

TALEO RECRUIT



Be the Employer of Choice with Taleo Recruit

To drive results, you need to find and hire the right people. You also need to stand out from the competition by making your organization a place where quality people want to work. What if you could find the best people for your open positions quickly and efficiently? What if you could access and reuse candidate data in the future? What if you could use social networking tools to attract more candidates?

Taleo Recruit™ enables you to streamline sourcing and recruiting to reduce costs and increase quality of hire. With no software to install or maintain, your solution will be up and running in days, not weeks. You don't need a large IT staff to manage it, and you get built-in compliance reporting for peace of mind when it comes to meeting regulatory requirements.

Built on the Taleo Business Edition platform, Taleo Recruit is fully integrated with Taleo OnBoard™, Taleo Perform™, Taleo Comp™, and Taleo Insight™. Taleo Business Edition provides a comprehensive set of tools to attract, retain, assess, and develop staff.

With Taleo Recruit, you can:



- **Build the right foundation** to recruit candidates using sourcing strategies that deliver ROI. With the right foundation, you find the best people before the competition, create efficiencies, and avoid missed opportunities.
- **Make the right impact** with candidates and give them a great experience. Tools to enhance communication and follow-up keep candidates and hiring managers up-to-date and speed time to hire.
- **Plan for the future** by identifying top performers and future leaders—and know how to find more like them from sources that deliver results.

“From my perspective, Taleo Recruit is the best solution in the marketplace. It’s a solution built by recruiters for recruiters. I don’t believe there are any competitors out there that spend as much in R&D than Taleo to ensure that the system remains relevant to our needs.”

- Alex Teijeira, Director of Human Resources and Legal Counsel,
Kruger Products Limited

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Taleo Recruit Overview

Using an intuitive interface and seamless integration with Microsoft Outlook®, you can use Taleo Recruit to manage your requisitions, candidates, interviews, and contacts. You can even approve requisitions directly from your email without logging into the Recruit system. Prescreen and rank candidates using job-related queries, source from free and fee-based job boards, and schedule interviews—all in one system. Use advanced ranking to pare down your candidate lists with knockout questions or move your best candidates to the forefront with ACE™ questions. Conduct analysis on key staffing metrics through intuitive graphs, tabular data and custom reports.

Why Taleo Recruit?

- Designed for the non-technical user, so you don't have to rely on your IT resources to deploy or support the solution.
- Business processes, workflow, forms, list views, and page layouts are highly configurable to conform to your business needs and can be easily modified as your requirements change.
- Candidate relationship management capabilities support communications with outside contacts, agencies, and vendors who help you with your recruiting efforts.
- Integration with Outlook and our IE SourceBar™ enables you to leverage tools you use every day while directly importing candidates and tracking all activities in a central location.

FREE 30 DAY TRIAL
taleo.com

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ABOUT TALEO

Leading organizations worldwide use Taleo on demand talent management solutions to assess, acquire, develop, and align their workforce for improved business performance.

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Key Functions

Online Career Sites	Get a fully branded career website that matches your corporate site. Create multiple branded career sites to accommodate your different business needs.
Requisition Management	Track and manage each of your job openings and keep teams in the loop with clearly defined ownership. Keep all users focused on their unique responsibilities with role-based access and personalized views of tasks and due dates.
Smart Sourcing	Post opportunities to your own career sites or expand your search to social networks and hundreds of free and paid job boards. Get the most out of your job board spend by automating the posting process and sourcing the most qualified candidates faster.
Social Networks and Media	Use LinkedIn, Facebook, and RSS feeds to expand your sourcing strategies and build relationships with potential candidates. Tapping into social networks helps you get quality referrals from people you know.
Candidate Management	Instantly view your entire candidate database, import contacts from Microsoft Outlook® and Excel®, and flag candidates. Use Universal Profiles in Taleo Talent Exchange™, email templates, and videos to build relationships with candidates.
Workflow Customization	Configure specific candidate recruitment workflows for different positions. Create as many workflows as you need for your organization and assign them by open position.
Automated Prescreening and Ranking	Conduct background checks, prescreen applicants, and score and rank candidates based on answers to questions. Use knockout questions to ensure the most qualified candidates rise to the top of your candidate pool.
Microsoft Outlook and Internet Explorer® Integration	Import candidates directly from your Outlook email into the Recruit system, where candidate profiles are automatically parsed and organized. Quickly import candidates into Taleo Business Edition from Internet Explorer via the IE SourceBar™ when sourcing online. There's no need to toggle between windows or cut and paste.
Compliance Management	Make your hiring system compliant with regulations and processes. Use out-of-the box reports for affirmative action, EEO, and OFCCP.
Web API Integration	Use a Web API to easily integrate with other applications, or extend Taleo Business Edition to create entirely new solutions.
Scheduling Center	Automate the scheduling of appointments with your candidates. Manage schedules from a central location.
Interactive Voice Response	Allow candidates to apply for jobs by calling into an interactive voice response center that then places the candidate's profile in your database.