Talent – Recruitment Resources

Useful Resources Website:   
<https://hr.arizona.edu/supervisors/recruitment>

Test environment:  
<https://arizona-pilot.csod.com/samldefault.aspx>

Position Description Form:  
<https://ucap.arizona.edu/sites/default/files/Incumbent%20Review_Final.pdf>  
Applicant Screening Matrix:  
<https://hr.arizona.edu/supervisors/recruitment>. (At bottom under “Conducting a Search”)

Recruitment Retention Checklist:  
<https://hr.arizona.edu/sites/default/files/hr/managers-supervisors/Recruitment-Hiring/Recruitment%20Retention%20Checklist.pdf>

**User Guides**

[**Talent - Requisition Guide**](https://arizona.box.com/s/bop1g6kt7mnlcbrhzlb6xfjhgzif67q5)

[**Talent - Applicant Management Guide**](https://arizona.box.com/s/unbqqsjrm3liacvd5ljbfgwltw14buu9)

[**Talent - User Provisioning Chart**](https://arizona.box.com/s/oirev3s02jvu1k2u85fab95fapawjqj5)

[**Talent - User Requests**](https://arizona.box.com/s/xf2jfpxeo0jmke7a0kv3bg8nmup1c40j)

[**Talent - Offer Letter Guide**](https://arizona.box.com/s/ejk1v3pplnrff8f51akc8ncdo4ydgj33)

[**Talent - Search Committee Member Guide**](https://arizona.box.com/s/y9pmzitga5y058gjgzz8imjmm2wasypu)

[**Talent - Emails and Content**](https://arizona.box.com/s/m67k9z1z4oozfx1hj64oradz2hzsnelu)

[**Talent - HR Requisition & Offer Approvers**](https://arizona.box.com/s/kp5qn11iwfuzie80on9g3it3cy1o612v)

**User Videos**

[**Talent - Creating a Requisition**](https://arizona.box.com/s/wyfzdqyfctbo86jlmzoxa4yylej8hi87)

[**Talent - Approving a Requisition**](https://arizona.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=6705d177-8ef2-474d-99cc-ab1f01246865)

[**Talent - Searching for a Requisition**](https://arizona.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=fd701376-8e14-4af5-a6c9-ab20013214d8)

[**Talent - Searching for Applicants**](https://arizona.box.com/s/na9tpqgqnnl4kqwor9pxstyhik33ki33)

[**Talent - Navigating Applications**](https://arizona.box.com/s/tt9nvxl5q0l8b3voyg8769v6xyhnef21)

[**Talent - Dispositioning Applicants**](https://arizona.box.com/s/u6cwtfkk6okrz7p8m87fna2lwyfo5eo2)

[**Talent - Collecting References**](https://arizona.box.com/s/evyv0ss3ayhsk0ns3mgw0ywwsj8b34kh)

[**Talent - Emailing Applicants**](https://arizona.box.com/s/jfj3j1009qv3es06s4w3oiobkugricf8)

[**Talent - Editing Pending Requisitions**](https://arizona.box.com/s/ztjy0eqspbh90oez4h2ge5fkiynwp1nw)

[**Talent - Scheduling Interviews**](https://arizona.box.com/s/k38miq7uzk1dlsbdewoa2o8vfixwqioz)

[**Talent - Interview Manager**](https://arizona.box.com/s/5kxl1dsblfv7r812d8nrz7c2hqf1xkcf)