Employee Applicant Tracking

A Guide

for

Affirmative Action Officers

UTJOBS

What is *UT JOBS*?

New Employee Applicant Tracking System for the University of Tennessee

What's Different for Departments?

- Online Requisitions Through IRIS

- Approvals Using IRIS Approval Workflow

- Seven-Day Minimum Posting Period for Exempt and Non-exempt Positions

- One Stop for Affirmative Action Approval

- Ability to Manage the Applicant Hiring Process Online

What's Different for Affirmative Action Officers?

- Notification when an exempt vacancy has been approved for listing, including the Requisition ID number

- Ability to view Requisition and Applicants

- Online approval of primary and alternate interview pools

- Reports from one database

Accessing the Applicant Tracking System (ATS)

Accessing the ATS

- **Access the Applicant Tracking System (if not from email link)**

  – **https://ut.taleo.net**

- **If you are not logged into the UT Network, sign into the ATS using your netid and password.**

- **If you are logged into the UT Network, you will automatically be directed to the ATS menu.**

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This is the screen you will see if you access the ATS directly and are not logged into the UT Network.

Log in using your netid and password.

User Sign In
To access the application, please sign in.

Mandatory fields are marked with a red indicator.

Select a language
English ▾ Refresh
☐ Remember my selection
▪ User Name

▪ Password

Forgot your password

Note: If you are logged into the UT Network, you will automatically be directed to the ATS Main Menu as shown below.

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TALEO**ENTERPRISE**™

Recruiting

Onboarding

Reporting

To view requisitions, applicants and approve interview pools, click on Recruiting.

TALEOPOWERED

Exit

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Your dashboard will appear as shown below. A quick and easy way to find requisitions and applicants is to use the *Quick Search*.

John OED Rep1 | Home | Resources | Sign Out

Search Candidate

Advanced Search
Search Queries

Recruiting   Tasks   Requisitions   Candidates   Offers   Libraries

Welcome John OED Rep1

Welcome to the Recruiting Center.

Show information for

I own

Refresh

Candidates

		Total
There is no data to display.		

Offers

		Total
There is no data to display.		

Requisitions

		Total
There is no data to display.		

Tasks

		Total
Tasks assigned to me	0	0

Onboarding

		Total
Delayed		27
Post Start Date		12
Pre Start Date		14
In Progress		27

Communications

▼ Customer Support

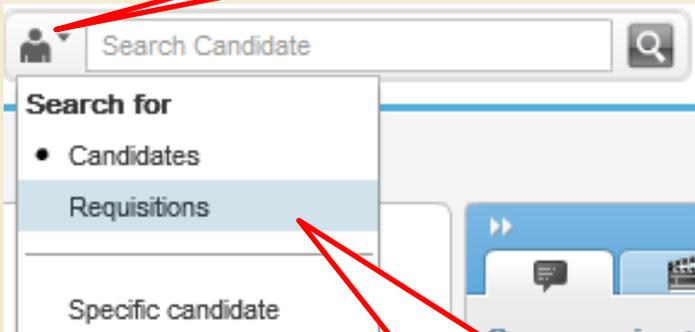To report system performance issues or problems, please contact your Human Resources Office.

▼ Recruiting Help

Need Help? Click on the link below to access our online manuals and other helpful hints. For additional information or assistance, please contact your local Human Resources Recruiter.

Recruiting Help

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In this example, we will search for a Requisition.

To begin your search, click on the *Search Options* button.

Search Candidate

Search for
- Candidates
  Requisitions

  Specific candidate

Choose Requisitions from the drop-down menu.

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In the *Search Field*, enter the Requisition Number.   The Requisition Number will be provided to you in your email notification.

11000000a8

Click the magnifying glass to launch the *Quick Search.*

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Quick Search Results

	⚑	👤	✉	Title	1	Department	ID	Recruiter	Status	Status Detail	Manager Assistant	Hiring Manager	Empl
		8		Director of ATS		Human	1100000A8	Janice	Open	Posted (Ongoing)	Denise Jones	Ben Bond	Staff:

The selected requisition will appear in the Requisitions list. To view the requisition, click on the requisition title.

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The General Information section of the requisition will appear. Use the scroll bar to view the additional sections of the requisition.

Director of ATS (11000000A8)

More Actions ▼

1 out of 1 requisitions

Requisition ▼   Attachments   Posting and Sourcing   History

▾ 1. General Information

Identification

Position Number	Number of Openings	
50030543	1	
Requisition Title	Title (by Manager)	
Director of ATS	**Assistant Vice President**	
Justification	Search Committee	Search Scope
New Position	Yes	Local Search
LDA Indicator	Employee SubGroup	
No	Staff: Exec/Admin	

User Group

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The additional sections of the requisition are listed below. Click on the arrows to expand each section.

▶ 2. Administration

▶ 3. Description (External)

▶ 4. Description (Internal)

▶ 5. Prescreening

- **Administration** describes the budgeting information.
- **Description (External)** shows the job description that appears on the External Career Site.
- **Description (Internal)** shows the job description that appears on the Internal Career Site.
- **Prescreening** shows the prescreening questions assigned to the requisition.

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Director of ATS (11000000A8)

1 out of 1 requisitions

More Actions ▼

Requisition ▼   Attachments   Posting and Sourcing   History

⊙ 1. General Information

Identification

Position Number	Number of Openings
50030543	1
Requisition Title	Title (by Manager)
Director of ATS	Assistant Vice President
Justification	Search Committee
New Position	Yes
LDA Indicator	Employee SubGroup
No	Staff: Exec/Admin

User Group

> After you have reviewed the requisition, click the *Up to the Requisition List* button to return to the list of requisitions.

Viewing Candidates

Viewing Candidates

- **Candidates may be viewed at any step in the process.**

- **Access ATS as you would to view requisitions.**

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You may use the same method to access the candidate list as you used to access the requisitions.

Quick Search Results

	⚑	👤	✉	Title	1 ▲	Department	ID	Recruiter	Status	Status Detail	Manager Assistant	Hiring Manager	Empl
		8		Director of ATS		Human	11000000A8	Janice	Open	Posted (Ongoing)	Denise Jones	Ben Bond	Staff:

To access the candidate list from the Requisitions list, click the number next to the requisition title.

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The list of candidates will be presented. From this list you can see where in the process the candidate stands.

Candidates for job:

Director of ATS (11000000A8)

More Actions ▼

			Candidate	2	★	⬥	▭	Step	1	Selection Status	Home Phone, Email	Requirements	Assets	Residence	
	⚑	⊗													
□			Candidate, Bradley (11308)	▼				Search Committee Review		To Be Reviewed	865-555-1261 - jcandidate27@invalidemail.com	0 / 0	0 / 0	US > TN > Knoxville	
			Candidate, Dean (11284)					Search Committee Review		To Be Reviewed	865-555-1237 - jcandidate03@invalidemail.com	0 / 0	0 / 0	US > TN > Knoxville	
			Hodge, Jackson (12681)					Search Com...		Primary Pool for	8655555555 -	0 / 0	0 / 0	US > TN > Knoxville	

To view a candidate's profile, click on the candidate's name.

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Hodge, Jackson applied for job:

Director of ATS (11000000A8)

More Actions ▼

Job Submission ▼   Attachments   History

3 out of 7 candidates

The candidate's personal information will appear. Use the scroll bar to view all of the candidate's profile.

▼ 1. Candidate Personal Information

Candidate Personal Information

First Name	Last Name
Jackson	Hodge

Anonymous Submission

No

Internal Candidate

No

Address (line 1)

123 Home Street

City	Zip/Postal Code
Knoxville	37996

Place of Residence

To view the candidate's resume, click on the Attachments tab.

UT JOBS

Hodge, Jackson applied for job:

Director of ATS (11000000A8)

13 out of 17 candidates

More Actions ▼

Job Submission | Attachments | Tasks | History

Job-specific Attachments

File Name	Converted File	Date	Size	Comments	Visible by candidates	Type	Attached by
Resume-Jackson Hodge.doc	☒ Resume-Jackson Hodge.ht	Dec 31, 2011, 9:47:31 AM	57 kb	This file includes a resume from which basic candidate information has been extracted.	Yes	Submission	Jackson Hodge

To view the attachment, click on the title of the converted file. **NOTE:** You may have to allow pop-ups from ut.taleo.net.

UT JOBS

Hodge, Jackson applied for job:

Director of ATS (11000000A8)

3 out of 7 candidates

More Actions ▼

Job Submission ▼   Attachments   History

1. Candidate Personal Information

Candidate Personal Information

First Name

Jackson

Anonymous Submission

No

Internal Candidate

No

Address (line 1)

123 Home Street

City

Knoxville

Place of Residence

Last Name

Hodge

Zip/Postal Code

37996

When finished viewing the profile, click the *Up to the Candidate List* button.

Approving Interview Pools

Approving the Interview Pool

- **Each candidate goes through a series of steps and statuses during the hiring process.**

    – **See Appendix A for Steps and Statuses**

- **For exempt positions, candidates in the primary and alternate interview pools must go through the OED approval status of the Search Committee Review step.**

- **Reports available to view statistics for entire applicant pool.**

    – **See Appendix B for Instructions or Running Report.**

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Approving the Interview Pool

- **Approval of interview pool takes two actions in the ATS**

  - **First, review the candidates and approve the pool. To approve the pool, you will change the status of each person to "Approved."**

  - **Second, notify the ATS that the candidates in the pool that you approved are ready to be moved forward in the hiring process. To notify the ATS, you will move the candidate to the next step in the hiring process.**

Approving the Interview Pool

- **Email notification of interview pool requiring approval**
  - **Within email, link to ATS and Requisition ID will be provided**
- **May also access ATS directly to approve pool by using the following URL:**
  - **https://ut.taleo.net**

Approving the Interview Pool

Human Resources - UT

Director of ATS - Ready for OED Review

Example email notification. Open email as you would normally.

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Approving the Interview Pool

From: Human Resources - UT [UTHR@invalidemail.com]
Sent: Saturday, December 31, 2011 6:22 PM
To: Hodge, Janice
Subject: Director of ATS - Ready for OED Review

There are candidates ready for OED review and approval. The Requisition information and link to access the system are listed below. Please contact the Recruiter if you have any questions. Thank you.

Requisition Number: 11000000A8
Job Title: Director of ATS
Recruiter: Janice Hodge(Recruiter)
Recruiter Email: JHODGE@TENNESSEE.EDU

Access ATS: https://ut.taleo.net

> Example Email. Notice Requisition ID Number and Job Title are given in the email.

> Click the link provided to access the ATS and approve interview pool.

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This is the screen you will see if you access the ATS via the link in your email and are not logged into the UT Network.

User Sign In
To access the application, please sign in.

Mandatory fields are marked with a red indicator.

Select a language
English ▾ Refresh
☐ Remember my selection
▪ User Name

▪ Password

Forgot your password

Log in using your netid and password.

Note: If you are logged into the UT Network, you will automatically be directed to the ATS Main Menu as shown below.

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Recruiting

Onboarding

Reporting

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Exit

To view the interview pool, click on Recruiting.

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Just as you did to originally view the requisition and candidates, you will once again use the *Quick Search* from your dashboard to find the requisition and candidate list.

To begin your search, click on the *Search Options* button.

Choose Requisitions from the drop-down menu.

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In the *Search Field*, enter the Requisition Number.   The Requisition Number will be provided to you in your email notification.

11000000a8

Click the magnifying glass to launch the *Quick Search.*

UT JOBS

To access the candidate list from the Requisitions list, click the number next to the requisition title.

Quick Search Results

	▶	👤	✉	T	1 ▲	Department	ID	Recruiter	Status	Status Detail	Manager Assistant	Hiring Manager	Empl
		8		Director of ATS		Human	11000000A8	Janice	Open	Posted (Ongoing)	Denise Jones	Ben Bond	Staff:

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	▲	⊗	Candidate	2 ▲	★	⬦	▭	Step 1 ▲	Selection Status	Home Phone, Email	Requirements
			Candidate, Bradley (11308)					Search Committee Review	To Be Reviewed	865-555-1261 - jcandidate27@invalidemail.com	0 / 0
			Candidate, Dean (11284)					Search Committee Review	To Be Reviewed	865-555-1237 - jcandidate03@invalidemail.com	0 / 0
			Hodge, Jackson (12681)					Search Committee Review	Primary Pool for OED Approval	865555555 jhode	
			Jones, Paul (11606)					Search Committee Review	Secondary Pool for OED Approval	sluch	
			Little, Chicken (10220)					Search Committee Review	Secondary Pool for OED Approval	865-555-5 test@live.c	
			Mouse, Mickey (10801)					Search Committee	Primary Pool for OED Approval	- mickev@m	

The entire candidate list will appear. Note that the candidates will have different Selection Statuses. For approval of the interview pool, you will be interested in those in the statuses of Primary Pool for OED Approval and Secondary Pool for OED Approval.

To assist you in finding only those candidates who need to be approved for interviews, you may take advantage of the filters that are available in the *Selection Workflow*.

Selection Wor...

Step *All*

New/Recruiter Review (0)

Search Committee Review (7)

Search Committee Interview (0)

Hiring Manager Review (0)

Hire Manager Interview (0)

Offer (0)
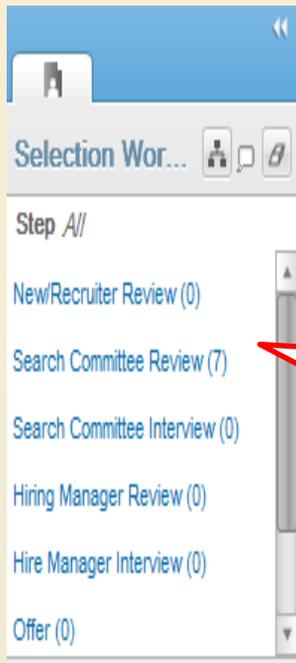
Start first by changing the Step from *All* to *Search Committee Review.*

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Selection Wor...

Step Search Committee Review

Status *All*

Waiting for Response (0)

Secondary Pool for OED Approval (2)

Primary Pool for OED Approval (3)

Secondary Pool Approved by OED (
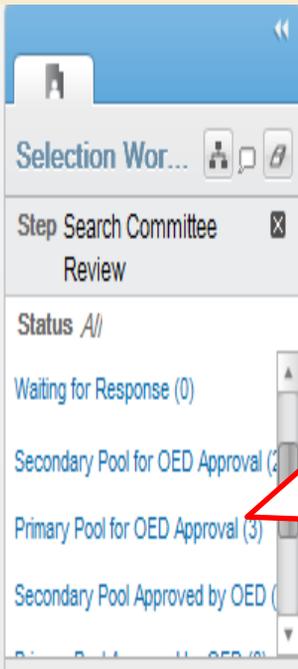
Once you are in the Search Committee Review step, use the scroll bar to find either the *Secondary Pool for OED Approval* or *Primary Pool for OED Approval* status. Click the pool you wish to review. In the following example, we will view and approve the Primary pool.

NOTE: You may only view one status at a time, so the primary pool and alternate pools will have to be reviewed and approved separately.

The entire primary pool list appears. To review each candidate, click on the candidate's name.

Candidates for job:

Director of ATS (11000000A8)

More Actions ▼

	Candidate	Selection Status	Requirements	Assets	Institution	Branch of Study	Sub. Created, Updated	R
	Hodge, Jackson (12681)	Search Committee Review	Primary Pool for OED Approval	0/0	0/0	- University of Tennessee	Education, Other	Dec 31, 2011 - Dec 31, 2011	US Knox
	Mouse, Mickey (10801)	Search Committee Review	Primary Pool for OED Approval	0/0	0/0	—		Dec 19, 2011 - Dec 31, 2011	US
	Watson, Tom (12521)	Search Committee Review	Primary Pool for OED Approval	0/0	0/0	University of Tennessee, Knoxville (UTK) -	Sport & Fitness Administration/Management	Dec 21, 2011 - Dec 31, 2011	US Jack

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To approve the entire pool, click the Select All button.

After selecting the entire pool, select the *More Actions* tab.

Candidate

Dire   of ATS (11000000A8)

More Actions ▼

	▲	⊗	Candidate	1	★	♠	▣	Step	Selection Status	Requirements	Assets	Institution	Branch of Study	Sub. Created, Updated	R
			Hodge, Jackson (12681)					Search Committee Review	Primary Pool for OED Approval	0 / 0	0 / 0	- University of Tennessee	Education, Other	Dec 31, 2011 - Dec 31, 2011	US > Knox
			Mouse, Mickey (10801)					Search Committee Review	Primary Pool for OED Approval	0 / 0	0 / 0	—		Dec 19, 2011 - Dec 31, 2011	US >
			Watson, Tom (12521)					Search Committee Review	Primary Pool for OED Approval	0 / 0	0 / 0	University of Tennessee, Knoxville (UTK)	Sport & Fitness Administration/Manage ment	Dec 21, 2011 - Dec 31, 2011	US > Jack

NOTE: You will need to repeat this process to approve the alternate pool.

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Candidates for job:

Director of ATS (11000000A8)

More Actions ▼

> Under *More Actions,* click on *Change Steps/status.*

Compare...

Change Step/status...

Revert...

	▶	⊗	Candidate			S	us	Requirements	Assets
✓			Hodge, Jackson (12681)			rimary Pool for OED Approval		0 / 0	0 / 0
✓			Mouse, Mickey (10801)		Search Committee Review	Primary Pool for OED Approval		0 / 0	0 / 0
✓			Watson, Tom (12521)		Search Committee Review	Primary Pool for OED Approval		0 / 0	0 / 0

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Change Step and Status

Current Step
Search Committee Review

Current Status
Primary Pool for OED Approval

Information

New Step
Search Committee Review

New Status
Primary Pool Approved by OED*

Reaching a status marked with an asterisk
(*) completes the step

Comments

Using the drop-down list, change the New Status. In this example, we will change status to *Primary Pool Approved by OED*.

Note that this is last status in the current step. The candidates may now be moved to the next step.

Click *Save and Close* to change the step and status of the candidates.

Save and Continue   Save and Close   Cancel

To approve only some of the pool, you may check the box next to the candidate's name.

After selecting the candidates to approve, click the *More Actions* tab and follow the same steps as you did for the entire pool. **Note:** You can move multiple candidates at one time as long as they are being moved to the same status.

NOTE: You will need to repeat this process to approve the alternate pool.

Candidates for job:

Director of ATS (11000000A8)

More Actions ▼

			Candidate		★	♠	▭	Step 1	Selection Status
			Jones, Paul (11606)					Search	Secondary Pool

To move the candidate(s) to the next step after approving the pool, choose the candidate(s) and click on the *More Actions* tab.

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Candidates for job:

Director of ATS (11000000A8)

More Actions ▼

Compare...

Change Step/status...

Revert...

	⚑	⊗	Candidate			▭	Step 1 ▲	Selection Status
			Jones, Pau		⚖		Search Committee Review	Secondary Pool Approved by OED
☑								

From the *More Actions* menu, choose *Change Step/status.*

UTJOBS

Change Step and Status   ☐ ✕

Current Step   Current Status

Search Committee Review   Secondary Pool Approved by OED

Information

New Step 🗌

[Search Committee Interview ▾]

New Status

[To Be Scheduled ▾]

Reaching a status marked with an
asterisk (*) completes the step

> The next step and status available for
> the candidate are pre-populated for
> you.

Comments

[   ]

> To choose the default step and
> status, click *Save and Close*.

[Save and Continue] [Save and Close] [Cancel]

If you approved the entire pool, you will be returned to a blank page.

Congratulations! You have completed the approval process!

To exit the ATS, click on *Sign Out.*

When you have completed the approval process, please notify the search committee contact.

Appendix A

Steps and Statuses

Appendix A:Steps and Statuses -1

Step	Status	Completed By
New/Recruiter Review	To be Evaluated	Default Status
	Waiting for Additional Info	Recruiter
	Under Consideration	Recruiter
	Conduct Pre-screening	Recruiter
	Selected*	Recruiter
	Rejected	Recruiter
	Has Declined	Recruiter

*Indicates candidate may be moved to next step.

Appendix A:Steps and Statuses -2

Step	Status	Completed By
Search Committee Review	To be Evaluated	Default Status
	Waiting for Response	Search Committee Hiring Asst or Mgr
	Secondary Pool for OED Approval	Search Committee Hiring Asst or Mgr
	Primary Pool for OED Approval	Search Committee Hiring Asst or Mgr
	Secondary Pool Approved by OED*	Affirmative Action Officer
	Primary Pool Approved by OED*	Affirmative Action Officer
	Rejected	Search Committee Hiring Asst or Mgr
	Has Declined	Search Committee Hiring Asst or Mgr

*Indicates candidate may be moved to next step.

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Appendix A:Steps and Statuses -3

Step	Status	Completed By
Hiring Manager Review	To be Reviewed	Default Status
	Waiting for Additional Info	Hiring Asst or Mgr
	Under Consideration	Hiring Asst or Mgr
	Schedule Interview*	Hiring Asst or Mgr
	Rejected	Hiring Asst or Mgr
	Has Declined	Hiring Asst or Mgr

*Indicates candidate may be moved to next step.

Appendix A:Steps and Statuses - 4

Step	Status	Completed By
Hire Manager Interview	Interviewed Scheduled	Default Status
	Waiting for Response	Hiring Asst or Mgr
	Under Consideration	Hiring Asst or Mgr
	Ready for Offer/Bkgrnd Check*	Hiring Asst or Mgr
	Rejected	Hiring Asst or Mgr
	Has Declined	Hiring Asst or Mgr

*Indicates candidate may be moved to next step.

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Appendix A:Steps and Statuses -5

Step	Status	Completed By
Offer	Offer to be Made	Default Status
	Rejected	Recruiter
	Has Declined	Recruiter
	Draft	Recruiter
	Canceled	Recruiter
	Approval in Process	Recruiter
	Approval Rejected	Recruiter
	Approved	Recruiter
	Extended	Recruiter
	Rescinded	Recruiter
	In Negotiation	Recruiter
	Refused	Recruiter
	Accepted*	Recruiter
	Reneged	Recruiter

*Indicates candidate may be moved to next step.

Appendix B

Candidate Pool Report

Candidate Pool Report

A report showing the candidate pool statistics can be run prior to the approval of the interview pool.

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TALEO **ENTERPRISE**™

▼ **Recruiting**

👤 **Onboarding**

📊 **Reporting**

Access ATS as either through email notification or directly at https://ut.taleo.net.

From the main menu, choose the Reporting option.

Exit

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X Taleo Reporting and Analytics™   Welcome: **John OED Rep1**

🏠 Home | Document List | Open ▾ | Send To ▾ | Dashboards ▾   Help | Preferences | About | Log Out

                                                                                                         ⊼ X

Navigate   **Personalize**

View your Inbox, Favorites, or Document Lists. Use the Help to learn   Change your InfoView start page, viewing options, and preferences
more about InfoView.   for daily tasks.

📁 Document List   📑 Preferences
⭐ My Favorites
❓ Help

Choose the Document List
link under the Navigate
option.

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Taleo Reporting and Analytics™

Home | Document List | Open ▾ | Send To ▾ |

New ▾ Add ▾ | Organize ▾ | Action

- All
  - My Favorites
  - Public Folders
    - Corporate Reports
      - Company - University of Tennessee
    - Documentation
    - Performance Management
   - Standard Reports
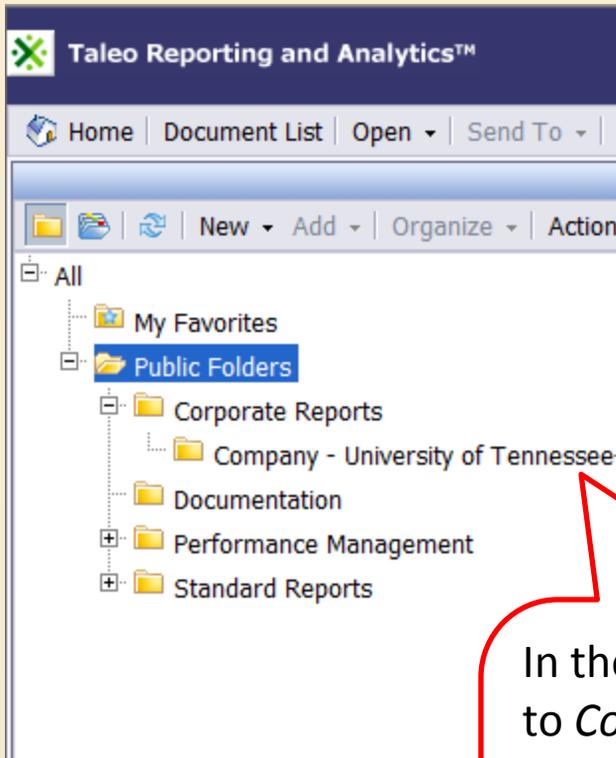
In the tree structure, navigate to *Company – University of Tennessee* (Path: All → Public Folders → Corporate Reports → Company – University of Tennessee)

Title ▲	Last Run	▼ Type	Owner	Instances
Candidate Pool Diversity Query_2		Web Intelligence Repc	B3824CDD23624766E(	0
This is the production version of the				

A list of available reports will appear to the right of the tree structure. For this example we will be working with the *Candidate Pool Diversity Query_2* report.

NOTE: As more reports are created, you will see them in the list.

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Actions ▾

Properties

Categories   e Pool Diversity Query_2

View   e production version of the

History
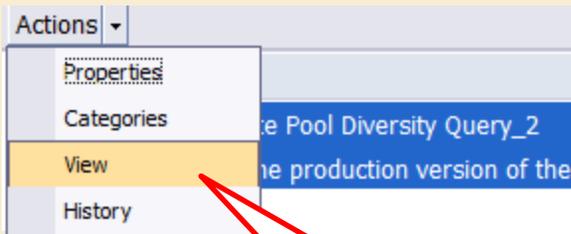
To run the report, highlight the report name. Click on Actions and choose View.

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You will be presented a screen where you choose the requisition for the report. If you know the requisition number, you may enter it in the *Type values here* field.

Prompts   ✕

Reply to prompts be   y.

➡   Enter value(O:

                                                    Enter value(s) for Requisition NO:

Type values here	>

Refresh Values ↻   <

Requisition NO	▲
1100000004	▲
110000000C	☰
110000000D	
110000000E	
110000000F	▼

If you don't know the requisition number, you may scroll through the list.

UT JOBS

In this example, the requisition number is known and entered directly in the field.
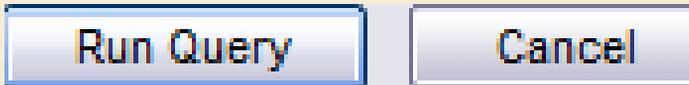
for Requisition NO:

11000000A8

Refresh Values

Requisition NO

1100000004
110000000C
110000000D
110000000E
110000000F
110000000G
110000000H

January 4, 2012 2:42:08 PM GMT+00:00

Enter value(s) for Requisition NO:

Click the right arrow to select the requisition and make it available to the query.

IMPORTANT HINT: For reporting, the ATS is case-sensitve. If no data is presented, check that any letters in the requisition ID are typed in the correct case.

Run Query   Cancel

Click the *Run Query* button.

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The results of the query appear. The three screen shots below show the fields that appear in the report.

Candidate Pool Information

Requisition NO	Requisition Title (BL)	Req. Organization Level 3	Req. Organization Level 4	EEO Category	Affirmative Action Group	Candidate ID
11000000A8	Director of ATS	Human Resources	Human Resources-Administration	Executive	Chief Executives	10220
	Director of ATS	Human Resources	Human Resources-Administration	Executive	Chief Executives	10801
	Director of ATS	Human Resources	Human Resources-Administration	Executive	Chief Executives	11284
	Director of ATS	Human Resources	Human Resources-Administration	Executive	Chief Executives	11307
	Director of ATS	Human Resources	Human Resources-Administration	Executive	Chief Executives	11308
	Director of ATS	Human Resources	Human Resources-Administration	Executive	Chief Executives	11606
	Director of ATS	Human Resources	Human Resources-Administration	Executive	Chief Executives	12521
	Director of ATS	Human Resources	Human Resources-Administration	Executive	Chief Executives	12681
	Director of ATS	Human Resources	Human Resources-Administration	Executive	Chief Executives	12701
11000000A8			Count:			9

Candidate Full Name	Application Is Internal	Application Creation Date	Application Current CSW Step & Status	Req. Recruiter Name (All U	Req. Hiring Manager Name
Little, Chicken	No	12/19/11	Search Committee Interview - To Be Scheduled	Hodge(Recruiter), Janice	Bond, Ben
Mouse, Mickey	No	12/19/11	Search Committee Interview - To Be Scheduled	Hodge(Recruiter), Janice	Bond, Ben
Candidate, Dean	No	12/19/11	Search Committee Review - To Be Reviewed	Hodge(Recruiter), Janice	Bond, Ben
Candidate, Adrienne	No	12/19/11	Search Committee Review - Rejected	Hodge(Recruiter), Janice	Bond, Ben
Candidate, Bradley	No	12/19/11	Search Committee Review - Has Declined	Hodge(Recruiter), Janice	Bond, Ben
Jones, Paul	No	12/19/11	Search Committee Interview - To Be Scheduled	Hodge(Recruiter), Janice	Bond, Ben
Watson, Tom	No	12/21/11	Search Committee Interview - To Be Scheduled	Hodge(Recruiter), Janice	Bond, Ben
Hodge, Jackson	No	12/31/11	Offer - Approval in Progress	Hodge(Recruiter), Janice	Bond, Ben
	No	1/3/12	New/Recruiter Review - To Be Evaluated	Hodge(Recruiter), Janice	Bond, Ben

Candidate Gender	Candidate Ethnicity	Candidate Race	Candidate Last Name	Candidate First Name
Gender - Male	Ethnicity - Not Hispanic Latino	Asian; White	Little	Chicken
			Mouse	Mickey
			Candidate	Dean
			Candidate	Adrienne
			Candidate	Bradley
Gender - Female	Ethnicity - Hispanic Latino	Asian	Jones	Paul
Gender - Male	Ethnicity - Not Hispanic Latino	White	Watson	Tom
Gender - Male	Ethnicity - Not Hispanic Latino	White	Hodge	Jackson

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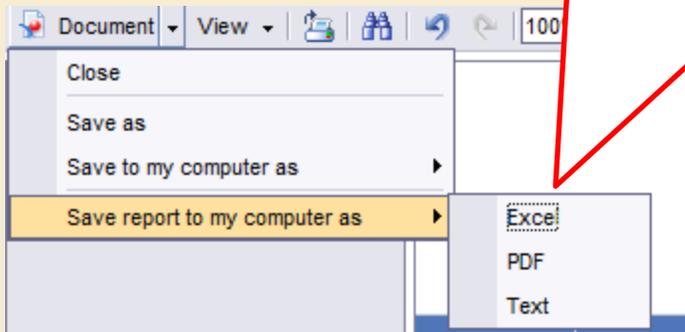
You may open or save the report.

Appendix C

Helpful Hints

UT JOBS

Appendix C: Helpful Hints

- **If you are using IE9 as your web browser, you will need to put your browser in "Compatibility Mode".**

- **You may need to add https://ut.taleo.net as a trusted site.**

- **Any field with a red asterisk (*) is a required field.**

- **Only "Regular" and "Term" faculty and staff are considered internal applicants. Friends and Student employees are considered external applicants.**