Viewing Your Requisition
You may view all of your requisitions or just one requisition at a time.

Follow these instructions to view your requisitions.
Viewing Your Requisitions

• Access Requisitions Online
  – https://ut.taleo.net

• If you are not logged into the UT Network, sign into the ATS using your netid and password.

• If you are logged into the UT Network, you will automatically be directed to the ATS menu.
Viewing your Requisitions

This is the screen you will see if you are not logged into the UT Network.

Log in using your netid and password.

Note: If you are logged into the UT Network, you will automatically be directed to the ATS Main Menu as shown below.
To view your requisitions, click Recruiting.
On the Main Menu, click View Requisitions to find detailed information about your job requisition.
When you are in the ATS, you will see this information in the upper, right-hand corner of the screen.

- **Your Name**: Click to return to the Main Menu.
- **Shows information about you as an ATS user.**
- **Click here to log completely out of the ATS.**
You will be presented a list of your active requisitions. Note the number beside each requisition indicates the number of applications you currently have for the requisition. To view detailed information, click on the requisition title.
You will be presented information about the requisition. Use the scroll bar to see additional information.
The additional sections of the requisition are listed below. Click on the arrows to expand each section.

- **Administration** describes the budgeting information.
- **Description (External)** shows the job description that appears on the External Career Site.
- **Description (Internal)** shows the job description that appears on the Internal Career Site.
- **Prescreening** shows the prescreening questions assigned to the requisition.
After reviewing a specific requisition, click the *Return to the Requisition List* button to return to the full requisition list.

Don’t forget to sign out when you are finished.