

Go to the [HR Employment page](#).

1. Click on Taleo Administration Site.

Login with your computer login credentials (Last Name and Password).

2. Click Sign In.

The Recruiting Center screen displays.

Employment

- New Employees
- Part-Time Employment
- Taleo and Recruitment Resources
- Requests to Hire

Careers at UHCL

University of Houston–Clear Lake currently employs more than 900 full-time faculty and staff members. We offer a wide range of careers, including teaching, research, advising, administration, counseling, information technology or maintenance, and so can you. The possibilities are endless at UHCL, and we're looking for dynamic, energetic candidates who are committed to promoting education and serving our students. If you're dedicated to serving students and the community, search our current employment opportunities to start your flight plan and get ready to soar with the Hawks.

Students seeking off-campus employment should visit the [Career Services](#) website.

Contact
Human Resources

- Job Opportunities
- TALEO Administration Site
- Labor Compliance Notices

UHCL

Sign-In for uhs.taleo.net

Notice: Do NOT Bookmark This Page!

Please sign in using your campus username and password to proceed.

Example usernames: SmithC, or SmithC1234

Username:

Password:

2 Sign In

Please contact the Support Center at 281-283-2828 or SupportCenter@uhcl.edu for login issues.

3. Click "Recruiting".

The Requisitions screen displays.

Recruiting Oracle Business Intelligence

3 Centers

Recruiting

Oracle Business Intelligence

Quick Access

Requisitions

Candidates

Welcome to your Talent Management suite!

This is your Welcome Center. To navigate to an application, click the corresponding tab in the menu bar above or the corresponding link in the Centers section on the left. You can also jump directly to related processes by clicking the Quick Access links on the left.

Additional resources are available in the top right corner of the screen.

As you navigate through the Talent Management suite, remember that you can always click "Home" at the top of the screen in order to return to the Welcome Center.

TALEOPOWERED

4. Click on the Tasks tab.

Any items needing approval will be on the Tasks list.

☰
RECRUITING
TASKS
REQUISITIONS

4

Welcome Holly A Nolan!

Welcome to the Recruiting Center.

5. Click on Approve Requisition.

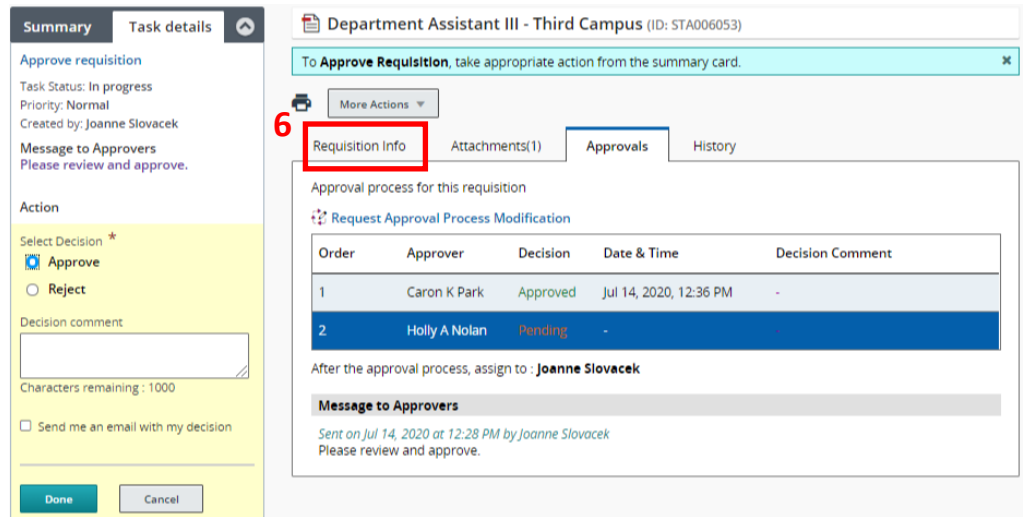
Tasks (1)

FILTERS Show tasks: Assigned to me Task type: All Clear All

Task	Relates to	Prio...	Task Stat...	Assign...	Latest Comm...
5 Approve requisition	STA006053 - Department Assistant III - Third Campus	Normal	In progress	Nolan Holly	

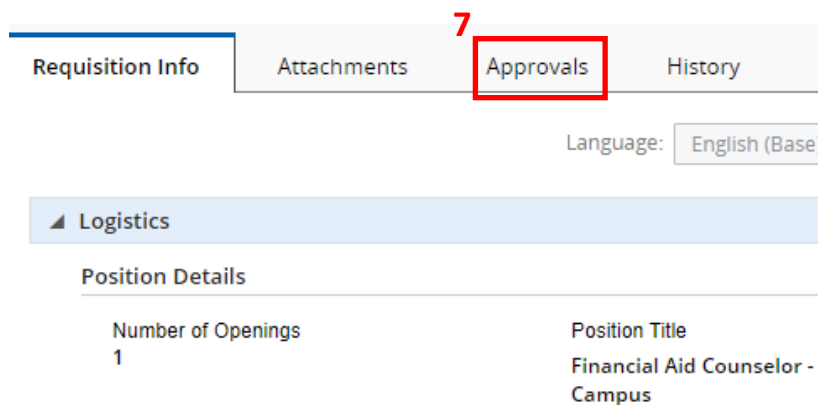
The Decide on Approval screen populates.

6. Click on the Requisition Info tab to review the requisition.



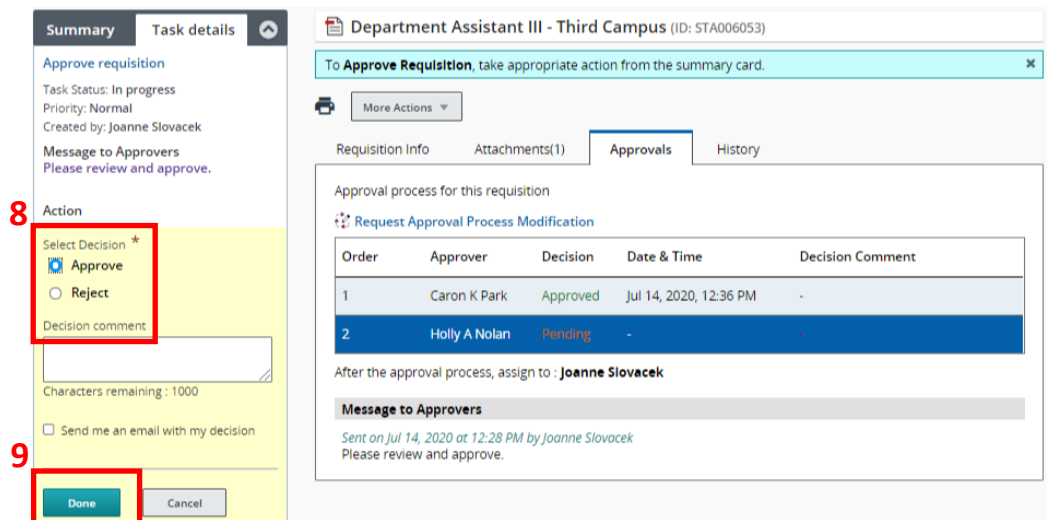
Please review entire requisition for accuracy.

7. Click on Approvals tab.



8. To approve or reject the requisition, select the response from the Summary Card in the Task Details tab.

9. Click Done in the bottom left corner.



Upon completion, decision is displayed and item is removed from your Tasks list.

Order	Approver	Decision	Date & Time	Decision Comment
1	Caron K Park	Approved	Jul 24, 2020, 12:10 AM	-
2	Holly A Nolan	Approved	Jul 24, 2020, 9:15 AM	-

Tasks (0)

FILTERS Show tasks: Assigned to me Task type: All Clear All

Task	Relates to	Prio...	Task Sta...	Assign...	Latest Comm...
No data to display.					

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10. When leaving Taleo, click on your name in the upper right corner of the screen and click Log out.

