

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:

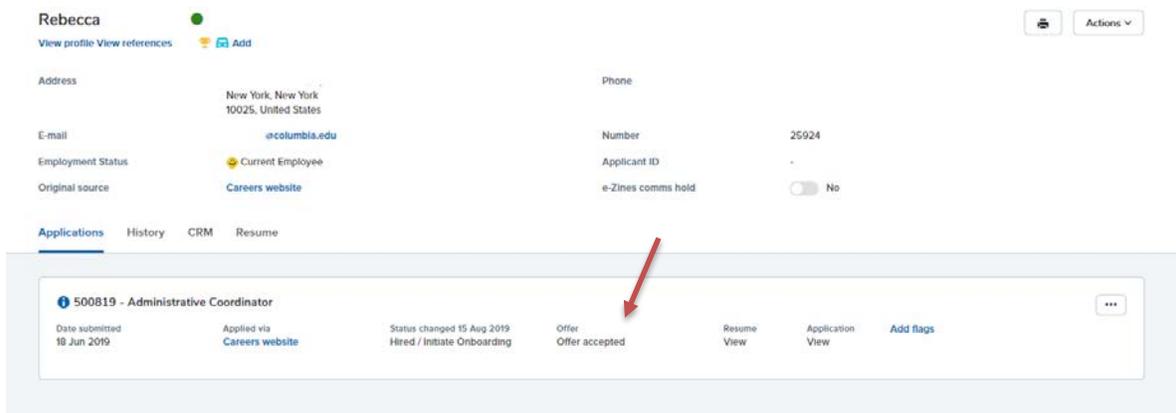
- Offer Card
- Resume
- Application
- Offer Letter

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

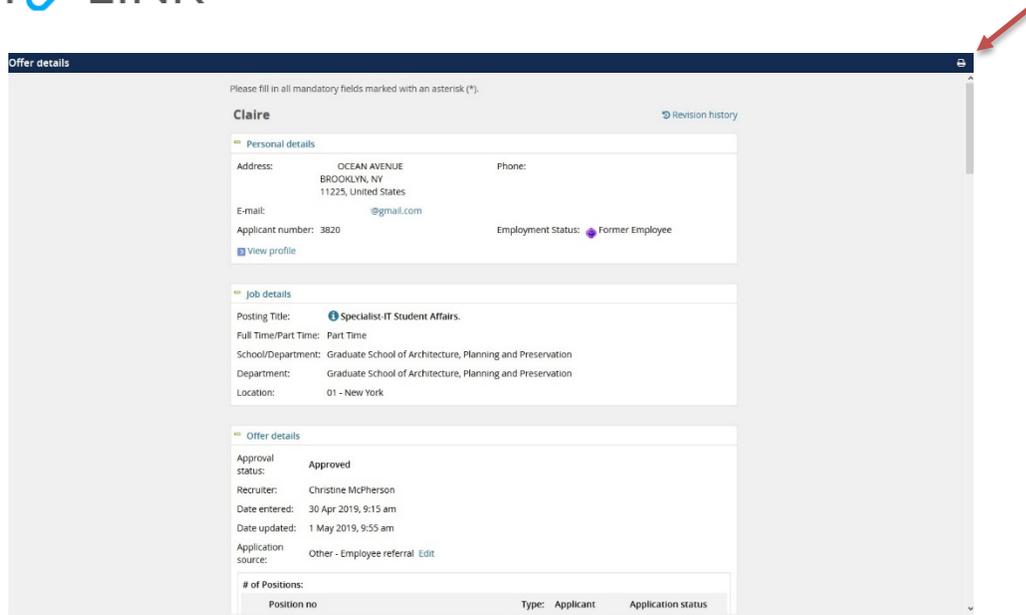
The Offer Card contains position and applicant details Central Human Resources needs to process a TBH or PAF. The Offer Card must be included with the hiring documents.

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.

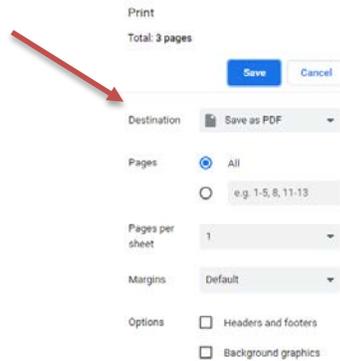


3. Create a PDF of the approved Offer Card by clicking the printer icon on the top right of the window, or hit Ctrl + P on your keyboard; this will open up the Print dialog box.

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



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”.



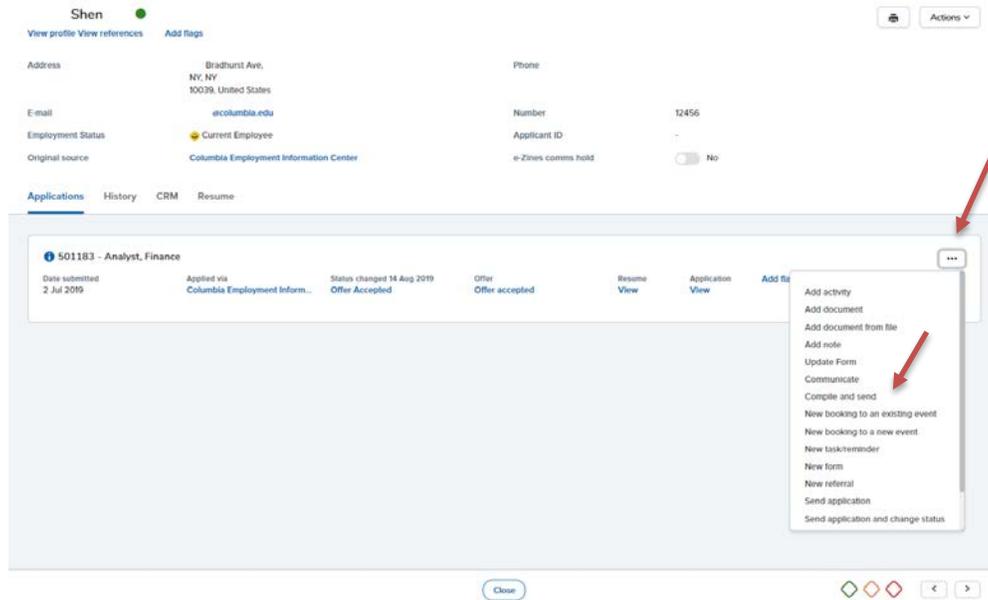
Example of print dialog box in Chrome

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.

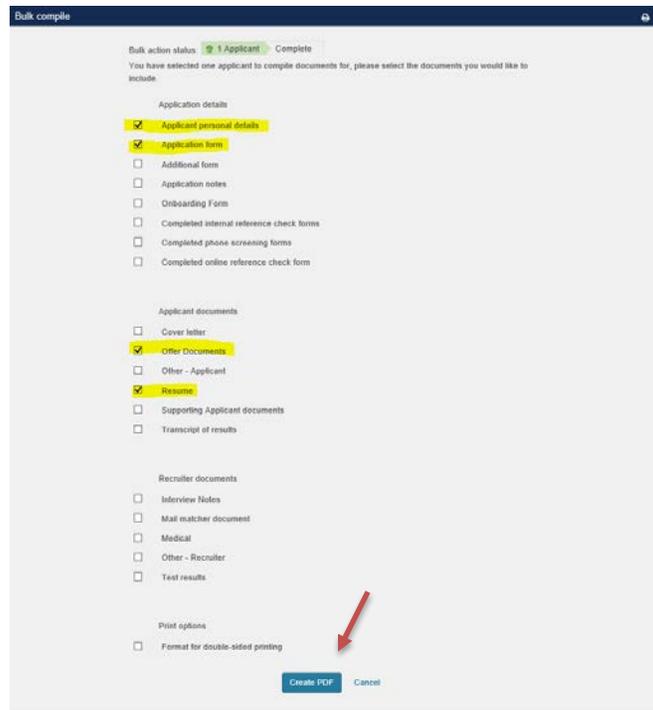
1. Go to the new hire’s Applicant Card.
2. Click the **three dots** on the right side of the Applications section.
3. Click “Compile and Send”.



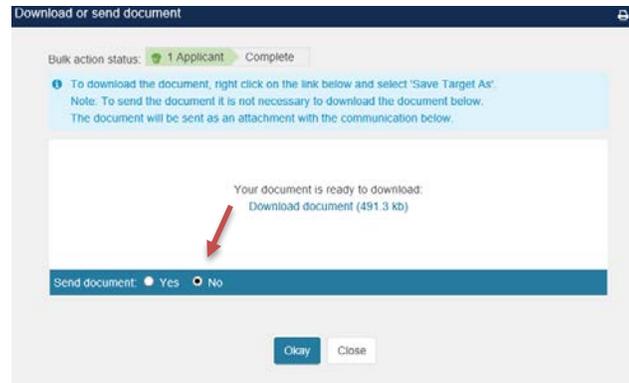
4. Select the following documents to compile:

- Applicant Personal Details
- Application Form
- Offer Documents
- Resume

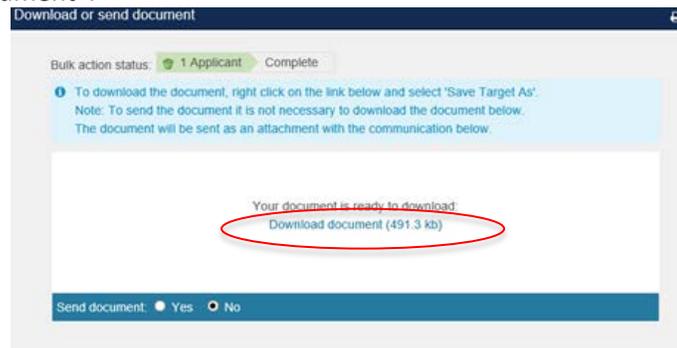
Click "Create PDF" button.



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



6. Click “Download document”.



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.
2. Confirm the TBH is within the PAC workflow the following day after putting the applicant in the “Hired/Initiate Onboarding” status. Refer to the [PAC TBH TalentLink Integration Web-Based Training Module](#) 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.