



JOB CARD GUIDE

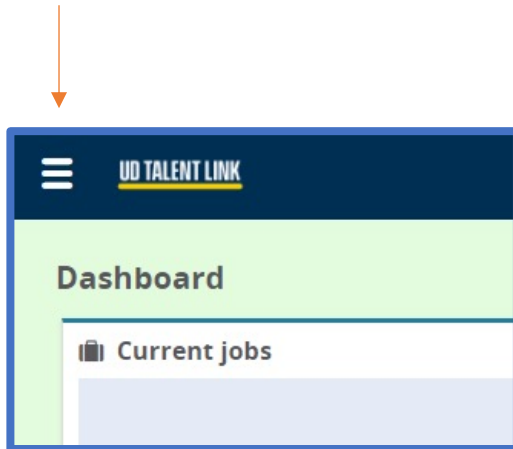
FACULTY

TALENT LINK



STARTING A SEARCH

Hamburger menu

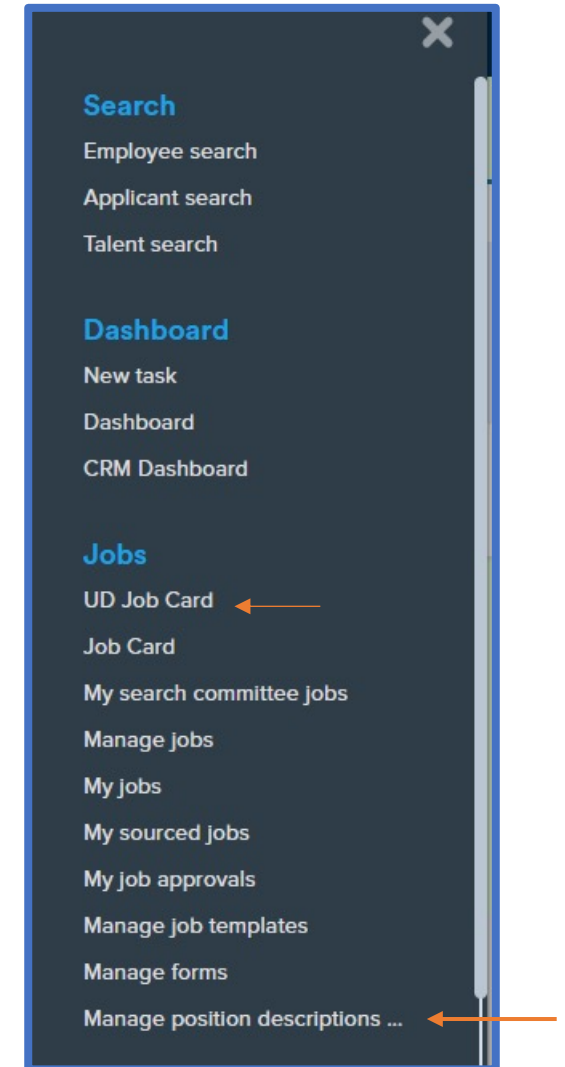


All faculty searches should begin using the 'Manage Position Description' option from the **hamburger menu**.

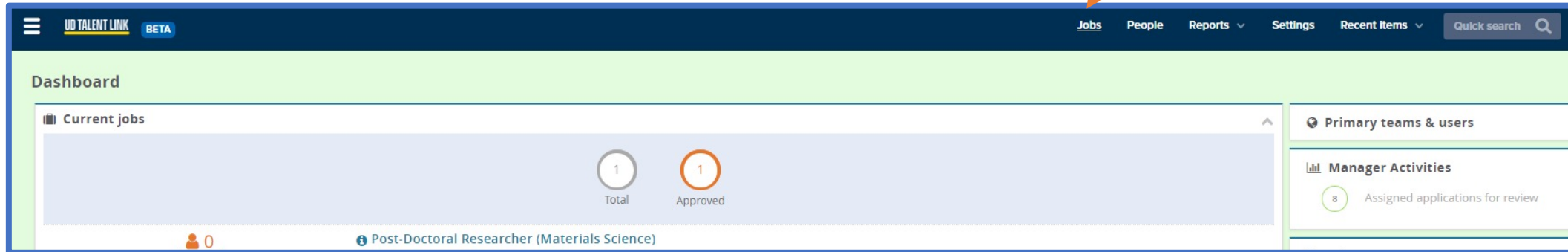
*If the position does not have a PD number, the search can begin using the 'UD Job Card' option from menu and select 'Faculty' as the job type.

When completing the job card, you'll need the following items:

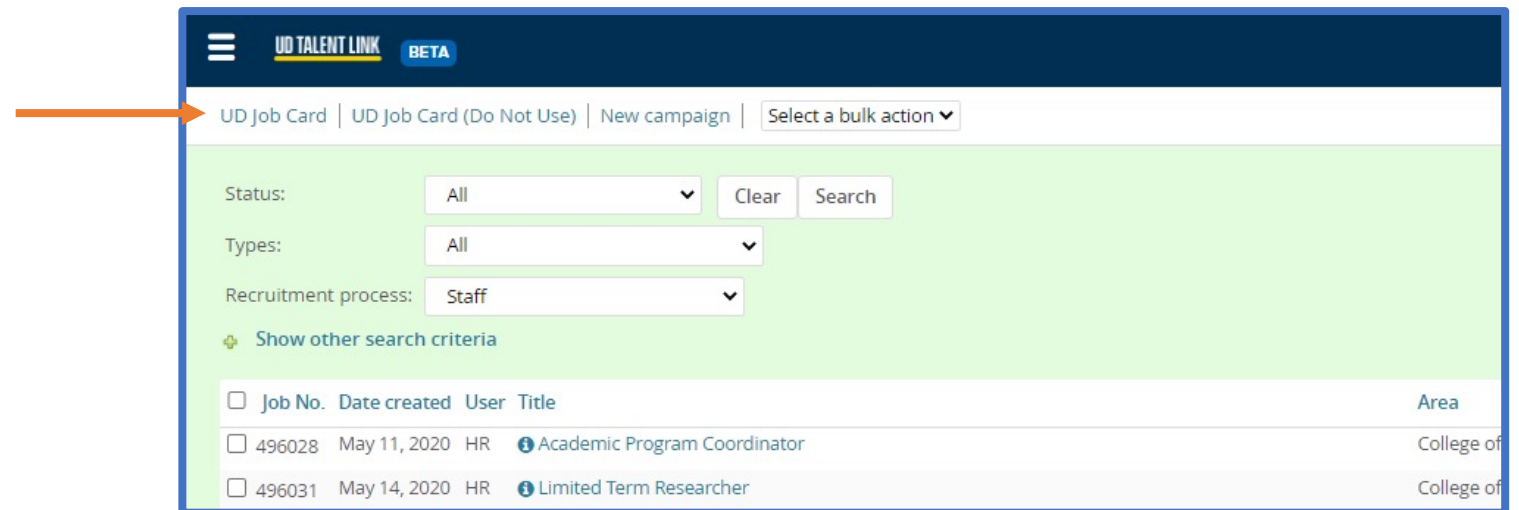
1. Position Number
2. Search Committee Member
3. Advertising selections (other than the UD Careers page)
4. Application selection



STARTING A SEARCH



If the search does not have a PD number, the job card can be raised from the 'Jobs' tab in the Talent Link header. Once in the 'Jobs' tab, select 'UD Job Card'.



RAISING A JOB CARD FROM A PD

Find the PD that is associated with the search that will be opened. To make it easier to find approved PD's, the approval status filter can be adjusted to view only approved PD's.

Approve PD's should have an assigned position number. If position numbers exists, edit the PD to include the position number before starting the recruitment action. If the position number does not exist yet, complete the new position form to establish a position number and then edit the PD to include the newly created position number.

If the PD is approved and has a position number, click on Recruit for Position to open the job card.

The recruit for position link is also available when viewing the PD form.

New position description

Position Description

PD No.

Classification Title

Pay Grade

Position Number

Role Number

Employee Name

Employee No.

Supervisor Name

Work Type

Area

Department

Sub department

Approval status

Status

Clear

Search

PD No.	Classification Title	Pay Grade	Position Number	Role Number	Employee Name	Supervisor Name	Date modified	Approval status	
PD-1347	Professor of Applicant Tracking System Management		10000111				Feb 25, 2021	Approved	Edit View Recruit for position Archive

RAISING A JOB CARD FROM A PD

Job cards raised from PD's must maintain a one-to-one ratio between PD numbers and position numbers.

Example:

PD-001 is approved and houses position number 10001234. PD-002 is approved and houses position number 10005678. The hiring department would like to use one applicant pool to fill both position numbers. The job card raised for PD-001 will be the primary job card to house all the applicants and the hire for position number 10001234. The job card raised from PD-002 will be a waived search to house the second hire to fill position 10005678.

1. The department administrator will need to raise a job card for PD-001. The job card should only reflect position number 10001234.
2. Once the search committee has identified its short list/second candidate, the department administrator will raise a job card from PD-002.
3. The job card raised from PD-002 should be listed as a waived search. The comment box should indicate the PD number / requisition of the primary job card.

Position no	Type:	Applicant	Application status		
1	Assistant Professor	Replacement	-	-	Cancelled
<div>Previous Incumbent: Hsin-Wen Lee Position no: 10004279</div>					
<div>New: <input type="text"/> Replacement: <input type="text"/> <button>Add more</button></div>					
REQUEST FOR WAIVER					
Do you wish to apply for a waiver for the posting?: Yes					
Reason for waiver: <div>This is a second hire from requisition 496100, partnered with PD-001</div>					

POSITION INFORMATION

The position from the PD form will transfer into the job card. With each job card, always review the position number and additional information in the blue box to ensure the position information is correct before continuing.

Positions:

Position no	Type:	Applicant	Application status		
1	Assistant Professor	Replacement	-	-	Cancelled
<div>Previous Incumbent: Hsin-Wen Lee Position no: 10004279</div>					
<div>New: <input type="text"/> Replacement: <input type="text"/> <input type="button" value="Add more"/></div>					
REQUEST FOR WAIVER					
<div>Do you wish to apply for a waiver for the posting?: <input type="text" value="Select"/></div>					
<div>Reason for waiver: <input type="text"/></div>					

The position type should be updated to indicate if the position is new or a replacement.

**Additional position numbers can be added to the job card by entering the number of additional position in the appropriate field (New or Replacement) then select 'Add More'

If the position is a waived search, indicate this in the drop down and provide the approval information.

**This only applies to position numbers that do not belong to a PD number.



POSITION INFORMATION CONTINUED

The positing title, College/VP area and department will auto populate based on the position information in PeopleSoft.

Select the relevant recruitments process for the search (Faculty or Faculty- All Reference Letters)

The position description will pull in the information submitted on the PD form, but a full description of the position should be created and used as the advertisement text later in the job card

Faculty searches that do not stem from a PD should include the position approval in the comments field.

All searches will need to answer the remaining five questions.

POSITION INFORMATION

Requisition Number:

493813

System will automatically create a requisition number.

Posting title:*

Assistant Professor,Philosophy

College / VP Area:*

College of Arts & Sciences

Department:*

Philosophy (02567)

Recruitment process:*

Faculty

Position Description:

Assistant Professor

COMPENSATION and FUNDING

Is there an opportunity for shared services with other units or staff?:*

Can these responsibilities be fulfilled by others?:*

What is the risk of not fulfilling this position?:*

Is this position in the approved budget?:*

Select

If yes, please provide the budgeted salary amount.
If no, please provide justification for this request.:

RECRUITMENT PROCESS

The Faculty recruitment processes option should be used for most searches unless letters of recommendation are a requirement for all applicants. If letters are required for all applicants, Faculty–All Reference Letters should be used.

Faculty–All Reference Letters will request letters of recommendation from the three referees listed in each application.

If the Faculty process is used, letters of recommendation can be requested later. The department administrator will need to prompt the action to occur in Talent Link

The decision of when the letters of recommendation will be required should be made before the job card is approved. This cannot be changed later.

POSITION INFORMATION

Requisition Number: 493813
System will automatically create a requisition number.

Posting title:* Assistant Professor, Philosophy

College / VP Area:* College of Arts & Sciences

Department:* Philosophy (02567)

Recruitment process:* Faculty

Position Description:

Select
AFSCME
Faculty
Faculty - All Reference Letters
Staff

POSITION FUNDING

Most of this information will auto populate with information from the PD form.

The department administrator will need to assign the contract period, type and appointment type.

Faculty being replaced:	<input type="text"/>
Expected Salary:	<input type="text" value="96000"/>
Speedtype:	<input type="text" value="ARTC112121"/>
Appointment Type:	<input type="text" value="Select"/> ←
Contract Period:	<input type="text" value="Select"/> ←
Contract type:	<input type="text" value="Select"/> ←
Start-up Funding Year 1:	<input type="text" value="75000"/>
Start-Up Funding Year 2:	<input type="text" value="25000"/>
Start-Up Funding Year 3:	<input type="text" value="25000"/>
Start-Up Funding Year 4:	<input type="text"/>
Start-up Funding Year 5:	<input type="text"/>
Source of startup funds:	<input type="text" value="College Basic Budget"/>
Additional Notes:	<input type="text"/>

SEARCH COMMITTEE

If the search is waived, no search committee is required.

The search committee should be determined before sending the job card for approval. The search committee will need a chair and at least two members.

Search committee members will receive an email notification alerting them to the search within one day of the search being approved. Members added to the search after will not receive a notification.

External search committee members can be added using the 'Add new search committee member button' in the look up menu.

The screenshot shows a web form titled "SEARCH COMMITTEE" with a yellow header. It contains three main sections: "Search Committee Chair:" with a text input field and a search icon; "Search Committee Members:" with an "Add Search Committee Member" button and a table with one row labeled "Recipient" and a "Remove all" link; and "Search Committee Member information:" with a large text area. A blue message box below the chair field says "No user selected."

The screenshot shows a user lookup form with fields for "First name:", "Preferred name:", "Last name:" (containing "shinn"), and "E-mail:". A "Search" button is below. The results table has columns: "First name", "Preferred name", "Last name", and "E-mail". It contains one row for "Christine" with last name "Shinn" and email "CSHINN@UDELEDU". Below the table, it says "Page 1 of 1" and "Records 1 to 1 of 1". A "User information:" section lists: "Email address: CSHINN@UDELEDU" (with an orange arrow pointing to it), "Team: Human Resources (00631)", "Position No: 10004612", "Position Title: HR Manager", and a link "View employee card".

Active UD employees will be available in the look up under their UD email address.

SEARCH COMMITTEE

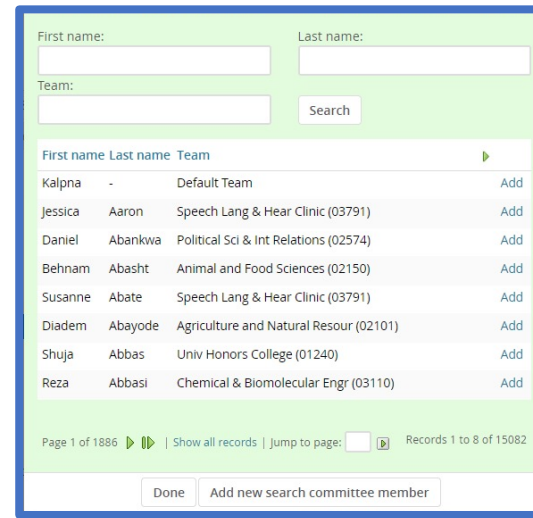
External search committee members can be added.

From the search committee section, select 'Add Search Committee Member'. A new window will open with a member look up. At the bottom of the window is a 'Add new search committee member' button.

After selecting this button, an additional window will open to input the information of the external search committee member.

Be sure to enter the correct email address as this will impact the search committee member's ability to access Talent Link. External users **should not** be added using a UD email address.

Additional search committee resources are available at www.udel.edu/talentlink



First name: Last name:

Team:

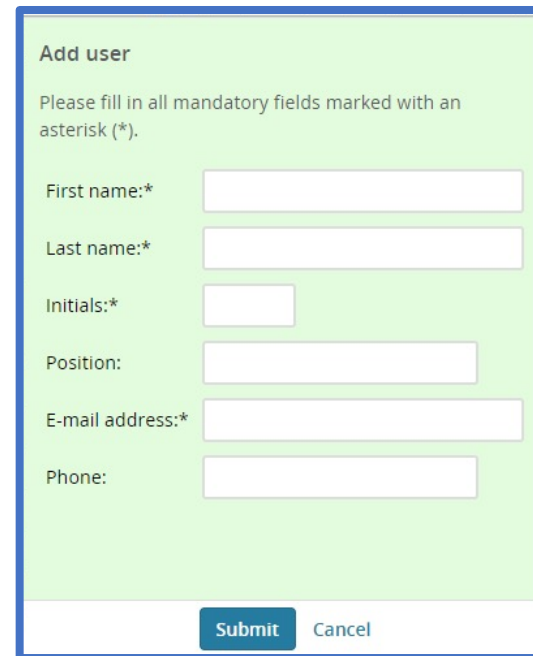
First name	Last name	Team	
Kalpna	-	Default Team	Add
Jessica	Aaron	Speech Lang & Hear Clinic (03791)	Add
Daniel	Abankwa	Political Sci & Int Relations (02574)	Add
Behnam	Abasht	Animal and Food Sciences (02150)	Add
Susanne	Abate	Speech Lang & Hear Clinic (03791)	Add
Diadem	Abayode	Agriculture and Natural Resour (02101)	Add
Shuja	Abbas	Univ Honors College (01240)	Add
Reza	Abbasi	Chemical & Biomolecular Engr (03110)	Add

Page 1 of 1886 | Show all records | Jump to page: Records 1 to 8 of 15082

NOTE: External non-University search committee member please click [here](#) to access the Search Committee Panel Review.

The keyword is: bluehens

External members will need to use the reset password feature on the log in screen to establish a password if it is the first-time using Talent Link.



Add user

Please fill in all mandatory fields marked with an asterisk (*).

First name:*

Last name:*

Initials:*

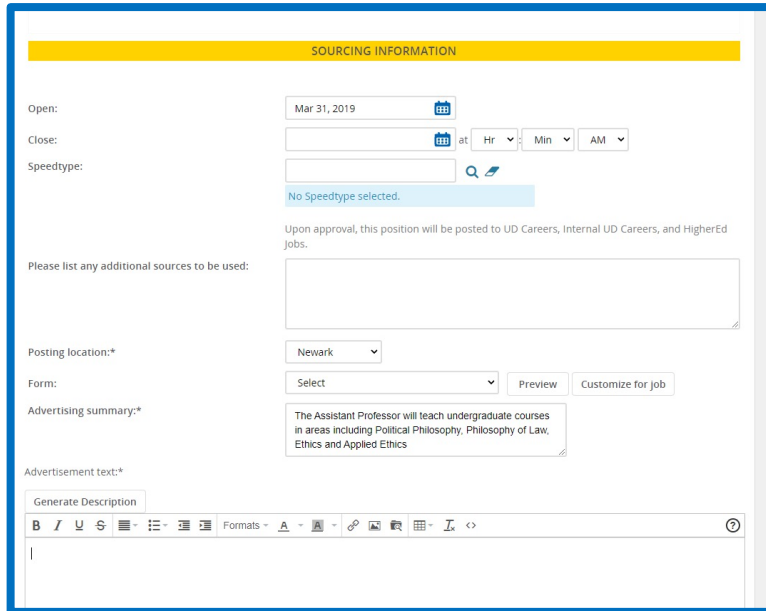
Position:

E-mail address:*

Phone:

SOURCING INFORMATION

The sourcing information is used to determine where and when the requisition is advertised.



The screenshot shows a web form titled "SOURCING INFORMATION" with a yellow header. The form includes the following fields and options:

- Open:** A date picker set to "Mar 31, 2019".
- Close:** A date and time picker with fields for "at", "Hr", "Min", and "AM".
- Speedtype:** A dropdown menu with a search icon. Below it, a blue message box says "No Speedtype selected."
- Additional sources:** A text area with the instruction "Please list any additional sources to be used:" and a note below it: "Upon approval, this position will be posted to UD Careers, Internal UD Careers, and HigherEd jobs."
- Posting location:*** A dropdown menu currently showing "Newark".
- Form:** A dropdown menu currently showing "Select", with "Preview" and "Customize for job" buttons next to it.
- Advertising summary:*** A preview box showing a sample text: "The Assistant Professor will teach undergraduate courses in areas including Political Philosophy, Philosophy of Law, Ethics and Applied Ethics".
- Advertisement text:*** A rich text editor with a "Generate Description" button and a toolbar containing various formatting options (bold, italic, underline, link, etc.).

Opening Date: This indicates how long the requisition should be advertised. Depending on how quickly the approval process occurs, the Talent Link team may shift the Opening date but maintain the total number of requested days.

Closing Date: If no date is listed, the position will remain open until filled. This is reflected on the careers site.

Speedtype: This is used to bill the department for external advertising, if requested.

Posting Location: This indicates which UD campus the job is located

Form: The application form should correspond to the position type. Additional questions can be added using the 'Customize for job' option. If you require assistance using this feature, email asktalentlink@udel.edu

Advertising Summary: This should be a quick description to entice the applicant to explore the job.

Advertisement Text: This is the job description. It can be copied and pasted from the position description box above. The Talent Link team will format it for advertising.



SOURCING INFORMATION

When the job card is approved, the job is posted the UD Careers page, Internal UD Careers page, HERC and HigherEd Jobs.

To request additional advertising, list the other sourcing locations in the applicable field on the job card. A quote will be sent to the department administrator for approval.

The cost of the additional advertising is billed to the speed type listed in the ‘sourcing information’ section of the job card.

Speedtype:



No Speedtype selected.

Please list any additional sources to be used:



USERS AND APPROVALS

The department administrator role should be populated with the name of the person submitting the job card or the person who will be managing the action items in Talent Link for the duration of the search.

The hiring manager should be populated with either the person who is responsible for overseeing the search or it can default to the department chair.

If users have any questions or require updates to their approvals, please email asktalentlink@udel.edu .