

Taleo Enterprise Edition



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There's no doubt that talent drives competitive advantage. People are the last differentiator in an increasingly commoditized marketplace. Now you can empower your HR staff and hiring managers with the processes, technology, and information they need to attract and retain talented employees.

Taleo enables you to improve your performance by more effectively assessing, acquiring, developing, and aligning your workforce. Taleo Enterprise Edition™ integrates technology, best practices, and services to help you manage human capital as a portfolio of assets. The result is a greater return on your investment in people.

Hundreds of leading organizations worldwide use Taleo to drive improved performance using talent management. With global consistency and local flexibility, you can manage salaried professionals, hourly employees, and contingent workers from a single integrated platform—across multiple countries, organizations, brands, divisions, and hire types.

Read on to discover how Taleo can help you maximize the value of your key asset.

Why Taleo Enterprise Edition?

Taleo enables you to improve quality of hire, hire more efficiently, increase workforce productivity, and drive business performance.

Don't risk your talent management potential. Choose a proven on demand solution partner that can support you with scalable technology and expertise at the leading edge of talent management. Taleo has enabled organizations of all sizes to assess, acquire, develop, and align their workforce for improved business performance. Companies like Dow Chemical, Starbucks, Hyatt Hotels and Resorts, Hewlett-Packard, and Wachovia count on Taleo to give them an edge in finding and keeping key talent.

Taleo Enterprise Edition helps meet your talent management needs by giving you global consistency and local flexibility. With Taleo, you can manage all types of talent from a single integrated platform, while maintaining the flexibility to adjust processes and content to support your unique talent management needs across multiple countries, organizations, brands, and divisions.

Taleo Enterprise Edition offers three solution sets to manage talent initiatives for professional, hourly, and contingent hiring— running on a single technology platform. They are embedded with expert content and structured on best practice processes that are proven and defined through customer input, consulting experience, and research.

Taleo has helped hundreds of organizations increase efficiency and productivity, reduce risk, and enhance organizational value. Yours can be next.

Automate, Accelerate, and Align for Staffing Success

Taleo Enterprise Edition offers a unique combination of robust technology, embedded domain content, collaborative solutions, and consulting expertise. On demand service and self-service configuration enable you to adapt processes to meet your business requirements and talent management needs — now and in the future.

Solutions to Manage Talent Initiatives

- Taleo Professional™
- Taleo Hourly™
- Taleo Contingent™

Optional Modules to Extend Performance

- Taleo Assessment™
- Taleo Workforce Mobility™
- Taleo Agency™
- Taleo Campus™
- Taleo Compliance™
- Taleo Onboarding™
- Taleo Benchmarking™
- Taleo Reporting and Analytics™
- Taleo Verify™

Integration Methods to Connect Systems

- Taleo Passport™
- Taleo Connect™



With Taleo, you can:

- Automate workforce planning, recruiting, and deployment — including applicant tracking, sourcing, compliance, candidate management, and referrals.
- Accelerate time to productivity by using prescreening and behavioral assessments, onboarding, and internal mobility.
- Align talent management with business initiatives to improve performance across your organization.

Support One Workforce on One Platform

Taleo Talent Management Platform is the foundation for all Enterprise Edition solutions and product modules. Through the revolutionary Talent Master, you can define the competencies, experience, and skills you require for a particular job and match those same criteria with all available sources of talent. The result is consistent, accurate screening of all types of talent, regardless of volume or source. You can inventory and search the skills of your candidates and current employees to decide between internal and external hires, or to determine the need

to source contingent labor. You can also make more effective hire versus train decisions by measuring skill gaps in your current workforce.

Taleo Talent Management Platform enables you to execute processes consistently throughout your organization, but adapts them locally according to your organization, location, local staffing model, hire types, and internal mobility requirements. Taleo solutions use workflows to trigger automatic correspondence to candidates and to alert hiring managers and recruiters about new activity throughout the hiring process. You can use these powerful self-service capabilities to build unlimited numbers of workflows. You can then adjust these workflows for different hire types, geographies, cultures, or other unique requirements.

Benefit from Taleo Staffing Domain Expertise

Staffing domain expertise is at the heart of Taleo solutions. Taleo Knowledge Base helps you understand your overall talent management environment, including internal and external business drivers, staffing models and processes, and hire types. Based on this knowledge, Taleo consultants then recommend best practices to optimize processes. The searchable database provides details and quantifiable results from the solutions Taleo consultants have implemented across different geographies and industries to address specific challenges. We use collective data from the Taleo Knowledge Base as a key component of our consulting engagements.

Taleo solutions use collaborative webtops, portals, and career sites to give all of your stakeholders the visibility and control they need to find key talent efficiently.

Give Visibility to All Staffing Stakeholders

Taleo solutions use collaborative webtops, portals, and career sites to give all of your stakeholders the visibility and control they need to find key talent efficiently. These components ensure that you will follow consistent processes throughout your organization, which will increase the effectiveness of your entire workforce.

Agile Workforce Assignment Drives Organizational Performance

The marketplace rewards agile companies. Companies that can adjust their business strategies and then quickly align their human capital to support those strategies gain a clear advantage.

Taleo has helped hundreds of leading organizations gain the agility and control they need to closely align their global workforces with changing business requirements. Taleo Enterprise Edition provides the best practices, technology, and expert content to help organizations assign the right people to the right job at the right time to enhance organizational performance.

Global Solutions for Global Organizations

If you're trying to staff effectively across a global enterprise, you need much more from your talent management solution than multiple language and currency capabilities. You also need flexible self-service business processes. You must provide a unique candidate experience and accommodate unique processes for an administrative assistant in Denver, a nuclear scientist in Tokyo, a sales representative in Paris, or a shop floor manager in Montreal. With configurable, self-service workflow capabilities, and the ability to work in 21 languages and multiple currencies, Taleo solutions expertly handle global requirements.

Taleo Enterprise Edition Solutions

Taleo Professional™ increases your efficiency in hiring salaried professionals. It enables you to find, attract, and retain top performers. With Taleo Professional, you can increase collaboration among all stakeholders in the hiring process, including hiring managers, staffing agencies, staffing management, senior management, recruiters, employees, and candidates.

“Every year I am required to report to my Board of Directors about how Human Capital Management was able to contribute to shareholder value. The first year following our Taleo implementation I was able to say that we added two cents to our earnings per share.”

Thomas Valerius
Vice President of
Recruitment Services,
UnitedHealth Group

Taleo Hourly™ enables you to find the best hourly employees quickly through consistent, flexible hiring processes. It gives hiring managers and staffing professionals the information they need, when they need it, to enable fast, effective hiring. Taleo Hourly supports hourly hiring processes such as background checking, tax credit processing, and validated assessment content.

Taleo Contingent™ gives you greater control over your contingent labor processes and contingent labor spend around the world. Supported by the most flexible and comprehensive managed services program in the industry, Taleo Contingent matches qualified temporary workers to tasks. It integrates existing staffing supplier bases to make the best use of your talent pool.

Taleo Enterprise Edition Product Modules

You can pick and choose among the Taleo Enterprise Edition product modules that meet your needs. They include:

Taleo Assessment™ enables you to assess a candidate’s fit with your organizational culture and the needs of specific positions. You can use assessment tests developed by Taleo, a third party, or your own organization. Industrial and organizational psychologists can define and manage assessment content, scoring algorithms, and hiring bands. For organizations in the retail industry, Taleo has developed ACE Retail Assessments™, which helps identify candidates who will be successful in a retail environment.

Value Achieved by Using Taleo Products	
After Implementing Taleo, were the following efficiencies achieved such that there are tangible benefits to your organization? (Multiple responses allowed.)	
Process Standardization	74%
Process Efficiency	72%
More Visibility into Talent Management Metrics	62%
Faster Time to Hire	53%
Lower Cost per Hire	47%
Better Participation from Hiring Managers	46%
Faster Time to Contribution	36%
Better Quality of Hire	33%

Taleo Value and Customer Satisfaction Study: Results from Customer Survey and Interviews, CedarCrestone Research, January 2006

Taleo Workforce Mobility™ helps your management team identify the most talented employees, assess their skills, and align them with key business objectives. You can match employee skills, competencies, experience, training, and future career preferences with job requirements to address the changing needs of your organization. Employees can update their profiles, receive notices of opportunities, express their career preferences, and access corporate-wide opportunities through internal career sites.

Taleo Agency™ enables agencies to submit candidates directly to your Taleo platform— removing the barriers between you and your next employee. By linking preapproved third-party recruiters into the process, you can minimize agency fees and increase the consistency of your staffing processes.

Taleo Campus™ enables you to gain a greater return on your staffing budget by devoting more time and resources to the most promising campus candidates and activities. You can attract and build relationships with the right students and better match students with jobs— increasing your campus yield and decreasing time to productivity for new hires.

Taleo Onboarding™ speeds the transition from candidate to productive employee. It reduces excessive paperwork and improves policy and legal compliance to prevent the onboarding process from becoming a drain on your resources. Taleo Onboarding improves the new hire experience, enables a higher service level for hiring managers, and increases the efficiency and consistency of the onboarding process.

Taleo Compliance™ enables you to create consistent, scalable processes that reduce your exposure to lawsuits and regulatory actions. With Taleo Compliance, you can better comply with the requirements of certain government contracts, reduce administrative costs, and improve the quality of your hires through diversity programs.

Taleo Verify™ delivers built-in background screening for more comprehensive, faster checks to reduce workplace violence, theft, and fraud. You get comprehensive screening services with better results to reduce risks. The integrated hiring process connection delivers faster and more cost-effective ongoing workforce screening with process time savings of up to 40 percent.

Analytics and Reporting

You can't improve what you can't measure. That's why Taleo provides a powerful yet intuitive way to measure, analyze, and optimize your staffing and deployment strategies— Taleo Reporting & Analytics™.

How is it different? Unlike most reporting solutions, ours is built on an advanced business intelligence platform that dramatically improves reporting performance. In addition, the information is presented through a role based dashboard allowing you to make decisions in real time, not after the fact.

Taleo Advanced Reporting™ provides a robust suite of standard reports as well as a powerful environment for ad hoc reporting. Leverage over 1,000 staffing objects and the latest Business Objects web intelligence tools to quickly build and publish your own reports without extensive training.

“Our Taleo team took ownership, got involved, and was as interested in the success of the project as our own employees. Together with the knowledge base and implementation toolkit, the Taleo consulting team helped us tackle difficult change management issues and facilitated a successful implementation and integration.”

Lisa Arnold
Staffing Systems Analyst
Honeywell

“Taleo was able to deliver on time and under budget. Our implementation was not just limited to North America; we were able to meet the needs of Dow's global stakeholders, too...These are the most professional consultants I've worked with in my 24 years at Dow Chemical.”

Jon Walker
Human Resources
Technology Global Director
Dow Chemical

Taleo Analytic Dashboards™ provide an out of the box graphical front end that becomes a powerful decision support tool. The dashboard presents only the most relevant and actionable data to your recruiter or staffing manager. And most importantly, because of our on demand model, your dashboards are up and running from day one.

Dashboard options include:

- **Permanent Dashboard.** The Permanent dashboard focuses on business performance and allows drill down analysis of 12 month rolling trends on Time to Fill, Filled Requisitions, Offer Acceptance Rate, Declined Offer Analysis, Active Requisitions, and Sourcing Metrics.
- **Contingent Dashboard.** Taleo Contingent users will have their own dashboard that highlights spend, active job orders, time to fill, and fill job orders.
- **Combined Dashboard.** This combined version will highlight key metrics across both categories of worker type.
- **Audit Dashboard.** The Audit dashboard highlights operational challenges that need immediate attention. Examples include requisitions stalled in the approval process or hires who are missing required assessments or background checks.

Since we don't have the corner on knowing everything about staffing analytics we provide you dashboard authoring tools to be able to modify the existing dashboards, or create your own.

Taleo Reporting and Analytics works across all solutions in the Taleo Enterprise Edition.

Implementation, Integration, and Infrastructure

Domain Expertise: Beyond Implementation and Support

Although Taleo holds the industry's best reputation for on-time, on-budget implementations, our consulting and domain expertise go well beyond software implementation. Taleo Enterprise Edition includes specific Best Practice Toolkits, based on the Taleo Knowledge Base, for each solution. Best Practice Toolkits enable Taleo experts to configure customized solutions to fit your specific talent management and business needs. The toolkits include:

- Process maps designed to support a wide variety of talent management cycles and optimize the robust capabilities of each Taleo solution.
- Best practice knowledge across a wide variety of hire types, staffing environments, and industries.
- Career site builds tailored to the unique candidate experience desired for each hire type. These sites help create an optimal online candidate experience.
- Tools to define and structure data, prescreening questions, and assessment content to ensure that you find quality candidates quickly.
- Candidate selection workflows designed to support all staffing processes throughout the organization. These workflows help support compliance with regulatory requirements for the hiring process.
- Segregated skills inventories tailored to each hire type.

Connect with HRMS and Point Solutions

Taleo Integration™ enhances the value of the Taleo Enterprise Edition by offering two proven methods for tight integration with your enterprise human resource management system (HRMS) and point solutions for assessments, tax credit processing, background checking, and job board posting.

Taleo Connect™ leverages HR-XML standards and robust tools to integrate with any HRMS solution.

Taleo Passport™ gives you the option of choosing leading point solution providers that have been pre-integrated with Taleo or choosing custom integration with the solution partners of your choice. Many of our customers have chosen our pre-integrated turnkey solutions to simplify their implementation and reduce costs. They connect proven partner solutions—available on day one—without the need for custom integration projects.

Robust Computing Infrastructure: Secure, Reliable, and Scalable

Taleo continually evaluates and enhances its computing infrastructure based on the company's growth projections and available technology. Taleo runs the industry's largest and most reliable technical architecture, which includes two redundant hosting facilities to ensure speed, scalability, and reliability for its computing, storage, and network infrastructure offerings.

Taleo's on demand offering is hosted on an intelligent, load-balanced routing network, which has a vast array of service points that take advantage of all Internet backbones to provide maximum uptime and security as well as the best connectivity to speed data transfer. Taleo also employs a host of physical and software security practices, as well as storage array network (SAN) technology, to ensure that client data remains secure and available at all times.

Establish Consistent, Scalable Staffing Processes for All Hire Types

Taleo's proprietary ACE Staffing Best Practices ensure that your entire organization will eliminate variance in its processes. This consistency enables you to make quality hires, match demand with supply, and increase retention—all of which adds up to greater enterprise value.

ACE Staffing Best Practices help you:

- Systematically define staffing requirements and identify ideal candidates. You'll better assign people to jobs and allocate resources more wisely.
- Automatically match the best candidates to jobs quickly. You can use powerful, structured elements of the candidate profile, including prescreening skills, questions, and career preferences.
- Support varying degrees of complexity, from simple disqualification questions to advanced competency-based staffing.
- Enhance decision-making and support complicated enterprise staffing issues with self-service configurable workflows.
- Review and analyze hire quality and candidate success rates. You can use Taleo Reporting to measure and optimize your overall staffing process performance.
- Having up-to-date metrics on hiring across your enterprise enables you to align your hiring strategies with overall company objectives.
- Evaluate, score, and rank all candidates on equal criteria. You'll reduce the risk of discriminatory hiring practices that may arise through inconsistent processes.

Services for Success

Taleo User Community: A Network of Talent Management Leaders

Taleo gives you access to the world's leading community of recruiting, staffing, and talent management professionals. With more than 800,000 users in 100 countries—many of whom work for leading Global 2000 organizations—Taleo hosts:

- Regional User Groups around the world.
- Global User Group.
- Taleo WORLD—our annual user conference.
- Special Interest Groups made up of users with common interests in specific areas.
- Taleo Product Council made up of Regional User Group leaders.

When you belong to this exclusive community of individuals representing organizations with a focus on talent strategies, you can:

- Share best practices.
- Take advantage of formal and informal benchmarking by industry, geographic region, or best-in-class performance.
- Provide influence in the future direction of Taleo solutions.

Services: A Partnership Focused on your Success

Taleo's services organization focuses on building successful, long-term partnerships with customers. Our goal is to understand each customer's unique strategic objectives and add value throughout the partnership by providing insight into new features and services. Taleo offers a wide range of services to meet ongoing support needs, ranging from

answering simple questions about product features to outsourcing contractor procurement. Our approach is unique because we will monitor, maintain, and manage a service offering tailored to your needs.

To achieve this high level of personalized service, Taleo provides a dedicated team of account management professionals. The team's primary function is to engage clients and ensure that Taleo helps them meet or exceed their corporate objectives. As part of our solution optimization methodology, which includes regular briefings and quarterly reviews, Taleo will continually explore ways to ensure customer satisfaction, measure program performance, and provide a proactive program for continual business improvement.

Taleo also provides world-class, 24x7 service and support through knowledgeable professionals at our in-house Customer Support Center. Through automatic call distribution, the Customer Support Center regularly monitors call volumes to provide optimum coverage and fast response during peak call times. Support Agents receive advanced training on the application and each enhancement to provide high-quality customer support.

Contact your Taleo representative today to learn more about how Taleo Enterprise Edition can enhance your talent management processes for a high performance workforce.

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ABOUT TALEO

Leading organizations worldwide use Taleo on demand talent management solutions to assess, acquire, develop, and align their workforce for improved business performance.

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