



# **Taleo Foundations**

## **Human Capital Management (HCM)**

### **Introduction to Taleo Recruiting**

### **Training Agenda**

**Contact Information:**

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## **AGENDA**

The five-day Taleo Foundation for Human Capital Management (HCM) Recruiting course introduces participants to basic concepts used in the Taleo Recruiting and Onboarding modules.

Participants will learn about the foundation of Taleo Recruiting, how to recruit for talent and fill requisitions based on industry best practices.

# Day 1 – Monday, May 21, 2018

COURSE OBJECTIVES

AGENDA

PREREQUISITES

ASSUMPTIONS

CURRENT STATE

FUTURE STATE

OVERVIEW OF TALEO

FOUNDATION DATA (OLF)

RECRUITING PROCESS

REQUISITION MANAGEMENT

CREATE REQUISITION 1

BREAK FOR LUNCH

OBTAIN REQUISITION 1 APPROVAL

POST REQUISITION 1

SOURCE REQUISITION 1

# Day 2 – Tuesday, May 22, 2018

NAVIGATE CAREER SECTION

SEARCH FOR JOBS

APPLY TO REQUISITION 1

ADVANCE CANDIDATE TO REVIEWED

ADVANCE CANDIDATE TO PHONE SCREEN

ADVANCE CANDIDATE TO INTERVIEW

ADVANCE CANDIDATE TO OFFER

BREAK FOR LUNCH

CREATE AND EXTEND OFFER

CAPTURE OFFER RESPONSE

ADVANCE CANDIDATE TO BACKGROUND

ADVANCE CANDIDATE TO HIRE

CREATE REQUISITION 2

OBTAIN REQUISITION 2 APPROVAL

POST REQUISITION 2

# Day 3 – Wednesday, May 23, 2018

APPLY TO REQUISITION 2

ADVANCE CANDIDATE TO REVIEWED

ADVANCE CANDIDATE TO PHONE SCREEN

ADVANCE CANDIDATE TO INTERVIEW

ADVANCE CANDIDATE TO OFFER

CREATE AND EXTEND OFFER

CAPTURE OFFER RESPONSE

ADVANCE CANDIDATE TO BACKGROUND

ADVANCE CANDIDATE TO HIRE

BREAK FOR LUNCH

CREATE REQUISITION 3

OBTAIN REQUISITION 3 APPROVAL

POST REQUISITION 3

CANDIDATE POOLING

CANDIDATE SEARCH

# Day 4 – Thursday, May 24, 2018

Q & A

OBTAIN REQUISITION 3 APPROVAL

POST REQUISITION 3

APPLY TO REQUISITION 3

ADVANCE CANDIDATE TO REVIEWED

ADVANCE CANDIDATE TO PHONE SCREEN

ADVANCE CANDIDATE TO INTERVIEW

ADVANCE CANDIDATE TO OFFER

CREATE AND EXTEND OFFER

CAPTURE OFFER RESPONSE

ADVANCE CANDIDATE TO BACKGROUND

ADVANCE CANDIDATE TO HIRE

SOCIAL MEDIA SOURCING

# Day 5 – Friday, May 25, 2018

Q & A

PRESCREENING QUESTIONS

SKILLS

REQUISITION, CANDIDATE, OFFER FIELDS

BREAK FOR LUNCH

JOB POSTING STRATEGY

JOB TEMPLATE ADMINISTRATION

QUESTION ADMINISTRATION

ONBOARDING WORKFLOW