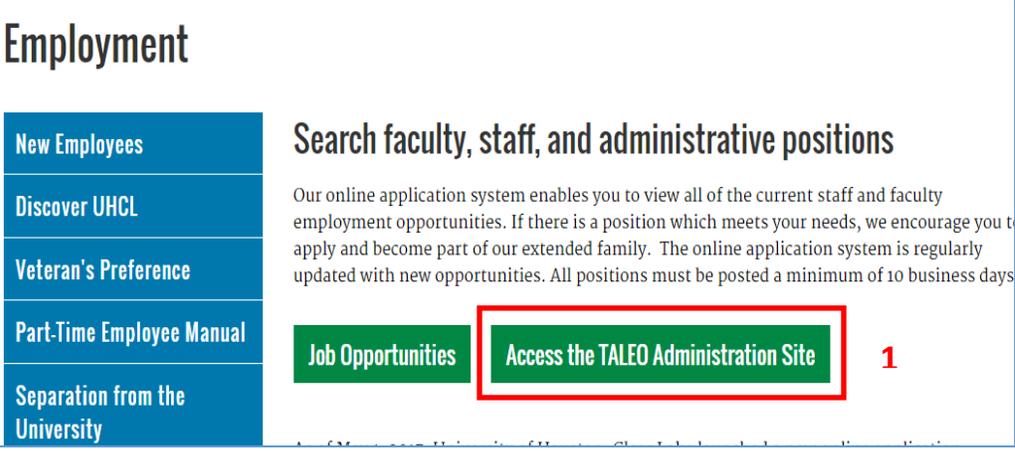
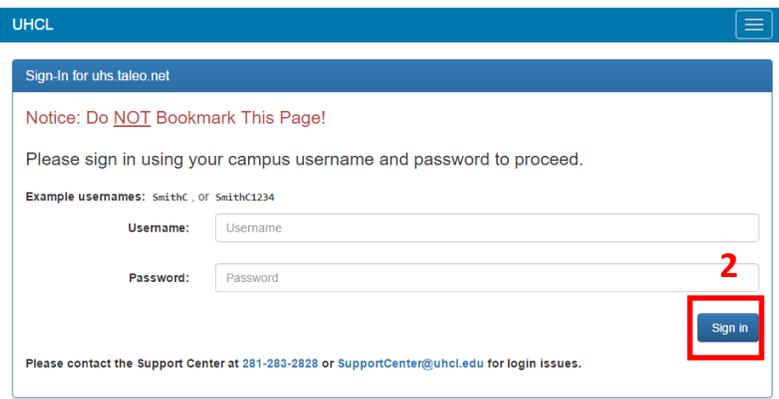


<p>Go to the HR Employment page.</p> <p>1. Click on Access to Taleo Administration Site.</p> <p>Note: Bookmark the Employment page for future use.</p>	 <p>The screenshot shows the 'Employment' section of the UHCL website. On the left is a navigation menu with items: 'New Employees', 'Discover UHCL', 'Veteran's Preference', 'Part-Time Employee Manual', and 'Separation from the University'. The main content area is titled 'Search faculty, staff, and administrative positions' and includes a paragraph about the online application system. Below the text are two buttons: 'Job Opportunities' and 'Access the TALEO Administration Site'. The latter button is highlighted with a red box and has a red '1' next to it.</p>
<p>Login with your computer login credentials (Last Name and Password).</p> <p>2. Click Sign In.</p> <p>The Recruiting Center screen displays.</p>	 <p>The screenshot shows the 'Sign-In for uhs.taleo.net' page. It features a notice: 'Notice: Do NOT Bookmark This Page!'. Below the notice, it says 'Please sign in using your campus username and password to proceed.' and provides 'Example usernames: SmithC, or SmithC1234'. There are input fields for 'Username' and 'Password'. The 'Sign In' button is highlighted with a red box and has a red '2' next to it. At the bottom, it says 'Please contact the Support Center at 281-283-2828 or SupportCenter@uhcl.edu for login issues.'</p>

Why can't I see a requisition in my department?

No role assigned. Remember, anyone who needs to review a requisition must have an assigned role. If you are not listed as a Hiring Manager, Department Contact, Senior Business Coordinator, or Collaborator, you will not be able to see the requisition.