

How to Send Candidates for Interview Approval in Taleo Admin

Note: Interview approval is only required for full-time positions.

What do I do after my position has closed online?

1. After your position has closed, the first step is to go over your candidate pool and select the candidates that you'd like to interview.
2. Send those candidates to HR via Taleo Admin for interview approval. An HR representative will reach out with interview approval.
3. After HR has approved the individuals for interview, you can then contact the candidates to set up interviews.

How do I use Taleo Admin to send my candidate selections to HR?

1. Open Taleo Admin through your Pack Portal (under the Human Resources tab)
2. Click on the 'requisitions' tab and search for the position number
3. Click on the green bubble under the 'candidates' heading. This should generate a list of all candidates who applied for the position.
4. Select the checkbox next to the candidates you would like to interview
5. Click on the 'more' button, then select 'send to

Send Email

View Resume

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6. Choose the 'select template' button and then click the appropriate 'Selected for Interview' option (Step 1)
7. Verify that the correct position number is listed in Step 2

8. For Step 3, select the 'To: Add User' button beside 'Users'. This will generate a pop-up box. Type "HR" in the first name box. **No other fields need to be selected or filled in.** Click **Refresh List**. Then, select A-State HR and close the window

9. Click 'next' at the bottom of the page

10. Leave the **Send Candidates Data** fields blank and click **Send**.

An HR Representative will reach out with approval and next steps.

Questions about the Interview process? Let us know! [Human Resources](#) is here to help!

Revision #8

Created 2025-11-06 14:45:52 UTC by Kristin Carson

Updated 2025-11-06 21:21:26 UTC by Kristin Carson