Creating a Faculty Requisition – Taleo

Quick Job Aid

For those initiating and approving requisitions and offers associated to Faculty, you will need to follow the steps below carefully.

1. Access the Recruiting dashboard. Click the Create Requisition button from the dashboard, or from the Requisitions menu along the top of the dashboard.

2. Select the type of requisition you are creating. Click the Next button to proceed.
3. Faculty requisitions do not use templates. Leave these fields blank and click the Next button to proceed.

4. The Organization, Location, and Job Fields are crucial to the requisition. Click the Organization lookup button to find the correct department.

5. Under Quick Filters, enter the Department ID and click the Refresh icon. The system displays the department in the grid to the right.
6. Click the **Select** button next to the department name in the grid.

7. Next, click the **Location** lookup icon and select University of Houston.
8. Click the **Job Field** lookup icon and select Faculty, Adjunct or Librarian.
   - **Faculty** – ALL RANKED Faculty positions within classifications Tenured, Tenure Track, Clinical, Instructional, and Research.
   - **Adjunct** – ALL Lecturer and Adjunct titles as well as any other part-time NTT titles.
   - **Librarian** – All Librarian positions.

9. Once all fields are populated, click the **Create** button to generate the requisition form.
10. Reference Reviewer Field should be populated with the employee’s information that will be organizing collection of the references.

11. Enter the Position Summary details. The Employment Rep for Faculty, Adjunct and Librarian is Sarah Castillo.
12. Enter the Position **Description**, **Qualifications**, and required documents. Please make sure all text is in Arial x-small.

3. Position Description

**Description**

* **Qualifications**

13. Enter all remaining requisition details and **Request Approval**.
Faculty Position Types in Taleo
1. Faculty – ALL full-time RANKED Faculty positions within classifications Tenured, Tenure Track, Clinical, Instructional, and Research.
2. Adjunct – ALL Lecturer and Adjunct titles as well as Part-time NTT titles.
3. Librarian – ALL Librarian positions.

Posting Requirements
1. Minimum Posting time is 10 business days. We recommend minimum 30 days for Tenured and Tenure Track positions as well as Instructional, Clinical and Research for immigration reasons.
2. Minimum number of people on a search committee is 4 for Tenured and Tenure track positions.
3. Postings should include the degree with discipline required for the position as well as duties to be performed.
4. If you are hiring for ALL RANKS, you must list out the qualifications for each rank as determined by your committee, department and/or college.
5. Language reflecting the University’s commitment to diversity is required in the job posting. Sample language can be found in the Toolkit. Please visit http://www.uh.edu/provost/faculty/administrators/recruiting-powerhouse-faculty/.
6. Dual Career Statement is required for ONLY Tenured and Tenure Track postings.
   a. “The University of Houston is responsive to the needs of dual career couples.”
7. Recruitment Strategy should be robust. Please ensure that all efforts listed are carried out as documentation of efforts may be requested.
   a. Postings are automatically posted to the UH jobs site, Texas Workforce Commission, HigherEdJobs.com, and the Chronicle of Higher Education (online only). It is expected that additional targeted efforts are made to recruit applicants from underrepresented groups.
8. Please remember that qualified Veterans are required to be interviewed. Additional information regarding veterans’ preference can be found at http://www.uh.edu/human-resources/manager-toolbox/hiring/Veterans/index.php.
9. For Tenured and Tenure Track searches, it is now a requirement that evaluation criteria be uploaded to the request for offer. This is being communicated to the Search Committee in separate training sessions.

Posting Attachments
   a. Please name attachment “Costing Sheet – F000XXX posting”
2. External posting- ONLY for positions you will post externally, for example in journals. This is expected for all Tenured and Tenure track positions.
3. Copy of the hiring plan with the line for which you are posting highlighted.
   a. Please name attachment “Hiring Plan FY1X – F000XXX posting”
4. Any additional documentation demonstrating Provost approval.

Search Committee Members and Access to Applicants
Search Committees for Tenure Track positions should not include the Department Chair. In order for your search committee to have access to the applicant pool, the Search Committee Chair must have attended training within the past year.
Faculty Applicant Workflow - Taleo

Initial Screening
   To Be reviewed
   Under Consideration
   Passed Screening

Reference Letters
   Select Reference Method
   Send Automated Reference Request
   Manually Request Reference Letters
   All Letters Received

Screening Interview
   Pending Interview Screening
   Under Consideration
   Passed Interview Screening

Campus Visit
   Selected for Campus Interview
   Completed Campus Interview
   Finalist

Please note that the Criminal Background Check is no longer required before the campus interview stage of the hiring process. It is automatically triggered in Taleo at the time the employment offer is created.