Creating an Electronic Taleo Requisition **(TMH Research Only)**

Instructions below are to assist **research** Hiring Managers (PI or designee) in creating TALEO Requisitions for research positions. For detailed instructions, see Resources for Hiring Managers at http://intra.lifespan.org/lcs/recruitmentresources/ . If you have any questions, please contact your Recruiter.

Department Requisition Creator (Hiring Manager): Hiring Managers must be authorized Taleo users and the appropriate authorized signatures of the Office of Research Administration and (PI or designee) for the research cost centers being used.   It is the Hiring Manager's responsibility to check Taleo to ensure that requisitions complete the Approval path.

Recruiter: Always enter *David Goldman.*

Collaborator: Always enter *Julie Demelo.* The Hiring Manager can list additional Collaborators (authorized Taleo user) if it is necessary for another authorized department person to have access to the details of the requisition or access to the candidates being considered. The Hiring Manager and Collaborators listed on each requisition can see that particular requisition in Taleo. (Approvers can only see requisition information from the E-Share email before they approve or reject.)

Approval Path (research only):   Hiring Manager **must** always list Approvers in this order**:**
1) **ORA Research Administrator (**http://www.lifespan.org/research/administration/contact.html **)**
2) **Peg McGill** (Administrative Director, ORA)
3) **Peter Snyder (**VP Research**)**
4) **Julie Demelo** (Finance)
5) **Frank Byrne** (Finance)

Approvers can only keep a copy of the requisition information from the E-Share email before they approve by opening the record in the E-Share email, clicking on it, and doing command "P."

Workbrain cost center: Enter the appropriate 7-digit Workbrain cost center in the "Department (Number and Name)" field. All split charge cost center numbers and percent effort allocations information must be entered into the "Comments" field at the end of the process where the approval path is entered. ORA will not approve any requisitions without it.

Editing can only be made by the Hiring Manager. However, changes to the list of Approvers can only be made ***before*** the Hiring Manager submits the requisition or after an approver rejects the requisition from the E-Share email. If the requisition has already been approved, contact your recruiter.

What happens if an Approver is "Out of Office" or their mailbox is full?
1.) No email will be generated if an Approver is "Out of Office" or their mailbox is full. It is the responsibility of all users (and every Lifespan employee per IS policy) to maintain and manage their in-box to remain open for receipt of new mail.
2.) If the Approver has a smart phone, they can approve the requisitions right from there. So even if they are out of the office, but still in communication via their devices, they can approve.
3.) In addition, the Approver can designate a delegate by going to "my set up" then "delegate" under account information (NOTE: the delegate must be an authorized Taleo user at the management level within the organization) and then "dates for the time frame of the delegate" should be entered.

How to add a Lifespan Employee as an Authorized Taleo User
1.) Access to IAM on the intranet is necessary in order to become an authorized TALEO user. Here is the IAM link http://iam.lifespan.org/iamsystem. Go to "Additional Access Requirement" box, "Available Values" and select "TALEO."
2.) HR will input the new user into Taleo within 48 hours, after approval is received from ORA.

How to access Taleo for Non-Lifespan Employees:
1.) Enter **lifespan.Taleo.net** into the web browser (you do not need to enter www or http://).
2.) Enter a username and password (please note that logins are case sensitive).
   Username: first initial + last name (all lowercase, no spaces – e.g. James Smith = jsmith)
   Password: Life5pan (you will be prompted to change this upon first log in)
3.) Please note your account is valid for 90 days. Lifespan policy requires the password to be reset within 90 days. You will be provided with a new password at that time.

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