



## Taleo- Quick Reference Guide Search Committee Members

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Document Purpose: The purpose of this document is to serve as a quick reference for New Jersey City University Search committee members who will use Taleo to review resumes for assigned searches. This document covers the procedures that are required for all committee members.

### TALEO LOGIN

- x 2QFH \RX KDYH EHHQ LGHQWLILHG DV D PHPEHU RI D VHDFUK FRPPLWVWUJONVOR KowZtb OO U I log onto the system.
- x The e-mail will include a link that will provide



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- x Taleo is a tab-driven system with a series of main tabs, with associated sub tabs
- x Once you log in, you are driven to the My View page ±



CANDIDATE PROCESS SEARCH COMMITTEE MEMBERS

x The Search Committee Member will log-



x When the

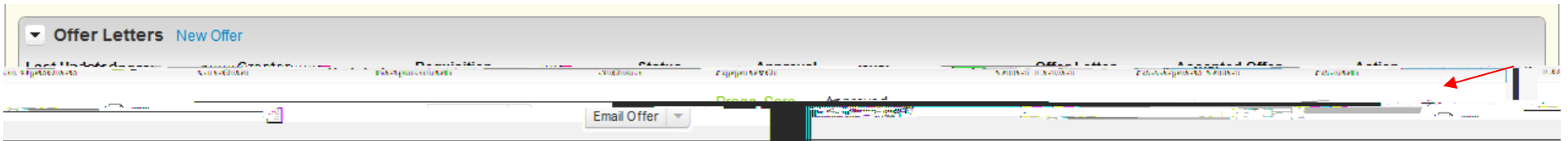
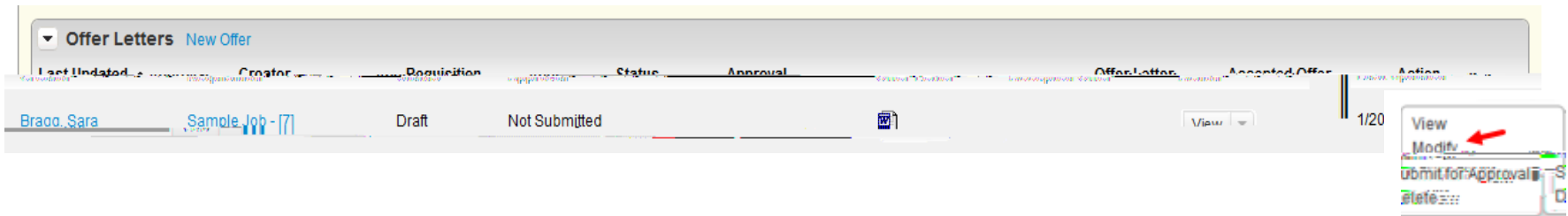


- x HR will be responsible for the candidate workflow until the candidate is hired. You will be able to see the F D Q G L @ D w e s t through the workflow.
- x After a decision is made by the committee on who to move forward with in support-3(m)-ge15 Do Q E M d w i t 6

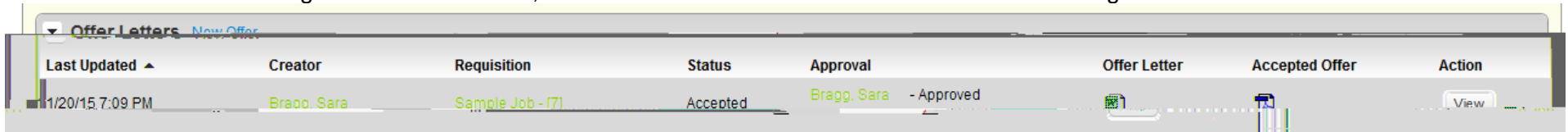




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x The candidate can sign or decline the offer, the Dean will receive a notification that the letter has gone out



x Once the offer is accepted HR will receive an email and P R Y H W K H F D Q G L G D - EMPLOYMENT STATUS to complete the pre-employment activities (background check and references.)





Background Checks ( HR will manage this)  
x Click on ' \$ G G E D F N . J T H R X Q G '



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The screenshot displays the 'Requisition Summary' page in Taleo. At the top, there are navigation tabs: 'Edit', 'Send To', 'Forms', 'Printable View', and 'More'. Below these is a 'Requisition Summary' header with an 'Attach Requisition' link. A table lists requisitions with columns for 'Steps (Ren)', 'Ren', 'Rejection Reason', 'ACE', 'Ren Rank', 'Action', 'Payroll Title', 'Candidates', 'Status', 'Ren Based Status', and 'Next'. A dropdown menu is open over the 'Action' column, showing 'Reject' and 'Do Not Pursue' options. Below the table, there are 'Save', 'Cancel', and 'Reset' buttons. A red arrow points to the 'Save' button. The 'Background Checker Information' section includes a field for '\* Name of checker:'. Below this is an 'Email' field. The 'Background Check Results' section features a large text area for '\* Comments:'. A red arrow points to the top right corner of this text area.

Reference Checks (The search committee will manage the process )





