Go to the HR Employment page

1. Click on **Taleo Administration Site**. Login with your computer login credentials (**Last Name** and **Password**)

Employment

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 on-campus employment should visit the Career Services website.

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

Contact
Human Resources

| Job Opportunities | TALEO Administration Site | Labor Compliance Notices |

2. Click **Sign In**

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: [Username]

Password: [Password]

[Sign in]

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

The Recruiting Center screen displays.

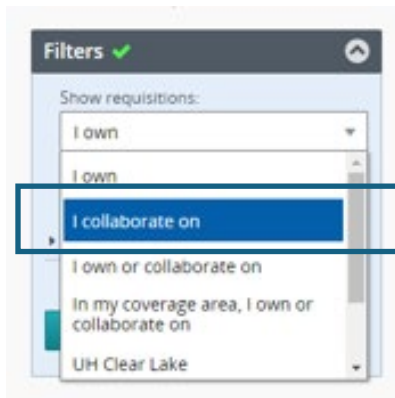3. Click **Requisitions** on the bar across the top of the page and the Requisitions screen displays

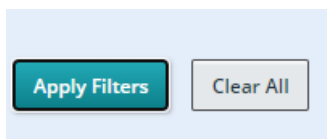| ☰ | RECRUITING | TASKS | REQUISITIONS | SUBMISSIONS |

4. In the **Filters** side menu, click the down arrow and select **I collaborate on** from the drop-down menu
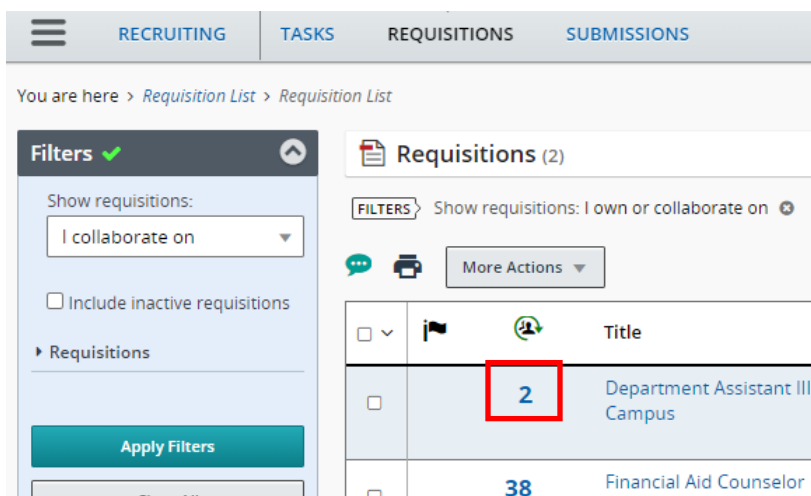

6. Click **Apply Filters**

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

7. 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.

8. To view the application and attachments **click on the candidate's name**

9. The **Personal Information** section is visible. To expand any section, click on the drop-down menu of that section.

Note: The **Experience and Credentials section** is the only section relevant to your role. It contains education and work experience entered by the candidate.

10. To view the attachments (Cover Letter and Resume, etc.) click on the **Attachments tab**.

11. Attachments uploaded by the candidate will appear. **Click on the attachment** to view it.

Job Submission	Attachments(2)	Histoi

Attached Resume(s) relevant to this Submission

File Name		
RESUME.docx	🔍 ✏ ⬇	
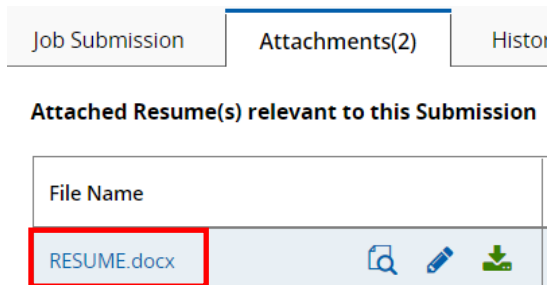
To move to the next candidate, see the options in the upper right corner of screen.

12. Click **Back to Submission List** to return you to the entire candidate list.

☰ Back to Submission List   <   >
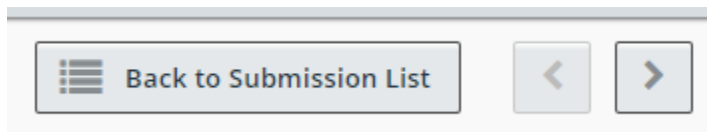
13. The **arrows** will move you to the next candidate in the list.