

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

Part-Time Employment

Taleo and Recruitment Resources

Requests to Hire

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

Notice: Do NOT Bookmark This Page!

Please sign in using your campus username and password to proceed.

Example usernames: SmithC, or SmithC1234

Username:

Password:

Sign In

3. Click Requisitions in the Quick Access list.

Note: Any requisitions you are a Department Contact on will appear in list form.

Recruiting Oracle Business Intelligence

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.

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4. Click on the blue number next to the appropriate requisition.

This will lead directly to the applicant list for the requisition.

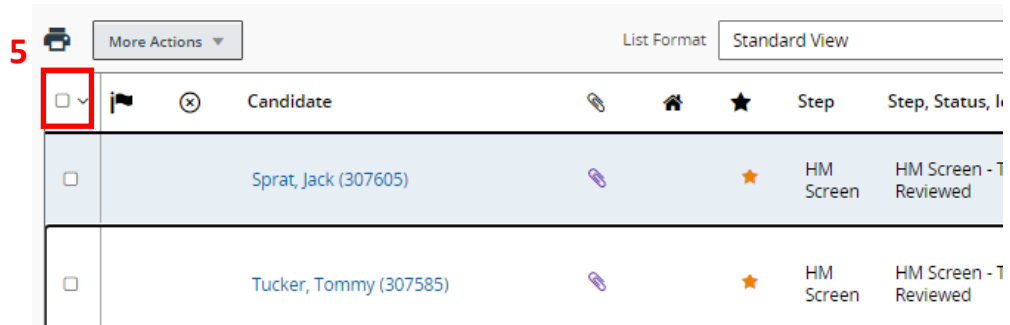
Requisitions (16)

FILTERS Show requisitions: I collaborate on In

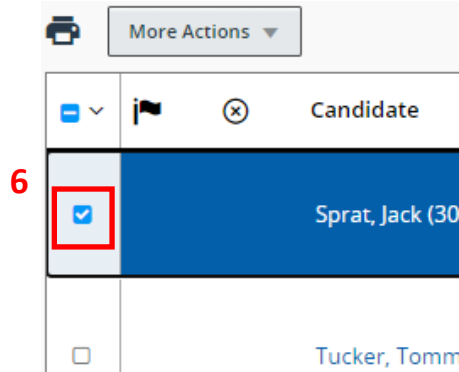
More Actions

		Title
<input type="checkbox"/>	15	Executive Secretary
<input type="checkbox"/>	0	Senior Secretary
<input type="checkbox"/>	14	College Business Adn

5. To download all the candidates into a spreadsheet, click the checkbox.



6. To select specific candidates, click the box to the left of the names.

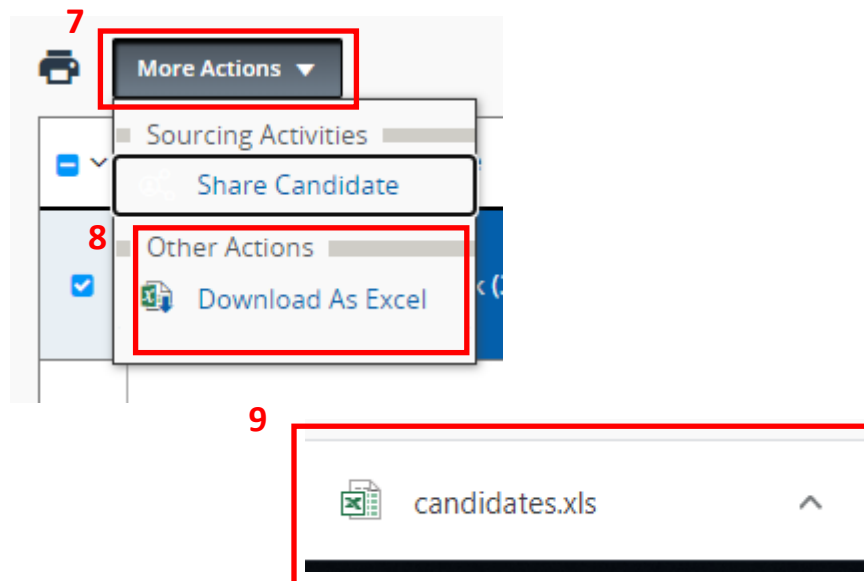


7. Click on the More Actions tab for the drop-down menu.

8. Select the 'Download as Excel' to download the candidates into a spreadsheet.

9. The Excel spreadsheet will download the selected applicants and the completed download will appear in the bottom left corner of the screen.

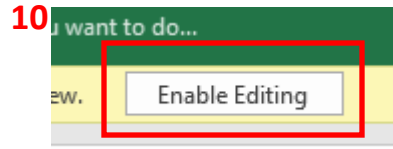
Click on the spreadsheet file to open.



The spreadsheet contains different columns of candidate information.

10. Be sure to click Enable Editing.

11. Click View in the Profile column.



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A	B	C	D	E	F	G	H	I
Profile	Item requir	Disqualific	Anonymou	Last Name	First Name	Identificatio	Step	Selection (Eli
View	False		False	Carter	William	127458	HM Scree	To Be Revi No
View	False		False	Cole	Spencer	133160	HM Scree	To Be Revi No
View	False		False	Eagelton	Dametria	136754	HM Scree	To Be Revi No

Clicking View will open the candidate's application.

