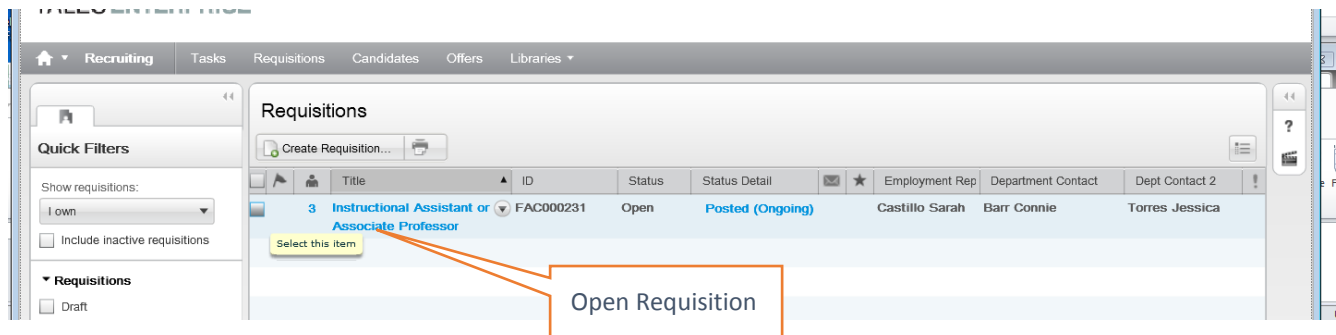


# TALEO EOS – Applicant Pool Review

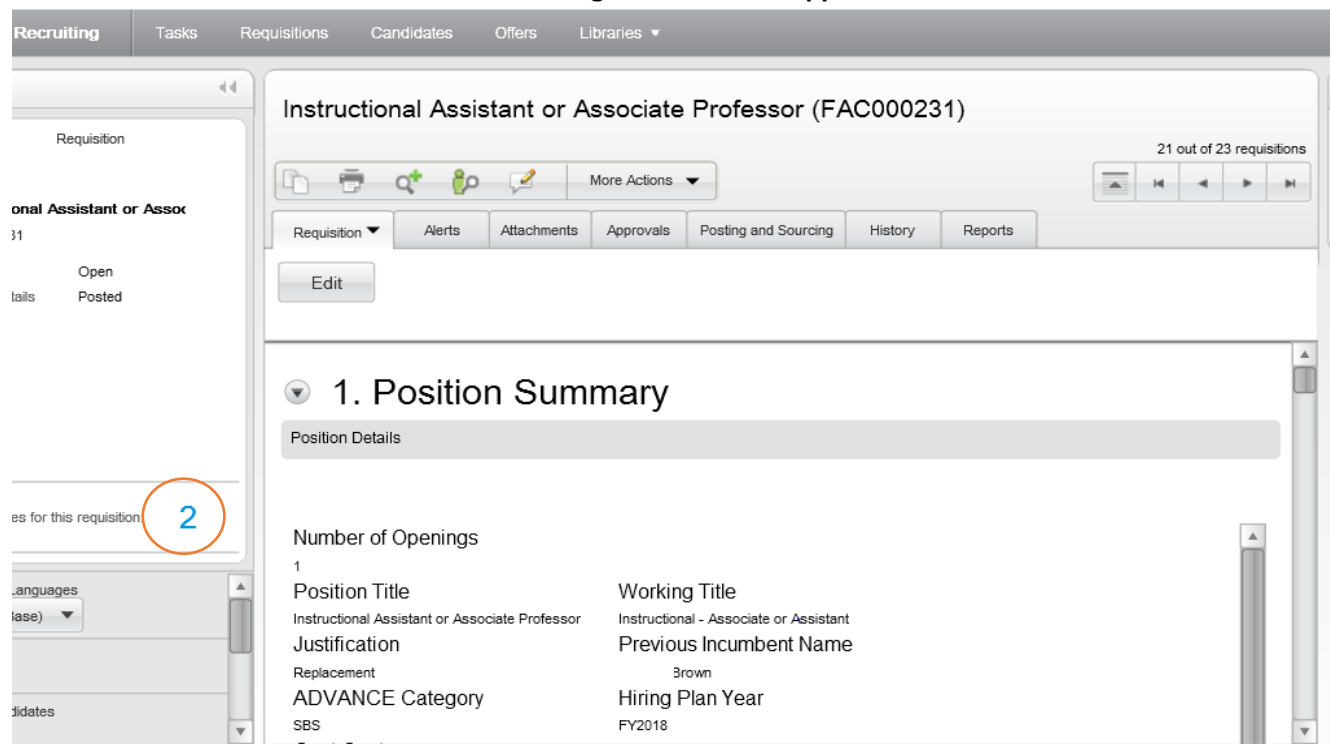
Before getting started, be sure you have the latest version of Adobe Flash downloaded and turn off any pop-up blockers in your browser. Search Committee members cannot request the review directly. This task must be completed by a department or college administrator.

Applicant pools must be approved prior to interviews being conducted.

1. From the Requisition tab, click on the job title to take you to the individual posting detail and applicant pool.

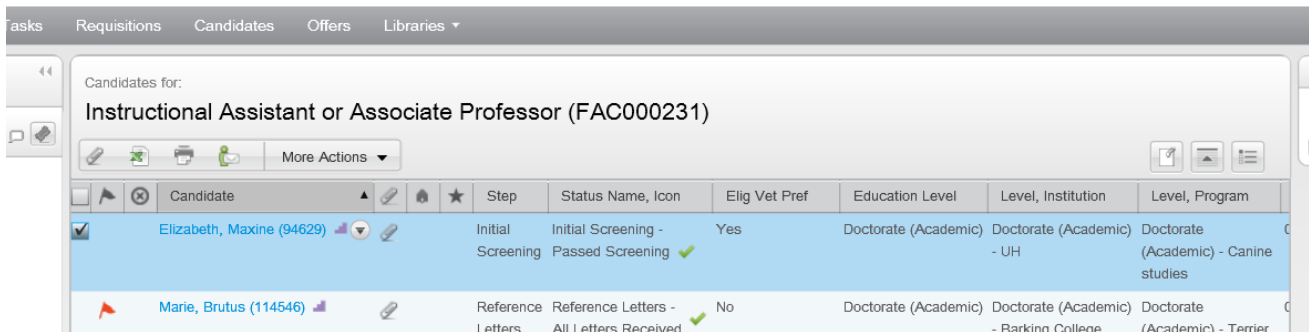


2. Click on the blue number on the left menu to get to the list of applicants.

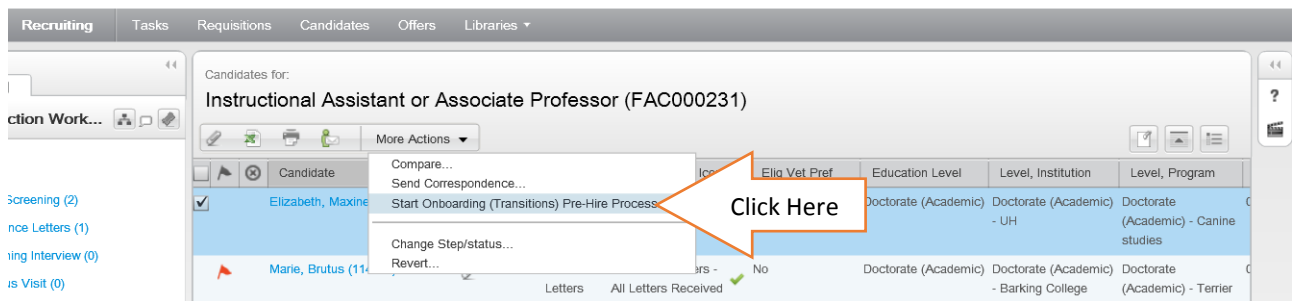


# TALEO EOS – Applicant Pool Review

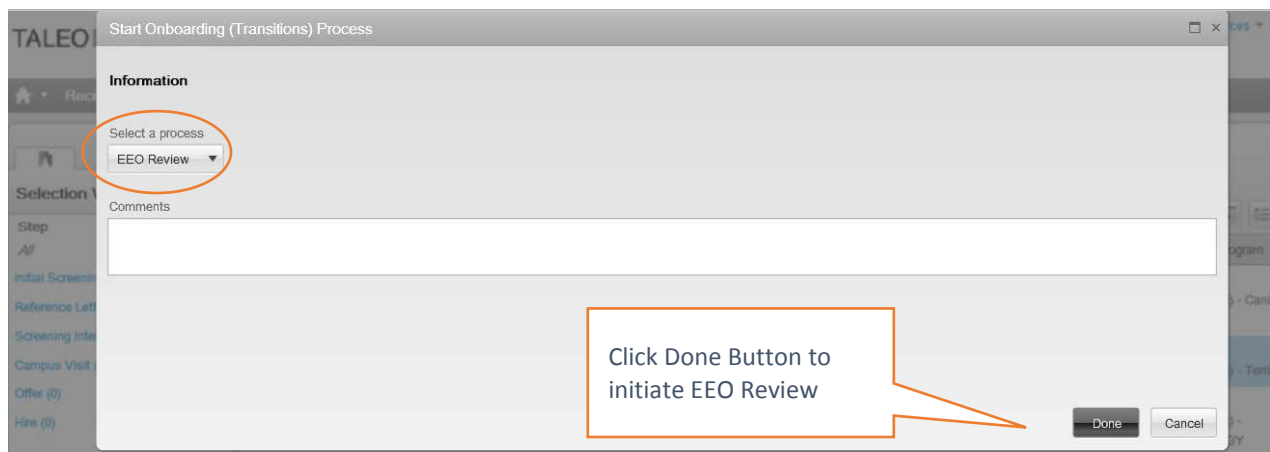
3. This list displays candidate name and basic information that the candidate filled out as part of the application. Select the checkbox for only one applicant. Selecting multiple applicants will send multiple emails requesting EEO review of the same applicant pool.



4. From the More Actions menu, select Start Onboarding (Transitions) Pre-Hire Process.



5. Click Done on the popup screen to initiate the EEO Review Process.



An email is sent to EOS to notify them to review the applicant pool. The department contact will receive an email from EOS with the approval or with a request for additional information.

## Reminders

- Once the approval is received, the department can start the interview process.
- Upload a copy of the approval email to the final request for offer.
- The EOS review process only needs to be done on one candidate per posting.

If you have questions or need assistance navigating the system, please contact the Office of Faculty Affairs at [FacultyAffairs@uh.edu](mailto:FacultyAffairs@uh.edu) or 713-743-9168.