TALEO
Fluid Recruiting
Training for the Upgraded Taleo Recruiting System
PHASE 3: OFFER CREATION PROCESS
CREATING THE OFFER

Once your candidate has passed the interview stage, the offer will move into “offer to be made.” Click apply and close to create the offer from the offer grid.

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**Change Step and Status**

<table>
<thead>
<tr>
<th>Currently in</th>
<th>Change to</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step</strong></td>
<td><strong>Step</strong></td>
</tr>
<tr>
<td>Interviews</td>
<td>Offer</td>
</tr>
<tr>
<td><strong>Status</strong></td>
<td><strong>Status</strong></td>
</tr>
<tr>
<td>Passed Interviews</td>
<td>Offer to be Made</td>
</tr>
</tbody>
</table>

* = completes the step

Comments

*Please enter comments here*

Select Other Action

- [ ] Start Onboarding process
- [ ] Send Correspondence

[Apply and Close] [Cancel]
CREATING THE OFFER
CREATING THE OFFER

Choose create offer in the change step/status process.
CREATING THE OFFER

The offer grid.

Click on the box with arrows To move over information from The requisition.
Fill in all fields on the offer grid.

If you click on the arrow next to the department name, the information will automatically fill in the field.
Click on the arrow next to The heading and all Information from the Requisition will move into The required fields.
Complete all required Fields.

PeopleSoft Action is Required. Make sure you Have the right action or This may cause an error in Job data.
Requested orientation date is a tentative date. Recruitment will confirm the actual orientation date.

Click on the hyperlink to choose your offer template.
Choose your offer letter
And then click select
Template.
Offer letter will appear. If information is missing, The offer will let you know at the top of the screen. If all is correct, click finish.
To edit offer click the pencil.
PRE-HIRE PROCESS

Please make sure that you start the pre-hire process with the candidates paperwork. Information is gathered from the candidate during this step to process debt.
PRE-HIRE PROCESS

Start Pre-Hire Onboarding Process

Candidate Name
Bar, Crunch Elizabeth ID: 307208
Coord, Office ID: STA006025

Process
UH_Prep-Hire

Comments

Click start process
OFFER APPROVAL

[Image of Oracle HRMS system screen showing Offer Approval process]
Offer moves into approval for each area. Once approved by Compensation, recruitment will verify information and extend the offer to the candidate.
Each approver will submit for Approval.