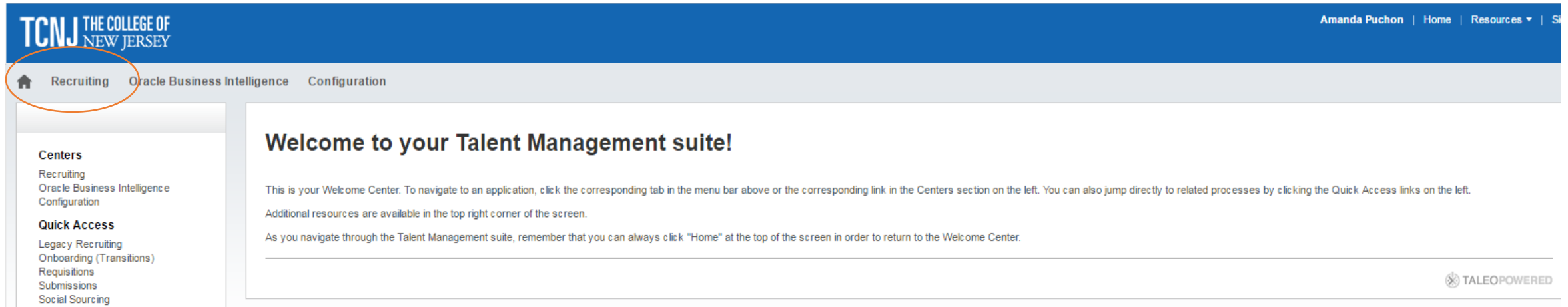
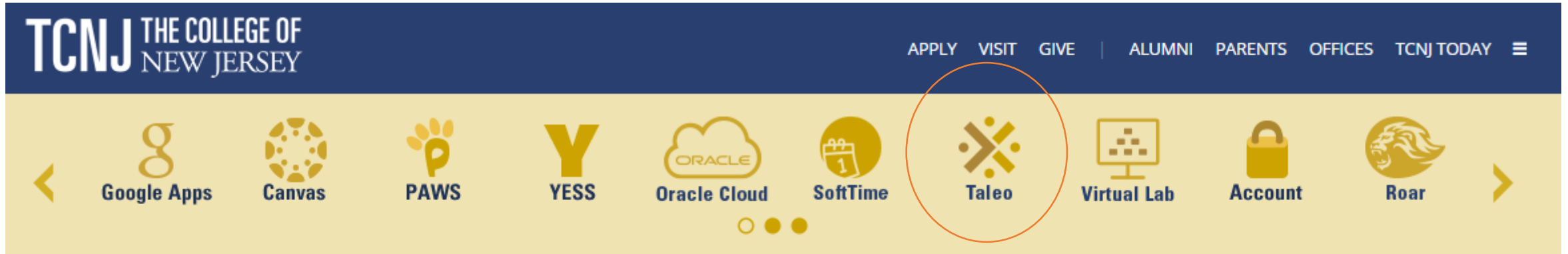


# Candidate Review Instructions



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



# Click on Requisitions, then # of applicants

The screenshot shows the TCNJ HR system interface. The top navigation bar includes 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', 'OFFERS', 'CANDIDATE POOLS', and 'SEARCH'. The 'REQUISITIONS' tab is active. The breadcrumb trail reads 'You are here > Requisition List'. A 'Create Requisition' button is in the top right. A filters sidebar on the left shows 'Show requisitions: I own' and 'Include inactive requisitions' checked. The main table, titled 'Requisitions (10)', has columns for selection, flags, applicant count, title, ID, status, status detail, email, star, ban, and recruiter. The 'Associate Director, Learning, Development and Performance Management' row has '23' applicants circled in orange.

TCNJ THE COLLEGE OF NEW JERSEY

Lookup a candidate Amanda Puchon

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List [Create Requisition](#)

Filters

Show requisitions: I own  Include inactive requisitions

Requisitions

Status  Draft  Pending  Open  On Hold

Organization

Primary Location

Job Field

Requisition Title

Hiring Manager

Requisitions (10)

FILTERS Show requisitions: I own Status: Open On Hold Hire Type All Clear All

More Actions List Format Standard View

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Title	ID	Status	Status Detail	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Recruiter	H
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Interim Assistant Director	20000918	Open	Expired (9/7/20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Puchon Amanda	C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	HR Recruitment Administrator	20000652	Open	Expired (8/24/20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Puchon Amanda	P
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Music Adjunct- Test 4.30	20000563	Open	Ready (4/30/20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Puchon Amanda	C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Temporary Human Resources Administrator	20000365	Open	Unposted (3/20/20)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Puchon Amanda	C
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Director of Sustainability and Energy	20000356	On Hold	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Puchon Amanda	D
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	TCNJ Adjunct Faculty	20000320	Open	Posted (Ongoing)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Puchon Amanda	M
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Associate Director, Learning, Development and Performance Management	20000202	On Hold	-	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Puchon Amanda	V

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

<input type="checkbox"/>		Candidate						★	Step	Step, Status, Icon	Requirements	Assets	Re
<input type="checkbox"/>		Der								New	New - To be reviewed	0 / 0	
<input type="checkbox"/>		Fig								New	New - To be reviewed	0 / 0	
<input type="checkbox"/>		Belk								New	New - To be reviewed	0 / 0	
<input type="checkbox"/>		Sass								New	New - To be reviewed	0 / 0	
<input type="checkbox"/>		Bow								New	New - To be reviewed	0 / 0	
<input type="checkbox"/>		Har								New	New - To be reviewed	0 / 0	
<input type="checkbox"/>		Stev								New	New - To be reviewed	0 / 0	
<input type="checkbox"/>		Pate								New	New - To be reviewed	0 / 0	
<input type="checkbox"/>		Hio								New	New - To be reviewed	0 / 0	

Candidate names cut off for confidentiality

# Review application and attachments.

The screenshot displays a job application review interface. On the left is a sidebar with a 'Summary' header. The main content area has a breadcrumb trail: 'Submission: Derriman, Heather for Associate Director, Learning, Development and Performance Management (ID: 20000202)'. Below this is a toolbar with icons for a person, chat, search, mail, and print, along with a 'More Actions' dropdown. A tabbed interface is present, with 'Job Submission' selected and circled in orange, and other tabs for 'Attachments(1)', 'Referral', and 'History'. The right side of the page shows a form for 'Candidate Personal Information' with fields for Prefix, First Name, Last Name, Address (line 1), City, Zip/Postal Code, Place of Residence, Primary Number, Cellular Number, and Email Address. At the bottom, there are expandable sections for 'Submission Information', 'Profile Information', and 'Experience and Credentials'. The sidebar includes a 'Resume' button, a toggle for 'Submission' (set to 'General Profile'), and a 'HIGHLIGHTS (CURRENT SUBMISSION)' section with progress indicators for 'Required met' (0/0) and 'Assets met' (0/0). It also lists 'Step: New', 'Status: To be reviewed', 'Source: Career Section', and 'Date of Application: Feb 12, 2020'. Below this are sections for 'MOST RELEVANT EDUCATION' and 'WORK EXPERIENCE', with a '4 y' badge and 'Oct 2016 - Present' date range.

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

Submission: [redacted] for Associate Director, Learning, Developm

More Actions

- Selection Process
- Change Step/Status
- Bypass Selection Steps
- Offer Process

Job Submission

Personal Information

Currently in	Change to
Step New	Step New
Status To be reviewed	Status Proceed to Screen*

Comments

Please enter comments here

Select Other Action

- Start Onboarding process
- Send Correspondence

Cancel    Apply and Continue    Apply and Close