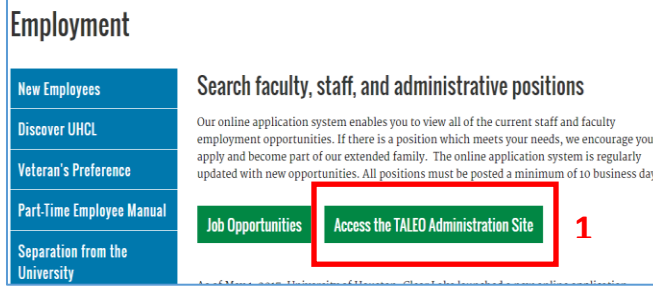


Go to the [HR Employment page](#).

1. Click on Access to Taleo Administration Site.

Login with your computer login credentials (Last Name and Password).

2. Click Sign In.



Employment

New Employees Search faculty, staff, and administrative positions

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.

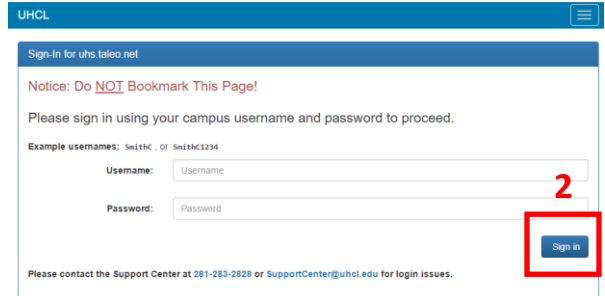
Discover UHCL

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:

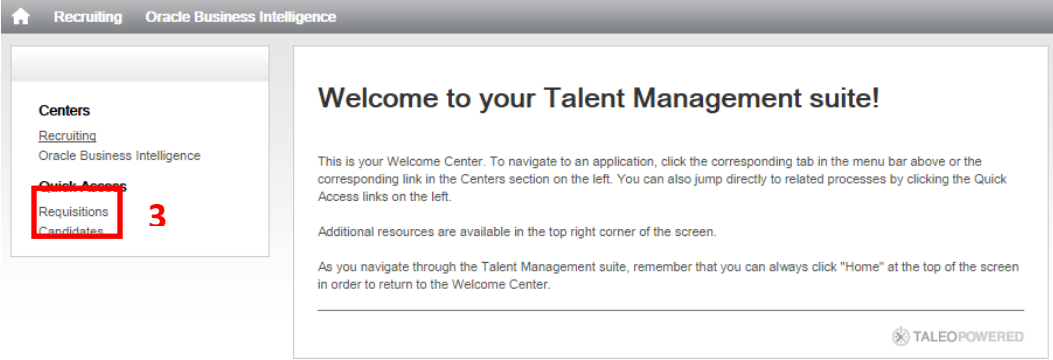
Sign In **2**

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

The Recruiting Center screen displays.

3. Click Requisitions.

The Requisitions screen displays.



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.

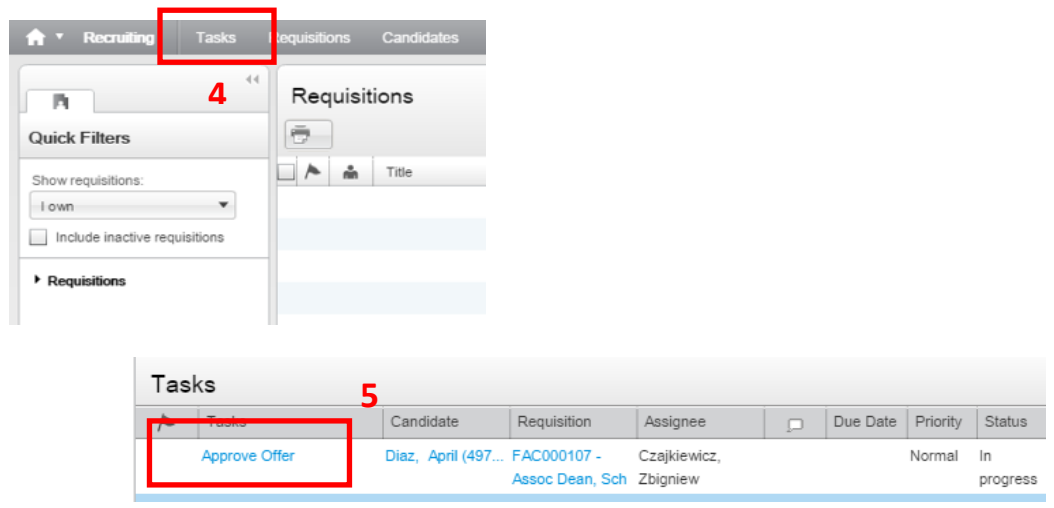
As you navigate through the Talent Management suite, remember that you can always click "Home" at the top of the screen in order to return to the Welcome Center.

TALEOPOWERED

4. Click on the Tasks tab.

Any items needing approval will be on the Tasks list.

5. Click on Approve Offer.



Recruiting **Tasks** Requisitions Candidates

4

Quick Filters

Show requisitions:

Include inactive requisitions

► Requisitions

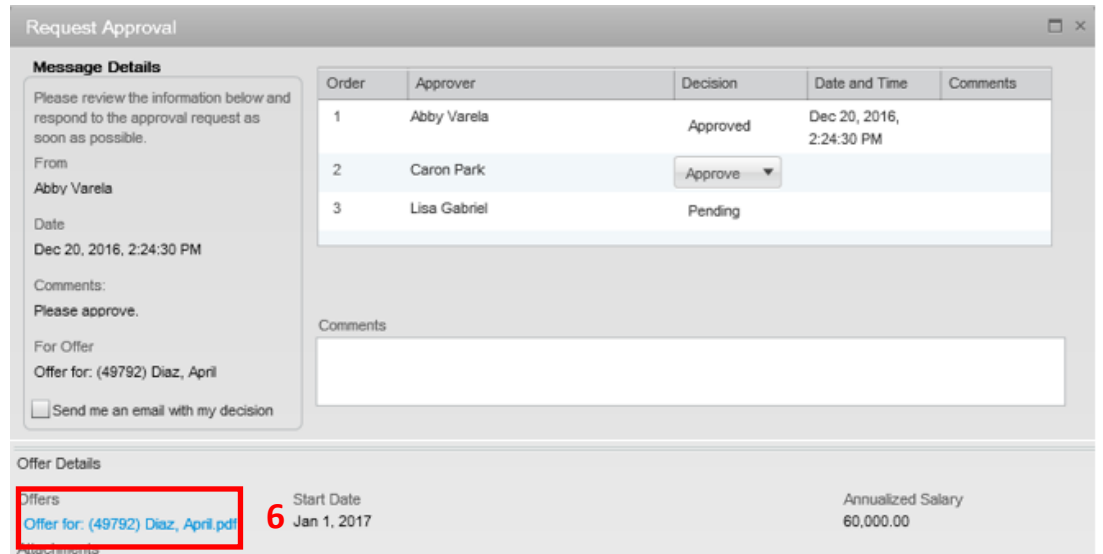
Requisitions

Tasks **5**

Tasks	Candidate	Requisition	Assignee	Due Date	Priority	Status
Approve Offer	Diaz, April (497...	FAC000107 - Assoc Dean, Sch	Czajkiewicz, Zbigniew		Normal	In progress

The Decide on Approval screen populates.

6. Click on "Offer for Candidate Name".



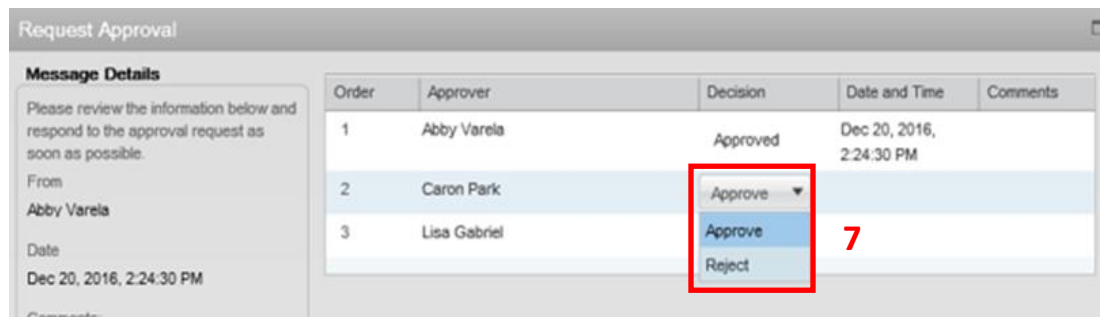
The Offer grid will upload in PDF form. Please review entire document for accuracy.



Review: Salary offered and position details.



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

Click Done in the bottom right corner.



Upon completion item will be removed from your Tasks list.	Tasks					
		Tasks	Candidate	Requisition	Assignee	 Du
	<div style="background-color: #e0f0ff; height: 50px;"></div>					