



Taleo University Courses

All courses offered in virtual on-line delivery method unless otherwise noted.

All prices USD

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Taleo Enterprise Edition Public Courses

Taleo Enterprise Edition Course Code Legend					
SWT/UR	(Recruiters/End Users)	SA	System Administrators	ZB	ZABO - Reporting
ACE	ACE	SO	Sourcing Specialists	MWT	Manager WebTop
RP	Reporting	TP	Taleo Performance	TC	Taleo Certification
100	Basic Level Courses				
200	Intermediate Level Courses				
300	Advanced Level Courses				
TC	Certification Level Courses				

Taleo 10 Enterprise Edition - Recruiting

REC-EU-UP10	New Features for End Users		
Description:	Specifically designed for Staffing WebTop End Users, Manager WebTop End Users, and System Administrators who are migrating to Taleo Enterprise Edition 10. This course will help users with experience in Taleo Enterprise Edition 7.5 take advantage of Taleo 10 capabilities and understand the impacts on the user experience. This course includes a detailed look at the new interface along with numerous new enhancements and features.		
Audience:	All existing Taleo WebTop Users – Staffing WebTop, Manager WebTop, and Administrator WebTop users. This course requires 7.5 WebTop experience and is not appropriate for brand new users.		
Prerequisites:	None		
Duration:	4 hour virtual session	Price/Person:	\$300

Taleo 10 Enterprise Edition - Configuration

REC-EU-SA10	New Features for System Administrators		
Description:	If your organization is migrating from Taleo Enterprise 7.5 to Taleo 10, this course will help System Administrators learn about Taleo 10 new configuration features and system improvements. The course takes a detailed look at the new Configuration menu; upgraded features of SmartOrg, new configuration options for users; how to tailor the new Taleo Recruiting interface; new field features; and Requisition and Candidate enhancements.		
Audience:	System Administrators in organizations which are planning to migrate or have already migrated from Taleo Enterprise 7.5 to Taleo 10. At least 6 months experience working with Taleo 7.5 Administrator WebTop is recommended.		
Prerequisites:	REC-EU-UP10		
Duration:	Two 3 hour virtual sessions	Price/Person:	\$600

Taleo 7.5 Enterprise Edition - Staffing WebTop

SWT101	Essentials for Getting Started with the Staffing WebTop		
Description:	This is an introductory course for beginner users of the Taleo Staffing WebTop solution. This course gives you the tools and practice you need to perform the essential recruiting tasks in the system and provides a great overview of the available functions. This course will start you on your way to recruiting more efficiently and effectively with Taleo!		
Audience:	Novice or beginner users of the Staffing WebTop including Recruiters, HR Practitioners, System Administrators, Sourcing Specialists, Recruiting Coordinators and Content Developers.		
Prerequisites:	None		
Duration:	Four 3 hour virtual sessions	Price/Person:	\$1,200

CoreTeam101	New Features for End Users 7.5		
Description:	This course is designed to give you and your project team an overview of Taleo Enterprise at the start of their Taleo implementation. During this class, you will become familiar with the steps involved in creating requisitions, hiring candidates and optimization functionality in the Staffing WebTop. This course will give you an opportunity to test drive the product and focus on decision points along the way. The course takes you through many of the points in the system that can be tailored to the way that your organization works.		
Audience:	Clients new to Taleo that will soon be moving into the implementation phase of their installation		
Prerequisites:	None		
Duration:	Four 3 hour virtual sessions	Price/Person:	\$1,200

QuickStart	Quick Start for System Administrator (Classroom Only)		
Description:	This course is a complete learning experience for the system administrator. The structure of the 4-½ day learning series is designed to get you up and running once you return to your organization, focusing on configuration and maintenance, career section management, content management, with an introduction to Onboarding.		
Audience:	<ul style="list-style-type: none"> o If your organization is new to Taleo and you will be working as the functional system administrator during your implementation. o If your organization will soon be bringing the system administration in-house after working with a Taleo Remote System Administrator. o If you are new to the role of system administrator and/or to the Taleo products. 		
Prerequisites:	None		
Duration:	4 – ½ days - Classroom	Price/Person:	\$3,000

ACE101	ACE Prescreening Made Easy		
Description:	A best practices course covering all the fundamentals of using the ACE prescreening features in the Taleo Staffing WebTop. This course is essential to anyone who wants to get the maximum value out of the ACE prescreening features to quickly identify the best candidates for your open positions. Included in this course are basic question development, setting of requirements and assets as well ACE alerts and diagnosing basic ACE issues.		
Audience:	Novice or experienced users of the Staffing WebTop who want to more effectively use prescreening questions and functions including Recruiters, Content Developers/Question Librarians, HR Practitioners, Sourcing Specialists, and System Administrators.		
Prerequisites:	UR101 or SWT101		
Duration:	3 hour virtual session	Price/Person:	\$300

SO101	Effective Search & Source		
Description:	A specialty course for those who want to enhance their search and sourcing skills using the Staffing WebTop. This course will offer in-depth practice on the Advanced Search engine as well as how to effectively incorporate folders and other sourcing features into your overall sourcing strategy. A great course for sourcing specialists as well as recruiters.		
Audience:	Novice or experienced users of the Staffing WebTop that want a deeper understanding of Taleo search and source options including Recruiters, Sourcing Specialists, HR Practitioners, and System Administrators.		
Prerequisites:	UR101 or SWT101		
Duration:	3 hour virtual session	Price/Person:	\$300

Taleo 7.5 Enterprise Edition - Administrator WebTop

SA101	Introduction to the Administrator WebTop		
Description:	A beginner course for new system administrators or those in a supporting role to recruiter and other users of the Staffing WebTop and Manager WebTop. This course will explore foundational settings and configurations in the Administrator WebTop. New Administrators will get comfortable with handling some of the most common requests from end users and making small adjustments in system configuration.		
Audience:	Novice or beginner system administrators or first time users of the Administrator WebTop supporting the Staffing and Manager products.		
Prerequisites:	SWT101		
Duration:	Two 3 hour virtual sessions	Price/Person:	\$600

CS101	Taleo Career Sections for Administrators (System or Career)		
Description:	System Administrators or Career Site will experience the powerful Career Section features available in Taleo 7.5. Review the basics of building a Career Section and related Application Flows, and activate the Career Section. See how Themes and Corporate Branding can further define your Career Section. Discover Candidate Portal pages, e-Signature, User-defined, and Diversity Form features.		
Audience:	Career Section Administrators or System Administrators for the Staffing WebTop		
Prerequisites:	UR101 or SWT101	<i>Recommended:</i>	<i>UR101 or SWT101 and SA101</i>
Duration:	Two 3.5 hour virtual sessions	Price/Person:	\$600

SA201	Intermediate Administrator WebTop		
Description:	This course is for system administrators who have mastered the basics of the Administrator WebTop and would like to advance their skills on setting up additional features and configurations for the Staffing and Manager WebTops. Highlights of this course include Custom fields, Candidate Selection Workflows, Offer Management, and Advanced Correspondence.		
Audience:	Intermediate or experienced system administrators or users of the Administrator WebTop supporting the Staffing and Manager WebTop products.		
Prerequisites:	UR101 or SWT101 and SA101 or equivalent		
Duration:	Two 3 hour virtual sessions	Price/Person:	\$600

SA301	Advanced Administrator WebTop		
Description:	This course is for system administrators who are ready to work with Advanced Administrator WebTop topics. The participants will enhance their skills for setting up additional features and configurations for the Staffing and Manager WebTops. Highlights of this course include Skills Administration, Automated Tasks, Requisition Wizard, Manager WebTop setup, and Merge Forms.		
Audience:	Advanced or experienced system administrators and those supporting the Staffing and Manager WebTop products.		
Prerequisites:	UR101 or SWT101 and SA101, SA201, or equivalent		
Duration:	Two 3 hour virtual sessions	Price/Person:	\$600

Taleo 7.5 Enterprise Edition – Manager WebTop

MWT101e	Introduction to the Manager WebTop (eLearning only)		
Description:	This is an e-learning course for first time users of the Manager WebTop, covering all the essential tasks of a manager's role in the recruiting process. You will learn how to manage requisition activity as well as use the system to coordinate with a recruiting department.		
Audience:	Novice or beginner users of the Manager WebTop. Specially designed for Hiring Managers or those who support the hiring manager activity.		
Prerequisites:	None		
Duration:	eLearning	Price/Person:	Contact Taleo Client Executive

Taleo 7.5 Enterprise Edition - Onboarding

OB-SA101	Onboarding Administration Training (Classroom only)		
Description:	Training includes basic Onboarding concepts and standard administrative functions within the system. The registrant will review all of the necessary steps to activate and launch the Onboarding product, as well as how to enable all of the necessary User types and grant permissions. Attendees will review how to configure the tasks and processes as well as the new employee gateway to Onboarding, the New Hire Portal. Administrators will also be taken through specific end user tasks via a blended learning experience that includes portions of the OB-UR101e course.		
Audience:	System Administrators of the Taleo Onboarding 7.5		
Prerequisites:	UR101 or SWT101	<i>Recommended:</i>	<i>SA101 and SA201</i>
Duration:	2 days – Classroom	Price/Person:	\$1,200

Taleo 7.5 Enterprise Performance

TP-UR101	Introduction to Taleo Performance		
Description:	This course is for all employees of an organization who will be using Taleo Performance. Customers can tailor the topics presented depending on the modules they are implementing. Topics include basic navigation, Goals Management, Performance Reviews, Career Planning, and Succession Planning.		
Audience:	Novice or beginner users of Taleo Performance.		
Prerequisites:	None	<i>Recommended:</i>	

TP-SA101e	Introduction to Taleo Performance Administration		
Description:	This eLearning course is designed as an introduction to the concepts and tasks involved in day-to-day Taleo Performance System Administration. This course includes a System Administrator's overview of the Taleo Performance application and each related application function (Performance Reviews, Goals Management, Career Management, and Succession Planning). Participants are automatically registered for this course when they register for TP-SA201.		
Audience:	This course is intended for System Administrators preparing for, or currently involved in, the initial installation and configuration of the Taleo Performance application.		
Prerequisites:	None		
Duration:	eLearning	Price/Person:	N/A

TP-SA201	Taleo Performance Review Administration		
Description:	This course is for System Administrators who need to know how to configure Performance Reviews in Taleo Performance. The participants will gain valuable knowledge about what Performance Reviews are, what Reviews consist of, and how to construct them for their organizations. Highlights for this course include Rating Models, Guidance Plans, Review Definitions and Cycles, Documents and Templates, and Testing a Review.		
Audience:	This course is intended for System Administrators or users of the Administrator WebTop who are supporting Taleo Performance.		
Prerequisites:	TP-SA101e (Registering for TP-SA201 automatically registers you for the prerequisite TP-SA101e)		
Duration:	Two 3 hour virtual sessions	Price/Person:	\$1,200

Reporting - Business Objects XIR2

RP701	Foundations of Reporting with XIR2		
Description:	This is the foundational course to begin working with the Business Objects web-based reporting tool WebIntelligence XIR2. You will become skilled in using the Java Report panel to create and edit custom reports. You will also learn how to run, save a copy, and modify Taleo Standard reports.		
Audience:	All new report writers whose organizations use Taleo Advance Reporting		
Prerequisites:	None	<i>Recommended:</i>	<i>UR101 or SWT101 and SA101</i>
Duration:	1 day - Classroom or two 3 hour virtual sessions	Price/Person:	\$600

RP702	Advanced Reporting with XIR2		
Description:	This course builds on the knowledge you acquired in RP701 (Foundations of Reporting with XIR2). You will learn to apply conditional formatting and alerters to your reports, create formulas and variables, and provide more advanced table and chart formatting within your report. You will also review advanced reporting techniques such as Subqueries, Database Ranking, and Combined queries.		
Audience:	All intermediate-level (and above) report writers whose organizations use Taleo Advanced Reporting		
Prerequisites:	RP701	<i>Recommended:</i>	<i>UR101 or SWT101 and SA101</i>
Duration:	2 days - Classroom or 4 three hours sessions virtually	Price/Person:	\$1,200

RP703	Reporting and Analytics with Dashboards		
Description:	The scope of this course brings your knowledge of the building blocks of Reporting and Analytics together into a cohesive framework in the form of dashboards. In this course, you have the opportunity to create more complex constructs for your various reports, analytics, metrics, and key performance indicators. This course also teaches you how to configure business rules for certain metrics that will then become part of the Talent Management Universe via the Metrics Configurator. Additionally, the course focuses on dashboard development and the placement of component pieces of nested reports and analytics on them to create powerful visual aides.		
Audience:	All report writers whose organizations use Taleo Reporting and Analytics who have taken RP701 and RP702 who want to learn more about additional Reporting and Analytics functionality as well as the use of the Metrics Configurator.		
Prerequisites:	RP701 and RP702	<i>Recommended:</i>	<i>UR101 or SWT101 and SA101</i>
Duration:	1 day – Classroom or 2 three hour sessions virtually	Price/Person:	\$600

Taleo 7.5 Enterprise Edition Certification

TCR	Taleo Certified Recruiter (Classroom only)		
Description:	<p>The Taleo Certification Recruiter program provides a standard to train, measure and benchmark the knowledge of your organization's team members on Taleo products. Program participants attend a two day classroom session and then must pass a scored assessment to receive certification. This session is targeted for the experienced recruiter/end user and is not appropriate for beginners.</p> <p>Instruction for the TCR (Taleo Certified Recruiter) will be driven through practical scenarios utilizing diverse features of the Staffing WebTop. Participants will receive a well-rounded and in-depth understanding of the various options. (Note: Some features covered in the certification may not be in use at the participant's organization).</p> <p>Certifications will be awarded on two levels based on the in-class work completed and the assessment score. Individuals can become Certified or ACE Certified. ACE Certified indicates passing at a higher benchmark. Participants will receive feedback on their scored assessment for review as well as a certificate of completion and all course materials and lifetime registration in the Taleo certification database.</p>		
Audience:	Recruiters/End users of Taleo Enterprise Edition		
Prerequisites:	UR101 or SWT101 and have worked in SWT daily for a minimum of 6 months	<i>Recommended:</i>	ACE101, SO101
Duration:	2 days - Classroom	Price/Person:	\$1,600

TCSA	Taleo Certified System Administrator (Classroom only)		
Description:	<p>The Taleo Certification Program provides a standard to train, measure and benchmark the knowledge of your organization's team members on Taleo products. Program participants attend a 3 day classroom education session and then must pass a scored assessment to receive certification. This session is targeted for the experienced System Administrator and is not appropriate for beginners.</p> <p>Instruction for the TCSA (Taleo Certified System Administrator) will be driven through practical scenarios to configure and set up various features for the Staffing WebTop, Manager WebTop, Career Section, and Agency Portal. Participants will receive a well-rounded and in-depth understanding of the configuration and options of the features as well as some creative ways to apply different configurations. (Note: Some features covered in the certification may not be in use at the participant's organization).</p> <p>Certifications will be awarded on two levels based on the in-class work completed and the assessment score. Individuals can become Certified or ACE Certified. ACE Certified indicates passing at a higher benchmark. Participants will receive feedback on their scored assessment for review as well as a certificate of completion and all course materials and lifetime registration in the Taleo certification database.</p> <p>Note: The necessary pre-requisites must be completed prior to attending. All attendees regardless of experience must attend the CS101 pre-requisite training session prior to this certification course. The other prerequisites listed below are required of all attendees except those administrators with over 6 month's experience of hands-on daily practical application. Your pre-requisite background will be reviewed by the instructor before your registration is confirmed.</p>		
Audience:	System Administrators of Taleo Enterprise Edition.		
Prerequisites:	UR101 or SWT101 and SA101, SA201, CS101	<i>Recommended:</i>	SA301
Duration:	3.5 days - Classroom	Price/Person:	\$2,800