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.

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

![Delegate My Tasks](image)

Your tasks and requisitions have been delegated to Lomden, Dawn from **Aug 22, 2023** to **Aug 23, 2023**.

![Cancel Discontinue Delegation Edit](image)

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

![Warning](image)

By discontinuing this delegation, Lomden, Dawn will no longer share your owner's access to requisitions and your assignee's access to recruiting tasks.

Do you want to discontinue the delegation?

![Yes Cancel](image)

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

![Your tasks and requisitions are no longer delegated.](image)