



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

 **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.

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.



A list of your active requisitions appears.

Recruiting

Candidates

More Actions

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 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 (🔄).

Quick Filters

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



From this display, you may choose multiple candidates and change their status to ask for affirmative action/equity & diversity approval to interview.

Candidates					
		More Actions ▾			
<input type="checkbox"/>	Candidate	2 ▲	Req. ID, Title	1 ▲ Selection Step, Status	
▼ 1100000A8 - Director of ATS					
	Candidate, Adrienne (11307)		1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
	Candidate, Bradley (11308)		1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
	Candidate, Dean (11284)		1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
	Hodge, Jackson (12681)		1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
	Jones, Paul (11606)		1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
	Little, Chicken (10220)		1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
	Mouse, Mickey (10801)		1100000A8 - Director of ATS	Search Committee Review - To Be Reviewed	
	Watson, Tom (12521)		1100000A8 - Director of ATS	Search Committee Review -	



Choose candidates by checking the box to the left of the names.

The screenshot shows a recruitment system interface with a list of candidates. A 'More Actions' dropdown menu is open, highlighting the 'Change Step/status...' option. A red callout box points to this option with the text: 'To change the status of all chosen applicants, click More Actions, then Change Step/status.'

Req. ID, Title	1	Selection Step, Status
000000A8 - Director of ATS		Search Committee Review - Rejected
000000A8 - Director of ATS		Search Committee Review - To Be Reviewed
000000A8 - Director of ATS		Search Committee Review - To Be Reviewed
11000000A8 - Director of ATS		Search Committee Review - Waiting for Response
11000000A8 - Director of ATS		Search Committee Review - Waiting for Response

1 to 8 out of 8 candidates - 3 candidates selected



Change Step and Status

Current Step
Search Committee Review

Current Status
Waiting for Response

Information

New Step
Search Committee Review

New Status
Primary Pool for OED Approval

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

Send correspondence

Comments

Change the status to Primary Pool for OED Approval. HINT: You may click the drop-down arrow to choose the status.

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.

Save and Continue Cancel

Click Save and Continue.



Send Correspondence

Send message by
Email

Write a message

From template

Comments

Next Cancel

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

Language	Code	Name	Intended for	
English	UT-Std Notification for a remin...	Standard Notification for a reminder	All candidates	Select
English	UT - Ready for OED Approval	UT - Ready for OED Approval	All candidates	Select

Click the Select button for the UT-Ready for OED Approval correspondence.



Send Correspondence

Send message by
Email

Write a message

From template
UT - Ready for OED Approval

Comments

Next Cancel

Notice the correspondence is now listed.

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

Click Next to continue.



Send Correspondence ✕

Message Preview 3 recipients selected

Reviewing the message template in: English

From: Human Resources - UT <JTHR@invalidemail.com>

To:

Subject: {RequisitionHeader.JobTitle} - Ready for OED Review

Attachments

Message

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: {Requisition.ContestNumber}
Job Title: {Requisition.JobTitle}
Recruiter: {Requisition.RecruiterName}
Recruiter Email: {Requisition.RecruiterEmail}

Access Taleo: <https://stgut.taleo.net>

Recruiting and Staffing

Total errors: 1
Critical errors: 1
{To} The field "To" is mandatory.

Edit Review All Previous Send and Close Send and Continue Cancel

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.

Send Correspondence ✕

Edit Message 3 recipients selected

Reviewing the message template in: English

* From: Human Resources - UT <UTHR@invalidemail.com>

* To:

Cc | Bcc

* Subject: {RequisitionHeader.JobTitle} - Ready for OED Review

Attachments

Message

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: {Requisition.ContestNumber}
Job Title: {Requisition.JobTitle}
Recruiter: {Requisition.RecruiterName}
Recruiter Email: {Requisition.RecruiterEmail}

Access Taleo: <https://stgut.taleo.net>

Recruiting and Staffing

Preview Review All Previous Send and Close Send and Continue Cancel

Total errors: 1
Critical errors: 1
[To] The field "To" is mandatory.

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.



Change Step and Status

Current Step

Search Committee Review

Current Status

Waiting for Response

Information

New Step

Search Committee Review

New Status

Secondary Pool for OED Approval

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

Send correspondence

Comments

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.

Send Correspondence ✕

Edit Message 3 recipients selected

Reviewing the message template in: English

* From: Human Resources - UT <UTHR@invalidemail.com>

* To:

Cc | Bcc

* Subject: {RequisitionHeader.JobTitle} - Ready for OED Review

Attachments

Message

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: {Requisition.ContestNumber}
Job Title: {Requisition.JobTitle}
Recruiter: {Requisition.RecruiterName}
Recruiter Email: {Requisition.RecruiterEmail}

Access Taleo: <https://stgut.taleo.net>

Recruiting and Staffing

Preview Review All Previous Send and Close Send and Continue Cancel

Total errors: 1
Critical errors: 1
[To] The field "To" is mandatory.

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.



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Home

Resources



Sign Out

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