



# **Essentials for Getting Started With the Staffing WebTop™**

**Course Number: UR101**

## **Participant's Guide**

**Staffing WebTop™ – Version 6.1  
Course Version – 05-01**

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## Legal and Confidentiality Information

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Any document, diagram, or drawing which is either conspicuously marked as "Confidential", known or reasonably known by the other party to be confidential, or is of a proprietary nature, and is learned or disclosed in the course of discussions, demonstrations, or other collaboration undertaken between the parties.

# Support Information

## On-Line Help

Click the help icon (  ) on any screen to view information explaining that screen.

## On the Web:

To receive live support on the Web, click the Web Support link on the menu that appears on the top right side of your screen.

## Via Email:

You can email questions and comments to the following link:  
[support@taleo.com](mailto:support@taleo.com)

## On the Telephone:

For technical support, call 1-888-561-5665.

## About this Guide

This Participant's Guide is intended as a quick, easy reference tool for you to use both during and after the course. The course is designed to help you understand the wide range of powerful, time-saving benefits and advantages delivered by the Staffing WebTop™.

### Guide Conventions

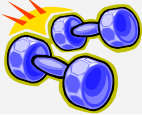



The following conventions are used in this Participant's Guide:

Action items and/or buttons appear in **bold type**. For example, click **Sign-on**.

Field and screen names appear in quotes. For example, "My WebTop" screen.

Icons are used throughout the guide. The following table describes these icons:

#### Icons Used in this Guide

Icon	Meaning
	Hands-on Exercise
	Tips
	Time Savers
	Outside Activities

# About this Course

## Course Goals

At the end of this course you will be able to confidently perform the following tasks in the Staffing WebTop™:

- Navigate through the system
- Create a requisition
- Post and source a requisition
- Role play a candidate's experience
- Take advantage of ACE prescreening™
- Manage candidates
- Make an offer
- Hire a candidate and view the filled requisition

This course includes practical hands-on exercises for you to apply your knowledge and reinforce learning. There will also be ample time for questions and discussion. You are encouraged to ask questions throughout the lessons of the course.

# General Agenda

## General Course Agenda

(Instructor may provide a more specific agenda)

Lesson	Description
<b>Introduction</b>	The benefits of Staffing WebTop™ and Taleo's suite of solutions.
<b>Lesson 1: Introduction to the Staffing WebTop™</b>	A general introduction to the system, including application basics and general navigation.
<b>Lesson 2: Creating Requisitions</b>	Describes how you create a requisition.
<b>Lesson 3: Posting and Sourcing</b>	Explains how you post and source a requisition.
<b>Lesson 4: Role Play Candidate Experience</b>	Details the candidate experience of applying for the requisition you created and posted.
<b>Lesson 5: Ace Prescreening</b>	Explains how to take advantage of ACE Prescreening™ capabilities.
<b>Lesson 6: Managing Candidates</b>	Describes how to view, share, reject, and manage candidates from one hiring step to the next.
<b>Lesson 7: Making an Offer</b>	Explains how to create and extend an offer.
<b>Lesson 8: Hiring a Candidate</b>	Illustrates how to hire a candidate and view your filled requisition.
<b>Appendix A: Taleo University Course List</b>	A list of related courses.
<b>Appendix B: Technical Requirements</b>	An explanation of technical requirements for using the Staffing WebTop™.



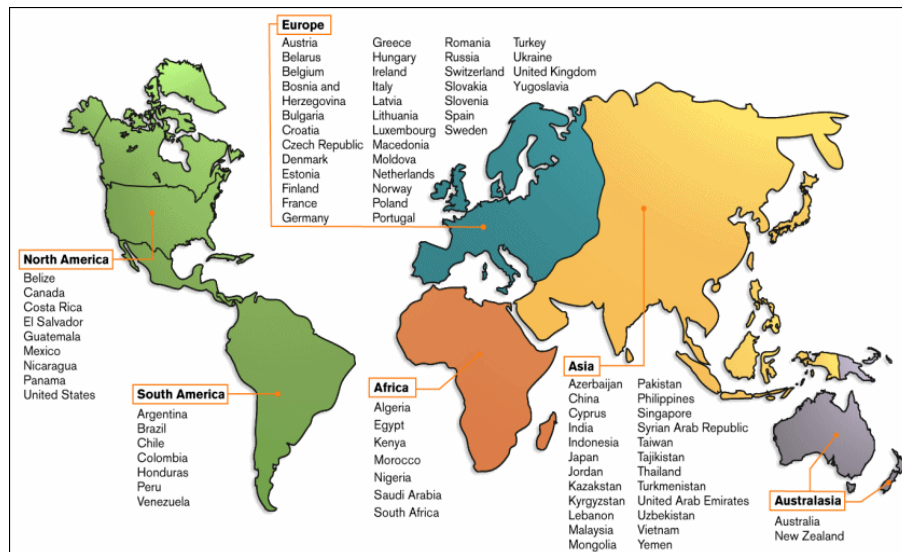
# Introduction

Taleo delivers award-winning, on-demand talent management solutions to leading companies worldwide. With Taleo, organizations of all sizes can assess, acquire and manage their workforce for improved business performance.

For the first time, Taleo arms HR executives and staffing directors with the ability to reduce talent management costs, respond more quickly to organizational demands and drive workforce quality. Taleo turns talent management into a source of value, competitiveness and workforce performance management.

Taleo serves the world's most demanding businesses and is one of the world's largest Software as a Service Providers, with more than 400,000 users across 87 countries and 24 million candidates from virtually all countries in the world.

## Current Taleo Deployment – 85 Countries



The benefits include:

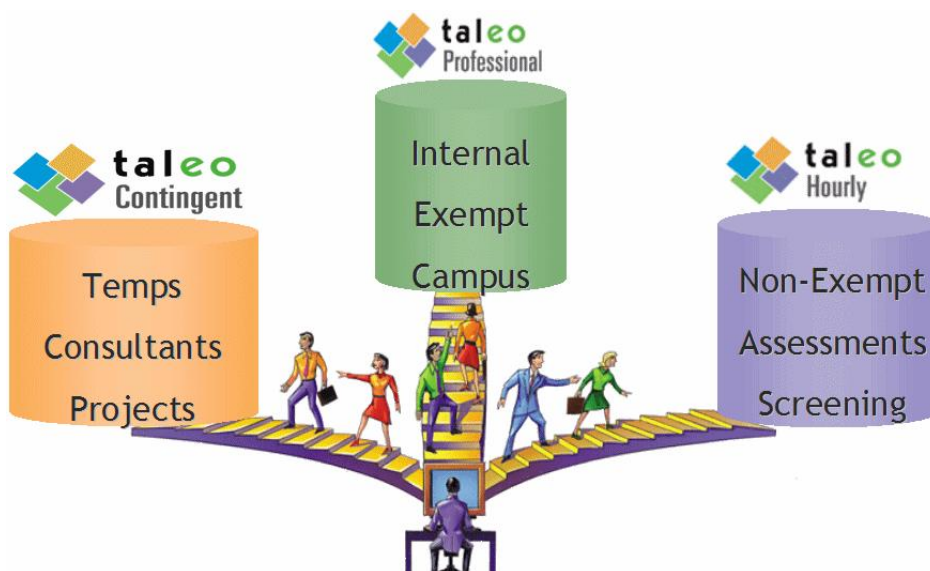
- drive better quality hires
- increase consistency and enhance organizational value
- eliminate process defects
- save time and effort

Taleo's suite of solutions enable consistent processes throughout your organization. And because all of the data flows to a central repository, you can easily report on the quality of your hiring processes. Plus, your organization can customize our tools to meet your specific needs.

All Taleo solutions:

- Are accessible through Taleo's easy-to-use Staffing WebTop™, Manager WebTop™ and Administrator WebTop™.
- Combine deep domain expertise, a flexible technology platform and easy-to-use application functionality to address dynamic business and talent management needs.
- Bridge the gap between talent supply and demand by enabling direct communication, self-selection, and evaluation.
- Automate workflows for standard, streamlined talent management processes.
- Provide decision support data on all critical processes through the Staffing Metrics Reporter™ and the ACE Benchmarking Tool™.
- Provide global, localized and multilingual support.
- Power your network of corporate career web sites.

### Taleo Delivers Three Workforce Solutions



## **Taleo Professional Products:**

- Staffing WebTop™
- Manager WebTop
- Administrator WebTop
- Career Sections

Taleo Professional incorporates users in these roles that help support the staffing and talent management strategy:

- Recruiter User
- Manager Web Top / Hiring Manager
- Staffing Manager
- Sourcing Specialist
- Coordinator / Staffing Assistant
- Content Manager
- System Administrator
- Support Tech / Analyst
- Reporting Analyst

## More about Taleo University Courses

UR 101 is the introductory course in a series of courses for the end user. We invite you to consider taking the following courses in sequence or other recommended courses to further your knowledge and effectiveness with Taleo. A full list of courses, including pre-requisites, is available in Appendix B.

Throughout this guide, you will see a "Taleo University" references to additional Taleo courses that cover the topic in more depth. Courses are numbered as follows:

- **100 Level** = Beginner
- **200 Level** = Intermediate
- **300 Level** = Advanced

## Value of ACE Prescreening

Taleo's ACE Enterprise Staffing methodology and technology directly impact an organization's financial success by changing the economics of talent management. ACE ensures that an engineered, systematic staffing management process provides better quality candidates by improving the match between job requirements and competencies and other factors necessary for success with candidates. Integrated sourcing tools feed the candidate pipeline to increase the supply.

By automating staffing processes in the most efficient manner possible, Taleo eliminates unnecessary touch time by key personnel on non-value added tasks. Automation also increases efficiency by allowing more tasks to be completed within a shorter time.

Benefits include increased return on human assets resulting from the better assignment of people to jobs. Specifically, Taleo impacts the economics of talent recruiting by:

- Increasing the quality of hire.
- Shortening the overall time to contribution.
- Greater retention.
- Increasing internal mobility.
- Greater overall productivity from the hired workforce.

For some organizations, proportionally to size, savings can reach up to the tens of millions of dollars annually in cost savings and value creation through increased productivity. Customers document return on investment in as little as one quarter following implementation.

# Lesson 1: Introduction to the Staffing WebTop™

When you complete Lesson 1, you will understand the basics of navigating through the Staffing WebTop™ and be able to:

- Configure your browser to use Taleo products
- Sign in to the Staffing WebTop™
- Learn the basic layout of the system
- Understand My WebTop
- Locate Access links and Search Area
- Understand basic buttons used in the system for Lesson 1

## Configure Your Browser

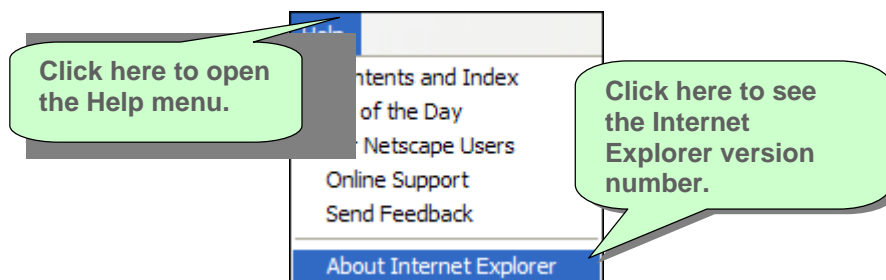
Before getting started with Staffing WebTop™, it's important to make sure your browser is set properly.

### Check Browser Version

First, check to see if you are using Internet Explorer Version 5.5 or higher for Windows 2000, or Internet Explorer 6.0 or higher for Windows XP.

To check your browser version, perform these steps:

1. Open Internet Explorer.
2. Click **Help** on the menu and then select **About Internet Explorer**, as shown in the following illustration:



A window similar to the following displays:

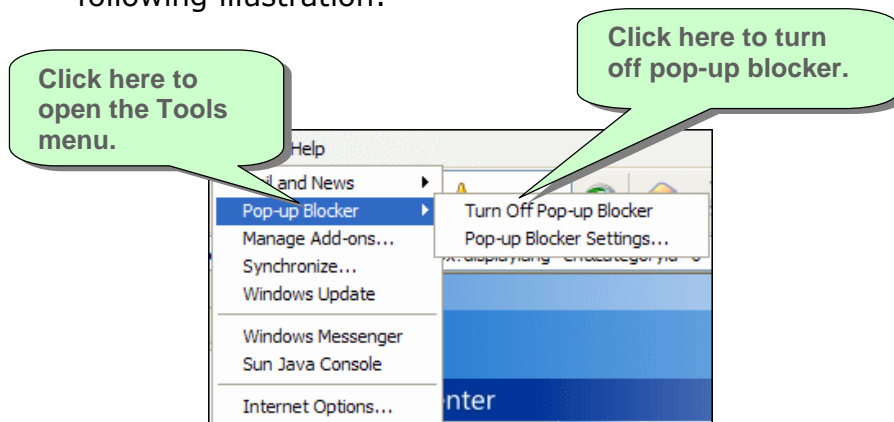


3. Check your version number and click **OK**. If it is the wrong version number, have your technical support team provide you with the right version of Internet Explorer.

### Turn off Pop-up Blocker

Staffing WebTop™ will not work properly if you have a pop-up blocker running. To turn off the Internet Explorer pop-up blocker, perform these steps:

1. Open Internet Explorer.
2. Click **Tools** on the menu.
3. Click **Pop-up Blocker**.
4. Click **Turn Off Pop-up Blocker**, as shown in the following illustration:



If you want to turn your pop-up blocker back on after using the Staffing WebTop™, repeat steps 1-3 and click **Turn On Pop-up Blocker**.

## Do Not Use Browser Buttons

It's important for you to remember that you should not use browser buttons such as **back**, **forward**, **home**, or **refresh** when operating Staffing WebTop™. Only use the buttons in the Staffing WebTop™ application itself.

## Other Technical Requirements

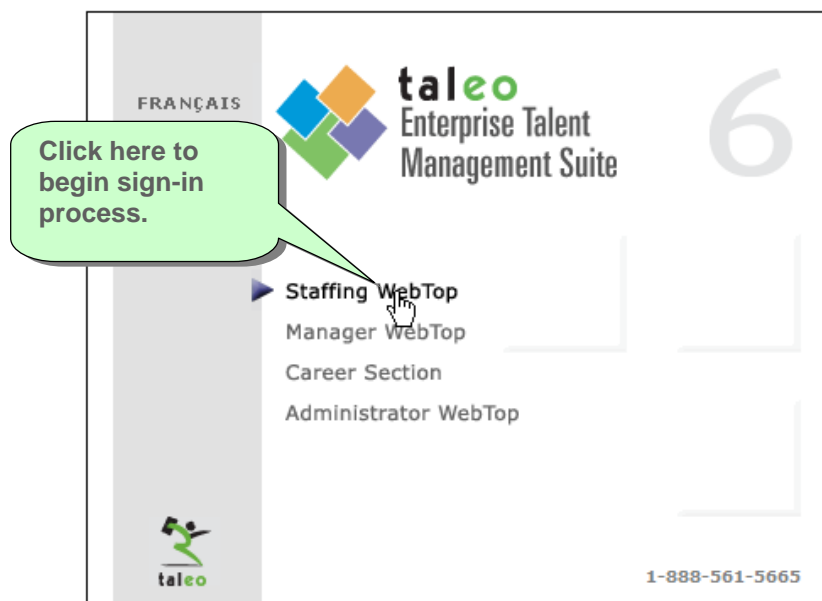
Like any Internet application, Staffing WebTop™ is subject to service providers, connection speed, and on-site firewalls.

For more detailed information about operating requirements, or requirements for attending this class virtually see *Appendix B. Technical Requirements*.

## Signing In

The sign-in procedure you follow during this course will be slightly different from that you follow on an everyday basis, since the course instructor will provide you with a temporary login ID and password. However, the basic steps are always the same.

1. Go to the main Taleo Enterprise Talent Management Suite page.
2. Click **Staffing WebTop™**, as shown in the following illustration:





The "User Sign In" screen displays:

**User Sign In**  
To access the Staffing WebTop, please sign in.

User Name  
acerecruiter

Password  
●●●●●●

[Forgot Your Password?](#)

**Sign In**

3. Type your user name in the "User Name" field.
4. Type your password in the "Password" field. For security reasons, your password will appear as a series of bullets.
5. Click **Sign In**. The Staffing WebTop™ screen opens with the "My WebTop" tab displayed.

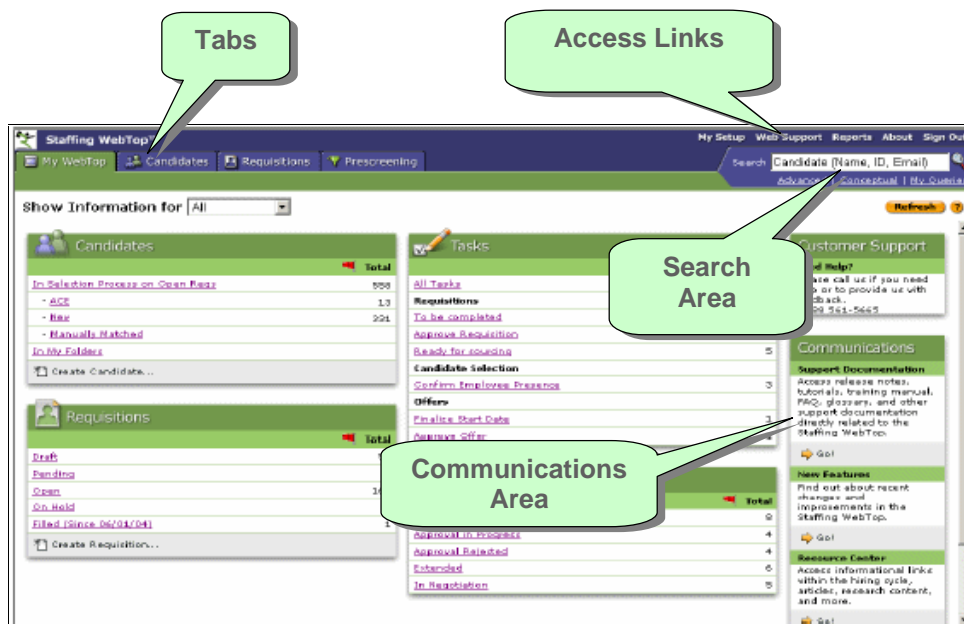


**Tip:** If you forgot your password, click the **Forgot Your Password?** link below the "Password" field and follow the instructions.

## Staffing WebTop™ Basic Layout

The Staffing WebTop™ has a main dashboard screen with a series of functional tabs, access links and a search area to make it easy for you to quickly perform a wide range of essential recruiting tasks. As with most software programs, you'll find that there are numerous ways to perform the same task.

The following illustration shows the My WebTop screen that you will see when you first sign into the system.

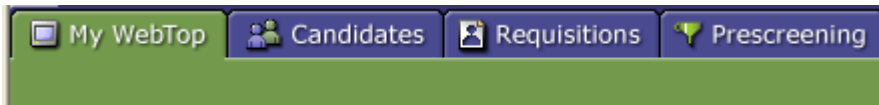


It's easy to get around in the Staffing WebTop™. You can:

- Click on a Tab such as the Requisition Tab to work with your requisitions
- Use the Access links to access functions like Reports
- Quickly find candidates in the Search Area (covered in another course)
- Use the Communications Area to access human resources, industry expertise and product-related news.

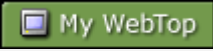

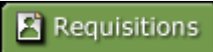
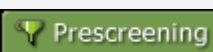
## Tabs

Tabs provide access to candidate management functions. For example, to access all your “Requisitions”, you would click the **Requisitions** tab. The system has four tabs, as shown in the following illustration:

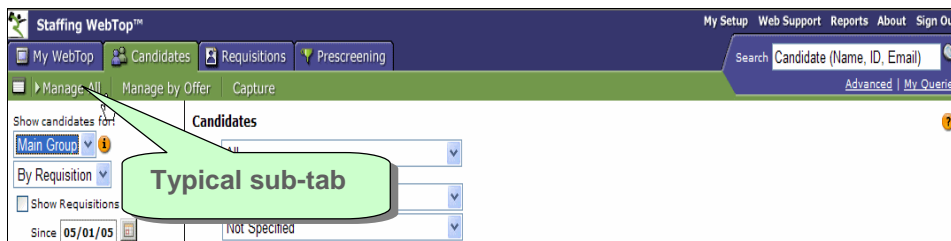


Each tab is explained in the following table.

### Tabs

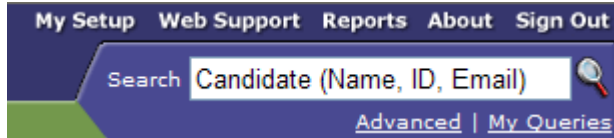
Tab	Purpose
 My WebTop	Provides a dashboard-like entry point to the application that gives you a quick overview of all activity. My WebTop contains four channels, including Candidates, Tasks, Requisitions, and Offers.
 Candidates	Gives you access to candidate management capabilities.
 Requisitions	Provides you with access to requisitions and template management features.
 Prescreening	Contains the questions, skill, and disqualification questions libraries. It also gives you access to a list of screening services.

With the exception of My WebTop, each Tab also includes sub-tabs, as shown in the following illustration:



## Access Links

The Access links appear on the upper right side of your screen.



These links provide you with quick access to set up your system preferences, web-based support, reports, as well as version number and signing out.

Each link is explained in the following table:

### Quick Access Links

Menu Option	Purpose
<b>My Setup</b>	This is where you can set up your passwords and set preferences on viewing candidates and requisitions. You can even delegate work to others in your organization.
<b>Web Support</b>	This is where you can access Taleo web support 24/7 to ask questions or resolve issues.
<b>Reports</b>	This is where you can access over 90 standard reports, along with any custom reports set up by your organization.
<b>About</b>	This is where you can learn the version number of your Staffing WebTop™ software, which may be necessary when contacting Taleo technical support.
<b>Sign Out</b>	This is where you sign out and return to the main menu where you can make another selection or sign out completely from the product.

## More on My Setup

My Setup is where you can control your personal settings and preferences such as:

- Personal information and Password
- Language preference and candidate file search and display
- Delegate where you can assign your workload to someone else when you are away

## My WebTop

The My WebTop screen provides a dashboard-like entry point to the application.

The screenshot shows the Staffing WebTop dashboard for the user 'Johnson & Johnson Consulting'. The dashboard is divided into several sections:

- Filter:** A dropdown menu at the top left showing 'Johnson & Johnson Consulting'.
- Refresh Button:** A yellow button with a circular arrow icon at the top right of the dashboard.
- Items Needing Attention:** A green callout pointing to a red triangle icon next to the 'Total' column in the 'Candidates' table.
- Totals:** A green callout pointing to the 'Total' column in the 'Candidates' table.
- Channel:** A green callout pointing to the 'Candidates' section header.

Channel	Total
<a href="#">In Selection Process on Open Req</a>	5
<a href="#">ACE</a>	4
<a href="#">New</a>	6
<a href="#">In Progress</a>	5

Tasks	Total
<a href="#">All Tasks</a>	1
<a href="#">Requisitions</a>	1
<a href="#">To be completed</a>	1
<a href="#">Active Requisition</a>	1

My WebTop consists of four channels:

- Candidates
- Tasks
- Requisitions
- Offers (optional with Offer Management)

## More about Channels

The information found on the My WebTop tab is organized into channels that provide a real-time view of your activity or the overall activity of groups to which you belong.


[INSERT TABLE WITH CHANNEL HEADER GRAPHIC and mini-description] the following a dynamic to-do list (Tasks channel), as well as a quick view of your requisition activity by status (Requisitions channel), candidates that are active on your requisitions as well as in folders (Candidates channel), and active job offers (Offers channel). GRETCHEN- ???

Channels will expand and contract depending on the amount of activity you have that can be displayed.

Each item in a channel is a pre-filtered link to a Taleo application page. When you click a link, the application jumps to the appropriate area for you to view the appropriate data quickly (such as ACE Candidates).



**Time Saver:** Use the links on the My WebTop channels to jump to other areas of the application as often as possible. In most cases, these links will save you time getting to where you need to go.

Most items in a channel also contain the total number of items associated with each element as well as those needing your attention indicated by a red attention flag .

### More on Attention Flags

When you see a flag, it indicates an item is “New” or “Updated” and requires your attention. Items “you” update do NOT get a flag; only items you are working with that others have updated, such as a new candidate applying on your requisition or a hiring manager approving your offer.

Attention Flags can also be seen on Candidate Lists and Requisition Lists.

Attention Flags are cleared when you “view” or complete the next step such as viewing a candidate record or completing a task.

## Viewing by Individual or Group

When you first log-in, your MyWebTop screen will always be filtered on your activity. You can adjust the filter and display aggregate activity for groups to which you belong.

For example, if you select **All** from the "Show Information for" drop-down list and then click the **Draft** link in the Requisitions channel, the Staffing WebTop™ will display a requisition list that contains the requisitions that have *draft* status for *all* of the user groups to which you belong.



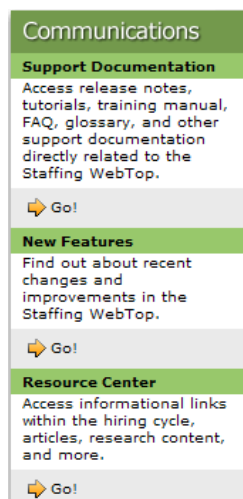
**Tip:** If your organization has one or only a few large groups, the system may take extra time to calculate and display all the activity on My WebTop. You may want to avoid the group view if this is the case.

## Refreshing Your My WebTop

When you first log-in to your MyWebTop screen, you will view the most recent activity. As you work in the application throughout the day, your activity will change. To refresh your view on the My WebTop screen with this new information, you must click on **Refresh** to display the latest information.

## Communications Area

The communications channel on the right side of the screen provides you with access to different kinds of information.









## Communications Channel Options

Communications Channel	Purpose
<b>Support Documentation</b>	View information about new features, FAQs, a glossary of both Taleo and industry terminology, and an archive of past support information.
<b>New Features</b>	Find out about recent changes and improvements in the Staffing WebTop™.
<b>Resource Center</b>	Use to access workforce management, recruitment, placement, employment, and other general industry information.

## Buttons and Actions in Lesson 1

A variety of buttons appear in the system. For this lesson, we will review the actions associated with the following buttons:

Button	Description
	Updates the information that appears on the currently displayed page. When this button is grayed out (unavailable), it means there's nothing to update.
	Applies the selections you made and closes the window that is currently open.
<b>Disk or Save Button</b>	Saves your entries and changes.
	Closes the window that is currently open.
	Cancel your recent activity without saving changes.
	Page Advance arrows – viewable on requisition and candidate lists
	Click to view on-line help.





## Exercise 1. Navigating through the Staffing WebTop™

1	Enter the training URL in your browser (given to you by your Instructor)
2	Select <b>Staffing WebTop™</b> and type Username and Password
3	Click <b>Candidates Tab</b> . What are the 3 sub tabs under the Candidate Tab? 1. 2. 3.
4	Click <b>Requisitions Tab</b> . How many “Open” requisitions do you have? _____
5	Click <b>Prescreening Tab</b> . Click the <b>?</b> Help button and scroll down the right hand panel to view information on the Question screen. (Click <b>Close</b> or <b>X</b> on your browser window to return to the main application)

**Challenge:** Click on My WebTop and Resource Center. Name one report that is produced to Taleo's iLogos division.

### **Additional Course References**

## Lesson 2: Creating a Requisition


In Lesson 2, you will learn the basics of creating a requisition. At the end of this lesson you will be able to...

- Understand different Requisition Statuses
- Understand how to access requisitions from My WebTop Channel and the Requisition Tab
- Create a Requisition using the Requisition Wizard
- Understand the Requisition Form and Screen
- Understand basic Requisition Actions
- Save new Requisition to Open Status
- View your Requisition List

### Requisition Statuses

The Requisitions Channel of My WebTop shows the status of existing requisitions, along with the number of requisitions that fall into each category.

	Total
<a href="#">Draft</a>	2
<a href="#">Pending</a>	1
<a href="#">Open</a>	10
<a href="#">On Hold</a>	1
<a href="#">Filled (Since 04/01/05)</a>	1
<a href="#">Create Requisition...</a>	

The Attention Indicator Flag (  ), which appears on every channel, highlights those items needing attention.

The following table explains the requisition statuses you might see:

Status	Meaning
Draft	<none>
Pending	To be Approved; Approval Rejected
Open	Approved; Scheduled Posted; Expired; Unposted
On Hold	<none> or Expired; Unposted
Filled	<none> or Expired; Unposted
Cancelled	<none> or Expired; Unposted
Deleted	<none> or Expired; Unposted

## Requisitions Wizard

The Requisitions Wizard enables you to quickly and easily create a requisition.

To open the wizard, click **Create Requisition** on the bottom of the the Requisitions Channel.

You can specify the job template and hiring manager by typing them in, or by clicking **Search** to search in the system.

Welcome to the Requisition Wizard!

1 This wizard helps you create a requisition. The information you provide will be used to fill a certain number of fields in the requisition form. To obtain a blank requisition form, simply click OK without entering any information.

Specify the Job Template (Code or Job Title)

acc Search...

Specify the Hiring Manager (ID or Name)

sturm Search...

Click OK to access the requisition form.

OK Cancel



You can type a partial job title or manager and the system will search based on that information. If there is more than one, or a similar name, you will be prompted to choose the one you want.

## Requisition Form

The Requisition Form displays once you've made your selections with the Wizard.

Create a Requisition

Account Executive (Verity)

Status Draft Recruiter G. Sturm Depa Hiring Manager G. Sturm Prima

Status Details N/A Hired 0 out of 1

Copy from... More Actions English, Incomplete

Administration Description Prescreening Alerts Report History

Job Position Number of Openings

Executive (Verity) Manager

Gretchen Sturm Search... Hiring Manager (ID and Name) Gretchen Sturm Search...

Job Select...

Category Sales and Marketing Function Account Management

Department (Number and Name) Search...

Organization Select...

Company Not Specified Business Unit Not Specified

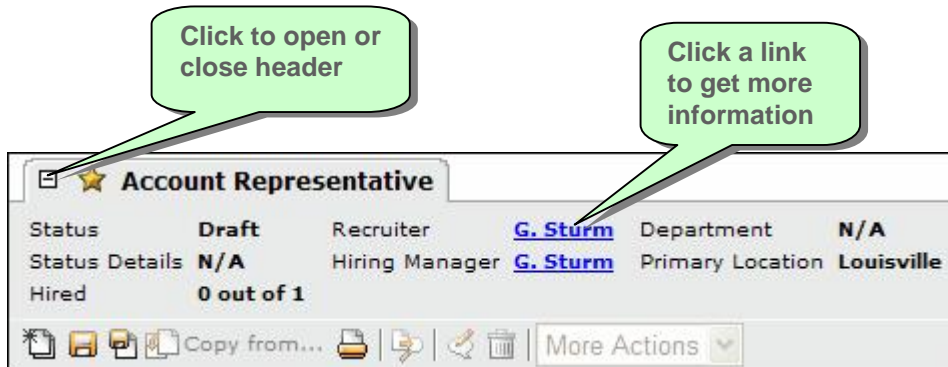
Primary Location Select...

Country Not Specified State/Province Not Specified

## Requisition Header

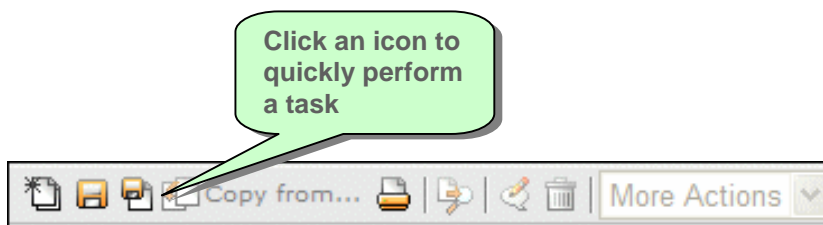
The Requisition Header displays information about the status of your requisition.

Click the + located on the left-hand side of the requisition title to view information regarding the requisition (e.g., status, status details, requisition type, recruiter, hiring manager, etc.). Click a hyperlink to obtain more information, for example, on the recruiter.



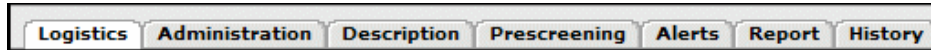
## Action Bar

The Action Bar consists of icons that make it simple to perform tasks with a single click. The available icons (and possible actions) will vary based on the status of the requisition. If you hold your cursor over an icon, you'll see an explanation of its purpose.



## Requisitions Tabs

The requisition tabs enable you to enter and view information about your requisition.



Requisition Tab	Purpose
Logistics	Designate hiring manager, location, job category, etc.
Administration	Designate salary, EEO, referral bonus, etc.
Description	Designate the job description and qualifications.
Prescreening	Attach prescreening questions and skills to help automatically sort the candidates when they apply.
Alerts	This is where you can ask the system to highlight Ace candidates or send emails.
Report	This is where you can ask the system to send you an email summary of your req activity.
History	Provides ongoing tracking of all the events and actions on your requisition.

The system template will fill in most of the fields required for your requisition form.

Clicking on the **Incomplete** link at any point in the process will open a Progress Report.

The Progress Report shows you certain fields that must be filled in before you can complete the requisition, or tells you that the requisition is already complete.

Once you save the requisition, you are returned to My WebTop.

Click **Refresh** to see that the new requisition has been added to the Requisitions channel. If you did not complete the requisition, you will also see it as an outstanding task in the Tasks channel.







## Exercise 2. Create a Requisition

1	Start from My WebTop. Click on CREATE REQUISITION... button (in requisition channel).
2	Type "admin" in Job Template field and click the check mark to validate.  Select the HR Administrator template option and click DONE.
3	Click the selector icon to specify department. Select "SG – Services Group" and click DONE. Click OK.
4	At the Hiring Manager field enter "Jodi" and click the check mark to validate.
5	Enter "Los Ange" in the Primary Location field and click the look up icon.
6	Click on the Administration tab and select "Office and Clerical" in the EEO Job Category field.
7	Go to Description tab. On External Description tab click on the "Enlarge View" button on right of Description window.
8	On External Description tab at bottom of description information, in Description field type in "Visit YourCompany for more information".
9	Highlight "Key Responsibilities" and click the Bold icon.

<p style="text-align: center; font-size: 2em; font-weight: bold;">10</p>	<p>Collapse window using the “Normal View” button.</p> <p>Go to Internal Description tab. Run Spellchecker in Description window by clicking the Spellchecker button.</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">11</p>	<p>On the Internal Description tab click the “Copy From” button on action bar.</p> <p>Accept defaults. Click DONE.</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">12</p>	<p>Click on Prescreening tab in Skills area and click on + sign and search for “keyword” contains “human”.</p> <p>Select the first option “Advise employees on human resource issues” and click DONE.</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">13</p>	<p>In Questions area click on + sign and search for “question” contains “education” and click REFRESH.</p> <p>NOTE: Verify Show sub-folders has been checked and Refresh has been clicked.</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">14</p>	<p>In Question Selector click on “DETAILS” button to view answers before selecting question. Select the first question and click DONE.</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">15</p>	<p>On Prescreening tab fill in any missing Requirements and Assets boxes.</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">16</p>	<p>Go to Alerts tab. Check 1<sup>st</sup> and 3<sup>rd</sup> boxes and set assets threshold.</p> <p>On Alerts tab remove yourself as the recipient (leave the Alert Recipients box empty).</p>
<p style="text-align: center; font-size: 2em; font-weight: bold;">17</p>	<p>Click the SAVE button (disk).</p>

## Lesson 3: Posting and Sourcing

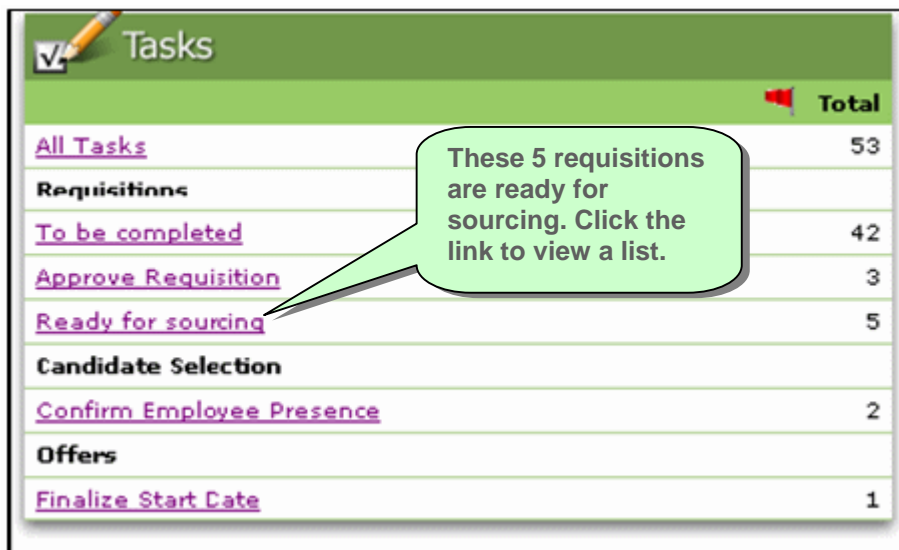
### On the Web:

In Lesson 3, you will learn how to simply post and source an approved requisition. Included are the following topics:

- My WebTop/Ready for Sourcing
- Using the Candidate Sourcing Manager (CSM)
- Posting a requisition on a Career Center
- Extending and Unposting a Requisition

### My WebTop/Ready for Sourcing

Requisitions that are ready for sourcing display in the Tasks Channel of My WebTop. Click the link to view a list of these requisitions.



The screenshot shows the 'Tasks' channel in My WebTop. It features a green header with a pencil icon and the word 'Tasks'. Below the header is a table with a 'Total' column. A callout box points to the 'Ready for sourcing' row, indicating that 5 requisitions are ready for sourcing.

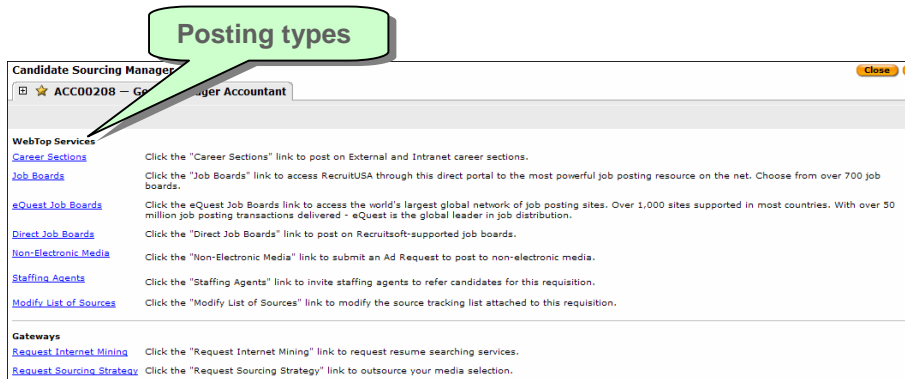
	Total
<a href="#">All Tasks</a>	53
<b>Requisitions</b>	
<a href="#">To be completed</a>	42
<a href="#">Approve Requisition</a>	3
<a href="#">Ready for sourcing</a>	5
<b>Candidate Selection</b>	
<a href="#">Confirm Employee Presence</a>	2
<b>Offers</b>	
<a href="#">Finalize Start Date</a>	1

## Using the Candidate Sourcing Manager

When a requisition has been approved, you must post it through the Candidate Sourcing Manager (CSM).

Select and review the requisition you want to post from the list.

Select **posting and sourcing** on the toolbar. The CSM opens. On the left side is a list of posting types.



## Posting a Requisition

You can now select the type of posting from the list by clicking it:

- Career Sections
- Job Boards
- eQuest Job Boards
- Direct Job Boards
- Non-electronic Media
- Staffing Agents

You can post the requisition by clicking **Post**.

**Posting On Job Boards Through RecruitUSA**

★  **HUM00194 – Communications Specialist- TEST**

Status **Open** Recruiter [G. Sturm](#) Department **N/A**  
 Status Details **Posted** Hiring Manager [J. Waggoner](#) Primary Location **Chicago**  
 Hired **0 out of 1**

Post  Unpost  Update

Click Post to post the requisition

## Extending or Unposting a Requisition

Once the requisition is posted, you can choose to extend it. You can also unpost it.

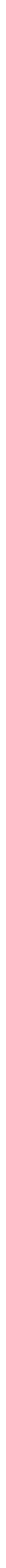
Extend...  Unpost

Click Extend to extend the requisition

If you clicked Extend, enter the new start and end dates

Click Unpost to unpost the requisition

Career Section Name	Visibility	Start (MM/DD/YY)	End (MM/DD/YY)
<input checked="" type="checkbox"/> Corporate	External	05/16/05	06/15/05
<input type="checkbox"/> Job Fair	External	Today	30 Days Later
<input type="checkbox"/> Students	External	Today	30 Days Later
<input type="checkbox"/> FinanceJobs.com	External	05/15/05	06/12/05
<input type="checkbox"/> TM Training - AW	External	Today	30 Days Later
<input checked="" type="checkbox"/> TM Training - VP	External	05/16/05	06/15/05
<input type="checkbox"/> TM Training - JP	External	Today	30 Days Later
<input checked="" type="checkbox"/> Corporate - Test	External	05/16/05	06/15/05
<input type="checkbox"/> Internal- JK TEST	External	Today	30 Days Later
<input type="checkbox"/> Internal	Intranet	Today	30 Days Later





### Exercise 3. Posting a Requisition

1	From the Requisitions area. Locate the requisition just created and click the box to the left of it and click on the Posting and Sourcing button.
2	Select the <u>Career Sections</u> link. Notice the default selections.
3	Modify the end date for the Corporate North America posting(s) to 60 days later.  Uncheck the "email this job posting to matching candidates".  Click DONE.
4	Click the Direct Job Boards link and review the options. Click CANCEL.
5	Click the Non-Electronic Media link and click the + sign.  Verify (or select) Country, State Province, Closest City/Region and select Source Type as Newspapers and click REFRESH.
6	Highlight one of the selections and click ADD TO FAVORITES.  Change drop down from All Media Names to Favorites. View your addition.  Highlight the newspaper name listed and click ADD and click DONE. Click SUBMIT AD REQUEST (on upper left).  Accept default agency name. Scroll down

	<p>and in Comments field enter "Per our conversation this morning". Click SEND (upper left).</p>
<b>7</b>	<p>Click the Staffing Agents link and review options.</p> <p>Click the + sign. Highlight the ABC, Inc. folder.</p> <p>Review the agents. Select Dionne Rodrigues and click DONE.</p> <p>Check the box to the left of Dionne's name.</p> <p>Click DONE. Click CONFIRM (upper left). Click the CLOSE button.</p>





## Lesson 4: Role Play Candidate Experience

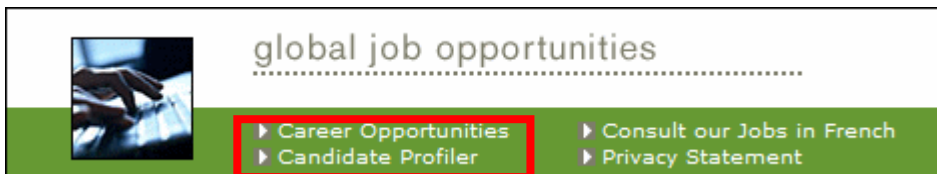
In Lesson 4, you will learn about a candidate's experience when they visit the career section of a company site and view the requisition you created. This includes:

- Viewing the career section
- Viewing and sorting the job list
- Applying or sending a job to a friend
- Viewing and modifying a profile

### Viewing the Career Section

The career section of a company's web site can be divided into two sections:

- Career opportunities
- Candidate profiler



### Career Opportunities

In the Career Opportunities section, candidates can:

- View the list of the organization's posted jobs
- Sort the job list by posting date, title, or location
- Search the list of jobs to display only the jobs corresponding to certain criteria
- Consult job descriptions and qualifications
- View jobs that are open to a referral program
- Apply online for a posted job

## Viewing and Sorting the Job List

A candidate can view and sort the job list by entering search criteria such as job, location, and keyword and then clicking **Search**. You can start a new search by clicking **New Search**. The more information you enter, the more specific the results of the search will be.

The screenshot shows the 'global job opportunities' search interface. At the top, there are navigation links for 'Career Opportunities', 'Candidate Profiler', 'Consult our Jobs in French', and 'Privacy Statement'. The user is logged in as 'bobdouglas'. The main section is titled 'Career Opportunities' and includes instructions to use search options to refine results. Below this is the 'Job Search' section with three input fields: 'Job: Specialty' (set to 'Sales - All'), 'Job Location: State/Province' (set to 'United States - All'), and 'Keyword or Job Number Search' (blank). There are 'Search' and 'New Search' buttons. Below the search fields is a 'Selected Search Criteria' section and a 'Job List' section. The 'Job List' shows 'Jobs 1 to 4 of 4 at Taleo' with a table of results. Callouts point to the search fields: 'Enter job specialty information' points to the Specialty dropdown, 'Enter job location information' points to the Location dropdown, 'Enter a keyword' points to the Keyword input field, and 'View the results of your search' points to the Job List table.

Position Title	Location (+= Multi-Location)
<a href="#">Account Executive</a>	US - North East++
<a href="#">Regional Sales Director</a>	US - CA - San Francisco++
<a href="#">Regional Vice President, Client Management Team</a>	United States
<a href="#">Solution Consultant</a>	US - DC - Washington++



To view all of the job openings, you can accept the default of "All" in the Job Specialty and Job Location fields and leave the keyword field blank.

## Applying or Emailing a Job to a Friend

The candidate can apply or email the job to a friend:

The screenshot shows a job posting interface with the following sections:

- Job Profile Information**
  - Job Field**: Account Management
  - Locations**: US-North East, US-West, US-South, US-Midwest
  - Organization**: Sales
  - Schedule**: Full-time
  - Employee Status**: Regular
- Posting Dates**
  - Posting Date**: March 24, 2005
  - Unposting Date**: May 23, 2005
- Actions**
  - [Email This Job To A Friend](#) (with a callout: "Click to email this job to a friend")
  - [Return to the job list](#)
  - [Click to Apply](#) (with a callout: "Click to apply for this job")



## **Exercise 4. Email Job to a Friend**

To Be Included

### **Candidate Profiler**

To apply, the candidate must first create a profile in the Candidate Profiler section.



## **Exercise 5. Create a Profile and Apply for the Job**

To Be Included

## Lesson 5: The Power of ACE Prescreening

In Lesson 5, you will learn about the power of ACE prescreening. The following topics will be covered:

- Understanding the value of ACE
- Creating questions: best practices
- Understanding the ACE sort tools
- Applying requirements and assets to prescreening answers
- Setting the ACE alert
- Viewing ACE candidates

## Lesson 6: Managing Candidates

In Lesson 6, you will learn about managing candidates. The following topics will be covered:

- Viewing candidate lists on a requisition
- Viewing single candidate records
- Sharing candidates with others
- Filtering for requirements, assets, and ACE
- Rejecting candidates
- Moving candidates to the next step and then interview





## Lesson 7: Making an Offer

In Lesson 7, you will learn about making an offer to a candidate. The following topics will be covered:

- Preparing a candidate for offer
- Creating an offer
- Extending an offer
- Recording candidate response
- Updating start date

## Lesson 8: Hiring a Candidate

In Lesson 8, you will learn about hiring a candidate and viewing their filled requisition. The following topics will be covered:

- Hiring a candidate
- Viewing filled requisitions

## Appendix A: Taleo University Course List

<b>UR101</b>	<b>Essentials for Getting Started with the Staffing WebTop</b>		
Description:	Jump start your learning with this introductory course for beginner users of the Taleo Staffing WebTop solution (for permanent hires). This introductory course gives you the tools and practice you need to perform the essential recruiting tasks in the system and provides a great overview of the functions available. This course will start you on your way to recruiting more efficiently and effectively with Taleo!		
Prerequisites:	None		
Duration:	1 Day	Price:	\$595

<b>UR102</b>	<b>Optimizing the Staffing WebTop</b>		
Description:	Jump start your learning with this introductory course for beginner users of the Taleo Staffing WebTop solution (for permanent hires). This introductory course gives you the tools and practice you need to perform the essential recruiting tasks in the system and provides a great overview of the functions available, and will cover the basic use of WebI in accessing, running, saving and downloading Taleo standard reports. This course will start you on your way to recruiting more efficiently and effectively with Taleo!		
Prerequisites:	UR101		
Duration:	1 Day	Price:	\$595

<b>UR201</b>	<b>Intermediate Staffing WebTop</b>		
Description:	This course is for users who have mastered the basics of the Staffing WebTop and covers more advanced ACE prescreening, candidate management and searching techniques.		
Prerequisites:	UR101, UR102		
Duration:	1 Day	Price:	\$650

<b>UR301</b>	<b>Advanced Staffing WebTop</b>		
Description:	An advanced level course for experienced users in the Staffing WebTop. This course covers some optional features such as interview scheduling, forms, and disqualification screening as well as covers search and folders more deeply.		
Prerequisites:	UR101, UR102, UR201		
Duration:	1 Day	Price:	\$695

<b>ACE101</b>	<b>ACE Prescreening Made Easy</b>		
Description:	A best practices course covering all the foundational basics of the ACE prescreening features in the Taleo Staffing WebTop. This course is essential to anyone who wants to get the maximum value out of the ACE prescreening features to quickly identify the best candidates for your open positions.		
Prerequisites:	UR101		
Duration:	0.5 Day	Price:	\$395

<b>ACE201</b>	<b>Question Creation, Management, and Strategies with ACE</b>		
Description:	Have you wondered about the best way to construct your organization's prescreening questions? Is your organization consistently hiring ACE candidates? If not, building great questions could be the missing link to benefiting from the ACE process and optimizing Taleo. This workshop will provide the knowledge you seek. You will receive a solid basis of best practices from which to develop/update your organization's prescreening questions as well as ideas on structuring question development and maintenance for ongoing question development quality and consistency.		
Prerequisites:	UR101, ACE101		
Duration:	0.5 Day	Price:	\$425

<b>ACE301</b>	<b>Advanced ACE</b>		
Description:			
Prerequisites:	UR101, ACE101, ACE201		
Duration:	0.5 Day	Price	\$450

<b>SM101</b>	<b>Staffing WebTop for the Staffing Manager</b>		
Description:	A specialty course for Staffing Managers and those responsible for managing a recruiting department or multiple recruiters. This course covers all the basics needed to quickly locate, sort, display and print recruiting activity in the Staffing WebTop. In addition, basic training on running standard reports and understanding Taleo statistics will be included.		
Prerequisites:	UR101	<i>Recommended:</i>	<i>UR102, UR201, ACE101</i>
Duration:	0.5 Day	Price:	\$395

<b>SO101</b>	<b>Effective Search &amp; Source</b>		
Description:	A specialty course for those who want to enhance their search and sourcing skills using the Staffing WebTop. This course will offer in-depth practice on the Advanced Search engine as well as how to effectively incorporate folders and other sourcing features into your overall sourcing strategy. A great course for sourcing specialists as well as recruiters.		
Prerequisites:	UR101	<i>Recommended:</i>	<i>UR101</i>
Duration:	0.5 Day	Price:	\$395

<b>SO201</b>	<b>Ultimate Search &amp; Source</b>		
Description:	A more advanced sourcing course for those that have mastered the basics of search and sourcing and want to expand their sourcing tactics with the use of the Staffing WebTop's Conceptual Search as well as searching the Web via Google. This course provides recruiters with more tools to pipeline and recruit the best candidates and take control of an effective sourcing strategy.		
Prerequisites:	UR101, SO101	<i>Recommended:</i>	<i>UR102</i>
Duration:	0.5 Day	Price:	\$425

<b>CO101</b>	<b>Coordinating with Recruiters in the Staffing WebTop</b>		
Description:	A helpful course for those in the critical position of coordinating or assisting the recruiting process. You will learn how to quickly locate any specific information you need to answer questions or update new activity. You will also learn how to manage tasks to support and collaborate with multiple recruiters and update information on a recruiter's behalf as well as 'close out' a requisition.		
Prerequisites:	UR101	<i>Recommended:</i>	UR102, UR201
Duration:	0.5 Day	Price:	\$395

<b>SA101</b>	<b>Introduction to the Administrator WebTop</b>		
Description:	A beginner course for new system administrators or those in a supporting role to recruiter and other users of the Staffing WebTop and Manager WebTop. This course will explore foundational settings and configurations in the Administrator WebTop. New Administrators will get comfortable with handling some of the most common requests from users and making small adjustments in system configuration. A great foundational course!		
Prerequisites:	UR101, UR102, UR201		
Duration:	1 Day	Price:	\$595

<b>SA201</b>	<b>Intermediate Administrator WebTop</b>		
Description:	This course is for users who have mastered the basics of the Administrator WebTop and would like to advance their skills on setting up additional features and configurations for the Staffing WebTop. Highlights for this course include Career Sections, correspondence, foundation data and more!		
Prerequisites:	UR101, UR102, UR201, SA101		
Duration:	1 Day	Price:	\$650

<b>SA301</b>	<b>Advanced Administrator WebTop</b>		
Description:	An advanced level course for experienced users of the Administrator WebTop. This course will build on previous knowledge of career sections, candidate lists, and fields as well as introduce configuration of Candidate Selection Workflows, Manager WebTop, Merge forms, partner services and more. After this course you will be able to take full control of the WebTop products!		
Prerequisites:	UR101, UR102, UR201, SA101, SA201 (ACE...questions)		
Duration:	1 Day	Price:	\$695

<b>SP101</b>	<b>Supporting Users of the SWT for BPO and Internal Support</b>		
Description:	A basic level course for multi-application or shared service center support desk personnel. This course will help familiarize supporters of the Staffing WebTop with most common question and problem resolution as well as understand the Taleo Customer Care support desk processes and services.		
Prerequisites:	UR101, UR102, SA101	<i>Recommended:</i>	UR201, SA201
Duration:	0.5 Day	Price:	\$395

<b>RP101</b>	<b>Fundamentals of Report Creation with WebI</b>		
Description:	This is the foundational course to working with the Business Objects web-based reporting tool WebIntelligence. You will learn about the report panel used in creating reports, the steps to running a simple report, editing and formatting.		
Prerequisites:	UR101	<i>Recommended:</i>	UR102, UR201
Duration:	0.5 Day	Price:	\$395

<b>RP201</b>	<b>Intermediate Report Creation with WebI</b>		
Description:	This course builds upon your knowledge from the WebIntelligence Overview. You will learn how to work with advanced features such as combining conditions, simple column calculations, breaks, sections, and filters.		
Prerequisites:	UR101, RP101	<i>Recommended:</i>	UR102, UR201
Duration:	0.5 Day	Price:	\$450

<b>RP251</b>	<b>WebIntelligence and the Taleo Universe</b>		
Description:	This course provides an indepth review of the Taleo Universe elements which are at the center of the reports you create. Which elements will most directly support your data requirements? Which fields should you choose in creating your query? Created for BO 6.5 Java Panel enabled.		
Prerequisites:	UR101, RP101	<i>Recommended:</i>	UR102, UR201
Duration:	0.5 Day	Price:	\$450

<b>ZB201</b>	<b>Intermediate Reporting with ZABO</b>		
Description:	This is an intermediate course on the ZABO tool. It is a full client version of Business Objects that offers more functionalities than WebIntelligence, such as creating variables, multiple reports, multiple data providers, advanced filters, etc.		
Prerequisites:	UR101	<i>Recommended:</i>	[RP101?]
Duration:	3 Days	Price:	\$1,950

<b>ZB301</b>	<b>Advanced Reporting with ZABO</b>		
Description:	This is an advanced course on the ZABO tool.		
Prerequisites:	UR101, ZB201	<i>Recommended:</i>	[RP101?]
Duration:	2 Days	Price:	\$1,390

<b>MW101</b>	<b>Introduction to the Manager WebTop</b>		
Description:	This is a beginner course is for first time users of the Manager WebTop covering all the essential tasks of a manager's role in the recruiting process when working with a recruiting department.		
Prerequisites:			
Duration:	0.5 Day	Price:	\$395

<b>TCSA</b>		<b>Taleo Certified System Administrator</b>	
Description:	<p>The <b>Taleo Certification Program</b> provides a standard for organizations to train, measure and benchmark the knowledge of their teams on Taleo products. Program participants attend a two day classroom training session and then pass a scored assessment to receive certification. This class is targeted for the experienced system administrator and is not appropriate for beginners (see pre-requisites).</p> <p>Training for the TCSA (Taleo Certified System Administrator) will be driven through practical scenarios to configure and set up various features for the Staffing WebTop, Manager WebTop, Career Section and Agency Portal. Participants will receive a well-rounded and in-depth understanding of the configuration and options of the features as well as some creative ways to apply different configurations. (Note: Some features covered in the certification may not be in use at the participant's organization).</p>		
Prerequisites:	UR101, UR102, UR201, SA101, SA201	<i>Recommended:</i>	<i>UR301, SA301</i>
Duration:	2.5 Days	Price:	\$1,995

<b>TCR</b>		<b>Taleo Certified Recruiter</b>	
Description:	<p>The <b>Taleo Certification Program</b> provides a standard for organizations to train, measure and benchmark the knowledge of their teams on Taleo products. Program participants attend a two day classroom training session and then pass a scored assessment to receive certification. This class is targeted for the all end users, however is not appropriate for a brand new end user (see pre-requisites). Training for the TCR (Taleo Certified Recruiter) will be driven through practical scenarios, exercises and discussions covering Requisitions, ACE Content Management, Sourcing, Candidate Management and Hiring. Participants will receive a well-rounded and in-depth understanding of the Staffing WebTop features. (Note: Some features covered in the certification may not be in use at the participant's organization).</p>		
Prerequisites:	UR101, UR102, UR201, ACE101	<i>Recommended:</i>	<i>UR301, SO101</i>
Duration:	2 Days	Price:	\$1,495

<b>TCAP</b>		<b>Taleo Certified Assessment Provider (AAWT)</b>	
Description:			
Prerequisites:			
Duration:	0.5 Day	Price:	\$2,495

<b>IC101</b>		<b>Introduction to Taleo Implementation Consulting for Partners</b>	
Description:			
Prerequisites:			
Duration:		Price:	\$

<b>CM101</b>	<b>Expert Content Management (Questions, Skills &amp; Templates)</b>		
Description:	A specialty course covering question creation in greater depth using the ACE methodology in the Staffing WebTop. In addition, question folder organization, recruiter permissions, as well as Template and skill management will be covered. This course is ideal for those responsible for maintaining the question library or organizing questions, skills and templates.		
Prerequisites:	UR101		
Duration:		Price:	

	<b>Best Sorting/Scoring Strategies Workshop</b>		
Description:	Does setting Requirements, Assets and/or Score on your prescreening questions cause you anxiety or confusion? Do you frequently end of with too many, too few or no ACE candidates on your requisitions? Is your organization consistently hiring ACE candidates? If not, correcting some common sorting/scoring misconceptions or learning the latest strategies to make this important step easier could be the missing link. This workshop will provide strategies to make your sorting/weighting options easier to determine and review common mistakes to avoid with these settings. Accurate sorting/weighting (scoring) as well as ACE alert settings are critical to finding your top candidates quickly and taking advantage of the ACE process.		
Prerequisites:			
Duration:		Price:	

<b>Course Code Legend</b>					
<b>UR</b>	User	<b>CO</b>	Coordination	<b>ZB</b>	ZABO
<b>ACE</b>	ACE	<b>SA</b>	System Administration	<b>MW</b>	Manager WebTop
<b>SM</b>	Staffing Management	<b>SP</b>	Support	<b>TC</b>	Certification
<b>SO</b>	Sourcing	<b>RP</b>	Reporting	<b>IC</b>	Implementation Consulting
<b>100</b>	<b>Basic Level Courses</b>				
<b>200</b>	<b>Intermediate Level Courses</b>				
<b>300</b>	<b>Advanced Level Courses</b>				
<b>TC</b>	<b>Certification Level Courses</b>				



# Appendix B: Technical Requirements

