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.
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. 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’.
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, prior to starting the job card. The approval email should be copied and pasted into the reason for waiver field box.

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.
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.

**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
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.
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.
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.
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.

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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, 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.
**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.