



Hiring Manager Reference Guide

UHCL

The choice
is clear.

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Hiring Manager Reference Guide

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Hiring Manager Requisition Approval Process

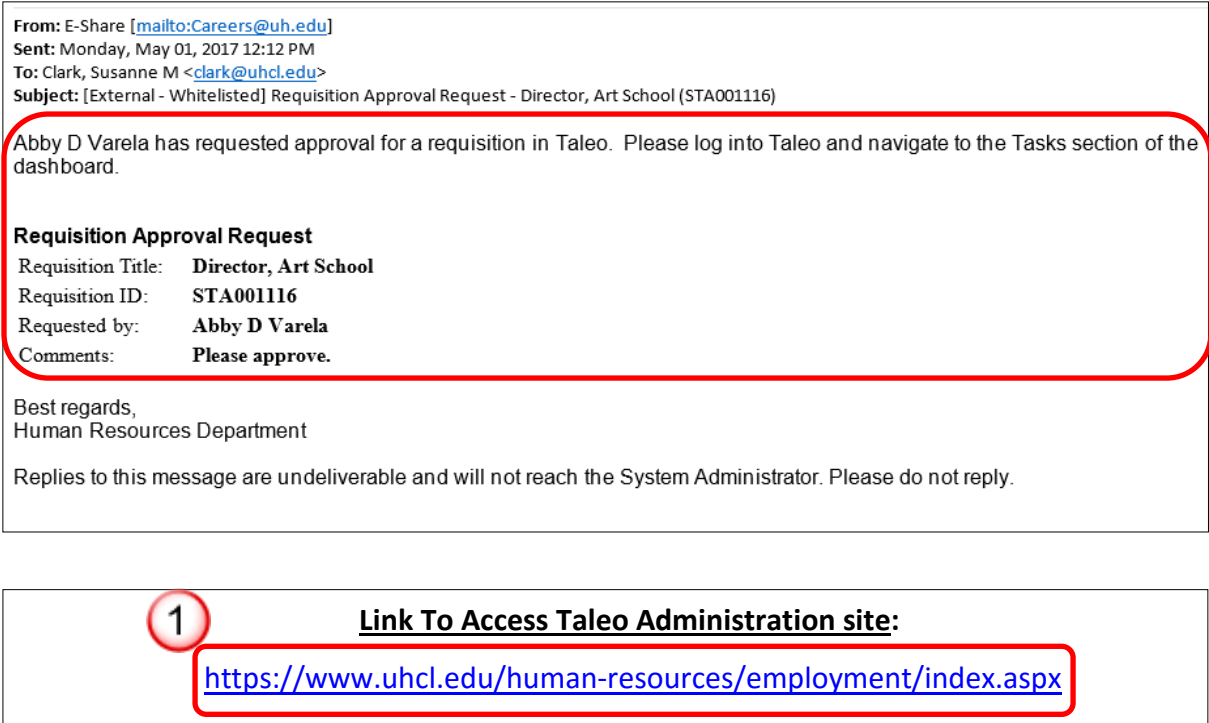
Overview

In this guide, you will learn how to identify, review, and approve or reject a requisition.

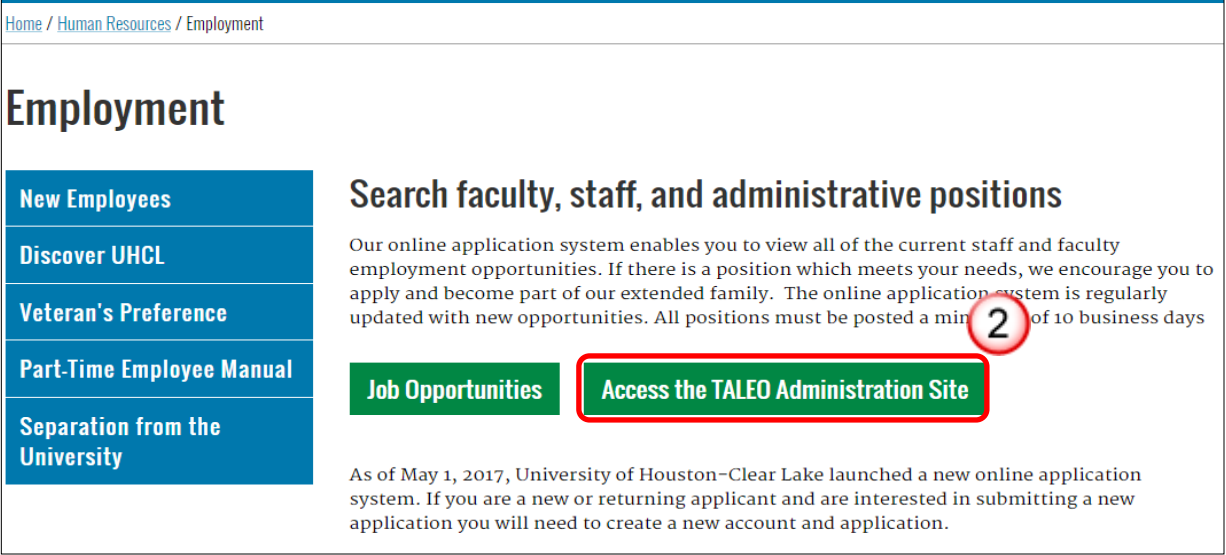
Important Things to Remember

- The appropriate Hiring Manager will receive a *Requisition Approval Request* notification email indicating a requisition requires their review and approval.

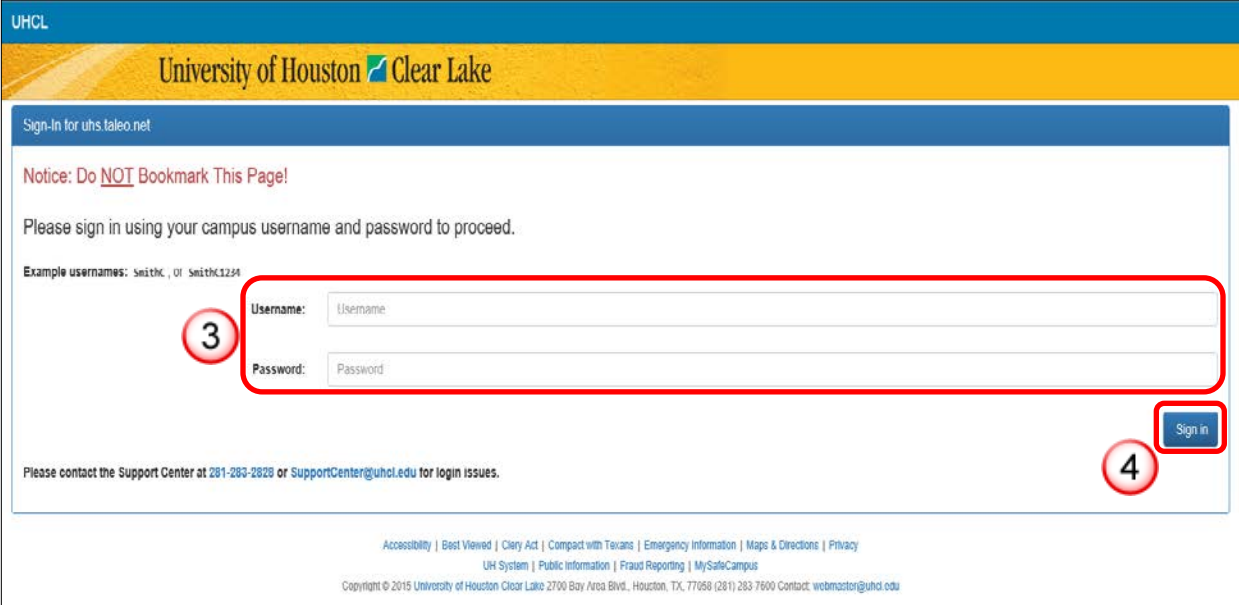
Steps for Approving A Requisition

Steps	Screen Image
<p>You will receive a Requisition Approval Request notification email indicating a requisition requires your review and approval in Taleo.</p> <p>Note: Notification emails are sent to your designated UHCL Microsoft Outlook email accounts.</p> <p>1. To Access Taleo Administration site, Click on link. (Alternative: Copy and Paste Link into Web Browser)</p> <p>Note: Bookmark this link for future use.</p> <p>The Employment Page displays.</p>	 <p>From: E-Share [mailto:Careers@uh.edu] Sent: Monday, May 01, 2017 12:12 PM To: Clark, Susanne M <clark@uhcl.edu> Subject: [External - Whitelisted] Requisition Approval Request - Director, Art School (STA001116)</p> <p>Abby D Varela has requested approval for a requisition in Taleo. Please log into Taleo and navigate to the Tasks section of the dashboard.</p> <p>Requisition Approval Request Requisition Title: Director, Art School Requisition ID: STA001116 Requested by: Abby D Varela Comments: Please approve.</p> <p>Best regards, Human Resources Department</p> <p>Replies to this message are undeliverable and will not reach the System Administrator. Please do not reply.</p> <p>1 Link To Access Taleo Administration site: https://www.uhcl.edu/human-resources/employment/index.aspx</p>

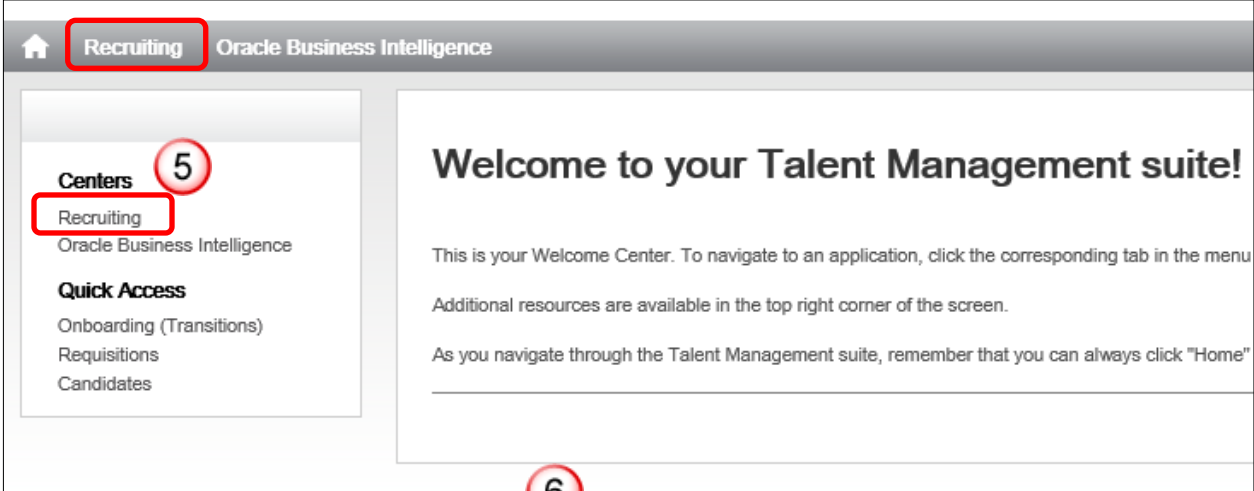
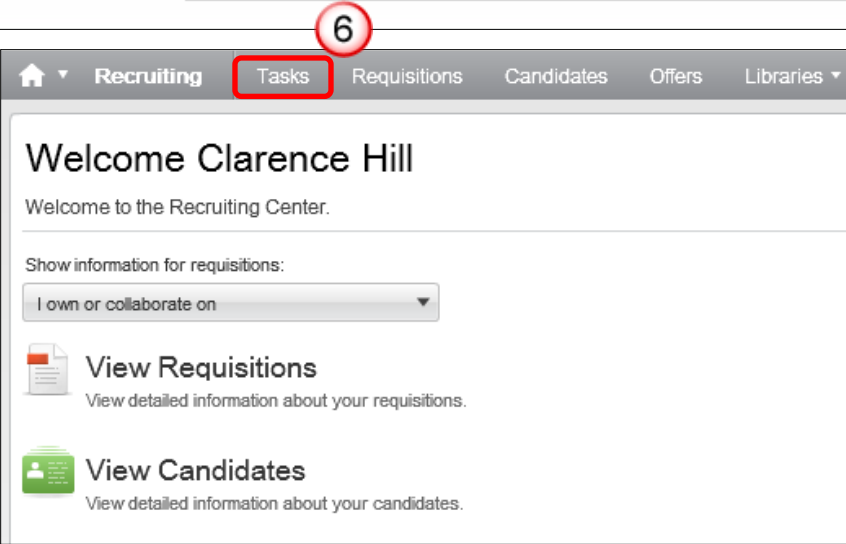
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<p>2. Click on “Access the TALEO Administration Site”.</p> <p>The UHCL Taleo User Sign In screen displays.</p> <p>Note: Taleo performs best via Internet Explorer or Google Chrome.</p>	 <p>The screenshot shows the 'Employment' section of the UHCL website. On the left is a blue sidebar with links: 'New Employees', 'Discover UHCL', 'Veteran's Preference', 'Part-Time Employee Manual', and 'Separation from the University'. The main content area has the heading 'Search faculty, staff, and administrative positions' and a paragraph about the online application system. A red box highlights the 'Access the TALEO Administration Site' button, with a circled '2' next to it. Below the button is a note about the system update as of May 1, 2017.</p>


Steps for Approving A Requisition

Steps	Screen Image
<p>3. Sign In to your Hiring Manager Account.</p> <p>4. Click on “Sign In”.</p> <p>The Taleo Welcome Page screen displays.</p> <p>Note: Log-in utilizing your UHCL <u>Computer</u> credentials. (Ex. <i>Username:</i> Last Name)</p>	 <p>UHCL</p> <p>University of Houston Clear Lake</p> <p>Sign-In for uhs.taleo.net</p> <p>Notice: Do <u>NOT</u> Bookmark This Page!</p> <p>Please sign in using your campus username and password to proceed.</p> <p>Example usernames: smith, 01 smith1234</p> <p>3 Username: <input type="text"/></p> <p>Password: <input type="password"/></p> <p>Sign in 4</p> <p>Please contact the Support Center at 281-283-2828 or SupportCenter@uhcl.edu for login issues.</p> <p>Accessibility Best Viewed Clery Act Compact with Texans Emergency Information Maps & Directions Privacy UH System Public Information Fraud Reporting MySafeCampus Copyright © 2015 University of Houston Clear Lake 2700 Bay Area Blvd., Houston, TX, 77058 (281) 283 7600 Contact: webmaster@uhcl.edu</p>

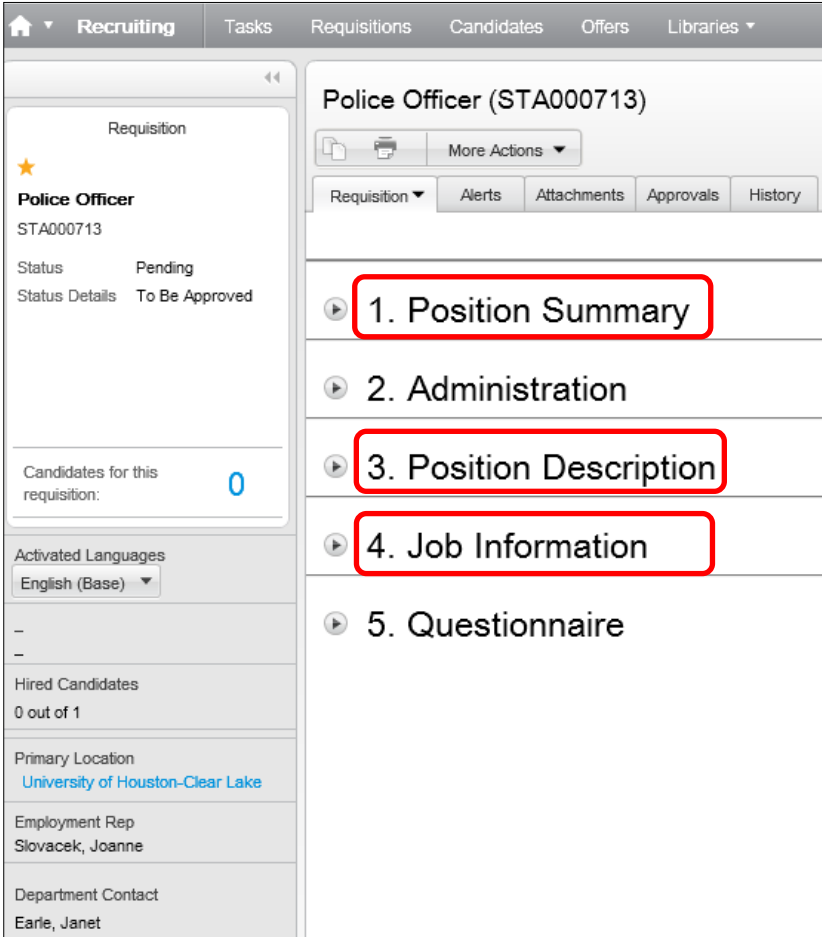
Steps for Approving A Requisition

Steps	Screen Image
<p>5. Click on “Recruiting” Tab.</p> <p>The Recruiting Center screen displays.</p>	 <p>The screenshot shows the Oracle Business Intelligence Recruiting Center. At the top, there is a navigation bar with a home icon and the text 'Recruiting Oracle Business Intelligence'. Below this, there is a 'Centers' section with a list of links: 'Recruiting' (highlighted with a red box), 'Oracle Business Intelligence', 'Quick Access', 'Onboarding (Transitions)', 'Requisitions', and 'Candidates'. A red circle with the number 5 is placed over the 'Recruiting' link. To the right of the 'Centers' list is a large white box with the heading 'Welcome to your Talent Management suite!' and some introductory text.</p>
<p>6. Click on “Tasks” Tab.</p> <p>The Tasks screen displays.</p>	 <p>The screenshot shows the Oracle Business Intelligence Recruiting Center 'Tasks' screen. At the top, there is a navigation bar with a home icon and the text 'Recruiting Tasks Requisitions Candidates Offers Libraries'. The 'Tasks' tab is highlighted with a red box. Below the navigation bar, there is a heading 'Welcome Clarence Hill' and a sub-heading 'Welcome to the Recruiting Center.'. There is a dropdown menu labeled 'Show information for requisitions:' with the option 'I own or collaborate on' selected. Below the dropdown menu, there are two main sections: 'View Requisitions' with a document icon and the description 'View detailed information about your requisitions.', and 'View Candidates' with a person icon and the description 'View detailed information about your candidates.'</p>

Steps for Approving A Requisition

Steps	Screen Image																					
<p>7. Click on appropriate Requisition. <i>(Identified by Job Title)</i></p> <p>The selected Requisition will display.</p> <p>Note: All Requisitions requiring approval will be listed under the Tasks Tab.</p>	 <p>The screenshot shows the 'Recruiting' interface with the 'Tasks' tab selected. A table lists tasks with columns for Task, Candidate, Requisition, Assignee, Due Date, Priority, and Status. The task 'Approve Requisition' for 'STA000713 - Police Officer' is highlighted with a red box, and a circled number '7' is placed over the Requisition column header.</p> <table border="1"> <thead> <tr> <th>Task</th> <th>Candidate</th> <th>Requisition</th> <th>Assignee</th> <th>Due Date</th> <th>Priority</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>Approve Offer</td> <td>Daspit, Celine (56337)</td> <td>STA000683 - Police Officer</td> <td>Hill, A Clarence</td> <td></td> <td>Normal</td> <td>In progress</td> </tr> <tr> <td>Approve Requisition</td> <td></td> <td>STA000713 - Police Officer</td> <td>Hill, A Clarence</td> <td></td> <td>Normal</td> <td>In progress</td> </tr> </tbody> </table>	Task	Candidate	Requisition	Assignee	Due Date	Priority	Status	Approve Offer	Daspit, Celine (56337)	STA000683 - Police Officer	Hill, A Clarence		Normal	In progress	Approve Requisition		STA000713 - Police Officer	Hill, A Clarence		Normal	In progress
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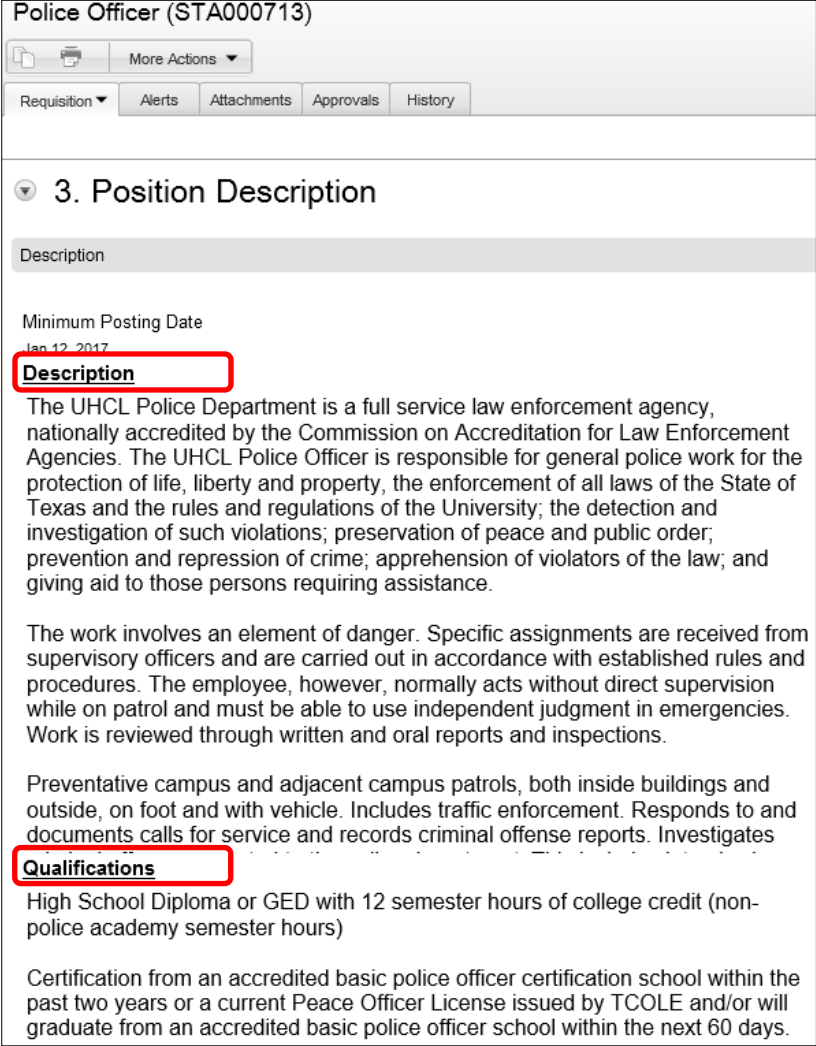
Steps for Approving A Requisition

Steps	Screen Image
<p>Note: As a Hiring Manger, you will focus on the following sections:</p> <p>Position Summary: Review and Confirm <i>Position Title</i> and <i>Department</i> are Correct.</p> <p>Position Description: Review and Confirm <i>Position Description</i> and <i>Qualifications</i> are correct.</p> <p>Job Information: Review and Confirm <i>Salary</i>, <i>Minimum Salary</i>, <i>FTE</i>, <i>Grade</i>, <i>Schedule</i>, and <i>Midpoint Salary</i> are correct.</p>	 <p>The screenshot displays a web interface for managing a requisition. The top navigation bar includes 'Recruiting', 'Tasks', 'Requisitions', 'Candidates', 'Offers', and 'Libraries'. The main content area is titled 'Police Officer (STA000713)' and shows a 'Requisition' card with a star icon, title 'Police Officer', ID 'STA000713', and status 'Pending'. Below this, it indicates 'Status Details: To Be Approved' and 'Candidates for this requisition: 0'. The interface also shows 'Activated Languages' set to 'English (Base)', 'Hired Candidates: 0 out of 1', 'Primary Location: University of Houston-Clear Lake', 'Employment Rep: Slovacek, Joanne', and 'Department Contact: Earle, Janet'. On the right side, a vertical list of sections is visible: '1. Position Summary', '2. Administration', '3. Position Description', '4. Job Information', and '5. Questionnaire'. The sections '1. Position Summary', '3. Position Description', and '4. Job Information' are highlighted with red rectangular boxes.</p>

Steps for Approving A Requisition

Steps	Screen Image
<p>Position Summary: Review and Confirm <i>Position Title</i> and <i>Department</i> are Correct.</p>	<p>The screenshot shows a web interface for a requisition titled "Police Officer (STA000713)". At the top, there are navigation tabs: "Requisition", "Alerts", "Attachments", "Approvals", and "History". Below this is a section titled "1. Position Summary" with a sub-section "Position Details". The details are as follows:</p> <ul style="list-style-type: none"> Number of Openings: 1 Position Title: Police Officer (highlighted with a red box) Job Code: 9535 UHC - Police Officer Justification: Replacement Department: University Police (highlighted with a red box) Position Number: 00200380 - 00200380 - Police Officer - University Police C0019 - JobC... College: University Police

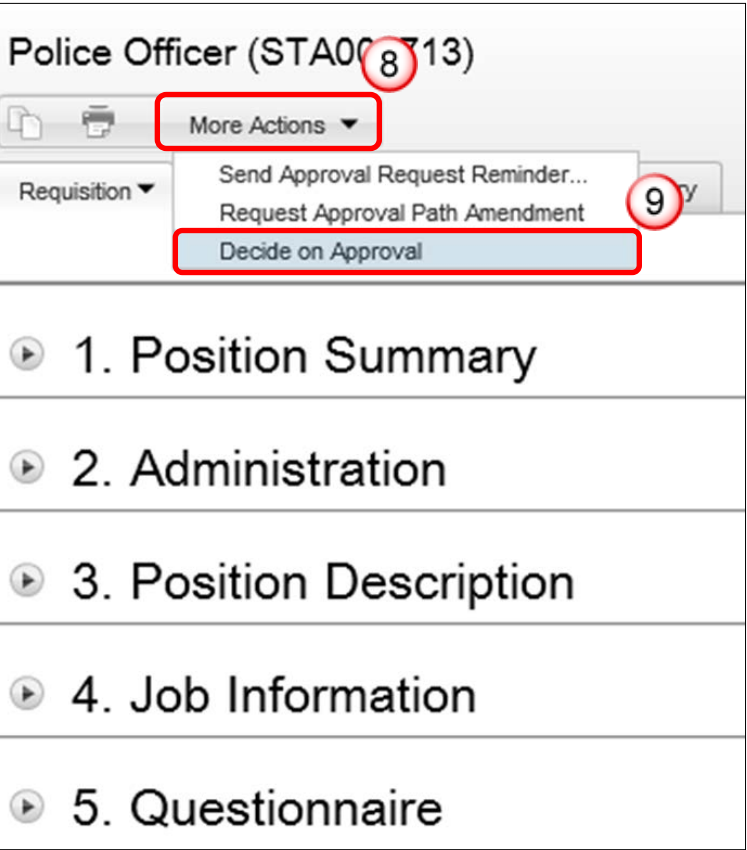
Steps for Approving A Requisition

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<p>Position Description: Review and Confirm <i>Position Description</i> and <i>Qualifications</i> are correct.</p>	 <p>Police Officer (STA000713)</p> <p>More Actions</p> <p>Requisition Alerts Attachments Approvals History</p> <p>3. Position Description</p> <p>Description</p> <p>Minimum Posting Date Jan 12, 2017</p> <p>Description</p> <p>The UHCL Police Department is a full service law enforcement agency, nationally accredited by the Commission on Accreditation for Law Enforcement Agencies. The UHCL Police Officer is responsible for general police work for the protection of life, liberty and property, the enforcement of all laws of the State of Texas and the rules and regulations of the University; the detection and investigation of such violations; preservation of peace and public order; prevention and repression of crime; apprehension of violators of the law; and giving aid to those persons requiring assistance.</p> <p>The work involves an element of danger. Specific assignments are received from supervisory officers and are carried out in accordance with established rules and procedures. The employee, however, normally acts without direct supervision while on patrol and must be able to use independent judgment in emergencies. Work is reviewed through written and oral reports and inspections.</p> <p>Preventative campus and adjacent campus patrols, both inside buildings and outside, on foot and with vehicle. Includes traffic enforcement. Responds to and documents calls for service and records criminal offense reports. Investigates</p> <p>Qualifications</p> <p>High School Diploma or GED with 12 semester hours of college credit (non-police academy semester hours)</p> <p>Certification from an accredited basic police officer certification school within the past two years or a current Peace Officer License issued by TCOLE and/or will graduate from an accredited basic police officer school within the next 60 days.</p>

Steps for Approving A Requisition

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<p>Job Information: Review and Confirm <i>Grade, Salary, Minimum Salary, Midpoint Salary, FTE, and Schedule</i> are correct.</p>	<p>The screenshot shows a requisition page for a Police Officer (STA000713). The page has a navigation bar with 'Requisition', 'Alerts', 'Attachments', 'Approvals', and 'History'. A list of sections includes '1. Position Summary', '2. Administration', '3. Position Description', and '4. Job Information'. Under '4. Job Information', there are three sections: 'Compensation', 'Profile', and 'Employee Status'. The 'Compensation' section contains the following data:</p> <table border="1"> <tr> <td>Grade</td> <td>Salary</td> </tr> <tr> <td>HRY-170</td> <td>17.61 - 20.25</td> </tr> <tr> <td>Pay Basis</td> <td></td> </tr> <tr> <td>Hourly</td> <td></td> </tr> <tr> <td>Annualization Factor: 52</td> <td></td> </tr> <tr> <td>Minimum Salary</td> <td>Midpoint Salary</td> </tr> <tr> <td>17.61</td> <td>20.25</td> </tr> </table> <p>The 'Profile' section contains:</p> <table border="1"> <tr> <td>FTE</td> </tr> <tr> <td>1</td> </tr> <tr> <td>Schedule</td> </tr> <tr> <td>Full-time</td> </tr> </table> <p>The 'Employee Status' section contains:</p> <table border="1"> <tr> <td>Employee Status</td> </tr> <tr> <td>Regular/Benefits</td> </tr> <tr> <td>Shift</td> </tr> <tr> <td>Day</td> </tr> <tr> <td>EEO Job Category</td> </tr> <tr> <td>No EEO-4 Reporting</td> </tr> </table> <p>Red boxes in the screenshot highlight the following values: Grade (HRY-170), Minimum Salary (17.61), Salary (17.61 - 20.25), Midpoint Salary (20.25), and FTE (1) Schedule (Full-time).</p>	Grade	Salary	HRY-170	17.61 - 20.25	Pay Basis		Hourly		Annualization Factor: 52		Minimum Salary	Midpoint Salary	17.61	20.25	FTE	1	Schedule	Full-time	Employee Status	Regular/Benefits	Shift	Day	EEO Job Category	No EEO-4 Reporting
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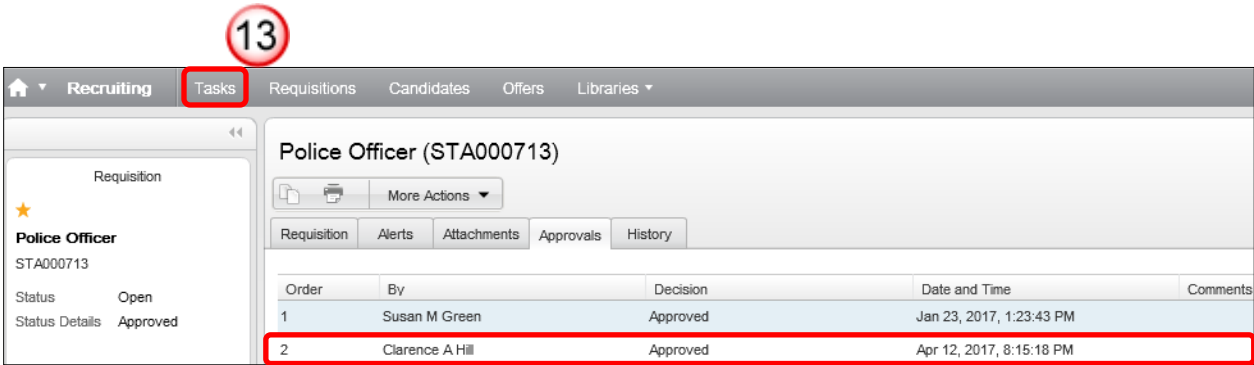
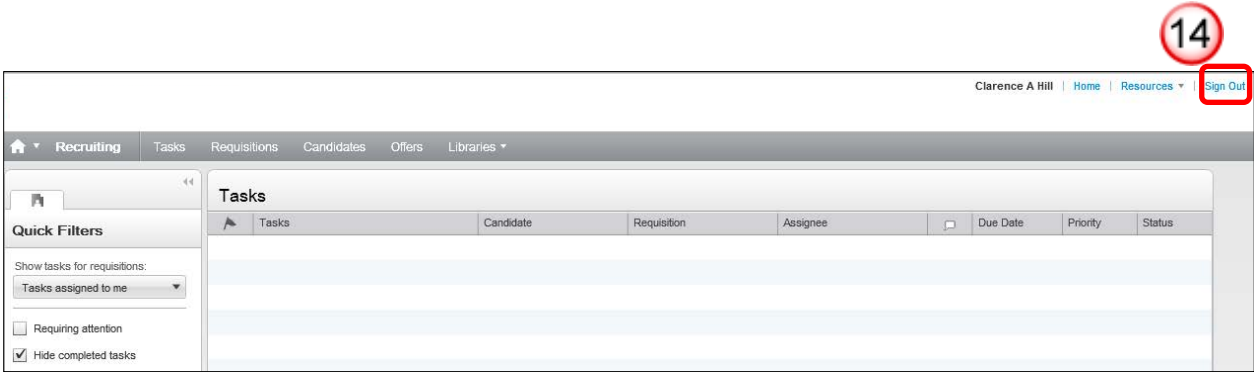
Steps for Approving A Requisition

Steps	Screen Image
<p>8. Click on More Actions Tab.</p> <p>The More Actions drop down menu will display.</p> <p>9. From the More Actions drop down menu, Click on Decide on Approval.</p> <p>The Decide on Approvals screen will display.</p> <p>Note: All other available options are <u>NOT</u> relevant to your designated tasks within this process.</p>	 <p>The screenshot shows a user interface for a Police Officer (STA00713). At the top, there is a 'More Actions' dropdown menu, which is highlighted with a red box and a circled '8'. The dropdown menu is open, showing three options: 'Send Approval Request Reminder...', 'Request Approval Path Amendment', and 'Decide on Approval'. The 'Decide on Approval' option is highlighted with a red box and a circled '9'. Below the dropdown menu, there is a list of five items, each with a play button icon: 1. Position Summary, 2. Administration, 3. Position Description, 4. Job Information, and 5. Questionnaire.</p>

Steps for Approving A Requisition

Steps	Screen Image
<p>10. From the <i>Decisions</i> tab, Click on <i>Approve</i>.</p> <p>The Approve drop down menu will display.</p> <p>11. Click on <i>Approve</i>. (<i>The Comments section is <u>not</u> a required field. Enter any additional information if necessary</i>).</p> <p>Note: If Requisition is Rejected, justification is <u>required</u> in Comments section (<i>System returns Requisition to Initiator</i>).</p> <p>Note: Under Message Details, you may choose to receive an email with your decision. Click checkbox next to <i>“Send me an email with my decision”</i>.</p> <p>12. Click on <i>Done</i> (<i>At bottom of screen</i>).</p> <p>Under the Requisitions Page, the Approvals tab will display.</p>	<p>The screen image consists of three sequential screenshots of the 'Decide on Approval' interface. The first screenshot shows a table with two rows. The first row is for Order 1, approved by Susan M Green on Jan 23, 2017, 1:23:43 PM. The second row is for Order 2, approved by Clarence A Hill on Jan 12, 2017, 12:50:07 PM. The 'Approve' dropdown menu is highlighted with a red box and a circled '10'. The second screenshot shows the dropdown menu expanded with 'Approve' and 'Reject' options. The 'Approve' option is highlighted with a red box and a circled '11'. The 'Send me an email with my decision' checkbox is also highlighted with a red box. The third screenshot shows the 'Done' button highlighted with a red box and a circled '12'.</p>

Steps for Approving A Requisition

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<p>Approval Path is listed under the Approvals tab.</p> <p>13. Click on Tasks tab to complete additional pending tasks.</p> <p>The Task Page screen will display.</p> <p>Repeat Steps to approve additional Requisitions.</p> <p>14. Click on Sign Out (If no additional pending tasks to complete)</p> <p>Note: Requisition is sent to next approver.</p> <p><i>You have completed this task.</i></p>	 <p>The screenshot shows the 'Police Officer (STA000713)' requisition page. The 'Tasks' tab is highlighted with a red box and a circled '13'. Below the tabs is a table of approval actions:</p> <table border="1"> <thead> <tr> <th>Order</th> <th>By</th> <th>Decision</th> <th>Date and Time</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Susan M Green</td> <td>Approved</td> <td>Jan 23, 2017, 1:23:43 PM</td> <td></td> </tr> <tr> <td>2</td> <td>Clarence A Hill</td> <td>Approved</td> <td>Apr 12, 2017, 8:15:18 PM</td> <td></td> </tr> </tbody> </table> <p>The second row is highlighted with a red box.</p>  <p>The screenshot shows the 'Tasks' page. The 'Sign Out' button in the top right corner is highlighted with a red box and a circled '14'. The page includes a 'Quick Filters' section on the left and a table of tasks in the main area.</p>	Order	By	Decision	Date and Time	Comments	1	Susan M Green	Approved	Jan 23, 2017, 1:23:43 PM		2	Clarence A Hill	Approved	Apr 12, 2017, 8:15:18 PM	
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Hiring Manager Offer Approval Process

Overview

- In this guide, you will learn how to identify, review, and approve or reject an offer.

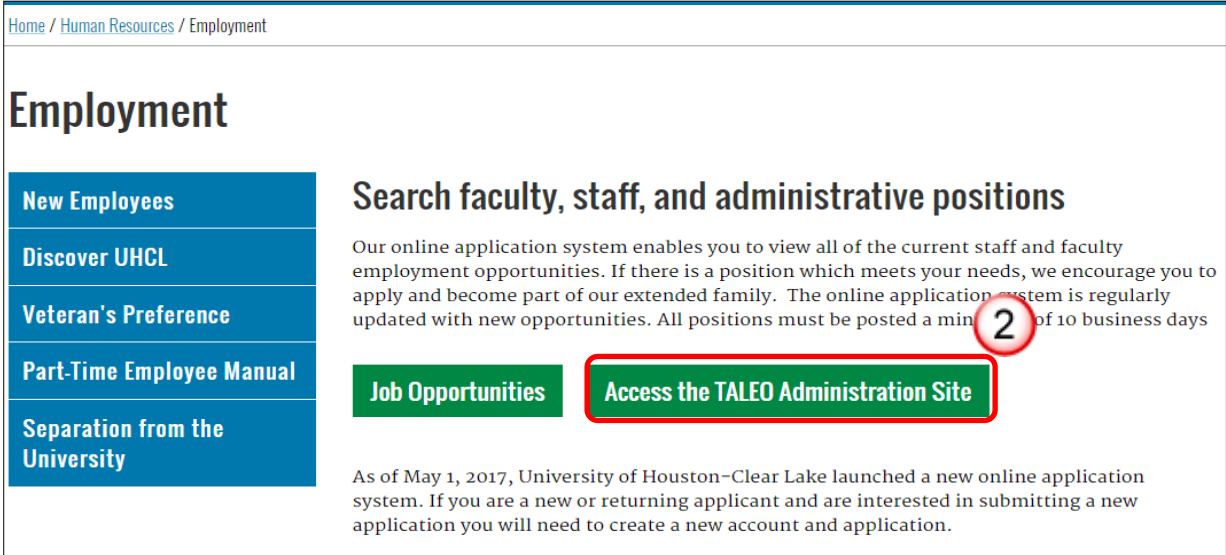
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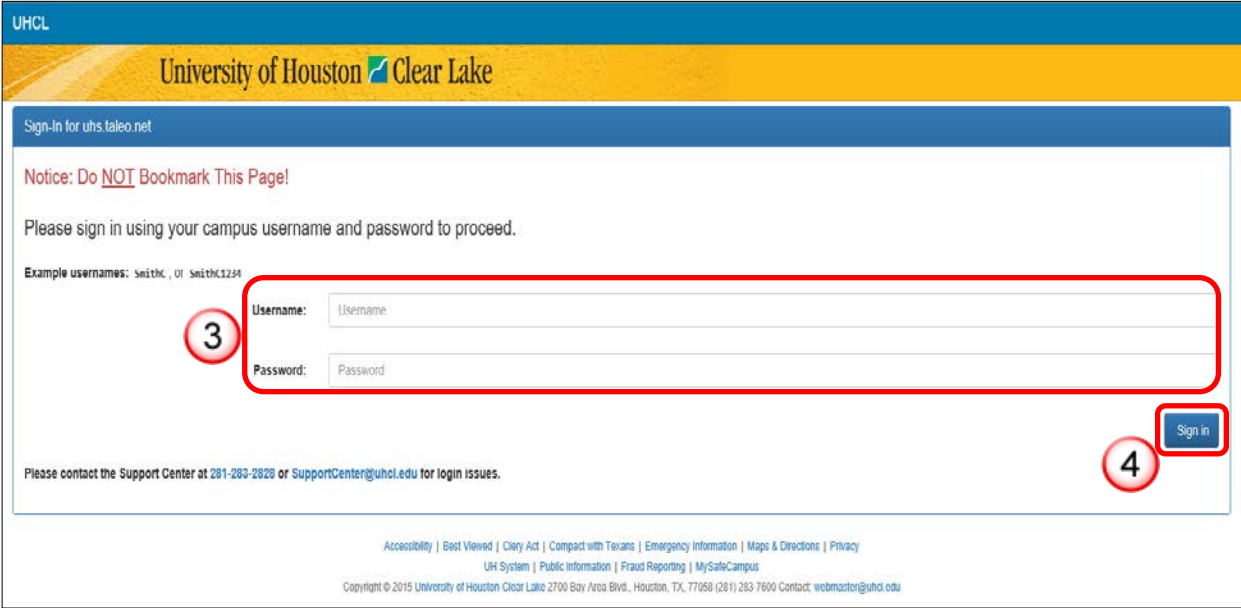

Steps for Approving An Offer

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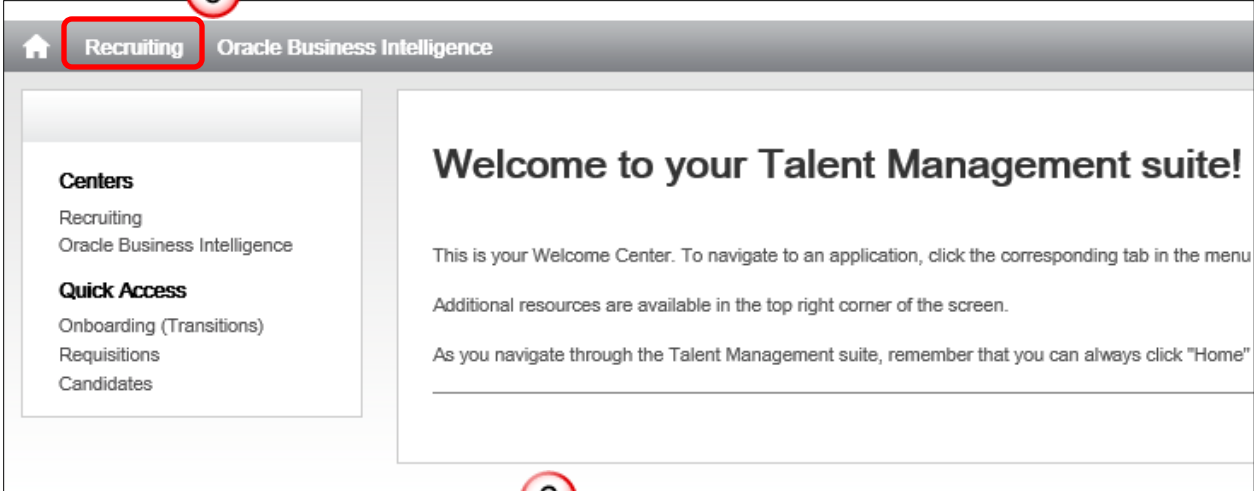
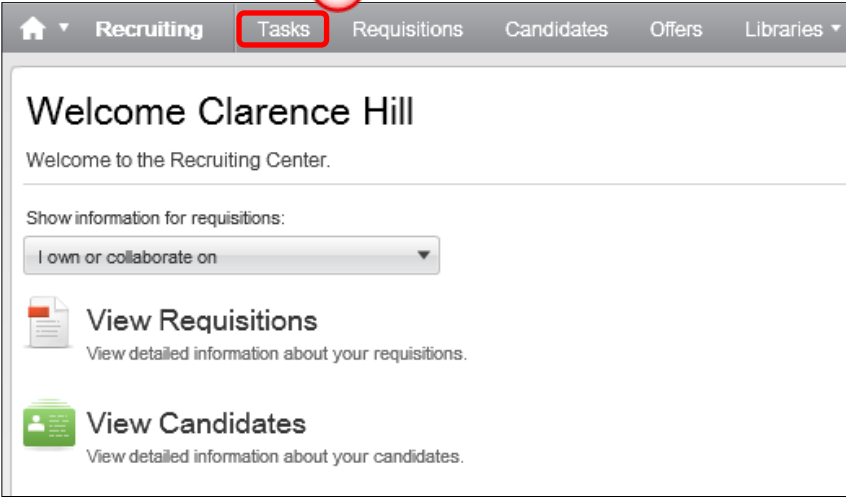
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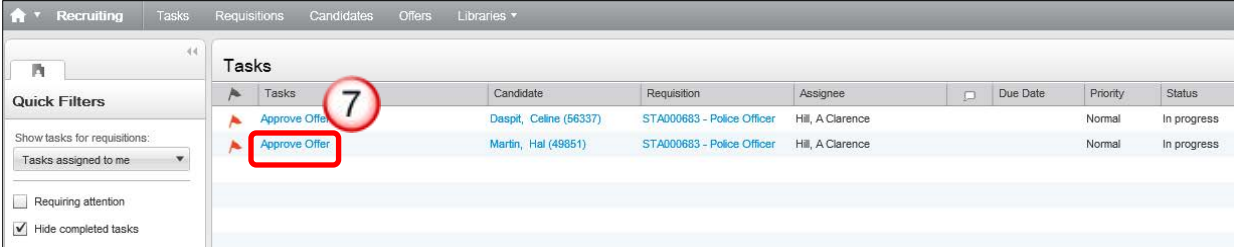
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Steps for Approving An Offer

Steps	Screen Image
<p>5. Click on “Recruiting” Tab.</p> <p>The Recruiting Center screen displays.</p>	
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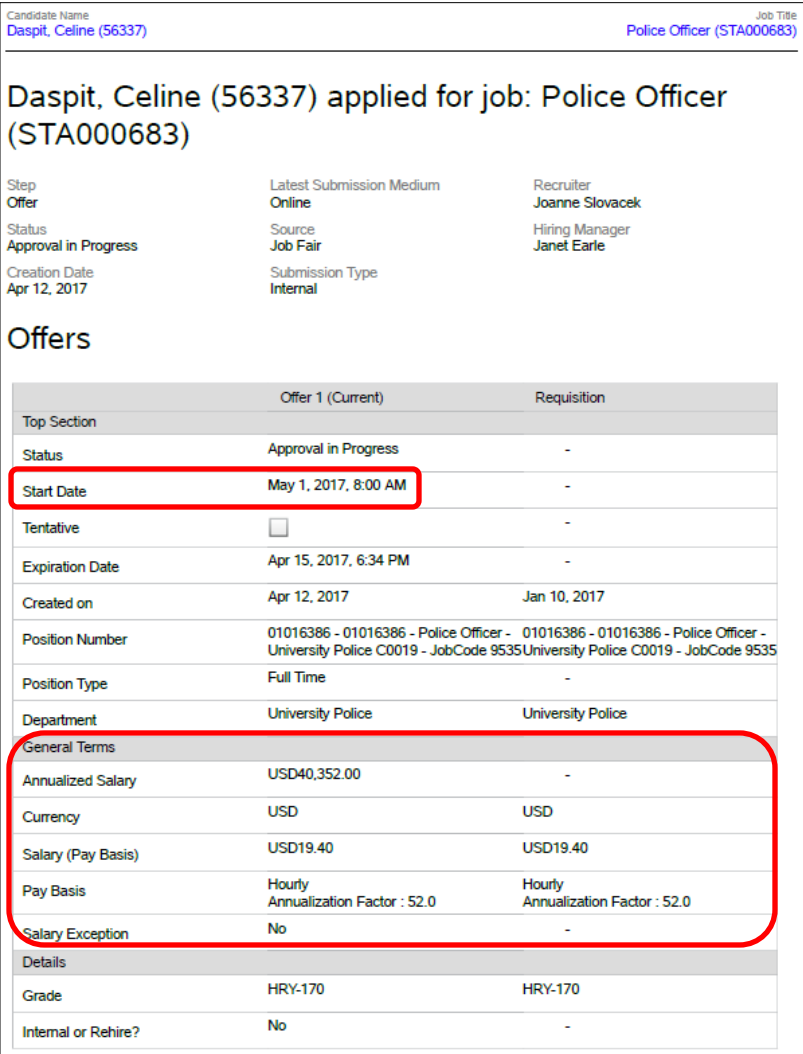
Steps for Approving An Offer

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<p>7. Click on <i>Approve Offer</i> for appropriate offer approval. <i>(Under Tasks Tab)</i></p> <p>The Request Approval screen will display.</p> <p>Note: All Offers requiring approval will be listed under the Tasks Tab.</p>	 <p>The screenshot shows a web interface with a navigation bar at the top containing 'Recruiting', 'Tasks', 'Requisitions', 'Candidates', 'Offers', and 'Libraries'. Below the navigation bar is a 'Tasks' section. On the left, there are 'Quick Filters' including 'Show tasks for requisitions:' with a dropdown menu set to 'Tasks assigned to me', and checkboxes for 'Requiring attention' (unchecked) and 'Hide completed tasks' (checked). The main 'Tasks' table has columns for 'Tasks', 'Candidate', 'Requisition', 'Assignee', 'Due Date', 'Priority', and 'Status'. Two tasks are listed: 'Approve Offer' for candidate 'Despit, Celine (56337)' and 'Approve Offer' for candidate 'Martin, Hal (49851)'. Both tasks are assigned to 'Hill, A Clarence' and have a status of 'In progress'. The first 'Approve Offer' task is circled in red with a red '7' next to it, and the second 'Approve Offer' task is also circled in red.</p> <table border="1"><thead><tr><th>Tasks</th><th>Candidate</th><th>Requisition</th><th>Assignee</th><th>Due Date</th><th>Priority</th><th>Status</th></tr></thead><tbody><tr><td>Approve Offer</td><td>Despit, Celine (56337)</td><td>STA000683 - Police Officer</td><td>Hill, A Clarence</td><td></td><td>Normal</td><td>In progress</td></tr><tr><td>Approve Offer</td><td>Martin, Hal (49851)</td><td>STA000683 - Police Officer</td><td>Hill, A Clarence</td><td></td><td>Normal</td><td>In progress</td></tr></tbody></table>	Tasks	Candidate	Requisition	Assignee	Due Date	Priority	Status	Approve Offer	Despit, Celine (56337)	STA000683 - Police Officer	Hill, A Clarence		Normal	In progress	Approve Offer	Martin, Hal (49851)	STA000683 - Police Officer	Hill, A Clarence		Normal	In progress
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<p>Note: As a Hiring Manager, you will focus on the following information:</p> <ul style="list-style-type: none"> • Message Details <i>(For Offer)</i> • Offer Details • Requisition Details <p>8. Click on <i>Offer for: (Candidate Name)</i> pdf link to view Offer Grid. <i>(Under Offer Details section)</i></p> <p>The Offer Grid summary will display in a new screen.</p>	<p>Request Approval</p> <p>Message Details</p> <p>Please review the information below and respond to the approval request as soon as possible.</p> <p>From: Joanne Slovacek</p> <p>Date: Apr 13, 2017, 9:02:13 AM</p> <p>Comments: Please approve.</p> <p>For Offer: Offer for: (49851) Martin, Hal</p> <p><input type="checkbox"/> Send me an email with my decision</p> <table border="1"> <thead> <tr> <th>Order</th> <th>Approver</th> <th>Decision</th> <th>Date and Time</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Clarence A Hill</td> <td>Approve</td> <td></td> <td></td> </tr> <tr> <td>2</td> <td>Susan M Green</td> <td>Pending</td> <td></td> <td></td> </tr> <tr> <td>3</td> <td>Abby Varela</td> <td>Pending</td> <td></td> <td></td> </tr> </tbody> </table> <p>Offer Details</p> <table border="1"> <tbody> <tr> <td>Offers</td> <td>Start Date</td> <td>Annualized Salary</td> </tr> <tr> <td>Offer for: (49851) Martin, Hal.pdf</td> <td>Jun 1, 2017</td> <td>40,362.00</td> </tr> <tr> <td>Attachments</td> <td></td> <td></td> </tr> <tr> <td>Requisition Details</td> <td></td> <td></td> </tr> <tr> <td>Requisition</td> <td>Employment Rep</td> <td>Number of Openings</td> </tr> <tr> <td>STA000683 - Police Officer.pdf</td> <td>Joanne Slovacek</td> <td>1</td> </tr> <tr> <td></td> <td></td> <td>Justification</td> </tr> <tr> <td></td> <td></td> <td>New Position</td> </tr> <tr> <td></td> <td></td> <td>Department Contact</td> </tr> <tr> <td></td> <td></td> <td>Janet L Earle</td> </tr> <tr> <td></td> <td></td> <td>Primary Location</td> </tr> <tr> <td></td> <td></td> <td>University of Houston-Clear Lake</td> </tr> <tr> <td>Candidate Details</td> <td></td> <td></td> </tr> <tr> <td>Candidate</td> <td>Education Level</td> <td></td> </tr> <tr> <td>Job Submission for (49851) Martin, Hal.pdf</td> <td>Master's Degree</td> <td>University of Louisiana at Lafayette (UL Lafayette)</td> </tr> </tbody> </table>	Order	Approver	Decision	Date and Time	Comments	1	Clarence A Hill	Approve			2	Susan M Green	Pending			3	Abby Varela	Pending			Offers	Start Date	Annualized Salary	Offer for: (49851) Martin, Hal.pdf	Jun 1, 2017	40,362.00	Attachments			Requisition Details			Requisition	Employment Rep	Number of Openings	STA000683 - Police Officer.pdf	Joanne Slovacek	1			Justification			New Position			Department Contact			Janet L Earle			Primary Location			University of Houston-Clear Lake	Candidate Details			Candidate	Education Level		Job Submission for (49851) Martin, Hal.pdf	Master's Degree	University of Louisiana at Lafayette (UL Lafayette)
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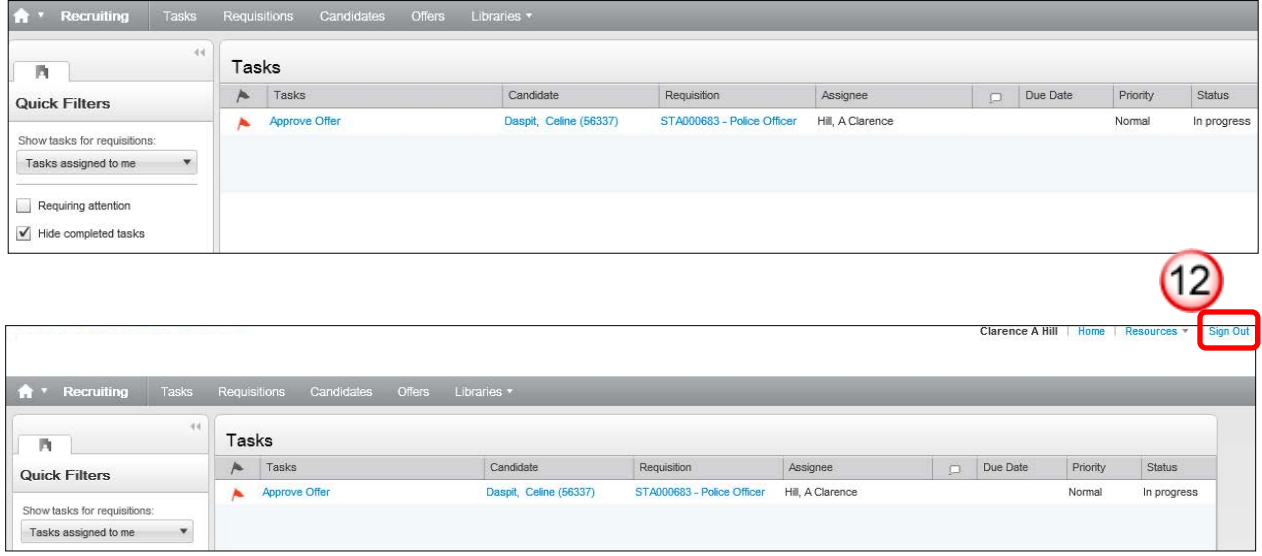
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<p>Note: As a Hiring Manager, you will review and approve Annualized Salary (<i>Confirm sufficient funding</i>), Start Date, and All General Terms.</p> <p>Upon review, Exit and return to Request Approval screen.</p>	 <p>Candidate Name: Daspit, Celine (56337) Job Title: Police Officer (STA000683)</p> <p>Daspit, Celine (56337) applied for job: Police Officer (STA000683)</p> <table border="1"> <tr> <td>Step Offer</td> <td>Latest Submission Medium Online</td> <td>Recruiter Joanne Slovacek</td> </tr> <tr> <td>Status Approval in Progress</td> <td>Source Job Fair</td> <td>Hiring Manager Janet Earle</td> </tr> <tr> <td>Creation Date Apr 12, 2017</td> <td>Submission Type Internal</td> <td></td> </tr> </table> <p>Offers</p> <table border="1"> <thead> <tr> <th></th> <th>Offer 1 (Current)</th> <th>Requisition</th> </tr> </thead> <tbody> <tr> <td>Top Section</td> <td></td> <td></td> </tr> <tr> <td>Status</td> <td>Approval in Progress</td> <td>-</td> </tr> <tr> <td>Start Date</td> <td>May 1, 2017, 8:00 AM</td> <td>-</td> </tr> <tr> <td>Tentative</td> <td><input type="checkbox"/></td> <td>-</td> </tr> <tr> <td>Expiration Date</td> <td>Apr 15, 2017, 6:34 PM</td> <td>-</td> </tr> <tr> <td>Created on</td> <td>Apr 12, 2017</td> <td>Jan 10, 2017</td> </tr> <tr> <td>Position Number</td> <td colspan="2">01016386 - 01016386 - Police Officer - University Police C0019 - JobCode 9535</td> </tr> <tr> <td>Position Type</td> <td>Full Time</td> <td>-</td> </tr> <tr> <td>Department</td> <td>University Police</td> <td>University Police</td> </tr> <tr> <td colspan="3">General Terms</td> </tr> <tr> <td>Annualized Salary</td> <td>USD40,352.00</td> <td>-</td> </tr> <tr> <td>Currency</td> <td>USD</td> <td>USD</td> </tr> <tr> <td>Salary (Pay Basis)</td> <td>USD19.40</td> <td>USD19.40</td> </tr> <tr> <td>Pay Basis</td> <td>Hourly Annualization Factor : 52.0</td> <td>Hourly Annualization Factor : 52.0</td> </tr> <tr> <td>Salary Exception</td> <td>No</td> <td>-</td> </tr> <tr> <td colspan="3">Details</td> </tr> <tr> <td>Grade</td> <td>HRY-170</td> <td>HRY-170</td> </tr> <tr> <td>Internal or Rehire?</td> <td>No</td> <td>-</td> </tr> </tbody> </table>	Step Offer	Latest Submission Medium Online	Recruiter Joanne Slovacek	Status Approval in Progress	Source Job Fair	Hiring Manager Janet Earle	Creation Date Apr 12, 2017	Submission Type Internal			Offer 1 (Current)	Requisition	Top Section			Status	Approval in Progress	-	Start Date	May 1, 2017, 8:00 AM	-	Tentative	<input type="checkbox"/>	-	Expiration Date	Apr 15, 2017, 6:34 PM	-	Created on	Apr 12, 2017	Jan 10, 2017	Position Number	01016386 - 01016386 - Police Officer - University Police C0019 - JobCode 9535		Position Type	Full Time	-	Department	University Police	University Police	General Terms			Annualized Salary	USD40,352.00	-	Currency	USD	USD	Salary (Pay Basis)	USD19.40	USD19.40	Pay Basis	Hourly Annualization Factor : 52.0	Hourly Annualization Factor : 52.0	Salary Exception	No	-	Details			Grade	HRY-170	HRY-170	Internal or Rehire?	No	-
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<p>9. From the <i>Decisions</i> tab, Click on Approve.</p> <p>The Approve drop down menu will display.</p> <p>10. Click on Approve. (The Comments section is not a required field. Enter any additional information if necessary).</p> <p>Note: If Offer is Rejected, justification is <u>required</u> in Comments section (System will return Offer to Initiator).</p> <p>Note: Under Message Details, you may choose to receive an email with your decision. Click checkbox next to “Send me an email with my decision”.</p> <p>11. Click on Done (At bottom of screen).</p>	<p>The screen image consists of three sequential screenshots of the 'Request Approval' interface. The first screenshot shows a table with columns: Order, Approver, Decision, Date and Time, and Comments. The first row is highlighted, and the 'Approve' dropdown menu is open, with a red box around it and a circled '9' next to it. The second screenshot shows the same table, but the 'Approve' dropdown menu is now closed, and the 'Comments' text input field is highlighted with a red box, with a circled '10' next to it. The third screenshot shows the bottom of the interface with a 'Done' button highlighted by a red box and a circled '11' next to it.</p>

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<p>The Tasks screen will display. <i>(Task removed from Task list)</i></p> <p>Repeat Steps to approve additional Offers.</p> <p>12. Click on <i>Sign Out</i> (If no additional pending tasks to complete)</p> <p>Note: Offer is sent to next approver.</p> <p>You have completed this task.</p>	 <p>The top screenshot shows the 'Tasks' screen with a table containing one task: 'Approve Offer' assigned to 'Hill, A Clarence' with a status of 'In progress'. A red circle with the number '12' is placed over the 'Sign Out' button in the top right corner of the interface.</p> <p>The bottom screenshot is identical to the top one but without the 'Sign Out' button highlighted.</p>

Find Additional Information on Taleo

Who to Contact for Questions

Office of Human Resources | Employment

Abby Varela

Senior Employment Coordinator

Telephone: (281) 283-2162

Email: varela@uhcl.edu

Joanne Slovacek

Employment Coordinator

Telephone: (281) 283-2302

Email: slovacek@uhcl.edu