Oracle Taleo Enterprise
Transitions User Guide
Feature Pack 13B
Part Number: E47782-01

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Transitions User Guide
Part Number: E47782-01

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## Revision History

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<tr>
<td>September 16, 2013</td>
<td>Initial publication.</td>
<td></td>
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About Taleo Transitions

Taleo Transitions, a "new generation" onboarding product, provides a unified, automated and customizable system for transitioning candidates, new hires and employees.

Different types of users access Transitions processes differently:

- Recruiters, hiring managers, and onboarding coordinators access the Transitions Center where they can execute tasks and monitor the progress of the processes.
- Candidates and employees access the candidate portal to view and execute tasks, access documents and complete forms.
- External users access Transitions through a simplified portal to complete a task without having to access the Transitions Center.
- Transitions administrators configure processes and tasks through Transitions Administration.

The Transitions administrator can create task-based processes to: gather additional information from candidates your organization plans to hire; configure flexible electronic offer scenarios; ensure everything is in place so new hires become highly effective employees quickly; transition employees for "crossboarding" (internal mobility), promotion, relocation, offboarding and other purposes while they are employed at the organization.

Candidates and employees can quickly access the tasks they have to perform from a Tasks tab in the career section they visited as candidates or in any of your other career sections.

Recruiters, hiring managers, and onboarding coordinators have access to the Transitions Center. Provided they have the necessary permissions, they can:

- View, reassign and execute tasks.
- View task properties and edit some of them.
- Select the assignment message sent to assignees of a task; select the message sent to a task owner on completion of the task.
- Configure a reminder message to the task owner or to assignees.
- Monitor a process as it progresses toward completion.
- Attach files to a process and print any or all of the files that have been attached to each candidate's/employee's process.
- Preview a graphical picture of all the steps included in a process.
- Suspend a process which consists of putting a process on hold. As soon as you click Suspend for a given running process, you will see the Resume button. When clicking the Resume button, the same steps are reactivated.
- Restart a process which consists of restarting a process that was terminated. The process will be restarted from the first step. All active steps/tasks get canceled/terminated, and the initial emails and tasks get reassigned.
Processes in Taleo Transitions

A process is a series of steps typically performed by multiple stakeholders. All necessary steps must be completed before the process acquires the "Complete" status.

An organization can use any number of processes to serve a variety of business units and locations. For example, the onboarding process at a corporate office might be very different from one at a field office. Only the "right" processes are displayed to recruiters and hiring managers in the Recruiting Center at the right time. For example, if five different processes are defined in your organization to respond to various business situations and specific OLF, only the right processes will be shown to recruiters and hiring managers.

Components of a process

Processes are created in Transitions Administration by the Transitions administrator.

- A process contains steps.
- A step contains a task. A task can be a form to complete, a message to be sent, or even a link to an external service.
- Steps are linked with transitions which define the order of steps.
- Transitions can contain conditions that govern whether or not the subsequent step will ever be appropriate to be assigned or not.

In the example depicted by the following image, the process contains three steps. The tasks within these steps are to send a message to welcome the new hire, to complete a form to request business cards, and to complete a form to request a computer.
Four types of processes can be created in Transitions:

- **Pre-Hire**: A process that can be used when organizations require more information from new hires before the latter begin working or when organizations want to request external services (Passport services) in a configurable, logical flow. For a given candidate on a requisition, a Pre-Hire process can be launched from the Recruiting Center if all the right actions and permissions are configured. It can also be launched from Taleo Connect.

- **New Hire**: A process used for bringing new employees into an organization. For a given candidate on a requisition, a New Hire process can be launched from the Recruiting Center if all the right actions and permissions are configured. It can also be launched from Taleo Connect.

- **E-Offer**: Two E-Offer processes are available. The standard E-Offer process simply allows candidates to accept or refuse offers, while the advanced E-Offer process which requires Taleo Transitions allows candidates to accept or refuse offers and provides additional tasks, forms, electronic signatures, etc. For a given candidate’s offer, the E-Offer process can be launched from the Recruiting Center while extending an offer if all the right settings and permissions are configured. It can also be launched from Taleo Connect.

- **Offboarding**: A process designed for situations where employees leave an organization. An Offboarding process can only be launched from Taleo Connect, not from the Recruiting Center. The employee record must exist or be imported. The employee does not have to be matched to a requisition. Creation of a dedicated Transitions offboarding portal, one with a Tasks tab but without job searching capability, is an option to consider. The notification and reminder emails would have to be configured to include the URL leading to the dedicated portal.
Simple Process Example

The following image depicts a simple Transitions process.

1. The new hire logs into a career section and completes the first task on the Tasks tab, which consists of completing new hire paperwork.
2. The hiring manager accesses the Transitions Center to view and execute a task which consists of completing HR forms.
3. The IT representative accesses the Transitions Center to view and execute a task which consists of ordering a computer for the new hire.
4. A message is sent to the Facilities person.
5. The new hire answers a few final questions at the end of the first week of employment.
Complex Process Example

The following image depicts a more complex Transitions process.

Note that the above image is not a faithful graphical representation of a process created in Transitions. It is only given as an example.

The following list describes the process depicted in the image.

1. The new hire accepts the offer. (Not shown in the image: a system task which communicates the new hire's response to the Recruiting CSW for this candidate's offer.)
2. The hiring manager completes an online form regarding the offer.
3. An email is sent to the new hire.
4. The new hire completes an online form.
5. The HR department reviews the form.
6. While Payroll makes payroll adjustments, the office manager prepares office furniture and IT prepares the new hire's computer.
7. Payroll exports the necessary employee information.
8. The HR department updates the shared candidate file.
9. The employee arrives for work on the start date.
10. The hiring manager greets the new hire and gives an office tour.
11. The new hire gets assigned orientation and training and completes his Learning Plan.
12. After the first two weeks on the job, the new hire completes a new hire survey.
13. After two months, the manager is asked to fill in a form that monitors the quality of hire and ramp-up speed of the new employee.
A process can be complex and incorporate contributions from many different groups within (and even outside of) the organization. The following diagram illustrates how complex a process can be. Each box represents a task assigned to individuals or roles, such as hiring manager, new hire or IT department. Each task in the process is completed by performing an action such as filling out online forms, sending emails, reading PDF documents, etc. Conditions can be added to a step that serve to route the process a certain way (when the conditions are true). Conditions allow a single process to accommodate a variety of situations.
Starting Transitions Processes

- Starting a Transitions Process

11
Starting a Transitions Process

Depending on the type of Transitions process, a process can be started from the Recruiting Center or using Taleo Connect or Web Services.

There are four types of Transitions processes: Pre-Hire, New Hire, E-Offer and Offboarding. The first three types can be started in the Recruiting Center.

Pre-Hire and New Hire Processes

Candidate Selection Workflows can be configured such that users who have the necessary permissions can start or cancel Transitions prehire and new hire processes from the Recruiting Center for candidates on requisitions. When candidates reach a step and status (in a Candidate Selection Workflow) configured for Transitions processes, the following Transitions actions become available for selection in the More Actions list:

- Start Transitions Pre-Hire Process
- Cancel Transitions Pre-Hire Process
- Start Transitions New Hire Process
- Cancel Transitions New Hire Process

These types of Transitions process can be launched from any step of a Candidate Selection Workflow provided the step was configured for these actions and the Recruiting Center users have the required user type permissions.

When a Transition process is started, the event is recorded on the History tab of the candidate file. No event is recorded on the History tab, however, when a process is completed, suspended and resumed, or canceled.

These processes can also be started or canceled using Taleo Connect.

Starting Transition Process and Impact on SmartOrg User Accounts

Before starting a Transitions process for a candidate, it is important that Recruiting Center users ensure there is only one candidate file for the person. Performing a check for duplicates (More Actions list > Check for Duplicates) enables Recruiting Center users to determine if a candidate created multiple candidate profiles. If more than one candidate file is found for the person, Recruiting Center users are strongly encouraged to perform the Merge Candidate Files action before starting a Transitions process.

Starting a Transitions process for a candidate results in the creation of a user account in SmartOrg (assuming the candidate file is not already linked to a user account). Each person should have a single candidate file and it should be linked to a single SmartOrg user account.

Suppose a candidate is hired using candidate file "A" and a Transitions process is started. This action results in the creation of a linked user account "A" in SmartOrg. Suppose the person later creates a second candidate file “B” at the external career site and applies for a different job in the organization. If a Recruiting Center user does not perform the Check for Duplicates action and starts a Transitions process, an unnecessary user account "B" is created in SmartOrg. These two conflicting user accounts can easily become problematic for integrations, Learn accounts and single-sign-on configurations.

In addition, the two user accounts cannot be merged and even the two candidate files cannot be merged because each is associated with a distinct Transitions process. (Please see Automatically Deleting Old Transitions Processes). Such problematic situations can be avoided if Recruiting Center users perform the Check for Duplicates action and merge candidate files that refer to the same person before starting a Transitions process.

E-Offer Processes

In the Recruiting Center, two E-Offer processes are available if your administrator has configured them. The standard E-Offer process simply allows candidates to accept or refuse offers. The advanced E-Offer process, which requires Taleo Transitions, allows candidates to accept or refuse offers, and provides additional tasks, forms, electronic signatures, etc. Provided all the right settings and permissions have been configured, the E-
Offer process can be started from the Recruiting Center when an offer is extended to a candidate. If an E-Offer is rescinded in the Recruiting Center, the process is automatically canceled in the Transitions Center. For details on E-Offer, refer to the *Recruiting User Guide*.

E-Offer processes can also be started or canceled using Taleo Connect.

**Offboarding Processes**

Offboarding processes can be started and canceled using Taleo Connect or via Web Services from other software products. They can also be canceled in the Transitions Center.

---

## Starting a Transitions Pre-Hire Process

**Prerequisite**

**Steps**

1. In the Candidates list, select a candidate.
2. In the More Actions list, select Start Transitions Pre-Hire Process.
3. Select a process.
4. Click Done.

---

## Starting a Transitions New Hire Process

**Prerequisite**

**Steps**

1. In the Candidates list, select a candidate.
3. Select a process.
4. Click Done.

---

## Extending an Offer Electronically

**Prerequisite**

Candidate must have an offer created.

If offer approvals are required, the offer must be approved.

**Steps**

1. In the candidate list, open a candidate file.
2. Select Extend Offer... in the More Actions list.
3. Select the option Extend in writing.
4. Click Done.
5. Select the E-Offer option.
6. Click Next.
7. Click Send.

**Result**

When an offer is extended electronically, a tracking event is created in the candidate file History tab indicating that an electronic offer was extended.
Canceling a Transitions Pre-Hire Process

Prerequisite

Steps

1. In the Candidates list, select a candidate.
2. In the More Actions list, select Cancel Transitions Pre-Hire Process.
3. Click Done.

Canceling a Transitions New Hire Process

Prerequisite

Steps

1. In the Candidates list, select a candidate.
3. Click Done.
Transitions Center

- Transitions Center
  - Accessing the Transitions Center
Transitions Center

The Transitions Center is used by recruiters and managers typically and consists of two main sections: Tasks and Processes.

The Transitions Center contains a list of Transitions tasks assigned to the user, tasks the user owns and other tasks the user's permissions enable him/her to view (HR directors might have the permission required to view all tasks, for example).

A task is a request for action and can be assigned to an actor—a person or system involved in a Transitions process. candidates or employees can also be actors who have tasks to complete in a Transitions process. Tasks can consist of providing information, supervising the candidate or employee or providing things such as an email address, telephone and computer.

Provided users have the required permissions, the Transitions Center also provides information about the Transitions processes they launched or are involved in. They can see the name of the candidate or employee, and the corresponding process name, job title and process progression.
Accessing the Transitions Center

You can access the Transitions Center in a number of ways.

The Welcome Center
From the Welcome Center, you can click the Transitions link in the Quick Access section.

The Recruiting Center
Provided you have the required permissions, you can access the Transitions Center from up to four channels in the Recruiting Center:

- If the New Hire, Pre-Hire or Transitions channels are displayed, you can click the title of any of those channels to go to the Transitions Center.
- You can click a status in the Pre-Hire channel. That action opens the Transitions Center and, in the Processes section, "Pre-Hire Validation" is displayed in the Process Type list while the status you selected is displayed in the Refine by list. Click Refresh to update the candidate-process list using those criteria.
• You can click a status in the New Hire channel. That action opens the Transitions Center and, in the Processes section, "New Hire" is displayed in the Process Type list while the status you selected is displayed in the Refine by list. Click Refresh to update the candidate-process list using those criteria.

• If a Transitions section is displayed in the Tasks channel, you can click any link in that section to go to the Transitions Center. That action opens the Transitions Center and, in the Tasks section, the status you selected is displayed in the Refine by list. Click Refresh to update the task list using that criterion.
# Managing Tasks

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Tasks

Tasks are assignments that you complete as part of a process involving someone.

The default filter "My Opened Tasks" in the Tasks section of the Transitions Center enables you to view all opened tasks, assigned to you, as those tasks come into play. They continue to be displayed until they are completed or until you choose a different filter in the Refine by list. Other filters enable you to view additional tasks subject to your user type permissions.

A Transitions process (a pre-hire, new hire or other type of process) can contain different types of tasks.

<table>
<thead>
<tr>
<th>Task Type</th>
<th>How to complete the task</th>
<th>Description</th>
<th>Related Source</th>
</tr>
</thead>
<tbody>
<tr>
<td>Form Task</td>
<td>Click the corresponding Execute link to display the form. The form might contain mandatory fields and fields that can be edited. The form can be submitted when all required fields have been filled. Submitting the form completes the task.</td>
<td>Assignee is asked to complete a user-defined form. In the case of multiple people assigned to the same form task, as soon as one them submits the form, the task is completed automatically for all assignees.</td>
<td>Read-only view of the task.</td>
</tr>
<tr>
<td>Correspondence Task</td>
<td>This task is completed automatically when the correspondence is sent. It is displayed in the Tasks list when users select All Tasks in the Refine by list. Users can click the task name and then click the link in the Related Source field to view the message.</td>
<td>An email message is sent to one or more recipients.</td>
<td>Link to the message template.</td>
</tr>
<tr>
<td>Manual Task</td>
<td>Click the Complete link.</td>
<td>A task that does not require any support i.e. no form, PDF, correspondence, etc. It can only be completed or canceled. Instructs the assignee to perform an action outside the system, such as phoning the candidate. Details regarding the task are contained in the task description field.)</td>
<td>N/A</td>
</tr>
<tr>
<td>PDF Task</td>
<td>Clicking the PDF name opens the file and completes</td>
<td>The system administrator assigns a PDF file, which can contain variables to personalize the text, to the</td>
<td>List of PDF documents.</td>
</tr>
</tbody>
</table>
Tasks and Actions

<table>
<thead>
<tr>
<th>Task Type</th>
<th>How to complete the task</th>
<th>Description</th>
<th>Related Source</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>the task. You can save the file locally or print it.</td>
<td>assignee as a task. The assignee completes the task by opening and reading the file.</td>
<td></td>
</tr>
</tbody>
</table>

Each task can be configured to have a standard or customized email sent to assignees when the task first obtains In Progress status. Additionally, each task can have a standard or customized email sent to the process owner upon completion of the task. For both of these actions, the Transitions Center user can designate a message template different from the one that was initially designated.

Completed tasks trigger various actions that ensure the process progresses automatically. Once tasks are completed, they cannot be undone.

All Transitions tasks whose status is In Progress have a due date by which they should be completed. The due date is based on the date on which the task was assigned (to the participant(s)) and the expected duration the administrator specified for the task.

All tasks displayed in the Tasks list originate from running processes unless Transitions Center users have the user type permission required to create their own self-assigned tasks. Self-assigned tasks are not part of any process configured by the Taleo Transitions administrator but rather are created by the users themselves to remind them to take some action. After they perform the action, they indicate that their task as complete. There is no entry in the History section for this type of task.
Task Statuses

Provided Transitions Center users have the required user type permission, they can view all the steps/tasks included in a person's process. The status of each step is also displayed.

Step statuses are:

- Completed - Steps that have been performed.
- In Progress - Steps that are assigned to at least one person (regardless of whether the participants have viewed or started the task).
- Error - Steps that had In Progress status but then encountered a problem that prevented completion (for example, communication problems with an external service provider).
- Not Started - Steps that have never been assigned to anyone and therefore have never had In Progress status.

As soon as a task obtains Completed status, the next task(s) in the process are typically assigned immediately to the relevant participant(s) and these tasks typically have In Progress status.

When a task status changes from Not Started to In Progress, it can never return to Not Started afterward. When a task status changes from In Progress to Completed, it cannot return to In Progress or Not Started afterward with one exception. It is possible to reassign a task with In Progress status to a participant provided the Transitions administrator has configured this behavior. Any incorrect or omitted information submitted on a form task cannot typically be corrected by redoing the form unless the error is so common and foreseen that a double-check has been configured into the process.

A task can go from Error status to In Progress status if the situation that caused the error is fixed before the user clicks Retry.
The tasks displayed in the task list are determined by the selection in the Refine by list and your user type permissions.

Tasks are sorted by name by default. To sort tasks by a different criterion, click the corresponding column header (except the Assigned to, Owned by, and Actions column headers).

<table>
<thead>
<tr>
<th>Task List Columns</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Column</strong></td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Due Date</td>
</tr>
<tr>
<td>Candidate/Employee</td>
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<tr>
<td>Priority</td>
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<td>Assigned to</td>
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<td>Actions</td>
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</tbody>
</table>

You can apply filters in the Tasks section to display only tasks of a certain type. Your permissions determine which of the following filters is displayed in the Refine by list. After making a selection from the Refine by list, you click Refresh to apply the filter.
### Task List "Refine by" Filters

<table>
<thead>
<tr>
<th>Filter</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>All Tasks</td>
<td>Displays all tasks in the system (provided you have the Transitions user type permission &quot;View and execute all tasks assigned to anyone&quot;).</td>
</tr>
<tr>
<td>All Opened Tasks</td>
<td>Displays all tasks in the system that have In Progress status (provided you have the Transitions user type permission &quot;View and execute all tasks assigned to anyone&quot;).</td>
</tr>
<tr>
<td>All Tasks with Errors</td>
<td>Displays all tasks in the system that have Error status (provided you have the Transitions user type permission &quot;View all tasks&quot;).</td>
</tr>
<tr>
<td>My Tasks</td>
<td>Displays all tasks assigned to you or initiated by you.</td>
</tr>
<tr>
<td>My Opened Tasks</td>
<td>Displays tasks assigned to you or initiated by you and that have In Progress status. My Opened Tasks is the default filter.</td>
</tr>
<tr>
<td>My Tasks with Errors</td>
<td>Displays tasks assigned to you or initiated by you and that have Error status.</td>
</tr>
<tr>
<td>Overdue</td>
<td>Displays tasks assigned to you or initiated by you and whose due date precedes the current date.</td>
</tr>
<tr>
<td>Due Today</td>
<td>Displays tasks assigned to you or initiated by you and are due on the current date.</td>
</tr>
<tr>
<td>Due in the Next Week</td>
<td>Displays tasks assigned to you or initiated by you and are due in the next week.</td>
</tr>
</tbody>
</table>
| Keyword                 | After you submit a keyword (a complete word or part of a word), the search engine searches the (task) Name, Candidate/Employee, Assigned to and Owned by fields and then updates the task list accordingly (after you click Refresh).

Recall that the results are subject to your permissions. For example, if you had the permission to view only tasks assigned to you or initiated by you, the updated task list would contain only tasks that reflected both your keyword criteria and were assigned to you or were initiated by you.

If the Transitions administrator set the Activate Secure Login setting to Yes (Configuration > [Career Section] Settings) and users click a task list item that uses the message template (typically General Validation Request) in the Passport Service used to invite candidates/employees and then click the corresponding link, the users are redirected to the Passport partner's site. If they later attempt to return to the career section and the task list by clicking the Back button in their browser, this action is unsuccessful. The users must log into the career section or portal again if they wish to go there. This is by design.

If the Transitions administrator set the setting to No or if the message template in the Passport Service used for inviting people is configured to open in a new window, clicking the Back button typically returns the person to the career section and the task list.
External Service Request Tasks and Results in the Transitions Center

The Transitions Center displays details of external service request tasks passed to a partner using Taleo Passsport. An external service request is the whole "conversation" between the Taleo Oracle process and the external service provider, on behalf of a given candidate or employee. Each time either side contacts the other during this whole task, it is part of the overall request. Even after the final results have been passed to the Taleo Oracle system from the service provider, the Transitions Center user can still view the details of this request, and can choose to visit the partner to view every available detail. All of this is associated with the single request.

Provided users have the corresponding user type permissions, the Transitions Center provides information about external service tasks involved in Transitions processes. Such tasks are displayed along with the other tasks in the Tasks section. An External Service Request section appears on the task details page of a task associated with an external service provider. That section shows details of the data exchange between Transitions and the provider, including message parameters and the current status of the task as defined by the partner (who can have any number of statuses in any sequence).

Each partner is certified based on the unique capabilities and strengths they bring with your services. Contact your Taleo Transitions administrator and/or partners for more information.

Request Fields

Information on the task details page includes request fields and result fields. Details vary by request. Input information is also displayed and varies by task.

<table>
<thead>
<tr>
<th>Request Field Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>Name of the external service provider.</td>
</tr>
<tr>
<td>Service</td>
<td>Name of the service.</td>
</tr>
<tr>
<td>Status</td>
<td>Any of the predefined statuses for Passport requests used by Oracle Taleo for its partners. These values originate from the Provider status sent to Oracle Taleo in the Passport exchange.</td>
</tr>
<tr>
<td>Provider Status</td>
<td>Value passed to Oracle Taleo from the external service involved in the Passport exchange. This value is mapped to the appropriate Oracle Taleo status.</td>
</tr>
<tr>
<td>Request Date</td>
<td>Date when the request to the service provider was initiated for this candidate/new hire for this process. Additional processes for the candidate/new hire will have different Request dates.</td>
</tr>
<tr>
<td>Last Activity Date</td>
<td>Date of the most recent communication.</td>
</tr>
<tr>
<td>Results Expiration Date</td>
<td>Date after which the results should not be relied upon according to the service provider. This date is calculated by the service provider if a validity period was configured for the service. The date is the date the results are received by Oracle Taleo plus the validity period. For example, if the results were received on September 15th and the validity period was 30 days, the Results Expiration Date would be October 15th. This date is important for any future attempts to connect to the provider on behalf of the candidate or employee to request the service. If an external service request task obtained In Progress status before the expiration date, the Oracle Taleo system would not contact the partner to resubmit the request. Instead, the existing</td>
</tr>
<tr>
<td>Request Field Name</td>
<td>Description</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------------------------------------------------------------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td></td>
<td>results would used, thereby saving money for the client. If the external service request task obtained In Progress status after the expiration date of the previous request's results, a new request would be sent.</td>
</tr>
<tr>
<td>Reference Number (Internal)</td>
<td>A unique identification number used by Oracle Taleo to identify a particular Passport request. Oracle Support typically uses this number in the Passport Console.</td>
</tr>
<tr>
<td>Reference Number (External)</td>
<td>A unique identification number used by the service providers to identify a particular Passport request.</td>
</tr>
</tbody>
</table>

**Parameters Used**

The Parameters Used section displays parameters configured by the Transitions administrator when building the process.

**Results**

The Results section displays all the results received by Oracle Taleo from the external service provider for the request. Result fields usually include a More Details link, which opens a new browser window. Transitions Center users can then visit the external service provider's Web site to view documents and additional information (such as error messages and detailed sub-statuses) about the request.

**Request Statuses**

Every external service task displays its current status. The following Oracle Taleo request statuses can be selected from the Status field:

- Service scheduled
- Candidate didn't answer email within set time
- Partner didn't respond within set time
- Declined by candidate
- Acknowledged by provider
- Waiting for provider response
- Unable to process
- Completed
- Canceled
- In progress
External Service Tasks Can Be Retried Ten Times in the Transitions Center

Users can retry external service tasks up to ten times when the task's status is Error.

External service request tasks are unable to be completed occasionally due to events outside of the control of Taleo Transitions. An incomplete task obtains Error status and the status of the step is Canceled. While a task is in Error status, a Retry button is displayed on the Task page for that task. The user can attempt to resolve the issue by "retrying" the task up to ten times. After the tenth attempt, the Retry button is no longer displayed on the Task page. A History entry is created for each "retry" attempt.

Correspondence tasks with Error status can also be retried up to ten times.
External Services and Multiple Participants

Partners who provide services that require the participation of multiple participants in different roles, at the right time, can have those services integrated with Taleo Transitions via Taleo Passport.

The Partner determines how many participants need to be involved and how many different phases must be completed before the overall Transitions task is considered completed (has Completed status) thereby enabling the Transactions process to advance. The Oracle Taleo Certification Lab helps the Partner to become certified to support the required invitations and updates. The external service must be configured in the Transitions zone to align appropriate messages with the people involved in the task. Afterward, the service can then be assigned to tasks in Transitions processes.

If an external service request task is configured to send notifications regarding the candidate or employee, the email messages are sent to various participants when the task starts. If one the recipients is the candidate or employee, the person receives the message and the message is also displayed as a task on the Tasks tab in the career section. External service partners can provide updates for all participants in the task while the task activities are being carried out. When the partner determines that the task is complete and sends the results to Oracle Taleo, the task becomes complete and the Transitions process continues.

If the partner needs the participation of Transitions Center users in an activity at its site as part of a Transitions task, the participants receive an email inviting them to visit the partner's Web site. The email can contain a link to the site and the recipient can be authenticated using Oracle Taleo credentials provided the process and the partner support this. Once authentication is successful, the participant can complete forms and view the partner's dashboard or other pertinent information. The overall Transitions task is considered completed (has Completed status) when all elements of the task are completed.

If the partner needs the participation of the candidate or employee in an activity as part of a Transitions task, the person receives an email that includes a link to the Tasks tab in career sections. The tab contains a task that displays the same information found in the email. The invitation email and the Tasks tab task can contain a link to the external service Web site. The candidate or employee can be authenticated at the Web site using Taleo credentials provided the process and the partner support this. Once authentication is successful, the person can complete forms or perform other required activities. The overall Transitions task is considered completed (has Completed status) when all elements of the task are completed.

Limitations

- When configuring a process, the Transitions administrators can assign each of the notifications and invitations for an external service task to only one participant. For this reason, they should not assign this type of task to a role that has more than one participant.

- Invitations from external service requests cannot be reassigned to other participants. The only way to change assignees is by canceling and restarting the Transitions process.

- Interim notifications can only be sent by Partners.
Managing Tasks

Filtering Tasks

Steps
1. In the Transitions Center, Tasks section, click the Refine by list.
2. Click the filter you want to apply.
3. Click Refresh.

Result
The task list is updated such that only the tasks that correspond to your selection (and your user type permissions) are displayed.

Performing a Task

Steps
1. In the Transitions Center, Tasks list, find the task you want to perform and click the corresponding Execute link.
2. Follow the on-screen instructions.
   The steps vary depending on the type of task (correspondence, PDF file, form, etc.).

Result
The task is completed and it is no longer displayed in the Tasks list.

Reassigning a Task

Prerequisite
The person to whom you want to assign the task must be a Transitions user.

Steps
1. In the Transitions Center, Tasks list, find the task you want to reassign and click the corresponding Reassign link.
   The Reassign a Task page is displayed.
2. Click Search.
3. In the Users list, find the person to whom you want to reassign the task and click the corresponding radio button.
   If the user list spans a number of pages, you can use the Refine by filter to find the user more quickly.
4. Click Select.
   The name of the person you selected is displayed in the Assigned to field.
5. Click Save.

Result
The task will be displayed in the task list of the person you selected and consequently the task is no longer displayed in your task list.
Creating a Task for Yourself

**Steps**
1. In the Transitions Center, Tasks section, click Create.
2. Complete the fields on the New Task page.
   Mandatory fields are marked by an asterisk.
3. Click Save.
   The information you entered is displayed on the Task page. Fields in the Notifications section might contain default values.
4. You can perform any or all of the following actions on the Task page:
   - Edit the task properties that you configured.
   - Edit notifications associated with the task.
   - Create a reminder.
   - Send an immediate reminder.

**Result**
To see your new task in the task list, click the Transitions breadcrumb at the top of the page to go to the Transitions Center.

Modifying a Task

**Steps**
1. In the Transitions Center, Tasks section, click the name of the task you want to modify.
2. You can perform any of the following actions:
   - To modify the task properties, click Edit in the Properties section and make your changes.
   - To modify task notifications, click Edit the Notifications section and make your changes.
   - To modify a reminder, click View next to the reminder in the Reminders section, click Edit and make your changes.

**Result**
Your changes are displayed on the Task page. You can click Transitions in the breadcrumb trail to go to the Transitions Center.

Viewing a Task's Related Source

**Steps**
1. In the Transitions Center, Tasks section, click the name of the task you want to display.
2. Click Edit in the Properties section.
   The Task page is displayed.
3. Click the link displayed in the Related Source field.

**Result**
The content of the related source is displayed.
Notifications and Reminders

Notifications and reminders are sent by email to assignees and process owners inviting them to complete tasks. A reminder is an email alert sent to one of the task assignees, to all of them or to the owner of the task (in a Transitions process). Reminders can be configured by the Transitions administrator such that they are sent before or after the task due date and contain a specific notification message.

Transitions Center users can also configure reminders provided they have the appropriate user type permissions. The message in the email must be one of the predefined message templates in the system. An unlimited number of reminders can be sent, as frequently as one per day if desired, at any number of days before the task's due date. As well, an unlimited number of reminders can be sent, as frequently as one per day, at any number of days after the task's due date. As soon as the task's status is Complete, no more reminders are sent. Lastly, Transitions Center users can send immediate reminders (chosen from predefined message templates) to all task assignees at any time.

A notification can be sent to task assignees and the task owner. One message template can be chosen for the assignees and it will be sent to them when the task is assigned. Another message can be selected for the process owner and it will be sent upon completion of the task. Notifications are optional and tasks can be configured by Transitions administrators so that no messages are sent.

Sending a Notification

Steps

1. In the Transitions Center, Tasks section, click the name of the task for which you want to send notification.
2. Click Edit next to Notifications.
3. Click Search next to the Task Assignment Correspondence (sent to assignees) field.
   a) Click the radio button next to the message template you want to use.
   b) Click Select.
4. Repeat step 3 including substeps for the Task Completion Correspondence (sent to owner) field.
5. Click Save.

Result

Your selections are displayed in the Notifications section of the Task page. The first correspondence will be sent to all assignees of the task while the second correspondence will be sent to the process owner when the task is completed.

Creating a Task Reminder

Steps

1. In the Transitions Center, Tasks section, click the name of the task that you want to create a reminder for.
2. Click Create next to Reminders.
3. In the Assignees field, click Owner or Assignees or individual assignees.
4. Select a triggering time.
5. Select a notification message.
6. Click Save.

**Result**

A reminder entry is displayed in the Reminders section. On the day that corresponds to your triggering time selections, the message you specified will be sent by email to the person.

**Viewing a Task Reminder Details**

**Steps**

1. In the Transitions Center, Tasks section, click the name of the task that has a reminder whose details you want to view.
2. In the Reminders section, find the reminder and click the corresponding View link.

**Modifying a Task Reminder**

**Steps**

1. In the Transitions Center, Tasks section, click the name of the task that has a reminder whose details you want to view.
2. In the Reminders section, find the reminder and click the corresponding View link.
3. Click Edit.
   The link is not displayed if the reminder has already been sent.
4. Make your changes.
5. Click Save.
   Your changes are displayed on the Reminder Properties page and on the Task page (Reminders section).

**Result**

The reminder will be sent on the date that corresponds to the selections you made.

**Deleting a Task Reminder**

**Steps**

1. In the Transitions Center, Tasks list, click the name of the task.
2. In the Reminders section, find the reminder and click the corresponding Delete button.
3. Click Yes in the message box to confirm the deletion.

**Result**

The reminder is no longer displayed in the Reminders section of the Task page and the email will not be sent.

**Sending a Task Reminder Immediately**

**Steps**

1. In the Transitions Center, Tasks section, click the name of the task that you want to create and send a reminder for.
2. In the Reminders section, click Send Immediate Reminder.
The Immediate Reminder page is displayed.

3. Click Search.

4. Click the radio button next to the message template you want to include in the message.
   If the list of message templates spans a number of pages, you can use the Refine by section to find a specific template more quickly.

5. Click Select.
   The name of the message template you selected is displayed in the Notification Message field.

6. Click Send.

**Result**

The message is sent to all of the people assigned to the task.
Monitoring Processes

- Process ................................................................................................................. 34
- Step ....................................................................................................................... 35
- Processes List ......................................................................................................... 36
- Process Page .......................................................................................................... 37
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- Correspondence ..................................................................................................... 48
**Process**

A process is a series of steps typically performed by multiple stakeholders for a single person. All necessary steps must be completed before the process gets completed.

An organization can use any number of processes to serve a variety of business units and locations. Processes can be tied to organizations, locations and job fields (OLF) so that the right process is available for candidates/new hires in the intended group. For example, the onboarding process at a corporate office might be very different from one at a field office. An organization might also have processes for electronic offer, prehire, promotion, relocation, cross-boarding or offboarding processes to name a few other examples. A single process can involve numerous stakeholders such as a human resources manager and a hiring manager in addition to the candidate or employee.

A process includes steps, usually dozens of steps, and each step is built upon only one single task. In a single process, multiple steps might be configured to be assigned concurrently or a task might have to be completed before the process can continue.

"Transitions" exist between steps. For example, a process might require that the “Complete personal information” task is to be performed before the “Send thank you correspondence” task. This "transition" would guarantee that you will have the new hire's information needed to populate the correspondence.

Different processes specific audiences according to Organizations, Locations and Job Fields. One interesting thing about supervisors is that they can be multiple people at once (this is different from the single process owner). This means that a big team of coordinators or HR specialists can all share the responsibility to monitor a whole group of their candidates' processes, in order to send reminders or reassign or execute tasks when any delays occur.
Step

A step is the "envelope" in which a task gets assigned to participants.

A process contains steps. Steps are created for each process and they are the "container" for tasks (a task can be reused in the same process or across different processes). A step provides information about the assignee and sequence of tasks. Business logic ensures that the work to be done is routed correctly between steps.

From the point of view of the Transitions administrator, the same task can be used in different steps and a task must be placed in a step if it is to be used in a process.

From your point of view as a Transitions Center user, you can consider a step and a task to be essentially the same thing with one exception. If you have the permission required to view processes, you also view the names of all the steps in processes. To view details about the unit of work that is assigned, you require the additional permission to view tasks.

Tasks are assigned in a sequence to you or to others and these tasks are always "contained" within steps. Occasionally there are routing steps, which are placeholders that have no content, that serve to push the workflow along to the next step. Occasionally, there might be subprocesses, which are collections of tasks with assignees with logic between each subprocess but that appear as a single-line item in the list and as a single box in the preview diagram.

Assignee

In Transitions, the work in a step's task can be assigned to one person or to a number of people.

- If one person is assigned, then this person must complete the task. If the person fails to do so (even after configurable reminders are emailed to him/her) then the process owner and/or supervisor might be able to execute the task or reassign it to other people.
- If more than one person is assigned, any of those people can complete the task. It appears on each person's open task list. As soon as someone completes the task, it is no longer displayed on any open task lists and is displayed only in Completed lists.
Processes List

The Processes section in the Transitions Center lists all candidates and employees who are or who were involved in a process that your user type permissions allow you to view.

Processes serve the purpose of assigning the right tasks to the right people at the right time. The Processes list shows candidates and employees who are and/or were assigned to a process. For each candidate and employee, the list also includes the corresponding process name, job title, start date and current process status. The progression column indicates the progress of each process (expressed as a percentage) toward completion. The progression bar is green if the due date of all related "In Progress" tasks has not been exceeded. The bar is red if the due date of any related "In Progress" tasks has been exceeded.

As soon as a process is started (i.e. "In Progress" status), either in the Recruiting Center or through Taleo Connect, the person's name, process and other information are displayed in the Processes list.

The candidates and processes displayed are dependent on the filter you apply in the Processes section and the filters available for selection are dependent on your user type permissions.
Process Page

The Process page displays information about the candidate, new hire or employee, in particular detailed information regarding the associated Transitions process and files.

The Process page contains up to five sections. These sections are:

- General Information
- Process
- Steps
- Attached Files (depending on your user permissions)
- History

The General Information section contains information about the candidate, new hire or employee: phone number, email address (if the person has one), job manager name and job start date. A Details link might also be available in this section if your organization uses such a configuration. Clicking the link displays a read-only form containing various fields about the candidate or employee. These fields were chosen by your Transitions administrator.

The Process section displays the process to which the candidate or employee is associated, the process supervisor, the start date of the process, and the percentage of the process completed. You can share, suspend, restart or cancel the process, or view a preview of the process.

The Steps section shows closed steps, remaining steps to be completed and the people responsible for completing a step. If the step is in progress, the section shows the date the step is due, based on the duration configured by the Taleo Transitions administrator for the task associated with the step. You can click a step to view step details and from there perform actions related to the step.

With the appropriate user type permissions, you can view the Attached Files section. This section displays a list of PDF files associated with the candidate or employee and the process. These documents can be printed individually, printed in a batch, or exported from Taleo Transitions.

Finally, you can create and send correspondence from the Process page.

The History section is a log of actions taken on sections of the Process page, as well as the task completions and errors for each step in the process.
The Process section on the Process page displays general process information regarding the candidate or employee.

You can perform a number of actions on processes provided you have the relevant user type permissions.
Managing Processes

Filtering Processes

Steps

1. In the Transitions Center, Processes section, click the Process Type list.
2. Click the filter you want to apply.
3. In the Processes section, click the Refine by list.
4. Click the filter you want to apply.
5. Click Refresh.

Result
The list in the Processes section is updated such that only the candidates, new hires and employees that match your process type and status selections (and your user type permissions) are displayed.

Accessing a Process page

Steps

In the Transitions Center, Processes section, click the name of the candidate, new hire or employee.

Result
The process page for the process in which the person is involved is displayed.
Working with Processes

Process Preview

The Process Preview feature allows Transitions Center users to obtain a flow chart-like illustration of a process. This feature provides users with an overall view of the process and of the relationships among its steps.

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start</td>
<td>Circle with arrow pointing to the right. &quot;Start&quot; is displayed in the circle.</td>
</tr>
<tr>
<td>End</td>
<td>Circle with arrow with dotted line pointing to the right. &quot;End&quot; is displayed in the circle.</td>
</tr>
<tr>
<td>Task</td>
<td>Rectangle.</td>
</tr>
<tr>
<td>Subprocess</td>
<td>Small rectangle inside of a larger rectangle.</td>
</tr>
<tr>
<td>Step</td>
<td>Rectangle.</td>
</tr>
<tr>
<td>Routing step</td>
<td>Light green box (this type of step cannot contain actions assigned to a participant).</td>
</tr>
<tr>
<td>Transition</td>
<td>Arrow. A thin arrow indicates there are no conditions. A thick arrow indicates there are conditions.</td>
</tr>
</tbody>
</table>

Previewing a Process

Steps
1. In the Transitions Center, Processes section, click the name of the candidate, new hire or employee.
2. Click Preview.

Sharing a Process

Prerequisite
The user you select requires a user type necessary for his or her role in the process.

Steps
1. In the Transitions Center, Processes section, click the name of the candidate, new hire or employee.
2. On the Process page, click the Share link.
3. On the User Selector page, find the name of the new user you want to select.
   You can use the Refine by and accompanying field to find the user more quickly.
4. Click the check box next to the name of the user you want to select.
5. Repeat steps 3 and 4 for each user you want to select.
6. Click Select.

Result
The people with whom you shared the process will be able to view it and perform actions on it.
Revoking Sharing a Process

Steps
1. In the Transitions Center, Processes section, click the name of the candidate, new hire or employee.
2. Click the Revoke Sharing link.
3. On the User Selector page, find the name of the new user you want to select.
   You can use the Refine by and accompanying field to find the user more quickly.
4. Click the check box next to the name of the user you want to select.
5. Repeat steps 3 and 4 for each user you want to select.
6. Click Select.

Result
The process is no longer shared with the user(s) you selected.

Suspending a Process

Steps
1. In the Transitions Center, Processes section, click the name of the candidate, new hire or employee.
2. Click Suspend.

Result
The process is suspended immediately.

All the tasks associated with the process that had In Progress status now have On Hold or Suspended status. They are no longer displayed in the Tasks section of assignees with the My Opened Tasks filter and the tasks cannot be completed until the process is resumed. Suspending a process also "stops the clock" with regard to task due dates.

Next Step
The process can be resumed later.

Resuming a Suspended Process

Steps
1. In the Transitions Center, Processes section, click the name of the candidate, new hire or employee.
2. Click Resume.

Result
The process is resumed immediately and all tasks related to the process that had On Hold or Suspended status now have In Progress status. The tasks are displayed anew in the Tasks section of assignees with the My Opened Tasks filter. The "timer" resumes with regard to task due dates.

Canceling a Process

Steps
1. In the Transitions Center, Processes section, click the name of the candidate, new hire or employee.
2. Click Cancel.
3. Click Yes.

**Result**

The process is canceled and all the tasks associated with the process that had In Progress status now have Canceled or Terminated status. They are no longer displayed in the Tasks section of assignees with the My Opened Tasks filter. Tasks that had Completed or Not Started status retain their respective status.

To display the canceled process, select Canceled from the Refine by filter in the Processes section of the Transitions Center.

The percentage-completed value immediately prior to cancelation is retained but the progression bar contains no color.

### Deleting Transitions Processes

Taleo Transitions users who have the required permission can "delete" a process: its start date, completion date, status, task assignees, task completion status, etc.

If users have the "Delete processes that are completed or canceled" permission, and the process status is Canceled or Completed, the Delete button is displayed on the process details page.

In addition, the Transitions administrator can configure a Taleo Transitions setting such that processes that have been completed or canceled at least $x$ days ago are permanently and automatically deleted from the database. This action does not delete other information such as values in candidate fields.

### Deleting a Process

**Prerequisite**

The process must have Completed or Canceled status.

**Steps**

1. In the Transitions Center, Processes section, click the name of the candidate, new hire or employee.
2. Click Delete.
3. Click Yes.

**Result**

The process is "deleted": all information about which tasks were completed and by which participants is removed from the system as well as process start and end dates and information about any PDF files attached to the process.

Information about the candidates or employees is not removed from the system however. The candidates' name and address, as well as values in all standard and user-defined fields remain available in the Oracle Taleo system. If candidates later apply for jobs, personal information that they updated on Taleo Transitions forms before the process was deleted remains in the system. The Transitions administrator can remove all information related to old and completed processes and can remove candidate files entirely (those procedures is not described in this document).

### Restarting a Process

In Taleo Transitions, you can restart Transitions processes from the beginning (provided you have the necessary user type permission).

There is no way to make a correction to a task or form after the task or form has been submitted as part of a running Transitions process (unless the process was configured to enable corrections to a form later in the
process). If an error is committed at some point in the process, the latter can be restarted from the beginning from the Transitions Center, the Recruiting Center, or using Taleo Connect.

To restart a running process in the Transitions Center, users open the process details page and click Restart.

Whenever a process is restarted in Taleo Transitions, the process uses the most up-to-date information. The process starts at the beginning, assigning each task to the right participant(s). This typically means that the same forms will be assigned to the same people again. Fortunately, the system retains almost all the information the participants entered on forms they submitted. Most information regarding the candidate or employee, the requisition or the offer is retained. This means that most fields will already contain values when the assignees receive the form the second time as part of the restarted process. On the other hand, if a form contains fields that require information that is unique to a process (an electronic signature field, for example), assignees must reenter the information each time the form is presented.

There are three ways to restart a Transitions process, each of which has a slightly different effect on the data that is stored in Taleo Transitions.

- Restart the process from the Transitions page. This action maintains all the existing information in Taleo Transitions that had been used in the prior Transitions process prior to restarting the process.
- Start the process again from Recruiting after data was updated. The effect of this action is like undoing the changes that had been made in the Taleo Transitions process prior to restarting the process.
- Start the process again from Recruiting without updated data. The effect of this action is that only information about Assignment, Position and Application used in Taleo Transitions will be reproduced in the new process.

If a Transitions process is currently running for candidates or employees but the process has since been disabled by the Transitions administrator, users cannot restart the process for those individuals. This is by design and is perhaps best explained by an example. Take the case of a new hire process that a Recruiting Center user starts for a new hire. Some time afterward, the organization decides to replace the process with a somewhat different one. Consequently, the Transitions administrator disables the original process and enables the new process. The new hire, to whom the original process is still assigned, submits a form that contains an important mistake. Transitions Center users and Recruiting Center users can still cancel the new hire's process. It is not be possible, however, to restart the original process because it was disabled by the administrator. For this reason, the Restart button is not be displayed on the process details page of the new hire in the Transitions Center. The new process, or any other process the administrator enabled, can be started for the new hire from the Recruiting Center or using Taleo Connect.

**Restarting a Process from the Transitions Center**

**Steps**

1. In the Transitions Center, Processes section, click the name of the candidate, new hire or employee whose process you want to restart.
2. Click Restart.

**Result**

Cancels the current process and immediately restarts it for the candidate or employee starting with the first step. All information that was previously entered in Taleo Transitions for this process is retained and no new information is taken from Recruiting.

**Next Step**

All Transitions forms that were previously completed prior to the restart can be reviewed, updated if necessary and submitted.
Working with Steps

Steps on the Process Page

The Steps section on the Process page lists all the steps in the Transitions process.

Detailed information regarding the task associated with a step can be obtained on the Task page. When the Task page is displayed for a completed step, any related source is shown with information filled in about the candidate or employee. Additionally, notifications and reminders can be sent from the Task page. See Notifications and Reminders.

Sorting steps

In cases where a process is composed of a large number of steps, the list of steps in a candidate's or employee's process might span a number of pages in the Transitions Center. To enable Transitions Center users to find a step quickly in a long list of steps, sorting capabilities were added to the following columns: Name, Start Date, Due Date and Status.

To sort the list of steps by a column header, users click the corresponding column header (Name, Start Date, Due Date and Status). The list is resorted automatically to reflect the user's selection. In addition, users can click a column header repeatedly to switch between ascending and descending order.

Viewing a Task from a Step on the Process page

Steps

1. In the Processes section, click the name of the candidate or employee.
2. In the Steps section, click name of the step.

Result

The Task page is displayed for that Step.

Terminating a Step

Steps

1. In the Processes section, click the name of the candidate or employee.
2. In the Steps section, locate the step you want to terminate and click the corresponding Terminate in the Actions column.
   A message is displayed confirming that the step was terminated.
Working with Attached Files

Attached Files

Users who have the necessary user type and permissions can view, print and save locally PDF documents associated with a candidate or employee and listed in the Attached Files section of a Process page.

The Transitions administrator can configure PDF documents such that they contain personalized information about the current candidate or employee. In such cases, the data is dynamic: the documents display the latest data from fields in the Transitions system. Each time the PDFs are accessed, information in these fields is updated and displayed in the document.

When a PDF task is assigned in a Transitions process and any participant accesses the task, the PDFs (there can be one or more) become available automatically in the Attached Files section of the Process page. In addition, Transitions Center users can add PDF files from the Transitions library on the process details page.

Attached PDF files can be saved locally individually or in a batch. You can print files individually and your organization might allow batch printing of files. These print and batch-print actions are recorded in the History section of the process.

Attached files can be exported from Taleo Transitions using Taleo Connect Client. For instance, an organization might want to export all of the completed non-disclosure agreement forms for all new employees in a department as soon as each onboarding process reaches the end of the first week. A consulting engagement would be required to create an automated nightly export of this personalized PDF from every employee's process, which could then be stored in a document management system or HRMS. Contact an Oracle Taleo consultant or your organization's client executive for more information.

Attaching Files Manually

Steps

1. In the Processes section, click the name of the candidate, new hire or employee.
2. In the Attached Files section, click Add.
   The File-based Document Selector window is displayed.
3. Select the check box next to the document you want to add.
   You can use the Refine by and accompanying field to find the file more quickly.
4. Click Select.

Result

The PDF document is added to the Attached Files section and it can be viewed, printed, saved locally or exported using Taleo Connect. If the document template included variables, the corresponding candidate or employee information is displayed in their place.

Viewing an Attached File

Steps

1. In the Transitions Center, Processes section, click the name of the candidate, new hire or employee.
2. In the Attached Files section, click the name of the file you want to view.
3. Click the name of the PDF file.
Result
The content of the PDF file is displayed in a new browser window. If the document template included variables, the corresponding candidate or employee information is displayed in their place.

Next Step
The user can print or save the PDF file locally.

Deleting an Attached File

Steps
1. In the Transitions Center, Processes section, click the name of the candidate, new hire or employee.
2. In the Attached Files section, locate the file you want to delete and click the corresponding Delete.

Result
The file name is no longer displayed in the Attached Files section. The PDF file is no longer is associated with any personal information of the candidate or employee. The PDF file can no longer be exported by Taleo Connect for long-term storage. The PDF file remains available for selection in the File-based Document Selector window.

PDF Batch Printing

Multiple documents for a candidate or employee can be printed simultaneously provided your administrator has enabled this feature.

Batch Printing of PDF documents enables Taleo Transitions users to select PDF files associated with a candidate or employee involved in a process and print them as a single document through an Adobe product. When the feature is enabled, a check box is displayed next to each document in the Attached Files list (provided this section is displayed on the Process page). Each page can display up to 15 file attachments. The number of PDF documents the user can select for batch printing depends on the maximum batch file size setting.

The system administrator sets the maximum batch file size. The default value is 10MB. If a PDF batch size exceeds the maximum size allowed, the system displays an error message. The error message indicates to the user that the limit has been exceeded and displays the size of the batch the user is attempting to print.

The PDF documents selected are combined into a single document and sent to either Acrobat or Acrobat Reader, depending on what is installed and configured on the user's computer. The Taleo Transitions system creates a generic name for each combined file and opens the Adobe application so the user can print all documents selected at once. During the print session, Taleo Transitions remains available for use.

A record is created in the History section of the Process page. The record includes the codes of the documents that were sent to the Adobe product for printing but does not show if printing was successful.

Printing PDF Documents as a Batch

Prerequisite
Batch printing of PDF documents must be enabled by Taleo Support.

Steps
1. In the Processes section, click the name of the candidate or employee.
2. In the Attached Files section, click the check box next to each document you want to print.
3. Click Batch Print.
Result

Acrobat Reader is launched in a new browser window and the content of the PDF files is displayed. If the document templates included variables, the corresponding candidate, new hire or employee information is displayed in their place. You can print the documents, save them to another location or include them in an email.
Correspondence

Send Correspondence

Transitions Center users can send immediate correspondence to candidates and employees and the action is tracked in the History section of the Process page.

The Send Correspondence link on the Process page enables users to send emails directly to a candidate or employee using the Transitions Center. The message is tracked in the system and is associated with the recipient. The header is completed automatically with the recipient's email address and additional recipients can be added.

Sending Correspondence

Steps

1. In the Transitions Center, Processes section, click the person's name.
2. Click Send Correspondence.
3. Complete the fields.
4. Click Continue.
5. Click Send.
6. Click Close.

Result

The message is sent and the action is recorded in the History section of the Process page.
Response Center

- Response Center

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Response Center

The Response Center is a simplified user experience by which participants complete the tasks assigned to them. Participants in a Transitions process can receive an email that contains a link to a specific task. The recipients click the link and log into the Oracle Taleo system. If they have only the permission to view the Response Center (and not the permission to view the full Transitions Center page), the page in the Response Center that contains their assigned task is displayed. The task might be a form, for instance. The participants complete the form ensuring that all mandatory fields contain a value, and click “Submit”.

As soon as the participants complete the task, the Response Center displays a list of the remaining tasks assigned to them. This view shows the name, due date, candidate or employee name and guidelines of each task that currently has In Progress status. There are no additional filters to view completed tasks, no section to track overall process progress, no links to revisit recent “destinations”.

The SmartOrg administrator is responsible for configuring the user types that include access to the Response Center. The Response Center is particularly suitable for participants whose occasional participation in processes does not warrant access to the Transitions Center.
Login, Help, Navigation and Other Tools

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Login

Login and Product Access

When users open the Taleo Enterprise solution, the User Sign In page is displayed.

Users must select the language in which they want to use the application. If users change the default language on the Sign In page, the page is displayed in the new language and subsequent Taleo product pages are presented in that language. After selecting a language, users can also instruct the system to "remember" their selection so that the next time they sign in, the User Sign In page will be presented in the language they selected.

If single sign-on (SSO) is not enabled within an organization, users must enter a user name and password on the User Sign In page before being able to see the list of Taleo products to which they have access. The user name and password are provided by system administrators. Users can modify their password.

Once a user's credentials have been entered and accepted, the Welcome Center or table of contents page is displayed. The Taleo products available for use are dependent on which products were purchased by the organization and on the user's user type and permissions.

Accessing a Taleo Application

Prerequisite

You must have received a user name and password from your system administrator.

Steps

1. Select the language in which you want to use the application.
2. Enter your user name and password.
3. Click Sign In.

Using the Forgot Password Link

Several methods are available to create a new password if the current one was forgotten.

The two main methods to recover a password are via an access code and security questions.

With the access code method, users are asked to enter their user name and email address. An email containing an access code is then sent to the users and the latter are prompted to enter a new password.

With the security questions method, users are asked to answer security questions (between 1 and 3) whose answers they provided beforehand. If the answers are correct, the users are prompted to enter a new password.

Other methods used to replace a forgotten password are: a combination of access code and security questions; contacting the organization's system administrator.

Welcome Center

The Welcome Center is a home page that is displayed to users immediately after they log in and provides "one-click" access to Taleo products.

The Welcome Center contains an auxiliary navigation bar, a core navigation bar, a Quick Access panel, and a Communications panel.
• The auxiliary navigation bar contains links to additional resources such as the online help and the Sign Out link.
• The core navigation bar is a set of tabs that provide direct links to Taleo products. A user might have a tab for any or all of the following products: Performance, Recruiting, Compensation, Analytics, Learn, and Configuration.
• The Quick Access panel provides an alternative "one-click" access to the same products available in the core navigation bar and also provides a selection of modules within products for example, Onboarding, Transitions.
• Finally, Taleo clients can create information of interest to all Taleo product users in the organization for display in the central communications panel. Alternatively, they can create distinct sets of information and associate an information set with a configuration profile.

If the Welcome Center is enabled, it replaces the table of contents page.
Getting Help

Online Help

Transitions offers comprehensive help on Transitions concepts and the various tasks you'll perform while using the product.

Online help is available in the Resources list in the auxiliary navigation bar located at the top right-hand side of all pages. When you click the Help link, a list of available help topics is displayed in the Help panel. You can also search the help database for specific subjects by clicking the Search link at the top of the Help panel.

Web Support

The Web Support link provides users with access to My Oracle Support.

The Web Support link is available in the Resources list in the auxiliary navigation bar located at the top right-hand side of all pages (provided the feature was enabled by the system administrator).

Tooltip

A tooltip is a short, explanatory text which appears when you pause your mouse pointer over a button, a link, a table cell heading or icon without clicking the item.

Tooltips are available throughout the system and provide you with information about an action before you perform it.

Tooltips are provided for buttons, links, icons, and table cell headings. These tooltips are not configurable. The system administrator can, however, create tooltips for some types of user-defined fields for screening services.

Release Notes Message

A pop-up message containing new release information, system improvements, important messages and other information can be displayed when users log into the system.

Once they are logged in, users can turn off the Release Notes message by selecting the Don’t display the message again option. The message will then reappear only when new release information or other important information is available or if the users clear their browser cookies.

The same release notes message is displayed to users regardless of the product.

Deactivating the Release Notes Message

Prerequisite

The release notes message must have been enabled.

Steps

1. Log into a product.
2. On the Release Notes page, select the "Don’t display this message again" option.
Result

The release notes message will no longer be displayed until new release information or other important information is available. If you want to see the release note information again before new released information is available, delete your browser cookies.
Navigation Tools

Auxiliary Navigation Bar

The auxiliary navigation bar is located at the top right of pages.
If enabled, the auxiliary navigation bar is available at all times.

The auxiliary navigation bar may contain the following elements (if enabled and if users were granted access to them):

<table>
<thead>
<tr>
<th>Element</th>
<th>Description</th>
</tr>
</thead>
</table>
| Home      | • If you have access to multiple Oracle Taleo products and you click Home, the Welcome Center is displayed.  
            • If you have access to one product only and you click Home, that product front page is displayed. |
| Resources | May include:  
            • My Setup: Access to personal preferences.  
            • Help: Access to comprehensive help on concepts and tasks.  
            • About: Information about the application such as the version number and the build number you need to provide to Oracle Support when you need to contact them.  
            • Training: Access to online training materials.  
            • e-Learning: Access to eLearning materials. |
| Sign Out  | Terminates the session and you are automatically signed out of all Oracle Taleo products. |

Recently Viewed Items

The Recently Viewed Items panel contains direct links to the last ten pages you most recently accessed during the current session or previous ones. They can be pages where you made modifications or simply pages that you accessed without making modifications. To access a recently viewed item, simply click the item.
**Breadcrumb Trail**

The breadcrumb trail located at the top of each page allows users to see where they are located within the application and to jump to previously viewed pages. The breadcrumb trail is only available in navigation mode; it disappears in edit mode.

**Pagination Icons**

Pagination icons allow users to navigate quickly through large lists of information.
Other Tools

History Tracking

The History feature presents useful tracking details on an element.

Actions that are performed on a page are recorded as events in History. The three most recent events are displayed in the History section. To view a more complete listing of events, click More Info.

Languages

Taleo products are available in different optional languages.

Not all languages are available for all Taleo products and languages must be activated by the system administrator before they can be used in an application.

The preferred language of a user is set in the user’s account by the system administrator. The preferred language is used by the system as the default content language which is the same across all Taleo products. If a product does not support the same set of content languages, it will have its own preference configuration.

In Taleo applications, the languages in which an element is available are indicated in the Languages field. When creating or editing an element, the user can choose the base language as well as the languages in which an element will be available. The base language of an element is the item’s reference language, usually used as a reference for other languages or fallback display in list mode. The user’s preferred language is used as the default base language when the user creates an element. The base language of an element can be changed at any time by the user. A language must be activated before it can be designated as a base language.

When multiple languages are used for an element, the icon is displayed. Hovering the mouse over the icon displays the languages activated for the element. When only one language is used for an element, the name of the language is displayed. When only one language is used in a company, there is no special indicator.

For a list of the languages supported by Taleo, refer to the document entitled Taleo Enterprise - Supported Languages.

Activating a Language

Prerequisite

The element must be in Edit mode.

Steps

1. Open the element that you want to make available in another language so its fields are in edit mode.
2. Select Configure next to the Language drop-down list.
3. In the Language Configuration page, select Active from the Status drop-down list for each required language.
4. Click Save.

Result

Activated languages appear in the Language drop-down list of element.
Next Step

Once a new language has been made active, some fields related to the element (most usually the Name) will need to be provided for each new active language.

Selecting the Base Language

Prerequisite

The element must be in Edit mode and the language must be active before it can be set as the base language.

Steps

1. Open an element.
2. Select Configure next to the Language drop-down list.
3. In the Language Configuration page, select the Base option for the desired language.
   Set the language to Active if that is not already the case.
4. Click Save.

Result

The word Base appears next to the language in the Language drop-down list of the element.

Next Step

You will need to complete the required fields (usually the Name) in the new base language.

Application Time-out

A security feature warns users when the application has not been used for more than thirty minutes even if a user is still signed into the application. When the time-out delay is reached, a message notifies users that the time-out delay for the application is imminent.

Two scenarios are possible:

- User takes action: When the application has been idled for thirty minutes, a message notifies the user that the application requires attention. Clicking “Access the application” directs the user to the application. When the user accesses the application, he/she can reset the application and a message indicates the remaining time before the session expires.
- User does not take action: If the user does not reset the application within the defined delay, a message is displayed, indicating that the user has been signed out of the application and has to sign in again to use the application.

The time-out delay is set by default to thirty minutes. The reminder displayed before time-out is set by default to ten minutes before time-out. The delay and reminder are controlled by private settings.