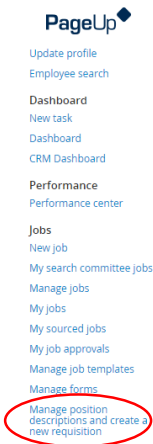


# Creating a Requisition

## STEP 1:

Choose **Manage position descriptions and create a new requisition** from your menu.



## STEP 2:

Search for your approved PDs.

- A. You may search for all approved PDs you have access to.
- B. You may enter the Position Number (PCN) if you know, make sure Approval status is Approved (A).
- C. To search for a student, graduate student, adjunct or temporary PD template, enter the Working Title or assigned Position Number (PCN) (B).
- D. Then Search.
- E. Select **Recruit for position** to the right of the appropriate PD.

**Job description**

|                                       |  |   |  |   |
|---------------------------------------|--|---|--|---|
| PD No.<br><input type="text"/>        | <b>C</b> Working Title<br><input type="text"/> | Job supplementary field 1<br><input type="text"/>         | <b>B</b> Position Number<br><input type="text"/> | PCLS Code<br><input type="text"/>   |
| Employee Name<br><input type="text"/> | Employee No.<br><input type="text"/>           | Supervisor Name<br><input type="text"/>                   | Work Type<br>All <input type="text"/>            | MAU<br>All <input type="text"/>   |
| Division<br>All <input type="text"/>  | School<br>All <input type="text"/>             | <b>A</b> Approval status<br>Approved <input type="text"/> | Status<br>All <input type="text"/>               | <b>D</b> <input type="button" value="Clear"/> <input type="button" value="Search"/> |

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

## STEP 3:

You will be presented with the Requisition Information page. Ensure you complete all mandatory fields (marked with an asterisk). **Note:** If creating a requisition from a PD template, like in the case of temporary PCNs, the position tab is where all department specific information will be entered. Change any information that is not relevant to the department.



## STEP 4:

Justification and Comments section should be completed with appropriate choices. Information related to internal recruitment, direct appointment etc. should be included in **Notes** tab.

#### JUSTIFICATION AND COMMENTS

Type of action requested:

Reason for request:

Recruitment Reason:

### STEP 5:

These fields will populate from the PD that was previously approved. However, if you are using a template PD for student or temporary you must update your specific departmental information.

Position number:

Working Title:\*

Position type:

Appointment Type:

Recruitment process:\*

This position performs supervisory duties?:

This position is a Second Line Supervisor?:

This position acts as a lead for employees?:

Lead or supervisory duties are \_\_\_\_?:

This position is a time sheet approver?:\*

MAU:\*

Division:\*

School:\*

Department:\*

TKL:\*


#### Example:

|  |  |
|--|--|
| Position number:                             | Safety Svcs-Fire 1<br><a href="#">+ Position No.: 204146</a>         |
| Working Title:*                              | <input type="text" value="Fire Captain"/>                            |
| Position type:                               | Staff Full-time  |
| Appointment Type:                            | <input type="text" value="Regular"/>                                 |
| Recruitment process:*                        | <input type="text" value="UAF Recruitment Process"/>                 |
| This position performs supervisory duties?:  | No   |
| This position is a Second Line Supervisor?:  | No   |
| This position acts as a lead for employees?: | Yes  |
| Lead or supervisory duties are ____?:        |  |
| This position is a time sheet approver?:*    | <input type="text" value="No"/>                                      |
| MAU:*  | <input type="text" value="University of Alaska Fairbanks"/>          |
| Division:*                                   | <input type="text" value="UAF Vice Chancellor for Admin. Services"/> |
| School:*                                     | <input type="text" value="UAF Safety Services"/>                     |
| Department:*                                 | <input type="text" value="Fire Department"/>                         |
| TKL:*  | <input type="text" value="T341"/>                                    |
|  | <a href="#">+ Fire Department</a>                                    |



---




**STEP 6:**

Enter the appropriate job location for this position. Click on the binoculars to search for the job location for the position. (NOTE: you must have pop ups enabled).

Job Location:\*   2  
No Site name selected

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:

---

**STEP 7:**

- A. Enter the typical number of hours the position will work per pay period.
- B. Enter the number of pay periods the position will work per year. Do not use months or contract extension periods.
  - a. Faculty always 19.5
  - b. Staff – benefited staff must be at least 19.5 pay periods
  - c. Students – use actual pay periods
  - d. Temporary – use actual pay periods
- C. Fill in the appropriate CIPC code for faculty positions, this is a required field for all regular faculty.

A Hours per Pay Period:\*

B Contract Length (Pay Periods Per Year):\*

C CIPC (Faculty Only):

These fields will feed over to the contract letter once an applicant is selected for the vacant position.

---

**Step 8:**

These fields will populate from the PD that was previously approved. You are able to select a different GeoDiff Area if necessary.

Classification:

GeoDiff Area:\*

Grade:\*

FLSA Exemption Status:

---

**STEP 9:**

Select if this is a full or part time position.

Full or Part time?:\*

---

**STEP 10:**

- A. Job Duties will be populated from the PD that was approved. Please remember to update pertinent information on template pool PD's (i.e. students and temporary).
- B. Advertising summary and text will populate from the PD, but can be updated if necessary. Refer to myUA Advertising Summary and Advertisement Text guide for more detail.

**A**

| % of time | Duties / Responsibilities   | Essential / Marginal |                      |                        |
|-----------|---|----------------------|----------------------|------------------------|
| 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            | <a href="#">Edit</a> | <a href="#">Remove</a> |
| 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            | <a href="#">Edit</a> | <a href="#">Remove</a> |

**B**

New

Advertising summary:\*

Advertisement text:\*

Tip: To paste text, press CTRL + V.

Please provide a brief description of your department and pertinent job information not listed in the duties and KSAs.

---

**STEP 11:**

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

- A. Physical Demands: Select all that apply to the position.
- B. Environmental and Hazardous Conditions: Select all that apply to the position.
- C. Additional Physical Demands: Describe any additional physical demands required to perform the basic functions of the position.
- D. Select the lifting demands for the position.
- E. Select "Yes" or "No" for each.

**POSITION REQUIREMENTS**

**A** Physical demands:\*

|  |   |
|--|---|
| <input type="checkbox"/> Balancing           | <input type="checkbox"/> Carrying           |
| <input type="checkbox"/> Climbing            | <input type="checkbox"/> Crawling           |
| <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 checked="" type="checkbox"/> Writing |
| <input type="checkbox"/> None                |   |

**B** 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 checked="" 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                     |

**C** Additional Physical Demands:

**D** Lifting Demands:

**E** Frequent Travel:\*

Travel Procard:\*

Department Procard (non-travel):\*

Will this position work with minors?\*:

---

**STEP 12:****SEARCH COMMITTEE**

- A. Search committee chair must be a UA employee. Enter name or use binocular search.
- B. Choose Add Search committee member to choose additional people. If you are unable to find the individual, please add in Notes tab for your consultant to manually add.

**SEARCH COMMITTEE**

**A** Search committee chair:\*

No user selected.

**B** Search committee members:

**Add Search committee member**

Recipient Remove all

No Search committee member selected.

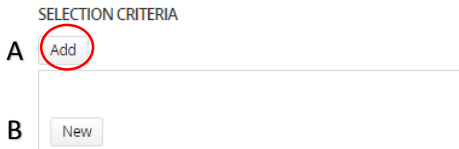
Search committee member information:

---

**STEP 13:****SELECTION CRITERIA**

This is an optional field.

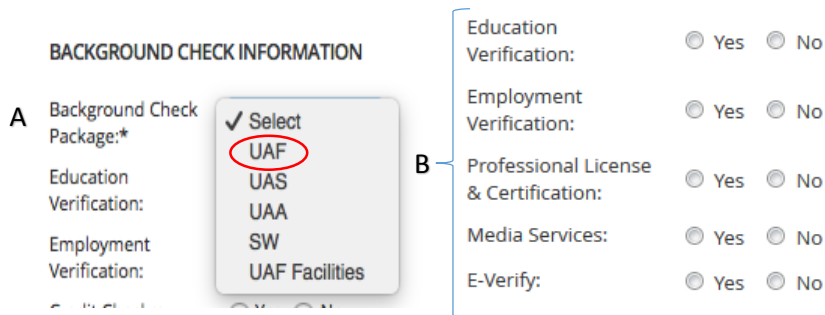
- A. Click the Add button to search for applicable selection criteria. This option allows you to Add multiple criteria at once; select Done when finished.
- B. The New button is not currently being used; choose to Add only.



**STEP 14:**

**BACKGROUND CHECK INFORMATION**

- A. Select UAF Background Check Package.
- B. Select the additional verification requirements based on the type of position you are recruiting.



---

**STEP 15:****HEADCOUNT MANAGEMENT**

This will populate based on your approved PD.

If this is a temp or student pool enter the number of positions you wish to fill in the **New** or **Replacement** boxes and choose **Add** (up to 25 positions may be added).

HEADCOUNT MANAGEMENT

Positions:  New:  Replacement:  Add

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

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

---

**STEP 16:****LABOR DISTRIBUTION**

This will populate from your approved PD. Remember, if additional lines of funding are needed, an Electronic Personnel Action Form (EPAF) using [UAonline](#) can be submitted **after** hire is entered in Banner.

LABOR DISTRIBUTION

Fund:

Org:

Percentage 1:

Fund 2:

Org 2:

Percentage 2:

Fund 3:

Org 3:

Percentage 3:

## STEP 17:

### RECRUITMENT

- A. Select the Date the position is/was vacant.
- B. The Date opened will populate with the date you create the requisition.
- C. If you are leaving your job open until filled, select the date you anticipate applications will be reviewed. **Please include text related to review date in advertisement text to applicants.** (i.e., An initial Review Date of applications will be *(your review date)*). To ensure consideration, please apply prior to the review date.
- D. Enter date you wish your posting to have a hard close date (no longer able to accept applications).
- E. Select the date you expect to hire the new employee(s).
- F. Select "Yes" or "No" as to whether the position should be open to Internal Applicants only or to all candidates.
- G. Select the type of recruitment for the position. Remember to attach justification(s) as necessary in the Notes tab.
- H. Select appropriate city where position is located. This will be used by applicants in their search criteria when looking for jobs.
- I. Not necessary to enter as all paid advertisement is arranged by and charged to individual departmental procards.
- J. **Do not forget to attach your screening documents under the Document tab.**

### RECRUITMENT

A Date Position Vacant:\*


B Date opened:\* 14 Nov 2016

C Application Review Date:

D Date Closed:

E Expected Hire Date:



F Internal Applicants Only:\*

G Type of Recruitment:\*  

If requesting a Direct Appointment, Emergency Hire, Temporary, Casual Labor, or Seasonal Rehire, please upload justification documents to the Notes tab and email note to your HR Consultant.

H Posting Location:\*

I Advertising Funding Source:

J  Before submitting the Job Card, please include Pre-Screening Questions, Intermediate Screening Questions, and Interview Questions.  Position info Notes Sourcing **Documents**





---



## STEP 18:



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

### APPROVAL QUEUE



APPROVAL QUEUE

HR Consultant:\*     
No user selected

Time Sheet Approver:     
No user selected

Supervisor:\*     
No user selected

Approval process:\*

PPA/CCC:\*     
No user selected

---

## STEP 19:

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.

Note if using **Save a draft**, your approval queue will be deleted and you must reenter before submitting:

adminuat.dc4.pageuppeople.com says: ×

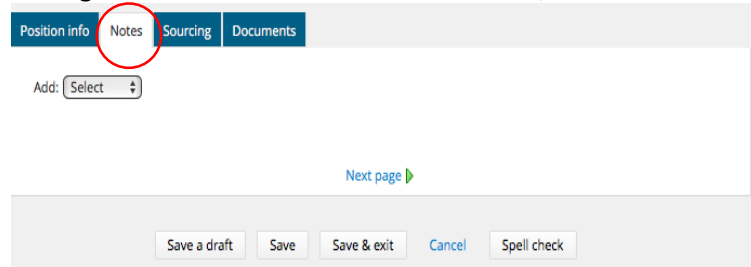
Are you sure you want to save the following as a draft? The following actions will be done:

\* The approval process, if set, will be deleted.

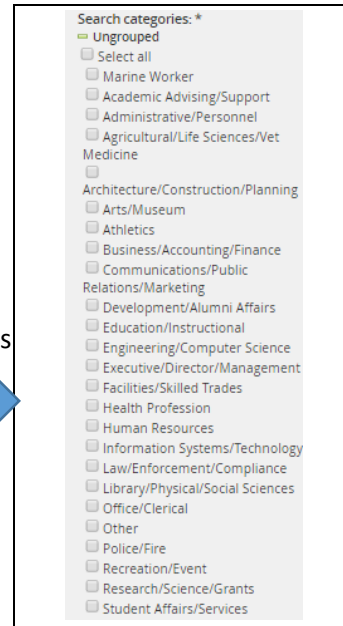
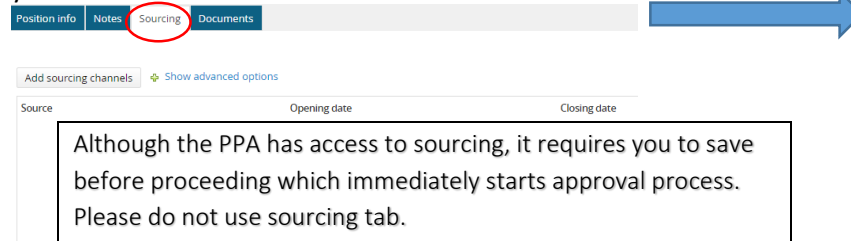
Prevent this page from creating additional dialogs.

## Using the other Tabs

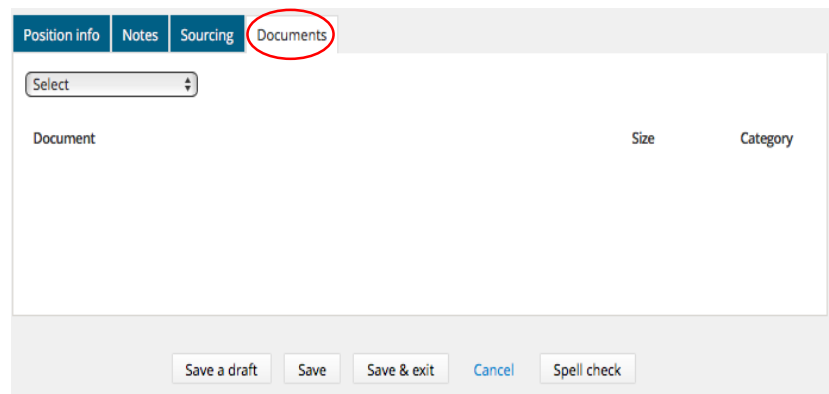
The Notes tab is a great way to record extra information about the recruitment. You can record notes for yourself and also send e-mails about the recruitment from the Notes tab. Information regarding testing should be included here in **Notes** tab; see instructions regarding Testing below\*



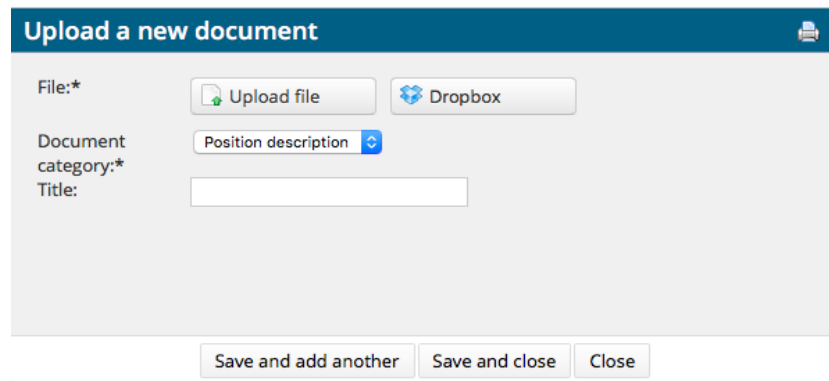
Your HR consultant will source your document (i.e., applicant search categories). Please include in **Notes** tab if there are specific job groups you would like included.



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



Select Upload file and you will be presented with options to attach your document(s)



## Testing

Depending on the type of position, you should consider skills testing for your applicants.

You will request testing be set-up for applicants in the **Notes** tab as indicated above. Please review the total testing website to determine which tests you would like.

Be sure to include in the **advertisement text** (i.e., special instructions for your applicants) if testing will be required.

---

Testing - <http://uaf.edu/uafhr/onboarding/>

### ▼ Skills Testing for Applicants

The UAF Office of Human Resources has testing tools available for testing applicants. Testing is simple to set up; just contact your HR Consultant. Your consultant can help you select the type of test you would like to use, send the test to applicants and forward the results to your department.

To get an idea of what your applicants can expect, you can request to have a test sent directly to you. You will have the chance to work your way through the test and get a feel for what you will be testing your applicants on. If you choose to do this, please do not complete the test, as our office will then be charged for it. Your consultant can answer any questions you may have about this process.

[Total Testing Website](#)

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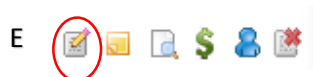
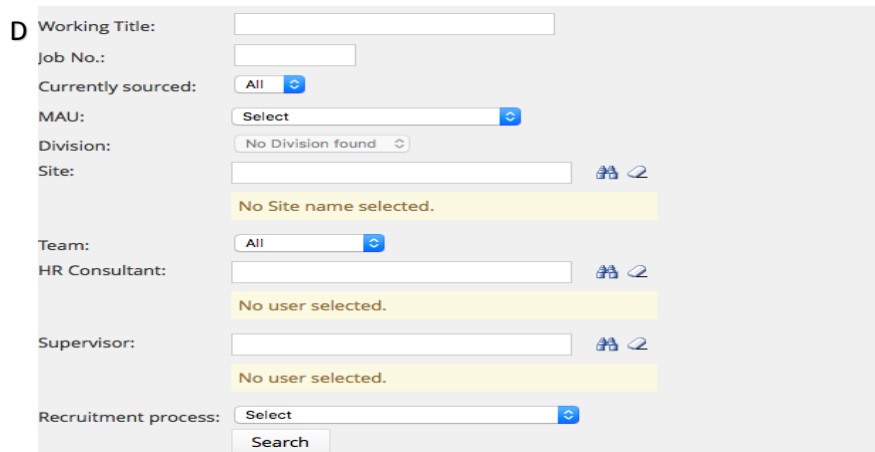
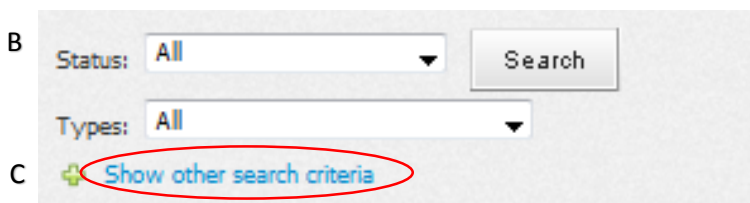
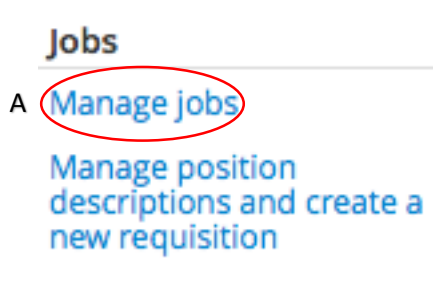
Total Testing Website: <http://totaltesting.com/available-tests>

---

**STEP 20:**

To View your job requisition(s):

- A. Click Manage jobs from your menu.
- B. A listing of all your jobs will be displayed (note that you will only see jobs that relate to the team(s) that you have access to). You can filter the page to only display certain jobs by status by selecting the Status drop-down list. (For example, you may want to view all jobs in an 'Offer' status.)
- C. Show other search criteria to view other criteria by which you can filter your search.
- D. You may choose to search for jobs by working title, job number, or any other available criteria.
- E. Identify the job that you would like to view, and choose Edit from the right side menu.



**NOTE:** PPA's please be sure to review search committee guidelines. The PPA and HR Consultant will work together until PPA is comfortable in processing on their own.

*If you see anything in this guide that needs to be updated, please send an email to the recruitment team (uaf-jobs@alaska.edu).*