



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					
EU/SWT	End Users	SA	System Administrators	ZB	ZABO - Reporting
ACE	ACE	SO	Sourcing Specialists	MWT	Manager WebTop
LRN	Taleo Learning	OB	Taleo Onboarding	RP	Reporting
REC	Taleo Recruiting	TP	Taleo Performance	TC	Taleo Certification
100	Basic Level Courses				
200	Intermediate Level Courses				
300	Advanced Level Courses				
TC	Certification Level Courses				

Taleo Recruiting

REC-EU-UP	Taleo Recruiting - 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 Recruiting. This course will help users with experience in Taleo Enterprise Edition 7.5 take advantage of Taleo Recruiting 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 USD

REC-CORE101	Taleo Recruiting - Core Team Training		
Description:	This course will provide project and implementation teams a thorough introduction to the Recruiting product including configuration options and decisions that will occur during the implementation of Taleo Recruiting. The course is designed to be delivered on or near the kick-off phase of the implementation and includes hands-on exercises as well as decision discussion time. At the end of this course, project teams, along with their Taleo consultant, should be able to start making informed business decisions for their implementation.		
Audience:	Customers new to Taleo Recruiting that will soon be moving into the implementation phase of their installation.		
Prerequisites:	None		
Duration:	Four 3 hour virtual sessions	Price/Person:	\$1,200 USD

Taleo Recruiting - continued

REC-EU101	Taleo Recruiting - Getting Started with the Recruiting Center		
Description:	This is an introductory course for beginner users of the Recruiting Center. This introductory course gives you the tools and practice you need to perform the essential recruiting tasks in the system and provides an overview of the functions available. This course will start new end users on their way to recruiting more efficiently and effectively with Taleo!		
Audience:	Novice or beginner users of the Recruiting Center including Recruiters, Hiring Managers, HR Practitioners, System Administrators, Sourcing Specialists, Recruiting Coordinators and Content Developers.		
Prerequisites:	None		
Duration:	Four 3 hour virtual sessions	Price/Person:	\$1,200 USD

REC-SO101	Taleo Recruiting - Searching Solutions		
Description:	This course is designed to cover all the search techniques available in the Taleo Enterprise Recruiting Center. You will learn how to build basic keyword and field searches in the Advanced Search form, work with more complex search strings, filter and sort search results, review OFCCP compliance features (U.S. only), and take advantage of optimization tools. The effective use of query folders and candidate folders will also be covered.		
Audience:	This course is ideal for sourcing specialists as well as recruiters who would like to become more proactive in sourcing candidates for their requisitions. An administrator's appendix is included for administrators to help configure search-related features.		
Prerequisites:	REC-EU101 or equivalent knowledge		
Duration:	One 3.5 hour virtual session	Price/Person:	\$300 USD

REC-ACE101	Taleo Recruiting - Prescreening Made Easy		
Description:	A best practices course covering all the fundamentals of using the ACE prescreening features in the Taleo Recruiting Center. This course is essential for 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, ACE alerts, as well as using candidate lists more effectively for ACE prescreening.		
Audience:	Novice or experienced users of the Recruiting Center who want to more effectively use prescreening questions and functions including Recruiters, Content Developers/Question Librarians, HR Practitioners, Sourcing Specialists, and System Administrators.		
Prerequisites:	REC-EU101 or equivalent knowledge		
Duration:	One 3 hour virtual session	Price/Person:	\$300 USD

Taleo Configuration

Taleo-SA100		Taleo Suite - Introduction to Taleo Configuration	
Description:	If your organization is implementing Taleo Recruiting, Performance, Onboarding, and/or Career Sections, you should start with this course if you are a System Administrator. This course will address the basic Configuration features that are common to all of these Taleo applications. Topics include Basic Navigation, Organizational Management, User and Group Management and Security.		
Audience:	This class is designed for Taleo System Administrators		
Prerequisites:	REC-EU101 or REC-CORE101		
Duration:	One 3 hour virtual session	Price/Person:	\$300 USD

Taleo Recruiting Configuraion

REC-SA-UP		Taleo Recruiting - New Features for System Administrators	
Description:	If your organization is migrating from Taleo Enterprise 7.5 to Taleo Recruiting, this course will help System Administrators learn about Taleo Recruiting new configuration features and system improvements. The course takes a detailed look at the new Configuration menu; upgraded features of SmartOrg, including new configuration options for users; tailoring 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 Recruiting. At least 6 months experience working with Taleo 7.5 Administrator WebTop is recommended.		
Prerequisites:	REC-EU-UP		
Duration:	Two 3 hour virtual sessions	Price/Person:	\$600 USD

REC-SA101		Taleo Recruiting - Essentials of Configuring Taleo Recruiting	
Description:	This course is designed to follow the Taleo-SA100 course and addresses Configuration features specific to Taleo Recruiting. Topics include setting up the Recruiting user's interface, configuring both Standard and Custom fields, modifying existing or creating new Requisition and Candidate Forms and Files, setting up Candidate Selection Workflows and Candidate Sourcing, working with Correspondence paragraphs and templates, and configuring Candidate and Requisition List Formats.		
Audience:	This class is designed for Taleo Recruiting System Administrators		
Prerequisites:	REC-EU101 (or REC-CORE101) and Taleo-SA100		
Duration:	Three 3 hour virtual sessions	Price/Person:	\$900 USD

Taleo Recruiting - continued

REC-CS101	Taleo Recruiting - Building Career Sections for Administrators		
Description:	This course is designed for Taleo Recruiting System Administrators or Career Section Administrators who will be working with Career Sections. Topics include Career Section overview, creating Forms and Statements, designing Application Flows, building Career Sections, and General Configuration.		
Audience:	This class is designed for Taleo Career Section Administrators or Recruiting System Administrators		
Prerequisites:	REC-EU101 (or REC-CORE101) and Taleo-SA100	<i>Recommended: REC-SA101</i>	
Duration:	Two 3 hour virtual sessions	Price/Person:	\$600 USD

REC-SA201	Taleo Recruiting - Advanced Taleo Recruiting Configuration		
Description:	This course is designed to follow the REC-SA101 course and addresses advanced Configuration features specific to Taleo Recruiting. The participants will enhance their skills for setting up additional features for the Recruiting interface. Highlights for this course include Offer Management, Competencies Administration, Automated Tasks, Merging Candidates, Requisition Wizard, Matching Criteria, and PDF/Merge Forms.		
Audience:	This class is designed for experienced Taleo Recruiting System Administrators.		
Prerequisites:	REC-EU101 (or REC-CORE101) and Taleo-SA100 and REC-SA101		
Duration:	Two 3 hour virtual sessions	Price/Person:	\$600 USD

Taleo Onboarding

OB-SA101	Taleo Recruiting - Taleo Onboarding Administration		
Description:	Specifically designed for Administrators of the Taleo Onboarding module, this course will help you understand basic Onboarding concepts, and perform standard administrative functions within the system. The participants 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 them permissions in the system. You will work with configuring message templates, forms and documents as well as other components of the onboarding process to apply your knowledge to administering your organization's specific Onboarding goals. You will also review configuring and managing the New Hire Portal. Administrators will also be taken through specific end user tasks via an eLearning experience.		
Audience:	This class is specifically designed for beginner Administrators of the Taleo Onboarding module. This course will help you understand basic Onboarding concepts and perform standard administrative functions within the system.		
Prerequisites:	Taleo-SA100 and OB-UR101e (eLearning for End Users which is included in Registration Confirmation)		
Duration:	Four 3.5 hour virtual sessions (or Two full day classroom sessions)	Price/Person:	\$1200 USD

Taleo Performance

TP-SA101e	Taleo Performance - Getting Started with Taleo Performance Administration		
Description:	<p>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).</p> <p>Note: Participants are automatically registered for this course when they register for TP-SA201.</p>		
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:	45 minutes to an hour	Price/Person:	N/A

TP-SA201	Taleo Performance - Taleo Performance Administration		
Description:	<p>This course is designed for System Administrators who need to know how to configure the Taleo Performance modules. The participants will gain valuable knowledge about Goals Management, Performance Reviews, Succession Planning, Career Planning, and Development Planning, along with the Talent Profile and Team Management.</p>		
Audience:	This course is intended for System Administrators who support Taleo Performance.		
Prerequisites:	Taleo-SA100 Introduction to Taleo Configuration and TP-SA101e Getting Started with Taleo Performance Administration eLearning (the TP-SA101e eLearning is included in Registration Confirmation). Please complete this eLearning prior to attending class.		
Duration:	Three 3 hour virtual sessions	Price/Person:	\$1,200 USD

Reporting - Business Objects XI 3.1

RP701	Foundations of Reporting with XI 3.1		
Description:	This is the foundational course to begin working with the Business Objects web-based reporting tool WebIntelligence XI 3.1. 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 Advanced Reporting		
Prerequisites:	None	<i>Recommended:</i>	<i>REC-EU101 or SWT101 and REC-SA101</i>
Duration:	1 day - Classroom or two 3 hour virtual sessions	Price/Person:	\$600 USD

RP702	Advanced Reporting with XI 3.1		
Description:	This course builds on the knowledge you acquired in RP701 (Foundations of Reporting with XI 3.1). 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>REC-EU101 or SWT101 and REC-SA101</i>
Duration:	2 days - Classroom or 4 three hours sessions virtually	Price/Person:	\$1,200 USD

RP703	Reporting and Analytics with Dashboards XI 3.1		
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>REC-EU101 or SWT101 and REC-SA101</i>
Duration:	1 day – Classroom or 2 three hour sessions virtually	Price/Person:	\$600 USD

Taleo Learn

LRN-SA100e Taleo Learn - Taleo LearnCenter Overview	
Description:	<p>This eLearning course is designed as an introduction to the concepts and tasks involved in day-to-day Taleo LearnCenter. This course includes a broad overview of the Taleo Learn features and functionality.</p> <p>Note: When you register for LRN-SA101, you will automatically be registered for LRN-SA100e, which is an eLearning course to be completed prior to the start of this class. The cost of this eLearning course is \$300.00 and provides 12 months of access. The cost of LRN-SA101 is \$900.00. The total cost for both courses is \$1200.00.</p>
Audience:	This class is designed for novice or beginner users of Taleo Learn that hold administrator and/or training and content management roles including, HR Practitioners, System Administrators, Training Administrators, Content Managers, and Content Developers.
Prerequisites:	None
Duration:	45 minutes to an hour
Price/Person:	NA

LRN-SA101 Taleo Learn - Taleo Learn System and User Configuration	
Description:	<p>Boost your learning of Taleo Learn with this introductory course for new Learn Administrators. This first course gives you the tools and practice you need to perform the essential System and User configuration tasks in LearnCenter and provides an inclusive overview of the functions available. This course will start you on your way to utilizing your LearnCenter efficiently and effectively with Taleo!</p> <p>Note: When you register for LRN-SA101, you will automatically be registered for LRN-SA100e, which is an eLearning course to be completed prior to the start of this class. The cost of this eLearning course is \$300.00 and provides 12 months of access. The cost of LRN-SA101 is \$900.00. The total cost for both courses is \$1200.00.</p>
Audience:	This class is designed for novice or beginner users of Taleo Learn that hold administrator and/or training and content management roles including, HR Practitioners, System Administrators, Training Administrators, Content Managers, and Content Developers.
Prerequisites:	LearnCenter Overview (LRN-SA100e) You will be registered for this prerequisite when you register for this course. Please complete this eLearning prior to attending class.
Duration:	Three 3.5 hour virtual sessions
Price/Person:	\$1,200 USD

LRN-SA201 Taleo Learn - Taleo Learn Organize and Prepare Content	
Description:	<p>This follow-up to the LRN-SA101 course gives administrators the essential tasks needed to prepare content and distribute it to their learners. First, administrators will learn about setting up and organizing content such as uploading Web-Based Training and creating Assessments. This is followed by a thorough overview of all the distribution methods or "Containers" available to present and distribute content to learners. "Containers" include Enrollments for ILT, VILT, as well as Assignments, Learning Plans, Job Profiles, and Skills. Also, covered in this course is how to configure LearnCenter pages to display content and containers to users as well as reporting, and working with Sub-LearnCenters.</p>
Audience:	This class is designed for novice or beginner users of Taleo Learn that hold administrator and/or training and content management roles including, HR Practitioners, System Administrators, Training Administrators, Content Managers, and Content Developers.
Prerequisites:	Taleo LearnCenter Overview (LRN-SA100e) and Taleo Learn System and User Configuration (LRN-SA101)
Duration:	Four 3 hour virtual sessions
Price/Person:	\$1,200 USD

Taleo Recruiting 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 2.5 day classroom session and then the participants 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 Recruiting Center. Participants will receive a well-rounded and in-depth understanding of the various options.</p> <p>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 Recruiting		
Prerequisites:	REC-EU101 and have worked in Taleo Recruiting daily for a minimum of 6 months	<i>Recommended:</i>	REC-ACE101, REC-SO101
Duration:	2.5 days - Classroom	Price/Person:	\$2,000 USD

TCSA	Taleo Certified System Administrator - Recruiting (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 4.5 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 - Recruiting) will be guided through practical scenarios to configure and set up various features for the Recruiting Center, Recruiting Configuration, 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.</p> <p>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:	System Administrators of Taleo Recruiting		
Prerequisites:	REC-EU101, Taleo-SA100, REC-SA101 and REC-CS101 and have worked in Taleo Recruiting Configuration for a minimum of 6 months	<i>Recommended:</i>	REC-SA201
Duration:	4.5 days - Classroom	Price/Person:	\$3,600 USD

Legacy 7.5 Courses

By special arrangement only, please contact the **Taleo Registrar** if you desire a 7.5 course.

Note: We recommend taking the current version be offered and informing the instructor that you are on version 7.5. The instructor can send you the 7.5 materials after the class for your reference.

Taleo 7.5 Staffing WebTop

SWT101	Taleo 7.5 - 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 new End Users on their 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 USD

ACE101	Taleo 7.5 - 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 for 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 USD

SO101	Taleo 7.5 - 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 USD

Taleo 7.5 Administrator WebTop

SA101		Taleo 7.5 - 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 USD

SA201		Taleo 7.5 - 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 USD

SA301		Taleo 7.5 - 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 USD

Taleo 7.5 Manager WebTop

MWT101e		Taleo 7.5 - 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 Onboarding

OB-SA101 Taleo 7.5 - Onboarding Administration Training			
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>	SA101 and SA201
Duration:	Four 3 hour virtual sessions	Price/Person:	\$1,200 USD

Taleo 7.5 Performance

TP-SA101e Taleo 7.5 - 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 7.5 - Taleo Performance Review Administration			
Description:	This course is designed for System Administrators who need to know how to configure the Taleo Performance modules. The participants will gain valuable knowledge about Goals Management, Performance Reviews, Succession Planning and Career Planning, along with the Talent Profile and Team Management.		
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:	Three 3 hour virtual sessions	Price/Person:	\$1,200 USD