



UNIVERSITY OF
TORONTO

UTORecruit:

On-line Academic Recruitment System

Training Document Part 2 Candidate Management

This document and other resources can be
found at

[http://www.jobs.utoronto.ca/faculty/
resources.htm](http://www.jobs.utoronto.ca/faculty/resources.htm)

Powered by **Taleo** 

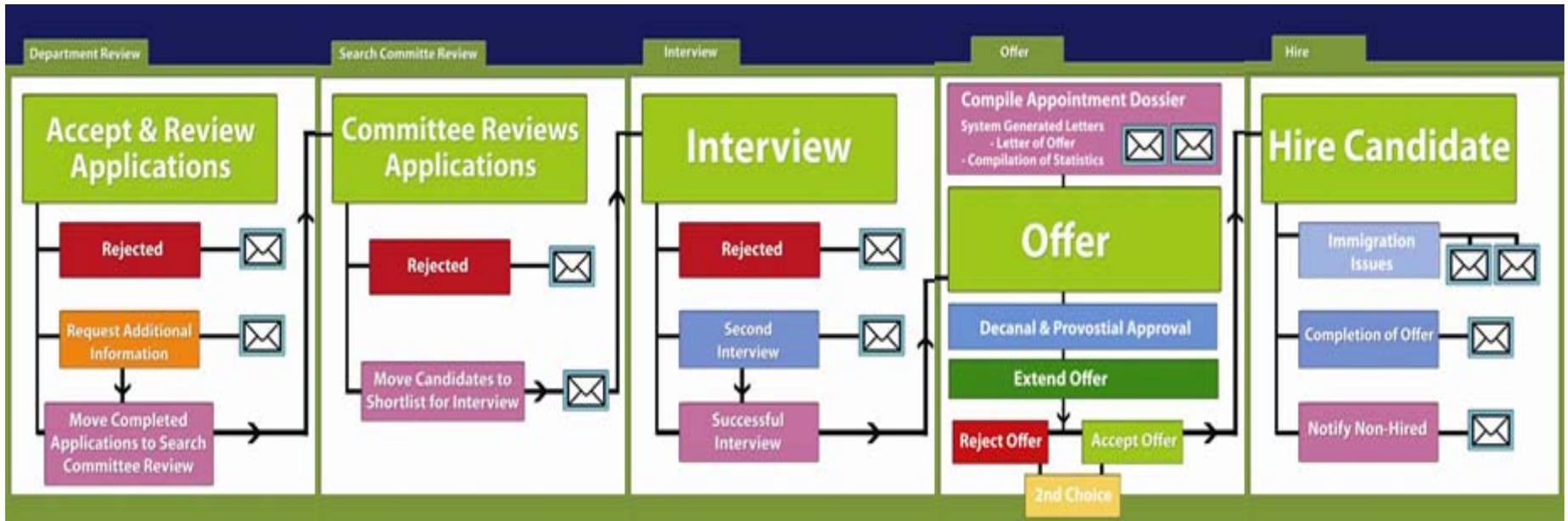
August 2011

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Academic Candidate Selection Workflow (CSW)



Getting to know the Candidate File Toolbar

The image shows a screenshot of the Taleo Candidate File interface. The toolbar is located at the top of the candidate's profile page. It includes a 'Print Application' button, a 'More Actions' dropdown menu, and several tabs: 'General', 'Offers', 'Prescreening', 'Resume', 'Profile', and 'Tracking'. The 'Main Tab' is currently selected. The toolbar also features a 'Reject this Candidate' button and a 'More Actions' dropdown menu. The interface is powered by Taleo.

Attach a file such as a reference letter to file, this will appear in the tracking tab

The comment button will allow you to make a note on the file which will show on the tracking tab.

Click the single green check lets the system know that this candidate is ready to be moved forward

Changes the status of the candidate to "Under Consideration"

Moves candidate over to the next tab – Only if you have marked the candidate as ready to be moved forward

Print Application

Reject this Candidate

The More Actions drop down menu contains many of the functions you will be using. The menu will change depending on the available options.

Information regarding eligibility to work in Canada as well as answers to pre-screening questions (if applicable)

Main Tab
Contains job attachments, candidate personal information as well as educational information

Source Tracking information and email preferences

Contains a detailed history of the candidate's application process

Powered by **Taleo**

Navigating the Candidate File Toolbar

Icon	Description	Comments
	Candidates	The number below this icon is a hyperlink. It indicates the number of candidates who applied to the specific position. Click on the number to take you to the list of candidates for the position.
	Candidate List of applicants who applied for the position	Click on the applicant's name to review his/her application
	Move from one applicant file to another by using the arrows	This is a fast way to review the applications.
	Close the candidate file	Closing the candidate file will return you to the full candidate list
	Brings you back to your requisition list from the candidate list page	
	Alert flag	Indicates that an applicant file has not been viewed since some changes have been made to it (either by the applicant or another Taleo user)
	Saves the candidate file.	
	Prints the candidate file	
	Attaches a file to the candidate file.	
	Adds comments to a candidate file.	
	Sign out of Taleo	Found at the top right hand corner. This is the proper way to sign out. If you click the  from the browser menu bar, you will not be able to log in again for a half hour.
	Stores a candidate into a personal folder	

Navigating the Candidate Selection Workflow The Routing icons below are activated and configured based on the Academic Candidate Selection Workflow		Comments
	Change the candidate's status to the "completion" status (this will allow the applicant to be moved to another step in the CSW).	
	Move all candidates who are at the completion status to the next sequential step of the CSW.	
	Move the candidate to "Under consideration" status.	
	Change the candidate's status to Rejected. (i.e. Not short-listed)	
	Contains a list of actions that can be performed on candidates.	

Candidate Management - Staffing WebTop

NOTE: These instructions are for Tenure Stream, Teaching Stream and Limited-Term Appointments only.

What	Contact / Resource	Comments
Taleo User name and Password	utorecruit.support@utoronto.ca	
Requisition Number and Title of the Position	Department Chair / Chair's Assistant	The requisition number is the reference number for the specific position
Candidate Selection Workflow	Copy in the user manual	Refer to this document to understand the different steps and statuses that you can move an applicant through
UTOREcruit Resources	http://www.jobs.utoronto.ca/faculty/resources.htm	For Internal Use Only. This website is intended to provide support and resources to staff and faculty using the UTORecruit System.
Questions regarding Academic Recruitment	Jason Phillips Academic.jobs@utoronto.ca	

Folder 1: Department Review

Applicant materials can be viewed in the Department review tab and a number of actions can be performed. The most common will be the moving of applications to Search Committee Review.



Processes for Department Review:

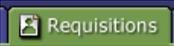
- Review all applications to ensure they are complete and if necessary, request additional information
- Attach additional information to candidate files as needed
- Capture candidates who did not apply through the online system and attach additional information
- Move candidates to Search Committee Review folder

1.1. Enter the UTORecruit System:

- Go to: <https://stgutoronto.taleo.net> (training)
- Click on **Staffing WebTop**
- Enter user name and password

Hint: Forgot your password or user name? Click on the Forgot Password link to be emailed a new password

1.2. Review applications in a requisition (posting):

- Click on  Requisitions tab
- Find the **requisition number and title**
- Click on the [number hyperlink](#) for that requisition (found under )

These activities may be done by the Recruiter or Hiring Manager (Chair/Dean)

No.	Title	Recruiter	Status	Status Details	
<input type="checkbox"/> 0700567	Assistant / Associate / Full Professor ★	D. Chow	Open	Expired (15Jan)	1
<input type="checkbox"/> 0700537	Assistant Professor ★ ✉	D. Chow	Open	Posted (Ongoing)	0
<input type="checkbox"/> 0700536	Assistant Professor ★	D. Chow	Open	Unposted (20Nov)	2

- Click on **Candidate name** to review the application.
- To review applicant materials, click on  **Resume** and  **Profile** tabs.
- To review answers to **prescreening questions** (including answers to eligibility to work in Canada question) click on  **Prescreening**

1.3. Job-Specific Capture - Faculty Candidate OPTIONAL STEP

If candidates have applied by email/mail you can manually added to the Online Academic Recruitment System.

- Click on  Candidates
- Click  Capture
- Click [Job-specific Capture - Faculty](#)
- Click  to locate the appropriate requisition
- Scroll down the Select Requisitions Pop-up box to find the **Requisition (number and title)**
- **Check the box** beside the requisition number.

Best practice: contact candidates who do not apply on line and ask them to use UTORecruit to submit their materials

- Click 
- Click 
- Click 

***** IMPORTANT!! Perform a Duplicate Check to ensure the candidate is NOT in the system. *****

- Type the Email address **ONLY**.

Email addresses are unique (unlike names)

- Click 

- **If possible duplicates match your criteria:**

- Review the list of results. If you find the candidate's record select it 

- Click  to **upload materials submitted by the candidate**. ([see below](#))

- **If there is no candidate record:**

- Click 

Captured candidates automatically receive an email indicating they have been added to the system.

- In the **Personal Information** screen add the first and last name and email address of the candidate

- Click  to **upload materials submitted by the candidate**. ([see below](#))

Upload Materials submitted by the candidate

In the attachments screen, **only** attach files that the candidate would upload.

***** DO NOT UPLOAD REFERENCE LETTERS HERE
USE THE PROCEDURES IN
SECTION 2.1 ATTACHMENTS *****

- Click  to locate the file on your computer.
- Type in comments (e.g. CV & Cover Letter)
- Click 
- Click 

Candidates can see **any** materials uploaded here. For confidential materials (reference letters) use the attachment procedures in 2.1.

1.4. Move applications to Search Committee Review

Search Committee members **will not** have access to applications until they are moved to the **“Search Committee Review”** folder.

Moving Multiple Candidates

- In Candidate List View: Click the box above the candidate names. (This will automatically check all boxes on the page).

The screenshot shows the Taleo Staffing WebTop interface. At the top, there are navigation tabs for 'My WebTop', 'Candidates', and 'Requisitions'. Below these are buttons for 'Manage All', 'Manage by Offer', and 'Capture'. The main section is titled 'Candidates' and includes a search filter: 'Show Requisition Number is 0900068'. Below the search bar, there is a breadcrumb trail: '0900068 — Associate Professor - Child Psycholog...'. A toolbar contains icons for 'File in...', 'More Actions', and a dropdown menu. Below the toolbar are tabs for 'All', 'Dep't Review', 'Srch C'tee Rev', 'Interview', 'Offer', and 'Hire'. The candidate list is displayed with columns for 'Candidate' and 'Step'. The first row is highlighted in green and has a red arrow pointing to its checkbox. The candidates listed are Mazzuca, Mary; Roy, Stephannie; Thompson, Craig; Wilkes Test, Lisa; and Wise, Harry. Each candidate has a 'Department Review' step.

- Click (this will change applicants' status to the completion status for this step)
- Click (moves **ALL** checked candidates with the completion status to the next step)

Moving Individual Candidates:

- Click on **Candidate name** to review the application.
- Click on down arrow of
- Select **Change status...**
- Select appropriate **Proceed to Search Committee Review**
- Click
- Select to move candidate to Search Committee Review folder.

Hint: Made a mistake? Candidate files can be moved back to previous folders. See Reverting instructions on page 28

Folder 2: Search Committee Review

Search committee members can view candidate application in this folder. They can make notes about candidates and short listed candidates are moved to the Interview folder.



Contact utorecruit.support@utoronto.ca to request search committee access to the requisition

Processes for Department Review:

- Ensure all applications are moved to Search Committee Review folder
- Ensure search committee members have access to the requisition
- Search committee views applicants (ensure they look at Canadians first)
- Upload requested reference letters and other attachments
- Move shortlisted candidates to Interview folder

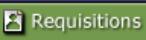
2.1. Adding Attachments to candidate profiles OPTIONAL STEP

Additional documents can be attached to a candidate's file. Search committee members can view any of these documents (e.g. reference letters). Consult with the Search Committee Chair about what materials should be loaded and at what stage of the search.

*****REFERENCES LETTERS MUST BE UPLOADED USING THIS PROCESS*****

Best Practice:

Search Committee reviews applications and then determines which reference letters to upload.

- Click on  tab
- Find the **requisition number and title**
- Click on the [number hyperlink](#) for that requisition (found under )

No.	Title	Recruiter	Status	Status Details	
0700567	Assistant / Associate / Full Professor ★	D. Chow	Open	Expired (15Jan)	1
0700537	Assistant Professor ★ ✉	D. Chow	Open	Posted (Ongoing)	0
0700536	Assistant Professor ★	D. Chow	Open	Unposted (20Nov)	2

- Click on **Candidate name** to open their file.
- Click 
- In the Action Dialog, ensure Action says **Attach File**
- Click to locate the file on your computer.
- Type in comments (e.g. References for Professor xxx)
- Click
- Click on 
- Find the **File Attached** event and the attached file.
- Click on .doc or .htm file to view the attachment.
- Click

Hint: Scan all reference letters at a lower resolution so you can fit all letters into one PDF file.

Maximum file size is 1048 kilobytes or 1 megabyte. Some files, (e.g. image and compressed files .zip) will not be indexed in the database and are not searchable.

2.2. Identify Canadian Candidates

Candidate who apply online are required to indicate if they are a Canadian citizen or permanent resident. Those who are not Canadians or permanent residents have this symbol beside their name.



- Click  to sort candidates by Citizenship/permanent resident status.



HRSDC regulations state that applications from Canadians and permanent residents are viewed first.

2.3. Move short-listed applications to Interview Folder

Once the Search Committee has reviewed the applications and decided on the short list of applicants to invite for an interview, the recruiter can move those applicants to the Interview tab and send appropriate correspondence.

- Click on **Candidate name** to review the application.
- Click on down arrow of 
- Select **Change status...**
- Select **Proceed to Interview**
- Click 
- Select  to move candidate to Interview folder.

Hint: Made a mistake? Candidate files can be moved back to previous folders. See Reverting instructions on page 28

2.4. Send Correspondence to shortlisted candidates: OPTIONAL STEP

- Click on the box beside the appropriate candidate's name

[Paranoid, Jenny K](#)

- Click on down arrow of
- Select **Send Correspondence...**
- Type **comments** (e.g. spoke to Professor xx. Now confirming details of interview)
- Click **Done**

Select a message template

- Select delivery method as **Email**
- Click **Continue**
- Click **Continue** to accept default paragraphs for the correspondence
- Type in the **details** required

Please provide the following information

ENTER_INTERVIEW_DATE_AND_TIME

ENTER_INTERVIEW_LOCATION

ENTER_ANY_ADDITIONAL_DETAILS

- Click **Continue**
- Click **Edit...** if you wish to edit the correspondence

Correspondence Wizard

From:
To:
Cc:
Bcc:
Subject:

Attachments

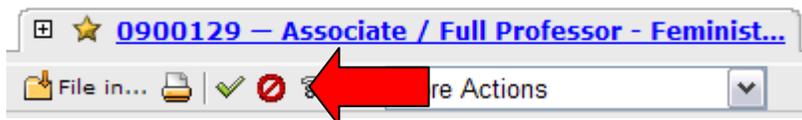


- Click  to enlarge the window for easy editing and  to return to smaller size.
- Edit the correspondence as required
- Click **Done**
- Click **Send...**
- Check Send message to current recipient only
- Click **Done**
- Go to **Tracking** and note the history – correspondence sent
- Click **Close** to return to candidate list
- If required, repeat steps to send correspondence to remaining shortlisted candidates.

2.5. Reject Candidates and Send Correspondence: OPTIONAL STEP

Once the interview details for shortlisted candidates are finalized, you may wish to send letters to rejected applicants. Letters can also be sent after the search is finalized (see Section 5.4.).

- Click on the box(es) beside the names of applicants to be rejected
- Click on  in the toolbar; this opens an action dialogue box



- Check the box Send Correspondence...
- Select the reason for rejection in the Additional Information section

Current Step: **Department Review** Current Status: **To be Reviewed**

Action: ▼

in step

to ▼

Send Correspondence...

Reaching a status marked with an asterisk (*) completes the step

Additional Information

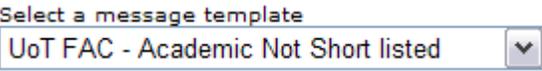
Details or Disposition*

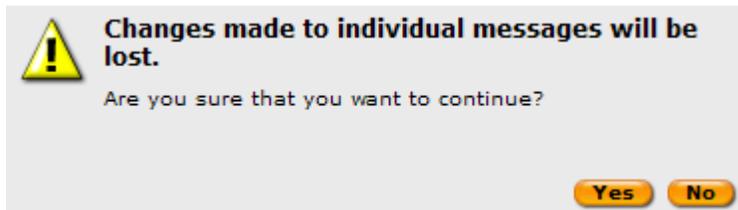
More qualified candidate selected

Lack of relevant skills / aptitudes / experience / education

Position was canceled

Canceled the interview

- Click **Done**
- Select 
 - Select a message template
 - UoT FAC - Academic Not Short listed
- Select delivery method as **Email**
- Click **Continue**
- Click **Continue** to accept default paragraphs for the correspondence
- Click **Continue**
- Click **Edit All...** if you wish to edit the correspondence
- If the pop up box appears, click **YES** to continue



HELPFUL HINT
 Click  to enlarge the window for easy editing and  to return to smaller size.

- Edit the correspondence as required
- Click **Done**
- Click **Send...**
- Check **Send message to all recipients** This will send the message to all rejected candidates identified in this step
- Click **Done**
- Go to **Tracking** and note the history – correspondence sent
- Click **Close** to return to candidate list

Folder 3: Interview

Only short listed candidates selected for an interview should appear in this folder. Draft correspondence can be generated within the system, but should be edited to better reflect the search and the hiring department/faculty.



Process for Interview:

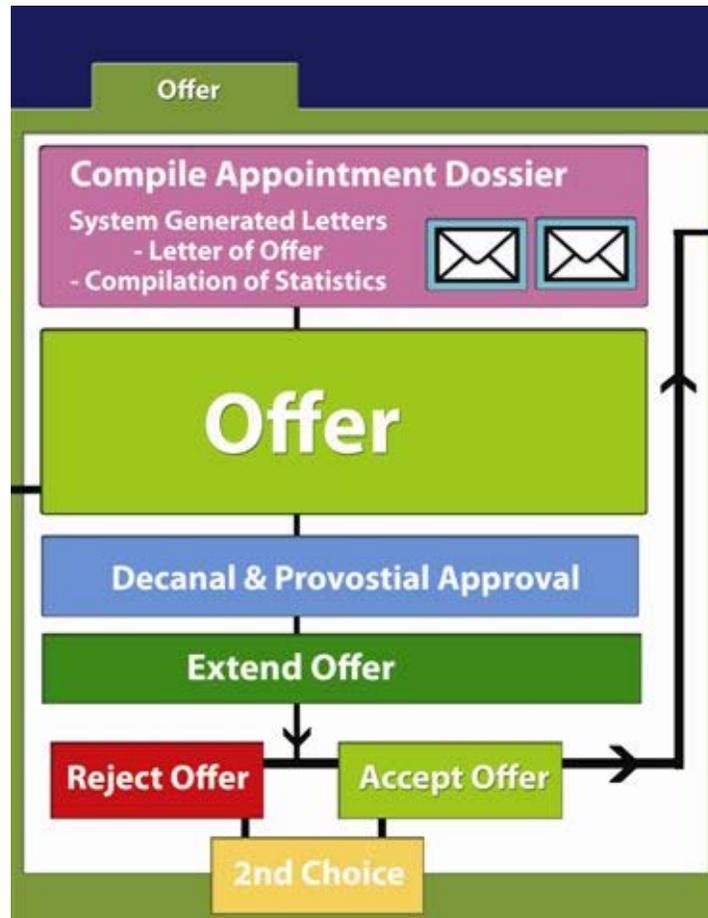
- If required, ensure Decanal approval of the short-list
- Move short-listed applicants to the Interview folder
- If required, schedule interviews
- Move top candidate to Offer folder

3.1. Move the top applicant after the interviews to the Offer Folder

- Go into the  tab
- Click on the candidate's name who will be made an offer
- Click on **Candidate name** to review the application.
- Click on down arrow of 
- Select **Change status...**
- Select **Proceed to Offer**
- Click 
- Select  to move candidate to Offer Folder.

Folder 4: Offer

The top candidate after the interviews should appear in this folder. In this folder the offer process is managed including the generation of the appointment dossier materials.



Processes for Offer:

- Ensure the top candidate is moved to the Offer folder
- Prepare draft letter of offer
- Compile the Appointments Dossier materials
- Ensure approvals are obtained from the Dean and Provost Office
- After approvals, extend the offer to the candidate
- Generate Completion of Offer Form
- If required, move the 2nd choice candidate to the Offer folder to make a new offer.

4.1. Prepare the Draft Letter of Offer (Optional Step)

The system is capable of generating a draft letter of offer. By entering in all the information regarding the academic appointment the draft letter and terms of appointment are populated. Since this step requires a fair amount of data entry we leave it at the user's discretion if they wish to use it.

Skip to Step 4.4 if you are not creating the draft package online.

The details of the offer are entered into the system to facilitate the generation of the offer letter.

- In the  tab, Click on the candidate's name who is to be made an offer.
- Click 
- Click on 
- Select  Blank offer
- Enter comments (optional)
- Click 

Fill in the details of the offer:

- This information will be used to create the draft letter of offer, enter N/A if it does not apply to the specific offer (e.g. Spousal App't).

Calculate salary:

- Enter Annualized Salary amount (e.g. 80000)
- Select currency as **Canadian dollars**
- Select **Monthly** as the Pay Basis
- Click on  to calculate the monthly amount.
- Click  in the Salary Calculator pop up box
- Click 
- The Salary (Pay Basis) is pulled from the calculator
- Click  to save

SAVE  your Offer fields prior to selecting an Offer Letter.

4.2. Email the Draft Letter of Offer to Recruiter

Generate the draft letter of offer which is emailed to the Recruiter for final editing and inclusion in the appointments dossier.

- Click on the **General** tab
- Click on **More Actions**
- Select: **Send Correspondence**
- Type in comments (e.g. Preparing letter of offer for Provost Office)
- Select the appropriate Letter of Offer from the Offer Letter Wizard pop up box

This wizard helps you prepare an offer letter.

1 What would you like to do?

Select a message template

----- Not Specified -----

----- Not Specified -----

- UoT FAC - Application Missing Information
- UoT FAC - Compilation of Statistics for Academic Appointm...
- UoT FAC - Completion of Offer for Academic Appointments
- UoT FAC - Foreign Worker Information
- UoT FAC - Offer Ltr - Full-Time Teaching Stream, Lecturer

Check boxes for paragraphs required for the letter. Unchecked boxes are NOT included.

- Scroll down the list of paragraphs to include in the letter.
- Check beside the paragraphs if they apply to the candidate. For example:

[U of T - Acad Offer - Travel and Moving Expenses \[include where applicable\]](#)

[U of T - Acad Offer - Immigration Issues \[include where applicable\]](#)

- Click **Continue**
- Type in the required information in the Correspondence Wizard pop up box.
- Enter n/a if it does not apply to the specific offer.

3 Please provide the following information

INSERT_EXAMPLES_COULD_INCLUDE_SPECIAL_OFFICE_OR_LAB_SPACE_ARRANGEN

INSERT_ANY_OTHER_WELCOMING_OR_PERSONAL_DETAILS_HERE

ENTER_SALARY_INCREASE_DATE_EG_JULY_1

ENTER_DETAILS_OF_TEACHING_LOAD

To edit the details of the offer after it has been created click **Edit Offer...** on the toolbar in the **Offer** folder

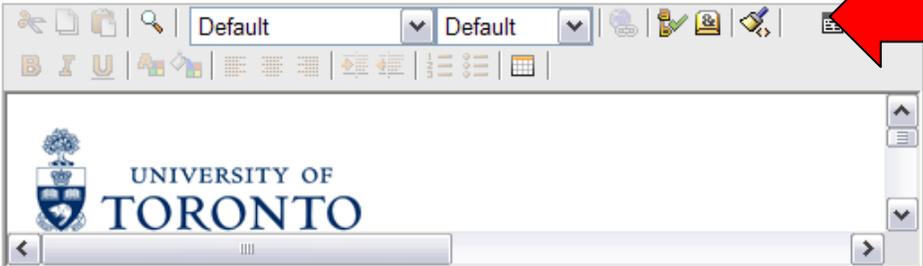
- Click **Continue**
- Review the letter
- Click **Edit...** if you want **to modify or personalize** the letter.

- Click  to enlarge the window for easy editing and  to return to smaller size.

Correspondence Wizard

From: U of T Human Resources <stgUofT.Careers@uto>
 To:
 Cc:
 Bcc:
 Subject:

Attachments



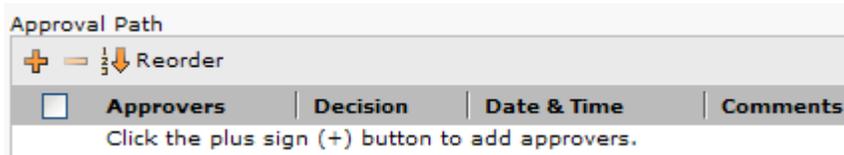
The screenshot shows a toolbar with various icons. A red arrow points to the 'Send' icon, which is a paper plane with a checkmark. Below the toolbar is a preview area showing the University of Toronto logo and the text 'UNIVERSITY OF TORONTO'.

- Edit the correspondence as required
- Check that the Recruiter's email address is in the To: Field
- Click **Done**
- Click **Send...**
- Check Send message to current recipient only
- Click **Done**
- Open email
- Cut and paste the Offer letter into Word document and edit if necessary
- Print on Chair's letterhead to include as part of the package for Provost Office approval.

4.3. Request Approvals

This step is for maintenance of the candidate record. It is also a reminder for the Recruiter to ensure the proper approvals are sought before the offer is extended to the candidate

- In the **Offers** tab Click  Request Approval... (located above the tab)
- If the recruiters name does not appear in the approval path, Click on 



- Click on box beside your name (i.e. Recruiter's name)

Available Users		
<input type="checkbox"/> Name ▲	Email Address ▲	Title ▲
<input type="checkbox"/> Phillips, Jason	jason.phillips@utoronto.ca	RT2
<input checked="" type="checkbox"/> Roy, Stephannie	stephannie.roy@utoronto.ca	R2

- Click **Add ▼**
- Click **Done**
- Type in comments (e.g. To include with rest of package for the Provost Office and subject to Provost Office approval).
- Click **Done**
- Offer Status now shows as **Approval in Progress** in the **Offer Terms** tab
- Click **Close**

4.4. Generate Compilation of Statistics for Academic Appointment

The system generates a compilation of statistics form which is emailed to the Recruiter for final editing and inclusion in the appointments dossier

- In the appropriate Candidate File Click on **General** tab
- Click on **More Actions** ▼
- Select **Send correspondence...**
- Type in comments (e.g. "Preparing package for Provost Office")
- Click **Done**
- Select **U of T FAC – Compilation of Statistics for Academic Appointment**
- Ensure delivery method is set to **E-MAIL**
- Click **Continue** to accept the default paragraphs of the letter
- Click **Continue** to accept the default paragraph
- Click **Done**
- Click **Send...**
- Ensure Sending Options is set to **Send message to current recipient only**
- Click **Done**

- Open email
- Cut and paste **Compilation of Statistics for Academic Appointment** details into Word document and complete form
- Print on Chair's letterhead to include as part of the package for Provost Office approval.

Department is required to complete the Statistics on Applicants and Statistics on the Candidate to the best of their knowledge

4.5. Record Provostial Approval

To be completed after appointment file is approved by the Provost Office

- In **Staffing WebTop**
- In the  section click [All Staffing Tasks](#)
- Click on [Approve Offer](#)
- Select **Approve**  .
- Type in comment (e.g. Provost Office approved on dd/mm/yyyy)
- Click 

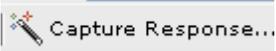
4.6. Extend Offer (this will be sent to the Chair's Assistant)

This step is for maintenance of the candidate record. The APPROVED offer letter generated from the Word document is considered the formal letter of offer that must be sent to the candidate.

- Click on  in the offer tab of the candidate record
- Select **VERBAL** for how offer is to be extended
- Enter comments (if required)
- Click 

Optional:
Scan the letter of approval and attach the file

4.7. Record the candidate's response to the offer.

- Click  in the offer tab of the candidate record
- Select how the candidate responded to offer

Offer Response Wizard

1 How did the candidate respond to the offer?

- The candidate accepted the offer
- The candidate wants to negotiate the offer
- The candidate refused the offer

- Click 

Candidate accepts the offer:

- Using the calendar  enter the date when candidate accepted offer.
- Enter the date when candidate will start working.
- Click 

***** Remove the check mark beside tentative Tentative (If not, you won't be able to close the requisition later) *****

- Enter comments (if required)

Candidate refuses the offer:

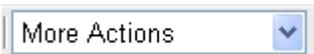
- Enter comments about why the candidate refused
- Click 

4.8. Generate Completion of Offer Form

The candidate's response to the offer (accepted or declined) must be noted and forwarded to the Provost Office. If the candidate accepts the offer, a signed back copy of the letter is also included.

- Click on the box beside the appropriate candidate's name

[Paranoid, Jenny K](#)

- Click 
- Click **Send correspondence...**
- Enter **comments**
- Click 
- Select **U of T FAC – Completion of offer for Academic Appointment** in the Correspondence Wizard pop-up box.
- Make sure delivery method is **Email** (this email will be sent to the Recruiter)

- Click **Continue**
- Click **Continue** to accept the default paragraphs of the letter
- Enter the date letter was signed back
- Click **Continue**
- If the pop up box appears, click **OK**



- Click on the [candidate's name](#) to see the corresponding message
- Click **Edit...** to edit the content of the letter
- Click to enlarge the window for easy editing and to return to smaller size
- Make changes to the correspondence as required
- Click **Done**
- Click **Send...**
- Check Send message to current recipient only
- Click **Done**

Folder 5: Hire

After the successful candidate has returned the signed letter of offer, the requisition can be closed, correspondence is sent to unsuccessful candidates and remaining documentation can be generated and completed.



Processes for Hire:

- Ensure the hired candidate is moved to the Hire folder
- If the candidate is a foreign worker, generate correspondence
- Change the candidate's status to hired in the system
- Send correspondence to unsuccessful candidates
- Prepare the completion of offer documentation

5.1. Move Candidate to Hired Folder

- Click on the box beside the appropriate candidate's name

- [Paranoid, Jenny K](#)
- Click 
- Select **Move**
- Select **status: To be Hired**
- Click 

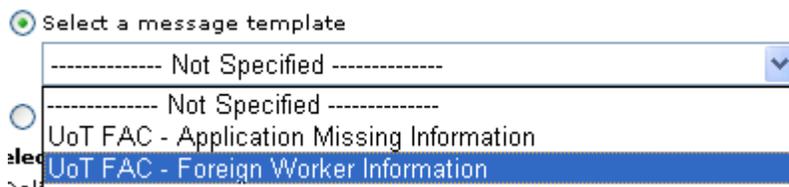
5.2. Correspondence for FOREIGN WORKERS

Creates an email sent to Rachel Kasimer (copied to Patricia Rafferty) about the hired candidate.

- Click on the box beside the appropriate candidate's name

- [Paranoid, Jenny K](#)
- Click 
- Select **Send Correspondence...**
- Type **comments** (e.g. foreign worker forms)
- Click 

- Select the appropriate correspondence (**UoT FAC – Foreign Worker Information**)



- Select delivery method as **Email**
- Click 
- Click  to accept all the default paragraphs for the correspondence
- Enter required information in the Correspondence Wizard pop-up box

4 Please provide the following information

ENTER_CITIZENSHIP_OF_CANDIDATE

ENTER_BIRTHDATE_OF_CANDIDATE

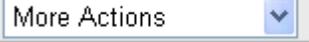
- Click 

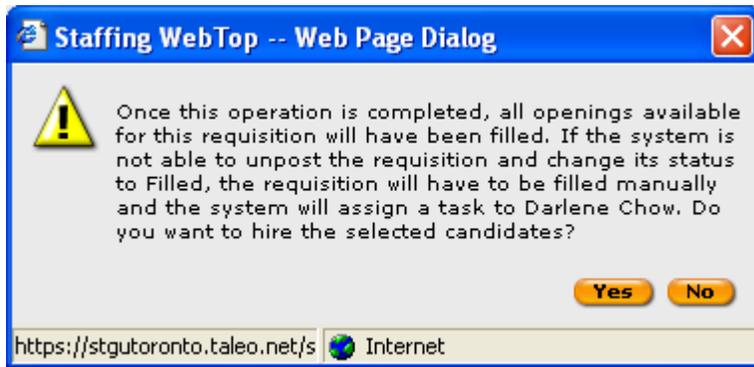
To edit the letter (e.g. if you want to personalize/modify the letter):

- Click  to edit the content of the letter and/or to remove highlighted sections of the letter
- Click  to enlarge the window for easy editing and  to return to smaller size
- Make changes to the correspondence as required
- Click 
- If no editing required, click 
- Check Send message to current recipient only
- Click 
- Go to  and note the history – correspondence sent
- Click  to return to candidate list

5.3. Change Candidate's status to "HIRED"

- In  tab
- Check on box beside successful candidate's name
- Click on to change status to "hired"
- Enter actual start date. Use the calendar 
- Enter comments
- Click 

If you receive an error pop-up window, check that the start date is not marked as **tentative** in the Offers tab. If it is, click , **Update Start Date**, and unclick the Tentative box

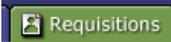


- The **warning pop-up appears**. Read and confirm that you want to hire the selected candidate.
- Click **Yes**
- Candidate is now marked as **HIRED** and the posting is now marked as **FILLED**.

5.4. Send Correspondence: OPTIONAL FEATURE

If the requisition is marked filled follow these steps to send correspondence to rejected candidates.

*For some candidates (i.e. those known to the department and those who were interviewed) it is recommended that personalized letters from the Chair be composed and sent **OUTSIDE** the system.*

- Click on  Requisitions tab
- Select Show Requisitions for Recruiter's name
- Check boxes
 - Show Sub-folder Contents
 - Show all Requisitions
- Click 



My WebTop Candidates Requisitions

Manage All Manage Templates

Show requisitions for:
S. Roy 
By Job

Show Sub-folder Contents
 Show all Requisitions



U of T - Job Function
Faculty

Requisitions

Show is
 More Criteria

Create Requisition... Posting and Sourcing...

<input type="checkbox"/>	No.	Title
<input type="checkbox"/>	0900082	Assistant / Associate Professor - Forensic Anthropology ★
<input type="checkbox"/>	0900129	Associate / Full Professor - Feminist Pedagogy ★
<input type="checkbox"/>	0900066	Associate / Full Professor - Feminist Pedagogy
<input type="checkbox"/>	0900058	Associate / Full Professor - Sociology and Equity Studies in Education ★
<input type="checkbox"/>	0900068	Associate Professor - Child Psychology ★ 

- On the right hand panel, change to
- show is
- Click 
- Find the Filled requisition from the list of results
- Click on the [number hyperlink](#) below 
- Check beside the name of the candidate(s) that require(s) correspondence
- Click on down arrow of
- Select **Send Correspondence...**
- Type **comments**

- Click **Done**
- Select the appropriate correspondence

What would you like to do?

Select a message template

----- Not Specified -----

----- Not Specified -----

UoT FAC - Academic Not Shortlisted

UoT FAC - Academic Shortlisted, Not Successful

- Select delivery method as **Email**
- Click **Continue** to accept all the default paragraphs for the correspondence
- **NOTE:** This email will be sent directly to the applicants.
- Click **Edit...** if you want **to modify / personalize** the letter
- Click to enlarge the window for easy editing and to return to smaller size
- Edit the correspondence as required
- Click **Done**
- Click **Send...**
- **For multiple recipients** check **Send message to all recipients** This email will be sent directly to applicants with a checked box beside their name.
- If there is one name checked then only **Send message to current recipient only** will be available for selection.
- Click **Done**
- Go to **Tracking** and note the history – correspondence sent
- Click **Close** to return to candidate list
- If requires, repeat steps to send correspondence to other candidates

Appendix: Other Processes

1. Reverting a candidate action

To undo the last action regarding a candidate's step or status step

- Check the box beside candidate that you want to move back a step or status
- Click on down arrow of 
- Select **Revert...**
- The Action Dialog window opens. Revert is automatically selected in the Action list.
- Enter text in the Comments field (mandatory with the Revert action).
- Click 

2. Sending Correspondence

An optional feature within Staffing WebTop is the ability to send correspondence to candidates. The Provost Office has developed some template letters in the system and these correspondence are available so that Recruiters can send various correspondence to candidates depending on their status or step in the system.

- Check beside the name of the candidate who you want to send correspondence OR click on the candidate's name to go into the candidate record
- Click on down arrow of 
- Select **Send Correspondence...**
- Type **comments** (as required)
- Click 
- Select the appropriate correspondence from the list
- Select delivery method as **Email**. This email will be sent directly to the applicants. You can see the applicant's email in the "to" line
- Click 

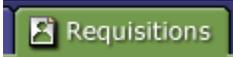
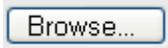
- Click **Continue** to accept all the default paragraphs for the correspondence



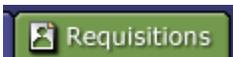
- If the pop up box above appears, click **OK**
- Click on the **recipient's name** to see the corresponding message
- Click **Edit** to change the letter (if required) (eg. To remove the sections highlighted in yellow).
- Click **Done**
- **If there is no pop up box but you want to modify / personalize the letter**
- Click **Edit...**
- Edit the correspondence as required
- Click **Done**
- Click **Send...**
- Check **Send message to current recipient only**. This email will be sent directly to the applicants
- Click **Send...**
- Click **Done**
- Go to **Tracking** and note the history – correspondence sent
- Click **Close** to return to candidate list
- Repeat these steps to send correspondence to other candidates

3. Adding Attachment to Candidate File

*****REFERENCES LETTERS MUST BE
UPLOADED USING THIS PROCESS*****

- Log into **Staffing WebTop**
- Click 
- Find the requisition for which you want to attach a file to the candidate's file
- Click on the candidates number hyperlink (eg. [8](#)) for that requisition.
- Click on the [candidate name](#)
- Click 
- In the Action Dialog, ensure Action says **Attach File**
- Click  to select a file (maximum size is 1084 kilobytes). – Locate the file from your computer.
- Type in comments (e.g. References for Professor xxx)
- Click 
- Click on 
- Find the **File Attached** event and the attached file. UTorRecruit
- Click on the link to view the attachment.
NOTE: Search Committee members will have access to view the documents that you attach to the candidate's file.
- Click 

4. Adding Comments to Candidate File

- Log into **Staffing WebTop**
- Click 

- Find the requisition for which you want to attach a file to the candidate's file
- Click on the candidates number hyperlink (eg. [8](#)) for that requisition.
- Click on the [candidate name](#)
- Click 
- In the Action Dialog, ensure Action says **Add Comments**
- Type in comments (e.g. Shortlist candidate for interview). **NOTE all comments are tracked and cannot be deleted.**
- Click 
- Click on 
- Find the **Comments Added**
- Review the comments added. You can read comments, who added the comment and when the comment was added.
NOTE: Search Committee members will have access to add their own comments and read the comments made by other Search Committee members.
- Click 