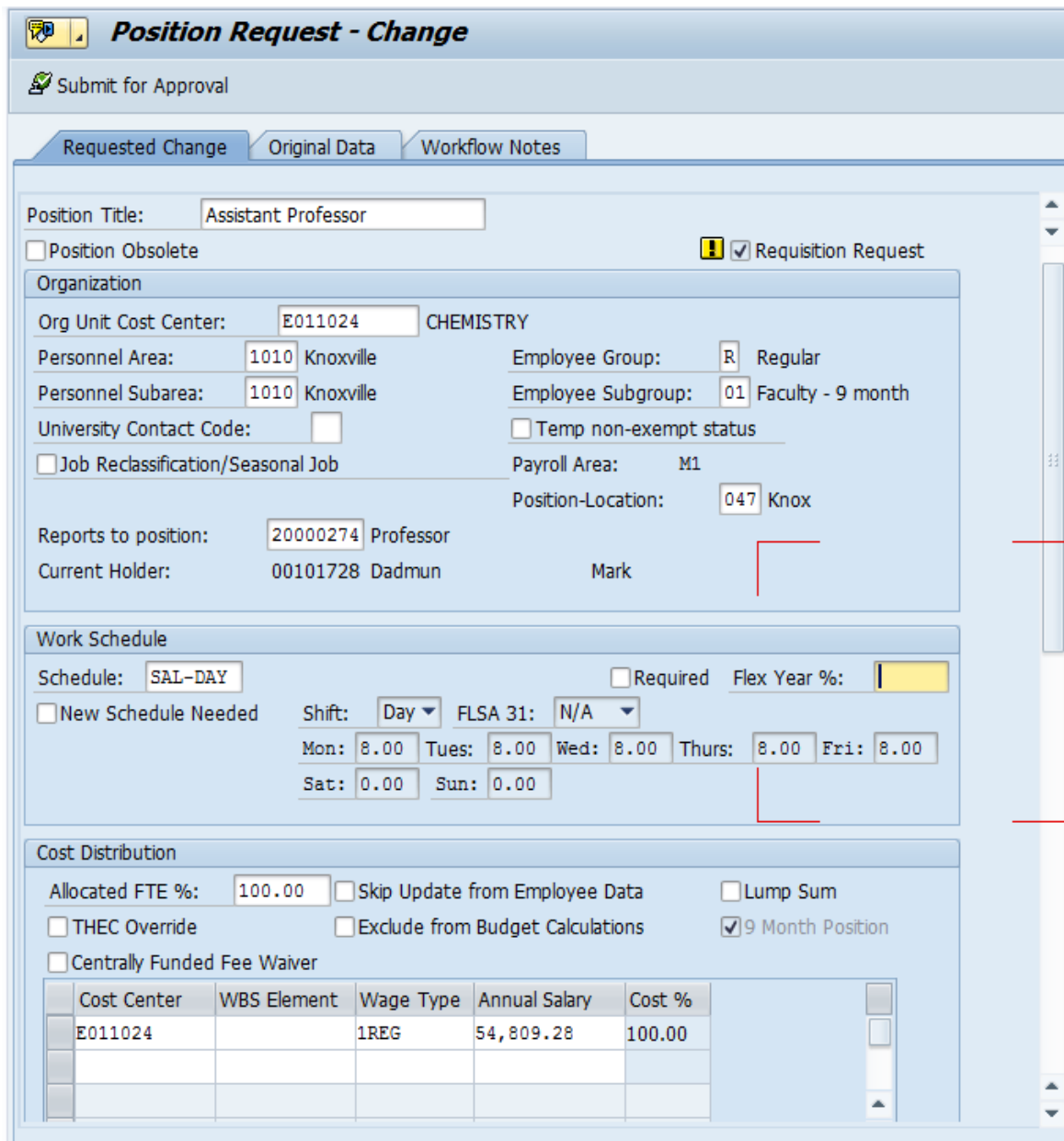
Position ...	Position Title	Cost Center	Holder	Emp. Grp	Emp. S
20002217	Assistant Professor	E011024		R	01

You must select YES under Create Requisition.

- 4.3 Click in the selection box to the left of the position number to select the position to be copied. The line will then be highlighted.

<input type="checkbox"/>	20002217	Assistant Professor	E011024		R	01	<input type="checkbox"/>
--------------------------	----------	---------------------	---------	--	---	----	--------------------------

- 4.4 Click . The *Position Request – Create* screen is displayed. It contains default values from the requested position that you will use as a template to request a new position.



Position Request - Change

Submit for Approval

Requested Change | Original Data | Workflow Notes

Position Title: Assistant Professor

Position Obsolete ! Requisition Request

Organization

Org Unit Cost Center: E011024 CHEMISTRY

Personnel Area: 1010 Knoxville Employee Group: R Regular

Personnel Subarea: 1010 Knoxville Employee Subgroup: 01 Faculty - 9 month

University Contact Code: Temp non-exempt status

Job Reclassification/Seasonal Job Payroll Area: M1

Position-Location: 047 Knox

Reports to position: 20000274 Professor

Current Holder: 00101728 Dadmun Mark

Work Schedule

Schedule: SAL-DAY Required Flex Year %:

New Schedule Needed Shift: Day FLSA 31: N/A

Mon: 8.00 Tues: 8.00 Wed: 8.00 Thurs: 8.00 Fri: 8.00

Sat: 0.00 Sun: 0.00

Cost Distribution

Allocated FTE %: 100.00 Skip Update from Employee Data Lump Sum

THEC Override Exclude from Budget Calculations 9 Month Position

Centrally Funded Fee Waiver

Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
E011024		1REG	54,809.28	100.00


- 4.5 To continue creating a new position by copying information from an existing position, go to Step 6.

5. The following steps demonstrate how to create a new position starting with a blank template.

- 5.1 Complete the following field on the *Position Request* screen:

Field Name	R/O/C	Description
Effective Date: (HR1)	R	The start date for the record being created. Example: 07/01/2007

5.2


Click  **Create**. The blank template for creating a new position (the *Position Request – Create* screen) is displayed with the *Requested Change* tab active.


6. In the *Organization* section of the *Requested Change* tab, enter or change values in the following fields as needed.

Field Name	R/O/C	Description
Position Title:	R	The textual description of a specific position. Example: Assistant Professor
Org Unit Cost Center:	R	The cost center associated with the organizational unit of the position. Example: E011024
Personnel Area:	R	A unit in the organizational hierarchy of the University such as Memphis, Chattanooga, and the Institute of Agriculture. Example: 1010

Field Name	R/O/C	Description
Personnel Subarea:	R	A unit in the organizational hierarchy of the University that allows for subdividing a personnel area, such as the "Family Practice, Memphis" and "Family Practice, Knoxville" personnel subareas within the "Memphis" personnel area. Example: 1010
Employee Group:	R	A category of employees or positions such as regular, term, student, or friend. Example: R
Employee Subgroup:	R	Sub-category of employee group. Examples are faculty 9-month, faculty 12-month, staff professional, staff hourly input, student hourly input, etc. Example: 01
University Contact Code:	O	A position-level indicator for the purpose of identifying employees who should receive certain types of administrative correspondence. Example: 55
Limited Duration Appointment	C	If checked, this position and/or the holder's relationship to this position is intended to be valid for a limited period of time. An LDA is a form of regular employment for a specific project or for a limited period of time. An LDA may be established for up to one year with an option to renew the appointment annually for a maximum of three years. Example: This box should be checked if the position is to be a limited duration appointment.

7. In the *Work Schedule* section of the *Requested Change* tab, complete the *Schedule* field as needed:

Field Name	R/O/C	Description
Schedule:	C	The default work schedule for this position or employee. It indicates hourly versus salaried status and shift worked. It also includes a flex year indicator, if applicable. Examples: SAL-DAY or HOUR-DAY  Check the existing schedules before requesting that a new schedule be created.

- 7.1 To view a list of valid schedules for this position, click in the *Schedule* field and then click  (**Matchcode**). The list of *Work Schedule Rules* will be displayed as shown below.

This *Work Schedule Rules* table shows the list of work schedules valid for this type of position. This list includes information about the work schedules including the employee subgroup grouping, the shift worked (day, 2nd, or 3rd), the percent fulltime for special schedules, and the scheduled hours for each day of the week. The work schedules also indicate flex year if applicable.



The work schedules for biweekly workers show 24 hours per day regardless of shift designation because biweekly workers could theoretically work their hours at any time during a 24-hour day.

Work Schedule Rules (1) 136 Entries found

WS rule	ESG	Work schedule rule text	Mond...	Tuesday	Wednesd...	Thursd...	Friday	Saturd...	Sundi...
FLEX-2ND	3	Flex Year 2nd Shift	8.00	8.00	8.00	8.00	8.00	0.00	0.00
FLEX-3RD	3	Flex Year 3rd Shift	8.00	8.00	8.00	8.00	8.00	0.00	0.00
FLEX-DAY	3	Flex Year Day Schedule	8.00	8.00	8.00	8.00	8.00	0.00	0.00
SAL-2ND	3	Salary 2nd 8hrs/M-F	8.00	8.00	8.00	8.00	8.00	0.00	0.00
SAL-3RD	3	Salary 3rd 8hrs/M-F	8.00	8.00	8.00	8.00	8.00	0.00	0.00
SAL-DAY	3	Salary Day 8hrs/M-F	8.00	8.00	8.00	8.00	8.00	0.00	0.00
ZFLXA004	3	MTWR - 100% - Day	10.00	10.00	10.00	10.00	0.00	0.00	0.00
ZFLXA119	3	TWRF(FLEX)- 82.50% - Day	0.00	8.30	8.30	8.20	8.20	0.00	0.00
ZSAL0001	3	MTWRF - 100% - Day	8.50	10.00	10.00	8.50	3.00	0.00	0.00
ZSAL0002	3	MTWRF - 100% - Day	8.75	8.75	8.75	8.75	5.00	0.00	0.00
ZSAL0003	3	MTWR - 100% - Day	11.00	11.00	11.00	7.00	0.00	0.00	0.00
ZSAL0004	3	MTWR - 100% - Day	10.00	10.00	10.00	10.00	0.00	0.00	0.00
ZSAL0005	3	TWRF - 100% - Day	0.00	10.00	10.00	10.00	10.00	0.00	0.00
ZSAL0006	3	MTWRU - 100% - Day	8.00	8.00	8.00	8.00	0.00	0.00	8.00
ZSAL0007	3	MTWRF - 100% - Day	9.00	4.00	9.00	9.00	9.00	0.00	0.00
ZSAL0008	3	MTWRF - 100% - Day	9.00	9.00	4.00	9.00	9.00	0.00	0.00
ZSAL0009	3	MTWRF - 100% - Day	9.00	9.00	9.00	4.00	9.00	0.00	0.00
ZSAL0010	3	MTWRF - 100% - Day	9.00	9.00	9.00	9.00	4.00	0.00	0.00
ZSAL0011	3	TWRFS - 100% - Day	0.00	8.00	8.00	8.00	8.00	8.00	0.00
ZSAL0012	3	MTWRF - 100% - Day	8.50	8.50	8.50	8.50	6.00	0.00	0.00
ZSAL0013	3	MTWRF - 100% - Day	8.50	9.50	9.50	8.50	4.00	0.00	0.00
ZSAL0014	3	TWRFS - 100% - Day	0.00	7.00	8.00	7.00	10.00	8.00	0.00
ZSAL0015	3	MRFSU - 100% - Day	9.00	0.00	0.00	9.00	9.00	8.50	4.50
ZSAL0016	3	MRFS - 50% - Day	5.00	0.00	0.00	4.00	4.00	7.00	0.00
ZSAL0017	3	TR - 40% - Day	0.00	8.00	0.00	8.00	0.00	0.00	0.00
ZSAL0018	3	MTWR - 75% - Day	7.50	7.50	7.50	7.50	0.00	0.00	0.00
ZSAL0019	3	MTWR - 60% - Day	6.00	6.00	6.00	6.00	0.00	0.00	0.00
ZSAL0020	3	TWRF - 83% - Day	0.00	8.30	8.30	8.30	8.30	0.00	0.00
ZSAL0021	3	MTWR - 85% - Day	8.50	8.50	8.50	8.50	0.00	0.00	0.00
ZSAL0022	3	MTWRF - 83% - Day	8.20	4.50	8.00	4.50	8.00	0.00	0.00

7.2 Double-click on the desired schedule.



For a monthly position, the standard schedule is SAL-DAY. For a biweekly position, the standard schedule is HOUR-DAY.




7.3 If you do not find an appropriate work schedule in the *Work Schedule Rules* table, a new schedule needs to be defined. Complete the following fields to request that a new schedule be defined:

Field Name	R/O/C	Description
New Schedule Needed	C	If checked, a new schedule needs to be defined for this position.
Shift	C	A code designating whether the work schedule for the person or position is Day, 2nd or 3rd shift. Example: Day
FLSA31	C	Allows for handling of overtime work for agricultural production workers at the Agricultural Experiment Stations who are governed by different Fair Labor Standards Act rules than other University employees. Example: N/A
Mon - Sun	C	Work hours scheduled for this position for each day of the week (Monday through Sunday). Example: Mon 12.00 Tues 12.00 Wed 12.00 Thurs 4.00 Fri 0.00 Sat 0.00 Sun 0.00


8. After completing the *Schedule* field(s) in the *Work Schedule* section of the *Requested Change* tab, complete the remaining fields as needed:

Field Name	R/O/C	Description
Required	C	If checked, the work schedule for this position is required for all employees who occupy the position.
Flex Year %:	O	Example: 80.00

9. In the *Cost Distribution* section of the *Requested Change* tab, complete the following fields as needed:

Field Name	R/O/C	Description
Allocated FTE %:	C	The percent fulltime allocated to this position. Example: 100.00
Skip Update From Employee Data	O	If checked, the allocated FTE% and the cost distribution for the position will not be updated automatically during budget processing to reflect the percent fulltime and funding of the employee(s) occupying the position.
Lump Sum	O	If checked, this is a lump sum position. Such positions are used primarily to store salary dollars for such things as clerical overtime, etc. Employees cannot be hired into lump sum positions.
THEC Override	O	If checked, this position should be counted in THEC reporting even though it does not meet the normal criteria.  The THEC Override indicator should only be checked for an unfilled part-time position that will be filled by a full-time employee.
Exclude from Budget Calculations	O	If checked, this position will not be included in budget calculations.
Cost Center	C	A cost center is a cost and revenue collector for permanent activities of the University. Cost center numbers typically start with "E" (for costs) or "I" (for revenues). Each cost center number has a corresponding fund with the same number.  If you enter a cost center in this field, do not enter a WBS element in the next field. One of these fields should contain an entry, but not both. Example: E011024
WBS Element	C	A WBS Element (Work Breakdown Structure Element) is a cost and revenue collector for a specialized, often short-term, activity of the University including sponsored projects, gift/endowment funds, and agency funds. WBS Element numbers typically start with "R" or "N". Each WBS Element has a corresponding fund with the same number.  If you enter a WBS element in this field, do not enter a cost center in the previous field. One of these fields should contain an entry, but not both. Example: R011025095

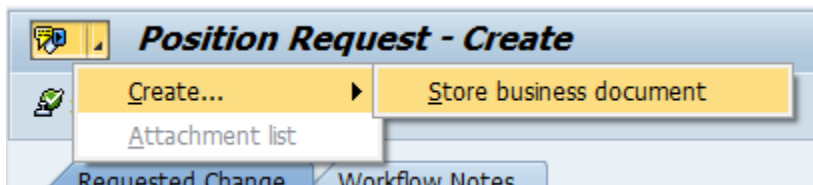
Field Name	R/O/C	Description
Wage Type	R	A code used for a particular payroll payment or deduction type. Example: 1REG
Annual Salary	R	The basic pay needed to fund this position for a fiscal year. Example: 54809.28
Cost %	R	Example: 100.00

10. After you have completed your data entry on the *Requested Change* tab of the *Position Request – Create* screen, click  (Enter) to check for errors.

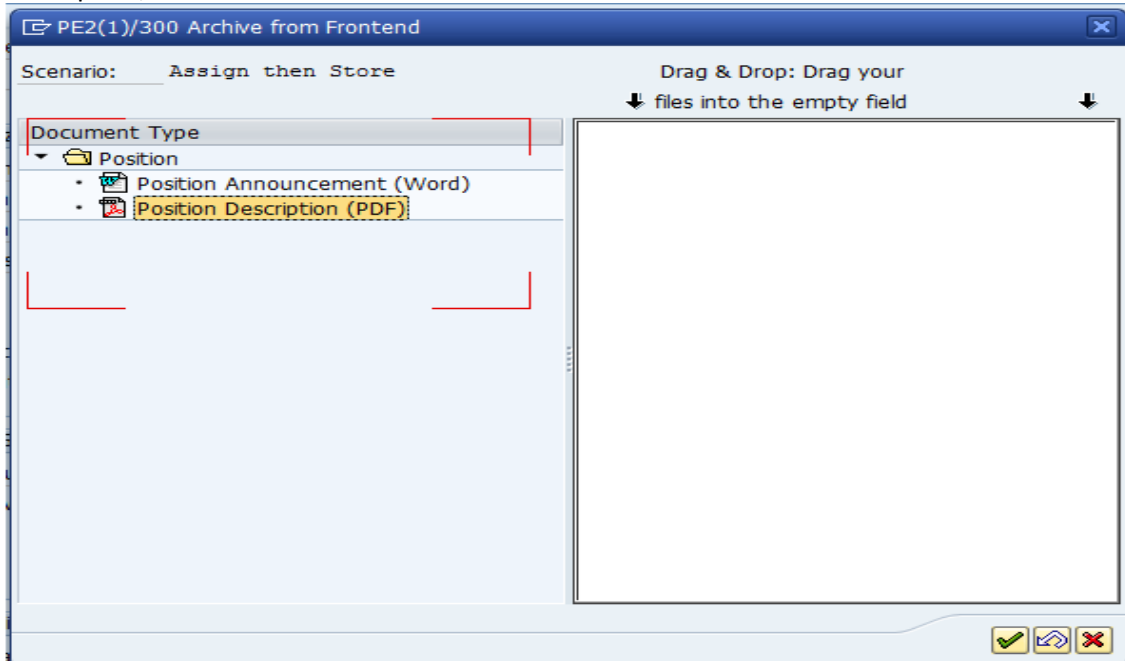


For information on handling errors when requesting a new position or requesting changes in an existing position, refer to the "ZPPOSITION000 – Error Handling in Position Create or Change" document.

11. Click the down arrow on the right side of the **Services for Object** icon,  then select **Create...** and **Store Business document**.

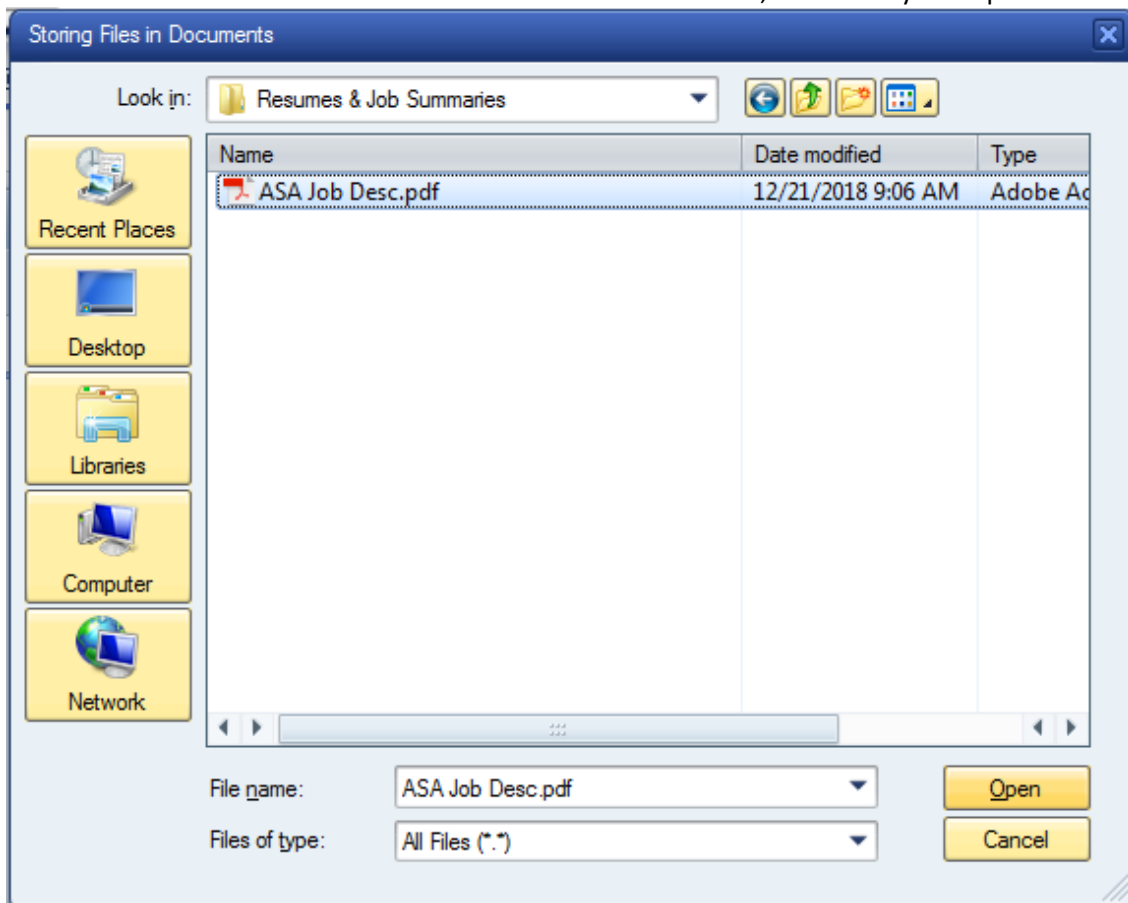


11.1 Select the document type. Note: this can include a Position Announcement, Position Description, or both.

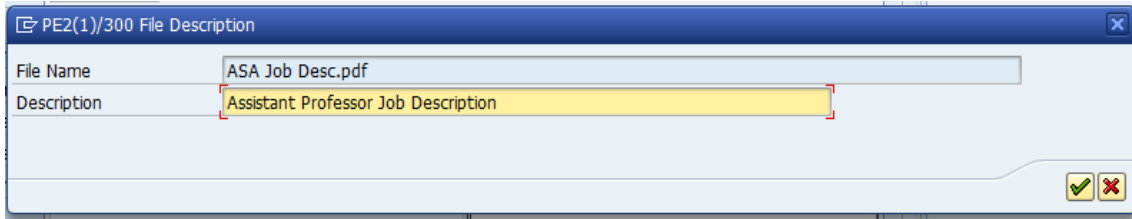


A dialog box will appear from which you can select a document from your pc or local area network files.

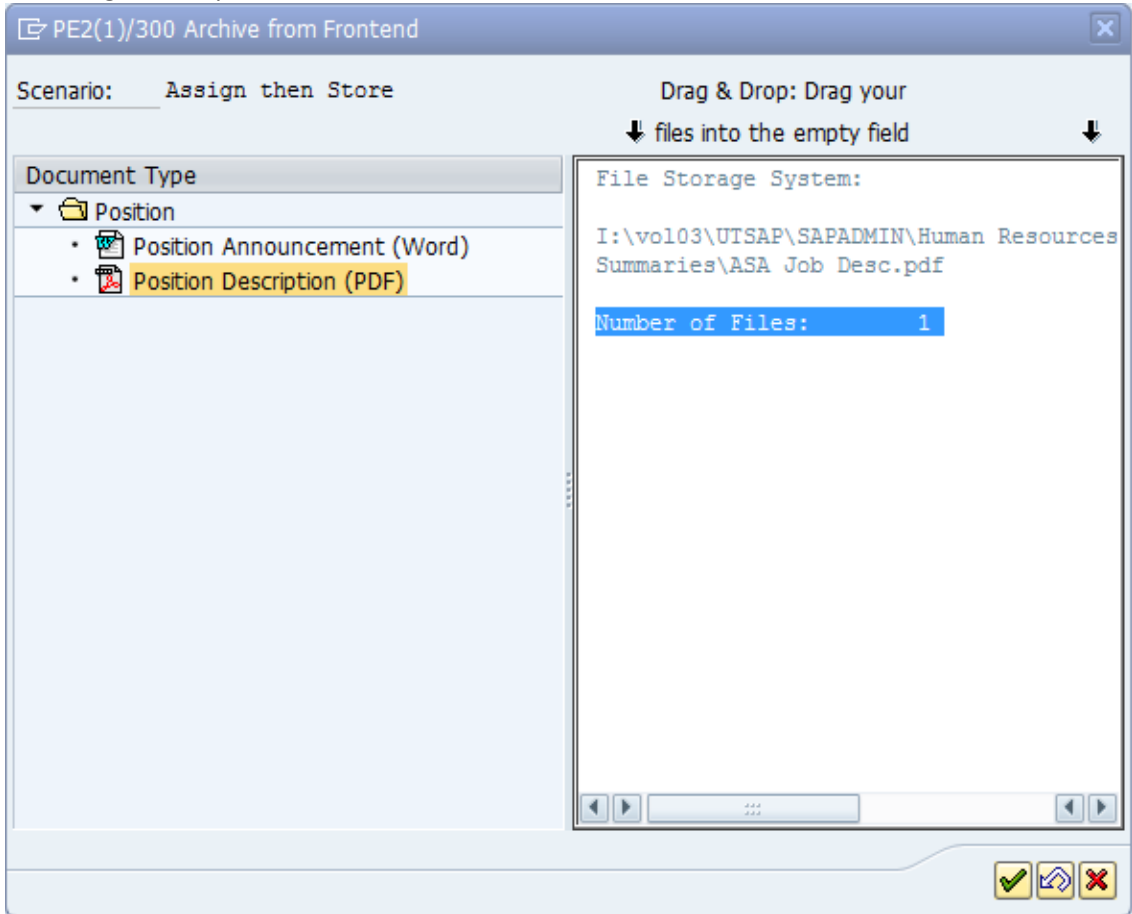
11.2 Double click on the document or click the document, followed by the Open button.



11.3 Add a description and click the **green** check mark.



11.4 The file will be listed when successfully uploaded. Click the **green** check mark to conclude attaching a description.



12. Return to the *Position Request – Create* screen.

Position Request - Create

Submit for Approval

Requested Change | Workflow Notes

Effective Date of Position: 07/01/2007
 Position Title: Assistant Professor

Requisition Request

Organization

Org Unit Cost Center: E011024 CHEMISTRY
 Personnel Area: 1010 Knoxville Employee Group: R Regular
 Personnel Subarea: 1010 Knoxville Employee Subgroup: 03 Faculty - 12 month
 University Contact Code: Temp non-exempt status
 Payroll Area: M1
 Position-Location: 047 Knox

Reports to position: 20006949 Professor
 Current Holder: 00111962 Feigerle Charles

Work Schedule

Schedule: SAL-DAY Required Flex Year %:
 New Schedule Needed Shift: Day FLSA 31: N/A
 Mon: 8.00 Tues: 8.00 Wed: 8.00 Thurs: 8.00 Fri: 8.00
 Sat: 0.00 Sun: 0.00

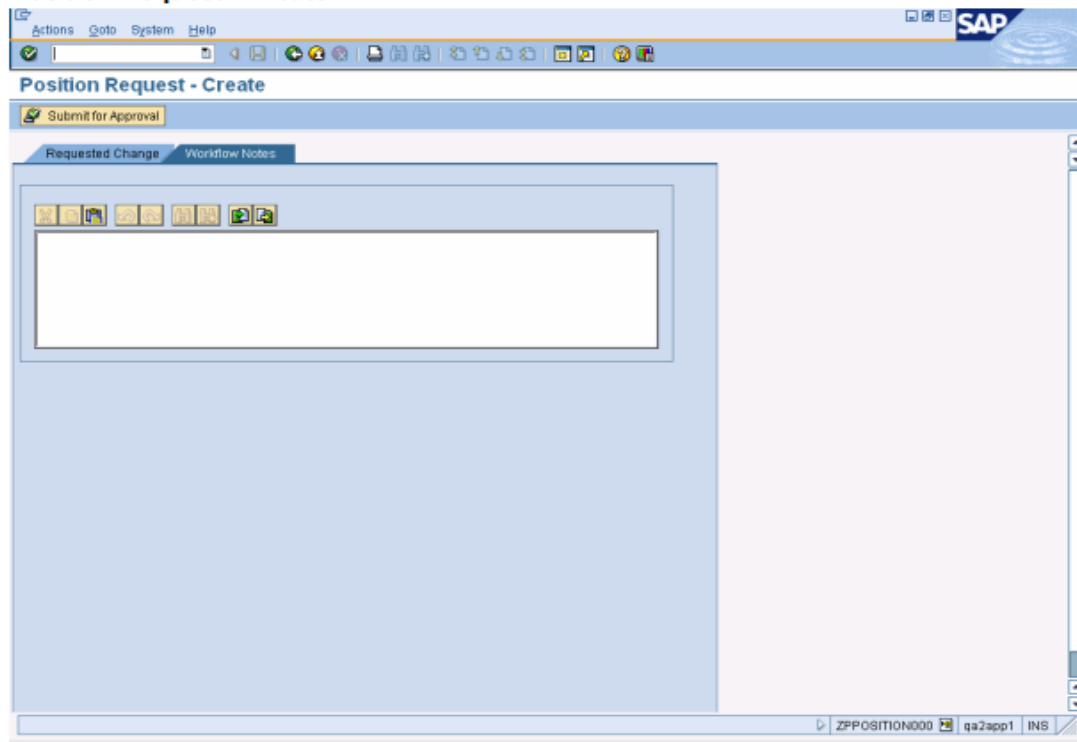
Cost Distribution

Allocated FTE %: 100.00 Skip Update from Employee Data Lump Sum
 THEC Override Exclude from Budget Calculations 9 Month Position
 Centrally Funded Fee Waiver LDA Position

Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
E011024		1REG	54,809.28	100.00

13. Click the **Workflow Notes** tab to open the *Workflow Notes*.

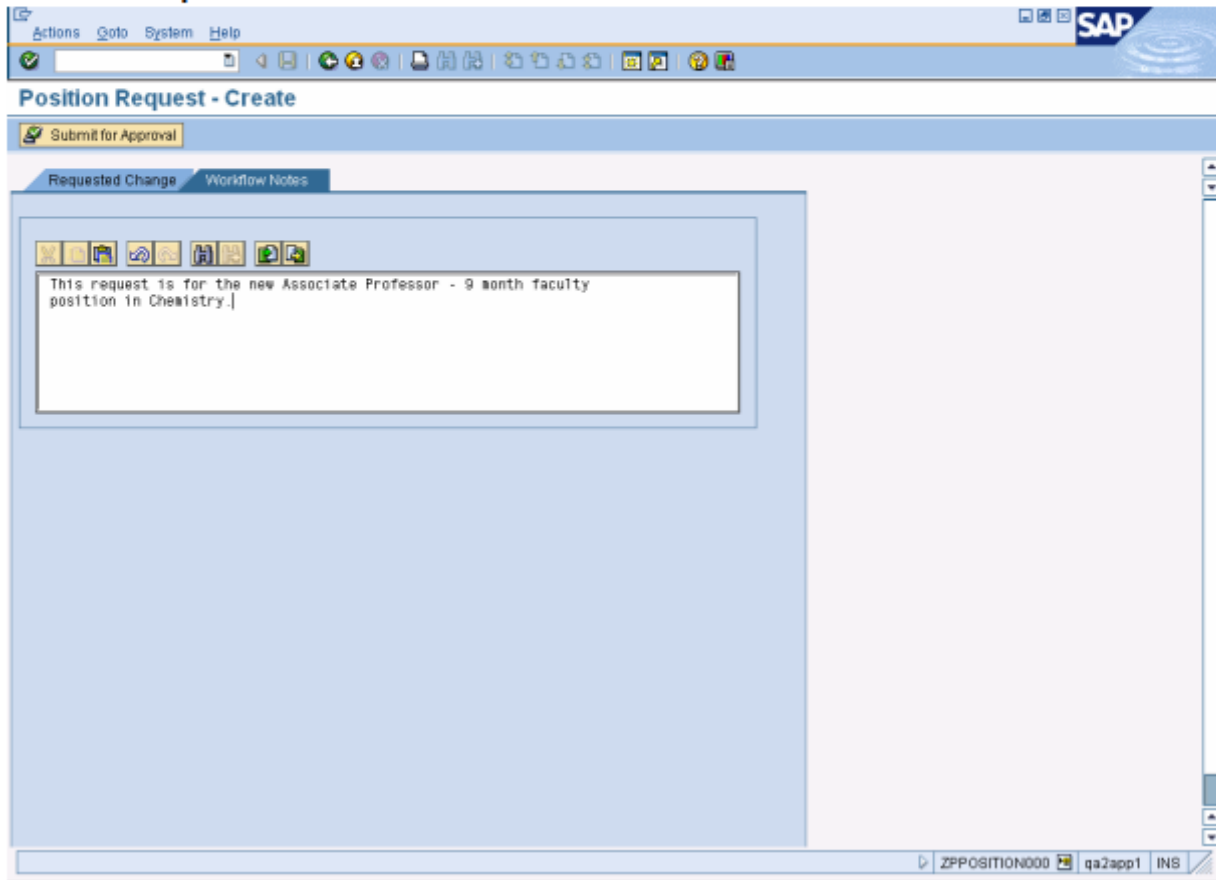
Position Request - Create



14. Enter comments related to the position create/change request on this tab. The information may be typed in the field, uploaded from an existing file, or copied from an existing file and pasted into the field. These comments will be available to approvers and reviewers during the approval process.

The following screen shows the *Workflow Notes* tab for this position after the text has been entered.

Position Request - Create



15. Click the **Requested Change** tab to return to the completed *Position Request – Create* screen.

Position Request - Change

Submit for Approval

Requested Change | Original Data | Workflow Notes

Position Title: Assistant Professor

Position Obsolete Requisition Request

Organization

Org Unit Cost Center: E011024 CHEMISTRY

Personnel Area: 1010 Knoxville Employee Group: R Regular

Personnel Subarea: 1010 Knoxville Employee Subgroup: 01 Faculty - 9 month

University Contact Code: Temp non-exempt status

Job Reclassification/Seasonal Job Payroll Area: M1

Position-Location: 047 Knox

Reports to position: 20000274 Professor

Current Holder: 00101728 Dadmun Mark

Work Schedule

Schedule: SAL-DAY Required Flex Year %:

New Schedule Needed Shift: Day FLSA 31: N/A

Mon: 8.00 Tues: 8.00 Wed: 8.00 Thurs: 8.00 Fri: 8.00

Sat: 0.00 Sun: 0.00

Cost Distribution

Allocated FTE %: 100.00 Skip Update from Employee Data Lump Sum

THEC Override Exclude from Budget Calculations 9 Month Position

Centrally Funded Fee Waiver

Cost Center	WBS Element	Wage Type	Annual Salary	Cost %
E011024		1REG	54,809.28	100.00

16. Perform one of the following:

If you want to	Go To
Print a hardcopy of this transaction before submitting for approval	Step 17
Submit this transaction for approval without printing a hardcopy	Step 18

17. An image of the hardcopy will be displayed on the screen. There may be multiple screens, as shown on the following pages.



Note that the *Position Number* is blank. It will not be assigned to the requested position until this transaction has been submitted for approval. Even though the *Position Number* will have been assigned at that point, it will not be available for use until the transaction has completed the approval process.

Position Create/Change (page 1)

The screenshot shows the SAP 'Position Create/Change' screen. At the top, it displays 'The University of Tennessee' and 'Position Create/Change Request' with a date of '05/18/2007' and time '15:19:36'. Below this, it lists 'Department Contact: Debbi Exberger' and 'Effective Date of Change: 07/01/2007'. The 'Position Number' is '20082217'. The screen is divided into two columns: 'PROPOSED ATTRIBUTES' and 'CURRENT ATTRIBUTES'. The 'PROPOSED ATTRIBUTES' column contains the following data:

Org Name:	CHEMISTRY
Org Number:	ED11624
Position Title:	Assistant Professor
Job Title:	Assistant Professor
Personnel Area:	1018 Knoxville
Personnel SubArea:	1018 Knoxville
Employee Group:	R Regular
Employee Subgroup:	01 Faculty - 9 month
Univ Contact Code:	
LDA:	N
Schedule:	SAL-DAY
Required:	N
Flex Year %:	
New Schedule Needed:	N
Shift:	DAY
FLSA31:	N/A
Day/Hours:	Mon: 8.00 Tues: 8.00 Wed: 8.00 Thurs: 8.00 Fri: 8.00
Cost Distribution	
Allocated FTE %:	100.00
Skip Update from Employee Data:	N
Exclude from Budget Calculations:	N
Lump Sum:	N
THEC Override:	N
9 Month Position:	Y

The 'CURRENT ATTRIBUTES' column is currently empty. The bottom of the screen shows the SAP status bar with 'ZFPOSITION000', 'qa2app1', and 'INS'.

Position Create/Change (page 2)

List Edit Goto System Help

SAP

Position Create/Change

The University of Tennessee Date: 05/10/2007
Position Create/Change Request 15:19:36

Department Contact: Debbi Exberger ID:
Effective Date of Change: 07/01/2007


Position Number: 20002217


PROPOSED ATTRIBUTES CURRENT ATTRIBUTES

CC/WBS	Wtype	Annual Sal	Cost/Eff %	CC/WBS	Wtype	Annual Sal	Cost/Eff %
E011024	1REG	54,809.28	100.00				


For Hr Use Only
Position Abbrev: AstPrf
Job Number: 30000074
Job Title: Assistant Professor
Full-Time Equiv: 100.00
Resp Work Ctr: 40000016 Knoxville Work Centre
Pay Grade Type: 30 Faculty
Pay Grade Area: 01 Knoxville
Pay Grade: 62
Pay Grade Min: 25,000.00
Pay Grade Mid: 35,000.00
Pay Grade Max: 225,000.00

ZPPOSITION000 qa2app1 INS

17.3 Click  (**Print**) a second time to print the hardcopy.

17.4 Click  (**Back**) to return to the *Position Request – Create* screen.

18. The following steps demonstrate how to submit the request for approval.

18.1 Click  **Submit for Approval** to check for errors and submit this transaction to Workflow for approval. Fatal errors will prevent the request from being submitted for approval.



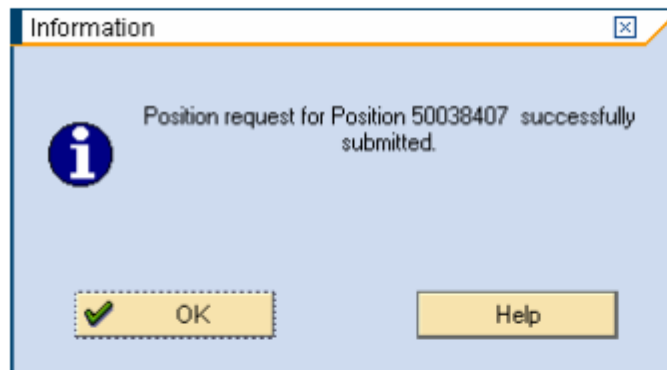
For information on handling errors when requesting a new position or requesting changes in an existing position, refer to the ZPPOSITION000 – Error Handling in: Position Create or Change" document.

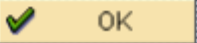
- 18.2** If there are no errors when you submitted this transaction to approval, you will see a message confirming that the request was successfully submitted for approval.



The system displays a confirmation message including the position number, as shown below. Record the position number from this confirmation message so that you can track the workflow status. Even though the IRIS position number has been assigned, the position will not actually be created in IRIS until all of the approvals have been completed.

Information



- 18.3** Click  to acknowledge the message. The *Position Request* screen is displayed.



If you created the new position from a blank template, the *Position Number* field on the *Position Request* screen will be blank.

If you created the new position by copying information from an existing position, the position number of the position that you copied will appear in the *Position Number* field.

19. The following steps demonstrate how to track the position in workflow.

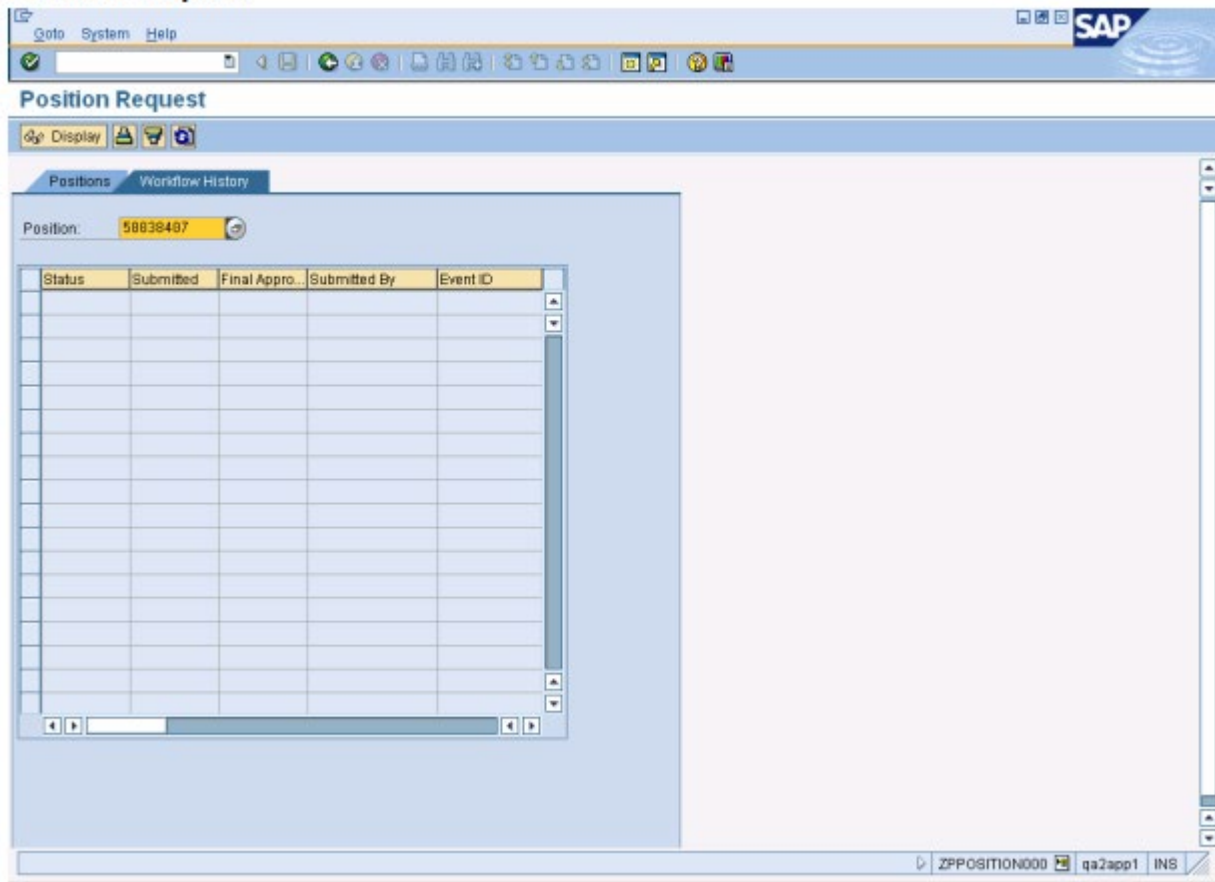
- 19.1 Click the **Workflow History** tab to see where the request for a new position was routed or to track its progress through the approval process.

Position Request


The screenshot shows the SAP Position Request interface. At the top, there is a navigation bar with 'Goto System Help' and the SAP logo. Below this is a toolbar with various icons. The main area is titled 'Position Request' and has two tabs: 'Positions' and 'Workflow History'. The 'Workflow History' tab is active. Below the tabs, there is a 'Position:' field with a dropdown menu. Below that is a table with the following columns: 'Status', 'Submitted', 'Final Appro...', 'Submitted By', and 'Event ID'. The table is currently empty. At the bottom of the screen, there is a status bar with the text 'ZPPOSITION000 qa2app1 INS'.

19.2 Enter the position number that was shown in the confirmation message in the *Position* field.

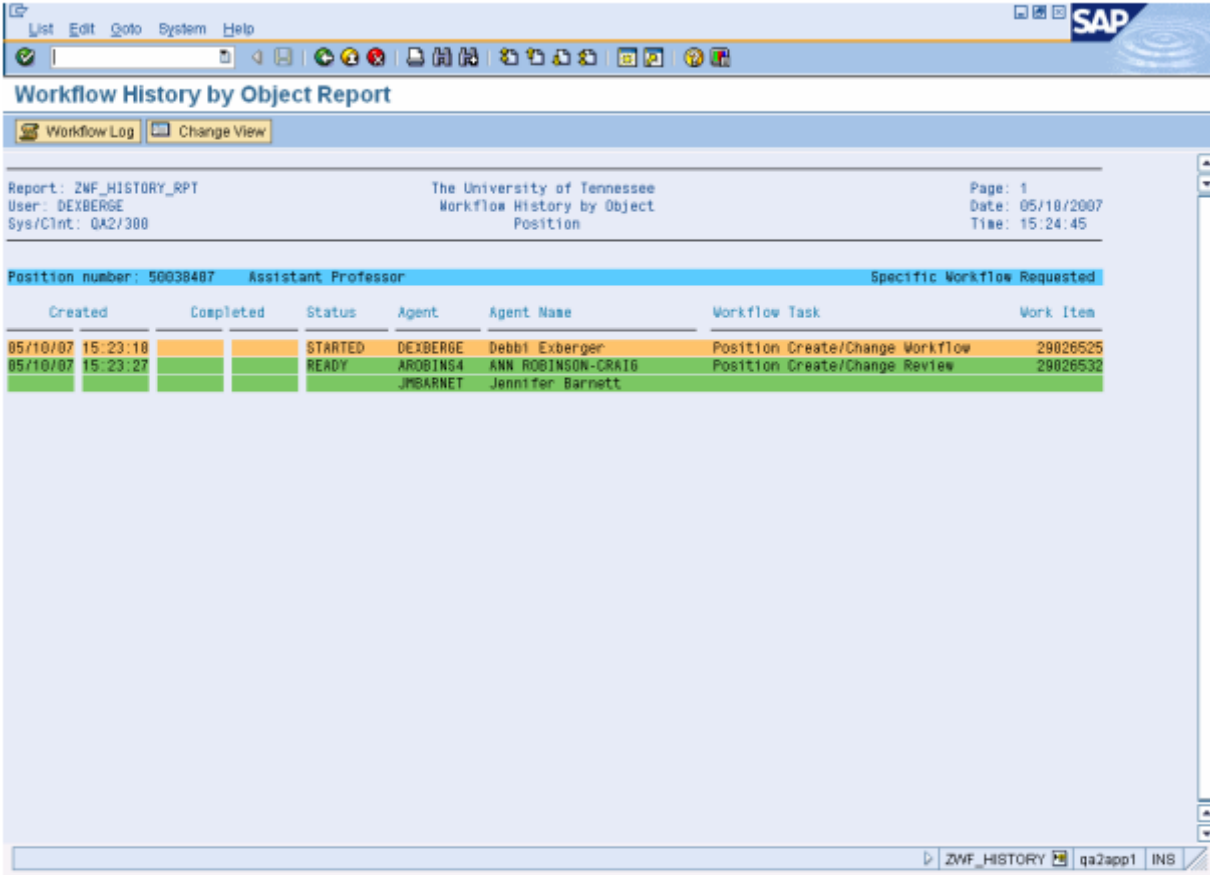
Position Request



The screenshot shows the SAP Position Request interface. At the top, there is a menu bar with 'Go to System Help' and the SAP logo. Below the menu bar is a toolbar with various icons. The main area is titled 'Position Request' and has a sub-tab 'Positions' selected. A search field labeled 'Position:' contains the value '58838487'. Below this is a table with the following columns: Status, Submitted, Final Appro., Submitted By, and Event ID. The table is currently empty. At the bottom right of the interface, there is a status bar showing 'ZPOSITION000', 'qa2app1', and 'INS'.

- 19.6 Click  **Work Item History**. The details of the workflow history are shown.

Workflow History by Object Report






The screenshot shows the SAP interface for the 'Workflow History by Object Report'. The report title is 'Workflow History by Object Report'. The report details are as follows:

Created	Completed	Status	Agent	Agent Name	Workflow Task	Work Item
05/10/07 15:23:10		STARTED	DEXBERGE	Debbi Exberger	Position Create/Change Workflow	29026525
05/10/07 15:23:27		READY	AROBINS4	ANN ROBINSON-CRAIG	Position Create/Change Review	29026532
			JMBARNET	Jennifer Barnett		

Additional report details: Report: ZWF_HISTORY_RPT, User: DEXBERGE, Sys/Cint: QA2/300, The University of Tennessee, Workflow History by Object, Position, Page: 1, Date: 05/10/2007, Time: 15:24:45.



For additional instructions on tracking this request through the workflow process, see the "ZWF_HISTORY Workflow History by Object Report" document.

- 19.7 Click  **(Back)** to return to the *Position Request – Display(Create)* screen.
20. Click  **(Back)** to return to the *Position Request* screen.
21. Click  **(Back)** to leave the transaction and return to the *SAP Easy Access* menu.
22. You have completed this transaction.

Result

You have completed the request for a new position. The request for the new position has been submitted to workflow and will be routed to the appropriate reviewers and approvers. The position number that has been assigned to the requested position can be used to track the progress of the request through workflow. However, the requested position will not actually be created until all of the approvals and final processing have been completed.

Next Steps

After submitting a request to Human Resources (or Payroll) for information to be added, removed or changed on a position, it is a good practice to verify that the changes to the requested record have been entered correctly into the IRIS system. You should be able to verify the accuracy of most changes to position data using transaction PO13 (Maintain Position) in the IRIS system.

When you use one of the online IRIS transactions to request a change then you may receive an email notifying you when the requested change has been completed, depending on the transaction. Please allow ample time for the central office to enter the changes.

Comments



For assistance, contact the IRIS Helpdesk at irishelpdesk@tennessee.edu.

Job Description Template

The Job Description Template is to be completed, in its entirety, by the respective departments and attached in IRIS or emailed to the Office of Equity and Diversity for review and posting. The template, with an included institutional message composed by Communications and Marketing, will ensure posting uniformity across departments and the required Equal Employment Opportunity Compliance.

Full Job Title (rank, position, specialty)	
Full time or Part time (include percentage)	
Tenure status	
Job Description	
Location, with description	
Daily duties	
Supervisory role	
Research/Teaching/ Patient Care duties	
Basic Qualifications	
Minimum Education	
Required Certifications	
Licensure	
Departmental Preferences	
Years of experience in certain field	
Specialty skills	
Background or experience	

Faculty and Upper-Level Search Process

Faculty Search Process:

1. **Before Position is Posted:** College/Department will create a posting for the position and form a Search Committee.
2. Designated business manager will enter the position and posting information in the **Position Create/Change eForm** in **IRIS**. Once the position data is transferred into Taleo, OED will modify the posting data.
3. OED will review and approve the position posting and publish on the HR site and Higher Ed jobs.
4. **Applicant Intake:** Designated business manager will go into Taleo to download applicant files and CVs, then email the documents to Search Committee chair.
5. **Initial Screening:** Search Committee chair will communicate with business manager to update the status of applicants in Taleo. Business manager will add notes into applicants file with explanations regarding status changes (i.e. Does not have requisite degree, currently funded, etc.)
6. **Before On-Campus Interviews:** Search Committee chair will communicate with business manager to update the status of applicants whom they would like to move into the primary and secondary pools. Business manager must add notes into applicants file with explanations regarding status changes (i.e. Very little experience in specific area, currently funded, etc.)
7. OED will review and approve primary and secondary pools in Taleo.
8. **Before Making an Offer:** Search Committee will communicate the selected candidate and information regarding offer to the business manager to enter into Taleo for OED review.
9. OED will review and approve hiring authorization in Taleo and close position.

Executive Administrative Search Process:

1. Designated business manager will enter the position and posting information in the **Position Create/Change eForm** in **IRIS**. Once the position data is transferred into Taleo, OED will modify the posting data.
2. Designated business manager will schedule a meeting for OED representative to Charge the Search Committee.
3. OED will review and approve the position posting and publish the position on HR site and Higher Ed jobs.
4. **Applicant Intake:** Designated business manager will go into Taleo to download applicant files and CVs, then email the documents to search committee chair.
5. **Initial Screening:** Search Committee chair will communicate with business manager to update the status of applicants in Taleo. Business manager must add notes into applicants file with explanations regarding status changes (i.e. Does not have requisite degree, currently funded, etc.)
6. **Before On-Campus Interviews:** Search Committee chair will communicate with business manager to update the status of applicants whom they would like to move into the primary and secondary pools and upload a Narrative Summary to Share Point that includes the Strengths and Weakness of finalists for OED review.
7. OED will review Narrative Summary and obtain the appropriate signatures and upload to Share Point.
8. OED will review and approve primary and secondary pools in Taleo.
9. **Before Making an Offer:** Search Committee will communicate the selected candidate and information regarding offer to the business manager to enter into Taleo for OED review.
10. OED will review and approve hiring authorization in Taleo and close position.

Taleo Faculty Posting Instructions

Note: Posting will be completed by OED using the job description template completed by the requesting department.

On Home screen:

1. Locate the desired job title under **Requisitions**.

Welcome to the Recruiting Center.

Candidates

		Total
Active submissions	471	530
New	365	380
Manually Matched	1	13

Job Requisitions

Job Requisitions		Total
Draft	0	3
Open	0	212
Canceled (Since Nov 1, 2020)	0	1
Filled (Since Nov 1, 2020)	0	23

Note: To **Search** using the **Requisition Number**, use the search bar in the top right corner. Drop the menu down to Requisition.

2. Enter the Requisition number and select **Search**.

The screenshot shows the Oracle Recruiting Center interface. At the top, there is a navigation bar with the Oracle logo and a menu with options: RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, and CANDIDATE POOLS. Below the navigation bar, there is a search bar with a dropdown menu open. The dropdown menu contains the following options: Look up a requisition (selected), Look up a candidate, Look up a candidate (detailed), Find submission, and Look up a requisition (with a green checkmark). The main content area shows a welcome message and a "Refresh All" button.

3. Select the desired job title to begin the posting process.

Requisitions (215)											
FILTERS Show requisitions: I own or collaborate on × Hire Type All × Clear All											
More Actions ▼										List Format Default requisition list format ▼	
<input type="checkbox"/>				Title	1 ▲	Department	ID	Recruiter	Status	Status Detail	Mana
<input type="checkbox"/>				Assistant / Associate / Full Professor - Pharmacology, College of Medicine, Memphis	49	Pharmacology	190000015J	Crockett Dominique	Open	Posted (Ongoing)	Simp
<input type="checkbox"/>				Assistant/Associate Professor and Group Leader - General Dentistry, Memphis	8	General Dentistry	20000001B1	Crockett Dominique	Open	Posted (Ongoing)	Dingr
<input type="checkbox"/>				Assistant/Associate Professor - Anesthesiology, Memphis	7	Anesthesiology	190000009Q	Crockett Dominique	Open	Posted (Ongoing)	Jeffre
<input type="checkbox"/>				Assistant/Associate/Professor - Bioscience Research, Memphis	13	Bioscience Research	19000000HM	Crockett Dominique	Open	Unposted (6/20/19)	
<input type="checkbox"/>				Assistant/Associate Professor - Emergency Medicine, Memphis	1	Emergency Medicine	19000000AJ	Crockett Dominique	Open	Posted (Ongoing)	White
<input type="checkbox"/>				Assistant/Associate Professor - Endodontics, Memphis	6	Endodontics	19000000D8	Crockett Dominique	Open	Posted (Ongoing)	
<input type="checkbox"/>				Assistant / Associate Professor - Endodontics, Memphis	8	Endodontics	19000001GU	Crockett Dominique	Open	Posted (Ongoing)	Molin

Section 1

1. Select the **Requisition**, then select **Edit All**.

The screenshot shows the 'Instructor' interface for a requisition with ID 21000001W. At the top, there are navigation tabs: 'Requisition Info', 'Prescreen Alerts', 'Attachments', 'Sourcing', and 'History'. Below these tabs, there is a 'Language' dropdown set to 'English (Base)' and two buttons: 'Edit All' and 'Expand All'. A green arrow points to the 'Edit All' button. Below the buttons is a list of requisitions, each with a title and an edit icon:

- Req - Logistic
- Req - Administration
- Req - External Description
- Req - Internal Description
- Prescreening
- Screening

2. Change the **Requisition Title** by hyphenating the title with the **department** and **location**.

The screenshot shows the 'Req - Logistic' requisition details page. The 'Identification' section is highlighted in yellow and contains the following fields:

- Position Number:** 50267911
- Number of Openings:** 1
- Requisition Title *:** Instructor/Assistant Professor - Health
- Job Number:** 30000258
- Title (by Manager) *:** Instructor/Assistant Professor - Health

Below the 'Requisition Title' field, there is a note: "The 'Title' field is the position title as assigned by Human Resources." Below the 'Job Number' field, there is a note: "The id number from IRIS for the Job Title." Below the 'Title (by Manager)' field, there is a note: "The id number from IRIS for the Job Title."

3. Specify if a search committee was used (A), change the **search scope** to **National** (B), and adjust the **campus institute** option to the appropriate location (C).

<p>Justification *</p> <p><input checked="" type="radio"/> Replacement</p> <p><input type="radio"/> New Position</p>	<p>Search Committee *</p> <p><input type="radio"/> Not Specified</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	<p>Search Scope *</p> <p><input type="radio"/> Not Specified</p> <p><input type="radio"/> Departmental Search</p> <p><input type="radio"/> Local Search</p> <p><input type="radio"/> Regional Search</p> <p><input checked="" type="radio"/> National Search</p> <p><input type="radio"/> Internal Search</p>
<p>LDA Indicator *</p> <p><input type="radio"/> Not Specified</p> <p><input type="radio"/> Yes</p> <p><input checked="" type="radio"/> No</p>	<p>Employee SubGroup *</p> <p><input type="radio"/> Not Specified</p> <p><input type="radio"/> Faculty - 9 Month</p> <p><input checked="" type="radio"/> Faculty - 12 Month</p> <p><input type="radio"/> Staff: Hourly Input</p> <p><input type="radio"/> Staff: Hourly NoInput</p> <p><input type="radio"/> Staff: Exec/Admin</p> <p><input type="radio"/> Staff: Professional</p> <p><input type="radio"/> Student: Fellow/Trainee</p>	<p>Campus/Institute</p> <p><input type="radio"/> Not Specified</p> <p><input type="radio"/> Knoxville</p> <p><input type="radio"/> Space Institute</p> <p><input type="radio"/> Chattanooga</p> <p><input type="radio"/> Martin</p> <p><input checked="" type="radio"/> Memphis</p> <p><input type="radio"/> Institute of Agriculture</p> <p><input type="radio"/> Institute for Public Service</p> <p><input type="radio"/> University Administration</p> <p><input type="radio"/> Development Foundation</p>

4. Select **Recruiter – OED designee.**

User Group

User Group *
  

Owners

Recruiter *  

Recruiter Assistant  

Hiring Manager *  

Hiring Manager Assistant  

5. Select **Hiring Manager** – this will be the **Program Chair** or **Business Manager**.

Note: When posting positions outside of Memphis, Under **Structure**, you must **Review and change** the location using by selecting **Modify Structure** and using the center option (Figure 2) so that primary location updates. Then select **Apply Changes**.

6. Review **Employee Status**.

7. Review **Schedule** component – select part-time or full-time.

8. Review **travel** component – ensure correct percentage as the system defaults to 100%

9. Review **Employee status**.

Section 2: Administration

1. Candidate Selection Workflow – Select applicable option: **Faculty – OED Approval & Search Committee, Staff - OED approval & Search Committee.**

Candidate Selection Workflow Selector

Filters

Keyword

Apply Filters Clear All

2 Workflows are available Select a selection workflow

FILTERS No filters are applied

Workflow Name	Action
Staff - OED Approval & Search Committee	Select
UTHSC Faculty - OED Approvals	Select

Page 1 of 1 (1-2 of 2 items)

Cancel

ADMINISTRATION

- Candidate Selection Workflow
- Budget
- Compensation
- EEO Information

Req - Administration

Candidate Selection Workflow

Candidate Selection Workflow *

When a candidate is hired for the requisition, automatically change his/her status to declined for all other requisitions.

2. Review payroll cycle.

Req - Administration

Candidate Selection Workflow

Candidate Selection Workflow *

UTHSC Faculty - OED Approvals

When a candidate is hired for the requisition, automatically change his/her status to declined for all other requisitions.

Budget

Budget

Grant Funded *

Not Specified

Yes

No

County Matching Funds *

Not Specified

Yes

No

Payroll Cycle *

Not Specified

Bi-Weekly

Monthly

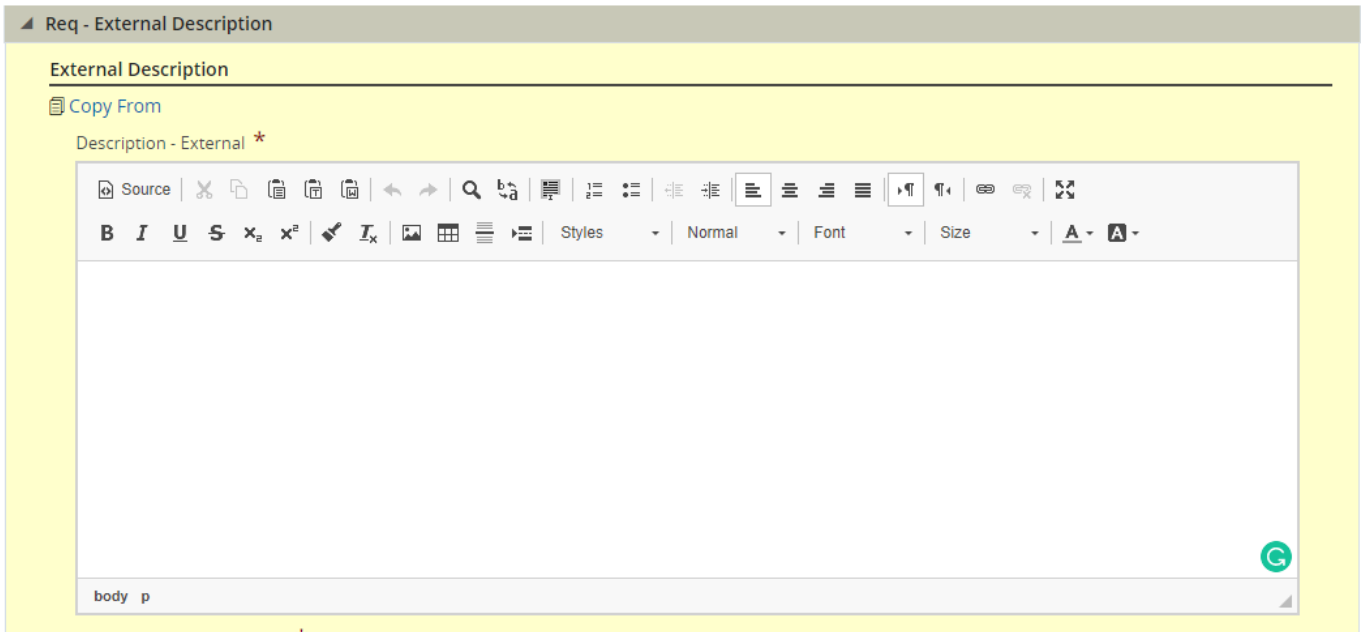
County Matching Funds are used for Institute of Agriculture - Extension positions only.

Percent Time *

100

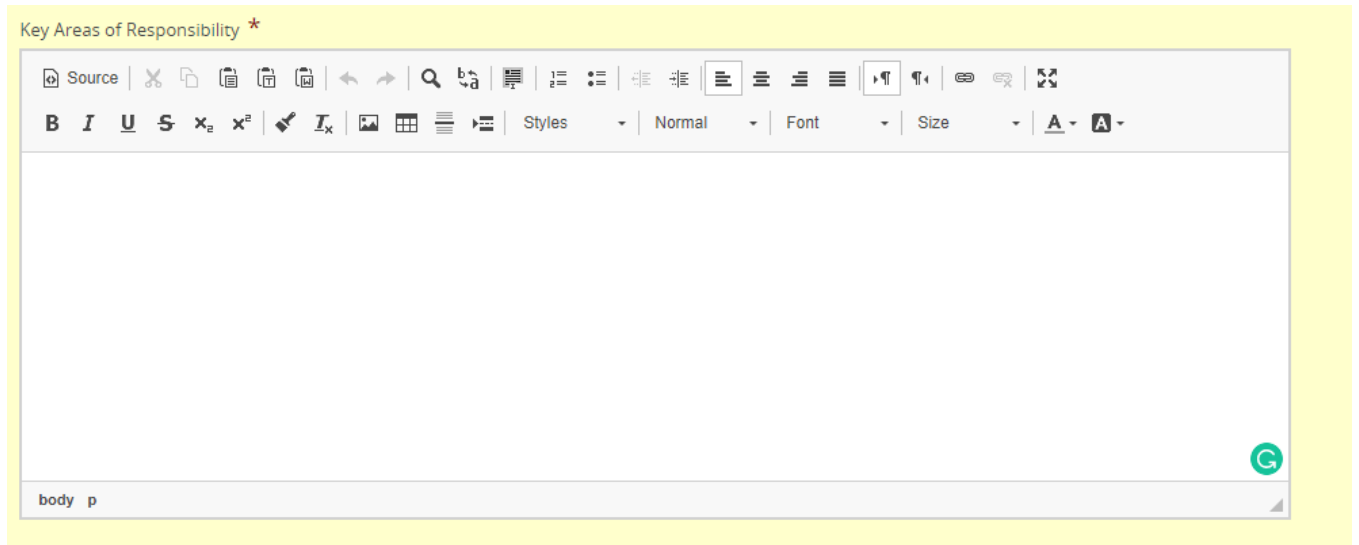
Section 3: Req - External Description

1. Copy and paste job description and responsibilities into **Description – External**. Adjust the font to Arial 16pt for consistency.



2. Paste Minimum requirements and the boilerplate into **Key Areas of Responsibility** using the same process as above. *Note: EEO will preload.

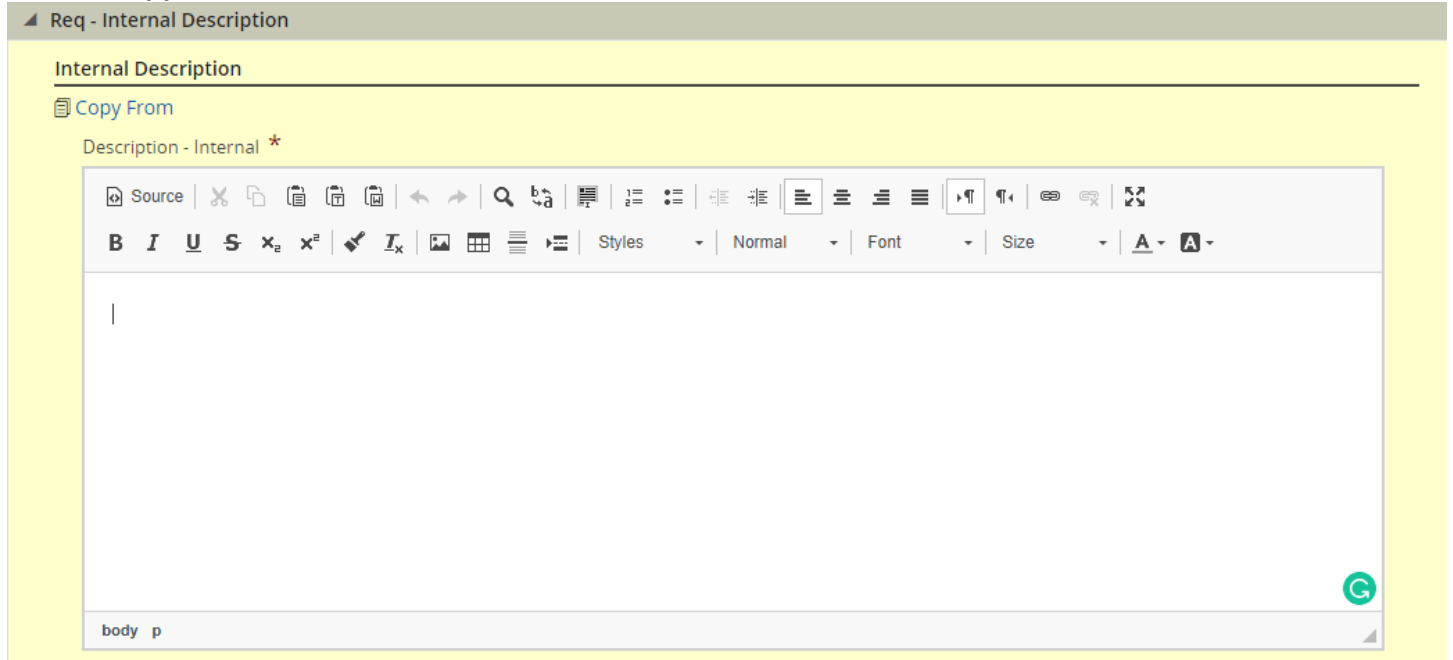
Note: Add the location at the top of the job description if the position is located outside of Memphis.



Section 4: Req - Internal Description

*This info will auto copy from External once a description is selected.

1. Select **Copy From** button.



Req - Internal Description

Internal Description

Copy From

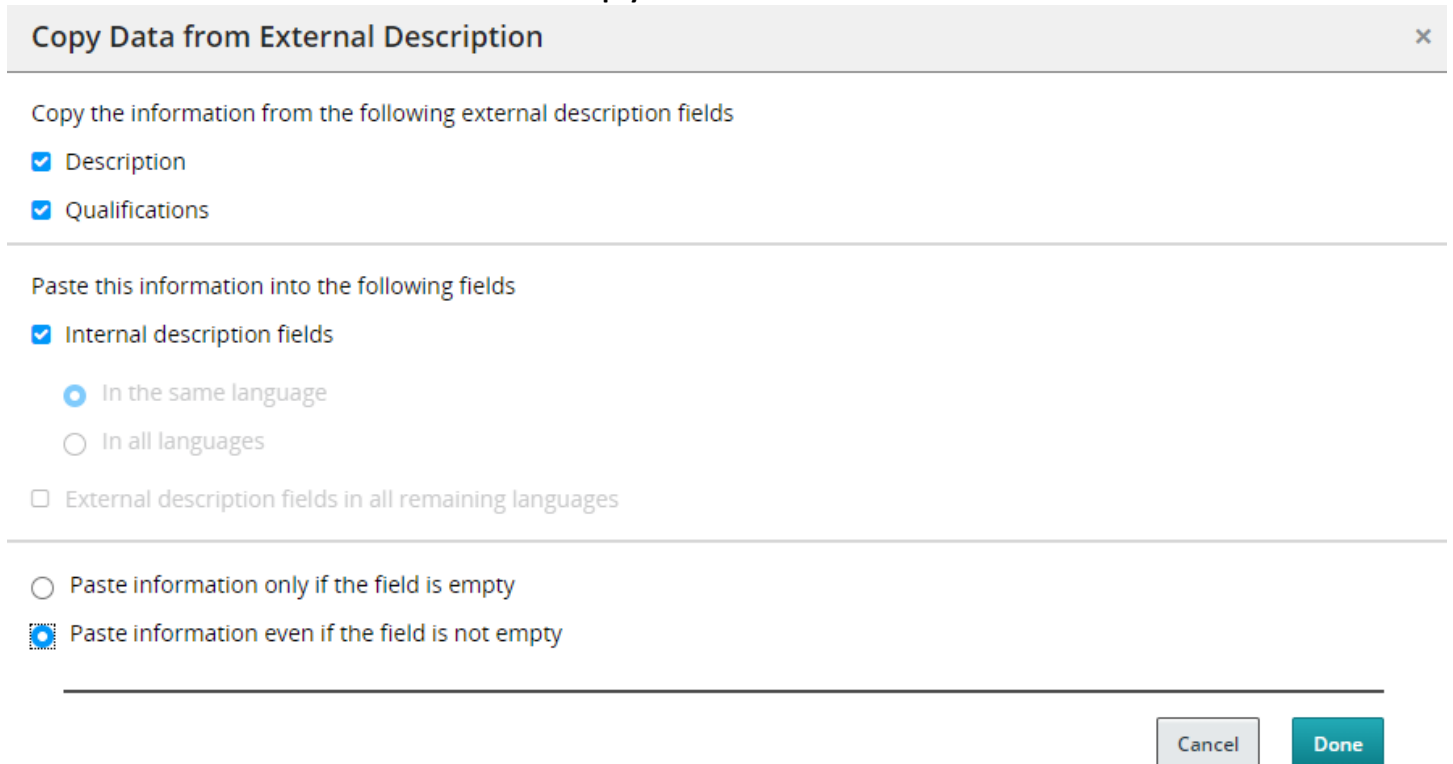
Description - Internal *

Source | Cut | Copy | Paste | Undo | Redo | Find | Bold | Italic | Underline | Strikethrough | Text Color | Background Color | Bulleted List | Numbered List | Indent Left | Indent Right | Decrease Indent | Increase Indent | Link | Unlink | Source | Full Screen

B *I* U ~~S~~ x₂ x² | I_x | [Image] [Table] [List] [Text] | Styles | Normal | Font | Size | A | A

body p

2. Select **Paste information even if field is not empty**.



Copy Data from External Description

Copy the information from the following external description fields

- Description
- Qualifications

Paste this information into the following fields

- Internal description fields
 - In the same language
 - In all languages
- External description fields in all remaining languages

Paste information only if the field is empty

Paste information even if the field is not empty

Cancel Done

3. Then select **Done**.

Prescreening:

No action is required in this section.

Screening:

1. Choose an appropriate Truescreen Package.

Screening

Background Screening

Background Check

Background Screening Services (provided by Truescreen)
Description: If you have any additional questions or need support with this candidate's background request, please contact your Manager. Additional information can be found for Truescreen users at www.mytruescreen.com

Please Choose a Truescreen Package *

Not Specified

2. Select **Save**, then **Done** at the top of the requisition.

More Actions

Requisition Info

Show fields required to: * Save Request Approval Post

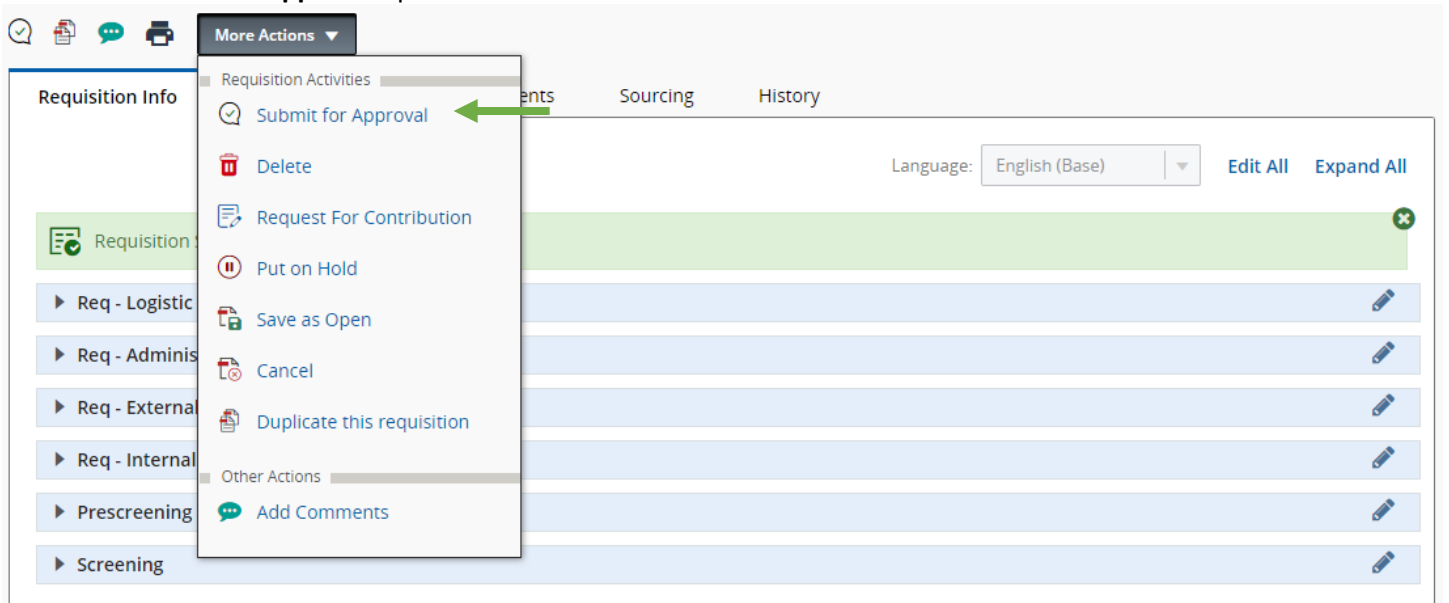
Language: English (Base)

Cancel Done

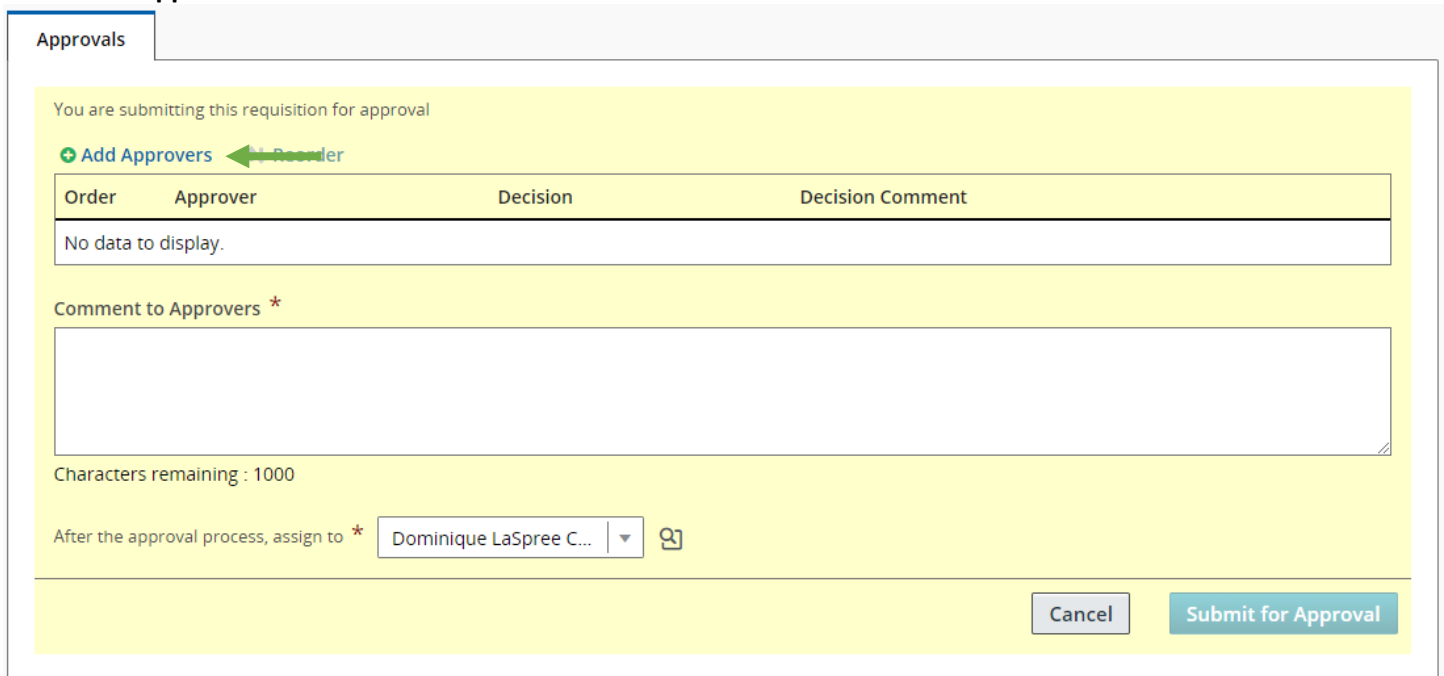
Collapse All Save

Next Steps:

1. Select **More Actions** tab.
2. Select **Submit for Approval** option.



3. Select **Add Approvers**.



4. Select designated approver the select **Add/Update Approvers**

Add Approvers

Please select the approvers for this requisition (20 max). The sequence of selection will be respected. All (41) Selected (1)

41 Potential approvers are available

FILTERS User Group: All Clear All

Name	Correspondence Email
<input type="checkbox"/> Debbie LaShan Jackson	DJACKS24@TENNESSEE.EDU
<input type="checkbox"/> Deborah Leighan Long	DEBLLONG@TENNESSEE.EDU
<input checked="" type="checkbox"/> Dominique LaSpree Crockett	DCROCK12@TENNESSEE.EDU
<input type="checkbox"/> Dorothea R. Owens	DOWENS22@TENNESSEE.EDU
<input type="checkbox"/> Gabrielle Chanel Marshall	GMARSHA6@TENNESSEE.EDU
<input type="checkbox"/> Gina Renee Curry	GCURRY2@TENNESSEE.EDU
<input type="checkbox"/> Hai Phuong Nguyen	HNGUYE41@TENNESSEE.EDU
<input type="checkbox"/> Helen M. Parsons	HPARSONS@TENNESSEE.EDU
<input type="checkbox"/> Isabella Donna Porcaro	IPORCARO@TENNESSEE.EDU
<input type="checkbox"/> Janice A. Hodge	JHODGE@TENNESSEE.EDU
<input type="checkbox"/> Jeddie L. Maxwell	JMAXWELL@TENNESSEE.EDU
<input type="checkbox"/> John C. Rich	JRICH@TENNESSEE.EDU
<input type="checkbox"/> Kevin Michael Feeney	KFEENEY@TENNESSEE.EDU
<input type="checkbox"/> LaTangela Cherick Underwood	LUNDERWO@TENNESSEE.EDU
<input type="checkbox"/> Lydia Maples Ruth	LMAPLES7@TENNESSEE.EDU

Page **2** of 3 (16-30 of 41 items) ⏪ < 1 2 > ⏩

Cancel Add / Update Approvers

5. Select **Approve** from the Decision drop-down menu. Add comments.

Approvals

You are submitting this requisition for approval

+ Add Approvers ↕ Reorder

Order	Approver	Decision	Decision Comment
1	Dominique LaSpree Crockett	<div style="border: 1px solid black; padding: 2px;">Approve Pending Approve Reject</div>	

Comment to Approvers *

Characters remaining : 1000

After the approval process, assign to * Dominique LaSpree C...

Cancel Submit for Approval

6. Select **Submit for Approval**.

7. Click on the **Sourcing** tab and click the **Add career sections** button.

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

Expand All

Career Sections

Click Add to post job on external and internal career sections

Add career sections ←

▶ Job Boards

▶ Staffing Agents

▶ Invite Matching Candidates Unavailable

8. Select **UT Health Science Center Faculty Career Section** then select **Add/Update career section**.

Career Sections Selector x

Please select the career sections for posting this requisition All (13) Selected (1)

13 Career sections are available Select all across pages

<input type="checkbox"/>	Name	Visibility	Display Type	Sequence
<input type="checkbox"/>	UT System External Career Section	External	Public	1
<input type="checkbox"/>	UT Martin External Career Section	External	Public	2
<input type="checkbox"/>	UT Chattanooga External Career Section	External	Public	3
<input type="checkbox"/>	UT Space Institute External Career Section	External	Public	4
<input type="checkbox"/>	UT Health Science Center External Career Section	External	Public	5
<input type="checkbox"/>	UT IPS Career Section	External	Public	6
<input type="checkbox"/>	UT Background Check Site	External	Private	7
<input type="checkbox"/>	UT Knoxville External Career Section	External	Public	8
<input type="checkbox"/>	UT Institute of Agriculture External Career Section	External	Public	10
<input type="checkbox"/>	UT External Executive Career Section	External	Private	14
<input type="checkbox"/>	UT Health Science Center External Postdoctoral Fellows	External	Public	15
<input checked="" type="checkbox"/>	UT Health Science Center Faculty Career Section	External	Private	18
<input type="checkbox"/>	UT Internal Career Section	Intranet	Public	9

Page 1 of 1 (1-13 of 13 items) ⏪ 1 ⏩

9. Select **Save and Apply**.

Career Sections

Manage career sections and posting schedules for this requisition

+ Add Select all across pages

<input checked="" type="checkbox"/> Career Section	Posting Status and Schedule (UTC -5:00)	Apply Online
<input checked="" type="checkbox"/> UT Health Science Center Faculty Career Section External Private	Status : To be posted Post from Today Post to Ongoing	<input checked="" type="checkbox"/>

Mark as Urgent

Page 1 of 1 (1 of 1 items)

Note: If a job is un-posted or modified, the job posting date will update. The candidate selection workflow cannot be changed once the job has been posted.

A job posting may be edited by selecting **Edit All** then correcting the error. This option may be used to correct and repost a position due to issues like spelling errors. This option is **NOT** for use if changing **posting information or parameters**.

Taleo Faculty Candidate Workflow Instructions

1. Locate the desired requisition and select the **candidate count** to the left of the **requisition title**. This will bring up all current candidates for the requisition (Figure 2).

Requisitions (214)

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

More Actions List Format Default requisition list format

<input type="checkbox"/>				Title	Department	ID	Recruiter	Status	Status Detail	Manage
<input type="checkbox"/>			1	Assistant Professor - Surgery-General, Memphis	Surgery-General	2000001ED	Crockett Dominique	Open	Posted (Ongoing)	
<input type="checkbox"/>			2	Professor And Chair-Neurology, Chattanooga	Chat Neurology	2000001F2	Crockett Dominique	Open	Posted (Ongoing)	
<input type="checkbox"/>			1	Professor - Surgery-General, Memphis	Surgery-General	210000005	Crockett Dominique	Open	Posted (Ongoing)	
<input type="checkbox"/>			0	Instructor/Assistant Professor - Health Promotion & Disease Prevention, Memphis	Nursing-Health Promo/Disease Prevention	21000001W	Crockett Dominique	Open	Posted (Ongoing)	Cooley

0 item(s) selected. Page 15 of 15 (211-214 of 214 items)

FILTERS In selection process Clear All

More Actions List Format CSW Step Global - STANDARD...

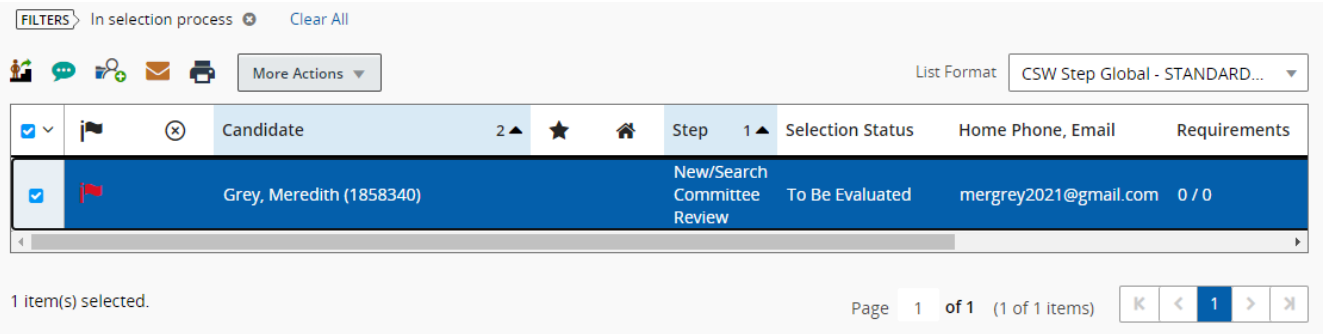
<input type="checkbox"/>			Candidate	2			Step 1	Selection Status	Home Phone, Email	Requirements
<input type="checkbox"/>			Grey, Meredith (1858340)				New/Search Committee Review	To Be Evaluated	mergrey2021@gmail.com	0 / 0

0 item(s) selected. Page 1 of 1 (1 of 1 items)

2. From this screen, you can select individually or group candidates for certain candidate pools. For this example, we will move Meredith through the complete hiring process. As an overview, the steps are as follows:
 - **New/Search Committee Review** – All new candidate applications are found here. This step is open for the department to see the candidates.
 - **Faculty Pool Preparation** – The department will identify the primary and secondary candidate pools.
 - **Faculty Pool Approval by OED** – OED reviews and approves the pools.
 - **Search Committee/Campus Interview** – This is the campus interview step.
 - **EEO/AA Hiring Authorization** – OED approval step. This step includes an OED review of the hiring process.
 - **Offer** – This is the electronic offer processing step.
 - **UT Post-Offer Check** – This is an optional step to document any post-offer pre-hire testing that needs to be done.
 - **UT Hire** – The completion of the process.

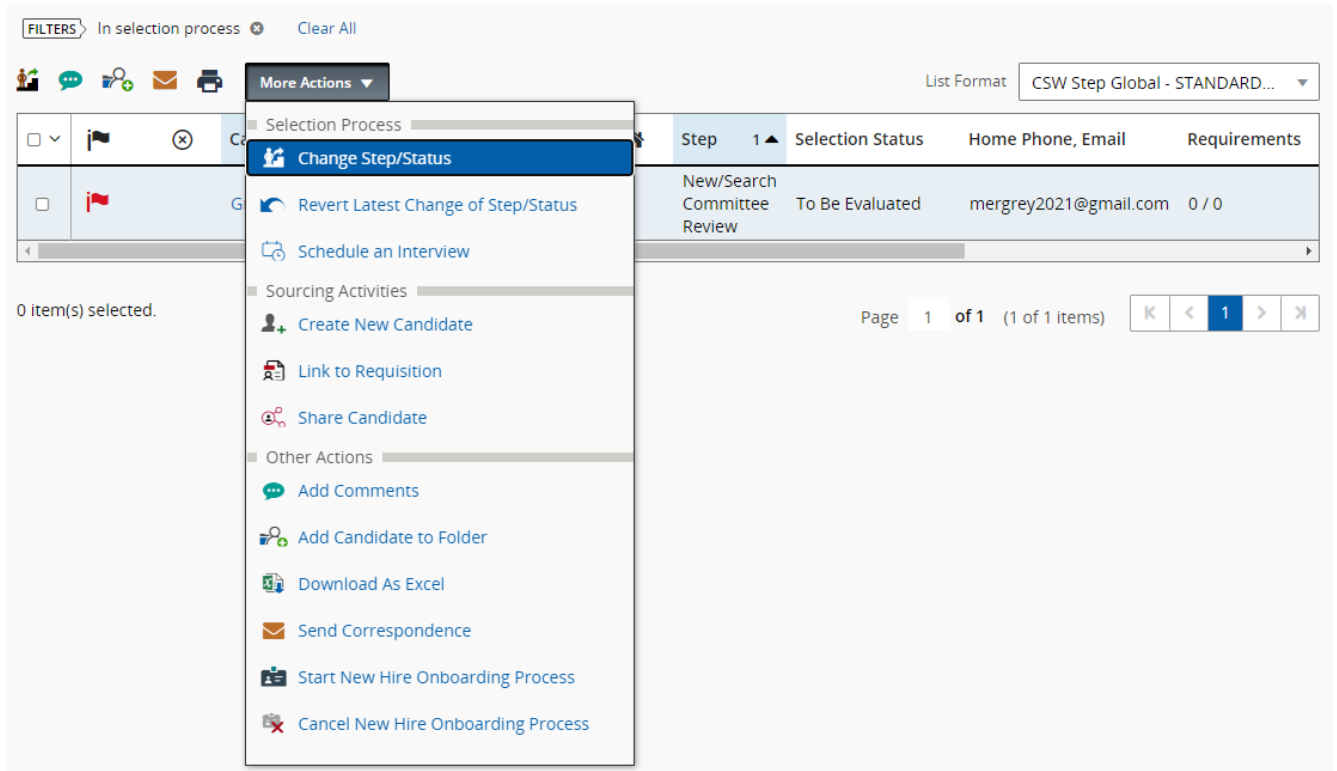
Note: At any point, the candidate can be rejected or removed from the hiring process using the **rejected** or **has declined** option on the drop-down menu. **Additionally**, a candidate may be changed back to the desired step/status using the **Revert** option.

3. Select the desired candidate by checking the box on the left.



Note: Selecting the candidate's name will open more options, such as sharing the candidate information, adding to a folder, and downloading information to Excel.

4. Using the **More Actions** function at the top of the screen, select **Change Step/Status** from the drop-down menu.



Note: If multiple candidates are in the same step and status, you can do mass changes using Steps 3 and 4.

- Under **Change to**, change the candidate from **To Be Evaluated** to **Selected**, then select **Save and Apply and Continue**.

Change Step and Status [x]

Candidate Name: Grey, Meredith(1858340) Requisition Title: Professor - Surgery-General, Memphis (2100000005)

Currently in	→	Change to
Step: New/Search Committee Review Status: To Be Evaluated		Step: New/Search Committee Review Status: Selected*

Comments: *Please enter comments here*

Select Other Action

Send Correspondence

- On the next screen, choose the appropriate candidate pool from the **Status** drop-down options, then select **Apply and Close**.

Change Step and Status [x]

Candidate Name: Grey, Meredith(1858340) Requisition Title: Professor - Surgery-General, Memphis (2100000005)

Currently in	→	Change to
Step: New/Search Committee Review Status: Selected		Step: Faculty Pool Preparation Status: Request OED Approval - Primary Pool*

Comments: *Please enter comments here*

Select Other Action

Send Correspondence

Note: The designated Business Manager must send an email to OED requesting review of the primary and secondary pools to ensure the chosen applicants meet the minimum or preferred qualifications. **An explanation for pool designation is required for each candidate.**

- Once the pools have been approved by OED, the candidate is moved to the **Search Committee/Campus Interview** step and the appropriate status, **To Be Scheduled or Interview Scheduled**, is chosen. Select **Apply and Close**.

Change Step and Status x

Candidate Name: Grey, Meredith(1858340) Requisition Title: Professor - Surgery-General, Memphis (210000005)

Currently in

Step: Faculty Pool Approval by OED Status: Primary Pool Approved by OED

Change to

Step: Search Committee/Campus I... Status: **To Be Scheduled**

Comments: *Please enter comments here*

Select Other Action

Send Correspondence

Cancel Apply and Continue Apply and Close

8. Once the applicant has been interviewed and selected for hire, change the status to **Request OED Authorization**. Select **Apply and Close**.

Change Step and Status x

Candidate Name: Grey, Meredith(1858340) Requisition Title: Professor - Surgery-General, Memphis (210000005)

Currently in

Step: Faculty Pool Approval by OED Status: Primary Pool Approved by OED

Change to

Step: Search Committee/Campus I... Status: **Request OED Authorization***

Comments: *Please enter comments here*

Select Other Action

Send Correspondence

Cancel Apply and Continue Apply and Close

Note: The designated Business Manager must send an email to OED to review the hiring and interview process prior to hiring authorization being given.

9. The **EEO/AA Hiring Authorization** step will have a status of **To Be Reviewed**. Once OED reviews the hiring and interview process, the status will change to **Proposed Hire Approved by OED**. This step will be completed by OED designee.

10. At the Offer step, the status is changed from Pending to Offer Accepted unless the candidate has declined the position. Select Apply and Continue.

Change Step and Status

Candidate Name: Grey, Meredith(1858340) Requisition Title: Professor - Surgery-General, Memphis (210000005)

Currently in		Change to	
Step	Status	Step	Status
EEO/AA Hiring Authorization	Proposed Hire Approved by OED	Offer	Offer Pending

Comments: *Please enter comments here*

Select Other Action

Send Correspondence

Buttons: Cancel, Apply and Continue, Apply and Close

11. At the Post-Offer Check step, the New Status will be chosen. Once the background checks are returned and cleared, the status Passed is selected. Select Apply and Continue.

Change Step and Status

Candidate Name: Grey, Meredith(1858340) Requisition Title: Professor - Surgery-General, Memphis (210000005)

Currently in		Change to	
Step	Status	Step	Status
Offer	Offer Accepted	Post-Offer Check	Request Post-Employment C...

Comments: *Please enter comments here*

Select Other Action

Send Correspondence

Buttons: Cancel, Apply and Continue, Apply and Close

12. The Business Manager will contact OED to close out the requisition once the candidate has accepted the position.

The following steps will be completed by OED. Under **New Step**, select **Hire**, then select **Hired** under the **New Status** drop-down menu. Choose the **start date**. Select **Apply and Close**.

Change Step and Status x

Candidate Name: Grey, Meredith(1858340) Requisition Title: Professor - Surgery-General, Memphis (210000005)

Currently in	➔	Change to
Step: Post-Offer Check Status: Passed		Step: Hire Status: Hired* <small>* = completes the step</small>

Start Date * 📅

Comments 📝

Select Other Action

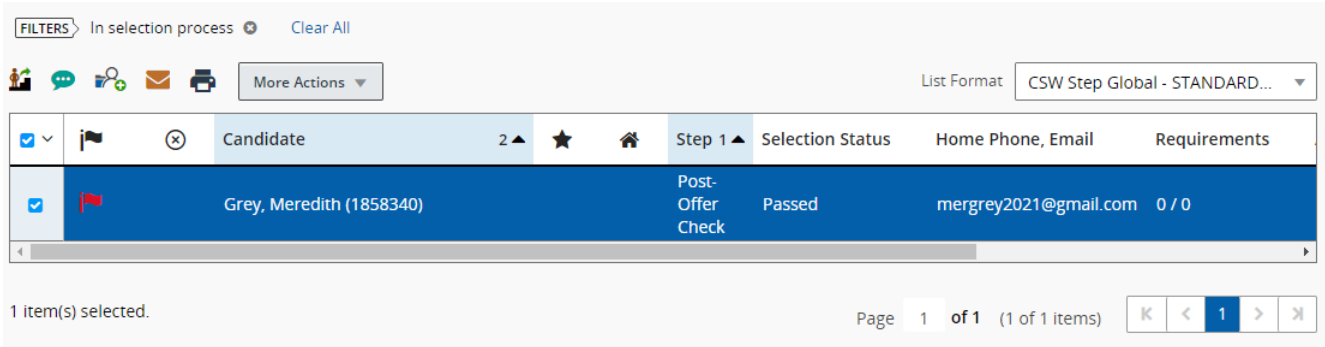
Send Correspondence

Note: All rejected candidates must be dispositioned with applicable reasons prior to placing desired candidate into **hired** step and status and closing the requisition.

The Revert Process

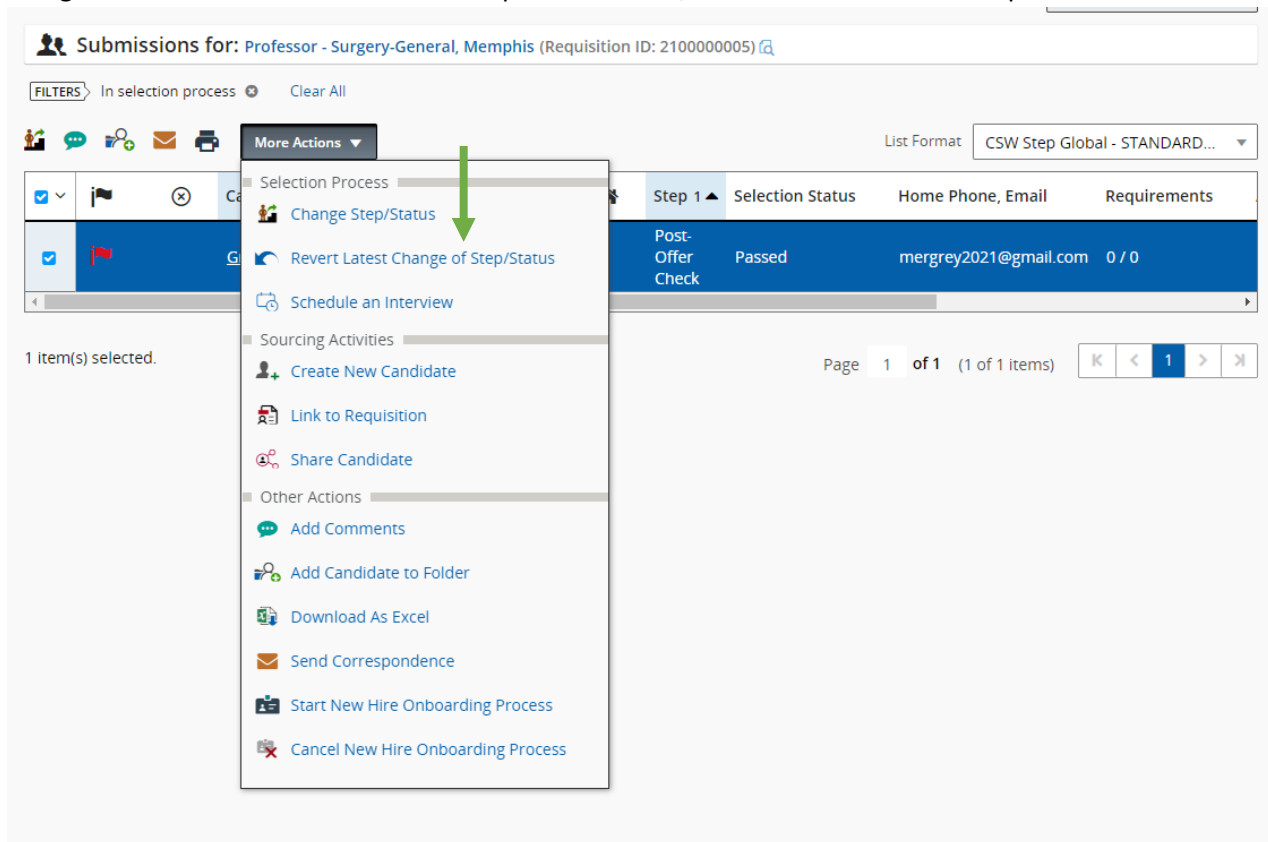
In the event of an error in the status/step of an applicant, the revert option can be used to correct the error. For example, Meredith's status was moved, in error, to "passed". To correct this, use the following steps:

1. Select the desired candidate that you wish to revert by checking the box to the left of their name.



The screenshot shows a web interface for candidate selection. At the top, there is a 'FILTERS' section with 'In selection process' and 'Clear All' options. Below this is a toolbar with icons for search, chat, mail, and print, along with a 'More Actions' dropdown menu. The main area is a table with columns: Candidate, Step 1, Selection Status, Home Phone, Email, and Requirements. One candidate, Meredith Grey (1858340), is listed with a 'Passed' status and email 'mergrey2021@gmail.com'. A '1 item(s) selected.' message is at the bottom left, and a pagination control shows 'Page 1 of 1 (1 of 1 items)'.

2. Using the **More Actions** function at the top of the screen, select **Revert** from the drop-down menu.



This screenshot is similar to the first one, but the 'More Actions' dropdown menu is open. The menu items are: Selection Process, Change Step/Status, Revert Latest Change of Step/Status, Schedule an Interview, Sourcing Activities, Create New Candidate, Link to Requisition, Share Candidate, Other Actions, Add Comments, Add Candidate to Folder, Download As Excel, Send Correspondence, Start New Hire Onboarding Process, and Cancel New Hire Onboarding Process. A green arrow points to the 'Revert Latest Change of Step/Status' option.

- The resulting screen will display the step **immediately** before the current step and status. You may use the **Apply and Continue** option if the applicant needs to be reverted more than one step. If only one step is needed, choose **Revert and Close**.

Revert Latest Change of Step/Status ✕

Candidate Name
Grey, Meredith(1858340)

Requisition Title
Professor - Surgery-General, Memphis

Revert to

Step
Offer

Status
Offer Accepted

Currently in

Step
Post-Offer Check

Status
Passed

Comments *

Cancel

Revert and Close

Revert and Continue

Note: A reason must be added in the Comments section to continue.

- In this example, Meredith was reverted back to **Offer Accepted**. Completing the Revert process.

FILTERS In selection process ✕ Clear All

More Actions ▼

List Format CSW Step Global - STANDARD... ▼

		Candidate 2 ▲	Step 1 ▲	Selection Status	Home Phone, Email	Requirements	Assets	Residence
<input checked="" type="checkbox"/>		Grey, Meredith	Offer	Offer Accepted	mergrey2021@gmail.com	0 / 0	0 / 0	

1 item(s) selected.

Page 1 of 1 (1 of 1 items)

⏪ < 1 > ⏩

The candidate workflow process will continue until a hire is made, all candidates have been dispositioned, and the requisition is closed.