



Taleo User Guide

Requisition Approval

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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.

Definitions

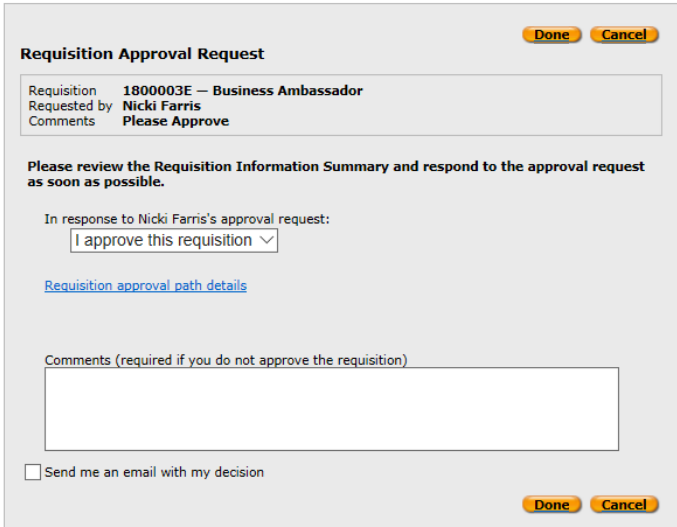
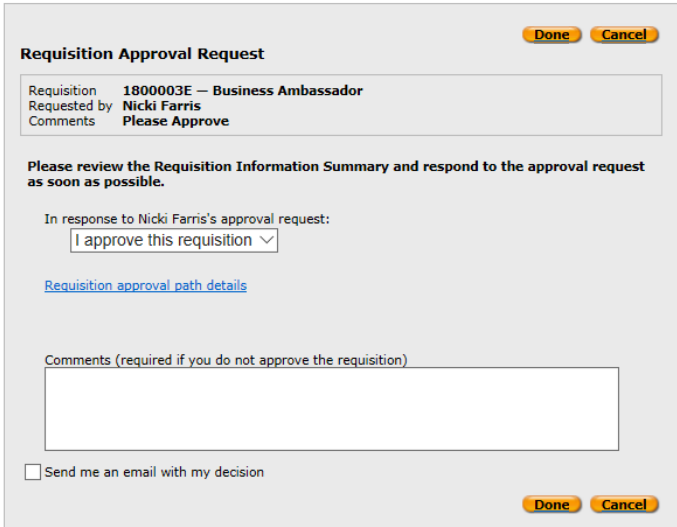
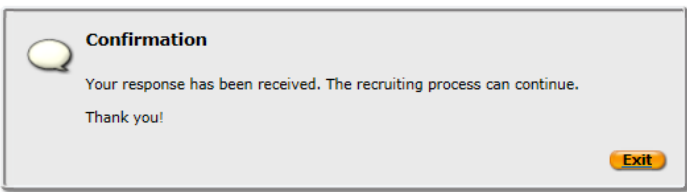
Taleo	This is the recruitment system used to find and onboard new staff, direct appointments and casuals
Ascender	This is the payroll system used for all position management, paying employees and employee management
Requisition	This is the term used to represent a 'job' / the RAJ

Approval

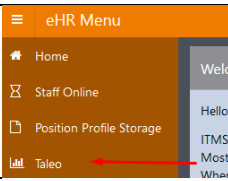

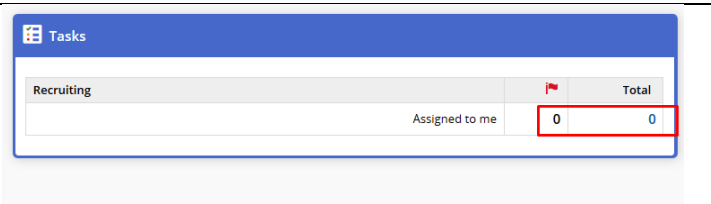
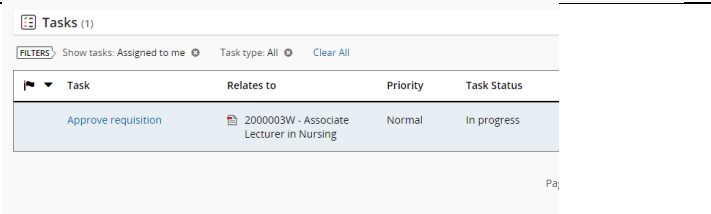
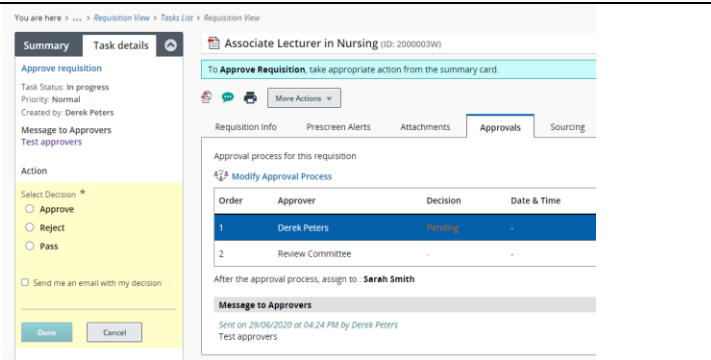
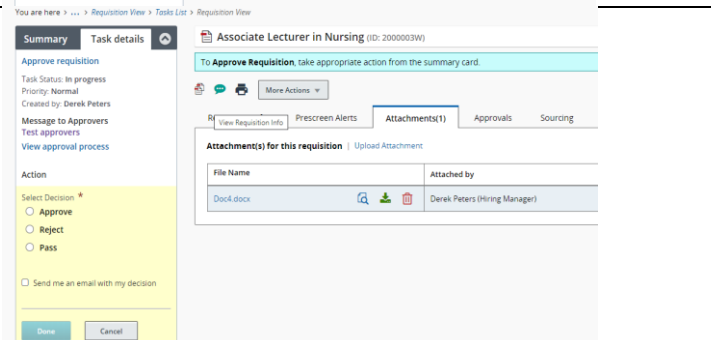
There are two ways to access approvals.

Approval via Email

Step	Instruction	Screen shot																																				
1	Click on the link "Respond..." in your notification email	<p>Charles Darwin University Jobs <recruitment@cdu.edu.au> Standard Notification for a Requisition Approval Request</p> <p>Attachment: this_message_in_html... 2 KB</p> <p>Hello</p> <p>Requisition Approval Request</p> <p>Requisition Title: Research Active Academic Requisition ID: 1800000Y Requested by: Nicki Farris Comments: approve</p> <p>Click "Respond..." to view more requisition details and respond to the approval request as soon as possible. Respond...</p> <p>Kind regards, People and Capability Charles Darwin University</p> <p>Replies to this message are undeliverable and will not reach the Office of People and Capability. Please do not reply.</p>																																				
2	This will then open up a new tab in your browser. At the bottom of this you will click "Requisition Details"	<p>Requisition Approval Request Done Cancel</p> <p>Requisition 1800003E - Business Ambassador Requested by Nicki Farris Comments Please Approve</p> <p>Please review the Requisition Information Summary and respond to the approval request as soon as possible.</p> <p>In response to Nicki Farris's approval request: <input type="button" value="I approve this requisition"/></p> <p>Requisition approval path details</p> <p>Comments (required if you do not approve the requisition)</p> <p><input type="checkbox"/> Send me an email with my decision Done Cancel</p> <p>Requisition Information Summary</p> <p>Requisition Details</p> <p>1800003E - Business Ambassador</p> <table border="0"> <tr> <td>Recruiter</td> <td>CDU Hire Manager 12</td> <td>Hiring Manager</td> <td>Nicki Farris</td> </tr> <tr> <td>Department</td> <td>—</td> <td>Justification</td> <td>New Position</td> </tr> <tr> <td>Number of Openings</td> <td>1</td> <td>Primary Location</td> <td>Casuarina Campus</td> </tr> <tr> <td>Target Start Date</td> <td>—</td> <td></td> <td></td> </tr> <tr> <td>Attachments</td> <td>—</td> <td></td> <td></td> </tr> </table>	Recruiter	CDU Hire Manager 12	Hiring Manager	Nicki Farris	Department	—	Justification	New Position	Number of Openings	1	Primary Location	Casuarina Campus	Target Start Date	—			Attachments	—																		
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Attachments	—																																					
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.	<p>Business Ambassador (1800003E)</p> <table border="0"> <tr> <td>Status</td> <td>Pending</td> <td>Recruiter</td> <td>Hire Manager 12, CDU</td> <td>Primary Location</td> <td>Casuarina Campus</td> </tr> <tr> <td>Status Details</td> <td>To Be Approved</td> <td>Hiring Manager</td> <td>Farris, Nicki</td> <td></td> <td></td> </tr> <tr> <td>Requisition Type</td> <td>Professional</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>Hired Candidates</td> <td>0 out of 1</td> <td></td> <td></td> <td></td> <td></td> </tr> </table> <p>Request to Recruit</p> <p>Identification</p> <p>Please ensure you attach evidence of endorsement with your management accountant specific to this requisition. You will be able to do this in the attachments tab once you have created the requisition.</p> <table border="0"> <tr> <td>Is there a budget for this requisition?</td> <td>Business Ambassador</td> <td>Number of Openings</td> <td>1</td> </tr> <tr> <td>Yes</td> <td></td> <td></td> <td></td> </tr> <tr> <td>Justification</td> <td>New Position</td> <td>Have you checked the Rodeployee and Mobility Talent Pool?</td> <td>No</td> </tr> </table>	Status	Pending	Recruiter	Hire Manager 12, CDU	Primary Location	Casuarina Campus	Status Details	To Be Approved	Hiring Manager	Farris, Nicki			Requisition Type	Professional					Hired Candidates	0 out of 1					Is there a budget for this requisition?	Business Ambassador	Number of Openings	1	Yes				Justification	New Position	Have you checked the Rodeployee and Mobility Talent Pool?	No
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Step	Instruction	Screen shot
4	<p>Close this tab and go back to approval page.</p> <p>Under Attachments you will click on the blue links to view the attached supporting documents required for the requisition, including the Management Accountant attachment.</p>	
5	<p>Pick from the drop down menu "Approve" or "Reject"</p> <p>If you choose reject you will be required to enter details in the comments field.</p> <p>Click "Done"</p>	
6	<p>An email of your response will be sent to the Hiring Manager.</p> <p>Close application</p>	

Approval via Login

Step	Instruction	Screen shot
1	<ul style="list-style-type: none"> Go to Portal.cdu.edu.au Click on eHR icon Click on Taleo 	
2	<p>You will log into the Welcome Centre. This will allow you to navigate to the part of the system you wish to access.</p> <p>Click on “Recruiting”</p>	
3	Click on “Tasks assigned to me”	
4	Click on “Approve Requisition” in the tasks list	
5	<p>Click on the Requisition info tab to review Requisition information.</p> <p>Click on Expand All to view all information</p> <p>This can be printed if desired.</p>	
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.	

Step	Instruction	Screen shot
7	<p>Pick from the menu “Approve” “Reject” or “Pass”</p> <p>If you choose to reject or pass you will be required to enter details in the comments field.</p> <p>Click Done</p> <p>An email of your response will be sent to the Hiring Manager.</p> <p>Close application</p>	<p>The screenshot displays the 'Approvals' tab for a requisition titled 'Associate Lecturer in Nursing (ID: 2000003W)'. On the left, there is a sidebar with 'Approve requisition' and three radio button options: 'Approve', 'Reject', and 'Pass'. Below these is a checkbox for 'Send me an email with my decision' and 'Done'/'Cancel' buttons. The main content area shows the requisition title, a 'More Actions' menu, and tabs for 'Requisition Info', 'Prescreen Alerts', 'Attachments(1)', and 'Approvals'. Under the 'Approvals' tab, it states 'Approval process for this requisition' and provides a 'Modify Approval Process' link. A table shows the approval process with two rows: Order 1 by Derek Peters with a 'Pending' decision, and Order 2 by the Review Committee. Below the table, it says 'After the approval process, assign to: Sarah Smith' and a 'Message to Approvers' section with a timestamp 'Sent on 29/06/2020 at 04:24 PM by Derek Peters'.</p>

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