Taleo User Guide

Requisition Approval

Contents

Taleo User Guide – Requisition Approval

Introduction

The Purpose of this User Guide is to support the End User in the step by step guide to approving a requisition in the Taleo system.
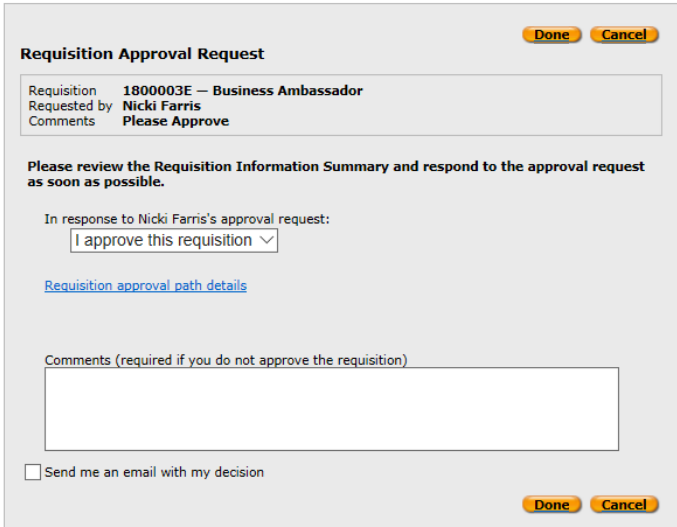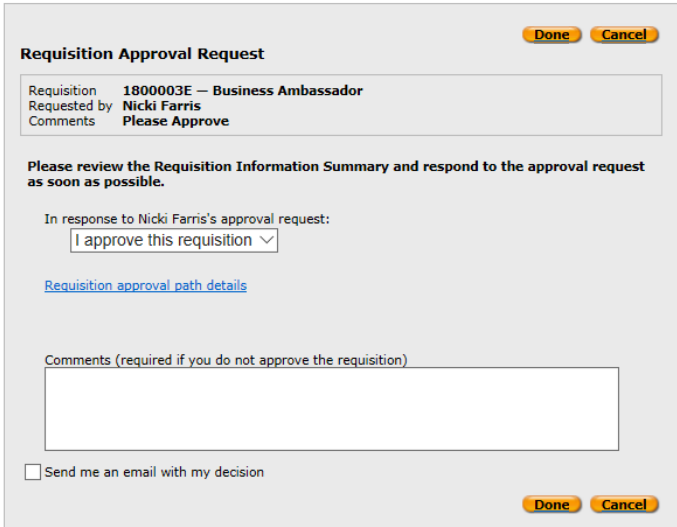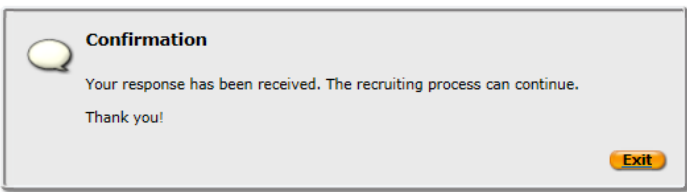
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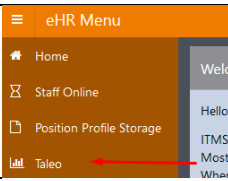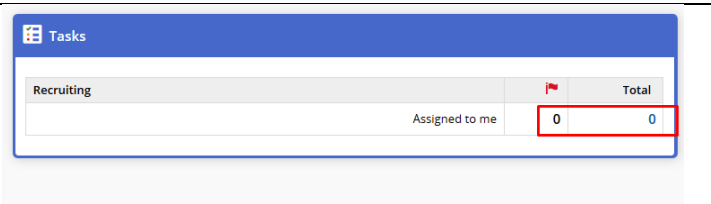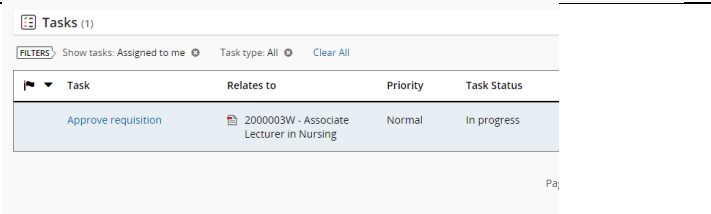|	
Taleo	This is the recruitment system used to find and onboard new staff, direct appointments and casuals
Ascender	This is the payroll system used for all position management, paying employees and employee management
Requisition	This is the term used to represent a 'job' / the RAJ

Approval
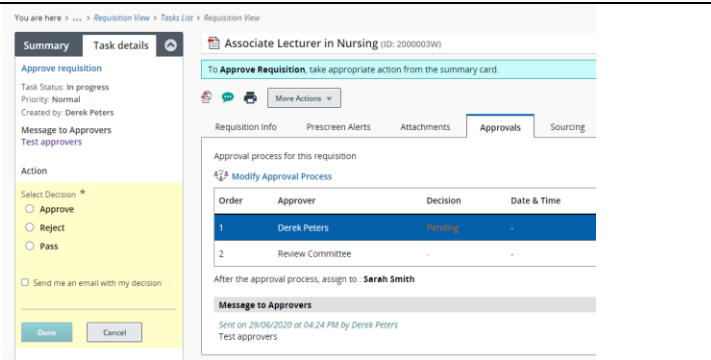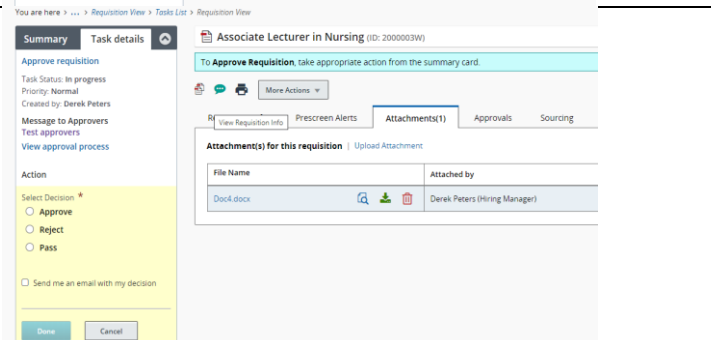
There are two ways to access approvals.

Approval via Email

Step	Instruction	Screen shot
1	Click on the link "Respond…" in your notification email	
2	This will then open up a new tab in your browser. At the bottom of this you will click "Requisition Details"	
3	A PDF version of all the information in the requisition will open for review. Scroll down to review all information This can be printed if desired.	

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Step	Instruction	Screen shot
4	Close this tab and go back to approval page. Under Attachments you will click on the blue links to view the attached supporting documents required for the requisition, including the Management Accountant attachment.	
5	Pick from the drop down menu "Approve" or "Reject" If you choose reject you will be required to enter details in the comments field. Click "Done"	
6	An email of your response will be sent to the Hiring Manager. Close application	

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Approval via Login

Step	Instruction	Screen shot
1	• Go to Portal.cdu.edu.au • Click on eHR icon • Click on Taleo	eHR Menu Home Staff Online Position Profile Storage Taleo
2	You will log into the Welcome Centre. This will allow you to navigate to the part of the system you wish to access. Click on "Recruiting"	Welcome to the Jobs@CDU online recruitment tool - Talent Acquisition!
3	Click on "Tasks assigned to me"	Tasks — Recruiting — Assigned to me 0 Total 0
4	Click on "Approve Requisition" in the tasks list	Tasks (1) Approve requisition — 2000003W - Associate Lecturer in Nursing — Normal — In progress
5	Click on the Requisition info tab to review Requisition information. Click on Expand All to view all information This can be printed if desired.	Associate Lecturer in Nursing (ID: 2000003W)
6	Under Attachments you will click on the blue links to view the attached supporting documents required for the requisition, including the Management Accountant attachment.	Associate Lecturer in Nursing (ID: 2000003W)

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Step	Instruction	Screen shot
7	Pick from the menu "Approve" "Reject" or "Pass" If you choose to reject or pass you will be required to enter details in the comments field. Click Done An email of your response will be sent to the Hiring Manager. Close application	

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Document History and Version Control			
Last amendment:	July - 2020	Next Review	Jan - 2021
People Operations	humanresources@cdu.edu.au		
Talent Acquisition and Global Mobility	strategicrecruitment@cdu.edu.au		

Version	Brief Description
1.00	Creation of original document and uploaded to CDU website
2.00	Update recruitment and workflow process information
3.00	Update CDU branding
4.00	Update with Taleo 20B Fluid recruiting process

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