

Requesting Posting and Advertising

Taleo version 20B

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Next review: August 2021

Saskatchewan 

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Before You Begin

At the time the competition received Approval, the Hiring Manager, Hiring Manager Assistant, and Recruiter were sent an email, notifying them of the approval decisions. This email also contains important information about next steps. Ensure the instructions in the email are followed.

Review all fields in the competition to ensure they are accurate.

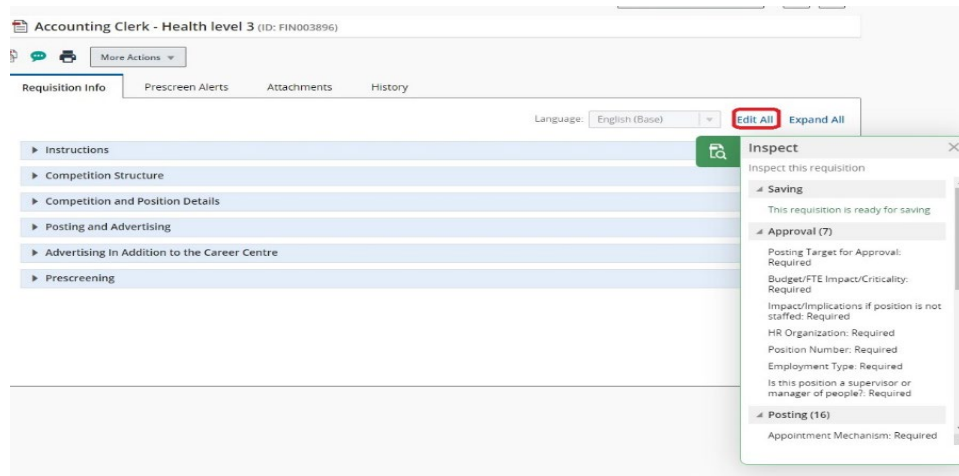
If you need to update a field, consider whether the change might impact an Approver's decision. If it would, then the competition should be cancelled and sent for approval again with the correct information in the fields.

You will need to gather the following details:


- Desired opening and closing dates for posting
- Screening and Assessment Dates, Times, and Locations
- Diversity Candidates to Target, if applicable
- Career Centre Advertisement and Competencies
- Desired external advertising media, if any
- Advertisement for External Advertising Media, if applicable
- Prescreening Questions

See Taskroom for more information related to [Posting and Advertising](#).

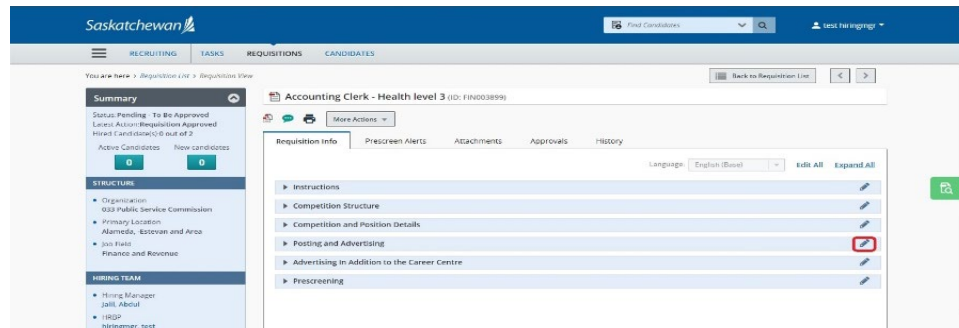
Requesting Advertising





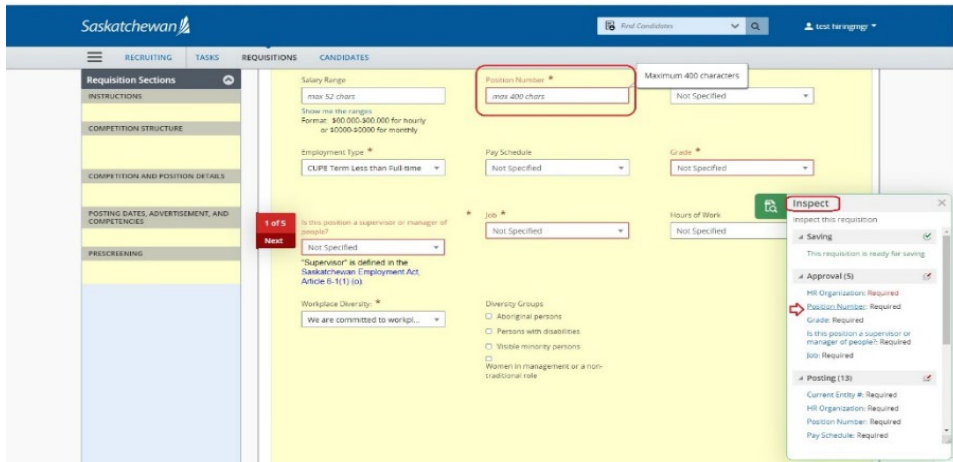
From **the Requisition List** in Taleo, click the title of the job.



Click on **Edit All**, and then the inspect  to highlight all the missing required fields

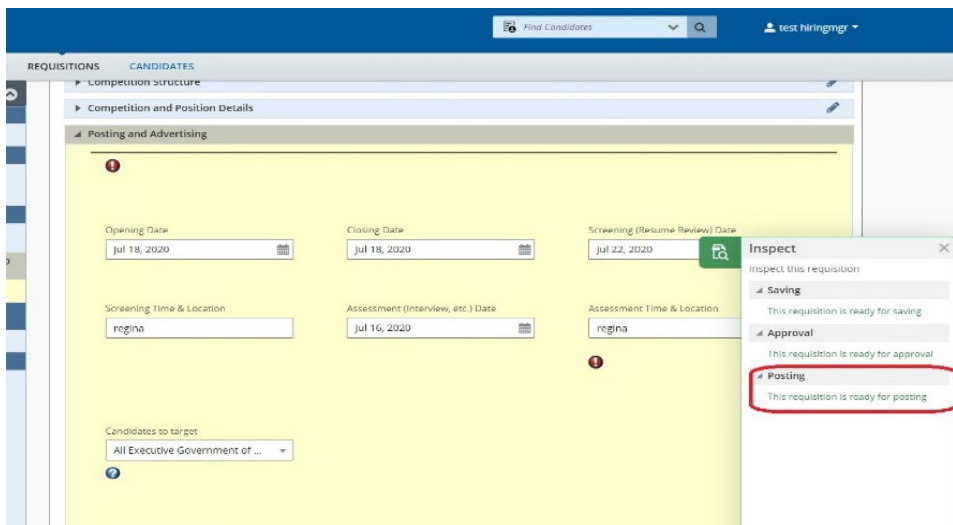
OR



Click edit icon  beside Posting and Advertising by the right to expand the section. Then click the inspect  to highlight all the missing required fields and attend to it.



Click the titles in the inspect window having  until all the fields are marked .



The system will prevent you from requesting advertising if fields are missing, so ensure that all fields required to Request Posting have been completed, and “**This requisition is ready for Posting**” is indicated in the inspect window under **Posting** title.

If you need to update a field, consider whether the change might impact the decisions your Approvers have made. If it would, then the competition should be cancelled and sent for approval again with the correct information in the fields.

Saskatchewan

RECRUITING TASKS REQUISITIONS CANDIDATES

You are here > Requisition List > Requisition View

Student - Business & Finance (ID: ADM017420)

Requisition Info Cancel **Done**

Show fields required to: Save Request Approval Post Language: English (Base) Expand All **Save**

Instructions

Competition Structure

Competition and Position Details

Posting Dates, Advertisement, and Competencies

Prescreening

Opening Date: jul 15, 2020 Closing Date: jul 15, 2020 Screening (Resume Review) Date: jul 13, 2020

Screening Time & Location: regina Assessment (Interview, etc.) Date: jul 25, 2020 Assessment Time & Location: regina

Click the **Done** button to save your changes.

Accounting Clerk - Health level 3 (ID: FIN003896)

More Actions

Requisition info Prescreen Alerts Attachments History

Language: English (Base) Edit All Expand All

Requisition Successfully Saved

Instructions

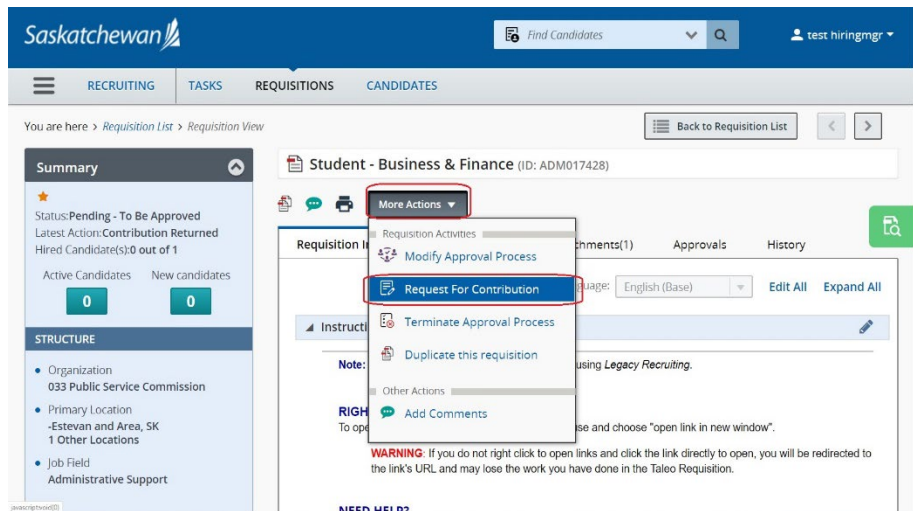
Competition Structure

You will see a success notification when the requisition is saved.

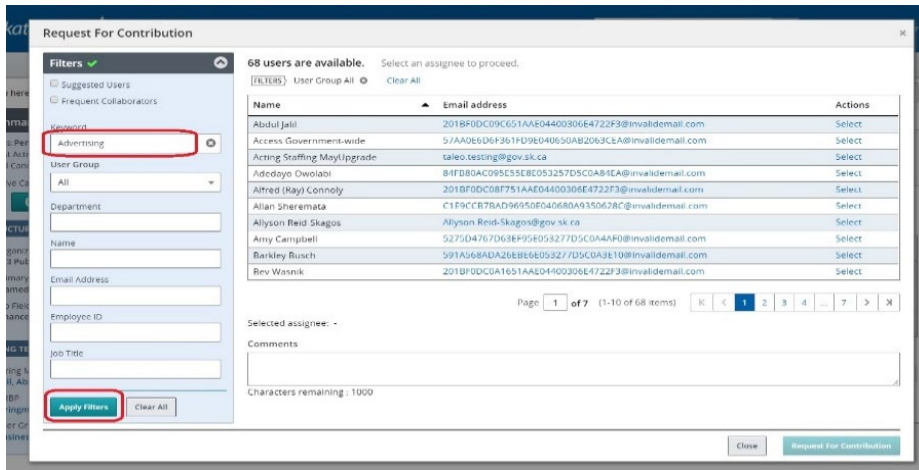


Note: “Submit for Posting or Advertising” is not available in this current version of Taleo 20B

You should use the “Request Contribution” menu in Taleo Version 20B to submit your job for posting.

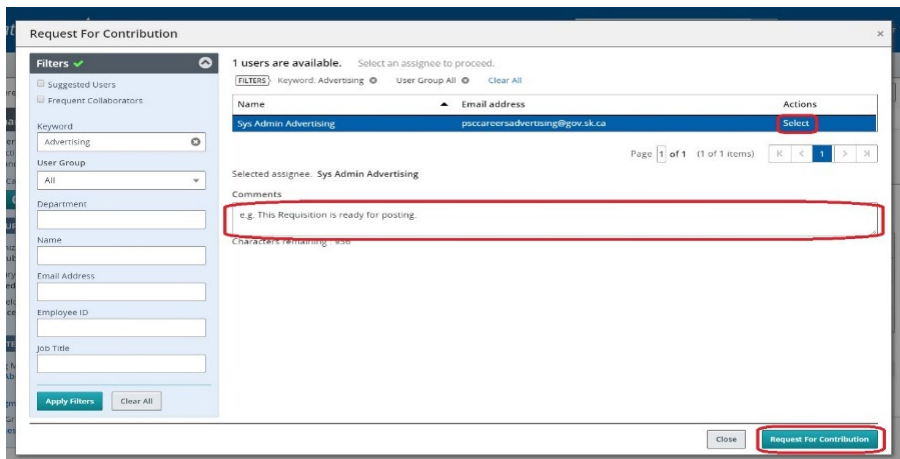


From the **More Actions** drop-down, select **Request Contribution**



Type **Advertising** or **Sys Admin** in the keyword text field in the Filter panel by the left, for quick search from the list of contributors.

Click on **Apply Filters**.



Click on **Select** action by the right of 'Sys Admin Advertising' name.

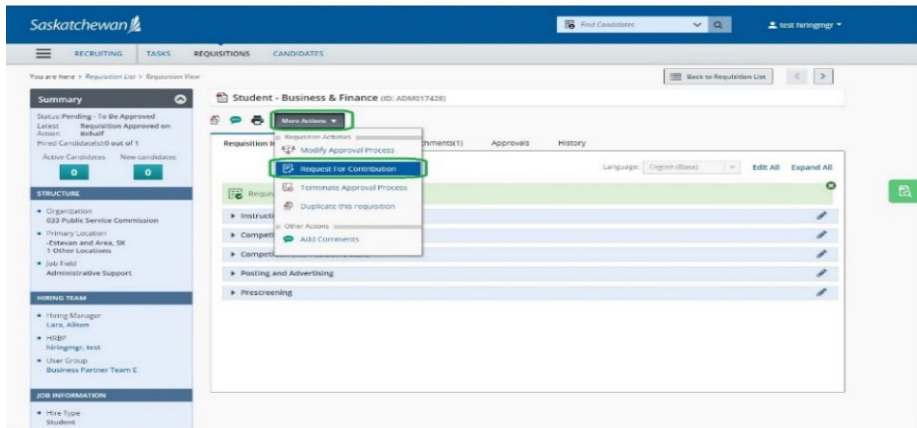
In the **Comments** box, indicate your comment as applicable.

Click **Request For Contribution** button.

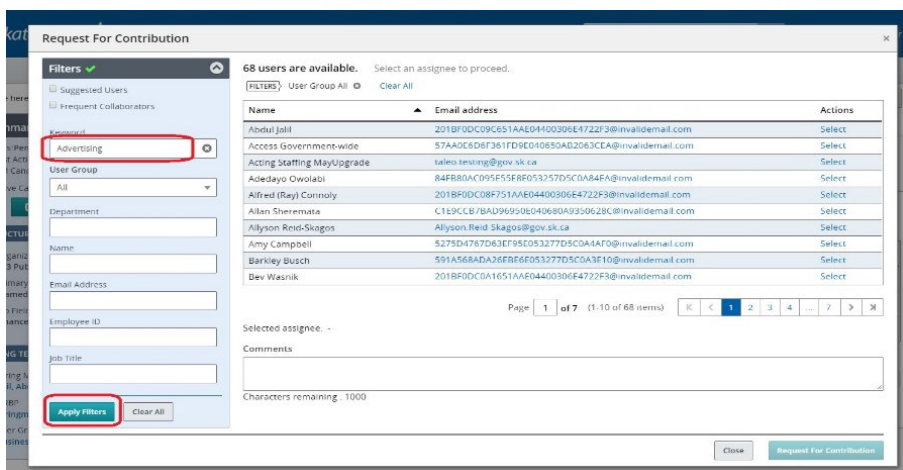
Your request will be submitted, and an email notification will be sent to **pccareersadvertising@gov.sk.ca**.

Note: If any items in the set up as Required for Posting are missing a value, there is no 'hard' stop to prevent the HM/HMAs from sending it for posting (which Submit for Posting or Advertising will do). This would require Staffing Ops to contact HM/HMA for that info.

Making Changes to Advertising Request



Should you need to make any changes to the competition after this point, from the **More Actions** drop-down, select **Request Contribution**.



Type **Advertising** or **Sys Admin** in the keyword text field in the Filter panel by the left, for quick search from the list of contributors.

Click on **Apply Filters**.

Request For Contribution

Filters ✓

- Suggested Users
- Frequent Collaborators

Keyword: Advertising

User Group: All

Department: [Empty]

Name: [Empty]

Email Address: [Empty]

Employee ID: [Empty]

Job Title: [Empty]

1 users are available. Select an assignee to proceed.

FILTERS Keyword: Advertising User Group: All Clear All

Name	Email address	Actions
Sys Admin Advertising	pssc Careers Advertising@gov.sk.ca	Select

Page 1 of 1 (1 of 1 items)

Selected assignee: Sys Admin Advertising

Comments

e.g. I need to make changes to the employment type.

Characters remaining: 949

Click on **Select** action by the right of Sys Admin Advertising name.

In the **Comments** box, indicate your comment as applicable.

Click **Request for Contribution** button.

Your request will be submitted, and an email notification will be sent to **pssc Careers Advertising@gov.sk.ca**.