Hiring Manager - Share Candidates

Hiring Managers are able to share candidates with other Taleo users. For example, a Hiring Manager may have a candidate apply for one of their open Requisitions that may not be a match for their needs, but could be a match for someone else’s needs.

To share a candidate with another Taleo Hiring Manager, select the candidate(s) by clicking the checkbox next to their name.

And then click on “More Actions” and “Share Candidate”.

![Image showing the process of sharing candidates in Taleo]

The image shows a snapshot of the Taleo interface, highlighting the steps to share candidates: selecting the candidates, clicking on “More Actions,” and then clicking on “Share Candidate.”
**Search for Recipient**

Use Quick Filters to search for the person whom you want to share the candidate with and click select. Click “Apply Filters” when complete.
Click “Next”.

Select the person you want to share the candidate(s) with and click “Next”.

Share Candidate

Select the Candidate information that you want to share. You can include comments in the comment box that will be included in the body of the email that the recipient will receive. Once you have selected the information, click “Share”.

![Share Candidate dialog]

You will be sharing 3 sections of 2 candidate with 1 recipient. Clicking Select Options and Share will send the candidates information to the recipients you’ve selected.

![Share Candidate button]
Email Sent to Recipient

Test Hiring Manager2 has shared candidate information with you: Six, Candidate.

Human Resources <DoNotReply@Tufts.edu>
To: Shenton, Mark H

CandidateFile.pdf
37 KB

Links back to Candidate record and Requisition

The candidate Six, Candidate has been shared with you. The candidate file is attached to this message.

With best regards,

The Tufts University Human Resources Team

Replies to this message are undeliverable. Please do not reply.

Candidate.pdf

Six, Candidate (1325709) applied for job: Accommodations Specialist (20001292)

Personal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Six</td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Address (line 1)</td>
<td>206 Boston Ave</td>
</tr>
<tr>
<td>City</td>
<td>Medford</td>
</tr>
<tr>
<td>Primary Phone Number</td>
<td>617.627.5000</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:1325709@invalidemail.com">1325709@invalidemail.com</a></td>
</tr>
</tbody>
</table>

Links back to Candidate record and Requisition