

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

3. Click "Requisitions" in the Quick Access list.

The Requisitions screen displays.

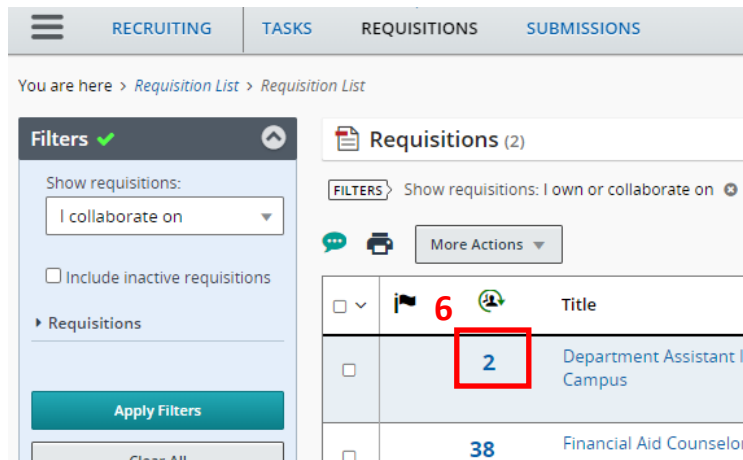
4. In the Quick Filters side bar, click on the drop down menu.

5. Select "I collaborate on" from the drop down menu.

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

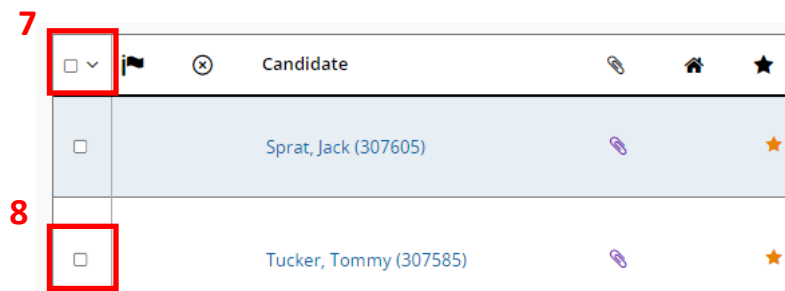
6. Click on the **blue** number to the left of the job title to access the candidates.

The applicant list for the requisition will appear in list form.



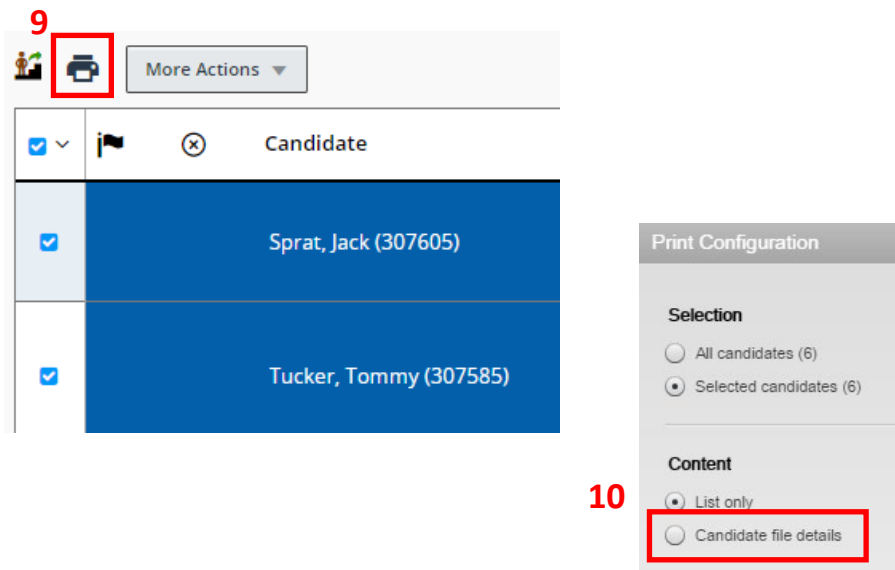
7. To print all applications, click the box and each name will be check marked.

8. To print only specific candidates, click the checkbox to the left of the candidate's names.



9. Click the printer icon in the menu bar.

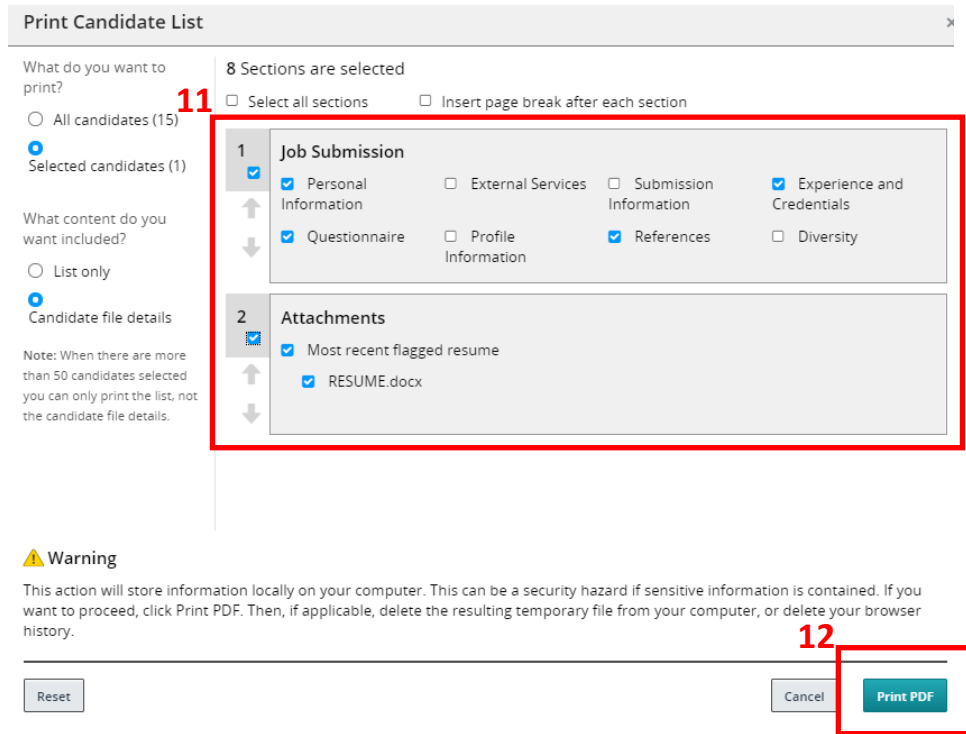
10. In the print configuration box, click the Candidate file details radio button.



11. The only boxes that should be checked are:

- Personal Information
- Experience & Credentials
- Questionnaire
- References
- Attachments

12. Click Print (PDF).



Print Candidate List

What do you want to print? **11**

All candidates (15)
 Selected candidates (1)

What content do you want included?

List only
 Candidate file details

Note: When there are more than 50 candidates selected you can only print the list, not the candidate file details.

8 Sections are selected

Select all sections Insert page break after each section

1 Job Submission

Personal Information External Services Submission Information Experience and Credentials

Questionnaire Profile Information References Diversity

2 Attachments

Most recent flagged resume

RESUME.docx

Warning

This action will store information locally on your computer. This can be a security hazard if sensitive information is contained. If you want to proceed, click Print PDF. Then, if applicable, delete the resulting temporary file from your computer, or delete your browser history.

Reset Cancel **Print PDF** **12**

13. The PDF will load for you to print.

