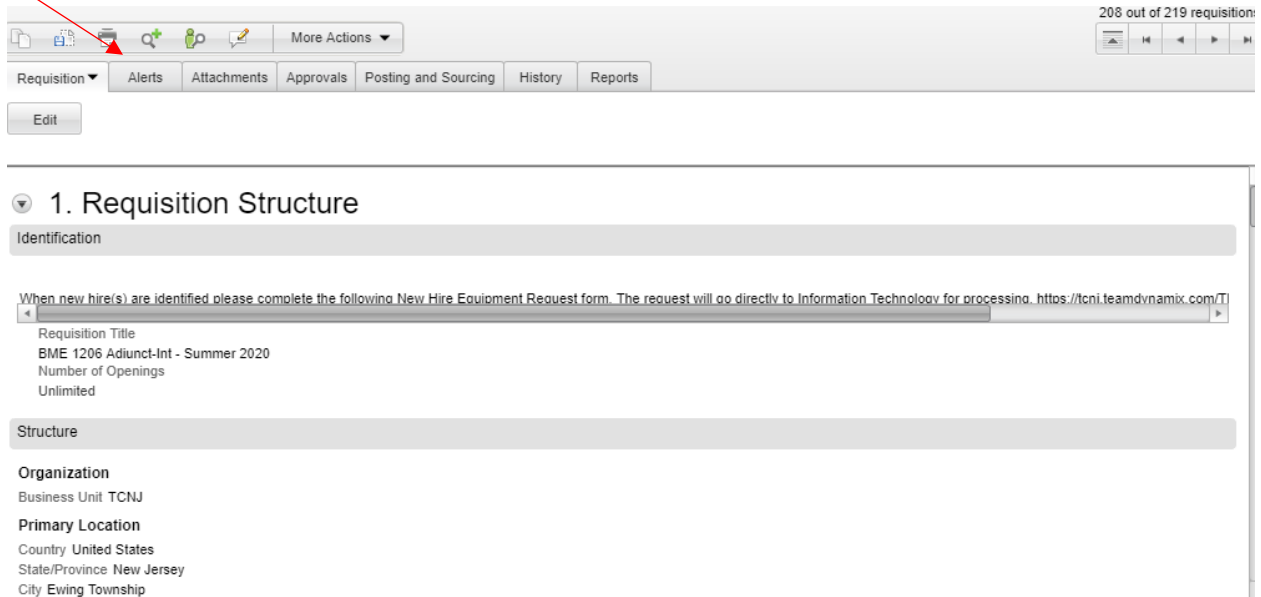


How to Set Alerts in Taleo

1. Navigate to the requisition then click on the alerts tab. This can be done prior to submitting a requisition for approval or afterwards by contacting HR.



208 out of 219 requisition

Requisition Alerts Attachments Approvals Posting and Sourcing History Reports

Edit

1. Requisition Structure

Identification

When new hire(s) are identified please complete the following New Hire Equipment Request form. The request will go directly to Information Technology for processing. <https://tci.teamdynamix.com/T>

Requisition Title
BME 1206 Adjunct-Int - Summer 2020
Number of Openings
Unlimited

Structure

Organization
Business Unit TCNJ

Primary Location
Country United States
State/Province New Jersey
City Ewing Township

2. Select Modify Alert.



Requisition Alerts Attachments Approvals Posting and Sourcing History Reports

ACE Candidate Alert

Modify Alert

No alert has been set.

When an ACE candidate is identified, alert these recipients:

3. Select the box that appears, go to **next** and add the name of the person who should be receiving alerts.

Identify as ACE any candidate meeting all the required criteria and having at least assets out of .

Quick Filters		Name	Email Address	
Suggested Users	<input type="checkbox"/>	McGowan, Nia	mcgowann@tcnj.edu	<input type="button" value="Select"/>
Frequent Collaborators	<input type="checkbox"/>			
Name				
McGowan	<input type="checkbox"/>			
Email Address				