



Strength in People

RECRUITMENT & SELECTION

**Talent Acquisition
Management (TAM) Digest**

DEFINITION

TAM Competitive Hire

For Classified, Service Professional and Administrative/Executives: An advertised competitive recruitment with a specific application deadline to fill a vacant Classified, Service Professional, or Administrative/Executive position.

**Need Help with the PeopleSoft Process?
Contact the Recruitment & Selection Team**

| | |
|--|---------------------|
| Daniel S. Klug HR Manager | 480.965.9841 |
| Gretchen Williams HR Specialist Sr. | 480.965.0730 |
| Socorro Meek Background/Fingerprints Specialist Sr. | 480.965.4115 |
| Irma Christian Advertising Specialist | 480.965.9319 |
| Allison Walas West Campus HR Employment Analyst | 602.543.8409 |

POSITION NUMBER NOT IN PEOPLESOFT?

480.965.9546 | Position Management

APPLICANT NOT SHOWING UP IN PEOPLESOFT?

480.965.2704 | Data Management

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TRAINING & ACCESS TO PEOPLESOFT/TAM

Training Option One

Classroom Setting Training Class (Groups or Individual)

Contact Recruitment & Selection | 480-965-9841 to make an appointment

Training Option Two

Online Training Class

Department supervisor emails the Recruitment & Selection team—

Dan Klug, Socorro Meek or Gretchen Williams—to enroll New User in training program.

R&S emails supervisor & New User an enrollment confirmation.

New User MUST:

- Log on to My ASU at my.asu.edu using ASURITE ID/Password
- Click **Blackboard** under Faculty Tools OR Click **My Stuff** in upper right corner.
- Click under My Courses; **HRIS: Hiring Staff Using Peoplesoft (TAM) (Oasis)**
- Review Course Overview and Practice Exercises
- Click Test (Allow 15–30 minutes)
- New User the emails Recruitment & Selection to report completion of test.
- New User will Request TAM System Access

Request TAM Access

After training is completed, you may request **HR Hiring Manager** access.

Otherwise, you may only have **HR Hiring Manager View Only** access.

Go to: www.asu.edu/oasis/support/Access.html

- Request Access
- Type in ASURITE ID/Password
- Type in ASURITE ID; Click continue
- Type in Purpose
 - if initiator is not the supervisor, input Supervisor ASURite ID;
 - Click continue
- Click ADD ROLE



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- Click **HR Hiring Manager View Only** (to be just reviewing resumes) or **HR Hiring Manager** (if you need to create postings & evaluate candidates)
- Click Save and Return
- Click Save and Submit

Supervisor's Approval—After Employee Requests access:

1. Employee will contact supervisor when online training & testing is completed.
2. click link
3. Approve

Data Trustee Approval

Klug | 480.965.9841

Meek | 480.965.4115

Williams | 480.965.0730

Final Security Approval

Employee can check status at www.asu.edu/oasis

Click on **Check Status Request**

Supervisor can logon to approve at www.asu.edu/oasis

Click on **Approve Employee Request**



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CREATING A POSITION NUMBER (STEP 1)

1. Login PeopleSoft: hrsa.oasis.asu.edu/psp/asusaprd/?cmd=login
2. Click the **ASU Customizations link**
3. Click on **ASU HCM Custom link**
4. Click on **ASU Position Management**
5. Click on **Create/Modify Positions**
6. Select **Create New Position Radio button**
7. Select either **Clone from Existing Position** (if you want to copy attributes from an existing position) or **Create from Scratch** (if you do not want to copy attributes from an existing position)
8. Click **Return to warning message**
9. From drop-down box, select the **Empl Class** for the position number.
10. **Enter job code** or **click on magnifying glass** to look up job code.
11. Click **Continue**.
12. The system will default today's date as the effective date
Please change effective date to appropriate date (i.e. date when position needs to be posted, date change occurred, or new hire date).
13. **Enter standard hours, department code, report to position number, Full/Part & Reg/Temp.**
14. A position number can only be PRN if the job code is an hourly or "PRN" job code.
PRN can not be used on Exempt positions.
15. Click **Save/Submit** button.
16. **Take note of new position number** and click **Return** button.
17. Click **Return to second warning message**.
18. Once position number has been submitted, (if you have Department Financial Manage Role), the Create Funding Distribution link will appear at the bottom, right corner of the screen. Click on the **Create Funding Distribution link** to add the funding to the position number.
19. Click **Continue** to proceed to add funding.
20. **Enter effective date.**
Effective date must be on or before the effective date of the position number.
21. Click **Continue**.
22. Enter **Use Dept ID** (this must be the same department code that was used for the position number).
23. Enter **Acct (Account Number)** and **the distribution** on the account.
The "+" button can be selected if you need to add more than one account.
(If more than one account, the distributions on each of the accounts **MUST** add up to 100).
24. Click **Save/Submit** button.
25. Click **Return**.
26. An email will be sent once the position number has been approved.



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POSTING A JOB (STEP 2)

Creating a Job Opening: *(use dropdown buttons)*

- Login Peoplesoft: hrsa.oasis.asu.edu/psp/asusaprd/?cmd=login
- Click the **Recruiting Link**
- Click **Create New Job Opening**
- Job Opening Type—Standard
- Business Unit- (first letter of dept code) and Department
- Position Number-(must be in dropdown menu. If not, see above)
- Other fields will populate themselves. Click *Continue*.
- Click **Save as a Draft** and system auto populates a Job Number.

Job Details:

- Template ID: 1013 Staff-Resume Only
- Openings to Fill: Limited
- Target Openings: number of hires desired, normally just 1
- Click **Save As Draft**

Next Step or Job Postings

Job Postings

- Click **Add Job Postings**
- Fill out fields (Call Recruitment & Selection for assistance on field content)
- Use eyeglass for Scope of Search, Grant Funded.
- **CLOSE DATE: Submit by Noon Monday for following Wednesday = 10 days**
- Click **Preview** for review. There are also spell-check icons available to you.
- Click **OK/Click Save As Draft** (If want to review click job title, not add)

Next Step or Hiring Team

Hiring Team: **(Use eyeglass-Last Name, First)**

- Recruiters (Klug, Dan)
- Hiring Managers- Updates System (add if necessary)
- Interviewers- View Only (add if necessary)
- Interested Party- AA Rep (<http://www.eoaa.asu.edu>)
- Click "Save As Draft"
- Next Step or Advertising (**COMPETENCIES to be completed by HR**)



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Advertising:

1. Click Advertisement Link
2. Source ID dropdown menu (Automatically posted to ASU Website and AZ Insight)
3. SubSource ID (Specific Source)
4. Account Code
5. Add Advertising Notes
6. A Member of the Staffing HR Dept. will contact you about Ad copy/cost.
7. Click **OK** and then **Save As Draft**
8. When ready to submit to HR: Click **Save & Submit**

HR Approval:

1. HR receives a system generated email from PeopleSoft.
2. Job Posting is reviewed for completeness and edited.
3. Job approver will be notified anything serious needs changed.
4. Approval email with pertinent information about the job, close date, and advertising (if applicable) will be sent to approver of job w/in 24 hours.

ORIGINAL



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EVALUATING & REVIEWING RESUMES (STEP 3)

Viewing Resumes:

1. Click on **Find Job Openings**
2. Enter **Job Opening ID** (Search)
3. Click on **Job Title**
4. Click on **Resume icon** (following viewing instructions if necessary)

Problems Viewing Resumes?

Turn off your system's pop-up blockers

1. Open your Internet browser.
2. Go to **Tools** on Menu Bar.
3. Scroll to **Pop-up Blockers** and select option to the right **Turn Off Pop-up Blocker**.

Enable your system to download attachments

1. Go to **Tools** on Menu Bar.
2. Click Internet Options.
3. Locate/Select **Security** tab.
4. Select **Custom level**; then scroll down to **Downloads** subheading.
5. **Automatic prompting for file downloads** should be enabled (green dot).
6. Click **OK** as the pages prompt you.

Set up your Internet Explorer as a trusted site

1. Go to **Tools** on Menu Bar.
2. Click on **Internet Options**.
3. Locate/Select the **Security** tab.
4. Click on **Trusted Sites**.
5. Select **OK**.

Applicant Evaluation Summary Worksheet

1. Click **Application Evaluation Summary**
2. Enter **Job Opening ID**
3. **Search**
4. Click on **arrow next to Desired Quails** (full spreadsheet)
5. Click on **icon next to find** (printable spreadsheet)
6. Send **spreadsheet to interviewers** to grade all resumes/applications.
7. Use **spreadsheet to manually grade** all applicants at the same time, so that, all this data can be entered all at once, at a later date. (Saving you time)



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Evaluating/Screening Applicants

1. Click **Evaluate Applicants**
2. Enter **Job Opening ID/Search**
3. Click on **applicant's name**
4. Click on **Add Competencies from Job Opening**
5. Click dropdown to activate menu
 - IF applicant has an incomplete resume/application, select **No** in the complete application field, Click **SAVE**, and then Click **NEXT IN LIST**.
 - IF applicant has a complete application, select **Yes** in the complete application field, then continue plugging in the rest of the Qualifications.
 - IF applicant is missing any of the Minimum Qualification (Education, Experience or Equivalency), select **No** in the appropriate field, and move on. Click **SAVE**, and then Click **NEXT IN LIST**.
 - IF applicant has all Minimum Qualifications, fill out **Yes** in appropriate fields. Then fill in **Desired Qualifications** fields. Click **SAVE**, and then Click **NEXT IN LIST**.
 - Repeat for each applicant until entire list is completely entered.
6. When finished, preview the accuracy of your work by pulling up the Applicant Evaluation Summary (instructions in prior section).
7. Use this Applicant Evaluation Summary to select applicants for interview.
8. Officially *Reject* candidates not being interviewed (see next step below).

Rejecting Applicants

1. Click on **Find Job Openings**
2. Enter **Job Opening ID (Search)**
3. Click **Job Title**
4. Click **Manage Applicants** (if your applicant list doesn't appear automatically)
5. Click **Select All**
Unselect candidates you want to interview so you don't accidentally place them into **Reject** status.
6. Use the **Group Action** drop-down menu and Select **Reject Applicant**
7. Click **Go**
8. A new window will pop up; use the drop-down menu and Select **Less Relevant Experience**
9. Click **Submit**



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SCHEDULE & EVALUATE INTERVIEWS (STEP 4)

Document Interview Scheduling in TAM

1. Click on **Find Job Openings**
2. Enter **Job Opening ID (Search)**/Click on **Job Title**
3. Click **Take Action/Select Action** dropdown to activate menu
4. Select **Manage Interviews**
5. Click **Interview Date** icon to choose date.
6. Click **Interview Type; Start Time; End time; Location**
7. Click **Add Interviewer** if more involved. (Use eyeglass to find)
8. Repeat **entering interview data**.
9. **Save & Submit**
10. The disposition of applicant will change from **Applied** to **Interview**.

Creating Interview Evaluations

1. Click on **Find Job Openings**
2. Enter **Job Opening ID (Search)**
3. Click on **Job Title**
4. Click **Take Action/Select Action** dropdown to activate menu of applicant.
5. Select *Create Interview Evaluation*
6. Click on **Interview Date** icon and enter date.
7. Click on **Interview Type** dropdown to activate menu.
8. Use drop-down menu to rate **Communication Skills; Work Experience/ Knowledge; Technical Skills** (3 excellent to 1 poor).
9. Use drop-down menu to give overall rating and recommendation.
10. You can recommend that an applicant come back for another interview, make offer or be withdrawn from consideration.
11. Click in **General Comment Box** to give specific reasons to support rejection or hire.
12. Click the **Submit Evaluation** button to complete.
13. **Repeat process** for each candidate interviewed.
14. Return to **Reject** section and update any remaining applicants that may still be on **Hold** or **Interview** Status.



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PREPARE JOB OFFER/REQUEST HIRE APPROVAL (STEP 5)

1. Click on **Find Job Openings**
2. Enter **Job Opening ID (Search)**
3. Click on **Job Title**
4. Click **Take Action/Select Action** drop-down to activate menu of applicant.
5. Select **Prepare Job Offer**
6. Scroll and click **Component** drop-down to activate the menu.
7. Select **Base Pay**
8. Enter **Offer Amount**
9. Click in **Comment Box**:
 - a. State specific reasons to support hire.
 - b. Type of Hire: [New, Transfer, Agency Transfer (ABOR, UofA, NAU), Rehire, or additional job]
 - c. If Rehire or additional job—include Affiliate ID
 - d. If Transfer—Include Affiliate ID# (1000...) & Dept “transfer from”
 - e. Six digit Position Number
10. Scroll and click on **Submit** button
 - This action will send an email to HR Staffing to review the candidate for hire for approval. The candidates will remain in **Interview** status until HR approves offer.
 - HR Staffing will review the Applicant Evaluation Sheet, Interview Evaluation, Comments and Pay Offer for AA and EOE compliance.
 - If the offer is approved, an email will be sent to the primary hiring manager acknowledging that the approval process is *terminated* and they can extend the offer, from a member of the HR Staffing team.
 - The disposition status of the applicant will now changed from **Interview** to **Offer**.

You can now extend the offer to the candidate.



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HIRING & FINAL STEPS (STEP 6)

Completing the Hire Process

1. Offer has been accepted by the candidate
2. Click on **Find Job Openings**
3. Enter **Job Opening ID (Search)**
4. Click on **Job Title**
5. Click on the *disposition status Offer* for the hired applicant
6. Scroll and click on the **grey bar** that says; Click **icon to edit disposition details**
7. Click "****Status Code**" dropdown menu to activate the disposition options.
8. Click on **071 Offer Accepted**
9. Change **Status Date to New Hire Start Date**
10. Click **Save**

Courtesy Affiliate:

1. **Search/Match**
See if the employee already exists in our database
2. **Add/Update a Person**
If employee does not exist in our database Add personal data for a new employee and create employee ID/campus ID number.
3. **Add an Affiliation to the University**
Specify the type of employee the future hire will be to obtain the appropriate access to university systems.

Completing an eHire

1. Go to myASU at my.asu.edu and sign in using ASURITE/Password
2. Under Department menu click on **eHire link**
3. Click on **Create New Job**
4. **Search and choose employee** to process
5. Enter **Job & Personal Data**
6. Make sure to include **Job Opening and Applicant ID** numbers in the Recruitment Information section of the eHire form
7. Click **Save and Submit HPR**
8. Data Management will review and approve HPR and/or followup with department if there are any questions



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Send out Correspondence Emails to All Applicants

1. Click on **Find Job Openings**
2. Enter **Job Opening ID (Search)**
3. Click on **Job Title**
4. Click **boxes to left of applicant's name** that you wish to send an email (please do not select more than 100 at a time, or the system may time-out. **Select-all** will select everyone in the pool up to 300).
5. Scroll to bottom of page and click **Select Group Action** dropdown box
6. Select **Send Correspondence** and click on **GO**
7. Enter **Subject and Message**, for example:
"Thank you for applying for ASU's Job #XYZ, Title. At this time, we have selected another candidate to fill this position. We highly encourage you to continue applying for new jobs as they post to our job website www.asu.edu/asujobs. This is a system generated email, so replies will not be answered."
(Candidates can actually email you back, but a statement like this might save you from multiple random replies).
8. Click on **Preview**
9. Click on **Send**
10. Emails will mail merge and appear individualized to candidates. You will receive one copy of your email.
11. Email Daniel.klug.1@asu.edu, Socorro.Meek@asu.edu, Allison.Walas@asu.edu AND Gretchen.williams@asu.edu to tell us this job is now **closed with hire** or **closed w/out hire**.

Create Offer Letter

Go to HR Advisor

www.asu.edu/hr/partners/advisor/index.html

Background Check & Fingerprinting

Go to www.asu.edu/hr/backgroundcheck.html for procedure.

NOTE: REMEMBER TO INCLUDE THE COVER SHEET.

New Hire Payroll Packet (If necessary)

Go to www.asu.edu/hr/new_employee/checklist.html

The packet contains forms that must be submitted **no later than Three (3) business days** from your date of hire.

There are three options for submission:

1. **Prior to Start Date**

Bring the packet to the **ASU Employee Service Center (ESC)**, located at the University Services Building (USB) at 1551 S. Rural Rd., Tempe (just south of the intersection of Apache Blvd. and Rural Rd.).



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Complete the **Employment Eligibility Verification (I-9) form** with an ESC rep for documentation. Be sure to have the required IDs with you.

2. On Start Date

Bring packet to the **ASU Employee Service Center**.

Complete the **Employment Eligibility Verification (I-9) form** with an ESC rep for approval. Be sure to have the required IDs with you. This choice could delay your first paycheck.

3. Prior to Start Date (Out of State)

Complete packet, have the Employment Eligibility Verification (I-9) form **notarized by a notary public** and Fax to 480.993.0005.
(Mail original to Hiring Dept. address.)

Benefits Packet (If necessary)

Go to www.asu.edu/hr/benefits/index.html

It contains the information you need to complete your online benefits enrollment **no later than 31 days of your hire date**.

Retirement Forms (If necessary)

1. Go to www.asu.edu/hr/benefits/index.html
2. Forms **MUST** be submitted **no later than 30 calendar days from your date of hire**.