



Quick Reference Guide – Creating a recruitment/requisition

What you need to do

STEP 1: Create a new recruitment/requisition

Click Manage position descriptions and create a new requisition on dashboard.

Click Recruit for position for the appropriate job.

You will be presented with the Requisition Information page

Relevant information about the job will be entered on the Position info tab.

Ensure you complete all mandatory fields (these are marked with an asterisk).

What you will see

New position description

Job description

PD No.	Classification Title	Job supplementary field 1	Position Number	PCLS Code
Employee Name	Employee No.	Supervisor Name	Work Type	Department
Division	Sub department	Approval status	Status	

Clear Search

[Copy position description](#) | [Recruit for position](#) | [View](#) | [Edit](#) | [Archive](#)

Position info **Notes** Sourcing Documents

JUSTIFICATION AND COMMENTS

Type of action requested:
Reason for request:
Recruitment Reason:

REQUISITION INFORMATION

STEP 2: Using the Notes tab

The Notes tab is a great way to record extra information about the recruitment.

You can record notes for yourself and also send e-mails about the recruitment from the Notes tab.

Position info **Notes** Sourcing Documents

Add:

[Next page](#)



STEP 3: Using the Sourcing tab

The Sourcing tab is used by HR to post the job.

Position info

Notes

Sourcing

Documents

Add sourcing channels

Show advanced options

Source	Opening date	Closing date
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Notes:

Add note

Next page



STEP 4: Using the Documents tab

The Documents tab is used to attach screening criteria, interview questions, and other recruitment documents.

The screenshot shows the 'Documents' tab selected in a navigation bar with 'Position info', 'Notes', and 'Sourcing'. Below the tabs is a 'Select' dropdown menu. A table with columns 'Document', 'Size', and 'Category' is visible but empty. At the bottom, there are buttons: 'Save a draft', 'Save', 'Save & exit', 'Cancel', and 'Spell check'.

The 'Upload a new document' dialog box has a title bar with a print icon. It contains a 'File:*' label, an 'Upload file' button with a green plus icon, and a 'Dropbox' button with the Dropbox logo. Below these are labels for 'Document category:*' and 'Title:', each followed by a dropdown menu (the first shows 'Position description') and a text input field. At the bottom are buttons: 'Save and add another', 'Save and close', and 'Close'.

STEP 5: Saving the recruitment

When all details have been entered, click Save to save and submit the job or Save & Exit to save and submit the job as well as, exit the requisition. Save a draft can be used when you need to save the recruitment you are working on and come back to work on it at a later time.

This is a close-up of the bottom of the form, showing the buttons: 'Save a draft', 'Save', 'Save & exit', 'Cancel', and 'Spell check'.

STEP 6: Viewing a job

Click Manage jobs on the right hand navigation menu.

You can choose to view all jobs, or filter the page to only display certain jobs (note that you will only see jobs that relate to the team/s that you have access to).

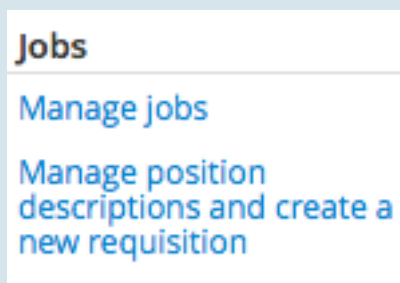
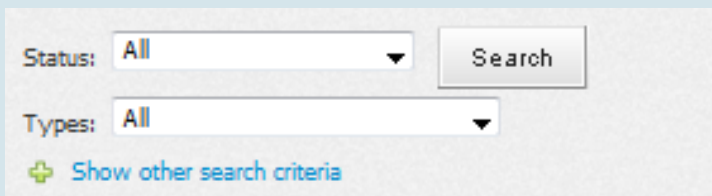
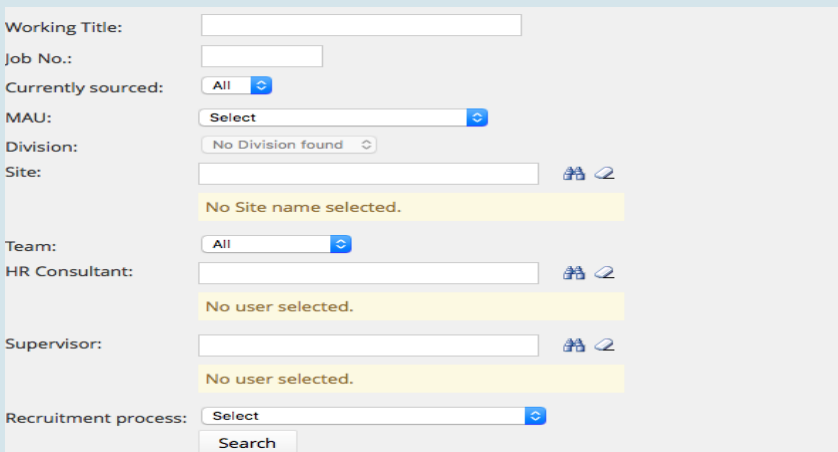
You can filter jobs by status by selecting a status from the Status drop-down list on the left-hand side of the page. For example, you may want to view all jobs in an 'Offer' status.

Click Show other search criteria to view other criteria by which you can filter your search on.

You may choose to search for jobs by working title, job number, or any other available criteria.

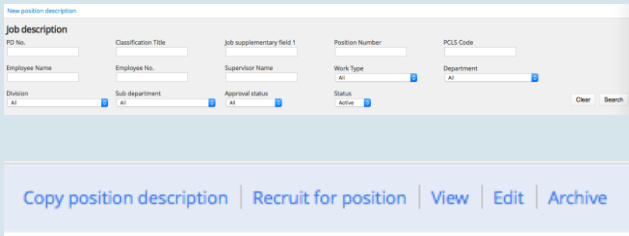
Click the Search button on the right-hand side of the page.

Identify the job that you would like to view, and click Edit.

Quick Reference Guide – Creating a Requisition (Recruitment)

This will walk you through all the fields for creating a Requisition (Recruitment)

What you need to do	What you will see
<p>Create a new recruitment/requisition</p> <ul style="list-style-type: none"> Click Manage position descriptions and create a new requisition on dashboard. Click Recruit for position for the appropriate job. You will be presented with the Requisition Information page 	



	Position info	Notes	Sourcing	Documents
	JUSTIFICATION AND COMMENTS			
These fields will all be populated from the PD that was previously created.	<div>Type of action requested:</div> <div>Reason for request:</div> <div>Recruitment Reason:</div> <div>Position number:</div> <div>Working Title:*</div> <div>Position type:</div> <div>Recruitment process:*</div> <div>This position performs supervisory duties?:</div> <div>This position is a Second Line Supervisor?:</div> <div>This position acts as a lead for employees?:</div> <div>Lead or supervisory duties are ____?:</div>			
Select "Yes" or "No" if this position is a time sheet approver.	This position is a time sheet approver?:* <div>Select ▾</div>			
These fields will all be populated from the PD that was previously created.	<div>MAU:*</div> <div>Division:</div> <div>School:</div> <div>Department:</div>			
Select the appropriate job location for this position. Click on the binoculars to search for the appropriate job location for the position.	Job Location:* <div></div> <div> </div> <div>No Site name selected</div>			



Site No.: Site name:

Site No. ▼	Site name ▶
01	Aniak
02	Aleutian Islands
03	Anchorage
04	Barrow
05	Bethel
06	Cantwell
07	Cordova
08	Dillingham

Page 1 of 17 | [Show all records](#) | Jump to page: |

Records 1 to 8 of 129

Site name information:

Fill in the appropriate number of hours the position will work per payperiod, the number of payperiods the position will work per year. Fill in the appropriate CIPC code for faculty positions. These fields will feed over to the contract letter once an applicant is selected for the vacant position.

Hours per Pay Period:*

Contract Length (Pay Periods Per Year):*

CIPC (Faculty Only):

These fields will all be populated from the PD that was previously approved. You are able to select a different GeoDiff Area if necessary for the position.

Classification:

GeoDiff Area:*

Grade:*

FLSA Exemption Status:

Select if this is a full or part time position.

Full or Part time?:*












































Job Duties will be populated from the PD that was created. Here you are able to edit and add new information if necessary. Note: If this information is updated it will need to be approved by HR prior to posting the position for recruitment.

JOB DUTIES		Essential / Marginal		
% of time	Duties / Responsibilities	Essential	Edit	Remove
50	Perform basic clerical support for an office through the performance of tasks; such as typing, filing, sorting mail, copying documents, and serving as a receptionist.	Essential	Edit	Remove
50	This level is distinguished from higher levels by the immediate availability and closeness of supervision, routine and repetitive nature of tasks, and working under specific, clearly stated directions.	Essential	Edit	Remove

Advertising summary:*

Advertising text:*

Tip: To paste text, press CTRL + V.

Format selection **B I**                                           

- Physical Demands: Select all that apply to the position.
- Environmental and Hazardous Conditions: Select all that apply to the position.
- Additional Physical Demands: Describe any additional physical demands required to perform the basic functions of the position

POSITION REQUIREMENTS

Physical demands:*

<input type="checkbox"/> Balancing	<input type="checkbox"/> Carrying
<input type="checkbox"/> Climbing	<input type="checkbox"/> Crawling/C
<input type="checkbox"/> Crouching/Stooping	<input type="checkbox"/> Driving
<input type="checkbox"/> Feeling/Handling	<input type="checkbox"/> Keyboarding
<input type="checkbox"/> Pulling/Pushing	<input type="checkbox"/> Reaching
<input type="checkbox"/> Repetitive movement	<input type="checkbox"/> Sitting
<input type="checkbox"/> Speaking	<input type="checkbox"/> Squatting
<input type="checkbox"/> Standing	<input type="checkbox"/> Twisting/Bending
<input type="checkbox"/> Walking/Running	<input type="checkbox"/> Writing
<input type="checkbox"/> None	

Environmental and Hazardous Conditions:*

<input type="checkbox"/> Animals/Wildlife	<input type="checkbox"/> Chemicals
<input type="checkbox"/> Close/Cramped Quarters	<input type="checkbox"/> Darkness/Poor Lighting
<input type="checkbox"/> Disease	<input type="checkbox"/> Dust/Fumes
<input type="checkbox"/> Electrical Hazards	<input type="checkbox"/> Explosives
<input type="checkbox"/> Fire Hazards	<input type="checkbox"/> Heights
<input type="checkbox"/> Indoor Temperature Extremes	<input type="checkbox"/> Mechanical Hazards
<input type="checkbox"/> Moving Machinery/Heavy Equipment	<input type="checkbox"/> Near-Continuous Use of Video Display Terminal
<input type="checkbox"/> Noise	<input type="checkbox"/> Pathogens
<input type="checkbox"/> Radiation	<input type="checkbox"/> Traffic
<input type="checkbox"/> Vibration	<input type="checkbox"/> Violence
<input type="checkbox"/> Weather Extremes	<input type="checkbox"/> Normal Office Environment

Additional Physical Demands:

- Select the lifting demands for the position.

Lifting Demands: ☒ Select
 Up to 10 pounds
 Frequent Travel:* ☐ Up to 25 pounds
 Up to 50 pounds
 Travel Procard:* ☐ Up to 75 pounds
 Up to 100 pounds
 Department Procard (non-travel):* ☐

- Select “Yes” or “No” for each.

Frequent Travel:*

Travel Procard:*

Department Procard
(non-travel):*

- See the section on setting up a search committee.

SEARCH COMMITTEE

Search committee chair:*

⌵

⌵

No user selected.

Search committee members:

Add Search committee member

Remove all

Recipient

No Search committee member selected.

Search committee member information:

- Here you may add selection criteria for the position. Click the Add button to search for applicable search criteria.

SELECTION CRITERIA

Add

There are no items to show



BACKGROUND CHECK INFORMATION

- Select the applicable background check package for your MAU/Department.

Selection criteria:	Level:	Group:	Clear	Search
	All	All		
Selection criteria	Level	Group		
Adaptability	Level 1	General	Add	
Attention to Detail	Level 1	General	Add	
Attitude	Level 1	General	Add	
Collaboration	Level 1	General	Add	
Communication	Level 1	General	Add	
Dependability	Level 1	General	Add	
Initiative	Level 1	General	Add	
Job Knowledge	Level 1	General	Add	
Organization	Level 1	General	Add	
Potential	Level 1	General	Add	
Problem Solving	Level 1	General	Add	
Productivity	Level 1	General	Add	
Role Fit	Level 1	General	Add	
Student Interaction	Level 1	General	Add	
Supervisory Skills/Leadership	Level 1	General	Add	
Talent	Level 1	General	Add	

Page 1 of 1 Records 1 to 16 of 16

BACKGROUND CHECK INFORMATION

Background Check
Package:*

Education
Verification:

Employment
Verification:

✓ Select
UAF
UAS
UAA
SW
UAF Facilities

BACKGROUND CHECK INFORMATION

- Select all applicable verifications for the position.

Education
Verification: ☐ Yes ☐ No

Employment
Verification: ☐ Yes ☐ No

Professional License
& Certification: ☐ Yes ☐ No

Media Services: ☐ Yes ☐ No

E-Verify: ☐ Yes ☐ No

HEADCOUNT MANAGEMENT

- See the section on Headcount Management.

HEADCOUNT MANAGEMENT

Positions: New: Replacement: Add

Position no	Type	Applicant	Application status
1	<input type="text" value="New"/>	-	-

Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)



LABOR DISTRIBUTION

- Fill in up to three fields of labor for the position.

LABOR DISTRIBUTION

Fund:	<input type="text"/>
Org:	<input type="text"/>
Percentage 1:	<input type="text" value="Select"/>
Fund 2:	<input type="text"/>
Org 2:	<input type="text"/>
Percentage 2:	<input type="text" value="Select"/>
Fund 3:	<input type="text"/>
Org 3:	<input type="text"/>
Percentage 3:	<input type="text" value="Select"/>

RECRUITMENT

- Select the Date the position is/was vacant.
- The Date opened will populate with the date you create the recruitment.
- Select the date you anticipate applications will be reviewed.
- Date Closed will be populated upon approval.
- Select the date you expect to hire the new employee(s).

RECRUITMENT

Date Position Vacant:*	<input type="text" value="dd mmm yyyy"/>	<input type="text" value="17"/>
Date opened:*	17 Feb 2016	
Application Review Date:	<input type="text" value="dd mmm yyyy"/>	<input type="text" value="17"/>
Date Closed:		
Expected Hire Date:	<input type="text" value="dd mmm yyyy"/>	<input type="text" value="17"/>

RECRUITMENT

- Select "Yes" or "No" as to whether the position should be open to Internal Applicants only or to all candidates.

Internal Applicants Only:*	<input type="text" value="Select"/>
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RECRUITMENT

- Select the type of recruitment for the position.

Type of Recruitment:*	<input type="text" value="Select"/>
Posting Location:*	
Advertising Funding Source:	
APPROVAL QUEUE	
PPA/CCC:*	

✓ Select

Career Development Plan

Casual Labor

Direct Appointment

Emergency Hire

Promotion

Regular Recruitment

Reopen

Seasonal Rehire

Student

Temporary

RECRUITMENT

- This information will populate from the PD, but can be edited here if necessary.

Posting Location:*	<input type="text" value="Fairbanks"/>
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RECRUITMENT

- If you will be advertising for this job somewhere where a cost will be incurred, fill in the account information where the costs should be charged to.

Advertising Funding Source:	<input type="text"/>
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APPROVAL QUEUE

- These fields will all be populated from the PD that was previously created.

APPROVAL QUEUE

HR Consultant:*

No user selected

Time Sheet Approver:

No user selected

Supervisor:*

No user selected

Approval process:*

APPROVAL QUEUE

- These fields will be populated from the PD that was previously created. Changes can be made here if a different approver needs to be included for the recruitment.

Approval process:*

This field will be populated from the PD that was previously created.

PPA/CCC:*

No user selected

Saving the job

When all job details have been entered, click **Save** to save and submit your job or **Save & Exit** to save, submit, and exit the requisition. **Save a draft** can be used when you need to save the requisition you are working on and come back to work on it at a later time.

Documents Tab

- Attach interview questions, screening criteria, or any other applicable documents here prior to submitting the recruitment for approvals.

Position info | Notes | Sourcing | Documents

✓ Select

Document from a file

Document from library

Size Category