To log-in to Taleo, go to towson.taleo.net. Enter your Username as Password as you would for other Towson log-ins.

Managing Interviews is an important part of the recruitment process. The Hiring Manager should ensure they are communicating and setting expectations with the interview panel. Please feel free to share this document with the interview panel, as it will provide documentation that may assist them throughout the process.

1. Interviews and Evaluation Requests

Create Interview   Edit   Resend   View Details   Cancel

One result found.

Event Date		Event Type	Details	Participants	Status
8/14/20 11:00 AM (America/New York)		Interview	Test Applicant II Interview 1	Bonnie Yourik - HM	Tentative

Once you have created an interview, you will be able to see it in the Interviews tab for the candidate

You will also be able to see what participants have received the invitation, and if they have accepted the interview yet. Those that have not accepted will remain in "Tentative" status.

Interview participants will receive this email.

Thu 8/13/2020 1:52 PM

Human Resources <hr-empty@invalidemail.com>

Invitation to participate in Test Applicant II Interview 1

To   Yourik, Bonnie C.

Dear Bonnie Yourik - HM,

You have been invited to participate in an interview:

Interview: Test Applicant II Interview 1

Requisition: Test Administrative Assistant I – 2000009T

Candidate: Test Applicant II – 668932

Date: 8/14/20

Time: 11:00 AM America/New_York

Super important part! Make sure your participants click this link to accept the interview!

Location:

Notes:

IMPORTANT: You **must** click on this link: Interview URL to accept the interview. If you do not accept, you will not be able to receive and complete the post-interview evaluation.

Best regards,

Office of Human Resources

Replies to this message are undeliverable and will not reach the Office of Human Resources. Please do not reply.

Clicking the link will open up this

Test Applicant II Interview 1

Test Applicant II
8/14/20
11:00 AM America/New_York

My Response

○ Accept

○ Decline

○ Request Reschedule

Super important part 2! Make sure your participants select their response, and hit "Send Response" at the bottom of the page. They will receive a message that says, "Your response has been saved. Thank you."

Comments

Send Response

Interview Details

Candidate	Requisition title
Test Applicant II	Test Administrative Assistant I

Proposed Date and Time	Interviewer
8/14/20 ; 11:00 AM America/New_York	Bonnie Yourik - HM

Location

Coordinator

Bonnie Yourik

Notes to Participants

Files Shared
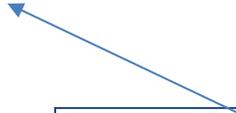
Candidate file

Requisition file

Documents Shared

Test Cover Letter.docx

Test Resume.docx

Participants can click here to see any attachments you have provided, including resume, cover letter, candidate file, and requisition.

Once a participant has accepted an interview, they will receive an email confirmation (see below).

As a Hiring Manager, you will also receive an email confirming when your participants have accepted.

Thu 8/13/2020 2:25 PM

Human Resources <hr-empty@invalidemail.com>

Confirmation of interview Test Applicant II Interview 1 for Test Applicant II

To   Yourik, Bonnie C.

Confirmation.ics
3 KB

Click the calendar icon to add interview to your Outlook

Thank you for confirming your availability to attend the following interview:

Interview: Test Applicant II Interview 1
Requisition: Test Administrative Assistant I – 2000009T
Candidate: Test Applicant II – 668932
Date: 8/14/20
Time: 11:00 AM America/New_York
Location:
Notes:

Use the link below if your availability to participate in this interview changes.

Interview URL

Link to review interview materials

If you use Microsoft® Outlook®, double-click the .ics file attachment to update your calendar.

Please click the link(s) below to access and save your evaluation of the candidate.

- TU Interview Evaluation Questionnaire

Link to complete Post Interview Evaluation

Best regards,
Office of Human Resources
Replies to this message are undeliverable and will not reach the Office of Human Resources. Please do not reply.

As a Hiring Manager, you can keep track of the status through the candidate's Interview tab.

Submission: **Applicant II, Test** for Test Administrative Assistant I (ID: 2000009T)

More Actions ▼

Job Submission | Attachments(2) | **Interviews** | History

◢ Scheduled Interview

There are no scheduled interviews.

◢ Evaluation Management Interview

▼ 1. Interviews and Evaluation Requests

Create Interview   Edit   Resend   View Details   Cancel

One result found.

Event Date	▼	Event Type	Details	Participants	Status
8/14/20 11:00 AM (America/New York)		Interview	Test Applicant II Interview 1	Bonnie Yourik - HM	Accepted

Under Section 1, the Status will update as participants accept.

2. Completed Interviews and Evaluations

Completed Evaluation Questionnaires

View Results

One result found.

Completed Date ▼	Event Type	Questionnaire	Participants	Question - Skill Score
○ 8/14/20 9:03 AM	Interview - Test Applicant II Interview 1	TU Interview Evaluation Questionnaire	Bonnie Yourik - HM	100 % - 0 %

When the evaluation is completed, the Hiring Manager will be able to View Results.

NOTE: Post Interview Evaluations expire if not filled out within 5 days of the interview. To resend an expired evaluation, see Section 3 on the Interviews tab.

⊙ 3. Expired Evaluation Requests

Renew Request

3 found, displaying all.

Expiration Date ▼	Candidate	Event Type	Questionnaire	Participants	Status
○ 4/25/20 11:59 PM (America/New_York)	Test Applicant II	Interview - Test Applicant II Interview 1	TU Interview Evaluation Questionnaire	Bonnie Yourik	Expired

To renew an expired evaluation request select the expired request and select renew request.

To add interview notes, reference checks, or other materials, click on the Attachments tab for the candidate, and then click on "Upload Other Attachment".

| Job Submission | **Attachments(2)** | Interviews | History |

Attached Resume(s) relevant to this Submission | Upload Resume Attachment

There are no file attachments for this section

Other Attachments relevant to this Submission | Upload Other Attachment

File Name				Attached by	Visible to candidate	Size	Date	Description
Test Resume.docx	🔍	✏️	⬇️	Candidate	Yes	15 KB	Aug 7, 2020	resume
Test Cover Letter.docx	🔍	✏️	⬇️	Candidate	Yes	11 KB	Apr 16, 2020	

8

Add documents by selecting the file here. There is a size limit; if there are issues uploading large files, contact your Talent Acquisition Specialist.

Upload Attachment

File Name

[   ] Browse

Note: *Files type supported: Any File Format. Files must not exceed 5 megabytes size. The attachment(s) will be scanned to ensure it does not contain any viruses.*

Attachment Type

○ Resume   ● Other attachments (for this submission)

☐ Visible to Candidate

Do Not Click This Box

Description

[   ]

Characters remaining : 250

Cancel   Upload

Once all evaluations are received, notes and reference checks are stored on the candidate file, and all disposition codes are complete, please email your Talent Acquisition Specialist with the request for offer. Your email should include:

- Candidate to receive offer
- Salary or hourly rate
- Requested start date