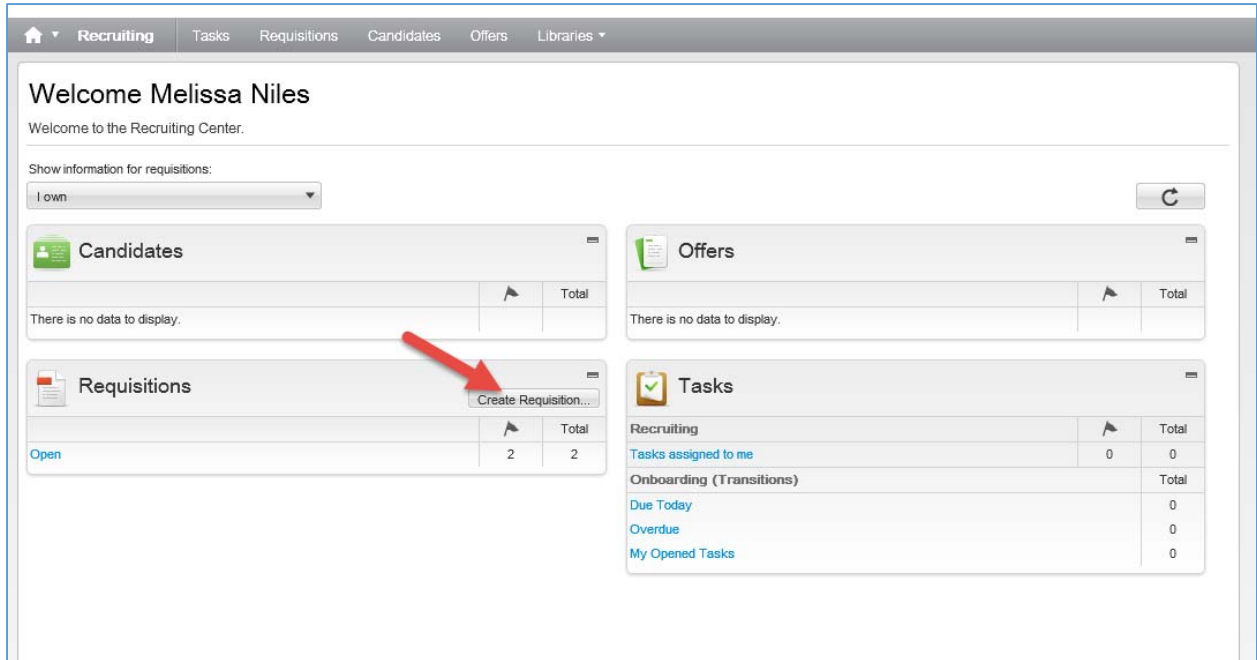


Creating a Faculty Requisition – Taleo

Quick Job Aid

For those initiating and approving requisitions and offers associated to Faculty, you will need to follow the steps below carefully.

1. Access the Recruiting dashboard. Click the **Create Requisition** button from the dashboard, or from the Requisitions menu along the top of the dashboard.



2. Select the type of requisition you are creating. Click the **Next** button to proceed.



- Faculty requisitions do not use templates. Leave these fields blank and click the **Next** button to proceed.

Create a Requisition

Select predefined data, if relevant
To open a blank requisition file, click "Next" without entering any information.

Requisition Template

Department Contact

- The Organization, Location, and Job Fields are crucial to the requisition. Click the **Organization** lookup button to find the correct department.

Create a Requisition

Select the organization-location-job field structure
To open a blank requisition file, click "Create" without entering any information.

Organization

Primary Location

Job Field

Add Locations

- Under Quick Filters, enter the **Department** ID and click the **Refresh** icon. The system displays the department in the grid to the right.

Organizations Selector

Organization

Campus

All

Quick Filters

Campus

Division

College

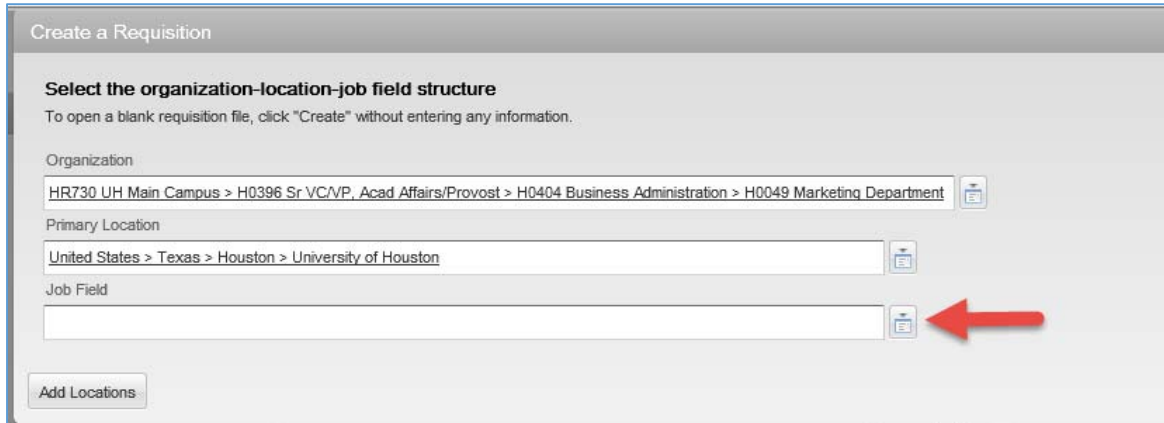
Department
H0049

Keyword

Campus	Division
HR730 UH Main Campus	
HR730 UH Main Campus	H0395 Chancellor/President
HR730 UH Main Campus	H0395 Chancellor/President
HR730 UH Main Campus	H0395 Chancellor/President
HR730 UH Main Campus	H0395 Chancellor/President
HR730 UH Main Campus	H0395 Chancellor/President
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HR730 UH Main Campus	H0395 Chancellor/President
HR730 UH Main Campus	H0395 Chancellor/President
HR730 UH Main Campus	H0395 Chancellor/President

Office of Faculty Affairs

8. Click the **Job Field** lookup icon and select Faculty, Adjunct or Librarian.
 - Faculty – ALL RANKED Faculty positions within classifications Tenured, Tenure Track, Clinical, Instructional, and Research.
 - Adjunct – ALL Lecturer and Adjunct titles as well as any other part-time NTT titles.
 - Librarian – All Librarian positions.



The screenshot shows the 'Create a Requisition' form. The 'Organization' field is populated with 'HR730 UH Main Campus > H0396 Sr VC/VP, Acad Affairs/Provost > H0404 Business Administration > H0049 Marketing Department'. The 'Primary Location' field is populated with 'United States > Texas > Houston > University of Houston'. The 'Job Field' field is empty, and a red arrow points to the lookup icon next to it. An 'Add Locations' button is visible at the bottom left.

9. Once all fields are populated, click the **Create** button to generate the requisition form.



The screenshot shows the 'Create a Requisition' form with the 'Job Field' field now populated with 'Faculty'. A red arrow points to the 'Create' button at the bottom right, which is highlighted. The 'Previous' and 'Cancel' buttons are also visible.

10. Reference Reviewer Field should be populated with the employee's information that will be organizing collection of the references.

Requisition ▾

Save Save and Close Cancel

1. Position Summary

Position Details

Number of Openings
 1 Unlimited

* Position Title Working Title

* Justification Previous Incumbent Name

* ADVANCE Category * Hiring Plan Year

Reference Reviewer Reference Reviewer Email

* Cost Center

Internal Notes

11. Enter the Position Summary details. The **Employment Rep** for Faculty, Adjunct and Librarian is Sarah Castillo.

Requisition ▾

Save Save and Close Cancel

* Show fields required to: Save ▾

Owners

* Employment Rep

* Department Contact

Department Contact 2

12. Enter the Position **Description**, **Qualifications**, and required documents. Please make sure all text is in Arial x-small.

3. Position Description

Description

*** Description**

Source: [Icons] [ABC] [Icons] [Icons]

Format [v] Font [v] Size [v] [Icons]

B ***I*** **U** [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons]

*** Qualifications**

Source: [Icons] [ABC] [Icons] [Icons]

Format [v] Font [v] Size [v] [Icons]

B ***I*** **U** [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons] [Icons]

13. Enter all remaining requisition details and **Request Approval**.

Faculty Position Types in Taleo

1. Faculty – ALL full-time RANKED Faculty positions within classifications Tenured, Tenure Track, Clinical, Instructional, and Research.
2. Adjunct – ALL Lecturer and Adjunct titles as well as Part-time NTT titles.
3. Librarian – All Librarian positions.

Posting Requirements

1. Minimum Posting time is 10 business days. We recommend minimum 30 days for Tenured and Tenure Track positions as well as Instructional, Clinical and Research for immigration reasons.
2. Minimum number of people on a search committee is 4 for Tenured and Tenure track positions.
3. Postings should include the degree with discipline required for the position as well as duties to be performed.
4. If you are hiring for ALL RANKS, you must list out the qualifications for each rank as determined by your committee, department and/or college.
5. Language reflecting the University's commitment to diversity is required in the job posting. Sample language can be found in the Toolkit. Please visit <http://www.uh.edu/provost/faculty/administrators/recruiting-powerhouse-faculty/>
6. Dual Career Statement is required for ONLY Tenured and Tenure Track postings.
 - a. "The University of Houston is responsive to the needs of dual career couples."
7. Recruitment Strategy should be robust. Please ensure that all efforts listed are carried out as documentation of efforts may be requested.
 - a. Postings are automatically posted to the UH jobs site, Texas Workforce Commission, HigherEdJobs.com, and the Chronicle of Higher Education (online only). It is expected that additional targeted efforts are made to recruit applicants from underrepresented groups.
8. Please remember that qualified Veterans are required to be interviewed. Additional information regarding veterans' preference can be found at <http://www.uh.edu/human-resources/manager-toolbox/hiring/Veterans/index.php>.
9. For Tenured and Tenure Track searches, it is now a requirement that evaluation criteria be uploaded to the request for offer. This is being communicated to the Search Committee in separate training sessions.

Posting Attachments

1. Costing sheet – ONLY for positions on the hiring plan.
 - a. Please name attachment "Costing Sheet – F000XXX posting"
2. External posting- ONLY for positions you will post externally, for example in journals. This is expected for all Tenured and Tenure track positions.
3. Copy of the hiring plan with the line for which you are posting highlighted.
 - a. Please name attachment "Hiring Plan FY1X – F000XXX posting"
4. Any additional documentation demonstrating Provost approval.

Search Committee Members and Access to Applicants

Search Committees for Tenure Track positions should not include the Department Chair. In order for your search committee to have access to the applicant pool, the Search Committee Chair must have attended training within the past year.

Faculty Applicant Workflow - Taleo

Initial Screening

To Be reviewed

Under Consideration

Passed Screening

Reference Letters

Select Reference Method

Send Automated Reference Request

Manually Request Reference Letters

All Letters Received

Screening Interview

Pending Interview Screening

Under Consideration

Passed Interview Screening

Campus Visit

Selected for Campus Interview

Completed Campus Interview

Finalist

Please note that the Criminal Background Check is no longer required before the campus interview stage of the hiring process. It is automatically triggered in Taleo at the time the employment offer is created.