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 requisitions under the “requisitions” tab
The following will then appear and you would need to complete as much information as possible:

Under the “requisition owners” portion – you will have to 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: hiring manager & Kris Lestini
  - De Anza: hiring manager, Kris Lestini (classified) or Patti Conens (faculty), and Bret Watson
  - Foothill: hiring manager, Kris Lestini (classified) or Patti Conens (faculty), and Red Lucas
• Leave the “status” as “waiting for approval
• Enter all the information asked above

• Enter the FOAP to be used and their percentage
• If entering any notes, make sure you initial and date at the end of it
Under “Requisition Approvers,” you will need to be add individual as stated on the approval queue document (in the exact order): Please refer to the approval queue document.