Placing Comments on
a Candidate's Application
Taleo Version 21A

Saskatchewan
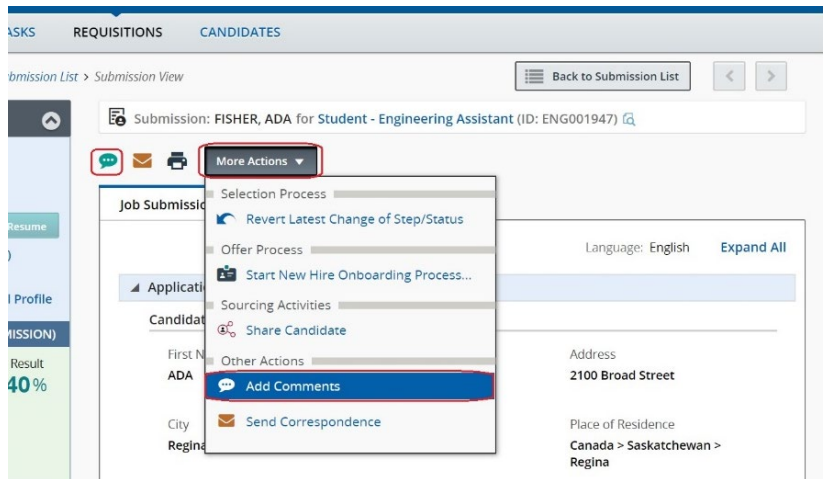
Taleo allows you to attach comments to a candidate's application record. Comments may be used to record information such as: status information about a candidate that isn't already provided by a step/status; the results of the screening process; or follow-up actions.

While viewing the candidate's application, click 💬 or **More Actions** and select **Add comments** from the drop-down.
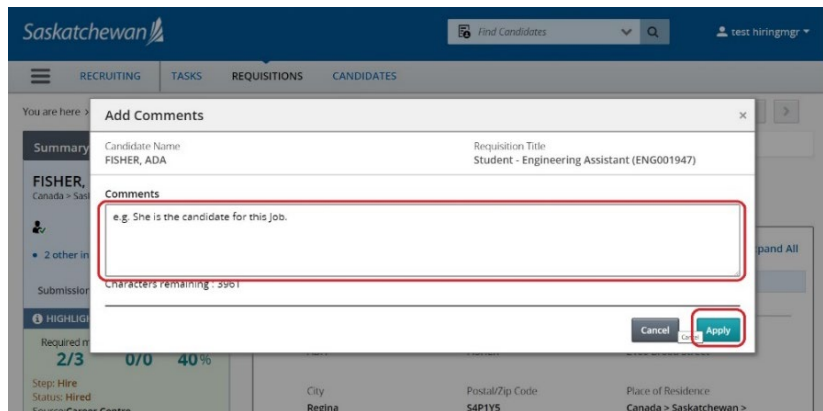
Comments form a part of the official electronic competition file and cannot be deleted once entered. As the competition file may have to be provided to defend a staffing decision, ensure any comments entered are factual, objective, and not defamatory or otherwise inappropriate.

Enter the comment in the **Comments** box and click **Apply**.
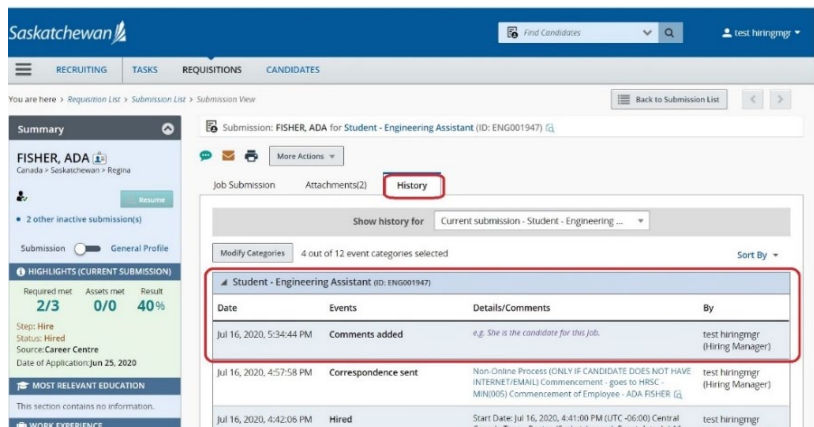
Your comment will appear on the record for this specific candidate in this specific competition.

It will appear on the candidate's History tab, and cannot be deleted or edited.