

# **User Guide**

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## **NJIT Online Recruitment System**

# INTRODUCTION

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You will use this system to:

- Create and submit personnel requisitions to HR
- Reclassify a position
- Update a job description
- View applicants
- Notify HR of your decisions regarding the status of each applicant

The system is designed to help the hiring managers by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all of your requisitions
- More detailed screening of Applicants' qualifications – before they reach the interview stage

## Web Browser Requirements

The system is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However, some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew.

The site also requires you to have Adobe Acrobat Reader installed. There is a free download available at [www.Adobe.com](http://www.Adobe.com).

**You cannot use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site or open a new browser window from your existing window.** This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

The site is best viewed in Internet Explorer 5.5 and above.

**The system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and Logout of the system by clicking on the logout link located on the bottom left side of your screen.

## GETTING STARTED

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To access the system, go to [www.njit.edu](http://www.njit.edu) (NJIT's homepage) and login to the Pipeline by clicking "My NJIT." Enter your UCID username and password. Click the tab titled "Faculty/Staff Services" and then click the link at the bottom left hand side titled "Employee Recruitment System." This will re-direct you to the system's homepage. Only authorized users will have access.

## PERSONNEL REQUISITIONS

.....

Once you log in, you will come to this screen. The main body of the screen shows current jobs posted in your area that you have access to.

The left hand side panel is the "action" menu which you will use for all activities relating to

- creating requisitions for a new position, backfill (or update) an existing position and reclassifying an existing position
- viewing applicants
- searching requisitions, postings or positions

**NJIT User Site - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address: <https://imp22.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1173983491546>

**NJIT**  
New Jersey's Science & Technology University

My NJIT | CALENDAR | DIRECTORY | A-Z LINKS | CONTACT US

ABOUT | ADMISSIONS | ACADEMICS | STUDENT LIFE | RESEARCH | LIFELONG LEARNERS | ATHLETICS | NEWS | GIVING

**JOB POSTINGS**  
ACTIVE POSTINGS  
PENDING POSTINGS  
HISTORICAL POSTINGS  
SEARCH HIRING PROPOSALS

**PERSONNEL REQUISITION**  
BEGIN NEW REQUISITION  
SEARCH REQUISITIONS  
PENDING REQUISITIONS  
SEARCH POSITIONS

**ADMIN**  
HOME  
CHANGE PASSWORD  
CHANGE USER TYPE  
LOGOUT

Welcome K J. You are logged in.  
Your Current Group: **Department Head.** Thursday, March 15, 2007

### NJIT Online Hiring System

**Supervisor/Manager's Guide**  
[View / Download](#)

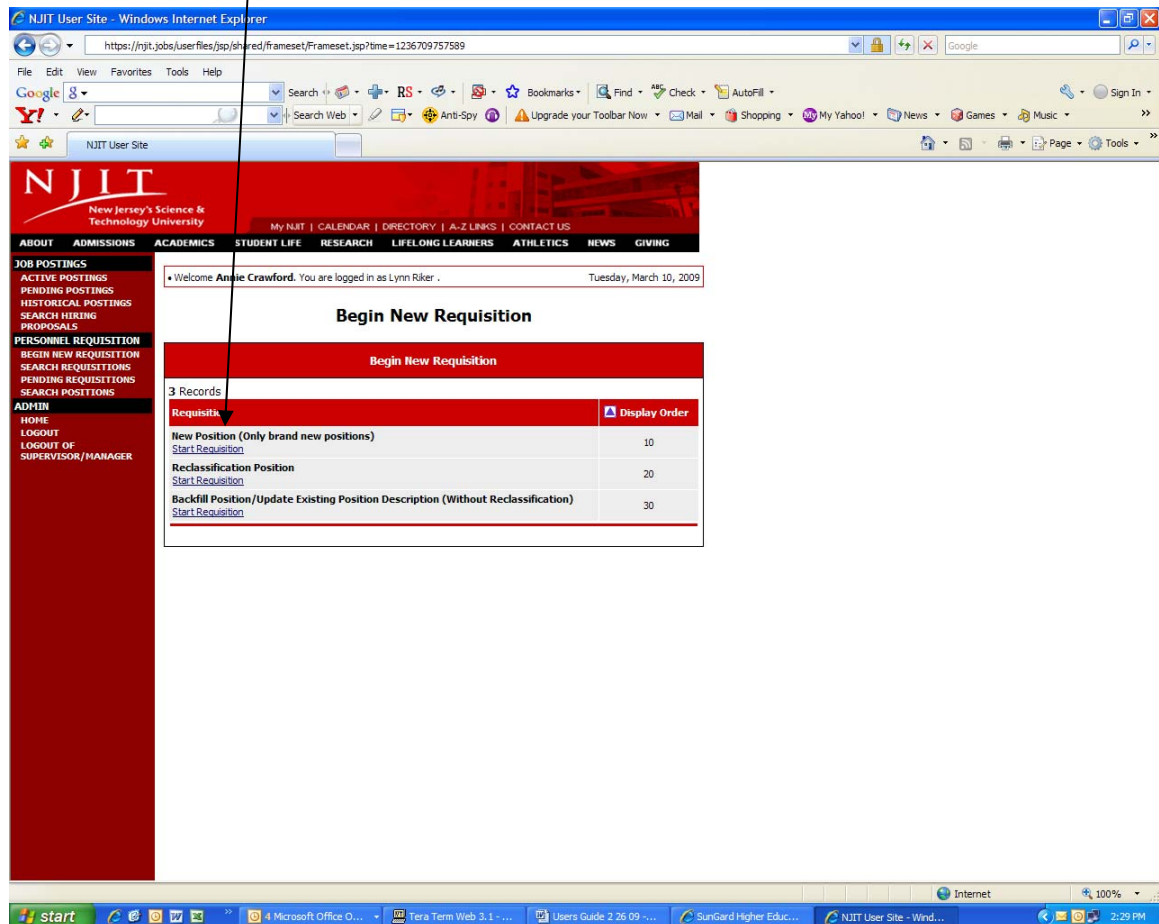
To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Postings						
Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
Backfill/update test <a href="#">View</a>	0600056	0	03-14-2007	Open Until Filled	Sample Office	Posted
Test Close Date <a href="#">View</a>	0600055	0	03-08-2007	Open Until Filled	Sample Office	Posted
AC Test Classification 4 <a href="#">View</a>	0600054	0	03-07-2007	Open Until Filled	Sample Office	Posted
TITLE				Open Until		

To start a new requisition, click on "Begin New Requisition" under "Personnel Requisitions."

# CREATE REQUISITION FOR NEW POSITION

Click on “Start Requisition” under “New Position” to start a requisition for a new position.



This will bring you to a screen to start your requisition. For ease of data entry, the following eight “tabs” have been provided:

1. Clone Position
2. Position Details
3. Supplemental Documentation
4. Requisition Form
5. Funding Sources
6. Posting Specific Questions
7. Disqualifying / Points
8. Comments

## **A few IMPORTANT notes about the tab screens:**

1. Fields with an Asterisk (\*) are required, so if you do not include information in the field, an error message will appear and you will not be able to proceed to the next screen.
2. **VERY IMPORTANT:** The input is **Not Saved** until after you have selected one of the following: (1) Click **Save and Stay on this Page** (Note: This will save the requisition form

in your Pending Actions) or **(2)** at the end of your form, the final step of the process is completed by clicking Confirm on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have created/edited will be saved.

## **Clone Position Tab:**

If you are creating a position similar to another position in your area, you could “clone” it by selecting your department and then “Search.” Simply choose the other title and click “Select Title and Continue.” If you don’t want to clone the position, then click the option “Do Not Choose Position, Continue to Next Page.”

The screenshot shows the NJIT User Site in a Windows Internet Explorer browser. The page title is "NJIT User Site - Windows Internet Explorer". The address bar shows the URL: <https://njit.jobs/userfiles/jsp/shared/frameset/frameset.jsp?bme=1236098273454>. The page features a red header with the NJIT logo and navigation links: ABOUT, ADMISSIONS, ACADEMICS, STUDENT LIFE, RESEARCH, LIFELONG LEARNERS, ATHLETICS, NEWS, GIVING. Below the header, a sidebar on the left contains links for JOB POSTINGS, PERSONNEL REQUISITION, and ADMIN. The main content area is titled "Create New Position (Only brand new positions)" and includes a "Reports" button and a "Print Job Description" link. A table with the following columns is displayed: Clone Position, Position Details, Supplemental Documentation, Requisition Form, Funding Sources, Posting Specific Questions, Disqualifying / Points, and Comments. Below the table, there is a "Search Positions to Clone" section with input fields for Employee ID Number, Title (set to "Any"), Department (set to "Residence Life - 09100"), Employee First Name, and Employee Last Name. There are "SEARCH" and "CLEAR RESULTS" buttons. A red box contains the text "DO NOT CHOOSE POSITION, CONTINUE TO NEXT PAGE >>". Below this, there is a "SAVE AND STAY ON THIS PAGE" button. At the bottom, there are "CANCEL" and "PREVIEW REQUISITION" buttons. The browser's status bar at the bottom shows the time as 11:42 AM.

## Position Details Tab:

This is where you would input all the details pertaining to the position. Click on “continue to next page” once you have completed entries on this tab.

The screenshot shows a web browser window titled "NJIT User Site - Microsoft Internet Explorer". The address bar displays the URL: <https://imp22.peopleadmin.com/userfiles/jsp/shared/frameset/Frameset.jsp?time=1173983491546>. The page features the NJIT logo and navigation links: ABOUT, ADMISSIONS, ACADEMICS, STUDENT LIFE, RESEARCH, LIFELONG LEARNERS, ATHLETICS, NEWS, and GIVING. A left sidebar contains links for JOB POSTINGS, PERSONNEL REQUISITION, and ADMIN. The main content area is titled "Create New Position" and includes a tabbed interface with "Position Details" selected. A red box highlights the "CONTINUE TO NEXT PAGE >>" button. Below this, a form contains fields for Proposed Title, Department, Full-Time/Part-Time, Bargaining Unit, Position Status, and a selection for temporary duration. A note indicates that asterisks denote required information.

Position Details	Supplemental Documentation	Requisition Form	Funding Sources	Posting Specific Questions	Disqualifying / Points	Comments
<b>CONTINUE TO NEXT PAGE &gt;&gt;</b>						
*Required information is denoted with an asterisk.						
Proposed Title:	Test Title 1000					
* Department:	Human Resources					
Full-Time/Part-Time:						
Bargaining Unit:	No Response					
If part-time how many hours per week:						
Position Status:						
If temporary how long?						
	Not Selected		Selected			
	Beebe, Jeff		Crawford, Annie			

## Supplemental Documentation Tab:

This tab allows you to attach either a memo or an organizational chart. You may browse for the file if you have it stored on your computer in one of the following formats:

- Adobe Acrobat, Microsoft Word, Microsoft Excel
- You may copy and paste and/or type text into the large text area at the bottom of the screen if you do not have your document in one of the above formats or if you do not have your document saved on your computer.

The screenshot shows a web browser window titled "NJIT User Site - Microsoft Internet Explorer". The address bar displays a URL from "https://imp22.peopleadmin.com". The page features the NJIT logo and a navigation menu with links like "ABOUT", "ADMISSIONS", "ACADEMICS", etc. A left sidebar contains links for "JOB POSTINGS", "PERSONNEL REQUISITION", and "ADMIN". The main content area is titled "Create New Position" and includes a "Supplemental Documentation" tab. Below this, a table shows a single record for an "Organizational Chart" document. At the bottom, there are buttons for "RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE", "SAVE AND STAY ON THIS PAGE", "CANCEL", and "PREVIEW REQUISITION".

**NJIT User Site - Microsoft Internet Explorer**

File Edit View Favorites Tools Help

Address <https://imp22.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1173983491546>

Google [Go](#) Bookmarks 2723 blocked Check AutoLink Send to Settings

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**JOB POSTINGS**  
ACTIVE POSTINGS  
PENDING POSTINGS  
HISTORICAL POSTINGS  
SEARCH HIRING PROPOSALS

**PERSONNEL REQUISITION**  
BEGIN NEW REQUISITION  
SEARCH REQUISITIONS  
PENDING REQUISITIONS  
SEARCH POSITIONS

**ADMIN**  
HOME  
CHANGE PASSWORD  
CHANGE USER TYPE  
LOGOUT

Welcome K J. You are logged in.  
Your Current Group: Department Head. Thursday, March 15, 2007

### Create New Position

Position Details	Supplemental Documentation	Requisition Form	Funding Sources	Posting Specific Questions	Disqualifying / Points	Comments
------------------	----------------------------	------------------	-----------------	----------------------------	------------------------	----------

1 Record

Attach / Remove	Document Type	Attached Document	View Document
<a href="#">Attach</a>	Organizational Chart	Not Attached	

<< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >>

SAVE AND STAY ON THIS PAGE

CANCEL PREVIEW REQUISITION

start HR - Microsoft Outlook H&M Manual WIP - Micro... NJIT User Site - Micro... 2:43 PM

## Requisition Form Tab:

Fill in the necessary details.

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**JOB POSTINGS**  
ACTIVE POSTINGS  
PENDING POSTINGS  
HISTORICAL POSTINGS  
SEARCH HIRING PROPOSALS

**PERSONNEL REQUISITION**  
BEGIN NEW REQUISITION  
SEARCH REQUISITIONS  
PENDING REQUISITIONS  
SEARCH POSITIONS

**ADMIN**  
HOME  
CHANGE PASSWORD  
CHANGE USER TYPE  
LOGOUT

Welcome K J. You are logged in.  
Your Current Group: **Department Head.** Thursday, March 15, 2007

### Create New Position

Position Details | Supplemental Documentation | **Requisition Form** | Funding Sources | Posting Specific Questions | Disqualifying/Points | Comments

<< RETURN TO PREVIOUS | CONTINUE TO NEXT PAGE >>

\*Required information is denoted with an asterisk.

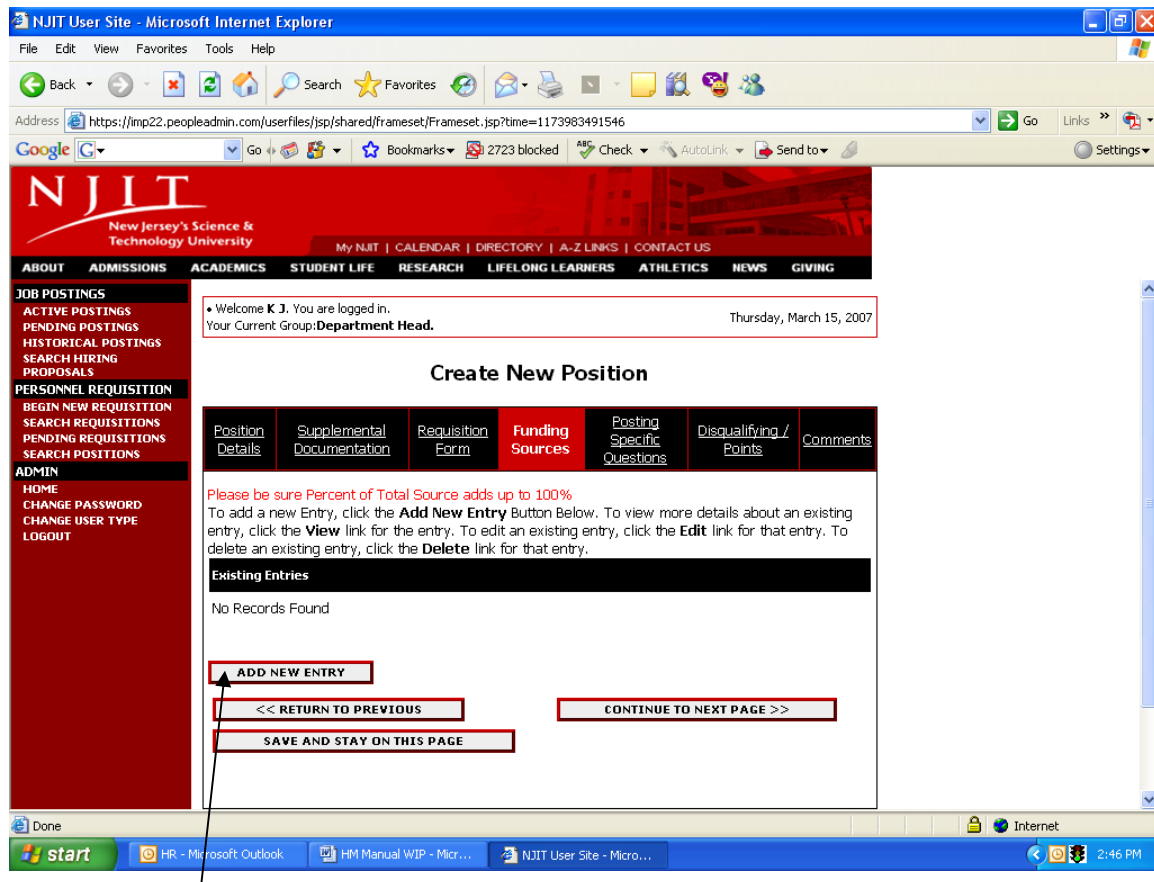
Position Type:	<input type="text"/>	
Position Begin Date:	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY
Position End Date: (if temporary or grant position)	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY
Posting date:	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY
Closing date:	<input type="text"/>	MM/DD/YYYY -or- MM-DD-YYYY
	<input type="checkbox"/> Open Until Filled	

**Note:** Special Instructions to Applicants field is viewable by applicants interested in the position. If there is anything specific to the posting you would like applicants to know, please enter the text in this field.

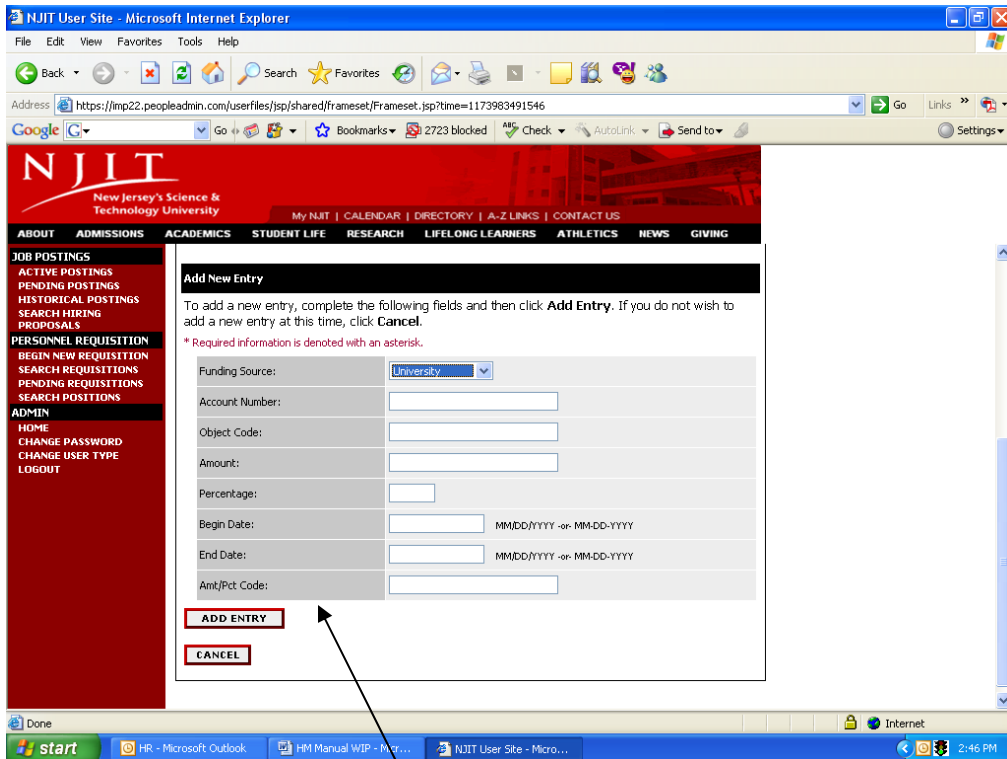


## Funding Sources Tab:

This is where you would record the account number(s) through which the position would be funded.



Click on "Add New Entry" to input the funding source data. If there is more than one account associated with the position, you can create multiple entries one after the other. The following screen will appear and this is where you can make your entries.



**NJIT User Site - Microsoft Internet Explorer**

Address: <https://imp22.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1173983491546>

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BEGIN NEW REQUISITION  
SEARCH REQUISITIONS  
PENDING REQUISITIONS  
SEARCH POSITIONS  
**ADMIN**  
HOME  
CHANGE PASSWORD  
CHANGE USER TYPE  
LOGOUT

**Add New Entry**

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

\* Required information is denoted with an asterisk.

Funding Source:

Account Number:

Object Code:

Amount:

Percentage:

Begin Date:  MM/DD/YYYY -or- MM-DD-YYYY

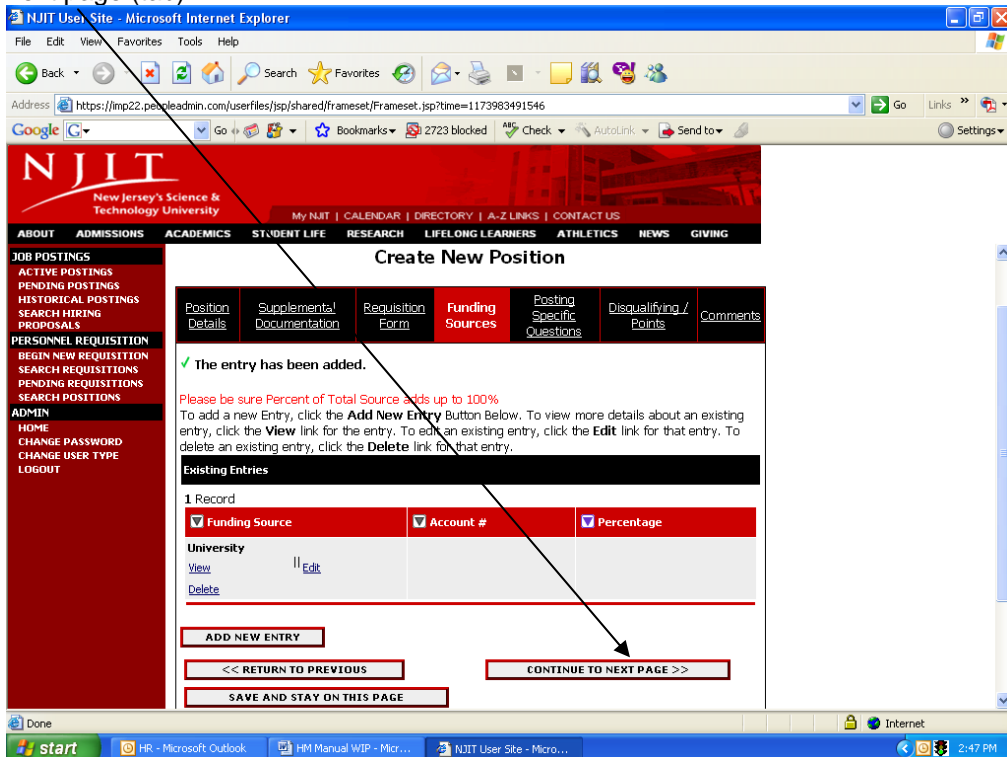
End Date:  MM/DD/YYYY -or- MM-DD-YYYY

Amt/Pct Code:

**ADD ENTRY**

**CANCEL**

Input the data and click on “Add Entry” to proceed & you will return to the “funding sources” tab. Here you can make more entries or view/delete an earlier entry you made. If all is well continue to next page (tab).



**NJIT User Site - Microsoft Internet Explorer**

Address: <https://imp22.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1173983491546>

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**JOB POSTINGS**  
ACTIVE POSTINGS  
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HISTORICAL POSTINGS  
SEARCH HIRING PROPOSALS  
**PERSONNEL REQUISITION**  
BEGIN NEW REQUISITION  
SEARCH REQUISITIONS  
PENDING REQUISITIONS  
SEARCH POSITIONS  
**ADMIN**  
HOME  
CHANGE PASSWORD  
CHANGE USER TYPE  
LOGOUT

**Create New Position**

Position Details | Supplements/ Documentation | Requisition Form | **Funding Sources** | Posting Specific Questions | Disqualifying / Points | Comments

✓ The entry has been added.

Please be sure Percent of Total Source adds up to 100%

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

**Existing Entries**

1 Record

Funding Source	Account #	Percentage
University		

[View](#) [Edit](#) [Delete](#)

**ADD NEW ENTRY**

**<< RETURN TO PREVIOUS**

**CONTINUE TO NEXT PAGE >>**

**SAVE AND STAY ON THIS PAGE**

**Posting Specific Questions Tab:** The system gives hiring managers the ability to post specific questions to screen candidates (these questions have to be in line with Uniform Guidelines on Employee Selection Procedures). To add a question click “Add a Question”

The screenshot shows the 'Create New Position' page in the NJIT User Site. The 'Posting Specific Questions' tab is active. The page instructs the user to click 'Add a Question' to add questions for applicants. It also provides navigation buttons: '<< RETURN TO PREVIOUS', 'CONTINUE TO NEXT PAGE >>', 'SAVE AND STAY ON THIS PAGE', 'CANCEL', and 'PREVIEW REQUISITION'.

On the next screen click “search” for a listing of questions from the question bank or click “create a question” for making up your own questions (new questions require HR approval)

The screenshot shows the 'Add a Question' page. It features a 'Search Existing Questions:' section with a 'Search by Keyword:' input field and 'SEARCH' and 'CANCEL' buttons. Below this is a 'Create a Question' link with a 'Confirm' button next to it.

Click **Confirm** on the final step to complete building the question(s) as part of the application.

**Disqualifying/Points Tab:** The system also gives the hiring managers the ability to rank candidates based on the responses to the questions selected. On this screen you can assign points to the responses or automatically disqualify candidates if their responses do not meet certain requirements.

The screenshot shows the NJIT User Site in Microsoft Internet Explorer. The page is titled "Create New Position" and has several tabs: Position Details, Supplemental Documentation, Requisition Form, Funding Sources, Posting Specific Questions, Disqualifying / Points (selected), and Comments. The "Disqualifying / Points" tab contains instructions on how to assign points to answers. Below the instructions, there is a section titled "Posting Specific Questions" with a table for "Do you have a bachelor's degree?".

ANSWER	DISQUALIFYING	SCORE
No Response	<input type="checkbox"/>	0
Yes	<input type="checkbox"/>	0
No	<input type="checkbox"/>	0

At the bottom of the table, it shows "0 %".

**Comments Tab:** You can use this field to convey any additional information / comments to the next level in your requisition approval process. This information will be in the e-mail which notifies the next level in the approval process. It is not part of the requisition.

The screenshot shows the NJIT User Site in Microsoft Internet Explorer. The page is titled "Create New Position" and has several tabs: Position Details, Supplemental Documentation, Requisition Form, Funding Sources, Posting Specific Questions, Disqualifying / Points, and Comments (selected). The "Comments" tab contains a message: "Welcome K J. You are logged in. Your Current Group: Department Head. Thursday, March 15, 2007". Below this, there is a section titled "Create New Position" with buttons for "<< RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE >>", and "SAVE AND STAY ON THIS PAGE". There is also a text area for "User Comments: (This information will be sent via email.)".

Clicking “Continue to next page” will bring you to the final screen in this process. Here you can view a summary of all the data entered. You can then either **save it for action at a later time or forward the requisition to the Division Head/Dean for approval.**

To take the requisition you have specified, click **Continue**. To edit the position description, click **Edit**. To exit the position description without making any changes, click **Cancel**.

**Requisition Status**

☒ Save Requisition Without Submitting  
☐ Forward to Division Head

**CANCEL CONTINUE**

**Position Details**

Proposed Title:	Test Title 03.17.2007
Department:	Human Resources
Full-Time/Part-Time:	Full-Time
Bargaining Unit:	No Response
If part-time how many hours per week:	
Position Status:	

**The details of your requisition are NOT SAVED until you complete this step.**

Once the requisition has been approved through all the levels, HR will post the position online. Applicants will now be able to view this posting on NJIT's career site and can apply for the position online. As soon as an applicant applies for a position, the resume etc. will be available to the hiring manager for review immediately. **To view applicants for a posted position go to “Active Postings”.** Click “View” to see the applicant details.

Welcome K. J. You are logged in.  
Your Current Group: Department Head. Monday, March 19, 2007

**NJIT Online Hiring System**

Supervisor/Manager's Guide  
[View / Download](#)

To view the position details, click on the "View" link below the Title. To sort by any column, click on the arrow next to the column title.

Title	Posting Number	Apps In Process	Job Open Date	Job Close Date	Department	Posting Status
Backfill/update <a href="#">View</a>	0600056	0	03-14-2007	Open Until Filled	Sample Office	Posted
Test Close Date <a href="#">View</a>	0600055	0	03-08-2007	Open Until Filled	Sample Office	Posted
AC Test Classification 4 <a href="#">View</a>	0600054	0	03-07-2007	Open Until Filled	Sample Office	Posted

- Review applications of the candidates
- Change the status of the applicants

NJIT User Site - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://imp22.peopleadmin.com/userfiles/jsp/shared/frameset/frameset.jsp?time=1174314252622>

Google timesofindia.com Go Bookmarks 2723 blocked Check AutoLink Send to timesofindia.com

# NJIT

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ABOUT ADMISSIONS ACADEMICS STUDENT LIFE RESEARCH LONGLEAF LEARNERS ATHLETICS NEWS GIVING

Details Questions Points User Proposal (s) for Posting History

## Active Applicants

2 Records

<input checked="" type="checkbox"/> Name	Documents	▲ Score	▲ Date Applied	<input checked="" type="checkbox"/> Status	External Status	All / None
Frost, Robert <a href="#">View Faculty App</a>	<a href="#">Res</a>	0	02-20-2007	Under Review by HM/Chair <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>
O'Connor, Flannery <a href="#">View Faculty App</a>	<a href="#">Res</a>	0	02-20-2007	Under Review by HM/Chair <a href="#">Change Status</a>	In Progress	<input type="checkbox"/>

**CHANGE MULTIPLE APPLICANT STATUSES**

**Refresh**

Minimum Score:

Include: ☒ Active Applicants ☐ Inactive Applicants

**REFRESH**

**View Multiple**

**VIEW MULTIPLE APPLICATIONS**

**VIEW MULTIPLE DOCUMENTS**

Applications / documents will open in a new window. To print, select File > Print after documents appear in that window.

Documents may take several minutes to load.

**CONTINUE TO NEXT PAGE >>**

start HR - Microsoft Outlook NJIT User Site - Micro... HM Manual WIP - Mic...

10:54 AM

If you chose to check the “Inactive Applicants” button, the applications which have been rejected based on the disqualifying questions created by you will also be available for viewing.

# RECLASSIFY A POSITION

## Reclassify a Position

If a position has changed significantly over time (i.e. new job duties added or scope of job has expanded), a reclassification may be in order. To begin a reclassification requisition, click on **"Begin New Requisition"** under **"Personnel Requisition"**. Click on **"Start Requisition"** under **"Reclassification Position"** to start a requisition for reclassifying a position.

The screenshot shows the NJIT User Site in Mozilla Firefox. The browser address bar displays the URL: <https://njit.jobs/userfiles/jsp/shared/frameset/Frameset.jsp?time=1236184121569>. The page title is "NJIT User Site - Mozilla Firefox".

The page content includes a navigation menu on the left with the following items:

- ABOUT
- ADMISSIONS
- ACADEMICS
- STUDENT LIFE
- RESEARCH
- LIFELONG LEARNERS
- ATHLETICS
- NEWS
- GIVING
- JOB POSTINGS
  - ACTIVE POSTINGS
  - PENDING POSTINGS
  - HISTORICAL POSTINGS
  - SEARCH HIRING PROPOSALS
- PERSONNEL REQUISITION
  - BEGIN NEW REQUISITION**
  - SEARCH REQUISITIONS
  - PENDING REQUISITIONS
  - SEARCH POSITIONS
- ADMIN
  - HOME
  - CHANGE DEFAULT VIEW
  - LOGOUT
  - LOGOUT OF SUPERVISOR/MANAGER

The main content area displays a message: "Welcome **Suzannah Hill**. You are logged in as Angela Vega with Department View. Wednesday, March 4, 2009". Below this is the heading "Begin New Requisition".

The table below shows 3 Records:

Requisition	Display Order
New Position (Only brand new positions) <a href="#">Start Requisition</a>	10
Reclassification Position <a href="#">Start Requisition</a>	20
Backfill Position/Update Existing Position Description (Without Reclassification) <a href="#">Start Requisition</a>	30

You will be brought to a Search screen where you will be prompted to search for the position you are trying to reclassify. You can conduct your search based on different criteria (i.e. Employee ID Number, Employee First Name, Employee Last Name, Position Title or Department). Depending on what criteria you search on, you can either type in the requested information into the blank field or select the Position Title or the Department from the drop down menu. Hit "Search".

**Note: It is best to conduct your search based on one search item only. The most comprehensive results will appear when you do a Department only search. This will pull up all the positions within the department you select. Employee ID Number, Employee First Name and Employee Last Name will only show results if the information is already in the system. For many positions, this information has not been input.**

NJIT User Site - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://njit.jobs/Userfiles/jsp/shared/frameset/Frameset.jsp?time=1236349923281

Human Resource PAF L...

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ABOUT ADMISSIONS ACADEMICS STUDENT LIFE RESEARCH LIFELONG LEARNERS ATHLETICS NEWS GIVING

**JOB POSTINGS**  
ACTIVE POSTINGS  
PENDING POSTINGS  
HISTORICAL POSTINGS  
SEARCH HIRING  
PROPOSALS

**PERSONNEL REQUISITION**  
BEGIN NEW REQUISITION  
SEARCH REQUISITIONS  
PENDING REQUISITIONS  
SEARCH POSITIONS

**ADMIN**  
HOME  
LOGOUT  
LOGOUT OF SUPERVISOR/MANAGER

Welcome **Suzannah Hill**. You are logged in as **Lynn Riker**. Friday, March 6

## Reclassification Position

Search Positions to Begin Requisition On

Employee ID Number	<input type="text"/>	Employee First Name	<input type="text"/>
Title	<input type="text" value="Any"/>	Employee Last Name	<input type="text"/>
Department	<input type="text" value="Any"/>		

**SEARCH** **CLEAR RESULTS**

**CANCEL REQUISITION**

Done

start

Inbox - Mi... SunGard ... NJIT User ... PeopleAd... PeopleAd...

njit.jobs

9:32 AM



Find the position title and select "Start Requisition".

**Reclassification Position**

Choose Position Description to Begin Requisition On

6 Records

✓ Title	▼ Class Code	▼ Employee Id	▲ Employee Last Name	▼ Last Action
Principal Clerk Stenographer <a href="#">Start Requisition</a>    <a href="#">View Summary</a>	4048		VACANT	Position Description Temp System (Needs Update) <a href="#">View History</a>
Assistant Director-Assignments and Residence Directors <a href="#">Start Requisition</a>    <a href="#">View Summary</a>	2171		VACANT	Position Description Temp System (Needs Update) <a href="#">View History</a>
Assistant Director <a href="#">Start Requisition</a>    <a href="#">View Summary</a>	2171		VACANT	Position Description Temp System (Needs Update) <a href="#">View History</a>
Director of Residence Life <a href="#">Start Requisition</a>    <a href="#">View Summary</a>	1092		VACANT	Position Description Temp System (Needs Update) <a href="#">View History</a>
Residence Coordinator 	1266		VACANT	New Position Description App Position

This will bring you to a screen to start your requisition. For ease of data entry, the following nine "tabs" have been provided:

1. Current Title
2. Current Job Description
3. Position Details
4. Supplemental Documentation
5. Requisition Form
6. Funding Sources
7. Posting Specific Questions
8. Disqualifying / Points
9. Comments

**A few IMPORTANT notes about the tab screens:**

3. Fields with an Asterisk (\*) are required, so if you do not include information in the field, an error message will appear and you will not be able to proceed to the next screen.
4. **VERY IMPORTANT:** The input is **Not Saved** until after you have selected one of the following: (1) Click **Save and Stay on this Page** (Note: This will save the requisition form in your Pending Actions) or (2) at the end of your form, the final step of the process is completed by clicking Confirm on the final summary page. If you log out or click a link on the left side before completing these steps, none of the information you have created/edited will be saved.

### Current Title Tab:

Shows the existing job title and corresponding class code. You cannot edit any fields on this page. To go to the next tab, select "continue to next page".

**NJIT**  
New Jersey's Science & Technology University

My NJIT | CALENDAR | DIRECTORY | A-Z LINKS | CONTACT US

ABOUT | ADMISSIONS | ACADEMICS | STUDENT LIFE | RESEARCH | LIFELONG LEARNERS | ATHLETICS | NEWS | GIVING

**JOB POSTINGS**  
ACTIVE POSTINGS  
PENDING POSTINGS  
HISTORICAL POSTINGS  
SEARCH HIRING PROPOSALS

**PERSONNEL REQUISITION**  
BEGIN NEW REQUISITION  
SEARCH REQUISITIONS  
PENDING REQUISITIONS  
SEARCH POSITIONS

**ADMIN**  
HOME  
LOGOUT  
LOGOUT OF SUPERVISOR/MANAGER

[Print Job Description](#)

Current Title	Current Job Description	Position Details	Supplemental Documentation	Requisition Form	Funding Sources	Posting Specific Questions	Disqualifying / Points	Comments
<b>CONTINUE TO NEXT PAGE &gt;&gt;</b>								
This tab displays the present title associated with this Position Description, if applicable.								
*Required information is denoted with an asterisk.								
Position Title:		Principal Clerk Stenographer						
Class Code:		4048						
*Required information is denoted with an asterisk.								
<b>CONTINUE TO NEXT PAGE &gt;&gt;</b>								
<b>SAVE AND STAY ON THIS PAGE</b>								

Done

start | Inboxes - Mi... | SunGard ... | NJIT User ... | PeopleAd... | PeopleAd... | 43 | 9:37 AM

### Current Job Description Tab:

Lists the existing position description. You cannot edit any fields on this page. To go to the next tab, select "continue to next page".

The screenshot shows a web browser window with the title "NJIT User Site - Mozilla Firefox". The address bar displays the URL "https://njit.jobs/userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1236349923281". The page content includes the NJIT logo and a navigation menu with links such as "ABOUT", "ADMISSIONS", "ACADEMICS", "STUDENT LIFE", "RESEARCH", "LIFELONG LEARNERS", "ATHLETICS", "NEWS", and "GIVING". A sidebar on the left lists various job posting and requisition options. The main content area is titled "Current Job Description" and contains a table with the following data:

Current Title	Current Job Description	Position Details	Supplemental Documentation	Requisition Form	Funding Sources	Posting Specific Questions	Disqualifying / Points	Comments
<b>Employee Details</b>								
Employee First Name:		VACANT						
Employee Last Name:		VACANT						
Employee ID Number:								
<b>Position Title</b>								
Position Title:		Principal Clerk Stenographer						
Class Code:		4048						
<b>Position Details</b>								
Proposed Updates:								
Proposed Title:		Principal Clerk Stenographer						
Position Number:								
Department:		Residence Life - 09100						

The taskbar at the bottom shows the Windows start button and several open applications, including "Inbox - Mi...", "SunGard ...", "NJIT User ...", "PeopleAd...", and "PeopleAd...". The system clock indicates the time is 9:38 AM.

### Position Details Tab:

This is where you would input all the details pertaining to the position. Click on “continue to next page” once you have made changes to the appropriate entries on this tab.

The screenshot shows a web browser window titled "NJIT User Site - Mozilla Firefox". The address bar displays the URL: <https://njit.jobs/Userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1236349923281>. The page features the NJIT logo and navigation links at the top. A sidebar on the left contains links for Job Postings, Personnel Requisition, and Admin. The main content area is titled "Position Details" and includes a table with tabs for Current Title, Current Job Description, Position Details (active), Supplemental Documentation, Requisition Form, Funding Sources, Posting Specific Questions, Disqualifying Points, and Comments. Below the tabs are navigation buttons: "<< RETURN TO PREVIOUS" and "CONTINUE TO NEXT PAGE >>". A note states: "\*Required information is denoted with an asterisk." The form fields are as follows:

Class Code:	4048
Employee First Name:	
Employee Last Name:	
Employee ID Number:	
* Proposed Title:	Principal Clerk Stenographer
Position Number:	
* Department:	Residence Life - 09100
* Full-Time/Part-Time:	Full-Time
Bargaining Unit:	OPEIU
If part-time how many hours per	

The Windows taskbar at the bottom shows the Start button and several open applications: Inbox - Mi..., SunGard..., NJIT User..., PeopleAd..., and PeopleAd... The system clock indicates 9:41 AM on 4/3.

### **Supplemental Documentation Tab:**

This tab allows you to attach either a memo or an organizational chart. You may browse for the file if you have it stored on your computer in one of the following formats:

- Adobe Acrobat, Microsoft Word, Microsoft Excel
- You may copy and paste and/or type text into the large text area at the bottom of the screen if you do not have your document in one of the above formats or if you do not have your document saved on your computer. When done, click on “continue to next page.”

The screenshot shows the NJIT User Site in Mozilla Firefox. The browser's address bar displays the URL: <https://njit.jobs/userfiles/jsp/shared/frameset/Frameset.jsp?time=1236349923281>. The page title is "NJIT User Site - Mozilla Firefox".

The NJIT logo is visible at the top left of the page. Below the logo, there is a navigation menu with links: ABOUT, ADMISSIONS, ACADEMICS, STUDENT LIFE, RESEARCH, LIFELONG LEARNERS, ATHLETICS, NEWS, GIVING. The "JOB POSTINGS" section is expanded, showing links: ACTIVE POSTINGS, PENDING POSTINGS, HISTORICAL POSTINGS, SEARCH HIRING, PROPOSALS, PERSONNEL REQUISITION, BEGIN NEW REQUISITION, SEARCH REQUISITIONS, PENDING REQUISITIONS, SEARCH POSITIONS, ADMIN, HOME, LOGOUT, LOGOUT OF SUPERVISOR/MANAGER.

The main content area is titled "Create Reclassification Position". It includes a welcome message: "Welcome Suzannah Hill. You are logged in as Lynn Riker." and the date "Friday, March 6, 2009".

Below the title, there is a table with the following columns: Current Title, Current Job Description, Position Details, Supplemental Documentation, Requisition Form, Funding Sources, Posting Specific Questions, Disqualifying / Points, and Comments. The "Supplemental Documentation" column is highlighted in red.

The table contains one record. The "Attach / Remove" column has a link "Attach". The "Document Type" column contains "Organizational Chart". The "Attached Document" column contains "Not Attached". The "View Document" column is empty.

At the bottom of the page, there are navigation buttons: "<< RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE >>", and "SAVE AND STAY ON THIS PAGE".

### **Requisition Form Tab:**

Fill in the necessary details. When done, click “continue to next page.”

**Note:** Special Instructions to Applicants field is viewable by applicants interested in the position. If there is anything specific to the posting you would like applicants to know, please enter the text in this field.

The screenshot shows a web browser window titled "NJIT User Site - Mozilla Firefox". The address bar displays the URL: <https://njit.jobs/userfiles/jsp/shared/frameset/Frameset.jsp?time=1236349923281>. The page content is divided into a header, a left sidebar, and a main content area.

**Header:** The NJIT logo is on the left, followed by the text "New Jersey's Science & Technology University". To the right are links: "My NJIT | CALENDAR | DIRECTORY | A-Z LINKS | CONTACT US".

**Left Sidebar:** A vertical menu with the following sections:

- JOB POSTINGS**
  - ACTIVE POSTINGS
  - PENDING POSTINGS
  - HISTORICAL POSTINGS
  - SEARCH HIRING PROPOSALS
- PERSONNEL REQUISITION**
  - BEGIN NEW REQUISITION
  - SEARCH REQUISITIONS
  - PENDING REQUISITIONS
  - SEARCH POSITIONS
- ADMIN**
  - HOME
  - LOGOUT
  - LOGOUT OF SUPERVISOR/MANAGER

**Main Content Area:** A horizontal tabbed interface with the following tabs: "Current Title", "Current Job Description", "Position Details", "Supplemental Documentation", "Requisition Form" (active), "Funding Sources", "Posting Specific Questions", "Disqualifying Points", and "Comments". Below the tabs are two buttons: "<< RETURN TO PREVIOUS" and "CONTINUE TO NEXT PAGE >>".

Below the buttons is a note: "\*Required information is denoted with an asterisk." followed by a form with the following fields:

- \* Does this position replace an existing line? (dropdown menu)
- \* Who is the most recent incumbent? (text input)
- \* Position Type: (dropdown menu)
- Position Begin Date: (text input) MM/DD/YYYY -or- MM-DD-YYYY
- Position End Date: (text input) MM/DD/YYYY -or- MM-DD-YYYY (if temporary or grant position)
- Posting date: (text input) MM/DD/YYYY -or- MM-DD-YYYY
- Closing date: (text input) MM/DD/YYYY -or- MM-DD-YYYY
- ☐ Open Until Filled

The browser's taskbar at the bottom shows the "start" button, several open applications (Inbox - Mi..., SunGard..., NJIT User..., PeopleAd...), and the system clock showing 9:43 AM.

### Funding Sources Tab:

This is where you would record the account number(s) through which the position would be funded.

The screenshot shows the NJIT User Site in Mozilla Firefox. The browser's address bar displays the URL: <https://njit.jobs/Userfiles/jsp/shared/frameset/Frameset.jsp?time=1236186164163>. The page features a red header with the NJIT logo and navigation links. A left sidebar contains a menu with categories like JOB POSTINGS, PERSONNEL REQUISITION, and ADMIN. The main content area has a tabbed interface with the 'Funding Sources' tab selected. Below the tabs, a message states: "Please be sure Percent of Total Source adds up to 100%". A table lists existing funding sources, with one entry for 'University' having an account number of 210700. Action buttons for 'View', 'Edit', and 'Delete' are provided for each entry. At the bottom of the table, there are buttons for 'ADD NEW ENTRY', '<< RETURN TO PREVIOUS', 'CONTINUE TO NEXT PAGE >>', and 'SAVE AND STAY ON THIS PAGE'. Arrows from the text below point to these buttons.

Current Title	Current Job Description	Position Details	Supplemental Documentation	Requisition Form	Funding Sources	Posting Specific Questions	Disqualifying / Points	Comments						
<p>Please be sure Percent of Total Source adds up to 100%</p> <p>To add a new Entry, click the <b>Add New Entry</b> Button Below. To view more details about an existing entry, click the <b>View</b> link for the entry. To edit an existing entry, click the <b>Edit</b> link for that entry. To delete an existing entry, click the <b>Delete</b> link for that entry.</p> <p><b>Existing Entries</b></p> <p>1 Record</p> <table border="1"><thead><tr><th>Funding Source</th><th>Account #</th><th>Percentage</th></tr></thead><tbody><tr><td>University</td><td>210700</td><td></td></tr></tbody></table> <p><a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a></p> <p><b>ADD NEW ENTRY</b> <b>&lt;&lt; RETURN TO PREVIOUS</b> <b>CONTINUE TO NEXT PAGE &gt;&gt;</b> <b>SAVE AND STAY ON THIS PAGE</b></p>									Funding Source	Account #	Percentage	University	210700	
Funding Source	Account #	Percentage												
University	210700													

You can verify the funding source by selecting "View", make changes by clicking on "Edit", Delete an existing source by clicking "Delete" or add a new funding source by clicking "Add New Entry". If there is more than one account associated with the position, you can create multiple entries one after the other. The following screen will appear and this is where you can make your entries.

NJIT User Site - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://njit.jobs/userfiles/jsp/shared/frameset/Frameset.jsp?time=1236186164163

Human Resource PAF L...

**NJIT**  
New Jersey's Science & Technology University

My NJIT | CALENDAR | DIRECTORY | A-Z LINKS | CONTACT US

ABOUT ADMISSIONS ACADEMICS STUDENT LIFE RESEARCH LIFELONG LEARNERS ATHLETICS NEWS GIVING

**JOB POSTINGS**

ACTIVE POSTINGS  
PENDING POSTINGS  
HISTORICAL POSTINGS  
SEARCH HIRING PROPOSALS

**PERSONNEL REQUISITION**

BEGIN NEW REQUISITION  
SEARCH REQUISITIONS  
PENDING REQUISITIONS  
SEARCH POSITIONS

**ADMIN**

HOME  
CHANGE DEFAULT VIEW  
LOGOUT  
LOGOUT OF SUPERVISOR/MANAGER

**Add New Entry**

To add a new entry, complete the following fields and then click **Add Entry**. If you do not wish to add a new entry at this time, click **Cancel**.

\* Required information is denoted with an asterisk.

* Funding Source:	<input type="text"/>
* Account Number:	<input type="text"/>
Object Code:	<input type="text"/>
Amount:	<input type="text"/>
Percentage:	<input type="text"/>
Begin Date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
End Date:	<input type="text"/> MM/DD/YYYY -or- MM-DD-YYYY
Amt/Pct Code:	<input type="text"/>

**ADD ENTRY**

**CANCEL**

Done njit.jobs

start PeopleAdmin 02... New Jersey Inst... NJIT User Site - ... 12:59 PM

This screen allows you to add a new funding source. Input the new data and click on "Add Entry" to proceed & you will return to the "funding sources" tab. Here you can make more entries or view/delete an earlier entry you made.



If all is well select "Continue to Next Page".

NJIT User Site - Mozilla Firefox

File Edit View Go Bookmarks Tools Help

https://njit.jobs/userfiles/jsp/shared/frameset/Frameset.jsp?time=1236186164163

Human Resource PAF L...

**NJIT**  
New Jersey's Science & Technology University

My NJIT | CALENDAR | DIRECTORY | A-Z LINKS | CONTACT US

ABOUT ADMISSIONS ACADEMICS STUDENT LIFE RESEARCH LIFELONG LEARNERS ATHLETICS NEWS GIVING

**JOB POSTINGS**  
ACTIVE POSTINGS  
PENDING POSTINGS  
HISTORICAL POSTINGS  
SEARCH HIRING PROPOSALS

**PERSONNEL REQUISITION**  
BEGIN NEW REQUISITION  
SEARCH REQUISITIONS  
PENDING REQUISITIONS  
SEARCH POSITIONS

**ADMIN**  
HOME  
CHANGE DEFAULT VIEW  
LOGOUT  
LOGOUT OF SUPERVISOR/MANAGER

Current Title	Current Job Description	Position Details	Supplemental Documentation	Requisition Form	Funding Sources	Posting Specific Questions	Disqualifying / Points	Comments
---------------	-------------------------	------------------	----------------------------	------------------	-----------------	----------------------------	------------------------	----------

Please be sure Percent of Total Source adds up to 100%

To add a new Entry, click the **Add New Entry** Button Below. To view more details about an existing entry, click the **View** link for the entry. To edit an existing entry, click the **Edit** link for that entry. To delete an existing entry, click the **Delete** link for that entry.

**Existing Entries**

1 Record

Funding Source	Account #	Percentage
University <a href="#">View</a>   <a href="#">Edit</a> <a href="#">Delete</a>	210700	

**ADD NEW ENTRY**

**<< RETURN TO PREVIOUS**

**CONTINUE TO NEXT PAGE >>**

**SAVE AND STAY ON THIS PAGE**

Done njit.jobs

start PeopleAdmin 02... New Jersey Inst... NJIT User Site - ... 1:03 PM

**Posting Specific Questions Tab:** The system gives hiring managers the ability to post specific questions to screen candidates (these questions have to be in line with Uniform Guidelines on Employee Selection Procedures). To add a question click “Add a Question”

The screenshot shows the NJIT User Site in Mozilla Firefox. The browser's address bar displays the URL: <https://njit.jobs/Userfiles/jsp/shared/frameset/Frameset.jsp?time=1236349923281>. The page features a red header with the NJIT logo and navigation links. A left sidebar contains a menu with categories like JOB POSTINGS, PERSONNEL REQUISITION, and ADMIN. The main content area has a table of tabs: Current Title, Current Job Description, Position Details, Supplemental Documentation, Requisition Form, Funding Sources, Posting Specific Questions (highlighted in red), Disqualifying / Points, and Comments. Below the tabs, text instructs users to click 'Add a Question' to add screening questions. A red box highlights the 'ADD A QUESTION' button. Other buttons include '<< RETURN TO PREVIOUS', 'CONTINUE TO NEXT PAGE >>', 'SAVE AND STAY ON THIS PAGE', 'CANCEL', and 'PREVIEW REQUISITION'.

On the next screen click “search” for a listing of all questions from the question bank. You may also search for an existing question by doing a key word search.

The screenshot shows the NJIT User Site in Mozilla Firefox. The browser's address bar displays the URL: <https://njit.jobs/Userfiles/jsp/shared/frameset/Frameset.jsp?time=1236349923281>. The page features the NJIT logo and a navigation menu with links such as ABOUT, ADMISSIONS, ACADEMICS, STUDENT LIFE, RESEARCH, LIFELONG LEARNERS, ATHLETICS, NEWS, and GIVING. On the left side, there is a sidebar with links for JOB POSTINGS, PERSONNEL REQUISITION, and ADMIN. The main content area is titled "Search Existing Questions:" and contains a search bar labeled "Search by Keyword:" with a "SEARCH" button and a "CANCEL" button. Below the search bar, the "Search Results" section shows "27 Records" and a table of questions. Each row in the table includes a question text and a "View/Add" link.

Question Text	
Have you worked one or more years in an office setting?	<a href="#">View/Add</a>
Have you worked one or more years in an office setting?	<a href="#">View/Add</a>
Have you worked one or more years in an office setting?	<a href="#">View/Add</a>
What is the phone question about?	<a href="#">View/Add</a>
What is the highest level of education attained?	<a href="#">View/Add</a>
Are you willing to travel to job related conferences?	<a href="#">View/Add</a>
Please describe the attributes that will make you a strong candidate for th...	<a href="#">View/Add</a>
How many years of relevant experience do you have?	<a href="#">View/Add</a>
Do you have 5 yrs of experience in the area	<a href="#">View/Add</a>

If you don't want to search the system for a question already created, you can make your own question by clicking "create a question" (new questions require HR approval). The question can be multiple choice or open-ended. Once done, click "submit question." You can also choose whether you want the question to be required or not.

Click **Confirm** on the final step to complete building the question(s) as part of the application.

The screenshot shows the NJIT User Site in Mozilla Firefox. The browser's address bar displays the URL: <https://njit.jobs/userfiles/jsp/shared/frameset/Frameset.jsp?time=1236349923281>. The page features a red header with the NJIT logo and navigation links. A left sidebar contains a menu with categories like 'JOB POSTINGS', 'PERSONNEL REQUISITION', and 'ADMIN'. The main content area displays a list of questions for a job application, each with a 'View/Add' link. The questions include: 'Please identify the level of experience you have for this position.', 'Have you ever worked in a university library setting?', 'I have a masters degree.', 'I have two years supervisory experience.', 'Do you hold a Ph.D degree?', 'Do you have working knowledge of MicroSoft Excel?', 'Do you have working knowledge of Microsoft Access?', 'If yes, please describe your level of proficiency and give examples of how ...', 'If yes, please describe your level of proficiency and give examples of how ...', 'Do you have a masters degree in library science from an institution accredi...', 'Do you have a second masters degree in a disciplined offered by NJIT? If ...', 'Do you have experience working in a customer service position? Describe ex...', and 'Do you have a PhD degree ?'. At the bottom of the list, there is a 'Next Page >>' link and a pagination indicator 'Page 1 of 2' with a 'GO' button. A red arrow points from the text above to the 'Create a Question' link at the bottom of the list.

**Disqualifying/Points Tab:** The system also gives the hiring managers the ability to rank candidates based on the responses to the questions selected. On this screen you can assign points to the responses or automatically disqualify candidates if their responses do not meet certain requirements.

The screenshot shows a web browser window titled "NJIT User Site - Mozilla Firefox". The address bar displays the URL: <https://njit.jobs/userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1236349923281>. The page content includes the NJIT logo and navigation links. A left sidebar contains a menu with categories like "JOB POSTINGS", "PERSONNEL REQUISITION", and "ADMIN". The main content area is titled "Posting Specific Questions" and contains a table for ranking responses.

When finished adding points, selecting disqualifying answers, or to skip this section, click **Continue to Next Page**>>.

Open-ended questions will not be visible on this tab, but will be visible on the summary page.

Maximum Points Possible: 0

**Posting Specific Questions**

How many years of relevant experience do you have?

ANSWER	DISQUALIFYING	SCORE
No Response	<input type="checkbox"/>	0
less than one year	<input type="checkbox"/>	0
one to two years	<input type="checkbox"/>	0
more than two years	<input type="checkbox"/>	0
None	<input type="checkbox"/>	0

0 %

**RECALCULATE** **RESET**

**<< RETURN TO PREVIOUS** **CONTINUE TO NEXT PAGE >>**

**SAVE AND STAY ON THIS PAGE**

**Comments Tab:** You can use this field to convey any additional information / comments to the next level in your requisition approval process. This information will be in the email which notifies the next level in the approval process. It is not part of the requisition.

The screenshot shows the NJIT User Site in Mozilla Firefox. The browser's address bar displays the URL: <https://njit.jobs/Userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1236349923281>. The page title is "NJIT User Site - Mozilla Firefox".

The NJIT logo is visible at the top left, with the text "New Jersey's Science & Technology University". Below the logo is a navigation menu with links: ABOUT, ADMISSIONS, ACADEMICS, STUDENT LIFE, RESEARCH, LIFELONG LEARNERS, ATHLETICS, NEWS, GIVING. The "PERSONNEL REQUISITION" link is highlighted.

The main content area is titled "Create/Reclassification Position". It features a table with the following columns: Current Title, Current Job Description, Position Details, Supplemental Documentation, Requisition Form, Funding Sources, Posting Specific Questions, Disqualifying / Points, and Comments. The "Comments" column is currently selected.

Below the table, there is a section for "User Comments: (This information will be sent via email.)" with a text area for input. The page also includes navigation buttons: "<< RETURN TO PREVIOUS", "CONTINUE TO NEXT PAGE >>", and "SAVE AND STAY ON THIS PAGE".

The Windows taskbar at the bottom shows the "start" button and several open applications: "Inbox - Mi...", "New Jerse...", "NJIT User ...", "PeopleAd...", and "PeopleAd...". The system clock indicates the time is 10:03 AM.

Clicking “continue to next page” will bring you to the final screen in this process. Here you can view a summary of all the data entered. You can then either **save it for action at a later time or forward the requisition to the next level for approval.**

**NJIT User Site - Mozilla Firefox**

File Edit View Go Bookmarks Tools Help

https://njit.jobs/userfiles/jsp/shared/frameset/Frameset.jsp?time=1236349923281

Human Resource PAF L...

**NJIT**  
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My NJIT | CALENDAR | DIRECTORY | A-Z LINKS | CONTACT US

ABOUT | ADMISSIONS | ACADEMICS | STUDENT LIFE | RESEARCH | LIFELONG LEARNERS | ATHLETICS | NEWS | GIVING

**JOB POSTINGS**  
ACTIVE POSTINGS  
PENDING POSTINGS  
HISTORICAL POSTINGS  
SEARCH HIRING PROPOSALS

**PERSONNEL REQUISITION**  
BEGIN NEW REQUISITION  
SEARCH REQUISITIONS  
PENDING REQUISITIONS  
SEARCH POSITIONS

**ADMIN**  
HOME  
LOGOUT  
LOGOUT OF SUPERVISOR/MANAGER

**Requisition Status**

☒ Save Requisition Without Submitting  
☐ Forward to Division Head

**CANCEL** **CONTINUE**

**Current Title**

Position Title:	Principal Clerk Stenographer
Class Code:	4048

**Position Details**

Class Code:	4048
Employee First Name:	
Employee Last Name:	
Employee ID Number:	
Proposed Title:	Principal Clerk Stenographer
Position Number:	
Department:	Residence Life - 09100

Done

start | Inboxes - Mi... | New Jerse... | NJIT User ... | PeopleAd... | PeopleAd... | 10:18 AM

**The details of your requisition are NOT SAVED until you complete this step.**

Once the requisition has been approved through all the levels, HR will post the position online. Applicants will now be able to view this posting on NJIT's career site and can apply for the positions online. As soon as an applicant applies for a position, the resume etc. will be available to the hiring manager for review immediately. **To view applicants for a posted position** go to “Active Postings”. Click “View” to see the applicant details.

Or

If there is already an incumbent in the reclassified position, HR will approve the position and waive the individual into it.

## Pending Requisitions

The screenshot shows the NJIT User Site interface. The top navigation bar includes links for ABOUT, ADMISSIONS, ACADEMICS, STUDENT LIFE, RESEARCH, LIFE/4G LEARNERS, ATHLETICS, NEWS, and GIVING. The left sidebar contains a list of links including JOB POSTINGS, PERSONNEL REQUISITION, and ADMIN. The main content area is titled "Pending Requisition" and displays a table with 7 records. The table columns are Title, Department, Action Number, Position Number, Status, Requisition Type, and Date of Last Action. The first record is for a Graduate Program/Admissions Coordinator, the second for an Associate Professor, and the third for a Research Assistant. A red arrow points from the "View" link in the first record to the "View" link in the second record.

Title	Department	Action Number	Position Number	Status	Requisition Type	Date of Last Action
Graduate Program/Admissions Coordinator <a href="#">View</a>	NJ School Of Architecture - 00380	200700863	038020	Sent to Vice President for First Review	Reclassification Position	02-25-2009
Associate Professor <a href="#">View</a>	NJ School Of Architecture - 00380	200700777	038011	Action Saved Not Submitted	Backfill Position/Update Existing Position Description (Without Reclassification)	10-30-2008
Research Assistant <a href="#">View</a>	Spon Chair: Arch. & Build. Sci. - 00450	200700776		Action Saved Not Submitted	Backfill Position/Update Existing Position Description (Without Reclassification)	10-24-2008

1. Title – shows the position title
2. Department – shows the department to which the position belongs
3. Action Number – shows the requisition number which is automatically generated once a requisition is started
4. Position Number – is the 6 digit number assigned to the position. Each position at NJIT has a position number
5. Status – shows where the requisition is in the approval process
6. Requisition Type – describes the type of requisition
7. Date of Last Action – lists the last date any action was taken on the requisition

**Title Header:**

Once you are in “View” mode, if you have started a requisition, but have not yet forwarded it for approval, you can make changes to it by selecting “Edit.”

32



# SEARCH FOR REQUISITIONS

## Search Requisitions

Allows you to search for requisitions in the system.

You will be brought to a Search screen where you will be prompted to input search criteria. You can conduct your search based on Position Number (6 digit number), Requisition Number (9 digit number automatically generated when requisition is created), Title or Department. Depending on what criteria you search on, you can either type in the requested information into the blank field or select the Title or the Department from the drop down menu. Hit "Search".

If you want to narrow your search results, you can use the "Status" box at the left. You can check or uncheck as many boxes as necessary.

Note: It is best to conduct your search based on one search item only.

The screenshot displays the NJIT User Site in a Mozilla Firefox browser window. The address bar shows the URL: <https://njit.jobs/Userfiles/jsp/shared/frameset/Frameset.jsp?time=1236354412000>. The page features the NJIT logo and a navigation menu with links such as ABOUT, ADMISSIONS, ACADEMICS, STUDENT LIFE, RESEARCH, LIFELONG LEARNERS, ATHLETICS, NEWS, and GIVING. On the left side, there is a sidebar with links for JOB POSTINGS, PERSONNEL, REQUISITION, and ADMIN. The main content area is titled "Search Requisition" and contains a form with the following fields:

- Position Number:
- Requisition Number:
- Title:
- Department:

Below these fields, there are two sections of checkboxes for filtering results:

- Check All** **Clear All**
- ☐ Action Saved Not Submitted
- ☐ Sent to Division Head
- ☐ Sent to Vice President for
- First Review**
- ☐ Sent to Senior VP R&D
- ☐ Sent to Grants
- ☐ Sent to Budget
- ☐ Sent to HR for First Review
- ☐ Sent to Vice President
- ☐ Sent to HR for Final Review
- ☐ Action Cancelled (Final)
- ☐ Returned to Human
- Resources**
- ☐ Returned to Budget
- ☐ Returned to Grants
- ☐ Returned to Senior VP R&D
- ☐ Returned to Vice President

At the bottom of the form, there is a "Status" section with a "Check All" link and a "Clear All" link. The browser's status bar at the bottom shows "Done" and the time "11:08 AM".

You will be brought to a **View Requisition** screen. For ease of use, there are 8 headers that provide details about the requisitions:

1. Title – shows the position title
2. Status – shows where the requisition is in the approval process
3. Department – shows the department to which the position belongs
4. Requisition Number – shows the 9 digit requisition number which is automatically generated when a requisition is created
5. Position Number – is the 6 digit number assigned to the position. Each position at NJIT has a position number.
6. Employee Last Name – lists the last name of the employee if this information has been input into the system
7. Date of Last Action – lists the last date any action was taken on the requisition
8. Date Approved – lists the approval date of the requisition

You can sort any of these fields by hitting the down arrow.

**NJIT User Site - Mozilla Firefox**

File Edit View Go Bookmarks Tools Help

https://njit.jobs/Userfiles/jsp/shared/frameset/Frameset.jsp?time=1236356032015

Human Resource PAF L...

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**View Requisition**

24 Records

Title	Status	Department	Requisition Number	Position Number	Employee Last Name	Date of Last Action	Date Approved
Senior Planner, Safety and Multi-Modal Planning <a href="#">View</a> <a href="#">View Summary</a>	Approved for Posting (New Position Description)	NJ Transportation Planning Authority - 08050	200700858	999196	VACANT	02-23-2009	02-23-2009
Senior Transportation Planner: Regional Transportation Plan <a href="#">View</a> <a href="#">View Summary</a>	Approved for Posting (New Position Description)	NJ Transportation Planning Authority - 08050	200700834	929721	Chamberlain	02-04-2009	02-04-2009
Principal Transportation Planner: Transportation Plan Analyst <a href="#">View</a> <a href="#">View Summary</a>	Approved for Posting (New Position Description)	NJ Transportation Planning Authority - 08050	200700815	192017	VACANT	01-13-2009	01-13-2009

Done

start Sent Items - Mi... New Jersey Inst... NJIT User Site - ... PeopleAdmin-S... 11:15 AM

#### Title Header:

Find the position and click on “View” to see the requisition details.

Once you are in “View” mode, if you have started a requisition, but have not yet forwarded it for approval, you can make changes to it by selecting “Edit.”

To view a quick summary of the requisition, select “View Summary”.

## VIEW POSITION DESCRIPTIONS

### Search Positions

If you want to view a position description, you can use this tool. To search for a position in the online position description library, click on “Search Positions” under “Personnel Requisition”. Conduct your search based on Title or Position Number. Select the position title from the drop down menu or input the 6 digit Position Number and hit “Search”.

The screenshot shows a web browser window titled "NJIT User Site - Mozilla Firefox". The address bar displays the URL: <https://njit.jobs/Userfiles/jsp/shared/frameSet/FrameSet.jsp?time=1236353132156>. The page header includes the NJIT logo and navigation links: ABOUT, ADMISSIONS, ACADEMICS, STUDENT LIFE, RESEARCH, LIFE-ONG LEARNERS, ATHLETICS, NEWS, GIVING. A welcome message reads: "Welcome Suzannah Hill. You are logged in as Angela Vega with Department View. Friday, March 6, 2009". The main content area is titled "Search Positions" and contains a search form with fields for "Position Number" and "Title" (set to "Any"). Below the form are "SEARCH" and "CLEAR RESULTS" buttons. A sidebar on the left lists navigation options: JOB POSTINGS, ACTIVE POSTINGS, PENDING POSTINGS, HISTORICAL POSTINGS, SEARCH HIRING, PROPOSALS, PERSONNEL REQUISITION, BEGIN NEW REQUISITION, SEARCH REQUISITIONS, PENDING REQUISITIONS, SEARCH POSITIONS, ADMIN, HOME, CHANGE DEFAULT VIEW, LOGOUT, LOGOUT OF SUPERVISOR/MANAGER. The taskbar at the bottom shows the Windows start button and several open applications: Sent Items - Mi..., New Jersey Inst..., NJIT User Site - ..., and PeopleAdmin - ...

**Note:** You can only search for positions within the department(s) for which you have system access. For example, if you are in Biomedical Engineering, your search will yield only results from the Department of Biomedical Engineering. If you are in the Office of the Dean-NCE, you would be able to view positions from all the departments within the College.

For ease of use, there are 5 headers that provide details about the requisitions:

1. Title – shows the position title
2. Class Code – lists the 4 digit class code. Each position has an assigned class code.
3. Department – shows the department to which the position belongs
4. Last Action – lists a brief description of the last action taken on the requisition
5. Date of Last Action – lists the last date any action was taken on the requisition

You can sort any of these fields by hitting the down arrow.

The screenshot shows the NJIT User Site interface. The main content area is titled 'View Positions' and displays 'Approved Position Descriptions'. Below this, it indicates '2 Records' and shows a table with the following data:

Title	Class Code	Department	Last Action	Date of Last Action
Academic Advisor <a href="#">Get Reports List</a>   <a href="#">View Summary</a>	3097	Information Technology - 00650	New Position Description Approved for Posting <a href="#">View History</a>	05-07-2008
Academic Advisor <a href="#">Get Reports List</a>   <a href="#">View Summary</a>	3097	Computer Science - 00050	New Position Description Approved for Posting <a href="#">View History</a>	07-31-2008

Below the table is a 'Search Positions' section with a 'Position' dropdown and a 'Title' search box containing 'Academic Advisor'. The browser window title is 'NJIT User Site - Mozilla Firefox' and the address bar shows the URL 'https://njit.jobs/Userfiles/jsp/shared/frameset/Frameset.jsp?time=1236353256046'.

#### Title Header:

Allows you to view requisition details for a specific position title. Find the position title and click on "View Summary" to see the position details.

You can also print a job description by selecting "Get Reports List" Title" then clicking "Generate Report".

#### Last Action Header:

Shows a history of all actions related to a position. Select "View History" to see the history.