

Basic Navigation and My Setup






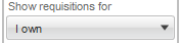
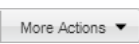

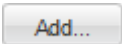
Accessing Taleo Recruiting

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

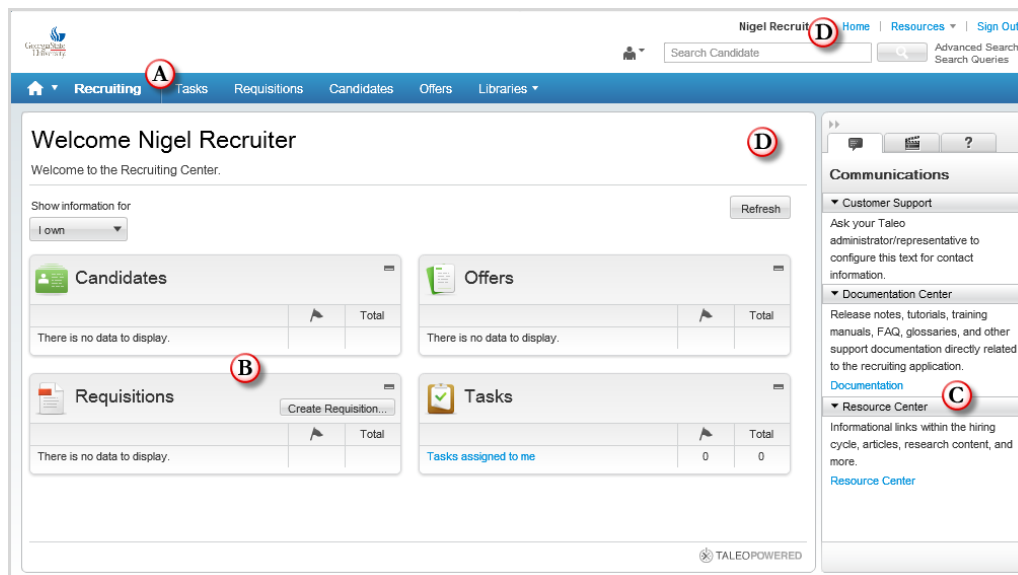
How to Log in to Taleo Recruiting

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		Home		Refresh	
Select		List Selector		Show Information for Filter	
Available Actions		Edit Mode		Add Item	

Taleo Recruiting Front Page



Basic Navigation and My Setup

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

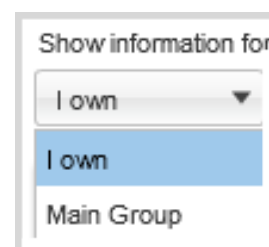
- A. Access the **Main Menu** items to work with your requisitions, candidates, offers and tasks quickly.
- B. **Channels** display status-oriented data about your activities.
- C. Use the **Communications** area to access help, online tutorials, and product-related news.
- D. Click the **Access links** 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.

Requisitions

Create Requisition...

	Title	Recruiter	Status	Status Detail
0	Academic Advisor	Recruiter Nigel	Open	Approved
0	Academic Advisor	Recruiter Nigel	Draft	-
0	Academic Advisor	Recruiter Nigel	Canceled	-

1 to 3 out of 3 requisitions

There are several ways to make your list more manageable.

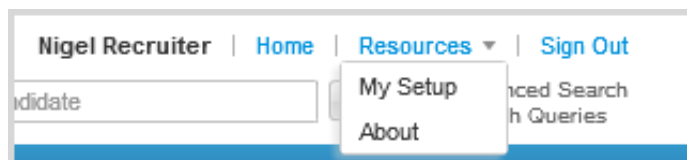
- Quick Filters:** These allow you to quickly change the list by selecting key field information to display.
- Advanced Filters:** Additional fields may be used to help further refine the list.
- Column Sorting:** The List can be sorted by clicking on any of the column titles.

My Setup

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

Opening My Setup

- Click [Resources](#)
- 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

The screenshot shows the 'My Setup' page with the 'General' tab selected and circled in red. Below the tabs, there are two sections: '1. Personal Information' and '2. Contact'. The 'Personal Information' section contains fields for Prefix, First Name, Middle Name, Last Name, Employee ID, Title, and Department Name. The 'Contact' section contains fields for Email Address (with the example 'rec@invalidemail.com') and Fax Number.

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.

The screenshot shows the 'My Setup' page with the 'Preferences' tab selected and circled in red. Below the tabs, there is an 'Edit' button and a section titled '1. General'. Under 'User Preferences', there are several settings: 'Enable eShare Email for Response Center Access' (Yes), 'Default Distance Unit' (Miles), 'Correspondence Language' (English), 'Content Language', 'Time Zone' ((UTC -5:00) Eastern Time - Montreal, New York, Washington D.C.), 'Workflow Event Notification' (Yes), 'Fax Notification' (No), 'Default Theme' (Aqua), 'Default Text Size' (11/14 pt), and 'Selected Item Default Color' (Soft Blue). There is also an 'Accessibility Features' setting set to 'No'.

Search Section

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

The screenshot shows the '2. Search' section of the 'My Setup' page. It features a 'Search' header, a 'Last Update' dropdown menu set to 'Does Not Matter', and a 'Place of Residence' dropdown menu set to 'Location'. There is also a text input field and a small icon button next to it.

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.

3. Candidates

Candidates

Identifier Content Sorting Key
Candidate Name

- Candidate Name
- Last Name
- First Name
- Middle Name
- Identification Number
- ACE Candidate ★
- Internal Candidate ⚙️
- In at least One Selection Process 📢
- Referred Candidate 👤
- Registered Person 👤

Display Preferences

Candidate List Content Tab displayed when accessing a candidate file in navigation

By default, show only candidates who are in selection process (if relevant). Same tab as the one displayed from a list

Tab displayed when accessing a candidate file from a list Same tab as the one displayed in the previous file

As set for the context

As set below

When managing by candidate
Candidate Submission

Requisition Section

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

4. Requisitions

Requisition Display

Default Hiring Manager Default Recruiter

Requisition File Automatic Filing Preferred Non-Electronic Media

I want to use the "automatic filing" option of the requisition file.

Source

There is no data to display.

Display Question Details in Libraries

Indicates the default view (details/no details) in the libraries.

Basic Navigation and My Setup

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**.

