Classified
Adding Frequent Collaborators
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1. Go to [http://go.uth.edu/recruit](http://go.uth.edu/recruit) and log in by using your UTHealth username and password.

2. Once logged in, select the “Recruiting” option listed on the Welcome page.
3. In the top right hand corner of the page, click on “Resources” and then “My Setup.”

4. Under the “My Setup” screen, click on the “Frequent Collaborators” tab.

5. On the “Frequent Collaborators” tab, click “Add” and you can search for and select your frequent collaborators.
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6. After selecting all of your frequent collaborators, click “Done.” Now when you are creating a requisition, any time you click the “Add Frequent Collaborators” button, the system will automatically add everyone on this list.

(When creating a requisition...)

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