

Taleo Recruiting Tasks Quick Sheet



Tasks

Requisition Tasks	
To be completed	The requisition is opened but fields required for posting are incomplete
Approve requisition	Requisition is pending your approval
Ready for sourcing	The requisition is opened and ready to be posted
Contribute	A request for your assistance to review the requisition
To be filled	An offer has been accepted. The candidate has yet to be hired
Extend posting	A requisition posting is about to expire
Extend offer	An offer has been approved, you may now extend an offer to the candidate
Approve offer	An offer is pending your approval
Self assigned task	This is a manually created task awaiting completion