Requisition Creation

User Groups: Hiring Manager, Department Support, Human Resources

Purpose: This process creates a Requisition to fill a position

Click the **JOBS** tab

![Click the JOBS tab](image)

Click the **+** Add a Requisition

![Click the + Add a Requisition](image)
Select Job Template ‘Staff Job’

Click > Continue

Enter the Job Title

Click > Continue
Don't make any changes. Click > Continue

Click Start on the Requisition Approval Form
Complete the Requisition Approval Form

1. Job Description Preview
   Do not change prepopulated fields
   Complete all relevant fields

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**Department** - select appropriate department from the drop down menu

**Summary** – Copy and Paste or type job description

**Essential Duties and Responsibilities**

**Searchable Qualifiers** – not used at this time

**Education and/or Experience**

**FLSA Status** Select - Exempt (Salaried) or Non-Exempt (Hourly)

**Supervisory Responsibilities**

**Special Instructions for Applicants**

**FTE** Enter percentages if more than one account number is used

**Is driving a requirement of this position?** Yes / No

**Supervisor** Enter supervisor’s name

**Supervisor’s Title** Enter the supervisor title

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Click ➤ Continue to Job Description (at the bottom of the screen)
2. Job Description Preview

- **Search Type**: Regular or Temporary
- **Replacement/New**: Select if this is a replacement for an existing position or if it is a new position
- **Incumbent**: List person previously in the position
- **Full-time/Part-time**: Choose one
- **Source of Funding/Accounts**: Where should the salary for this position be charged?
- **Open Date**: Select the date this position is open for applicants
- **Close Date**: Select the end date of the application period if applicable
- **Beginning Date**: Enter work start date if applicable
- **Hiring Manager**: Admin Assistant
- **Users with Additional Access**: ???
- **Months Paid in a Year**: Specify if different than months worked in a year
- **Months Worked in a Year**: Specify if this is a 9, 10, 11 or 12 month position
- **Special Instructions for Applicants**: Specify any special requirements or application instructions
- **Hours Per week**: Specify the number of hours normally worked per week
- **Grade Family** *(Non-Exempt only)*
  - OS Office Services
  - FS Facilities
  - DS Dining Services
  - TS Technical Services
  - SO
  - NS Nurse
- **Grade number**: Enter the pay grade 1, 2, 3, or 4 *(Non-Exempt only)*
- **Pay Range**: Enter the pay range for all non-exempt positions

Click ➢ Save and Continue
3. Search Plan

Search Plan (STEP 3 OF 5)

Suggested Advertisement

Please upload a proposed advertisement. The Supervised Search Coordinator and the Director of Human Resources should complete this form. This plan will include an account of specific efforts to seek a diverse pool of candidates as outlined below.

*All STAFF positions will be advertised in the Tuesday and posted in the Office of Human Resources.

Search Process

Who will participate on the search committee? Add Committee Members by clicking 'Add.'

<table>
<thead>
<tr>
<th>MEMBER</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>None</td>
<td></td>
</tr>
</tbody>
</table>

Who is responsible for final decision?
What week do you expect to start interviewing?
What is your preferred start date?
List the steps you intend to include in the process:
Specify Other:
List the elements of the on-campus interview. (HR is always included as part of the campus interview):
Who will conduct reference checks? (Candidate should be notified of our intention to check their references before references are called.)
What expenses do you anticipate? (Remember travel is not reimbursed for less than 50 miles. Meals for the candidate and committee members should be kept to a minimum)
Who will contact candidates not selected to proceed in the process?
Check:

I acknowledge that the Vice President and HR must approve of the hire before an offer is made.

List other departments involved in the interview process

Hiring Manager
Select the appropriate approvers from the drop down lists

Click Save
To make changes to a started Requisition:

1. Go to the JOBS tab
2. Click on the job title
3. Click on the FORMS tab
4. Click Continue (if it hasn’t been approved) or Recertify (if it has been approved)