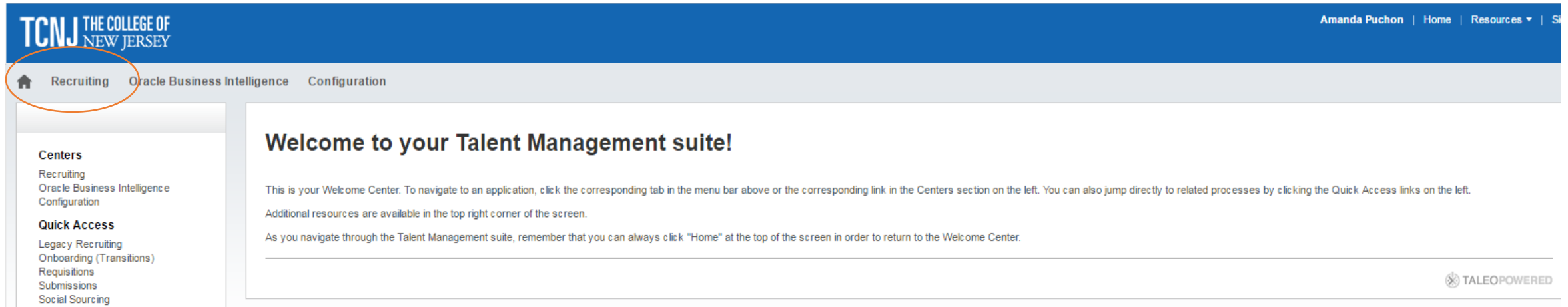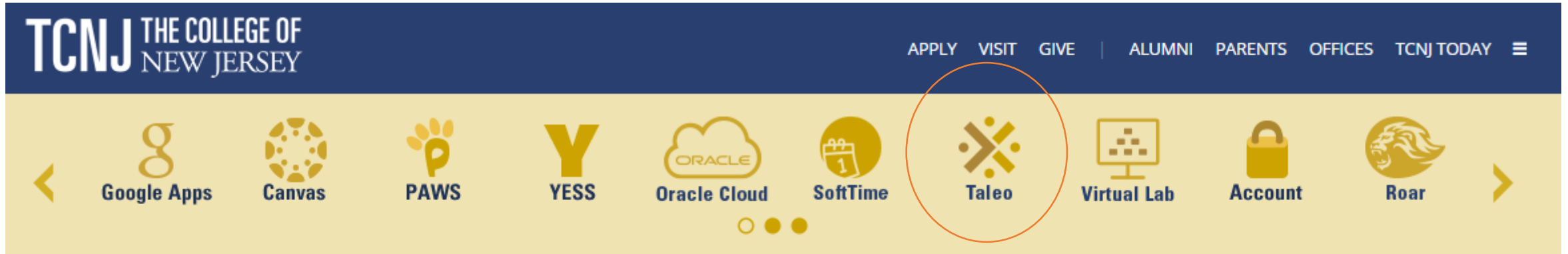# Candidate Review Instructions

Login to Taleo from TCNJ Today using your single sign on credentials.

Click on Requisitions, then # of applicants

A list of applicant details will appear. Click on their name to view the full profile, application and attachments.

Submissions for: Associate Director, Learning, Development and Performance Management (Requisition ID: 20000202)

FILTERS No filters are applied

More Actions ▼

List Format | Standard View ▼

☐ ▾	⚑	Candidate	📎	🏠	👂	▮	▭	★	Step	Step, Status, Icon	Requirements	Assets	Re
☐	⚑	Der	📎							New	New - To be reviewed	0 / 0	
☐	⚑	Figu	📎							New	New - To be reviewed	0 / 0	
☐	⚑	Belk	📎			▮				New	New - To be reviewed	0 / 0	
☐	⚑	Sass	📎							New	New - To be reviewed	0 / 0	
☐	⚑	Bow	📎							New	New - To be reviewed	0 / 0	
☐	⚑	Har	📎							New	New - To be reviewed	0 / 0	
☐	⚑	Stev	📎			▮				New	New - To be reviewed	0 / 0	
☐	⚑	Pate	📎							New	New - To be reviewed	0 / 0	
☐	⚑	Hior	📎			▮				New	New - To be reviewed	0 / 0	

Candidate names cut off for confidentiality

Review application and attachments.

Hiring Manager will update status. Click on More Actions > Change Step/Status > Select Status > Apply & Close