Requesting Re-Posting or Extension

Taleo Version 21A

Last reviewed: May 2021 Next review: May 2022



Updating Screening and Assessment Dates

	EQUISITIONS CANDIDATES
Requisition Sections	a p a f More Actions V
INSTRUCTIONS	Requisition Info
COMPETITION STRUCTURE	Show fields required to:* • Save O Request Approval O Post Language: English (Base) V Expand All Save
	► Instructions
COMPETITION AND POSITION DETAILS	Competition Structure
	Competition and Position Details
POSTING DATES, ADVERTISEMENT, AND COMPETENCIES	✓ Posting and Advertising
PRESCREENING	0
	Opening Date Closing Date
	Feb 17, 2020
	Screening (Resume Review) Date Screening Time & Location
	Mar 2, 2020 🗰 TBD

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 <u>before</u> 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.

Requesting Re-Posting or Extension

Request For Contribution

Filters 🗸

Saskatchewan 💋	🛐 And Candidates 🗸 Q	🚨 test hiringmgr 👻
	REQUISITIONS CANDIDATES	
fou are here > Regulation List > Regulation Vie Summary Status:Pending -To Be Approved Latest Regulation Approved on Accome Rehalf Hired Camidiatelsb9 out of 1	er Eucles & Finance (ID: ADM017428)	ultidon Lisz C
Active Candidates New candidates Opparitation Opparitation Opparitation Opparitation Opparitation Opparitation Opparitation Optimary Location -Steven and Area, Sk 1 Other Location -Ste	Inguest for Controlotion Language: English (files) Control Approval Process Outcome datase Adjusticate this requisition Competition Adjusticate this requisition Competition Competition Competition Competition Competition	Edit All Expand All
HUBING FEAM • Henng Munagor Lara, Alicon • HSBP hiningmg, text • User Group Business Partner Team E	Prescreening	1
JOB INFORMATION • Hire Type Student		

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 and closing dates.

Click Request for Contribution.

Your request has now been submitted.

Suggested Users	FILTERS Keyword: advertising O User Group: All O Clear All	
Frequent Collaborators	Name Email address	Action
Keyword	Sys Admin Advertising 699E17A163C61770E040650AE1064C6A@invalidemail.com	Select
advertising 🔞		
User Group	Daro 1 of 1 (1.2 of 2) terres K 🕺	1 > >
All 🔻	Selected assignee: Sus Admin Advertising	
Department	Comments	
Name		
	Characters remaining : 1000	//
Email Address		
Employee ID		
Job Title		
Apply Filters Clear All		

2 Users are available. Please select an assignee to proceed

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

Close