# Quick Reference Guide – Creating a Requisition (Recruitment)

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Create a new recruitment/requisition</strong></td>
<td></td>
</tr>
<tr>
<td>● Click Manage position descriptions and create a new requisition on dashboard.</td>
<td><img src="image" alt="Requisition information page" /></td>
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<tr>
<td>● Click Recruit for position for the appropriate job.</td>
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<tr>
<td>● You will be presented with the Requisition Information page</td>
<td></td>
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<tr>
<td>These fields will all be populated from the PD that was previously created.</td>
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<tr>
<td>Select “Yes” or “No” if this position is a timesheet approver.</td>
<td><img src="image" alt="Timesheet approver selection" /></td>
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<tr>
<td>This position is a timesheet approver?:*</td>
<td>Select ▼</td>
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</tbody>
</table>
These fields will all be populated from the PD that was previously created.

Select the appropriate job location for this position. Click on the binoculars to search for the appropriate job location for the position.

Fill in the appropriate number of hours the position will work per pay period, the number of pay periods 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.

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.

Select if this is a full or part time position.
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.

Advertising summary and text will populate from the PD, but can be updated if necessary.

POSITION REQUIREMENTS
These fields are necessary for regulatory compliance and to determine reasonable accommodations.

- 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
Select the lifting demands for the position.

POSITION REQUIREMENTS
Select “Yes” or “No” for each.
SEARCH COMMITTEE
- See the section on setting up a search committee.

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

BACKGROUND CHECK INFORMATION
- Select the applicable background check package for your MAU/Department.
### BACKGROUND CHECK INFORMATION
- Select all applicable verifications for the position.

<table>
<thead>
<tr>
<th>Verification</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education Verification</td>
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<tr>
<td>Employment Verification</td>
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<tr>
<td>Credit Checks</td>
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<tr>
<td>Motor Vehicle Report</td>
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<tr>
<td>Professional License &amp; Certification</td>
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<tr>
<td>Media Services</td>
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<tr>
<td>E-Verify</td>
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</tbody>
</table>

### HEADCOUNT MANAGEMENT
- See the section on Headcount Management.

### 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).

#### DATE POSITION VACANT
- **Vacant:** dd mmm yyyy

#### APPLICATION REVIEW DATE
- **Date:** dd mmm yyyy

#### DATE CLOSED
- **Date Closed:**

#### EXPECTED HIRE DATE
- **Expected Hire Date:** dd mmm yyyy

### RECRUITMENT
- Select “Yes” or “No” as to whether the position should be open to Internal Applicants only or to all candidates.

### RECRUITMENT
- Select the type of recruitment for the position.
## Recruitment
- This information will populate from the PD, but can be edited here if necessary.

- 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.

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

- 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.

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

## Saving the Job
When all job details have been entered, click **Save** to save your job or **Save & Exit** to save your job and exit the position description. **Save a draft** can be used when you need to save the position description 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.