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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 Assistance with the TAM Competitive Hire Process?

Dan Klug Assistant Director	480.965.9841 Daniel.klug.1@asu.edu
Gretchen Williams HR Coordinator	480.965.0730 Gretchen.williams@asu.edu
Socorro Ruiz HR Coordinator—Background/Fingerprints	480.965.4115 Socorro.Ruiz@asu.edu
Irma Christian HR Advertising Specialist	480.965.9319 Irmalinda.Christian@asu.edu



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TRAINING & ACCESS TO PEOPLESOFT/TAM

OPTION ONE

Classroom Setting Training Class (Groups or Individual)

MAKE AN APPOINTMENT: Contact Recruitment & Selection | 480-965-9841

OPTION TWO

Online Training Class

Department supervisor emails the Recruitment & Selection team—

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

Recruitment & Selection will email the supervisor and the 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 should email Recruitment & Selection to report test completion.
- 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 http://help.asu.edu/PeopleSoft_FAQ

Supervisor's Approval—AFTER Employee Requests access

1. Employee will contact supervisor when the employee has completed online training & testing.
2. Click **link**
3. Approve

Data Trustee Approval

Dan Klug 480.965.9841 | **Socorro Meek** | 480.965.4115 | **Gretchen Williams** | 480.965.0730

[DL.ORG.HR.Staffing](#)

Final Security Approval

The [PeopleSoft Access FAQ](#) has detailed information about the entire process, including how an employee can check the status of an access request and what a supervisor needs to do to approve a request.

HELPFUL LINKS

[Request TAM Access](#)

[Check Your Roles](#)



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STEP 1—CREATE A POSITION NUMBER

Login to PeopleSoft: hrsa.oasis.asu.edu/psp/asusaprd/?cmd=login&languageCd=ENG

1. Click the **ASU Customizations link**
2. Click **ASU HCM Custom link**
3. Click **ASU Position Management**
4. Click **Create/Modify Positions**
5. Select **Create New Position Radio button**
6. 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)
7. Click **Return to warning message**
8. From drop-down box, select the **Empl Class** for the position number
9. **Enter job code** or **click on magnifying glass** to look up job code
10. Click **Continue**
11. 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).
12. **Enter standard hours, department code, report to position number, Full/Part & Reg/Temp.**
13. A position number can only be **PRN** if the job code is an hourly or PRN job code.
PRN cannot be used on Exempt positions.
14. Click **Save/Submit** button
15. **Note new position number** and click **Return** button
16. Click **Return to second warning message.**
17. 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.
18. Click **Continue** to proceed to add funding.
19. **Enter effective date.** (Must be on or before the effective date of the position number.)
20. Click **Continue.**
21. Enter **Use Dept ID**
(It must be the same department code used for the position number).
22. Enter **Acct (Account Number)** and **the distribution** on the account.
The **+ button** can be selected if you need to add more than one account.
(NOTE: the percentages assigned to the accounts MUST add up to 100%).
23. Click **Save/Submit** button.
24. Click **Return.**
25. An email will be sent once the position number has been approved.



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STEP 2—POST A JOB

Creating a Job Opening (*use drop-down buttons*)

- Login to PeopleSoft: hrsa.oasis.asu.edu/psp/asusaprd/?cmd=login&languageCd=ENG
- 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 drop-down menu. If not, see above)
- Other fields will populate themselves. Click **Continue**.
- Click **Save as a Draft** and the system will auto populate 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 Thursday for following Friday = 5 business 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)

- **OHR Recruiter** assigned to your Department | Look up your recruiter: cfo.asu.edu/hr-areasofresponsibility
- **Hiring Managers**—Updates System (add if necessary)
- **Interviewers**—View Only (add if necessary)
- **Interested Party**—Diversity Certified: www.asu.edu/hr/documents/diversitytraininggrads.pdf
- Click **Save As Draft**

Next Step or Advertising (COMPETENCIES to be completed by OHR)



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Advertising

1. Click **Advertisement**
2. Source ID drop-down menu (Automatically posted to ASU Website)
3. SubSource ID (Specific Source)
4. Account Code
5. Add Advertising Notes
6. OHR will contact you about Ad copy/cost.
7. Click **OK** and then **Save As Draft**
8. When ready to submit to OHR, Click **Save & Submit**

OHR Approval

1. OHR receives a system-generated email from PeopleSoft.
2. OHR will review Job Posting for completeness and compliance.
3. OHR will email the department within 48 hours when job is posted on the ASU website.
Email will include job close date and advertising (if applicable).

[DL.ORG.HR.Staffing](#)



STEP 3—EVALUATE & REVIEW RESUMES

View Resumes

1. Click on **Evaluate Applicants**
2. Enter **Job Opening ID (Search)**
3. Click on **Resume icon**

Print Evaluate Applicant Worksheet

1. Click **Evaluate Applicants**
2. Enter **Job Opening ID (Search)**
3. Click **Download to Excel**
4. Print Excel spreadsheet

Evaluate/Screen Applicants

1. Click **Evaluate Applicants**
2. Enter **Job Opening ID/Search**
3. Click drop-down box of Competencies
 - Your aim is to show why an applicant is included or excluded.
 - **If rejecting**: select “**No**” in the column that reflects that reason.
 - **Example**: Incomplete resume/application, select “**No**” in the complete application field, Click **SAVE** and go to next applicant.
 - Lacks Minimum Qualifications (Education, Experience or Equivalency), select “**No**” in the appropriate field, Click **SAVE** and go to the next applicant.
 - Lacks or Less relevant in **Desired Qualification** field, select “**No**”. Click **SAVE** and then go to next applicant.
 - **If Interviewing**: Select “Yes” in the columns that show why applicant is being interviewed over those rejected
4. **Evaluate all Applicants**

Reject Applicants

1. Click **Evaluate Applicants**
2. Enter **Job Opening ID (Search)**
3. Click **Select/Action** drop down menu
4. Click **Reject**
5. Click appropriate reason for rejection

Reject more than one applicant at a time for the same reason

1. Click **Evaluate Applicants**
2. Enter **Job Opening ID (Search)**
3. **Check box** to left of Applicant name of all you wish to reject
4. Use the **Group Action** drop-down menu at bottom of applicant list
5. Select **Reject Applicant**
6. Click appropriate reason for rejection

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**.

Be able 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. **Enable automatic prompting for file downloads** (green dot).
6. Click **OK** as the pages prompt you.

Set up your web browser 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**.



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STEP 4—SCHEDULE & EVALUATE INTERVIEWS

Document Interview Scheduling in TAM

1. Click **Evaluate Applicants**
2. Enter **Job Opening ID** (Search)
3. Click **Take Action/Select Action** drop-down to activate menu
4. Select **Manage Interviews**
5. Click **Interview Date** icon and enter 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. Click **Submit**. The disposition of applicant will change from Applied to Interview.

Create Interview Evaluations

1. Click **Evaluate Applicants**
2. Enter **Job Opening ID** (Search)
3. Click **Take Action/Select Action** drop-down to activate menu
4. Select **Create Interview Evaluation**
5. Click **Interview Date** icon and enter date
6. Click **Interview Type** drop-down to activate menu.
7. **IMPORTANT:** Use drop-down menu to rate **Communication Skills; Work Experience/Knowledge; and Technical Skills (0-3 rating scale; 3=excellent).**
8. Use drop-down menu to give overall rating and recommendation.
9. Click in **General Comment Box** to give specific reasons to support overall score.
10. Click the **Submit Evaluation** to complete.
11. **If candidate is going to be rejected:**
 - Go back into **Evaluate Applicants** screen
 - Click **Take Action/Select Action** drop-down to activate menu
 - Select **Reject**
 - Select **“Interview – (reason)”**
 - **In addition –**
Change competency drop-down to reflect rejection by placing a “No” in the appropriate column.



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STEP 5—PREPARE JOB OFFER/REQUEST HIRE APPROVAL

1. Click **Evaluate Applicants**
2. Enter **Job Opening ID (Search)**
3. Click **Take Action/Select Action** drop-down to activate menu of applicant.
4. Select **Prepare Job Offer**
5. Scroll and click **Component** drop-down to activate the menu.
6. Select **Base Pay & Enter Offer Amount**
7. **IMPORTANT: Click in Comment Box:**
 - State specific reasons to support hire.
 - **Type of Hire:** [New, Transfer, Agency Transfer (ABOR, U of A, NAU), Rehire or additional job]
 - If Rehire or additional job—include Affiliate ID
 - If Transfer—Include Affiliate ID# (1000...) & Dept **transfer from**
 - Six-digit Position Number
10. Scroll and click **Submit** button
 - This action will send an email to OHR Staffing to review the candidate for hire for approval. The candidates will remain in **Interview** status until OHR approves offer.
11. OHR will audit the Applicant Evaluation Sheet, Interview Evaluation, Comments and Job/Salary Offer for 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 OHR Staffing team.
 - The disposition status of the applicant will now changed from Interview to Offer.
12. The department can now offer the job to the candidate.



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STEP 6—HIRING & FINAL STEPS

EXTENDING JOB OFFER

1. **Run a background check**, procedure at cfo.asu.edu/hr-background
2. **E-fax background check cover letters and forms to 480-993-0006**
3. **Extend the job** offer to the applicant.
4. If accepted, have them sign an offer letter, templates at cfo.asu.edu/hr-sampleletters
5. **E-fax the offer letter to 480-993-0005 (Data Mgmt)**
6. **Email DL.ORG.HR.Staffing to notify us the offer was accepted by the applicant and the offer letter has been e-faxed to OHR.**
7. Staffing will review the document and change Offer to **Offer Accepted** in TAM for you.
8. Staffing will email you when to proceed.

FINAL HIRING STEPS

1. Create Affiliate ID (if needed)
2. **Enter the PTR** (Personal Transaction Request). PTR data must match data in TAM. Users will need one or more of the following access approvals to work in PTR:
 - a. PTR Approver
 - b. PTR Dean/VP

Questions about PTR process or access?

Refer to cfo.asu.edu/fs-ptr or email ptr-info@asu.edu

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. To send an email to an applicant or applicants, click **boxes to left of the applicant's name (DO NOT select more than 30 at a time because it may cause the system to time out. Select-all will select everyone in the pool up to 300).**
5. Scroll to bottom of page and click **Select Group Action** drop-down box
6. Select **Send Correspondence** and click **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 cfo.asu.edu/hr-applicant. This is a system-generated email, so replies will not be answered."
(Candidates can email you back, but a statement like this might save you from multiple random replies).
8. Click **Preview** and then **Send**.
9. Emails will mail merge and appear individualized to candidates.
10. You will receive one copy of your email with all the email addresses you contacted.

Close out Job

Email DL.ORG.HR.Staffing to tell us this job is now closed **with hire** or closed **without hire**.



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FORMS YOU MIGHT NEED

New Hire Payroll Packet (If necessary)

www.asu.edu/hr/forms/payrollpacket.pdf

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

NEW EMPLOYEE CHECKLISTS

cfo.asu.edu/hr-newemployeechecklist

FOR POST DOCS

cfo.asu.edu/hr-postdocchecklist

There are three submission options:

Prior to Start Date

Bring the packet to the ASU Employee Service Center (ESC)

University Services Building (USB)

1551 S. Rural Rd., Tempe (just south of the intersection of Apache Blvd. and Rural Rd.).

Complete the Employment [Employment Eligibility Verification \(I-9\) form](#) with an ESC rep for documentation.

Be sure to have the required IDs with you.

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.

IMPORTANT NOTE: This choice could delay your first paycheck.

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 cfo.asu.edu/hr-benefits

Here you will find the information an applicant needs to complete online benefits enrollment no later than 30 days of the hire date.

Retirement Forms (If necessary)

Go to cfo.asu.edu/hr-benefits

Forms **MUST** be submitted no later than 30 calendar days from your date of hire.