CREATING A REQUISITION – QUICK GUIDE

Requisition Entry

1. Login to myHR
2. Select the **'Applicant Tracking'** icon
3. On the Welcome page, click on **'Recruiting'**
4. Click on the **'Requisitions'** tab and then click on **'Create Requisition'**
5. Select **'Use a Template'** and click **'Next'**
6. Select the requisition type, **'staff'** or **'faculty'** and click **'Next'**
7. Select the requisition template and click **'Next'**
8. Add hiring manager
9. Select the Job Field, Hiring Manager, Organization, and Location and click **'Next'**
10. Start the electronic requisition form
11. Add information in all required fields.
    - Position title
    - Justification
    - Hours per week
    - Recruiter and Hiring manager
    - Grant funded
    - Fund, Org, Account & %
    - Assignment Category
    - Job Type
    - Employee Status
    - Add Justification
12. Click **'Save and Close'**
13. When creating the requisition select approver(s), add comments click **'Done'**

Requisition Approval (staff)

1. Login to myHR
2. Select the **'Applicant Tracking'** icon
3. On the Welcome page, click on **'Recruiting'**
4. Click on **'Requisitions'** tab
5. Click on requisition title
6. Review requisition
7. Click on **'More Actions'**
8. Click on **'Amend Approval Path'** (if you are final approver, add Beth Thomas)
9. Enter a comment in the text box
10. Under decision click on **'Approve'** or **'Reject'**
11. Click **'Done'**
12. Requisition will be routed to Beth Thomas for review by position requisition committee
13. Once committee meets, Beth Thomas will forward requisition to EVP or Provost for approval
14. EVP or Provost will enter final approval in system

Requisition Approval (faculty)
1. Login to myHR
2. Select the **'Applicant Tracking'** icon
3. On the Welcome page, click on **'Recruiting'**
4. Click on **'Requisitions'** tab
5. Click on requisition title
6. Review requisition
7. Click on **'More Actions'**
8. Click on **'Amend Approval Path'** (if you are final approver, send to Dr. Murray for Provost approval)
9. Enter a comment in the text box
10. Under decision click on **'Approve'** *or* **'Reject'**

Tips:

- Follow your department approval process
- Remember for staff requisitions final approver should amend the approval process and add approver Beth Thomas so the requisition can be reviewed by the position review committee
- Always add your HR Generalist to the requisition approval process after hiring manager submits
- Alternate ways to access *Requisition:*
    - Manager Toolkit
    - Email Notification
- Please utilize the most updated versions of Chrome or Fire Fox when accessing this content. **Internet Explorer is NOT supported for use with the Talent Management modules. You must use Firefox or Chrome.**