University of Houston Clear Lake
Human Resources

Taleo Icon Legend

Icon	Title/Location	Definition/Use
	Return to Homepage	By selecting this icon, the user will return to the home page of the Taleo System.
Recruiting	Link to Recruiting Center, located on the main home page of the Taleo System under Centers.	By selecting this icon, the user will be sent to the Recruiting Center.
Requisitions	Link to requisitions owned by the user, located on the main home page of the Taleo System under Quick Access.	By selecting this icon, the user will quickly access any requisitions they are assigned to.
Candidates	Link to all candidates that have applied for any requisition owned by the user, located on the main home page of the Taleo System under Quick Access.	By selecting this icon the user will quickly access candidates.
	Search bar, located on requisitions and candidates pages.	This icon allows user to search for requisitions and specific candidates.
	Help option, located on requisitions and candidates pages.	This icon allows users to access the Taleo Help menu.

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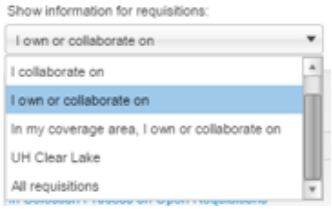
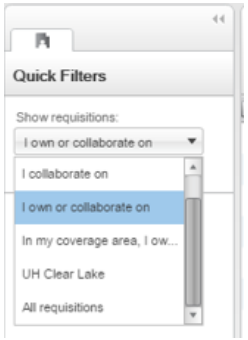
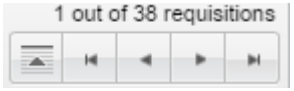
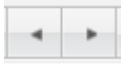
	Requisitions menu, located on Recruiting Center home page.	This icon allows users to change their view and access different requisitions.
	Quick Filters sidebar menu, located on the Requisitions page.	This icon allows the user to change views and access different requisitions. Helpful if the user has multiple roles.
	Requisition scroll bar, located on Requisitions page.	1. Allows user to return to main requisition list. 2. Allows user to return to first requisition in list.  3. Allows user to access previous or next requisition in list. 4. Allows user to navigate to last requisition in list.

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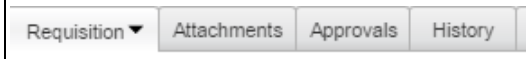
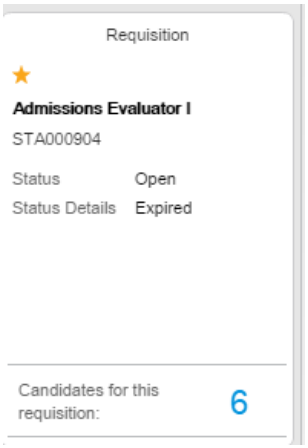
	Requisition Tabs, located on a requisition.	Use the tabs to view the requisition, any attachments (search plan), the approval history, and history of the requisition from creation.
	Sidebar menu of a requisition, located on a requisition.	Provides a summary of the requisition including: job title, posting number, status and status details, and the total number of candidates.
	Printer icon, located on requisition and candidate pages.	Allows user to print requisition or candidate information, including attachments.
	Red flag, located on requisition candidate list.	Indicates the candidate submission requires attention. Typically a new indicates a new application or updated job submission.
	Purple stairs, located on requisition candidate list.	Indicates the candidate has applied to more than one position in the UH System.

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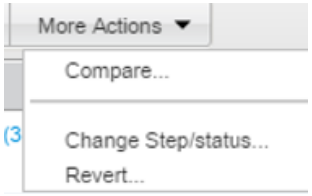
	Paper clip, located on requisition candidate list.	Indicates application contains attachments.
	Located on requisition candidate list.	Indicates candidate is a current UHCL employee.
	Excel spreadsheet icon, located on requisition candidate list.	Allows user to download applicants in spreadsheet format.
	Candidate sharing, located on requisition candidate list.	Allows user to share candidate file by email.
	More Actions drop down menu, located on requisition candidate list.	Allows user, after selecting candidates, to compare candidates and change candidate step/status.
	Candidate file tabs, located on application.	Allows user to view candidate job submission, any attachment, and view application history.

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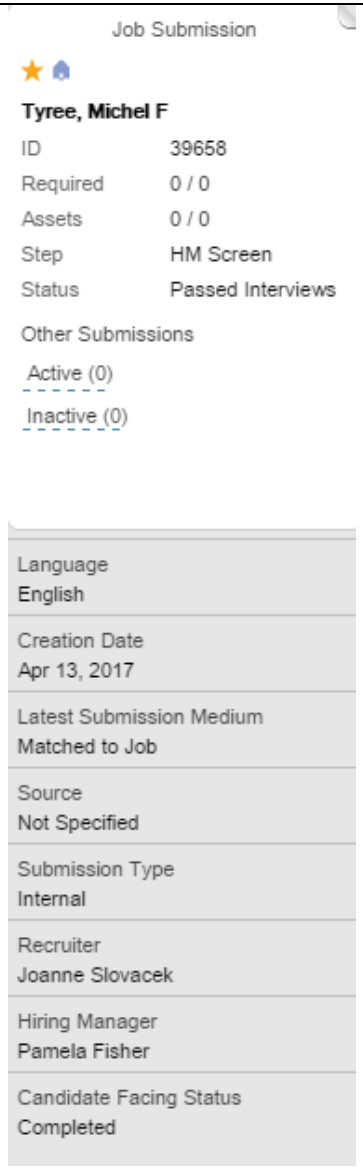	Sidebar menu of candidate file, located on candidate application.	Provides a summary on the candidate including: Step/Status, other Active or Inactive applications within the UH system, date of application, submission type, and hiring manager of requisition.