

1. [Click Here](#) to log into Taleo.

Sign in with your UHD Network ID and Password



UHD Web Authentication Service

The authentication process with our third party service providers may take a few seconds. Please be patient.

To ensure a successful login, please note the following:

- * Make sure that your browser has cookies enabled.
- * Do not click the back button on your browser.

Use your UHD Network Account and Password to log in.

Network Account

Password

- [> Forgot your password?](#)

Create a Requisition

2. The dashboard is divided into five sections: Candidates, Job Requisitions, Onboarding New Hires, Offers, and Tasks

Candidates

		Total
Active submissions	3106	3623
ACE	2965	3439
New	82	82
Manually Matched	2	9

Job Requisitions

		Total
Draft	3	3
Pending	1	9
Open	1	258

Onboarding New Hires

	Total
In Progress	0

Offers

No data to display.

Tasks

Recruiting	Assigned to me	256
Requisitions	Complete requisition	3
	Configure requisition sourcing	6
Candidates	Check for Duplicates	247
Onboarding	Due Today	
	Overdue	

3. On the tool bar, click “Requisitions” and click “Create Requisition”

Navigation: RECRUITING | TASKS | **REQUISITIONS** | SUBMISSIONS | OFFERS | CANDIDATE POOLS | SEARCH

You are here > Requisition List

Filters

Show requisitions: I own or collaborate on

Include inactive requisitions

Apply Filters | Clear All

Requisitions (256)

FILTERS Show requisitions: I own or collaborate on Hire Type All Clear All

More Actions | List Format: Detailed View

	Title	ID	Status	Status Detail	Language			
<input type="checkbox"/>	Non-College Work Study II	STU000867	Pending	To Be Approved (10/29/20)	en	★		Rec
<input type="checkbox"/>	Federal Workstudy I	STU000859	Pending	To Be Approved (10/26/20)	en	★		Rec

Create a Requisition

4. Click “Use a template” or “Start from Beginning” and click Next.

* Requisition Templates are position based, and you must select a position for the req. If this is a new position, you will need to submit an ePRF first. Taleo will update from PeopleSoft every night.

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List > Create Requisition > Create Requisition

Create New Requisition

Please select how to create your job requisition

- Use a template
- Start from the beginning

Cancel Next


5. Click on the icon “Open Selector” to locate a template

You are here > Requisition List > Create Requisition > Create Requisition

Create New Requisition - Find a template

1 Find Template 2 Specify Attributes 3 Complete and Save


Select Template *



Cancel Next

6. If you know the position number, enter it into “Job Code” and click the Apply Filters button. When the requisition appear, click Select.


Find Template

Filters 

- Organization
- Location
- Job Field

Keyword


Name

Job Code 


Recruiter

Apply Filters Clear All

1 Requisition templates are available. Select a template to proceed

FILTERS Job Code: 01010571  Clear All

Language	Name	Job Code	Job Field	Actions
English	1st Yr Experie & Ins Librarian	01010571	Staff	Select

Page 1 of 1 (1 of 1 items) 

Cancel

7. Alternatively, use the Filters on the top left. Use Organization filters to drill down and hone in on positions in your department. Scroll to the bottom and click “Apply Filters.” You should see your position. Click “Select.”

Find Template

▼ Organization

Campus
HR784 UH DownTown (2675) ✕

Division
D0816 Academic & Student Affairs (2168) ✕

College
D0806 Student Affairs (84)

▼ Location

Country
United States (14509)

▶ Job Field

Keyword

Name

Job Code

Recruiter

43 Requisition templates are available. Select a template to proceed

FILTERS Organization: HR784 UH DownTown (2675) ✕ D0816 Academic & Student Affairs (2168) ✕ D0817 Academic Affairs (187) ✕ D0025 Library (43) ✕ [Clear All](#)

Language	Name	Job Code	Job Field	Actions
English	1st Yr Experie & Ins Librarian	01010571	Staff	Select

8. Click Next

9. Your requisition will now display. Most of the information will populate from the template, so you will not need to modify that information unless necessary.

You will need to fill in all blank fields appropriately. The blank fields are indicated with the open selector icon.

Enter Department Contact and Location. Click Next.

10. The fields indicated with a red asterisk (*) are required. Other information provided will help ESO with posting the requisition.

In the Logistics section:

Change “Justification” reason and enter the previous Incumbent Name if the position is a replacement.

Create New Requisition - Find a template

Requisition Info Cancel Done

Show fields required to: * Save Request Approval Post Language: English (Base) Expand All Save

Logistics

Position Details

Number of Openings
 1 Unlimited

Position Title * Position Number *

Working Title Job Code *

Justification * Previous Incumbent Name
Please enter first and last name.

Department Name College

11. Enter the Hiring Manager and Hiring Manager’s Email.

Hiring Manager *
Please enter First and Last Name

Hiring Manager Email

<p>12. Indicate if the position requires a screening committee. This is a mandatory field for UHD.</p> <p>Positions that requires a screening committee will go to Erika Harrison for approval first before following the regular approval path.</p> <p>Indicate if the position is a temporary position.</p>	<p>Does this position require a screening committee? *</p> <p>Not Specified</p> <p>Indicate "Yes" only for Assistant Director-level positions and above.</p> <p>If this is a temporary position, does it require 20 or more hours of work per week?</p> <p>Not Specified</p> <p>Not Specified</p> <p>Yes</p> <p>No</p> <p>N/A</p>
<p>13. You may include notes to Talent Acquisition in the "Internal Notes" section.</p> <p>This may include: where you would like to advertise, indicate if a position is an internal or external posting, changes to the job description, and any additional information you may have.</p> <p>Note: The committee members must be added in the "Internal Notes" section for positions that requires a search committee.</p>	<p>Internal Notes</p> <p>max 1000 chars</p> <p>ease include preferred qualifications or additional details not included in the Job description.</p>

Create a Requisition

14. The Group will automatically populate.

Group

Group *
UH Downtown

Organization

[Modify Structure](#)

Hire Type: Professional
Requisition Template Used: 01010571 - 1st Yr Experie & Ins ...

Primary Location *	Organization *	Job Field *
Country : United States	Campus : HR784 UH DownTown	Category : Staff
State/Province : Texas	Division : D0816 Academic & Student Affairs	
City : Houston	College : D0817 Academic Affairs	
Work Location : University of Houston-Downtown	Department : D0025 Library	

Create a Requisition

15. The Recruiter and Department Contact are mandatory fields. Tamika Small is the Recruiter for all requisitions. If this name is not included, your requisitions will not post. Add Elizabeth Wolfley as "Recruiter 2" to ensure your requisition is posted timely.

Department Contact will populate based on the information previously provided.

Owners

Instructions: : Owners (employment rep, department contacts) have access to update or modify a requisition, and access to the candidate pool. Owners also receive notifications when the requisition and offer are approved. Collaborators generally do not have access to modify the requisition, but can view the candidate pool and participate in the search committee.

Recruiter * **Recruiter 2** **Department Contact ***

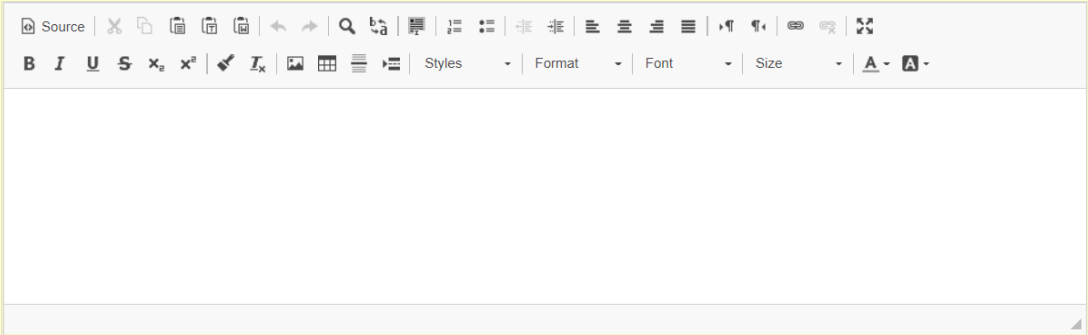
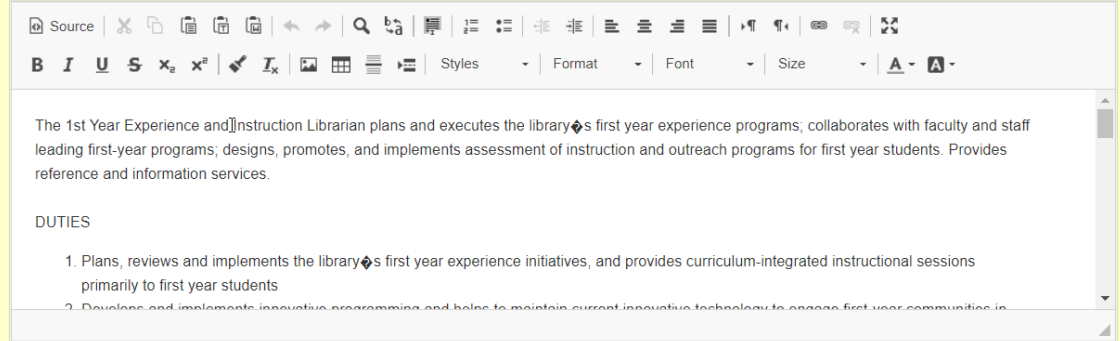
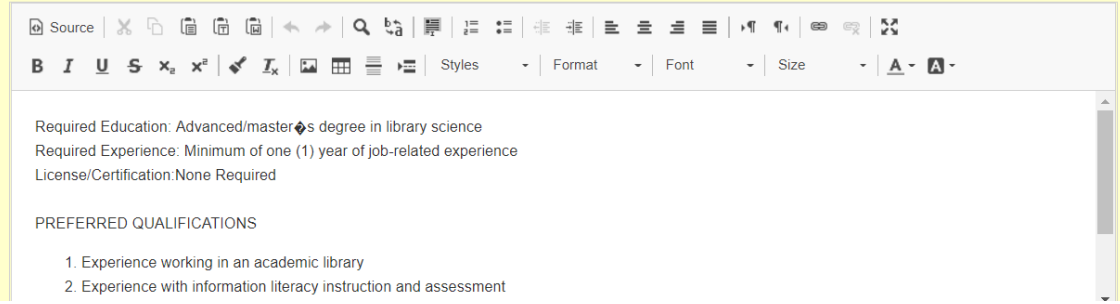
Department Contact 2

16. In the Collaborators section, add the search committee members, hiring manager, and anyone else you would like to have visibility to the requisition and applicants.

Collaborators

First Name	Last Name	Email	Title
No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators.			

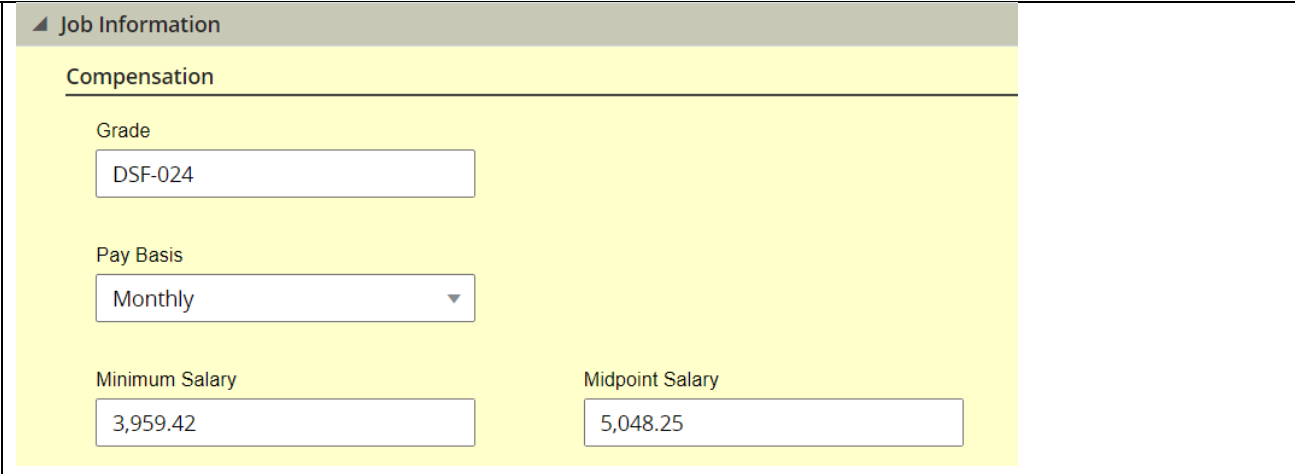
<p>17. The check boxes in the Administration section are to be completed by ESO.</p>	<div style="background-color: #f9f9f9; padding: 10px;"> <p>Administration</p> <hr/> <p>Candidate Selection Workflow</p> <p>Candidate Selection Workflow *</p> <p>UHD FACULTY AND STAFF</p> <p><input type="checkbox"/> Automatically reject all submissions when the requisition is canceled</p> <p><input type="checkbox"/> Automatically reject all submissions when the requisition is filled</p> <p><input type="checkbox"/> When a candidate is hired for the requisition, automatically change his/her status to declined for all other requisitions.</p> </div>
<p>18. Enter the Advertising Cost Center and Background Check Cost Center. These fields are mandatory..</p>	<div style="background-color: #f9f9f9; padding: 10px;"> <p>Additional Information</p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>Advertising Cost Center *</p> <p>max 50 chars</p> <p>Note: Cannot use Ledger 1 Funds</p> </div> <div style="width: 45%;"> <p>Background Check Cost Center *</p> <p>max 50 chars</p> <p>Note: Cannot use Ledger 1 Funds</p> </div> </div> </div>

<p>19. Notes to Applicant. Include any additional information you would like to provide to the applicant.</p>	<p>Notes to Applicant</p>  <p>Include department/college specific information, where references should be mailed, etc.</p>
<p>20. The Description and Qualifications will automatically populate for staff positions based on the information in the official job description. If there has been a change in duties, please submit a new JAQ.</p> <p>You may add preferred qualifications in the “Notes to Applicants” section. The preferred qualifications must be approved by Compensation.</p>	<p>Description *</p>  <p>Qualifications *</p> 

<p>21. Please select all required attachments for the applicant.</p>	<p>Required Attachments by Candidate</p> <ul style="list-style-type: none"><input type="checkbox"/> Resume<input type="checkbox"/> Curriculum Vitae<input type="checkbox"/> Cover Letter/Letter of Application<input type="checkbox"/> Letters of Recommendation<input type="checkbox"/> Unofficial Transcripts<input type="checkbox"/> Writing Samples<input type="checkbox"/> Teaching Philosophy or Statement<input type="checkbox"/> Research Statement<input type="checkbox"/> Publications<input type="checkbox"/> Evidence of Effective Teaching<input type="checkbox"/> Portfolio<input type="checkbox"/> DD 214<input type="checkbox"/> Financial Aid Award Letter<input type="checkbox"/> Class Schedule	
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Create a Requisition

22. Compensation information is the minimum and midpoint salary for the position as housed in PeopleSoft.



Job Information

Compensation

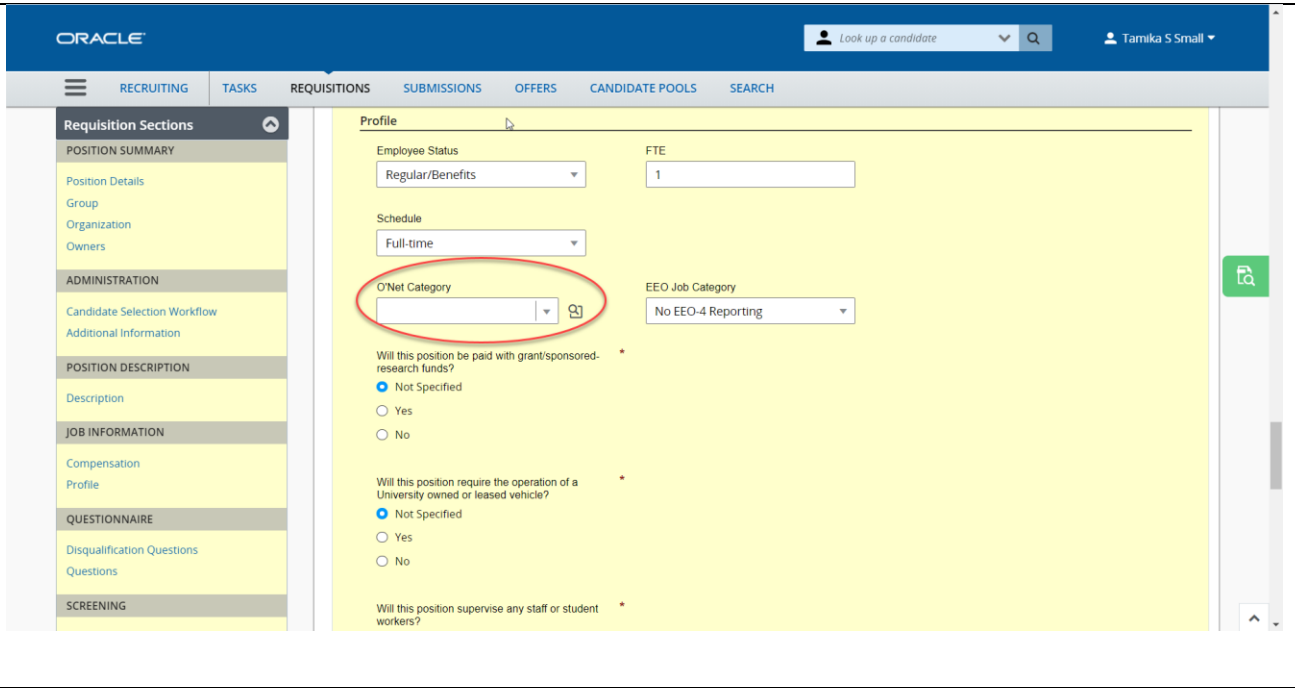
Grade
DSF-024

Pay Basis
Monthly

Minimum Salary
3,959.42

Midpoint Salary
5,048.25

23. The O'Net Category will be entered by ESO. The three questions in the "Profile" section are mandatory fields.



ORACLE Look up a candidate Tamika S Small

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Requisition Sections

- POSITION SUMMARY
 - Position Details
 - Group
 - Organization
 - Owners
- ADMINISTRATION
 - Candidate Selection Workflow
 - Additional Information
- POSITION DESCRIPTION
 - Description
- JOB INFORMATION
 - Compensation
 - Profile
- QUESTIONNAIRE
 - Disqualification Questions
 - Questions
- SCREENING

Profile

Employee Status: Regular/Benefits FTE: 1

Schedule: Full-time

O'Net Category (circled in red)

EEO Job Category: No EEO-4 Reporting

Will this position be paid with grant/sponsored-research funds?

- Not Specified
- Yes
- No

Will this position require the operation of a University owned or leased vehicle?

- Not Specified
- Yes
- No

Will this position supervise any staff or student workers?

24. You may add questions to pre-screen applicants.

Click “Add” or “Copy from Library” to add questions from the library.

Click “Create” to add custom questions.

Questionnaire

Disqualification Questions

Order	Question	Answer	Result
1	Are you related (by blood or marriage) to any University of Houston System employee?	No	✔ The Candidate Passes
		Yes Explanation : If so, please provide his/her full name, position, campus, and your relationship to him/her.	⊗ To Be Verified
2	Have you ever been convicted of or pled nolo contendere or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or have ever been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds?	No	✔ The Candidate Passes
		Yes	⊗ The Candidate Is Disqualified

Questions

This requisition uses 0 of the 0 questions from the corresponding prescreening model.

+ Add
 ✎ Create
 ✎ Duplicate
📖 Copy from Library
 ✖ Remove
↕ Reorder

Order	Question	Answer	Required	Asset	N/A
No questions have been added. Click "Add" to add questions.					

Create a Requisition

25. Add your question in the “Question” box. Select your “Answer Type”, “Selection Method”, and add the “Possible Answers.”

Click Save and Close.

Create a Requisition-specific Question

Creation Date Dec 13, 2020	Created by Tamika Small	Language English (Base)
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Question *

Do you have a minimum of (3) three years of job-related experience?

Answer Type

- Single Answer
- Multiple Answers
- Text Answer

Selection Method

- Radio Buttons
- Drop-down

Radio button Example

- Answer 1
- Answer 2
- Answer 3

Possible Answers


1	↑	↓	Yes
2	↑	↓	No

[+ Add answer row](#)

Cancel [Save and Close](#)

Create a Requisition

26. If the Warning box appear, select "No" or "Yes" to continue. If you select "Yes" you will be redirected to the requisition.

 **Warning**

A question with the same wording in English already exists.

Do you want to continue?



27. Select Required **OR** Asset.

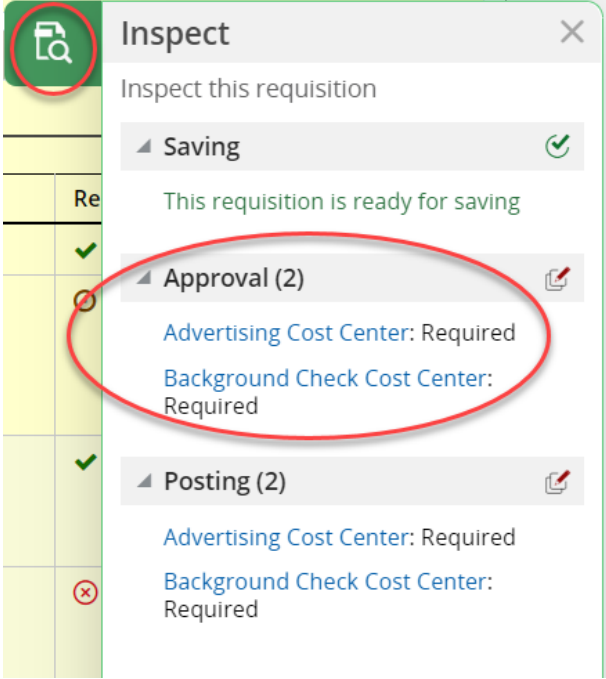
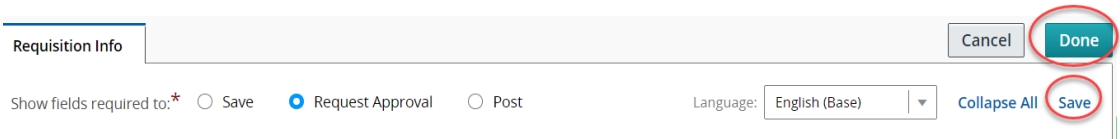
Questions

This requisition uses 0 of the 0 questions from the corresponding prescreening model.

+ Add
 ✎ Create
 📄 Duplicate
 📄 Copy from Library
 ✖ Remove
 ↕ Reorder

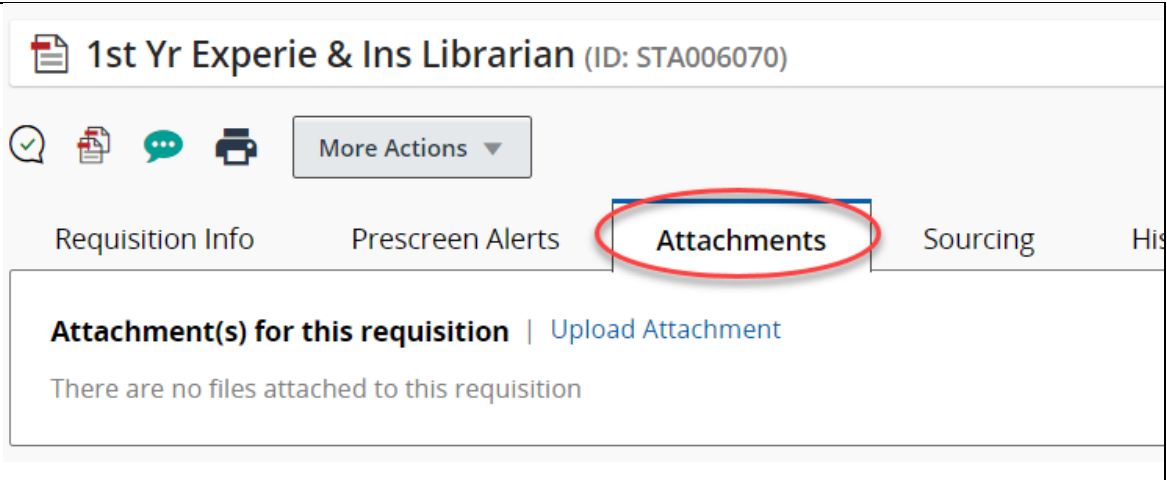
	Order	Question	Answer	Required	Asset
<input type="checkbox"/>	1	Do you have a minimum of (3) three years of job-related experience? Single Answer	Yes	<input type="radio"/>	<input type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>

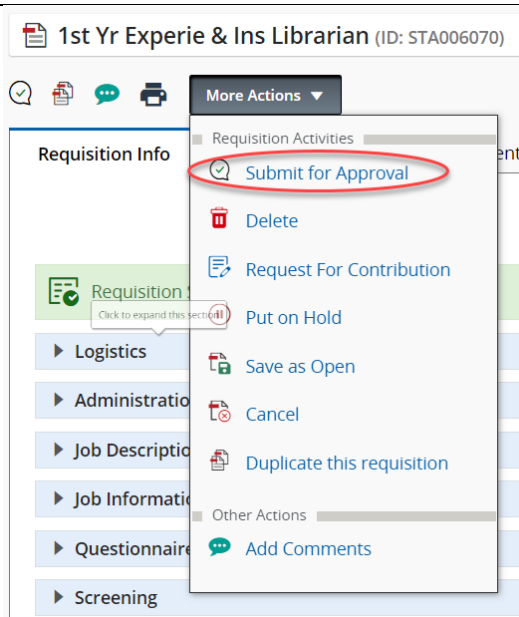
<p>28. Before saving, click the green diagnostic tool on the right side of your screen.</p> <p>This will tell you what actions you need to take to “Save”, “Request Approval”, and “Post” the requisition.</p> <p>If there are actions you need to take, click on the field listed as incomplete to navigate to that section.</p>	
<p>29. Once all the required information for the requisition has been completed, click “Save” located at top right corner. Once the requisition is saved, click “Done.”</p>	

Create a Requisition

30. Attachments can be added to the requisition on the Attachments tab.



31. Click “More Actions” and “Submit for Approval” from the dropdown. This step is REQUIRED. If approval is not requested, your requisition will stay in “draft” or pending status and will not post.



Create a Requisition

32. The appropriate approvers will be listed. Comments are required to continue.

33. Click "Submit for Approval." At this time, each approver will receive an email with the requisition information. They will be prompted to approve or deny the requisition.

34. Once the approvals are complete, ESO will post your requisition on the UHD's Careers Website.

You are submitting this requisition for approval

[+ Add Approvers](#) [↕ Reorder](#)

Order	Approver	Decision	Decision Comment
1	Patricia L Ensor	Pending	
2	Thelma Bernita Jones	Pending	
3	Shyra N McMurray	Pending	

Add the approvers to the list of collaborators defined for this requisition

Add the approvers to the list of my frequent collaborators

Comment to Approvers *

Please approve the requisition.

Characters remaining : 968

After the approval process, assign to *