

User Documentation: Posting CUPE 3902 Unit 3 Positions to Taleo

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Introduction

This user guide was designed to provide clear, step-by-step instructions to recruiters and hiring managers for posting CUPE 3902 Unit 3 positions on Taleo. This documentation contains only information which will be used under normal operating circumstances. For special circumstances, please refer to the [Contact Information section](#) of this Guide on who to contact if assistance is required.

The material in this manual contains information on how to post a position by creating and posting a requisition. A requisition is a form that contains all relevant information about the job (description, salary, requirements, etc.). This manual also explains how to edit or cancel a requisition.

Requesting Access

Access requests should be sent to UTORRecruit.Support@utoronto.ca with your manager cc'd. If you have existing access to Taleo, an additional account may be created for this. Please provide the following details:

1. Recruiting Model: **Academic**
2. System Access required: **CUPE 3902 U3 Job Poster**
3. User group access: **CUPE 3902 Unit 3**
4. Replacing (if applicable):
5. Faculty/Division:
6. Department:
7. Full Name:
8. Institutional Email:
9. UTORid:
10. Personnel #:
11. Access Expiry Date (Optional):

Requests will be processed within 2 business days

Accessing Taleo

You may log in to your Taleo account by following this URL: <http://aws.utoronto.ca/services/applicant-tracking-system-taleo/>. Select **“Login for most Taleo users”** and enter your **UTORid** and **Password**.

Applicant Tracking System (Taleo)

UTORRecruit (Taleo) is the University of Toronto's Applicant Tracking System. It is used for Staff and Faculty job postings, electronic job applications, applicant review, and tracking applicant progression.

The primary activities preformed in this application include:

- Creating and facilitating approval for Requisitions (a.k.a. job postings / academic searches)
- Posting Requisitions to the university's Career Sections (job boards)
- Reviewing Job Applications
- Tracking Applicant Progress

Link for job applicants: <http://www.hrandequity.utoronto.ca/careers/>
Link for Recruiters, Hiring Managers, and Academic Search Committees: <https://utoronto.taleo.net/>

System Availability: 24 hours (except for for regularly scheduled maintenance hours of Midnight to 3 AM, Monday to Saturday.)

Login for most Taleo users **Login for dual account holders & other exceptions**

Creating a New Requisition

I. Create a New Requisition

To create a new requisition to post your position, please select **“Create Requisition”** from the dashboard.

Welcome CUPE 3902 Unit 3 Tester
Welcome to the Recruiting Center.

Show information for requisitions:
I own or collaborate on

Job Openings
View currently open jobs (up to 30).
Create Requisition...

Status

ID	Title	Status Detail
1700228	Sessional Instructional	Approved (Ready)
1700229	Sessional Instructional	Posted (Ongoing)

Tasks

Recruiting	Total
Tasks assigned to me	1
All staffing tasks	1
Requisitions	1
Ready for sourcing	0
Contribute	1

II. Select Requisition Template

Next select the appropriate Requisition Template from the list available. **Tip:** Begin typing the first three letters of the requisition template and after a brief moment Taleo will suggest results. This also works for other fields (department, hiring manager, etc.) as well.

Create a Requisition

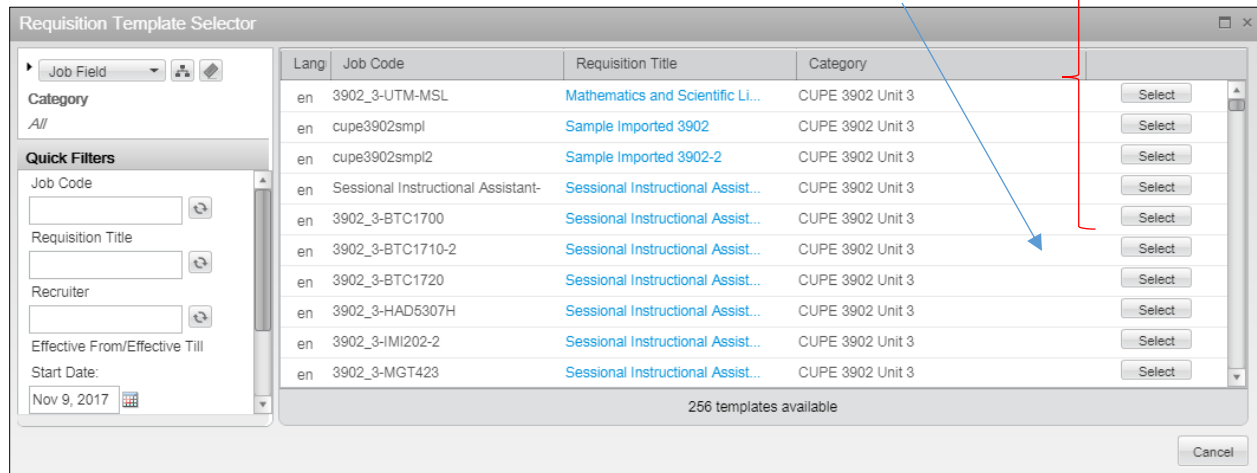
Select predefined data, if relevant

* Requisition Template

Department

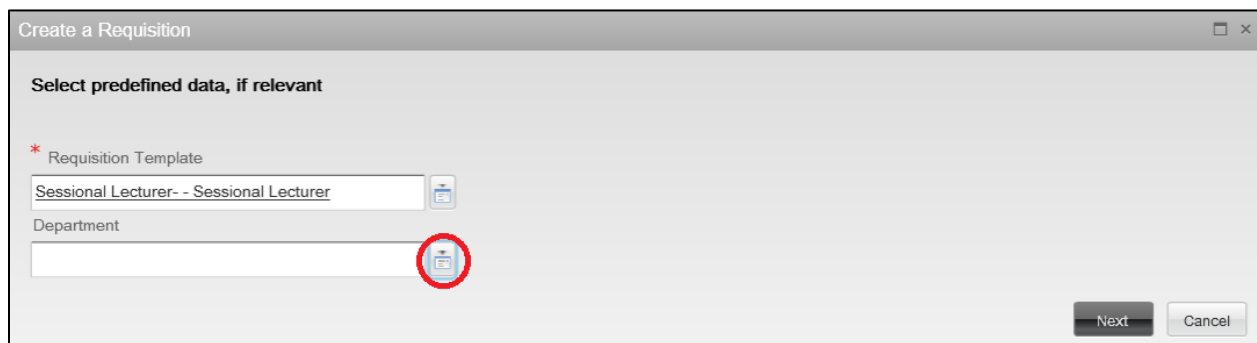
Next Cancel

Generic templates are available for Sessional Lecturers, Sessional Instructional Assistants, and Writing Instructors. If you have submitted posting templates for preloading, these will be available for selection by course code upon opening the selector. The “**Quick Filters**” can assist in searching for your desired template. Once you have located the appropriate template, choose “**Select**”.



III. Select the Department

Please select the appropriate Department.



Departments are listed in alphanumeric order according to their department number. Ensure the correct department is selected by double checking the department name, organization and location. The “**Quick Filters**” on the left-hand-side of the Department Selector can assist you in finding the appropriate department.

Once you have located the appropriate template, choose “**Select**”.

Department Selector

Organization: All

Quick Filters:

Department Number:

Name:

Hiring Manager:

Recruiter:

From/To:

Department Number	Name	Hiring Manager	Organization	Location	Status	
ACEV0000	Academic & Campus ...		Academic & Campu...	St. George (downtown ...	Active	Select
ACEV0420	Academic & Campus ...		Classroom Technolo...	St. George (downtown ...	Active	Select
ACEV0548	Academic & Campus ...		ACE Test & Exam S...	St. George (downtown ...	Active	Select
ALD00025	John H. Daniels Facul...		John H. Daniels Fac...	St. George (downtown ...	Active	Select
ALD00561	John H. Daniels Facul...		Cities Centre	St. George (downtown ...	Active	Select
ANCL0304	Ancillary Services		Ancillary Services	St. George (downtown ...	Active	Select
ANCL0304A	Ancillary Services: Off...		Office of Ancillary Se...	St. George (downtown ...	Active	Select
ANCL0319	Ancillary Services: Fo...		Food Services	St. George (downtown ...	Active	Select
ANCL0320	Ancillary Services: Be...		Beverage Services	St. George (downtown ...	Active	Select
ANCL0321	Ancillary Services: Tra...		Transportation Servi...	St. George (downtown ...	Active	Select

417 departments available

Cancel

IV. Confirm Selections and Create the Requisition

Once the selections are complete, confirm their accuracy, click **“Next”**, and then **“Create”**. Please note that the **“Job Field”** automatically populates itself.

Create a Requisition

Select predefined data, if relevant

* Requisition Template

Sessional Lecturer- - Sessional Lecturer

Department

APSC0218 - Faculty of Applied Science and Engineering

Next Cancel

Create a Requisition

Select the organization-location-job field structure

To open a blank requisition file, click "Create" without entering any information.

Organization

Faculty of Applied Science and Engineering

Primary Location

St. George (downtown Toronto)

Job Field

Non-Appointed > CUPE 3902 Unit 3

Add Locations

Previous Create Cancel

V. Fill in Position Details

Now that we have the foundation of the requisition, please proceed to fill in all the position details on the “New Requisition” page.

New Requisition

Requisition ▼

Save Save and Close Cancel

1. Logistics

Identification

Number of Openings
1

* Requisition Title
Sessional Lecturer

* Title (by Manager)

Indicate the **number of openings** for the position.

Requisition Title and **Title (by Manager)** should be identical. Please use the following format for consistency:

Posting Type - Course Code and Title

Example: Sessional Lecturer - SWE100 Swedish Studies

Emergency posting labels may also be added here.

User Group

* User Group
OTH - CUPE3902 Unit 3

Owners

* Recruiter
Unit 3 Tester, CUPE 3902

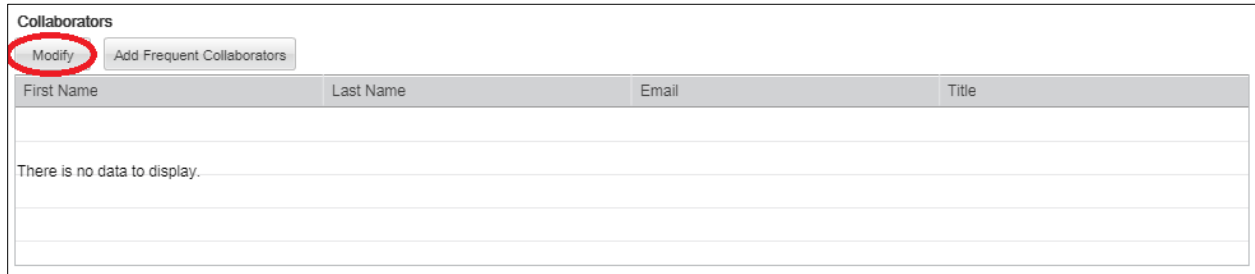
* Hiring Manager

User Group: No action required.

Recruiter: No action required.

Hiring Manager: Please select yourself as the Hiring Manager. This should be identical to the Recruiter field.

(Optional) Collaborators: Collaborator roles enable another user access to edit the posting. To add collaborators, please select “**Modify**”, and a list of users will appear for selection.

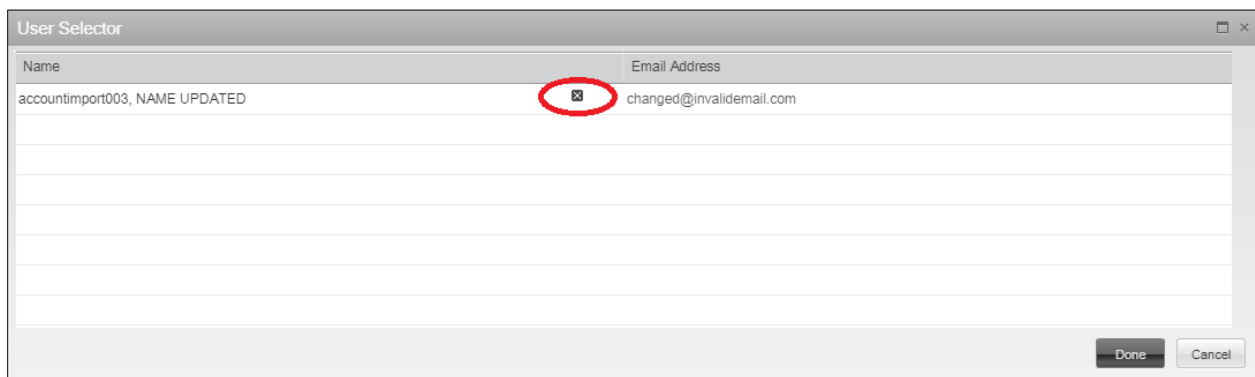


Collaborators

Modify Add Frequent Collaborators

First Name	Last Name	Email	Title
There is no data to display.			

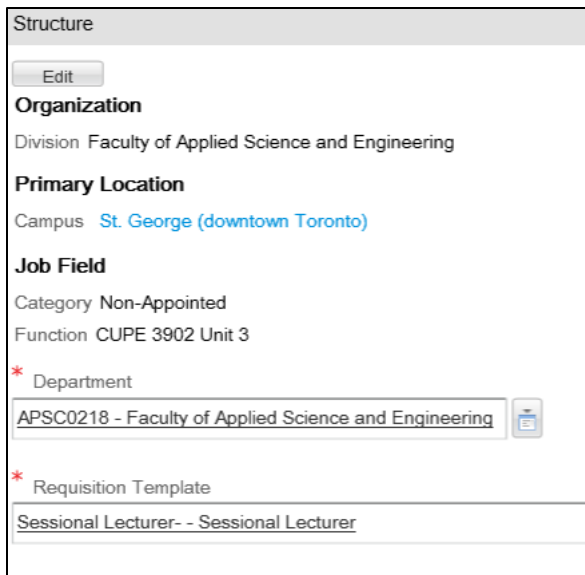
To remove a collaborator that has been selected, hover your mouse over the name of the collaborator until an “X”-marked box appears. Select this icon to remove the collaborator.



User Selector

Name	Email Address
accountimport003, NAME UPDATED	changed@invalidemail.com

Done Cancel



Structure

Edit

Organization
Division Faculty of Applied Science and Engineering

Primary Location
Campus St. George (downtown Toronto)

Job Field
Category Non-Appointed
Function CUPE 3902 Unit 3

* Department
APSC0218 - Faculty of Applied Science and Engineering

* Requisition Template
Sessional Lecturer - Sessional Lecturer

Structure: Do not make any changes to the Structure section of the requisition. This information has been pre-populated.

Target Start Date: Please enter the start date (or anticipated start date) of the course/position by selecting the calendar icon.

Profile
Target Start Date
<input type="text"/>

Abstract
* Faculty / Division
<u>APSC0218 - Faculty of Applied Science and Engineering</u>
<i>This field is required for mapping your requisition to the Faculty/Division org unit.</i>
* Sessional dates of appointment
Not Specified
Jan 1 - April 30
May 1 - June 30
May 1 - Aug 31
July 1 - Aug 31
See Below
Candidate Selection Workflow
* Candidate Selection Workflow
<u>University of Toronto - Staff</u>

Faculty/Division: No action required. This information is pre-populated.

Sessional Dates of Appointment: Please select relevant dates from the drop down menu of sessional dates. If the dates are anomalous from the normal sessional dates of appointments, please select “**See below**”, and provide the necessary information in the “Description” section of the Requisition.

Administration: No action required.

<h2>2. Administration</h2>
Candidate Selection Workflow
* Candidate Selection Workflow
<u>University of Toronto - Staff</u>
Additional Information

Job Description: Please complete or update the information as required. If you selected a generic template, it will ask you to fill in the following fields:

- Course number and title:
- Course description:
- Estimated course enrolment:
- Estimated TA support:
- Class schedule:
- Sessional dates of appointment:
- Salary:
- Minimum qualifications:
- Preferred qualifications:
- Description of duties:

It is important to note that fields vary by template. Also, mandatory statements about the position are already included. These statements can be found at the bottom of the Description section.

3. Description (External)

External Description

Description - External

Course number and title:



Course description:

Estimated course enrolment:

Estimated TA support:

Class schedule:

****IMPORTANT****

Pasting directly from a word processor will cause issues with the job posting. Please paste as plain text by selecting the following icon on the tool bar  and proceed to edit any formatting within the system, **OR** paste from word by selecting the following icon on the tool bar  to maintain existing formatting. These icons will open a pop-up window where you can paste your text to avoid any formatting errors in the final posting.

VI. Save and Close

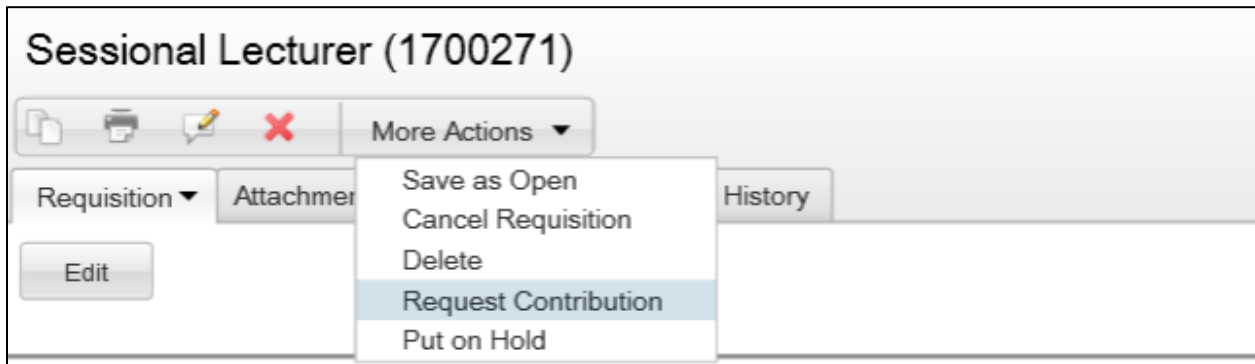
Once you have completed all the necessary details, select **“Save and Close”** at the top of the requisition.



The screenshot shows the top portion of a 'New Requisition' form. At the top left, there is a 'Requisition' dropdown menu. Below it are three buttons: 'Save', 'Save and Close', and 'Cancel'. The 'Save and Close' button is circled in red. To the right of these buttons, there is a label '* Show fields required to:' followed by a 'Save' dropdown menu.

Requesting Approval / Review (if required)

To request contribution once a requisition has been created, select **More Actions > Request Contribution**.



The screenshot shows the top portion of a page for 'Sessional Lecturer (1700271)'. There is a toolbar with icons for document, print, edit, and delete, followed by a 'More Actions' dropdown menu. The dropdown menu is open, showing options: 'Save as Open', 'Cancel Requisition', 'Delete', 'Request Contribution' (which is highlighted in blue), and 'Put on Hold'. Below the toolbar are tabs for 'Requisition', 'Attachments', and 'History'. There is also an 'Edit' button.

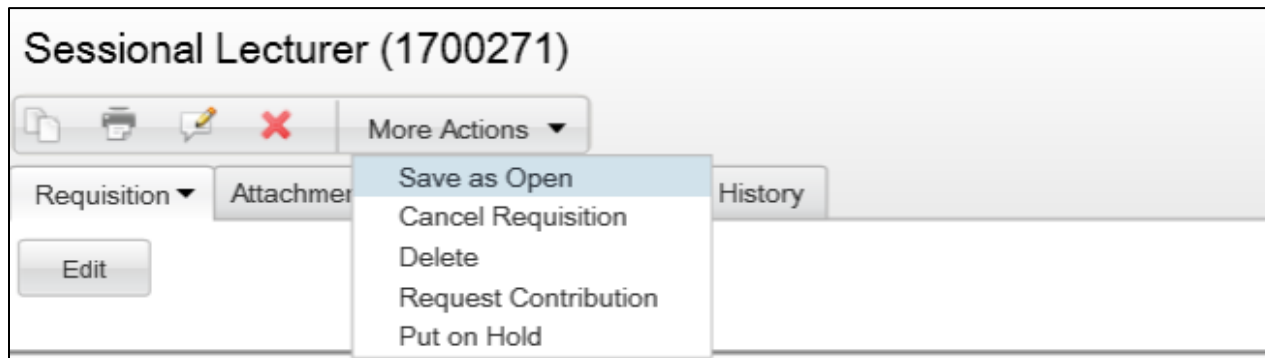
A new box will pop up (see below) where you can select a contributor and add comments. This feature will allow another user to receive the draft posting for review and/or approval as needed. The selected contributor will receive an email notification of the request.



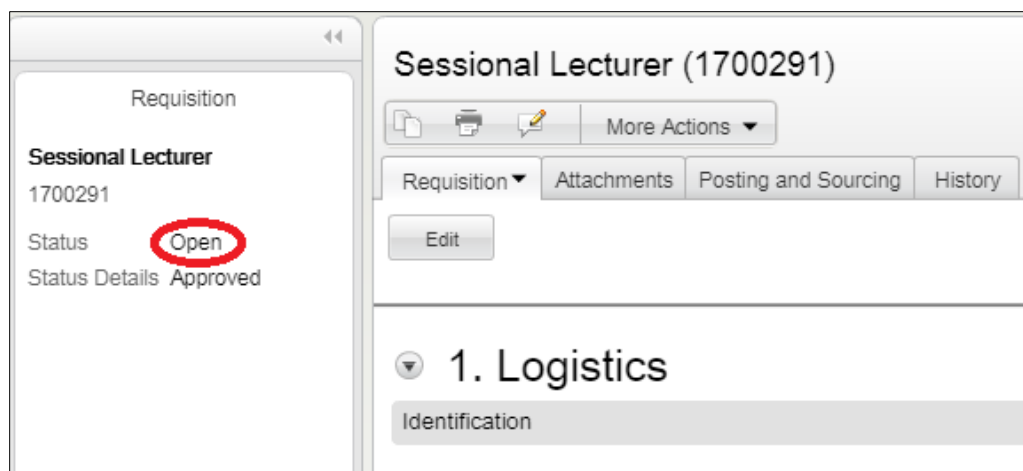
The screenshot shows a 'Request Contribution' dialog box. It has a title bar with 'Request Contribution' and window control buttons. The main area is divided into two sections. The top section is labeled 'Contributor' and contains a text input field with the placeholder text '* Select a contributor'. A red circle highlights a small icon in the input field. Below the input field is a checkbox labeled 'Add this contributor to the list of collaborators defined for this requisition.'. The bottom section is labeled 'Comments (1000)' and contains a large text area. At the bottom right of the dialog box are 'Done' and 'Cancel' buttons.

Posting the Requisition

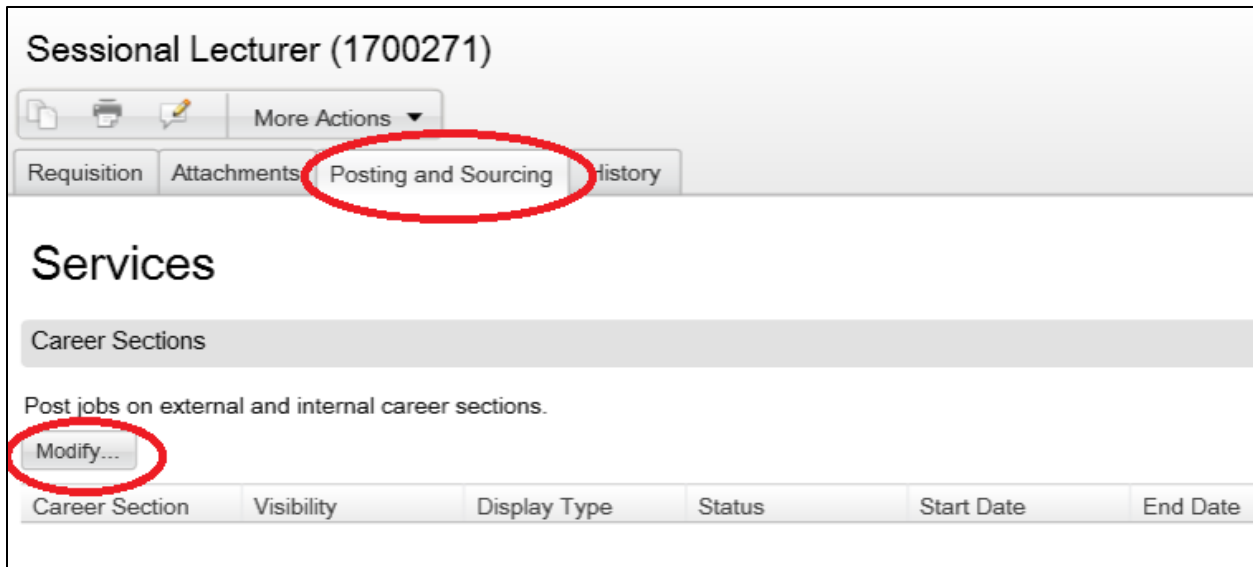
To post the requisition, first save the requisition as open. This can be done by selecting **More Actions** > **Save as Open**. A new box will pop up, where you will have the option to add comments for your own reference only. Select **Done** when finished.



To confirm that the requisition has been saved as open, please check the Status on the upper left side of the requisition. It should now say **Open** and not **Draft**.



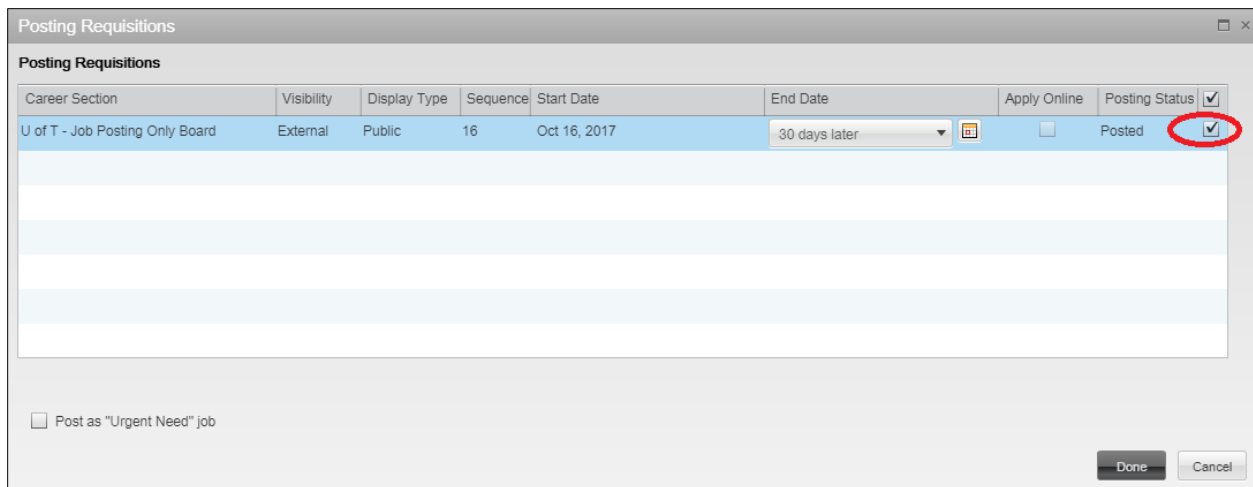
Once the requisition has been saved as open, select the **Posting and Sourcing** Tab, and then **“Modify”**.



This will open a new pop up box titled “Posting Requisitions” (see below) where you will be required to enter the posting **“Start Date”** and **“End Date”**.

There is also an option to indicate the posting as an “Emergency posting” by selecting “Post as ‘Urgent Need’ job” in the bottom left corner.

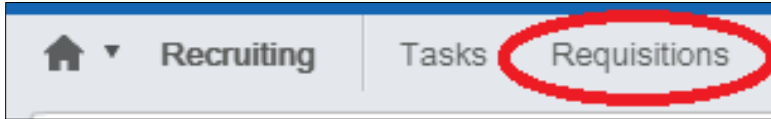
To post the requisition be sure to check the box under **“Posting Status”**. Select **“Done”**, to close the “Posting Requisitions” box and proceed.



Congratulations, your job has been posted! Postings may take 10-15 minutes to appear live on the Careers page (<https://utoronto.taleo.net/careersection/10090/jobsearch.ftl>), but please ensure to review the posting once it has gone live for any formatting errors. If further edits are required, changes to the requisition can be made as described

below. **Editing a Requisition**

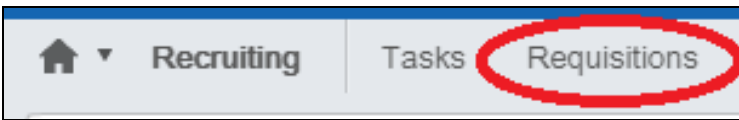
To edit an existing requisition, access your requisition list by clicking on “**Requisitions**”.



Open the desired requisition by **clicking on the title**, and select “**Edit**”.

Filling a Requisition

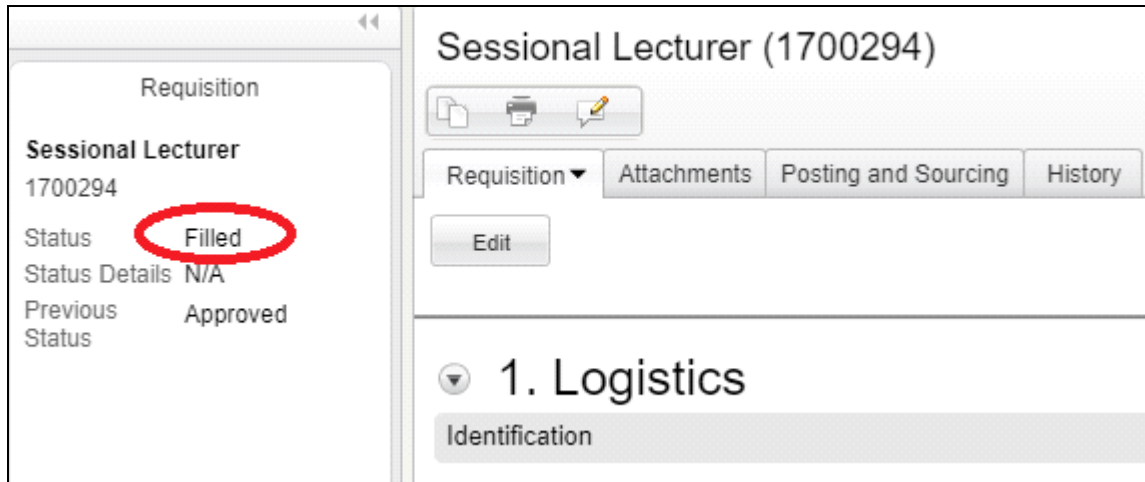
To fill a requisition, access your requisition list by clicking on “**Requisitions**”.



Open the desired requisition by **clicking on the title**, and then select **More Actions > Fill**. A box will pop up that will allow you to write comments for future reference. When finished, please select **Done**.

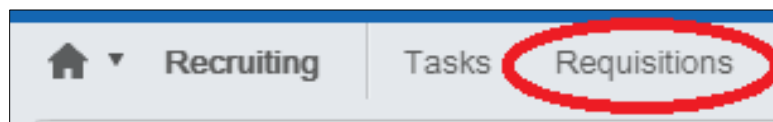
A screenshot of a dialog box titled 'Fill Requisition'. It has a close button in the top right corner. Below the title, there is a text area labeled 'Comments (1000)'. At the bottom right of the dialog, there are two buttons: 'Done' and 'Cancel'. The 'Done' button is highlighted with a red oval.

To confirm that the requisition has been filled, please check the Status on the upper left side of the requisition. It should now say “**Filled**” and not “**Open**”.



Cancelling a Requisition

To cancel an existing requisition, access your requisition list by clicking on “**Requisitions**”.



Open the desired requisition by **clicking on the title**, and then select **More Actions > Cancel Requisition**.

Frequently Asked Questions

Will applicants be able to apply to positions in Taleo?

No, this feature has been disabled for CUPE 3902 Unit 3 positions. Applicants should continue to follow the application instructions specified in the job posting.

Will I still need to post the position on my Departmental website?

Yes, you should continue any existing practices your Department may have with respect to posting CUPE 3902 Unit 3 positions.

Will I still need to notify my “pool” of posted positions as defined by Article 14:04 of the Collective Agreement?

Yes. This new posting system does not affect any notification requirements under the Collective Agreement.

Will I still need to notify the Union of posted positions?

Yes, you are required to do so by copying the Union on your notification the pool.

Contact Information

Any technical issues with the HR & Equity website should be directed to hrandequity@utoronto.ca.

Any recruiters or hiring managers experiencing technical issues with Taleo (also known as UTORecruit) should contact utorecruit.support@utoronto.ca for assistance.

Any recruiters or hiring managers needing assistance with posting CUPE 3902 Unit 3 jobs to Taleo may contact:

Any recruiters or hiring managers needing assistance with posting CUPE 3902 Unit 3 jobs to Taleo may contact:

Multi-Departmental Faculties

Arts & Science

Madiha Ahmed, Academic HR Officer

madiha.ahmed@utoronto.ca

OISE

Aimy Lieu, Director, Academic Operations

aimy.lieu@utoronto.ca

Engineering

Jennifer Viens, Academic HR Coordinator

jennifer.viens@utoronto.ca

UTSC

Fefe Wong, Data Specialist and Academic HR Coordinator

wong@utsc.utoronto.ca

Medicine

Dinuka Perera, Recruitment Specialist

dinuka.perera@utoronto.ca

Disha Kapoor, HR Administrator

disha.kapoor@utoronto.ca

Mallory Meyer, Recruitment Specialist

mallory.meyer@utoronto.ca

UTM

Dina Moreira, Manager, Academic HR

dina.moreira@utoronto.ca

Single Departmental Faculties and Other

Sarah Chan, Labour Relations Consultant

s.chan@utoronto.ca

Labour Relations

labour.relations@utoronto.ca

Glossary

Requisition: A form that must be completed in order for a job to be posted on the University of Toronto's Career Page. Contains all relevant information about the job (description, salary, requirements).

"Appear live", "Gone live": When a requisition has "gone live", it is visible on the Careers Page. Applicants will be able to search and apply for the job.

"Emergency" Posting: When a job opening is time sensitive, it may be posted as "urgent need". These postings will have an icon beside the requisition title to alert applicants of its urgency.