

Taleo Applicant Tracking System FAQs

For External Applicants

Background: Taleo, our new applicant tracking system (ATS), will go live on Friday, Jan. 15, 2016. This system is used to hold the information entered when you fill out your application. For positions you've applied to, recruiters and hiring managers are then able to retrieve your information through the system and review your resume.

The questions below will help you understand how this change will impact you.

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Who will be impacted by the upgrade to Taleo?

All applicants will be impacted by the upgrade.

How is Taleo different from the previous ATS?

Taleo Recruit will have similar workflows for the hiring process as the previous system, but the page design and navigation will differ. It will also provide new features that include:

- A platform that allows you to apply using your mobile device
- Easier tools for referring a friend to an open position
- Ability to set up job alerts for positions based on your preferences

Will I need to reapply to positions that I've applied to in the old system?

Yes. Beginning Jan. 16, if you'd like to be considered for a position in our new system, you'll first need to create a new log in, password and profile. Then, you'll be able to submit a completed application for that position through the [Careers](#) page.

Will I have access to my previously submitted applications?

Unfortunately, application information, which includes your applicant profile and resume won't move to our new system.

Take this opportunity to review your resume. Make sure it includes your most recent contact information (email and phone), your full employment history and education (licensure, certifications, degrees, etc.). For more information, visit the [How to Apply](#) page.

The Taleo ATS also allows you to upload your resume. Depending upon the content you submit, some of the application fields will be automatically filled in.

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How can I apply to positions in the new system?

You'll first need to create a new log in, password and profile. Then, you'll be able to submit a completed application for that position through the [Careers](#) page.

Review the [How to Apply Quick Guide](#) (pdf) for more information.

What should I do if I forget my password?

If you forget your password moving forward, you will need to click the 'forgot password' link located on the login screen. You'll then receive an email prompting you to reset your password.

Do I need to take assessments again?

Yes. Any required assessments must be complete in order to be considered for the position. Depending on the assessment(s) you complete, your successful results will be kept on record up to a year after your application date.

How will I know where I am in the recruitment process?

You'll be able to monitor the status of any applications completed in the new system by click on the "My Submissions" button on the right side of the job search page.

If you're selected to move forward in the recruitment process based on an application you submitted in either system, you'll be contacted by phone or email. Please be sure that your contact information is current.

Who may I contact with questions?

If you have technical issues while completing your application, please contact myHR@mdanderson.org.

*****Please note that application status updates aren't available through myHR@mdanderson.org*****