

# PeopleSoft v9.2 Taleo Foundations Recruiting and Onboarding

## Human Capital Management (HCM)

# Taleo Foundations Recruiting and Onboarding 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

- 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

- 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

- 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

- 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

- Q & A
- Prescreening Questions
- Skills
- Requisition, Candidate, Offer Fields
- Break for Lunch
- Job Posting Strategy
- Job Template Administration
- Question Administration
- Onboarding workflow