

Requesting Re-Posting or Extension

Taleo Version 21A

Last reviewed: May 2021
Next review: May 2022

Saskatchewan! 

Updating Screening and Assessment Dates

The screenshot shows the 'Requisition Info' form in the Taleo system. The 'Posting and Advertising' section is expanded, showing four date-related fields:

Field	Value
Opening Date	Feb 17, 2020
Closing Date	Jun 26, 2021
Screening (Resume Review) Date	Mar 2, 2020
Screening Time & Location	TBD

Buttons for 'Cancel', 'Done', 'Save', and 'Expand All' are visible at the top of the form.

Before requesting a requisition be re-posted or extended, it is important to ensure that the approvals are appropriate for the request.

Taleo does not permit a requisition to go through the electronic approval process twice. Additional **Ministry** approvals should be obtained through email.

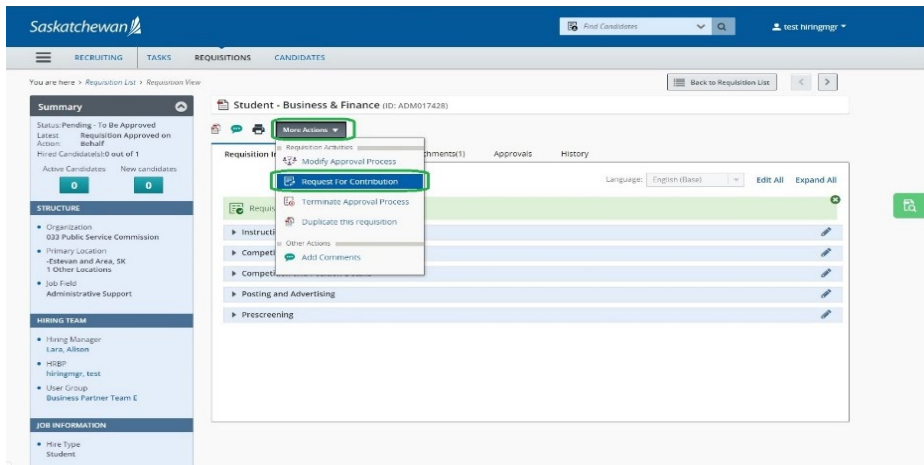
Because the posting will have a new closing date, the Screening and Assessment dates/locations will likely need to be changed.

Update the system with your new Screening/Assessment information before you request the extension/re-post. This step needs to occur before the requisition is extended/re-posted because the union will receive automatic notification of the extension/re-posting, and it will include the values in the Screening and Assessment fields.

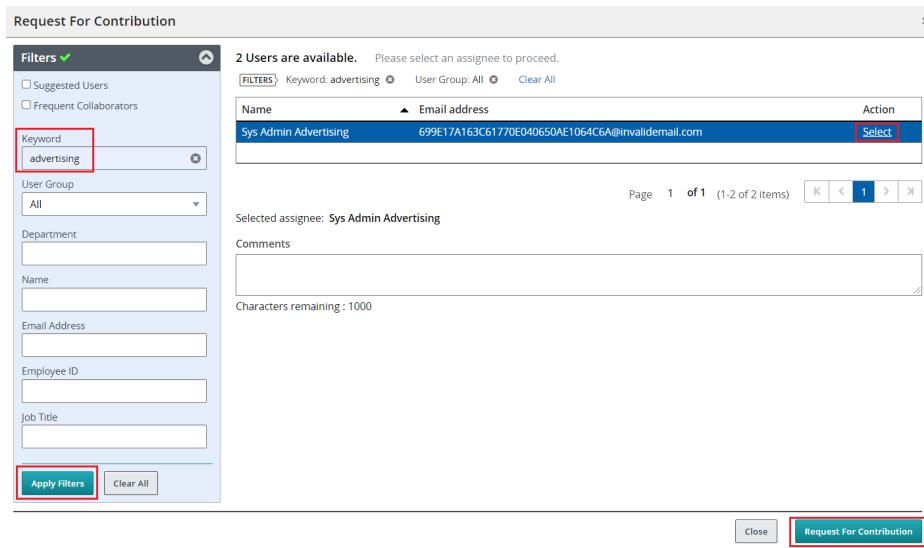
The system will not allow you to update the Opening and Closing Dates – those will be provided in the next step.

Click **Save** and/or **Done** button to save.

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From the **More Actions** drop-down, select **Request for Contribution**.



Type “advertising” in the keyword field in the Filters panel on the left, click **Apply Filters**.

Select “Sys Admin Advertising” when it appears.

In the **Comments** box, indicate the new opening and/or closing dates.

Click **Request for Contribution**.

Your request has now been submitted.