

## Instructions for running a report in Taleo to view candidate applications

1. Obtain the requisition number of the job ad that you wish to view the applications for. Then log in to Taleo [here](#)\*. The requisition number is five digits and a combination of letters and numbers.



**User Sign In**  
To access the application, please sign in.

Mandatory fields are marked with a red square.

Select a language  
English

Remember my selection

▪ User Name

▪ Password

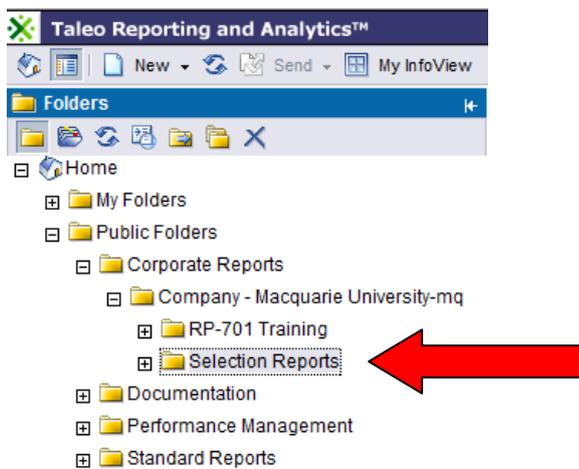
[Forgot your password?](#)

\*If you have not already received your Taleo log in, please contact OneHelp on [onehelp@mq.edu.au](mailto:onehelp@mq.edu.au) to request this.

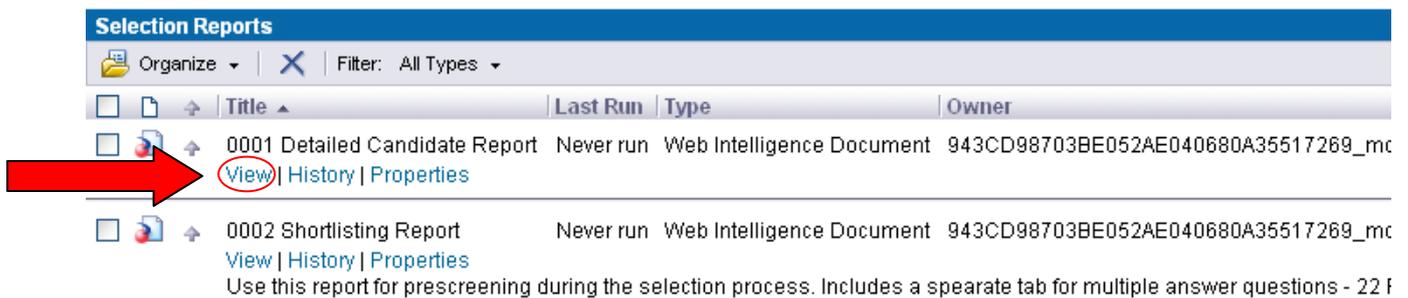
2. Click on Reporting and Analytics.



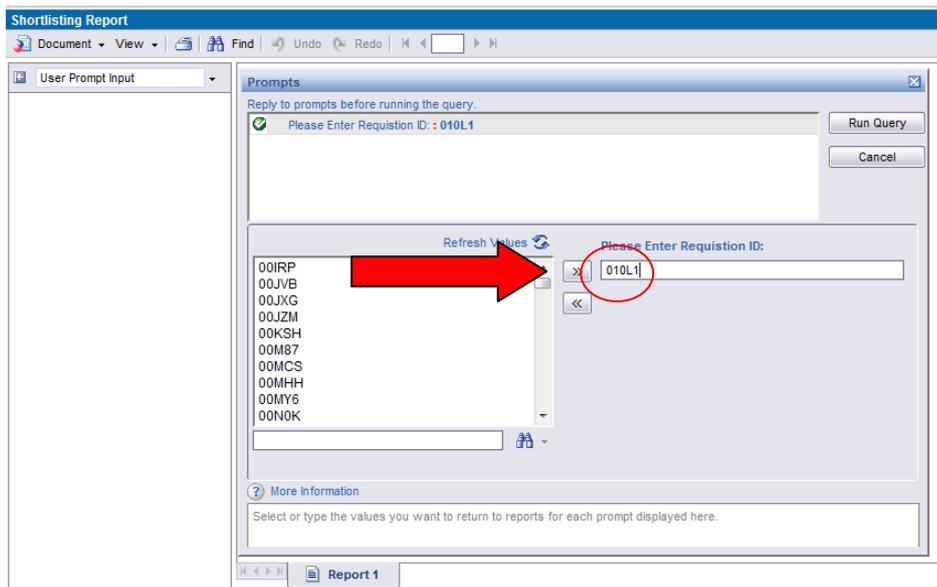
3. Go into Public Folders> Corporate Reports> Company - Macquarie University-mq> Selection Reports.



4. Select "View" underneath Detailed Candidate Report.

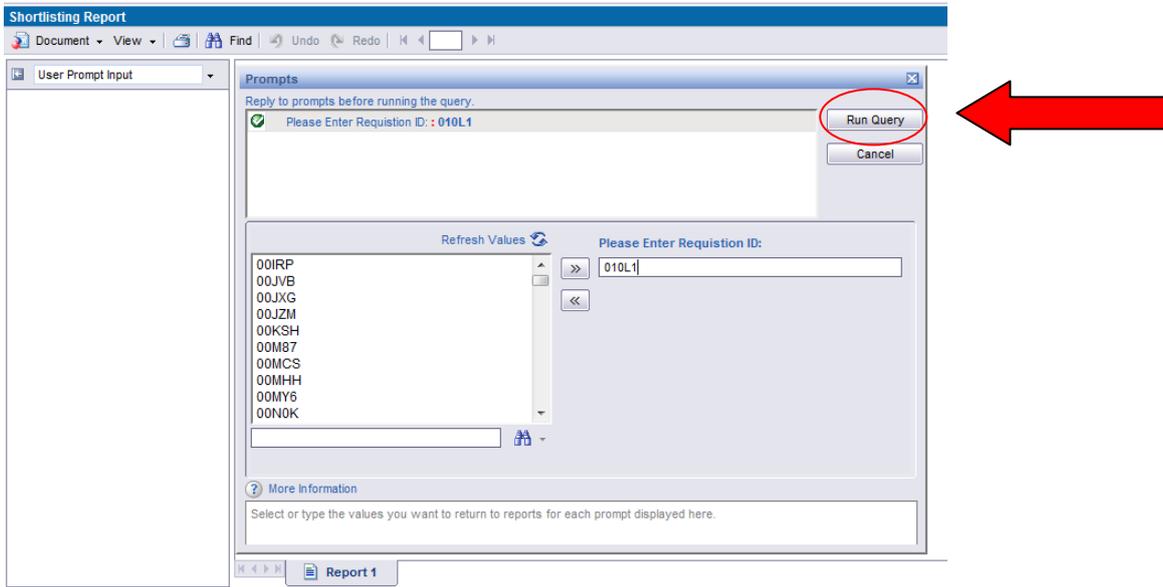


5. A "Prompts" screen will appear. Enter the requisition number for your job ad under "Please Enter Requisition ID" or select from the requisition list on the left. If selecting from the list, select >> to bring the requisition number into the Requisition ID box.

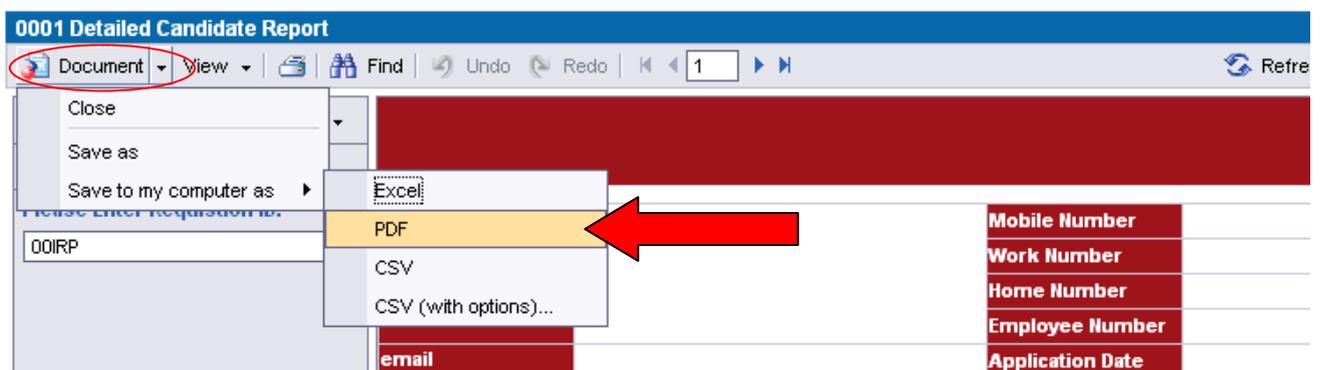


6. Then Select “Run Query”.

*Please ensure that you have turned the pop up blocker off as the report doesn't run until you switch it off. Your browser should notify you when a pop-up has been blocked – you will need to select 'allow' or switch off altogether.*



7. A document will appear with the applicants' names, contact details, cover letter (if not uploaded as a separate document), answers to pre-screening questions, education details and work experience details. To export as a PDF, select “Document” and then “Save to My Computer as” and then “PDF”. You can then open or save the file to a location.



8. This document can be printed as is – no formatting is necessary. There is a blank page after each applicant's details for the interview panel to include notes.