Taleo: Proposed Initiating and Creating a Posting

**Department**
- Initiate posting in Taleo: Enters Position #, Budget Info and Hiring Manager info
- Submits for approval
  - Reviews and Approves budget
    - Reviews and Approves budget
      - Initial Meeting with Hiring Manager: Discuss budget, position and process
      - Discuss position and requirements in HRBP/Recruiter Meeting
        - Follow up with Hiring Manager as needed
        - Creates posting, description, MQs, questions, etc
        - Posts Position
          - Posting is posted for 10 business days and then will close on the site*

* Postings will be taken down from the site for all applicants to be reviewed. Postings can be re-posted if a qualified applicant pool is not found. Exceptions will apply including national postings, advertising, minimal applicant pool, multi-post, etc.