Quick Sheet

Basic Navigation and My Setup

Accessing Taleo Recruiting

You need to log in to Taleo Recruiting in order to create a requisition.

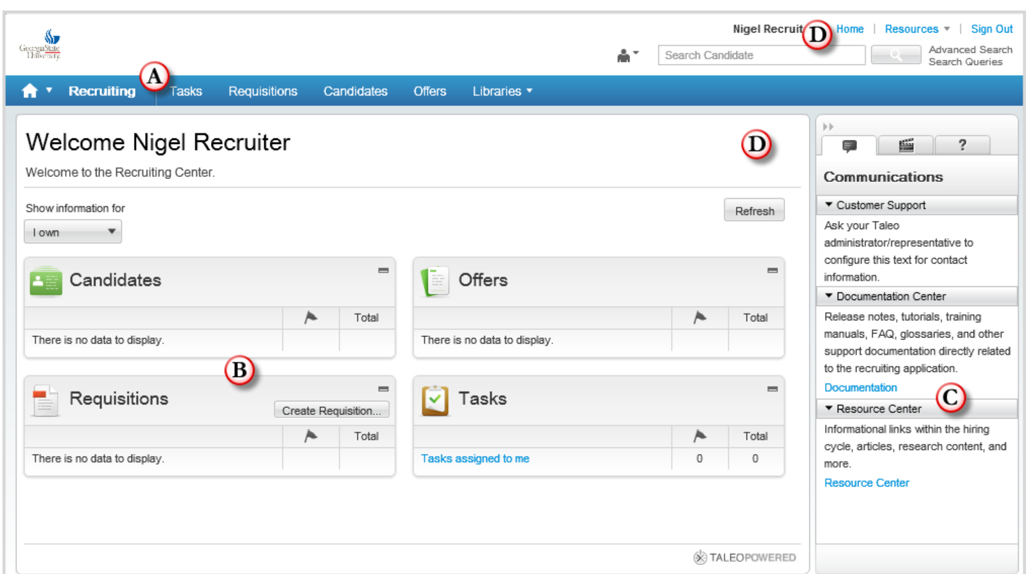
How to Log in to Taleo Recruiting

1. Open Internet Explorer and enter the following web address: http://gsu.taleo.net
2. Enter your User Name and Password
3. Click Sign In
4. In the welcome Center, select Recruiting

Icon Legend

Return to Front Page	Recruiting	Home		Refresh	
Select	Select	List Selector		Show Information for Filter	Show requisitions for I own
Available Actions	More Actions	Edit Mode	Edit	Add Item	Add...

Taleo Recruiting Front Page



The front page of Taleo Recuiting summarizes recruiting activity and also allows you to quickly jump to specific areas.

A. Access the **Main Menu** items to work with your requisitions, candidates, offers and tasks quickly.

B. **Channels** display status-oriented data about your activities.

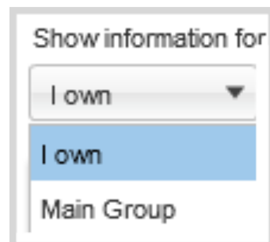
C. Use the **Communications** area to access help, online tutorials, and product-related news.

D. Click the **Access links** to access options, such as My Setup.

Show Information For List

You have the ability to view recruiting details for more than just the requisitions you own. This list allows you to see more recruiting activity within GSU.

There are several options available on this list:

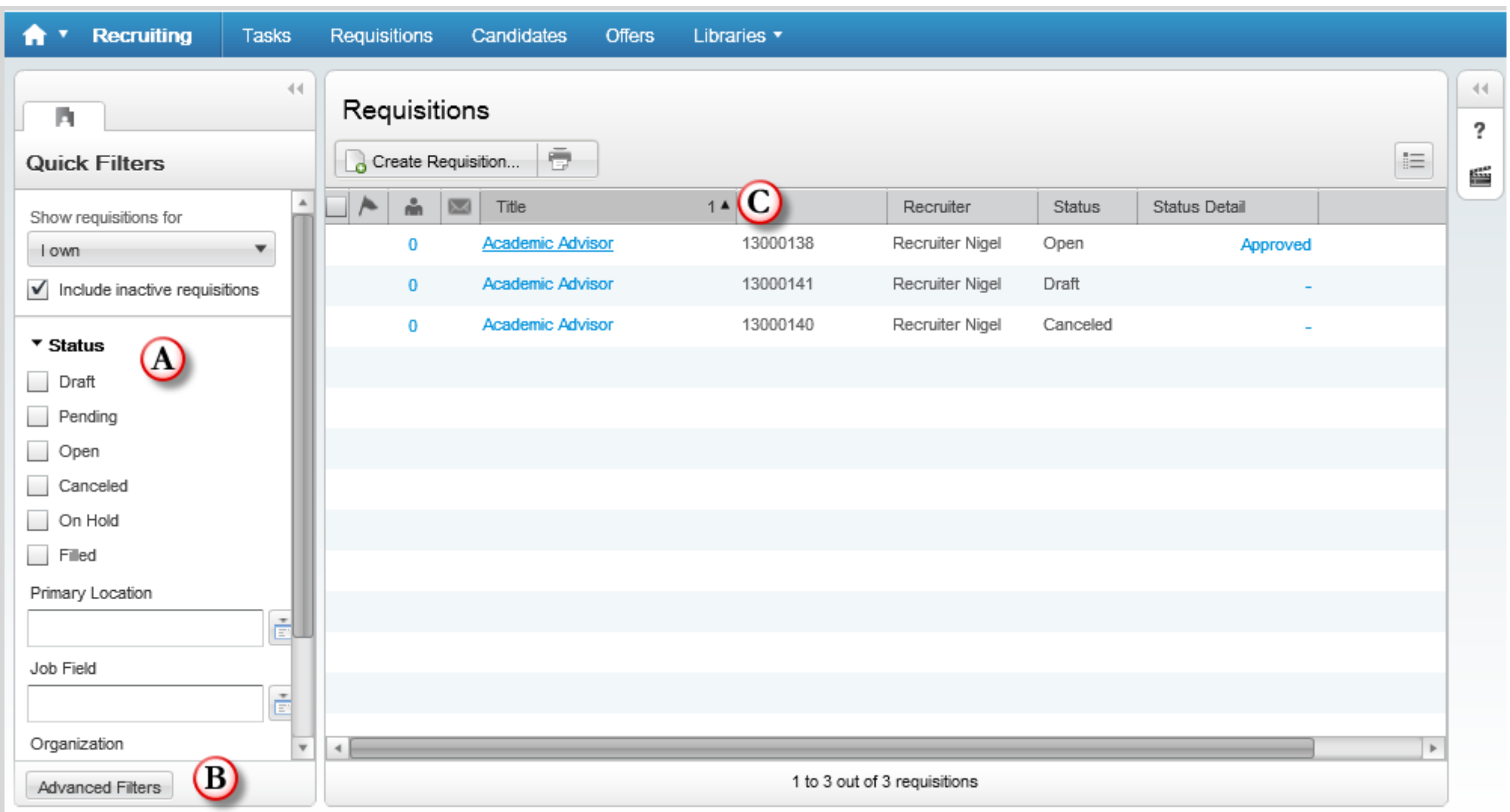


- **I own**: Will display details that you personally own.
- **Main Group**: Will display all details associated the Main Group.

List Pages

When users first access the **Tasks**, **Requisitions**, **Candidates**, and **Offers** Lists, they view items according to the default filters. To refine the list, use the Quick and Advanced filters in the left pane of the page. It is possible to adjust these filters, for example, to show only requisitions that are in Open status or in a specific location.

Basic Navigation and My Setup



There are several ways to make your list more manageable.

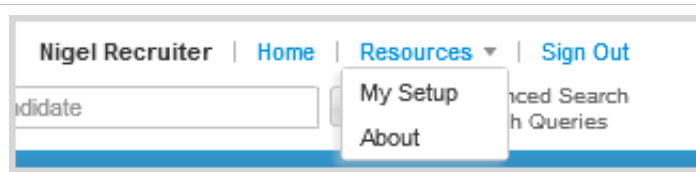
A. **Quick Filters**: These allow you to quickly change the list by selecting key field information to display.
B. **Advanced Filters**: Additional fields may be used to help further refine the list.
C. **Column Sorting**: The List can be sorted by clicking on any of the column titles.

My Setup

Each user account can make modifications to their account to personalize the way Taleo Recruiting operates for them.

Opening My Setup

1. Click Resources
2. Click My Setup



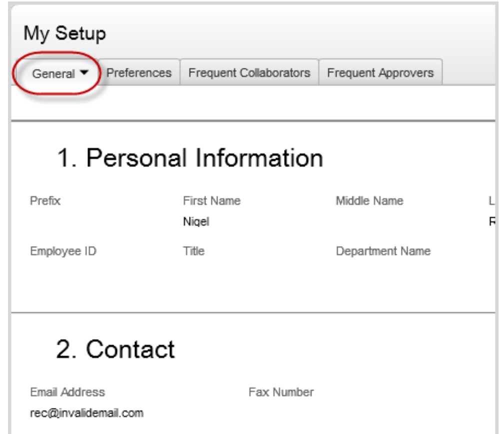
General Tab

My Setup contains profile information about your user account in the **General** tab. You must be in **Edit Mode** to make any changes.

Basic Navigation and My Setup

General Tab (not editable)

- **Contact Name** information
  - Employee ID & Title
  - Email
  - Phone Numbers
  - Address
- **Account** information
  - User Name
  - Password



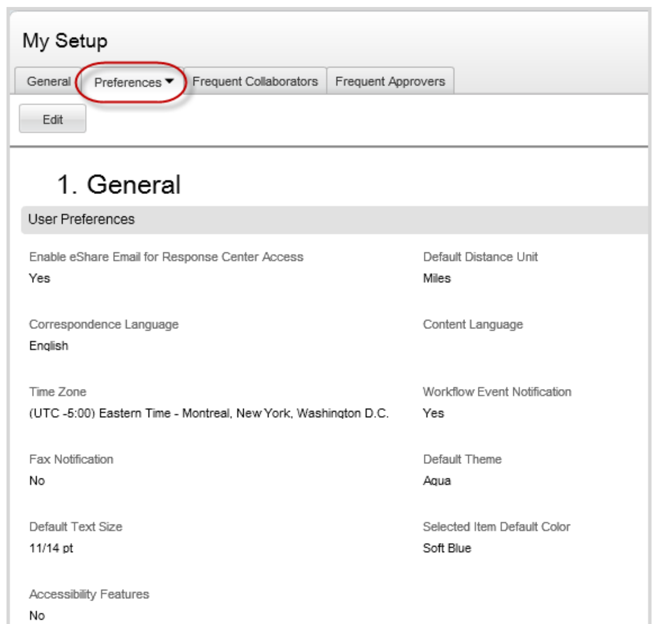
Preferences Tab

The Preference tab allows you to customize your Taleo Recruiting experience to fit your user needs and personal preferences.

General Section

Among other things, this section allows you to set the language, time zone, and color scheme of your Taleo Recruiting Center.

It also allows you to sign up for eShare responses for approval emails so you do not have to be in the application to make approval decisions.

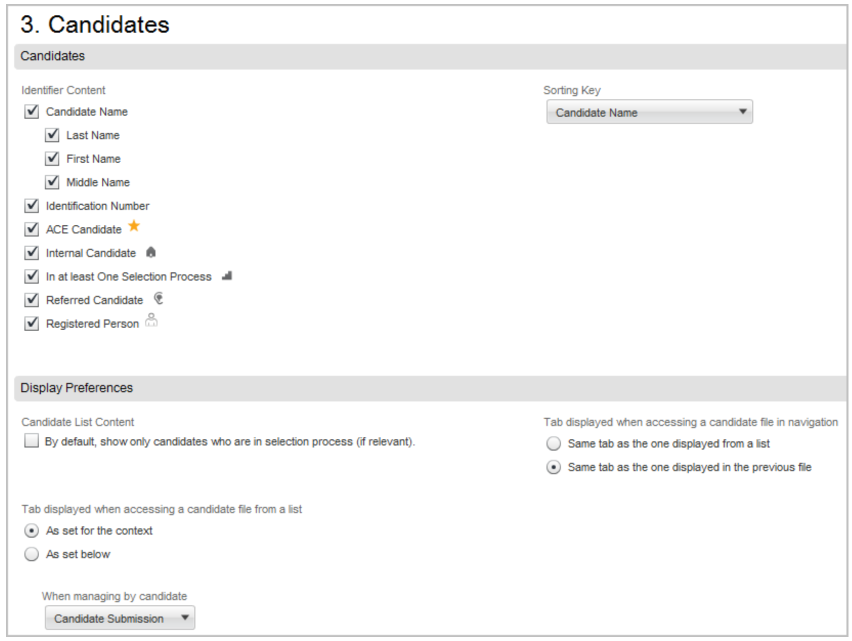


Search Section

This section allows you to set default values for two fields within the Advanced Search form: **Last Update** & **Place of Residence**.

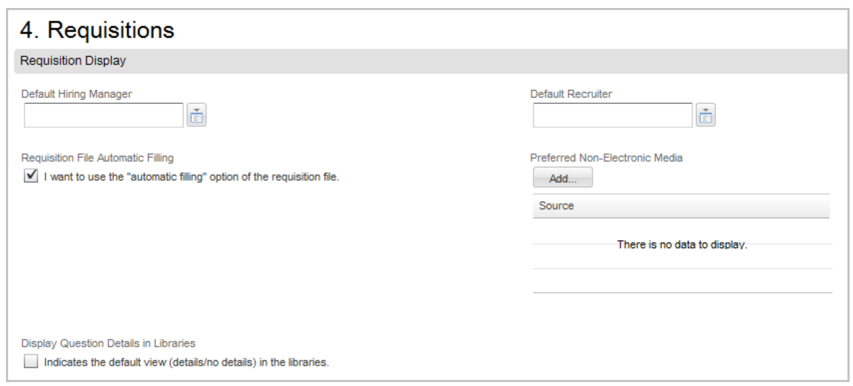
Candidates Section

This section allows you to determine what icon information will display next to the candidate record. You can also determine how **Candidate Lists** sort and how **Candidate Files** open by default.



Requisition Section

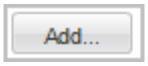
Allows you to set some basic default information for **Hiring Manager** and **Recruiter** fields.



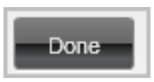
Frequent Approvers

This feature allows you to establish your default approvers when routing a requisition or offer for approval. You do however have the opportunity to modify the default approvers at the time you send the approval request.

Adding Frequent Approvers

1. Open My Setup
2. Click on the Frequent Approvers tab
3. Select the Add 

button for either **Requisition** or **Offer** approvals
4. Locate the name of the approver from the list. Use the **Quick Filters** to help find the name
5. Click the Select 

button next to the name of the approver you wish to add
6. Click the Done 

button

Note: Once you add approver, the Add button becomes relabeled as Modify.