VANDERBILT UNIVERSITY

Quick Reference Guide for Hiring Managers

Creating a Requisition

Login to the Recruiting Center

1. Access the database by opening a Browser and entering the URL:

http://vanderbilt.taleo.net

Vanderbilt is using Single Sign On (SSO) so you may not need to enter your credentials.

2. Enter your username and password.

3. Click the **Sign In** button.

4. **Result**: The Recruiting Center **Home Page** appears.

5. To sign out of the Recruiting Center, click the **Sign out** link.

Creating Requisitions

1. From the Home Page, locate the **Requisitions** Channel.

Click the **Create a Requisition** link.

Create a Requisition

2. For requisition type, choose between the default of **Regular/Term/PRN** or **Temporary (VTS)**.

Click the **Next** button.

3. The Create Requisition window appears.

When selecting a Template or Hiring Manager, you may choose to use the Auto Suggest feature where the system will use the text that you type to suggest valid entries; or use the selector button to open the quick filter menu.

4. Locate the Requisition Template field.

5.Use the Auto Suggest feature by typing in the job code number or job title to populate the Requisition Template field.

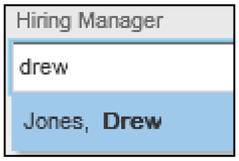
Note: The system will use the text that you type to suggest valid entries. Choose the correct job code and title from the list.

6. Next, you will use the Auto Suggest feature to populate the Hiring Manager name field.

7. In the **Hiring Manager** field enter the Hiring Managers first or last name.

Note: The system will use the text that you type to suggest valid entries. Choose the correct name from the list.

Example of the 1st name drew:


Hiring Manager

drew

Jones, **Drew**

8. Click the **Next** button.

9. Use the same methodology of selecting a Requisition Template and Hiring Manager to update the **Organization (Department Name and Number) and Primary Location (Physical location of the position)**.

10. You are ready to create the requisition and make final edits.

Click the **Create** button.

Result: The requisition file is displayed in **Edit** mode.

Fields marked with a red asterisk are required.

11. Next, you will complete the Identification Section. Some fields may have been populated from the template, however, update as necessary for the position.

Note **some** of the required fields:
1. Justification
2. Posted Title (Title viewable by candidates)
3. Title by Job Code (Title that corresponds to the job code selected)

12. If appropriate you can add a Hiring Manager Assistant, this person will be able to view the requisition and screened candidates. Use the same methodology of selecting a Job Template and Hiring Manager to select a Hiring Manager Assistant.

Always use the following recruiters for each type of requisition:

University and School of Medicine: BARB MAIER
VTS: STACY HATTEN

IMPORTANT NOTE: Requisitions are either for the Medical Center, University or School of Medicine.

Use the same methodology of selecting a Job Template and Hiring Manager to update the **Recruiter** field.

Your name will be populated in the Recruiter field, replace it with the recruiter name listed above.

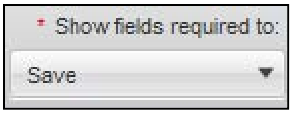
13. Next, you will complete the **Administration** and **Description** sections of the requisition. Some fields may have been populated from the template, however, update as necessary for the position.

NOTE: Enter all 10 digits of the cost centers associated with this position.

14. The External Job Description will pre-populate from the job description database based upon the Job Code that you chose earlier. The field may be edited or can be replaced with a department specific description by using the copy/paste feature from a Word document.

15. Next, you will launch the Diagnostic Tool and review fields that are required to save the requisition.

Click the **Show fields required to:** list item.

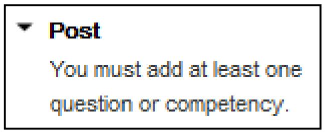


16. Click the **Launch Diagnostic...** list item.

Launch Diagnostic...

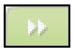
Result: The Diagnostic Tool will display fields that are required before the requisition can either be saved or posted.

NOTE: Since Hiring Managers do not add Prescreening Questions or Competencies to the requisition (this is done by the recruiter), you can ignore the fact that the file still shows one missing field in order to Post, but make sure that all other fields required to post are complete before saving your requisition.


Post
You must add at least one question or competency.

17. Close the **Diagnostic** tool by collapsing the right pane.

Click the **Show / Hide** button.



18. When all fields have been completed, it is time to save the requisition.

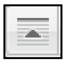
Click the **Save and Close** button.

Save and Close

Result: The Requisition file is now saved and displays in **View** mode with status of Draft.

Fields that were left empty in **Edit** mode do not display in **View** mode.

Click the **Up to the Requisition List** button.



19. Return to the Home Page. Click the **Recruiting** menu.

Recruiting

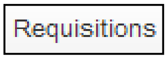
20. Your position will now be routed to:

University and SOM: BARB MAIER
VTS: Stacy Hatten

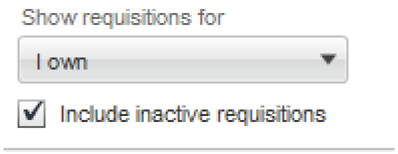
Duplicating a Requisition

1. Start from the Home Page.

Click the **Requisitions** link.

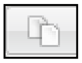


2. Locate the requisition you wish to duplicate. If the position you wish to duplicate has been filled or closed, make sure to check the box to include inactive requisitions. This is located on the left side of your screen under Quick Filters.


Show requisitions for
I own
☑ Include inactive requisitions

Click the **Requisition Title** link.

3. Locate the Action bar at the top of the page.

Click the **Duplicate** button.


4. Notice the title at the top of the page now says **New Requisition**.

5. Review the details of the requisition, making any modifications necessary.

Click the **Save and Close** button.

Save and Close

6. The Left Pane displays updated Status/Status Details of **Draft** and there is a new Requisition Number.

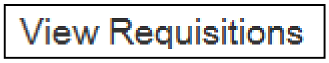
7. Return to the **Home Page**.

Click the **Recruiting** menu.

Recruiting

Canceling a Requisition

1. Start from the Home Page.

Click the **View Requisitions** link.


2. Locate the requisition you wish to cancel.

Important Note: Only **DRAFT** requisitions can be canceled. Once a requisition has been saved as Open by the Recruiter, please notify the recruiter if you need to cancel the requisition.

Click the **Requisition Title** link

3. Click the **More Actions** dropdown button to activate the menu.

More Actions

4. Click the **Cancel Requisition** list item.

Cancel Requisition

5. Please provide a reason for canceling this requisition in the comments section.

Click the **Done** button.

6. **Result**: Your requisition is now Canceled.

7. Return to the **Home Page**.