

# Hiring Manager Tasks



## Obtains Approvals

- To create a student employment position
- Verifies budget availability for the vacancy



## Creates Requisition in Taleo

- Submits the requisition for approval: **TIP:** if the submit button in the requisition is not clicked, the requisition will remain in draft status and the approval process will not be initiated
- Selects required approvers for the requisition, as per divisional preferences



## Selects Candidate to Fill Position

- Reviews applications
- Selects candidates for interview
- Completes interviews
- Makes hiring selections
- Creates offer letter in Taleo for approval by authorized party (typically an administrator or business unit head)
- Extends verbal offer, along with Taleo generated written offer to candidate of choice
- Confirms work schedule with new student employee

