

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

- Job Opportunities
- TALEO Administration Site**
- Labor Compliance Notices

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**

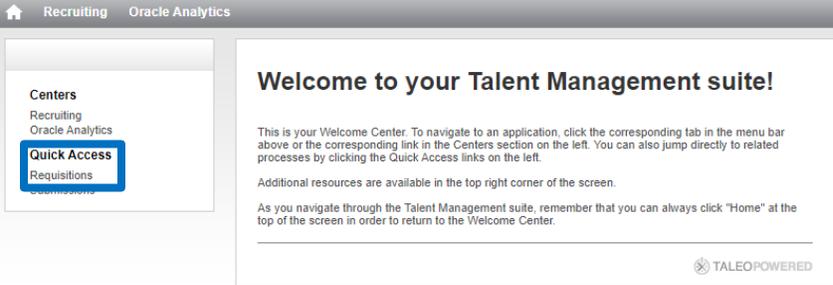
[First Time User](#) | [Forgot Password](#)

**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

3. Once the Recruiting Center screen displays, **click** Requisitions in the Quick Access list



Recruiting Oracle Analytics

**Centers**

- Recruiting
- Oracle Analytics
- Quick Access**
- Requisitions

**Welcome to your Talent Management suite!**

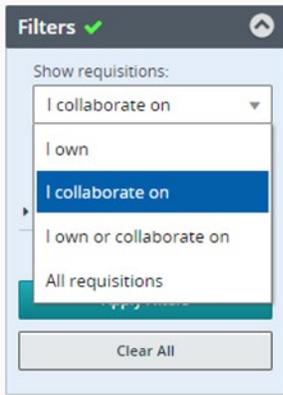
This is your Welcome Center. To navigate to an application, click the corresponding tab in the menu bar above or the corresponding link in the Centers section on the left. You can also jump directly to related processes by clicking the Quick Access links on the left.

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.

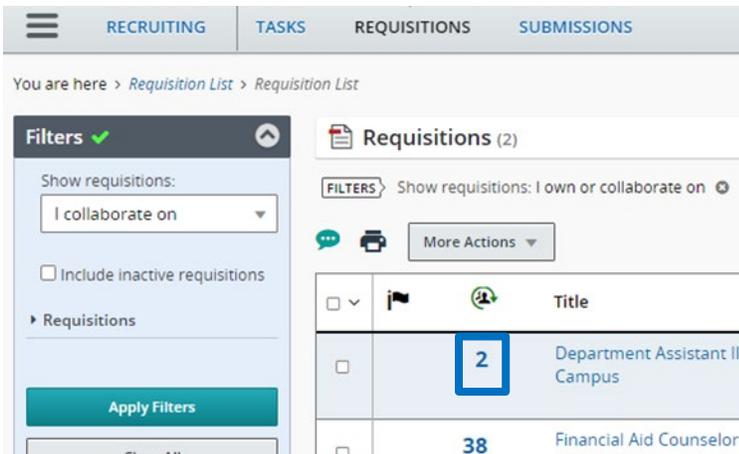
TALEOPOWERED

- In the Quick Filters side bar, **click** on the drop-down menu. Then **select** I collaborate on from the drop-down menu and **click** on Apply Filters



Note: Any requisitions you are a collaborator on will appear in list form

- Click** on the blue number to the left of the job title to access the candidates

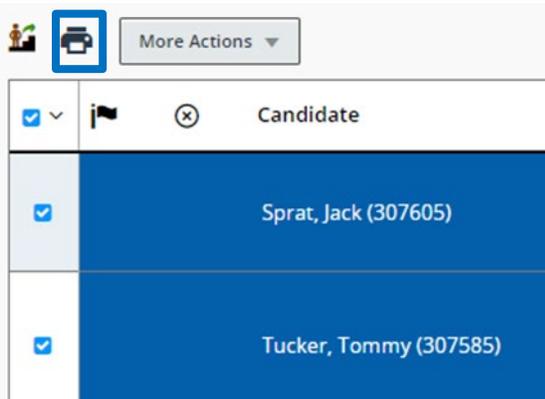


The applicant list for the requisition will appear in list form.

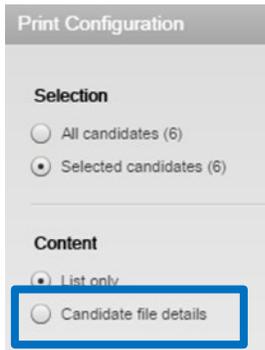
- To print all applications, **click** the box and each name will be check marked
- To print only specific candidates, **click** the checkbox to the left of the candidate's names



8. **Click** the printer icon in the menu bar



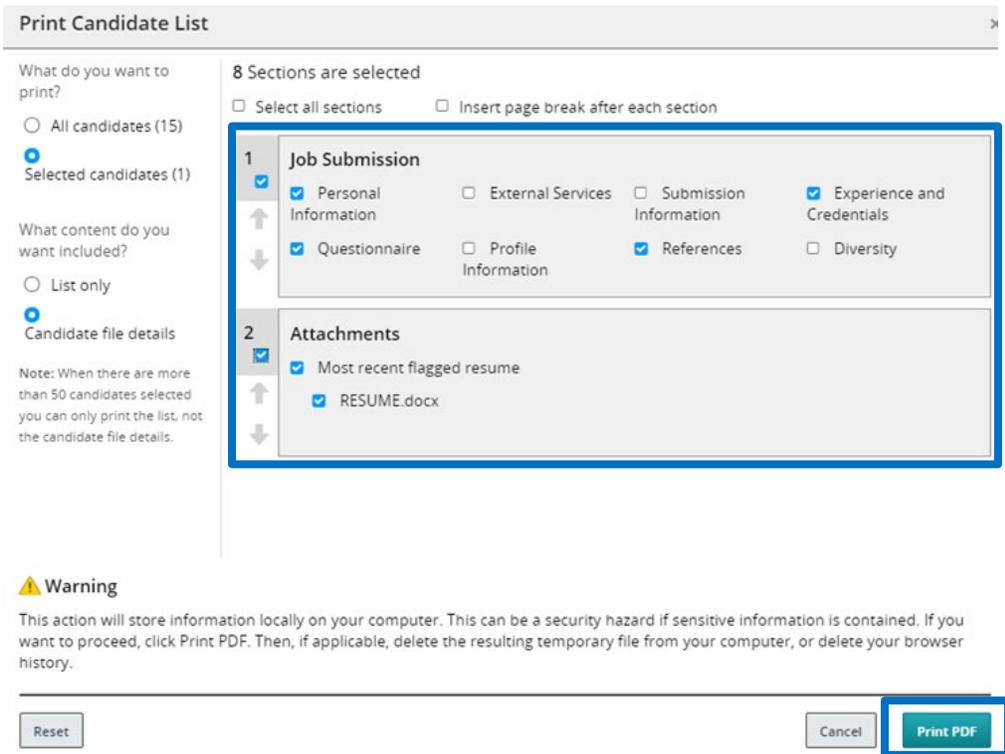
9. In the print configuration box, **click** Candidate file details radio button



10. The only boxes that should be checked are:

- Personal Information
- Experience & Credentials
- Questionnaire
- References
- Attachments

Once completed, **click print (PDF)**



**Print Candidate List**

What do you want to print?

All candidates (15)

Selected candidates (1)

What content do you want included?

List only

Candidate file details

Note: When there are more than 50 candidates selected you can only print the list, not the candidate file details.

8 Sections are selected

Select all sections  Insert page break after each section

1 **Job Submission**

Personal Information  External Services  Submission Information  Experience and Credentials

Questionnaire  Profile Information  References  Diversity

2 **Attachments**

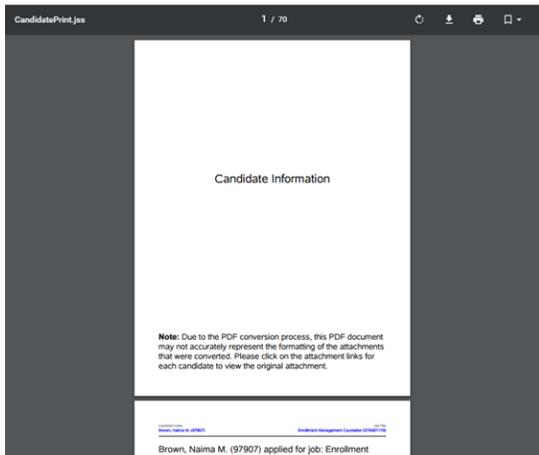
Most recent flagged resume

RESUME.docx

**Warning**

This action will store information locally on your computer. This can be a security hazard if sensitive information is contained. If you want to proceed, click Print PDF. Then, if applicable, delete the resulting temporary file from your computer, or delete your browser history.

11. The PDF will load for you to print



CandidatePrint.jsa 1 / 70

Candidate Information

**Note:** Due to the PDF conversion process, this PDF document may not accurately represent the formatting of the attachments that were converted. Please click on the attachment links for each candidate to view the original attachment.

Brown, Naima M. (97907) applied for job: Enrollment Management Counselor (STA01119)