

# UTORecruit for Academic Recruitment

## Instructions for Academic Search Committees

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## Technical Requirements:

Before you begin, please ensure your computer meets the technical specification below. If you require assistance contact your local IT support.

### Minimum System Requirements

<b>Display</b>	1024 X 768 resolution or greater
<b>Memory</b>	350 MB or more <i>available</i> memory
<b>Processor</b>	1.5 GHz or greater
<b>Internet</b>	384 kbps or greater

### Supported Operating Systems and Browsers

	<b>Internet Explorer</b>	<b>Firefox</b>	<b>Chrome</b>	<b>Safari</b>
<b>Windows XP</b>	Versions 7**,8	Version 17	Version 23	
<b>Windows Vista</b>	Versions 7**,8**,9,10	Version 17	Version 23	
<b>Windows 7</b>	Versions 8,9,10	Version 17*	Version 23*	
<b>Windows 8</b>	Version 10	Version 17*	Version 23*	
<b>Mac OS X 10.7</b>				Versions 5.1**,6
<b>Mac OS X 10.8</b>				Version 6

\* Only supported on 32 bit Windows installations

\*\* Limited support

### Browsers enabled with Flash

For additional info on Adobe Flash please visit Adobe website. <http://helpx.adobe.com/flash-player.html>

### PC

Note: Two different versions of Adobe Flash may be required if you wish to use two PC browsers (e.g. IE specific Flash and Flash for other browsers). For additional information please visit Adobe website.

<http://get.adobe.com/flashplayer/otherversions/>

If there are issues with Flash, please uninstall completely all Flash versions using the instructions posted at <http://helpx.adobe.com/flash-player/kb/uninstall-flash-player-windows.html>

## Mac

Adobe Flash for Mac OS X can be downloaded at: <http://get.adobe.com/flashplayer/otherversions/>

If there are issues with Flash, please uninstall completely all Flash versions using the instructions posted at: <http://helpx.adobe.com/flash-player/kb/uninstall-flash-player-mac-os.html>

## Requesting Access

All UTORecruit users require a user name and password to access candidate application materials. If you require this information contact your Academic Search Administrator (e.g. Chair's assistant) to request access.

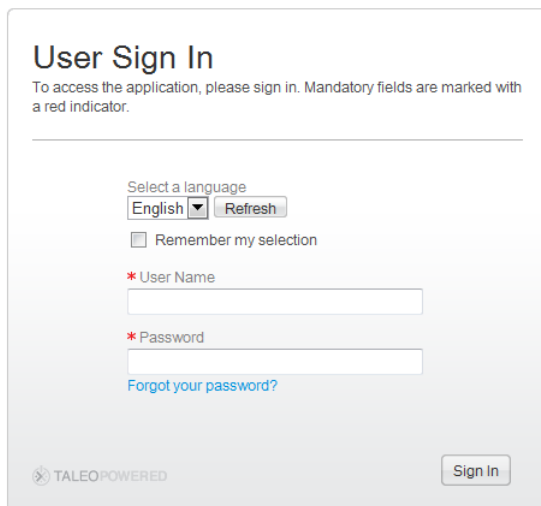
You will be required to provide the following:

- Official utoronto or affiliate email address (gmail, hotmail or similar non-institutional email addresses are not permitted).
- Personnel number and UTOrid (if you are not a University of Toronto employee these are not required).
- For additional information about access contact [utorecruit.support@utoronto.ca](mailto:utorecruit.support@utoronto.ca)

**Please allow one business day for processing**

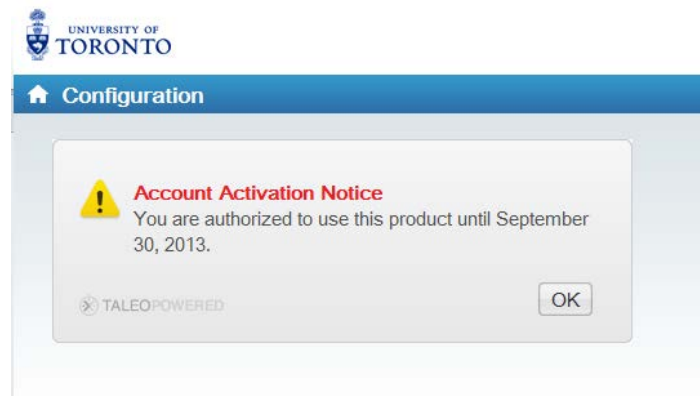
## Logging in to UTORecruit

1. Go to: <https://utoronto.taleo.net>
2. Sign in with your Username/Password



The screenshot shows a 'User Sign In' form. At the top, it says 'User Sign In' and 'To access the application, please sign in. Mandatory fields are marked with a red indicator.' Below this, there is a language selection dropdown set to 'English' with a 'Refresh' button next to it. A checkbox for 'Remember my selection' is present and unchecked. The form has two required input fields: '\* User Name' and '\* Password'. Below the password field is a blue link that says 'Forgot your password?'. At the bottom left, there is a 'TALEOPOWERED' logo, and at the bottom right, there is a 'Sign In' button.

All Search Committee accounts are active for one year. You will see this message reminding you of the end date of your access.



## Viewing Candidate Applications

### Locating Candidates

1. After logging in, go to the Job Openings box, locate the requisition matching your search and click on the number hyperlink to access the candidate list.

Welcome Stephannie Roy

Welcome to the Recruiting Center.

Show information for  
I own or collaborate on

### Job Openings

View currently open jobs (up to 30). [Create Requisition...](#)

► Status

ID	Title	Status Detail	Number
1200951		Expired (8/31/12, 11:59 PM)	29
1300798		Posted (Ongoing)	15
1402363		To Be Approved	0

2. Click on the name of the candidate in the list to view the candidate's application

Candidates for:  
**Assistant Professor - Religion (1200453)**

More Actions

Candidate	Step	Selection Status	Status Name, Icon	Assets, Requirements	Submission Creation
<a href="#">Bruzynski, Martin M (1636142)</a>		Department To be Reviewed	To be Reviewed	0 / 0 - 0 / 0	May 2, 2012
<a href="#">Lou Crazy, Emma (1635959)</a>	Interview	Interview	Interview	0 / 0 - 0 / 0	Apr 23, 2012
<a href="#">Roy, Stephannie (1635779)</a>		Department To be Reviewed		0 / 0 - 0 / 0	May 2, 2012
<a href="#">Summers, Buffy (1635840)</a>		Department To be Reviewed	To be Reviewed	0 / 0 - 0 / 0	May 2, 2012

## Viewing Application Materials

- All materials submitted by the applicant are in the Attachment area including reference letters if these were uploaded by your search administrator.
  - In the top section called "Submission Specific Attachments" you will find materials relevant to your search.
  - Click on the desired file under the Converted File heading to open and view the attached file in HTML format within your browser.
  - Documents in the Other Attachments section are not relevant to the candidate's application for this search.

Smith, M h applied for requisition:  
**Assistant Professor - Ancient History (1200117)**

1 out of 12 candidates

More Actions

Job Submission Attachments Tasks History

Submission-specific Attachments

+ Add

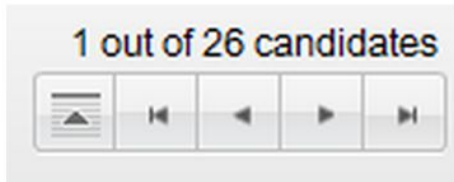
File Name	Converted File	Date	Size	Comments	Visible by candidate	Type	Attached by
<a href="#">Toronto Cover Letter.pdf</a>	<a href="#">Toronto Cover Letter.htm</a>	Feb 16, 2012, 12:06:24 PM	71 kb		Yes	Submission	
<a href="#">Toronto CV_edited.pdf</a>	<a href="#">Toronto CV_edited.html</a>	Feb 16, 2012, 12:06:36 PM	127 kb		Yes	Submission	
<a href="#">Toronto Teaching Dossier.pdf</a>	<a href="#">Toronto Teaching Dossier.htm</a>	Feb 16, 2012, 12:11:02 PM	773 kb		Yes	Submission	

Other Attachments

File Name	Converted File	Date	Size	Comments	Visible by candidate	Type	Attached by
There is no data to display.							

## Navigation in the candidate record

- There are 5 navigation buttons on the top right to access other candidates in the requisition



1. Access full candidate list
2. Beginning of list
3. Back one candidate in the list
4. Next candidate in the list
5. End of list

## Getting Help with UTORecruit

[academic.jobs@utoronto.ca](mailto:academic.jobs@utoronto.ca)

Advertising, requisition approvals, UTORecruit academic search processes (e.g. navigation, troubleshooting)

[utorecruit.support@utoronto.ca](mailto:utorecruit.support@utoronto.ca)

UTORecruit-specific technical issues and user accounts including account/password resets

[stephannie.roy@utoronto.ca](mailto:stephannie.roy@utoronto.ca)

Academic recruitment policy and procedures, strategies for using UTORecruit, issues and concerns

**Please include your user name, requisition number and a contact number in your email.**

**Note: Support is only provided during normal business hours, Monday to Friday 9am to 5pm**