Navigation Tools and Page Layout

Auxiliary Navigation Bar

The auxiliary navigation bar is the bar located at the top right of pages.

If enabled, the auxiliary navigation bar is available at all times for users to see and access.

| Home | Resources ▾ | Talent Grid ▾ | Sign Out

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

Item	Description
Home	• If you have access to multiple Taleo products and you click Home, the Welcome Center is displayed. • If you have access to Recruiting only and you click Home, the Recruiting Center front page is displayed.
Resources	May include: • My Setup: Access to personal preferences. • Training: Access to online training materials. • e-Learning: Access to eLearning materials. • Support: Access to Oracle Support. • Help: Access to online help. • About: Information about the product such as the version number and the build number that you need to provide to Oracle Support when you need to contact them.
Talent Grid	Access to Solution Exchange and Knowledge Exchange.
Sign Out	Terminates the session and you are automatically signed out of all Taleo products.

Core Navigation Bar

The Recruiting Center core navigation bar provides access to specific recruiting features.

The core navigation bar is located just above the central panel. If enabled, the core navigation bar is available at all times for users to see and access.

🏠 ▾ **Recruiting**   Tasks   Requisitions   Candidates   Offers   Reports   Libraries ▾

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

Element	Description
	If your organization has multiple Taleo products, clicking the Home icon displays the Welcome Center. If your organization has no other Taleo products apart from Recruiting, clicking the Home icon displays the Recruiting Center. The arrow provides direct links to Taleo products as well as to specific modules within the products.
Recruiting	Access to the Recruiting Center main page.
Tasks	Access to the Tasks list.
Requisitions	Access to the Requisitions list.
Candidates	Access to the Candidates list.
Offers	Access to the Offers list.
Reports	Access to reports previously generated and reports that can be generated.
Libraries	Access to requisition templates, questions, disqualification questions, competencies, evaluation categories, evaluation questions, evaluation skills, evaluation questionnaires.

Recruiting Center Icons

Icon	Description
◀	Displays the previous page.
◀◀	Goes to the previous 10 pages.
▶	Displays the next page.
▶▶	Goes to the next 10 pages.
⚑	Draws a user's attention to items that he/she owns and that require viewing.
⚑	Indicates a new or modified item.
⊗	Indicates that the Disqualification Questions functionality is enabled.
★	ACE Candidate icon. Identifies top candidates, those who meet all required criteria.
⚠	Indicates that the OLF structure of the requisition does not match.
▭	Indicates the most advanced progression status of a candidate on other requisitions across all positions where the candidate is being considered.
◢	Indicates that a candidate is in at least one selection process.

Icon	Description
	Indicates that a file was attached.
	Indicates that the candidate is internal, that he/she already works for your organization.
	Indicates that the candidate was referred by an agent or a colleague.
	Indicates that the candidate is new in the selection process.
	Indicates the number of candidates who applied on a requisition.
	Indicates a registered person file. The Registered Person icon is also known as the Ghost icon. A registered person is created in the following circumstances: • A candidate creates a user name and password on a career section and signs out immediately. This candidate would show as *Identification Missing*. • A candidate creates a user name and password on a career section and provides some personal information via My Account Options instead of providing the information via an application flow. • An unknown candidate makes a referral. • A referred candidate has not completed the action of applying for the job referred to. • A user with an SSO ID accesses an SSO internal career section but does not have a candidate account. • When using the career section preview functionality, if the SSL security setting is enabled, the user will be automatically signed in on the career section. If the user does not have a candidate profile, the system will create one. To remove the Registered Person icon: • Have the candidate complete the general profile application flow from a career section. Or, • Have the candidate complete a job-specific application flow from a career section. Or, • Capture the candidate in the Recruiting Center.
	Indicates the number of candidates who received a job posting notification.
	Indicates that a requisition requires the recruiter/hiring manager's immediate attention.
	Prevents users from posting a requisition.
	Indicates that the daily recruiting report function has been activated for that requisition.
	List format configuration.
	Online help.
	Clips
	Indicates a comment.
	Print function.
	Filtering section.

Icon	Description
	Folder management section.
	Talent pool section.
	Calendar.
	Add comments.
	File in a folder.
	Find similar candidates.
	Match candidates.
	Merge candidate files.
	Share information about a candidate.
	Candidate referred by an agent.
	Diagnostic tool for requisitions.
	Duplicate a requisition.
	Save requisition as a template.
	Create a search query based on a requisition.
	Delete a requisition.
	Changes the candidate's status to the next appropriate status.
	Changes the candidate's status to Rejected.
	Changes the candidate's status to Under consideration.
	Candidate progression status - New
	Candidate progression status - Reviewed
	Candidate progression status - First, second, and third interview
	Candidate progression status - Testing
	Candidate progression status - Offer
	Candidate progression status - Hired

Icon	Description
	Candidate progression status - Pipeline
	Candidate progression status - Contact

User Interface Elements

Depending on permissions granted to users as well as on how the Recruiting Center was configured, the following elements may be displayed.

Element	Description
Auxiliary Navigation Bar	The auxiliary navigation bar is located at the top right of pages. It may contain the following elements (if enabled and if users were granted access to them): • Home • Resources (My Setup, Training, eLearning, Support, About) • Talent Grid (Solution Exchange, Knowledge Exchange) • Sign Out
Core Navigation Bar	The Recruiting Center core navigation bar provides access to specific recruiting features. It may contain the following elements (if enabled and if users were granted access to them): • • Recruiting • Tasks • Requisitions • Candidates • Offers • Libraries (Templates, Questions, Disqualification Questions, Competencies, Evaluation Categories, Evaluation Questions, Evaluation Questionnaires)
My Setup	The My Setup feature is available in the auxiliary navigation bar, under Resources. It gives access to the user's personal preferences.
Training	The Training link is available in the auxiliary navigation bar, under Resources. It gives access to online training materials.
eLearning	The eLearning link is available in the auxiliary navigation bar, under Resources. It gives access to eLearning materials.
About	The About link is available in the auxiliary navigation bar, under Resources. It provides information about the application such as the version number and the build number you need to provide to Oracle Support when contacting them.
Web Support	The Web Support link is available in the auxiliary navigation bar, under Resources. It gives access to My Oracle Support. This link only works for users who are authorized Web Support users.
Talent Grid	The Talent Grid link is available in the auxiliary navigation bar. It gives direct access to the Solution Exchange, Knowledge Exchange tools.