

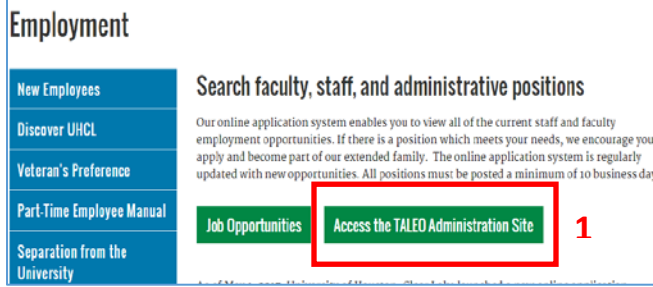
Go to the [HR Employment page](#).

1. Click on Access to Taleo Administration Site.

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

2. Click Sign In.

The Recruiting Center screen displays.

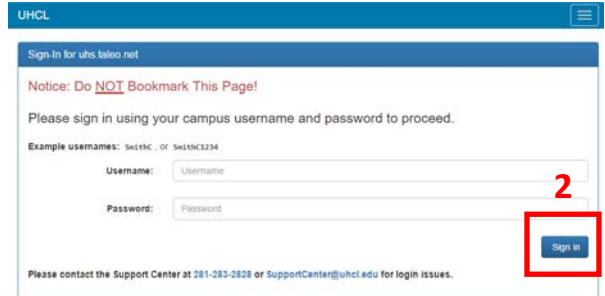


Employment

New Employees | **Search faculty, staff, and administrative positions**

Our online application system enables you to view all of the current staff and faculty employment opportunities. If there is a position which meets your needs, we encourage you to apply and become part of our extended family. The online application system is regularly updated with new opportunities. All positions must be posted a minimum of 10 business days.

Job Opportunities | **Access the TALEO Administration Site** **1**



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: swtch, or swtch1234

Username:

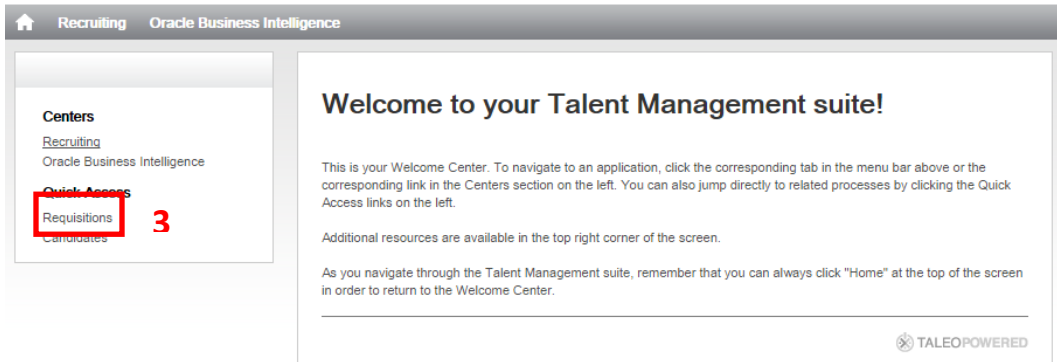
Password:

Sign In **2**

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

3. Click Requisitions in the Quick Access list.

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



Recruiting Oracle Business Intelligence

Centers

- Recruiting
- Oracle Business Intelligence

Quick Access

- Requisitions **3**
- 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.

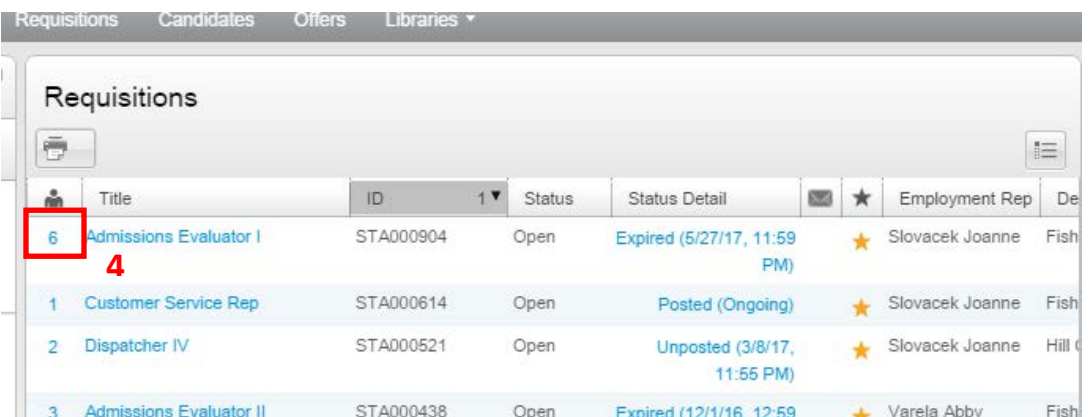
Additional resources are available in the top right corner of the screen.

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.

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

This will lead directly to the applicant list for the requisition.



Requisitions Candidates Offers Libraries

Requisitions

ID	Title	Status	Status Detail	Employment Rep	De
6	Admissions Evaluator I	Open	Expired (5/27/17, 11:59 PM)	Slovacek Joanne	Fish
1	Customer Service Rep	Open	Posted (Ongoing)	Slovacek Joanne	Fish
2	Dispatcher IV	Open	Unposted (3/8/17, 11:55 PM)	Slovacek Joanne	Hill C
3	Admissions Evaluator II	Open	Expired (12/1/16, 12:59	Varela Abby	Fish

4

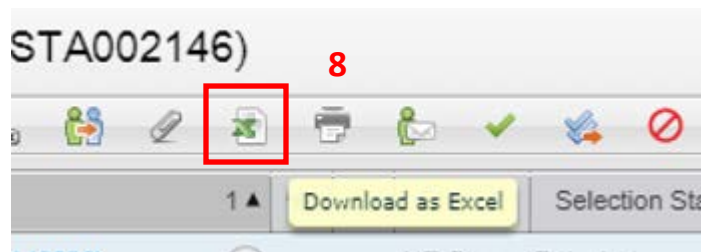
6. To download all the candidates into a spreadsheet, click the checkbox.



7. To select specific candidates, hover over the name and a checkbox will appear. Click the checkbox to select the candidate.

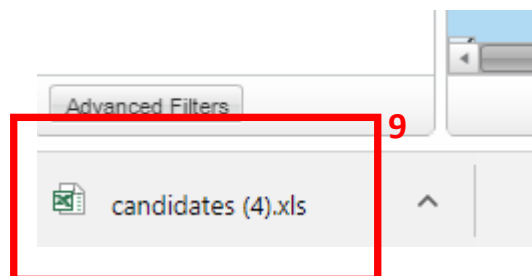


8. Click on the Excel icon to download the candidates into a spreadsheet.



9. The Excel spreadsheet will download the selected applicants and the completed download will appear in the bottom left corner of the screen.

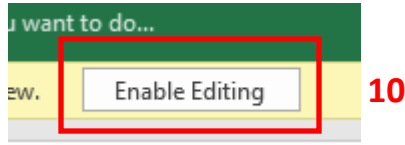
Click on the spreadsheet to open.



The spreadsheet contains different columns of candidate information.

10. Be sure to click Enable Editing.

11. Click to View in the Profile column.



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

11

Clicking View will open the candidates application.

