

Taleo Icons and Meanings























Taleo Version 20B





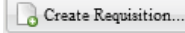












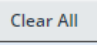












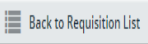


Created: August 2020

Next review: August 2021



The below gives the icons and meaning of the icons available in Taleo both previous version, Legacy Recruiting and current version in Taleo 20B.

Candidate Actions and Icons	Previous Taleo Version and Legacy Recruiting in Taleo 20B	Taleo 20B
New Candidate	N/A	
Send correspondence	More Actions – Send Correspondence	
Change step/ status	More Actions – Change Step / Status	
Revert to previous step/status	More Actions – Revert...	More Actions – 
Link to requisition		More Actions  Link to Requisition
Share candidate		More Actions  Share Candidate
Candidate attachment link		
Download as candidate as Excel		More Actions- 
Hired		*
Other Icons, List Icons	Previous Taleo Version and Legacy Recruiting in Taleo 20B	Taleo 20B
Home		
Print		
Submit for approvals	N/A	
Add comments		
Help	?	
Log out	N/A	

Requisition Actions and Items	Previous Taleo Version and Legacy Recruiting in Taleo 20B	Taleo 20B
Item requiring attention		
New / modified item		
Create requisition		
Applicant count in requisition		
New applicant indicator <i>The number represents the total number of applicants, including new ones.</i>		
In selection process on at least one other active requisition		
Duplicate requisition		
Opening selector		
Clear selection in Filter		
Diagnostic / inspect		
Add recipient		
Cancel requisition	N/A	
Request for contribution	N/A	
Preview attachment		
Download document	N/A	
Delete attachment		
Back to requisition list		
Navigating items		
Preview the most pertinent resume attachment	N/A	