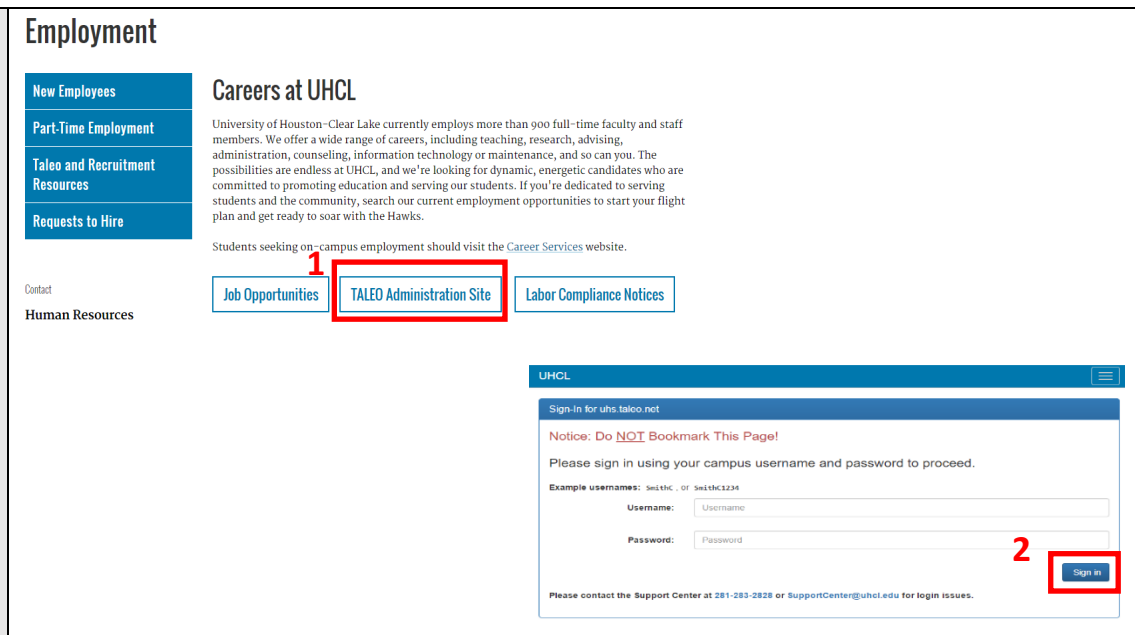
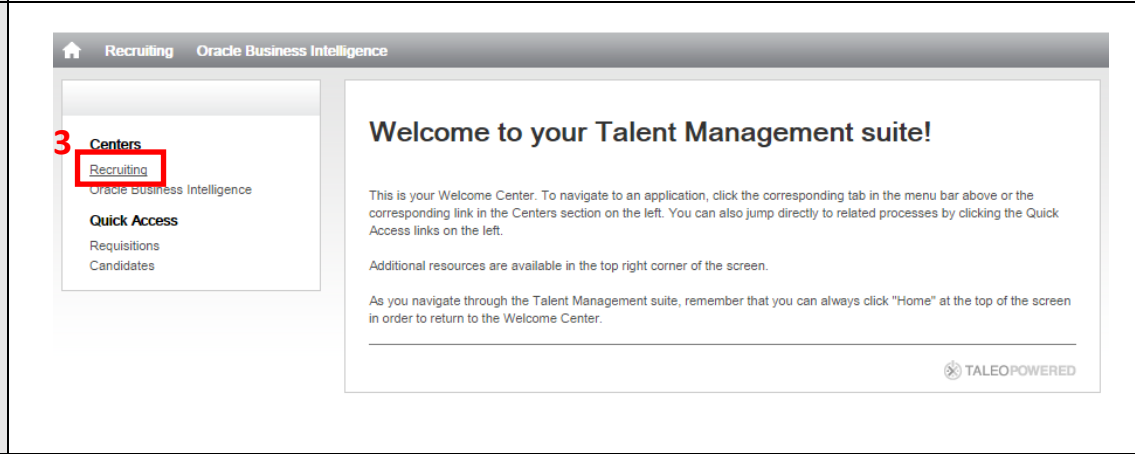
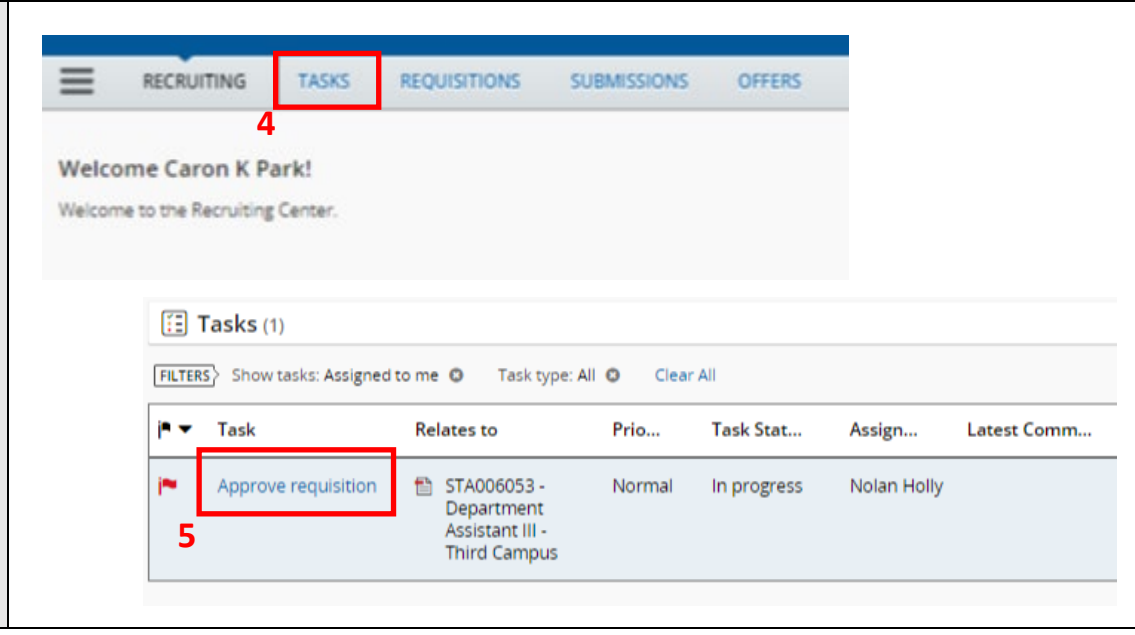
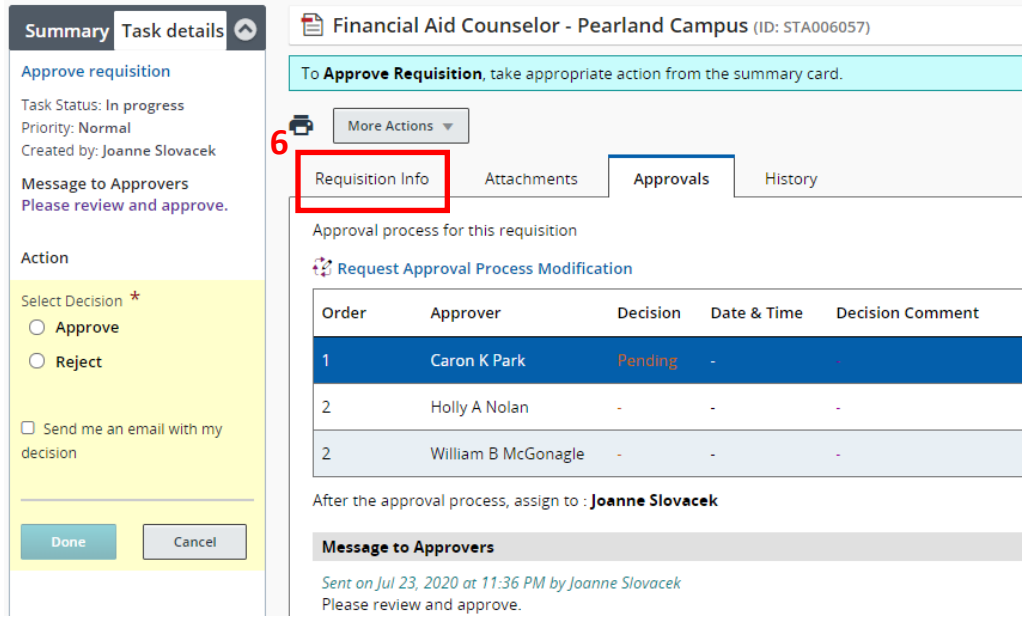


<p>Go to the <a href="#">HR Employment page</a>.</p> <p>1. Click on Access to Taleo Administration Site.</p> <p>Login with your computer login credentials (Last Name and Password).</p> <p>2. Click Sign In.</p> <p>The Recruiting Center screen displays.</p>													
<p>3. Click "Recruiting".</p> <p>The Requisitions screen displays.</p>													
<p>4. Click on the Tasks tab.</p> <p>Any items needing approval will be on the Tasks list.</p> <p>5. Click on Approve Requisition.</p>	 <table border="1"> <thead> <tr> <th>Task</th> <th>Relates to</th> <th>Prio...</th> <th>Task Stat...</th> <th>Assign...</th> <th>Latest Comm...</th> </tr> </thead> <tbody> <tr> <td>Approve requisition</td> <td>STA006053 - Department Assistant III - Third Campus</td> <td>Normal</td> <td>In progress</td> <td>Nolan Holly</td> <td></td> </tr> </tbody> </table>	Task	Relates to	Prio...	Task Stat...	Assign...	Latest Comm...	Approve requisition	STA006053 - Department Assistant III - Third Campus	Normal	In progress	Nolan Holly	
Task	Relates to	Prio...	Task Stat...	Assign...	Latest Comm...								
Approve requisition	STA006053 - Department Assistant III - Third Campus	Normal	In progress	Nolan Holly									

The Decide on Approval screen populates.

6. Click on the Requisition Info tab to review the requisition.



**Summary** Task details

Approve requisition

Task Status: In progress  
Priority: Normal  
Created by: Joanne Slovacek

Message to Approvers  
Please review and approve.

Action

Select Decision \*

Approve

Reject

Send me an email with my decision

Done Cancel

Financial Aid Counselor - Pearland Campus (ID: STA006057)

To Approve Requisition, take appropriate action from the summary card.

More Actions

6 Requisition Info Attachments Approvals History

Approval process for this requisition

Request Approval Process Modification

Order	Approver	Decision	Date & Time	Decision Comment
1	Caron K Park	Pending	-	-
2	Holly A Nolan	-	-	-
2	William B McGonagle	-	-	-

After the approval process, assign to : **Joanne Slovacek**

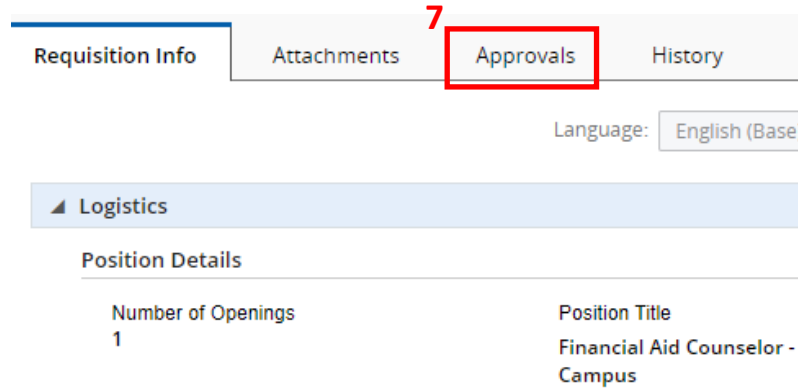
Message to Approvers

Sent on Jul 23, 2020 at 11:36 PM by Joanne Slovacek  
Please review and approve.

Please review requisition for accuracy.

Review: Position number, job code and title, salary range and pay grade.

7. Click on Approvals tab.



Requisition Info Attachments 7 Approvals History

Language: English (Base)

Logistics

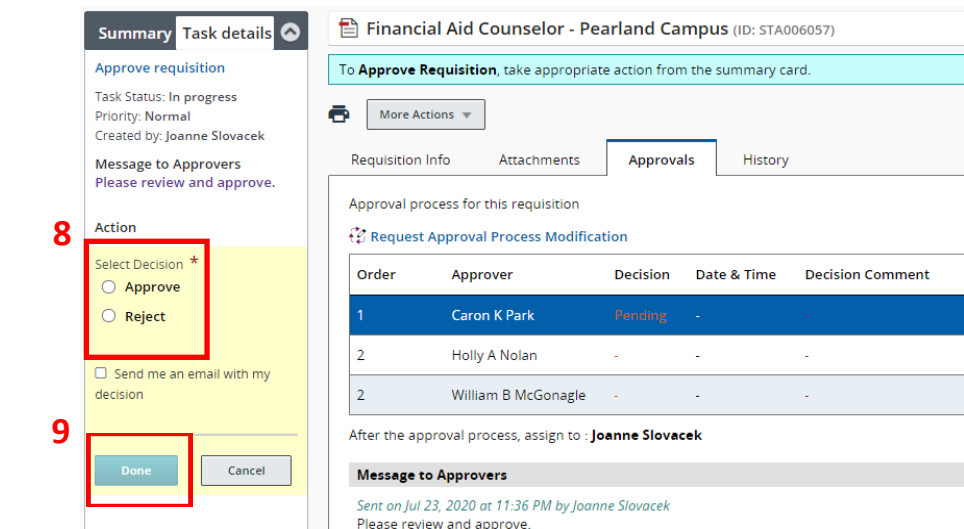
Position Details

Number of Openings  
1

Position Title  
Financial Aid Counselor - Campus

8. To approve or reject the requisition, select the response from the Summary Card in the Task Details tab.

9. Click Done in the bottom left corner.



**Summary** Task details

Approve requisition

Task Status: In progress  
Priority: Normal  
Created by: Joanne Slovacek

Message to Approvers  
Please review and approve.

Action

Select Decision \*

Approve

Reject

Send me an email with my decision

8 Done Cancel

9

Financial Aid Counselor - Pearland Campus (ID: STA006057)

To Approve Requisition, take appropriate action from the summary card.

More Actions

Requisition Info Attachments Approvals History

Approval process for this requisition

Request Approval Process Modification

Order	Approver	Decision	Date & Time	Decision Comment
1	Caron K Park	Pending	-	-
2	Holly A Nolan	-	-	-
2	William B McGonagle	-	-	-

After the approval process, assign to : **Joanne Slovacek**

Message to Approvers


Sent on Jul 23, 2020 at 11:36 PM by Joanne Slovacek  
Please review and approve.

Upon completion, decision is displayed and item is removed from your Tasks list.

10. When leaving Taleo, click on your name in the upper right corner of the screen, and click Log out.

 Tasks (0)

**FILTERS** > Show tasks: Assigned to me \* Task type: All \* Clear All

 Task	Relates to	Priority	Task Status	Assignee
--	------------	----------	-------------	----------

No data to display.

Order	Approver	Decision	Date & Time
1	Caron K Park	Approved	Jul 24, 2020, 10:28 AM
2	Holly A Nolan	-	-

10

