




























# Taleo Icon Quick Sheet

Requisition List Icons	
	ACE alert activated
	Matching candidates contacted (invitation to apply)
	Daily Recruiting Report
	Urgent Need
	New or modified since last viewed
	Candidates List

Candidate Experience Icons	
	More Information
	Urgent Need
	Added to job cart
	Draft submission
	Completed submission

Other Icons/Buttons	
	File a candidate in a folder
	Match a candidate to a requisition
	Select or customize format (view)
 Accountants (20)	Share a candidate or search query folder
	Send information about a candidate via email
	Select
	Remove
	Edit Comment

Candidate Icons	
	Internal candidate
	ACE candidate
	Referred candidate (Agency or Employee)
	New candidate or candidate has been modified since last viewed
	Disqualified Candidate
	To be verified
	Attached File (click to open)
	<b>New</b> Progression Status*
	<b>Review</b> Progression Status*
	<b>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Interview</b> Progression Status*
	<b>Testing</b> Progression Status*
	<b>Offer</b> Progression Status*

\* The Progression Status Icons show the most advanced progression step of a candidate on any requisition where the candidate is "in the selection process". A tool tip provides the date of the candidate's progression. Additional details are available by double-clicking on the icon.