

# Taleo Toolkit

## Cheat Sheet

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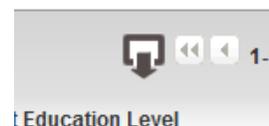
### Review Applicants

Candidates can be reviewed within requisitions they apply to. When viewing requisitions from either **My Requisition** on your home page or under the **Requisitions** tab, you'll see the number of candidates in a blue circle under the *Candidates* column. When you hover over the circle it will break down the total number of candidates and indicate how many of them are new. Click the blue circle and you'll be taken to a list that shows all the candidates that have applied. To view the candidates profile, click on their name.

<input type="checkbox"/> ID ▲	Functional Title	Candidates
<input type="checkbox"/> 2717	No Responsibility Test- Senario 1	 1

### View Candidate List at a Glance

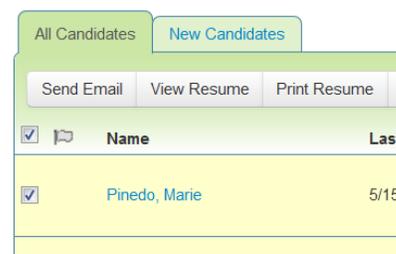
Do you have a long list of candidates and want to quickly view their details in an Excel spreadsheet? Looking at the candidates within the requisition, select all candidates or just the ones you want to export and then click the download button. A new window will appear asking to save an Excel spreadsheet.



### Preview or Download Resumes

Easily review resumes by selecting all candidates in your requisition and clicking **View Resume**. A Resume Preview will appear and you can toggle between resumes using the left or right arrows.

You can download resumes in one PDF file by clicking on **Print Resume**.



### Assign a Task

Do you want to send a supervisor an action item to review new candidates? Send them a task and they'll receive a notification. To create a task from your home, under My Assignments click on the **New Task** link and assign the task to a requisition ('Related to' link).

