University of Houston ◢ Clear Lake
Human Resources

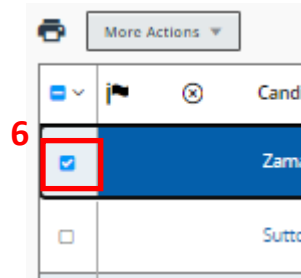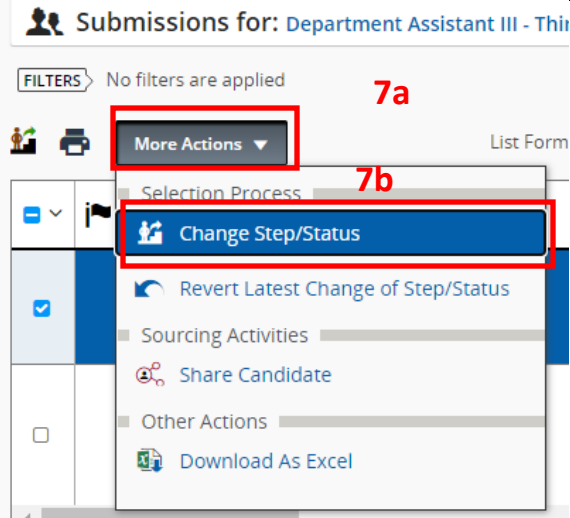|	
Go to the HR Employment page. **1. Click on Access to Taleo Administration Site.** **Login with your computer login credentials (Last Name and Password).** **2. Click Sign In.** **The Recruiting Center screen displays.**	**Employment** **Careers at UHCL** University of Houston-Clear Lake currently 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. New Employees / Part-Time Employment / Taleo and Recruitment Resources / Requests to Hire 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** 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 Welc... Centers Recruiting Oracle Business Intelligence Quick Access Requisitions
4. Click on the blue number next to the appropriate requisition. **This will lead directly to the applicant list for the requisition.** **5. To select all the candidates, click the checkbox.**	4 ⚠ 19 Student Business Services Representative I - Pearland Camp ⚠ 29 Department Assistant IV ⚠ 42 Department Assistant II 5 ☐ ⚑ ⊗ Candidate ☐ ⚑ Sprat, Jack (307605) ☐ ⚑ Tucker, Tommy (307585)

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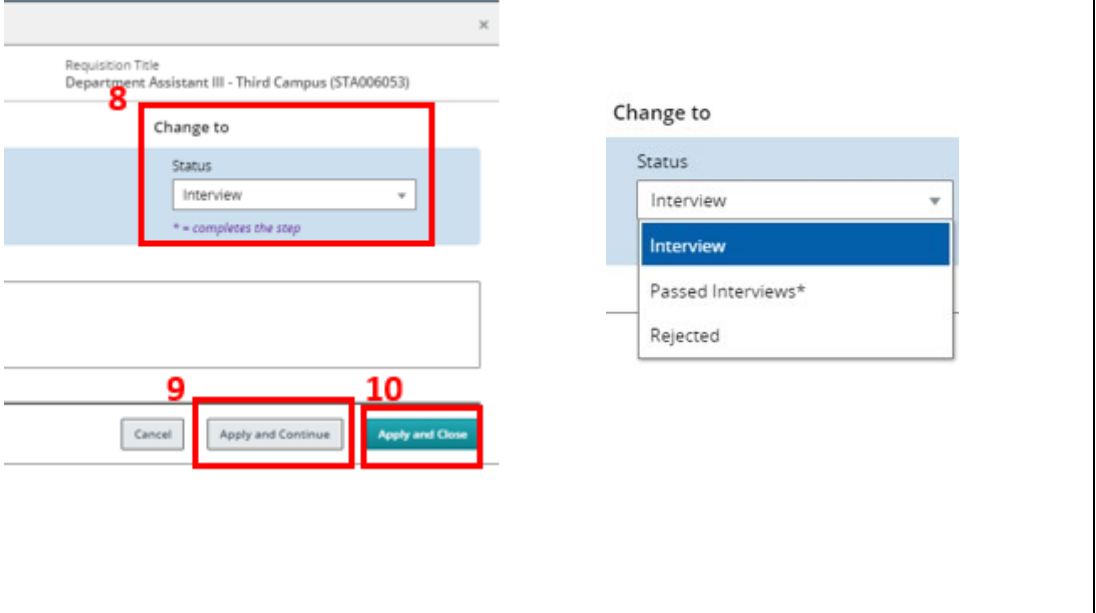|	
6. To select specific candidates, select the box to the left of the name(s).	More Actions ▼ **6** Zama Sutto
7. a) Click on the More Actions drop down menu and b) select Change Step/Status.	Submissions for: Department Assistant III - Thi FILTERS No filters are applied **7a** More Actions ▼ List Form **7b** Selection Process Change Step/Status Revert Latest Change of Step/Status Sourcing Activities Share Candidate Other Actions Download As Excel

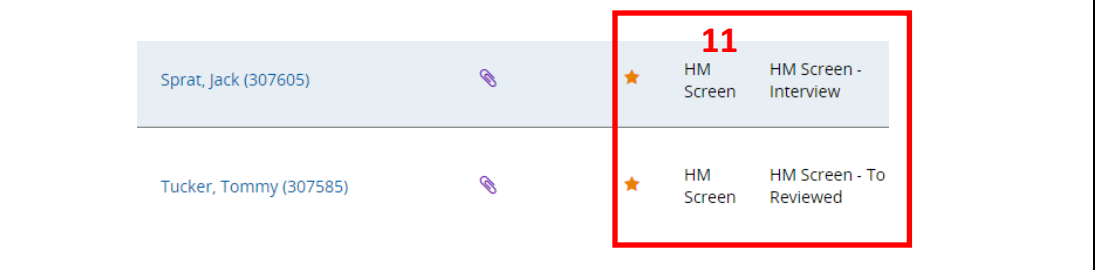|	
8. In the 'Change to' box expand the drop-down menu. *Note: Candidates should only be moved to rejected if the position has been filled.* **9. To move candidate(s) through multiple statuses, click Apply and Continue. Then repeat step 8.** **10. When the candidate reaches the final status, click Apply and Close.**	**8** Requisition Title Department Assistant III - Third Campus (STA006053) **Change to** Status Interview ▾ * = completes the step **9** **10** Cancel Apply and Continue Apply and Close **Change to** Status Interview ▾ Interview Passed Interviews* Rejected
11. The status will update on the candidate list.	**11** Sprat, Jack (307605) 📎 ★ HM Screen HM Screen - Interview Tucker, Tommy (307585) 📎 ★ HM Screen HM Screen - To Reviewed