# Candidate Pools

If you hire the same candidates on a consistent basis, you can add those candidates to a folder. This will allow you to quickly link candidates to a requisition without having to search for the candidate's profile.

Taleo Tip: You can create folders for specific courses, semesters, or subjects

Adding candidates to folders from older requisitions

1. Navigate to your list of requisitions
   a. If the requisition you are searching for is not visible, select the "**include inactive requisitions**" checkbox, then **apply filters** to view filled or closed requisitions.
2. Select the number of candidates to view the candidates associated with the requisition.
   a. Remove the "**in selection process**" filter to view inactive candidates if a candidate is not visible.
3. Select the **checkbox** next to the specific candidates you want to add to the folder.
4. From **More Actions** or the Quick Icon Menu, select the **Add Candidate to Folder** option.
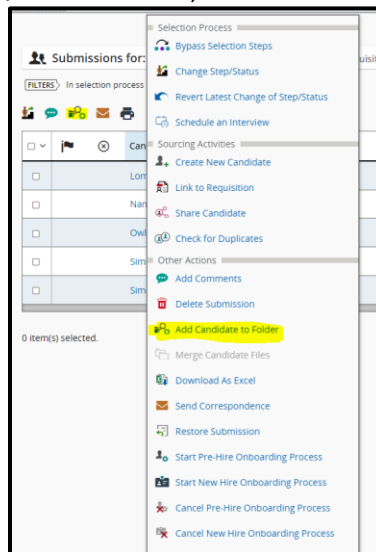
5. Select **Personal** to add the candidate to your folder.
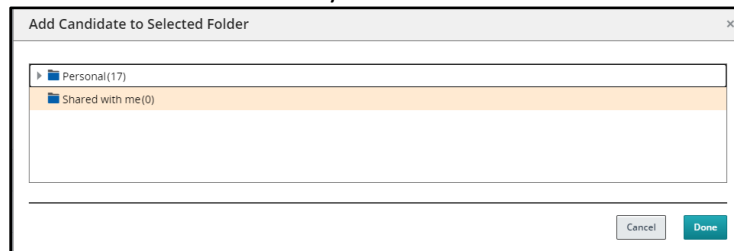
Taleo Tip: When you select personal, you can create sub-folders by selecting the **three vertical dots**, then select create folder. Name your folder, then select **Done**.
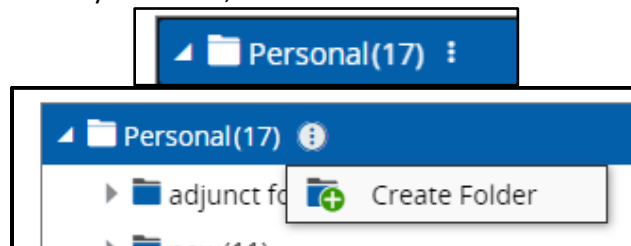
6. Select the folder name to add your selected candidate to the folder, then select **Done**.
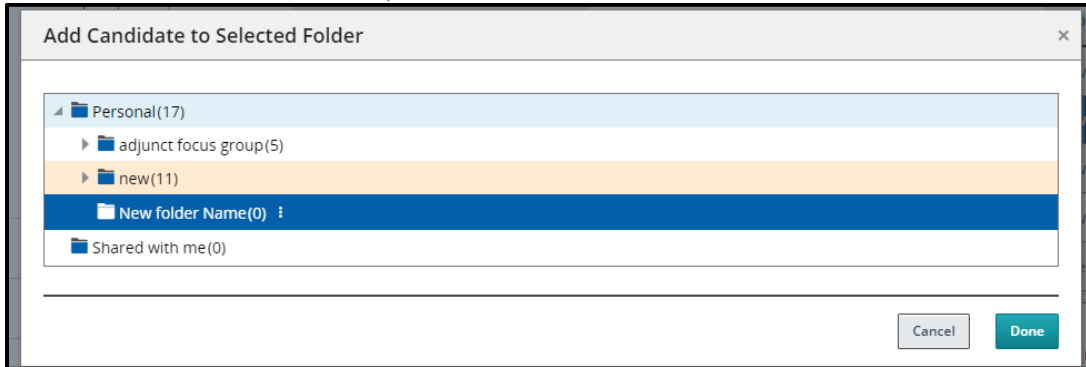
7. Your candidate has now been added to the folder.

Taleo Tip: This process can be completed from a candidate's profile or through a requisition.

Viewing candidates in Candidate Folders

1. Select the Candidate Pools option from the gray menu bar.

2. Use the menu on the left-hand side to select the specific folder you would like to view. The candidates you added to the specific folder will be visible. From here, you can select the checkbox to select candidates to link to a requisition.
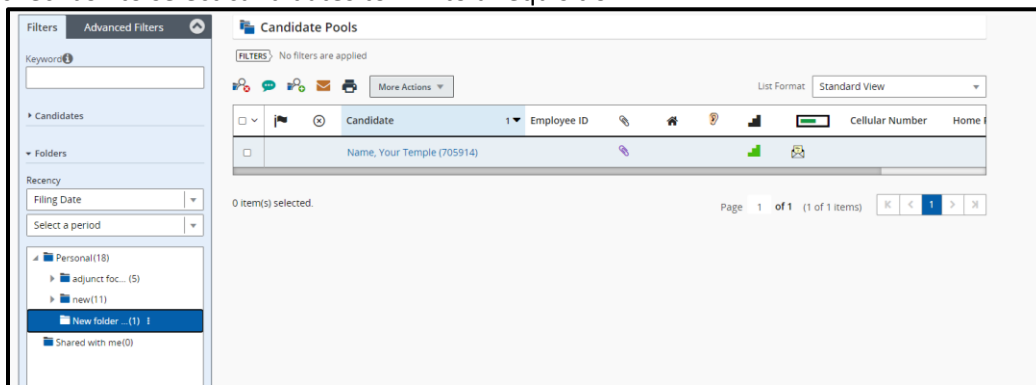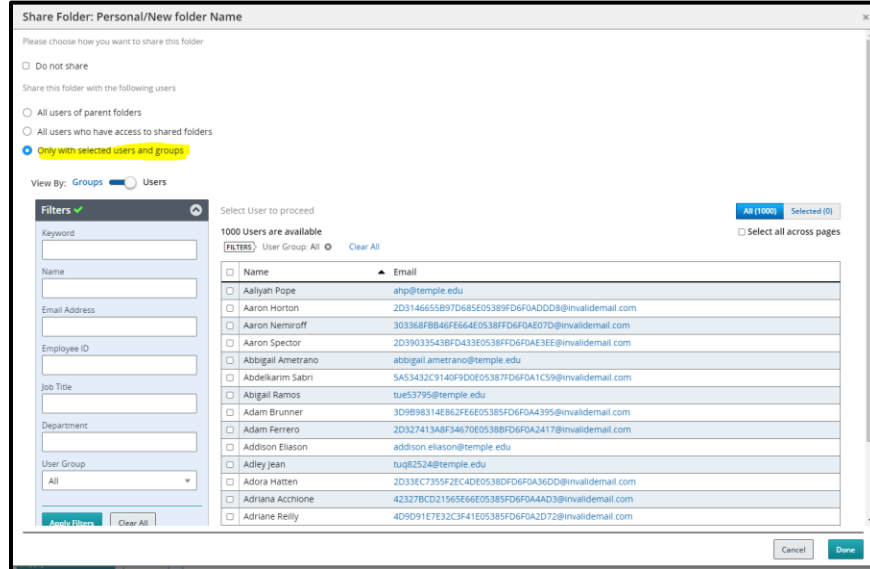

Sharing Candidate Folders

1. You can share various folders with other Taleo users by selecting the three vertical dots, then selecting **Share**.
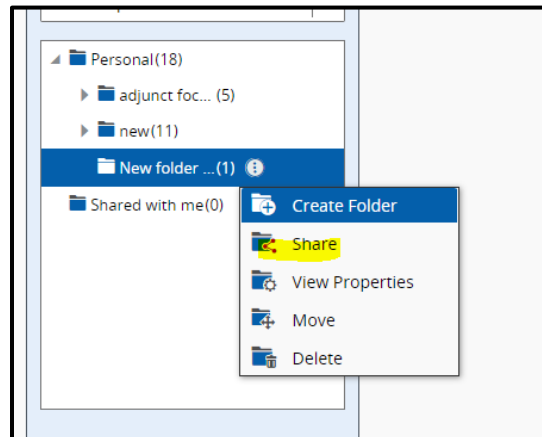
2. Select "**only with selected users and groups**," then use the filters section to search for the individual. Check the **checkbox** to select the individual, then select **Done**.

3. When you share the folder, it will show in the **Shared With Me** section of the **Candidate Pools**.