How to Create a Student Offer Letter in Taleo
Step 1. Select the Student and Click on “More Actions.” Select “Create Offer”
Step 2. Fill out the Start Date and Employment End Date using the information from your requisition.
Step 3. For Hire Type, Select Adjunct/Student Rehire
For Position, click on the magnifying glass to copy the position from the second column
Step 4. Click on Use Template and Select Student Employment Offer Letter_Revised.
Step 5. Check to make sure all information has populated correctly. If everything is correct, there will be a green checkmark at the top of the page.
Step 6. Click the Save and Close Button.
Step 7. Click More Actions and Click on Submit for Approval. The Offer Status now says Approval in Process.