

SAINTS CONNECT Create a Job Requisition

OVERVIEW

Once you know you are ready to post the vacant position you have, you want to create a job requisition. You cannot create a job requisition without having a position available. This is position management.

Exceptions: For Adjuncts and Graduate Assistants, since we hire them rapidly and in masse, you can create a job requisition without a vacancy.

By creating the position and requisition at the same time

YOU CANNOT DO THIS FOR STAFF AND OTHER FACULTY POSITIONS.

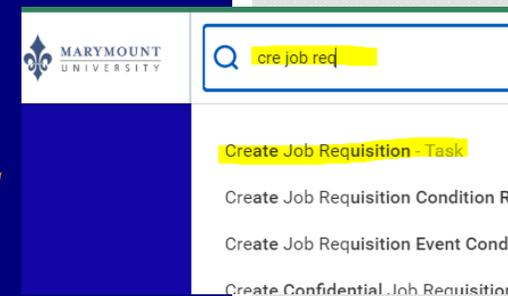
STEPS

- Type “Create a Job Requisition (you can abbreviate like pictured)” in the search box and press enter on Create Job Requisition.
- Confirm your supervisory org - the default will be your supervisory org.
- Is this a budgeted, replacement or non budgeted position?
- Choose existing position or create a new position. Again you can only “create a position” here if it is an Adjunct or GA.
- Worker type will always be “employee.”

Continued on reverse

Related Job Aids:

Create a position
Create an evergreen job requisition
Editing a job requisition
Posting the job



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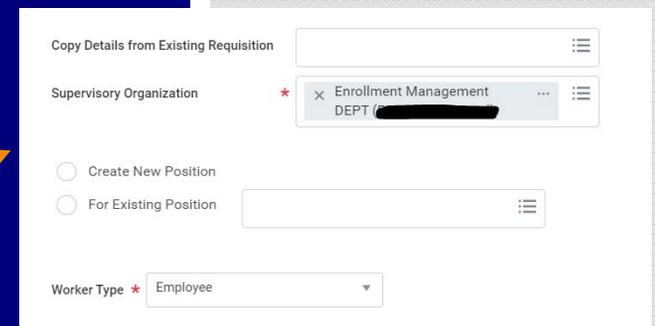
Search: cre job req

Create Job Requisition - Task

Create Job Requisition Condition R

Create Job Requisition Event Condi

Create Confidential Job Requisition



Copy Details from Existing Requisition

Supervisory Organization * Enrollment Management DEPT [REDACTED]

Create New Position

For Existing Position

Worker Type * Employee

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STEPS CONTINUED

- Select your reason for the hire. Choose competitive fill or internal only. Recruiting Information also asks about internal and external posting.
- Complete the asterisked fields.
- The next screen will allow you to edit the job description. Please reference the job description library to cut and paste.
- Link to Evergreen (See Creating an Evergreen Requisition)
- Questionnaires are knockout questions that are defaulted to the position. You can add more by choosing the appropriate secondary.
- Next is the Compensation screen will allow you to enter the salary for the position. If the salary entered is above the base salary approved for the grade you will get an alert so you are aware of this. You can change the salary to fall within the range or hit submit.

Approvals



Recruiting

WHERE IS IT IN THE APPROVAL STAGE?

After the requisition is approved you will see an inbox task to post the job.