

# Taleo Set-up

## Taleo Version 21A

Last reviewed: November 2021  
**Next review: November 2022**

*Saskatchewan!* 

## Table of Contents

Before You Begin .....	1
Computer and Browser Settings.....	1
First Time Logging In.....	2
Announcements .....	3
Welcome Page .....	3
Customizing Your Setup.....	4
Navigation Tips .....	5
Requisition List .....	5
Requisition.....	5
Candidate List .....	6
Candidate Application .....	7

## Before You Begin

You will need:

- A computer with internet access
- Your Taleo Username and Password

**I don't have a Username or Password:** send an email to [hrsc@gov.sk.ca](mailto:hrsc@gov.sk.ca) to request a Taleo account.

**I have forgotten my Username:** try using your full last name, followed by your first initial, all in lower case (example: Joe Smith's username would be smithj). If this doesn't work, send an email to [hrsc@gov.sk.ca](mailto:hrsc@gov.sk.ca) to request your username.

**I have forgotten my Password:** Go to <http://govskpsc.taleo.net> and enter your Username, then click [Forgot your password?](#) If you have difficulty answering your security questions correctly, send an email to [hrsc@gov.sk.ca](mailto:hrsc@gov.sk.ca) to request a password reset.

Taleo website address is: <http://govskpsc.taleo.net>. If you create a Bookmark, Shortcut, or Favorite for Taleo, it is best practice to view the properties of the link after it has been created. Ensure the link contains only this website address, with nothing following it. Failure to do so may create performance issues.

If you're using Government computer, you can access Taleo via Start > All apps > GOS Applications – Taleo.

## Computer and Browser Settings

	Windows OS	Mac OS X
Chrome 84	✓	✓
Edge	✓	
Safari 13.0.4		✓
Firefox 78.x ESR	✓	✓
Firefox 79	✓	✓

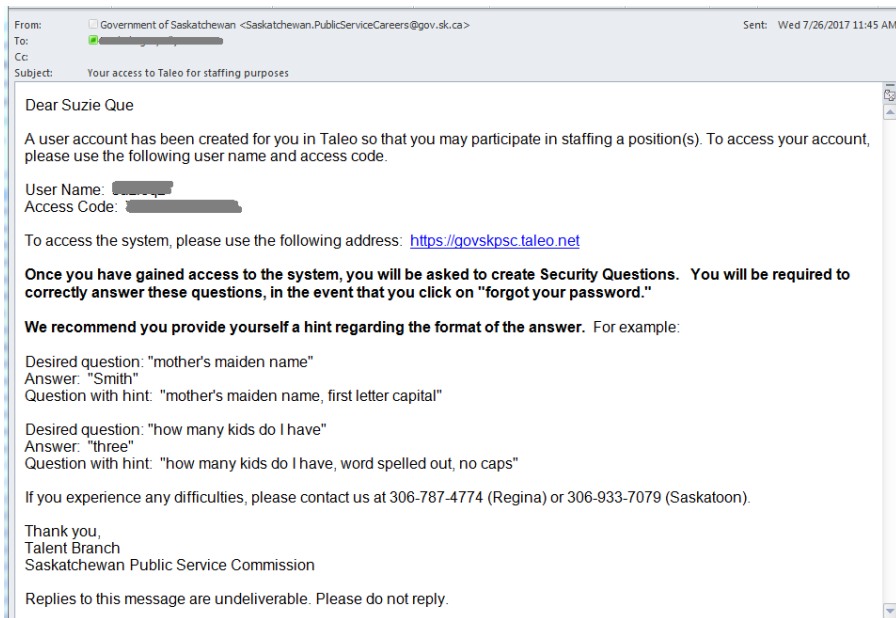
Taleo only supports the operating system and browser combinations shown to the left. We highly **recommend** Chrome for optimal performance.

Recommended display resolution is:  
1024 X 768 or higher resolution

The magnification level of your browser should be set to 100%.



## First Time Logging In



When your Taleo account is created, you will receive an email with all of the particulars you require to login.

When you login for the first time, you will change your password, and create Security Questions. These questions will be used to verify your identity, should you forget your password.

**Security Question**

You must type 2 security questions and provide their answers. This information will help us identify you if you forget your password and need to change it. The answers must contain at least 1 characters.

\* Question

\* Answer

\* Question

\* Answer

TALEOPOWERED

OK Sign Out

Create two questions and answers. We recommend the question contain a hint as to the case of the answer. For example:

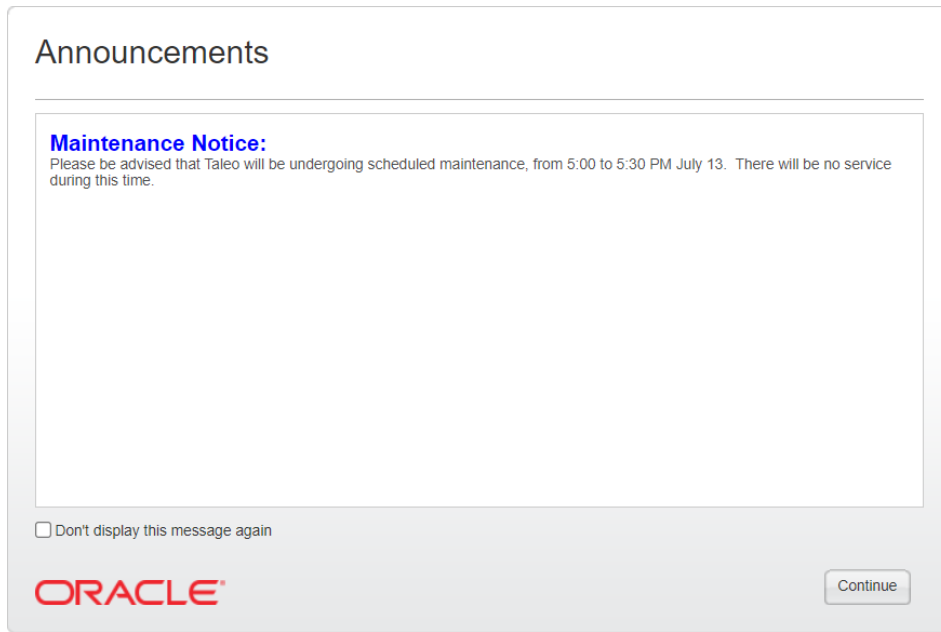
Question  
Mother's maiden name, first letter capital

Answer  
Smith

Question  
How many children do I have, number

Answer  
3

## Announcements



Announcements

**Maintenance Notice:**  
Please be advised that Taleo will be undergoing scheduled maintenance, from 5:00 to 5:30 PM July 13. There will be no service during this time.

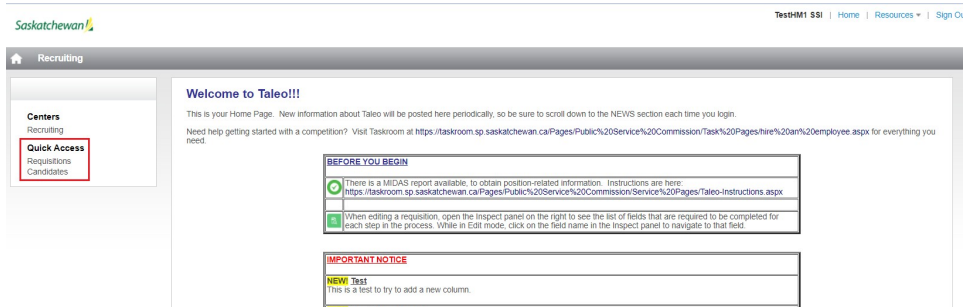
Don't display this message again

**ORACLE**

Continue

The Announcements page contains important information regarding system changes or upcoming planned outages.

## Welcome Page



Saskatchewan

TestHM1 SSI | Home | Resources | Sign Out

Recruiting

Centers  
Recruiting

**Quick Access**  
Requisitions  
Candidates

**Welcome to Taleo!!**

This is your Home Page. New information about Taleo will be posted here periodically, so be sure to scroll down to the NEWS section each time you login.  
Need help getting started with a competition? Visit Taskroom at <https://taskroom.sp.saskatchewan.ca/Pages/Public%20Service%20Commission/Task%20Pages/hire%20an%20employee.aspx> for everything you need.

**BEFORE YOU BEGIN**

- There is a MIDAS report available, to obtain position-related information. Instructions are here: <https://taskroom.sp.saskatchewan.ca/Pages/Public%20Service%20Commission/Service%20Pages/taleo-instructions.aspx>
- When editing a requisition, open the Inspect panel on the right to see the list of fields that are required to be completed for each step in the process. While in Edit mode, click on the field name in the Inspect panel to navigate to that field.

**IMPORTANT NOTICE**

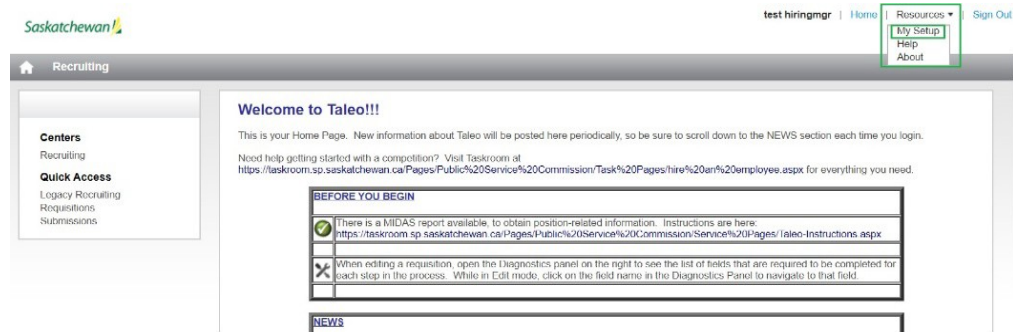
**NEW Test**  
This is a test to try to add a new column.

The Welcome Page (**Home page**) contains navigational tips and news.

News items are dated for ease of reference.

To access requisitions (competitions) or candidates, click Quick Access > Requisitions or Candidates.

# Customizing Your Setup



While in Welcome page, click on the **Resources**, then **My Setup**, to gain access to view or change your:

**Personal Information:** personal information, email, phone

**Account Information:** password, security questions and answers

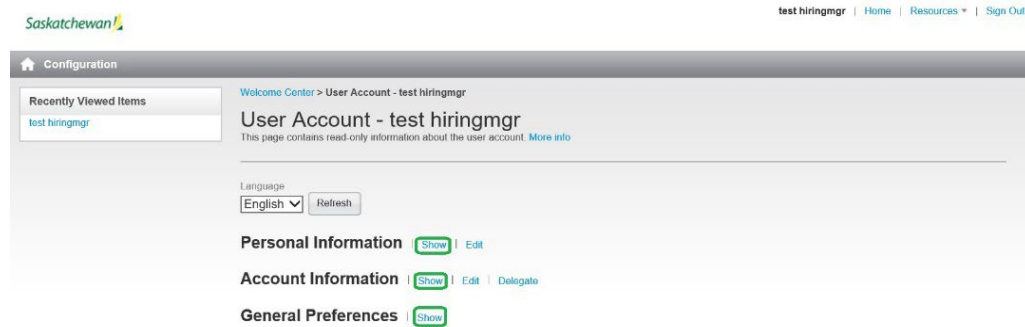
**General Preferences:**

Default Text Size

Frequent Collaborators: create a short-list of individuals who you frequently add to your competitions as collaborators

Requisition frequent approvers: create a short-list of individuals who you frequently add to your competitions as approvers.

Time Zone



Click **Show** to view the details, and **Edit** to change/update.

# Navigation Tips

## Requisition List

ID	Title	Grade	Job	Employment Type	Status	Status Detail	HRBP	Hiring Manager	Location
ADM017444	ADM017444 Student - Administrative Support	SGEU.03.	PSC - SGEU	Expression of Interest for SGEU Term less than 9 months	Open	Unposted (07-Apr-2021)	Bily Amanda	SSI TestHM1	CA > SK > Rgna > Regina
ADM017559	Court Administrative Assistant - Provincial Court	SGEU.05.	PSC - SGEU	Permanent Full-time	Open	Expired (07-May-2021)	SSI TestHRBP	SSI TestHM1	CA > SK > Stoon > Saskatoo
ADM018170	Senior Executive Coordinator	MCP.03.	MSG - MCP	Non-Perm Out-of-Scope	Open	Expired (21-Jan-2021)	Beriault Jasmine	SSI TestHM1	CA > SK > Rgna > Regina

The Requisition list can be sorted by each column by clicking the name of the column in the title bar.

## Requisition

ID	Title	Grade	Job	Employment Type	Status	Status Detail	HRBP	Hiring Manager	Location
ENG001947	Student - Engineering Assistant	SGEU.03.	SET - SGEU	Expression of Interest for SGEU Term less than 9 months	Open	Expired (27-Jun-2020)	Zaineddin Ali		

**Student - Engineering Assistant ID: ENG001947**

- Hiring Manager: hiringmgr test
- Primary Location: CA > SK
- Recruiter: Zaineddin Ali
- Hired Candidate(s): 0 of 3
- User Group: Business Partner Team E
- Activated Languages: English

Hover your mouse on the requisition title, a pop up window will display some brief information of the requisition.

**ADM017444 Student - Administrative Support (ID: ADM017444)**

Status: Open - Unposted  
Latest Action: Requisition Reactivated  
Hired Candidate(s): 1 out of 7

Active Candidates: 2 | New Candidates: 0

All Candidates: 3

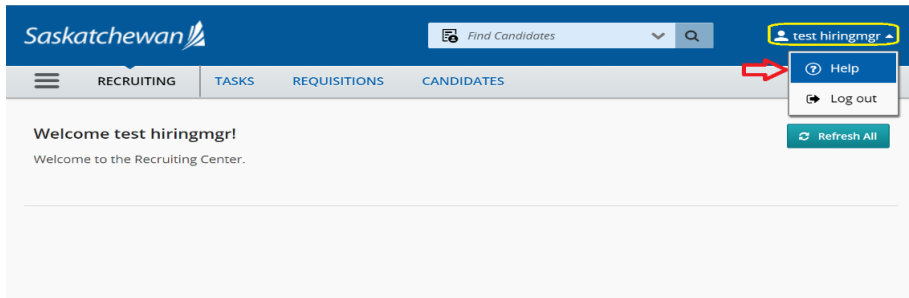
Edit All | Expand All

- Instructions
- Competition Structure
- Competition and Position Details
- Posting and Advertising
- Prescreening

While in a specific requisition's **Requisition Info** tab, click to view each section and to edit. To edit or view all sections, click **Edit All** and **Expand All**.


To quickly navigate to the candidate list for this requisition, click the number of candidates. The number of candidates is divided into three categories:

- Active Candidates**
- New Candidates** (Candidates who are in the step/status of Screening/To Be Screened)
- All Candidates** (Including Rejected, Declined, and Hired)





After navigating from the Welcome page, you can access to the Help section on any page.


Click the drop down beside your username on the top right of the screen.

Click the  Help to open a new window where you can click the Instructions link.

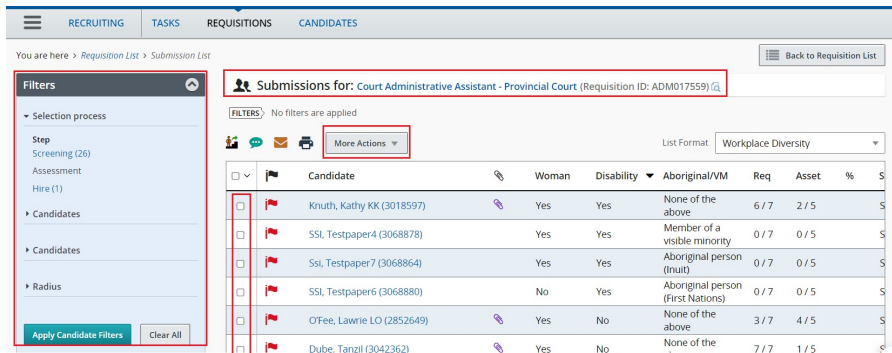


Click the  on the right-hand side for assistance troubleshooting fields with missing information.


The  icons throughout the requisition provide important compliance-related information related to the field or section.

Click the  icons found throughout the requisition for helpful information related to the field or section.

## Candidate List



The candidate list can be sorted by each column by clicking the name of the column in the title bar.

Click the  to quickly view the candidate's attached resume.

To perform an action on a candidate's application without viewing it first, check the box to the left of the candidate's name, then click **More Actions** and select from the menu of actions.

To view only those candidates in a particular Step/Status, use the Selection process filter in the left panel.

For additional filtering, use the Candidates filters in the left panel.

To navigate to the requisition, click the job title at the top of the screen.



## Candidate Application

The screenshot shows a web interface for viewing a candidate's application. On the left is a 'Summary' panel, and on the right is the main application details page.

**Summary Panel:**

- Submission: FISHER, ADA for Student - Engineering Assistant (ID: ENG001944)
- Location: Canada > Saskatchewan > Regina
- Submission Status: Submission (selected) / General Profile
- Highlights (Current Submission):
  - Required met: 2/3
  - Assets met: 0/0
  - Result: 40%
- Step: Hire
- Status: Hired
- Source: Career Centre
- Date of Application: Jun 25, 2020
- Most Relevant Education: This section contains no information.
- Work Experience: This section contains no information.

**Main Application Page:**

- Submission: Job Submission | Attachments(2) | History
- Language: English | Expand All
- Section: Application
- Section: Candidate Personal Information
- Fields:
  - First Name: ADA
  - Last Name: FISHER
  - Address: 2100 Broad Street
  - City: Regina
  - Postal/Zip Code: S4P1Y5
  - Place of Residence: Canada > Saskatchewan > Regina
  - Primary Number: Home Phone
  - Home Phone Number: 13063478758
  - Email Address: iveatu.obioha@gov.sk.ca
  - Employee Number (past and current employees): If you have never been a Government of Saskatchewan employee, enter 000000. 52525
  - Are you legally entitled to work in Canada? Yes
  - I, I self declare as a woman? Yes

While viewing a candidate's application, the **Summary** on the left panel displays a brief information of the candidate's application. Toggle button is available to switch between this specific application and the candidate's general profile.

Click the **Attachments** tab to access all the document the candidate submitted.