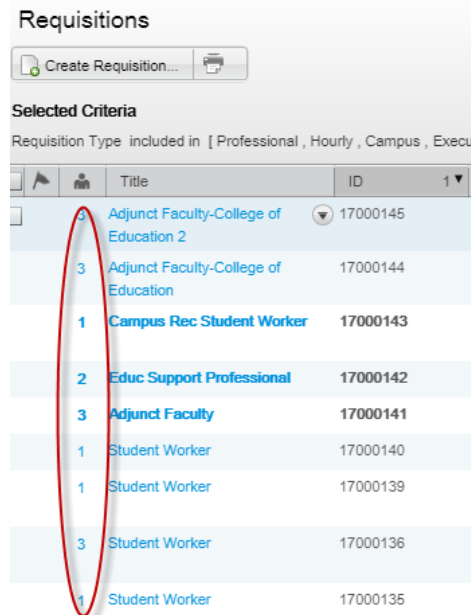


Sharing Applicant Profiles in Taleo

In the Taleo Talent Management System, you are able to share the information in applicant profiles with others in your department. This can be done with internal users of Taleo or external individuals who cannot access the information otherwise.

1. Log into Taleo and go to your list of requisitions
2. Click on the number of candidates next to the requisition you are working on



Requisitions

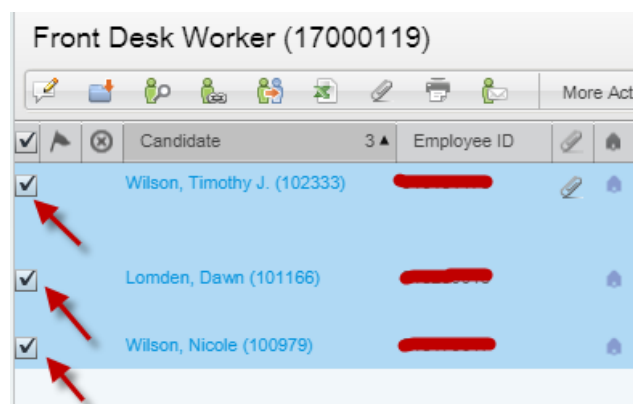
Create Requisition...

Selected Criteria

Requisition Type included in [Professional , Hourly , Campus , Execu

	Title	ID
5	Adjunct Faculty-College of Education 2	17000145
3	Adjunct Faculty-College of Education	17000144
1	Campus Rec Student Worker	17000143
2	Educ Support Professional	17000142
3	Adjunct Faculty	17000141
1	Student Worker	17000140
1	Student Worker	17000139
3	Student Worker	17000136
1	Student Worker	17000135

3. In your list of candidates, check off the names of all profiles you wish to share (up to 10...more people will take longer for the system to send the information)

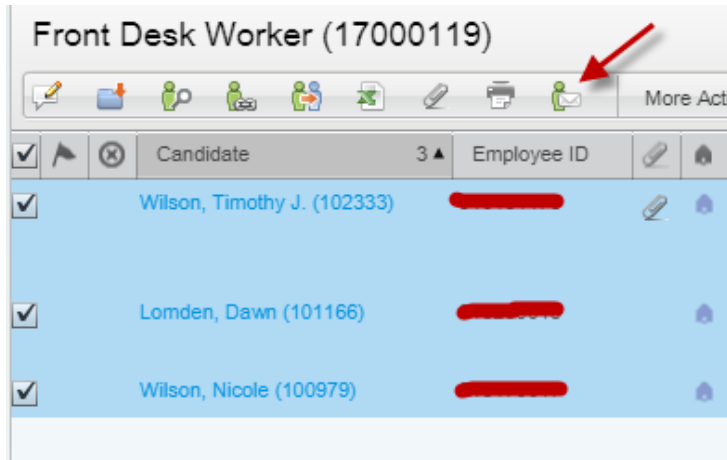


Front Desk Worker (17000119)

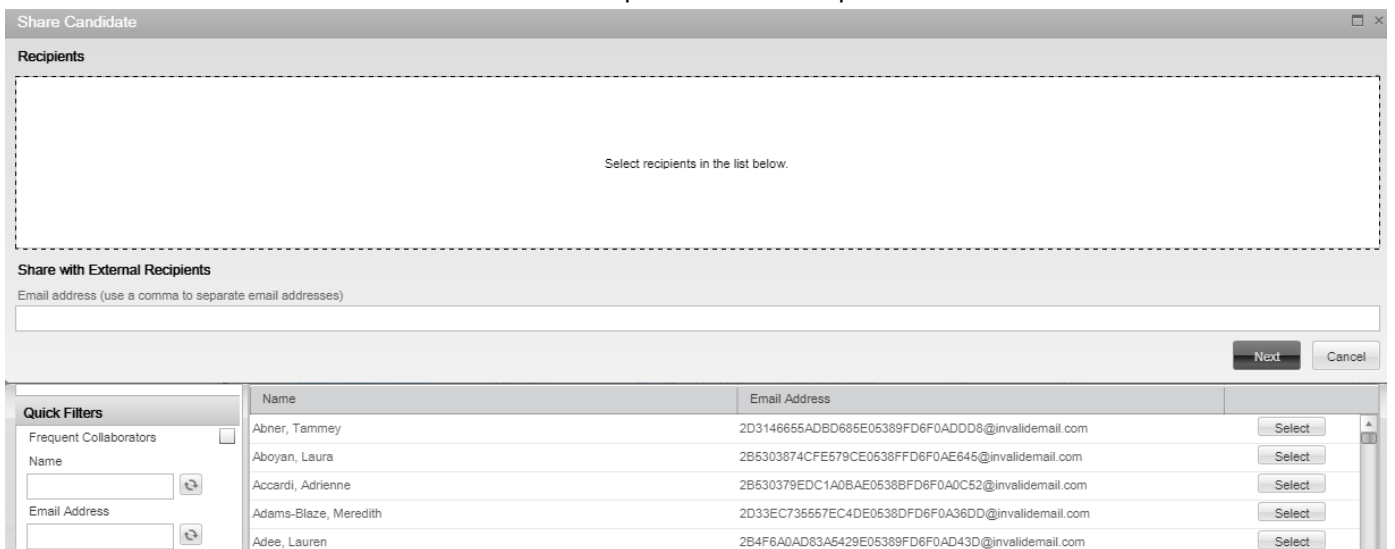
More Acti

<input checked="" type="checkbox"/>	Candidate	3 ▲	Employee ID
<input checked="" type="checkbox"/>	Wilson, Timothy J. (102333)		[REDACTED]
<input checked="" type="checkbox"/>	Lomden, Dawn (101166)		[REDACTED]
<input checked="" type="checkbox"/>	Wilson, Nicole (100979)		[REDACTED]

4. Click on the “Share Candidates” icon



5. Choose either internal recipients from the Taleo list at the bottom of the window or manually enter an email address for external recipients in the field provided. Then click “Next”.



6. Choose the sections of the profiles you would like to send and include a comment for the recipient, if needed. Click “Share” to send the profiles.

