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 Offer.
6. Click on “Offer details” and then “General Terms” to review the offer.

7. Click on “More Actions” tab to expand the drop-down menu.

8. Click on “Decide on Approval.”

9. To approve or reject the offer, click on the appropriate response on the “Task details” tab.

10. Click “Done” below the decision.

Upon completion item will be removed from your Tasks list.