



Requesting Approval for the Job Offer



When you are in the ATS, you will see this information in the upper, right-hand corner of the screen.

Ben Bond

 [Home](#)

[Resources](#)

[Sign Out](#)

Your Name

Click to return to the Main Menu.

Shows information about you as an ATS user.

Click here to log completely out of the ATS.



Job Offer

- **Before a Job Offer can be made to the candidate, the proposed offer MUST be approved.**
- **The approval is initiated in the ATS and completed in IRIS.**
- **Follow these instructions to request approval of the proposed job offer.**



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

User Sign In
To access the application, please sign in

Mandatory fields are marked with a red indicator.

Select a language
English

Remember my selection
▪ User Name

▪ Password

[Forgot your password?](#)

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.



This is the screen you will see if you access the ATS directly 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.



TALEO **ENTERPRISE**™



Recruiting



Onboarding



Reporting

To view your candidates, click on Recruiting.



Recruiting

Welcome Ben Bond

Welcome to the Recruiting Center.



View Requisitions

View detailed information about your requisitions.



View Candidates

View detailed information about your candidates.

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.

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A list of your active requisitions appears.

Recruiting

Candidates

Quick Filters

Show candidates for

Include inactive requisitions

Since Dec 1, 2011

- Candidates
- Submissions
- Requisitions

Candidate	2	Req. ID, Title	1	Selection Step, Status
▶		11000006J - AdminAsst UWA 2 - jh		
▶		11000006Y - AdminAsst UWA 2 - jh		
▶		11000007C - AdminAsst UWA 2 - jh		
▶		11000007M - AdminAsst UWA 2 - jh		
▶		110000086 - AdminAsst UWA 2 - jh		
▶		1100000A8 - Director of ATS		

Click on the right arrow next to the requisition title to see the list of candidates for the requisition.



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 (🔄).

Quick Filters

- ▶ **Candidates**
- ▶ **Submissions**
- ▼ **Requisitions**
 - Draft
 - Pending
 - Open
 - On Hold
- Organization
- Primary Location
- Job Field
- Requisition ID
- 11000000a8



From this display, you may choose your successful candidate and begin the process to submit the proposed job offer for approval.

Candidates			
		More Actions ▾	
<input type="checkbox"/>	Candidate	2 ▲	Req. ID, Title
		1 ▲	Selection Step, Status
▼ 11000000A8 - Director of ATS			
	Candidate, Adrienne (11307)	11000000A8 - Director of ATS	Search Committee Review - To Be Reviewed
	Candidate, Bradley (11308)	11000000A8 - Director of ATS	Search Committee Review - To Be Reviewed
	Candidate, Dean (11284)	11000000A8 - Director of ATS	Search Committee Review - To Be Reviewed
	Hodge, Jackson (12681)	11000000A8 - Director of ATS	Search Committee Review - To Be Reviewed
	Jones, Paul (11606)	11000000A8 - Director of ATS	Search Committee Review - To Be Reviewed
	Little, Chicken (10220)	11000000A8 - Director of ATS	Search Committee Review - To Be Reviewed
	Mouse, Mickey (10801)	11000000A8 - Director of ATS	Search Committee Review - To Be Reviewed
	Watson, Tom (12521)	11000000A8 - Director of ATS	Search Committee Review -



Jackson Hodge has been through the interview process and has been selected as the successful candidate.

Candidates for job:
Director of ATS (11000000A8)

More Actions

Candidate	Step	Selection Status
Candidate, Dean (11284)	Search Committee Review	To Be Reviewed
Hodge, Jackson (12681)	Offer	Offer to be made

To begin the submission of the job offer request, click on the successful candidate's name to access his/her Candidate Record.



Making sure you are in the Job Submission tab, click *More Actions*, then *Create Offer*.

Hodqe, Jackson applied for job:
Director of ATS (11000000A8)

Job Submission **More Actions**

- Create Self-assigned Task...
- Schedule an Interview...
- Candidate has Declined...
- Change Step/status...
- Reject Candidate...
- Revert...
- Capture Competitive...
- Capture Expectations...
- Create Offer...**

1. Candidate Information

First Name	Jackson	Last Name	Hodqe
Anonymous Submission	No		
Internal Candidate	No		
Address (line 1)	123 Home Street	Zip/Postal Code	37996
City	Knoxville		
Place of Residence			



You will be presented a job offer worksheet. **Contact your Recruiter for assistance with completing the worksheet as some fields require very specific choices.**

You are given the information provided on the requisition.

It is permissible to enter information that is different than what is provided from the requisition.

When you have completed the appropriate fields, click the *Save and Close* button.

Hodge, Jackson applied for job:
Director of ATS (11000000A8)

Job Submission Attachments Tasks Offers

Save Save and Close Cancel

Offer (New)

Top Section

Status	Draft
Approved	
Extended	
Target Start Date	Feb 6, 2012 <input type="text"/>

Comments



Hodge, Jackson applied for job:
Director of ATS (11000000A8)

More Actions ▾

- Job Submission
- Create Self-assigned Task...
- Cancel Offer...
- Capture Competitive...
- Capture Expectations...
- Extend Offer...
- Request Approval...

You will be presented a summary of your job offer request. From the summary screen, click *More Actions*, then *Request Approval*.



You will be presented a screen to assign your Recruiter to the next task so he/she can access the request in IRIS.

Request Approval

Message Details

From
Janice Hodge(Recruiter)

For Offer
Offer 1 (Current)

After Approval

* Assign the next task to
Janice Hodge(Recruiter)

* Comment

Done Cancel

To identify your Recruiter, type his/her name in the Name field and click the Refresh button.

Quick Filters

Suggested Users

Frequent Collaborators

Name
Janice Hodge

Email Address

Employee ID

Job Title

Name	Email Address	Select
ACE, ut	aca-ut@taleo.com	Select
A	jesmith@tennessee.edu	Select
Arnold, Aaron	judie.martin@tennessee.edu	Select
Baskin, Khadra	khadra@tennessee.edu	Select
Bond, Ben	jhodge@tennessee.edu	Select
Byrge, J. Vanessa	VBYRGE@TENNESSEE.EDU	Select
Caponetti, Amy	acap@tennessee.edu	Select
Czyz, Karmen Moyer Ashlie	ACZYZ@TENNESSEE.EDU	Select

91 users available



Request Approval

Message Details

From
Janice Hodge(Recruiter)

For Offer
Offer 1 (Current)

After Approval

* Assign the next task to
Janice Hodge(Recruiter)

* Comments

Select approvers in the list below.

Done Cancel

Name	Email Address	Select
Hodge(Recruiter), Janice	JHODGE@TENNESSEE.EDU	Select

Quick Filters

Suggested Users

Frequent Collaborators

Name
Janice Hodge

Email Address

Employee ID

Job Title

Click the *Select* button to assign our recruiter to the approval process.



Request Approval

From: Janice Hodge(Recruiter)
For Offer: Offer 1 (Current)

After Approval
* Assign the next task to: Janice Hodge(Recruiter)

Order	Approver	Decision	Date and Time	Comments
1	Hodge(Recruiter), Janice	Pending		

Enter comments about the job offer. This field is required.

* Comments: Please process the job offer approval

Done Cancel

Quick Filters: Suggested Users, Frequent Collaborators, Name, Email Address, Employee ID, Job Title

Name	Email Address	Select
Hodge(Recruiter), Janice	JHODGE@TENNESSEE.EDU	Select

Click Done to end the ATS portion of the Job Offer Request.

1 item selected out of 1 available item



Janice Hodge(Recruiter) | Home | Resources | Sign Out

Search Candidate

Requisitions Candidates Offers Libraries

Hodge, Jackson applied for job:
Director of ATS (11000000A8)

More Actions

Job Submission Attachments Tasks Offers Offer Approvals Referral History

Decide on Approval Amend Approval Path Terminate Approval Send Reminder

Order	By	Decision	Date and Time	Comments
1	Janice Hodge(Recruiter)			

1 candidates

Don't forget to sign out when you are finished.

The job offer approval will be processed through IRIS. The person authorized in IRIS for the account paying the salary will be part of the approval path. After the job offer has been received, work with your Recruiter regarding extending the job offer to the candidate and scheduling central sign-up and/or orientation.