

# **Oracle Taleo Cloud for Midsize (Taleo Business Edition)**

***Moving from the Legacy Employee  
Website to the Talent Center***

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## REVISION HISTORY

This document will continue to evolve as existing sections change and new information is added. All updates appear in the following table:

<b>Date</b>	<b>Feature</b>	<b>Notes</b>
10 OCT 2018		Created initial document.

## TALENT CENTER

The Talent Center is the modern and responsive employee experience. Depending on the services you have enabled, the Talent Center allows your employees to onboard and offboard, as well as complete tasks throughout their career. Employees can also create goals and perform their self-assessments as part of a review process. Employees can download documents from a repository that you manage. You can also use static HTML widgets to inform your employees of upcoming events, link to other important resources, and even display your internal career opportunities.

The Talent Center also allows hiring managers to perform Recruit tasks, such as offer and requisition approvals, candidate management, resume review, etc. However, the focus of this document is to transition from the legacy Employee Website (EWS) to the Talent Center, so the Recruit functionality will not be covered. Please refer to the Help>Recruit guide for more information on these features.

As mentioned in the What's New document (release notes) for the last two versions, access to the EWS will be disabled with the 19A release in February 2019. It is imperative that you set up your Talent Center before this release.

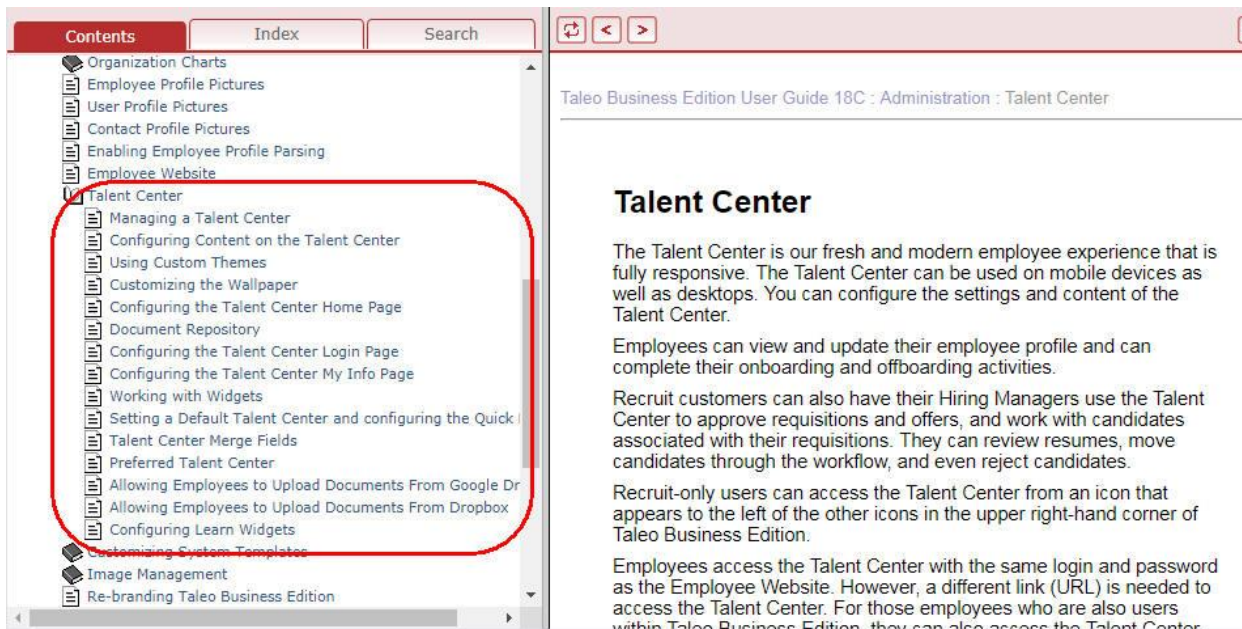
Before you begin, it is worth noting that the Talent Center can support multiple languages. You can use the default translations or customize text in any of the languages you wish to support. When an employee logs in, the 'preferred locale' field in the Employee record is used to determine which language appears for the employee. Because of this feature, you can set up a single Talent Center. However, you may want to set up additional Talent Centers for interns, contractors, or anyone who should not see the same content as other employees.

### HELP MENU

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For detailed information, please refer to the online Help guide for the services you have enabled. For example, if you have Onboard, the Help>Onboard guide's information about the Talent Center will be a little different from the Help>Perform guide, if you also have Perform. It is recommended that you review the entire section for the Talent Center for the services you have enabled.

Once you expand the Table of Contents in the Help guide, click the Administration link, and look for the Talent Center link. Expand this section, and review all of the relevant content.



This document will refer to specific pages in the Help guide for more detailed information.

## SETTINGS PAGE

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Next, you will want to review your Talent Center settings page. By default, all customers have one Talent Center, simply called 'Talent Center.' From the Customize Perform or Customize Onboard page, in the Manage Talent Centers section, click **Manage** for this Talent Center.

This page looks similar to the EWS Settings page. It allows you to choose a logo, a language (locale), a theme, set up security settings, and indicate who should be notified when employees make changes. It also contains the URL for the Talent Center, which you may want to copy and paste in order to test your changes later on.

You can come back and change these settings at any time, so you may want to work on other content and then decide if you need a new theme, for example.

**NOTE:** The same themes that are used by the Career Center can be used by the Talent Center; however, some of the default themes make certain links hard to read. A new theme called Modern has been created specifically for the Talent Center. You may use your own custom theme as well. Currently you cannot preview a theme on the Talent Center the way you can with a Career Center.

Please refer to the Resource Center document entitled 'Talent Center Themes' for information on how the themes apply to the Talent Center.

For more information about this settings page, refer to 'Managing a Talent Center' in the Help guide.

## CUSTOMIZING CONTENT

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In order to customize the content on the Talent Center, your User record must be linked to an Employee record in TBE. You will get an alert telling you to link the User record to an Employee record when attempting to configure the Talent Center pages if the two records are not already linked. Because you will see content that applies to you as an employee when you configure the Talent Center, it is very helpful, although not required, to have onboard tasks or goals and reviews assigned to your Employee record when you configure the content. You might want to create test tasks/goals/reviews and then later delete them if you do not have any current content.

To start configuring, from the Customize Onboard or Customize Perform page, in the Manage Talent Centers section, click **Edit Pages** for the Talent Center. If you are still on the settings page mentioned above, you can click the Edit Pages button from this page.

You are taken to the Home page. You will want to customize the Home page, the My Info page, and the Login page. Here are the important steps you do not want to miss:

- Add any missing widgets. There is only one for Onboard and it should already be present if you have this service enabled. For Perform, you will need to add the My Goals and My Reviews widgets by clicking the **Add new widget** button at the bottom of the page.
- Add static HTML widgets if you want to add helpful or important information for your employees somewhere on the page.
- Add the document repository if you want to have a content library for your employees.
- Customize the list view widgets to add/remove fields as needed.
- Customize page layouts for the Perform widgets (the Onboard widget does not have a page layout).
- Add background images on each of the pages.
- Customize the text on the Login page as desired.
- Customize the My Info page to add more fields from the Employee Information page.
- Add helpful widgets to the My Info page such as My Attachments, rolling entities widgets such as Work History, Education History, References, etc.
- Add the Password and Login Name widget to the My Info page if desired, and SSO is not enabled.
- Be sure to **Publish and Save** when you are finished.

## RELEVANT HELP RESOURCES

- Resource Center Videos: Setting up a Talent Center, Talent Center Page Layouts—Perform, Adding Widgets to the Talent Center
- Knowledge Management (KM) documents:
  - How To Edit a Talent Center Widget (Doc ID 2120352.1)
  - How To Configure the Talent Center Home Page for Taleo Business Edition Perform (Doc ID 2319669.1)
  - How To Configure the Talent Center My Info Page (Doc ID 2226927.1)

- Help Guide topics:
  - Configuring Content on the Talent Center
  - Configuring the Talent Center Home Page
  - Configuring the Talent Center Login Page
  - Configuring the Talent Center My Info Page
  - Working with Widgets
  - Customizing the Wallpaper
  - Document Repository

#### REGARDING PERFORM PAGE LAYOUTS

As mentioned above, the Perform My Goals and My Reviews widgets also have page layouts that need to be customized. Page layouts are shared across Talent Centers, so if you have more than one, and if you make a change to a page layout on one Talent Center, it will update the same page layout for all Talent Centers. List view widgets can vary between Talent Centers, however.

The default Review page layout that is included in the system closely matched the default layouts from the legacy EWS. If you have highly customized the pages layouts called 'EWS – Edit Performance Review' and 'EWS – View Performance Review' you will want to review these layouts and see if you still want to add custom fields to the new Talent Center page layout, reorder the standard fields that are present, add static HTML text, etc. This is covered in the Help>Perform topic 'Configuring the Talent Center Home Page'.

If you do not make any changes to the Perform page layouts for goals and reviews, the information will still be present and usable by your employees, but there might be important fields that are not present.

#### TESTING THE TALENT CENTER

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Once you have gone through the above configuration, you should log in as an employee and see if there are additional changes you want to make.

Use the URL from the settings page mentioned previously, and paste this into a new browser window. Log in with your Employee login and password, NOT your TBE User name and password (although they may be the same). Once logged in, click on the various pages, and take note of any changes you want to make. If you have allowed employees to create a goal, go ahead and add a new test goal. If you have a test onboard task, update it and change the status. If you have a test review, rate a couple of competencies and then return to the list view. Go to the My Info page, and update any missing fields (this will update your Employee record, so only do this with valid information).

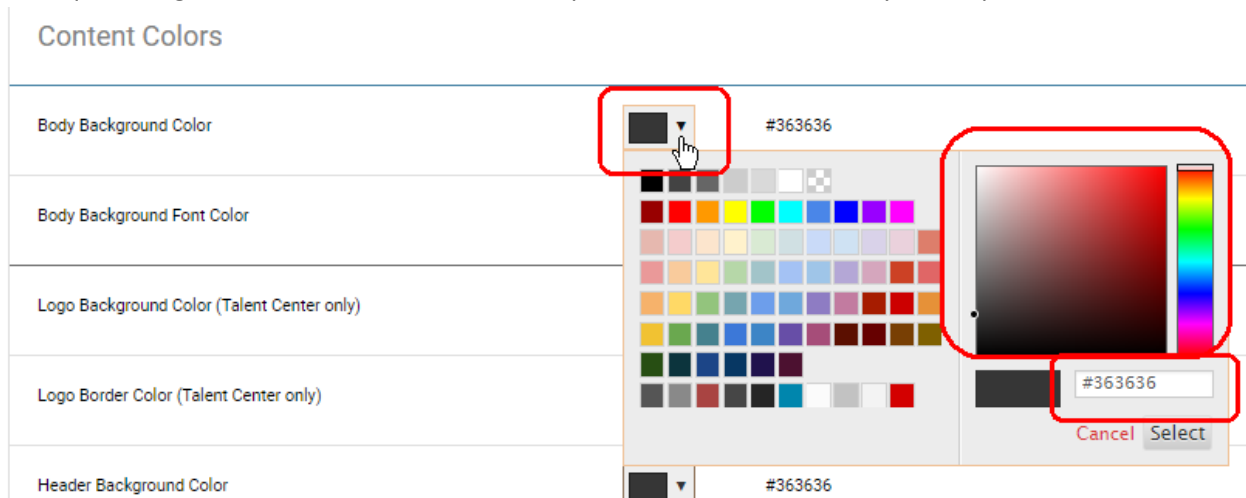
You can go back into TBE and click the Edit Pages link or button as described previously to go back to the Talent Center as the administrator and continue with your configuration changes.

## CUSTOMIZING THE THEME

Themes control the colors and fonts on the Talent Center. There are four default themes available (the Modern theme was designed for the Talent Center; the other three were designed for the Career Center). You can clone any of the themes and make changes to incorporate your own company colors. Work with your webmasters to determine if there are specific colors you need to apply. If so, you should determine the hex codes for these colors.

### STEPS TO CUSTOMIZE THE THEME

1. Select **Administration**, and then select **Customize Perform** or **Onboard**.
2. Click **Themes** in the Customize Pages section.
3. View the Modern theme.
4. Note that there are many different categories. For each category, you will see a color square and the corresponding hex code.
5. The Preview button at the top is not relevant to the Talent Center. Refer to the document on the Resource Center called 'Talent Center Themes' for guidance on determining which color categories affect which parts of the Talent Center.
6. Click the **Clone** button to create your own theme.
7. Give it a name, and start changing the colors by clicking the drop down next to a category. You can choose a new color from one of the small boxes. You can also click on the larger colored square to grab another color, or enter the specific hex code to match your corporate colors.



8. To apply the theme to the Talent Center, edit the Talent Center settings page and select your custom theme
9. You should also log into the Talent Center as well and verify the colors on the various pages.



## UPDATING SYSTEM EMAIL TEMPLATES

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Once you are happy with the Talent Center configuration, you should edit your system email templates so that the links refer to the Talent Center instead of the EWS. The 'Updating System Email Templates with Talent Center links' document on the Resource Center contains the default text for all relevant system email templates for the different services, with the new links for the Talent Center. You can use this text, or continue to use your previously custom templates, and simply update the link to the new values. For example, the existing <<EMPLOYEE\_EWS\_LINK>> merge field should be replaced with <<TALENT\_CENTER\_LINK>> etc.

As soon as you update these links, employees will receive the links the next time emails are sent. If you are not ready for these emails to start going out you might want to disable notification for new employees. You might also instruct your managers not to manually assign any reviews temporarily.

You will probably want to communicate with your employees that you are moving to a new system, and inform them that their existing login and password will work.

There are 'Using the Talent Center' guides for the employees available in Word format so that you can customize them as needed. If you have both Perform and Onboard, for example, you can combine data from both guides into one, and perhaps update the screen captures to include images from your new Talent Center. You could then create a PDF and include such a guide in the document repository of the Talent Center so that your employees have instructions on all the functionality. These guides are available from MOS [here](#).

## SETTING UP THE TALENT CENTER AS THE DEFAULT

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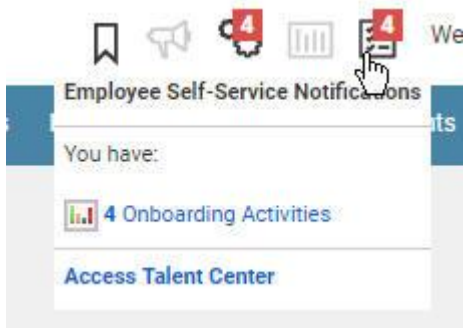
There are a couple other items to change to ensure that your employees are using the Talent Center.

1. Select **Administration**, and then select **Organization**.
2. Click **System & Email Settings**.
3. In the User Interface Settings section, check the option to **Make Talent Center the default website**.

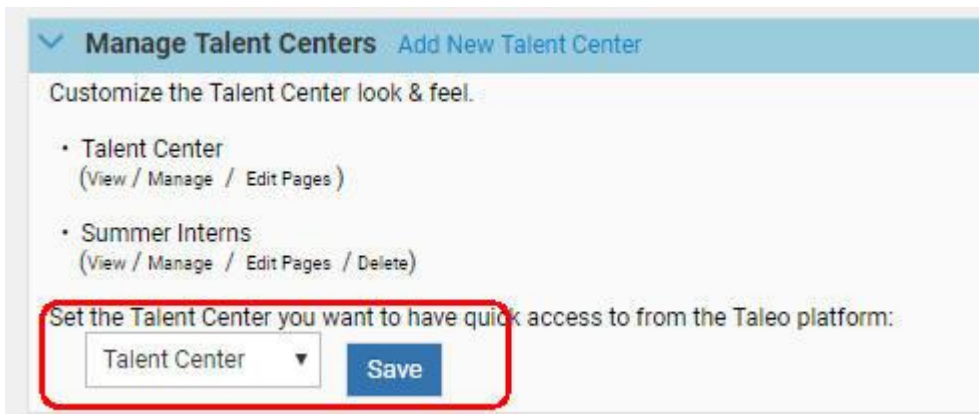
### User Interface Settings

- 'Referred By' is presented with Candidate Name in List Views.
- Quick Views or Talent cards appear when hovering on TBE links
  - Enable Talent Cards
    - Display Employee Talent Card in place of the Employee Quick View
- Enable Tabbed Pages
  - Allow Users to create and edit Tabs
    - Allow Users to reorder Tabs
- Enable My Dashboard
  - Make My Dashboard default Home page
- Enable Export Results for List Views
- Make Talent Center the default website for Employees
- Create a User for New Employee ?

- Click **Save**. This will change the Employee Quick Launch menu to the Talent Center instead of the EWS. This only applies to TBE Users who want to access the Talent Center quickly without having to log in separately.

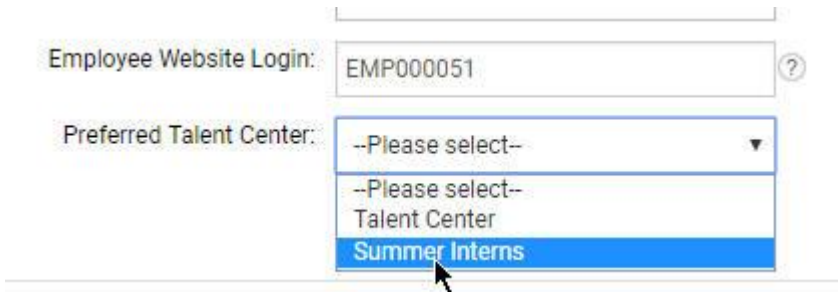


If you have more than one Talent Center, you can set the default one that will be used for the Quick Launch on the Customize Onboard or Customize Perform page in the Manage Talent Center section.



You can also assign an employee to a certain Talent Center. There is a field called Preferred Talent Center. You may wish to add this field to your View Employee, Add Employee, and Edit Employee page layouts.

Once added, you can edit an Employee record and choose a specific Talent Center.



This Talent Center will be used for system email templates so that any emails sent to these employees contain the link to the correct Talent Center. Please note, however, that if an employee knows the URL for the other Talent Centers, they can log in with their login and password.

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