

Taleo Icons and Meanings





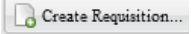























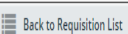



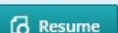
Taleo Version 21A


















Last reviewed: May 2021

Next review: May 2022

Saskatchewan! 

Refer to the below charts for the icons and meaning of the icons available in Taleo both in previous Legacy Recruiting and current version 20B and above.

Requisition Actions and Items	Taleo Legacy Recruiting before Taleo 20B	Taleo 20B and above
Item requiring attention		
New / modified item		
Create requisition		
Applicant count in requisition		
In selection process on at least one other active requisition		
Duplicate requisition		
Opening selector		
Clear selection in Filter		
Diagnostic / inspect		
Add recipient		
Cancel requisition	N/A	
Request for contribution	N/A	
Preview attachment		
Download document	N/A	
Delete attachment		
Back to requisition list		
Navigating items		
Submit for approvals	N/A	
Preview the most pertinent resume attachment	N/A	

Candidate Actions and Icons	Taleo Legacy Recruiting before Taleo 20B	Taleo 20B and above
New Candidate	N/A	
Send correspondence	More Actions – Send Correspondence	
Change step/ status	More Actions – Change Step / Status	
Revert to previous step/status	More Actions – Revert...	More Actions – Revert Latest Change of Step/Status
Link to requisition		More Actions Link to Requisition
Share candidate		More Actions Share Candidate
Download as candidate as Excel		More Actions- Download As Excel
Candidate attachment link		
Hired		N/A
Other Icons, List Icons	Taleo Legacy Recruiting before Taleo 20B	Taleo 20B and above
Home		
Print		
Add comments		
Help		
Log out	N/A	