

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	<p><b>Search faculty, staff, and administrative positions</b></p> <p>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.</p>
Discover UHCL	
Veteran's Preference	
Part-Time Employee Manual	
Separation from the University	

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: SMITH, or SMITH1234

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.

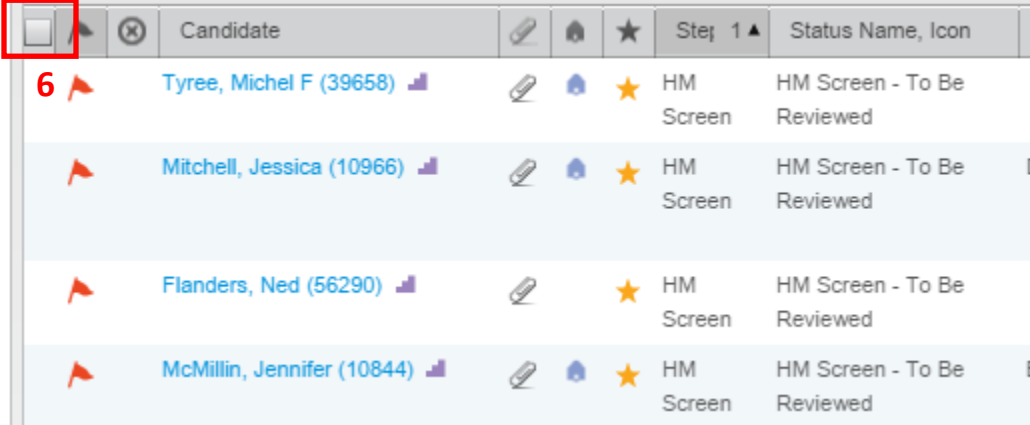
This will lead directly to the applicant list for the requisition.

Requisitions Candidates Offers Libraries

### Requisitions

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

6. To select all the candidates, click the checkbox.



<input type="checkbox"/>	Candidate	Step	Status Name, Icon
6 <input type="checkbox"/>	Tyree, Michel F (39658)	HM Screen	HM Screen - To Be Reviewed
<input type="checkbox"/>	Mitchell, Jessica (10966)	HM Screen	HM Screen - To Be Reviewed
<input type="checkbox"/>	Flanders, Ned (56290)	HM Screen	HM Screen - To Be Reviewed
<input type="checkbox"/>	McMillin, Jennifer (10844)	HM Screen	HM Screen - To Be Reviewed

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

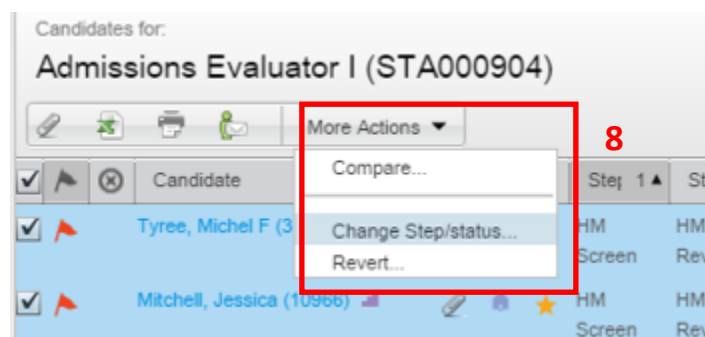


Candidates for:  
Admissions Evaluator I (STA000904)

<input type="checkbox"/>	Candidate	Step	Status Name, Icon
<input type="checkbox"/>	Tyree, Michel F (39658)	HM Screen	HM Screen - To Be Reviewed
7 <input type="checkbox"/>	Mitchell, Jessica (10966)	HM Screen	HM Screen - To Be Reviewed
<input type="checkbox"/>	Flanders, Ned (56290)	HM	HM Screen - To Be Reviewed

Select this item

8. Click on the More Actions drop down menu and select Change Step/Status.



Candidates for:  
Admissions Evaluator I (STA000904)

<input checked="" type="checkbox"/>	Candidate	Step	Status Name, Icon
<input checked="" type="checkbox"/>	Tyree, Michel F (39658)	HM Screen	HM Screen - To Be Reviewed
<input checked="" type="checkbox"/>	Mitchell, Jessica (10966)	HM Screen	HM Screen - To Be Reviewed

More Actions

- Compare...
- Change Step/status...
- Revert...

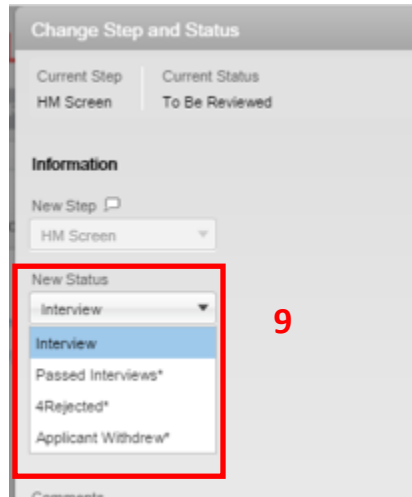
8

**9. From the New Status box, select the appropriate status.**

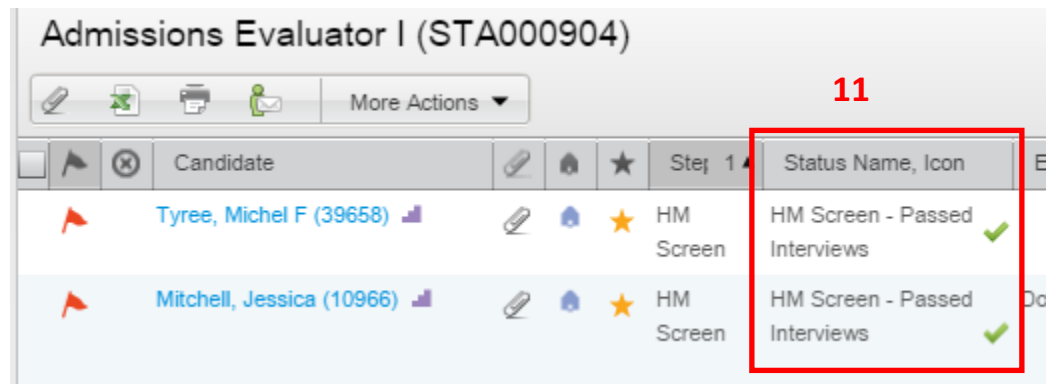
*Note: Candidates should only be moved to rejected if the position has been filled.*

**10. To move candidate(s) through multiple statuses, click Save and Continue. Then repeat step 9.**

**When the candidate reaches the final status, click Save and Close.**




**11. The status will update on the candidate list.**



Candidate	Step	Status Name, Icon
Tyree, Michel F (39658)	HM Screen	HM Screen - Passed Interviews ✓
Mitchell, Jessica (10966)	HM Screen	HM Screen - Passed Interviews ✓