Introduction to Taleo

Taleo Version 21A

Saskatchewan

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What is Taleo?

Taleo is the online Applicant Tracking System database used by Government of Saskatchewan. It is used to:
- post all job opportunities on the Government of Saskatchewan's Career Centre (saskatchewan.ca/careers)
- receive online job applications from candidates
- view and manage applications received
- correspond with candidates who have applied for job opportunities
- produce onboarding documents for employees hired
- produce reporting to support ministry decision-making
- create the electronic staffing file
- share management information
- help identify hard-to-recruit and high volume staffing

Ministry Uses

High Volume   Location   Time-to-Fill   # of Hires   ?   # of Openings   Grade   Ministry   # of Postings   Job   Diversity   Hard-to-Recruit

Taleo can help ministries make decisions by providing reports and statistics such as:
- number of postings in a time period
- number of job openings in a time period
- number of hires in a time period
- time-to-fill
- number of diversity postings
- diversity self-declarations of candidates hired
- competitions by
    o location
    o job
    o grade
    o ministry

Hiring Manager Use

This shows position-specific information that comes from MIDAS, which will be used to get the new employee on payroll.

The position information, along with the advertisement, competencies, and prescreening questions make up the electronic requisition or competition file in Taleo.

Current Entity #	HR Organization	Employment Type
018	018 Corporate	Permanent Full-time
Salary Range	Salary	Salary Supplement
$35.377 - $44.327	Hourly	included in hourly salary range (in-scope)
Pay Schedule	Grade	Job
SGEU	SGEU.10.	FAT - SGEU
Position Number	Is this position a supervisor or manager of people?	Hours of Work
1000000	No	A - SGEU Office 36 - one day off every two weeks
Workplace Diversity:	Diversity Groups	
We are committed to workplace diversity.	Persons with disabilities,Visible minority persons,Women in management or a non-traditional role,Aboriginal persons	

Career Centre Advertisement (Click ? above for important info)
add ministry

A rewarding opportunity awaits you as an accountant. As a member of the management team, you will work with the Provincial Auditor's office, the Provincial Comptroller's office and the federal government to carry out financial reporting and auditing requirements. You will be responsible to provide leadership and expertise in the development and delivery of financial accounting, cost accounting and expenditure management functions, including financial statements and year-end procedures. You will also provide strategic financial and accounting advice to senior management on various policy development issues, Cabinet and Treasury Board Decision Items, and to the department's program managers with respect to government financial policies and generally accepted public sector audits and accounting principles to ensure sound accountability and fiscal management.

The knowledge, skills and abilities required for this position are typically acquired through the attainment of a professional accounting designation
(CA, CMA, CGA) or a related degree, with a strong background in financial or program management within a financial environment.

Hiring managers will use this section to create the job advertisement, or may use or modify one from existing templates in the system. This is what is advertised on the Career Centre.

Competencies (not posted on Career Centre - click ? above for more info)

You will have knowledge of:

- applicable accounting practices, standards and procedures. (Knowledge of accounting)

You will demonstrate the ability to:

- review, interpret and evaluate financial data and systems and controls in order to make recommendations on usefulness and compliance within established policies, agreements or legislation; (I/S Analytical)
- accurately compile, compare, calculate, identify and summarize data to complete such tasks as adjusting entries, preparing financial statements, forecasts, budgets or trend analysis; (I/S Technical - Financial Management)
- identify, develop and implement new ideas, sound financial planning and management practices and approaches that will improve financial management processes and systems; (I/S Problem Solving)
- verbally and/or in writing, explain financial and statistical matters, policies, procedures or audit results at a level appropriate to the audience; (I/S Communication - Verbal; I/S Communication - Written)
- work independently and cooperatively with others in a team environment to establish, build and maintain positive working relationships and to ensure deadlines, goals and objectives are met; and (I/S Independence; I/S Team Work; I/S Interpersonal - Building Relationships)
- input, edit, update, retrieve and format data, create and generate queries, reports and documents utilizing word processing, databases, spreadsheets and other software packages with speed and accuracy. (I/S Technical - Computer)

In this section, the hiring manager will identify the recruitment competencies, which are instrumental to screening, assessing and selecting qualified candidates.

The competencies box isn't advertised on the Career Centre. Instead, a selection of competencies should be provided in the advertisement to assist candidates in self-screening.

◢ Prescreening ✎

Question	Answer	Required/Asset	Weight	
1. ~ To be eligible for the student employment program, you must be meet two criteria. First, you must be currently attending school on a full-time basis (as defined by your educational institution). Second, you must be returning to school on a full-time basis after your work term is done. Proof of student status may be requested. Do you meet both of these criteria? Single Answer	Yes, I meet both of these criteria. I am currently a full-time student, and will be returning to school on a full-time basis after this work term is done.	Required	2	40%
	No, I do not meet both of these criteria. I am not currently a full-time student AND/OR I will not be returning to school on a full-time basis after this work term is done.	-	2	40%
2. ~ After the summer employment period, what year of study will you be in? Single Answer	I will not be returning to school	-	1	20%
	High School	-	3	60%
	1st year, post-secondary	-	0	0%
	2nd year, post-secondary	Required	0	0%
	3rd year, post-secondary	Required	0	0%
	4th year, post-secondary	Required	0	0%
	Beyond 4th year, post-secondary	Required	0	0%
	Graduate studies, post-secondary	Required	0	0%
3. ~ In which educational institution are you currently enrolled? Single Answer	High School	-	0	0%
	University of Regina (including Colleges federated with University of Regina: Campion College, Luther College, and First Nations University of Canada)	-	0	0%
	University of Saskatchewan (including Colleges federated or affiliated with University of Saskatchewan: St. Thomas More College, St. Peter's College, Briercrest College & Seminary, College of Emmanuel and St. Chad, Horizon College & Seminary, Lutheran Theological Seminary, and St. Andrew's College)	-	0	0%

This section shows prescreening questions which hiring managers can include for applicants to complete, which will assist in determining if a candidate meets the competencies selected for prescreening.

This shows the candidate list which includes everyone who has applied to the competition. From here, hiring managers can review and manage applications received online.

Each application contains the candidate's:
- name and contact information
- diversity self-declaration
- cover letter and resume
- answers to prescreening questions

Applicants are screened in/out, invited for interview, and commenced through the system.

Candidate Use

All jobs are posted on the Government of Saskatchewan's Career Centre at saskatchewan.ca/careers

A brief overview of each job is provided in the Job List. By clicking on the job title, a potential candidate can view the job ad. They can also apply by clicking the "Apply" button.

When candidates click on the job title, they will see the job advertisement and can apply online.

As part of the application process, candidates provide personal information, their Cover Letter and Resume, and answers to job-specific prescreening questions.
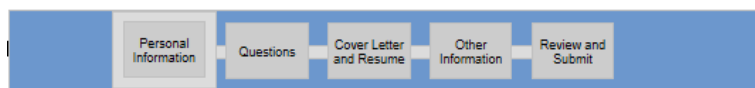
How to Access

Taleo is an internet-based product and can be accessed on any computer with an internet connection. Its web address is: http://govskpsc.taleo.net. Google Chrome is the recommended browser.

Access to Taleo is restricted to Government of Saskatchewan employees who have responsibility for staffing within their work unit(s), and their support staff. A Taleo username/password can be requested by email to: staffing@gov.sk.ca.

How to Use Taleo

"How-to" instruction guides are available in the Help page in Taleo, and also on Taskroom. These include:
- Taleo set-up
- Creating a requisition
- Setting up approvals
- Requesting posting
- Screening applications
- Sending invitations to interviews to candidate
- And many more.