

Candidate Recruitment (Taleo) Manual

Summary of Functionality

This is a quick guide to the newly updated online e-recruitment system. This guide is to assist you with completing your application online and to highlight some of the key new functionalities to assist candidates when applying online.

For any problems or queries, please email recruitment@tdhb.org.nz and we will aim to answer your query as soon as possible.

Before we begin with the online process, please check to:

Ensure your CV is up to date and relevant for the position

The online application process consists of five sections which cover the following:

1. **Logging On** – Once you have selected a position you would like to apply for or are creating a general profile this is the first step and requests you to enter your username and password details or if you are a new user registering your details by creating a user name and password.
2. **Personal Information** – This is to provide basic contact and person profile information. Information such as birth date, ethnicity and gender are not mandatory and are used for statistical purposes only – they do not impact on your application. You now have the ability to save your application as a draft and come back to it to complete at a later date.

This sections also asks you to answer some questions that relate to the role. These questions help assist us with determining your suitability for the role. Please note that some of these questions are standard for all roles. You can also request an email notification whenever a new position matching your profile is posted.

3. **Attach CV/Cover letter** – This is to attach your CV, copies of your relevant qualifications etc. You also have the option to attach your Cover Letter or type it into a text box. You can attach up to five files in support of your application.
4. **References** – This section allows you to list your referees contact details if they are not already included on your CV.
5. **Summary** – This section provides a summary of each step you have completed. You can go into each section and edit as necessary before you submit your application. Once you have clicked on 'Submit' a thank you note will appear let you know that your online application has been submitted.

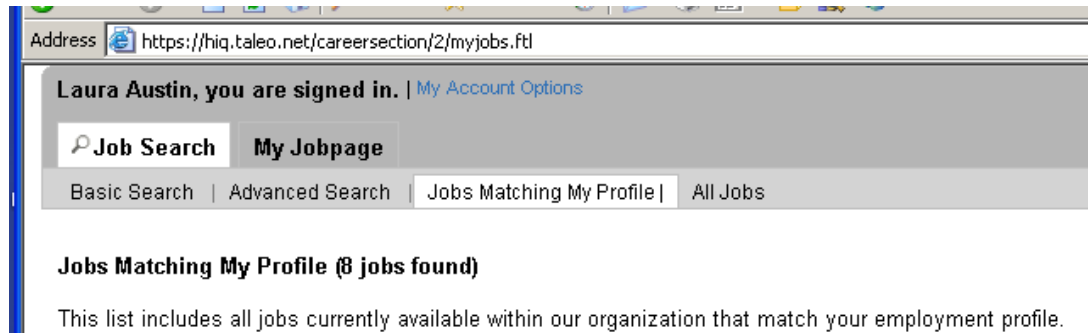
Please note: Items with a asterisk (*) are mandatory/required.

Other Candidate Functionality

Quick Searching for jobs that match your profile

After you log in, click on tab “Jobs Matching My Profile” and this will automatically bring up any jobs that match your profile.

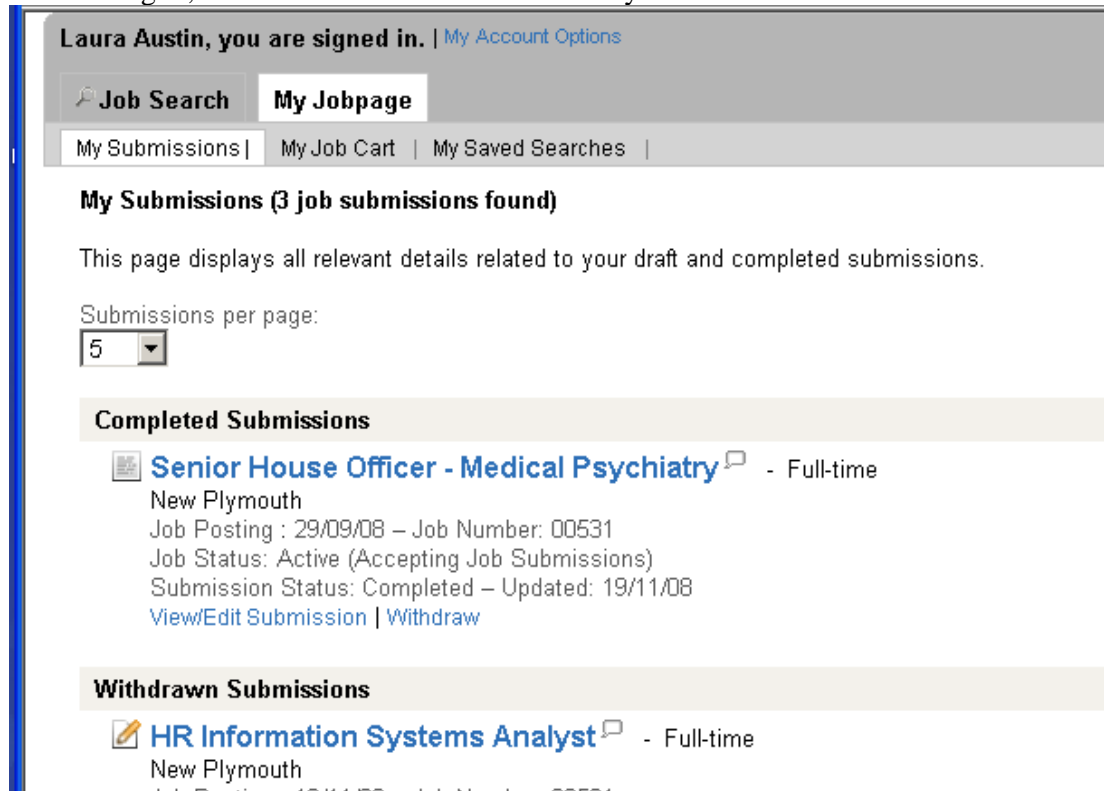
You can then review the vacancies and apply by clicking on apply and complete the sections of the application form that are relevant to the vacancy.



Viewing your Submissions/Applications

After applying for a vacancy or saving an application as ‘draft’, you can log back and to view and if required update the details.

You can log in, and then click on the tab called “My Submissions”.



This will show you all your applications and what status they are at. If you want to edit, then click on '[View/Edit Submissions](#)'

If you want to withdraw your application, click on '[Withdraw](#)' and then follow the instructions.

Printing/Emailing your application

If at any stage you want to print or email your application or email it to yourself, click on the '[Print/Email](#)' button on the right hand side (above submit).

