TALENT S LINK

How to Obtain and Attach Hiring Documents to a TBH or PAF

This job aid provides step-by-step directions for obtaining and attaching hiring documents from TalentLink to a Template-Based Hire (TBH) or Personnel Action Form (PAF). The following documents from TalentLink are required to be attached to the TBH or PAF:

- Offer Card
- Resume
- Application
- Offer Letter

This process begins after a new hire has cleared the background check and is in a "Hired/Initiate Onboarding" status.

CREATING A PDF OF THE OFFER CARD

The Offer Card contains position and applicant details Central Human Resources needs to process a TBH or PAF. The Offer Card must be included with the hiring documents.

- 1. Go to the new hire's Applicant Card.
- 2. Click on the offer status link (which should always be "Offer accepted") in the Applications section; this will open up the Offer Card.

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New York, New York 10025, United States		Phone					
acolumbia.edu		Number		25924			
Current Employee		Applicant ID		5			
Careers website		e-Zines comms hold		No No			
CRM Resume		/					
ive Coordinator							•••
Applied via Careers website	Status changed 15 Aug 2019 Hired / Initiate Onboarding	Offer Offer accepted	Resume View	Application View	Add flags		
	E Add New York, New York 10025, United States ecolumbia.edu Current Employee Careers website CRM Resume twe Coordinator Applied via Careers website	E And New York, New York 10025, United States acolumbis.edu Careers website CRM Resume twe Coordinator Applied via Careers website Status changed 15 Aug 2019 Hired / Initiate Onboarding	Fiel Add Phone New York, New York Phone acolumbla.edu Number Current Employee Applicant ID Careers website e-Zines comms hold	Fiel Add Phone New York, New York Phone 10025, United States ecolumbla.edu ecolumbla.edu Number Current Employee Applicant ID Careers website e-Zines comms hold	Fiel Add Phone New York, New York Phone acolumbla.edu Number 25924 Current Employee Applicant ID - Careers website e-Zines comms hold No	Fiel Add Phone New York, New York Phone Notics, United States - ecolumbla.edu Number 25924 © Current Employee Applicant ID Careers website e-Zines comms hold No	Fiel Add Phone New York, New York, New York Phone Notices States ecolumbla.edu e columbla.edu Number 25924 Current Employee Applicant ID Careers website e-Zines comms hold

3. Create a PDF of the approved Offer Card by clicking the printer icon on the top right of the window, or hit Ctrl + P on your keyboard; this will open up the Print dialog box.

Note: You must have Adobe Acrobat Reader to be able to view and save PDFs.

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	2 Revision history
Personal details	
Address: OCEAN AVENUE BROOKLYN, NY 11225, United States	Phone:
E-mail: @gmail.com	
Applicant number: 3820	Employment Status: 🍅 Former Employee
View profile	
Job details	
Posting Title: Specialist-IT Student Affai	rs.
Full Time/Part Time: Part Time	
School/Department: Graduate School of Architectu	re, Planning and Preservation
Department: Graduate School of Architectu	re, Planning and Preservation
Location: 01 - New York	
Offer details	
Approval Approved status:	
Recruiter: Christine McPherson	
Date entered: 30 Apr 2019, 9:15 am	
Date updated: 1 May 2019, 9:55 am	
Application source: Other - Employee referral Edit	

- 4. Choose PDF as the printer; language in print dialog boxes differs by browser:
 - Chrome: Select "Save as PDF" in the Destination dropdown, then click "Save".
 - Firefox: Select "Adobe PDF" in the Name dropdown, then click "Ok".
 - Internet Explorer: Select "Adobe PDF" in the Select Printer list, then click "Print".

Total: 3 page		
	Save	Cance
Destination	Save as PDF	
Pages	All	
	O e.g. 1-5, 8, 1	1-13
Pages per sheet	1	,
Margins	Default	,
Options	Headers and f	ooters
	Background g	raphics



5. Enter a name for the PDF file when you are prompted to save it. Save PDF in a location you can easily remember.

CREATING A PDF OF THE APPLICATION, RESUME AND OFFER LETTER

The application, resume and offer letter can be created as one PDF within TalentLink.

- 1. Go to the new hire's Applicant Card.
- 2. Click the **three dots** on the right side of the Applications section.
- 3. Click "Compile and Send".



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Idress	Bradburst Ave, NY, NY 10039, United States		Phone			
mail	acolumbia.edu		Number		12456	
ployment Status	Gurrent Employee		Applicant ID			
Iginal source	Columbia Employment Information Cer	enber	e-Zines comm hold		No	
plications History Cl	M Resume					
O COLUMN And A Course						
Date submitted 2 Jul 2019	Applied via Sta Columbia Employment Inform Off	Ilus changed 14 Aug 2919 ffer Accepted	Offer accepted	Resume View	Application View	Add file Add activity Add document Add document from file
						Add note Update Form Communicate Compile and send
						Add note Update Form Communicate Compile and send New booking to an existing avvent New booking to a new event New task-terminder New from

- 4. Select the following documents to compile:
 - Applicant Personal Details
 - Application Form
 - Offer Documents
 - Resume

Click "Create PDF" button.

Bulk action status: T Appleant Complete Complete Von have selected one applicant to compile documents for, please select the documents you would like to include
Application details
2 Applicant personal details
Application form
Additional form
Application notes
Onboarding Form
Completed internal reference check forms
Completed phone screening forms
Completed online reference check form
Applicant documents
Cover letter
Offer Occuments
Dither - Applicant
Resume
Supporting Applicant documents
Transcript of results
Recruiter documents
Interview Notes
Mail matcher document
Medical
Other - Recruiter
Test results
Print options
Format for double-sided printing

5. Select "No" if you do not need to send these documents to anyone.

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To download the docu Note: To send the doc The document will be	ment, right click on the link below and select 'Save Target As', ument it is not necessary to download the document below, sent as an attachment with the communication below.	
	Your document is ready to download: Download document (491.3 kb)	
Send document: • Yes	0 N0	

6. Click "Download document".

Bulk action status: 1 Applicant Complete	
O To download the document, right click on the link below and select 'Save Target As'. Note: To send the document it is not necessary to download the document below. The document will be sent as an attachment with the communication below.	
Your document is ready to download Download document (491.3 kb)	

7. Save document to a folder or other location on your computer.

BEGINNING A TBH or PAF

A draft TBH will be created in PAC for an external administrative applicant hired through TalentLink. If the applicant is an internal hire, then a paper PAF must be submitted.

- 1. Ensure the applicant is in the "Hired/Initiate Onboarding" status. This will allow the applicant and position data from TalentLink to feed into PAC.
- Confirm the TBH is within the PAC workflow the following day after putting the applicant in the "Hired/Initiate Onboarding" status. Refer to the <u>PAC TBH TalentLink Integration Web-Based Training</u> <u>Module</u> video for more guidance.
- 3. Complete the rest of the TBH.
- 4. Upload the PDFs saved on your computer in the attachments section of the TBH. You should have two PDFs from TalentLink:
 - 1. PDF of the Offer Card and;
 - 2. PDF of the application, resume and offer letter.

Make sure additional required documents outside of TalentLink (i.e., NYS 195) are also attached to the TBH.

5. If completing a PAF, print out all documents and attach to the PAF.