



# TALEO Fluid Recruiting

*Training for the Upgraded Taleo Recruiting System*

# PEOPLESOFT ACTION

**New Hire - No Previous Employment/Job Record in the System -** (Can't be used for current employees)

**New Hire - Secondary Job** - This should be used when an employee is adding an additional, secondary job.

**Rehire Within a Year** - This should be used for any previous employees that are inactive on their primary job within the year.

**Rehire Over a Year** - This should be used for any previous employees that are inactive on their primary job.

# PEOPLESOFT ACTION

**Rehire Second Job** - Faculty Use

**Transfer** - Hired between Statuses  
Faculty to Staff  
Non-benefit eligible to benefit eligible

**Transfer between Business Units** - (New Status Coming Soon)  
Hired from one UH campus to another without a break in service

**Promotion** - Hired into a higher pay grade

**Demotion** - Hired to a lower pay grade

**Lateral** - Hired to the same pay grade