**Quick Reference:**

**Tiger Talent - Request to Recruit**

**Important Information**: The Request to Recruit can be entered into Tiger Talent by either the hiring manager or the Human Resources (HR) partner.

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**Staff Hire Request**

**Important Information**: The approval process for a staff Request to Recruit involves the budget officer and two levels above the hiring manager.

---

**STEP 1 (Staff Hire)**

**Access** the [Tiger Talent](#) web site. **Log in** to Tiger Talent using your Clemson user ID and password.

---

**STEP 2 (Staff)**

**Click** the Actions hyperlink and **click** Begin New Hiring Action to begin a new request to recruit.
**Important Information:** It is important to enter the correct hiring manager’s email address into the Tiger Talent Request to Recruit because the two levels of approvals required for the transaction are automatically populated based on the hiring manager’s supervisor and that supervisors supervisor.

**Important Information:** There are three hiring options: 1) refill a position with no changes, 2) refill a position with changes or 3) request a new position.

- If requesting to refill an existing position without any changes from the previous incumbent’s job information, select “No Changes.”
- If requesting to refill an existing position but also requesting changes to the position from the previous incumbent’s job information, select “With Changes.”
- Intermittent positions must be requested by selecting “New Position.” A request to fill an intermittent position cannot be entered as a refill.

**STEP 4 (Staff)**
Select **Refill** (for existing positions) or **New Position**.
Select **Non-Faculty** to recruit for a classified or administrative unclassified position.

**STEP 3 (Staff)**
Enter the hiring manager’s email address.
**Note:** When the address is entered, the name will automatically display.

**STEP 5 (Staff)**
Select the type of position for which you wish to recruit from the Position Type drop-down menu.
Important Information: The previous employee's position information will display. At this time, please review the position information for accuracy.

**STEP 5B (Staff)**
If refilling an existing position, **enter** the previous employee's email address in the Previous Employee's Email Address field.

**Important Information:** When the previous employee's Clemson email address is entered, information on the employee's two most recent positions will display.

**STEP 5C (Staff)**
**Click** the radio button to the left of the position being refilled. **Click** Select.

**Important Information:** The previous employee's position information will display. At this time, please review the position information for accuracy.
Important Information: Waivers are approved by the Office of Human Resources (OHR) once the request to recruit has been submitted. The Office of Human Resources reviews the business reason for each waiver request to ensure the following:

- there are no other qualified internal candidates interested in applying for the position
- this is not an underrepresented job code
- the individual was not waived into her/his current position

STEP 6 (Staff)
If an employee is being waived into the position, click “Yes. This is a waiver.”
Indicate whether or not the employee being waived is a current employee.
Enter the name of the employee being waived into to the position. (The system will display a list of names that are similar to the name you are typing. Select the correct name.)
Enter the business case for waiving the position.

A warning message will pop up reminding you to ensure that the applicant has a recent application on file and that a background check request is required.
Quick Reference: Tiger Talent - Request to Recruit

**STEP 7 (Staff)**
Select Yes if the position is Grant Funded.

If grant funded, complete all fields in the Grant Funding section.

**STEP 8 (Staff)**
Click Add Account to enter the Account String.

**STEP 9 (Staff)**
Enter the Account String and click Save Changes.
Click Add Account to add additional Account Strings.
**Note:** the percent total must equal 100 percent.
Quick Reference: Tiger Talent - Request to Recruit

**STEP 10** (Staff)
If refilling an existing position, **review** the position information.
If recruiting for a new position, **enter** the position information.

**Note:** the supervisor’s name will automatically populate when the email address is entered.

**STEP 11** (Staff)
Enter the maximum budgeted allocation (provided by the budget officer).
Select the Work County from the drop-down menu.

**STEP 12** (Staff)
Provide justification for requesting the position in the Justification for Position textbox. See Important Information below.

**STEP 13** (Staff)
Provide the internal positions or employees performing similar work for comparison.

---

**Important Information:**
Examples for **Justification for Position** include: 1) The volume of accounting work has significantly increased due to an increase in the number of related organizations and 2) John Doe is retiring effective January 2015, and this is a position that needs to be refilled.
STEP 14 (Staff)
If the position posting is internal only, click “Yes. This is an internal only posting.”
Enter justification in the Internal Posting Information test box.

STEP 15 (Staff)
Enter the requested dates of posting. (A minimum of five days is required.)

STEP 16 (Staff)
Enter the Interview Committee member names. Click the plus icon to add additional members.

STEP 17 (Staff)
Click “Yes. This request requires skill test(s)” if skills tests are required for the position.
Important Information:
If you select “Other Advertisement Medium,” enter the location of the job posting. The Office of Human Resources will contact the hiring manager to confirm the posting.

Each advertisement is subject to OHR approval and, by default, will include the Jeanne Clery Act and Clemson University Affirmation Action Clause.

TIP:
To view a complete listing of the advertising packages, select the Advertising package link. The advertising mediums listed are paid by the department; however, all job posting will automatically post to the free Diversity, Veteran, and Social Media advertising packages.

STEP 18 (Staff)
Select the desired advertising medium for the job posting. If the position is an internal posting, select “None” to indicate there will not be an advertisement for this position.

STEP 19 (Staff)
Enter the specific language to be used for the external advertising in the Advertisement textbox.
Quick Reference: Tiger Talent - Request to Recruit

**Important Information:**
The system will validate entered information and will highlight missing or invalid entries. Enter or correct any information in highlighted fields, and click Submit to process the request to recruit.

**TIP:**
You can access a copy of the Position Description template.

**STEP 20** (Staff)
Browse to locate and upload the position description and enter additional information related to the position in the Position Description Information textbox.

**STEP 21** (Staff)
Click the certification acknowledgement and click Submit.
Quick Reference: 
Tiger Talent - Request to Recruit

Important Information:
From this point, you will receive emails containing information regarding the transaction’s progress through the hiring process.

After you submit the necessary information for a request to recruit, you will be taken back to the home page, which will now show that the submission was successful.
### Quick Reference: Tiger Talent - Request to Recruit

#### Review Staff Request to Recruit

**Important Information:**
Submitted transactions can be viewed at any time by logging in to Tiger Talent, where hiring managers have access to a summary page that shows the request to recruit, market analysis, and commitment form's progress throughout the hiring process. If a transaction needs to be changed, please contact OHR’s Recruitment unit. Changes to a submitted transaction cannot be made using Tiger Talent.

**STEP 22 (Staff)**
To view a transaction's progress, **click** Summary on the Tiger Talent homepage. **Select** the position you want to view by clicking the position title hyperlink.

<table>
<thead>
<tr>
<th>Title</th>
<th>Position</th>
<th>Process Time</th>
<th>Current Step</th>
<th>Hiring Manager</th>
<th>Department ID</th>
<th>Department Name</th>
<th>Ref #</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Services Counselor</td>
<td>00001244</td>
<td>On-Time</td>
<td>CC Review</td>
<td>Lee, Cindy M</td>
<td>0060</td>
<td>Eng &amp; Science Education</td>
<td>5040</td>
</tr>
<tr>
<td>intermittent</td>
<td></td>
<td>On-Time</td>
<td>First Approval Pending</td>
<td>Stringfield, Paris Farquhar</td>
<td>0011</td>
<td>Civil Engineering</td>
<td>5039</td>
</tr>
<tr>
<td>intermittent</td>
<td></td>
<td>On-Time</td>
<td>First Approval Pending</td>
<td>Stringfield, Paris Farquhar</td>
<td>0011</td>
<td>Civil Engineering</td>
<td>5038</td>
</tr>
<tr>
<td>Post Doctoral Fellow</td>
<td></td>
<td>On-Time</td>
<td>Provost Approval</td>
<td>Husson, Scott M</td>
<td>0009</td>
<td>Chemical Engineering</td>
<td>5037</td>
</tr>
<tr>
<td>Intermittent Faculty</td>
<td></td>
<td>On-Time</td>
<td>Provost Approval</td>
<td>McAllister, Teresa L</td>
<td>0009</td>
<td>Chemical Engineering</td>
<td>5036</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>00001986</td>
<td>On-Time</td>
<td>Provost Approval</td>
<td>Morgan, Angela G</td>
<td>1323</td>
<td>Finance</td>
<td>5035</td>
</tr>
<tr>
<td>Lecturer</td>
<td></td>
<td>On-Time</td>
<td>Dear Approval</td>
<td>Con, Christopher L</td>
<td>0975</td>
<td>Mathematical Sciences</td>
<td>5004</td>
</tr>
<tr>
<td>Assistant Professor</td>
<td>00001986</td>
<td>On-Time</td>
<td>Dear Approval</td>
<td>Morgan, Angela G</td>
<td>1323</td>
<td>Finance</td>
<td>5033</td>
</tr>
<tr>
<td>Lecturer</td>
<td></td>
<td>On-Time</td>
<td>Commitment Approval</td>
<td>Ramasubramanian, M K</td>
<td>0921</td>
<td>Mechanical Engineering</td>
<td>5032</td>
</tr>
</tbody>
</table>

**Important Information:**
Once the Request to Recruit has been submitted and approved, the HR partner will be notified to create a job opening. Click [HERE](#) to access the *Quick Reference: Creating a Job Opening (Requisition).*
**Quick Reference:**

**Tiger Talent - Request to Recruit**

**Important Information:**
After the job opening is created and a job opening number is assigned, the HR partner will receive an email detailing the position information that includes a link to Tiger Talent. Accessing this link will allow the HR partner to view the Tiger Talent transaction.

---

**Sample Email Notification**

**Position Information**

<table>
<thead>
<tr>
<th>Type of Hire:</th>
<th>Temporary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Openings:</td>
<td>5</td>
</tr>
<tr>
<td>Job Duration:</td>
<td>12 Months</td>
</tr>
<tr>
<td>Paygroup:</td>
<td>12H</td>
</tr>
<tr>
<td>Hiring Manager:</td>
<td>Johnson, Suzanne M</td>
</tr>
<tr>
<td>Submitted by:</td>
<td>SUSANNJ</td>
</tr>
<tr>
<td>Submission Date:</td>
<td>06/03/2015 01:20:23 PM</td>
</tr>
<tr>
<td>Reference Number:</td>
<td>15</td>
</tr>
<tr>
<td>Business Title:</td>
<td>Benefits Counselor I</td>
</tr>
<tr>
<td>Justification for Position:</td>
<td>Test</td>
</tr>
<tr>
<td>Job Code:</td>
<td>AGS1000</td>
</tr>
<tr>
<td>Full/Part-time:</td>
<td>Full Time</td>
</tr>
<tr>
<td>Department #:</td>
<td>5337</td>
</tr>
<tr>
<td>Department Name:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Supervisor’s Name:</td>
<td>Johnson, Suzanne M</td>
</tr>
<tr>
<td>Budgeted Max Salary:</td>
<td>$55,000.00</td>
</tr>
</tbody>
</table>

**Position Descriptions:**

- NewPositionDescription_1.doc
- OldPositionDescription_1.doc

**Comments:**

**Action Required:**
Please review the comments above and the position information in the table. If you find there have been changes from the proposed request that warrant reapproval, please notify Hiring Manager and Supervisor prior to creating a requisition. If no changes are required, log in to Tiger Talent via this link (using your Clemson username and password) to approve or deny the transaction.

**Approval Process Reminders:**
You will receive a reminder email after 24 hours if action is not taken within that timeframe. In order to avoid delays in the process, if you have not taken action within 48 hours, a notification will be sent to your supervisor so that he/she may approve or deny the request on your behalf.

Thank you in advance for your timely response to this message.

---
Quick Reference:
Tiger Talent - Request to Recruit

**Important Information:** The approval process for a faculty Tiger Talent Request to Recruit transaction involves the budget officer, any ad hoc approvers that have been added, the dean, the provost and the Office of Human Resources.

---

**Faculty Hire Request**

**STEP 1 (Faculty Hire)**

Access the Tiger Talent web site. Log in to Tiger Talent using your Clemson user ID and password.

**STEP 2 (Faculty)**

Click the Actions hyperlink and click Begin New Hiring Action to begin a new request to recruit.
Quick Reference: 
Tiger Talent - Request to Recruit

**Important Information:** It is important to enter the correct hiring manager’s email address into the Tiger Talent Request to Recruit because the two levels of approvals required for the transaction are automatically populated based on the hiring manager’s supervisor and that supervisor’s supervisor.

**Important Information:** There are three hiring options: 1) refill a position with no changes, 2) refill a position with changes or 3) request a new position.

- To request to refill an existing position without making any changes from the previous incumbent’s job information, select “No Changes.”
- To request to refill an existing position with changes to the position from the previous incumbent’s job information, select “With Changes.”
- To request an intermittent position, select “New Position.” A request to fill an intermittent position cannot be entered as a refill.
**Important Information:** When the previous employee’s Clemson email address is entered, information on the employee’s two most recent positions will display.

**STEP 5B (Faculty)**
If refilling an existing position, **enter** the previous employee’s email address.

**Important Information:** The previous employee’s position information will display. It is important to review the position information for accuracy.
Important Information: Waivers are approved by the Office of Human Resources once the request to recruit has been submitted. OHR reviews the business reason for each request to ensure the following:

- there are no other qualified internal candidates interested in applying for the position
- this is not an underrepresented job code
- the individual was not waived into her/his current position

STEP 6 (Faculty)
If the position is being waived, click “Yes. This is a waiver.”
Indicate whether or not the employee being waived is a current employee.
Enter the name of the employee being waived into the position.
Enter the business case for waiving the position.

A warning message will pop up reminding you to ensure the applicant has a recent application on file and that a background check request is required.
STEP 7 (Faculty) Select Yes if the position is Grant Funded. Complete all fields in the Grant Funding section if the position is grant funded.

STEP 8 (Faculty) Click Add Account to enter the Account String. If grant funded, these fields are required.

STEP 9 (Faculty) Enter the Account String and click Save Changes. Click Add Account to add additional Account Strings. Note: the Percent Total must equal 100 percent.
**Quick Reference:**
*Tiger Talent - Request to Recruit*

**STEP 10A (Faculty)**
Select up to three faculty titles for market analysis. Choose the Category, Discipline and Appointment Term from the drop-down menus. Click the “here” hyperlink to preview the market analysis for the titles you selected.

<table>
<thead>
<tr>
<th>Faculty Titles</th>
</tr>
</thead>
<tbody>
<tr>
<td>Professor</td>
</tr>
<tr>
<td>Associate Professor</td>
</tr>
<tr>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Senior Lecturer</td>
</tr>
<tr>
<td>Lecturer</td>
</tr>
<tr>
<td>Associate Dean</td>
</tr>
<tr>
<td>Assistant Dean</td>
</tr>
<tr>
<td>Associate Provost</td>
</tr>
<tr>
<td>Dean</td>
</tr>
<tr>
<td>Vice Provost</td>
</tr>
<tr>
<td>Post Doctoral Fellow</td>
</tr>
<tr>
<td>Other</td>
</tr>
</tbody>
</table>

**STEP 10B (Faculty)**
If the desired title is not listed, select Other and enter the requested title and a brief description of the position’s functions and/or responsibilities in the Non-Standard Position Details comments box.

<table>
<thead>
<tr>
<th>Nonstandard Position Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowed Chair, Dean, Chair, Professor of practice, etc</td>
</tr>
</tbody>
</table>

**Important Information:** Examples of titles that may be included in the “Other” category are endowed chair, department chair and postdoctoral student. Nonstandard position details are reviewed by the Office of Human Resources, and a market analysis is provided to the hiring manager via email.
Example of a Market Analysis report.

The external competitive market range reflects Clemson’s Research High Carnegie Classification. Data sources are: Oklahoma State University Faculty Survey, AACSB, and CUPE.

**External Market Data for: Professor**
- Engineering
- Bioengineering And Biomedical Engineering
- Professor
- 9 Month

<table>
<thead>
<tr>
<th>Competitive Range</th>
<th>Minimum</th>
<th>25th %tile</th>
<th>Average</th>
<th>75th %tile</th>
<th>Maximum</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$101,688</td>
<td>$125,621</td>
<td>$140,343</td>
<td>$175,471</td>
<td>$201,560</td>
</tr>
</tbody>
</table>

Salary justification is required for salary offers higher than the average of the competitive range.

**Internal Comparisons:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Base Salary</th>
<th>Suppl</th>
<th>Total Salary</th>
<th>Faculty Rank Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Comparison #1</td>
<td>Professor</td>
<td>$125,466</td>
<td>$17,647</td>
<td>$144,113</td>
<td>2008-08-15</td>
</tr>
<tr>
<td>Comparison #2</td>
<td>Professor</td>
<td>$122,232</td>
<td>$16,513</td>
<td>$140,745</td>
<td>2015-08-15</td>
</tr>
<tr>
<td>Comparison #3</td>
<td>Professor</td>
<td>$120,964</td>
<td>$0</td>
<td>$120,964</td>
<td>2016-08-15</td>
</tr>
<tr>
<td>Comparison #4</td>
<td>Professor</td>
<td>$119,016</td>
<td>$0</td>
<td>$119,016</td>
<td>2014-08-15</td>
</tr>
</tbody>
</table>

**STEP 11 (Faculty)**
Choose either the budget officer or hiring manager as who will enter the Commitment Form data. The person indicated will be notified when the Commitment Form is available for completion.
Quick Reference: Tiger Talent - Request to Recruit

**STEP 12** (Faculty)
If refilling an existing position, **review** the position information.
If recruiting for a new position, **enter** the position information.

**Note:** the supervisor’s name will automatically populate when the email address is entered.

**Important Information:**
Examples for **Justification for the Position** include: 1) The volume of accounting work has significantly increased due to an increase in the number of related organizations, and 2) John Doe is retiring effective January 2015, and this is a position that needs to be refilled.
STEP 16 (Faculty)
Click Yes (the system defaults to No) if the position posting is internal only. Enter a justification for internal only posting in the Internal Posting Information test box.

STEP 17 (Faculty)
Enter the requested dates of posting. (A minimum of five days is required.)

STEP 18 (Faculty)
Enter the Interview Committee member names. Click the plus icon to add additional members.

STEP 19 (Faculty)
Click Yes if skills tests are required for this position.
Important Information:
If you select “Other Advertisement Medium,” enter the location of the job posting. The Office of Human Resources will contact the hiring manager to confirm the posting. Each advertisement is subject to OHR approval and, by default, will include the Jeanne Clery Act and Clemson University Affirmation Action Clause.

TIP:
To view a complete listing of the advertising packages, select the Advertising package link. The advertising mediums listed are paid by the department; however, all job posting will automatically post to the free Diversity, Veteran, and Social Media advertising packages.

STEP 20 (Faculty)
Select the desired advertising medium for the job posting. (If this is an internal posting, select “None” to indicate there will not be an advertisement for this position.)

STEP 21 (Faculty)
Enter the specific language to be used for external advertisements in the Advertisement textbox.
Quick Reference:
Tiger Talent - Request to Recruit

**STEP 22** (Faculty)
**Browse** to locate and upload the position description, and enter additional information related to the position in the Position Description Information textbox.

**TIP:**
You can access a copy of the Position Description template.

**STEP 23** (Faculty)
**Click** the certification acknowledgement and **click** Submit.

**Important Information:**
The system will validate entered information and will highlight missing or invalid entries. Enter or correct any information in highlighted fields, and click Submit to process the request to recruit.
After you submit the necessary information for a request to recruit, you will be taken back to the home page, which will now show that the submission was successful.

Important Information:
From this point, you will receive emails containing information regarding the transaction's progress through the hiring process.
**Important Information:**
Submitted transactions can be viewed at any time by logging in to Tiger Talent, where hiring managers have access to a summary page that shows the request to recruit, market analysis and Commitment Form's progress through the hiring process. If a transaction needs to be changed, please contact OHR's Recruitment unit. Changes to a submitted transaction cannot be made using Tiger Talent.

**STEP 24 (Faculty)**
To view a transaction's progress, click Summary on the Tiger Talent homepage. **Select** the position you want to view by clicking the position title hyperlink.

**Important Information:**
Once the Request to Recruit has been submitted and approved, the HR partner will be notified to create a job opening. Click [HERE](#) to access the Quick Reference: Creating a Job Opening (Requisition).
Important Information:
After the job opening is created and a job opening number assigned, the HR partner will receive an email detailing the position information, which will include a link to Tiger Talent. Accessing this link will allow the HR partner to view the Tiger Talent transaction.

Sample Email Notification

Position Information

<table>
<thead>
<tr>
<th>Type of Hire:</th>
<th>Temporary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Target Openings:</td>
<td>5</td>
</tr>
<tr>
<td>Job Duration:</td>
<td>12 Months</td>
</tr>
<tr>
<td>Paygroup:</td>
<td>1211</td>
</tr>
<tr>
<td>Hiring Manager:</td>
<td>Johnson, Suzanne M</td>
</tr>
<tr>
<td>Submitted by:</td>
<td>SUHANNJ</td>
</tr>
<tr>
<td>Submission Date:</td>
<td>06/03/2015 03:20:25 PM</td>
</tr>
<tr>
<td>Reference Number:</td>
<td>15</td>
</tr>
<tr>
<td>Business Title:</td>
<td>Benefits Counselor I</td>
</tr>
<tr>
<td>Justification for Position:</td>
<td>test</td>
</tr>
<tr>
<td>Job Code:</td>
<td>AG5000</td>
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<tr>
<td>Full/Part-time:</td>
<td>Full Time</td>
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<tr>
<td>Department #:</td>
<td>5537</td>
</tr>
<tr>
<td>Department Name:</td>
<td>Human Resources</td>
</tr>
<tr>
<td>Supervisor's Name:</td>
<td>Johnson, Suzanne M</td>
</tr>
<tr>
<td>Budgeted Max Salary:</td>
<td>$55,000.00</td>
</tr>
<tr>
<td>Position Description:</td>
<td><a href="#">NewPositionDescription1 .doc</a></td>
</tr>
<tr>
<td>Position Description:</td>
<td><a href="#">OldPositionDescription1 .doc</a></td>
</tr>
</tbody>
</table>

Comments:
Approved

Action Required:
Please review the comments above and the position information in the table. If you feel there have been changes from the proposed request that warrant reapproval, please notify Hiring Manager and Supervisor prior to creating a requisition. If no changes are required, log in to Tiger Talent via this link (using your Clemson username and password) to approve or deny the transaction.

Approval Process Reminder:
You will receive a reminder email after 24 hours if action is not taken within that timeframe. In order to avoid delays in the process, if you have not taken action within 48 hours, a notification will be sent to your supervisor so that he/she may approve or deny the request on your behalf.

Thank you in advance for your timely response to this message.
Quick Reference:
Tiger Talent - Request to Recruit

Linking a PeopleSoft Job Opening to Tiger Talent

**Important Information:** When a Tiger Talent transaction is submitted, the HR partner will receive notification via email from OHR to create a job opening. Click HERE to access Quick Reference: Creating a Job Opening (Requisition). After the job opening is created, return to the Tiger Talent transaction and enter the job opening number. This will link the Tiger Talent Transaction to its complimentary PeopleSoft transaction, allowing the Tiger Talent information to be viewed during the offer letter process.

---

**Sample Email Notification**

**STEP 1**
After creating the job opening, click the link in the email, or log in to Tiger Talent.
STEP 2
Click the Actions link and select HR Partner from the drop-down menu to view your work list.

STEP 3
Click the title hyperlink to open the transaction.
STEP 4
Click the Requisition Entry tab. Enter the Job Opening number from PeopleSoft in the Job Requisition field.

STEP 5
Click Save to send the transaction to OHR’s Recruitment unit for review.