



# TALENT MANAGEMENT SYSTEM

## Guide on Making an Offer -

### Faculty Vacancy under the Provost and Vice President for Academic Affairs

(Search Chair, Department Head, Dean)

## Accessing the Talent Management System

1. Log into the Talent Management System (TMS). Instructions on logging into the TMS can be found on the [Training Guides webpage](#).
2. Click on the **Manage position descriptions** link on your dashboard.

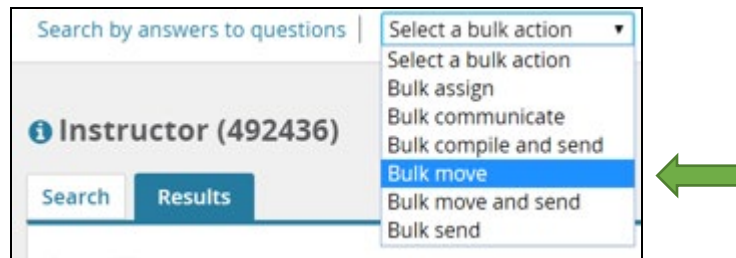
The screenshot shows the Talent Management System dashboard. At the top, there is a navigation bar with 'PageUp' and several menu items: 'Jobs', 'People', 'Reports', 'Recent Items', 'Julane DH', and a help icon. Below the navigation bar, the dashboard is titled 'My Dashboard' and includes a welcome message: 'Welcome Julane DH, this is your Dashboard where you will see all your tasks organized in various stages.' The main content area features three tiles: 'Position Description' (with a 'Manage position ...' button highlighted by a green arrow), 'New job' (with a 'New job' button), and 'Approvals' (with '0 Jobs awaiting your approval' and '15 Approved'). To the right of these tiles is a 'Guidelines / Tips' section with a link to 'Click HERE to access online reference materials'.

3. Click on the **Clear** button and then the **Search** button. All position descriptions assigned to you should appear. If you would like to narrow down the search, enter the six digit position number in the position number field and click on the **Search** button. You can also use the % symbol as a wildcard when searching, e.g., in the position title box enter %Counselor%. A vacant position will not show up when searching by Department.
4. Click on the **Edit** link next to the position description needing revisions.

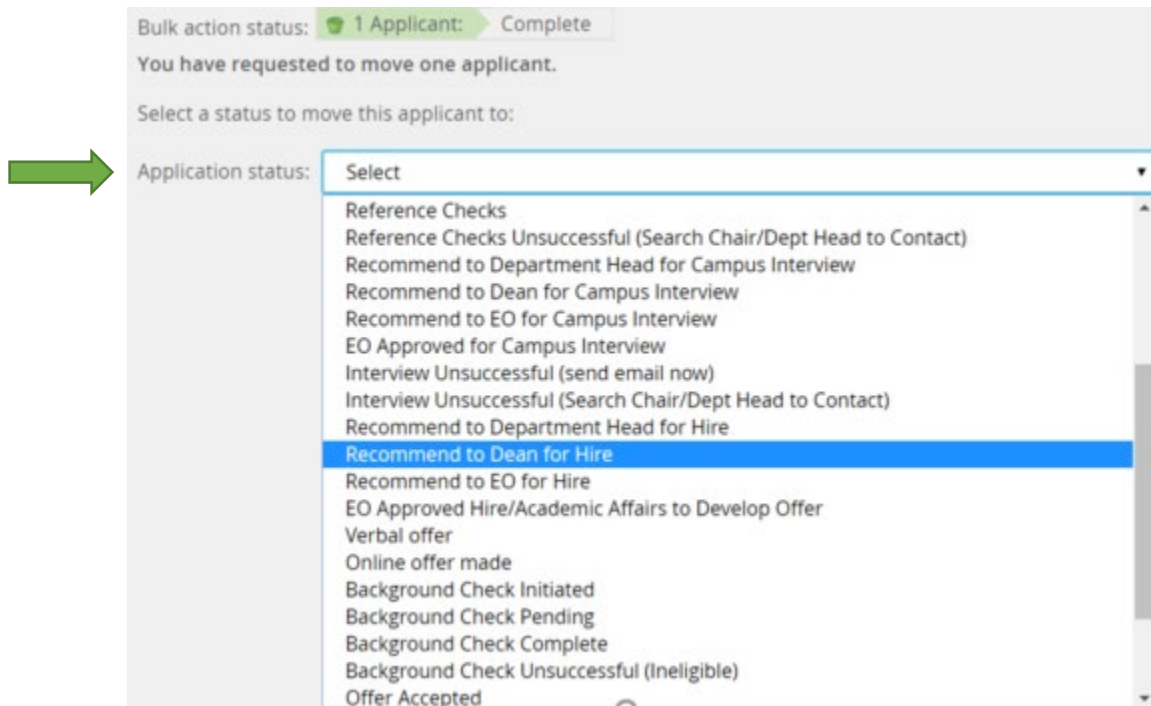
## Making an Offer

1. **Search Chair:** Once interviews have been completed and the committee has selected a finalist, the Search Chair can click on **Jobs have applicants for review** on the **Applications** tile. Click on the **View shortlisted applicants** link to the far right of the screen. Under **Selection Criteria Outcome** next to the selected applicant, change the status to **Recommend to Department Head for Hire** and click on the **Submit** button at the top of the page.
2. **Department Head:** The Department Head will receive an e-mail notice that there is an action for review. To review the application materials and forward to the Dean, follow the steps below:
  - a. On the **Jobs** tile, click on **Jobs open**.
  - b. Click on the **View** link to the far right of the selected search. NOTE: To see more search results, you can click on the **All jobs** tab under **Visibility** at the top of the page.
  - c. Click on the **View applications** button at the top of the Requisition.

- d. Review the finalist's application materials by clicking on the **View application** link to the far right of the applicant's name. Click the **View** link under the **Form** header to see the content of the application form. Scroll to the bottom of the page to review the applicant's attachments. You can also access the attachments in the **Questions and response** section, by clicking on the attachments, e.g., Resume (CV), Cover Letter, Teaching Philosophy, Unofficial Transcripts etc. Click on the document on the bottom left to review. Either click on the **Close window** link in the top right corner or the **Done** button at the bottom of the page when the review of application materials have been completed. Click on the **Close** button at the bottom of the page.
- e. Next to the status of the applicant, check the first box on the left and select **Bulk move** from the **Search by answers to questions** drop-down box at the top of the page.



- f. In the **Application status** drop-down box, select **Recommend to Dean for Hire** and click on the **Next** button.

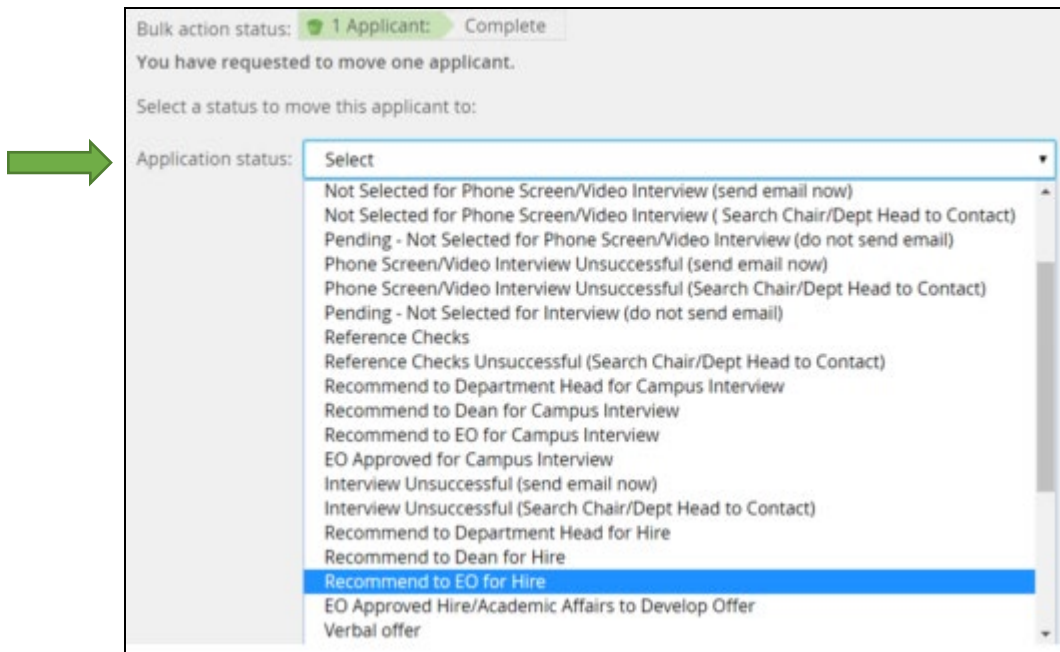


- g. Enter the Dean's e-mail address in the **Assign application for review** section in the **User** field and click on the **Move now** button at the bottom of the page.

3. **Dean:** The Dean will receive an e-mail notice that there is an action for review. To review the application materials and forward to the Equal Opportunity, follow the steps below:
  - a. On the **Jobs** tile, the Dean will click on **Team jobs open**.
  - b. Click on the **View** link to the far right of the selected search. NOTE: To see more search results, you can click on the **All jobs** tab under **Visibility** at the top of the page.
  - c. Click on the **View applications** link at the top of the Requisition.
  - d. Review the finalist's application materials by clicking on the **View application** link to the far right of the applicant's name. Click the **View** link under the **Form** header to see the content of the application form. Scroll to the bottom of the page to review the applicant's attachments. You can also access the attachments in the **Questions and response** section, by clicking on the attachments, e.g., Resume (CV), Cover Letter, Teaching Philosophy, Unofficial Transcripts etc. Click on the document on the bottom left to review.
  - e. Once the review is complete, click on the **I approve** button and then click on the **Save** button.

- f. Click on the Close button at the bottom of the page.
- g. Next to the status of the applicant, check the first box on the left and select **Bulk move** from the **Search by answers to questions** drop-down box at the top of the page.

- h. In the **Application status** drop down box, select **Recommend to EO for Hire** and click on the **Next** button.



The screenshot shows a web interface for managing applicant status. At the top, it displays 'Bulk action status: 1 Applicant: Complete' and 'You have requested to move one applicant.' Below this, there is a prompt 'Select a status to move this applicant to:' followed by a dropdown menu labeled 'Application status:'. A green arrow points to the dropdown menu. The menu is open, showing a list of status options. The option 'Recommend to EO for Hire' is highlighted in blue. Other options include 'Not Selected for Phone Screen/Video Interview (send email now)', 'Not Selected for Phone Screen/Video Interview ( Search Chair/Dept Head to Contact)', 'Pending - Not Selected for Phone Screen/Video Interview (do not send email)', 'Phone Screen/Video Interview Unsuccessful (send email now)', 'Phone Screen/Video Interview Unsuccessful (Search Chair/Dept Head to Contact)', 'Pending - Not Selected for Interview (do not send email)', 'Reference Checks', 'Reference Checks Unsuccessful (Search Chair/Dept Head to Contact)', 'Recommend to Department Head for Campus Interview', 'Recommend to Dean for Campus Interview', 'Recommend to EO for Campus Interview', 'EO Approved for Campus Interview', 'Interview Unsuccessful (send email now)', 'Interview Unsuccessful (Search Chair/Dept Head to Contact)', 'Recommend to Department Head for Hire', 'Recommend to Dean for Hire', 'EO Approved Hire/Academic Affairs to Develop Offer', and 'Verbal offer'.

- i. Click on the **Move now** button at the bottom of the page.
4. **Equal Opportunity:** Equal Opportunity will contact the Search Chair or Department Head to discuss the selection criteria and will change the status to **EO Approved/Academic Affairs to Develop Offer**.
  5. **Academic Affairs:** Once Academic Affairs has approved, a verbal offer of employment can be extended to the applicant by the Search Chair or Department Head.
    - a. If the offer is declined, the Search Chair will change the status to **Offer Declined**.
    - b. If the offer is accepted, the Search Chair or Department Head will advise the applicant to respond to an email from our background check vendor, HireRight. Notify Debbie Violetta at [dviolett@nmu.edu](mailto:dviolett@nmu.edu), ext. 2580 that the offer has been accepted. Debbie Violetta will generate the contract.
  6. **Applicant:** The applicant will receive an e-mail providing guidance on how to view the employment contract on the NMU applicant portal. Once the offer is accepted, the applicant will complete an online **NMU New Hire Form**.
  7. **Background check:** Academic Affairs will initiate the background check.
    - a. If the background check is unsuccessful, Academic Affairs will notify the Department Head that the candidate is no longer under consideration and will change the status to **Background Check Unsuccessful (Ineligible)**.
    - b. If there are no issues with the background check, Academic Affairs will notify the Department Head.
  8. **Dispositioning applicants:** Disposition all applicants who were not selected into the appropriate job related outcome.