CREATE A JOB REQUISITION

A Manager or Posting Manager can create a requisition.

1. From the Home Page, select **Recruiting Dashboard**.
2. On the right, under Change/Add, select **Create Job Requisition**.

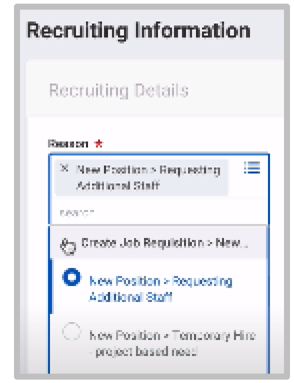
If you are creating a requisition as a Manager, you will find your own Supervisory Organization as the default. If you are creating as a Posting Manager, you will select the Supervisory Organization of the relevant Manager.

3. Next, you will need to select the **Type of Position**.
   a. **Position Management**: These are budgeted positions. You have to create this position and **get it approved** *before you can recruit*. So, by the time you are creating a requisition for this position, you would already have the position created.
   b. **Job Management**. This includes student positions, adjunct faculty and contingent workers. These positions **do not need to be approved** beforehand; you can create a requisition and the new position at the same time.
4. Process for the two Types of Positions:

Position Management	Job Management
▪ Select Supervisory Org	▪ Select Create New Position
▪ Choose "*For Existing Position*."(This job has been approved and made available.)	▪ Select Supervisory Org under appropriate Manager's name (with letters JM showing).

5. In the For Existing Position field, click the prompt icon to see list of all open positions, available and unfilled.
6. Click **OK** to kick off the process to **Create a Requisition**.
7. On next screen, you will see a report. Click the **Edit** Pencil.
8. Select a **Reason** for the additional staff

   Note: If selecting Replacement, choose reason why you are replacing the position, and the name of the employee you are replacing

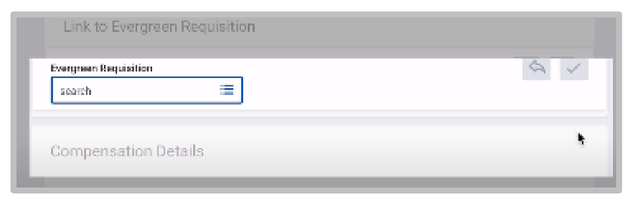


9. Select **Recruiting Instruction**

   Can recruit Internally and Externally, *or* Internally only
10. **Recruiting Start Date** will auto-populate to today's date
11. **Target Hire Date**: Enter today's date

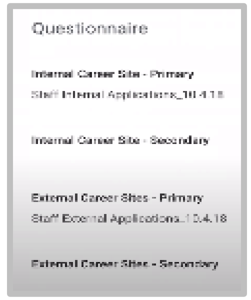
    Note: Always enter a date ***later than*** the **Availability** or **Earliest Hire Date** indicated when you created the position.
12. Select **Next** to continue. All required information will be carried over from the position; no need to change anything.

    You can link this requisition to any Evergreen Requisition by clicking the **Evergreen Requisition** prompt and making a selection.

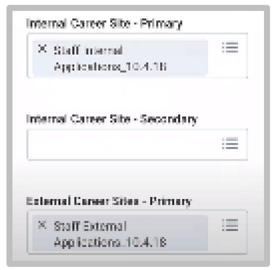


13. Scroll down to find a **Questionnaire** (set of supplemental questions that applicants answer when they apply).

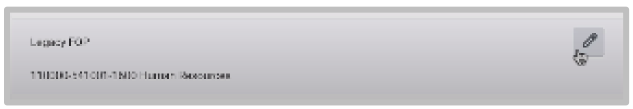
    There are four categories of questionnaires, one for each group of positions: students, staff, adjunct faculty and full-time faculty.



14. Click the **Pencil Icon** to edit information.
15. Select the option for **Primary Sites** for both Internal and External Sites; then, click the check box to save your options.



16. Enter any qualifications you'd like to receive from the applicants.
17. Under Organizations, find the **Other** section.
18. You can change the FOP here by clicking on the Pencil Icon.



19. Click **Next.**
20. Enter required documents for the Requisition, for example, an expanded job description for a higher-level position.
21. In the Assign Roles field, you can assign another person to help you with this requisition (for example: primary recruiter who can access the Requisition and review applications)
22. Click Next, and review the Summary.
23. After your review, click **Submit**.

When the Requisition is approved, the initiator will get a task in their inbox to complete the compensation for the requisition.

a) The Initiator will select the task in their inbox, and review to ensure all information was carried over.

   Note: Click the **Expand Screen** icon to toggle to a full-screen view; click the icon again to return to normal view.

b) Change any information necessary (for example, the hourly rate), by clicking the **Pencil Icon**.

c) When done, click **Submit**.

PROCESS SUMMARY, STEP-BY-STEP

Step 1: Manager or Posting Manager initiates the Job Requisition.

Step 2: Business Officer approves the requisition.

Step 3: Vice President or Provost approves the requisition.

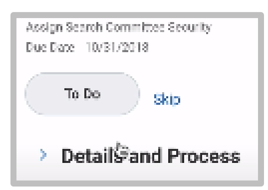
Step 4: Human Resources reviews and approves the requisition.

Step 5: Manager or Posting Manager submits the requisition compensation.

Step 6: Planning and Budget reviews and approves the requisition compensation.

Step 7: Human Resources posts the requisition.

After the position is posted, the initiating Manager will receive several **To-Do tasks** in their inbox about creating a search committee. FYI, the search committee can access the Requisition and review applicants, like the Manager.



Creating a search committee is optional.

This step can be skipped, and the Initiator can click **Submit**.