

Go to the [HR Employment page](#).

1. Click on Access to Taleo Administration Site.

Login with your computer login credentials (Last Name and Password).

2. Click Sign In.

The Recruiting Center screen displays.

## Employment

- [New Employees](#)
- [Part-Time Employment](#)
- [Taleo and Recruitment Resources](#)
- [Requests to Hire](#)

### Careers at UHCL

University of Houston–Clear Lake currently employs more than 900 full-time faculty and staff members. We offer a wide range of careers, including teaching, research, advising, administration, counseling, information technology or maintenance, and so can you. The possibilities are endless at UHCL, and we're looking for dynamic, energetic candidates who are committed to promoting education and serving our students. If you're dedicated to serving students and the community, search our current employment opportunities to start your flight plan and get ready to soar with the Hawks.

Students seeking on-campus employment should visit the [Career Services](#) website.

Contact  
Human Resources

[Job Opportunities](#)

[TALEO Administration Site](#)

[Labor Compliance Notices](#)

Notice: Do **NOT** Bookmark This Page!

Please sign in using your campus username and password to proceed.

Example usernames: `SmithC`, or `SmithC1234`

Username:

Password:

2

[Sign In](#)

Please contact the Support Center at 281-283-2828 or [SupportCenter@uhcl.edu](mailto:SupportCenter@uhcl.edu) for login issues.

3. Click "Requisitions" in the Quick Access list.

The Requisitions screen displays.

4. In the Filters side menu, click on the drop down menu.

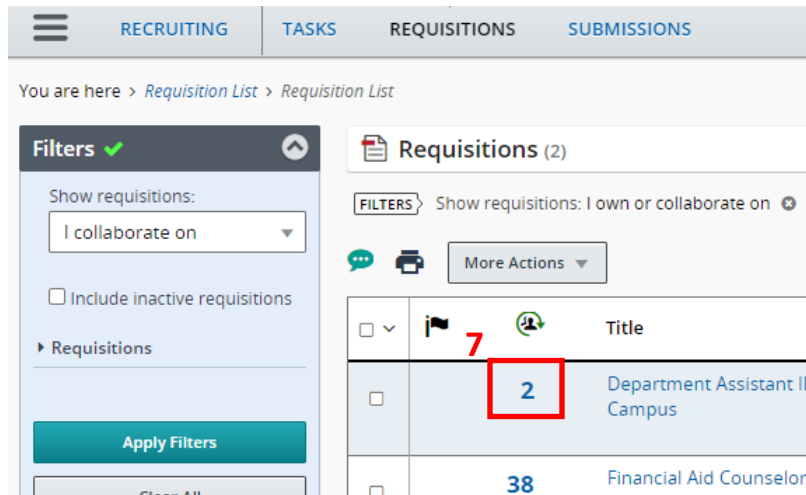
5. Select "I collaborate on" from the drop down menu.

6. Click Apply Filters on left side of screen.

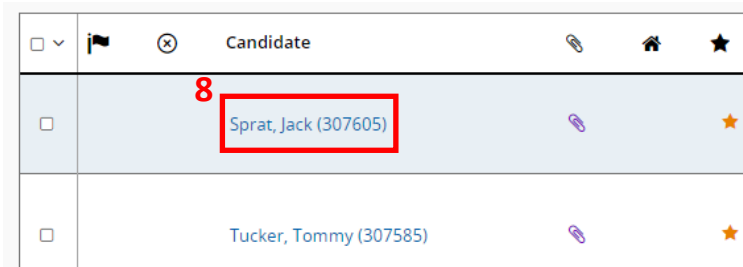
*Note: Any requisitions you are a collaborator on will appear in list form.*

7. Click on the **blue** number to the left of the job title to access the candidates.

The applicant list for the requisition will appear in list form.

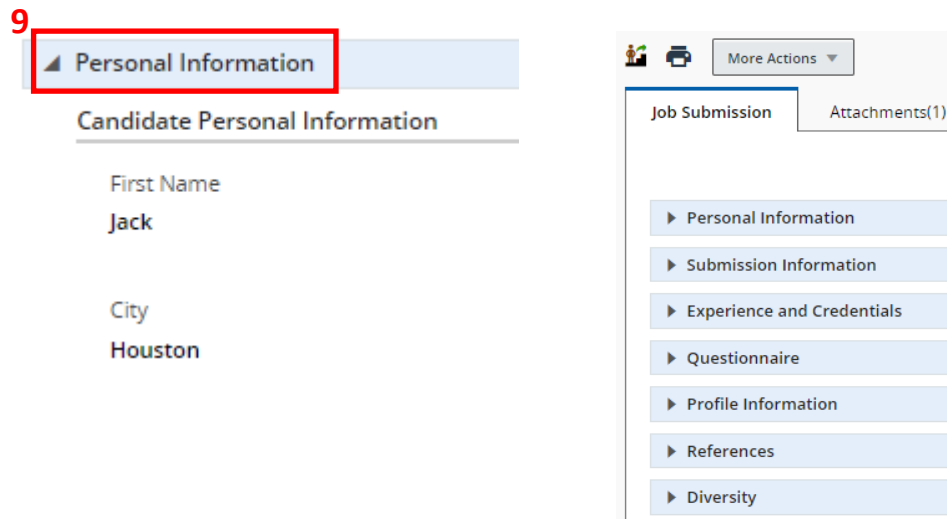


8. To view the application and attachments click on the candidate name.

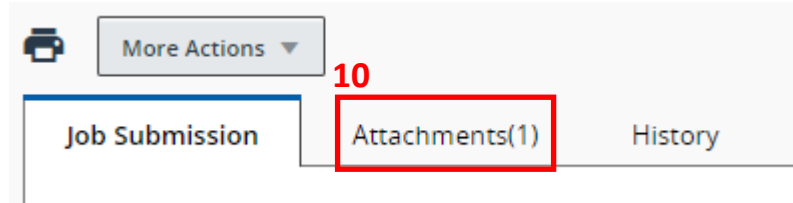


9. The Personal Information section is visible. To expand a section scroll down and click on the drop-down menu.

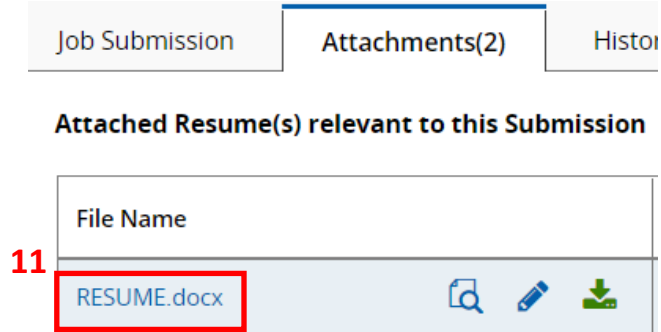
*Note: The **Experience and Credentials** section is the only section relevant to your role. It contains education and work experience entered by the candidate.*



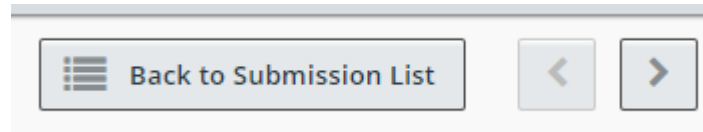
10. To view the attachments (Cover Letter and Resume, etc.) click on the Attachments tab.



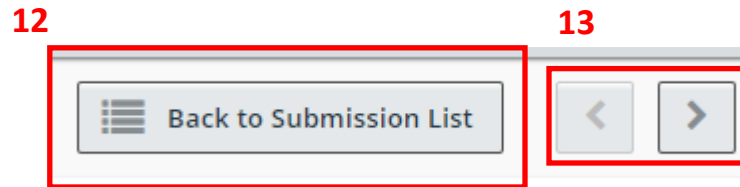
11. Attachments uploaded by the candidate will appear. Click on the attachment to view it.



To easily move to the next candidate, see the options in the upper right corner of screen.



12. Will return you to the entire candidate list.



13. Will move you to the next candidate in the list.