

Introduction to Taleo

Taleo Version 20B

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What is Taleo?

Taleo is the online Applicant Tracking System database used by Government of Saskatchewan. It is used to:

- post all job opportunities on the Government of Saskatchewan's Career Centre (www.careers.gov.sk.ca)
- receive online job applications from candidates
- view and manage applications received
- correspond with candidates who have applied for job opportunities
- produce onboarding documents for employees hired
- produce reporting to support ministry decision-making
- create the electronic staffing file
- share management information
- help identify hard-to-recruit and high volume staffing

Ministry Uses



Taleo can help ministries make decisions by providing reports and statistics such as:

- number of postings in a time period
- number of job openings in a time period
- number of hires in a time period
- time-to-fill
- number of diversity postings
- diversity self-declarations of candidates hired
- competitions by
 - location
 - job
 - grade
 - ministry

Hiring Manager Use

Current Entity #	Salary
073	Hourly
HR Organization	Salary Range
073 Youth	21,219 - 34,110
Position Number	
1234567	
Employment Type	Salary Supplement or Training Range Modifier
Permanent Full-time	None
Grade	Pay Schedule
SGEU.09.	01 SGEU
Job	Costing Code
HCY - SGEU	073.123.12345666
Hours of Work	
B - SGEU Field 37.33 - work a total of 37.33 hours/week, averaged over 4 weeks	
Workplace Diversity:	
We are committed to workplace diversity.	
Tool Allowance (For Fleet Services Only)	
No	
For Labour Service Only - check all that apply	
Not Labour Service	

Career Centre Advertisement

The Young Offender Programs Branch, Ministry of Corrections, Public Safety, and Policing (CPSP), in the Regina office, requires a motivated, self-confident, and client-service oriented individual to fill the position of Community Youth Worker. In accordance with the principles of the Youth Criminal Justice Act, the Youth Services Model, and Corrections and Public Safety policies, procedures and standards, you will provide supervision and support to youth in conflict with the law, and their families, in both community and custody settings.

You will deliver services to individuals sentenced under the Youth Criminal Justice Act such as administering sentences that include probation, conditional discharge, deferred custody and supervision, conditional supervision, and the community portion of the custody and supervision order. You will also deliver services to youth who have been released into Judicial Interim Release while awaiting their court appearance and monitor compliance with standalone sentences such as community service hours, restitution and fines. You will also be required to complete the Level of Service Inventory (Saskatchewan Edition) to determine youth's level of risk and need, and establish and implement community safety plans. Duties will also include preparation of Court Reports

This shows position-specific information that comes from MIDAS, which will be used to get the new employee on payroll.

The position information, along with the advertisement, competencies, and prescreening questions make up the electronic requisition or competition file in Taleo.

Hiring managers will use this section to create the job advertisement, or may use or modify one from existing templates in the system. This is what is advertised on the Career Centre.

You will have knowledge of:

- indicators and dynamics of addictions, domestic violence, poverty, disabilities, family relationships, abuse and neglect and their impact on the client's ability to effect necessary change when executing a case plan;
- human growth and development and the impact of factors that contribute to adolescent criminal behaviours;
- applicable procedures, policies, regulations and legislation such as the *Youth Criminal Justice Act*, Criminal Code and Criminal Justice system; and
- multi-cultural beliefs, values and perspectives with particular emphasis on First Nations and Métis.

You will have demonstrated the ability to:

- accurately assess, develop, implement, evaluate and adjust case/treatment/intervention plans in collaboration with the client and others to establish goals and meet diverse client/family needs;

In this section, the hiring manager will identify the recruitment competencies, which are instrumental to screening, assessing and selecting qualified candidates.

The competencies box isn't advertised on the Career Centre. Instead, a selection of competitions should be provided in the advertisement to assist candidates in self-screening.

Prescreening

Question	Answer	Required/Asset	Weight	
1. - To be eligible for the student employment program, you must be meet two criteria. First, you must be currently attending school on a full-time basis (as defined by your educational institution). Second, you must be returning to school on a full-time basis after your work term is done. Proof of student status may be requested. Do you meet both of these criteria? Single Answer	Yes, I meet both of these criteria. I am currently a full-time student, and will be returning to school on a full-time basis after this work term is done.	Required	2	40%
	No, I do not meet both of these criteria. I am not currently a full-time student AND/OR I will not be returning to school on a full-time basis after this work term is done.	-	2	40%
2. - After the summer employment period, what year of study will you be in? Single Answer	I will not be returning to school	-	1	20%
	High School	-	3	60%
	1st year, post-secondary	-	0	0%
	2nd year, post-secondary	Required	0	0%
	3rd year, post-secondary	Required	0	0%
	4th year, post-secondary	Required	0	0%
	Beyond 4th year, post-secondary	Required	0	0%
3. - In which educational institution are you currently enrolled? Single Answer	High School	-	0	0%
	University of Regina (including Colleges federated with University of Regina: Campion College, Luther College, and First Nations University of Canada)	-	0	0%
	University of Saskatchewan (including Colleges federated or affiliated with University of Saskatchewan: St. Thomas More College, St. Peter's College, Briercrest College & Seminary, College of Emmanuel and St. Chad, Horizon College & Seminary, Lutheran Theological Seminary, and St. Andrew's College)	-	0	0%

This section shows prescreening questions which hiring managers can include for applicants to complete, which will assist in determining if a candidate meets the competencies selected for prescreening.

RECRUITING TASKS REQUISITIONS CANDIDATES										
You are here > All Submissions										
Filters All Submissions (5)										
FILTERS Show candidates for requisitions I own or collaborate on Status: Draft To be approved Approved On Hold Sourcing Clear All										
More Actions List Format aggregate list										
Candidate	Req. ID, Title	Woman	Disability	Aboriginal/VM	Selection Step, Status	Residence	Studen			
<input type="checkbox"/>	FISHER, ADA (3036792)	ENG001944 - Student - Engineering Assistant	Yes	Yes	Aboriginal person (First Nations)	Hire - Hired	CA > SK > Regina	Not Sp		
<input type="checkbox"/>	KOPPA, ADARSH (3036773)	ENG001944 - Student - Engineering Assistant	Yes	Yes	Aboriginal person (First Nations)	Hire - Hired	CA > SK > Regina	Not Sp		
<input type="checkbox"/>	KITE, STEVEN (3036774)	ENG001944 - Student - Engineering Assistant	No	No	Member of a visible minority	Screening - Ineligible/Unsuccessful	CA > SK > Regina	Not Sp		

This shows the candidate list which includes everyone who has applied to the competition. From here, hiring managers can review and manage applications received online.

Each application contains the candidate's:

- name and contact information
- diversity self-declaration
- cover letter and resume
- answers to prescreening questions

Applicants are screened in/out, invited for interview, and commenced through the system.

Candidate Use



Careers in the Saskatchewan Public Service

Welcome. You are not signed in. | My Account [Sign In](#)

[Job List](#) [My Jobpage](#)

Basic Search [Advanced Search](#) [All Jobs](#)

Permanent Full-Time Jobs Available to the Public - 25 competitions found

For technical assistance, click [here](#)

Jobs per page: 100

Sort by: Posting Date (Descending Order)

Land and Property Manager - LAN000199
Employment Type: Permanent Full-time
Location(s): SK-Saskatoon and Area-Saskatoon
Ministry: 016 Highways and Infrastructure
Salary Range: \$39 586 - \$48 191 Hourly
Salary Supplement: included in hourly salary range (in-scope)
Grade: SGEU 10
Job Posting: Dec 18, 2017
Apply | [SHARE](#) [Facebook](#) [Twitter](#) [LinkedIn](#)

Fire Weather Forecaster - ENV001423
Employment Type: Permanent Full-time
Location(s): SK-PrinceAlbert and Area-Prince Albert
Ministry: 026 Environment
Salary Range: \$26 415-\$33 105 Hourly
Grade: SGEU 08
Job Posting: Dec 17, 2017
Apply | [SHARE](#) [Facebook](#) [Twitter](#) [LinkedIn](#)

Contact Us careers@gov.sk.ca

Employment Type Definitions
Grade Definitions
Saskatchewan Map with Areas and Locations

All jobs are posted on the Government of Saskatchewan's Career Centre at www.careers.gov.sk.ca

A brief overview of each job is provided in the Job List. By clicking on the job title, a potential candidate can view the job ad. They can also apply by clicking the "Apply" button.



Careers in the Saskatchewan Public Service

Welcome. You are not signed in. | My Account [Sign In](#)

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Printable Format

Job 4 out of 34 [Previous](#) | 1 2 3 4 5 | [Next](#)

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Job Description

Security Intelligence Officer - ADM013874

Employment Type: Permanent Full-time
Location(s): SK-PrinceAlbert and Area-Prince Albert
Ministry: 003 Justice
Salary Range: \$5472-\$7115 Monthly
Grade: MCP 05

The Ministry of Justice, Security Intelligence Unit is seeking highly motivated, enthusiastic, and self-directed individuals with professional knowledge of the Criminal Justice System for the position of Security Intelligence Officer in Prince Albert. Ideal candidates will have considerable training and experience in criminal investigations, source development / management, forensic interviewing and the generation and use of criminal intelligence.

Reporting to the Deputy Director of Security Intelligence, you will be an integral member of the provincial intelligence team. This position provides a wide range of intelligence services within correctional settings, including interviewing offenders, internal and external information / intelligence gathering, and working with police partners targeting criminal activity. You will provide expert advice and recommendations to senior managers on tactical and strategic issues, and challenges related to the intelligence process; prepare written reports summarizing the results of intelligence gathering initiatives; and contribute to the safety and security of correctional environments and community safety.

Your excellent communication skills will serve you well as you brief colleagues, management, law enforcement and member agencies on intelligence information within your area of responsibility. You will provide leadership in staff training and orientation sessions; and make formal presentations at meetings on subjects pertaining to activities / trends relating to organized and serious crime. You will have a personal management style exemplified by respect and will have demonstrated interpersonal skills to develop cohesive and respectful relationships within the ministry, and among key stakeholders.

This position works with highly sensitive information and within restricted access work sites and as such candidates will be required to obtain a Treasury Board of Canada Top Secret Clearance.

This competitive process may also serve to identify candidates for like positions in other municipalities within Saskatchewan.

We are committed to workplace diversity.

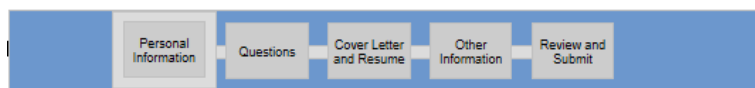
Hours of Work: M - Monthly Out of Scope
Number of Openings: 1
Closing Date: Dec 19, 2017, 11:59:00 PM

[Apply Online](#) | [SHARE](#) [Facebook](#) [Twitter](#) [LinkedIn](#)

Contact Us careers@gov.sk.ca

When candidates click on the job title, they will see the job advertisement and can apply online.

As part of the application process, candidates provide personal information, their Cover Letter and Resume, and answers to job-specific prescreening questions.



How to Access

Taleo is an internet-based product and can be accessed on any computer with an internet connection. Its web address is: <http://govskpsc.taleo.net>.

Access to Taleo is restricted to Government of Saskatchewan employees who have responsibility for staffing within their work unit(s), and their support staff. A Taleo username/password can be requested by email to: staffing@gov.sk.ca.

How to Use Taleo

“How-to” instruction guides and short videos are available in the Help panel in Taleo, and also on [Taskroom](#). These include:

- Taleo set-up
- Creating a requisition
- Setting up approvals
- Requesting posting
- Screening applications
- Sending invitations to interviews to candidate
- And many more.