



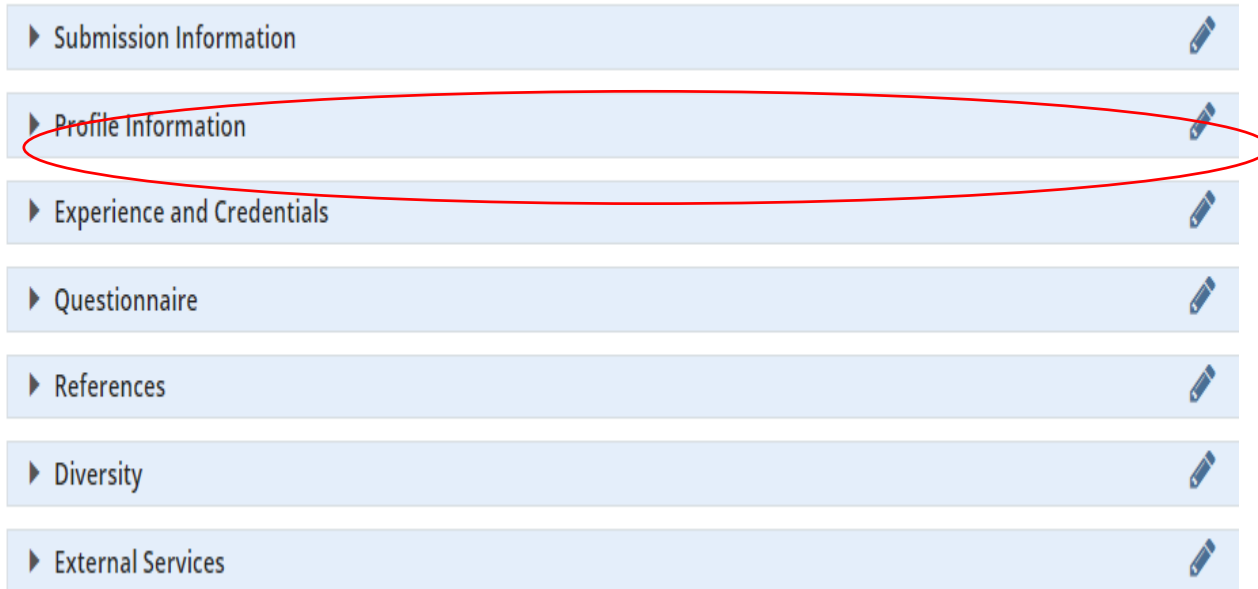
# How to Create an Adjunct Faculty Contract in Taleo






**Step 1.** Start off under the *Job Submission* tab of your chosen candidate.

The screenshot shows a web interface for a job submission. At the top, there is a header bar with the text "Submission: McGowan, Nia for Test Req (ID: 21000119)" and a search icon. Below this is a toolbar with icons for a person, chat, a magnifying glass, an envelope, and a printer, followed by a "More Actions" dropdown menu. A navigation bar contains five tabs: "Job Submission" (which is circled in red), "Attachments", "Offers", "Referral", and "History". To the right of the tabs, there are links for "Language: English", "Edit All", and "Expand All". Below the navigation bar is a section titled "Personal Information" with a blue header and a pencil icon. Underneath this section is a sub-section titled "Candidate Personal Information" with a horizontal line. The candidate's details are displayed in a table-like format:

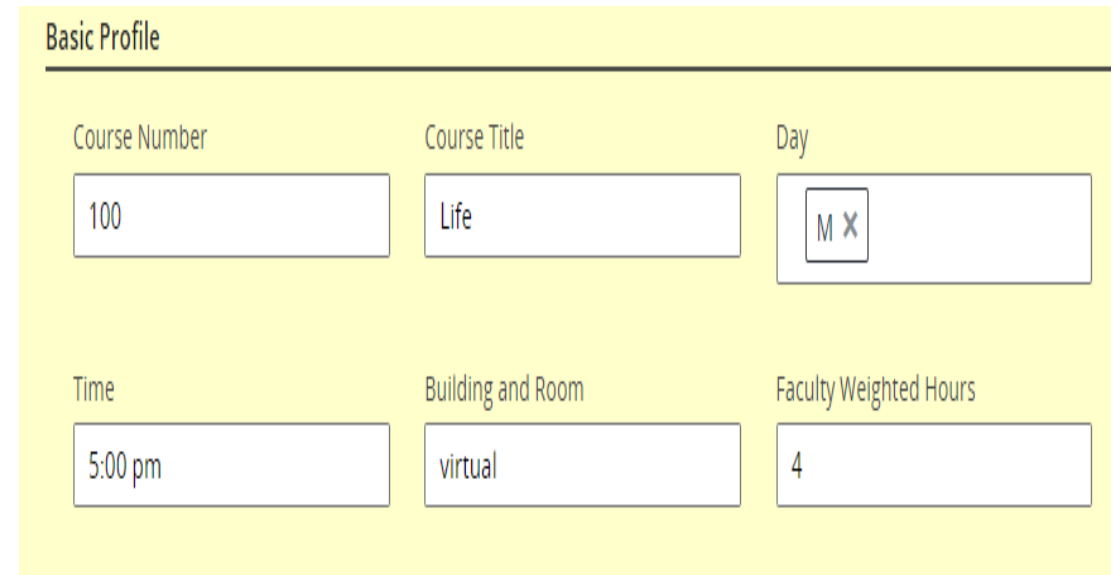
First Name	Last Name
Nia	McGowan
Address (line 1)	
724 Wyncrest Drive	
City	Zip/Postal Code

**Step 2.** Scroll down to *Profile Information* and select the pencil icon.



- ▶ Submission Information 
- ▶ Profile Information 
- ▶ Experience and Credentials 
- ▶ Questionnaire 
- ▶ References 
- ▶ Diversity 
- ▶ External Services 

**Step 3.** Populate the course information including the rate and total FWH at the end of this section, then choose save & done.

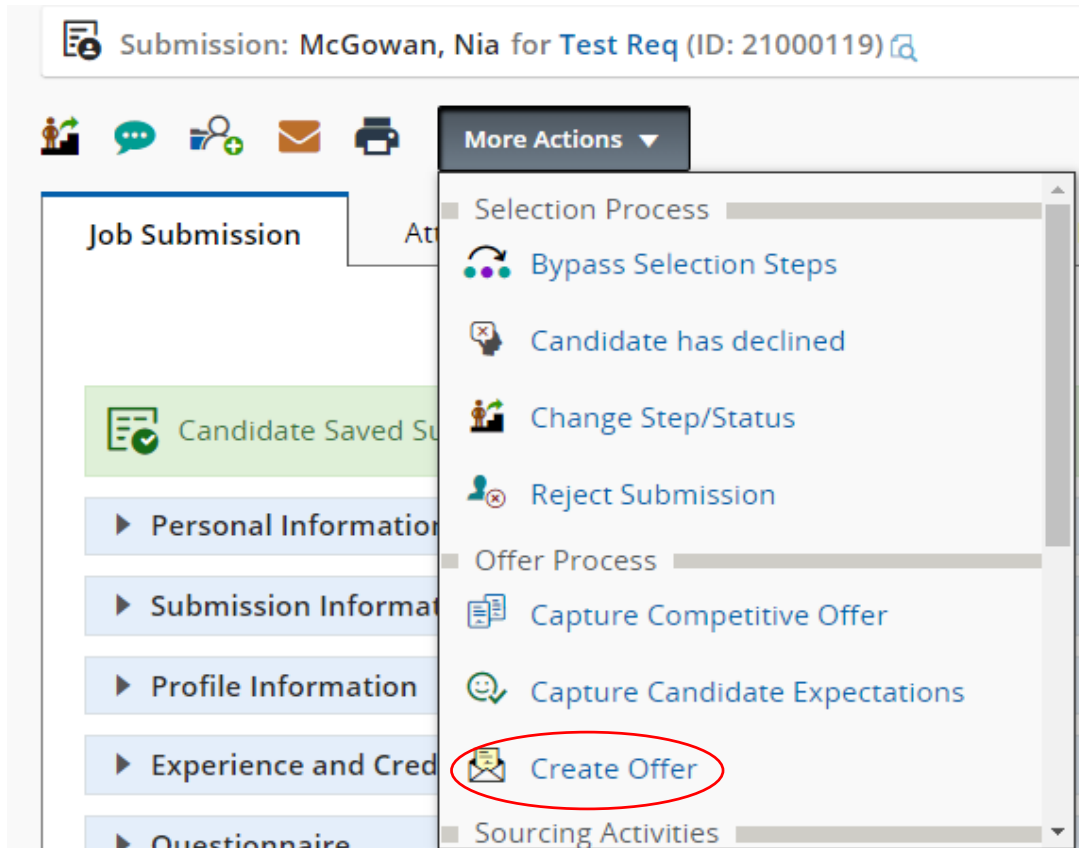


Basic Profile

Course Number	Course Title	Day
<input type="text" value="100"/>	<input type="text" value="Life"/>	<input type="text" value="M X"/>
Time	Building and Room	Faculty Weighted Hours
<input type="text" value="5:00 pm"/>	<input type="text" value="virtual"/>	<input type="text" value="4"/>

**\* Note:** You must choose a day. If this information is TBD, choose any day and edit this field prior to submission.

**Step 4.** Go to *More Actions*, Create Offer.



**Step 5.** Fill in the dates, and all fields marked with an asterisk. When choosing a template use the one that corresponds with the # of courses ie.1 course 1 Row, 2 courses 2 Rows etc.

