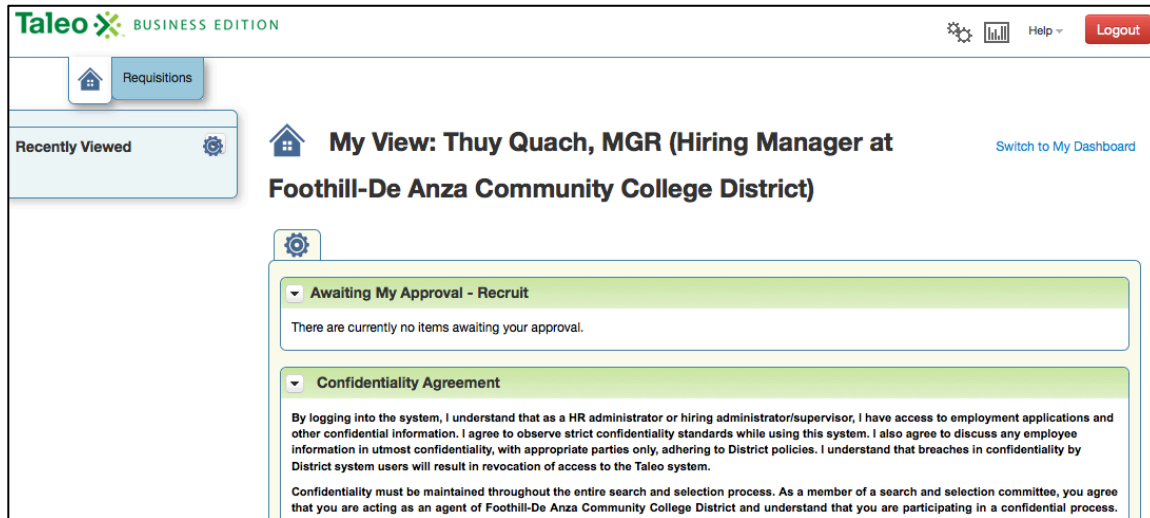


Home Screen: This is what appears after you login
(Login at: <https://tbe.taleo.net/MANAGER/dispatcher/login.jsp?>)



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:

Requisitions: New Requisition Language ▼

[Save](#) [Cancel](#) [Reset](#)

Requisition Information: Red = Required Information

Job Category:

* **Title:**

* **Campus:**

E-class:

* **Hiring Location:**

Department Name:

Division:

Select all applicable to the type of position indicated above:

* **Position Status:**

* **Employment Duration:**

% Of Part Time:

* **Work Days:**
Other (Specify)

Work Days Other:

* **Number of Working Months:**

Work Hours (check all that apply):

Day:

Swing:

Grave:

Weekend:

* **Requisition Owners:** [\[Add/Remove \]](#)
Quach, MGR, Thuy

Manager Ext:

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

Verification of Position Funding / Authorization to Fill:

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 all the information asked above

FOAP:

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

F 1: <input type="text"/>	F3: <input type="text"/>
O 1: <input type="text"/>	O3: <input type="text"/>
A 1: <input type="text"/>	A3: <input type="text"/>
P 1: <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"/>
F 2: <input type="text"/>	F4: <input type="text"/>
O 2: <input type="text"/>	O4: <input type="text"/>
A 2: <input type="text"/>	A4: <input type="text"/>
P 2: <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"/>

Notes

Notes:

[Check Spelling](#)

- Enter the FOAP to be used and their percentage
- If entering any notes, make sure you initial and date at the end of it

Approvals

Requisition Approvers: [[Add/Remove](#)] Offer Approvers: [[Add/Remove](#)]

Save Cancel Reset

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.