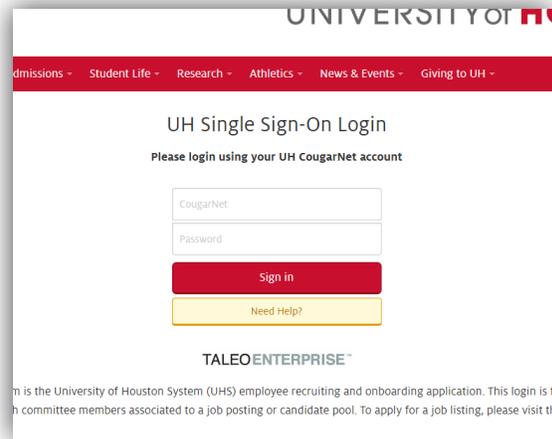
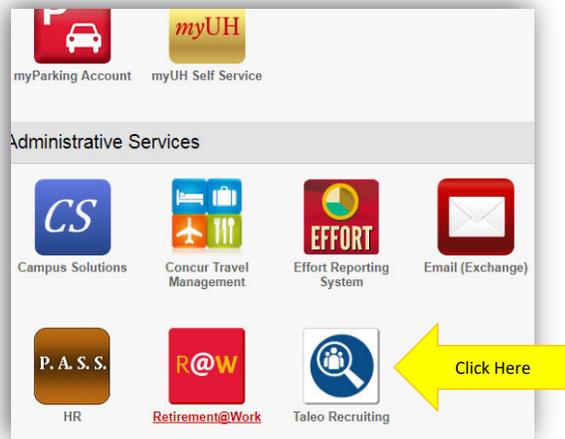


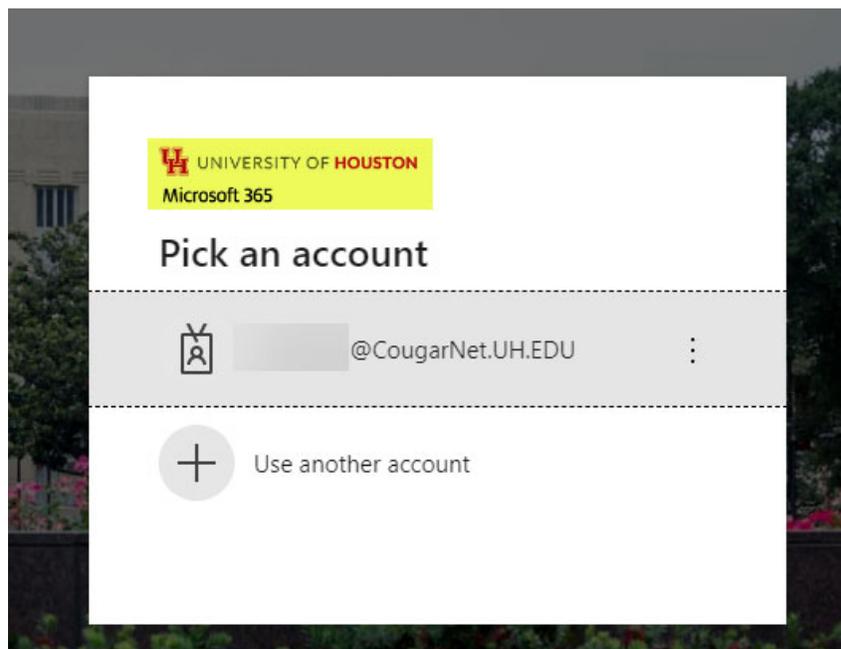
TALEO Quick Guide for Approvers

This guide provides instructions on how to log into TALEO to review and approve postings and requests for offer. Before getting started, be sure you have the latest version of Adobe Flash downloaded and turn off any pop-up blockers in your browser.

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

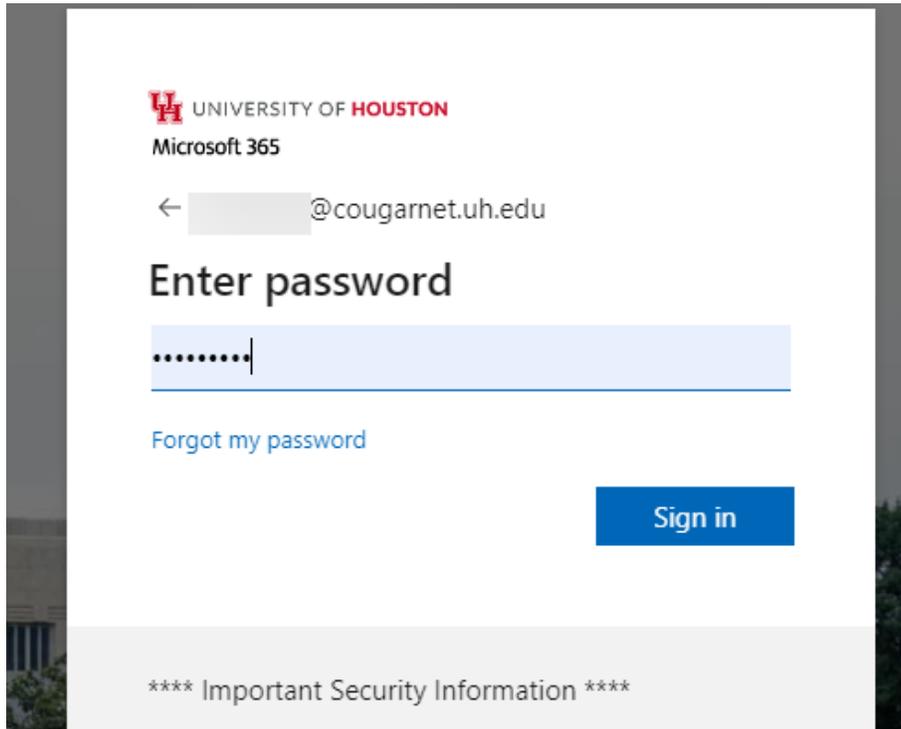


2. Login to Microsoft 365 (will ONLY appear if not already signed in.) Will require another Duo authentication (but can click Remember me for 30 days.)



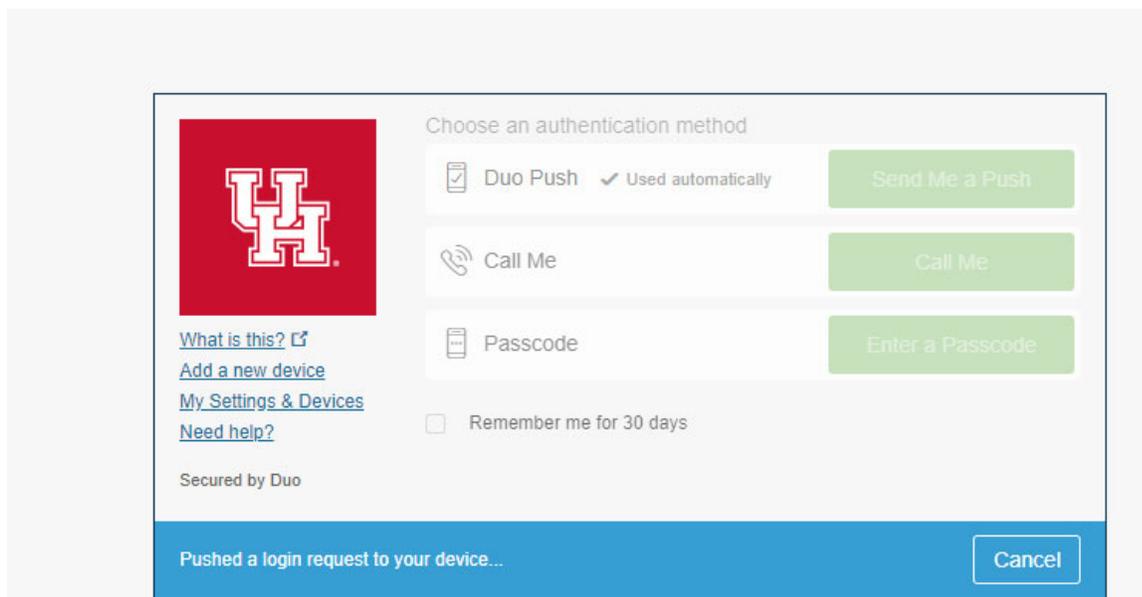
TALEO Quick Guide for Approvers

2. Enter cougarnet password



The screenshot shows the Microsoft 365 login interface for the University of Houston. At the top left is the University of Houston logo and the text "UNIVERSITY OF HOUSTON". Below that is "Microsoft 365". A back arrow is followed by a greyed-out email address field containing "@cougarnet.uh.edu". The main heading is "Enter password". Below it is a password input field with a blue border and a cursor. Underneath the password field is a blue link that says "Forgot my password". To the right of the password field is a blue "Sign in" button. At the bottom of the page, there is a grey bar with the text "**** Important Security Information ****".

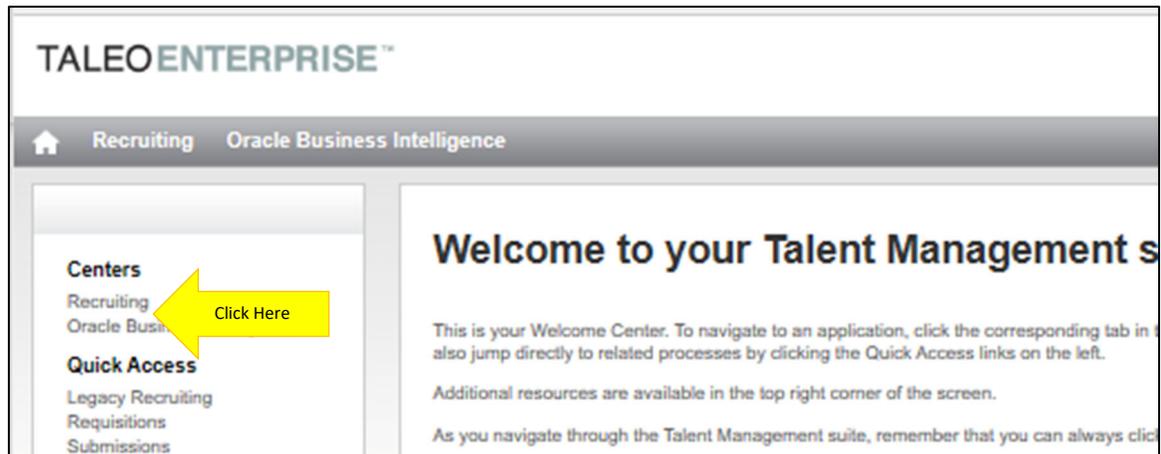
3. Request DUO authentication. (if needed).



The screenshot shows the Duo authentication interface. On the left is a red square with the white University of Houston logo. Below the logo are four links: "What is this? ⓘ", "Add a new device", "My Settings & Devices", and "Need help?". Below the links is the text "Secured by Duo". On the right, under the heading "Choose an authentication method", there are three options: "Duo Push" (with a checkmark and "Used automatically"), "Call Me", and "Passcode". Each option has a corresponding green button: "Send Me a Push", "Call Me", and "Enter a Passcode". Below these options is a checkbox labeled "Remember me for 30 days". At the bottom of the interface is a blue bar with the text "Pushed a login request to your device..." and a white "Cancel" button.

TALEO Quick Guide for Approvers

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



TALEO Quick Guide for Approvers

3. Under the Tasks section, click on the tasks assigned to me link. This will take you to postings and RFOs that require your attention.

The screenshot shows the Oracle TALEO Recruiting Center dashboard. The navigation bar includes RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, and SEARCH. The main content area is divided into several sections:

- Candidates:** A table showing Active submissions (0), ACE (0), and New (0) with a total of 452.
- Job Requisitions:** A table showing Pending (0) and Open (0) with a total of 12.
- Offers:** A section with no data to display.
- Tasks:** A section with three sub-tables: Recruiting (Assigned to me: 2, Total: 3), Requisitions (Approve Requisition: 1, Total: 2), and Offers (Approve Offer: 1, Total: 1). The 'Assigned to me' link and its total of 3 are circled in red.

4. This is your task list view. Click on the **Number** under Total to open the task list.

The screenshot shows a close-up of the Tasks section. It contains a table with the following data:

Recruiting		Total
Assigned to me	2	3

Requisitions		Total
Approve Requisition	1	2

Offers		Total
Approve Offer	1	1

A yellow arrow points to the number '3' in the 'Assigned to me' row of the Recruiting table, with the text 'Click Here' next to it.

TALEO Quick Guide for Approvers

This is the new task list. Click on the blue task to open the item.

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS SEARCH

You are here > Dashboard > Tasks List

Back to Center Stage

Filters Tasks (3)

Show tasks: Assigned to me

Show only new or recently active

Task type: All

Include completed tasks

Apply Filters Clear All

FILTERS Show tasks: Assigned to me Task type: All Clear All

Task	Relates to	Prior...	Task Status	Assignee	Latest Comme...
Approve offer	Candidate Name	Normal	In progress	Crappell Courtney	
Approve requisition	FAC001416 - Assistant or Associate Professor - Test	Normal	In progress	Crappell Courtney	
Approve requisition	FAC001392 - Visiting Assistant Professor of Voice	Normal	In progress	Crappell Courtney	

Page 1 of 1 (1-3 of 3 items)

For Posting approval instructions, proceed to page 6.

For Offer approval instructions, proceed to page 9.

TALEO Quick Guide for Approvers

Posting (Requisition) Review and Approval

Posting Review Panel

The Posting Review Panel will give you access to review the posting and attached documents. After you have reviewed, select your decision and click “Done” to move in workflow.

Click on the Requisition tab to view requisition and the Attachment Tab to view related attachments

If changes are required, you may edit (see the following page for directions on how to edit postings) or reject to the initiator to make edits.

Assistant or Associate Professor - Test (ID: FAC001416)

To Approve Requisition, take appropriate action from the summary card.

More Actions

Requisition Info Attachments Approvals History

Approval process for this requisition

Request Approval Process Modification

Order	Approver	Decision	Date & Time
1	Courtney Crappell	Pending	-
2		-	-
3		-	-
4		-	-
5	Mandisa Oliver-Hughes	-	-
6	Sarah E Castillo	-	-
7	Mark S Clarke	-	-

After the approval process, assign to : Sarah E Castillo

Message to Approvers

Sent on Jul 16, 2020 at 09:50 AM by I. Karina K Duran
New position approved on current hiring plan

Click on attachment to view posting attachments such on the costing sheet, rubrics and external posting.

Approve or reject to send back to initiator to have changes made. Then click done.

Click “Done” when you are ready to approve the posting. It will be routed to the next approver.

TALEO Quick Guide for Approvers

Editing a Posting

Most approvers can edit postings for minor changes. If in the course of reviewing your posting you determine that changes are needed, click on the requisition tab.

Click on the **Edit All** button to get into the posting and make any changes.

Summary Task details

Assistant or Associate Professor - Test (ID: FAC001416)

To Approve Requisition, take appropriate action from the summary card.

More Actions

Requisition Info Attachments Approvals History

Language: English (Base) Edit All Expand All

Logistics

Position Details

Number of Openings	Position Title	Justification
1	Assistant or Associate Professor - Test New Position	
ADVANCE Category	Hiring Plan Year	Cost Center
Other	FY2021	00730-1026-H0090-A1234-NA

Internal Notes

Any relevant information can be entered here that relates to the posting.

User Group

User Group
University of Houston

Click the Edit button to open the edit screen for the posting.

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS SEARCH

You are here > Dashboard > Tasks List > Requisition View

Assistant or Associate Professor - Test (ID: FAC001416)

To Approve Requisition, take appropriate action from the summary card.

More Actions

Requisition Info

Show fields required to:*

Save Request Approval Post

Language: English (Base) Collapse All Save

Cancel Done

Once all updates have been made to the posting, click the Save and Close button. You will still need to decide on approval.

If you have questions or need assistance navigating the system, please contact the Office of Faculty Affairs at FacultyAffairs@uh.edu or 713-743-9168.

TALEO Quick Guide for Approvers

Once **Done** is clicked, the Approval Tab will open for approval decision and any related comments.

The screenshot shows the TALEO interface for a requisition titled "Assistant or Associate Professor - Test (ID: FAC001416)". The "Approvals" tab is selected, showing a table of approvers and their decision status. A callout box points to the "Done" button in the "Action" section, with the text "Click Done once a Selection Decision is made to move in workflow".

Summary | Task details

Approve requisition
Task Status: In progress
Priority: Normal
Created by: I. Karina K Duran

Message to Approvers
New position approved on current hiring plan
More

Action

Select Decision *

Approve

Reject

Decision comment

Characters remaining : 1000

Send me an email with my decision

Done Cancel

Assistant or Associate Professor - Test (ID: FAC001416)

To Approve Requisition, take appropriate action from the summary card.

More Actions

Requisition Info | Attachments | **Approvals** | History

Approval process for this requisition

Request Approval Process Modification

Order	Approver	Decision	Date & Time	Decision Comment
1	Courtney Crappell	Pending	-	-
2	Ornela K Santee	-	-	-
3		-	-	-
4		-	-	-
5	Mandisa Oliver-Hughes	-	-	-
6	Sarah E Castillo	-	-	-
7	Mark S Clarke	-	-	-

After the approval process, assign to : Sarah E Castillo

Message to Approvers

Sent on Jul 16, 2020 at 09:50 AM by I. Karina K Duran
New position approved on current hiring plan

TALEO Quick Guide for Approvers

Offer Review and Approval

Offer Review Panel

Offer Task will open with the candidate's job submission.

Click on the **More Actions** tab and select **Decide on Approval** from the drop-down menu to open the Offer Review Panel to access the offer letter, posting, candidate's application and attachments. After you have reviewed, select your decision and click done.

If the requisition requires changes select "reject" so the initiator can make the changes and resubmit the offer.

Click the **Attachments** tab to view related attachments including CV, reference letters and costing sheet.

The screenshot displays the TALEO system interface for a candidate named Jack Russell. The navigation bar includes tabs for RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, and SEARCH. The breadcrumb trail shows the user is in the 'Candidate View' section. A summary panel on the left provides details about the candidate, including their location (United States > Texas > Houston) and submission status (0/0 Required met, 0/0 Assets met). The main content area shows the 'More Actions' dropdown menu open, with 'Decide on Approval' highlighted. A callout box with a blue border and white background points to this option, containing the text: 'Click on the More Actions Tab & select Decide on Approval'. Below the dropdown, a table lists candidate details such as Last Name (Russell), Address (123 Terrier Lane), City (Houston), Zip/Postal Code (77000), and Email Address (jackrussell@uh.edu).

TALEO Quick Guide for Approvers

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS SEARCH

You are here > Dashboard > Tasks List > Candidate View Back to Task List

Submission: Russell, Jack for Assistant or Associate Professor - Test (ID: FAC001416)

To Approve Offer, navigate to 'More actions' dropdown and select 'Decide on Approval' to take appropriate action.

More Actions

Job Submission Attachments(1) **Offers** History

This link takes you to the posting if you would like reference the advertisement.

Offer details

View Offer Highlight Differences Full Screen Expand All

Offer 1 (Current)

Review Attachments such as Costing Sheet, CV, Rec letters.

Review details of the offer such as start date, salary, and responsibilities

Top Section

Job Title : Assistant Professor

Status : Approval in Progress

Start Date : Sep 1, 2020, 8:00 AM Tenure

Expiration Date : Jul 23, 2020, 2:08 PM

Created on : Jul 20, 2020

Position Number : 00011378 - Assistant Professor - Music H0090 - JobCod...

Department Name : Moores School of Music

Full College Name : Katherine G. McGovern College of the Arts

Hiring Manager : Dept Chair or Supervisor

Department Contact : Admin or Coordinator

Does Debt Exist? : No Undetermined

Citizenship Status : Authorized Alien Temp

General Terms

Details

Other Terms

Offer Letter

Letter : Tenure Track Faculty

Review Offer Letter here

Comments

Offer 1 - approval process

Order	Approver	Decision	Date & Time	Decision Comment
1	Courtney Crappell	Pending	-	-
2	Ornela K Santee	-	-	-
3	Andrew C Davis	-	-	-
4	Sabrina Hassumani	-	-	-
5	Sarah E Castillo	-	-	-
6	Mark S Clarke	-	-	-
7	Paula M Short	-	-	-

After the approval process, assign to : Duran, I. Karina

Message to Approvers

Sent on Jul 21, 2020 at 01:46 PM by I. Karina K Duran
Please approve

Summary Task details

Approve offer

Task Status: In progress
Priority: Normal
Created by: I. Karina K Duran

Message to Approvers
Please approve
More

Action

Select Decision *

Approve

Reject

Decision comment

Characters remaining : 1000

Send me an email with my decision

Done Cancel

Select "Approve" or "Reject" to move RFO in workflow.

Click "Done" when you are ready to approve the offer. It will be routed to the next approver.

If you have questions or need assistance navigating the system, please contact the Office of Faculty Affairs at FacultyAffairs@uh.edu or 713-743-9168.

TALEO Quick Guide for Approvers

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. Proposed Candidate Evaluation Rubrics
6. Applicant pool must be reviewed by Office of Equal Opportunity Services PRIOR to interview

RFO Requirements

1. Background checks for candidates invited to campus interviews (initiated automatically)
2. Reference letters are required for final candidate
3. 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.
4. 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 and only required at the time of offer.
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.