Requesting Approval of Interview Pool for Exempt Vacancies
Affirmative Action/
Equity and Diversity Approval

An important step in the Exempt Hiring process is the approval by your affirmative action/equity and diversity office of the primary and secondary interview pools...this MUST be completed before interviews are scheduled.

Follow these instructions to request approval of your interview pools.
To access the employment Applicant Tracking System directly and not via an email link, enter the following URL in the search window of your web browser:

– https://ut.taleo.net
Accessing your Candidate List

If you are not logged into the UT Network, you will be asked to log in using your netid and password.

Note: If you are logged into the UT Network, you will not see this screen.
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.
To view your candidates, click on Recruiting.
On the Main Menu, click View Candidates to view and manage the candidates for your requisition.
When you are in the ATS, you will see this information in the upper, right-hand corner of the screen.

- **Your Name**: Shows information about you as an ATS user.
- **Click to return to the Main Menu**.
- **Click here to log completely out of the ATS.**
A list of your active requisitions appears.

Click on the right arrow next to the requisition title to see the list of candidates to be reviewed.
**HINT:** To filter your requisition list to show the requisition with which you want to work, click on Requisitions and scroll to the Requisition ID field. Enter the Requisition ID and click the refresh button ( ).
From this display, you may choose multiple candidates and change their status to ask for affirmative action/equity & diversity approval to interview.
Choose candidates by checking the box to the left of the names.

To change the status of all chosen applicants, click More Actions, then Change Step/status.
Change the status to Primary Pool for OED Approval. HINT: You may click the drop-down arrow to choose the status.

<table>
<thead>
<tr>
<th>Current Step</th>
<th>Current Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Search Committee Review</td>
<td>Waiting for Response</td>
</tr>
</tbody>
</table>

**New Status**
- Primary Pool for OED Approval

Check the Send Correspondence box. This will send an email that a candidate has been placed in one of the interview pools to the affirmative action/OED office. There will be an email sent for each of the candidates chosen.

Click Save and Continue.
Click the Selector button to be presented a list of correspondence.

Click the Select button for the UT-Ready for OED Approval correspondence.
Notice the correspondence is now listed.

You may enter comments if you wish, but it is not required.

Click Next to continue.
A template email will appear with an error. The error is to ensure that the “To:” field is complete. To complete, click the Edit button.
The “To:” field is highlighted. Enter the email address of your affirmative action/equity and diversity officer.

If you would like to preview the email, click Preview.

Click Send and Close to send the approval email and to return to the candidate list.
Perform the same process for the alternate pool group, choosing Secondary Pool for OED Approval as the New Status.
The “To:” field is highlighted. Enter the email address of your affirmative action/equity and diversity officer.

If you would like to preview the email, click Preview.

Click Send and Close to send the approval email and to return to the candidate list.
Don’t forget to sign out when you are finished.