

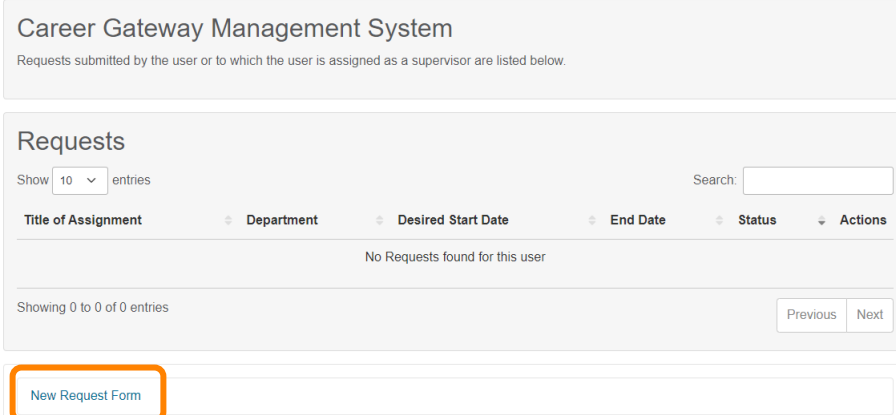
Instructions for Requesting Talent from Career Gateway*

*Previously Temporary Help Pool

Please have the following ready prior to completing the Request Form:

Account number | Supervisor NetID | Title of Assignment | Rate of Pay |
Work Schedule | Work Description/Job Announcement | Required Education |
Required Experience | Skills |

1. Login using your NetID and password at this link: cgsystem.utk.edu
2. On that page, click on the “New Request Form” link:



Career Gateway Management System
Requests submitted by the user or to which the user is assigned as a supervisor are listed below.

Requests

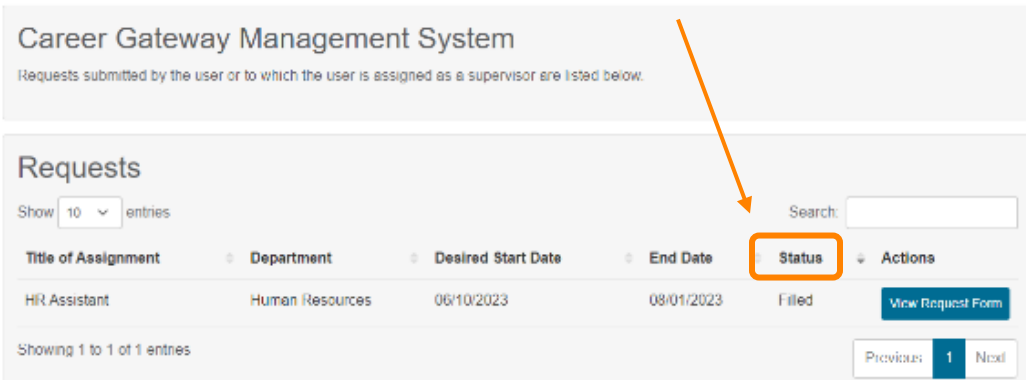
Show 10 entries Search:

Title of Assignment	Department	Desired Start Date	End Date	Status	Actions
No Requests found for this user					

Showing 0 to 0 of 0 entries Previous Next

[New Request Form](#)

3. Complete Request Form – please complete all requested information.
 - a. You may save as a draft and come back at a different time to complete. Use the same link above to find the draft again.
4. Once the request is submitted, the Career Gateway administrator will review the form.
 - a. If approved – the Career Gateway administrator will post the position on Taleo and begin reviewing candidates.
 - b. If your form is returned, you will receive an email with the reasoning listed.
5. You may also revisit your homepage (same link as above) to see the status of where your request form is.
 - a. If submitted, the CG Administrator is working on cultivating candidates.
 - b. If filled, the department has made a hire



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Requests

Show 10 entries Search:

Title of Assignment	Department	Desired Start Date	End Date	Status	Actions
HR Assistant	Human Resources	06/10/2023	08/01/2023	Filed	View Request Form

Showing 1 to 1 of 1 entries Previous 1 Next

Let us know if you have questions:

Recruitment - Career Gateway

105 Student Services Building, Knoxville, TN 37996-0213
865-974-6642 hr.utk.edu/career-gateway/ email: careergateway@utk.edu

Rev. 8/11/2023