

Taleo 10 – Candidates - Hiring Manager Guide

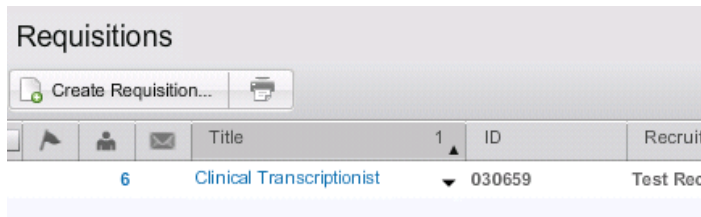
Working with Candidates

When candidates have completed their online/(electronic application this will be reviewed by your recruitment consultant and if they match the requirements, they will be progressed to **HM Review** and only then you will be able to view them on your screen.

You will be able to view their **Job Submission**, resume and covering letters and any other attachments that may be required for a particular role.

How do I know that I have Candidates?

1. Sign into Taleo.
You will know that you have candidates against your requisition if there is a number other than 0 under the **Candidates** column

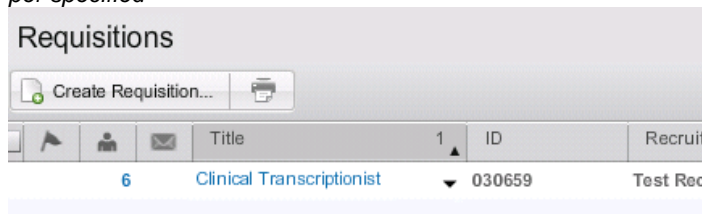


Accessing Candidate Lists

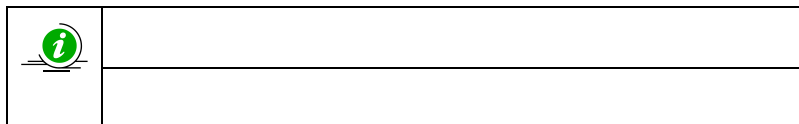
1. **Option a)** will show you a list of all candidates for all roles you have. If you are recruiting for more than one role at a time – Candidates in this view can become muddled.

	▼	Total
In Selection Process on Open Requisitions	6	6
- Manually Matched	6	6

Option b) RECOMMENDED. This will only ever show you candidates per specified

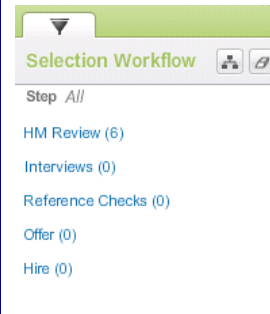


2. Remove table below tTalk about pressing the number next to te req on home or requisitions screen.



Filtering Your candidates

In the **Requisition** view of your candidates, a filter pane will be visible. This allows you to filter your candidate view by the step they have reached in the recruitment process. The default for this list shows all candidates in all steps.



The steps are all listed in order of progress from top to bottom.

Your recruitment consultant is responsible for progressing candidates to HM Review. You will reject, or progress to Interview for shortlisted Candidates.

Viewing Candidates

To look at your candidates details:

1. Click on your selected Candidate name in your candidate list. You will be taken to the **History Tab** (default setting) for the Candidate.

2. (update this screenshot)



This will show you the entire history of the candidate's application. Please read any comments left by your Recruiter for you.

3. Click the **Job Submission** Tab. You will see:

This screen Needs updating



▶ 1. Screening

▶ 2. Resume

▶ 3. Candidate Info

4. **3 (a) Screening** . This opens up **Screening** automatically. It contains important information provided by the Candidate in answer to the Mandatory and Job Specific questions.

5. **3 (b) Candidate Info** contains personal information. Please note: the contact details may not reflect their current address if not updated by the Candidate.

4. **Attachments** tab. This contains the Candidates attachments. Please note that the Candidate can modify, add or delete their attachments at any time before the Closing date of the job advertisement.

5. **Tasks** and **Referral** tabs are currently being reviewed.

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Sharing Candidates

As well as being available to you through Taleo, candidates may also be shared with you. Shared candidates can be at any stage of the recruitment process.

When a candidate is shared, you will receive an email with an attachment showing specific information about the candidate. **Please respond to your Recruitment Consultant, by removing the DO NOT REPLY addressee in the email and adding your Recruiter's email address.**

You do not need to access Taleo to view this.

Screenshot Needs to be bigger

Subject: A candidate has been shared with you

Attachments:  CandidateFile.pdf (39 KB); 

The candidate has been shared with you

Best regards,
System Administrator

Replies to this message are under your control