Classified
Creating a Requisition
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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.
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3. Click “Create a Requisition” and the Requisition template will pop up.

4. Select the correct the Requisition Template by clicking on the small square to the right of the field.

5. If you know the job code, start typing it in the correct field. Otherwise, start typing the name of the position in the “Requisition Title” field and click on the small refresh button next to the field. After you have found the correct position, press the “Select” button on the right side of the screen.
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6. Repeat for Department and click next.

7. The “Organization,” “Primary Location,” and “Job Field” should automatically populate, but if necessary, change them using the same process as the previous steps. Then click “Create.”
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8. The Requisition Form will now display.

9. In the “Owners” section, select the Recruiter, Hiring Manager, and PA Submitter. Additionally, you have the option of adding Collaborators/Search Committee Members to the requisition by clicking on the “Modify” button.
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Note: If you start typing a name in the box, the system will autosuggest the person you are typing. It must have at least three characters to find a match.

10. Update the remaining fields that are marked with an *. These are all required fields for a Hiring Manager. Once you are finished, click the “Save and Close” button.
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Note: If you have not answered a mandatory question (a question marked with an *), the system will not allow you to save and close. An error message will appear, showing which question(s) must be updated in order to continue. If you click on the blue hyperlink in the error message, you will be taken directly to the mandatory question that needs to be answered.

11. The job requisition has now been saved as a draft. Click on the “More Actions” arrow and click “Save as Open” to approve the requisition draft.
12. The Status should now say “Open” and the Status Details should now say “Approved.” Click on the “More Actions” arrow once more and click “Submit to Recruiter.”

13. Either type in the name of the recruiter or click on the box to the right of the field to select your recruiter. The press “Done.”

14. The requisition has now been submitted to the recruiter. They will receive an email notifying them so that they can review and post the requisition.
You may sign out of Taleo by clicking on the “Sign Out” button in the top right corner of the page.