JOB CARD GUIDE

FACULTY

TALENT LINK
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
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 exist, 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.
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.
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.

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.**
The positioning 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.
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.
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.
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.

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

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.
SOURCING INFORMATION

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

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.