**TAM Job Posting System Instructions**

**Instructions for Accessing Applications in the TAM Job Posting System**

1. Clear your cache
2. One.iu.edu
   1. Employee Center
   2. Drop down “Employee self-service” tab to “recruiting”.
   3. Click the “recruiting activities” tile. Do NOT click “My Job Openings” as it will be empty.
   4. Search for the job opening ID
3. Double click on the link to the posting
4. To view the candidate’s materials, go to the “Application” column and click on the “manage application” icon. Scroll down to “attachments” to see the resume and any other application materials.
   1. Cover letters are not required, but if the candidate has chosen to upload one, this is where it will be located.
5. **Once you have viewed the candidate’s materials, click “Mark reviewed”**

**Dispositioning Applicants in the TAM Job Posting System**

***All units have an obligation to mark candidates as “reviewed” as soon as possible and properly disposition applicants within the TAM system***

To interview candidates:

1. Select the check box next to the interviewee's name. Under the “interview” column, click the icon. This will lead you to the screen where you can change the candidate status from “reviewed” to “interview”. Candidates will be able to see that their status has changed to “interview”.

To reject candidates:

1. Click the “reject” icon to the right of the applicant’s name. This will bring up a drop-down box for you to choose the appropriate reason for the rejection. Candidates will be able to see that they have been rejected within the system.

**Dispositioning Applicants when a Candidate is Chosen**

1. After a finalist has been chosen and either VP Hylton (for Assistant Director candidates and higher), Dean Adams Riester, AVP Hogan, or AVP Bell-Robinson\* (starting January 24) have given approval to submit the job offer, HR rep or Payroll Coordinator will submit the offer within the TAM system.
   1. The hiring manager or their delegate **must communicate with** [**oslhr@iu.edu**](mailto:oslhr@iu.edu) **that either the reference check is complete, or the timeline for its completion. This is required prior to the system allowing an offer to be submitted.**
   2. **The hiring manager or their delegate must communicate with** [**oslhr@iu.edu**](mailto:oslhr@iu.edu) **an anticipated start date for the successful candidate, and if that date changes MUST inform** [**oslhr@iu.edu**](mailto:oslhr@iu.edu) **as soon as possible if a correction is needed.**
   3. After the job offer has been fully approved in TAM, Poster (either HR or Payroll Coordinator) sends template offer letter to Manager.
   4. Fully executed offer letter should be returned to OSLhr@iu.edu and Payroll Coordinator
2. Once the job offer for the selected candidate has been approved and the candidate has accepted in writing, the Manager should notify all unsuccessful candidates who were interviewed. The manager should call all unsuccessful candidates who were interviewed in-person, and reject the others within TAM.
   1. Manager notifies Poster that all unsuccessful candidates have been notified, all applications within the job posting have been dispositioned and Poster closes out the job posting.

**IMPORTANT NEW HIRE INFORMATION: NEW TAM PROCESS**

* **When an offer is accepted by a full-time job candidate, they will need to check their email for:**

1. an auto-email asking them to sign into a secure portal where they will type in their social security number, birthday, address, and other details. *Failing to complete this step may result in the candidate delaying their hire processing.*
2. Then, the candidate will also need to check their email for two separate emails regarding filling out the background check and I-9 form.

Please note: **\*If an internal IU employee applies as “external”, they will still need to submit their information in the secure portal\***