

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**

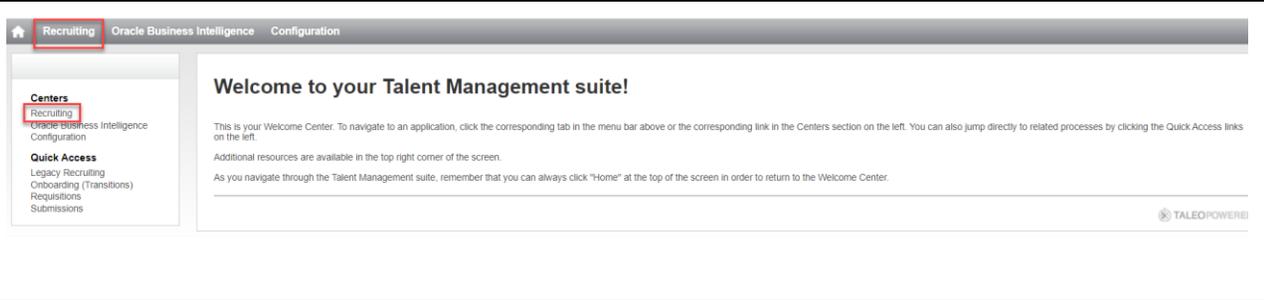
Requested by: **Allison Gator**

Comments: **Please approve.**

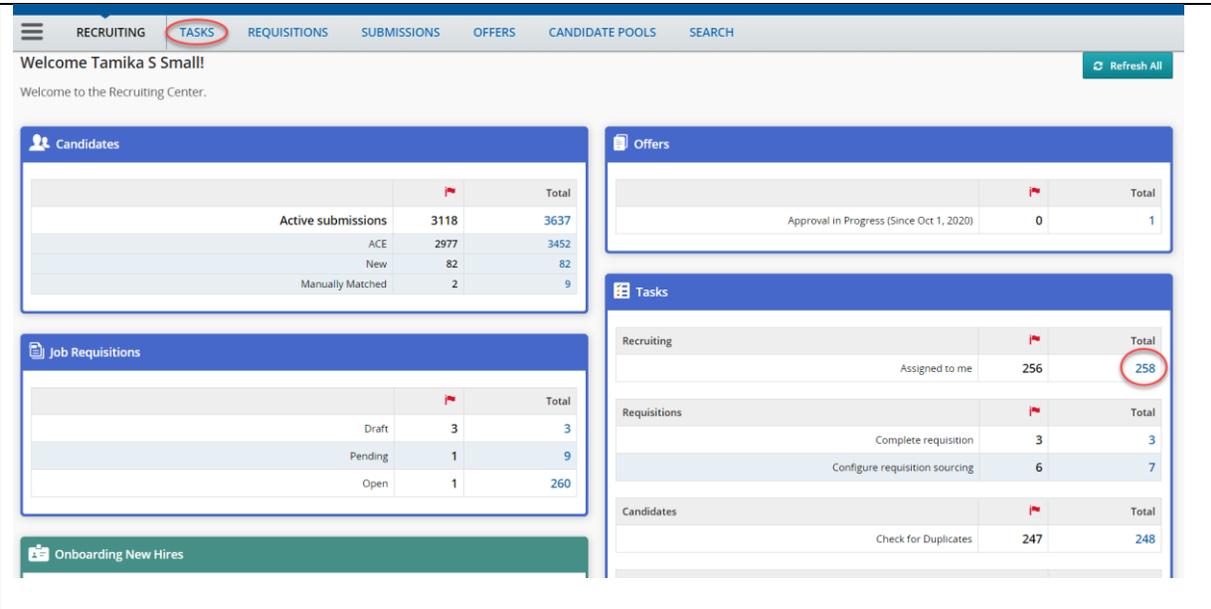
Best regards,
Human Resources Department

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

| 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

| 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

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 |
|-------|--|----------|-----------------------|-----------------------------|
| 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

Action

Select Decision *

Approve

Reject

Decision comment

Characters remaining : 1000

Send me an email with my decision

Done Cancel

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 |

Offers

| | Total |
|--|-------|
| Approval in Progress (Since Oct 1, 2020) | 1 |

Job Requisitions

| | Total |
|---------|-------|
| Draft | 3 |
| Pending | 11 |
| Open | 261 |

Tasks

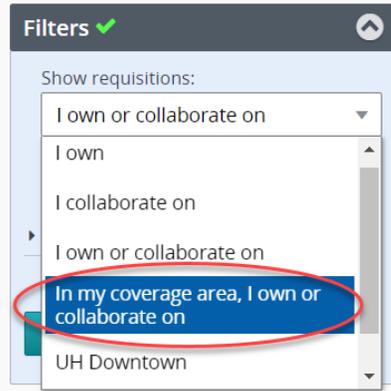
| Recruiting | Total |
|----------------|------------|
| Assigned to me | 257 |
| Total | 261 |

| Requisitions | Total |
|--------------------------------|----------|
| Complete requisition | 3 |
| Approve Requisition | 0 |
| Configure requisition sourcing | 7 |
| Total | 8 |

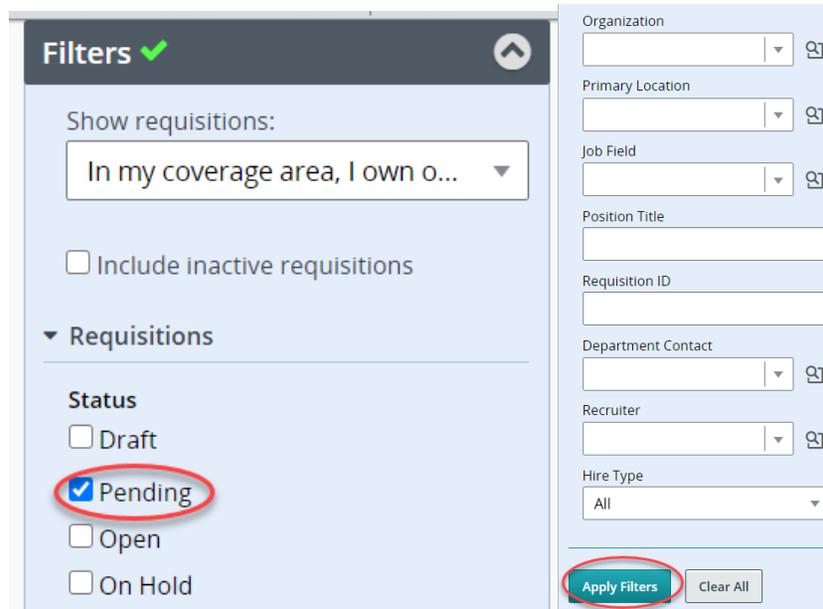
| Candidates | Total |
|----------------------|------------|
| Check for Duplicates | 247 |
| Total | 248 |

Onboarding New Hires

8. Select "In my coverage area, I own or collaborate on" from the drop down.



9. To view pending requisitions, select "Pending." Scroll to the bottom and click "Apply Filters."



10. A list of requisitions will be displayed

Requisitions (11)

FILTERS Show requisitions: In my coverage area, I own or collaborate on Status: Pending Hire Type All Clear All

More Actions List Format Standard View

| <input type="checkbox"/> | | | Title | ID | Status | Status Detail | | Recruiter | Department Contact |
|--------------------------|--|---|--|-----------|---------|---------------------------|--|----------------|--------------------|
| <input type="checkbox"/> | | 0 | Non-College Workstudy I | STU000744 | Pending | To Be Approved (12/20/20) | | Small Tamika | Williams James |
| <input type="checkbox"/> | | 0 | Graduate Administrative Assist | STU000742 | Pending | To Be Approved (2/26/20) | | McMurray Shyra | Hernandez Alejandr |
| <input type="checkbox"/> | | 0 | Graduate Teaching Assistant | STU000741 | Pending | To Be Approved (2/26/20) | | McMurray Shyra | Hernandez Alejandr |
| <input type="checkbox"/> | | 0 | Non-College Workstudy I, Food Scholarship Market | STU000740 | Pending | To Be Approved (2/24/20) | | McMurray Shyra | Martinez Elena |
| <input type="checkbox"/> | | 0 | Associate Program Director, MBA | STA006080 | Pending | To Be Approved (12/20/20) | | Small Tamika | Robertson Shandra |
| <input type="checkbox"/> | | 0 | Director, Student Activities | STA006077 | Pending | To Be Approved (12/17/20) | | Small Tamika | Small Tamika |
| <input type="checkbox"/> | | 0 | Administrative Assistant I | STA005953 | Pending | To Be Approved (2/27/20) | | McMurray Shyra | Jones Tasha |

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.

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.”

Welcome Tamika S Small! Refresh All

Welcome to the Recruiting Center.

Candidates

| | | Total |
|--------------------|------|-------|
| Active submissions | 3116 | 3638 |
| ACE | 2976 | 3452 |
| New | 80 | 82 |
| Manually Matched | 2 | 10 |

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 | 2 |

Tasks

| Recruiting | | Total |
|----------------|-----|-------|
| Assigned to me | 256 | 261 |

| Requisitions | | Total |
|--------------------------------|---|-------|
| Complete requisition | 3 | 3 |
| Approve Requisition | 0 | 2 |
| Configure requisition sourcing | 6 | 7 |

| Candidates | | Total |
|----------------------|-----|-------|
| Check for Duplicates | 247 | 248 |

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.

The screenshot shows the Oracle Taleo interface for managing offers. On the left, there are filter options under 'Advanced Filters' for requisitions, offer status, and candidates. The main area displays a table of offers:

| Candidate | Step | Selection Status | Created | Approved |
|-------------------------------|-------|----------------------|--------------|----------|
| Johnson, Michelle D. (306469) | Offer | Approval in Progress | Dec 20, 2020 | |
| White, Barbara Nell (259071) | Offer | Approval in Progress | Dec 15, 2020 | |

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

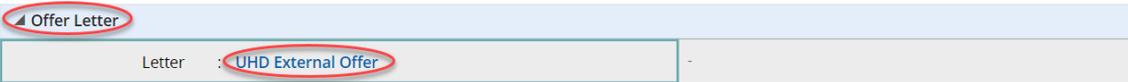
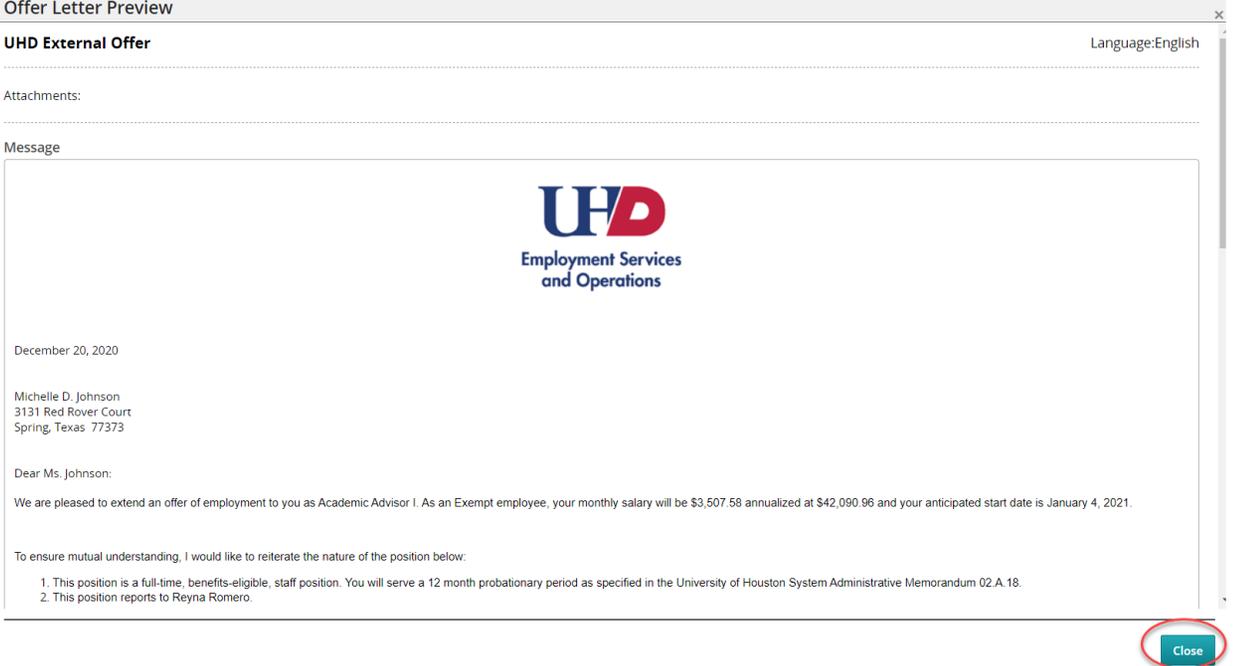
The screenshot shows the Oracle Taleo interface for viewing offer details. The page is titled 'Submission: Johnson, Michelle D. for Academic Advisor I (ID: STA006079)'. It features a 'Summary' tab and a 'Task details' tab. The 'Summary' tab is active, showing the following information:

- Approve offer**
- Task Status: In progress
- Priority: Normal
- Created by: Tamika S Small
- Message to Approvers: Please approve offer.

Below the summary, there are tabs for 'Job Submission', 'Attachments', 'Offers', and 'History'. The 'Offers' tab is selected and highlighted with a red box, showing a sub-tab for 'Offer details'.

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

The screenshot displays the 'View Offer' page in Oracle Taleo. At the top right, there are three buttons: 'Highlight Differences', 'Full Screen', and 'Expand All'. The 'Expand All' button is highlighted with a red rectangular box. Below the buttons, the page title is 'View Offer' and the submission is identified as 'Submission: Johnson, Michelle D. for Academic Advisor 1 (ID: STA006079)'. The left sidebar contains a 'Summary' tab with 'Approve offer' and 'Task details' options, and a 'Select Decision' section with radio buttons for 'Approve' and 'Reject'. The main content area shows 'Offer 1 (Current)' with a 'Requisition' dropdown menu. The offer details are organized into sections: 'Top Section' (Status: Approval in Progress, Start Date: Jan 4, 2021, 12:00 AM, Expiration Date: Jan 4, 2021, 5:32 PM, Created on: Dec 20, 2020, Position Number: 01015745 - Academic Advisor 1 - Academic Affairs D0004..., Position Type: Full Time, Department Name: Academic Affairs, Hiring Manager: Reyna Romero, Hiring Manager Email: romeror@uhd.edu), 'General Terms' (Annualized Salary: 42,090.96, Currency: US Dollar (USD), Salary (Pay Basis): 3,507.58, Pay Basis: Monthly, Exemption Status: exempt, Salary Exception: No), 'Details' (Grade: DSF-022, Internal or Rehire?: No, PeopleSoft Record Number: 0, PeopleSoft Action: New Hire), 'Other Terms' (Building and Room Location: 12_B12.440_UHD - UHD NORTHWEST CAMPUS; Roo..., Orientation Date: Jan 4, 2021), 'Offer Letter' (Letter: UHD External Offer), and 'Comments' (Comments: Added T. Small in approval process. More). At the bottom, there is a link to 'Offer 1 - approval process'.

| | |
|--|---|
| <p>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.</p> |  |
| <p>18. Once you have reviewed the pdf version of the offer letter, click “Close.”</p> |  |

19. Approve or Reject and enter comments. Click "Done."

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

The screenshot displays the Oracle Taleo interface for managing offers. On the left, the 'Approve offer' form is shown with the 'Reject' option selected. A red box highlights the 'Reject' radio button, and a red arrow points to the 'Done' button. The 'Decision comment' field contains the text 'Please correct salary.' On the right, the 'View Offer' details are displayed for 'Offer 1 (Current)'.

Approve offer form details:

- Task Status: In progress
- Priority: Normal
- Created by: Tamika S Small
- Message to Approvers: Please approve offer.
- Action:
 - Select Decision *
 - Approve
 - Reject
 - Decision comment *
 - Please correct salary.
 - Characters remaining : 978
 - Send me an email with my decision

View Offer details:

- Submission: Johnson, Michelle D. for Academic Advisor I (ID: STA006079)
- Offer details: Offer 1 (Current)
- Requisition: [Dropdown]
- Top Section:

| | | |
|-----------------|--|---|
| Status | : Approval in Progress | - |
| Start Date | : Jan 4, 2021, 12:00 AM <input type="checkbox"/> Tentative | - |
| Expiration Date | : Jan 4, 2021, 5:32 PM | - |
| Created on | : Dec 20, 2020 | Dec 20, 2020 |
| Position Number | : 01015745 - Academic Advisor I - Academic Affairs D0004 ... | 01015745 - Academic Advisor I - Academic Affairs D0004 - J... |
| Position Type | : Full Time | - |
| Department Name | : Academic Affairs | Academic Affairs |