

Candidate Recruitment (Taleo) Manual

Section 1: Logging On

Please click on 'Apply Online'.

1. The log on box will appear

Address https://stghiq75.taleo.net/careersection/iam/accessmanagemen

Welcome. You are not signed in.

Job Search

Login

To access your account, please identify yourself by providing "New user" and follow the instructions to create an account.

Mandatory fields are marked with an asterisk.

*User Name

*Password

[Forgot your user name?](#)
[Forgot your password?](#)

If you are a Returning User:

Enter in your user name and password, and click on 'Login'.

If you have forgotten your password, click on the link '[forgot your password](#)' and follow the instructions.

2. For New Users, click on 'Registration'
3. This will bring up the Privacy Agreement. It may appear long, but in essence it is explaining to you how we will manage your information and that you agree that the information you have provided is true and accurate.

Welcome. You are not signed in. [Sign In](#)

[Job Search](#)

[Back](#) [Printable Format](#)

Privacy Agreement

Privacy Agreement

Definitions
TDHB
Taranaki District Health Board.
Taranaki District Health Board is a Crown entity responsible for the provision and funding of health and disability services in the region. It is one of 21 district health boards established nationally on January 1, 2001.

Other Taranaki health employers
Other health employers located in the Taranaki region that TDHB provides funding to, such as General Practice (GPs), private rest homes and other health service providers.

Talent Pool
This is the database that will be populated when a person 'profiles' themselves on the Taranaki District Health Board website. The purpose of the talent pool is to capture people who are interested in working in the Taranaki region.

I Accept
 I Decline

4. Read the Privacy Agreement and scroll to the bottom and click on 'I Accept'.

New User Registration

Required fields are marked with an asterisk (*).

Login Information

You will need this information to access your account in the future.

User Name (at least 4 characters)*

Password (at least 6 characters)*

Re-enter password*

Email Contact Information

This information will enable us to send you updates on your candidate record.

Email address*

Re-enter email address*

Please note: for Internal candidates (existing employees) this recruitment system is completely separate to the other TDHB systems. Therefore your NT logon ID will not work here, you will have to create a NEW user ID.

5. Type in a User Name
6. Type in a password
7. Re-enter the password
8. Enter in your email address
9. Re-enter in your email address.
10. Click on Login

If the system tells you that your email address already exists in the system, please follow the instructions to get access or if you have trouble, please email recruitment@tdhb.org.nz

Section 2: Welcome Back & Personal Information

Personal Information

Address [https://stghq75.taleo.net/careersection/application.js?lang=en&type=1&csNo=10060&portal=2160332072&reqNo=216008&postData=\\$rhe68w18zbrCNEo1P69wbg==](https://stghq75.taleo.net/careersection/application.js?lang=en&type=1&csNo=10060&portal=2160332072&reqNo=216008&postData=$rhe68w18zbrCNEo1P69wbg==) Go

Welcome. You are signed in. | [My Account Options](#) | [My Job Cart \(0 Items\)](#) | [Sign Out](#)

[Job Search](#) [My Jobpage](#)

Applying for: HR Systems Analyst and Project Manager (Job Number: 00514) Step 1 out of 5

Welcome Back & Personal Information

Mandatory fields are marked with an asterisk. *

Personal Information

Please enter all relevant personal information in the fields below.

*First Name *Last Name

Previous Surname

Street Address (Line 1)

Address (line 2)

1. Complete all the required fields.
2. Click on 'Save and Continue' or 'Save as Draft' to save your changes and come back and complete at a later date.

Employment Profile

Address <https://stghq75.taleo.net/careersection/careersection/candidateacquisition/flow.jsf> Go

Welcome. You are signed in. | [My Account Options](#) [My Job Cart \(0 items\)](#) | [Sign Out](#)

[Job Search](#) [My Jobpage](#)

Applying for: HR Systems Analyst and Project Manager (Job Number: 00514) Step 2 out of 5 | [Print/Email](#)

Employment Profile

Hold down the **Ctrl** key (**Command** key for Mac) to make multiple selections or to deselect items.

Mandatory fields are marked with an asterisk. *

Source Tracking

Please indicate how you heard about this job.

* Source Type
Select One...

Job Posting Notification

Select the checkbox below to receive an email notification whenever a new position matching this profile is posted.

Send an email notification whenever a new position matching this profile is posted.

Questionnaire

Please answer the following questions as accurately as possible.

*1. How many years experience have you had working as a business or financial analyst?
No Selection

Email Notifications

When you select the checkbox, the system sends an email notification whenever a new position matching the profile is posted.

1. **Source Tracking**
Click on the appropriate option of how you found out about the job. For example 'NZ websites'.

Another menu will appear asking you for a more specific selection, click on the most appropriate option. For example 'Taranaki Jobs'.
2. **Job Posting Notification**
Tick the checkbox if you would like to receive an email notification whenever a new position matching your profile is posted.
3. **Questionnaire**
Please select an answer to all the questions listed.
Once completed, click on 'Save and Continue' or if you would like to save your changes and come back to your application at a later date click on 'Save as Draft'.

Section 3: Attach CV/Cover Letter

Attachments

This is the section where you can attach your CV, qualifications, transcripts etc. You are able to attach up to five files against your profile. Please note that if you apply for more than one job, you can specify which file(s) relates to which job, but the total number of files still cannot exceed five. If you delete one file to be able to attach a new file, the deleted file will still be viewable by the recruitment team for the application that it was related to.

Address: https://stghq75.taleo.net/careersection/tdnb_main/mysubmissions.ftl

Applying for: **HR Systems Analyst and Project Manager (Job Number: 00514)** Step 3 out of 5 | [Print/Email](#)

Attach CV/ Cover Letter

Mandatory fields are marked with an asterisk.*

Attachments

You can attach files to the candidate record (e.g.: cover letter, resume, references, transcripts, etc.). Once a file is attached, you can overwrite it by attaching a file with exactly the same name and extension.

Select the file to attach

Comments about the file

The attachment will be scanned to ensure it does not contain any viruses.

Tips

- You cannot attach a file that exceeds the allocated limit of 500 kilobytes.
- You can attach a maximum of 5 files, one at a time.
- The search tool that recruiters use to search for candidates will not be able to analyze the content of some attached files, mostly image files and compressed files (.zip).

Attaching files

To attach a file, click "Browse" and select the file you want to attach. Then, click "Attach".

Deleting files

To delete a file, in the list of files already attached, select the file you wish to delete. Then, click the corresponding "Delete" button.

What is "plain text"?

Plain text has no formatting at all (bold, italic, table, etc.). It is software independent and can be imported, read, and exported by virtually every software application.

Copy-paste a cover letter

To copy and paste a cover letter:

Open the cover letter file and highlight the text to copy. Hold down Ctrl + C simultaneously. The text is now copied. Place the cursor in the plain text cover letter field and hold down Ctrl + V simultaneously. The text is now

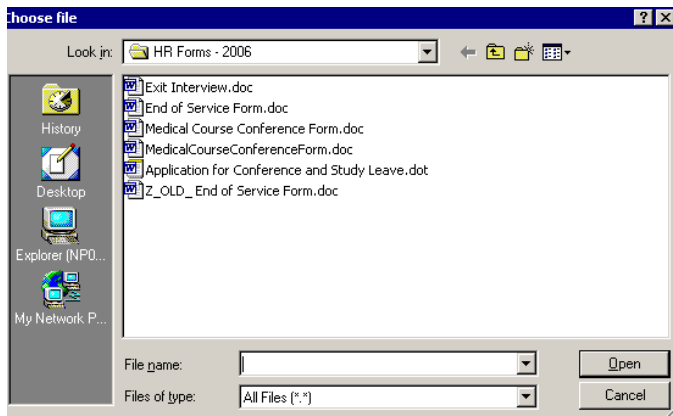
This section displays basic information regarding the files attached to the candidate record. You can delete some or all the files. The "Relevant Files" column allows you to select the files relevant to this job submission.

Relevant Files	File Name	Date	Comments	Actions
No files are attached.				

Cover Letter

Type or paste a cover letter you want to submit along with the candidate record in the text field below. If you paste the text, please note that the original formatting will be modified. Plain text has no style elements, such as bullets, tables, bolded characters, etc. Make sure the text is properly formatted.

3. Click on 'Browse'.

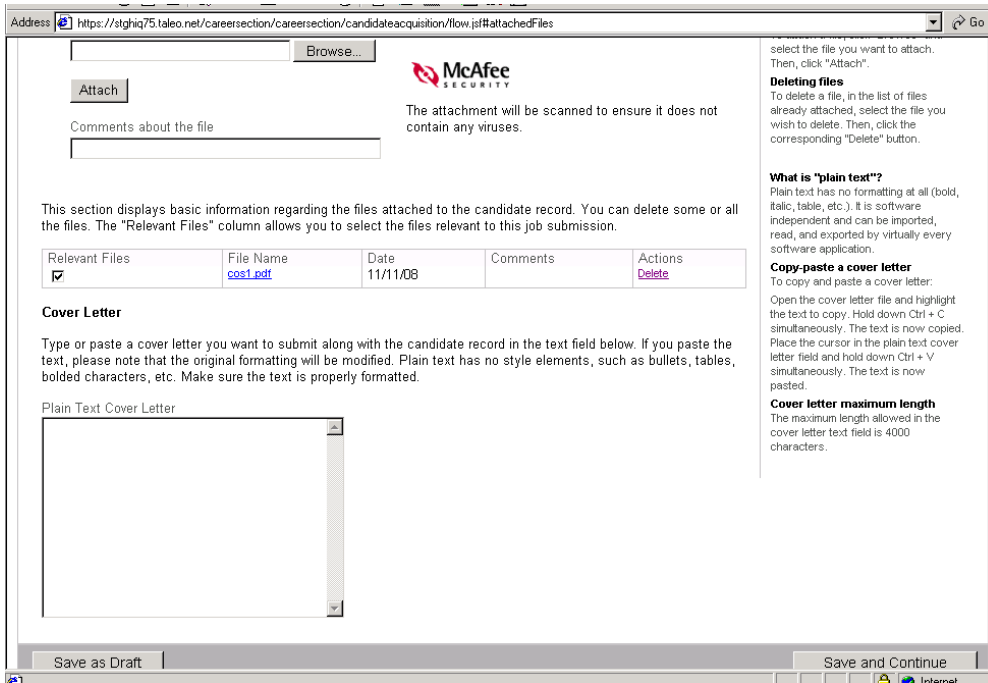


4. Find your CV (or other document you would like to attach).

5. Click on 'Open'.

6. If there are any comments in relation to the file, please enter them in the 'comments' box.

7. Click on 'Attach'.



You will see your file displayed

8. To add another file, click on 'Browse' and repeat.

Cover Letter

9. You can either attach a cover letter as per the attachment process, or you can type or copy and paste into the text box provided.
10. Once completed, click on 'Save and Continue'.

Section 4: Referees

Referees

1. Please complete the blank fields with your referee's contact details. Once completed, click on 'Add Reference' and enter the details of your next referee if required.
2. Once completed click on 'save and continue' or 'save as draft'.

Address <https://stghq75.taleo.net/careersection/careersection/candidateacquisition/flow.jsf> Go

Save and Continue

Page 4 - References

By supplying the names of these people Taranaki District Health Board will assume that you have given these referees your permission for them to disclose information about you to Taranaki District Health Board.

Note: These obligations of confidence are subject to any requirement the Taranaki District Health Board have under the Official Information Act 1982, to disclose the information to you.

References

List your references below in the order of contact preference, starting with the most relevant one. References are individuals that are familiar with your work capabilities and your educational training.

Reference 1

Last Name	First Name
<input type="text"/>	<input type="text"/>
Phone Number	Email Address
<input type="text"/>	<input type="text"/>
Title	Employer
<input type="text"/>	<input type="text"/>
Relationship	How long have you known this person?
<input type="text"/>	<input type="text" value="Not Specified"/>

Remove Reference

Add Reference

Adding references
To create a reference, click "Add Reference". A new section including blank fields appears. Enter any relevant information.

Removing references
To remove a reference from the list, identify it, then click "Remove Reference".

Reordering references
To reorder reference entries, click "Move Up" or "Move Down" next to each entry until the relevant reference reaches the desired position.

Section 5: Summary

Summary

The screenshot shows a web browser window with the URL <https://stghq75.taleo.net/careersection/candidateacquisition/flow.jsf>. The user is signed in as Beatrice Smith. The page title is "Applying for: HR Systems Analyst and Project Manager (Job Number: 00514)". The page is at "Step 4 out of 4". There are buttons for "Save as Draft" and "Submit". The main content area is titled "Summary" and contains the following text: "This summary displays the information included in the job submission form. To modify some specific information, click 'Edit' next to the relevant section." Below this is a section titled "Welcome Back & Personal Information | Edit". Underneath is a "Personal Information" section with the following details: Beatrice Smith, 123 Alphabet Lane, Central, New Plymouth, bsmith@gmail.com. Other fields include: Previous Surname, Select Country where you live (New Zealand), Home Phone Number (06 123 4567), Cellular Number, Work Phone Number (06 234 5678), Preferred Means of Contact (Email), Date of Birth, and Gender. A note at the bottom states: "Which ethnic groups do you belong to? This is used for statistical purposes only and to assist TDHB to".

1. This section provides a summary of each step you have completed.
2. Please check the accuracy of the information. If you would like to make any changes, please click on 'Edit' for the section and make your changes and then click on 'Save and Continue'.
3. Once you have reviewed your application and would like to proceed please click on 'Submit'.

The screenshot shows a web browser window with the URL <https://stghq75.taleo.net/careersection/candidateacquisition/flow.jsf>. The page title is "Welcome. You are not signed in.". There are buttons for "Job Search" and "My Jobpage". The main content area is titled "Page 5 Thanks" and contains the following text: "Process completed. Thank you for sending us your online job submission. If your employment profile corresponds to our requirements, a member of our human resources department will contact you. We invite you to view the job openings available in our Career section and to further explore the functionalities of your account." Below this are links for "View My Submissions", "View All Jobs", and "View Jobs Matching My Profile". At the bottom, it says "Powered by Taleo".

Thanks - Last Page

Click on Job Search to search for a different position.