Go to the [HR Employment page.](#)

1. Click on Access to Taleo Administration Site.

   Login with your computer login credentials (Last Name and Password).

2. Click Sign In.

   The Recruiting Center screen displays.

3. Click “Recruiting”.

   The Requisitions screen displays.

4. Click on the Tasks tab.

   Any items needing approval will be on the Tasks list.

5. Click on Approve Requisition.
6. Click on the Requisition Info tab to review the requisition.

Please review requisition for accuracy.
Review: Position number, job code and title, salary range and pay grade.

7. Click on Approvals tab.

8. To approve or reject the requisition, select the response from the Summary Card in the Task Details tab.

9. Click Done in the bottom left corner.
Upon completion, decision is displayed and item is removed from your Tasks list.

10. When leaving Taleo, click on your name in the upper right corner of the screen, and click Log out.