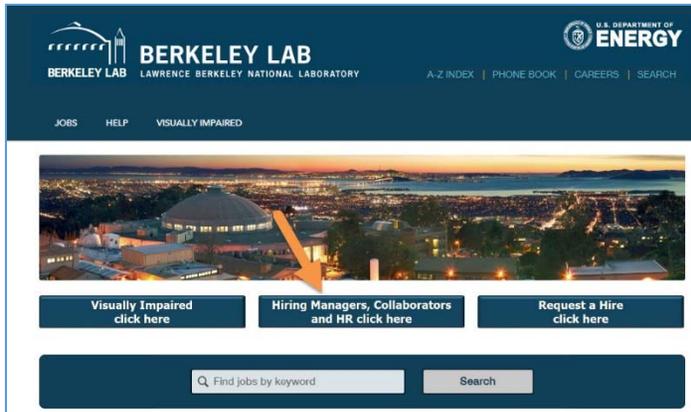
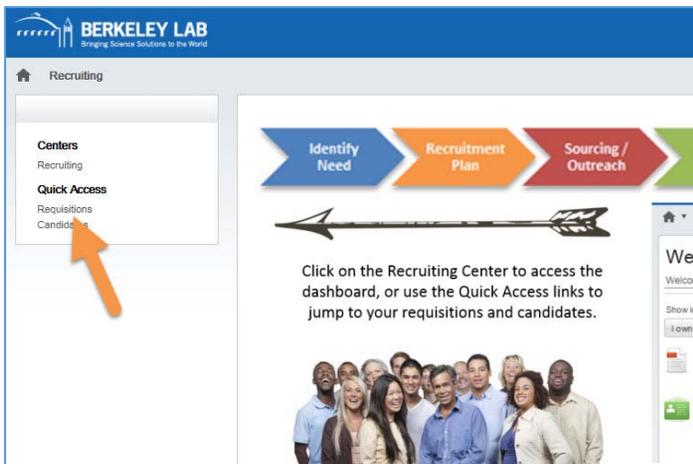


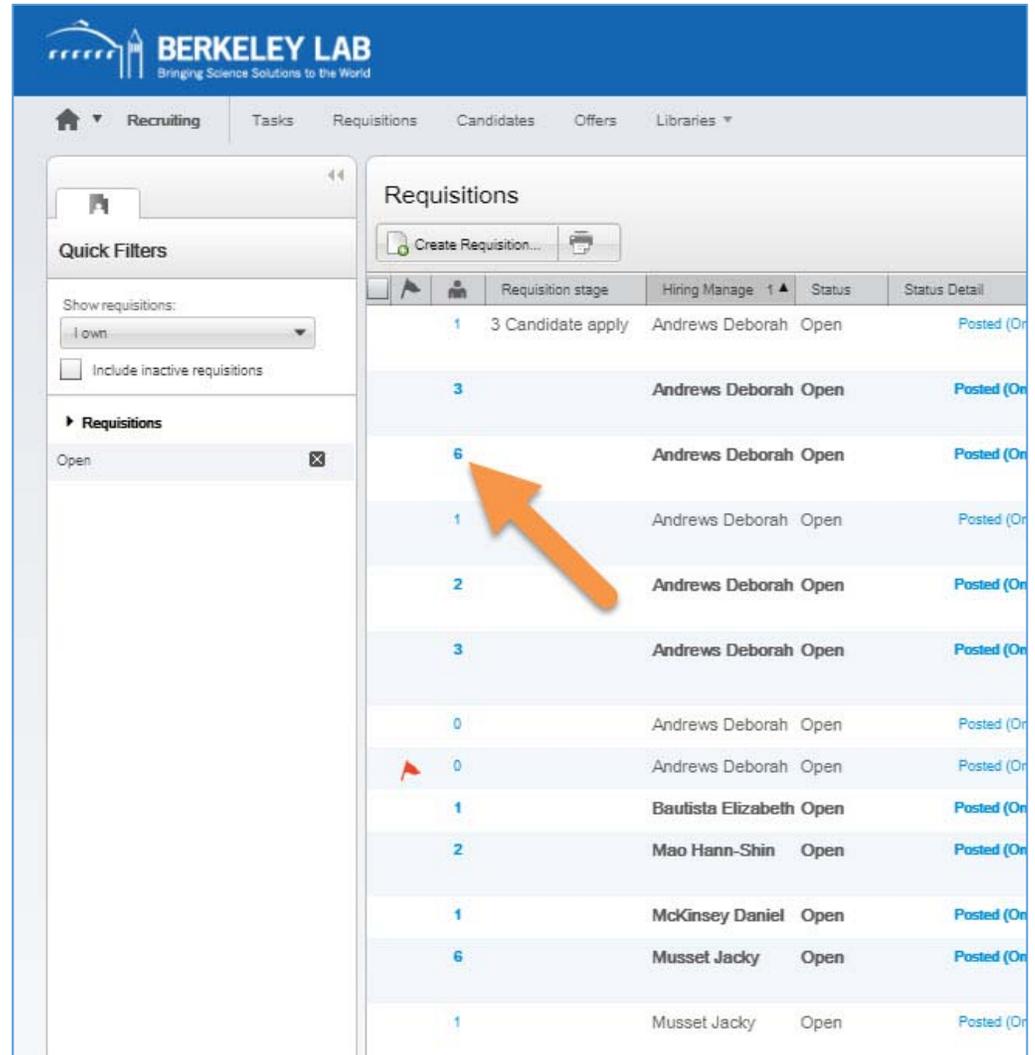
1. Click [here](#) to login to Taleo using your Berkeley Lab ID, or from jobs.lbl.gov.



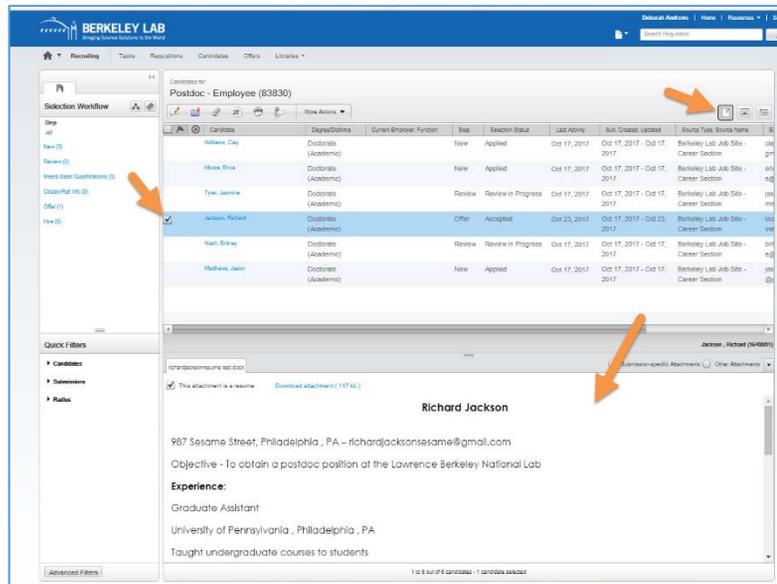
2. Click on Requisitions from the Welcome Center.



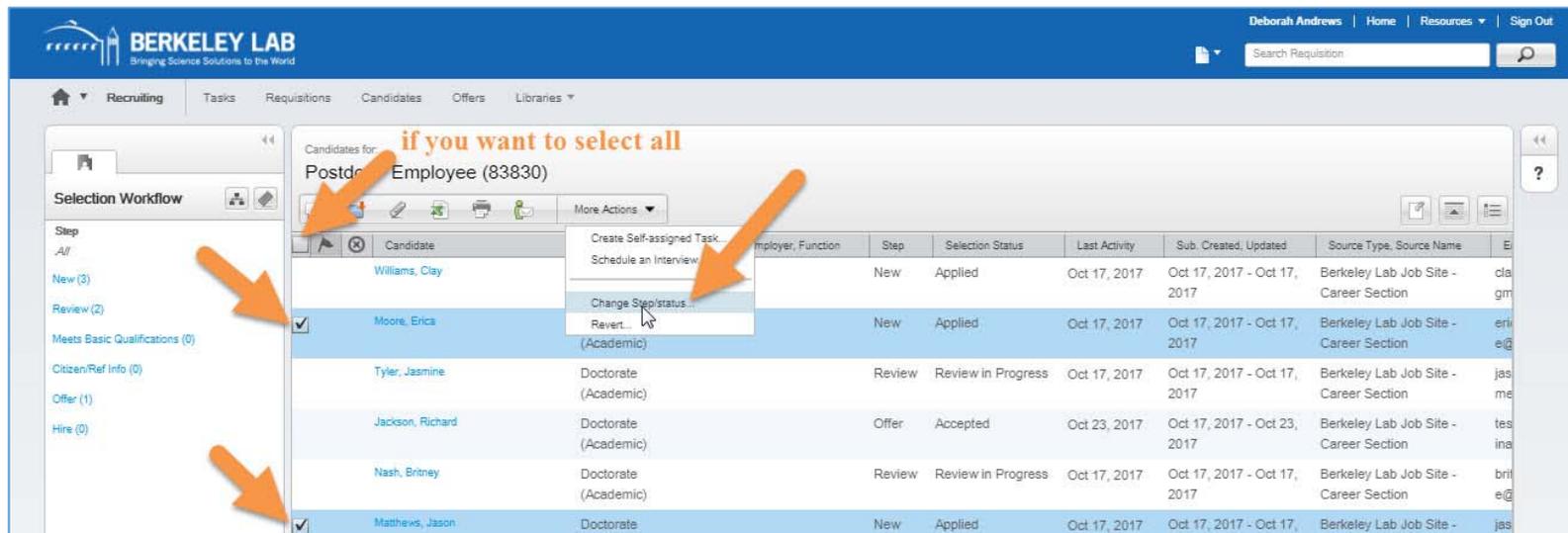
3. Click on the number of candidates next to the Requisition to open the list of candidates.



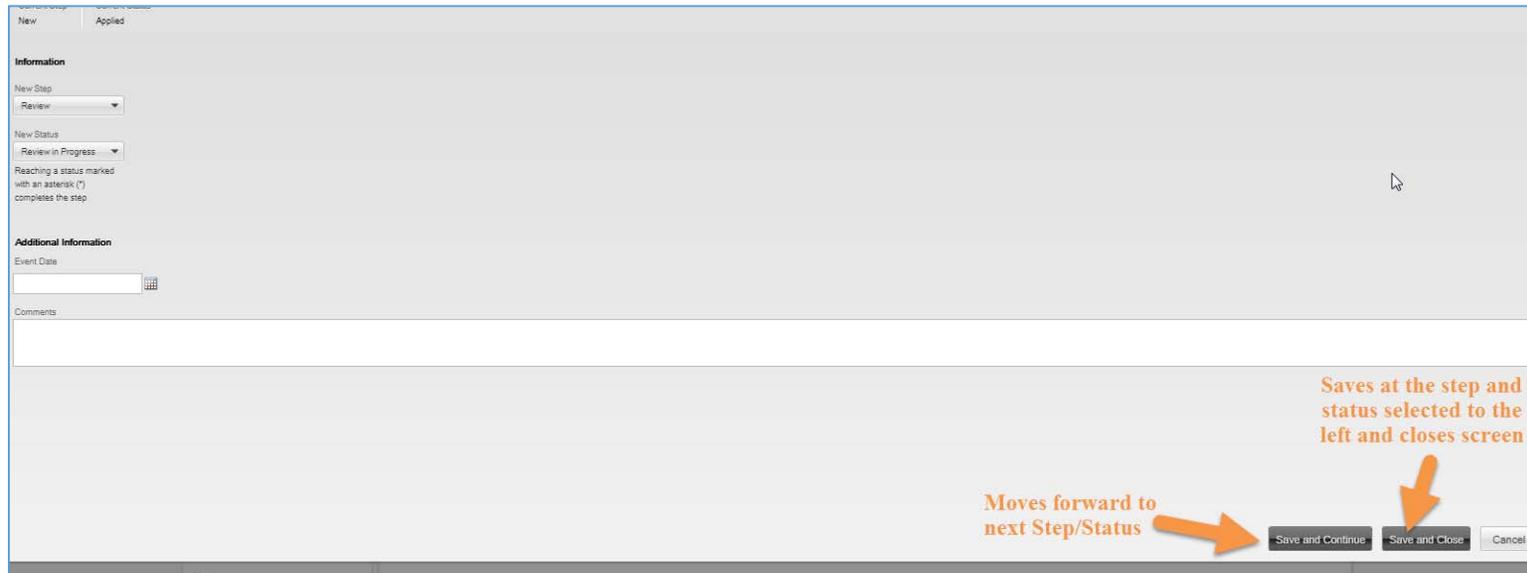
4. If you want a preview of the resume, click the view attachment button. Selecting the candidate will show the resume in the bottom panel.



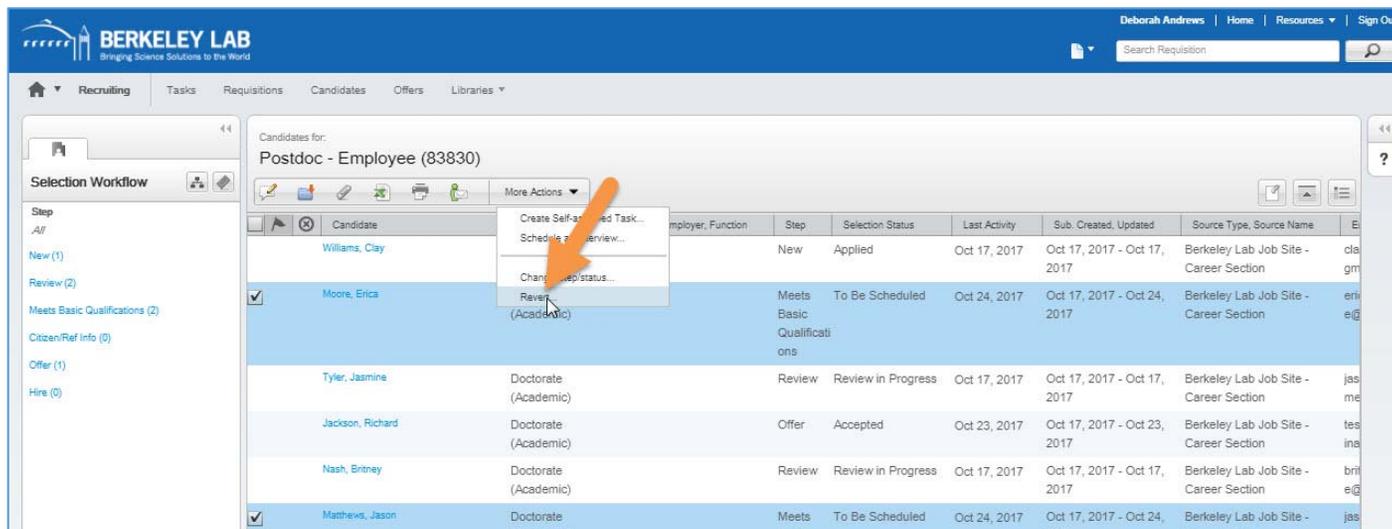
5. Status candidates based on the step/status chart, using More Actions, Change Step/Status. You can status more than one person at a time.



6. When you are statusing, click on Save and Close to stop the progression of the status changes. If you click Save and Continue, it will save the step, then move to the next Step/Status progression.



7. If you go too far, you can select the candidates and Revert from More Actions to go back to the desired status.



8. Navigating tips

Back to requisition list

Candidate	Degree/Diploma	Current Employer, Function	Step	Selection Status	Last Activity	Sub. Created, Updated	Source Type, Source Name
Williams, Clay	Doctorate (Academic)		New	Applied	Oct 17, 2017	Oct 17, 2017 - Oct 17, 2017	Berkeley Lab Job Site - Career Section
Moore, Erica	Doctorate (Academic)		Meets Basic Qualifications	To Be Scheduled	Oct 24, 2017	Oct 17, 2017 - Oct 24, 2017	Berkeley Lab Job Site - Career Section
Tyler, Jasmine	Doctorate (Academic)		Review	Review in Progress	Oct 17, 2017	Oct 17, 2017 - Oct 17, 2017	Berkeley Lab Job Site - Career Section
Jackson, Richard	Doctorate (Academic)		Offer	Accepted	Oct 23, 2017	Oct 17, 2017 - Oct 23, 2017	Berkeley Lab Job Site - Career Section
Nash, Britne	Doctorate (Academic)		Review	Review in Progress	Oct 17, 2017	Oct 17, 2017 - Oct 17, 2017	Berkeley Lab Job Site - Career Section
Mathews, Jason	Doctorate (Academic)		Meets Basic Qualifications	To Be Scheduled	Oct 24, 2017	Oct 17, 2017 - Oct 24, 2017	Berkeley Lab Job Site - Career Section

Click on the candidate's name to see more detailed information

Back to candidate list

First candidate

Forward 1

Back 1

Last candidate

4 out of 6 candidates

1. Resume

LinkedIn

LinkedIn View

Candidate Personal Information

9. Reminders regarding applicant review:

- Applicants must be reviewed via the applicant tracking system – Taleo, to ensure compliance to [Federal OFCCP regulations](#). It is the responsibility of the hiring manager and/or search committee chair to ensure that each applicant is reviewed and statused in Taleo.
- If the total number of unreviewed applications (New/Applied status) reaches 50 or more, the requisition will be unposted until applicants are reviewed and statused. This is to ensure applicants are fairly assessed shortly after they apply.
- To ensure a fair and timely hiring process, it is essential that applicants be reviewed in “real time”; It is recommended applicants be reviewed on a weekly basis. Requisitions with applicants that are not statused for more than 60 days will be placed on hold.
- Applicants must be reviewed and statused in chronological order. This ensures that each applicant is reviewed fairly.
- If you or any recruitment collaborators do not know how to use Taleo, we can provide guidance or quick tips/tools and resources. Please request information from the recruitment team.

Recruited Applicant & Candidate Step/Status

STEPS

STATUSES

Applicant – Not “Considered”

Internet Applicant Recordkeeping Rule Does Not Apply



Candidate – “Considered”

Internet Applicant Recordkeeping Rule Applies



APPLIED*:
the application has not been reviewed by someone with decision-making authority.

WITHDREW:
the applicant has voluntarily withdrawn. This status will be a choice in each of the following steps.

IN PROGRESS*:
the application has been reviewed, with no decision rendered whether or not they meet basic qualifications.

FURTHER REVIEW*:
additional input is needed to determine whether they meet basic qualifications.

NO*:
applicant did not meet basic qualifications per the recruitment plan.

WITHDREW:
see New

PHONE SCREEN, TO BE SCHEDULED, INTERVIEWING*:
Meets basic qualifications and is being further screened.

REJECTED:
they met basic qualifications but were not selected. Specific disposition is required and should be objectively discernable, provable and discoverable based on comments and interview notes entered by the recruitment team. Available to HR only.

WITHDREW:
see New

IN PROGRESS*:
Selected as a finalist, providing citizenship and references. Available to HR only.

REJECTED:
they met basic qualifications but were not selected. Specific disposition is required and should be objectively discernable, provable and discoverable based on comments and interview notes entered by the recruitment team. Available to HR only.

WITHDREW:
see New

OFFER TO BE MADE, DRAFT, APPROVAL IN PROGRESS, APPROVAL REJECTED, EXTENDED, IN NEGOTIATION*:
HR Contact is actively working on offer. Available to HR only.

ACCEPTED, REFUSED, CANCELLED, RESCINDED, RENEGED*:
Offer status. Details should be documented and discoverable for reporting. Available to HR only.

HIRE:
Hired; position is filled.

WITHDREW:
see New

*Anyone who is not withdrawn or hired will be moved to Rejected automatically when the requisition is closed.