

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?](#)

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**

		Total
Recruiting	Assigned to me	256
Requisitions	Complete requisition	3
	Configure requisition sourcing	6
Candidates	Check for Duplicates	247
Onboarding	Due Today	0
	Overdue	1

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

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

You are here > Requisition List

**Filters**

Show requisitions: I own or collaborate on

Include inactive requisitions

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

# Create a Requisition

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.

**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** Organization: HR784 UH DownTown (2577) D0816 Academic & Student Affairs (2077) D0806 Student Affairs (87) D0052 Sports and Fitness (21) Job Code: 01010132 Clear All

Language	Name	Job Code	Job Field	Action
English	Federal Workstudy I	01010132	Student	Select

Page 1 of 1 (1 of 1 Items)

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."

Organization

**Campus**  
HR784 UH DownTown (2577) ✕

**Division**  
D0816 Academic & Student Affairs (2077) ✕

**College**  
D0806 Student Affairs (87) ✕

Location

Job Field

Keyword

Name

Job Code

Recruiter

**Apply Filters**

**1 Requisition templates are available.** Select a template to proceed

**FILTERS** Organization: HR784 UH DownTown (2577) ✕ D0816 Academic & Student Affairs (2077) ✕ D0806 Student Affairs (87) ✕  
D0052 Sports and Fitness (21) ✕ Job Code: 01010132 ✕ [Clear All](#)

Language	Name	Job Code	Job Field	Action
English	Federal Workstudy I	01010132	Student	<a href="#">Select</a>

Page 1 of 1 (1 of 1 items)

8. Click Next

1 Find Template      2 Specify Attributes      3 Complete and Save

Select Template \*

01010132-Federal Workstudy I

Cancel    **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.

1 Find Template      2 Specify Attributes      3 Complete and Save

Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"

**Requisition Structure**

Hire Type  
Professional

Requisition Style  
UHS Requisition - Staff

Template Used  
01010132-Federal Workstudy I

Job Field  
Student

Department Contact  
Tamika S Small

Organization  
...mic & Student Affairs > D0806 Student Affairs > D0052 Sports and Fitness

Location  
United States > Texas > Houston

0 Other Locations are selected

Previous      Cancel    **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.

Requisition Info Cancel Done

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

Logistics

Position Details

**Number of Openings** \*

1  Unlimited

Position Title \* Federal Workstudy I

Position Number \* 01010132 - Federal Wor...

Working Title max 100 chars

Job Code \* 5996\_UHD - Federal Wo...

**Justification** \* New Position

Previous Incumbent Name max 200 chars  
Please enter First and Last Name

Department Name Sports and Fitness

College Student Affairs

# Create a Requisition

<p>11. Enter the Hiring Manager and Hiring Manager's Email.</p>	<div style="background-color: #ffffcc; padding: 10px;"> <p>Hiring Manager *</p> <input type="text" value="max 50 chars"/> <p>Please enter First and Last Name</p> <p>Hiring Manager Email</p> <input type="text" value="max 50 chars"/> </div>
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<p>12. Indicate if the position is a Federal or Texas Work Study position. . This is a mandatory field for UHD.</p> <p>Federal or Texas Work Study positions will have the State Grant and Workstudy Coordinator added as an approver.</p>	<div style="background-color: #ffffcc; padding: 10px;"> <p>Is this position a Federal or Texas Work Study position? *</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content;"> <p>Not Specified ▼</p> <p style="background-color: #0056b3; color: white; padding: 2px;">Not Specified</p> <p>Yes</p> <p>No</p> </div> <p>20 or</p> </div>
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<p>13. You may include notes to Talent Acquisition in the “Internal Notes” section.</p> <p>This may include any additional information you may have.</p>	<div style="background-color: #ffffcc; padding: 5px;"> <p><b>Internal Notes</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><i>max 1000 chars</i></p> </div> <p>ease include preferred qualifications or additional details not included in the Job description.</p> </div>
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<p>14. The “Group” and “Requisition Template Used” will automatically populate.</p>	<div style="background-color: #ffffcc; padding: 5px;"> <p><b>Group</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p><b>Group *</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span>UH Downtown</span> <span style="margin-left: 5px;">▼</span> <span style="margin-left: 5px;">🔗</span> </div> </div> <p><b>Organization</b></p> <p><a href="#">Modify Structure</a></p> <p>Hire Type <b>Professional</b></p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; display: flex; align-items: center;"> <p><b>Requisition Template Used</b></p> <div style="border: 1px solid #ccc; padding: 2px; display: flex; align-items: center;"> <span>01010132 - Federal Workstudy I</span> <span style="margin-left: 5px;">▼</span> <span style="margin-left: 5px;">🔗</span> </div> </div> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; background-color: #f0f0f0; padding: 5px;"><b>Primary Location *</b></td> <td style="width: 33%; background-color: #f0f0f0; padding: 5px;"><b>Organization *</b></td> <td style="width: 33%; background-color: #f0f0f0; padding: 5px;"><b>Job Field *</b></td> </tr> <tr> <td style="padding: 5px;">Country : United States</td> <td style="padding: 5px;">Campus : HR784 UH DownTown</td> <td style="padding: 5px;">Category : Student</td> </tr> <tr> <td style="padding: 5px;">State/Province : Texas</td> <td style="padding: 5px;">Division : D0816 Academic &amp; Student Affairs</td> <td></td> </tr> <tr> <td style="padding: 5px;">City : Houston</td> <td style="padding: 5px;">College : D0806 Student Affairs</td> <td></td> </tr> <tr> <td style="padding: 5px;">Work Location : University of Houston-Downtown</td> <td style="padding: 5px;">Department : D0052 Sports and Fitness</td> <td></td> </tr> </table> </div>	<b>Primary Location *</b>	<b>Organization *</b>	<b>Job Field *</b>	Country : United States	Campus : HR784 UH DownTown	Category : Student	State/Province : Texas	Division : D0816 Academic & Student Affairs		City : Houston	College : D0806 Student Affairs		Work Location : University of Houston-Downtown	Department : D0052 Sports and Fitness	
<b>Primary Location *</b>	<b>Organization *</b>	<b>Job Field *</b>														
Country : United States	Campus : HR784 UH DownTown	Category : Student														
State/Province : Texas	Division : D0816 Academic & Student Affairs															
City : Houston	College : D0806 Student Affairs															
Work Location : University of Houston-Downtown	Department : D0052 Sports and Fitness															

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.

**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

# Create a Requisition

<p>16. In the Collaborators section, add anyone you would like to have access to the requisition and applicants.</p>	<p>Collaborators</p> <p><a href="#">+ Add Collaborators</a></p> <table border="1"> <thead> <tr> <th>First Name</th> <th>Last Name</th> <th>Email</th> <th>Title</th> </tr> </thead> <tbody> <tr> <td colspan="4">No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators. </td> </tr> </tbody> </table>	First Name	Last Name	Email	Title	No Collaborators have been selected. Please click 'Add Collaborators' to add 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>	<p>Administration</p> <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>								



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.

The screenshot shows the Oracle Taleo interface for creating a requisition. It features two main sections: "Description" and "Qualifications". Both sections have a yellow header and a rich text editor below. The "Description" section has a "Description \*" label and a rich text editor with a toolbar containing icons for source, copy, paste, undo, redo, search, bold, italic, underline, strikethrough, link, unlink, list, and indent. The toolbar also includes dropdown menus for Styles (Normal), Font, and Size, and text color options. The "Qualifications" section has a "Qualifications \*" label and a similar rich text editor with a toolbar containing icons for source, copy, paste, undo, redo, search, bold, italic, underline, strikethrough, link, unlink, list, and indent. The toolbar also includes dropdown menus for Styles (Format), Font, and Size, and text color options. Both editors have a status bar at the bottom showing "body p".

21. Please select all required attachments for the applicant.

Required Attachments by Candidate

- Resume
- Curriculum Vitae
- Cover Letter/Letter of Application
- Letters of Recommendation
- Unofficial Transcripts
- Writing Samples
- Teaching Philosophy or Statement
- Research Statement
- Publications
- Evidence of Effective Teaching
- Portfolio
- DD 214
- Financial Aid Award Letter
- Class Schedule

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

Please confirm the remaining information is correct.

▲ Job Information

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**Compensation**

Grade

Pay Basis

Minimum Salary

Midpoint Salary

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**Profile**

Employee Status

FTE

Schedule

EEO Job Category

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.

**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

24. Add your question in the "Question" box. Select your "Answer Type", "Selection Method", and add the "Possible Answers."

### Create a Requisition-specific Question

Creation Date: Dec 11, 2020      Created by: Tamika Small      Language: English (Base)

**Question \***

Are you a current UHD student? 

**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

25. 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?

---

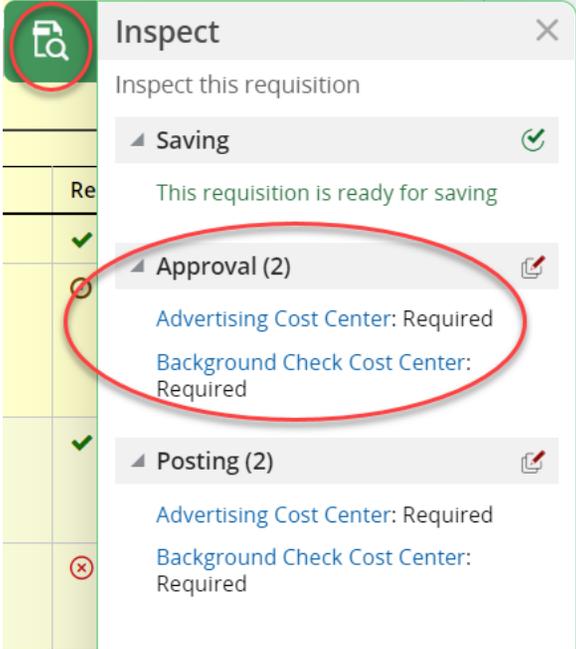
26. Select Required **OR** Asset.

This requisition uses 0 of the 6 questions from the corresponding prescreening model. [Apply Model](#)

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

	Order	Question	Answer	Required	Asset	N/A
☐	1	Are you a current UHD student? Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

# Create a Requisition

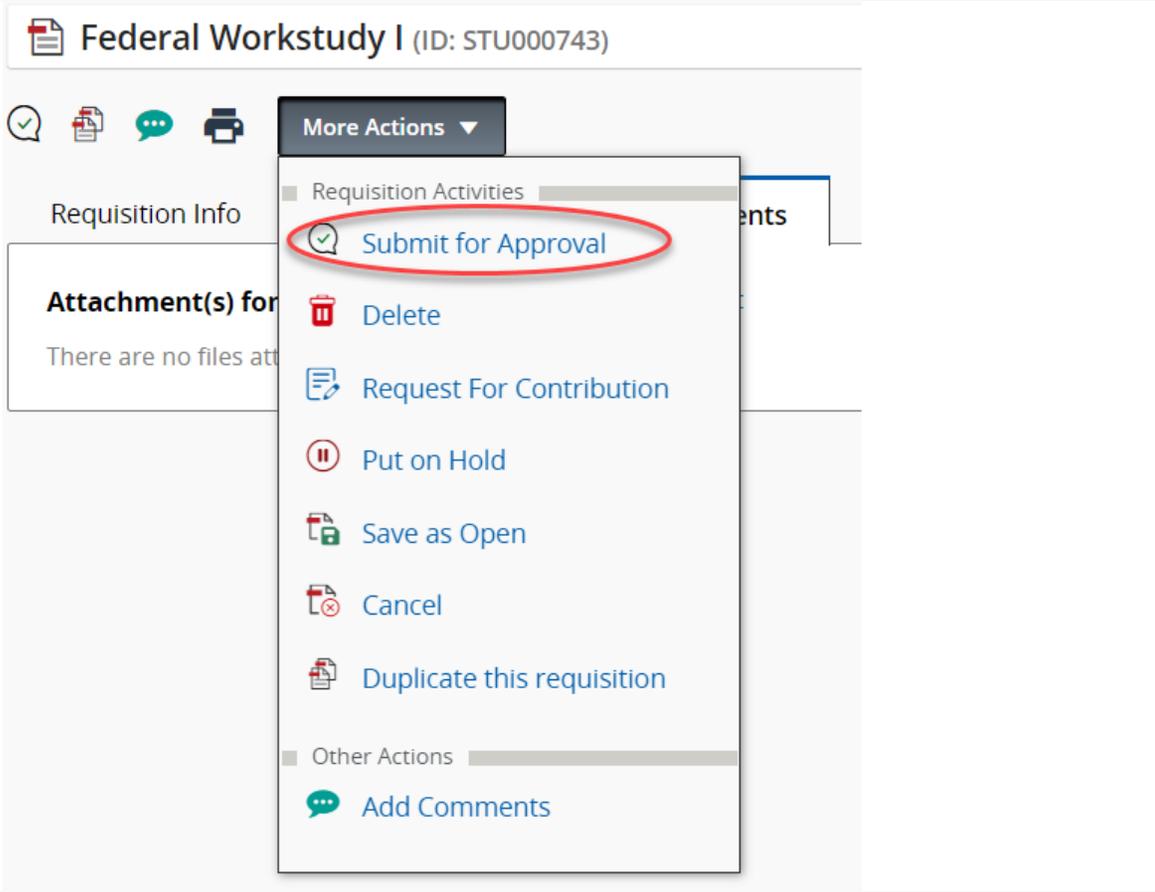
<p>27. Before saving, click the green diagnostic tool on the right side of your screen.</p> <p>This will tell you what actions you need to take to “Save”, “Request Approval”, and “Post” the requisition.</p> <p>If there are actions you need to take, click on the field listed as incomplete to navigate to that section.</p>	
<p>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.”</p>	

# Create a Requisition

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.



# Create a Requisition

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.

You are submitting this requisition for approval

[Add Approvers](#) [Reorder](#)

Order	Approver	Decision	Decision Comment
1	Kevin Dorsey	Pending	
2	Cora Locking Olorunnisomo	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 requisition

Characters remaining : 973

After the approval process, assign to \* Tamika S Small