
















## Taleo Icon List – January 2015

 - To be Verified	Has answered one of the Mandatory questions showing “reason for verification”
 - In at least one selection process	Candidate has other active applications
 - Internal	Candidate has selected that they work for one of the DHBs that use Taleo
 Incomplete Profile	Candidate has started a profile, or been referred for a role but has not completed the most basic requirements for a re-useable profile
 - Ace Candidate	Candidate meets the criteria for the role deemed ACE
 Referred Candidate Agency	This candidate has been referred – possibly by an agency, possibly by another staff member. Please check the referral Tab to ensure.
 Action required	Action/attention required on a either a candidate or requisition.
	Add comments to the requisition or the candidate’s record.
 Urgent need job	Position was advertised as an urgent job.
	Print candidate file
	Share the information about the selected candidates with other people via email
	Change the status to “decision to be made”
	Change the status to : successful move to next step”
	Change the status to “ Rejected”
	Move this candidate to the next step