



TALEO CHECKLIST

Submitting a job posting request:

Complete a [job posting requisition form](#) and submit it to hrpost@sfu.ca

Access your job posting

To access your job posting in Taleo please log in at the following link:

¼ LOGIN INFORMATION

- To log in, please go to <https://tbe.taleo.net/login/> and enter your computing ID/user name password and company code (SIMOFRAS).

¼ Click on My Requisitions drop down arrow to view a list of your active postings.

Adding interview panel members to your job posting:

Email hrpost@sfu.ca with the panel member's name and SFU email address. Please note we do not use role accounts.

Review candidates and applications

Go to the appropriate job posting, under the Candidates column, select the green bubble to view the list of candidates that have applied to your posting.

¼ Select the candidate's name to view their

