



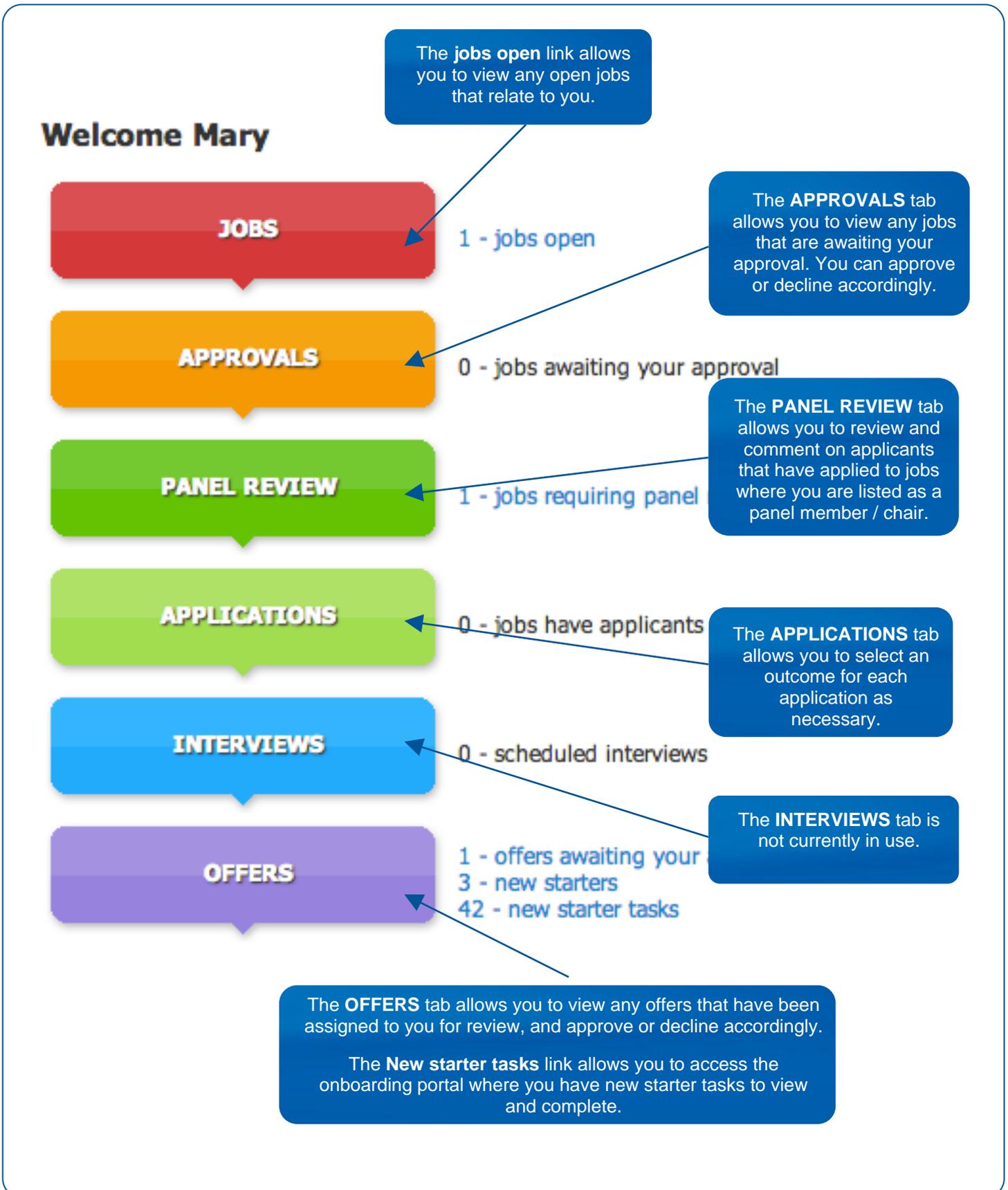
MACQUARIE
UNIVERSITY

**TAM Recruitment &
Induction system guide for
Approvers**

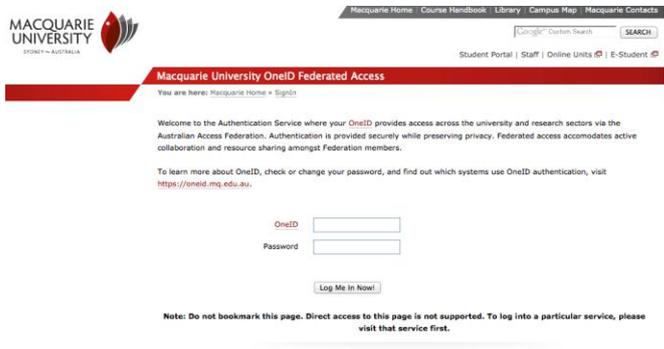
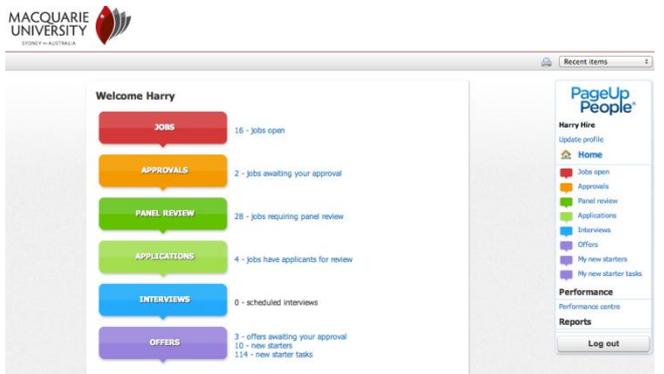
Table of Contents

Table of Contents	2
Recruitment Centre overview	3
Accessing the TAM system	4
Approving a job.....	5
Approving an offer	7

Recruitment Centre overview



Accessing the TAM system

What you need to do	What you will see
<p>1. Login to the Recruitment Centre https://talent.mq.edu.au Enter your OneID and Password then click Log Me In Now!</p>	 <p>The screenshot shows the Macquarie University OneID Federated Access login page. At the top, there are navigation links for Macquarie Home, Course Handbook, Library, Campus Map, and Macquarie Contacts. A search bar is present. Below the navigation, the page title is 'Macquarie University OneID Federated Access'. The main content area contains a welcome message, a 'Log Me In Now!' button, and a note: 'Note: Do not bookmark this page. Direct access to this page is not supported. To log into a particular service, please visit that service first.'</p>
<p>2. Click on the Administration link under the Recruitment widget.</p>	 <p>The screenshot shows the user dashboard after login. The user is identified as 'Harry Hine'. There are navigation tabs for Home, About me, My team, and Reports. A 'Welcome Harry, you are logged in' message is displayed. On the left, there are two main widgets: 'Recruitment' (with an 'Administration' link) and 'My Performance Reviews' (with a 'Performance Management' link). On the right, there is a 'Useful actions...' menu with links to Performance dashboard, View my..., Journal, Performance reviews, View my team..., Organisational chart, and Performance reviews.</p>
<p>3. You are now logged into the Recruitment and Onboarding modules of the Talent system.</p>	 <p>The screenshot shows the 'Welcome Harry' dashboard. It features a central list of recruitment metrics:</p> <ul style="list-style-type: none"> JOBS: 16 - jobs open APPROVALS: 2 - jobs awaiting your approval PANEL REVIEW: 28 - jobs requiring panel review APPLICATIONS: 4 - jobs have applicants for review INTERVIEWS: 0 - scheduled interviews OFFERS: 3 - offers awaiting your approval, 10 - new starters, 114 - new starter tasks <p>On the right side, there is a 'PageUp People' sidebar with a 'Harry Hine' profile section containing links for Home, Jobs open, Approvals, Panel review, Applications, Interviews, Offers, My new starters, and My new starter tasks. Below this is a 'Performance' section with a 'Performance centre' link and a 'Reports' section with a 'Log out' button.</p>

The job details will be displayed for you to review.

Job Reference No.:

Leave blank to automatically create a reference No.

Recruitment process:*

APPOINTMENT DETAILS

Job title:*

Position number:  

No position selected.

No. of new positions: No. of replacement positions:

Reason:*

Faculty/Office:*

Department:*

Discipline:

3. Approve or Decline

Review the details of the job and then take one of the following actions:

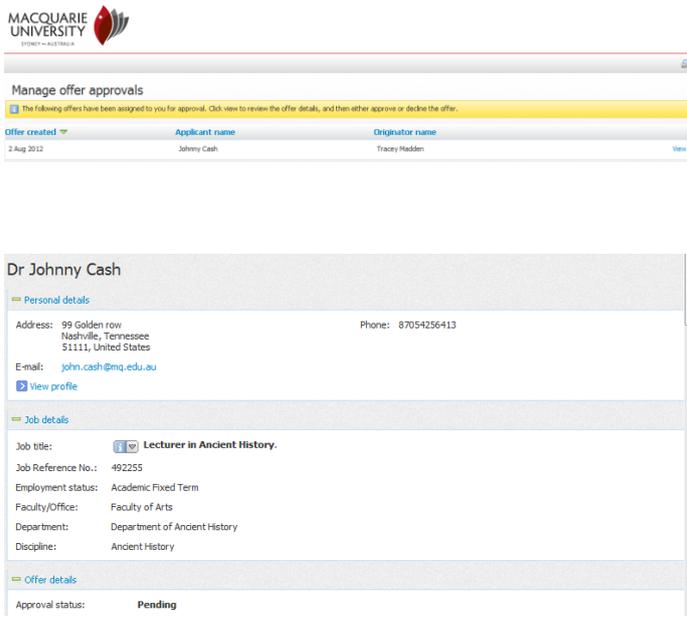
If you click Approve – an email will automatically be sent to the next approver. If you are the final approver, an email will automatically be sent to the owner of the job advising the job has been approved.

If you click Decline – a screen will be displayed asking you to enter a reason as to why the job has been declined. This will be used for reporting purposes and will be emailed to the job owner. Please discuss with your HR Client Team Member before declining.

Tip: If you are the hiring manager and you just need a small change to the job card, contact your HR client relationship team member to edit the job and make the change.

Note: As an approver you will have a read only view of the job card.

Approving an offer

What you need to do	What you will see						
<p>1. Click link</p> <p>You will receive an email notification if an offer requires your approval.</p> <p>To view the job, you can use the link in the email or login to the Talent system https://talent.mq.edu.au</p> <p>The link in the email will expire after a period of 14 days or if this link is clicked more than 3 times.</p> <p>The Offers bubble will inform you of how many jobs are currently awaiting your approval.</p> <p>Click on Offers to view these.</p> <p>Note: You are not able to reply to the email to approve the offer.</p>	 <p>OFFERS</p> <ul style="list-style-type: none"> 1 - offers awaiting your approval 4 - new starters 49 - new starter tasks 						
<p>2. Review the offer details</p> <p>You will see a grid displaying all jobs that await your approval.</p> <p>Click View.</p> <p>The offer details will be displayed for you to review.</p>	 <p>MACQUARIE UNIVERSITY</p> <p>Manage offer approvals</p> <p>The following offers have been assigned to you for approval. Click view to review the offer details, and then either approve or decline the offer.</p> <table border="1"> <thead> <tr> <th>Offer created</th> <th>Applicant name</th> <th>Originator name</th> </tr> </thead> <tbody> <tr> <td>2 Aug 2012</td> <td>Johnny Cash</td> <td>Tracey Madden</td> </tr> </tbody> </table> <p>Dr Johnny Cash</p> <p>Personal details</p> <p>Address: 99 Golden row Nashville, Tennessee 51111, United States</p> <p>Phone: 87054256413</p> <p>E-mail: john.cash@mq.edu.au</p> <p>View profile</p> <p>Job details</p> <p>Job title: Lecturer in Ancient History.</p> <p>Job Reference No.: 492255</p> <p>Employment status: Academic Fixed Term</p> <p>Faculty/Office: Faculty of Arts</p> <p>Department: Department of Ancient History</p> <p>Discipline: Ancient History</p> <p>Offer details</p> <p>Approval status: Pending</p>	Offer created	Applicant name	Originator name	2 Aug 2012	Johnny Cash	Tracey Madden
Offer created	Applicant name	Originator name					
2 Aug 2012	Johnny Cash	Tracey Madden					
<p>3. Approve or Decline</p> <p>Review the details of the job and then take one of the following actions:</p> <p>If you click Approve – an email will automatically be sent to the next approver. If you are the final approver, an email will automatically be sent to the owner of the offer advising that the offer has been approved.</p> <p>If you click Decline – a screen will be displayed asking you to enter a reason as to why the offer has been declined. This will be used for reporting purposes and will be emailed to the offer owner. Please discuss with your HR Client Team Member before declining.</p>	 <p>Approve Decline</p>						