

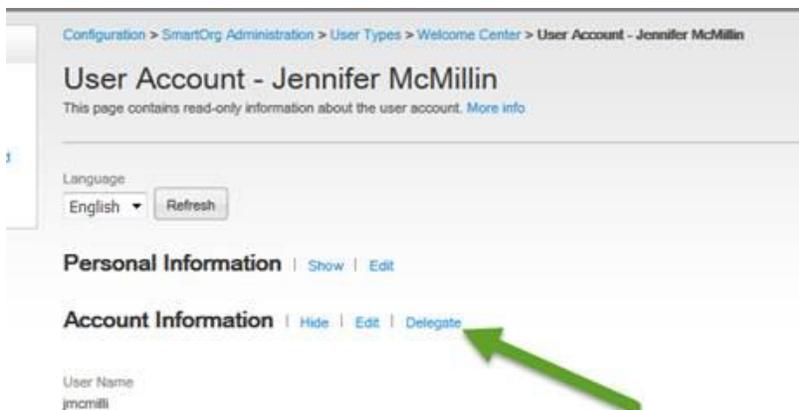
Setting up Delegates in Taleo

*You can only set up a delegate who has the same set of roles, such as College approval or Executive approval

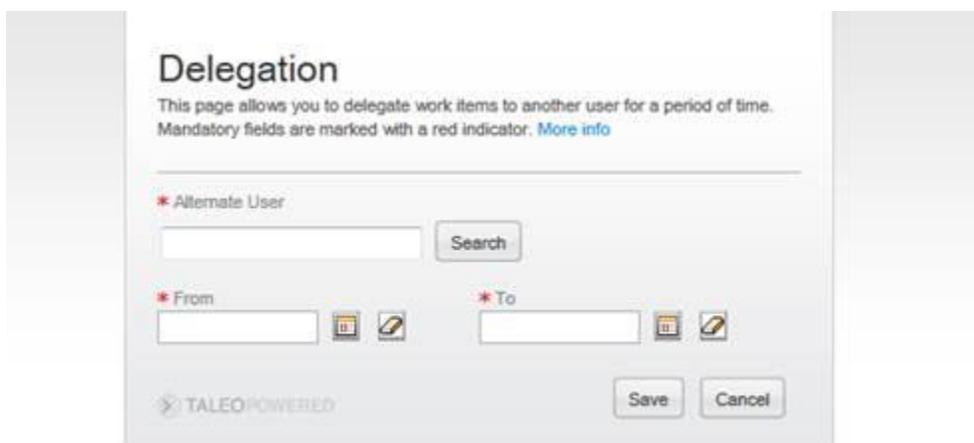
- Under Resources, click My Setup



- Under Account Information, click Delegate



- You can search by name
- You must enter a start date and end date
- Click Save

A screenshot of the 'Delegation' form in Taleo. The form title is 'Delegation' and it includes a description: 'This page allows you to delegate work items to another user for a period of time. Mandatory fields are marked with a red indicator. More info'. The form contains several fields: a red asterisk followed by 'Alternate User' and a search box with a 'Search' button; a red asterisk followed by 'From' and a date picker; a red asterisk followed by 'To' and a date picker. At the bottom, there are 'Save' and 'Cancel' buttons. The Taleo logo is visible in the bottom left corner.