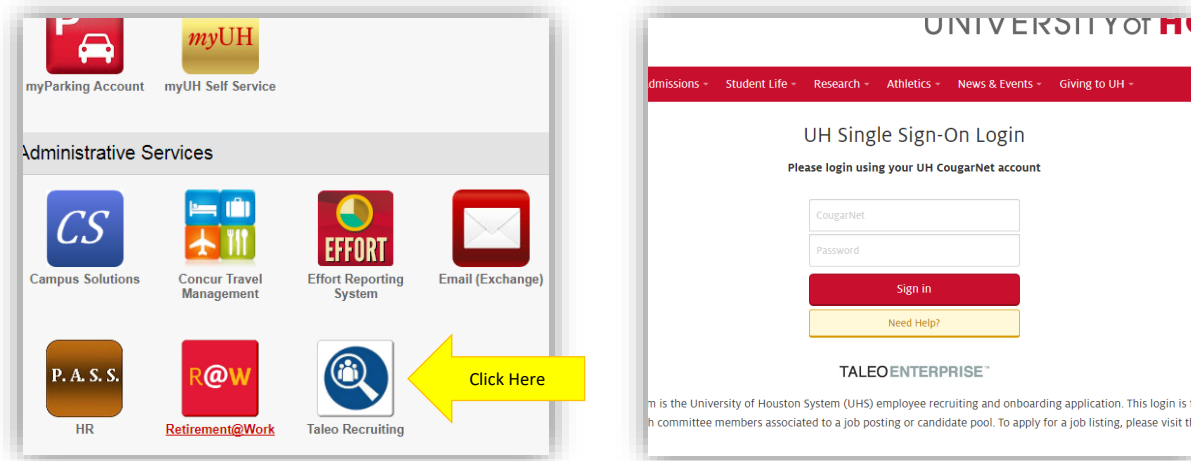


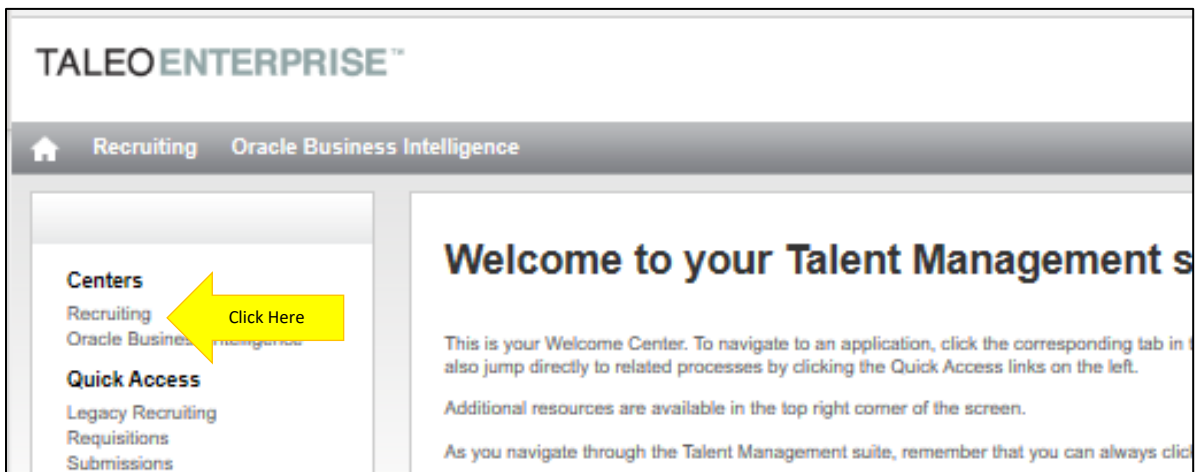
TALEO Quick Guide for Search Committee

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

1. **Log in** via AccessUH at <https://accessuh.uh.edu> using your CougarNet Credentials.



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



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3. 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.

The screenshot shows the TALEO dashboard with the following data:

Candidates			
		Total	
Active submissions	0	5	
New	0	1	
Manually Matched	0	1	

Tasks			
		Total	
Assigned to me	0	0	

Job Requisitions			
		Total	
Open	0	2	

A yellow arrow points to the number '2' in the Job Requisitions table with the text "Click Here to your requisitions".

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

The screenshot shows the Requisitions list page with the following data:

	Title	Status	Status Detail	Recruiter	Department
4	Assistant Professor -Music Test			Short Andrea	Duran I. Karri
3		000381	Open	Posted (Ongoing)	Castillo Sarah

A yellow arrow points to the job title "Assistant Professor -Music Test" with the text "Click Here to see posting".

A yellow arrow points to the number "3" in the second row with the text "Click Here to see applicants".

A callout box on the left says: "Filter should include items you collaborate on".

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5. 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.

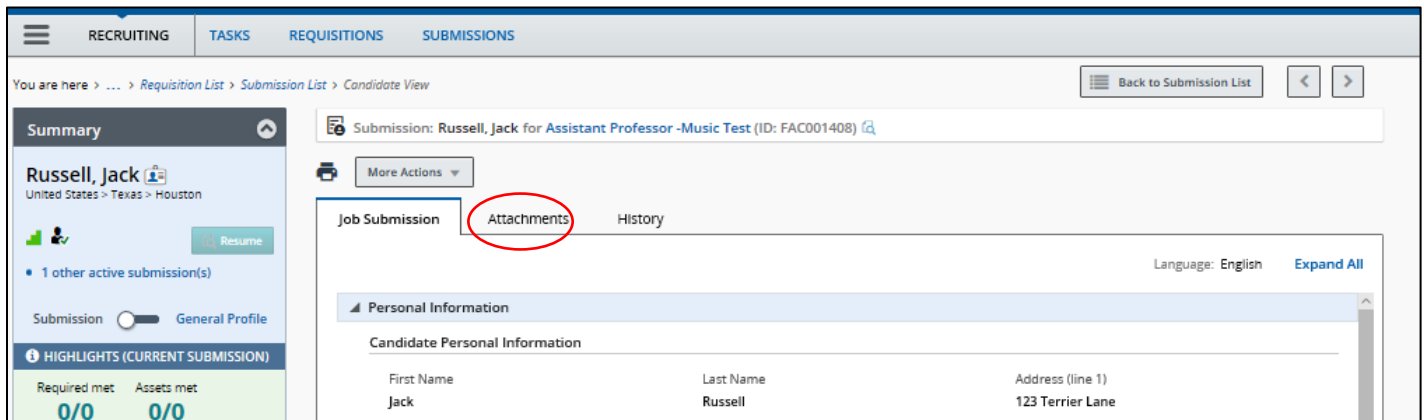
The screenshot shows the 'Submissions for: Assistant Professor -Music Test (Requisition ID: FAC001408)' page. On the left is a 'Filters' sidebar with options like 'Step', 'Reference Letters', and 'Candidates'. The main area is a table of candidates. A yellow arrow points to the row for 'Russell, Jack (307474)', with a text box saying 'Click Here to see application'. The table columns include 'Candidate', 'Step', 'Step, Status, Icon', 'Elig Vet Pref', and 'Education Lev'. Below the table, it says '0 item(s) selected.' and 'Page 1 of 1 (1-5 of 5 Items)'.

6. After clicking on the applicant's name, you will be able to review their submitted application and attached documents.

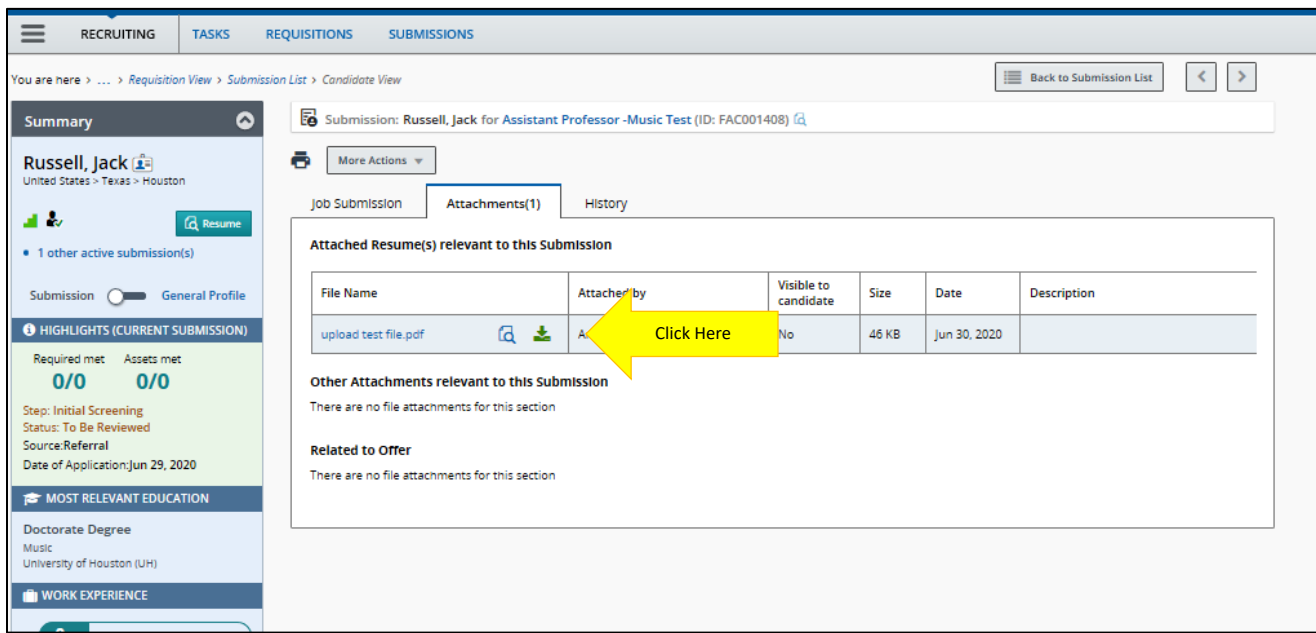
The screenshot shows the 'Candidate View' for 'Russell, Jack'. On the left is a 'Summary' sidebar with 'Resume' and 'General Profile' buttons. The main area is titled 'Submission: Russell, Jack for Assistant Professor -Music Test (ID: FAC001408)'. It has tabs for 'Job Submission', 'Attachments', and 'History'. A 'Personal Information' section is expanded, showing 'Candidate Personal Information' with fields for First Name (Jack), Last Name (Russell), City, Zip/Postal Code (77000), Cellular Number (713-743-2988), and Email Address (andreamshort@gmail.com). A yellow arrow points to the 'HIGHLIGHTS (CURRENT SUBMISSION)' section, which shows 'Required met 0/0', 'Assets met 0/0', and 'Step: Initial Screening, Status: To Be Reviewed'. A blue arrow points to the 'Back to Submission List' button in the top right corner.

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



8. 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.

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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)

TALEO Quick Guide for Search Committee

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 final interviews
2. Candidate evaluation rubrics must be completed for the final 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.
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 and only at the offer stage.
4. How do I sign up for Search Committee Chair workshops?
 - a. Visit <http://bit.ly/UHsearch> to view available dates and sign up for sessions.

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Application Icons

Candidate Icons	
	Internal candidate
	ACE candidate
	Referred candidate (Agency or Employee)
	New candidate or candidate has been modified since last viewed
	Disqualified Candidate
	To be verified
	Attached File (click to open)
	New Progression Status*
	Review Progression Status*
	1st, 2nd, 3rd Interview Progression Status*
	Testing Progression Status*
	Offer Progression Status*