



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.

 **User Sign In**
To access the application, please sign in.

Mandatory fields are marked with a red indicator.

Select a language
English ▾ Refresh

Remember my selection

▪ User Name

▪ Password

[Forgot your password?](#)

A red callout bubble points to the User Name field.

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.



TALEO **ENTERPRISE**™



Recruiting



Onboarding



Reporting

To view your requisitions, click Recruiting.



Recruiting

Welcome Ben Bond

Welcome to the Recruiting Center.



View Requisitions

View detailed information about your requisitions.



View Candidates

View detailed information about your candidates.

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.

Ben Bond

 [Home](#)

[Resources](#)

[Sign Out](#)

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.

Requisitions

		1	Department	ID	Recruiter	Status	Status Detail	Manager Assistant	Hiring Manager	Emp
1	AdminAsst UWA2 - jh		Treasurer	11000006J	Janice Hodge(Recruiter)	Open	Approved (Ready)		Ben Bond	Staff:
1	AdminAsst UWA2 - jh		Treasurer	11000006Y	Janice Hodge(Recruiter)	Open	Approved (Ready)		Ben Bond	Staff:
5	AdminAsst UWA2 - jh		Treasurer	11000007C	Janice Hodge(Recruiter)	Open	Approved (Ready)		Ben Bond	Staff:
1	AdminAsst UWA2 - jh		Treasurer	11000007M	Janice Hodge(Recruiter)	Open	Approved (Ready)		Ben Bond	Staff:
1	AdminAsst UWA2 - jh		Treasurer	110000086	Janice Hodge(Recruiter)	Open	Approved (Ready)		Ben Bond	Staff:
8	Director of ATS		Human Resources-Administration	1100000A8	Janice Hodge(Recruiter)	Open	Posted (Ongoing)	Denise Jones	Ben Bond	Staff:

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 .

Home
Recruiting

Requisition

Director of ATS

11000000A8

Status Open

Status Details Posted

Candidates for this requisition: 8

Activated Languages

English (Base)

Requisition Type

Professional

Hired Candidates

0 out of 1

Department

Director of ATS (11000000A8)

More Actions

Requisition
Attachments
History

1. General Information

Identification

<p>Position Number 50030543</p> <p>Requisition Title Director of ATS</p> <p>Justification</p> <p>New Position</p> <p>LDA Indicator No</p>	<p>Number of Openings 1</p> <p>Title (by Manager) Assistant Vice President</p> <p>Search Committee Yes</p> <p>Employee SubGroup Staff: Exec/Admin</p>
<p>Search Scope Local Search</p>	

User Group



The additional sections of the requisition are listed below. Click on the arrows to expand each section.

- ▶ 2. Administration
- ▶ 3. Description (External)
- ▶ 4. Description (Internal)
- ▶ 5. Prescreening

- **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.

Director of ATS (11000000A8)

6 out of 6 requisitions

More Actions

Requisition Attachments History

1. General Information

Identification

Position Number	Number of Openings	
50030543	1	
Requisition Title	Title (by Manager)	
Director of ATS	Assistant Vice President	
Justification	Search Committee	Search Scope
New Position	Yes	Local Search
LDA Indicator	Employee SubGroup	
No	Staff: Exec/Admin	

User Group

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