Receiving Email Notification of Applications

Taleo Version 21A

Last reviewed: May 2021 Next review: May 2022



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RECRUITING TASKS	REQUISITIC	ons o	ANDIDATES							
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	0	0	ADM017428	Student - Dusiness & Finance	SGEU.01.	CAE SGEU	Expression of Interest for SGEU Term less than 9 months	Pending	To Be Approved (15-Jul-2020)	hiringmgr test
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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.

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Adams Advertising	8051ADA49925C23EE040650AEE064303@invalidemail.com
Advertising	
	psccareersadvertising@gov.sk.ca
Aganwal	kanisha.agarwal@gov.sk.ca
Agnew	9D224667F3F0402FE053257D5C0AD231@invalidemail.com
Ahmad	D6AE325EDDAF37BEE0435E50680AECF4@invalidemail.com
/) Althouse	DA5E23BCEC7C5613E0435E50680A5662@invalidemail.com
Alwan	9D224667F3E4402FE053257D5C0AD231@invalidemail.com
Anderson	C1AB2B69FD58F51CE040680A95503879@invalidemail.com
Anderson	16747C9A12A57EF8E0536050680AB9D6@invalidemail.com
Anderson	201BF0DC072A51AAE04400306E4722F3@invalidemail.com
Anderson	C2C6CEDE8AFF3B1BE040680A93504C26@invalidemail.com
Andre	8E02CF1B62D6EF13E053257D5C0AE355@invalidemail.com
Anthony	B53D2DF3F159F593E040680A95502876@invalidemail.com
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	EQUISITIONS CANDIDATES		
Summary	Student - Engineering Assistant (ID: ENCODIPS1) Mere Anime Requisition Info Prescreen Alerts Attachments Instany Activate the flagping of ACE submissions Flag ACE submissions according to the following prescreening required of Assets: A submission meeting all the prescreening required of Assets: A submission meeting all the prescreening required of Boon Result and Assets must be met Boon Result and Result and Assets must be met Boon Result and Result and Assets Boon Result and Result	utcome: teria and obtaining a result of at least 85% v teria and obtaining v of 3 assets Assets multi be mer atted	
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User Group Business Partner Team E	test hiringmgr		0
IOB INFORMATION	Kanisha Agarwal		0
Hire Type	Nicole Anderson		0
Student	Gordon Anderson		0
			Cancel Done

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 eside 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.