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1. When a Requisition has been created by an Initiator and is ready for your approval, you will receive an email notification.	Wed 12/16/2020 1:02 PM E-Share Careers@uh.edu Requisition Approval Request - Academic Advisor I (STA006777) Allison Gator has requested approval for a requisition in Taleo. Please log into Taleo and navigate to the Tasks section of the dashboard. **Requisition Approval Request** Requisition Title: **Academic Advisor I** Requisition ID: **STA006777** Requested by: **Allison Gator** Comments: **Please approve.** Best regards, Human Resources Department Replies to this message are undeliverable and will not reach the System Administrator. Please do not reply.

2. To view all requisition tasks assigned to you, log into Taleo and proceed to the Dashboard. Click on "Recruiting."	
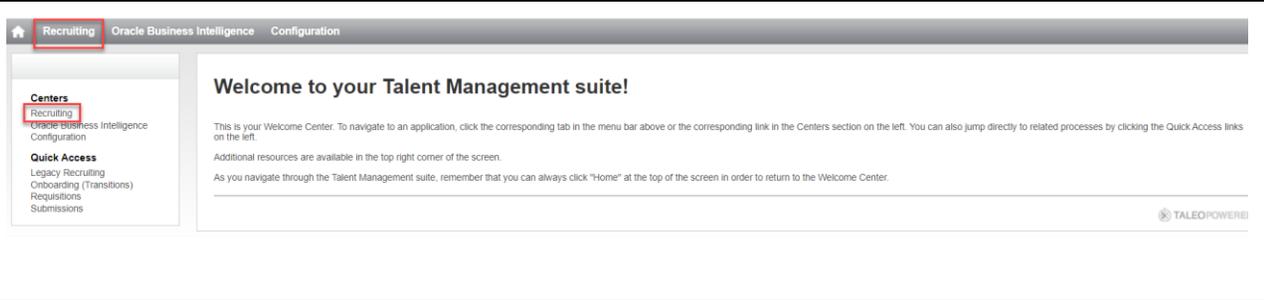
3. Click on the "Task" tab at the top or click on the number of tasks next to "Assigned to me" under Tasks.	
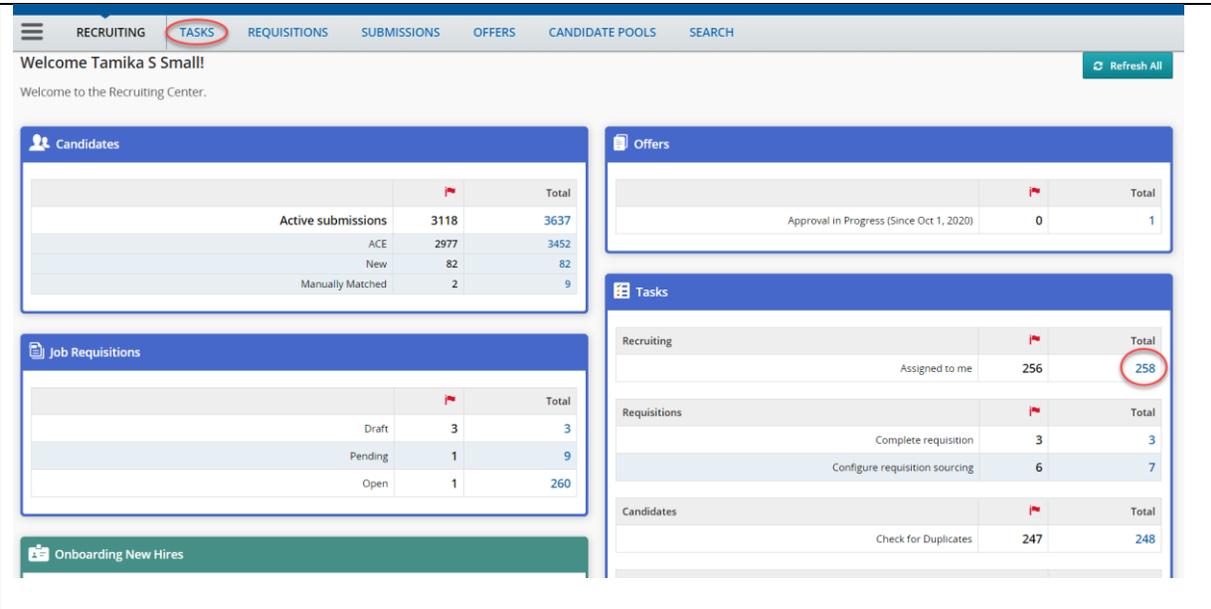
4. Select "Tasks Assigned to me" under "Show tasks for requisitions." Under "Task Type", select "Approve Requisition." Click "Apply Filters."	You are here › Tasks List **Filters** ✔ Show tasks for requisitions Tasks assigned to me ▼ ☐ Show only new or recently active ☐ Include completed tasks Task type All ▼ **All** Complete requisition Contribute Approve requisition Modify approval process **Apply Filters** Clear All **Tasks (261)** FILTERS Show tasks for requisitions: Tasks assigned to me ⊗ Task type: All ⊗ Clear All

Detailed task table for step 4:

⚑	▼ Task	Relates to	Priority	Task Status	Due Date	Assignee	Comments
⚑	Configure requisition sourcing	STA005932 - Academic Advisor I	Normal	In progress		Small Tamika	
⚑	Configure requisition sourcing	STU000716 - Non-College Work Study II, Scholars Academy NS Tutors	Normal	In progress		Small Tamika	
⚑	Check for duplicates	essomba, ronny	Normal	In progress		Small Tamika	ronny essomba. STA005922 - Database Administrator
⚑	Check for duplicates	Berry, Malcolm	Normal	In progress		Small Tamika	Malcolm Berry. STA005906 - Web Programmer I
⚑	Check for duplicates	Benites, Brent	Normal	In progress		Small Tamika	Brent Benites. STU000619 - Non-College Workstudy I, Sports & Fitness Attendant

5. Select a task.	**Tasks (3)** FILTERS Show tasks for requisitions: Tasks assigned to me ⊗ Task type: Approve requisition ⊗ Clear All

Detailed task table for step 5:

⚑	▼ Task	Relates to	Priority	Task Status	Due Date	Assignee	Comments
	Approve requisition	STU000744 - Non-College Workstudy I	Normal	In progress		Small Tamika	
	Approve requisition	STA006080 - Associate Program Director, MBA	Normal	In progress		Small Tamika	
	Approve requisition	STA006079 - Academic Advisor I	Normal	In progress		Small Tamika	

6. Approve or Reject and enter comments. Click "Done." **Note**: If you select "Reject", comments are required.	**Summary**	**Task details** **Approve requisition** Task Status: In progress Priority: Normal Created by: Tamika S Small **Message to Approvers** Please approve **Action** Select Decision * ● Approve ○ Reject Decision comment Characters remaining : 1000 ☐ Send me an email with my decision 📄 Academic Advisor I (ID: STA006079) To **Approve Requisition**, take appropriate action from the summary card. ✕ More Actions ▼ Requisition Info Prescreen Alerts Attachments **Approvals** Sourcing History Approval process for this requisition Modify Approval Process | Order	Approver	Decision	Date & Time	Decision Comment
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1	Tamika S Small on behalf of Chris B Rodney	Approved	Dec 20, 2020, 3:46 PM	Please approve requisition.
2	Tamika S Small on behalf of Thelma Bernita Jones	Approved	Dec 20, 2020, 3:46 PM	Please approve requisition.
3	Tamika S Small on behalf of Shyra N McMurray	Approved	Dec 20, 2020, 3:46 PM	Please approve requisition.
4	Tamika S Small	Pending	-		 After the approval process, assign to : **Tamika S Small** **Message to Approvers** *Sent on Dec 20, 2020 at 03:43 PM by Tamika S Small* Please approve
7. To view all requisitions in your area, select the number of open requisitions from your Dashboard under "Job Requisitions."	**Welcome Tamika S Small!** Welcome to the Recruiting Center. Refresh All 👥 **Candidates** 		🚩	Total
---	---	---
Active submissions	3118	3637
ACE	2977	3452
New	82	82
Manually Matched	2	9	 📄 **Job Requisitions** 		🚩	Total
---	---	---
Draft	3	3
Pending	1	11
Open	1	261	 📇 **Onboarding New Hires** 📋 **Offers** 		🚩	Total
---	---	---
Approval in Progress (Since Oct 1, 2020)	0	1	 📋 **Tasks** 	Recruiting	🚩	Total
---	---	---
Assigned to me	257	261	 	Requisitions	🚩	Total
---	---	---
Complete requisition	3	3
Approve Requisition	0	2
Configure requisition sourcing	7	8	 	Candidates	🚩	Total
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Check for Duplicates	247	248	

8. Select "In my coverage area, I own or collaborate on" from the drop down.	**Filters** ✔ Show requisitions: I own or collaborate on ▼ I own I collaborate on I own or collaborate on **In my coverage area, I own or collaborate on** UH Downtown
9. To view pending requisitions, select "Pending." Scroll to the bottom and click "Apply Filters."	**Filters** ✔ Show requisitions: In my coverage area, I own o... ▼ ☐ Include inactive requisitions ▼ Requisitions **Status** ☐ Draft ☑ Pending ☐ Open ☐ On Hold Organization [ ] ▼ 🔍 Primary Location [ ] ▼ 🔍 Job Field [ ] ▼ 🔍 Position Title [ ] Requisition ID [ ] Department Contact [ ] ▼ 🔍 Recruiter [ ] ▼ 🔍 Hire Type All ▼ **Apply Filters** Clear All
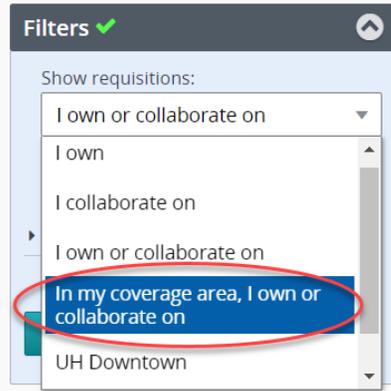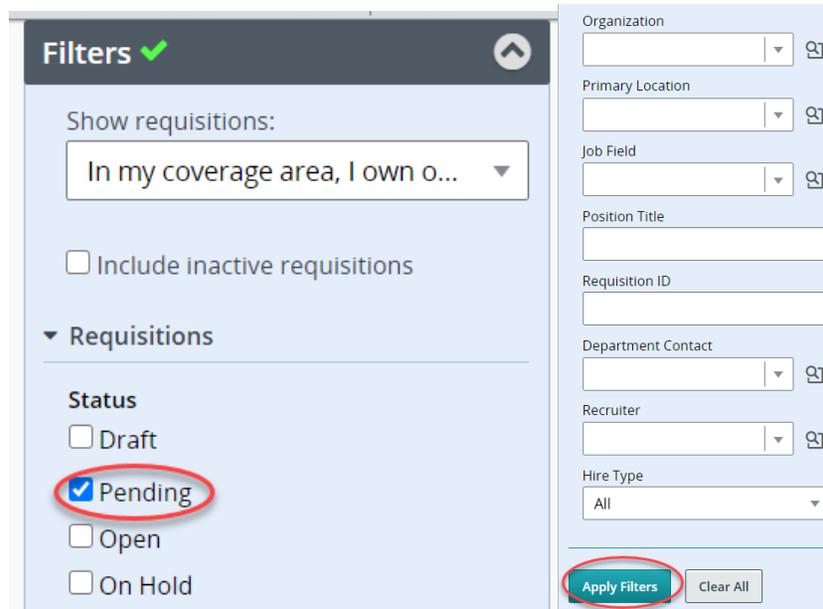
10. A list of requisitions will be displayed	

11. The Requisition Info, Prescreen Alerts, Attachments, Approvals, Sourcing, and History can be viewed. Click "Expand All" to view all sections of the requisitions. Click on the arrows on the left side to view details of each section.	**Associate Program Director, MBA** (ID: STA006080) More Actions ▾ **Requisition Info** Prescreen Alerts Attachments Approvals Sourcing History Language: English (Base) ▾ Edit All **Expand All** ▸ Logistics ✎ ▸ Administration ✎ ▸ Job Description ✎ ▸ Job Information ✎ ▸ Questionnaire ✎ ▸ Screening ✎
12. Once a requisition has been approved, posted, a candidate has been selected, and an offer has been created in the system, you will receive a notification to approve the offer.	Sun 12/20/2020 5:38 PM E-Share Careers@uh.edu Offer Approval Request STA006079 An offer has been submitted to you for approval in Taleo. Please log into Taleo and navigate to the Tasks section of the dashboard. Applicant: **Michelle D. Johnson** Requisition Title: **Academic Advisor I** Requisition ID: **STA006079** Requested by: **Tamika S Small** Comments: **Please approve offer.** Best regards, System Administrator University of Houston System Replies to this message are undeliverable and will not reach the System Administrator. Please do not reply.

| 13. To view offers pending approval, navigate to your Dashboard and click on the number next "Approvals in Progress" under "Offers." | |

14. Your list of offers will be displayed. Click on the candidate's name. You will be taken directly to the Approver screen under the "Offers" tab.	

15. Click on "Offer Details" to display details related to the offer.	

16. Click "Expand All" to view details related to the offer at one time.

17. Candidate details are available as a pdf for your review prior to submitting your response (Approve or Reject). Click on "UHD External Offer" under the "Offer Letter" section.	**◢ Offer Letter** Letter : UHD External Offer -
18. Once you have reviewed the pdf version of the offer letter, click "Close."	**Offer Letter Preview** x **UHD External Offer** Language:English Attachments: Message **UHD** **Employment Services and Operations** December 20, 2020 Michelle D. Johnson 3131 Red Rover Court Spring, Texas 77373 Dear Ms. Johnson: We are pleased to extend an offer of employment to you as Academic Advisor I. As an Exempt employee, your monthly salary will be $3,507.58 annualized at $42,090.96 and your anticipated start date is January 4, 2021. To ensure mutual understanding, I would like to reiterate the nature of the position below: 1. This position is a full-time, benefits-eligible, staff position. You will serve a 12 month probationary period as specified in the University of Houston System Administrative Memorandum 02.A.18. 2. This position reports to Reyna Romero. Close
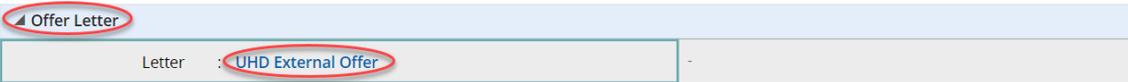
19. Approve or Reject and enter comments. Click "Done."

Note: If you select "Reject", comments are required.