



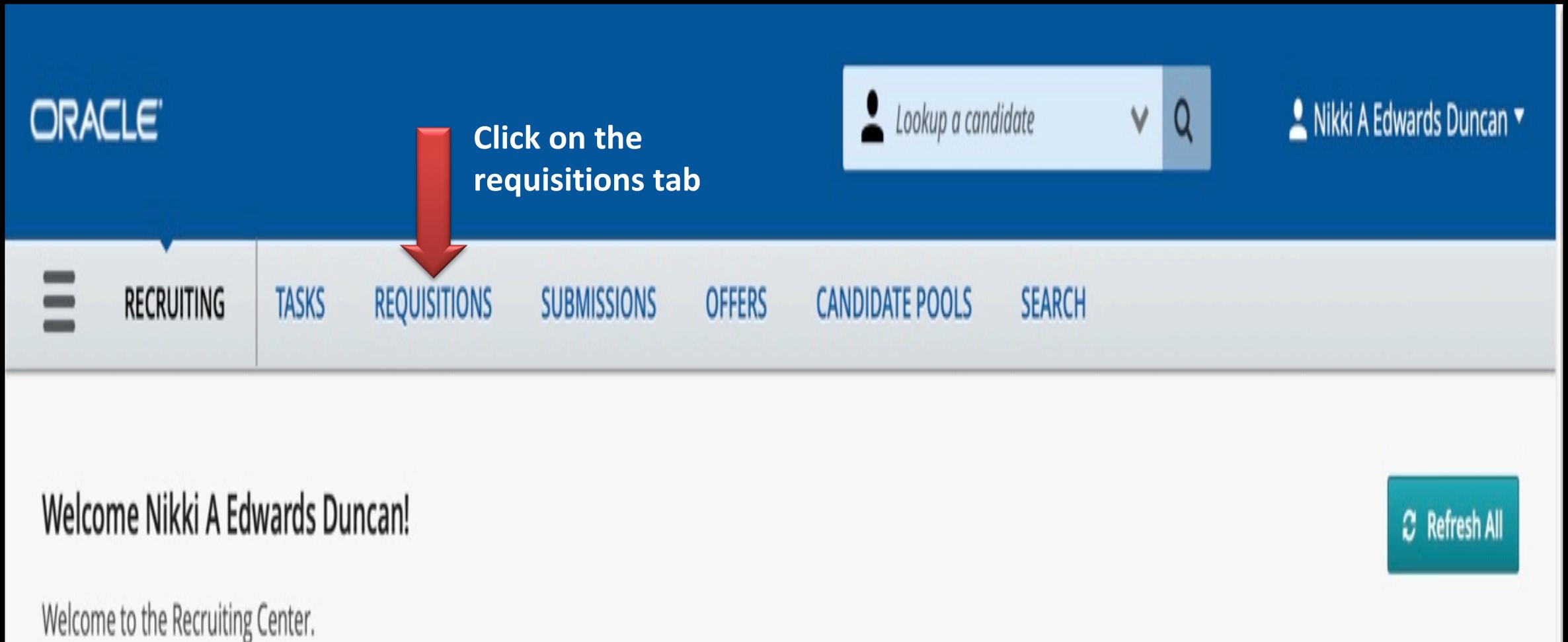
# TALEO Fluid Recruiting

*Training for the Upgraded Taleo Recruiting System*



PHASE 1:  
**POSTING A  
REQUISITION**

# LET'S GET STARTED!



The screenshot shows the Oracle Recruiting Center interface. At the top left is the ORACLE logo. In the top right, there is a search bar with the text "Lookup a candidate" and a magnifying glass icon, and a user profile for "Nikki A Edwards Duncan". Below the header is a navigation bar with several tabs: RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. A red arrow points to the REQUISITIONS tab, with the text "Click on the requisitions tab" next to it. Below the navigation bar, the main content area displays "Welcome Nikki A Edwards Duncan!" and "Welcome to the Recruiting Center." A "Refresh All" button is located in the bottom right corner.

ORACLE

Lookup a candidate

Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Welcome Nikki A Edwards Duncan!

Welcome to the Recruiting Center.

Refresh All

# TALEO-FLUID REQUISITION PAGE

ORACLE

Lookup a candidate

Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List [Create Requisition](#)

**Filters** ✓

Show requisitions:  
I own or collaborate on

Include inactive requisitions

Requisitions

[Apply Filters](#) [Clear All](#)

**Requisitions (8)**

**FILTERS** Show requisitions: I own or collaborate on Status: Draft Hire Type All Clear All

More Actions List Format: Nikki's

<input type="checkbox"/>	Title	ID		Recruiter	Status	Posting Date	Status Detail
<input type="checkbox"/>	Mgr, Instructional Lab	STA005411	0	Edwards Duncan Nikki	Draft		-
<input type="checkbox"/>	Researcher 4 Soc Behv Science	STA005582	0	Edwards Duncan Nikki	Draft		-
<input type="checkbox"/>	Mgr, Instructional Lab	STA005731	0	Edwards Duncan Nikki	Draft		-
<input type="checkbox"/>	Business Counselor 2	STA005947	0	Edwards Duncan Nikki	Draft		-
<input type="checkbox"/>	Mgr, Program 1	STA005934	0	Edwards Duncan Nikki	Draft		-
<input type="checkbox"/>	Admnstr, Business, Asst	STA005943	0	Edwards Duncan Nikki	Draft		-
<input type="checkbox"/>	Analyst, Microsystems 2	STA005945	0	Edwards Duncan Nikki	Draft		-

The new requisition page  
Allows you to choose your  
Assigned access and filters.

# WHAT IS YOUR ACCESS?

## Filters

Filters ✓

Show requisitions:  
I own or collaborate on

Include inactive requisitions

▼ Requisitions

Status

- Draft
- Pending
- Open
- On Hold

Primary Location

Job Field

Organization

Position Title

Department Contact

## DBA Access

Filters ✓

Show requisitions:  
I own or collaborate on

Include inactive requisitions

► Requisitions

Apply Filters Clear All

## HM Access

Filters ✓

Show requisitions:  
I collaborate on

Include inactive requisitions

► Requisitions

Apply Filters Clear All

# CREATING THE REQUISITION

ORACLE Lookup a candidate Nikki A Edwards Duncan

RECRUITING **TASKS** REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List Create Requisition

**Filters** ✓

Show requisitions:  
I own or collaborate on

Include inactive requisitions

Requisitions

Status  
 Draft  
 Pending  
 Open  
 On Hold

Primary Location

Job Field

Organization

Position Title

**Requisitions (8)**

**FILTERS** Show requisitions: I own or collaborate on Status: Draft Hire Type All Clear All

More Actions List Format: Nikki's

<input type="checkbox"/>	Title	ID		Recruiter	Status	Posting Date	Status Detail
<input type="checkbox"/>	Mgr, Instructional Lab	STA005411	0	Edwards Duncan Nikki	Draft		-
<input type="checkbox"/>	Researcher 4 Soc Behv Science	STA005582	0	Edwards Duncan Nikki	Draft		-
<input type="checkbox"/>	Mgr, Instructional Lab	STA005731	0	Edwards Duncan Nikki	Draft		-
<input type="checkbox"/>	Business Counselor 2	STA005947	0	Edwards Duncan Nikki	Draft		-
<input type="checkbox"/>	Mgr, Program 1	STA005934	0	Edwards Duncan Nikki	Draft		-
<input type="checkbox"/>	Admnstr, Business, Asst	STA005943	0	Edwards Duncan Nikki	Draft		-
<input type="checkbox"/>	Analyst, Microsystems 2	STA005945	0	Edwards	Draft		-

# CREATING THE REQUISITION

ORACLE

Lookup a candidate

Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

## Create New Requisition

Please select how to create your job requisition

Use a template

Start from the beginning

Using a template will pull the job description from PeopleSoft

Click on Next

Cancel Next

# CREATING THE REQUISITION

ORACLE

Lookup a candidate

Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Create New Requisition - Find a template

1 Find Template 2 Specify Attributes 3 Complete and Save

Select Template \*

00|

- 01020004-ACA - Hourly
- 00014146-ACA - Hourly
- 00107026-ACA - Hourly
- 00107678-ACA - Monthly
- 00014730-Access Control Tech

Input the position number for your Open position. Your position number should pull up when you begin type it in.

Once you enter the position Number, click next.

Cancel Next

# CREATING THE REQUISITION

If you input a position number that was just created and it does not appear in Taleo, please pay attention to the execution date in Peoplesoft. If the date is a future date, then you have to wait for that date for the information to appear in Taleo.

ORACLE

Lookup a candidate

Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Create New Requisition - Find a template

1 Find Template 2 Specify Attributes 3 Complete and Save

Select Template \*

00

- 01020004-ACA - Hourly
- 00014146-ACA - Hourly
- 00107026-ACA - Hourly
- 00107678-ACA - Monthly
- 00014730-Access Control Tech

Cancel Next

# CREATING THE REQUISITION

ORACLE Lookup a candidate Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Create New Requisition - Find a template

1 Find Template 2 Specify Attributes 3 Complete and Save

Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"

**Requisition Structure**

Hire Type  
Professional

Template Used  
00014730-Access Control Tech

Requisition Style  
UHS Requisition - Staff

Job Field  Staff

**Add Department Contact Only**

Department Contact

Organization  
...HR730 UH Main Campus > H0397 VC/VP, Admin & Finance > H0

Location  
 United States > Texas > Houston   
0 Other Locations are selected

Previous Click Next once Department Contact has been added Cancel

# CREATING THE REQUISITION

ORACLE Lookup a candidate Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List > Create Requisition

**Look at all the fields and verify the Information or fill in what is missing**

### Create New Requisition - Find a template

Requisition Info **Red asterisk indicates required information** Cancel Done

Show fields required to: \*  Language: English (Base)

Save  Request Approval  Post Collapse All Save

#### Logistics

##### Position Details

Number of Openings <input checked="" type="radio"/> 1 <input type="radio"/> Unlimited	Position Title * Access Control Tech	Position Number * 00014730 - Access Contr...
Working Title max 100 chars	Job Code * Access Control Tech	Justification * Not Specified
Previous Incumbent Name max 200 chars	Department Name Central Facility Services	College Facilities/Construction Mgmt

Please enter First and Last Name

# CREATING THE REQUISITION

**ORACLE** Lookup a candidate Nikki A Edwards Duncan

RECRUITING | **TASKS** | REQUISITIONS | SUBMISSIONS | OFFERS | CANDIDATE POOLS | SEARCH

**Requisition Sections**

- POSITION SUMMARY
  - Position Details
    - Group
    - Organization
    - Owners
- ADMINISTRATION
  - Candidate Selection Workflow
  - Additional Information
- POSITION DESCRIPTION
  - Description
- JOB INFORMATION
  - Compensation
  - Profile
- QUESTIONNAIRE
  - Disqualification Questions
  - Questions

**Hiring Manager \***  ease enter First and Last Name

**Hiring Manager Job Title \***  Please enter Job Title that is in PeopleSoft

**Hiring Manager Email**

**Position Fund Type**  split funding, please provide additional details in the Cost Center & Funding field.

**Cost Center & Funding Details**

**Internal Notes**  Inspect ease include preferred qualifications or additional details not included in the Job description.

**Group**

**Group \***

**Organization**

[Modify Structure](#)

Hire Type: **Professional**      Requisition Template Used: **00014730 - Access Control Tech**

Run script "void(0)"

# CREATING THE REQUISITION

New  
Feature

ORACLE Lookup a candidate Nikki A Edward

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

**Requisition Sections**

- POSITION SUMMARY
  - Position Details
    - Group
    - Organization
    - Owners
  - ADMINISTRATION
    - Candidate Selection Workflow
    - Additional Information
  - POSITION DESCRIPTION
    - Description
  - JOB INFORMATION
    - Compensation
    - Profile
  - QUESTIONNAIRE
    - Disqualification Questions
    - Questions
  - SCREENING

Working Title  Job Code \*  Justification \*

Previous Incumbent Name  Department Name  College

Please enter First and Last Name

Hiring Manager \*  Hiring Manager Job Title \*

Please enter First and Last Name Please enter Job Title that is in PeopleSoft

Position Fund Type  Cost Center & Funding Details

split funding, please provide additional details in the Cost Center & Funding field.

Group \*

**1 of 4**  
**Next**

**Inspect**

Inspect this requisition

- Saving (4)**
  - Justification: Required
  - Hiring Manager: Required
  - Hiring Manager Job Title: Required
  - Employment Rep: Required
- Approval (4)**
  - Justification: Required
  - Hiring Manager: Required
  - Hiring Manager Job Title: Required
  - Employment Rep: Required
- Posting (5)**

Inspection tab allows you to see what is required For saving, approval and posting your position.

# CREATING THE REQUISITION

ORACLE

Lookup a candidate

Nikki A Edwards Duncan

RECRUITING TASKS **REQUISITIONS** SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

**Group**

Group \*  
University of Houston

**Organization**

Modify Structure

Hire Type: Professional  
Requisition Template Used: 00014730 - Access Control Tech

<b>Primary Location *</b>	<b>Organization *</b>	<b>Job Field *</b>
Country : United States	Campus : HR730 UH Main Campus	Category : Staff
State/Province : Texas	Division : H0397 VC/VP, Admin & Finance	
City : Houston	College : H0421 Facilities/Construction Mgmt	
	Department : H0190 Central Facility Services	

**Owners**

**Instructions:** : Owners (employment rep, department contacts) have access to update or modify a requisition, and access to the candidate pool. Owners also receive notifications when the requisition and offer are approved. Collaborators generally do not have access to modify the requisition, but can view the candidate pool and participate in the search committee.

The information on this Page should not be changed.

# EMPLOYMENT REP & DEPARTMENT CONTACTS

New Feature

ORACLE

Lookup a candidate

Nikki A Edwards Duncan



RECRUITING

TASKS

REQUISITIONS

SUBMISSIONS

OFFERS

CANDIDATE POOLS

SEARCH

## Requisition Sections

### POSITION SUMMARY

Position Details

Group

Organization

Owners

### ADMINISTRATION

Candidate Selection Workflow

Additional Information

### POSITION DESCRIPTION

Description

### JOB INFORMATION

Compensation

Profile

### QUESTIONNAIRE

Disqualification Questions

Questions

### SCREENING

### Owners

**Instructions:** : Owners (employment rep, department contacts) have access to update or modify a requisition, and access to the candidate pool. Owners also receive notifications when the requisition and offer are approved. Collaborators generally do not have access to modify the requisition, but can view the candidate pool and participate in the search committee.

Recruiter \*

Mark A Jackson

Recruiter 2

Josephine Elizabeth Lira

Department Contact \*

Edwards Duncan, Nikki A

Department Contact 2

**Recruiter & Recruiter 2 is for HR personnel only.**

**Department contact 1&2 are contacts in your departments.**

### Collaborators

+ Add Collaborators

First Name	Last Name	Email	Title
No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators.			

### Administration

### Candidate Selection Workflow

Candidate Selection Workflow \*

UH CENTRAL STAFF ONLY

# COLLABORATORS

ORACLE

Lookup a candidate

Nikki A Edwards Duncan



RECRUITING

TASKS

REQUISITIONS

SUBMISSIONS

OFFERS

CANDIDATE POOLS

SEARCH

## Requisition Sections

### POSITION SUMMARY

- Position Details
- Group
- Organization
- Owners

### ADMINISTRATION

- Candidate Selection Workflow
- Additional Information

### POSITION DESCRIPTION

- Description

### JOB INFORMATION

- Compensation
- Profile

### QUESTIONNAIRE

- Disqualification Questions
- Questions

### SCREENING

### Owners

**Instructions:** : Owners (employment rep, department contacts) have access to update or modify a requisition, and access to the candidate pool. Owners also receive notifications when the requisition and offer are approved. Collaborators generally do not have access to modify the requisition, but can view the candidate pool and participate in the search committee.

Recruiter \*

Mark A Jackson

Recruiter 2

Josephine Elizabeth Lira

Department Contact \*

Edwards Duncan, Nikki A

Department Contact 2

**Collaborators are your search committee members or your interview panels.**

### Collaborators

[+ Add Collaborators](#)

**Click on Add Collaborators.**

First Name	Last Name	Email	Title
------------	-----------	-------	-------

No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators.

### Administration

#### Candidate Selection Workflow

Candidate Selection Workflow \*

UH CENTRAL STAFF ONLY

# COLLABORATORS

### Add Collaborators

Filters ✓

Frequent Collaborators

Keyword

User Group  
All

Department

Name  
 

Job Title

Email Address

Employee ID

Please select the collaborators for this requisition (30 max).

All (1000) Selected (0)

Select all across pages

1000 Potential Collaborators are available

FILTERS User Group All  Clear All

**Input the name of your collaborator**

<input type="checkbox"/>	First Name	Last Name	Email
<input type="checkbox"/>	Aabha	Brown	3EBF59170C9B845CE053DDFD6F0A440C@invalidemail.com
<input type="checkbox"/>	Aabhas	Tiwari	991B4DAB90EB19D7E053D7FD6F0A0344@invalidemail.com
<input type="checkbox"/>	Aadith	Madapusi	7B98670DC09C446AE053D5FD6F0A6B3C@invalidemail.com
<input type="checkbox"/>	Aalisha	Maknoja	92CE02B288DD0205E053DBFD6F0AD9E6@invalidemail.com
<input type="checkbox"/>	Aalok	Mishra	97D80E51C63ECB52E053D9FD6F0A1790@invalidemail.com
<input type="checkbox"/>	Aarman	Tarapore	991C6963A7A8C910E053D5FD6F0A9CEA@invalidemail.com
<input type="checkbox"/>	Aaron	De La Fuente	92A5C78E3217CAC0E053DBFD6F0AAF8@invalidemail.com
<input type="checkbox"/>	Aaron	La Torre	991AF847577311DEE053D9FD6F0AEFB4@invalidemail.com
<input type="checkbox"/>	Aaron	Cohen	92BD3B848B4368E2E053D9FD6F0A0A66@invalidemail.com
<input type="checkbox"/>	Aaron	Boggs	95AB6C2E15733D2DE053D7FD6F0A6AD7@invalidemail.com
<input type="checkbox"/>	Aaron	Winslow	71ADEED11C9A6923E053D7FD6F0A2BC6@invalidemail.com
<input type="checkbox"/>	Aaron	Koenck	9325A7A1B6311E53E053D7FD6F0A4717@invalidemail.com
<input type="checkbox"/>	Aaron	Lake-Garcia	3ED4818880D2E98EE053DFFD6F0A09AC@invalidemail.com
<input type="checkbox"/>	Aaron	Reynolds	3E903324DAFD56A4E053DDFD6F0A26ED@invalidemail.com

Page 1 of 67 (1-15 of 1000 items)

# COLLABORATORS

### Add Collaborators

Filters ✓

Frequent Collaborators

Keyword

User Group  
All

Department

Name  
Duncan

Job Title

Email Address

Employee ID

Please select the collaborators for this requisition (30 max). All (5) Selected (1)

**5 Potential Collaborators are available**  Select all across pages

**FILTERS** User Group All Name: Duncan Clear All

<input type="checkbox"/>	First Name	Last Name	Email
<input type="checkbox"/>	Duncan	Klussmann	666CD467FB2FDB7BE053DBFD6F0A4D4B@invalidemail.com
<input type="checkbox"/>	Meredith	Duncan	3ED24E2A902A59E1E053DFFD6F0AC808@invalidemail.com
<input type="checkbox"/>	Michael	Duncan	3EBF59171148845CE053DDFD6F0A440C@invalidemail.com
<input type="checkbox"/>	Nikki	Edwards Duncan	nduncan@central.uh.edu
<input type="checkbox"/>	Omah	Williams-Duncan	3ED73A0794019455E053DFFD6F0AA8B1@invalidemail.com

Page 1 of 1 (1-5 of 5 items)



# COLLABORATORS

## Add Collaborators

### Filters ✓

Frequent Collaborators

Keyword

User Group

Department

Name

Job Title

Email Address

Employee ID

Apply Filters

Clear All

Please select the collaborators for this requisition (30 max).

All (5)

Selected (2)

5 Potential Collaborators are available

Select all across pages

FILTERS

User Group All

Name: Duncan

Clear All

<input type="checkbox"/>	First Name	Last Name	Email
<input type="checkbox"/>	Duncan	Klussmann	666CD467FB2FDB7BE053DBFD6F0A4D4B@invalidemail.com
<input type="checkbox"/>	Meredith	Duncan	3ED24E2A902A59E1E053DFFD6F0AC808@invalidemail.com
<input type="checkbox"/>	Michael	Duncan	3EBF59171148845CE053DDFD6F0A440C@invalidemail.com
<input checked="" type="checkbox"/>	Nikki	Edwards Duncan	nduncan@central.uh.edu
<input type="checkbox"/>	Omah	Williams-Duncan	3ED73A0794019455E053DFFD6F0AA8B1@invalidemail.com

Page 1 of 1 (1-5 of 5 items)

Navigation buttons: Home, Previous, 1, Next, End



Cancel

Add Collaborators

# COLLABORATORS

## Collaborators

[+ Add Collaborators](#)

First Name	Last Name	Email	Title	
Aabha	Brown	3EBF59170C9B845CE053DDFD6F0A440C@invalidemail.com	Clinical Asst Prof	
Nikki	Edwards Duncan	nduncan@central.uh.edu	Mgr, Recruitment	

# CANDIDATE WORKFLOW & ADDITIONAL INFORMATION

AccessUH | Microsoft Office Home | Mail - Duncan, Nikki A - Outlook | Create Requisition | Leadership Snapshot of HR-Services 05...

ORACLE | Lookup a candidate | Nikki A Edwards Duncan

RECRUITING | TASKS | REQUISITIONS | SUBMISSIONS | OFFERS | CANDIDATE POOLS | SEARCH

**Requisition Sections**

- POSITION SUMMARY
  - Position Details
  - Group
  - Organization
  - Owners
- ADMINISTRATION
  - Candidate Selection Workflow
  - Additional Information
- POSITION DESCRIPTION
  - Description
- JOB INFORMATION
  - Compensation
  - Profile
- QUESTIONNAIRE
  - Disqualification Questions

**Administration**

**Candidate Selection Workflow**

Candidate Selection Workflow \*  
UH CENTRAL STAFF ONLY

- Automatically reject all submissions when the requisition is canceled
- Automatically reject all submissions when the requisition is filled
- When a candidate is hired for the requisition, automatically change his/her status to declined for all other requisitions.

**Additional Information**

Notes to Applicant

max 4000 chars

**Do not change the workflow.**

**Notes that you want your Applicants to see.**

# JOB DESCRIPTION & MINIMUM QUALIFICATIONS

The screenshot displays the Oracle HR system interface. At the top, the Oracle logo is on the left, and a search bar with the text "Lookup a candidate" and a user profile for "Nikki A Edwards Duncan" are on the right. Below this is a navigation menu with tabs for RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. The REQUISITIONS tab is active.

On the left side, there is a "Requisition Sections" sidebar with a scrollable list of sections: POSITION SUMMARY, ADMINISTRATION, POSITION DESCRIPTION, JOB INFORMATION, QUESTIONNAIRE, and SCREENING. The "POSITION DESCRIPTION" section is currently selected and highlighted.

The main content area is titled "Job Description" and contains two sections:

- Description**: A rich text editor with a toolbar and a text area containing the following text:

Installs, inspects, maintains and repairs electronic locking systems and automatic doors.

  1. Installs and repairs electrical locking systems.
  2. Maintains electronic locking systems, including electric strikes, electric hinges, and their sub-systems.
  3. Troubleshoots, repairs and replaces motors and gearboxes.
  4. Maintains manual and automated records of locking systems, including card keys, cores, lock locations, authorizations, and inventory. Keeps accurate records of labor costs and prepares required reports.
  5. Procures and maintains parts and materials for work activities.
  6. Surveys systems and recommends keying and sub-keying systems.
- Qualifications**: A rich text editor with a toolbar and a text area containing the following text:

High school and 3 years experience

A red text overlay is present in the top right of the main content area, reading: "Do Not Change the Job Description or Minimum Qualifications".

# REQUIRED ATTACHMENTS

The screenshot shows the Oracle HR system interface. At the top, the Oracle logo is on the left, and a search bar with the text 'Lookup a candidate' and a magnifying glass icon is on the right. The user's name, 'Nikki A Edwards Duncan', is displayed in the top right corner. Below the header is a navigation menu with tabs for 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', 'OFFERS', 'CANDIDATE POOLS', and 'SEARCH'. The 'REQUISITIONS' tab is currently selected. The main content area is highlighted in yellow and contains a section titled 'Required Attachments by Candidate'. This section lists 15 items, each with an unchecked checkbox:

- Resume
- Curriculum Vitae
- Cover Letter/Letter of Application
- Letters of Recommendation
- Unofficial Transcripts
- Writing Samples
- Teaching Philosophy or Statement
- Research Statement
- Publications
- Evidence of Effective Teaching
- Portfolio
- DD 214
- Financial Aid Award Letter
- Class Schedule

On the right side of the yellow area, there is a green button with a document icon and a magnifying glass icon. Overlaid on this area is a red text box with the following text:

**Choose what attachments you would Like for the applicants to provide with Their application.**

# JOB INFORMATION

ORACLE

 Lookup a candidate

 Nikki A Edwards Duncan

-  RECRUITING
- TASKS
- REQUISITIONS
- SUBMISSIONS
- OFFERS
- CANDIDATE POOLS
- SEARCH

## Requisition Sections

### POSITION SUMMARY

Position Details

Group

Organization

Owners

### ADMINISTRATION

Candidate Selection Workflow

Additional Information

### POSITION DESCRIPTION

Description

### JOB INFORMATION

Compensation

Profile

## Job Information

### Compensation

Grade

UHN-107

Salary

15.02 - 19.15

Pay Basis

Hourly

Minimum Salary

15.02

Midpoint Salary

19.15

### Profile

Employee Status

Regular/Benefits

FTE

1

Schedule

Full-time

O'Net Category

11-9199.07 - Security Ma...

EEO Job Category

Skilled Trades

**Information on this page  
Cannot be changed.**



# DISQUALIFYING QUESTIONS

ORACLE Lookup a candidate Nikki A Edwards Duncan

RECRUITING TASKS **REQUISITIONS** SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Requisition Sections

- POSITION SUMMARY
  - Position Details
    - Group
    - Organization
    - Owners
  - ADMINISTRATION
    - Candidate Selection Workflow
    - Additional Information
  - POSITION DESCRIPTION
    - Description
  - JOB INFORMATION
    - Compensation Profile
  - QUESTIONNAIRE
    - Disqualification Questions
    - Questions
  - SCREENING

Disqualification Questions **All applicants are asked the questions below. This is part of the Application.**

Order	Question	Answer	Result
1	Are you related (by blood or marriage) to any University of Houston System employee?	No	✓ The Candidate Passes
		Yes Explanation : If so, please provide his/her full name, position, campus, and your relationship to him/her.	🕒 To Be Verified
2	Have you ever been convicted of or pled nolo contendere or guilty to, a crime involving the acquisition, use, or expenditure of Federal, State, or local government funds; or have ever been administratively or judicially determined to have committed fraud or any other material violation of law involving Federal, State, or local government funds?	No	✓ The Candidate Passes
		Yes	⊗ The Candidate Is Disqualified
3	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)?	Yes	🕒 To Be Verified
		No	✓ The Candidate Passes
4	If hired, are you legally authorized to work in the US?	Yes	✓ The Candidate Passes
		No	⊗ The Candidate Is Disqualified

# SUPPLEMENTAL QUESTIONS

Supplemental questions help to identify the most qualified applicants known as “ACE” candidates. All supplemental questions will be confirmed by recruiter prior to posting.

ORACLE

Lookup a candidate

Nikki A Edwards Duncan

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Requisition Sections

POSITION SUMMARY

Position Details

Group

Organization

Owners

ADMINISTRATION

Questions

This requisition uses 0 of the 0 questions from the corresponding prescreening model.

+ Add Create Duplicate Copy from Library Remove Reorder

Order	Question	Answer	Required	Asset	N/A
No questions have been added. Click "Add" to add questions.					

# SUPPLEMENTAL QUESTIONS

## Create a Requisition-specific Question

Creation Date  
May 27, 2020

Created by  
Nikki Edwards Duncan

Language  
English (Base)

Question \*

Answer Type

- Single Answer
- Multiple Answers
- Text Answer

Selection Method

- Radio Buttons
- Drop-down

Radio button Example

- Answer 1
- Answer 2
- Answer 3

Add your question and answers.  
Click Save & Close.

Possible Answers

1

2

3

Cancel

Save and close

# SUPPLEMENTAL QUESTIONS

## Create a Requisition-specific Question ✕

Creation Date  
May 27, 2020

Created by  
Nikki Edwards Duncan

Language  
English (Base)

**Question \***

Do you have a high school diploma?

**Answer Type**

Single Answer

Multiple Answers

Text Answer

**Selection Method**

Radio Buttons

Drop-down

**Radio button Example**

Answer 1

Answer 2

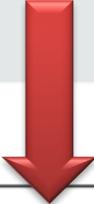
Answer 3

**Possible Answers**

1

2

[+ Add answer row](#)



# SUPPLEMENTAL QUESTIONS

ORACLE

Lookup a candidate

Nikki A Edwards Duncan

- RECRUITING
- TASKS
- REQUISITIONS
- SUBMISSIONS
- OFFERS
- CANDIDATE POOLS
- SEARCH

## Requisition Sections

### POSITION SUMMARY

- Position Details
- Group
- Organization
- Owners

### ADMINISTRATION

- Candidate Selection Workflow
- Additional Information

## Questions

This requisition uses 0 of the 0 questions from the corresponding prescreening model.

+ Add   ✎ Create   📄 Duplicate   📖 Copy from Library   ✖ Remove   ⬆️⬆️ Reorder

<input type="checkbox"/>	Order	Question	Answer	Required	Asset	N/A
<input type="checkbox"/>	1	Do you have a high school diploma? Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

**This question would be marked required since it is a minimum qualification.**

# READY FOR APPROVAL

ORACLE

Lookup a candidate

Nikki A Edwards Duncan



RECRUITING

TASKS

REQUISITIONS

SUBMISSIONS

OFFERS

CANDIDATE POOLS

SEARCH

You are here > Requisition List > Create Requisition

## Requisition Sections

### POSITION SUMMARY

Position Details

Group

Organization

Owners

### ADMINISTRATION

Candidate Selection Workflow

Additional Information

### POSITION DESCRIPTION

Description

### JOB INFORMATION

Compensation

Profile

### QUESTIONNAIRE

Disqualification Questions

Questions

## Create New Requisition - Find a template

Requisition Int

Cancel

Done

Show fields required to:\*

Language: English (Base)

Save

Request Approval

Post

Collapse All

Save

### Logistics

#### Position Details

Number of Openings

1

Unlimited

Position Title \*

Access Control Tech

Position Number \*

00014730 - Access Contr...

Working Title

max 100 chars

Job Code \*

Access Control Tech

Justification \*

Not Specified

Previous Incumbent Name

max 200 chars

Department Name

Central Facility Services

College

Facilities/Construction Mgmt

Please enter First and Last Name

Once you have entered all information on Your requisition, scroll to the top of the Requisition and click request approval.

# REQUESTING APPROVAL

ORACLE Lookup a candidate Nikki A Edwards Duncan

RECRUITING TASKS **REQUISITIONS** SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List > Requisition View Back to Requisition List

### Summary

Status: Draft  
Latest Action: Requisition Created  
Hired Candidate(s): 0 out of 1

Active Candidates: **0**    New candidates: **0**

### STRUCTURE

- Organization: H0190 Central Facility Services
- Primary Location: Houston, Texas
- Job Field: Staff

### HIRING TEAM

- Department Contact: Jackson, Mark
- Employment Rep: Edwards Duncan, Nikki
- User Group: [unreadable]

### Access Control Tech (ID: STA006033)

More Actions

Requisition Info | Prescreen Alerts | Attachments | Sourcing | History

Language: English (Base) Edit All Collapse

Requisition Successfully Saved

#### Logistics

#### Position Details

Number of Openings 1	Position Title Access Control Tech	Position Number 00014730 - Access Control Tech - Central Facility Services H0190 - JobCode L315
Job Code L315_UHM - Access Control Tech	Justification New Position	Department Name Central Facility Services
College Facilities/Construction Mgmt	Hiring Manager Jobeth Lira	Hiring Manager Job Title sr. Recruiter

Click on More Actions if you are ready to Submit for approval.

# REQUESTING APPROVAL

The screenshot displays the Oracle HR system interface for a requisition. The top navigation bar includes 'ORACLE', a search bar with 'Lookup a candidate', and the user name 'Nikki A Edwards Duncan'. The main navigation tabs are 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', 'OFFERS', 'CANDIDATE POOLS', and 'SEARCH'. The breadcrumb trail indicates the user is in 'Requisition View' for 'Access Control Tech (ID: STA006033)'. A 'More Actions' dropdown menu is open, with a red arrow pointing to the 'Submit for Approval' option. The requisition details include: Status: Draft, Latest Action: Requisition Created, Hired Candidate(s): 0 out of 1, Active Candidates: 0, and New candidates: 0. The structure shows Organization: H0190 Central Facility Services, Primary Location: Houston, Texas, and Job Field: Staff. The hiring team includes Department Contact Jackson, Mark and Employment Rep Edwards Duncan, Nikki. Position details include Job Code L315\_UHM - Access Control Tech, Job Title Access Control Tech, Position Number 00014730 - Access Control Tech - Central Facility Services H0190 - JobCode L315, Department Name Central Facility Services, and Hiring Manager Jobeth Lira.

**Summary**

Status: Draft  
Latest Action: Requisition Created  
Hired Candidate(s): 0 out of 1

Active Candidates: 0  
New candidates: 0

**STRUCTURE**

- Organization: H0190 Central Facility Services
- Primary Location: Houston, Texas
- Job Field: Staff

**HIRING TEAM**

- Department Contact: Jackson, Mark
- Employment Rep: Edwards Duncan, Nikki

**Access Control Tech (ID: STA006033)**

**More Actions**

- Submit for Approval
- Delete
- Request For Contribution
- Put on Hold
- Save as Open
- Cancel
- Duplicate this requisition
- Add Comments

**Requisition Info**

Requisition ID: STA006033

**Logistics**

**Position Data**

Number of Candidates	1	Position Title	Access Control Tech	Position Number	00014730 - Access Control Tech - Central Facility Services H0190 - JobCode L315
Job Code	L315_UHM - Access Control Tech	Position Location	New Position	Department Name	Central Facility Services
College	Facilities/Construction Mgmt	Hiring Manager	Jobeth Lira	Hiring Manager Job Title	sr. Recruiter

# REQUESTION APPROVAL

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Active Candidates **0** New candidates **0**

**STRUCTURE**

- Organization  
H0190 Central Facility Services
- Primary Location  
Houston, Texas
- Job Field  
Staff

**HIRING TEAM**

- Department Contact  
Jackson, Mark
- Employment Rep  
Edwards Duncan, Nikki
- User Group  
University of Houston

**JOB INFORMATION**

- Employee Status  
Regular/Benefits
- Compensation  
15.02 USD (Hourly)

You are submitting this requisition for approval

[+ Add Approvers](#) [↕ Reorder](#)

Order	Approver	Decision	Decision Comment
1	Lisa M Curran ✖	Pending	
2	Gayathri D Bala ✖	Pending	
3	Mark A Jackson ✖	Pending	

Add the approvers to the list of collaborators defined for this requisition

Add the approvers to the list of my frequent collaborators

Comment to Approvers \*

Characters remaining : 1000

After the approval process, assign to \*

**Click on submit for approval.**

# REQUESTING APPROVAL

ORACLE Lookup a candidate   Nikki A Edwards Duncan

RECRUITING | TASKS | **REQUISITIONS** | SUBMISSIONS | OFFERS | CANDIDATE POOLS | SEARCH

### Summary

Status: Pending - To Be Approved  
Latest Action: Requisition Approval Requested  
Hired Candidate(s): 0 out of 1

Active Candidates: **0**    New candidates: **0**

#### STRUCTURE

- Organization: H0190 Central Facility Services
- Primary Location: Houston, Texas
- Job Field: Staff

#### HIRING TEAM

- Department Contact: Jackson, Mark
- Employment Rep: Edwards Duncan, Nikki
- User Group: University of Houston

### Access Control Tech (ID: STA006033)

Requisition Info | Prescreen Alerts | Attachments | **Approvals** | Sourcing | History

Approval process for this requisition

Order	Approver	Decision	Date & Time	Decision Comment
1	Lisa M Curran	-	-	-
2	Gayathri D Bala	-	-	-
3	Mark A Jackson	-	-	-

After the approval process, assign to : **Nikki A Edwards Duncan**

#### Message to Approvers

*Sent on May 27, 2020 at 05:01 PM by Nikki A Edwards Duncan*  
Please approve.

# REQUESTING APPROVAL

ORACLE Lookup a candidate   Nikki A Edwards Duncan

RECRUITING **TASKS** REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

**0** **0**

**STRUCTURE**

- Organization  
H0190 Central Facility Services
- Primary Location  
Houston, Texas
- Job Field  
Staff

**HIRING TEAM**

- Department Contact  
Jackson, Mark
- Employment Rep  
Edwards Duncan, Nikki
- User Group  
University of Houston

**JOB INFORMATION**

- Employee Status  
Regular/Benefits
- Compensation  
15.02 USD (Hourly)

**+ Add Approvers**

Order	Approver	Decision	Decision Comment
1	Lisa M Curran	<input type="text" value="Approve"/>	
<input type="text" value="2"/> <input type="button" value="v"/>	Gayathri D Bala <input type="button" value="x"/>	<input type="text" value="Approve"/>	
<input type="text" value="3"/> <input type="button" value="v"/>	Mark A Jackson <input type="button" value="x"/>	<input type="text" value="Approve"/>	

Add the approvers to the list of collaborators defined for this requisition

Add the approvers to the list of my frequent collaborators

Reason for modifying the approval process \*

approved

Characters remaining : 992

After the approval process, assign to \*

