

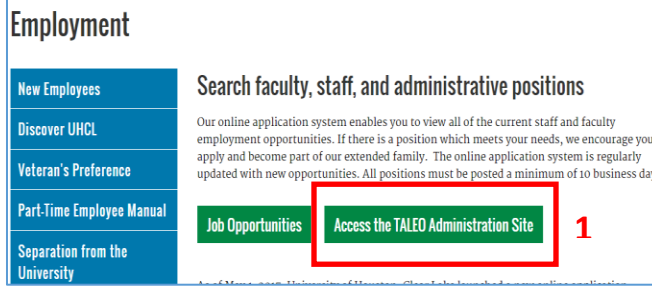
Go to the [HR Employment page](#).

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.



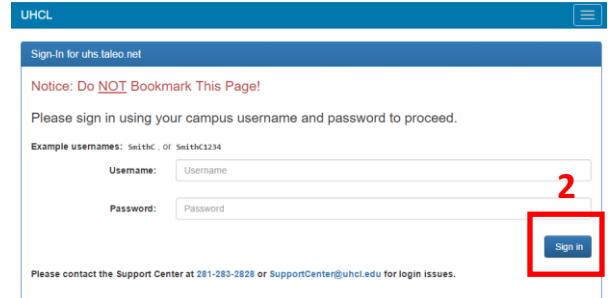
Employment

New Employees Discover UHCL Veteran's Preference Part-Time Employee Manual Separation from the University

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.

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: smitch, or smitch1234

Username:

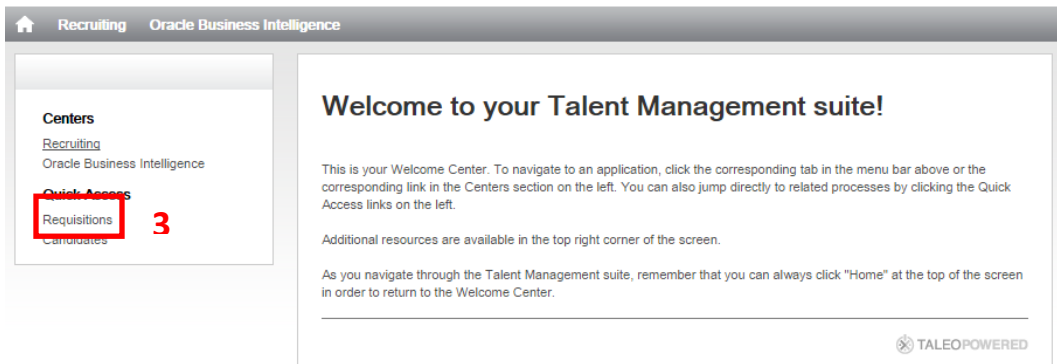
Password:

Sign In 2

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

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 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.

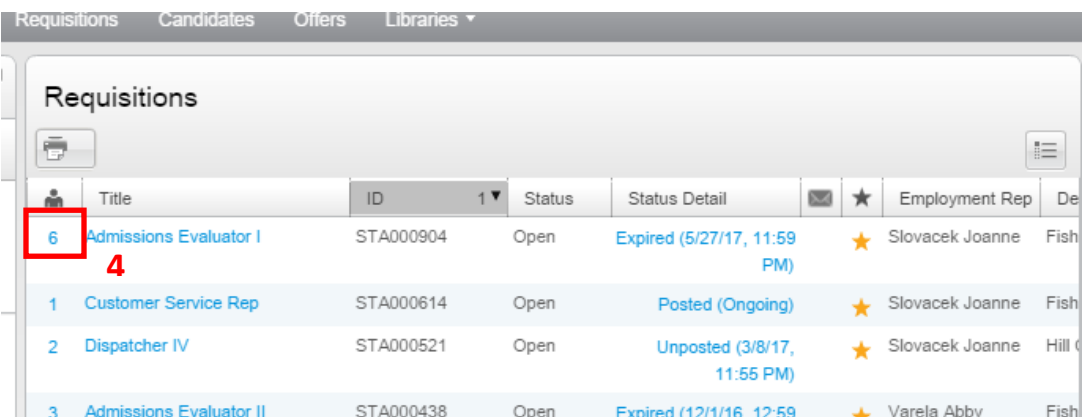
Additional resources are available in the top right corner of the screen.

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 [blue number](#) next to the appropriate requisition.

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

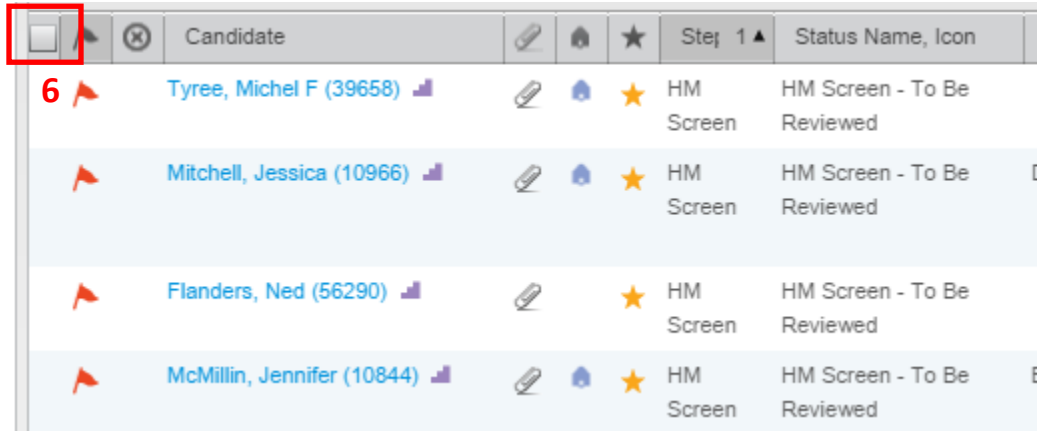


Requisitions Candidates Offers Libraries

Requisitions

	Title	ID	Status	Status Detail	Employment Rep	De
6	Admissions Evaluator I	STA000904	Open	Expired (5/27/17, 11:59 PM)	Slovacek Joanne	Fish
1	Customer Service Rep	STA000614	Open	Posted (Ongoing)	Slovacek Joanne	Fish
2	Dispatcher IV	STA000521	Open	Unposted (3/8/17, 11:55 PM)	Slovacek Joanne	Hill C
3	Admissions Evaluator II	STA000438	Open	Expired (12/1/16, 12:59	Varela Abby	Fish

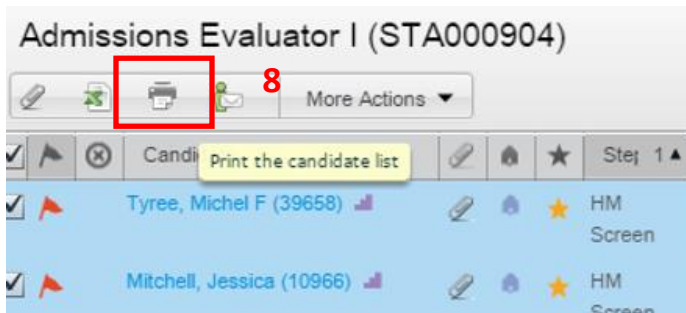
6. To print all the candidates, click the checkbox.



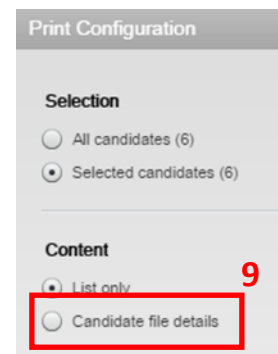
7. To print only specific candidates, hover over the name and a checkbox will appear. Click the checkbox to select the candidate.



8. Click on the printer icon to print the selected candidates.



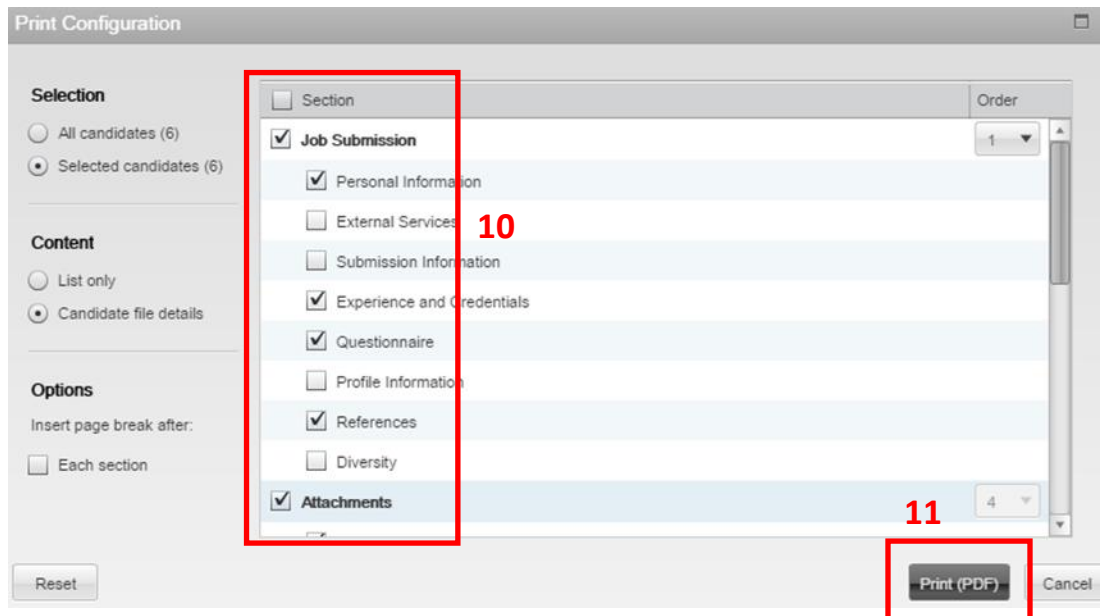
9. In the Print Configuration box, select the Candidate file details radio button.



10. The only boxes that should be checked are:

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

11. Click Print (PDF).



The screenshot shows the 'Print Configuration' dialog box. On the left, there are sections for 'Selection' (All candidates (6) or Selected candidates (6)), 'Content' (List only or Candidate file details), and 'Options' (Insert page break after: Each section). The main area is a table with columns for 'Section' and 'Order'. A red box highlights the 'Job Submission' section, which is checked. Under 'Job Submission', several sub-sections are listed: Personal Information (checked), External Services (unchecked), Submission Information (unchecked), Experience and Credentials (checked), Questionnaire (checked), Profile Information (unchecked), References (checked), Diversity (unchecked), and Attachments (checked). A red '10' is placed next to the 'Job Submission' row. At the bottom right, the 'Print (PDF)' button is highlighted with a red box and labeled '11'. Other buttons include 'Reset' and 'Cancel'.

11. The PDF will load for you to print.

