

Taleo Approval Instructions

Approvals through Email

1. You will receive the following email to approve hiring requisitions.

Standard Notification for a Requisition Approval Request  Inbox x  

The College of New Jersey 4:46 PM (0 minutes ago)   

to me ▾

Requisition Approval Request

Requisition Title: **Test Spring Adjunct, Engineering**
Requisition ID: **20001367**
Requested by: **Amanda Puchon**
Comments: **please approve (test)**

Click "Respond..." to view more requisition details and respond to the approval request as soon as possible.
[Respond...](#)

Best regards,
Human Resources Department
THE COLLEGE OF NEW JERSEY

Replies to this message are undeliverable and will not reach the Human Resources Department. Please do not reply.

2. Click on Respond. This will bring you to Taleo. Use your single sign on credentials to access.
3. You can click on the Requisition Details link to review a PDF of the requisition details. The Profile section includes title, previous incumbent, salary, and job classification details. If any changes need to be made to the requisition please reach out to the HR Recruiter.

Done **Cancel**

Requisition Approval Request

Requisition **20001367 – Test Spring Adjunct, Engineering**
 Requested by **Amanda Puchon**
 Comments **please approve (test)**

Please review the Requisition Information Summary and respond to the approval request as soon as possible.

In response to Amanda Puchon's approval request:
 I approve this requisition

[Requisition approval path details](#)

Comments (required if you do not approve the requisition)

Send me an email with my decision

Done **Cancel**

Requisition Information Summary

[Requisition Details](#)

20001367 – Test Spring Adjunct, Engineering

Recruiter	Nia McGowan	Recruiter Assistant	–
Hiring Manager	Nia McGowan	Hiring Manager Assistant	–
Department	Dean of Engineering	Justification	–
Number of Openings	1	Primary Location	Armstrong Hall - Engineering
Attachments	–		

4. After reviewing the requisition details, select your response in the drop down, provide comments if needed, and click Done. You may select the check box “Send me an email with my decision” if you would like a copy.
5. A confirmation message will appear after submission.

Confirmation

Your response has been received. The recruiting process can continue.

Thank you!

Exit

Approvals through Taleo Dashboard

1. Login to Taleo using your single sign on credentials.
2. Click the Recruiting tab. This will bring you to the recruitment dashboard.
3. Click on the number listed under Tasks > Requisitions > Approve Requisition.

Welcome Amanda Puchon!
Welcome to the Recruiting Center.

Candidates

		Total
My Pools	0	15
Active submissions	111	119
New	80	80
Manually Matched	0	3

Offers

No data to display.

Job Requisitions

	Total
Pending	5
Open	5

Tasks

	Total
Assigned to me	7
Approve Requisition	2
Configure requisition sourcing	2

4. This will bring you to the list of all requisitions that are pending your approval.
5. Click on the Approval Requisition link.

You are here > Dashboard > Tasks List

Back to Center Stage

Filters

Show tasks: Assigned to me

Show only new or recently active

Task type: Approve requisition

Include completed tasks

Apply Filters Clear All

Tasks (2)

FILTERS Show tasks: Assigned to me Task type: Approve requisition Clear All

Task	Relates to	Priority	Task Status	Assignee	Latest Comments
Approve requisition	20001119 - Fall 2020	Normal	In progress	Puchon Amanda	
Approve requisition	20001367 - Test Spring Adjunct, Engineering	Normal	In progress	Puchon Amanda	

Page 1 of 1 (1-2 of 2 items)

6. The section to the left will allow you to approve or reject the requisition and provide comments.
7. If you would like to review the full requisition details, click on the Requisition Info tab.

Summary Task details

Approve requisition

Task Status: In progress
Priority: Normal
Created by: Amanda Puchon
Message to Approvers please approve (test)
View approval process

Action

Select Decision *

Approve

Reject

Pass

Decision comment

Characters remaining : 1000

Send me an email with my decision

Done Cancel

Requisition Info Prescreen Alerts Attachments Approvals Sourcing History

Language: English (Base) Edit All Expand All

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://tcnj.teamdynamix.com/TDClient/TicketRequests/NewForm?ID=38652>

Note: The Requisition Title will appear on the job posting. Please make sure the Requisition Title matches the Proposed College Title.

Requisition Title: Test Spring Adjunct, Engineering
Number of Openings: 1

Structure

Hire Type: Faculty and Adjuncts
Requisition Template Used: ACAD5002 - Pooled Adjunct
Department: Dean of Engineering

Primary Location: United States
Organization: TCNJ
Job Field: Adjunct

8. Click Approve or Reject, provide comments and click Done.