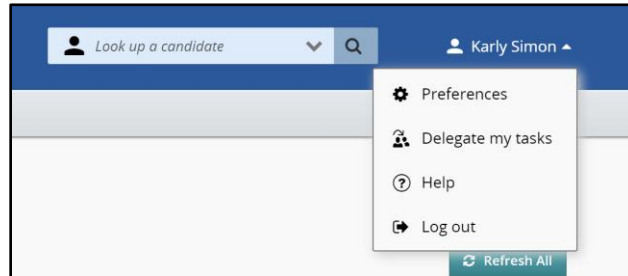


Delegate Taleo Access

Taleo users can Delegate their access to other Taleo users. This process is typically completed to ensure seamless recruitment and hiring due to a leave of absence, vacations, etc.

1. Log in to Taleo through TUPortal.
2. Select **Recruiting** from the menu under **Centers**.
3. In the top right-hand corner, select **Your Name** to open the drop-down menu.

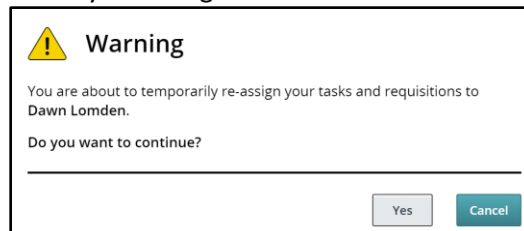


4. Select **Delegate my tasks**.
5. Enter the name of the delegate and set the time period, then select **Apply and Close**.

Taleo Tip: The delegate needs to have the same Taleo permissions or higher. For example, a hiring manager can delegate to a department recruiter, but a department recruiter cannot delegate to a hiring manager.

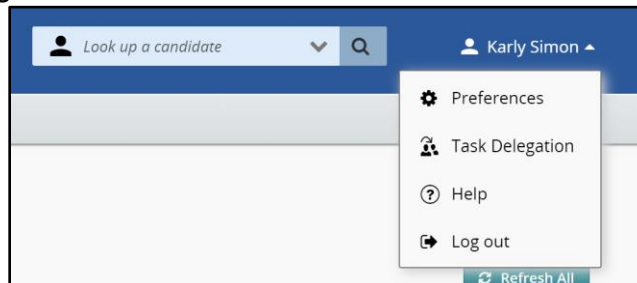
A screenshot of the 'Delegate My Tasks' dialog box. The title bar says 'Delegate My Tasks'. Below the title bar, it says 'I want to temporarily delegate my tasks and requisitions'. There are two input fields: 'Name of the delegate *' with a dropdown menu and a search icon, and 'During the period: From *' with a date picker showing 'Aug 22, 2023' and 'To *' with a date picker showing 'MMM d, yyyy'. At the bottom right, there are 'Cancel' and 'Apply and Close' buttons.

6. You will be asked to confirm your delegation. Select **Yes** to confirm.



Update Delegation

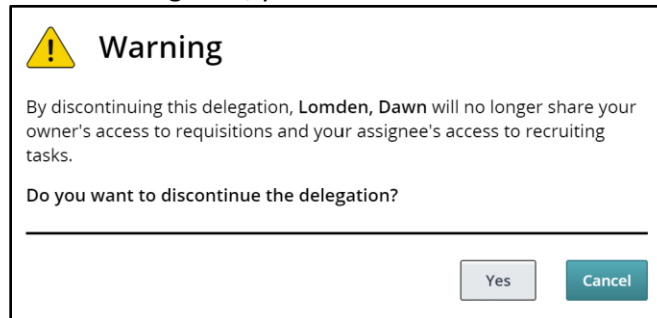
1. To update your delegation status, Select **Recruiting** from the menu under **Centers**.
2. In the top right-hand corner, select **Your Name** to open the drop-down menu.
3. Select **Task Delegation**.



4. From here, you can **Edit** the delegation date or **Discontinue Delegation**.



5. If you select **Discontinue Delegation**, you will be asked to confirm. Select **Yes**.



6. The system will update and show the removal of the delegation.

