How to View Applications in Taleo Admin

How do I view my candidate pool for a job that I have posted?

1. Log into Taleo Admin through your Pack Portal - located under the 'Human Resources' drop-down. If you cannot log in, please reach out to HR for assistance.

2. Go to 'Requisitions' on the top banner and search for the position number that you are hiring for.

3. Click the green bubble under the 'candidates' header - this will take you to a list of every candidate that applied for your position

Click on the candidate's name to review all application information.

I am serving on a search committee and cannot view the position in Taleo Admin. What should I do?

You will need to reach out to Human Resources and request access to the position.

> Questions about Taleo Admin or the Hiring Process? Reach out to Human Resources. We are happy to help guide you through the process!

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