

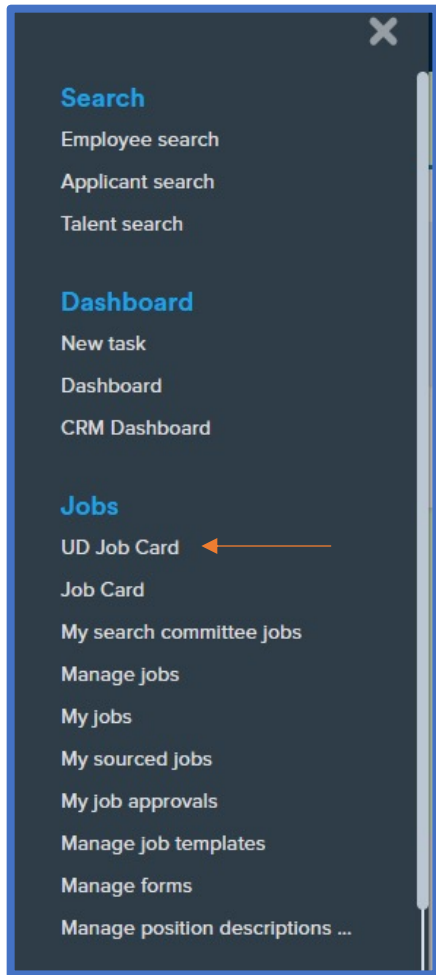


# **JOB CARD GUIDE**

## **STAFF**

### **TALENT LINK**

# STARTING A SEARCH

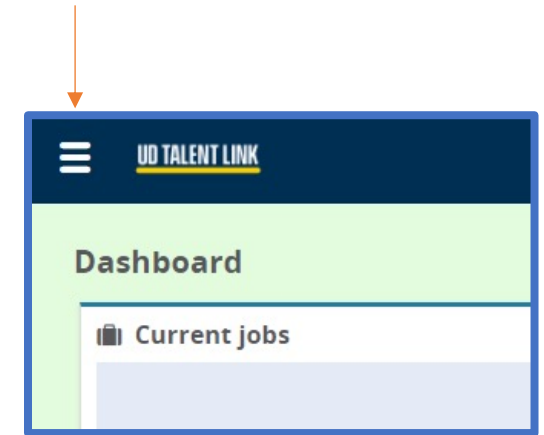


The job card can be raised by using the 'UD Job Card' option from the hamburger menu.

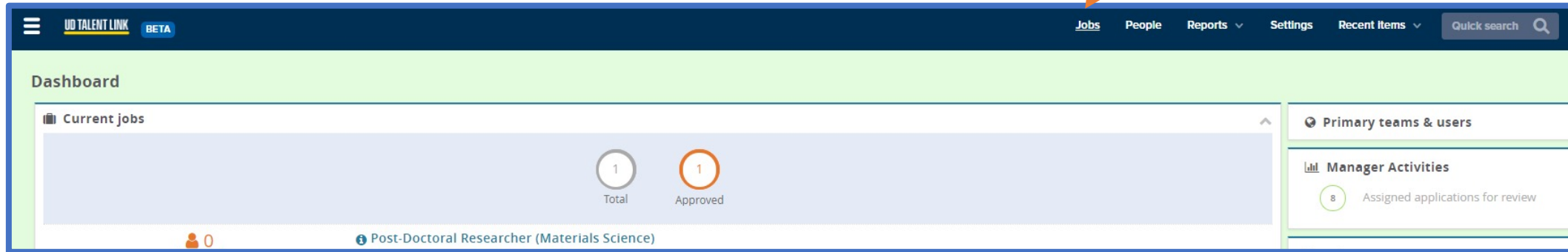
These items are needed to successfully complete the job card.

- I. Position Number
  - I. Changes to a position / position creation happens in PeopleSoft first, and then migrates to Talent Link.
- II. Search Committee Members
  - I. Members listed at the time of the job card approval will receive a notification email.
- III. Advertising selections
  - I. Sourcing locations and listservs for advertising can be requested by listing them in the appropriate field on the job card.
- IV. Application selection
  - I. The staff application can be modified to include additional screening questions or upload request.

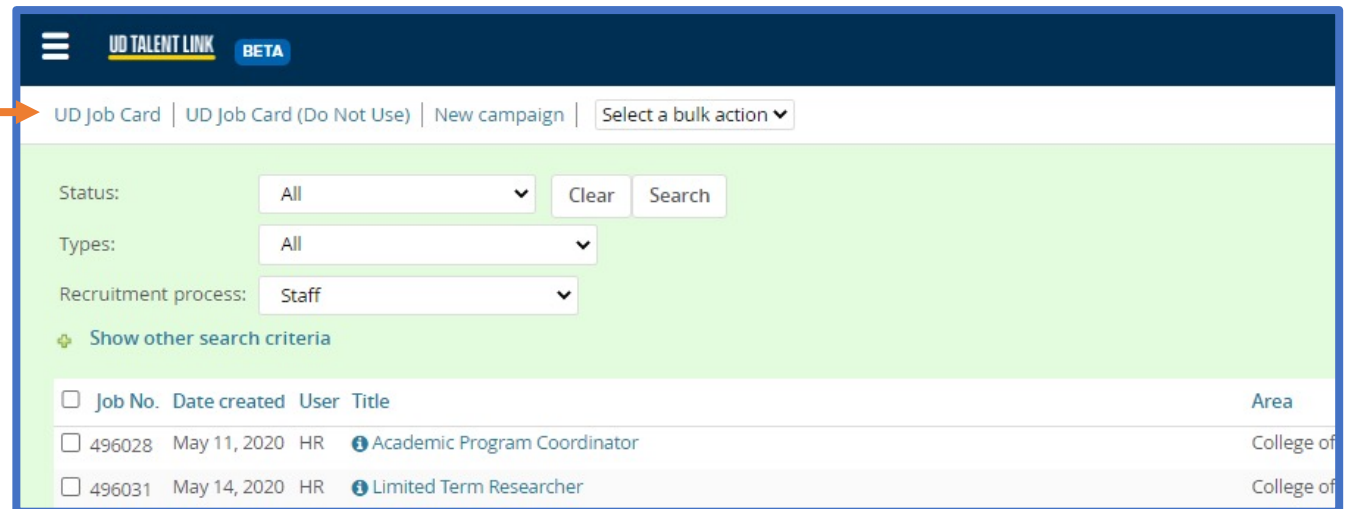
Hamburger menu



# STARTING A SEARCH



A job card can also be raised from the 'Jobs' tab in the Talent Link header. Once in the 'Jobs' tab, select 'UD Job Card'.



# SELECTING A POSITION

1. Position

No position selected

2. Job type

Staff ▼

Faculty

Staff

Next > Cancel

1. Enter the position number or click on the binoculars to use the position look up feature.
2. Select the type of job that corresponds with the position number to use the appropriate job card.
3. After selecting a position number and job type, click Next to open the job card.

Be sure to use the correct job type. Job cards using the incorrect job type will be need to be resubmitted using the correct type.

# SELECTING A POSITION

(continued)

Using the drop down under 'Type', indicate if the position is a new position or 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'


### REQUISITION INFORMATION

#### NUMBER OF POSITIONS

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee). If you don't require more than 1 position, leave the boxes blank.

\*If your position information does not autopopulate restart using the UD Job Card

Positions:

Position no	Type:	Applicant	Application status		
1	Dairy Manager  <a href="#">Previous Incumbent: Jonathan Mark Leith</a> <a href="#">Position no: 10001609</a>	Select ▼	-	-	Cancel

New:  Replacement:

# REQUEST A WAIVER

Requests for waivers should be approved before starting the job card.

Requests for waivers should be emailed to Lori Koval, [lorik@udel.edu](mailto:lorik@udel.edu), prior to starting the job card. The approval email should be copied and pasted into the reason for waiver field box.

**REQUEST FOR WAIVER**

Do you wish to apply for a waiver for the posting?:

Reason for waiver:

Once the job card is approved, the requisition will be posted on the UD careers site as a blind posting. This means the requisition is only viewable by searching the requisition number. An email detailing this process will be sent to the person listed in the 'Department Administrator' role on the job card.

**UNIVERSITY OF DELAWARE**

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## CAREERS

Hello,

This is an automatic message from UD Talent Link.

UD Talent Link has added the following note to the Postdoctoral Fellow - Chemistry & Biochemistry (496344) and requested that it be sent to you:

Applicants will need to search job requisition number 496344 using the search box on the left side of the careers page to apply.

This requisition is only available to your applicants by search as this is not a publicly advertised requisition.

If you have any questions, please let me know.

Applicants have until March 3rd at 11:55 pm to complete this task.

Log into UD Talent Link to view full details of the job: [Talent Link](#)

Thank you.

Sincerely,  
UD Talent Link Team

# POSITION INFORMATION

1. The requisition number will auto populate once the job card is either saved as a draft or routed for approval
2. The positing title will be used as title for advertising.
3. Select the position type that corresponds with the position number.
4. Select the recruitment process that corresponds with the position type.

**POSITION INFORMATION**

Requisition Number:   
System will automatically create a requisition number.

Posting title:\*

Position type:\*  ←

College / VP Area:\*

Department:

Position Description:

Campus location:  🔍 ✎

Recruitment process:  ←

**Note:** The recruitment process should not be changed after the job card has been approved. Questions should about the recruitment processes can be emailed to [AskTalentLink@udel.edu](mailto:AskTalentLink@udel.edu)

# POSITION DETAILS

Is this position in the approved budget?:\*

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

Can these responsibilities be fulfilled by others?:\*

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

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

What is the source of funding?:\*

Details about the position's capacity and budget are answered in the following questions.

This information is used to confirm if there are options to consider before filling a position.

# COMPENSATION INFORMATION

The form originator will need to provide an answer to the compensation items listed. Questions about the appointment type, FLSA status and contract type can be answered by the business administrator of the hiring department.

COMPENSATION INFORMATION

Appointment Type:	<input type="text" value="Select"/>
FLSA status:	<input type="text" value="Select"/>
Contract type:	<input type="text" value="Select"/>
Contract Period:	<input type="text" value="Select"/>
Expected Salary:	<input type="text"/>
Speedtype:	<input type="text" value="UFRE112113"/>

# 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 interface titled "SEARCH COMMITTEE". It has a search bar for the "Search Committee Chair" with a magnifying glass icon and a blue notification box stating "No user selected.". Below this is a section for "Search Committee Members" with an "Add Search Committee Member" button. A table header shows "Recipient" and "Remove all". The table content is empty, with a message "No Search Committee Member selected.". At the bottom, there is a section for "Search Committee Member information:" with a large empty text area.

The screenshot shows a search results page with a light green background. It has input fields for "First name:", "Preferred name:", "Last name:" (containing "shinn"), and "E-mail:". A "Search" button is below. A table displays search results with columns "First name", "Preferred name", "Last name", and "E-mail". One result is shown: Christine, Shinn, CSHINN@UDELE.EDU. Below the table, it says "Page 1 of 1" and "Records 1 to 1 of 1". A section titled "User information:" contains details: "Email address: CSHINN@UDELE.EDU" (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

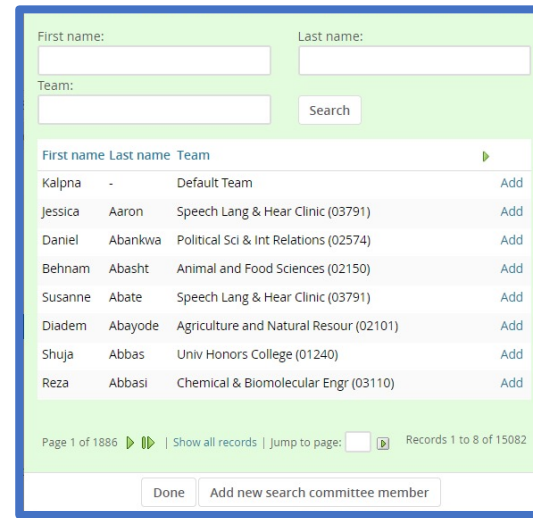
External search committee members can be added.

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](http://www.udel.edu/talentlink)



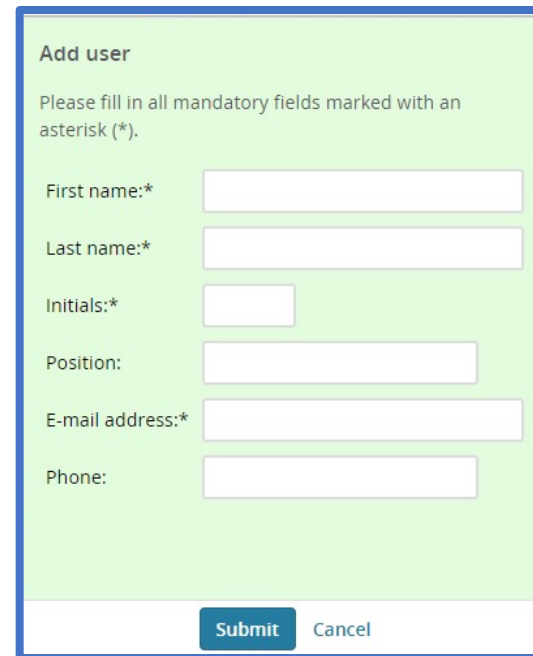
The screenshot shows a web interface for searching committee members. At the top, there are input fields for 'First name:', 'Last name:', and 'Team:', along with a 'Search' button. Below this is a table with columns for 'First name', 'Last name', and 'Team'. The table contains several rows of member information, each with an 'Add' button to its right. At the bottom of the table, there is a pagination bar showing 'Page 1 of 1886', 'Show all records', and 'Records 1 to 8 of 15082'. Below the pagination bar are two buttons: 'Done' and 'Add new search committee member'.

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

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

The keyword is:  
bluehens

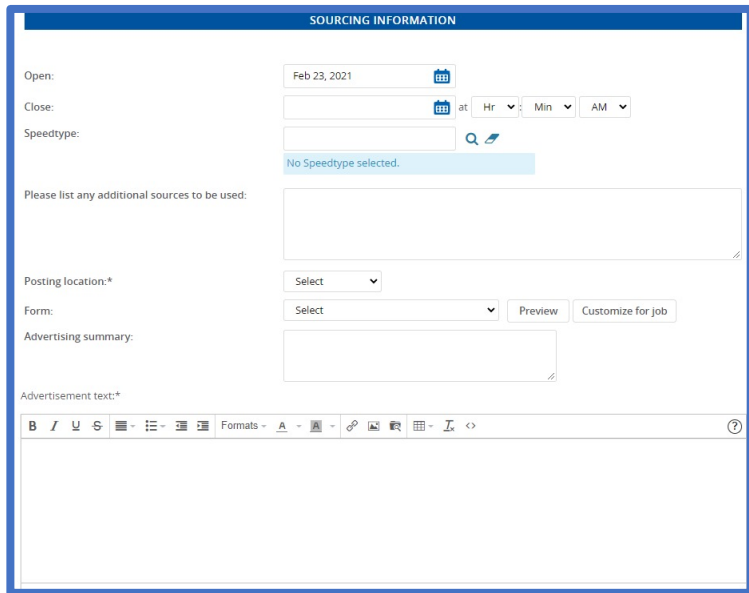
External members will need to use the reset password feature on the log in screen to establish a password if it is the first-time using Talent Link.



The screenshot shows a form titled 'Add user'. It includes a note: 'Please fill in all mandatory fields marked with an asterisk (\*)'. The form has several input fields: 'First name:\*', 'Last name:\*', 'Initials:\*', 'Position:', 'E-mail address:\*', and 'Phone:'. At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

# 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". The form includes the following fields and controls:

- Open:** A date picker set to "Feb 23, 2021".
- Close:** A date picker, a time dropdown menu (set to "Hr"), a "Min" dropdown menu, and an "AM" dropdown menu.
- Speedtype:** A search box with a magnifying glass icon and a blue message box that says "No Speedtype selected."
- Additional sources:** A text area with the prompt "Please list any additional sources to be used:".
- Posting location\*:** A dropdown menu currently set to "Select".
- Form:** A dropdown menu set to "Select", a "Preview" button, and a "Customize for job" button.
- Advertising summary:** A text area.
- Advertisement text\*:** A rich text editor with a toolbar containing icons for bold, italic, underline, link, unlink, list, and other text formatting options.

**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](mailto: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, 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](mailto:asktalentlink@udel.edu).