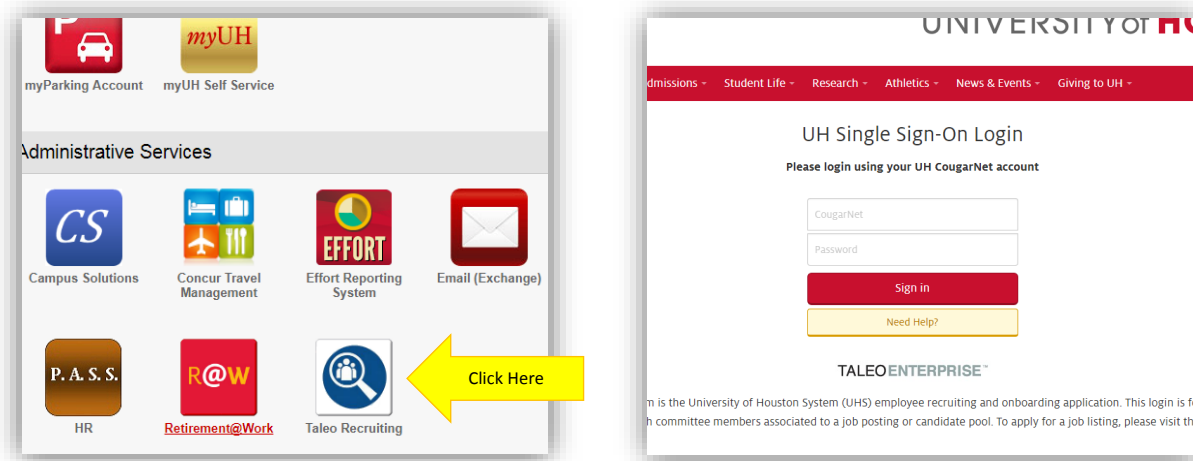


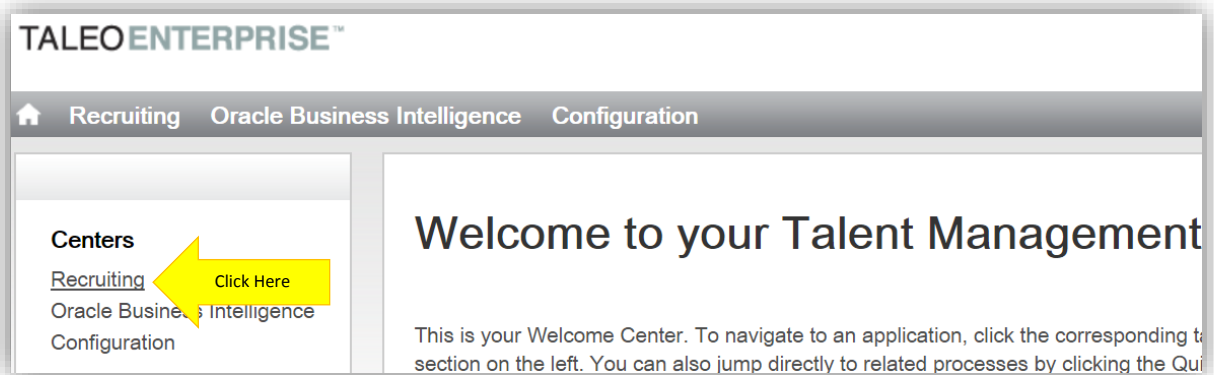
# TALEO Quick Guide for Search Committee

This guide provides instructions on how to log into TALEO to review applicant pools. 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.

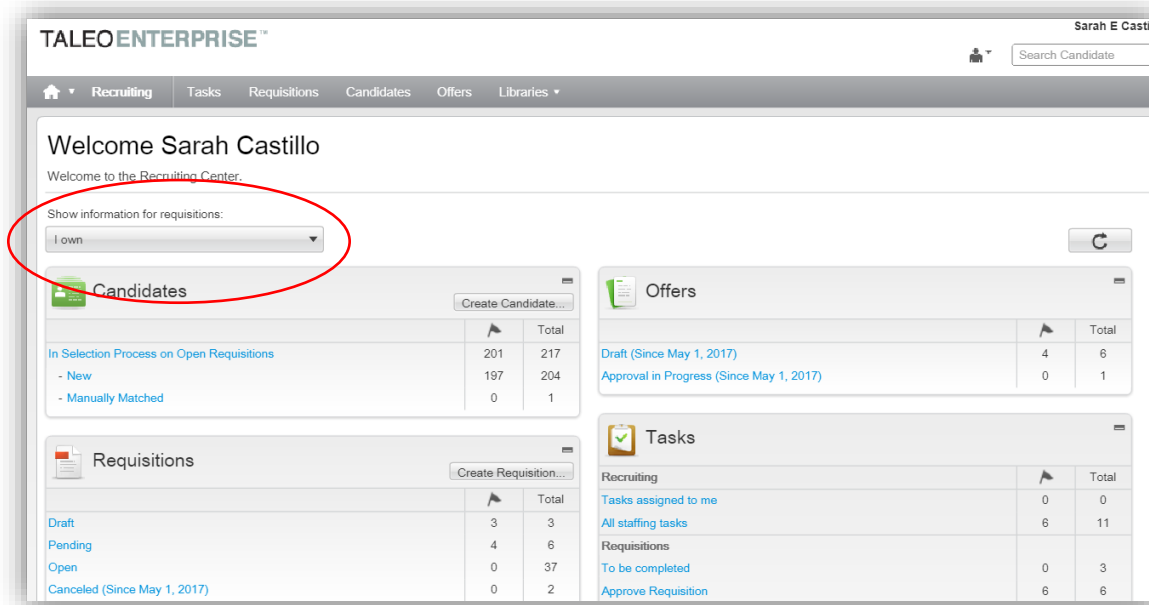


2. Click on the Recruiting Link under your Centers on the left menu. Both Postings and Offers reside in the Recruiting center.

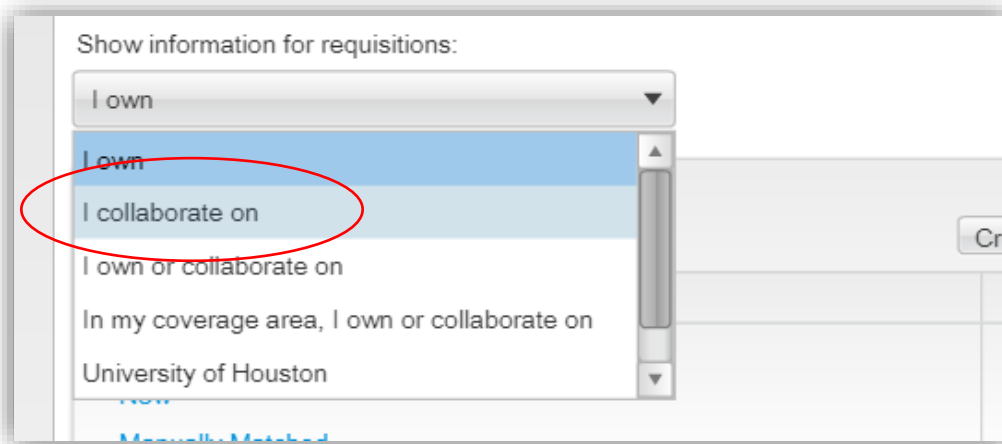


# TALEO Quick Guide for Search Committee

3. This is your TALEO dashboard. In TALEO, Search Committee Chairs and members are referred to as Collaborators. Change the drop down to display those posting on which you “Collaborate”.

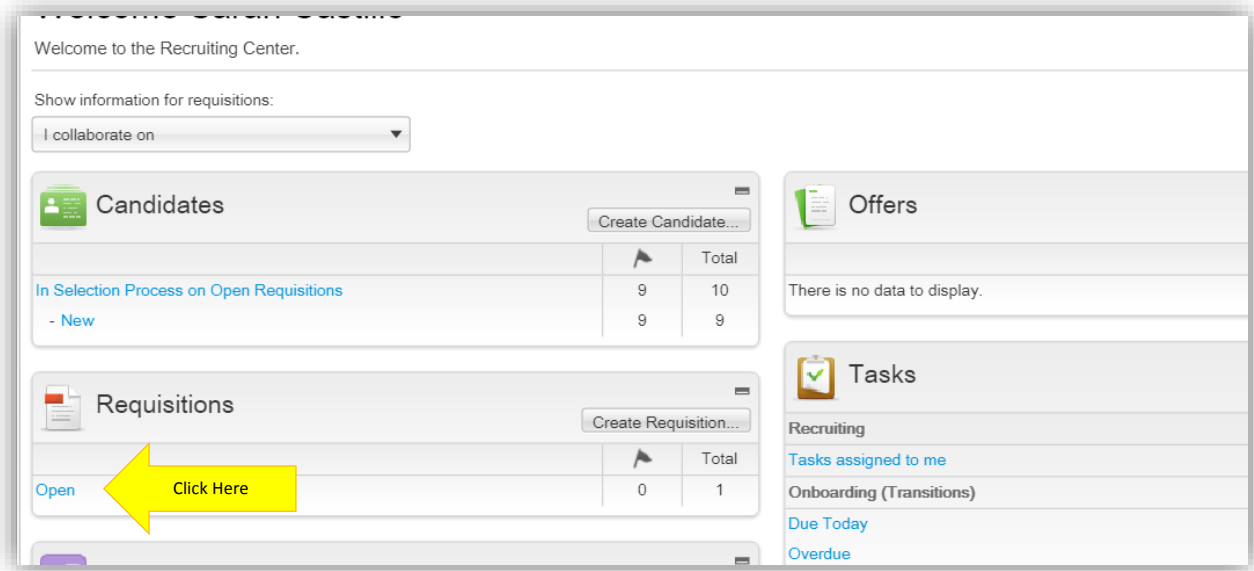


4. Select “I collaborate on” from the drop down menu.

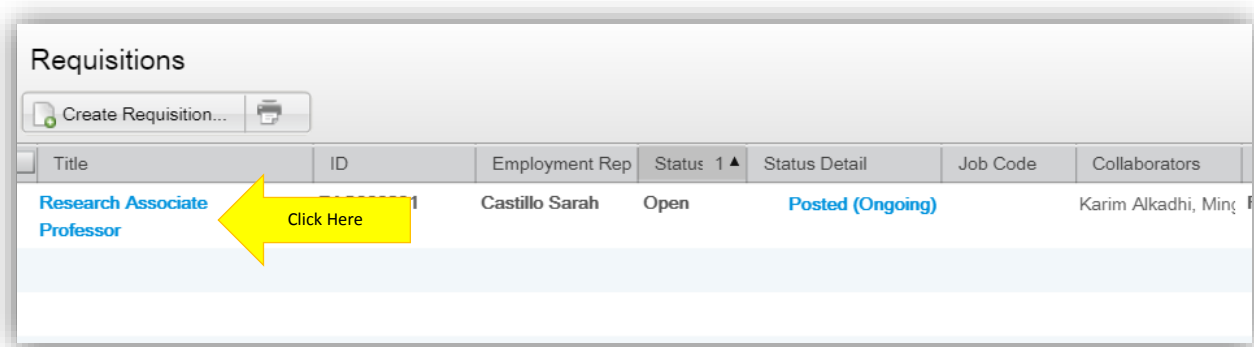


# TALEO Quick Guide for Search Committee

5. To get to your active open postings on which you are serving as a search committee member, click on “Open” under the “Requisitions” section of your dashboard.

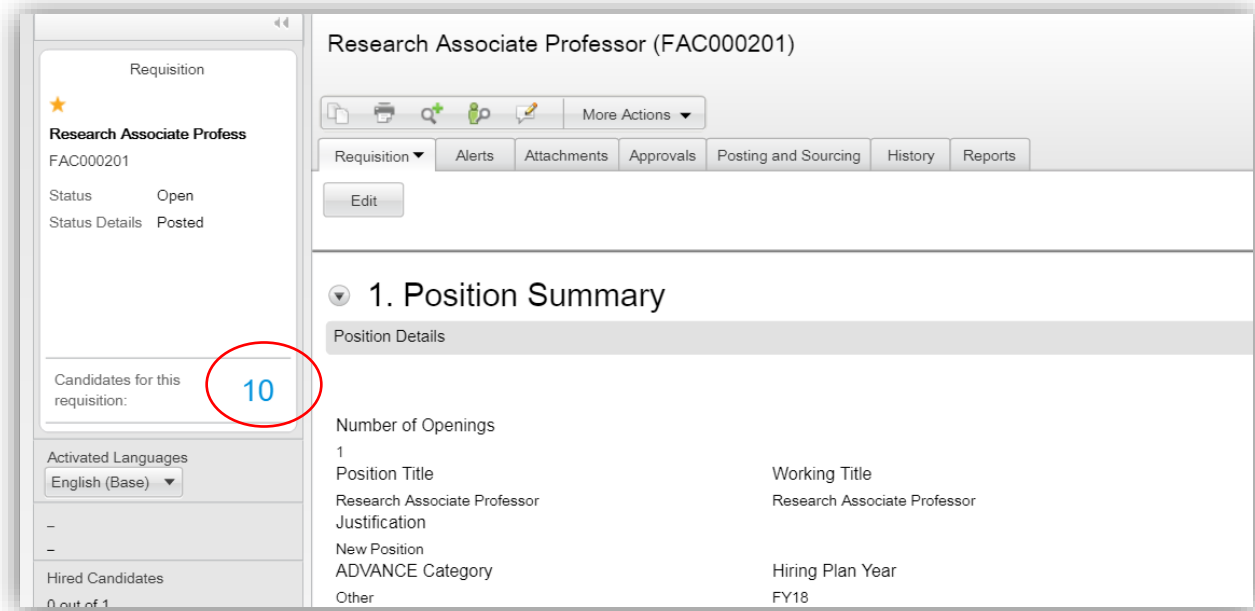


6. Click on the job title to take you to the individual posting detail and applicant pool.



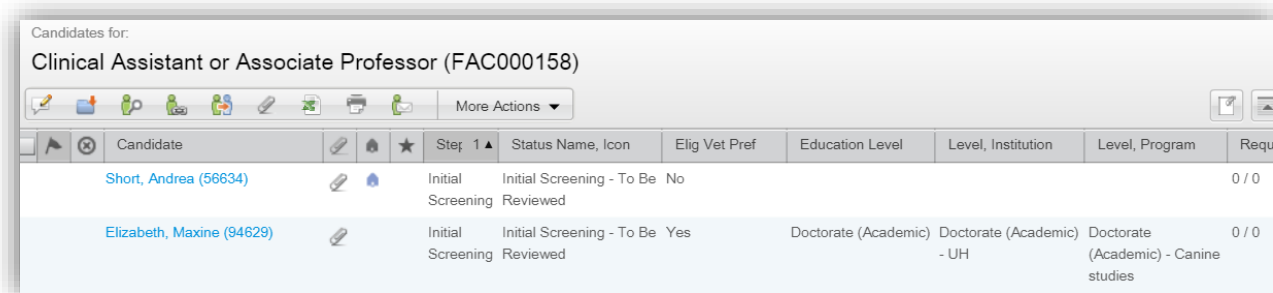
# TALEO Quick Guide for Search Committee

7. Click on the blue number on the left menu to get to the list of applicants.



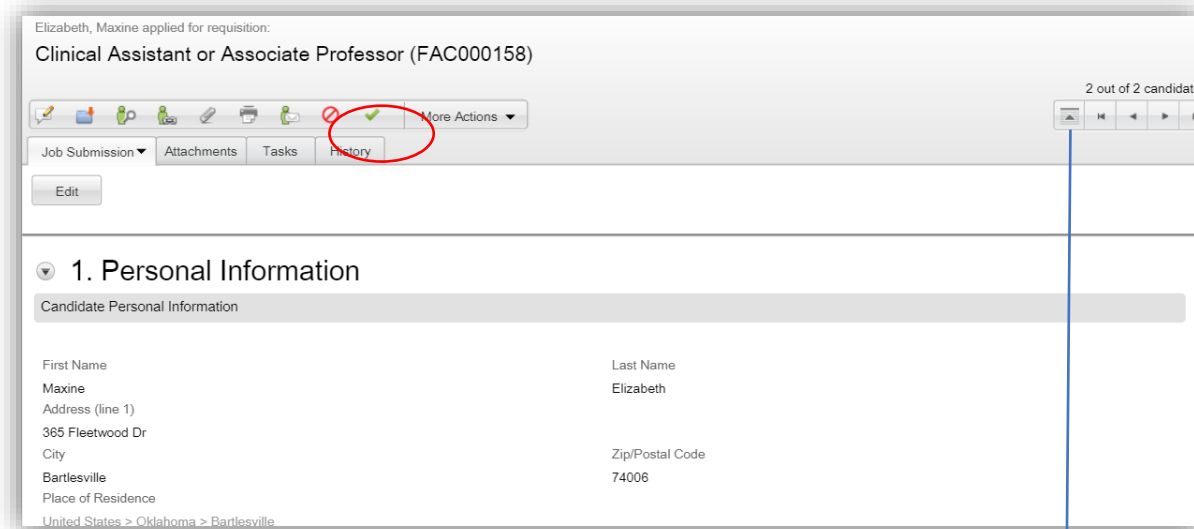
8. This list displays candidate name and basic information that the candidate filled out as part of the application. Click on the applicant's name to review the application.

Attachment view is an alternate way to review applicant documents directly from the applicant list. For Attachment View instructions skip to page 6.

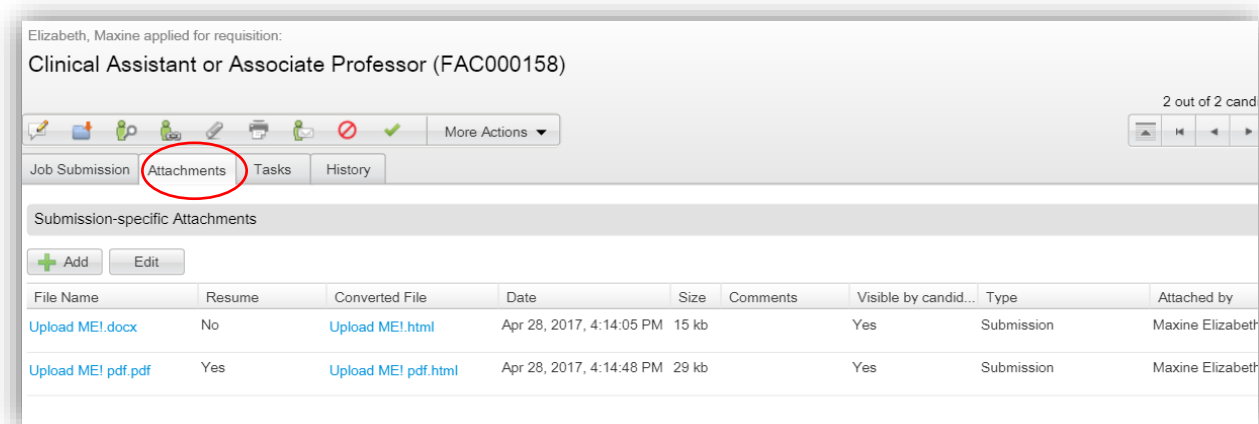


# TALEO Quick Guide for Search Committee

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



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

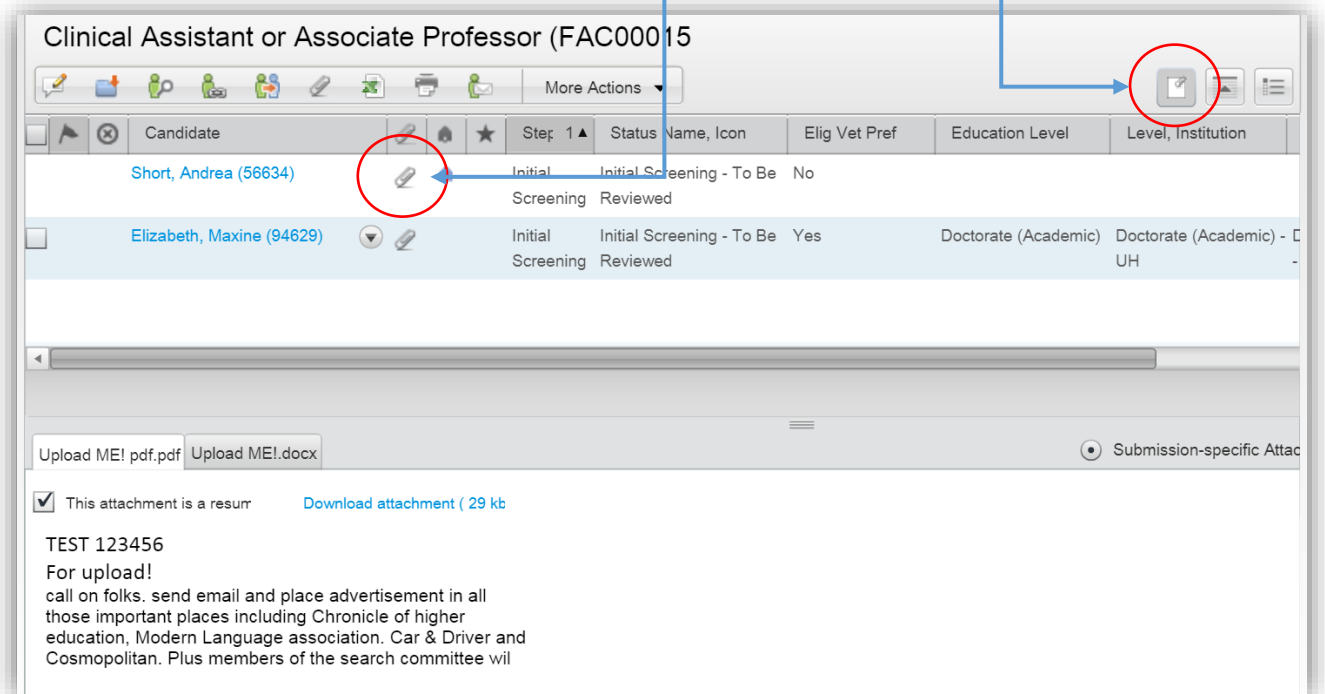


# TALEO Quick Guide for Search Committee

## Attachment View

Attachment view allows you to keep your list of applicants up while reviewing their CVs in the frame below. Click the notepad icon to use Attachment View.

To view the CVs, click the paperclip icon to the right of the applicant's name. The attached document will display below your applicant list.



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 chairs are required to attend search trainings every two years
5. Applicant pool must be reviewed by Office of Equal Opportunity Services PRIOR to interview

### 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.