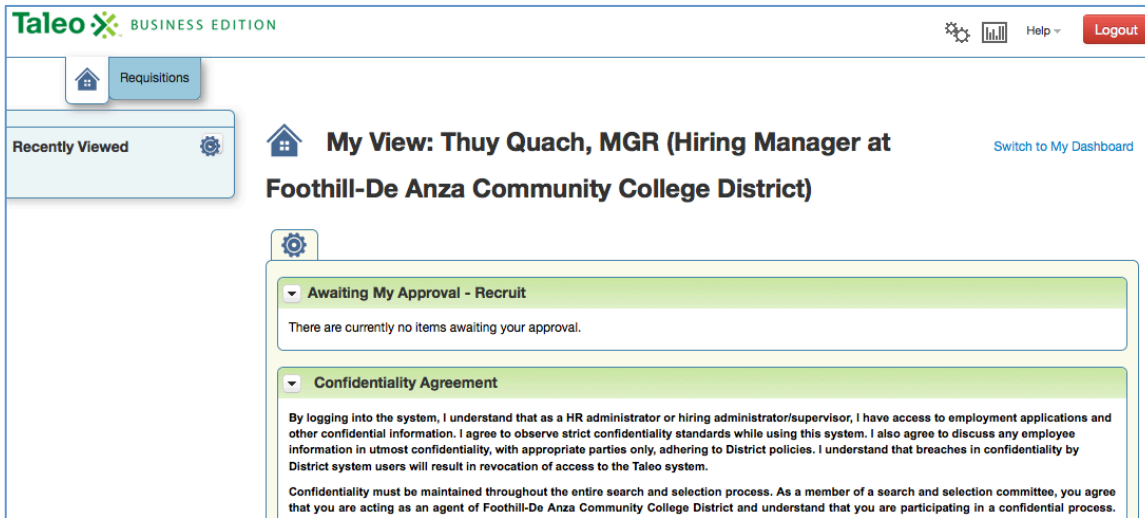
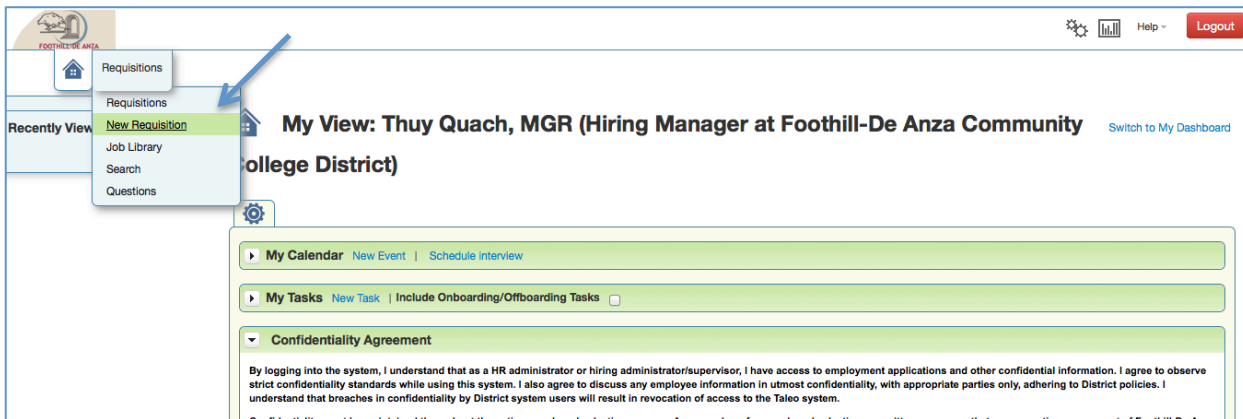


Home Screen: This is what appears after you login
(Login at: <https://tbe.taleo.net/MANAGER/dispatcher/login.jsp?>)



To create a new requisition in Taleo:

- Click on "New Requisition" under the Requisitions tab



The following will appear and you will need to complete as much information as possible:

Requisitions: New Requisition Language ▼

Save Cancel Reset

Requisition Information: Red = Required Information

* Job Category: Temporary/Casual * Job Category - FWS: N/A

* Title: * Hiring Location: --Please select--

* Campus: Please select Department Name:

E-class: --Please select-- Division:

Select all applicable to the type of position indicated above:

* Position Status: Temporary Work Hours (check all that apply):

* Employment Duration: --Please select-- Day:


FTE (new): Swing:

* Work Days: Other (Specify) Grave:

Work Days Other: Weekend:

* Number of Working Months: PT Assignment-As Needed TEA Start Date:

TEA End Date:

* Requisition Owners: [Add/Remove] 

Quach, MGR, Thuy Manager Ext:

- Job Category: select Temporary/Casual
- Job Category – FWS: select N/A
- Title: Key in the TEA job title
- Campus: select the campus
- E-class: select the correct T e-class (T2-T7)
- Hiring Location/Department/Division: Select your area
- Position Status: select Temporary
- Employment Duration: select FT or PT
- Work Days: select As Needed
- Number of Working Months: select PT-as needed
- TEA Start Date: enter the start date of the assignment
- TEA End Date: enter the end date of the assignment

Under “Requisition Owner,” you will add the individuals as stated on the approval queue document:

- Click “Add/remove”
- A box will appear, select the names and “arrow” them over to the right box:
 - Central Services: Initiator, Thuy Quach, Michelle Moreno, Kathy Nguyen (only for Foundation assignments)
 - De Anza: Initiator, Bret Watson, Thuy Quach, Kathy Nguyen (only for Foundation assignments)
 - Foothill: Initiator, Red Lucas, Thuy Quach, Kathy Nguyen (only for Foundation assignments)

Please select "Waiting For Approval" under Status.

* Status:

Position Number:

[Check Spelling](#)

Name of former employee:

Reports to Position Number:

Supervisor's Name:

*Note-The supervisor listed above will also be approver for all required managerial actions.

- Leave the "status" as "waiting for approval"
- Enter Supervisor Name & Position # -- this is the person who will be approving timesheets via webtime entry
- Enter "N/A" for position number

Enter the FOAP to be used & the corresponding percentages

Please specify the FOAP to be used for this position. If only using index code, you must provide an account number.

F1-: <input type="text"/>	F3-: <input type="text"/>
O1-: <input type="text"/>	O3-: <input type="text"/>
A1-: <input type="text"/>	A3-: <input type="text"/>
P1-: <input type="text"/>	P3-: <input type="text"/>
Percent(%) 1-: <input type="text"/>	Percent(%) 3-: <input type="text"/>
INDEX 1-: <input type="text"/>	INDEX 3-: <input type="text"/>
F2-: <input type="text"/>	F4-: <input type="text"/>
O2-: <input type="text"/>	O4-: <input type="text"/>
A2-: <input type="text"/>	A4-: <input type="text"/>
P2-: <input type="text"/>	P4-: <input type="text"/>
Percent(%) 2-: <input type="text"/>	Percent(%) 4-: <input type="text"/>
INDEX 2-: <input type="text"/>	INDEX 4-: <input type="text"/>

- If entering any notes, make sure you initial & date at the end.

The screenshot shows a web form with three main sections: Notes, Approvals, and Description. The Notes section has a text input field and a 'Check Spelling' link. The Approvals section has two input fields for 'Requisition Approvers' and 'Offer Approvers', each with an '[Add/Remove]' link. A blue arrow points to the 'Requisition Approvers' link. The Description section has a text input field for 'Additional Information' and a 'Check Spelling' link. At the bottom, there are 'Save', 'Cancel', and 'Reset' buttons.

- Under “Requisition Approvers,” you will need to add individuals as stated on the approval queue document (in the exact order): Please refer to the approval queue document.
- Under “Additional Information” under the Description section, please enter:
 - Hourly Rate
 - List of job duties
 - If backfilling, please submit who the permanent employee is, job title, and if the TEA will be performing 100% of the duties.