

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.

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.

Contact Human Resources

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

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: s61ethc... or s61ethc1234

Username:

Password:

2 **Sign In**

Please contact the Support Center at 281-283-2628 or SupportCenter@uhcl.edu for login issues.

The Recruiting Center screen displays.

3. Click "Recruiting".

The Requisitions screen displays.

Recruiting Oracle Business Intelligence

3 **Centers**

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 Offer.

RECRUITING **4** **TASKS** REQUISITIONS

Filters ✓

Show tasks: Assigned to me

Show only new or recently active

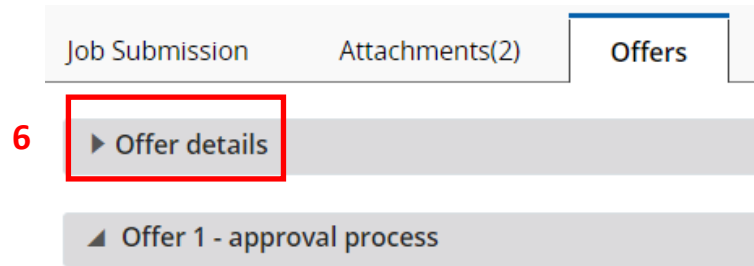
Task type: All

Tasks (1)

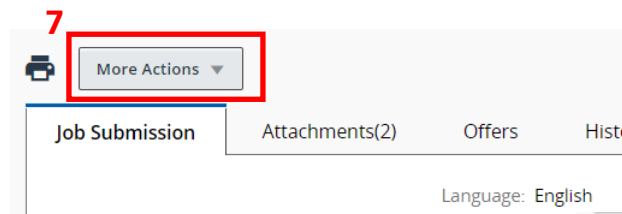
FILTERS Show tasks: Assigned to me Task type: All

Task	Relates to	Priority	Task Status
5 Approve offer	Sprat, Jack	Normal	In progress

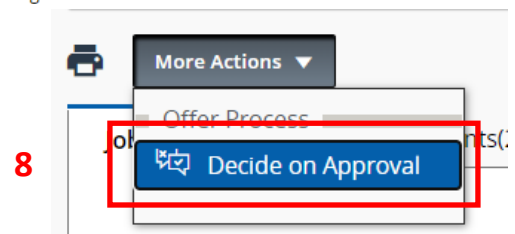
6. Click on "Offer details" and then "General Terms" to review the offer.



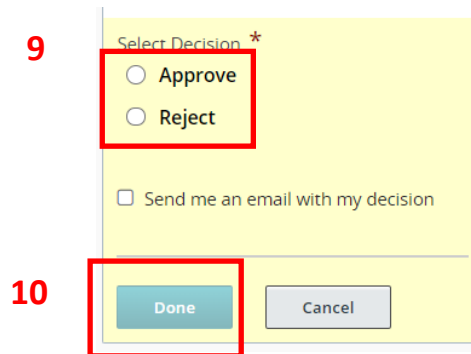
7. Click on "More Actions" tab to expand the drop-down menu.



8. Click on "Decide on Approval."



9. To approve or reject the offer, click on the appropriate response on the "Task details" tab.



10. Click "Done" below the decision.

Upon completion item will be removed from your Tasks list.

