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 UTORecruit.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.
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.

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.
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”.

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.
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.

**1. Logistics**

- **Number of Openings**: 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**: 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.

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.

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.

**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.

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**2. Administration**

* Candidate Selection Workflow

University of Toronto – Staff

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.

**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.

Requesting Approval / Review (if required)

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

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.
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”.

![Image of requisition status]

![Image of requisition action menu]
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.

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**
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Aimy Lieu, Director, Academic Operations  
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**Engineering**
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**UTSC**  
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**Medicine**
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**UTM**  
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**Multi Departmental Faculties**

Mallory Meyer, Recruitment Specialist  
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Single Departmental Faculties and Other

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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.