

# Placing Comments on a Candidate's Application

Taleo Version 20B

Last revised: August 2020  
Last reviewed: August 2020  
**Next review: August 2021**

Saskatchewan

RECRUITING TASKS REQUISITIONS CANDIDATES

You are here > Requisition List

Filters

Show requisitions: I own or collaborate on

Include filed/cancelled requisitions

Status


Apply Filters Clear All

Requisitions (11)

Filters: Show requisitions: I own or collaborate on Status: Draft Pending Open On Hold Clear All

More Actions List Format: Default requisition list format

#	Title	Grade	Job	Employment Type	Status	Status Date
AUM017428	Student - Business & Finance	SG&U.01	CAE - SGEU	Expression of Interest for SGEU Term less than 9 months	Pending	To Be Apprd (15 Jul 2020)
COM001218	Student - Communications	SG&U.01	CAE - SGEU	Expression of Interest for SGEU Term less than 9 months	Open	Posted (31 2020)
ENG001947	Student - Engineering Assistant	SG&U.03	SET - SGEU	Expression of Interest for SGEU Term less than 9 months	Open	Expired (27 2020)

Clicking on the number beside the icon  leads to the **Candidates** tab. This screen gives the list of candidate for the particular requisition.

Saskatchewan

RECRUITING TASKS REQUISITIONS CANDIDATES

You are here > All Submissions

Filters

Show candidates for requisitions: I own or collaborate on

Include filed/cancelled requisitions

Since: mm/dd/yyyy

Candidates

Candidates

Requisitions


Apply Candidate Filters Clear All

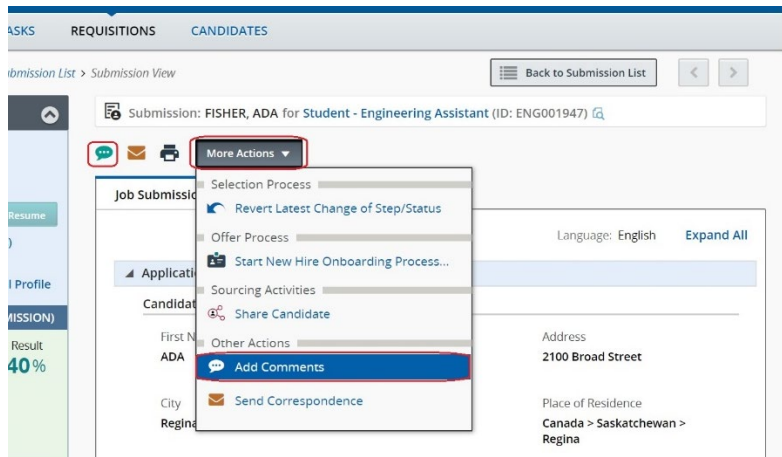
All Submissions (3)

Filters: Show candidates for requisitions I own or collaborate on Status: Draft To be approved Approved On Hold Searching Clear All


More Actions List Format: aggregate list

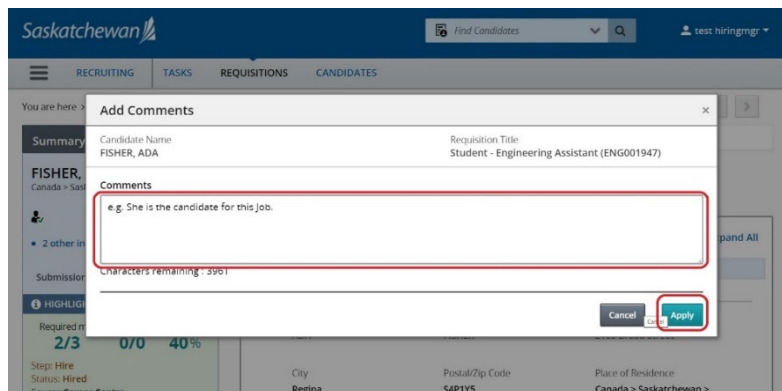
Candidate	Req. ID, Title	Woman	Disability	Aboriginal
Jones, Samuel (3036930)	COM001218 - Student - Communications	Yes	No	Member visible
FISHER, ADA (3036792)	ENG001947 - Student - Engineering Assistant	Yes	Yes	Aboriginal person Nations

Beside the candidate's name is a red flag . It indicates that your attention is required. It means you are yet to review the application.



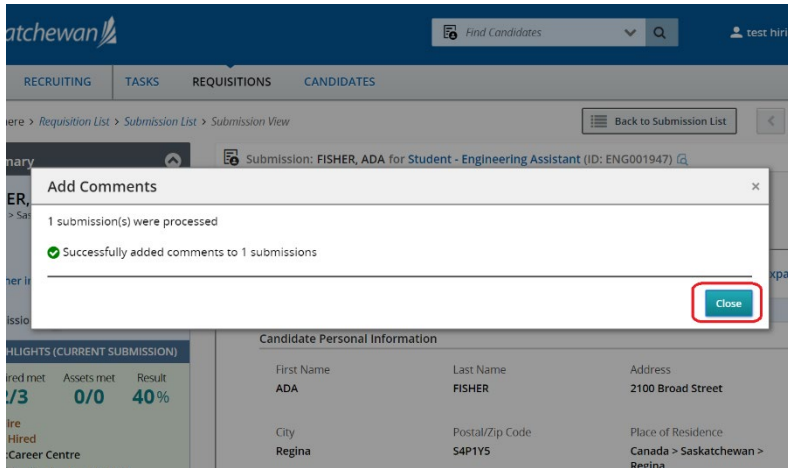
Taleo allows you to attach comments to a candidate's application record. Comments may be used to record information such as: status information about a candidate that isn't already provided by a step/status; the results of the screening process; or follow-up actions.

While viewing the candidate's application, click  or Click on **More Actions** button and select **Add comment** from the drop-down menu

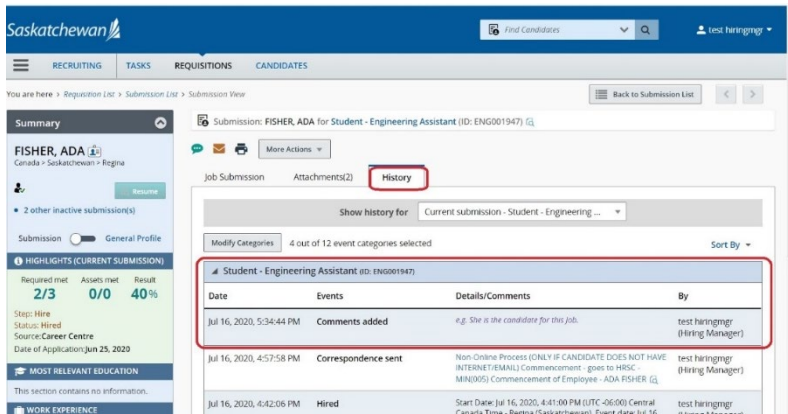


**Comments** form a part of the official electronic competition file and cannot be deleted once entered. As the competition file may have to be provided to defend a staffing decision, ensure any comments entered are factual, objective, and not defamatory or otherwise inappropriate.

Enter the **comment** in the Comments box and click **Apply** button.



This is the success notification screen. Click **Close** button.



Your comment will appear on the record for this specific candidate in this specific competition.

It will appear on the candidate's **History** tab, and cannot be deleted or edited.