Taleo – Internal Candidate

PARTNERS™
H E A L T H C A R E

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As an employee, you will use the Taleo system to search and apply for job opportunities in one of the following ways. Please use your Partners username and password when logging in.

- From your hospital/affiliate's career site. Be sure to select the link to apply as an internal candidate.
- From within any tile on the Employee Self Service Homepage you are able to access the Employee Job Search via the Actions list
- From within your Partners Application Utilities menu Partners Applications > Utilities > Taleo Recruiting – Employee Job Search

Note: If you are a non-employee you will need to apply as an external candidate.

Please use these materials to guide you through the application experience.

General Profile

Note: When completing an applicant profile, you will not be able to edit any Personal Information that was passed over from your PeopleSoft HR record. If you need to update your personal information, please make those changes within PeopleSoft Employee Self Service.

Why create a profile?

- Profile data is used as default information when you apply to a job- thereby reducing the amount of information you need to enter.
- Profile data can be used to search more efficiently for jobs
- Recruiters may use profile data to search for candidates who match certain criteria for positions.

(1) To access the **Applicant Profile** page, select the dropdown link next to the user name, located towards the top of the page and click **'Profile'**.
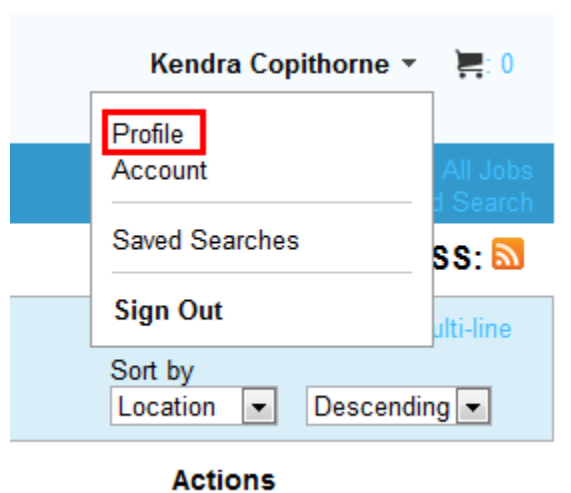
Note: A flow chart is displayed at the top of each screen which indicates your progress. At any time during the Profile data entry, you may 'Save as Draft'.
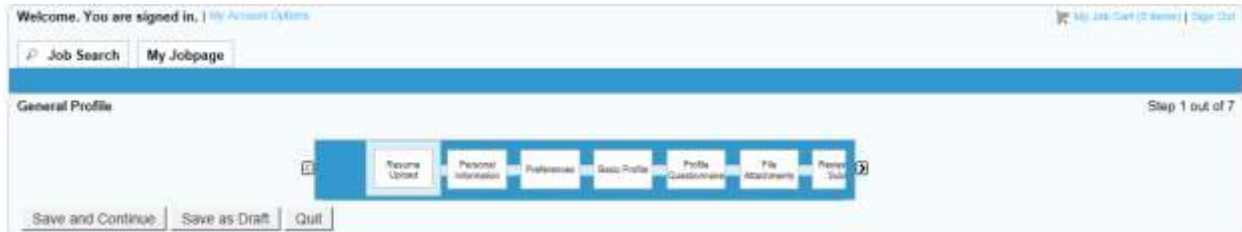
(2) Resume Upload: Add a resume using the following three options:

    I.   **Upload a resume from LinkedIn**
    II.   **Upload a resume from a file**
    III.   **Complete the resume data using manual entry**

Note: Any resume uploaded will be used to pre-populate information into the remaining fields of the profile where applicable.

(3) Personal Information- Complete the remaining mandatory fields within the Personal Information page. Mandatory fields will be marked with a red asterisk.

You will also be asked to indicate how you heard about the job opportunities available within our organization.

Mandatory fields are marked with an asterisk. *

Source Tracking

Please indicate how you heard about the job opportunities available within our organization

*Source Type
Job Board ▾

*Job Board
Select One... ▾

Personal Information
Please enter all relevant personal information in the fields below.

*First Name   Middle Name   *Last Name

*Street Address (line 1)

Address (line 2)

*City   *Zip/Postal Code

*Place of Residence
Country
United States ▾
State/Province
Massachusetts ▾
Region
Not Specified ▾

Nearest Major Metropolitan Area
*Primary Number
Not Specified ▾

Home Phone Number   Work Phone Number   Cellular Number

*Email Address

(4) Preferences- The Preferences page allows you to identify your personal preferences in three categories including:

    I.   **Job Field**
   II.   **Location**
  III.   **Organization**

Note: Preferences are used by Taleo to automatically identify jobs that are of interest to you, and notifications can be turned on so you receive a communication when a posting meets your preferences.

Preferences are constantly updating based on the criteria of the jobs you apply to – be sure to periodically check preferences to be sure you are receiving emails based on your current interests.

    I.   To set a **Job Field** preference, click the '**Job Family**' drop-down list, select a value, and click '**Add to List**'. Once all preferences have been added click '**Save and Continue**'.

    II.   To set a **Location** preference, select a value for all three drop-down lists, including:

        a) **State/Providence**
        b) **City**
        c) **Work Location**

As a selection is made another drop down will appear to drill down to the work location. Once all location preferences have been added, click **'Save and Continue'**.

    III.   To set an **Organization** preference, click the **'Organization'** drop-down list, select a value and click '**Add to List**'. Once all organization references have been added, click '**Save and Continue'.**

(5) Basic Profile Information- On the Basic Profile Information page, fill out the additional preferences and attributes about desired jobs.

Job Posting Notifications may be enabled if desired. To enable notifications, select the "**Send an email...**' checkbox. These notifications are emailed to you notifying you of a position that matches your criteria.
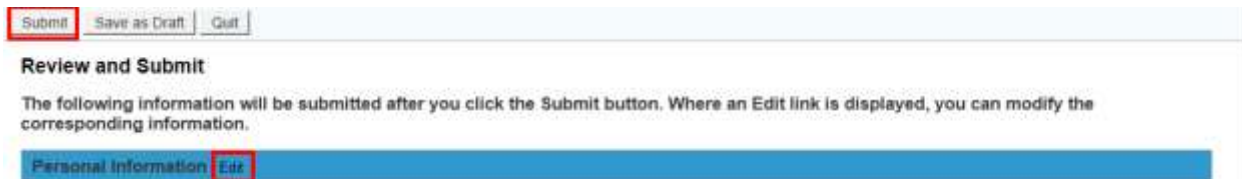
Note: Salary and Advance Notice fields do not factor into the auto matching of jobs and sending email notifications.

(6) File Attachment- On the File Attachment page, you can attach documents to your profile. Files could include Cover Letters, Certifications, and References. To add a file, click the '**Choose File**' button to search for files and then click '**Click to Attach**'. Once finished, click '**Save and Continue**'.

Note: If a resume was attached in Step 1, it will appear in the search box automatically.

File Attachments

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

[Choose File] No file chosen

Comments about the file

[   ]

[Click to Attach]

(7) Review and Submit – On the Summary page, review each section of the profile to ensure the information is accurate. If any section requires updating, click the **'Edit'** link in the associated section header. Once all entries have been reviewed, click **'Submit'**, to complete the Applicant Profile creation process.

[Submit] [Save as Draft] [Quit]

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

Personal Information [Edit]

The information entered into the Applicant Profile will pre-populate each time you apply for a position, streamlining the application process and taking less time to apply. However, the information populated can be edited on each specific job submission.

Note: You will not be given the option to upload or attach a new resume after the first time you apply to a position. If you need to update information you will need to do so manually and under the attachments section to upload your most current resume.

Job Specific Application

Once on the internal Careers page, search by **'Organization'** in the quick search tool bar at the top of the page to find positions at your organization.


Note: Employees should always apply to jobs via the internal Careers site. If you apply from an external Careers site, a duplicate user account will be created and Taleo will not recognize you as an internal applicant/ employee.

(1) To apply for a desired job, click the **'Apply'** button located to the next of the listing on the **Job Search** page.

Note: The application process contains a series of steps. For each posting, there will be a flowchart displayed at the top of the screen indicating the steps. You may click 'Save as Draft' to save your application at any point prior to submitting.
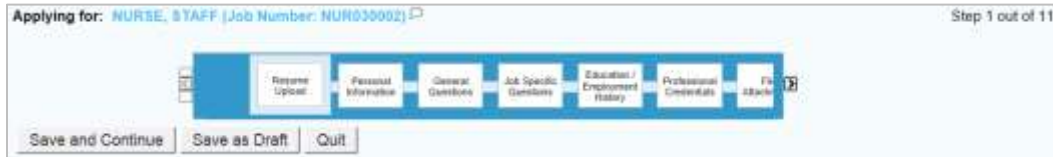
(2) On the **Personal Information** page, fill in any necessary information based on the required fields (marked with a red asterisk). Once all information has been reviewed, click **'Save and Continue'**.

This page includes the Source Tracking, where you must select from the Source Type drop down and then select how you specifically heard about the job.

Note: If a General Profile exists, then Taleo will default any available data contained in the profile. This information can always be updated as needed.

(3) On the **General Questions** page, please answer the questions asked of all individuals who apply for positions. Once all questions have been answered, click '**Save and Continue'**.

(4) If any **Job Specific Questions** are required, those questions will be presented next. Once all questions have been answered, click **'Save and Continue'**.

Job Specific Questions

Mandatory fields are marked with an asterisk. ✳
Questionnaire

Please answer the following questions as accurately as possible.

✳ 1. Are you a Licensed Registered Nurse in Massachusetts?
No Selection ▼

(5) **Employment History** page, fill in any relevant information regarding previous educational and employment experience. Required fields are marked with a red asterisk. Once all education and employment entries have been entered, click **'Save and Continue'**.

Note: If you uploaded your Resume, or loaded your resume from LinkedIn, the parsing function should populate the Education and Employment History data. You should review the information that parsed and make any corrections necessary.

Note: Most fields including Institution, Program, Employer, and Job function have search lists. However free-form text entries are also accepted. You are also able to add additional entries.

Education / Employment History

Mandatory fields are marked with an asterisk. ✳
Education

List the educational experiences below, starting with the most relevant education. You must specify 1 education entry.

Education 1

Institution		Program	
	Select		Select

Work Experience

List the work experiences below, starting with the most relevant one. You must specify 1 work experience entry.

Work Experience 1

☐ Current Job
Please indicate if this is your current job.
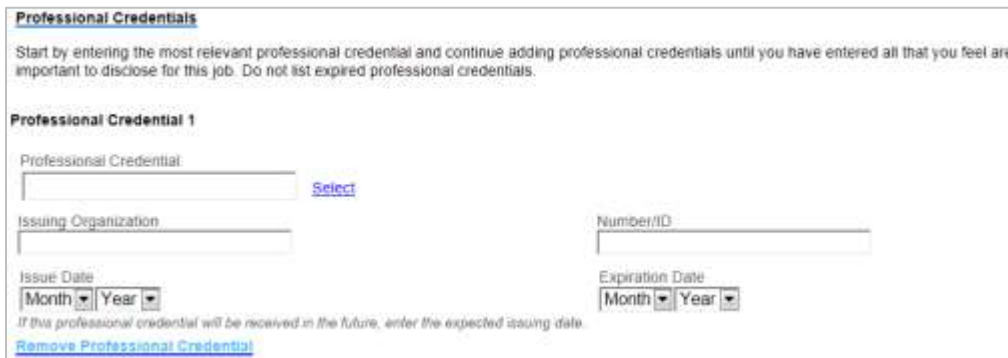
✳Employer		✳Job Function	
	Select		Select
If none, type N/A.		If none, type N/A.	

(6) On the **Profession Credentials** page, add any current licenses, certificates or registrations that may be applicable to the role. Once all credentials have been added, click **'Save and Continue'**.

Note: If a credential is not included in the selection list, it can be entered as free text.

Professional Credentials

Start by entering the most relevant professional credential and continue adding professional credentials until you have entered all that you feel are important to disclose for this job. Do not list expired professional credentials.

Professional Credential 1

Professional Credential

[   ] Select

Issuing Organization

[   ]

Number/ID

[   ]

Issue Date

Month ▾ Year ▾

Expiration Date

Month ▾ Year ▾

If this professional credential will be received in the future, enter the expected issuing date.

Remove Professional Credential

(7) On the **File Attachment** page, add any additional files such as Cover Letter or references. To add a file, click **'Browse'** to search for a file and then select a file. Once a file has been selected click **'Attach'**. When finished, click **'Save and Continue'** to proceed.

Note: Files may be removed from the application by checking the 'Relevant Files' box, then 'Delete'.

File Attachments

Attachments

You can attach files to the candidate record (e.g., cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

[   ] Browse...

[Attach]

Comments about the file

[   ]

(8) You will be presented with self identification questions. You may select the option of not wishing to disclose if you do not want to provide this information.

(9) On the **eSignature** page, acknowledge the information within the statement and sign the application by entering your full name. When finished, click **'Save and Continue'**.

eSignature

eSignature

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an esignature is the electronic equivalent of a hand-written signature.

> The information supplied on this application and/or attached resume is true and complete to the best of my knowledge. I understand and agree that any false information or material omissions of fact may disqualify me from further consideration for employment, or may be considered justification for dismissal if I am hired.
>
> I understand that any offer of employment is contingent upon my ability to comply with United States Citizenship and Immigration Services requirements concerning my identity and right to work in the United States, satisfactory Massachusetts and multi-state criminal background checks and satisfactory responses from my educational and/or employment references. I understand and hereby consent to a pre-employment health screening (if applicable) and understand that any offer of employment is contingent upon satisfactory results of that screening.
>
> I hereby authorize release to Partners HealthCare System or any of its affiliates any or all reference information with respect to my academic and/or employment records including final evaluations and recommendations for future employment.
>
> I understand that it is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.
>
> In the event that I am employed by Partners HealthCare System or any of its affiliates, I agree to comply with all applicable rules, regulations, directives, policies and procedures. I understand that unless otherwise specified, employment is "at will" and may be terminated by me or the affiliate at any time.

Do Not E-Sign Until You Have Read The Above Statement.

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. Please signify your acceptance by entering the information requested in the fields below.

*Please enter your full name:

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(10) On the Review and Submit page, review all of the information provided on the application. If updates are necessary, click the **'Edit'** link within the associated section header. Once the application is ready for submission, click '**Submit**'.

| Submit | Save as Draft | Quit |

Review and Submit

The following information will be submitted after you click the Submit button. Where an Edit link is displayed, you can modify the corresponding information.

When an application is submitted, a confirmation message will be displayed to the applicant, signifying the completion of the application process.

To return to the homepage, click the **'Job Search'** link.
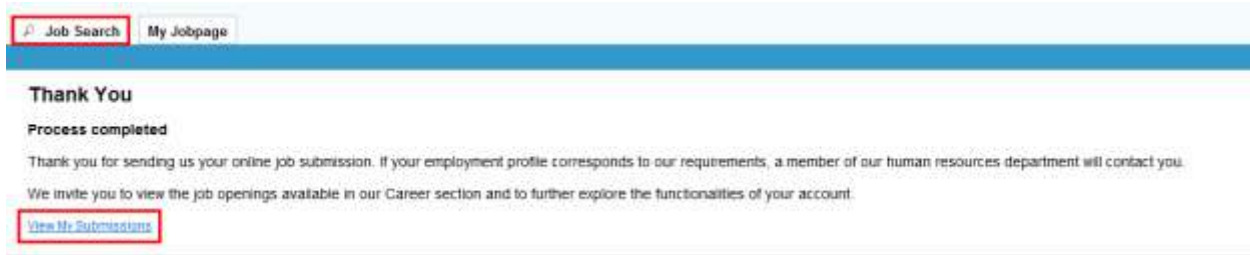
Note: You can only apply to each job once. However, you are able to update your application after you have applied. To make updates please do so by editing the submission.

You will no longer be able to access or edit a submission when the position closes.

(11) To view submitted job applications click **My Jobpage>My Submissions>View/Edit Submissions** or simply click the '**View/Edit Submission'** from the **Job Search** Page.
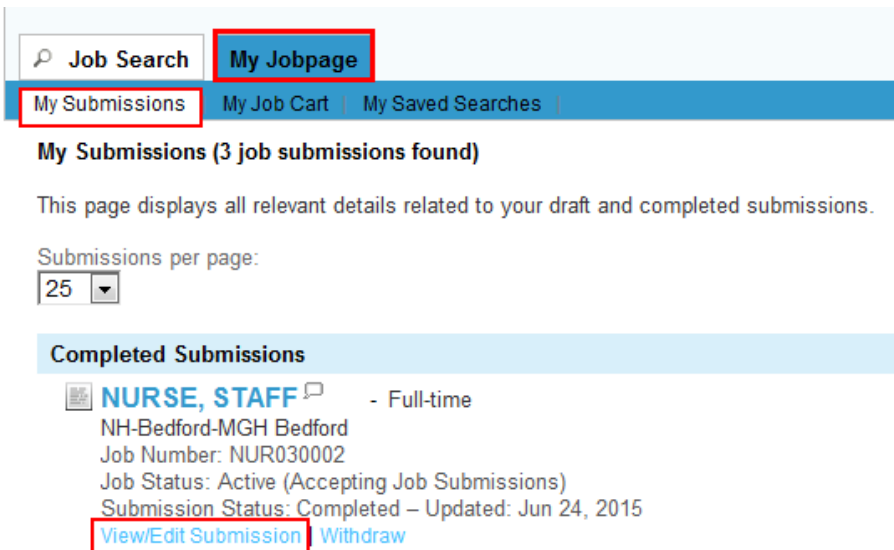
Note: You can only apply to one job at a time, but are able to add multiple jobs to your cart to come back and apply to.

FAQ #1: Why is my user name and password being rejected on the website?

If you are an internal applicant, you *cannot* 'Sign In' using your user name and password from the Careers Website, this is for external candidates only.
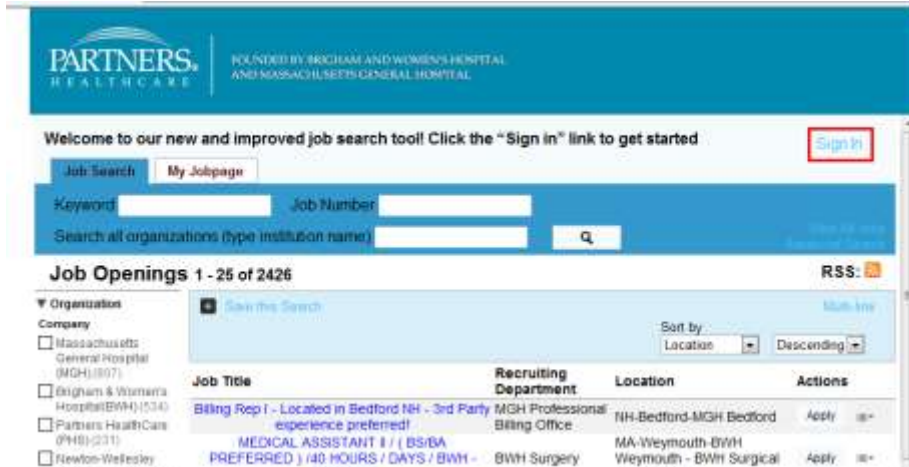
Internal applicants should access Taleo the following ways:

1. **Partners Applications > Utilities > Taleo Recruiting – Recruiters and Hiring Managers**
   a. Enter your user name and password.
   b. You will then be redirected to Taleo Job Search page where you can search and apply

2. **From PeopleSoft**
   a. From within any tile on the Employee Self Service Homepage you will be able to access the Employee Job Search via the Actions List. Select any tile below.

b. Once in a specific tile, select the Action List Drop down and select 'Employee Job Search'

c. Another browser window opens into Taleo

PARTNERS™
HEALTHCARE
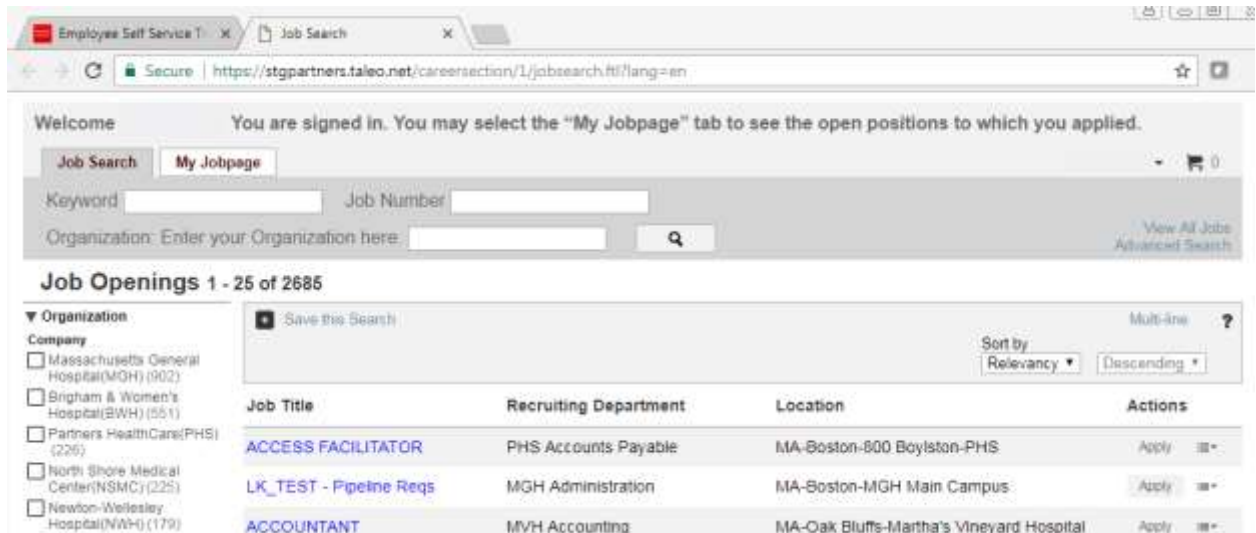
FAQ #2 – How to filter by Organization, Location, Job Field, Job Schedule, Job Shift, or Employee Status

1. On the Career Site you are able to filter jobs by the criteria along the left hand side of the page.

2. Select the check box next to the criteria to narrow down the list of available jobs. The criteria selected will populate above the list of jobs.

3. You are able to remove the criteria selected by un-checking the check box, or by clicking the 'x' next to the criteria populated above the list of jobs. The full list of available jobs will then be available.

4. If the criteria you are looking for is unavailable, select the 'Show more...' or 'See all' links.

Show More:

See All:

FAQ #3: Who should I contact if I have a question?

Please contact the Careers Email Box if you have any questions with the application process:
careers@partners.org

If needed, you can also submit a help desk ticket that can be assigned to the Taleo Applicant Tracking group. The help desk can also be reached at: 617-726-5085.