



# How to Establish an Applicant Account in Taleo

**Step 1. Click the Apply Online Button**

**Step 2. You will need to click the New User button to create a username and password. This is not your TCNJ single sign on. This is separate and for Taleo only.**

The screenshot shows the TCNJ Careers Home page. At the top left is the TCNJ logo. Below it is a navigation bar with a link to 'Return to Careers Home'. On the left is a sidebar with 'Employment Opportunities' and various job categories. The main content area displays a job listing for 'TCNJ Adjunct Faculty (20000320)'. The 'Apply Online' button is circled in red. Other buttons include 'Add to My Job Cart', 'SHARE', and 'Apply for this position online'.

The screenshot shows the login page. At the top, it says 'Welcome. You are not signed in.' Below this is a 'Job Search' input field. The 'Login' section contains instructions and fields for 'User Name' and 'Password'. There are links for 'Forgot your user name?' and 'Forgot your password?'. To the right, there are social login options for Google+ and Yahoo!. At the bottom, the 'New User' button is circled in red.

### Step 3. Create New User Login Details

#### New User Registration

Please take a few moments to register. You will need this information to access your account in the future.

*Mandatory fields are marked with an asterisk.*

\* User Name  
TestAdjunct

\* Password  
.....

\* Re-enter Password  
.....

Email Address  
puchona@tcnj.edu

Re-enter Email Address  
puchona@tcnj.edu

Register Cancel

or Sign in with

 

### Step 4. Click Save & Continue button

Job Search My Jobpage

Applying for: TCNJ Adjunct Faculty (Job Number: 20000320) Step 1 out of 10

Resume Upload Personal Information Job Specific Questions Education Employment History Certifications and Licenses References File Attachments Diversity Survey Review and Submit

Save and Continue Save as Draft Quit

#### Resume Upload

Resume Upload

You can submit personal and professional information by uploading a resume. The system will automatically extract the relevant information included in the resume and fill out part of the online submission. You can review the extracted information and make the appropriate changes in the next steps.

If you do not upload a resume, you will need to fill out the online submission manually.

I do not want to upload a resume.  
 I want to upload a resume.

#### Uploading a resume

To upload a resume, click "Browse" and select the relevant file. The system uploads the file and extracts some data included in the resume. Once the uploading process is complete, you must verify the fields containing values automatically extracted from the resume. You may have to manually correct or fill out some of them.

## Step 5. Fill in your personal details

Complete required fields with red asterisk

### Personal Information

#### Source Tracking

Please indicate how you heard about this job.

\* Source Type  
Online

\* Online  
TCNJ Career Website (Internal C

#### Personal Information

Please enter all relevant personal information in the fields below.

\* Prefix  
Mrs.

\* First Name  
Test

Middle Name

\* Last Name  
Adjunct

\* Street Address (line 1)  
2000 Pennington Road

## Step 6. Education Section: list highest level of education

Applying for: TCNJ Adjunct Faculty (Job Number: 20000320) Print Step 4 out of 10 | Print

Resume Upload | Personal Information | Job Specific Questions | **Education** | Employment History | Certifications and Licenses | References | File Attachments | Diversity Survey | Review and Submit

Save and Continue | Save as Draft | Quit

### Education

Education

List the educational experiences below, starting with the most relevant education.

#### Education 1

\* Institution  
The College of New Jersey ( Select

\* Program  
Human Resources Select

\* Education Level  
Doctorate Degree (over 19 years

#### Adding education entries

To create one education, click "Add Education". A new section including blank fields appears. Enter any relevant information.

#### Removing education entries

To remove an education from the list, identify it, then click "Remove Education".

#### Reordering education entries

To reorder education entries, click "Move Up" or "Move Down" next to each entry until the relevant education reaches the desired position.

## Step 7. Employment Section: You only need to enter your most recent position

Job Search My Jobpage

Applying for: TCNJ Adjunct Faculty (Job Number: 20000320)

Personal Information Job Specific Questions Education Employment Certifications and Licenses References File Attachments Diversity Survey Review and Submit

Save and Continue Save as Draft Quit

### Employment History

#### Work Experience

List the work experiences below, starting with the most relevant one.

#### Work Experience 1

\* Employer  
The College of New Jersey [Select](#)

\* Job Function  Current Job  
Adjunct [Select](#)

Start Date  
Month  Year

End Date  
Month  Year

Achievements

[Remove Work Experience](#)

## Step 8. Certifications and Licenses: Skip. Continue to click Save & Continue

Job Search My Jobpage

Applying for: TCNJ Adjunct Faculty (Job Number: 20000320)

Personal Information Job Specific Questions Education Employment History Certifications and Licenses References File Attachments Diversity Survey Review and Submit

Save and Continue Save as Draft Quit

### Certifications and Licenses

#### Certifications

Start by entering the most relevant certification and continue adding certifications until you have entered all that you feel are important to disclose for this job. Do not list expired certifications.

#### Certification 1

Certification  
 [Select](#)

Issuing Organization  Number/ID

Issue Date  
Month  Year

Expiration Date  
Month  Year

*If this certification will be received in the future, enter the expected issuing date.*

[Remove Certification](#)

[Add Certification](#)

Save and Continue Save as Draft Quit

## Step 9. Complete Diversity Survey

## Step 10. Review details and click the Submit button.

A Thank You message will appear to confirm submission is complete.

Job Search | My Jobpage

Applying for: TCNJ Adjunct Faculty (Job Number: 20000320)

Personal Information | Job Specific Questions | Education | Employment History | Certifications and Licenses | References | File Attachments | **Diversity Survey** | Review and Submit

Save and Continue | Save as Draft

### Diversity Survey

**Diversity**

Please provide the information requested in the fields below regarding diversity.

\* 1. Ethnicity  
Not Specified

\* 2. Race  
Not Specified

\* 3. Gender  
Not Specified

\* 4. Vietnam Era Veterans and Other Veterans  
Not Specified

\* 5. Special Disabled Veterans  
Not Specified

\* 6. Individuals with Disabilities  
Do you consider yourself an individual with a disability?  
Not Specified

Save and Continue | Save as Draft

Test Adjunct, you are signed in. My Account Options | My Job Cart (0 items) | Sign Out

Job Search | My Jobpage

## Thank You

### Process completed

Thank you for your job application. The search committee will review your application materials and will contact you directly if they are interested in setting up an interview.

We invite you to view the available job openings and to further explore the functionalities of your account.

[View My Submissions](#)