

Correcting Errors in a Commencement with a Superceding Commencement

Taleo Version 21A

Last reviewed: May 2021

Next review: May 2022

Saskatchewan! 

Before You Begin

You will need:

- Which fields in the Commencement need to be corrected
- The correct values for those fields

Correcting the Error(s)

The screenshot shows the 'Requisitions (10)' page in the Saskatchewan Recruiting System. The 'Filters' sidebar on the left has the checkbox 'Include filled/cancelled requisitions' checked and circled in red. The main table lists requisitions with columns for #, Title, Grade, Job, and Employment Type. The second row is highlighted, showing requisition # ENG001944 for the position 'Student - Engineering Assistant'.

If an error was made on the Commencement document, a Superceding Commencement must be sent to correct the errors.

First, find the requisition. You may have to check “Include filled/cancelled requisitions”.


Click the number of candidates to get to the candidate list.

The screenshot shows the 'More Actions' dropdown menu for a candidate. The 'Send Correspondence' option is highlighted with a red box. Other options include 'Selection Process', 'Change Step/Status', 'Revert Latest Change of Step/Status', 'Sourcing Activities', 'Share Candidate', 'Add Comments', 'Download As Excel', 'Start Online Commencement Process', and 'Cancel Online Commencement Process'.

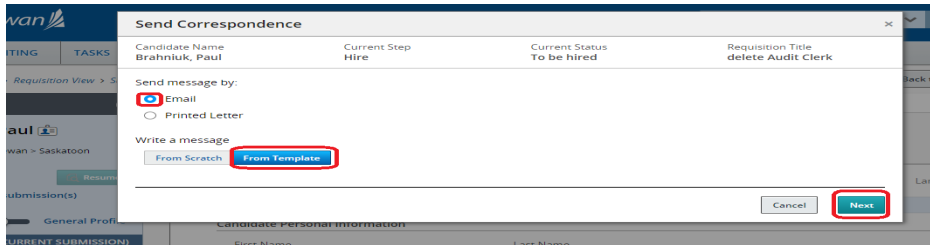
OR

The screenshot shows the 'Submission View' for a candidate named STEVEN KITE. The 'More Actions' dropdown menu is open, and the 'Send Correspondence' option is highlighted with a red box. The candidate's details, including name, ID, and contact information, are visible on the right side of the screen.

OR

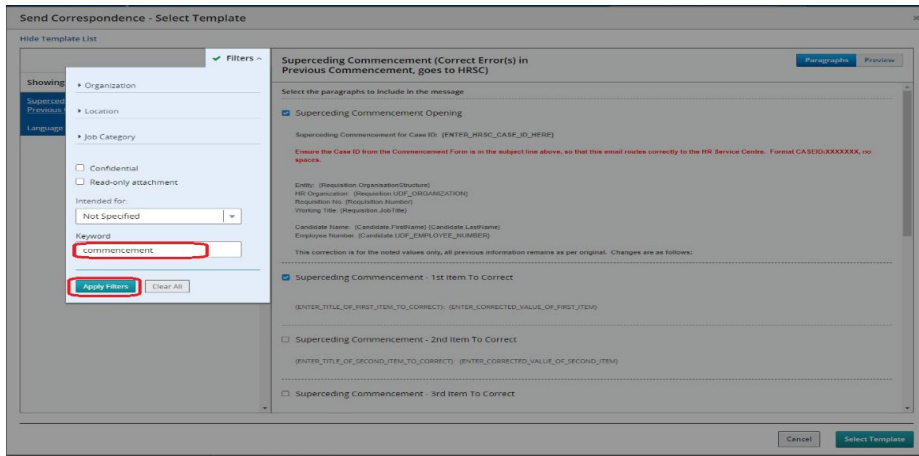
Place a checkmark to the left of the candidate’s name, then select “Send Correspondence” button  or the option from the **More Actions** drop-down.

Click the candidate’s name to view their application. Then, from the **More Actions** drop-down select “Send Correspondence”.



In the Send Correspondence pop-up window, the “Email” and “From Template” are selected by default.

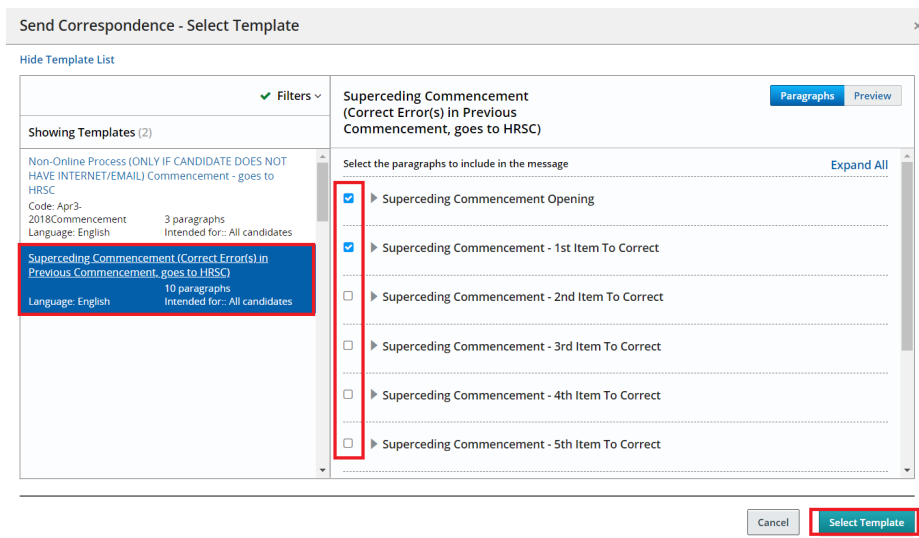
Click **Next** button.



In the Send Correspondence – Select Template window, click the **Filters**.

Type “superceding” or “commencement” in the **Keyword** field, then click **Apply Filters**.

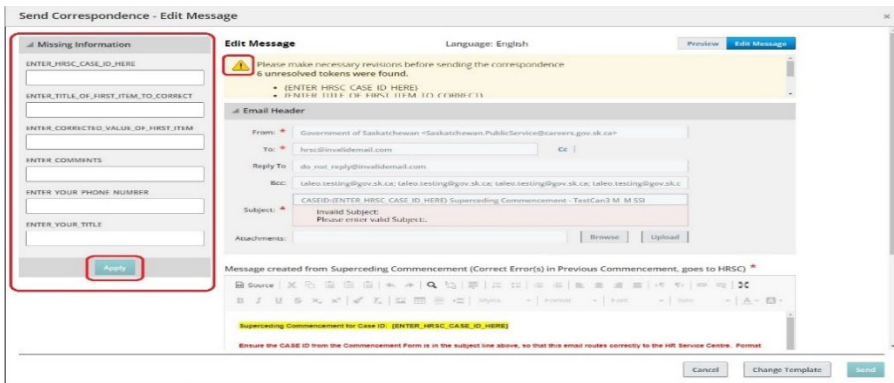
Select the template “Superceding Commencement (Correct Error(s) in Previous Commencement, goes to HRSC)”.



The Superceding Commencement document only needs to contain corrections to fields which were incorrect in the original Commencement.

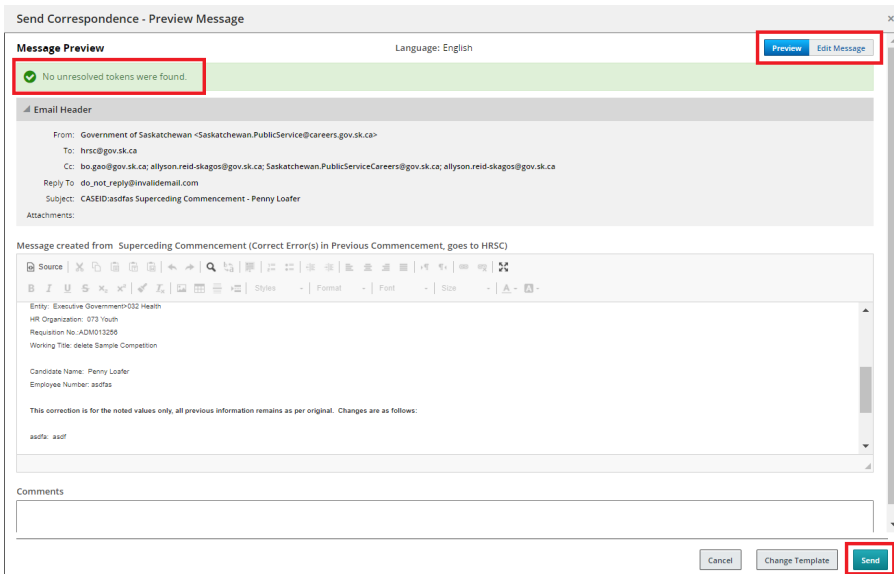
The document contains several paragraphs; each can be used to correct one item. Select one paragraph for each item to be corrected (for example, if there are 3 errors, select “1st item to correct” plus “2nd item to correct” plus “3rd item to correct”).

Click **Select Template** button.



When the original commencement was done, the Case ID # you received when you emailed the signed, accepted letter of offer to the HRSC was being used. Provide that ID number in the first field, so that the HRSC can match this superceding document to the correct original.

Answer ALL the **Missing Information** on the left panel then click **Apply**.



You will receive the message “No unresolved tokens were found”.

Review the correspondence. To edit any information, click the **Edit Message** button on the right top corner.

When you’re ready, click **Send**.