

Go to the [HR Employment](#) page

1. Click on **Access to Taleo Administration Site**

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. 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 on-campus employment should visit the [Career Services](#) website.

Contact

Human Resources
Phone: 281-283-2160



Login to the SSO with your computer login credentials (Last Name and Password)

2. Click Sign In



Enter username (without @uhcl.edu)

Enter password

Sign in

[First Time User](#) | [Forgot Password](#)

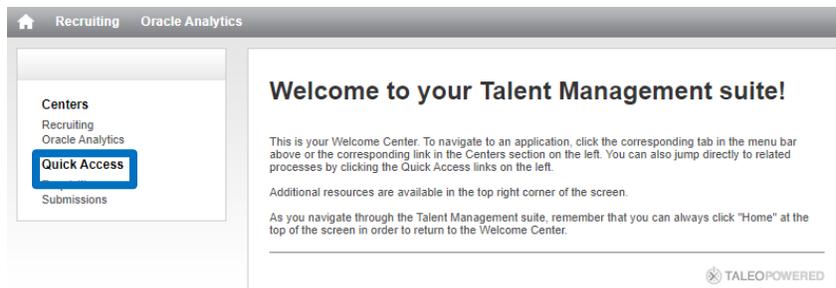
Legal Notice as Required by State of Texas

Texas Administrative Code (Title 1, Part 10, Chapter 202) requires display of the following notice pertaining to system use within Texas Higher Education entities:

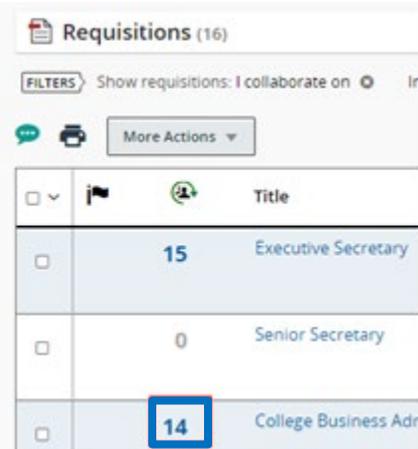
- A. Unauthorized use is prohibited
- B. Usage may be subject to security testing and monitoring
- C. Misuse is subject to criminal prosecution
- D. No expectation of privacy except as otherwise provided by applicable privacy law

Once the Recruiting Center screen displays:

3. Click **Quick Access**



4. Click on the **blue** number next to the appropriate requisition



The screenshot shows a table titled "Requisitions (16)". It has a filter bar at the top that says "Show requisitions: I collaborate on". Below the filter bar are icons for chat, print, and a "More Actions" dropdown. The table has columns for checkboxes, a blue number, and a title. The third row is highlighted in light blue, and the number "14" in the second column is circled in red.

<input type="checkbox"/>		Title
<input type="checkbox"/>	15	Executive Secretary
<input type="checkbox"/>	0	Senior Secretary
<input type="checkbox"/>	14	College Business Adm

This will lead directly to the applicant list for the requisition

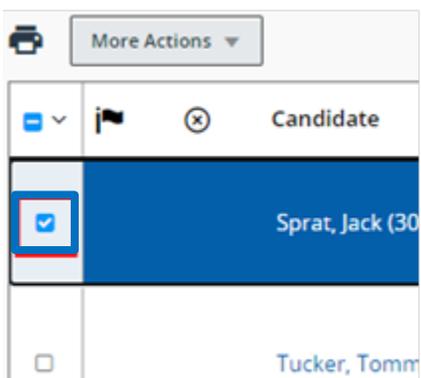
5. To download all the candidates into a spreadsheet, **click the checkbox**



The screenshot shows a table titled "Candidate" with a "More Actions" dropdown and a "List Format" dropdown set to "Standard View". The table has columns for checkboxes, candidate names, and status. The first row is highlighted in light blue, and the checkbox in the first column is checked and circled in red.

<input checked="" type="checkbox"/>	Candidate	Step	Step, Status, I
<input type="checkbox"/>	Sprat, Jack (307605)	HM Screen	HM Screen - T Reviewed
<input type="checkbox"/>	Tucker, Tommy (307585)	HM Screen	HM Screen - T Reviewed

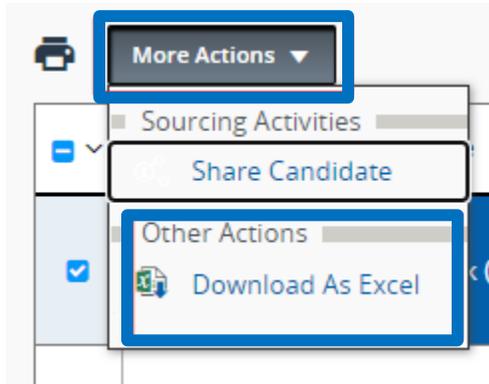
6. To select specific candidates, click the box to the **left** of the names



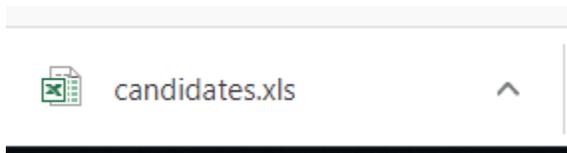
The screenshot shows a table titled "Candidate" with a "More Actions" dropdown. The table has columns for checkboxes and candidate names. The first row is highlighted in dark blue, and the checkbox in the first column is checked and circled in red.

<input checked="" type="checkbox"/>	Candidate
<input type="checkbox"/>	Sprat, Jack (307605)
<input type="checkbox"/>	Tucker, Tommy (307585)

- Click on the **More Actions** tab for the drop-down menu and select '**Download as Excel**' to download the candidates into a spreadsheet

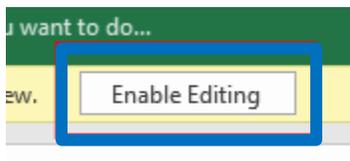


- The Excel spreadsheet will download the selected applicants and the completed download will appear in the **bottom left** corner of the screen **Click** the spreadsheet file to open



The spreadsheet contains different columns of candidate information

- To make any edits on the spreadsheet, **click Enable Editing** at the top of the page



- Click View in the Profile column. This will open the candidate's application

A	B	C	D	E	F	G	H	I
Profile	Item requir	Disqualific	Anonymou	Last Name	First Name	Identificatio	Step	Selection (Eli
/view	False		False	Carter	William	127458	HM Scree	To Be Revi No
/view	False		False	Cole	Spencer	133160	HM Scree	To Be Revi No
/view	False		False	Eagelton	Dametria	136754	HM Scree	To Be Revi No

Accountant II (STA002146)








More Actions ▾

Job Submission ▾
Attachments
Tasks
History

Edit

▾ **1. Personal Information**

Candidate Personal Information