

# Receiving Email Notification of Applications

Taleo Version 20B

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

Saskatchewan

Find Candidates

RECRUITING TASKS REQUISITIONS CANDIDATES

You are here > Requisition List

Filters

Show requisitions: 1 open or collaborate on

Include filled/cancelled requisitions

Status

Apply Filters Clear All

Requisitions (5)

More Actions

LIST Format: Default requisition list format

ID	#	Title	Grade	Job	Employment Type	Status	Status Detail	HRBP
0	FIN003899	Accounting Clerk - Health level 3	SGCU.03	FAC-SGEU	Permanent Part-time	Open	Ready (15-Jul-2020)	hiringmgr-test
0	FIN003899	Accounting Clerk - Health level 3	SGCU.03	FAC-SGEU	Permanent Part-time	Pending	To Be Approved (14-Jul-2020)	hiringmgr-test
0	FIN003897	Accounting Clerk - Health level 3	SGCU.03	FAC-SGEU	Permanent Part-time	Open	Ready (15-Jul-2020)	hiringmgr-test
0	FIN003900	Accounting Clerk - Health level 4	SGCU.04	FAC-SGEU	Permanent Full-time	Open	Ready (15-Jul-2020)	hiringmgr-test
0	ADM017428	Student - Business & Finance	SGCU.01	CAE-SGEU	Expression of Interest for SGCU Term less than 9 months	Pending	To Be Approved (15-Jul-2020)	hiringmgr-test
0	FIN001943	Student - Finance/Accountant	SGCU.02	SET	Expression of Interest	Draft		hiringmgr-test

A New Application Alert will send you an email each time a candidate applies, rather than having to manually check for new applications periodically.

Find the competition in your Requisition List and click on the job title.

Saskatchewan

Find Candidates

RECRUITING TASKS REQUISITIONS CANDIDATES

You are here > Requisition List > Requisition View

Back to Requisition List

Summary

Accounting Clerk - Health level 3 (ID: FIN003899)

More Actions

Requisition Info Prescreen Alerts Attachments Approvals History

Active Candidates: 0 New Candidates: 0

STRUCTURE

- Organization: 033 Public Service Commission
- Primary Location: Alameda, Estevan and Area
- Job Field: Finance and Revenue

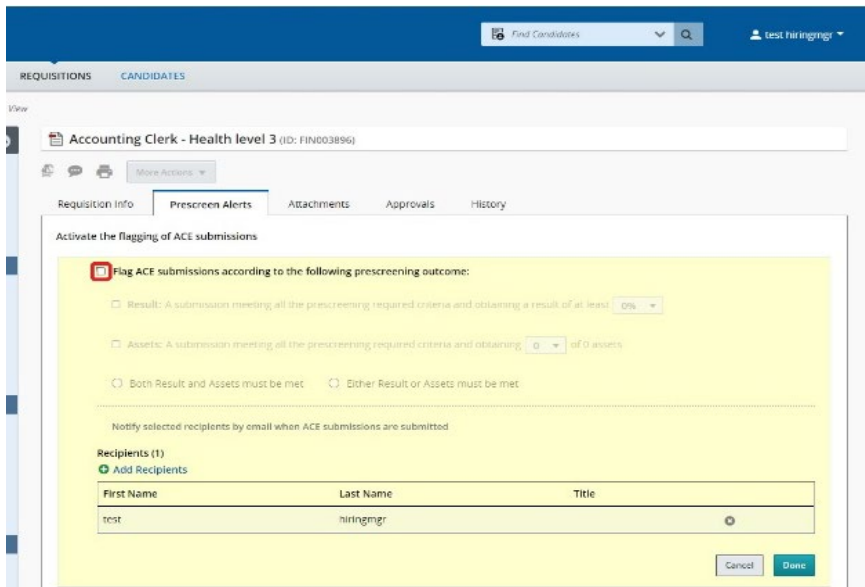
HIRING TEAM

- Hiring Manager: jali, Abdul
- HRBP: hiringmgr-test
- User Group: Business Partner Team E

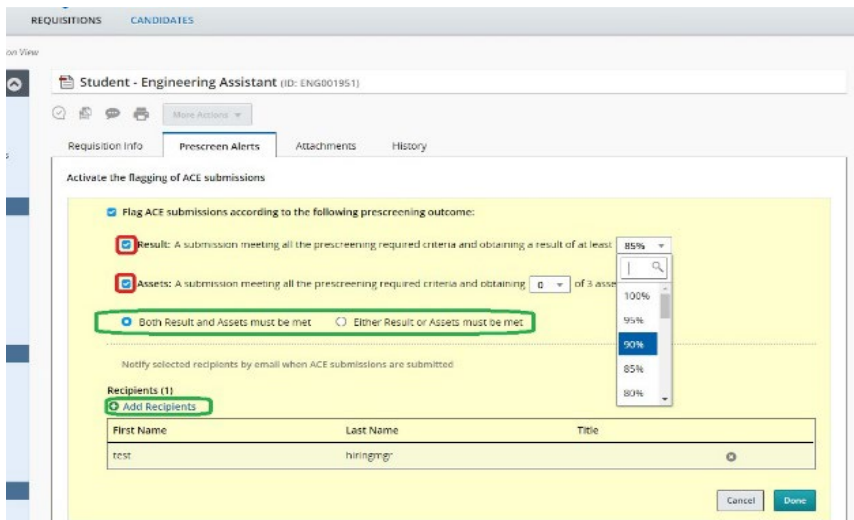
Prescreen Alerts

ALL submission flagging has not been activated. **Activate**

Click the **Prescreen Alerts** tab, and click **Activate**



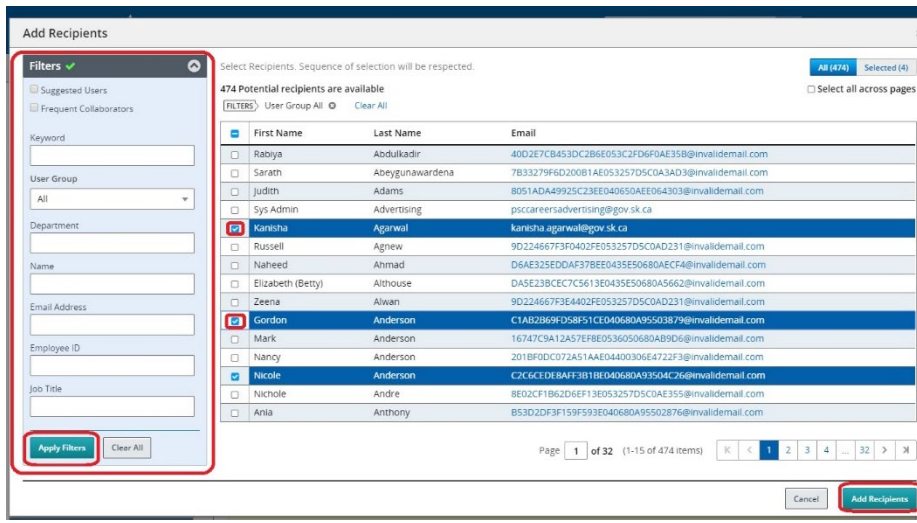
This screen displays sub-items. **Tick** the first item box to activate the sub-items of prescreening outcome.



Selecting the first **two** sub-items, activates the **third** prescreening outcome.

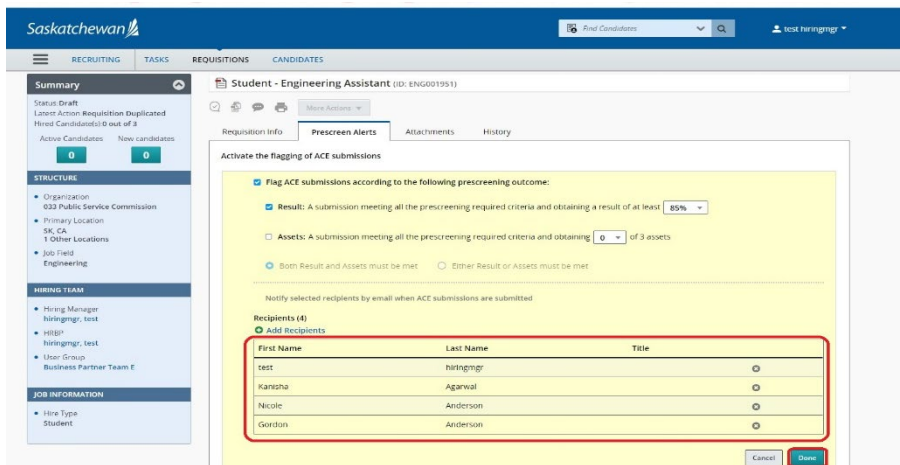
Click the drop-down menu to select the criteria percentage or number as the case may be.

Click on **Add Recipients** to open the list of recipient list to choose from.




Use the Filter feature by the left panel to search for the recipients or tick the box beside the recipients names from the given list

After selecting, the right recipients, click **Add Recipients**.



Notice the names you selected are displayed.

If you need to remove a recipient from list, then click  beside the name by the right.

When you are done with this list, Click **Done** button by bottom right.

**NOTE:** This will send you notification when a candidate who meets all answers marked as “Required” in the requisition’s Prescreening questions. If you wish to be notified for every application, do not make any answers “Required.”

**NOTE:** This will send you notification when a candidate completes the Prescreening Questions section of the competition. If they have not yet clicked the Submit button in the application, you will be unable to view their application.