Requesting Posting and Advertising
Taleo version 21A

Saskatchewan

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Before You Begin

At the time the competition received Approval, the Hiring Manager, Hiring Manager Assistants, and Recruiter were sent an email, notifying them of the approval decisions. This email also contains important information about next steps. Ensure the instructions in the email are followed.

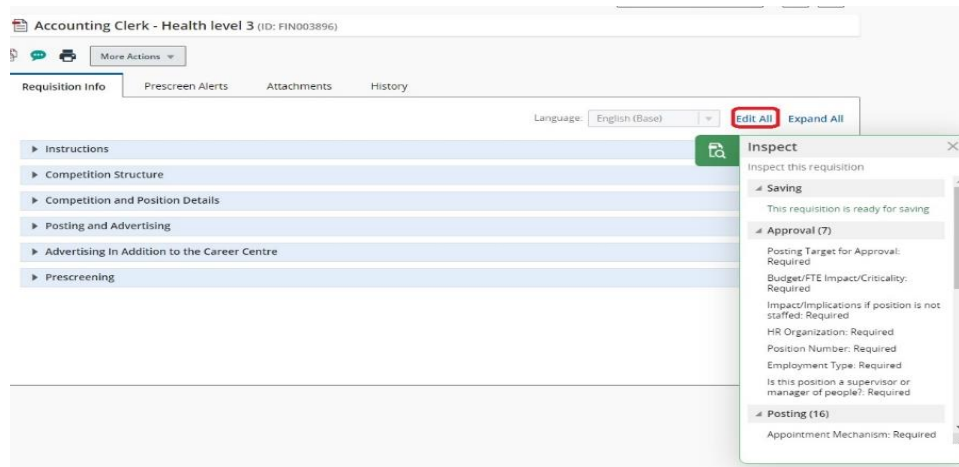Review all fields in the competition to ensure they are accurate.

If you need to update a field, consider whether the change might impact an Approver's decision. If it would, then the competition should be cancelled and sent for approval again with the correct information in the fields.

You will need to gather the following details:
- o Desired opening and closing dates for posting
- o Screening and Assessment Dates, Times, and Locations
- o Candidates to Target
- o Career Centre Advertisement and Competencies
- o Desired external advertising media, if any
- o Advertisement for External Advertising Media, if applicable
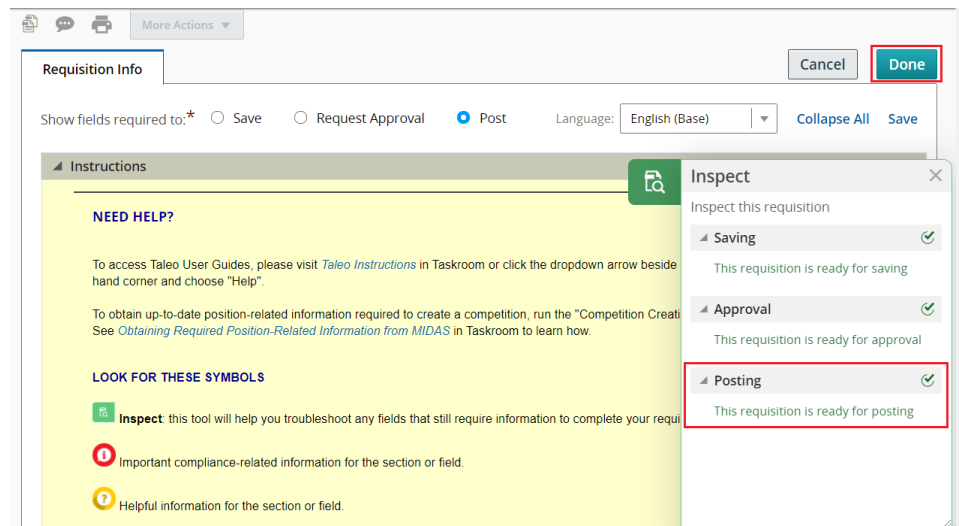- o Prescreening Questions

See Initiate Staffing on Taskroom for more information.

Requesting Advertising

From **the Requisition** List in Taleo, click the title of the job.

Click on **Edit All**, and then the inspect [icon] to find all fields required for each step in the staffing process.


The system will <u>NOT</u> prevent you from requesting for contribution for advertising if fields are missing, so ensure that all fields required to Posting have been completed, and "**This requisition is ready for posting**" is indicated in the inspect window under "**Posting**".

Scroll through all fields in the competition to ensure they are complete and accurate.

If you need to update a field, consider whether the change might impact the decisions your Approvers have made. If it would, then the competition should be cancelled and sent for approval again with the correct information in the fields.

Once finished your review, click **Done**.
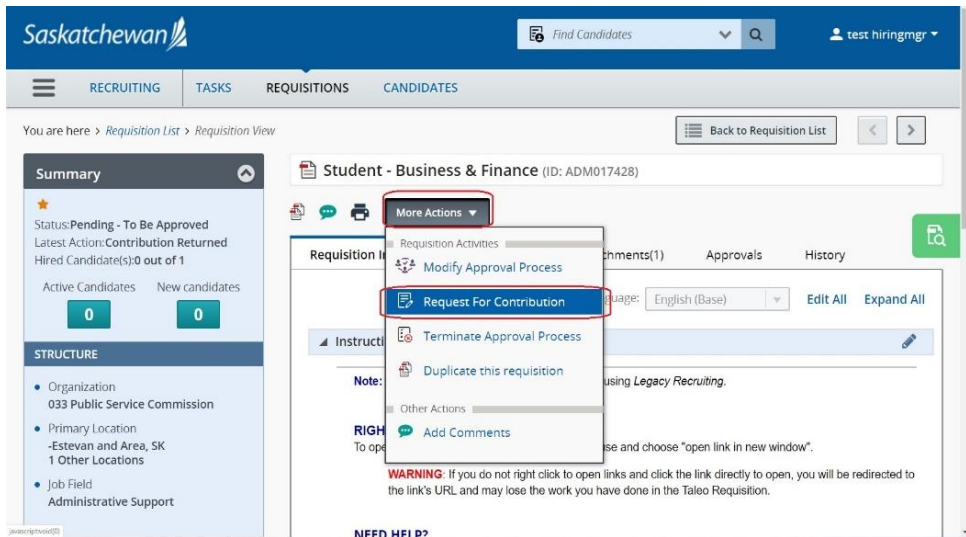
From the **More Actions** drop-down, select **Request for Contribution.**
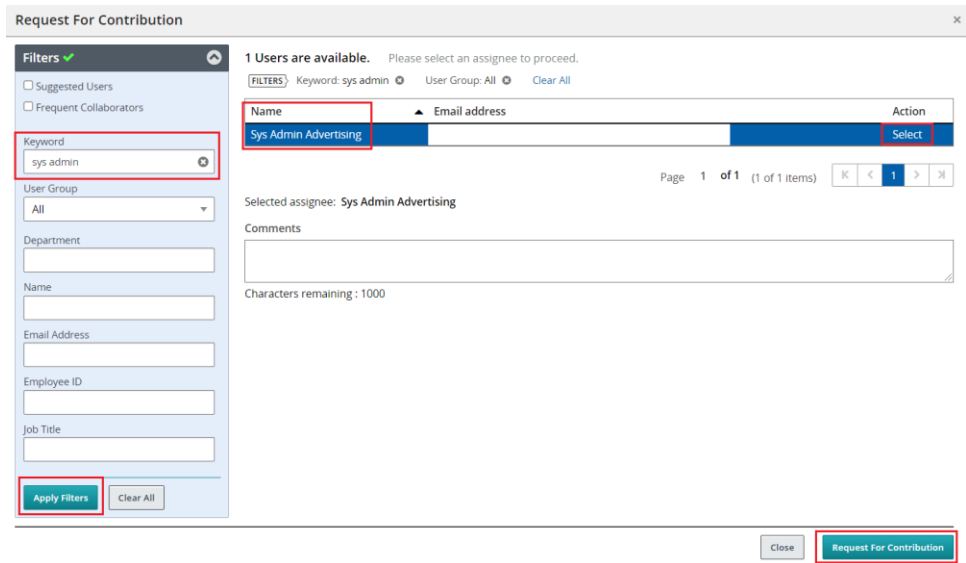
Type "Advertising" or "Sys Admin" in the keyword field in the **Filters** panel on the left.

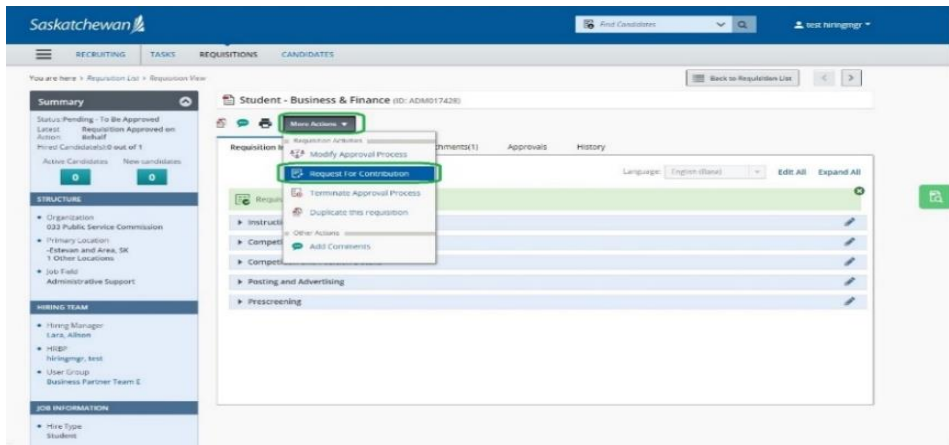Click on **Apply Filters.**

Select "Sys Admin Advertising".

You do not need to repeat any information already contained in the fields within the competition. If there are any other important advertising-related comments or instructions, add them in the Comments box.
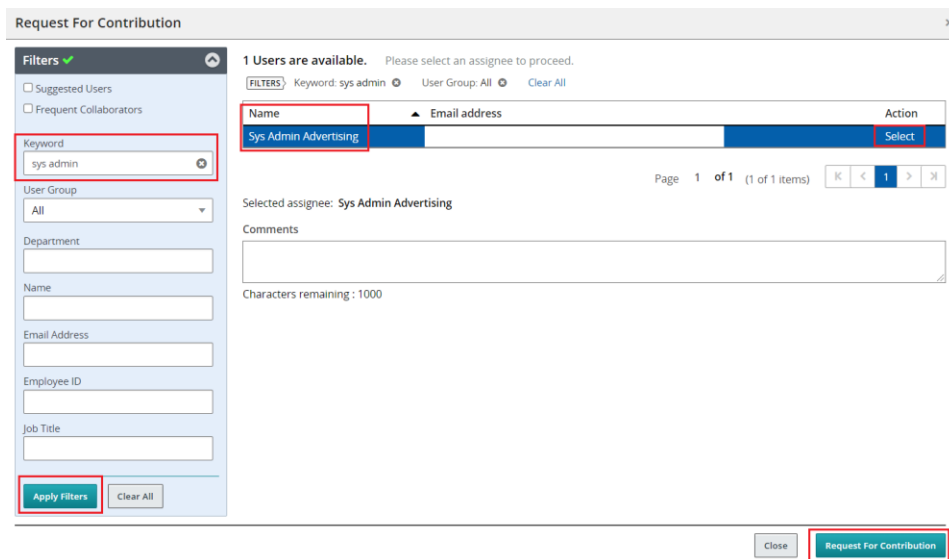
Click **Request For Contribution**.

The competition is now on its way to being posted.

Making Changes to Advertising Request

Should you need to make any changes to the competition after this point, from the **More Actions** drop-down, select **Request for Contribution.**

Type "Advertising" or "Sys Admin" in the keyword field in the **Filters** panel on the left.

Click on **Apply Filters.**

Select "Sys Admin Advertising".

In the **Comments** box, describe the changes to be made.

Click **Request For Contribution**.

Many changes can be made live, but some changes may impact advertising work already in progress, and there is no automatic notification of your changes.

The Advertising, Sys Admin account will respond back to you once they have reviewed your request.