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.

Note: Any requisitions you are a Department Contact on will appear in list form.

4. Click on the blue number next to the appropriate requisition.

This will lead directly to the applicant list for the requisition.

5. To select all the candidates, click the checkbox.
6. To select specific candidates, select the box to the left of the name(s).

7. a) Click on the More Actions drop down menu and b) select Change Step/Status.
8. In the ‘Change to’ box expand the drop-down menu.

*Note: Candidates should only be moved to rejected if the position has been filled.*

9. To move candidate(s) through multiple statuses, click Apply and Continue. Then repeat step 8.

10. When the candidate reaches the final status, click Apply and Close.

11. The status will update on the candidate list.