

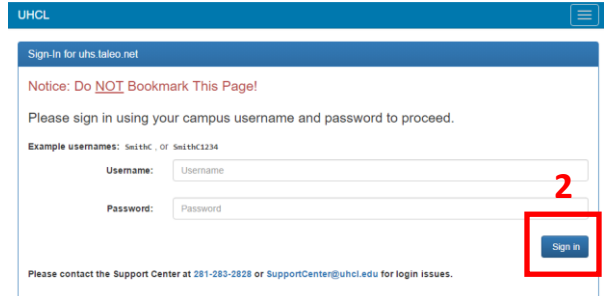
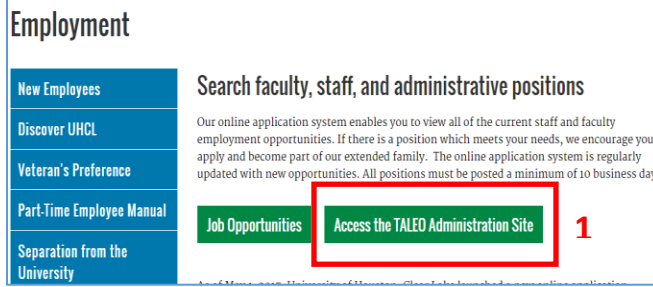
Go to the [HR Employment page](#).

1. Click on Access to Taleo Administration Site.

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

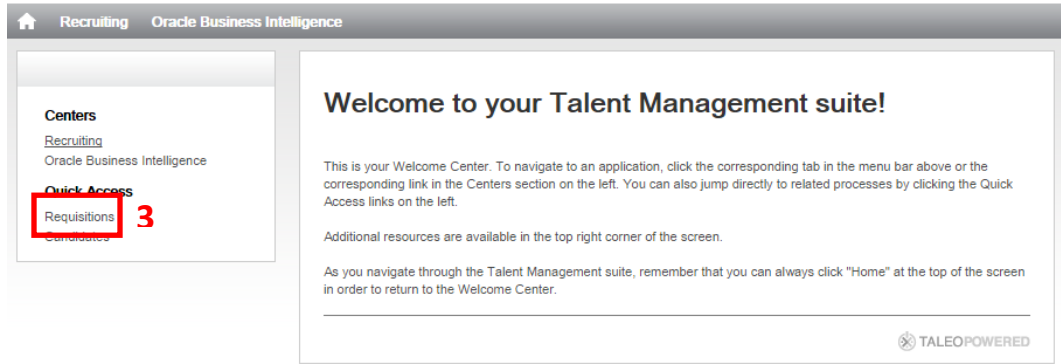
2. Click Sign In.

The Recruiting Center screen displays.



3. Click "Requisitions" in the Quick Access list.

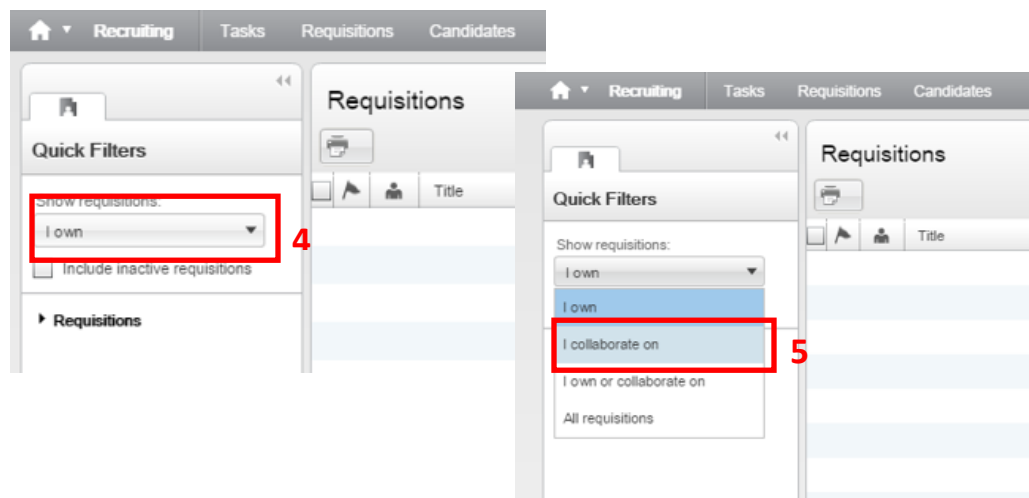
The Requisitions screen displays.



4. In the Quick Filters side bar, click on the drop down menu.

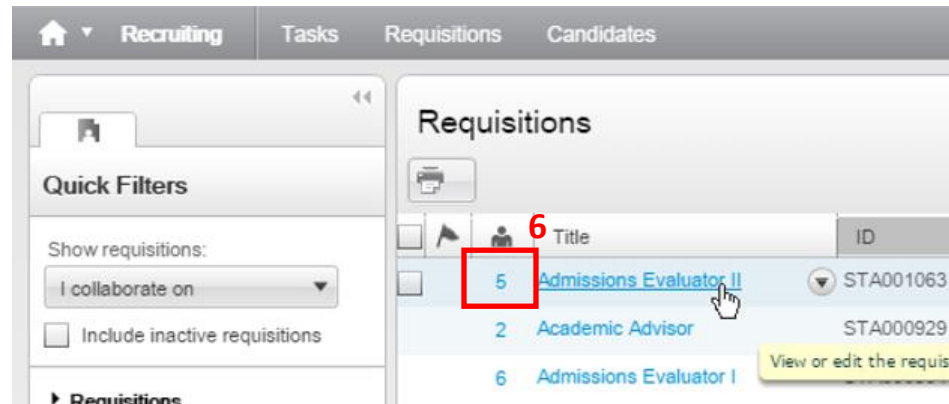
5. Select "I collaborate on" from the drop down menu.

*Note: Any requisitions you are a collaborator on will appear in list form.*

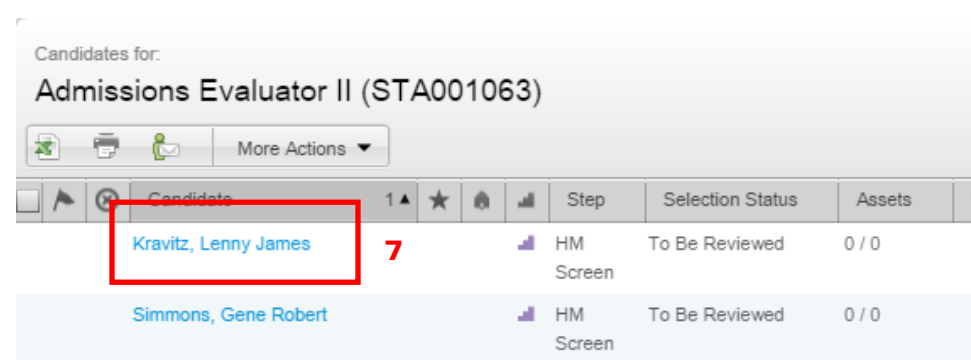


6. Click on the **blue number** to the left of the job title to access the candidates.

The applicant list for the requisition will appear in list form.



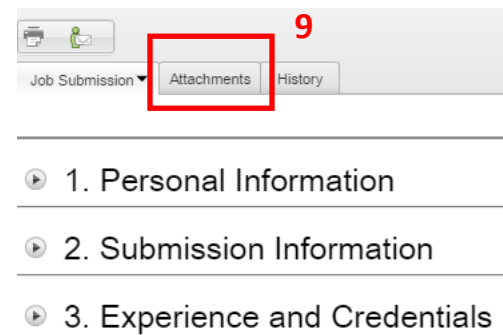
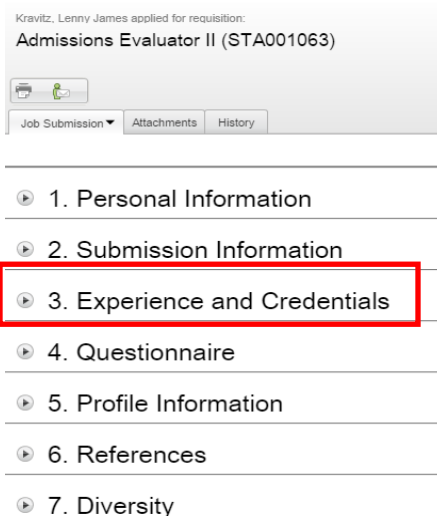
7. To view the application and attachments click on the candidate name.



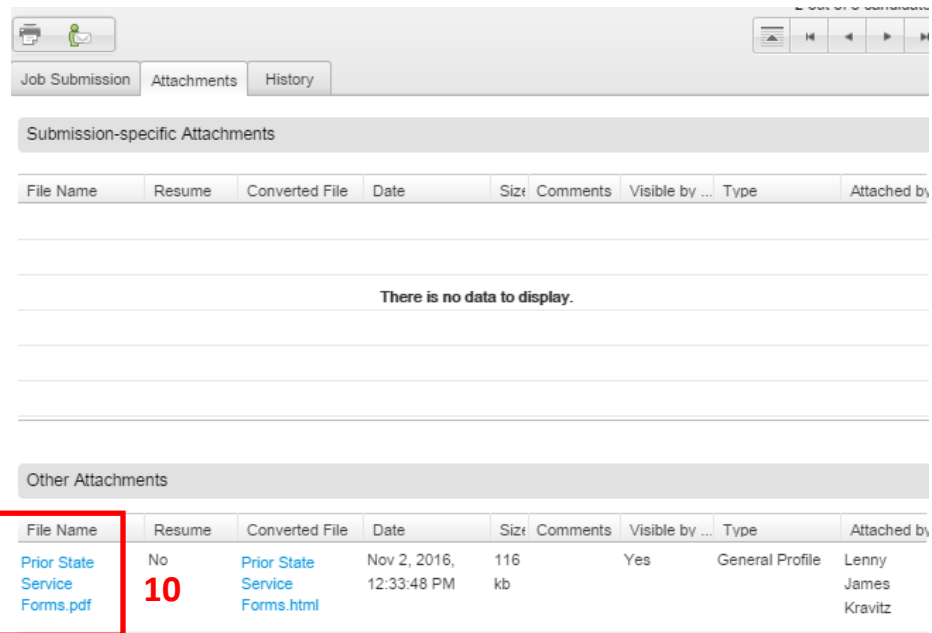
8. To expand a section click on the drop down menu.

*Note: The Experience and Credentials section is the only section relevant to your role. It contains education and work experience entered by the candidate.*

9. To view the attachments (Cover Letter and Resume, etc.) click on the Attachments tab.



**10. Attachments uploaded by the candidate will appear. Click on the attachment to view it.**



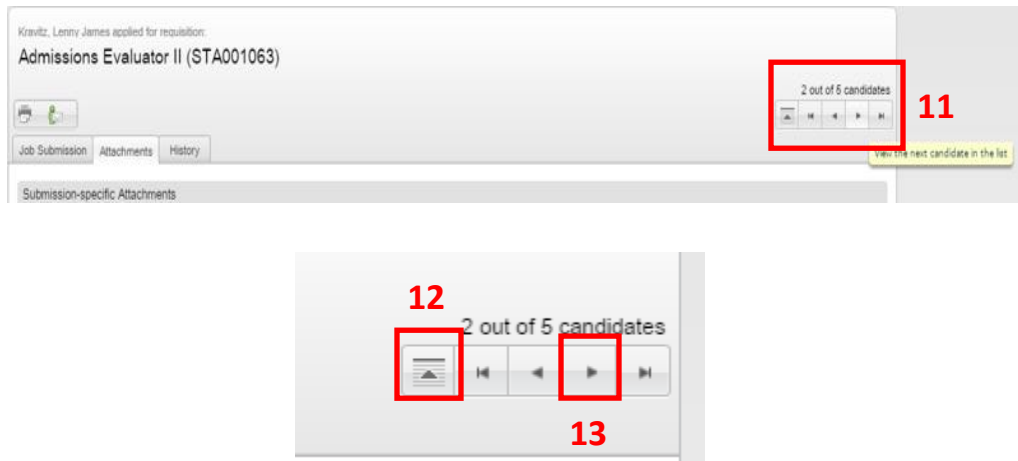
Submission-specific Attachments

File Name	Resume	Converted File	Date	Size	Comments	Visible by ...	Type	Attached by
There is no data to display.								
Other Attachments								
File Name	Resume	Converted File	Date	Size	Comments	Visible by ...	Type	Attached by
<a href="#">Prior State Service Forms.pdf</a>	No	<a href="#">Prior State Service Forms.html</a>	Nov 2, 2016, 12:33:48 PM	116 kb		Yes	General Profile	Lenny James Kravitz

**11. To easily move to the next candidate, see the options highlighted.**

**12. Will return you to the entire candidate list.**

**13. Will move you to the next candidate in the list.**



Kravitz, Lenny James applied for requisition:  
Admissions Evaluator II (STA001063)

2 out of 5 candidates **11**

Job Submission Attachments History

Submission-specific Attachments

**12** **13**