

How to Accept E-Offer from Taleo Task List

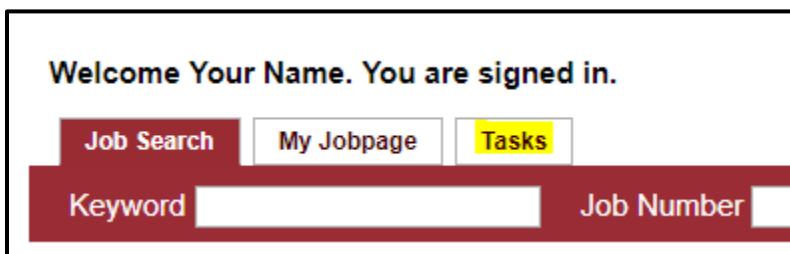
*****Note:** For all candidates, the system is particular about the e-signature. There will not be more than three initials used in an e-signature (First, Middle, Last). If any of your names have a hyphenation or multiple names on a line, only the first initial will be used.

EX: Temple University-Owl will have an e-signature of **TU**

Philadelphia Temple University-Owl will have an e-signature of **PTU**

Internal Candidate

1. Log into **TU Portal**
2. Click on the **Careers@Temple** link on the left-hand side of the page under TU Applications. You should be logged directly into the Taleo system.
3. On the 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.

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)

5. 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 of your profile, located at the top of the page, 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."