TALEO
Fluid Recruiting

Training for the Upgraded Taleo Recruiting System
PHASE 1: POSTING A REQUISITION
LET’S GET STARTED!

Welcome Nikki A Edwards Duncan!

Welcome to the Recruiting Center.
TALEO-FLUID REQUISITION PAGE

The new requisition page allows you to choose your assigned access and filters.
WHAT IS YOUR ACCESS?

**Filters**
- Show requisitions:
  - I own or collaborate on
- Include inactive requisitions

**DBA Access**
- Show requisitions:
  - I own or collaborate on
- Include inactive requisitions

**HM Access**
- Show requisitions:
  - I collaborate on
- Include inactive requisitions
CREATING THE REQUISITION
CREATING THE REQUISITION

Using a template will pull the job description from PeopleSoft

Click on Next
Input the position number for your Open position. Your position number Should pull up when you begin type it in.

Once you enter the position Number, click next.
CREATING THE REQUISITION

If you input a position number that was just created and it does not appear in Taleo, please pay attention to the execution date in Peoplesoft. If the date is a future date, then you have to wait for that date for the information to appear in Taleo.
CREATING THE REQUISITION

Add Department Contact Only

Click Next once Department Contact has been added
CREATING THE REQUISITION

Look at all the fields and verify the Information or fill in what is missing

Red asterisk indicates required information
CREATING THE REQUISITION

Complete all required fields. Add internal Notes for your recruitment team to have Additional information regarding your position.

Inspect tab will let you know What is missing in your requisition.
Creating the Requisition

Inspection tab allows you to see what is required for saving, approval and posting your position.
The information on this Page should not be changed.
Recruiter & Recruiter 2 is for HR personnel only. Department contact 1&2 are contacts in your departments.
Collaborators are your search committee members or your interview panels.

Click on Add Collaborators.
## Add Collaborators

Please select the collaborators for this requisition (30 max).

1000 Potential Collaborators are available

### Filters
- Frequent Collaborators
- Keyword
- User Group
- Department
- Name
- Job Title
- Email Address
- Employee ID

### 1000 Potential Collaborators (1-15 of 1000 items)

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aabha</td>
<td>Brown</td>
<td><a href="mailto:3EBF59170C9B845CE053DDFD6F0A440C@invalidemail.com">3EBF59170C9B845CE053DDFD6F0A440C@invalidemail.com</a></td>
</tr>
<tr>
<td>Aabhas</td>
<td>Tiwari</td>
<td><a href="mailto:991B4DAB90E819D7E053DDFD6F0A0344@invalidemail.com">991B4DAB90E819D7E053DDFD6F0A0344@invalidemail.com</a></td>
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<tr>
<td>Adith</td>
<td>Madapusi</td>
<td><a href="mailto:7B98670DC09C446AE053DDFD6F0A6B3C@invalidemail.com">7B98670DC09C446AE053DDFD6F0A6B3C@invalidemail.com</a></td>
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<tr>
<td>Aalisha</td>
<td>Maknojia</td>
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<td>Mishra</td>
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<tr>
<td>Arman</td>
<td>Tarapore</td>
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</tr>
<tr>
<td>Aaron</td>
<td>De La Fuente</td>
<td><a href="mailto:92A5C78E3217CAC0E053DBFD6F0A9F8B@invalidemail.com">92A5C78E3217CAC0E053DBFD6F0A9F8B@invalidemail.com</a></td>
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<tr>
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<td>La Torre</td>
<td><a href="mailto:991A0847577311DE053DDFD6F0AEF84@invalidemail.com">991A0847577311DE053DDFD6F0AEF84@invalidemail.com</a></td>
</tr>
<tr>
<td>Aaron</td>
<td>Cohen</td>
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</tr>
<tr>
<td>Aaron</td>
<td>Boggs</td>
<td><a href="mailto:95AB6C2E15733D2DE053DDFD6F0A6AD7@invalidemail.com">95AB6C2E15733D2DE053DDFD6F0A6AD7@invalidemail.com</a></td>
</tr>
<tr>
<td>Aaron</td>
<td>Winslow</td>
<td><a href="mailto:71ADEED11C9A923E053DDFD6F0A2BC6@invalidemail.com">71ADEED11C9A923E053DDFD6F0A2BC6@invalidemail.com</a></td>
</tr>
<tr>
<td>Aaron</td>
<td>Koenck</td>
<td><a href="mailto:9325A7A1B6311E53E053DDFD6F0A4717@invalidemail.com">9325A7A1B6311E53E053DDFD6F0A4717@invalidemail.com</a></td>
</tr>
<tr>
<td>Aaron</td>
<td>Lake-Garcia</td>
<td><a href="mailto:3ED4818880D2E98EE053DDFD6F0A09AC@invalidemail.com">3ED4818880D2E98EE053DDFD6F0A09AC@invalidemail.com</a></td>
</tr>
<tr>
<td>Aaron</td>
<td>Reynolds</td>
<td><a href="mailto:3E903324DADF56A4E053DDFD6F0A26ED@invalidemail.com">3E903324DADF56A4E053DDFD6F0A26ED@invalidemail.com</a></td>
</tr>
</tbody>
</table>

**Input the name of your collaborator**
### Add Collaborators

Please select the collaborators for this requisition (30 max).

<table>
<thead>
<tr>
<th>First Name</th>
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<th>Email</th>
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</thead>
<tbody>
<tr>
<td>Duncen</td>
<td>Klussmann</td>
<td><a href="mailto:666CD467FB2FD8BE053D8F6D8F0A4D4B@invalidemail.com">666CD467FB2FD8BE053D8F6D8F0A4D4B@invalidemail.com</a></td>
</tr>
<tr>
<td>Meredith</td>
<td>Duncan</td>
<td><a href="mailto:3ED24E2A902A59E1E053DFFD6F0AC808@invalidemail.com">3ED24E2A902A59E1E053DFFD6F0AC808@invalidemail.com</a></td>
</tr>
<tr>
<td>Michael</td>
<td>Duncan</td>
<td><a href="mailto:3EBF5917148845CE053DFFD6F0A440C@invalidemail.com">3EBF5917148845CE053DFFD6F0A440C@invalidemail.com</a></td>
</tr>
<tr>
<td>Nikki</td>
<td>Edwards Duncan</td>
<td><a href="mailto:nduncan@central.uh.edu">nduncan@central.uh.edu</a></td>
</tr>
<tr>
<td>Omah</td>
<td>Williams-Duncan</td>
<td><a href="mailto:3ED73A0794019455E053DFFD6F0AA8B1@invalidemail.com">3ED73A0794019455E053DFFD6F0AA8B1@invalidemail.com</a></td>
</tr>
</tbody>
</table>

5 Potential Collaborators are available

Frequent Collaborators

Keyword

User Group

All

Department

Name

Duncan

Job Title

Email Address

Employee ID

Page 1 of 1 (1-5 of 5 items)
**COLLABORATORS**

<table>
<thead>
<tr>
<th>First Name</th>
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<th>Title</th>
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<td>Clinical Asst Prof</td>
</tr>
<tr>
<td>Nikki</td>
<td>Edwards Duncan</td>
<td><a href="mailto:nduncan@central.uh.edu">nduncan@central.uh.edu</a></td>
<td>Mgr, Recruitment</td>
</tr>
</tbody>
</table>
Do not change the workflow.

Notes that you want your Applicants to see.
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

Do Not Change the Job Description or Minimum Qualifications

Job Description

Description

Installs, inspects, maintains and repairs electronic locking systems and automatic doors.

1. Installs and repairs electrical locking systems.
2. Maintains electronic locking systems, including electric strikes, electric hinges, and their sub-systems.
3. Troubleshoots, repairs and replaces motors and gearboxes.
4. Maintains manual and automated records of locking systems, including card keys, cores, lock locations, authorizations, and inventory. Keeps accurate records of labor costs and prepares required reports.
5. Procures and maintains parts and materials for work activities.
6. Surveys systems and recommends keying and sub-keying systems.

Qualifications

High school and 3 years experience
Choose what attachments you would Like for the applicants to provide with Their application.
<table>
<thead>
<tr>
<th>Compensation</th>
<th></th>
<th></th>
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<tbody>
<tr>
<td>Grade</td>
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<td>Salary</td>
</tr>
<tr>
<td></td>
<td>UHN-107</td>
<td>15.02 - 19.15</td>
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<td>Pay Basis</td>
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<td>Hourly</td>
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<td>Minimum Salary</td>
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<td>Midpoint Salary</td>
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<td>Profile</td>
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<td>Employee Status</td>
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<td>FTE</td>
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<tr>
<td></td>
<td>Regular/Benefits</td>
<td>1</td>
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<tr>
<td>Schedule</td>
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<td></td>
<td>Full-time</td>
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Information on this page Cannot be changed.
All applicants are asked the questions below. This is part of the Application.

<table>
<thead>
<tr>
<th>Order</th>
<th>Question</th>
<th>Answer</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Are you related (by blood or marriage) to any University of Houston System employee?</td>
<td>No</td>
<td>The Candidate Passes</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Explanation: If so, please provide his/her full name, position, campus, and your relationship to him/her.</td>
<td>To Be Verified</td>
</tr>
<tr>
<td>2</td>
<td>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?</td>
<td>No</td>
<td>The Candidate Passes</td>
</tr>
<tr>
<td></td>
<td>Yes</td>
<td>Explanation: If so, please provide his/her full name, position, campus, and your relationship to him/her.</td>
<td>To Be Verified</td>
</tr>
<tr>
<td>3</td>
<td>Will you now or in the future require University of Houston System to commence (sponsor) an immigration case in order to employ you (for example, H-1B or other employment-based immigration case)?</td>
<td>Yes</td>
<td>The Candidate Passes</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Explanation: If so, please provide his/her full name, position, campus, and your relationship to him/her.</td>
<td>To Be Verified</td>
</tr>
<tr>
<td>4</td>
<td>If hired, are you legally authorized to work in the US?</td>
<td>Yes</td>
<td>The Candidate Passes</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>Explanation: If so, please provide his/her full name, position, campus, and your relationship to him/her.</td>
<td>The Candidate Is Disqualified</td>
</tr>
</tbody>
</table>
SUPPLEMENTAL QUESTIONS

Supplemental questions help to identify the most qualified applicants known as “ACE” candidates. All supplemental questions will be confirmed by recruiter prior to posting.

Start by clicking on create to add supplemental questions.
Add your question and answers. Click Save & Close.
Supplemental Questions

Create a Requisition-specific Question

Creation Date: May 27, 2020
Created by: Nikki Edwards Duncan
Language: English (Base)

Question *
Do you have a high school diploma?

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

Save and close
SUPPLEMENTAL QUESTIONS

This question would be marked required since it is a minimum qualification.
Once you have entered all information on Your requisition, scroll to the top of the Requisition and click request approval.
Click on More Actions if you are ready to Submit for approval.
REQUESTING APPROVAL
Click on submit for approval.
## REQUESTING APPROVAL

**Access Control Tech (ID: STA006033)**

**Status:** Pending - To Be Approved  
**Latest Action:** Requested  
**Hired Candidate(s):** 0 out of 1

### Summary

**Active Candidates:** 0  
**New candidates:** 0

### STRUCTURE

- **Organization:** H0190 Central Facility Services  
- **Primary Location:** Houston, Texas  
- **Job Field:** Staff

### HIRING TEAM

- **Department Contact:** Jackson, Mark  
- **Employment Rep:** Edwards Duncan, Nikki  
- **User Group:** University of Houston

### Approval process for this requisition

**Modify Approval Process**

<table>
<thead>
<tr>
<th>Order</th>
<th>Approver</th>
<th>Decision</th>
<th>Date &amp; Time</th>
<th>Decision Comment</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Lisa M Curran</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>2</td>
<td>Gayathri D Bala</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>3</td>
<td>Mark A Jackson</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

After the approval process, assign to: **Nikki A Edwards Duncan**

**Message to Approvers**

*Sent on May 27, 2020 at 05:01 PM by Nikki A Edwards Duncan*  
Please approve.
REQUESTING APPROVAL