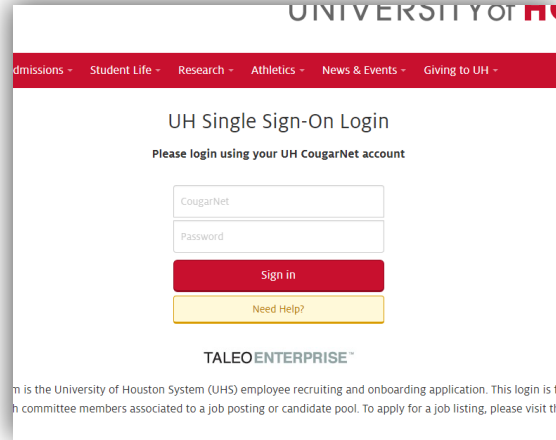
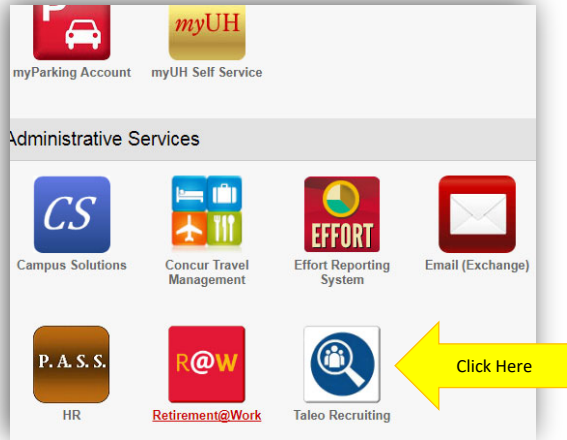


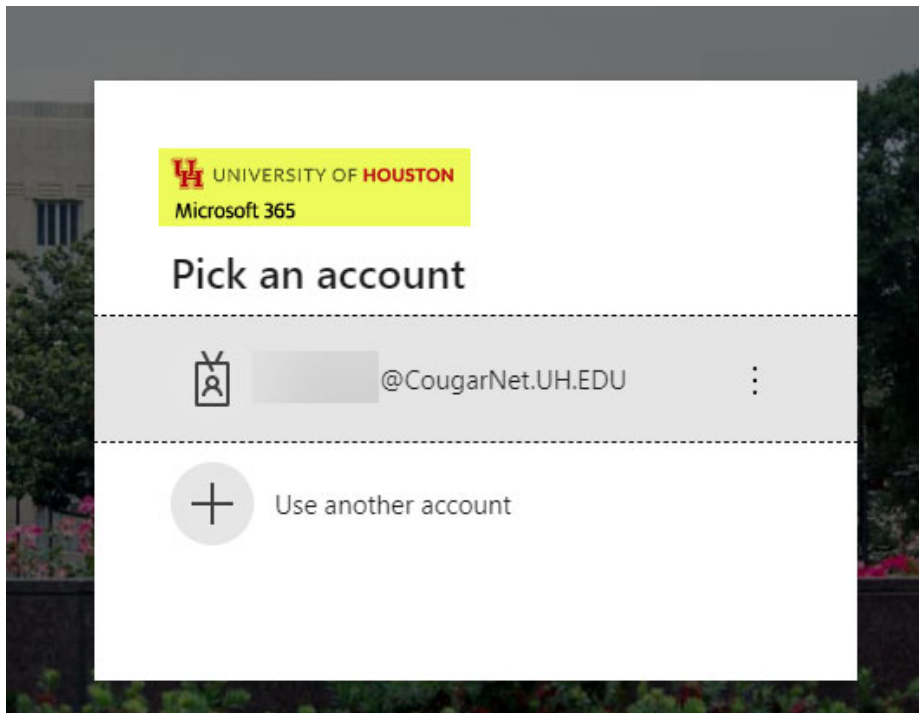
# TALEO Quick Guide for Search Committee

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.

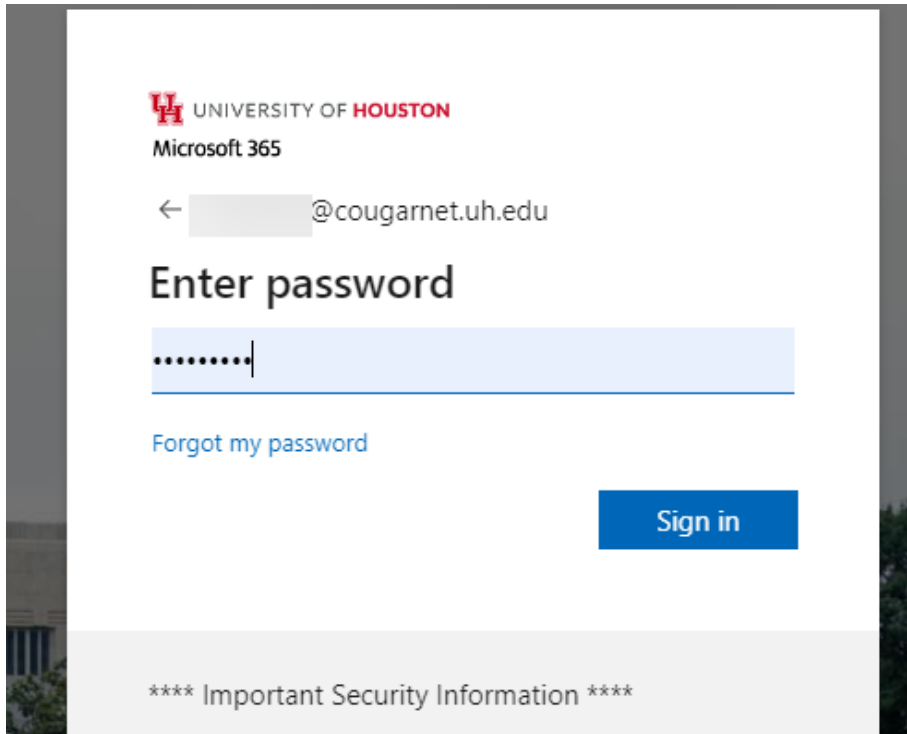


2. **Login to Microsoft 365 (will ONLY appear if not already signed in.) Will require another Duo authentication (but can click Remember me for 30 days.)**

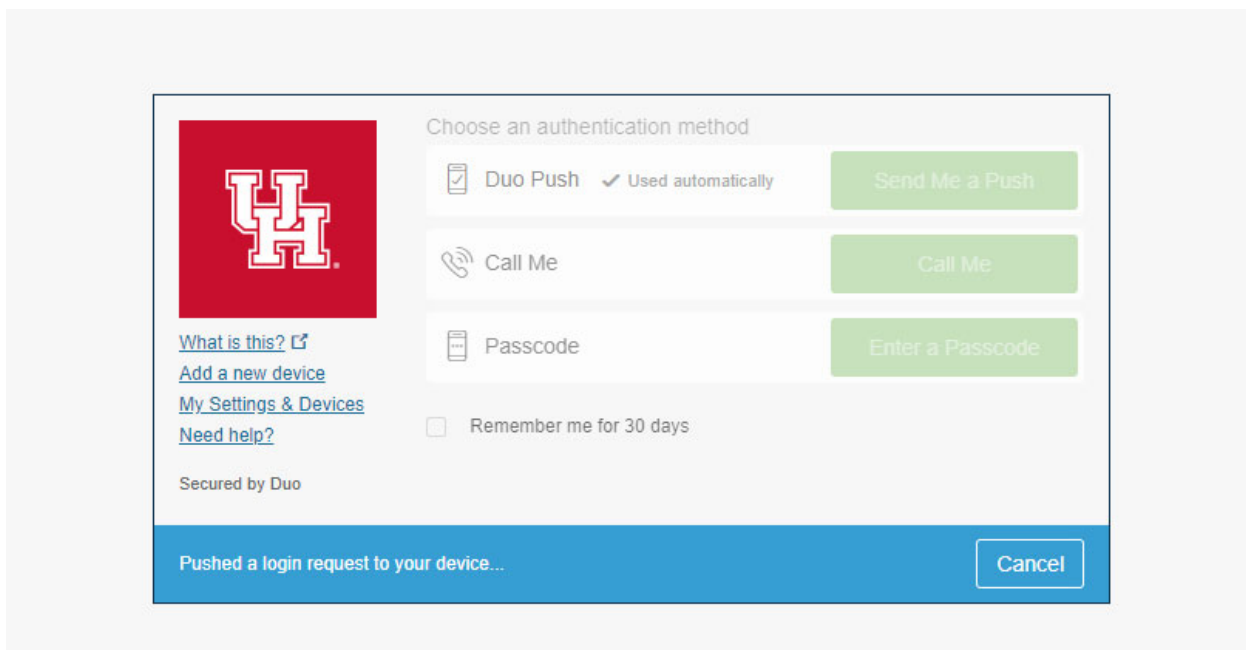


# TALEO Quick Guide for Search Committee

## 2. Enter cougarnet password

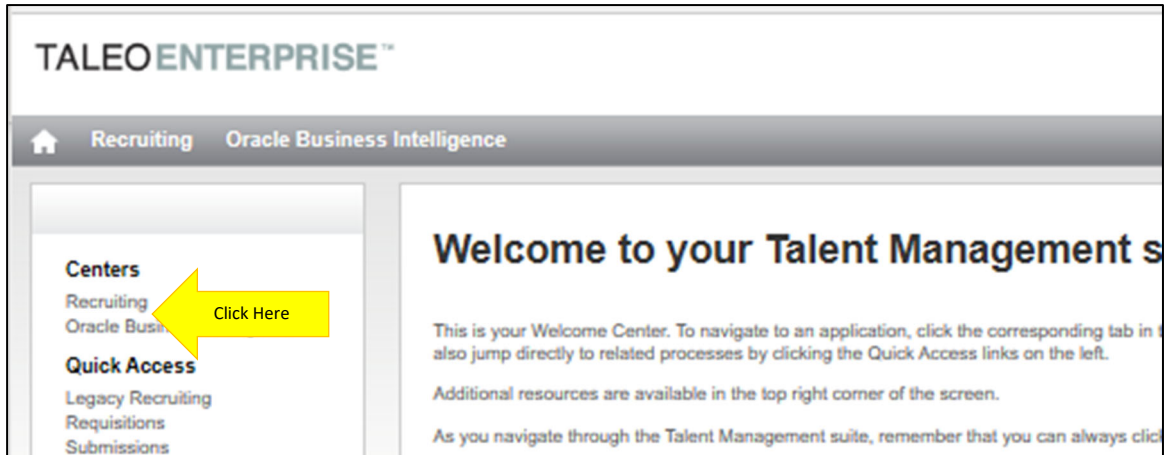


## 3. Request DUO authentication. (if needed).

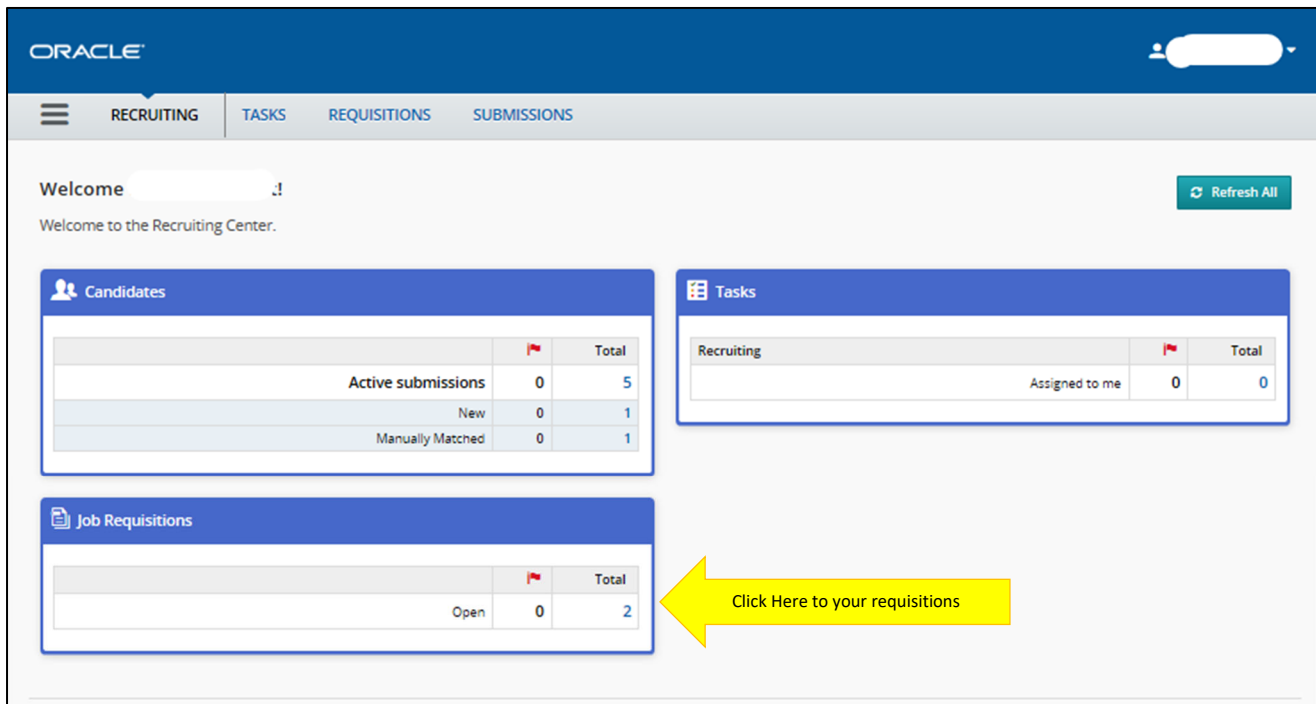


# TALEO Quick Guide for Search Committee

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.



# TALEO Quick Guide for Search Committee

6. 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 (2)' page in TALEO. The left sidebar has a 'Filters' section with a dropdown menu set to 'I own or collaborate on'. A callout box points to this dropdown with the text: 'Filter should include items you collaborate on'. The main table lists two requisitions. The first row is for 'Assistant Professor -Music Test' with a yellow callout pointing to the title: 'Click Here to see posting'. The second row has a '3' in the checkbox column with a yellow callout: 'Click Here to see applicants'. The page footer shows 'Page 1 of 1 (1-2 of 2 Items)'.

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.

The screenshot shows the 'Submissions for: Assistant Professor -Music Test (Requisition ID: FAC001408)' page. The left sidebar has a 'Filters' section with a 'Selection process' dropdown. The main table lists five candidates. A yellow callout points to the name 'Russell, Jack (307474)': 'Click Here to see application'. The table columns include Candidate, Step, Step, Status, Icon, Elig Vet Pref, and Education Lev. The page footer shows 'Page 1 of 1 (1-5 of 5 Items)'.

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.

# TALEO Quick Guide for Search Committee

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

**Summary**

**Russell, Jack**  
United States > Texas > Houston

Resume

1 other active submission(s)

Submission  General Profile

**HIGHLIGHTS (CURRENT SUBMISSION)**

Required met	Assets met
0/0	0/0

Step: Initial Screening  
Status: To Be Reviewed  
Source: Referral  
Date of Application: Jun 29, 2020

**MOST RELEVANT EDUCATION**

Doctorate Degree  
Music  
University of Houston (UH)

**WORK EXPERIENCE**

0 y Sep 2019 - May 2020  
University of Houston System (UHS)

Submission: Russell, Jack for Assistant Professor -Music Test (ID: FAC001408)

More Actions

Job Submission Attachments History

Language: English Expand

**Personal Information**

Candidate Personal Information

First Name	Last Name
Jack	Russell
City	Zip/Postal Code
	77000
Cellular Phone	Cellular Number
	713-743-2988
Internal Candidate	Will you now or in the future require University of Houston System to commence (sponsor) an immigration case in order to employ you (for example, H-1B or other employment-based immigration case)?
No	No
	Are you eligible for veterans preference?
	No

United States > Texas > Houston

Email Address: andreamshort@gmail.com

**Back to Submission List**

This button will take you back to the candidate list. Use this button instead of using the back button on your browser.

Applicant Education & Experience Summary

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

**Summary**

**Russell, Jack**  
United States > Texas > Houston

Resume

1 other active submission(s)

Submission  General Profile

**HIGHLIGHTS (CURRENT SUBMISSION)**

Required met	Assets met
0/0	0/0

Submission: Russell, Jack for Assistant Professor -Music Test (ID: FAC001408)

More Actions

Job Submission **Attachments** History

Language: English Expand All

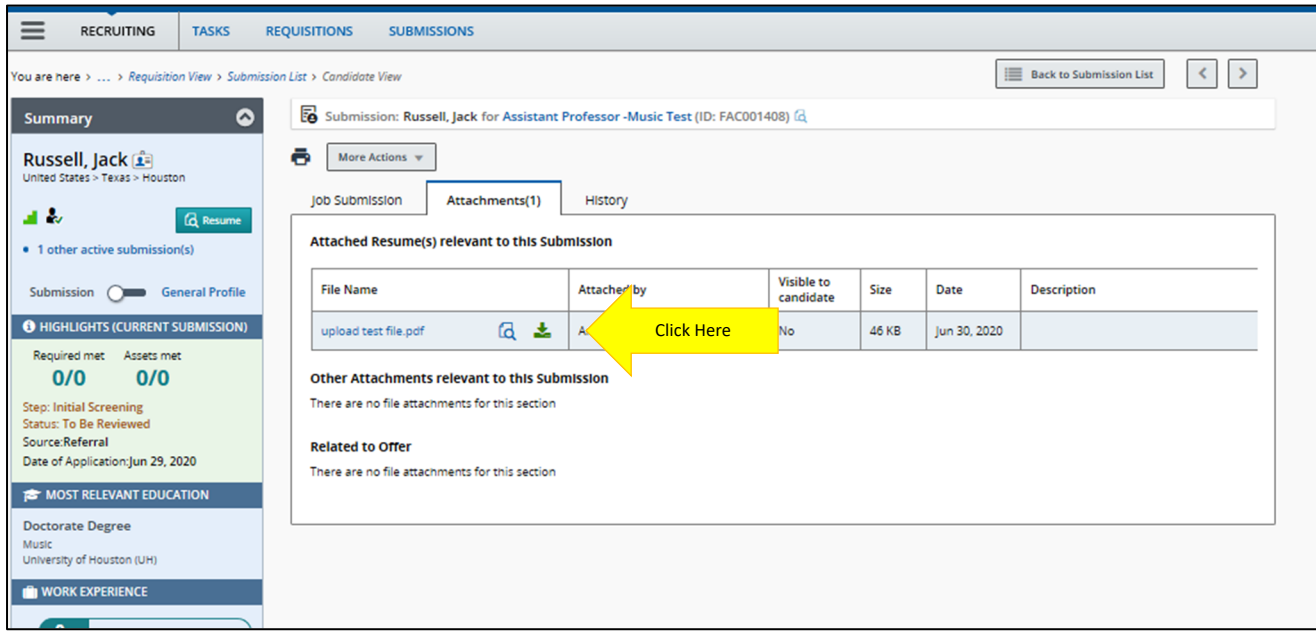
**Personal Information**

Candidate Personal Information

First Name	Last Name	Address (line 1)
Jack	Russell	123 Terrier Lane

# TALEO Quick Guide for Search Committee

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



The screenshot displays the TALEO system interface for a candidate's submission. The top navigation bar includes 'RECRUITING', 'TASKS', 'REQUISITIONS', and 'SUBMISSIONS'. The breadcrumb trail shows 'You are here > ... > Requisition View > Submission List > Candidate View'. The main content area is titled 'Submission: Russell, Jack for Assistant Professor -Music Test (ID: FAC001408)'. A 'More Actions' dropdown menu is visible. Below this, there are tabs for 'Job Submission', 'Attachments(1)', and 'History'. The 'Attachments(1)' tab is active, showing a table of 'Attached Resume(s) relevant to this Submission'. A yellow arrow points to the 'upload test file.pdf' entry in the table. Below the table, there are sections for 'Other Attachments relevant to this Submission' and 'Related to Offer', both indicating no attachments are present.

File Name	Attached by	Visible to candidate	Size	Date	Description
upload test file.pdf	A	No	46 KB	Jun 30, 2020	

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.

# TALEO Quick Guide for Search Committee

## 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 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?
  - a. Visit <http://bit.ly/UHsearch> to view available dates and sign up for sessions.



# TALEO Quick Guide for Search Committee

## Application Icons

<b>Candidate Icons</b>	
	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)
	<b>New</b> Progression Status*
	<b>Review</b> Progression Status*
	<b>1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> Interview</b> Progression Status*
	<b>Testing</b> Progression Status*
	<b>Offer</b> Progression Status*