

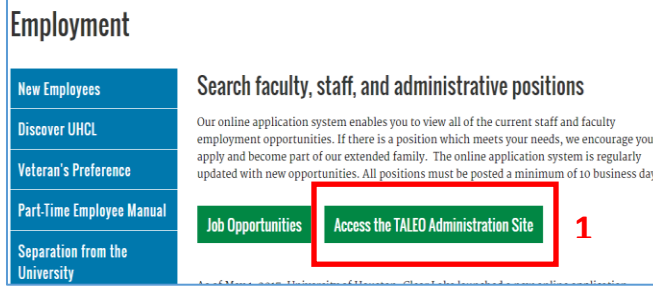
Go to the [HR Employment page](#).

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

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.

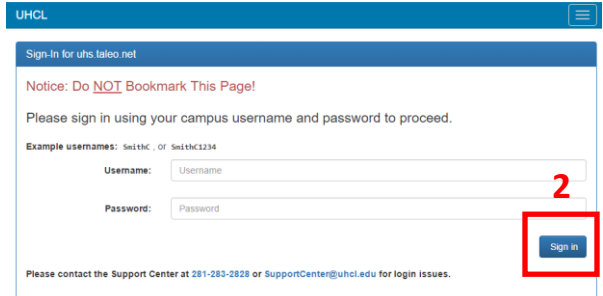
**Discover UHCL**

**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:

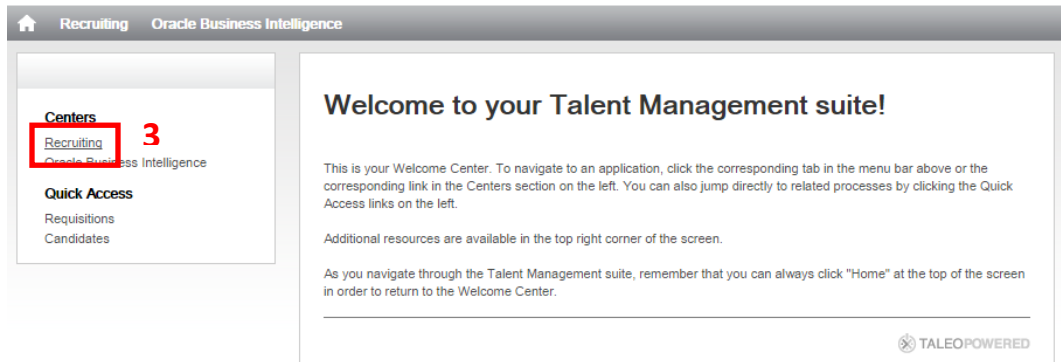
Password:

**Sign In** **2**

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

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.

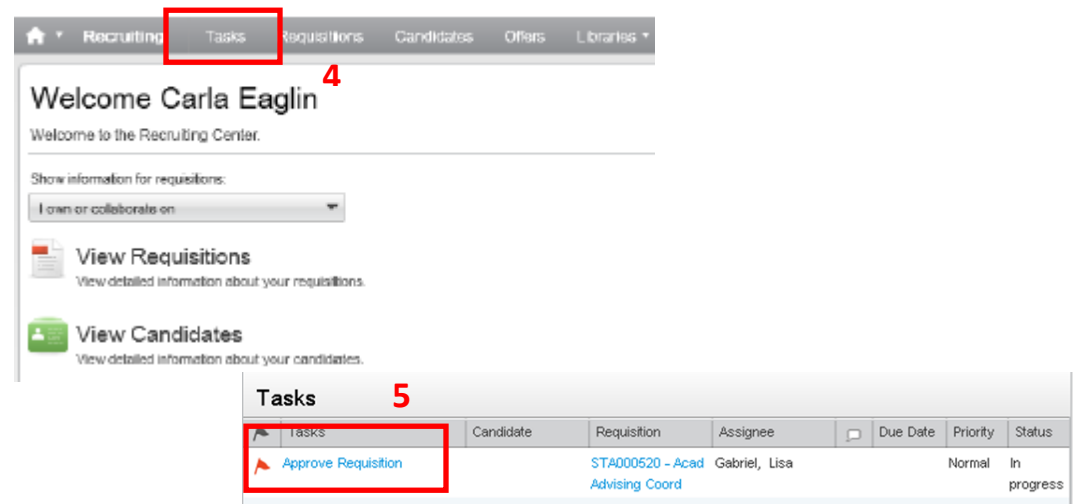
As you navigate through the Talent Management suite, remember that you can always click "Home" at the top of the screen in order to return to the Welcome Center.

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 Offers Libraries

**Welcome Carla Eaglin** **4**

Welcome to the Recruiting Center.

Show information for requisitions:

I own or collaborate on

**View Requisitions**  
View detailed information about your requisitions.

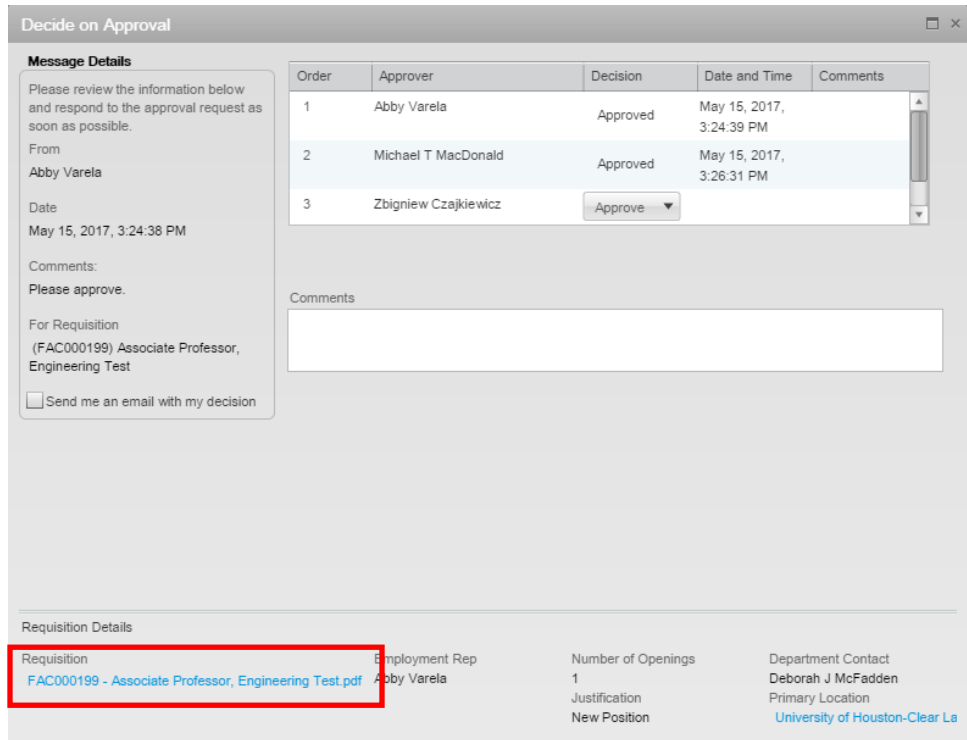
**View Candidates**  
View detailed information about your candidates.

**Tasks** **5**

Tasks	Candidate	Requisition	Assignee	Due Date	Priority	Status
<b>Approve Requisition</b>		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

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**Requisition Details**

Requisition	Employment Rep	Number of Openings	Department Contact
<b>6</b> <a href="#">FAC000199 - Associate Professor, Engineering Test.pdf</a>	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 for accuracy.

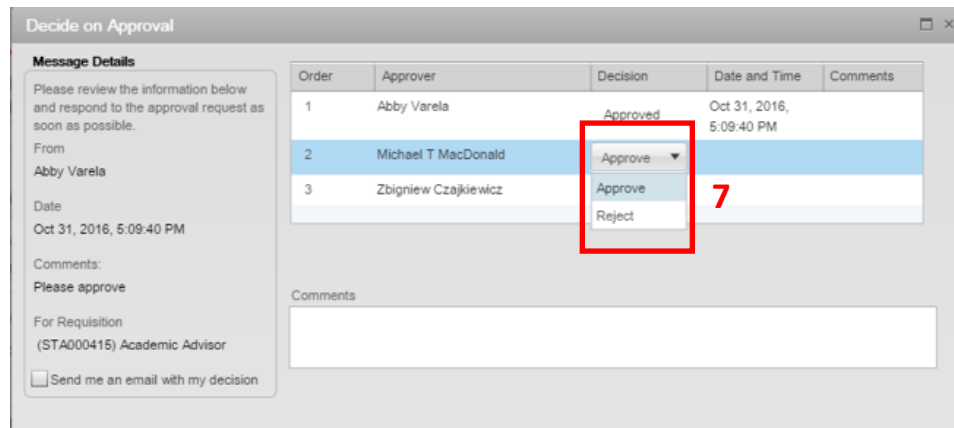
Review: Position number, job code and title, salary range and pay grade.

### Associate Professor, Engineering Test (FAC000199)

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

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

From: Abby Varela

Date: Oct 31, 2016, 5:09:40 PM

Comments: Please approve.



For Requisition (STA000415) Academic Advisor

Send me an email with my decision

Order	Approver	Decision	Date and Time	Comments
1	Abby Varela	Approved	Oct 31, 2016, 5:09:40 PM	
2	Michael T MacDonald	Approve		
3	Zbigniew Czajkiewicz			

Comments

Upon completion, item  
will be removed from  
your Tasks list.

Tasks						
	Tasks	Candidate	Requisition	Assignee		Du