

Requesting Re-Posting or Extension

Taleo Version 20B

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Next review: August 2021



Updating Screening and Assessment Dates

The screenshot shows the 'Requisition Info' form in the Saskatchewan HR system. The form is titled 'Student - Business & Finance (ID: ADM017428)'. It includes a 'More Actions' dropdown menu, a 'Cancel' button, and a 'Done' button (highlighted with a red box). Below these are radio buttons for 'Save', 'Request Approval', and 'Post', along with a 'Language' dropdown set to 'English (Base)' and an 'Expand All' button. The form is divided into sections: 'Instructions', 'Competition Structure', 'Competition and Position Details', 'Posting Dates, Advertisement, and Competencies', and 'Prescreening'. The 'Prescreening' section is highlighted with a red box and contains the following fields:

Opening Date	Closing Date	Screening (Resume Review) Date
Jul 15, 2020	Jul 15, 2020	Jul 13, 2020
Screening Time & Location	Assessment (Interview, etc.) Date	Assessment Time & Location
regina	Jul 25, 2020	regina

Before requesting a requisition be re-posted or extended, it is important to ensure that the approvals are appropriate for the request.

Taleo does not permit a requisition to go through the electronic approval process twice. Additional **Ministry** approvals should be obtained through email.

Because the posting will have a new closing date, the Screening and Assessment dates/locations will likely need to be changed.

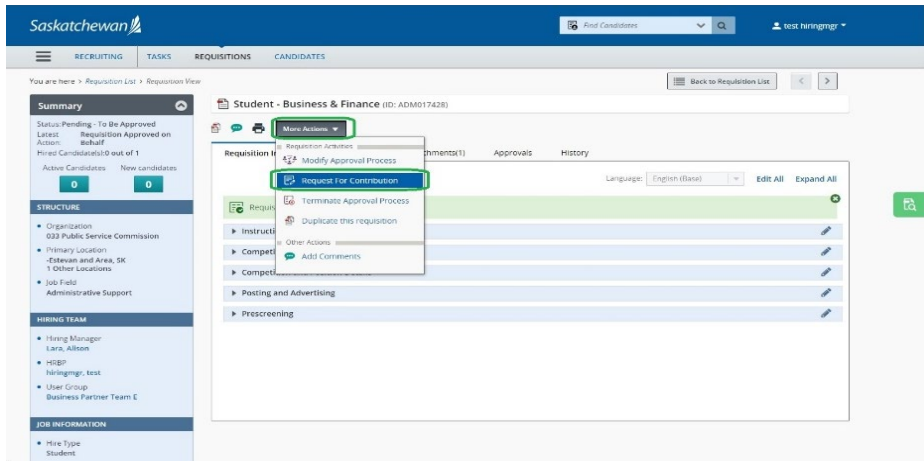
Update the system with your new Screening/Assessment information before you request the extension/re-post. This step needs to occur before the requisition is extended/re-posted because the union will receive automatic notification of the extension/re-posting, and it will include the values in the Screening and Assessment fields.

The system will not allow you to update the Opening and Closing Dates – those will be provided in the next step.

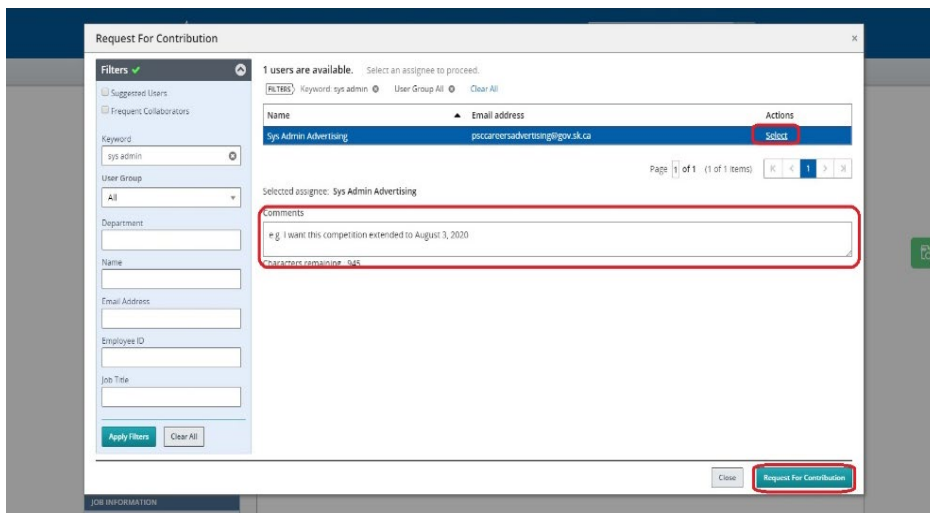
Click **Save** or **Done** button to save.

Note: Right-Click **ONLY**  icon for more information.

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From the **More Actions** drop-down, select **Request for 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 **Select** by the right of Sys Admin Advertising name.

In the **Comments** box, indicate the new opening and/or closing dates.

Click **Request for Contribution** button.

Your request has now been submitted.