# Electronic Job Offers
In Taleo

Beginning on December 1, 2016, electronic job offers and candidate acceptance of job offers will be made via a new process. Both of these processes are performed within the Recruiting module of the Taleo applicant tracking system. No longer will the candidate acceptance of the offer require the use of Legacy Onboarding nor the use of the New Hire Portal.

Once a job offer has been created and approved (the approval continuing to be done using IRIS workflow), then the recruiter should:

1. Extend the job offer to the candidate.

   a. Under "More Actions", select the "Extend Offer" option.
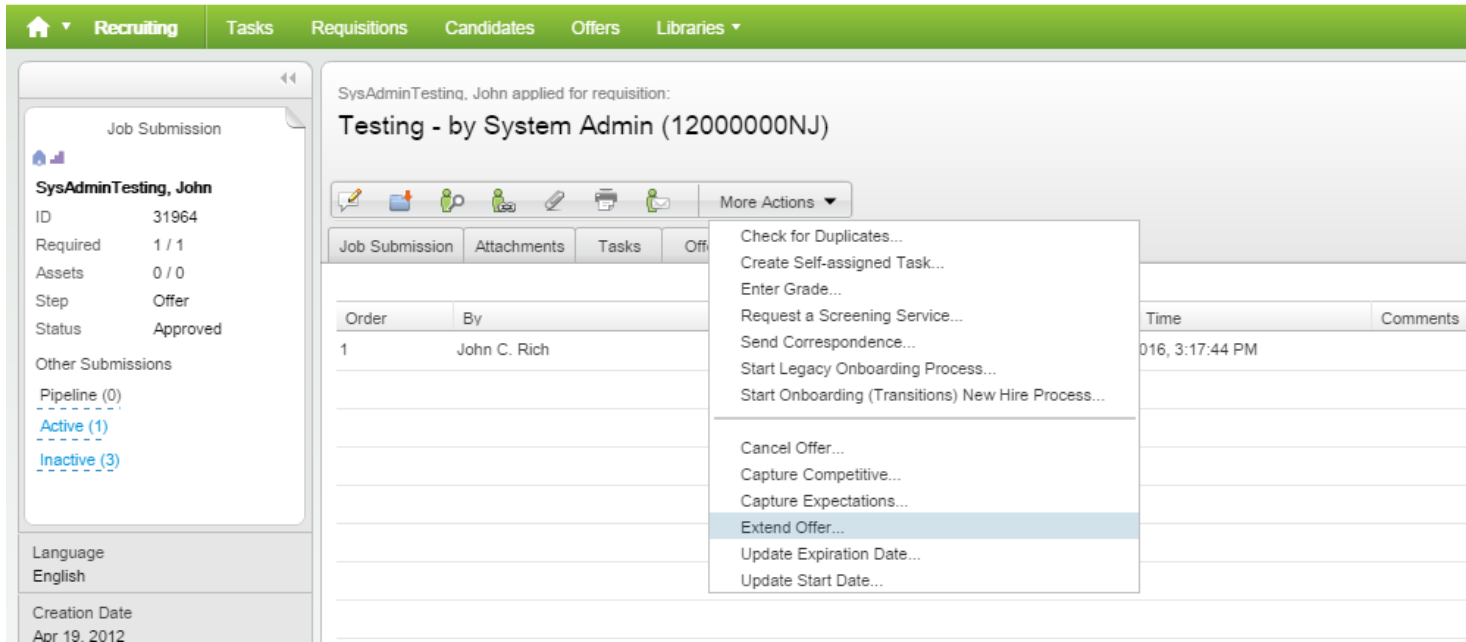
   b. Click the "Extend in Writing" radio button in the dialog box that pops-up.

c. In the "Send Offer Letter" dialog box, choose the "E-Offer" option

d. You then have the option to select the appropriate email offer template. This part of the process is the same set of email templates you've used previously.

Send Offer Letter

Send message by

E-Offer ▾

Write a message

From template
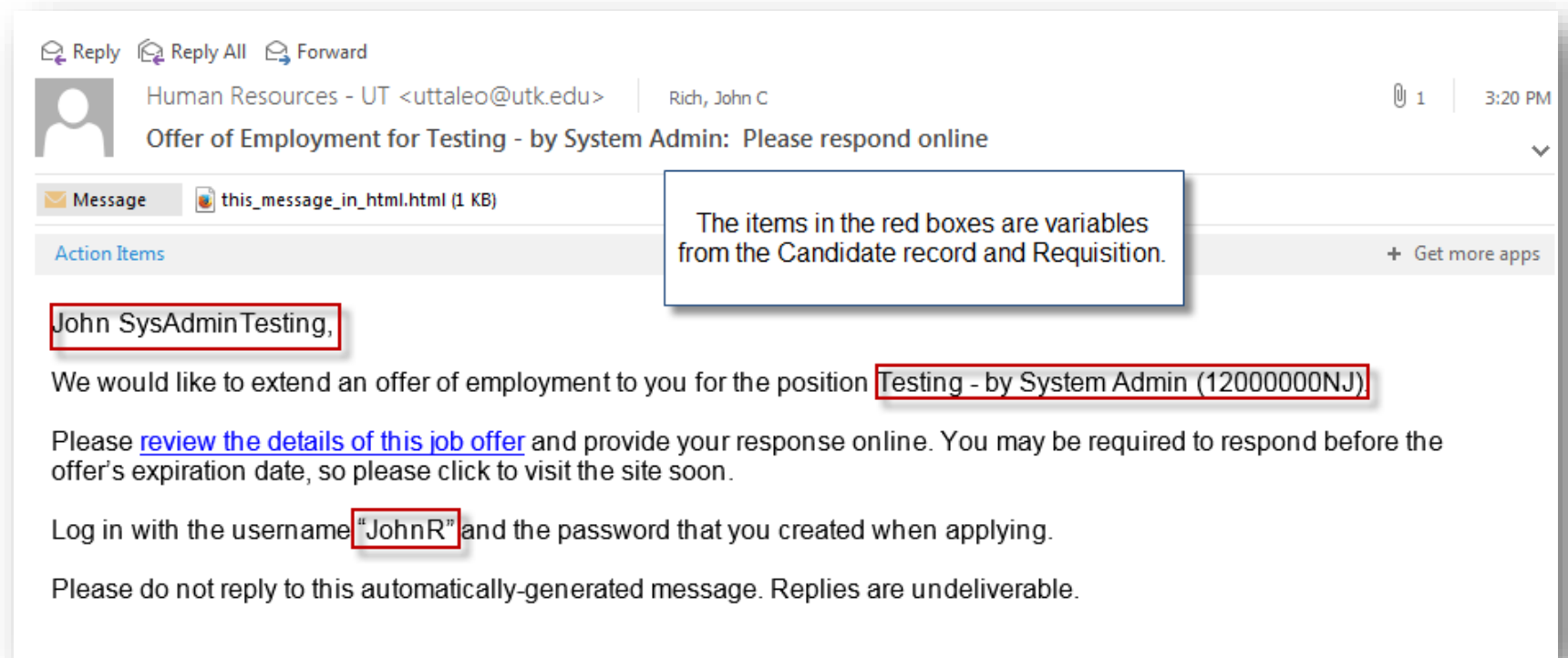
UT-Basic Internal Promotion Offer Letter

Comments

Select the paragraphs to include in the message

☑ UT-Offer 1 Internal Job Offer Letter

☑ UT-Offer 2 - Internal Promotion

☑ UT - Offer 3 - Verbal Accept Offer

☑ UT-Offer 6 - Internal Closing 1 - Promotion

Next

e. After you've sent the E-Offer the candidate will receive an email notifying him/her that an E-Offer is available and to log into the system to review and accept it.

Reply   Reply All   Forward

Human Resources - UT <uttaleo@utk.edu>   Rich, John C   📎 1   3:20 PM

Offer of Employment for Testing - by System Admin: Please respond online

✉ Message   📄 this_message_in_html.html (1 KB)

The items in the red boxes are variables from the Candidate record and Requisition.

Action Items   + Get more apps

John SysAdminTesting,

We would like to extend an offer of employment to you for the position Testing - by System Admin (12000000NJ).

Please review the details of this job offer and provide your response online. You may be required to respond before the offer's expiration date, so please click to visit the site soon.

Log in with the username "JohnR" and the password that you created when applying.

Please do not reply to this automatically-generated message. Replies are undeliverable.

f. The candidate logs into the recruiting site – just as they have to do job searches or check on the jobs to which they have applied. Now they will see a new tab entitled "Offers". The offer tab will only appear when there is an offer available to that candidate. If they have more than one offer, all their offers will appear in the tab.

John SysAdminTesting, you are signed in. | My Account Options

My Job Cart (0 items) | Sign Out

Job Search **My Jobpage** **Offers**

Offer Letter

Printable format

Please consider this offer and respond electronically.

THE UNIVERSITY of TENNESSEE

KNOXVILLE, CHATTANOOGA, MARTIN, TULLAHOMA, MEMPHIS

November 22, 2016

John SysAdminTesting
111 Home Street

Knoxville, Tennessee 37901

Dear John:

It is my pleasure to offer you the position of Testing - by System Admin in the department of Iris Administrative Support, effective December 1, 2016, at the rate of $ 3,000.00 Monthly.
Congratulations on your promotion!

Although you may have verbally accepted this offer, you will be receiving a second email from us explaining how to electronically accept this offer. In addition, this email will explain how to access the Onboarding process where you may review your benefits.

I hope you are excited about this new opportunity as you continue your career with the University of Tennessee.

Sincerely,

Recruiting Administrator
Iris Administrative Support

g. At the bottom of the offer letter is the option for the candidate to accept or reject the job offer.

Sincerely,

Recruiting Administrator
Iris Administrative Support

Offer Response
Do Not E-Sign Until You Have Read The Above Offer

◉ Accept the offer

○ Refuse the offer

∗Full Name

SysAdminTesting, John

∗Unique Identifier

| Submit | Cancel |

Onboarding (Transitions)
In Taleo

2. Start the new "Onboarding (Transitions)" function. This will begin a potential series of tasks for others to complete to onboard the new employee. Initially, there is only one task – the candidate's "post-offer and pre-employment" opportunity to self-identify for diversity and affirmative action purposes.

   a. Under "More Actions", select the "Start Onboarding (Transitions) New Hire Process…"

b. There is only one process so it will come up pre-selected in the "Start Onboarding (Transitions) Process" dialog box. You may enter comments. When ready, press "Done".

Start Onboarding (Transitions) Process

Information

Select a process

@2016/11/15 - UT Process for All New Hires ▼

Comments

Done   Cancel

c. The new hire will receive an email asking him/her to log into the career site to complete onboarding "paperwork."

Mon 11/28/2016 12:22 PM

uttaleo@utk.edu

Important New Hire Information from University of Tennessee

To   Rich, John C

ⓘ If there are problems with how this message is displayed, click here to view it in a web browser.

Action Items   ✛ Get more apps

Dear John:

Welcome to the University of Tennessee. We are excited to have you as part of our team!

To expedite your onboarding process please click here to log in to the website and get started on your paperwork today. Your login is the same username and password you created when applying for your new position at the University of Tennessee. For your convenience we have included your username below. If you forgot your password please use the "forgot password" link on the login page.

Username: JohnR

Please feel free to contact me if you have any questions.

Sincerely,

John C. Rich
8659744170
email: JRICH@TENNESSEE.EDU

Recruiter and recruiter contact information

d.   The new hire logs into the recruiting site – just as they have to do job searches or check on the jobs to which they have applied. Now they will see a new tab entitled "Tasks". The tasks tab will only appear when there is/are tasks for the new employee to complete.

Back to Recruitment »

John SysAdminTesting, you are signed in. | My Account Options

🛒 My Job Cart (0 items) | Sign Out

| 🔍 Job Search | My Jobpage | Offers | Tasks |

1 of 2 Tasks Completed

Welcome/Login (Regular)
Completed

Self-Identification Form
Due Date: Nov 23, 2016

Job: Testing - by System Admin ⚑

Complete Self-Identification Form Self-Identification Form
Mandatory fields are marked with a red indicator.

Self-Identification Form

Congratulations on your new position with the University of Tennessee. We can't wait to have you join our team!

As part of our onboarding process, and our commitment to equal employment opportunity and affirmative action, and to meet certain requirements by the U.S. Department of Labor we must request and maintain the following data on all employees of the University. This information will be used for statistical summaries of employment practices, and to monitor the University's compliance with equal employment opportunity and affirmative action requirements. Your voluntary completion of this form is encouraged.

Voluntary Self-Identification for Veterans

If you believe you belong to any of the categories of protected veterans please indicate by checking the appropriate box below. As a Government contractor subject to the Vietnam Veteran's Readjustment Assistance Act of 1974, as amended (VEVRAA), we request this information in order to measure the effectiveness of the outreach and positive recruitment efforts we undertake pursuant to VEVRAA.

Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information provided will be used only in ways that are not inconsistent with VEVRAA. The information you submit will be kept confidential, except (i) supervisors and managers may be informed regarding restrictions on the work or duties of disabled veterans, and regarding necessary accommodation; (ii) first aid and safety personnel may be informed, when and to the extent appropriate, if you have a condition that

e. At the bottom of the self-identification form are the options for the new hire can identify him/her self and click submit.

Black or African American

☐ I don't wish to answer

*Ethnicity

◉ Not Specified

○ Hispanic/Latino

○ Not Hispanic/Latino

○ I don't wish to answer

*Veteran Status, Select all that apply:

☐ I am not a protected veteran

☐ Active Wartime or Campaign Badge Veteran

☐ Recently separated veteran (date required if this is selected)

☐ Armed Forces Service Medal Veteran

☐ Disabled Veteran

☐ I am a protected veteran, but choose not to identify the classification to which I belong

☐ I don't wish to answer

If recently Separated Veteran, specify Discharge date:
Not Specified

*Disability

◉ Not Specified

○ Yes

○ No

○ I don't wish to answer

When completed, please click on "Submit".

Submit   Next Task Print Preview

f. Upon completion of the last task, the new hire has a "Thank You" task. Once he/she clicks "Submit" the task tab will no longer be available.

John SysAdminTesting, you are signed in. | My Account Options

My Job Cart (0 items) | Sign Out

Job Search | My Jobpage | Offers | Tasks

2 of 3 Tasks Completed

Job: Testing - by System Admin

Welcome/Login (Regular)
Completed

Self-Identification Form
Completed

Thank You For Completing Your Paperwork
Due Date: Nov 29, 2016

Paperwork Complete Paperwork Complete

UNIVERSITY OF TENNESSEE ONBOARDING

Thank you for completing your new hire paperwork. Your access to this task tab will be terminated once you click submit below. If you need to **print** any information to retain in your files please do so now.

We are excited to have you as part of the University of Tennessee team!

In the future please contact your Hiring Manager or HR Representative with any questions you may have.

When you have finished reading this message, please click on "Submit".

Submit Next Task Print Preview