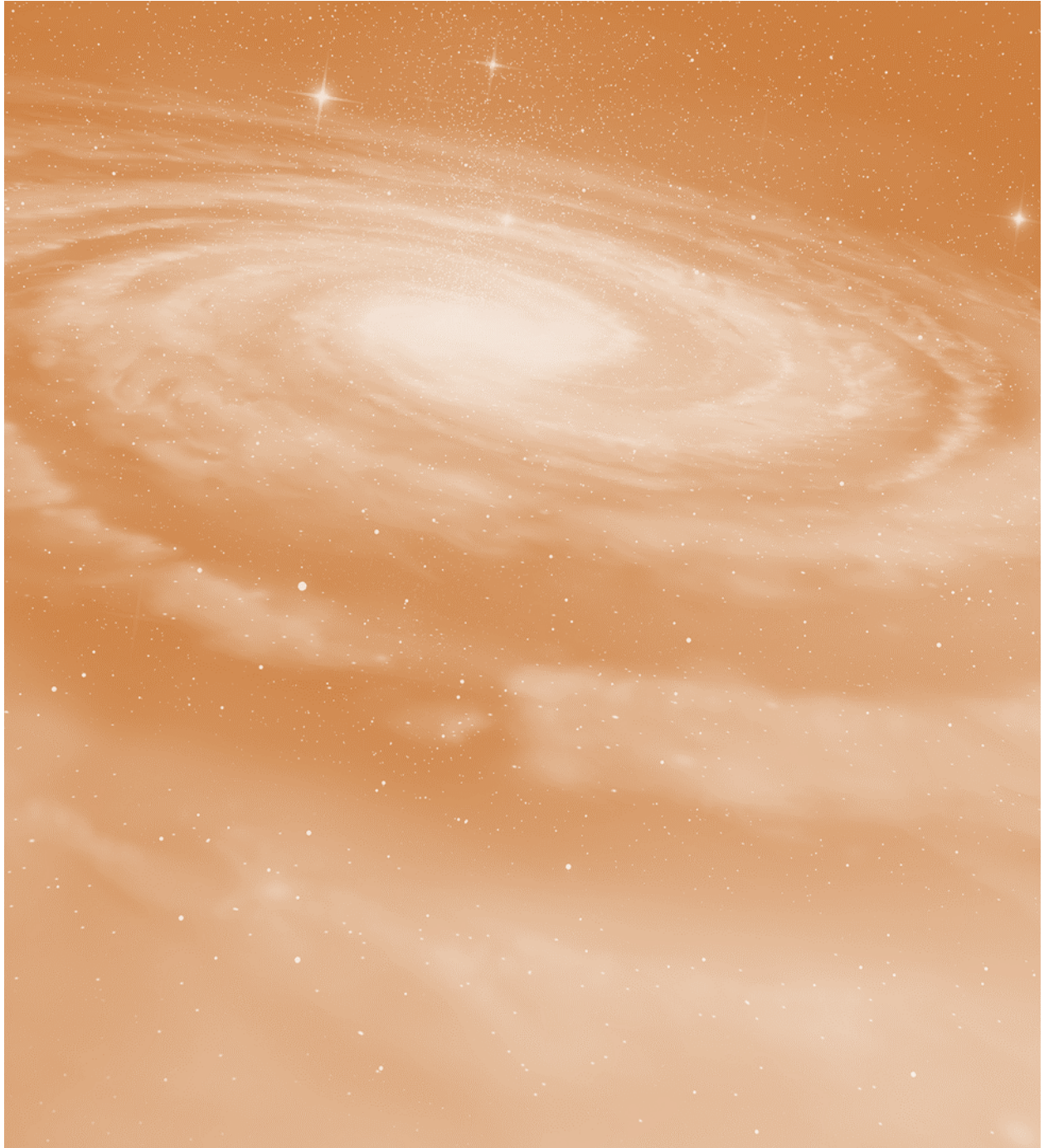


Taleo Toolkit

Applicant Tracking System



Using Taleo Features

What are the Key Features?

Taleo provides key features to help streamline the recruitment process and provide tracking while giving a better candidate experience. Highlighted below are features of using Taleo.

- ◆ Simplified user experience
- ◆ Broad user view level
- ◆ Recruitment process transparency
 - ◆ Simplified requisition creation
 - ◆ Mobile access
 - ◆ Automatic Notifications
- ◆ New and improved candidate experience
 - ◆ Two-step application
 - ◆ Parsing ability from LinkedIn profile and/or resume
 - ◆ Streamlined electronic onboarding
- ◆ Early Recruiter engagement
- ◆ Integrated with Oracle

Customize Your View

When logging in to Taleo, you have the ability to set-up your view. You can:

- ◆ Choose which tab to default to
- ◆ Create new tabs for requisitions assigned to you, awaiting your actions, show a calendar, and more

Utilize Task Tools

Tasks are action items that can be scheduled and associated with a requisition. To add a task, click the New Task link next to the "Tasks" label. In the Task Details section you are asked to provide a Subject, Priority, Status, Due Date, and Description.

User Roles

Roles in Taleo play a large part in the recruitment process. Each role has specifications in regards to access, responsibilities, and administration. The seven major roles are:

 1 Human Resources Admin	 2 Recruiter
 3 Initiator	 4 Applicant Reviewer
 5 Hiring Manager	 6 Division/Department Approver
 7 Search Committee	

Taleo Updates

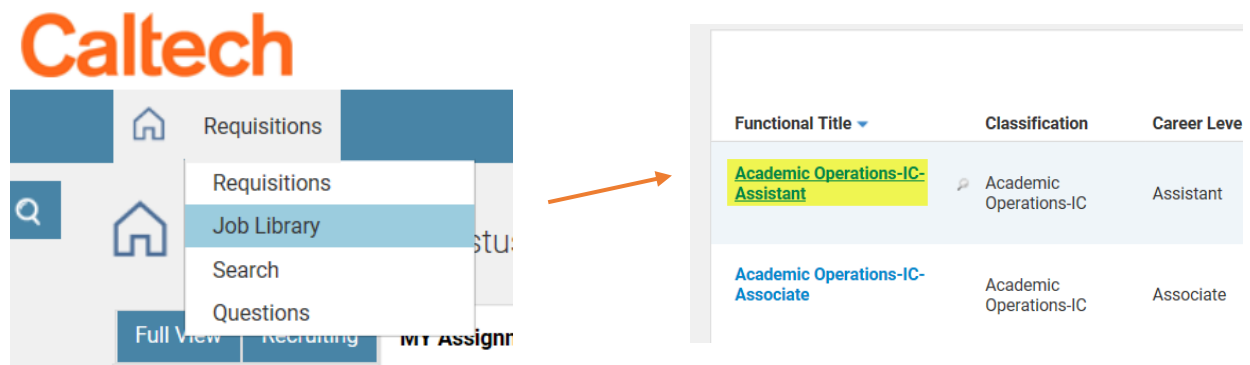
- I. Update Release April 2018—Draft Requisitions

Taleo

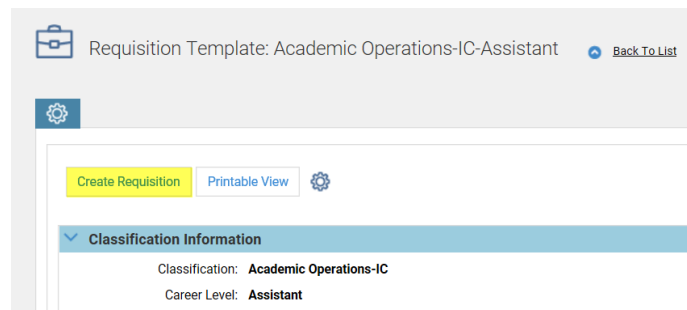
Draft Requisitions

Requisitions can now be saved as a draft before submitting for approvals. **To save a draft and submit at a later time follow the below steps.**

Beginning with the **Job Library** look for the requisitions job classification.



Click on the **Functional Title** to view the template and create requisition.



You'll notice the status of the requisition will be in **Draft**. Begin filling out your requisition and when you are ready to save, click the **Save** button on the top or bottom left corner.

[Save](#) [Cancel](#) [Reset](#)

Complete the information on this screen, then click "SAVE".

Classification Information

Classification is a combination of the discipline name and career level.

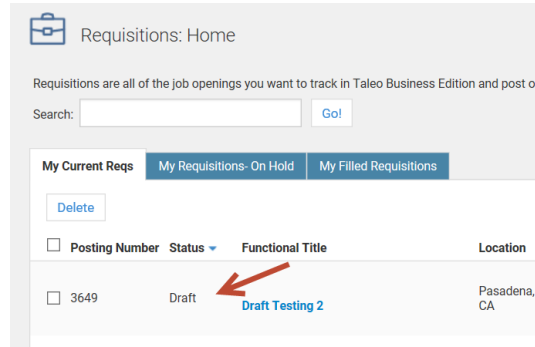
Classification: **Academic Operations-IC**
Career Level: **Assistant**
ExemptOvertimeEligible: **Exempt**

Position Information:

This section is where you'll list all of the position information.

Requisition Type: **Staff**
Person Type: **Staff**
Status: **Draft**
Candidate Workflow: **Standard Workflow - Staff**

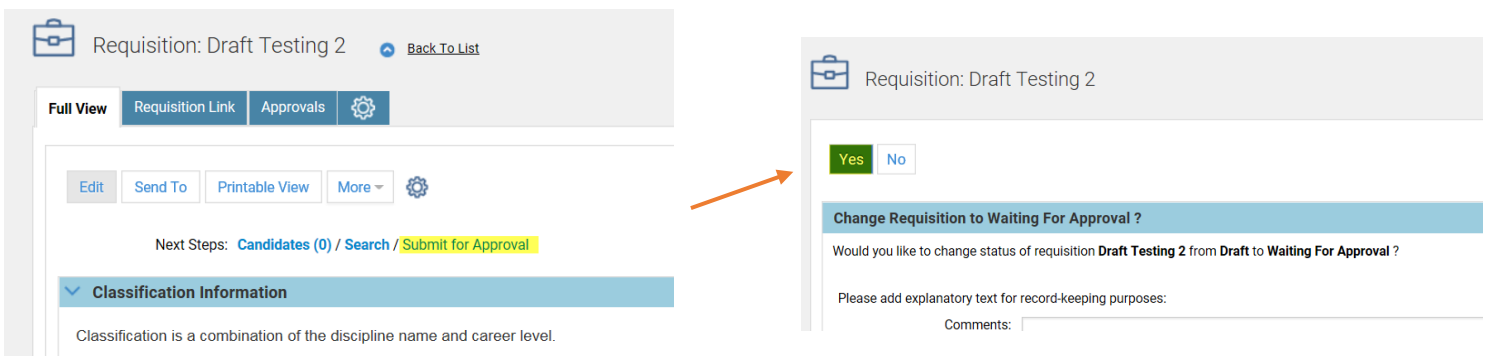
Your draft requisition will now appear in your Requisitions tab.



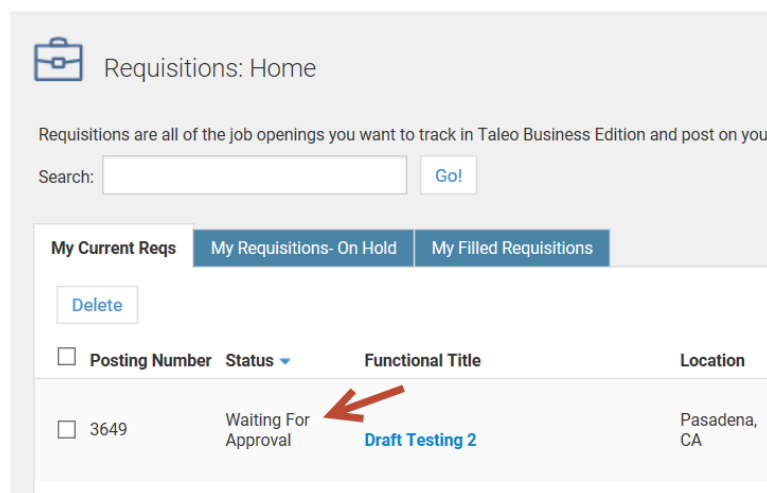
To submit a draft requisition for Approval:

When you are ready to submit a complete requisition open it to view its details and click on **Submit for Approval**.

Confirm the change from **Draft** to **Waiting for Approval**. This will initiate the approvals process and notify the appropriate approvers.



Your requisition status is updated and can still be found under your Requisitions tab.



Have a question about Taleo?
Email TaleoAssist@caltech.edu