



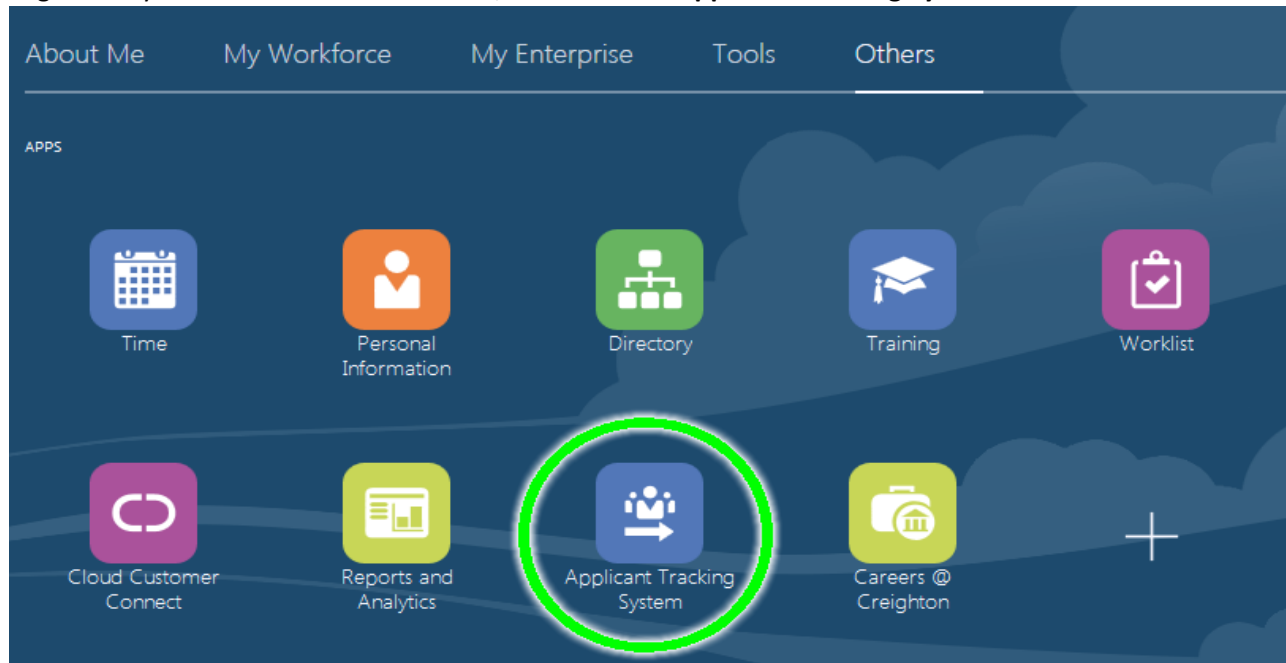
## MYHR APPLICANT TRACKING SYSTEM MANAGER GUIDE – HOW TO CREATE A REQUISITION

The Hiring Manager will initiate the hiring process by logging into the online system to create a requisition. He/she will log in, identify what type of posting (faculty or staff) they are creating and then follow the step-by-step process to complete the required fields in the online form. From there, the completed requisition will be routed to the appropriate individuals for final approvals before being posted in collaboration with your Human Resource Generalist.

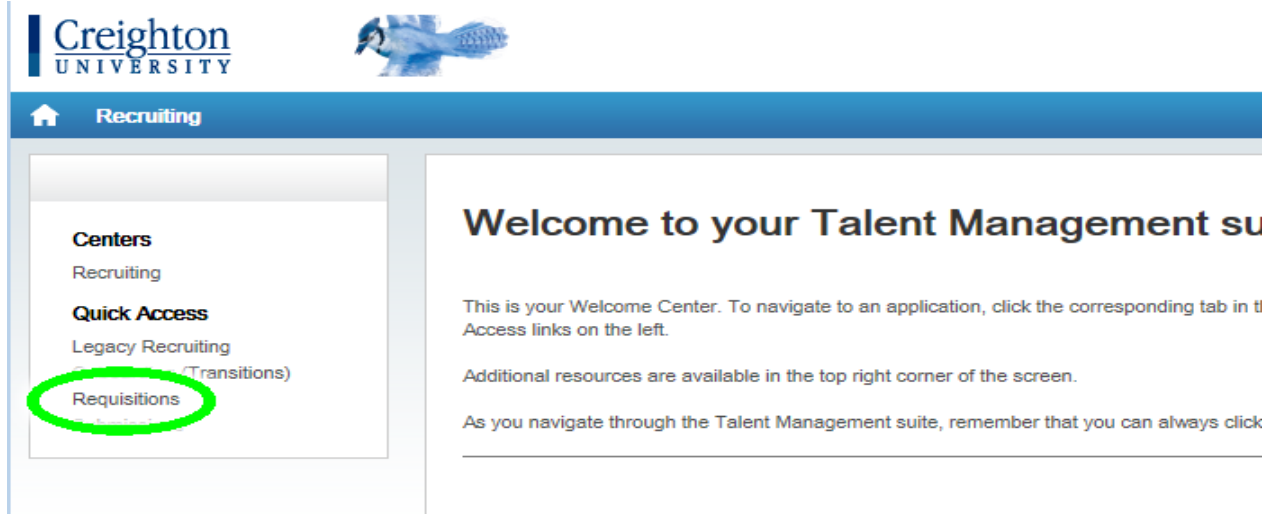
Helpful tips before creating the requisition:

- Have the budget and funding information related to the salary prepared before creating the requisition
- Know who your hiring “team” is. During the requisition creation, you will assign the following roles to your posting: *Hiring Manager, Recruiter, Hiring Manager Assistant, and/or Recruiting Assistant* when appropriate.
- When completing a faculty requisition, you can create a list of collaborators for the search committee members so they can view applicant information. You can create that list after the requisition is created, but you can also enter that information as you fill out the electronic requisition.
- Remember that instead of scrolling through the entire list on your drop-down menus, you can use the quick text feature and begin typing a department, individual or location name to populate faster.

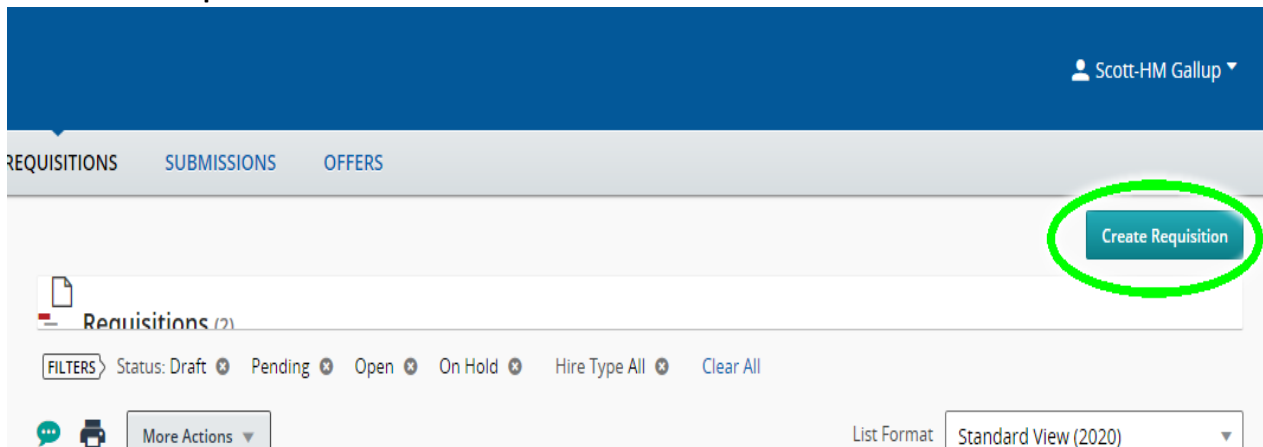
1. Log in to myHR and click the ‘**Others**’ tab, and then the ‘**Applicant Tracking System**’ tile.



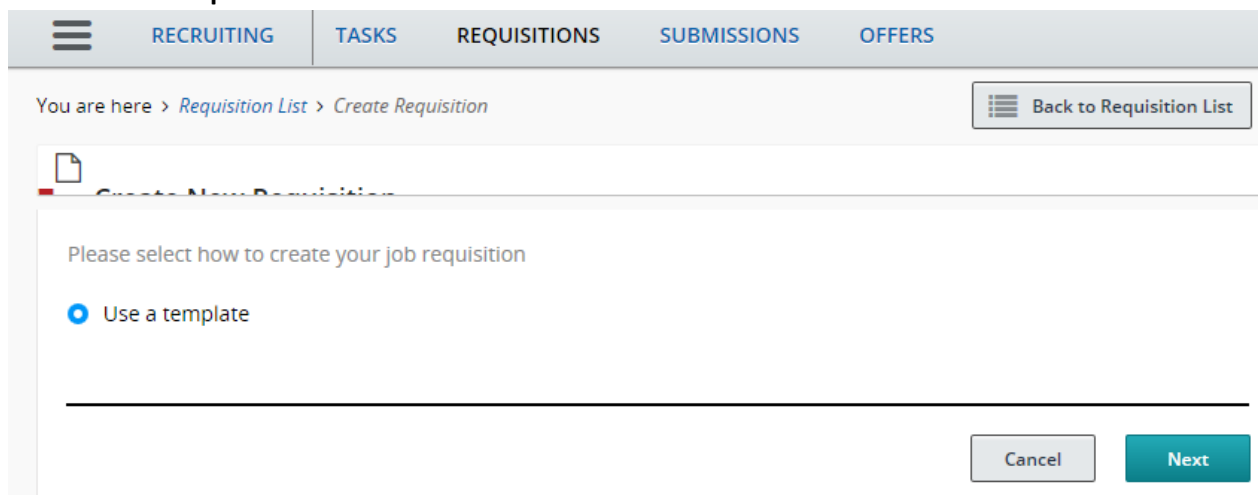
- Click the **'Requisitions'** link.



- Click **'Create Requisition'** button.



- Select **'Use a template'** and click **'Next'**.



5. Select whether you are creating a **'Faculty'** or **'Staff'** requisition and click **'Next'**.

You are here > [Requisition List](#) > [Create Requisition](#) Back to Requisition List

**1** Basic Information **2** Find Template **3** Specify Attributes **4** Complete and Save

Please specify the hire type for the requisition you are creating. Note that this information cannot be changed once the requisition is created.

Hire Type \*

☒ Staff

☐ Faculty

Cancel Next

6. Enter the title of your position from the **'Requisition Template'** drop-down menu.

You are here > [Requisition List](#) > [Create Requisition](#) Back to Requisition List

**1** Basic Information **2** Find Template **3** Specify Attributes **4** Complete and Save

Select Template \*

administrative

- 38S5AAI-Administrative Assistant I
- 38S5AAII-Administrative Assistant II
- 38S5AAIII-Administrative Assistant III
- 34L2ASPS-Administrative Basketball Specialist
- 38S5AS-Administrative Supervisor

Previous Cancel Next



If your job doesn't appear in the picklist, click the **magnifying glass icon** to bring up the search window. (Hint: use the asterisk ( \* ) as a wildcard to search for a job that contains your text.) Click the **Name link** to see details about the job, or click '**Select**' to choose the job template.

**Find Template**

**Filters** ✓

- Organization
- Location
- Job Field

Keyword: admin\* ✕

Name:

Job Code:

Recruiter:

**Apply Filters**

**Clear All**

20 Requisition templates are available. Select a template to proceed

**FILTERS** Keyword: admin\* ✕ **Clear All**

Language	Name	Job Code	Job Field	Actions
English	Administrative Assistant I	38S5AAI	Job Field	Select
English	Administrative Assistant II	38S5AAII	Job Field	Select
English	Administrative Assistant III	38S5AAIII	Job Field	Select
English	Administrative Assistant IV	38S5AAIV	Job Field	Select
English	Administrative Specialist	38S5ASPS	Job Field	Select
English	Administrative Support	38S5AS	Job Field	Select
English	Administrator	32S2A	Job Field	Select
English	Admin Pay	90681	Job Field	Select
English	Application Administrator	33S2APPA	Job Field	Select
English	Database Administrator	33S2DBA	Job Field	Select
English	Director Application	31S1DAA	Job Field	Select

**HINT: USE \* AS A WILDCARD**

**Cancel**

*Continued on the next page*

- Using the picklist/search window technique above, select the appropriate **'Job Field'**, **'Hiring Manager'**, **'Organization'**, and **'Location'**. The Hiring Manager role should be assigned to the individual that will be responsible for running the recruitment process through the Taleo system and includes selecting candidates, dispositioning candidates, etc.

Location will prepopulate to *"Nebraska > Omaha > Main Campus."* Although these fields are not marked as required with a red asterisk at this specific step, the **'Department/Organization'** and **'Job'** fields are required in order to complete a requisition and route for approval, so be sure to complete those here.

Click **'Next'** after you've completed these fields.

Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"

**Requisition Structure**

Hire Type  
Staff

Hiring Manager  
Scott-Rec Gallup

Template Used  
3855AAI-Administrative Assistant I

Requisition Style  
CU Requisition - Manager

Job Field  
Staff > Administrative/Clerical

Organization  
EXVP > Human Resources/Child Dev Cente ...

Location  
Nebraska > Omaha > Main Campus  
0 Other Locations are selected

Previous Cancel Next

- The position title will automatically populate, and you will continue to complete the fillable fields under **'Requisition Structure'**, ensuring that all fields with the red asterisk are completed before moving to the next section.

Requisition Info

Show fields required to: \*  
☒ Save  
☐ Request Approval  
☐ Post

Language: English (Base)

Collapse All Save

**Requisition Structure**

**Identification**

Position Title \*  
Administrative Assistant I

Number of Openings  
1

Requisition Reason \*  
Replacement

If replacement, Person Being Replaced  
Shebe Leavin

If replacement, end date month  
Aug

If replacement, end date day  
28

If replacement, end date year  
2020

Tasks currently being performed by:  
Ova Werk

Tasks are:  
Temporarily perf...

Anticipated Salary per Opening (Annualized if Hourly)  
23456

\* Hours per Week \*  
40

**Structure**

Modify Structure

Cancel Done

9. If you notice that the information under the **'Structure'** header is inaccurate, you can update that by clicking the **'Modify Structure'** link to correct the Department name or Org or the Job Field categories.

REQUISITIONS SUBMISSIONS OFFERS

**Structure**

[Modify Structure](#)

Hire Type  
Staff

Requisition Template Used  
38S5AAI - Administrative Assistant I

**Primary Location \***

State :  
Nebraska

City :  
Omaha

Work Location :  
Main Campus

**Please type department name or org**

Leader :  
EXVP

School/Org :  
Human Resources/Child Dev Center

DEPARTMENT/ORG :  
000311 Human Resources

**Job Field \***

Job Category :  
Staff

Job Function :  
Administrative/Clerical

**Owners**

Recruiter \* Recruiter Assistant Hiring Manager \*

10. Under the **'Owners'** header, you have the option to select the Recruiter and Hiring Manager if you have not done so already. At this time, you can identify a **'Recruiter Assistant'** or a **'Hiring Manager Assistant'** using the drop-down menus. In the following section labeled **'Collaborators'**, you can also **'Add Collaborators'** if, for instance, you are utilizing a search committee or would like other members of your team to review candidate information and take part in the hiring process. You will also select their names from the drop-down menus in the window that will appear.

**Owners**

Recruiter \* Recruiter Assistant Hiring Manager \*

Scott-Rec Gallup Elizabeth Ann Thomas Scott-HM Gallup

Hiring Manager Assistant

**Collaborators**

[+ Add Collaborators](#)

First Name	Last Name	Email	Title
No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators.			



11. Complete the **Process** section, beginning with the preferences on the **Candidate Selection Workflow**. The last option “**When a candidate is hired for the requisition, automatically change his/her status to decline for all other requisitions**” is the default option.

▲ Process

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Candidate Selection Workflow

Candidate Selection Workflow  
CU Staff CSW

☐ Automatically reject all submissions when the requisition is canceled

☐ Automatically reject all submissions when the requisition is filled

☒ When a candidate is hired for the requisition, automatically change his/her status to declined for all other requisitions.

12. Under the ‘**Process**’ section, you will need to complete the ‘**Budget**’ information. This includes noting if the position is Grant Funded, identifying the Fund/Org, Account, and percentage (totaling 100%) of the position. You may enter up to 4 different fund and org numbers, if the salary is being paid from multiple areas. If this position requires more than 4 fund and orgs, that will be notated during the offer process on the Employee Action Form. At least one fund and org is required. Note the use of color-coded headings to associate the related FOA and percentages. If there is any additional information you would like to include concerning this requisition, you will note that in the editable text field box.

Budget

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Costing Information

<b>Percent 1 (All must add up to 100) *</b>	<b>Fund 1 (e.g. 101000) *</b>	<b>Org 1 (e.g. 000311) *</b>
50	101000	000311
<b>Account 1 (e.g. 6050 Exempt) *</b>	<b>Percent 2 (All must add up to 100)</b>	<b>Fund 2 (e.g. 101000)</b>
6050 Exempt	25	101000
<b>Org 2 (e.g. 000311)</b>	<b>Account 2 (e.g. 6050 Exempt)</b>	<b>Percent 3 (All must add up to 100)</b>
000312	6050 Exempt	25
<b>Fund 3 (e.g. 101000)</b>	<b>Org 3 (e.g. 000311)</b>	<b>Account 3 (e.g. 6050 Exempt)</b>
101000	000321	6050 Exempt
<b>Percent 4 (All must add up to 100)</b>	<b>Fund 4 (e.g. 101000)</b>	<b>Org 4 (e.g. 000311)</b>
max - with 2 decimals	max 6 chars	max 6 chars
<b>Account 4 (e.g. 6050 Exempt)</b>	<b>Grant Funded *</b>	
Not Specified	No	

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Additional Information

Additional Information

000 Character Limit



13. Under the 'Job Information' header, ensure that the fields 'Assignment Category', 'Job Type', and 'Employee Status' are identified as they are required fields. If you have the information for the remaining fields, please complete them, as that information is valuable to the review and approval process.

As part of the review and approval of the requisition, it is important to complete the three open text fields.

**Note:** 'Target Start Date' and 'Target End Date' are intended to capture duration of temporary assignments.

Job Information

Profile

Assignment Category \*

FT 12 months

Job Type \*

Benefit Eligible

Employee Status \*

Full-Time

Travel

No

Job Level

Entry Level

Shift

Days

Days of Week (M-F), (M,W,F), etc.

M-F

Target Start Date

mmm d, yyyy

Target End Date

mmm d, yyyy

Please indicate which of the alternative staffing options you have considered.

☒ Eliminate some or all of the work functions

☐ Transfer some work functions to another team member(s)

☒ Streamline and centralize work with another department

☐ Hire position at a lower classification or salary

☐ Contract or outsource the work

☒ Postpone filling the position

Explain the above options considered, including a detailed explanation of who you worked with internally and why the options are not feasible.

max 3000 chars

000 Character Limit

Are there any department/unit reductions in cost or increases in revenues to offset this expense? Where will funding come from within the department? Other justification?

max 3000 chars

000 Character Limit

What is the impact of not filling this position?

max 3000 chars

000 Character Limit

August 2020

8





14. **Compensation:** 'Job Grade', 'Currency', 'Pay Basis', 'Minimum Salary', 'Maximum Salary', and 'Midpoint Salary' should be prepopulated for the template you selected and **are not editable**. In the 'Shift Differential' field, validate that '**Not Applicable**' was defaulted.

Compensation		
Job Grade I	Currency US Dollar (USD)	Shift Differential Not Applicable ▼
Pay Basis Yearly	Minimum Salary 25,490.13	Maximum Salary 39,509.70
Midpoint Salary 32,499.92		
Other		
FLSA Status Non-exempt		
Regulatory Services		
EEO Job Category Administrative Support Work... ▼	EEO Establishment Not Specified ▼	

*Continued on next page*

15. **Job Description:** Validate or enter the 'External Job Description' and 'Qualifications' information in required fields. Note any changes in the 'Modifications to Job Description' field. Click '**Save and Close**' once modifications are made.

**Job Description**

**External Description**

Copy From

Careerlink Category: 110-Admin - Human Reso...

Modifications to Job Description: max 3000 chars

000 Character Limit

**Description - External**

Perform routine clerical and administrative functions such as answering phones, drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files, and providing strong customer service skills.

000 Character Limit

**Qualifications - External**

**Qualifications:**  
High school diploma or equivalent required;  
2 years' administrative and/or office management experience;  
Experience with Microsoft Office Suite to include Word, Excel, PowerPoint and Outlook

**Knowledge, Skills, Abilities:**  
Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, designing forms, and other office procedures/processes;  
Ability to communicate effectively (verbal and written).

000 Character Limit

**Internal Description**

Copy From

**Description - Internal**

Perform routine clerical and administrative functions such as answering phones, drafting correspondence, scheduling appointments,

16. Finish the data entry part of creating a requisition by clicking '**Done**'. The tabs for additional functions, such as 'Attachments', 'Interviews', and 'History' won't appear until initial data entry for the req has been completed.

**Requisition Info**

Cancel Done

Show fields required to: \* ☒ Save ☐ Request Approval ☐ Post

Language: English (Base) Collapse All Save

**Requisition Structure**

**Identification**

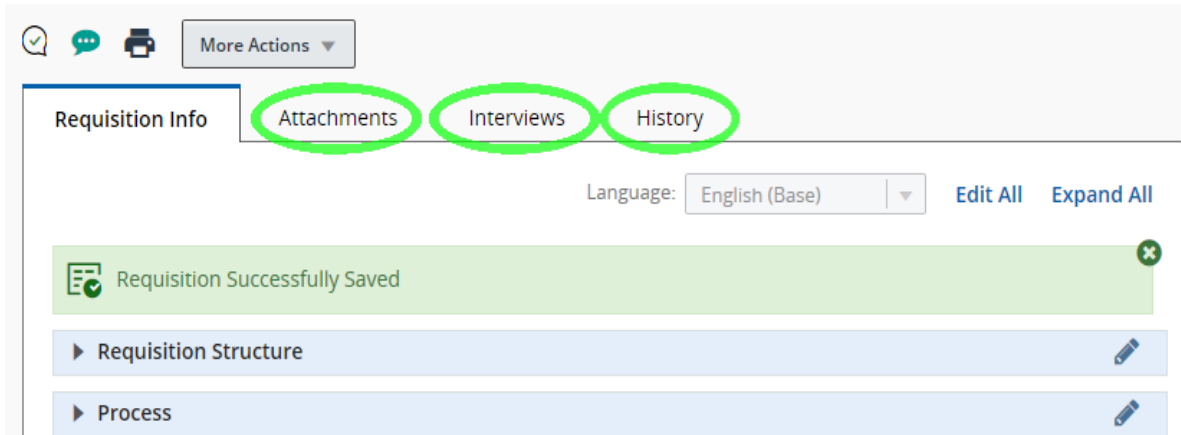
Position Title \* Administrative Assistant I TEST scnt

Number of Openings 1

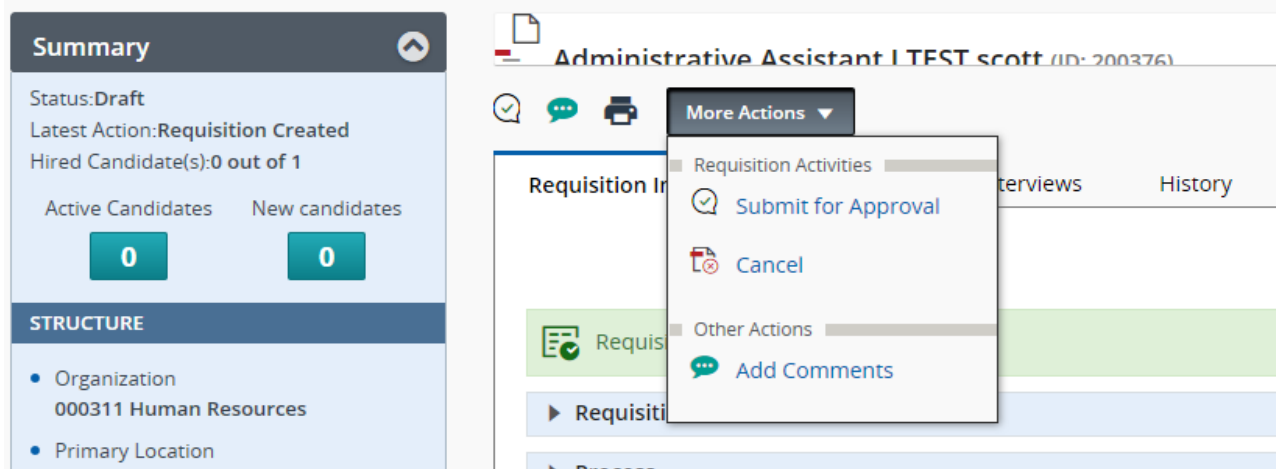
Requisition Reason \* New Position

17. Complete additional information:

- Click on the **'Attachments'** tab. Please note that you can attach a file to the requisition if this is necessary.
- Click on the **'History'** tab and review the actions listed on that tab.
- Click on the **'Interviews'** tab and review the actions listed on that tab. Add participants and questionnaires if desired.



18. In the *'Summary'* on the left-hand tool bar, you should see your requisition in *'Draft'* status. To request approval, click on the **'More Actions'** drop down and select **'Submit for Approval'** from the drop-down menu.



*Continued on next page*



A **'Submit for Approval'** window will open. Add approvers. *Please add Elizabeth Thomas as the final approver and enter your Generalist's name in the last field.*

✓ ⓘ 🖨 More Actions ▾

Approvals

You are submitting this requisition for approval

[+ Add Approvers](#) [↕ Reorder](#)

Order	Approver	Decision	Decision Comment
1	Molly O'Gorman Billings ⓘ	Pending	
2	Jan Dutton Madsen ⓘ	Pending	
3	Elizabeth Ann Thomas ⓘ	Pending	

☐ Add the approvers to the list of collaborators defined for this requisition

☐ Add the approvers to the list of my frequent collaborators

Comment to Approvers \*

Per my email yesterday.

Characters remaining : 977

After the approval process, assign to \*  ⓘ

[Cancel](#) [Submit for Approval](#)

**ALWAYS ENTER BETH THOMAS AS FINAL APPROVER FOR STAFF REQUISITIONS**

**ENTER YOUR HR GENERALIST HERE**

19. Requisition Creation is complete! Now you can track the approval process and decisions.

ⓘ 🖨 More Actions ▾

Requisition Info Attachments **Approvals** Interviews History

Approval process for this requisition

[🔧 Modify Approval Process](#)

Order	Approver	Decision	Date & Time	Decision Comment
1	Molly O'Gorman Billings	-	-	-
2	Jan Dutton Madsen	-	-	-
3	Elizabeth Ann Thomas	-	-	-

After the approval process, assign to : **Nancy Schrage**

**Message to Approvers**

*Sent on Aug 27, 2020 at 08:31 AM by Scott-HM Gallup*  
Per my email yesterday.