

**TBE-UR101v - Taleo Business Edition - End User Fundamentals**

Virtual via WebEx

**Duration**

3.5 hours

**Description**

Unleash the power of Taleo Business Edition with this first of two introductory courses for beginner users. This course will start you and your team on your way to recruiting more efficiently and effectively with Taleo Business Edition! It will also assist your organization in getting the conversation started about policies and process that impact your recruiting practice with Taleo Business Edition.

**Who should take this course?**

Beginner users

**Course Outline**

**Lesson 1- Login and Navigation**

- \* Login to TBE
- \* Review basic navigation
- \* Demo
- \* Exercise(s)

**Lesson 2- Creating a Requisition**

- \* Create a requisition
- \* Demo
- \* Exercise(s)

**Lesson 3- Approving and Posting a Requisition**

- \* Approve a requisition
- \* Confirm requisition posting(s)
- \* Demo
- \* Exercise(s)

**Lesson 4- Working with Candidates**

- \* Add a candidate to the database
- \* Review candidates for particular job openings
- \* Review a candidate's record
- \* Demo
- \* Exercise(s)

**Lesson 5- Managing your Candidates**

- \* Moving candidate(s) through the hiring process
- \* Reject candidates
- \* Extend an offer
- \* Hire candidate
- \* Fill a requisition
- \* Update the status of unhired candidates
- \* Demo
- \* Exercise(s)

**Virtual via WebEx**

Taleo University uses the Webex Training Center(TM) to conduct all live virtual training.

<http://www.taleo.com/services/education-services.php>

**TBE-UR102- Beyond the Basics**

Virtual via WebEx

**Duration**

3 hours

**Description**

This course continues to expand upon the knowledge gained in TBE-UR101. It will reinforce the basic foundational tasks for the recruiter and improve your organization's hiring practice by introducing your users to key activities including running advanced candidate searches, using the Taleo IE Source Bar to assist with adding candidates directly from the internet into your database, importing candidates into the database using the import and Outlook Plug in features, creating candidate message templates, and running reports. This course will help your organization continue the conversation about policies and process impacting your recruiting practice.

**Prerequisites:**

Recommended to complete TBE-UR101 End User Fundamentals or TBE-UR101E Talent Management Essentials (elearning) before taking TBE-UR102 Beyond the Basics

**Course Outline****Lesson 1- Cloning and Editing Requisitions and Adding Questions**

- \* Clone and edit a requisition
- \* Attach questions to your requisition
- \* Create a question in the question library
- \* Add answers with ranking, ACE and knock-out options
- \* Demo
- \* Exercise(s)

**Lesson 2- Working with Candidates**

- \* Understand the candidate experience
- \* Check LinkedIn network
- \* Search Google for a specific candidate
- \* Use the Taleo IE Source Bar
- \* Demo
- \* Exercise(s)

**Lesson 3- Sourcing Candidates**

- \* Run a Quick Search
- \* Run an Advanced Candidate Search
- \* Submit candidates to a requisition
- \* Import candidates to the database
- \* Use the Taleo Outlook Plug in
- \* Demo
- \* Exercise(s)

**Lesson 4- Creating Candidate Email Message Templates**

- \* Create a candidate message template
- \* Send candidates a message using a template
- \* Demo
- \* Exercise(s)

**TBE-UR102- Beyond the Basics (cont.)**

**Lesson 5- Running Reports**

- \* Access and run standard reports
- \* Introduction to creating and running custom reports
- \* Demo
- \* Exercise(s)

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**TBE-SA101 - Taleo Business Edition - System Administration Fundamentals**

Virtual via WebEx

**Duration**

6 hours (3 hours per day for 2 days)

**Prerequisites:**

TBE-UR101 - End User Fundamentals or TBE-UR101E Talent Management Essentials (elearning) is required and TBE-UR102 is recommended to complete before taking TBE-SA101 – System Administrator Fundamentals.

**Description**

This course is designed to teach new administrators how to utilize Taleo Business Edition's administrative features. New Administrators will be introduced to many of the most common requests from recruiters, hiring managers and other end users. They will also learn how to modify and customize Taleo Business Edition to meet their organization's needs. Key activities include editing, creating, and assigning both Page Layouts and List Views, creating and modifying user records, editing System Message Templates and Workflows, and creating Custom Tab applications.

**Course Outline****Lesson 1 - Working with Users**

- \* User records
- \* Locate
- \* Modify
- \* Disable
- \* Understand user roles
- \* View Org Chart
- \* Create user records
- \* Demo- Exercise(s)

**Lesson 2 - Creating and Customizing Fields**

- \* Understand field types
- \* Configure standard fields
- \* Create custom fields
- \* Demo
- \* Exercise(s)

**Lesson 3 - Working with Page Layouts**

- \* Understand Page Layouts
- \* Add Versions
- \* Edit Page Layouts
- \* Demo
- \* Exercise(s)

**Lesson 4- Assigning Page Layouts**

- \* Understand when to assign Page Layouts
- \* Assigning Page Layouts to Users
- \* Assigning to Roles
- \* Demo
- \* Exercise(s)

**TBE-SA101 - Taleo Business Edition - System Administration Fundamentals (cont.)**

**Lesson 5 - List Views**

- \* Understand List Views
- \* Edit List Views to include more information
- \* Add a filter to a List View
- \* Create a new List View version
- \* Assign List Views to users and roles
- \* Demo
- \* Exercise(s)

**Lesson 6 - System Message Templates**

- \* Understand System Templates
- \* Edit System Templates
- \* Add new Templates
- \* Assign Templates to an Event
- \* Demo
- \* Exercise(s)

**Lesson 7 – Workflows**

- \* Understand Workflow components
- \* Edit and add Actions to workflows
- \* Edit and add Statuses to workflows
- \* Use the Visual Workflow Editor
- \* Demo
- \* Exercise(s)

**Lesson 8 - Custom Tabs**

- \* Understand Custom Tabs
- \* Create new Tabs
- \* Edit Page Layouts on Custom Tabs
- \* Add / Edit new information
- \* Edit Application Views
- \* Demo
- \* Exercise(s)

Product Id: TBE-SA101v1 / TBE-SA101v2

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**TBE-Talent Management Essentials (TBE-UR101E) – CORP eLearning****Who should take this course?**

End Users and System Administrators

**Description**

This is a modular, self paced course providing just-in-time training for end users. A subscription includes unlimited access for your organization for one year. Users can return to this course anytime they have questions about specific tasks. They will be able to use four modes to learn and then test their understanding of the material:

1. **See It!** – shows the procedure with playback controls
2. **Try It!** – lets the participant practice the procedure
3. **Know It?** – tests knowledge of the concept
4. **Do It!** - delivers instruction alongside their Taleo Business Edition application as the participant performs the procedure

**Supported Browsers:**

Internet Explorer 6.1 or later

Windows Operating Systems only

**NOTE:** The **Do It!** mode may not run within restricted networks.

**Course Outline:****Taleo Business Edition – TBE-UR101E – Navigating this Training****Candidate Management Lifecycle**

\* Talent Management Lifecycle Walk Through

**Getting Started**

- \* Adding a TBE link to the IE Toolbar
- \* Logging In
- \* Settings
- \* Navigation

**Requisitions**

- \* Creating a Requisition – No Approval Required
- \* Creating a Requisition – with Approval Required
- \* Viewing a Posted Requisition
- \* Approving a Requisition

**Working with Candidates**

- \* Manually Adding a Candidate
- \* Reviewing Candidates Submitted to a Requisition
- \* Sending Candidate Records in Email
- \* Viewing Candidate Records in Detail
- \* Submitting a List of Candidates to a Requisition

**TBE-Talent Management Essentials (TBE-UR101E) – CORP (cont.)**

**Managing your Candidate Pipeline**

- \* Updating Multiple Candidates' Requisition Specific Status
- \* Moving a Single Candidate through the Hiring Process
- \* Scheduling a Candidate Interview
- \* Accepting an Interview and Recording Feedback
- \* Rejecting a Candidate from a Requisition
- \* Logging a Response
- \* Moving through the Offer Process
- \* Approving an Offer
- \* Rejecting an Offer
- \* Hiring a Candidate
- \* Filling a Requisition and Updating Non-hired Candidate Statuses

**Prerequisites:**

None

Schedule Id: XXXX

**eLearning**

Taleo University's eLearning courses provide targeted interactive self-study learning, a focus on widely requested concepts, and use instructional design principals appropriate for self-study. Taleo University eLearning courses provide self-paced training with multiple playback modes. Currently, we support Internet Explorer 6.1 or later on Windows Operating Systems ONLY. Please Note: The **Do It!** playback mode may not play in some restrictive corporate networks.

<http://www.taleo.com/services/education-services.php>