

The roles listed below are defined by the Taleo Applicant Tracking System.

- Collaborator
- Department Contact
- Hiring Manager

For a UHCL employee to access a requisition in the Taleo Applicant Tracking System, the following must happen:

1. The user must have been assigned or granted a specific role in Taleo.
2. The user must have been assigned to a requisition.

Role assignment and requisition access is granted by Human Resources only.

Granting Authority to a User

All regular UHCL employees have automatically been granted access as a Collaborator in the Taleo System. If a different type of access is needed (i.e., Hiring Manager, Department Contact), the Employment Coordinator in Human Resources should be contacted to request access.

Assigning a User to a Requisition

When a requisition is created, the Employment Coordinator will assign owners and collaborators. Only one hiring manager and department contact can be assigned to a requisition, but any number of collaborators can be selected.

Associated Permissions:

Collaborator

Collaborators (search committee) are able to do the following;

- Review requisitions they are assigned to.
- View candidate applications and documents.
- Print candidate applications and documents.

Collaborators do not have the ability to modify the requisition, edit candidate files, or update a candidate's step or status.

Department Contact

Department Contacts (search support person in hiring department) are able to do the following:

- Review requisitions they are assigned to.
- View candidate applications and documents.
- Print candidate applications and documents.

- Update a candidate(s) step or status.
- Reject candidate(s).
- Send correspondence.
- View offer details.

Please note, only one Department Contact can be assigned to a Requisition.

Hiring Manager

Hiring Managers have all of the permissions listed above for any requisition assigned to them. In addition, they have additional permissions related to managing the candidate pool. Hiring managers are able to do the following:

- Enter and save notes on a candidate.
- Reject requisitions and offers.
- Update a candidate(s) step or status.
- Reject candidate(s).