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
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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

![Image of ACE Submission flagging](image1)

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

![Image of Add Recipients](image2)

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

![Image of Add Recipients selection](image3)
6. You will now see your name under recipients. Click Done

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
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Assets: A submission meeting all the prescreening required criteria and obtaining 0 of 0 assets

Notify selected recipients by email when ACE submissions are submitted.

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