Taleo: Posting Process

1. **Department**
   - Creates position in PeopleSoft*
   - Enters Position # in Taleo to create template.
   - Creates posting (questions, preferred quals, etc)
   - Submits for approval

2. **College**
   - Reviews and Approves

3. **Executive**
   - Reviews and Approves

4. **Employment**
   - Reviews posting, description, MQs
   - Reaches out to Dept to clarify posting, create questions, etc
   - Posts Position
   - Posting is posted for 10 business days and then will close on the site**

* If posting already exists, this step can be skipped. If there is a change to a position or a new position, the information will need to be updated in PeopleSoft via ePRF.

** 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