Updating the Applicant Pool Step & Status

On the Requisition tab, select the applicant number to view the list of applicants.
Select the applicant to move the candidate through workflow. Select multiple candidates to move as a group.

Select Change Step/status to update the applicant.
Update the New Status to Passed Screening for all applicants that are being considered. If a candidate does not meet the minimum requirements, change status to Rejected.

Select Status to move the applicant(s) in workflow.
Rejected Applicants

Below is the email notification that will be sent to rejected candidates.

From: Employment Team <Careers@uh.edu>
Date: March 5, 2018 at 11:16:00 AM CST
To:
Subject: University of Houston - Assistant Professor

Dear Status Marie:

We have received your application for the position Assistant Professor - FAC000323. After careful consideration, we regret to inform you that you have not been selected for this position. We encourage you to continue visiting our website and applying to positions of interest for which you are qualified. We thank you for your interest in the University of Houston and wish you every possible success in your future professional career.

Best regards,

University of Houston

Replies to this message are undeliverable and will not reach the Human Resources department. Please do not reply.
EOS Review

EOS Review can also be completed using the Change Step/Status tab. **Only one candidate** needs to be submitted for review. Once EOS reviews, the department contact will receive an email with approval or requesting additional information. The department should attach a copy of the email to the Request for Offer.
Requesting References
References are requested using the Change Step/Status Tab. Reference letters should be collected for all applicants that are invited to interview.

- Send Automated Reference Request – System will send email to References listed in the application
- Manually Request Reference Letters – Department/committee collects letters.
- All Letters Received – Select when ready to move candidate forward in the hiring process.

When Automated Reference Request is selected, the following email is sent to Referrer.

We have received an application for the position of Assistant Professor at the University Of Houston System from Maxine Elizabeth in which you were listed as a reference. Please kindly provide a letter of recommendation for this applicant by replying to this email with your letter attached. We would appreciate your response within two weeks.

Office of Faculty Affairs
713-743-9168
University of Houston
A Carnegie-Designated Tier One Public Research University
facultyaffairs@uh.edu
Select Passed Interview Screening for all candidates who will be invited to campus for interview.

Mark as Finalist for candidates who pass the campus interview.
Background Check initiated at the Offer Step. Department contact will receive an email notification. Candidate will receive request from Hire Right to complete online form for background check.

Creating Offer
Create offer using More Actions tab once step and status is offer to be made.
The Offer Grid will populate on screen for completion.

Amounts listed on the offer grid must match information on approved costing sheet.

- Select official Job Title from dropdown menu
- Position Number set up
  - Title should match offer
  - FTE
  - Vacant – position should not be occupied
  - Funding does not need to be set up
- Department and College name will populate on offer letter. Please use the full names.
- Citizenship status – Verify with employee if support will be needed.
  - This information is also listed on the application.
  - Tenured Faculty must have Citizenship or Permanent Residency.
Pay Basis & Total Term salary depend on Faculty Contract Term.

Salary exceptions if hiring outside of the requested salary range on job posting.

Leave blank for Tenured and Tenure track offers.

- Pay Basis depends on Faculty Contract Term

<table>
<thead>
<tr>
<th>Faculty Contract Term</th>
<th>Pay Basis</th>
<th>Total Term Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>9, 10, 11, 12 month faculty</td>
<td>Total</td>
<td>Academic Rate/Annual Rate</td>
</tr>
<tr>
<td>Fall, Spring</td>
<td>Total</td>
<td>Semester Rate Total</td>
</tr>
<tr>
<td>Summer, Mini, Non Standard</td>
<td>Monthly</td>
<td>Monthly Comp Rate</td>
</tr>
</tbody>
</table>

- FTE – if less than 1.0, must include a zero before the decimal. (0.50).
- Salary Exception is for hiring outside of the requested salary range on job posting
  - No salary exceptions allowed if salary is viewable to applicants on the job posting.
## TALEO Faculty Request for Offer Guide

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>CCOBRA Amount</td>
<td>1,234</td>
</tr>
<tr>
<td>Relocation Amount $</td>
<td>1,000</td>
</tr>
<tr>
<td>Total University Start Up</td>
<td>150,000</td>
</tr>
<tr>
<td>Univ Start Up Expiration Date</td>
<td>Feb 28, 2018</td>
</tr>
<tr>
<td>Total College Start Up</td>
<td>10,000</td>
</tr>
<tr>
<td>Total Dept Start Up</td>
<td>500</td>
</tr>
</tbody>
</table>

### Start Up Paragraph 1

7. To establish your research program, the University will provide $30,000 in start-up funds to cover equipment purchases and related infrastructure needs on September 1, 2017; these funds must be expended within two years of your appointment (by August 31, 2019). In addition, the Department will provide $10,000

### Start Up Paragraph 2

7. To establish your research program, the University will provide $30,000 in start-up funds to cover equipment purchases and related infrastructure needs on September 1, 2017; these funds must be expended within two years of your appointment (by August 31, 2019). In addition, the Department will provide $10,000 ($5,000/year for two years).

### Additional Terms

6. The College will provide up to $60,000 for 3 graduate student years of support at the doctoral level. These funds would be available for three calendar years, or through August 31, 2020.

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TALEO Faculty Request for Offer Guide

PeopleSoft Faculty Actions

<table>
<thead>
<tr>
<th>PeopleSoft Action</th>
<th>When to use</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Hire</td>
<td>All new employees</td>
</tr>
<tr>
<td>New Hire – Secondary Job</td>
<td>Faculty appointed to a new position or department. Also used for add comp. Bypasses new employee forms in Onboarding and creates new employment record.</td>
</tr>
<tr>
<td>Rehire Within a Year</td>
<td>Employees who have been separated less than 1 year.</td>
</tr>
<tr>
<td>Rehire Over a Year</td>
<td>Returning employees, initiates new employee forms and I9</td>
</tr>
<tr>
<td>Transfer</td>
<td>Use for current faculty member with new faculty assignment on same employment record.</td>
</tr>
</tbody>
</table>

Verify in PS using search match procedure.
Select Job Action for PS entry
Select Create to Generate offer letter at the bottom of the grid.

Letter includes standard sentence about teaching, research and service. Additional responsibilities should be listed here.

Select yes if a summer assignment preceding official start date will be offered.
Select appropriate template based on tenure status and benefits eligibility.
Select paragraph templates. Hover over the title to see the language for each paragraph. OPT means optional.

On all tenure track letters BOTH Asst and Assoc are defaulted. Please unselect the one you do not need.
This is the deadline in the offer letter for the candidate to respond.
Edits can be made directly into the letter. 

{} indicate a field from the Offer Grid.

Click Edit to directly edit the offer letter.

Click Done when edits are complete.

Click finish to save your changes after editing your letter.
TALEO Faculty Request for Offer Guide

Required Attachments for Faculty Postings on Hiring Plans
Attachments required for all faculty hires

- CV
- Email from EEO approving the search pool

Attachments required for Tenure, Tenure Track, Instructional and Clinical Hires

- Costing Sheet
- 3 Letters of recommendation
- Hiring Rubric from Search Committee

Requesting Approval
On the More Actions Tab, select Request Approval to submit into workflow.

Once the offer is submitted for approval, additional editing cannot be done directly to offer. The offer can only be edited in Draft status. If formatting errors need correcting, Faculty Affairs will make the corrections. Faculty Affairs will work with you to address minor changes throughout the approval process.
• An email will be sent to the department contacts after each approval.

An offer approval decision has been made for Assistant Professor.

<table>
<thead>
<tr>
<th>Approval Path</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Approver</td>
<td>Decision</td>
<td>Date and Time</td>
<td>Comments</td>
</tr>
<tr>
<td>Andrea Short</td>
<td>Approved on behalf of Jack M Fletcher</td>
<td>Mar 2, 2018, 4:41:41 PM</td>
<td>Approved</td>
</tr>
<tr>
<td>Andrea Short</td>
<td>Approved on behalf of Antonio D Tillis</td>
<td>Mar 2, 2018, 4:41:41 PM</td>
<td>Approved</td>
</tr>
<tr>
<td>Andrea Short</td>
<td>Approved on behalf of Bradley T Eanes</td>
<td>Mar 2, 2018, 4:41:41 PM</td>
<td>Approved</td>
</tr>
<tr>
<td>Sarah E Castillo</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Mark S Clarke</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paula M Short</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Next Steps:** If your next step is to extend the offer to the candidate, please remember that all offers should be extended in writing, and sent as an E-Offer.

This approval was requested on March 2, 2018.

Best regards,
Human Resources Department
Once all approvals are received the Offer Status will be **Approved**. The offer can then be extended as an E-Offer to the candidate.

**Extending the Offer**

On the More Actions Tab, Select Extend Offer.

To extend the offer, the Step/Status should be Offer/Approved.

Select Extend in Writing
Click on Name to view offer letter, then click Send
Offer letter Status can be verified on the application.

Below is a copy of the offer invitation. The candidate will log into TALEO to accept. http://uhs.taleo.net/careersection/ex2_uhf/jobsearch.ftl
Acceptances must be completed in TALEO to initiate the onboarding process.

Subject: Job Offer Invitation

Dear Maxine Elizabeth,

The University of Houston is delighted to extend an offer of employment to you as Assistant Professor in the College of Liberal Arts and Social Sciences. To review your offer letter and terms of employment, please log in to the UH Job Site portal and click on the Tasks tab at the top left of the page.

Upon acceptance of our offer of employment, you will be guided through several onboarding tasks that we request you complete at your earliest convenience.

We are excited at the prospect of you joining the University of Houston Cougar Family and look forward to your response.

Responses to this email will not be received as this is an automated message. If you have additional questions or need assistance, please contact us directly using the below contact information.

Office of Faculty Affairs
University of Houston
713-743-9168
facultyaffairs@uh.edu
Offer Letter Acceptance

Once the candidate logins in to the Job Site, they will have a Task Tab to view and accept the offer.

Emails will be sent to notify the Department contacts that the offer has been accepted.
The offer letter can be viewed on the History tab.
Once the offer is accepted, the status will change to Accepted.
Onboarding
Based on the Offer, the candidate will have a number of items to complete electronically for Onboarding.

<table>
<thead>
<tr>
<th>Maxine Elizabeth, you are signed in</th>
<th>My Account Options</th>
<th>Tasks</th>
</tr>
</thead>
<tbody>
<tr>
<td>Job Search</td>
<td>My Jobpage</td>
<td>Tasks</td>
</tr>
</tbody>
</table>

4 of 14 Tasks Completed

<table>
<thead>
<tr>
<th>Offer Invitation Completed</th>
</tr>
</thead>
<tbody>
<tr>
<td>eSignature Consent Completed</td>
</tr>
<tr>
<td>Offer Letter Completed</td>
</tr>
<tr>
<td>Welcome to UH Completed</td>
</tr>
</tbody>
</table>

Personal Data Form

**Personal Data Form**
This form must be completed to start your employment with the university. A social security number (SSN) must be provided. If you are a SSN, you must provide a copy of your SSN application receipt. If approved, the University may issue a temporary SSN.

- **First Name**: Maxine
- **Middle Name**: 
- **Last Name**: Elizabeth

- **Address (line 1)**: 565 Tender Lane
- **City**: Houston
- **State**: Texas
- **Zip/Postal Code**: 77000
- **Home Phone Number**: [713-743-9999] Format: 555-555-5555
- **Cellular Number**: [713-743-9999] Format: 555-555-5555
- **Date of Birth**: Nov 7, 2001
- **Citizenship Status**: U.S. Citizen
- **Visa Type**: Not Specified

- **Social Security Number**: 999-99-9999
- **Eligible to Work in US?**: Yes
- **Highest Level of Education**: Doctorate (Professional)
- **Marital Status**: Unknown
- **Have you ever worked for a State of Texas Agency?**
  - If yes, did you participate in ORP? Not Specified

- **Prior State Agency of State of Texas Higher Education Name**

- **Have you retired from ERS or TRS?**: Not Specified
- **Is this a direct transfer from a State of Texas agency?**: Not Specified

All items except the I9 must be completed prior to the employee and job information loading into PS. Foreign nationals will need to confirm the employment eligibility with HR prior to job data loading into PS.
References and Forms

- Faculty Affairs Website: [http://www.uh.edu/provost/faculty/administrators/](http://www.uh.edu/provost/faculty/administrators/)
- Justification Form
- Guidelines for Hiring Faculty with Tenure – Please contact the Office of Faculty Affairs to initiate the tenure review process as soon as the candidate is identified.
- TALEO Access Request
- TALEO Login
- Transcripts - Deliver candidate’s original transcripts for terminal degrees in discipline posted (SACS Compliance) to Faculty Affairs. Certified electronic transcripts can be sent directly from the institution to facultyaffairs@uh.edu. Electronic transcripts cannot be accepted from the candidate.

Questions

Please contact the Office of Faculty Affairs at 713-743-9168 or facultyaffairs@uh.edu.
Faculty Applicant Step and Status

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

Offer
  Offer to be Made*

Adjunct Applicant Step and Status

Initial Screening
  To Be reviewed
  Under Consideration
  Passed Screening

Finalist
  Finalist
  Recommend for Hire

Offer
  Offer to be Made*

*An offer can only be created from this Step and Status

Background checks are automatically requested when an applicant moves to the Offer step.