Hiring Manager FAQs

How do I log in?

- o Single Sign On (BlazerID/Password) will direct you to your recruitment dashboard. This central location will allow you to view all of your Requisitions/Candidates at a glance in one location instead of applicants being emailed.

Can I manage multiple candidates in the system?

- o This system will allow you to organize a large volume of Candidates as you move them through the interviewing and hiring process. The ability to move a Candidate into specific steps/status will help ensure that the appropriate Candidates are interviewed. Email communication to the Recruiter for creating an offer is generated in the system.

What can I do in the system?

- o Ability to generate and email a Candidate detail list to share with your hiring team.
- o Ability to appoint Collaborators in the system that can log in and view the Candidates.
- o Ability to export a list of Candidates to Excel to make notes about the Candidates you have interviewed and/or reviewed for better organization.

Who has access to the Taleo system?

- o All full time employees in Oracle. This excludes: Students (06, 11), Interns (07), Trainees (20, 46), Volunteers (60)