Hiring:

Tiger Talent for Approvers
General Information:

Clemson University strives to attract, retain, and reward top talent. Tiger Talent, Clemson’s online hiring system, supports the effective recruitment of top talent by streamlining the hiring process and providing visibility throughout the process. A hiring manager’s request to refill a position or hire for a new position is submitted through Tiger Talent, and all necessary approvals for this request are through Tiger Talent as well.

Summary:

The first phase in the hiring process is the request phase, which lasts approximately one to five days and spans the time from when a need to hire has been determined through the posting of a job advertisement. Currently, it is only during the request phase that approvals through Tiger Talent are required.

This document outlines the basic steps you’ll need to take using Tiger Talent to approve the hiring manager’s request to post a job advertisement for a new or existing position.
User Instructions: Tiger Talent for Approvers

Key Notes:

The hiring process begins when a manager determines the need to refill or create a position and ends when a candidate has accepted an offer of employment.

References:

Toolkits:
- Writing a Position Description for Managers
- Tiger Talent for Managers
- HR Partner’s Guide to Hiring Staff Members

Recruitment-Revised 07/15/2015
Policies:

- Background Check policy
- Categories of Positions
- Classification Plan

Systems:

- PeopleSoft/CUBS
- Tiger Talent

Forms:

- Position Description Form
- Interview Evaluation Form
- Request to Hire Form
- Background Check Request Form
- Offer Letter Template

Glossary:

- Glossary
Tiger Talent for Approvers

Start → 1. Receive an email notification → 2. Log in to Tiger Talent → 3. Approve, deny, or hold the transaction → 4. Receive notification that transaction was updated → End
User Instructions: Tiger Talent for Approvers

1. Receive an Email Notification

1.1 The hiring manager's supervisor and second level supervisor will receive an email notification indicating there is a request to recruit that requires review.

In order to expedite the process, we ask that you take action within 24 hours of receiving notification.

1.1.1 To access Tiger Talent, click on the link in the email notification.

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The pre-hire request listed below was submitted and requires immediate action on your part to approve this request.

**Position Information**

- **Type of Hire:** Full Time Employee
- **Hiring Manager:** Johnson, Susan M
- **Incumbent's Name:** Johnson, Susan M
- **Submitted by:** SUSAN M
- **Submission Date:** 01/10/2015 02:55:30 PM
- **Reference Number:** 24
- **Business Title:** Program Coordinator I
- **Justification for Position:** Need more nurses to document business processes
- **Job Code:** AH3500
- **Full/Part-Time:** Full Time
- **Department #:** 5337
- **Department Name:** Human Resources
- **Supervisor's Name:** Martin, John H
- **Budgeted Max Salary:** $15,000.00
- **Position Description:** [NewPositionDescription1.pdf](#)
- **Position Description:** [OldPositionDescription1.pdf](#)

**Action Required:**

Please review the above information and log in to [Tiger Talent](#) via the link (using your Clemson University username and password) to approve or deny the request.

**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 action in response to this request. Should you have any questions or concerns, please contact your HR Partner.
2. Log in to the Tiger Talent Recruitment System

2.1 Log in to Tiger Talent using your Clemson University username and password.
3. Approve, Hold, or Deny the Transaction

3.1 Once logged in to Tiger Talent, the request to recruit will display.

3.1.1 Approve, hold, or deny the transaction listed. Once you have made a selection, an email notification will be sent to the hiring manager.

Additional Information:

- A request to recruit cannot continue through the request phase until it has been approved.
- Putting a transaction on hold will stop the request process. You can request additional information from the hiring manager, but you must go back and approve or deny the transaction to complete the process.
- Denying a transaction will stop the request to recruit.
3.1.1 If you choose to approve the pre-hire request, a box will appear requesting confirmation. Select “Submit” to approve the request or “Close” to return to the approval screen.

3.1.2 If you choose to hold or deny a transaction, a box will appear requesting confirmation. Select the reason the transaction is being held or denied then enter comments regarding the transaction.

3.1.3 Select “Submit” to confirm the hold or denial of the transaction. Select “Close” to cancel the hold or denial of the transaction. You will be returned to the approval screen.

Additional Information: If a transaction is put on hold, the approver will go back to the initial notification email to approve or deny the transaction.
4. Receive Notification that the Transaction was Updated

4.1 You will receive confirmation that the action has been updated. This completes the approval process; you can exit the page by closing the webpage.

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Thank you
You may now exit this page

<table>
<thead>
<tr>
<th>Type of Hire:</th>
<th>Full Time Employee</th>
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<tbody>
<tr>
<td>Incumbent's Name:</td>
<td>Johnson, Susanna M</td>
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<tr>
<td>Tracking Number:</td>
<td>9</td>
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<tr>
<td>Business Title:</td>
<td>Human Resource Mgr I</td>
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<td>Job Code:</td>
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<td>Full/Part-time:</td>
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<td>Department #:</td>
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<td>Human Resources</td>
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<td>Office Location:</td>
<td>Administrative Services Bldg</td>
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<tr>
<td>Hiring Manager:</td>
<td>Johnson, Susanna M</td>
</tr>
<tr>
<td>Budgeted Salary:</td>
<td>$15,000.00</td>
</tr>
</tbody>
</table>
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4.2 Vice presidents and deans have access to work lists that display all submitted requests to recruit for the division. To access a work list, log in to Tiger Talent, choose Actions, and select Summary.
4.3 When *Summary* is selected, a list of all of the active requests to recruit for the division will display. The latest request to recruit will display at the top of the page, but all active transactions can be found in the work list section. Specific transactions can be viewed by using the filters or by selecting the job title.

4.4 To view the history of all submitted transactions, log in to Tiger Talent and choose **Archive**. Transactions may be selected by choosing the title of the requested position.