

TALEO EOS – Applicant Pool Review

This guide provides the steps to request the EOS review of the Applicant Pools. Applicant pools must be approved prior to interviews being conducted.

1. On the Requisition tab, check the Open box to view active applications and click Apply Filters button.

The screenshot shows the TALEO EOS interface for Requisitions. The left sidebar contains a 'Filters' panel with the following options:

- Show requisitions: I own
- Include Inactive requisitions
- Requisitions
 - Status
 - Draft
 - Pending
 - Open
 - On Hold
 - Organization
 - Primary Location
 - Job Field
 - Position Title
 - Requisition ID
 - Department Contact
 - Recruiter
 - Hire Type

The main table displays 14 requisitions. The first row is highlighted with an orange box around the number '40'. The table columns are: Title, ID, Status, Status Detail, Recruiter, and Department. The 'Status' column for the first row is 'Open'. The 'Apply Filters' button is located at the bottom left of the filter panel.

Title	ID	Status	Status Detail	Recruiter	Department
	40	Open	Expired (2/8/20)	Edwards Duncan Nikki	Duran I. K
Office Assistant 1	STA005777	Open	Expired (2/14/20)	Edwards Duncan Nikki	Duran I. K
Faculty Duplicate Req - Extra fields	FAC001419	Pending	To Be Approved (7/30/20)	Duran I. Karina	Duran I. K
Assistant or Associate Professor - Test	FAC001416	Open	Posted (Ongoing)	Castillo Sarah	Duran I. K
Assistant Professor -Music Test	FAC001408	Open	Expired (6/2/20)	Short Andrea	Duran I. K
Professor - Test	FAC001401	Open	Expired (6/29/20)	Castillo Sarah	Duran I. K
Visiting Assistant Professor of Voice	FAC001392	Pending	To Be Approved (4/28/20)	Castillo Sarah	Duran I. K
Assistant Professor in Music Theory	FAC001367	Open	Posted (Ongoing)	Castillo Sarah	Duran I. K
Professor -	FAC001309	Open	Expired (5/31/20)	Castillo Sarah	Duran I. K

If you have questions or need assistance navigating the system, please contact the Office of Faculty Affairs at FacultyAffairs@uh.edu or 713-743-9168.

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2. From the Requisition tab, click on the job title to take you to the individual posting detail and applicant pool.

Requisitions (8)

Filters: Show requisitions: I own, Status: Open, Job Field: Faculty, Hire Type: All, Clear All

Title	ID	Status	Status Detail	Recruiter	Department
Assistant or Associate Professor - Test	FAC001416	Open	Posted (Ongoing)	Castillo Sarah	Duran I. K
Assistant Professor -Music Test	FAC001408	Open	Expired (6/2/20)	Short Andrea	Duran I. K
Professor - Test			Expired (6/29/20)	Castillo Sarah	Duran I. K
Assistant Professor in Music Theory	FAC001367	Open	Posted (Ongoing)	Castillo Sarah	Duran I. K
Assistant or Associate Professor - Clarinet	FAC001309	Open	Expired (5/31/20)	Castillo Sarah	Duran I. K

3. This list displays the candidate name and basic information that the candidate filled out as part of the application. Select the checkbox for only one applicant. Selecting multiple applicants will send multiple emails requesting EEO review of the same applicant pool.

Submissions for: Assistant Professor -Music Test (Requisition ID: FAC001408)

Filters: No filters are applied

Candidate	Step	Step, Status, Icon	Elig Vet Pref	Education Level	Level, Institution
Ruth, Baby (307206)		Initial Screening - Rejected		Yes	Bachelor's Deg
Marie, Brutus M (307286)		Initial Screening - Applicant Withdrew		No	Master's Degre
Russell, Jack (307474)		Initial Screening - To Be Reviewed		No	Doctorate Deg
Bar, Can		Initial Screening - To Be Reviewed		No	Master's Degre
Elizabeth, Maxine (94629)		Offer - Approval in Progress		Yes	Doctorate Deg

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4. From the More Actions menu, select Start Onboarding (Transitions) Pre-Hire Process.

The screenshot shows the 'Submissions for: Assistant Professor -Music Test (Requisition ID: FAC001408)' page. A 'More Actions' menu is open over a candidate row. The menu options include: Selection Process (Revert Latest Change of Step/Status, Change Step/Status), Sourcing Activities (Share Candidate), and Other Actions (Download As Excel, Send Correspondence). An orange callout box points to the 'Change Step/Status' option with the text 'Click Here'. The table below shows the candidate's current status and details.

Step	Step, Status, Icon	Elig Vet Pref	Education Level	Level, Institution
Initial Screening	Initial Screening - Rejected	Yes	Bachelor's Degree	
Initial Screening	Initial Screening - Applicant Withdrew	No	Master's Degree	
Initial Screening	Initial Screening - To Be Reviewed	No	Doctorate Degree	
Initial Screening	Initial Screening - To Be Reviewed	No	Master's Degree	
Offer	Offer - Approval In Progress	Yes	Doctorate Degree	

5. Click Done on the popup screen to initiate the EEO Review Process.

The screenshot shows the 'Change Step and Status' popup for candidate Russell, Jack(307474). The 'Currently in' section shows 'Step: Initial Screening' and 'Status: To Be Reviewed'. The 'Change to' section shows 'Step: Initial Screening' and 'Status: Under Consideration'. An orange callout box points to the 'Start Onboarding process' checkbox with the text 'Click Start Onboarding Process to display EEO Review option'. Below this, the 'Select Other Action' section has 'Start Onboarding process' checked, with 'Pre-Hire' selected and 'EEO Review' chosen in the dropdown. Another orange callout box points to the 'Apply and Close' button with the text 'Click Apply and Close to initiate EEO Review'. The bottom of the screen shows '1 item(s) selected.' and 'Page 1 of 1 (1-5 of 5 items)'.

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An email is sent to EOS to notify them to review the applicant pool. The department contact will receive an email from EOS with the approval or with a request for additional information.

Reminders

- Once the approval is received, the department can start the interview process.
- Upload a copy of the approval email to the final request for offer.
- The EOS review process only needs to be done on **one candidate per posting**.