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, hover the mouse to the left of the Candidate and click the share candidate icon.

![Candidates](image)

**Search for Recipient**

Use Quick Filters to search for the person whom you want to share the candidate with and click select.

![Share Candidates](image)
Click “Next”.

**Share Candidate**

Select the Candidate Profile information that you want to share. Use the scroll bar to review the entire list. 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”.

**Email Sent to Recipient**

The candidate Duhame, Donald Two has been shared with you. The candidate file is attached to this message.

Best regards,
Tufts Hiring Team
Tufts University

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