

How to Accept E-Offer from Taleo Task List

***** Note:** These steps can also be used to access your onboarding forms after you have been hired by your department. If using these steps to complete onboarding, look for the job title that has 3 or 4 tasks to complete after clicking on “Tasks” tab.

INTERNAL CANDIDATE

1. Log into **TUPortal**
2. Click on **Careers@Temple** link under TU Applications
3. Log into the TU Gateway with your **AccessNet username and password** (same login for TU Portal)
4. On the left-hand side of the page, click on **Tasks**
5. The title of your job will be listed. Click on the **title** to access your offer letter.
6. Use your **initials to e-sign** the letter at the bottom. Depending on how your name appears in the system, you may have 2 or 3 initials to enter. Check the name of your profile, located at the top of the page, to determine how many initials you need to enter.

EXTERNAL CANDIDATE

1. Log into Taleo career section to access your profile (see steps below if needed)
 - a. Go to: http://www.temple.edu/hr/departments/employment/jobs_within.htm
 - b. Click on your employee type (i.e. Staff, Adjunct, etc.)
 - c. Click on “External”
2. If needed, click **Sign In** on right-hand side of page to log into Taleo
3. On left-hand side of the page, click on **Tasks**
4. The title of your job will be listed. Click on the title to access your offer letter.
5. Use your **initials to e-sign** the letter at the bottom. Depending on how your name appears in the system, you may have 2 or 3 initials to enter. Check the name of your profile, located at the top of the page, to determine how many initials you need to enter.
6. After accepting the offer, you will be brought to a second page to complete **additional information**.