

Taleo - Where to start



Taleo is the e-recruitment system the DHB uses to effectively manage the recruitment & selection of the thousands of candidates we have on our database.

If you don't have access to Taleo - contact your Recruitment Consultant, who will set up an account for you and take you through the process.

Below is a guide on the steps to follow on how to access the basic functions of Taleo.

- **Enter your user name and password to Login**

User Sign In
To access the application, please sign in. Mandatory fields are marked with a red indicator.

Select a language
English
 Remember my selection

* User Name

* Password

[Forgot your password?](#)

ORACLE

To access Taleo, click on **Recruiting**:

Recruiting Oracle Business Intelligence Configuration

Centers
Recruiting
Oracle Business Intelligence
Configuration

Quick Access
Legacy Recruiting
Onboarding (Transitions)
Requisitions
Submissions
Scheduling Center
Social Sourcing

Welcome to Taleo
Talent Management suite

To navigate to an application, click the corresponding tab in the menu bar above or the corresponding link in the section on the left. You can also jump directly to related processes by clicking the Quick Access

UPDATE SUCCESSFUL
Default experience - FLUID

You will be able to access traditional Taleo using the "Legacy Recruiting" option that will be available until the end of 2020.

Recruiting Oracle Business Intelligence

Centers
Recruiting
Oracle Business Intelligence
Configuration

Quick Access
Legacy Recruiting
Onboarding (Transitions)
Requisitions
Submissions
Scheduling Center
Social Sourcing

This will take you straight to your Dashboard as below.

To access your vacancies, click on Requisitions tab:

Oracle Recruiting Center Dashboard Overview:

- Job Requisitions:**

Job Requisitions	Total
Open	80
Canceled (Since 01/Mar/20)	60
On Hold	3
Filled (Since 01/Mar/20)	174
- Candidates:**

Candidates	Total
My Pools	17
Active submissions	392
New	216
Manually Matched	43
- Offers:**

Offers	Total
Approval in Progress (Since 01/Mar/20)	1
Extended (Since 01/Mar/20)	5

- Click on the Job you would like to view

Requisitions List:

Requisition Title	Requisition ID	Hiring Manager	Recruiter	Status Detail
Test_Private Island Caretakers	9 NOR06694	Test Vanessa	Viljoen Ursula	Approved (24/Jul/20)
*Test_Race Car Driver	9 NOR06691	Test Vanessa	Viljoen Ursula	Ready (21/Jul/20)
*Test_Race Car Driver	9 NOR06692	Test Vanessa	Viljoen Ursula	Ready (22/Jul/20)

- This will bring up information about the vacancy as below:
 1. Summary of the Role and Active candidates the Recruitment Consultant has pre-screened and put through the HM Review
 2. Structure of the Role – Location and Job field
 3. Hiring Team – Hiring Manger and Recruitment Consultant
 4. ATR link (this will take you to the link on SharePoint)
 5. Job Title
 6. Requisition ID
 7. Number of openings and FTE required
 8. FTE remaining
 9. VCA role (CORE/NON CORE position that requires a VCA police check)

The screenshot shows a recruitment system interface for a requisition titled "Test_Private Island Caretakers (ID: NOR06694)". The interface is divided into several sections:

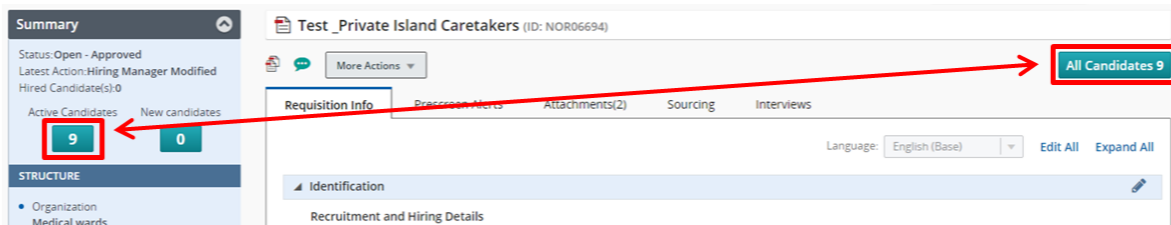
- Summary:** Shows status (Open - Approved), latest action (Hiring Manager Modified), and candidate counts (Active: 9, New: 0). Callout 1 points to the status.
- STRUCTURE:** Lists organization (Medical wards), primary location (North Shore Hospital, North Shore), and job field (Health Care Assistants). Callout 2 points to the primary location.
- HIRING TEAM:** Lists hiring manager (Test, Vanessa) and recruiter (Viljoen, Ursula). Callout 3 points to the hiring manager.
- JOB INFORMATION:** Lists employee status (Permanent) and compensation (42,650.00 NZD (Yearly)). Callout 4 points to the job title link.
- Requisition Info:** Includes tabs for Prescreen Alerts, Attachments(2), Sourcing, and Interviews. Callout 5 points to the Requisition Title.
- Identification:** Shows recruitment and hiring details, including recruiter (Viljoen, Ursula) and hiring manager (Test, Vanessa). Callout 6 points to the Requisition ID.
- Collaborators:** A table with columns for First Name, Last Name, Email, and Title. Callout 7 points to the Number of Openings (Unlimited).
- Identification (continued):** Shows FTE Req (0) and VCA Role (This position is a Core Children's worker under the Children's Act & requires full safety checks completed before any new employee starts). Callout 8 points to FTE Left (0) and callout 9 points to the VCA Role.

- Click on any of the below fields to expand the section to get more information on the role – below is a brief of what each field shows

The screenshot shows a list of expandable sections for "WDHB-Interview(test)". A callout box says "Click to expand this section". The sections are:

- Role Details:** Info taken from the ATR – shows Salary, Scale Class and Agreement type
- Screening:** Shows the prescreening questions applicants are required to answer
- Advertising:** Shows the advertisement that you will see online
- Calendar Selection:** (No description provided)

- To view information about the Candidates who have applied for the vacancy, click on either of the buttons below, the number indicates how many candidates have applied and been pre-screened by the Recruitment Consultant for HM Review



- The ones with red flags are new applicants that you have not yet looked at
- You can also scroll across the screen to view the following:
 - Requirements Met** (results are taken from the pre-screening questions)
 - Assets Met** (results taken from the pre-screening questions)
 - NZ eligibility & Ethnicity** (will only show if the candidate has set up their online profile in full, correctly)

**** please note, if you have a Māori applicant that meets the minimum requirements, they MUST be part of the interview process and a Māori representative must be on the interview panel for ALL interviews****

HOME REQUISITIONS SUBMISSIONS

You are here > Requisition List > Requisition View > Submission List Back to Requisition

Filters ✓

Selection process

- Step
- New
- Pre-Screen
- HM Review (1)
- RMO Interviews (8)
- Reference Checks
- Offer (1)
- Hire
- Disposition
- Candidates
- Submissions
- Radius

Apply Candidate Filters Clear All

Submissions for: Test_Private Island Caretakers (Requisition ID: NOR06694)

FILTERS Active on current requisition Submissions completed Clear All

More Actions List Format AREG Mandatory

	Candidate	Cc	★	Requirements	Assets	NZEligibility	Eth	Outside
<input type="checkbox"/>	Fergusson, Andrea	✓		0 / 3	0 / 1			
<input type="checkbox"/>	Bratton, Glenn	✓		0 / 3	0 / 1			
<input type="checkbox"/>	Hobson, Nyree	✓		0 / 3	0 / 1	Yes, I am a New Zealand citizen	Māori	No
<input type="checkbox"/>	Darling, Ariel	✓		0 / 3	0 / 1			
<input type="checkbox"/>	Hobson, Nyree	✓	🚩	0 / 3	0 / 1	Yes, I am a New Zealand citizen	Māori	No
<input type="checkbox"/>	Bradley, Ben	✓		0 / 3	0 / 1			
<input type="checkbox"/>	Viljoen, Ursula	✓		0 / 3	0 / 1			
<input type="checkbox"/>	Macrae, Charlene	✓		0 / 3	0 / 1			
<input type="checkbox"/>	Thavarasa, Bairavi	✓		0 / 3	0 / 1			
<input type="checkbox"/>	Aplin, Vanessa	✓		0 / 3	0 / 1		New Zealand European	Activat

- Click on the candidate you would like to view, this will bring up their information and details of their application as below:
 - The main page (Job Submission tab) will show the pre-screening questionnaire and how the applicant scored/answered (also shown in a quick view under the "Highlights" field on the top left)

Submission: Hobson, Nyree Jill for Test_Private Island Caretakers (ID: NOR06694)

Job Submission | Attachments(3) | History | Interviews

Language: English | Edit All | Expand All

Summary

Hobson, Nyree Jill
New Zealand > Auckland Region > Rodney District

1 other active submission(s)

Submission General Profile

HIGHLIGHTS (CURRENT SUBMISSION)

Required met	Assets met	Result
0/3	0/1	0%

Step: HM Review
Status: To Be Reviewed
Source: Seek New Zealand
Date of Application: 27/Aug/20

PRE-SCREENING QUESTIONNAIRE

Question	Answer	Required/Asset	Result
1. Please indicate your recent work experience as a Caregiver/Health Care Assistant:	None	-	0/0
	Less than 1 year	-	0/0
	1 - 3 years	-	0/0
2. Do you have previous hospital experience?	3 - 5 years	-	0/50
	Yes	-	0/20
3. Are you able to stand for long periods of time?	No	-	0/0
	Yes	-	0/0
4. Are you able to work up to 24/7 rostered shifts including weekends?	No	-	0/0
	Yes	-	0/25
5. Please indicate what would suit you.	Part-time	-	0/0
	Full-time	-	0/0
	No preference	-	0/0
6. Please choose the total number of hours you can work per week, including weekends	40 hours per week, fully rostered shifts, including weekends	-	0/0
	30+ hours per week, fully rostered shifts, including weekends	-	0/0

- Click on the "Attachments" tab (below), this will show the candidates CV and other documents submitted with the application. You can also view the CV under the candidate "Summary" field
- You can Preview or Download the attachments.

Submission: Hobson, Nyree Jill for Test_Private Island Caretakers (ID: NOR06694)

Job Submission | **Attachments(3)** | History | Interviews

Attached Resume(s) relevant to this Submission

There are no file attachments for this section

Other Attachments relevant to this Submission

There are no file attachments for this section

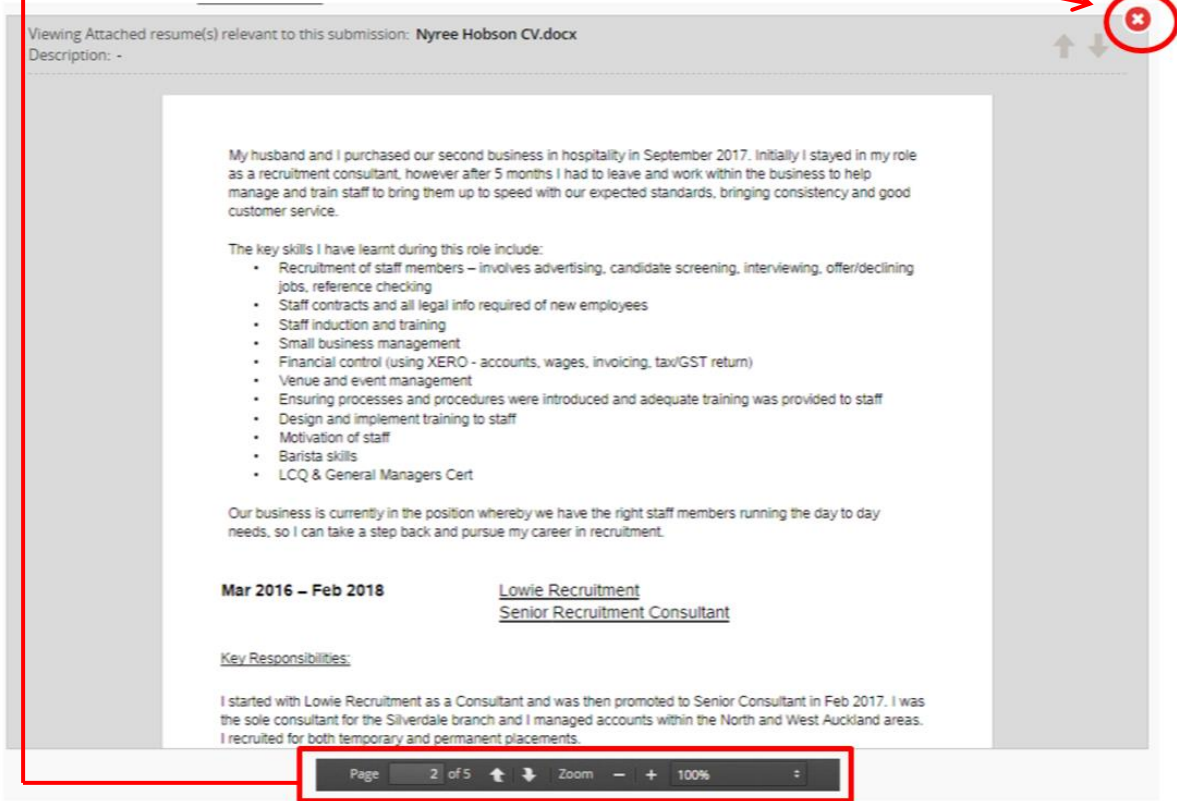
Related to Offer

There are no file attachments for this section

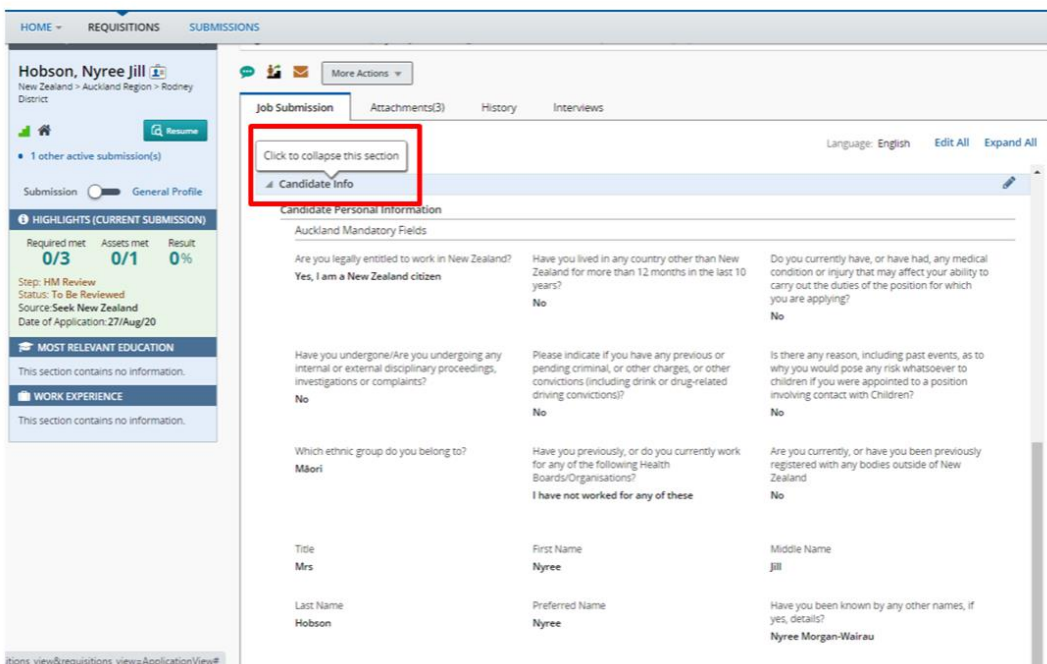
Attachments relevant to Other Submissions or General Profile

File Name	Resume	Relevant To	Attached by	Visible to candidate	Size	Date
Nyree Hobson CV.docx	Yes	Internal Recruitment Consultant, Takapuna based, permanent position	Candidate	Yes	135kb	10/Feb/19

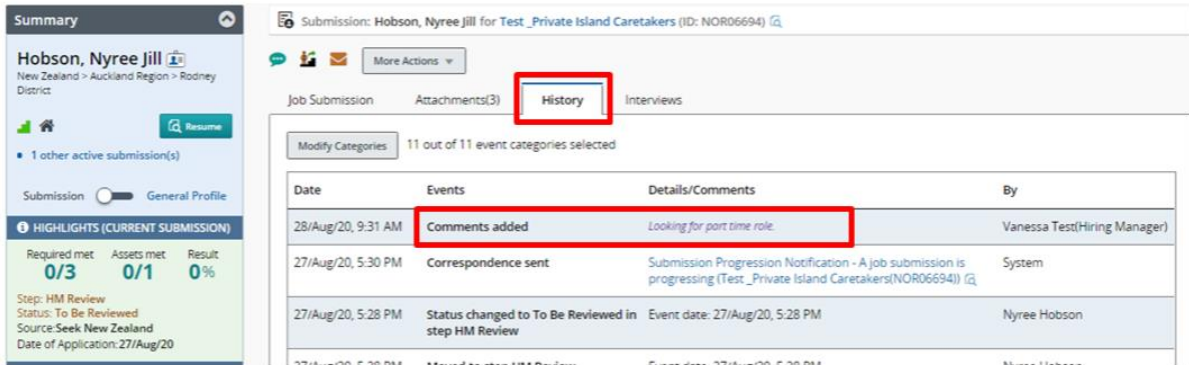
- Use the toolbar at the bottom to adjust your view setting
- Once finished click on the “x” to close the screen



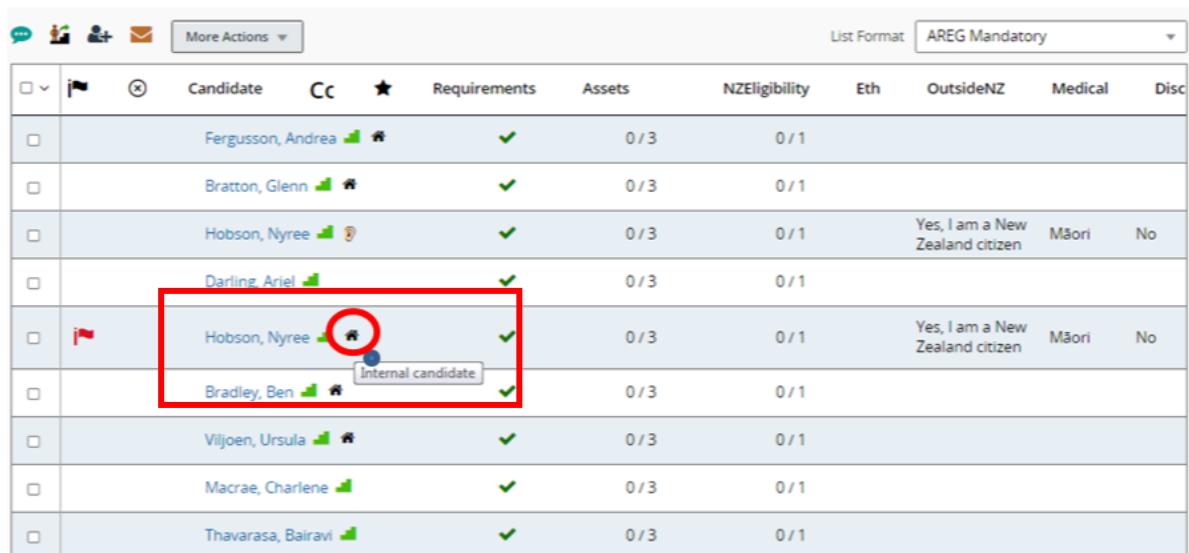
- Click on the arrow next to "Candidate Info" to show details on the Candidate. It will show their mandatory screening questions, along with their contact details.



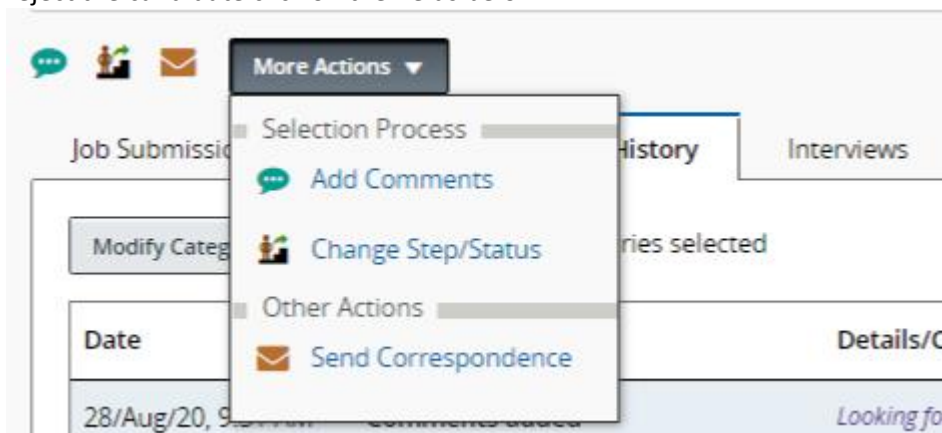
- To view any notes on the candidate, click on the “History” tab
- You will also be able to see any comments that have been made about the candidate

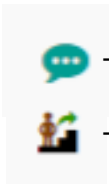


- If you see a symbol next to a candidate’s name, you can hover over the symbol and it will show you what it means



- If you would like to make a comment about the candidate or if you would like to progress or reject the candidate click on the fields below:





- **Add Comment:** Allows you to make a note or comment about the candidate. This tool is useful for the recruiter and yourself to refer back to
- **Change Step/Status:** You can reject or progress with the candidate using this field, and you can also make a note for the recruiter – click **Apply and Close**

- To view other Candidates, you can either go back to the submission list, or click on the arrows to go to next or previous candidate

- If you would like to go back to your vacancies, you can click on either of the fields below to take you there:

Click on either of these icons to take you back to the job view you are currently working on

Click on either of these icons to take you back to the list of ALL vacancies you manage