

Receiving Email Notification of Applications

Taleo Version 21A

Last reviewed: May 2021
Next review: May 2022

Saskatchewan! 

Saskatchewan

RECRUITING TASKS REQUISITIONS CANDIDATES

You are here > Requisition / Job

Filters

Show requisitions I own or collaborate on

STATUS: Draft Pending Open On Hold Clear All

More Actions

List Format: Default requisition list format

ID	#	Title	Grade	Job	Employment Type	Status	Status Detail	HRBP
0	FIN003896	Accounting Clerk - Health level 2	SGCU.03	FAC-SGEU	Permanent Part-time	Open	Ready (15-Jul-2020)	hiringmgr
0	FIN003899	Accounting Clerk - Health level 3	SGCU.03	FAC-SGEU	Permanent Part-time	Pending	To Be Approved (14-Jul-2020)	hiringmgr
0	FIN003897	Accounting Clerk - Health level 3	SGCU.03	FAC-SGEU	Permanent Part-time	Open	Ready (15-Jul-2020)	hiringmgr
0	FIN003900	Accounting Clerk - Health level 4	SGCU.04	FAC-SGEU	Permanent Full-time	Open	Ready (15-Jul-2020)	hiringmgr
0	ADM017428	Student - Business & Finance	SGCU.01	CAE-SGEU	Expression of Interest for SGEU Term less than 9 months	Pending	To Be Approved (15-Jul-2020)	hiringmgr
0	FIN001943	Student - Entrepreneur Assistant	SGCU.02	SFT	Expression of Interest	Draft		hiringmgr

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.

Administrative Support -

More Actions

Requisition Info **Prescreen Alerts** Attachments Approvals History

ACE Submission flagging has not been activated. **Activate**

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

Administrative Support

More Actions

Requisition Info **Prescreen Alerts** Attachments Approvals History

Activate the flagging of ACE submissions

Flag ACE submissions according to the following prescreening outcome:

Result: A submission meeting all the prescreening required criteria and obtaining a result of at least

Assets: A submission meeting all the prescreening required criteria and obtaining of 5 assets

Both Result and Assets must be met Either Result or Assets must be met

Notify selected recipients by email when ACE submissions are submitted

Recipients (0)

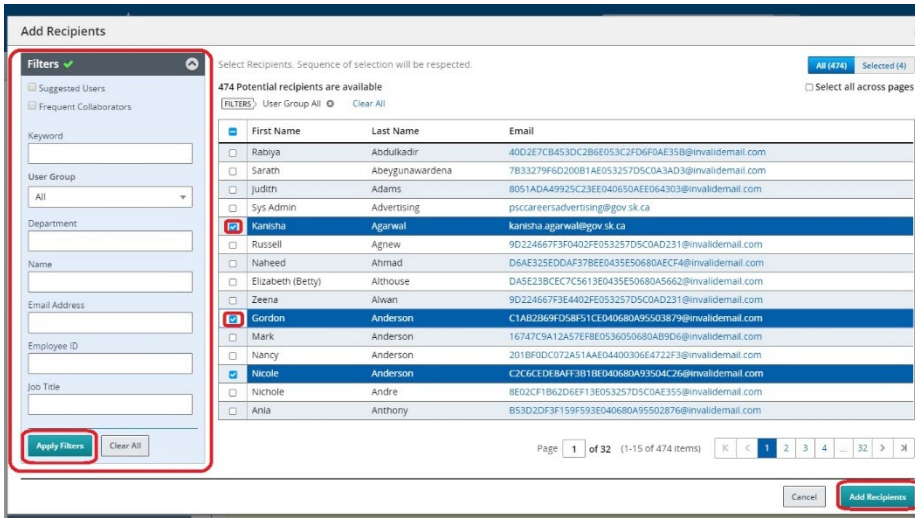
Add Recipients

First Name	Last Name	Title
No Recipients have been selected. Please click 'Add Recipients' to add recipients.		

Cancel Done

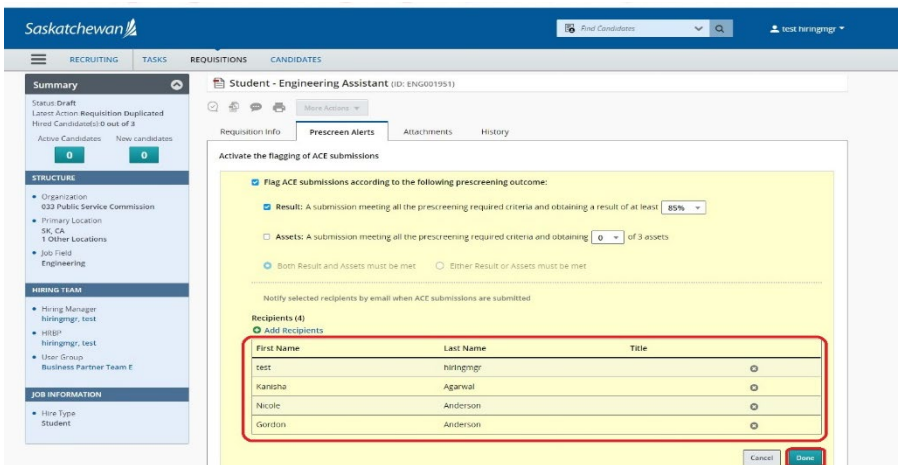
Check the “Flag ACE submissions according to the following prescreening outcome:”, then check the appropriate boxes and set up the criteria.


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.