



UNIVERSITY OF TORONTO

Accessing and Reviewing Job Applications: A Guide for Hiring Managers

Last Updated: May 13, 2016

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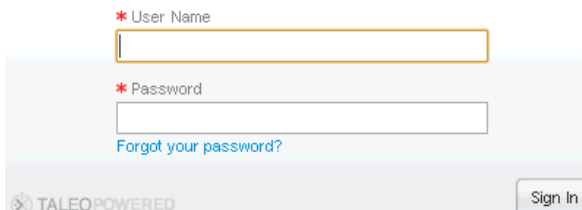
Accessing Job Application Details

Access the System

Navigation: <https://utoronto.taleo.net/>

1. Sign in with your username and password:

- a. For most users your username will be your UTORID
- b. You can reset your password here using the [Forgot your password?](#) link

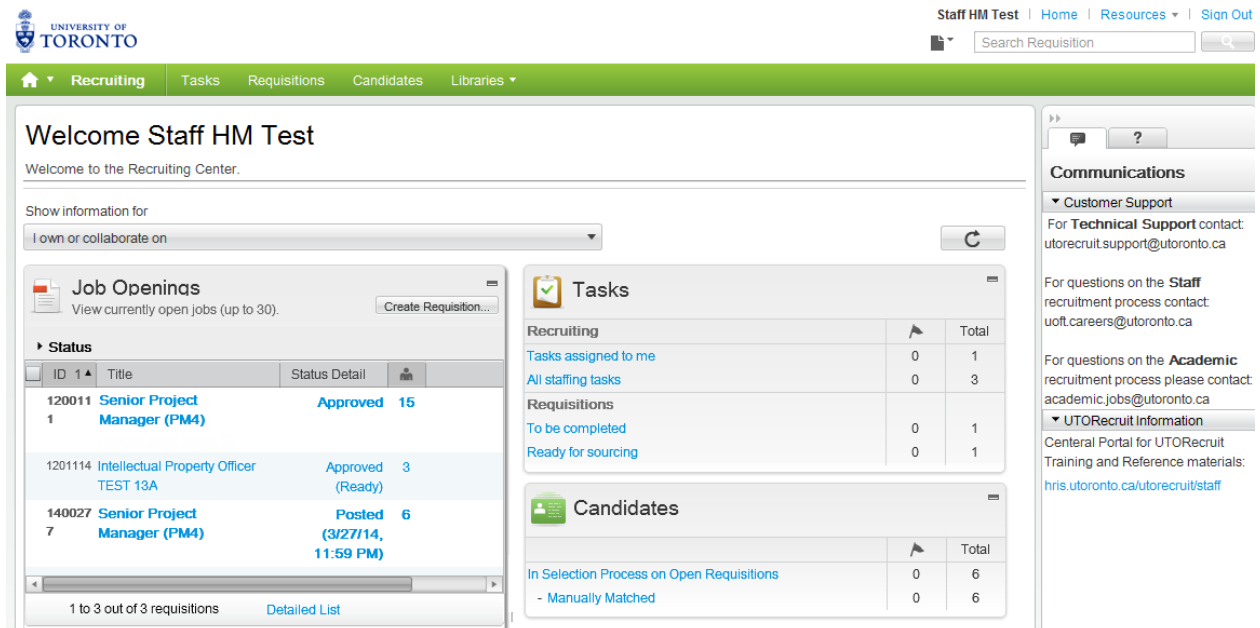


* User Name

 * Password

[Forgot your password?](#)
 TALEOPOWERED

2. You are taken to the **Recruiting Centre Dashboard**



Staff HM Test | Home | Resources | Sign Out

Search Requisition

Recruiting | Tasks | Requisitions | Candidates | Libraries

Welcome Staff HM Test

Welcome to the Recruiting Center.

Show information for
I own or collaborate on

Job Openings

View currently open jobs (up to 30).

Status

ID	Title	Status	Detail	Count
120011	Senior Project Manager (PM4)	Approved		15
120114	Intellectual Property Officer TEST 13A	Approved (Ready)		3
140027	Senior Project Manager (PM4)	Posted (3/27/14, 11:59 PM)		6

1 to 3 out of 3 requisitions [Detailed List](#)

Tasks

Recruiting		Total
Tasks assigned to me	0	1
All staffing tasks	0	3
Requisitions		
To be completed	0	1
Ready for sourcing	0	1

Candidates

		Total
In Selection Process on Open Requisitions	0	6
- Manually Matched	0	6

Communications

Customer Support

For **Technical Support** contact: utorecruit.support@utoronto.ca

For questions on the **Staff** recruitment process contact: uoft.careers@utoronto.ca

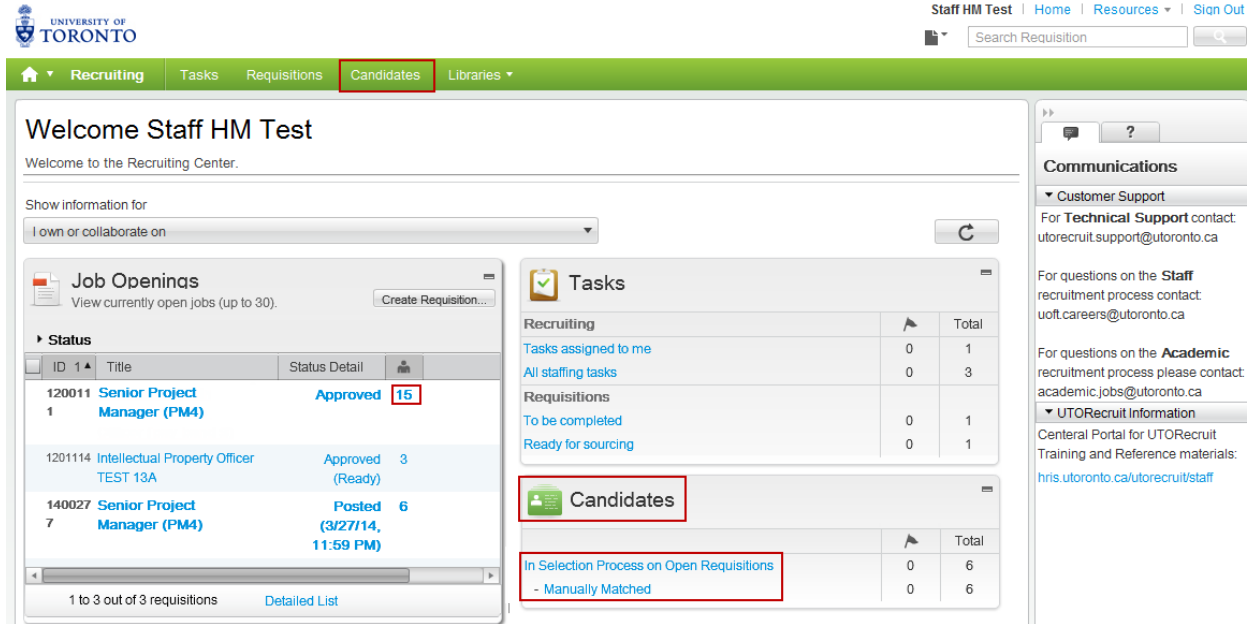
For questions on the **Academic** recruitment process please contact: academic.jobs@utoronto.ca

UTORECRUIT INFORMATION

Central Portal for UTORecruit Training and Reference materials: hris.utoronto.ca/utorecruit/staff

Accessing Candidates & Application Details

1. There are many ways to access candidates from this page:



Staff HM Test | Home | Resources | Sign Out

Search Requisition

Recruiting | Tasks | Requisitions | **Candidates** | Libraries

Welcome Staff HM Test

Welcome to the Recruiting Center.

Show information for
I own or collaborate on

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

ID	Title	Status Detail	Candidates
120011	Senior Project Manager (PM4)	Approved	15
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1 to 3 out of 3 requisitions Detailed List

Tasks

Task	Count	Total
Recruiting		
Tasks assigned to me	0	1
All staffing tasks	0	3
Requisitions		
To be completed	0	1
Ready for sourcing	0	1
Candidates		
In Selection Process on Open Requisitions	0	6
- Manually Matched	0	6

Communications

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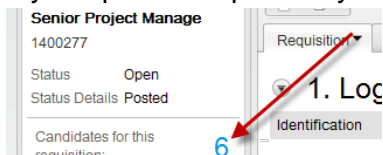
a. To access all candidates for all of your requisitions, click Candidates:



b. To access candidates specific to one requisition, click on the Requisition's Candidate Count:



c. If you open a Requisition you can access the applicant list on the left drawer:



2. The list of candidates will appear for your requisition(s):

a. Requisition-Specific List:

Candidates for:
Department Manager (PM3) - TEST (1401220)

More Actions

Candidate	Step	Status Name, Icon	Assets, Requirements	Submission
Tucker, [Redacted]	Offer	Reference Checks	0 / 0 - 0 / 1	Jul 24, 2014
Tucker, [Redacted]	Offer	Reference Checks	0 / 0 - 0 / 1	Jul 24, 2014
Savine, [Redacted]	Department To be Reviewed	Review	0 / 0 - 0 / 1	Jul 24, 2014
Samii, [Redacted]	Department To be Reviewed	Review	0 / 0 - 0 / 1	Jul 24, 2014

b. All Candidates List (Automatically sorted by Requisition)

More Actions

Candidate	Employee ID	Emplmnt Status - UoFT	Selection Step, Status	Education Level
Boyd, [Redacted]		Not employed by University of Toronto	Hire - Hired	Master's Degree
1401220 - Department Manager (PM3) - TEST				
Tucker, [Redacted]		Not employed by University of Toronto	Offer - Reference Checks	Bachelor's Degree
Lloyd, [Redacted]			Offer - Reference Checks	
Nicola, [Redacted]		Not employed by University of Toronto	Department Review - To be Reviewed	Master's Degree

3. Click on the **name of the candidate** to view the candidate's application:

Fadi [\[Redacted\]](#) applied for requisition:
Department Manager (PM3) - TEST (1401220)

6 out of 21 candidates

More Actions

Job Submission | Attachments | Tasks | History

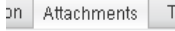
1. Prescreening

Disqualification Questions

Question	Answer	Result
1 Are you legally entitled to work	✓ Yes	The Candidate Passes

Job Submission: **Fadi, [Redacted]**
 ID: [Redacted]
 Required: 0 / 1
 Assets: 0 / 0
 Step: Department Review
 Status: To be Reviewed

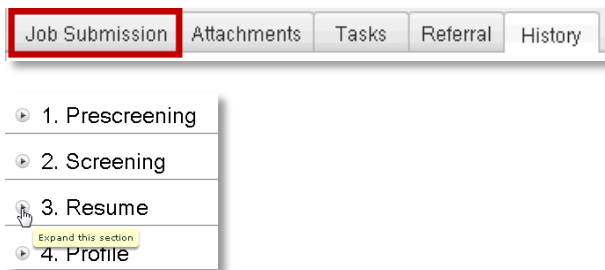
Other Submissions
[Active \(0\)](#)
[Inactive \(0\)](#)

4. To view a candidate's attachments, click on the **Attachments** tab  then click on the **file name** to open and view the attached file



Note: Pop-up blockers may prevent attachments from opening

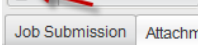
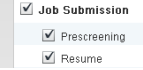

5. Click the **Job Submission** tab to view the details of a candidate's application and scroll down to see the various sections of their application (e.g. **Prescreening, Resume, etc.**)



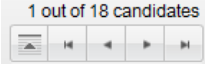


- a. **Prescreening:** If prescreening questions were used in this requisitions, the questions, responses, and grading would appear in this section
- b. **Screening:** not presently used
- c. **Resume:** primary source of relevant information; contains contact information, education, employment status with the university, and Resume & Cover Letter (if provided in the text entry field - many candidates attach a resume instead)
- d. **Profile:** Additional details such as where they heard about the job

Appendix A: Additional Features for Reviewing Applications


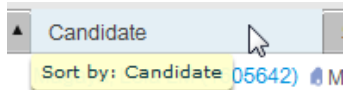
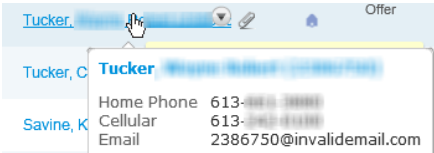


Printing an Application

1. If you need to print the application, click the **printer** icon: 
2. Choose which sections you want to print: 
3. Click **Print (PDF)**  - this will create a PDF version of the application
4. From the PDF document, click File > Print.

Navigating through a list of applications

1. When viewing an application, the navigation buttons in the top right allow you to scroll through other applications from your last list view: 
 - a.  will return you to to the candidate list
 - b.  the left/right arrows will take you to the previous/next application in the list – double arrows to take you to the the first/last application in the list

Additional List Features

- Drag-and-drop Columns: 
- Click a column to Sort by it: 
- Hover over a candidate's name in a list to see their contact information: 
- Create a Custom List Format by clicking  in the top-right of a candidate list
 - a. Click the Pencil beside a Personal Format: 



b. Select the desired fields in the desired order then choose a default Sort:

Displayed	Order	Column Name	Sort By
<input checked="" type="checkbox"/>	5	Requirements Met (X/Y)	▲
<input checked="" type="checkbox"/>	4	Assets Met (X/Y)	

Common Candidate List Icons

Icon	Description
	Export the Candidate List to Excel
	The candidate has provided attachments for this application (click to see)
	The candidate has an active application with at least one other position
	The candidate has indicated they are not legally entitled to work in Canada
	The candidate has been flagged as internal (not consistently accurate)
	The candidate has been declined



Appendix B: Common Issues

I can't see the whole screen / buttons are missing

Many web browsers allow you to zoom in on a page, though this can cause issues with Taleo. If it seems you are only able to see part of the screen, make sure your browser's zoom is set to 100% or less.

I have candidates with no resume

If you cannot see a resume in the Candidate's Attachments or the Resume section of their Profile, they may have forgotten to indicate that the resume they used for a prior role also applies to this one. In this case they may still have a resume on the system, though it would be hidden for privacy reasons. Please contact the Human Resources representative that is assisting you with this posting.

Nothing happens when I click on an attachment

Attachments open via a pop-up window, so pop-up blockers can prevent attachments from opening. Make sure your browser's pop-up blocker is disabled or try with another browser.