

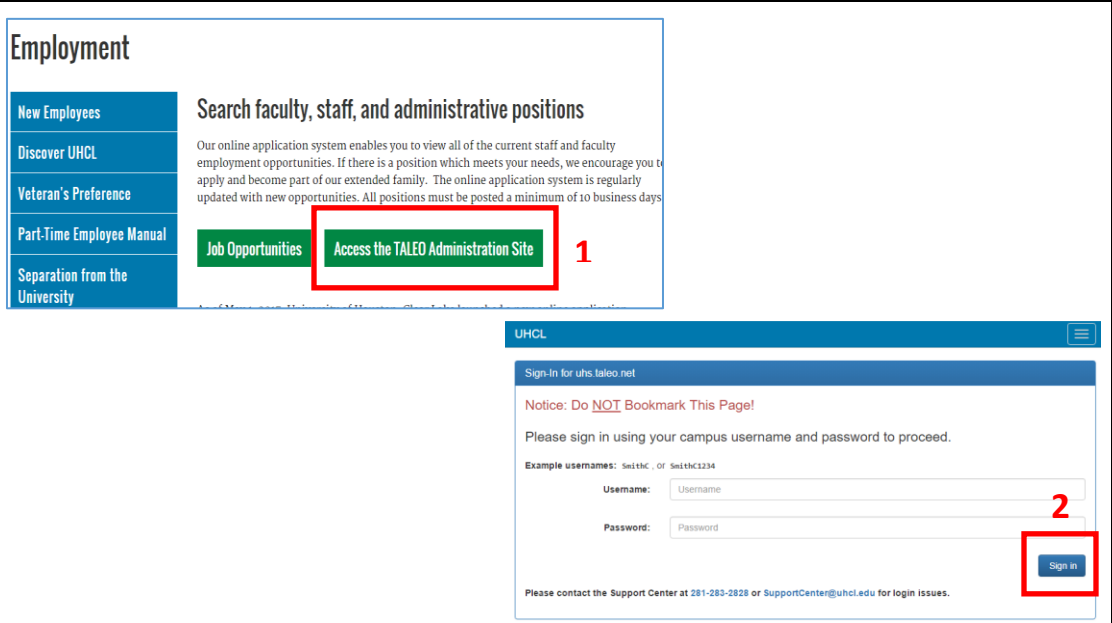
Go to the [HR Employment page](#).

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: SMITHC, or SMITHC1234

Username:

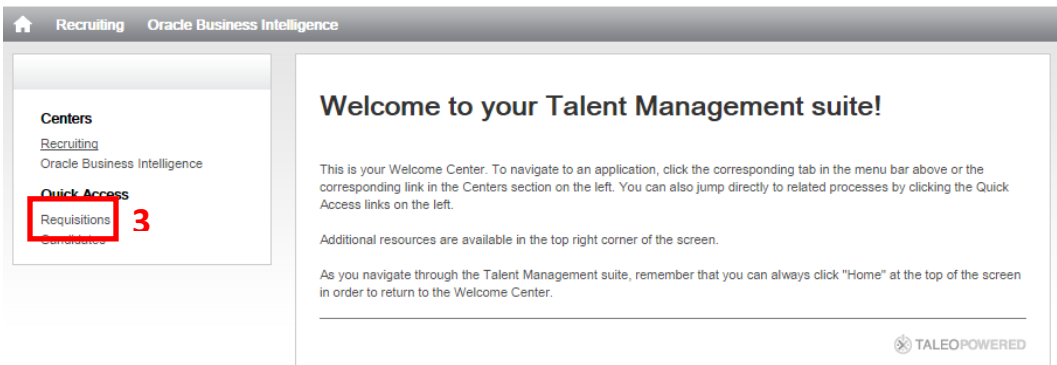
Password:

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.

The Requisitions screen displays.



Recruiting Oracle Business Intelligence

Centers

Recruiting

Oracle Business Intelligence

Quick Access

Requisitions **3**

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.

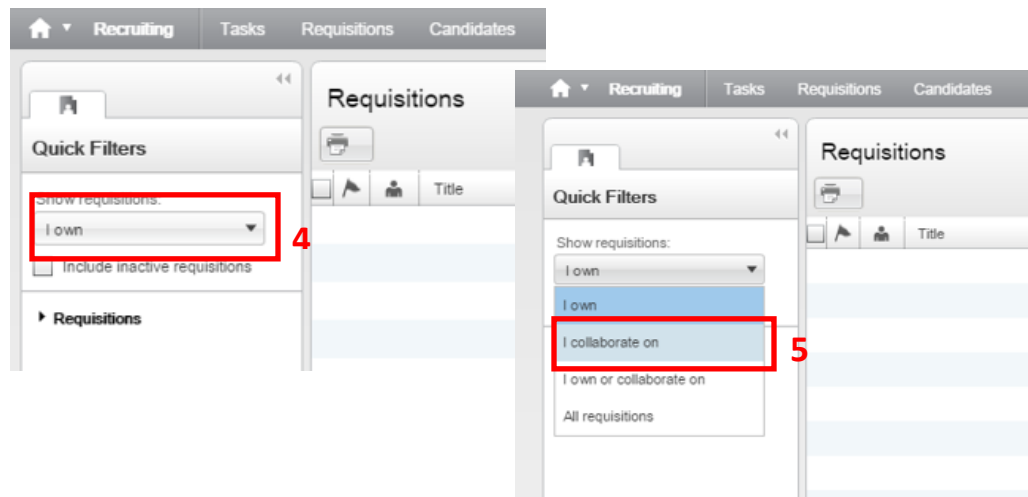
As you navigate through the Talent Management suite, remember that you can always click "Home" at the top of the screen in order to return to the Welcome Center.

TALEOPOWERED

4. In the Quick Filters side bar, click on the drop down menu.

5. Select "I collaborate on" from the drop down menu.

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



Recruiting Tasks Requisitions Candidates

Quick Filters

Show requisitions:

I own

I collaborate on **5**

I own or collaborate on

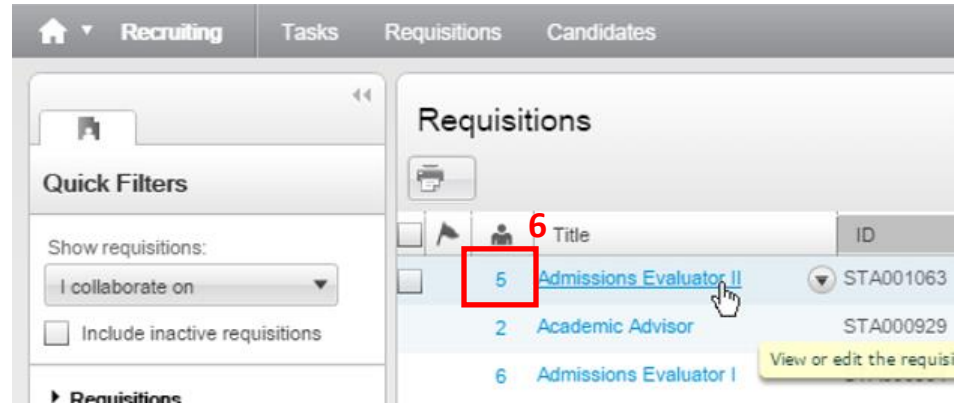
All requisitions

Requisitions

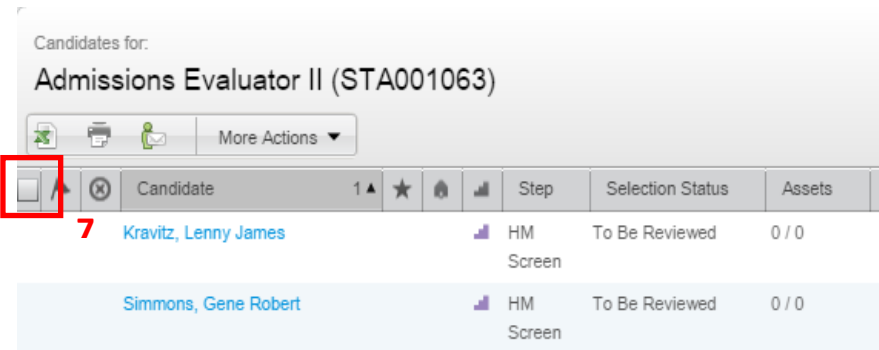
Requisitions

6. 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.

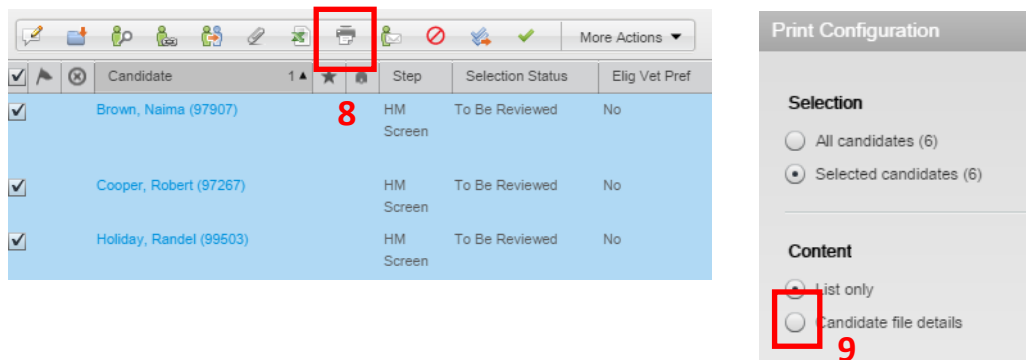


7. To print all applications, click the box and each name will be check marked.



8. Click the printer icon in the menu bar.

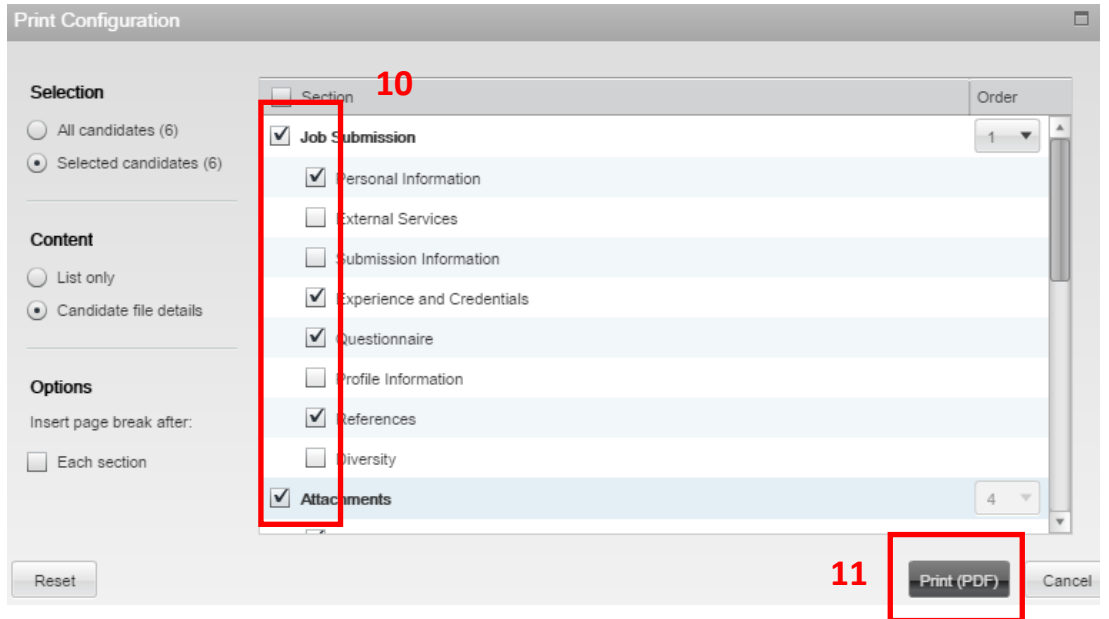
9. In the print configuration box, click the Candidate file details radio button.



10. The only boxes that should be checked are:

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

11. Click Print (PDF).



The screenshot shows the 'Print Configuration' dialog box. On the left, there are three sections: 'Selection' with radio buttons for 'All candidates (6)' and 'Selected candidates (6)'; 'Content' with radio buttons for 'List only' and 'Candidate file details'; and 'Options' with a checkbox for 'Each section'. The main area is a table with columns 'Section' and 'Order'. A red box labeled '10' highlights the 'Section' column, which contains the following items: 'Job Submission' (checked), 'Personal Information' (checked), 'External Services' (unchecked), 'Submission Information' (unchecked), 'Experience and Credentials' (checked), 'Questionnaire' (checked), 'Profile Information' (unchecked), 'References' (checked), 'Diversity' (unchecked), and 'Attachments' (checked). The 'Order' column shows '1' for 'Job Submission' and '4' for 'Attachments'. At the bottom right, a 'Print (PDF)' button is highlighted with a red box and labeled '11'. A 'Reset' button is at the bottom left, and a 'Cancel' button is at the bottom right.

11. The PDF will load for you to print.

