TALEO Quick Guide for Search Committee

This guide provides instructions on how to log into TALEO to review applicant pools.

1. Log in via AccessUH at [https://accessuh.uh.edu](https://accessuh.uh.edu) using your CougarNet Credentials.

2. Login to Microsoft 365 (will ONLY appear if not already signed in.) Will require another Duo authentication (but can click Remember me for 30 days.)

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.
2. Enter cougarnet password

![Enter password](image)

3. Request DUO authentication. (if needed)

![Request DUO authentication](image)

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4. Click on the Recruiting Link under your Centers on the left menu. Both Postings and Offers reside in the Recruiting center.

5. This is your TALEO dashboard. To view your active open postings on which you are serving as a search committee member, click on the number under the “Job Requisitions” section of your dashboard.

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6. Click on the job title to take you to the individual posting detail or click on the number to see the applicants.

7. This list displays candidate name and basic information that the candidate filled out as part of the application. Click on the applicant’s name to review the application.
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8. After clicking on the applicant’s name, you will be able to review their submitted application and attached documents.

9. Click on the Attachment Tab to view the applicant’s attachments, including CV, letters, cover letters, etc.

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10. Next click on the file you would like to view. You can either Preview the file or download to PDF.

Please keep your administrative staff in the loop about which candidates are moving forward through the various states of the screening process. They will make sure to update the applicant status accordingly.
Candidate Selection Workflow (CSW)

Faculty Applicant Workflow - TALEO

Initial Qualification Screening
- To Be reviewed – New Applications default to this status
- Under Consideration – Alternate status indicating you have reviewed and want to keep in the pool
- Passed Screening – Candidate has passed the initial evaluation and you would like to move candidate forward and request references.

Reference Letters
- Select Reference Method
- Send Automated Reference Request – This status sends email to references listed on their application
- Manually Request Reference Letters – Use this status if you all are requesting letters outside of the system. (limited circumstances)

All Letters Received

Screening Interview – Intended to be used to indicate a phone or Skype interview. Assessment prior to selecting finalists.
- Pending Interview Screening
- Under Consideration
- Passed Interview Screening

Campus Visit
- Selected for Campus Interview
- Completed Campus Interview
- Finalist – Step must be completed for offer to be initiated

Offer (Initiate Background Check)
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Requirements for Tenured, Tenure Track, Clinical and Instructional Searches and Offers

Posting Requirements

1. Proactive diversity language in the job advertisements
2. Targeted efforts to recruit underrepresented groups
3. A diverse faculty search committee of a minimum 4 members
4. Search committee members are required to attend search trainings every two years
5. Applicant pool must be reviewed by Office of Equal Opportunity Services PRIOR to interview
6. Assessment Rubrics that search committee will use during interviews for finalists

RFO Requirements

1. Reference letters are required for all candidates invited for on-campus interviews
2. Candidate evaluation rubrics must be completed for the final pool of candidates and uploaded into TALEO as part of the requirements for a Request for Offer to be approved.
3. All hires are subject to state and federal audit. As such, the department is required to complete and retain the hiring packet for two (2) years from the date the position is filled. For hires that are foreign national, the retention period is five (5) years.

FAQs

1. Do I need to request access to TALEO?
   No. All active employees have been set up with a general account in TALEO. Additionally, approval workflows have been set up based on prior OJS workflow routes.
2. How long do positions need to be posted?
   Per the State of Texas requirements, vacant positions must be posted for a minimum of 10 business days.
3. When is a costing sheet required?
   Costing sheets are ONLY required for positions on your hiring plans.
4. How do I sign up for Search Committee Chair workshops?

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**Application Icons**

<table>
<thead>
<tr>
<th><strong>Candidate Icons</strong></th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Internal candidate</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>ACE candidate</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Referred candidate (Agency or Employee)</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>New candidate or candidate has been modified since last viewed</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Disqualified Candidate</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>To be verified</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Attached File (click to open)</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>New</strong> Progression Status*</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td><strong>Review</strong> Progression Status*</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>1st, 2nd, 3rd Interview Progression Status*</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Testing Progression Status*</td>
</tr>
<tr>
<td><img src="image" alt="Icon" /></td>
<td>Offer Progression Status*</td>
</tr>
</tbody>
</table>

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