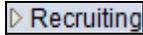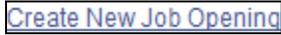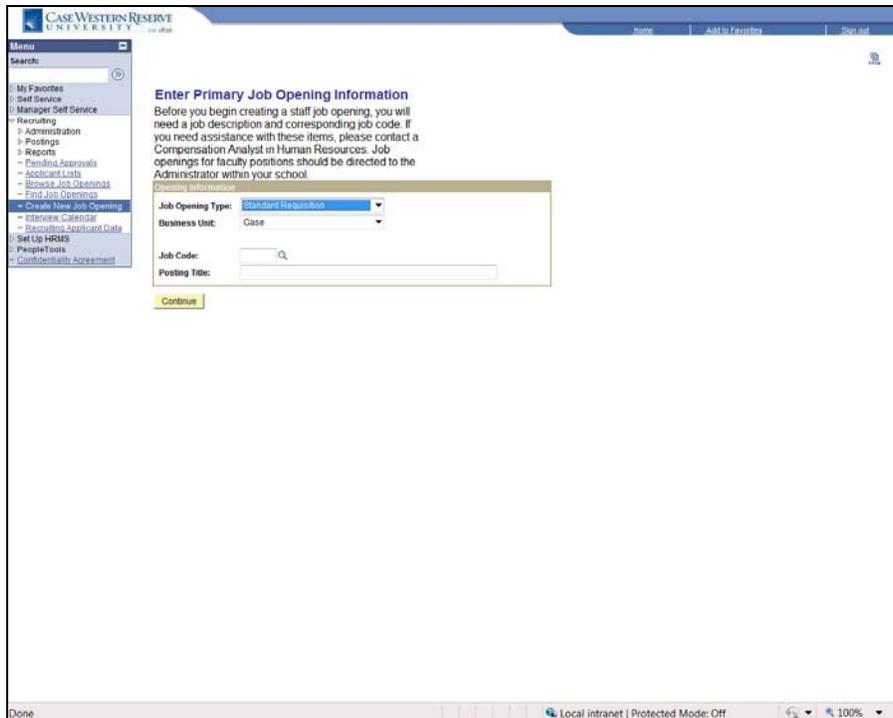# Create a Job Requisition

Concept

This document explains how a hiring manager can create and submit a requisition to create a job posting.

**Procedure**

Use this document to create a job requisition.

Step	Action
1.	Click the **Recruiting** link. ▷ Recruiting
2.	Click the **Create New Job Opening** link. Create New Job Opening

Create a Job Requisition

Step	Action
3.	This is the Enter Primary Job Opening Information screen. Begin by entering a job code into the **Job Code** field. This code is provided to you by a Compensation Analyst. Job Code: [ ] 🔍
4.	Once the job code is entered, the **Posting Title** will appear based on the default title for the job code. If necessary, edit this field so that the appropriate title appears. Posting Title: Administrator
5.	Click the **Continue** button. Continue
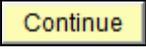
Step	Action
6.	The **Job Opening** screen appears. This screen is used to enter basic information about the opening, such as compensation and weekly hours.
7.	Begin by entering your department number into the **Department** field. Then, press **[Tab]** on your keyboard to refresh the page.
8.	If applicable, enter the date that the position can begin into the **Desired Start Date** field.

Step	Action
9.	Enter a date into the **Date Authorized** field. This date is needed so that jobs can be posted. If necessary, this date can be in the future.
10.	If applicable, enter the name of the employee being replaced into the **Name** field. *It may be necessary to click the Look up Name (magnifying glass) button to search for the employee in the database.*

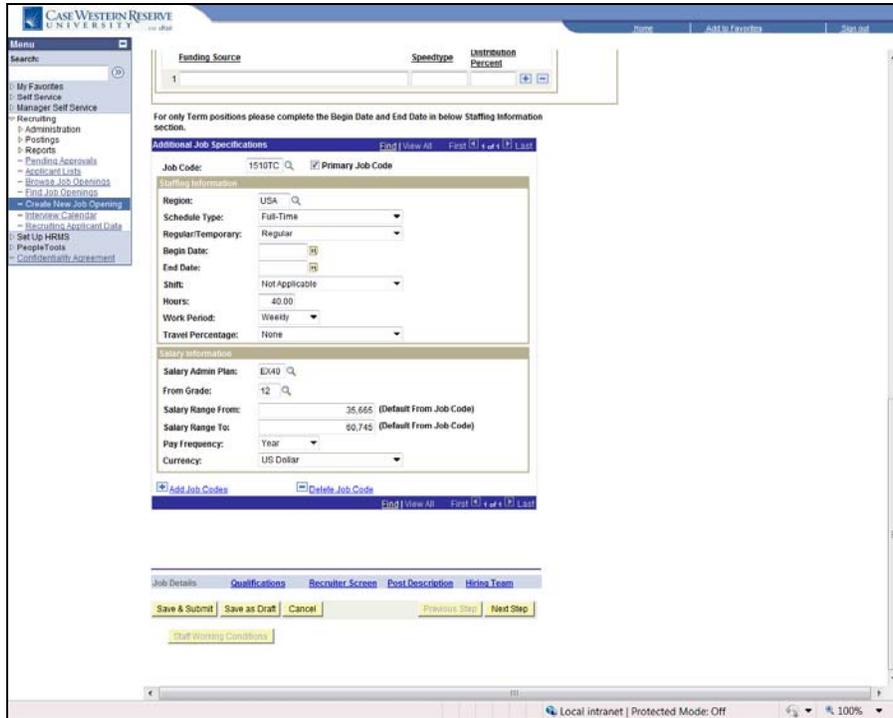# Create a Job Requisition
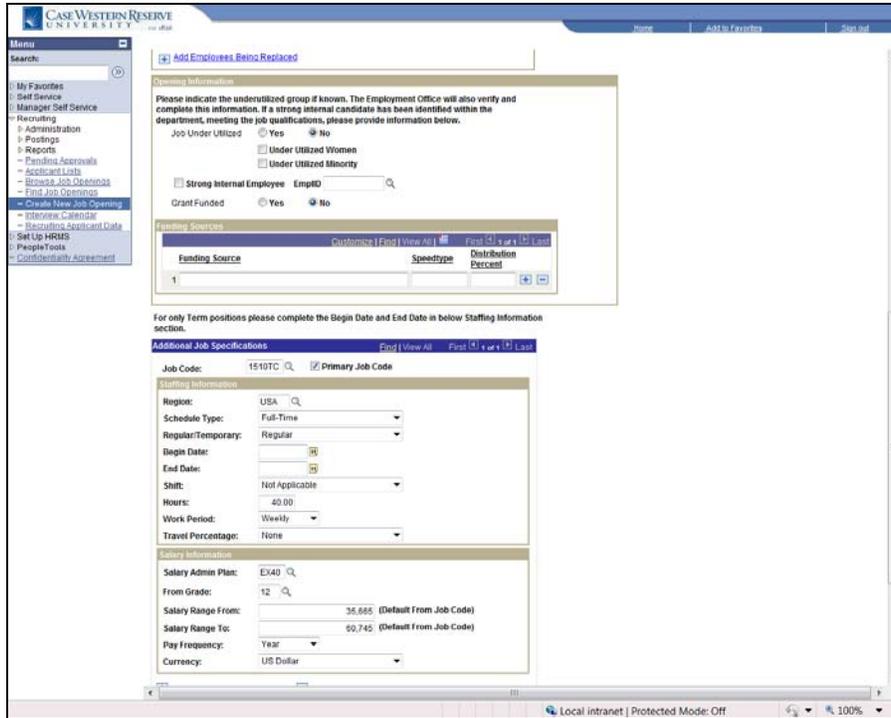
Step	Action
11.	Next, read the instructions on the screen and enter the requested information in the **Opening Information** group box as applicable. `Opening Information`
12.	The **Job Under Utilized** field defaults to **No**. If applicable, change it to **Yes**. Job Under Utilized ⚪ Yes 🔘 No
13.	If you answered Yes in the Job Under Utilized field, select one or both of the following fields: **Under Utilized Women** **Under Utilized Minority** ☐ Under Utilized Women ☐ Under Utilized Minority
14.	If an existing employee is being considered for this position, click the **Strong Internal Employee** checkbox option. ☐ Strong Internal Employee
15.	If the Strong Internal Employee checkbox is selected, enter the employee's EmplID into the **EmplID** field. The Look up EmplID button (magnifying glass) can be used to search for the employee by name. EmplID [ ] 🔍
16.	The **Grant Funded** field defaults to **No**. If applicable, change this field to **Yes**. Grant Funded ⚪ Yes 🔘 No

Step	Action
17.	Enter the **Funding Source**, **Speedtype**, and **Distribution Percent** fields.

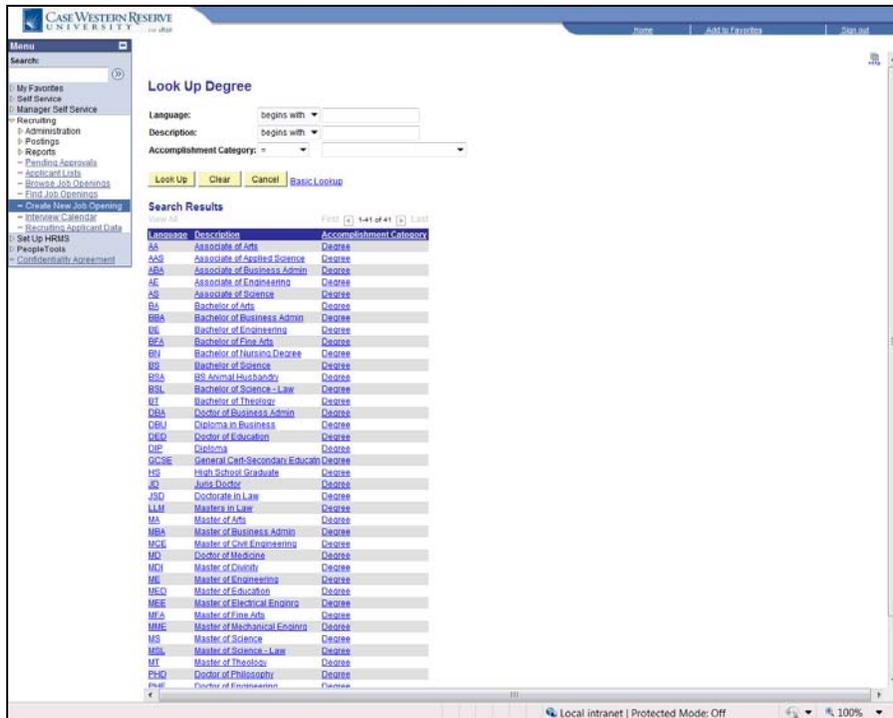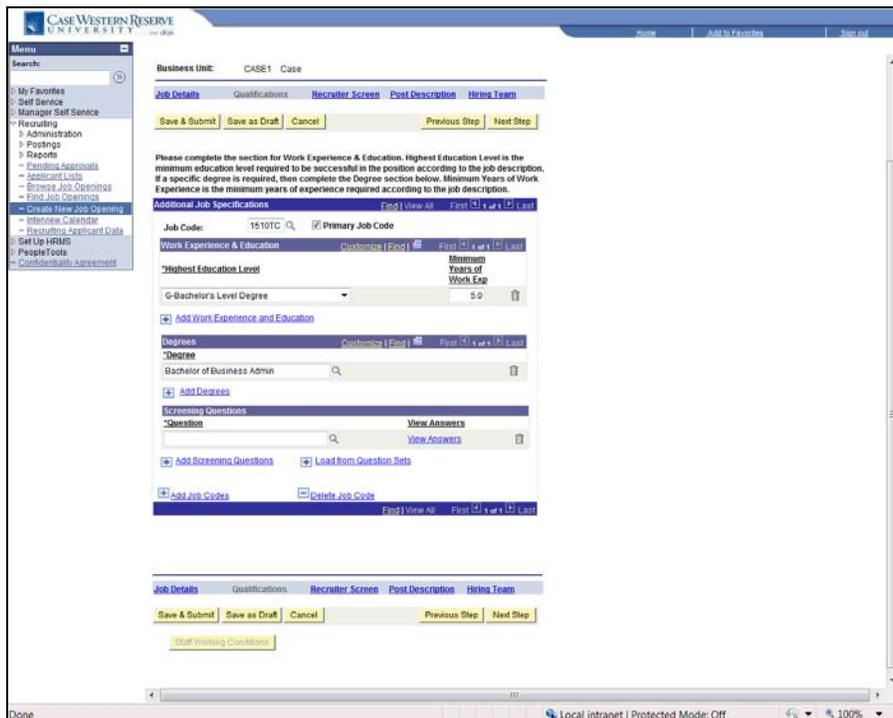| Step	Action
18.	Next, begin completing the **Additional Job Specifications** group box. Much of this information will already be entered according to the Job Code selected. **Additional Job Specifications**
19.	**Please note:** Only use the **Begin Date** and **End Date** fields for Term positions. Otherwise, leave these fields blank. Begin Date: End Date:
20.	If applicable to the position, click the **Travel Percentage** dropdown list and select an appropriate description of the amount of travel that the position requires. The default value is **None**.
21.	The **Salary Range From** and **Salary Range To** fields default based on the Job Code selected. Questions regarding the content of these fields should be directed to a Compensation Analyst. Salary Range From: 35,665 Salary Range To: 60,745
22.	To proceed, click the **Qualifications** link. **Qualifications**

Create a Job Requisition
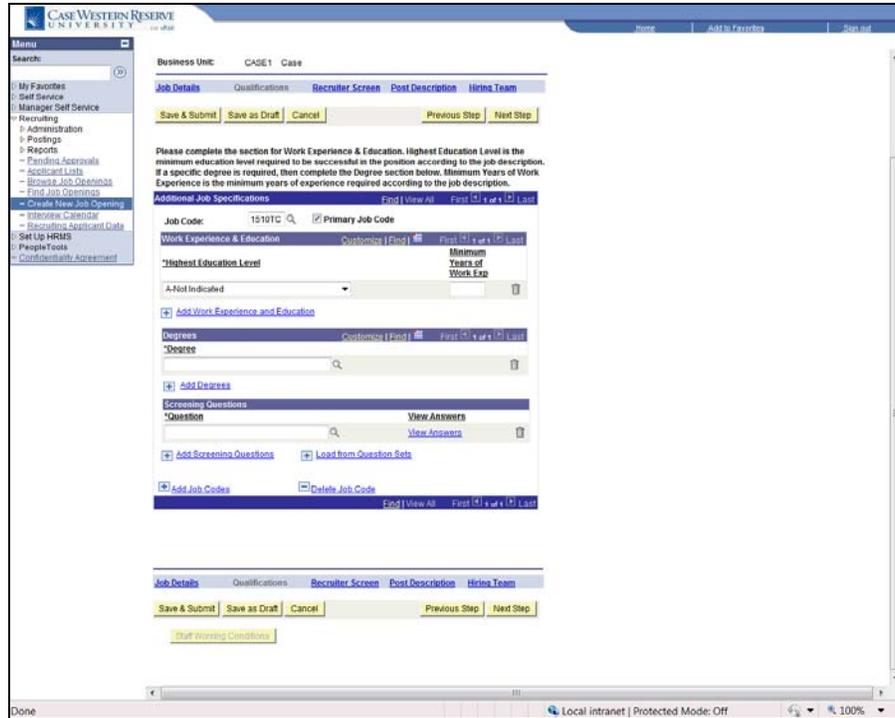
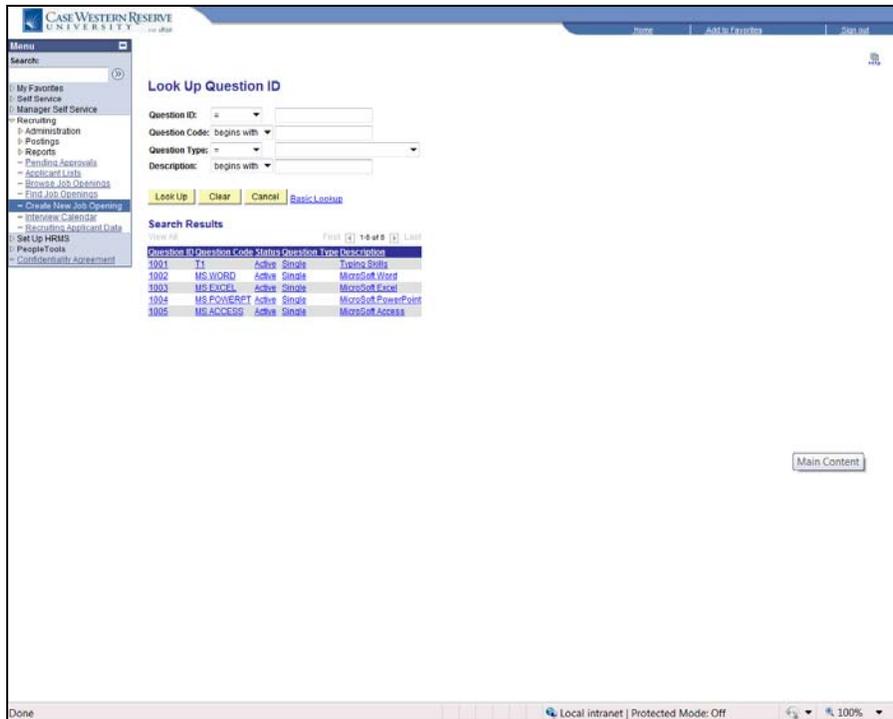| Step	Action
23.	Please read the instructions at the top of the page before completing the **Work Experience** and **Education** sections.
24.	Click the **Highest Education Level** dropdown list. A-Not Indicated ▼
25.	Select the minimum education level required for this position from the dropdown list.
26.	Enter the minimum number of years of work experience required for this position into the **Minimum Years of Work Exp** field.
27.	If a specific degree is required for the position, click the **Look up Degree** button (magnifying glass) to select the degree from a list. *Degree

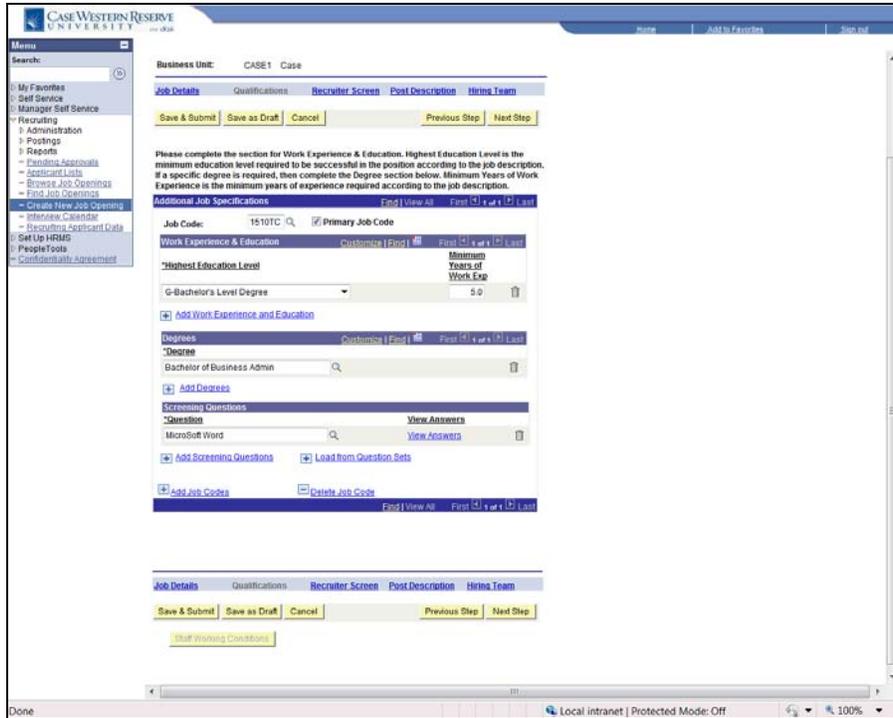| Step	Action
28.	Locate the appropriate degree in the search results and click on it to add it to the description.
	Bachelor of Business Admin

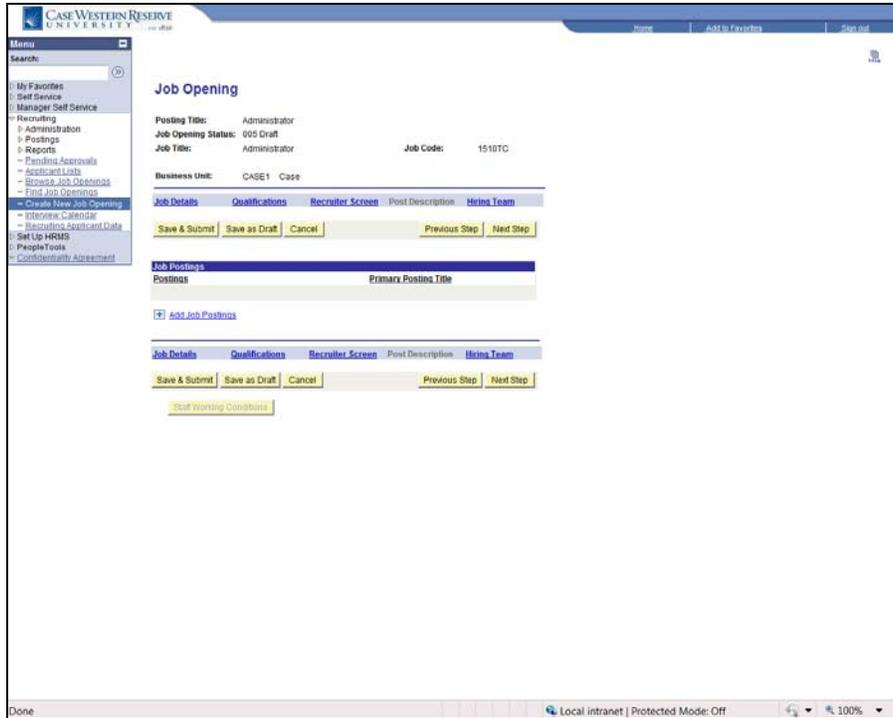| Step	Action
29.	If more than one degree is required for a position, click the **Add Degrees** link to create another field. Add Degrees
30.	To enter competencies required by the position, click the **Look up Question ID** button. 🔍

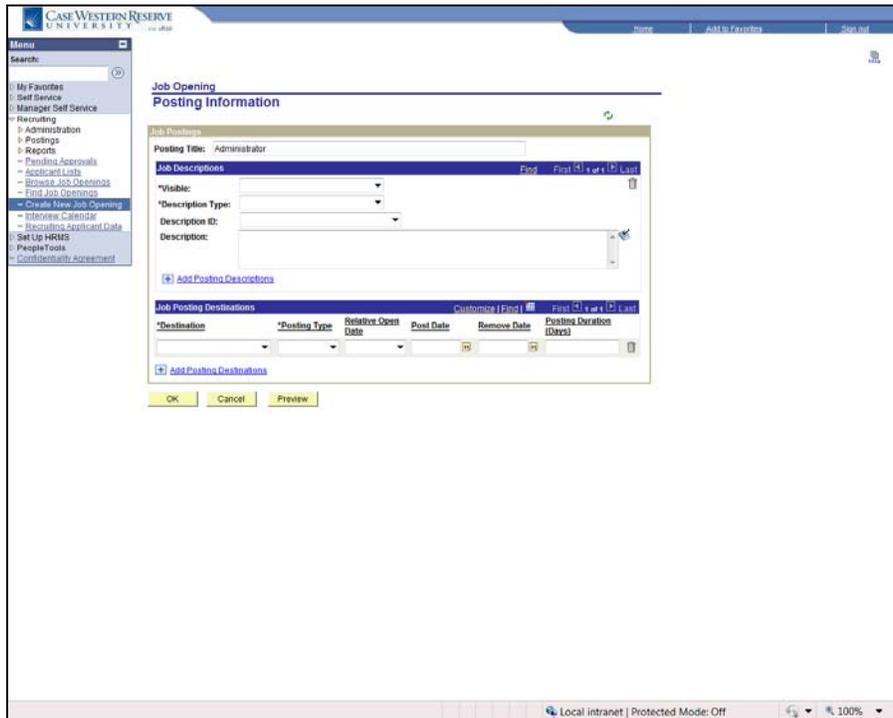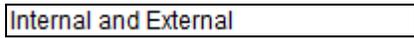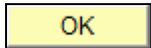| Step	Action
31.	Select a competency from the list presented. MS WORD

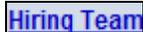| Step	Action
32.	To add a competency to the list, click the **Add Screening Questions** link to create a new record. Add Screening Questions
33.	Click the **Post Description** link. Post Description

Create a Job Requisition

Step	Action
34.	Click the **Add Job Postings** button.

Step	Action
35.	The Posting Information screen appears. Click the **Visible** dropdown list.
36.	Click the **Internal and External** list item. Internal and External
37.	Click the **Description Type** list.
38.	Click the **Job Description** list item. Job Description
39.	Enter the job description into the **Description** field.
40.	Click the **OK** button. OK

Step	Action
41.	Click the **Hiring Team** link. Hiring Team

Create a Job Requisition
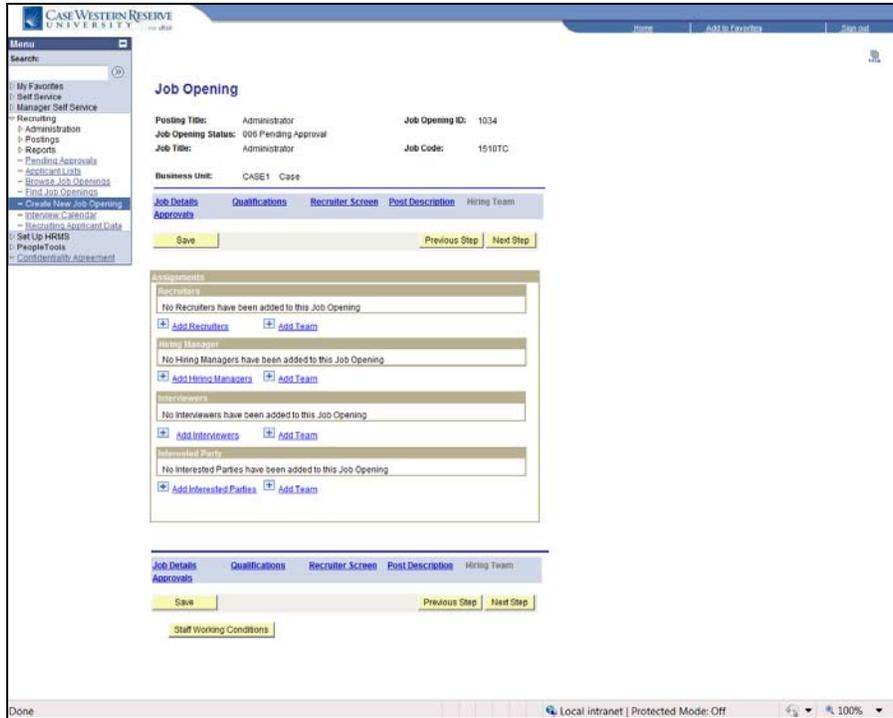
Step	Action
42.	The **Assignments** group box appears. This section of the Job Opening will contain the recruiter(s), hiring manager(s), interviewer(s), and interested parties that are involved in hiring for the posted position. **Assignments**
43.	Begin by indicating the recruiter(s) for the position. Click the **Add Recruiters** link. ⊞ Add Recruiters
44.	Click the **Look up Recruiter ID** button.
45.	Select the appropriate recruiter from the list presented. Karma Topor
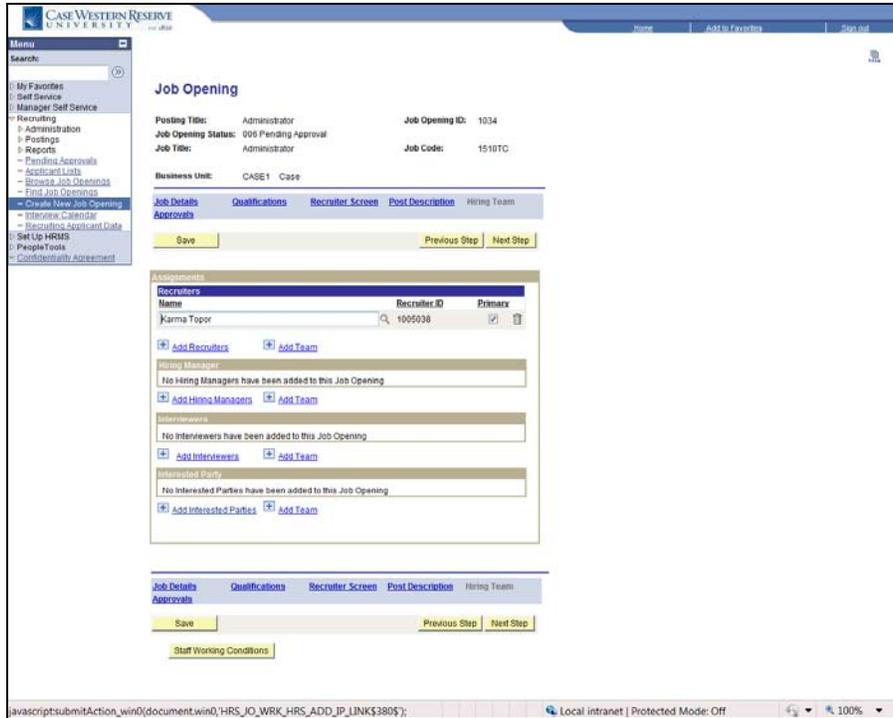
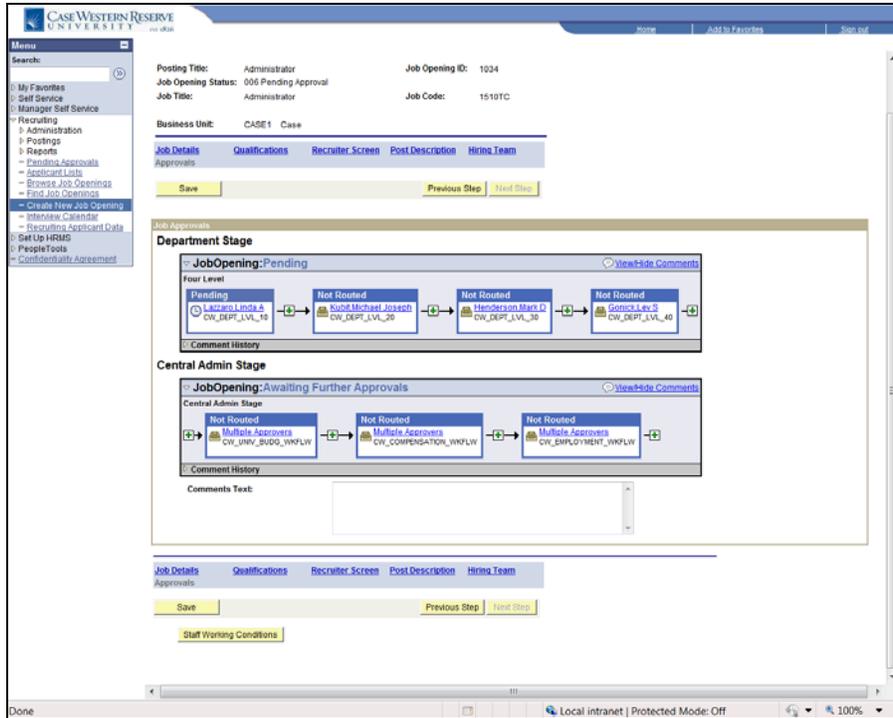| Step	Action
46.	Additional recruiters can be added by using the **Add Recruiters** link to create a new record. ➕ Add Recruiters
47.	Next, indicate the hiring manager(s) for the position. Click the **Add Hiring Managers** link. ➕ Add Hiring Managers
48.	Click the **Look up Manager ID** button.
49.	All hiring managers within the University appear. Search the list of hiring managers using the **Display Name** field. Enter at least the individual's first name. A partial entry is acceptable.
50.	Click the **Look Up** button. Look Up
51.	Select the appropriate individual from the list. David Dominish
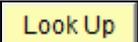
Create a Job Requisition
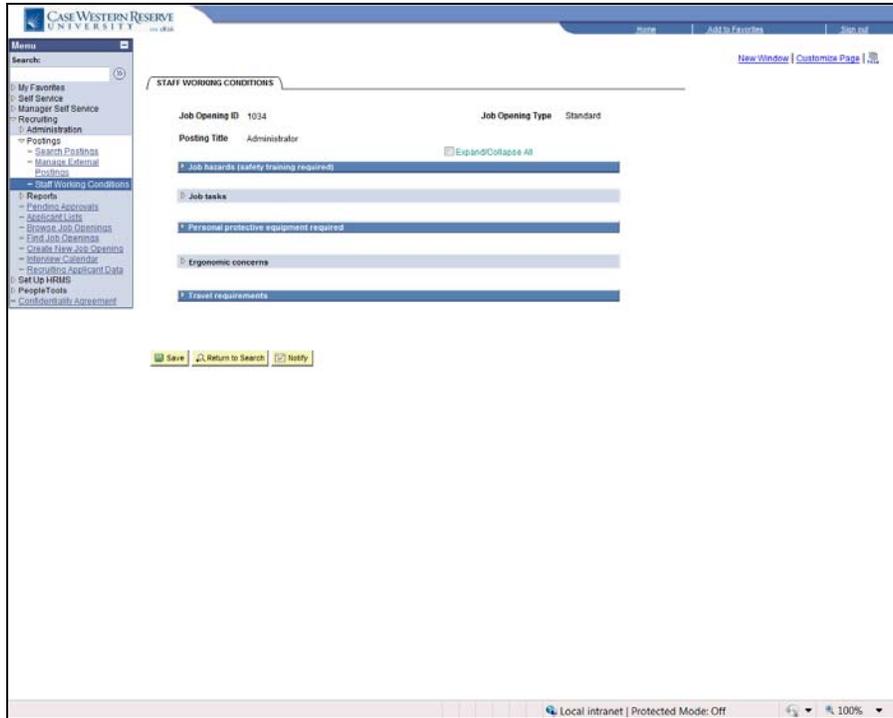

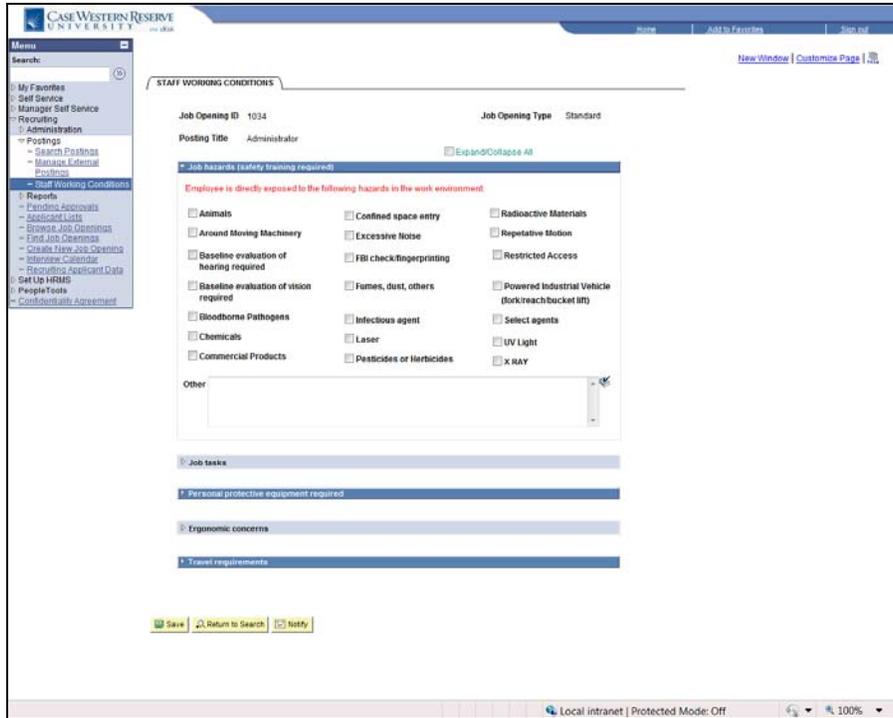| Step	Action
52.	Additional hiring managers can be added by clicking the **Add Hiring Manager** link to create a new record.
53.	If interviewers have been assigned to interview applicants for the job opening, click the **Add Interviewers** link to add them. This process is identical in action to the process used to search for and select hiring managers.
54.	If other individuals should be made a part of the interviewing and hiring process for this job posting, they can be listed as interested parties. Click the **Add Interested Parties** link to create a record for each individual. The process of searching for and selecting the individuals is identical in action to selecting hiring managers and interviewers.
55.	Click the **Save & Submit** button. Save & Submit

Step	Action
56.	The Job Approvals group box appears. The workflow through which the job posting must be approved displays. Each individual in the workflow will receive an automated email when it is their turn to approve the requisition. The graphic will update as the job posting is approved by each member of the workflow. **Job Approvals**
57.	Click the **Staff Working Conditions** button to proceed. **Staff Working Conditions**

Create a Job Requisition
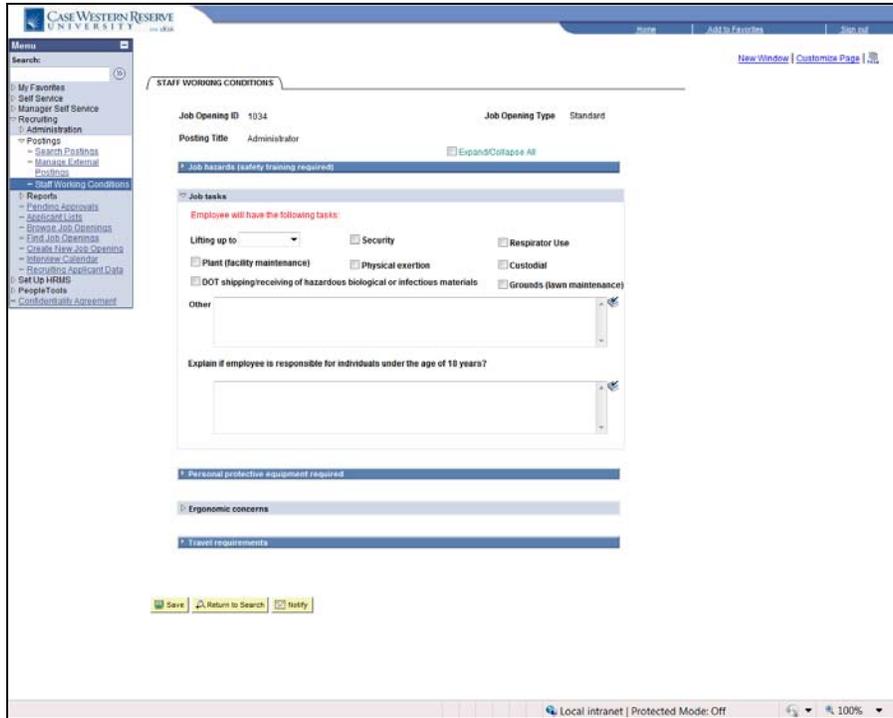

Step	Action
58.	A new window appears containing the options for selecting working conditions.

Click the **Expand section** button for **Job Hazards**.
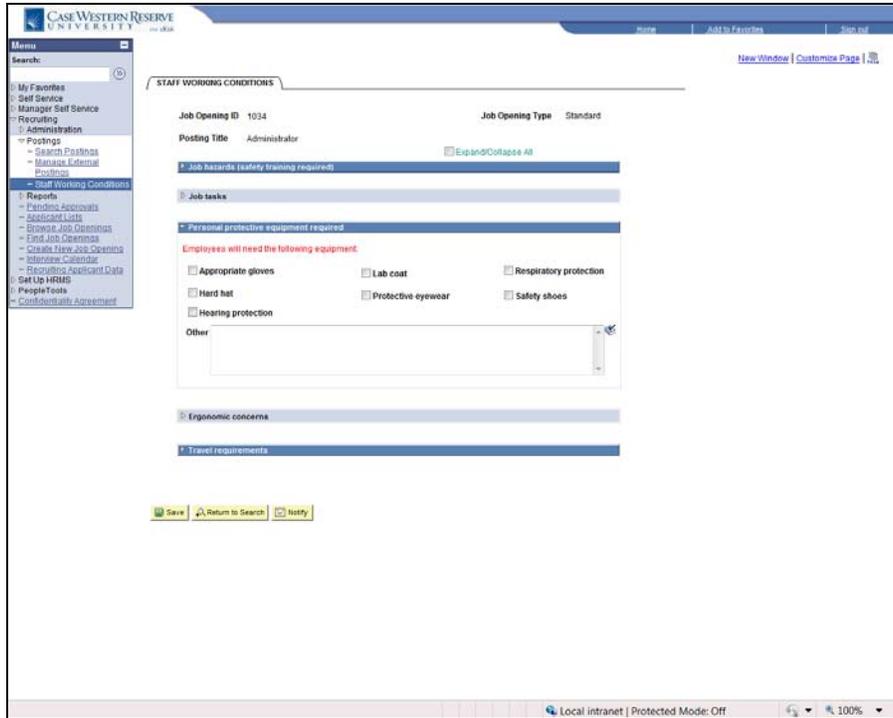 |

Step	Action
59.	Select the hazards to which the employee is directly exposed from the options presented. Use the **Other** field to enter comments or indicate other hazards not listed.
60.	Click the **Expand section** button for **Job Tasks**. ▷

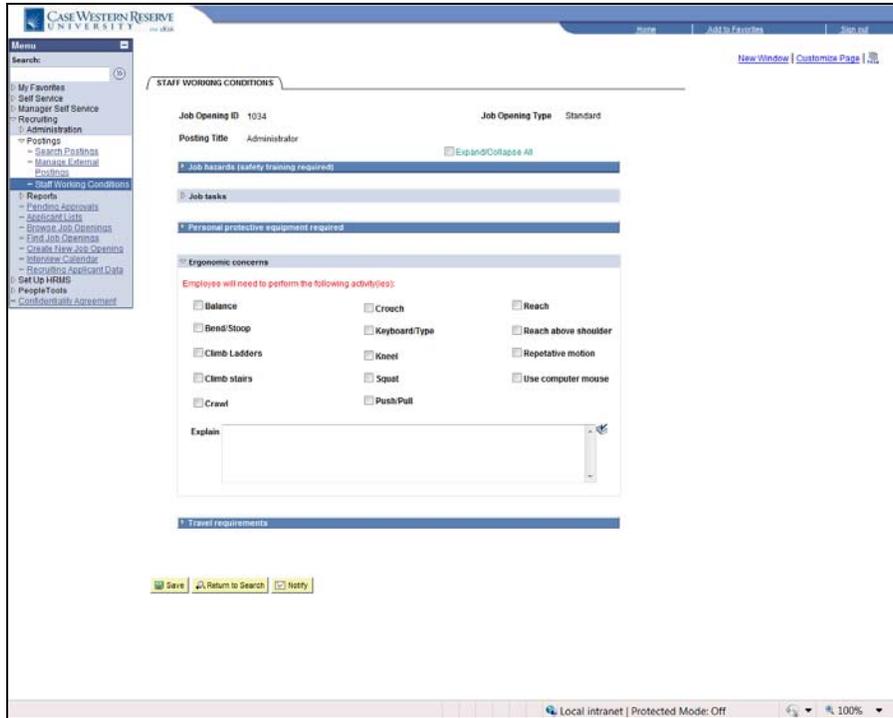## Create a Job Requisition

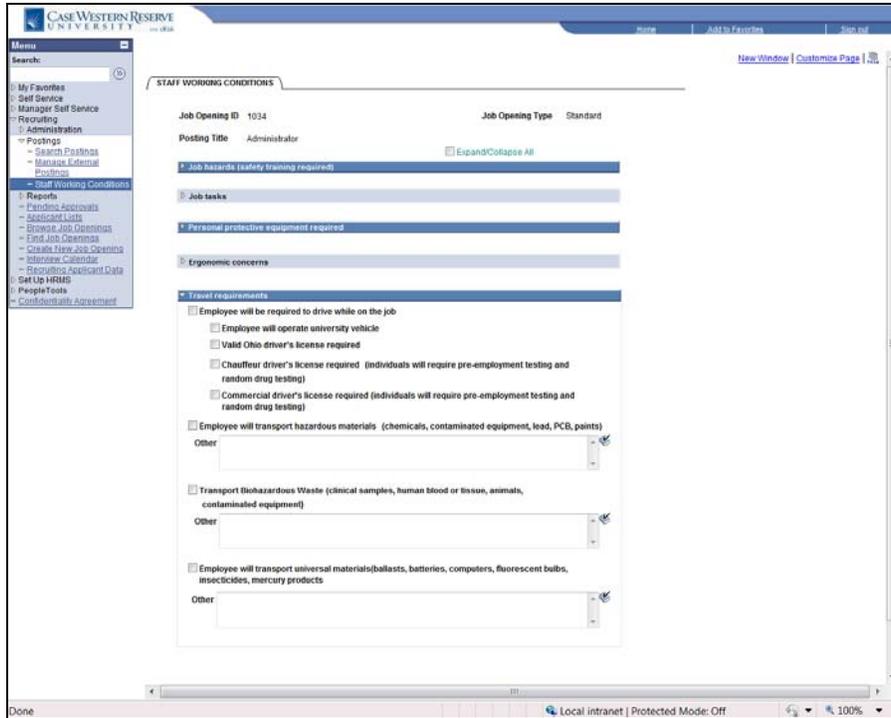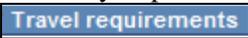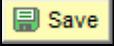| Step	Action
61.	Select the tasks that the employee will be required to perform from the options presented. Use the **Other** field to enter comments and indicate other tasks not listed. Employee will have the following tasks:
62.	Click the **Expand section** button for **Personal Protective Equipment Required**.

Step	Action
63.	Select the equipment that the employee will need from the options presented. Use the **Other** field to enter comments and other equipment not listed. Employees will need the following equipment:
64.	Click the **Expand section** button for **Ergonomic Concerns**.

Create a Job Requisition

Step	Action
65.	Select the activities that the employee will need to perform from the options presented. Use the **Other** field to enter comments and indicate activities not listed. Employee will need to perform the following activity(ies):
66.	Click the **Expand section** button for **Travel Requirements**.

Step	Action
67.	Select the options presented from the list provided. Use the **Other** fields as necessary to provide further information for the job posting. **Travel requirements**
68.	Click the **Save** button. **Save**
69.	This completes the process of creating a job requisition in HCM. **End of Procedure.**