How to Accept E-Offer from Taleo Task List

***Note**: For all candidates, the system is particular about the e-signature. There will not be more than three initials used in an e-signature (First, Middle, Last). If any of your names have a hyphenation or multiple names on a line, only the first initial will be used.

> EX: **T**emple **U**niversity-**O**wl will have an e-signature of **TU**
>
> **P**hiladelphia **T**emple **U**niversity-**O**wl will have an e-signature of **PTU**

External Candidate

1. Go to **careers.temple.edu**

2. Click on the appropriate **employee type (i.e. Staff or Adjunct)** and choose **External**

3. If needed, click **Sign In** on the right-hand side of page to log into Taleo

4. On the left-hand side of the page, click on the **Tasks** tab (under the "Welcome…You are signed in" message)

5. The title of your job will be listed. Click on the title to access your offer letter.

Taleo Tip: If this individual has multiple offer letters (often happens with adjuncts) the most recent will be at the bottom of the list. When the letter is opened, the date at the top should be checked to ensure it is the correct letter (For adjuncts, the date should correspond with the semester)

6. Scroll to the bottom to indicate your acceptance from the dropdown menu, then 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 above the address section, to determine how many initials you need to enter.   If you have a hyphenated name you will only need the first initial of the last name. For example, Temple University-Owl's signature would be "TU." If your middle name is included in the offer letter, your signature would include your middle initial.   For example Philadelphia Temple University-Owl's signature would be "PTU."

7. After accepting the offer, you will be brought to a second page to complete **additional information**, including your date of birth, gender, and social security number. *This must be completed in order to be hired correctly.*