

Taleo 2020 Approval Instructions

1. You will receive the following email to approve hiring requisition details.
2. Click on Respond. This will bring you to Taleo 2020. Use your single sign on credentials to access.

----- Forwarded message -----

From: **The College of New Jersey** <do_not_reply@invalidemail.com>

Date: Thu, Jan 16, 2020 at 12:11 PM

Subject: Standard Notification for a Requisition **Approval Request**

To: Tomas Hammar <hammart1@tcnj.edu>

Requisition **Approval Request**

Requisition Title: **Manager, Conf. & Event Svcs**

Requisition ID: **20000074**

Requested by: **Stephen W Leddy**

Comments: **Please approve**

Click "Respond..." to view more requisition details and respond to the **approval** request as soon as possible.

[Respond...](#)

Best regards,
Human Resources Department
THE COLLEGE OF NEW JERSEY

Replies to this message are undeliverable and will not reach the Human Resources Department. Please do not reply.

- You can click on the Requisition Details link to review a PDF of the requisition details. The Profile section includes title, previous incumbent, salary, and job classification details. If any changes need to be made to the requisition please reach out to the Recruiter.

Done
Cancel

Requisition Approval Request

Requisition **20000204 – Building Maintenance Worker**
 Requested by **Jeffrey Hufnagle**
 Comments **Please review ahead of approval. If you have any questions, please reach out to hufnaglj@tcnj.edu or x2728.**

Please review the Requisition Information Summary and respond to the approval request as soon as possible.

In response to Jeffrey Hufnagle's approval request:

I approve this requisition

[Requisition approval path details](#)

Comments (required if you do not approve the requisition)

Send me an email with my decision

Done
Cancel

Requisition Information Summary

[Requisition Details](#)

20000204 – Building Maintenance Worker

Recruiter	Jeffrey Hufnagle	Recruiter Assistant	—
Hiring Manager	Salome Sedares	Hiring Manager Assistant	—
Department	Building Services	Justification	—
Number of Openings	1	Primary Location	Wolfe - Building Services

Attachments [atchm_73401.doc](#)

- After reviewing the requisition details, select your response in the drop down, provide comments if needed, and click Done. You may select the check box “Send me an email with my decision” if you would like a copy.

5. A Confirmation message will appear after submission.

