# Create a Requisition

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.

<table>
<thead>
<tr>
<th>Network Account</th>
<th>gatordr</th>
</tr>
</thead>
<tbody>
<tr>
<td>Password</td>
<td></td>
</tr>
<tr>
<td>Forgot your password?</td>
<td><img src="#" alt="Login Button" /></td>
</tr>
</tbody>
</table>
2. The dashboard is divided into five sections: Candidates, Job Requisitions, Onboarding New Hires, Offers, and Tasks.

3. On the tool bar, click “Requisitions” and click “Create 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.
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5. Click on the icon “Open Selector” to locate a template.

6. If you know the position number, enter it into “Job Code” and click the Apply Filters button. When the requisition appear, click Select.
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.”
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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. The Job Field, Organization, and Location will populate. Ensure this information is correct.

You will need to fill in all blank fields appropriately. You can also click on the open selector icon to modify the fields.

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: If you have multiple openings, enter the number or select “Unlimited.” Change “Justification” reason and enter the previous Incumbent Name if the position is a replacement.
11. Enter the Hiring Manager and Hiring Manager’s Email.

12. Indicate if the position is a Federal or Texas Work Study position. This is a mandatory field for UHD.

Federal or Texas Work Study positions will have the State Grant and Workstudy Coordinator added as an approver.
13. You may include notes to Talent Acquisition in the “Internal Notes” section. This may include any additional information you may have.

14. The “Group” and “Requisition Template Used” will automatically populate.
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. Please add Elizabeth Wolfley as “Recruiter 2” to ensure your requisition is posted timely.

Department Contact will populate based on the information previously provided.
16. In the Collaborators section, add anyone you would like to have access to the requisition and applicants.

17. The check boxes in the Administration section are to be completed by ESO.
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18. Enter the Advertising Cost Center and Background Check Cost Center. These fields are mandatory.

19. Notes to Applicant. Include any additional information you would like to provide to the applicant.
20. The Description and Qualifications will not automatically populate for students positions. Please add the job description and qualifications in the appropriate section in the requisition.

Faculty – please include your job ad in the description and qualifications section. This is what will be displayed to applicant.
21. Please select all required attachments for the applicant.

<table>
<thead>
<tr>
<th>Required Attachments by Candidate</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Resume</td>
</tr>
<tr>
<td>☐ Curriculum Vitae</td>
</tr>
<tr>
<td>☐ Cover Letter/Letter of Application</td>
</tr>
<tr>
<td>☐ Letters of Recommendation</td>
</tr>
<tr>
<td>☐ Unofficial Transcripts</td>
</tr>
<tr>
<td>☐ Writing Samples</td>
</tr>
<tr>
<td>☐ Teaching Philosophy or Statement</td>
</tr>
<tr>
<td>☐ Research Statement</td>
</tr>
<tr>
<td>☐ Publications</td>
</tr>
<tr>
<td>☐ Evidence of Effective Teaching</td>
</tr>
<tr>
<td>☐ Portfolio</td>
</tr>
<tr>
<td>☐ DD 214</td>
</tr>
<tr>
<td>☐ Financial Aid Award Letter</td>
</tr>
<tr>
<td>☐ Class Schedule</td>
</tr>
</tbody>
</table>
22. Compensation information is the minimum and midpoint salary for the position as housed in PeopleSoft.

Please confirm the remaining information is correct.
23. 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.
24. Add your question in the “Question” box. Select your “Answer Type”, “Selection Method”, and add the “Possible Answers.”
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25. If the Warning box appears, select “No” or “Yes” to continue. If you select “Yes” you will be redirected to the requisition.

26. Select Required OR Asset.
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27. Before saving, click the green diagnostic tool on the right side of your screen.

This will tell you what actions you need to take to “Save”, “Request Approval”, and “Post” the requisition.

If there are actions you need to take, click on the field listed as incomplete to navigate to that section.

28. 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.”
29. Attachments can be added to the requisition on the Attachments tab.

30. 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.
31. The appropriate approvers will be listed. Comments are required to continue.

Click “Submit for Approval.”

32. At this time, each approver will receive an email with the requisition information. They will be prompted to approve or deny the requisition.

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