



## How to Set Alerts in Taleo

---

This guide provides instructions on how to set alerts in [Taleo](#). If you have any questions regarding the hiring process submit a ticket in the [HR Portal](#) under the recruitment catalog.

The College of New Jersey (TCNJ)

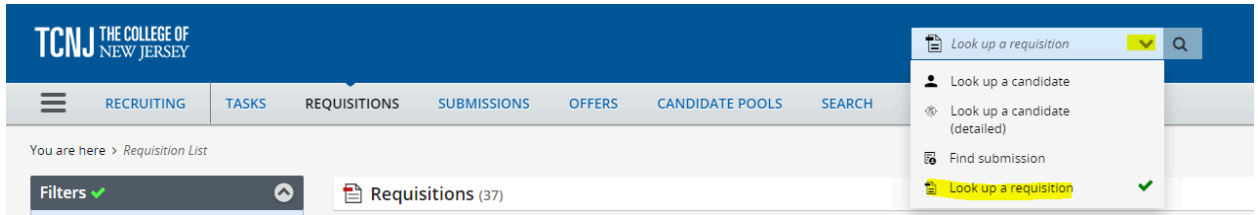
Office of Human Resources

[hr@tcnj.edu](mailto:hr@tcnj.edu)

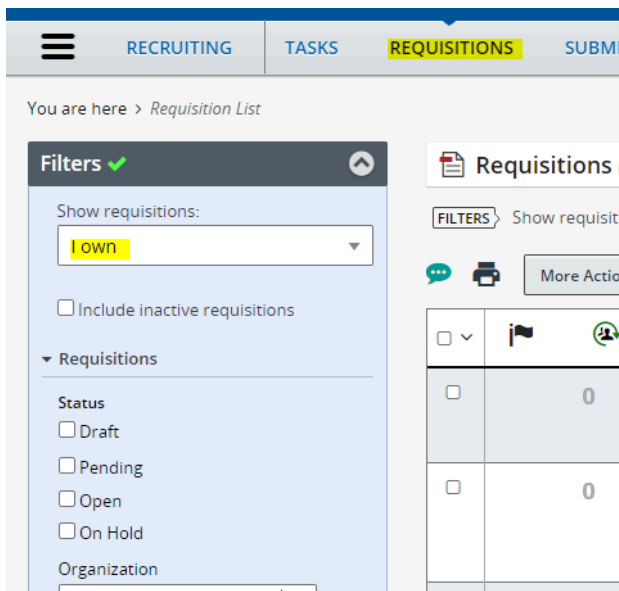
# How to Set Alerts in Taleo

Please note: This can be done prior to submitting a requisition for approval or afterwards by contacting HR.

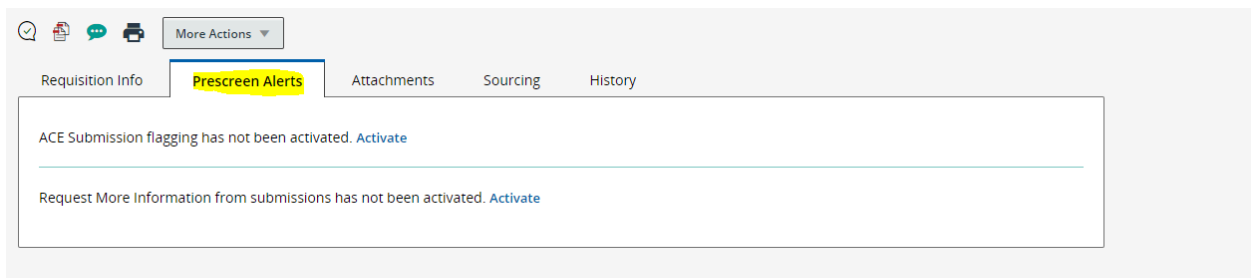
1. Navigate to the requisition. This can be done by searching for the requisition number



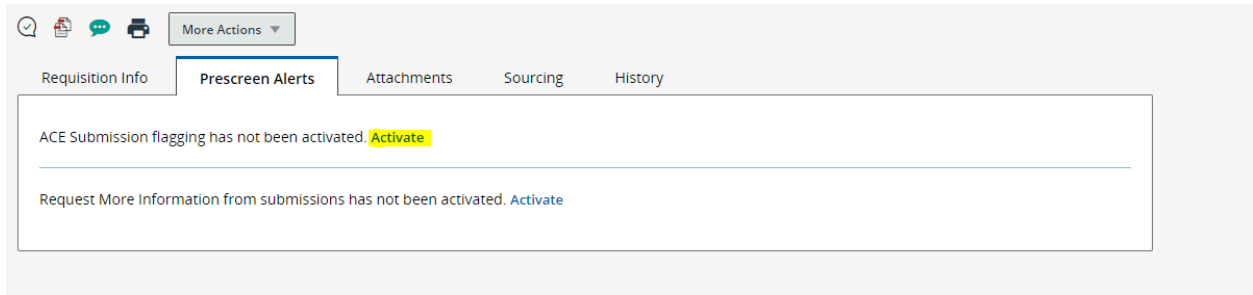
or by going to your requisition list.



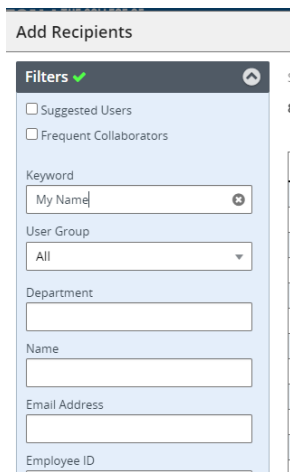
2. Click on the Prescreen Alerts tab



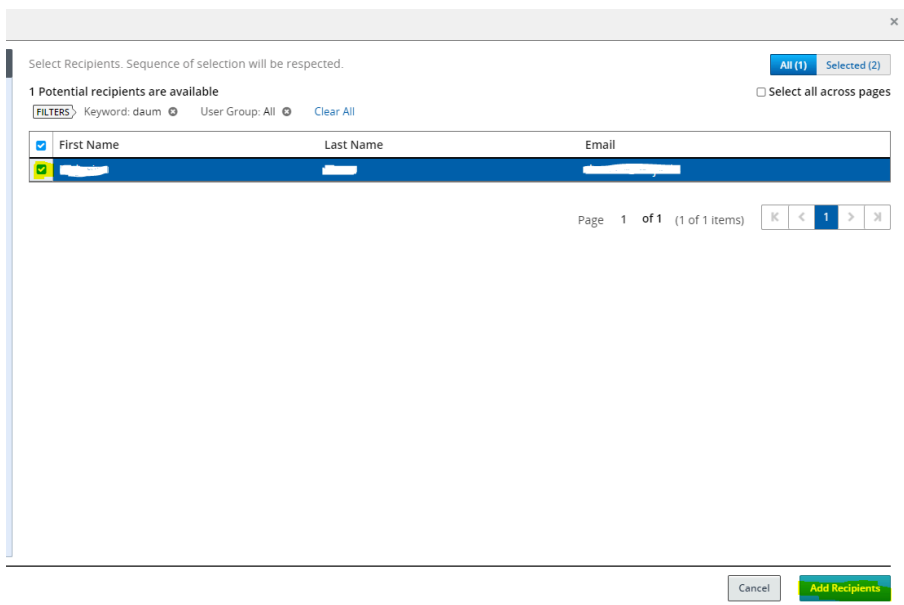
### 3. Select activate next to ACE Submission flagging



### 4. Click on Add Recipients and add your name using the search function



### 5. Select the check box next to your name and click Add Recipients



6. You will now see your name under recipients. Click Done

Assets: A submission meeting all the prescreening required criteria and obtaining  of 0 assets

---

Notify selected recipients by email when ACE submissions are submitted

Recipients (2)  
[+ Add Recipients](#)

First Name	Last Name	Title	
[REDACTED]	[REDACTED]	[REDACTED]	✕
[REDACTED]	[REDACTED]	[REDACTED]	✕