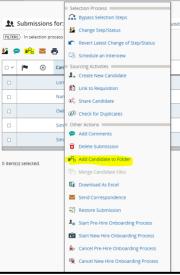
Candidate Pools

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

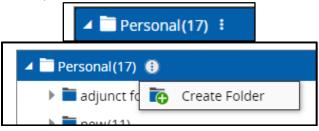
- 1. Navigate to your list of requisitions
 - a. If the requisition you are searching for is not visible, select the "**include inactive requisitions**" checkbox, then **apply filters** to view filled or closed requisitions.
- 2. Select the number of candidates to view the candidates associated with 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.

| Add Candidate to Selected Folder | × |
|----------------------------------|---|
| | |
| Personal(17) | |
| Shared with me(0) | |
| | |
| | |
| | |
| | |
| Cancel Don | e |

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**.

| Add Candidate to Selected Folder | × |
|----------------------------------|------|
| | |
| ⊿ Tersonal(17) | |
| adjunct focus group(5) | |
| new(11) | |
| New folder Name(0) 1 | |
| Shared with me(0) | |
| | |
| Cancel | 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.

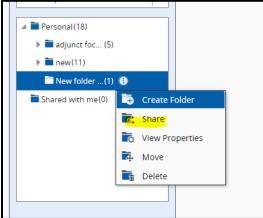
| RECRUITING | TASKS | REQUISITIONS | SUBMISSIONS | OFFERS | CANDIDATE POOLS | SEARCH |
|------------|-------|--------------|-------------|--------|-----------------|--------|
| | | | | | | |

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.

| Filters Advanced Filters | 🏪 Candidate Pools | |
|--------------------------|-------------------------------------|--------------------------------------|
| Keyword | FILTERS No filters are applied | |
| | 玲 🗭 💦 🐱 🖶 More Actions 🔻 | List Format Standard View * |
| Candidates | □ ~ j 🍽 🛞 Candidate 1 ▼ Employee ID | 🗞 🏘 🎙 📕 💻 Cellular Number Home 🕯 |
| ▼ Folders | Name, Your Temple (705914) | s 🔺 💩 |
| Recency | | |
| Filing Date 🔻 | 0 item(s) selected. | Page 1 of 1 (1 of 1 items) K < 1 > × |
| Select a period 🔹 | | |
| 🔺 🚞 Personal (18) | | |
| adjunct foc (5) | | |
| new(11) | | |
| New folder (1) 1 | | |
| Shared with me(0) | | |
| | | |

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.

| Share Folder: Personal/New folder Name × | | | | | | | |
|--|-------------------------------------|---|-------------------------|--|--|--|--|
| Please choose how you want to share this folder | | | ^ | | | | |
| Do not share | Do not share | | | | | | |
| Share this folder with the following users | | | | | | | |
| All users of parent folders | | | | | | | |
| All users who have access to shared folders | | | | | | | |
| Only with selected users and groups | | | | | | | |
| | | | | | | | |
| View By: Groups 💻 Users | | | | | | | |
| Filters 🗸 🔕 Se | lect User to proceed | | All (1000) Selected (0) | | | | |
| | 00 Users are available | | Select all across pages | | | | |
| | ILTERS Viser Group: All O Clear All | | Select all across pages | | | | |
| | | | | | | | |
| | | Email | | | | | |
| | | ahp@temple.edu | | | | | |
| Email Address | | 2D3146655B97D685E05389FD6F0ADDD8@invalidemail.com | | | | | |
| 0 |) Aaron Nemiroff | 303368FBB46FE664E0538FFD6F0AE07D@invalidemail.com | | | | | |
| Employee ID |) Aaron Spector | 2D39033543BFD433E0538FFD6F0AE3EE@invalidemail.com | | | | | |
| |) Abbigail Ametrano | abbigail.ametrano@temple.edu | | | | | |
| lob Title | Abdelkarim Sabri | 5A53432C9140F9D0E05387FD6F0A1C59@invalidemail.com | | | | | |
| Job Hole | Abigail Ramos | tue53795@temple.edu | | | | | |
| | Adam Brunner | 3D9B98314E862FE6E05385FD6F0A4395@invalidemail.com | | | | | |
| Department | Adam Ferrero | 2D327413A8F34670E05388FD6F0A2417@invalidemail.com | | | | | |
| | Addison Eliason | addison.eliason@temple.edu | | | | | |
| User Group | Adley Jean | tuq82524@temple.edu | | | | | |
| All 👻 C | Adora Hatten | 2D33EC7355F2EC4DE0538DFD6F0A36DD@Invalidemail.com | | | | | |
| | Adriana Acchione | 42327BCD21565E66E05385FD6F0A4AD3@invalidemail.com | | | | | |
| Apply Filters Clear All | Adriane Reilly | 4D9D91E7E32C3F41E05385FD6F0A2D72@invalidemail.com | | | | | |
| Contraction of the second seco | | | | | | | |
| | | | Cancel Done | | | | |

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