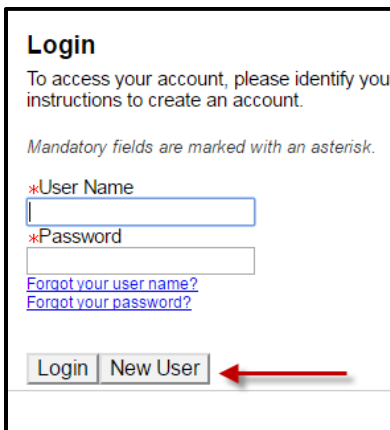
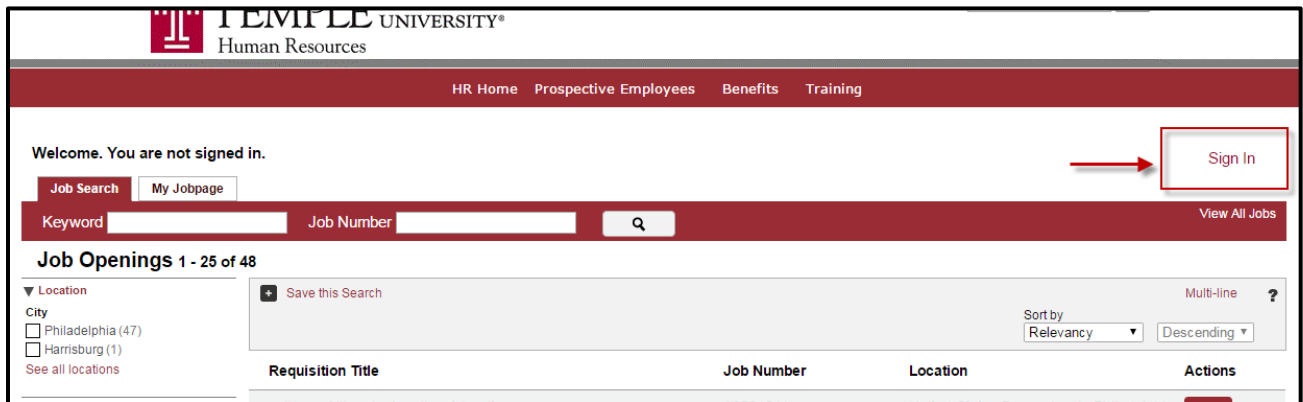


## Creating a Profile for Taleo – New User

If you are interested in working at Temple create a profile on Temple’s career page.

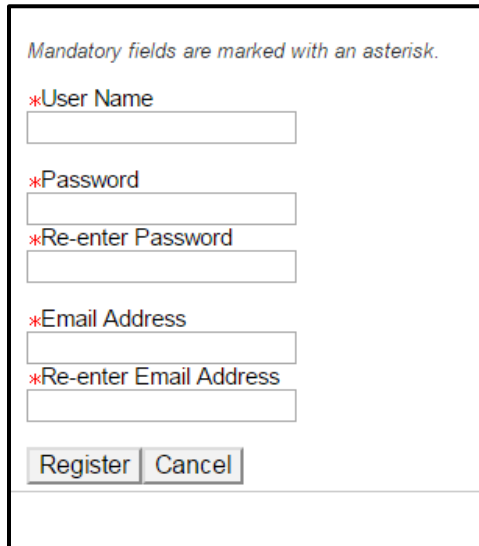
1. Go to **careers.temple.edu**
2. Click on the type of position you are interested in and choose **External** on the next page. This will bring you to Temple’s career section.
3. On the right-hand side of the page, click on **Sign In**. On the next page, choose the **New User** button under the Login section.



4. Choose **"I Accept"** for the Privacy Agreement.

Creating a Profile for Taleo – New User

5. Create a **username** and **password** you will remember.



Mandatory fields are marked with an asterisk.

\*User Name

\*Password

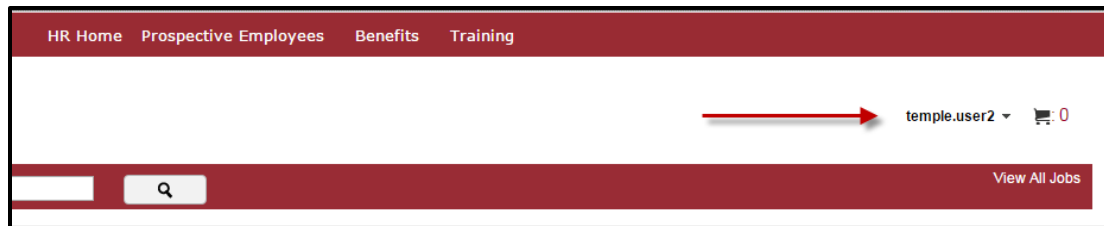
\*Re-enter Password

\*Email Address

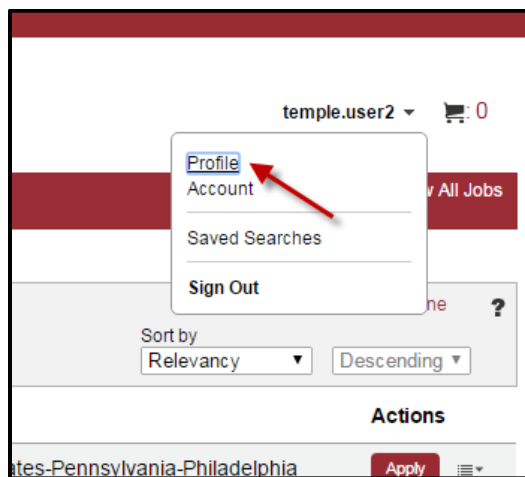
\*Re-enter Email Address

6. Click **Register**.

7. Once you are registered, you will be brought back to the main page with job listings. Click on your username on the right-hand side of the page.



8. From the drop-down menu, click on **“Profile”** to begin building your profile.



- From here, you may complete the pages of your **General Profile**. Click **Save and Continue** on each page to save your information. Your profile can also be edited after you have created it. As a note, for employment reasons, your address will need to be a permanent address

Use the **Save and Continue** button to continue working through the various sections. Any time you see a red asterisk \*, you must enter information in that field to move on.

Job Search My Jobpage Tasks

### General Profile

Personal Information Job Category and Location Preferences Employment History Education File Attachments Review and Submit

Save and Continue

#### Personal Information

Personal Information

Please enter all relevant personal information in the fields below.

\*First Name Marie Middle Name \*Last Name Temple  
Suffix Not Specified

\*Street Address (line 1) 8 NANDINA  
Address (line 2)

\*City Wylie \*Zip/Postal Code 75098

\*Place of Residence  
Country United States  
State/Province Texas  
Region Dallas

\*Primary Number Home Phone  
Cellular Number Home Phone Number 215-111-1234 Work Phone Number

10. If you would like to add to your Employment History or Education, select **Add Work Experience** or **Add Education**. This will add an additional page to add your information. If you need to remove an entry, select **Remove Work Experience** or **Remove Education**.

Save and Continue

### Employment History

[Work Experience](#)

List the work experiences below, starting with the most relevant one. If you have no experience to list, please click "Save and Continue".

**Work Experience 1**

Current Job

[Select](#)  [Select](#)

[Remove Work Experience](#)

[Add Work Experience](#)

Save and Continue

11. If you are completing an application while creating your profile and the department has included questions specific to the job, you will be able to answer those under the **Job Specific Questions** section. If there are no additional questions, this section will not appear.

Save and Continue

### Job Specific Questions

**Questionnaire**

Please answer the following questions as accurately as possible.

1. Are you available to work during the hours of 8am-5pm?

Yes

No

2. Can you create a basic Microsoft Excel spreadsheet, including a simple formula?

Yes

No

Creating a Profile for Taleo – New User

12. To attach a resume or cover letter, you will use the **File Attachments** section. Click the **Choose File** button to browse through your documents. At the bottom, be sure to indicate all **relevant** files.

**Taleo Tip:** If you have applied to multiple jobs with different cover letters or resumes, they may all appear in this section. Check off the cover letter and/or resume that are relevant to this job. **DO NOT** delete any documents from this page. It will delete them from the whole system. **Simply do not check the Relevant Files box for those.** Departments will only see the documents you chose as relevant.

Save and Continue

### File Attachments

**Attachments**

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach  
 No file chosen

Comments about the file

This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission. Also, please indicate which of the attached documents is your Resume.

Relevant Files	Resume	File Name	Date	Comments	Actions
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<a href="#">TEST RESUME 2.docx</a>	8/22/17		<a href="#">Delete</a>

13. On the **eSignature** page, enter your full name as it appears in the system, then click **Save and Continue**.

### eSignature

**eSignature**

Please read the following statement carefully, then acknowledge that you have read and approved it by providing the information requested at the bottom of the page. Please note that an eSignature is the electronic equivalent of a hand-written signature.

**PLEASE READ BEFORE SUBMITTING**

In applying for employment with Temple University, I certify that the below information is accurate and correct to the best of my knowledge. I understand that falsification, misrepresentation, or omission of requested information is cause for rejection or dismissal. I authorize Temple University to investigate my work history and to obtain any and all information which is considered necessary for employment consideration.

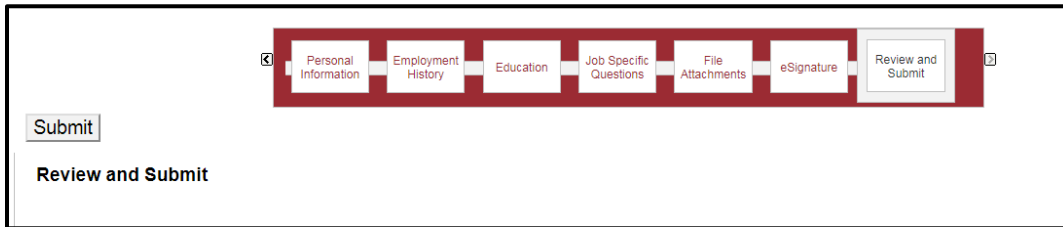
I understand that in addition to verifying previous employment history, degrees, licenses, and certifications, it is the practice of Temple University to conduct background checks for certain selected positions which may include criminal, credit, civil litigation and motor vehicle checks as it deems appropriate and job-related. Additionally, I understand that candidates for employment in positions that have direct contact or routine interaction with minors under 18 years of age are required to undergo a child abuse background certification process as defined by of the Commonwealth of Pennsylvania.

**Do Not E-Sign Until You Have Read The Above Statement.**

By my eSignature below, I certify that I have read, fully understand and accept all terms of the foregoing statement. I have carefully read the above Information Acknowledgement and I understand and agree to all of the statements. Please signify your acceptance by entering the information requested in the fields below.

\*Please enter your full name:

14. If you are completing your profile while filling out an application on the last page, review the sections of your job application and click **Submit** to finish your job application.



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## Reviewing Job Applications

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To review your previous job applications, click on **My Jobpage** on the left-hand side of the page. This will show all previous job applications.