Receiving Email Notification of Applications

Taleo Version 21A

Last reviewed: May 2021
Next review: May 2022

Saskatchewan

A New Application Alert is particularly useful when you have an ongoing competition posted for a hard-to-recruit position.

This will send you an email each time a candidate applies, rather than having to manually check for new applications periodically.

Find the competition in your Requisition List and click on the job title.

Click the **Prescreen Alerts** tab, and click **Activate.**

Check the "Flag ACE submissions according to the following prescreening outcome:", then check the appropriate boxes and set up the criteria.

Click on **Add Recipients** to open the Add Recipients window.
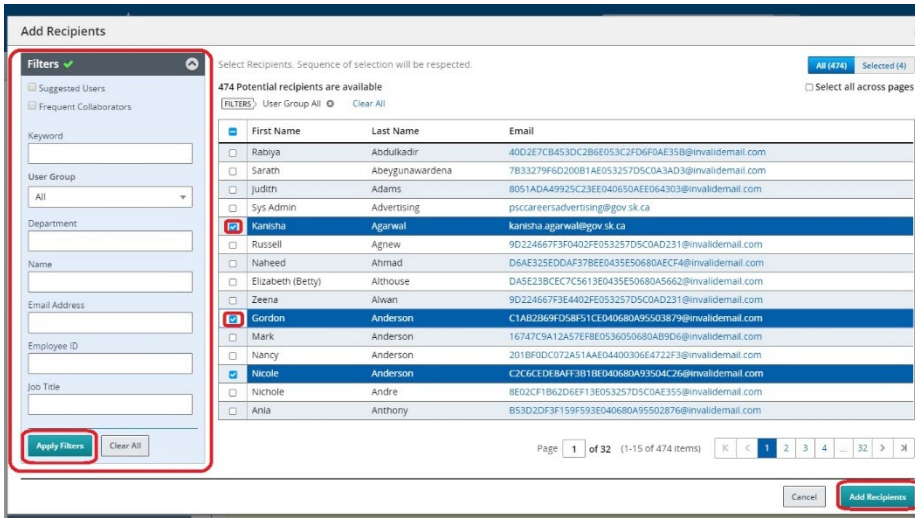
Use the Filters section on the left to search for the names of the Alert recipient, then check the box beside their name.

Click **Add Recipients.**

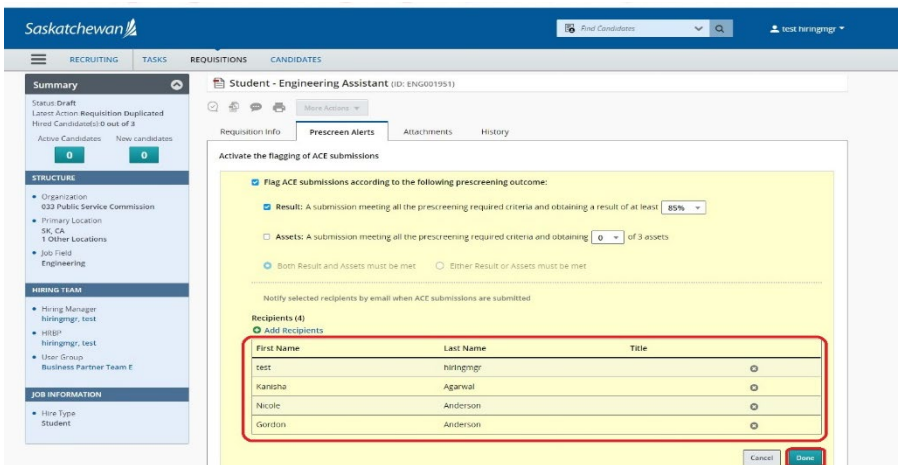If you need to remove a recipient from the list, then click beside the name by the right.

When you are done with this list, Click **Done** button by bottom right.

NOTE: This will send you notification when a candidate who meets all answers marked as "Required" in the requisition's Prescreening questions. If you wish to be notified for every application, do not make any answers "Required."

NOTE: This will send you notification when a candidate completes the Prescreening Questions section of the competition. If they have not yet clicked the Submit button in the application, you will be unable to view their application.