

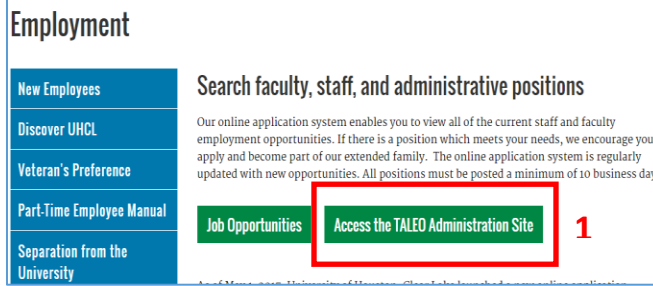
Go to the [HR Employment page](#).

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

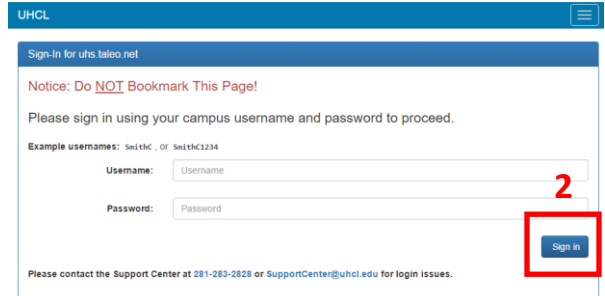
Discover UHCL Our online application system enables you to view all of the current staff and faculty employment opportunities. If there is a position which meets your needs, we encourage you to apply and become part of our extended family. The online application system is regularly updated with new opportunities.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

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:

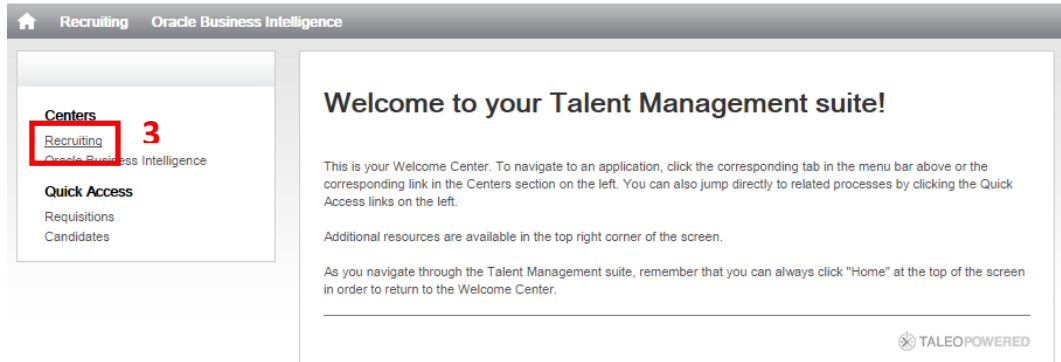
Password:

Sign in 2

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

3. Click "Recruiting".

The Requisitions screen displays.



Recruiting Oracle Business Intelligence

Centers 3

Recruiting

Oracle Business Intelligence

Quick Access

Requisitions

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.

TALEOPOWERED

4. Click on the Tasks tab.

Any items needing approval will be on the Tasks list.

5. Click on Approve Requisition.



Recruiting **Tasks** Requisitions Candidates

Quick Filters

Show requisitions:

Include inactive requisitions

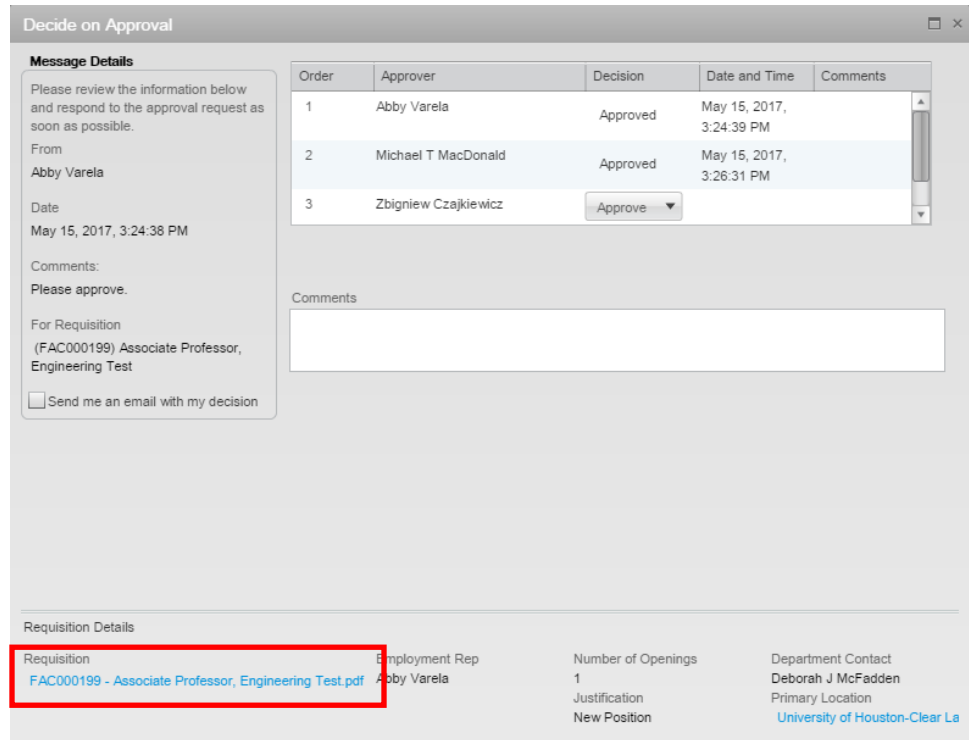
Requisitions

Tasks 5

Task	Candidate	Requisition	Assignee	Due Date	Priority	Status
Approve Requisition		STA000520 - Acad Advising Coord	Gabriel, Lisa		Normal	In progress

The Decide on Approval screen populates.

6. Click on the job title to review the requisition.



Decide on Approval

Message Details

Please review the information below and respond to the approval request as soon as possible.

From: Abby Varela

Date: May 15, 2017, 3:24:38 PM

Comments: Please approve.

For Requisition (FAC000199) Associate Professor, Engineering Test

Send me an email with my decision

Order	Approver	Decision	Date and Time	Comments
1	Abby Varela	Approved	May 15, 2017, 3:24:39 PM	
2	Michael T MacDonald	Approved	May 15, 2017, 3:26:31 PM	
3	Zbigniew Czajkiewicz	Approve		

Comments

Requisition Details

Requisition	Employment Rep	Number of Openings	Department Contact
6 FAC000199 - Associate Professor, Engineering Test.pdf	Abby Varela	1	Deborah J McFadden
	Justification		Primary Location
	New Position		University of Houston-Clear La

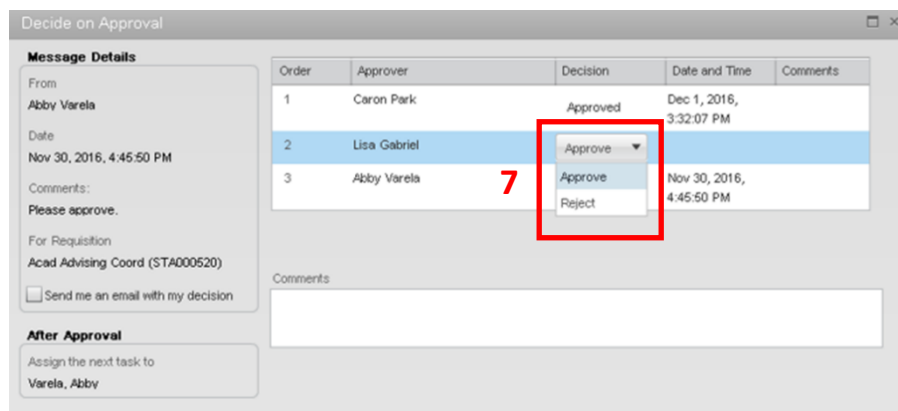
The Requisition will upload in PDF form. Please review entire document for accuracy.

Associate Professor, Engineering Test (FAC000199)

Status Pending	Employment Rep Varela, Abby	Primary Location United States > Texas > Houston > University of Houston-Clear Lake
Status Details To Be Approved	Department Contact McFadden, Deborah	
Professional		
Hired Candidates		

7. To approve or reject the requisition, click on the drop down menu and select the appropriate response.

Click Done in the bottom right corner.



Decide on Approval

Message Details

From: Abby Varela

Date: Nov 30, 2016, 4:45:50 PM

Comments: Please approve.

For Requisition Acad Advising Coord (STA000520)

Send me an email with my decision

After Approval



Assign the next task to Varela, Abby

Order	Approver	Decision	Date and Time	Comments
1	Caron Park	Approved	Dec 1, 2016, 3:32:07 PM	
2	Lisa Gabriel	Approve		
3	Abby Varela	Approve	Nov 30, 2016, 4:45:50 PM	

Comments

Upon completion item
will be removed from
your Tasks list.

Tasks

	Tasks	Candidate	Requisition	Assignee		Du