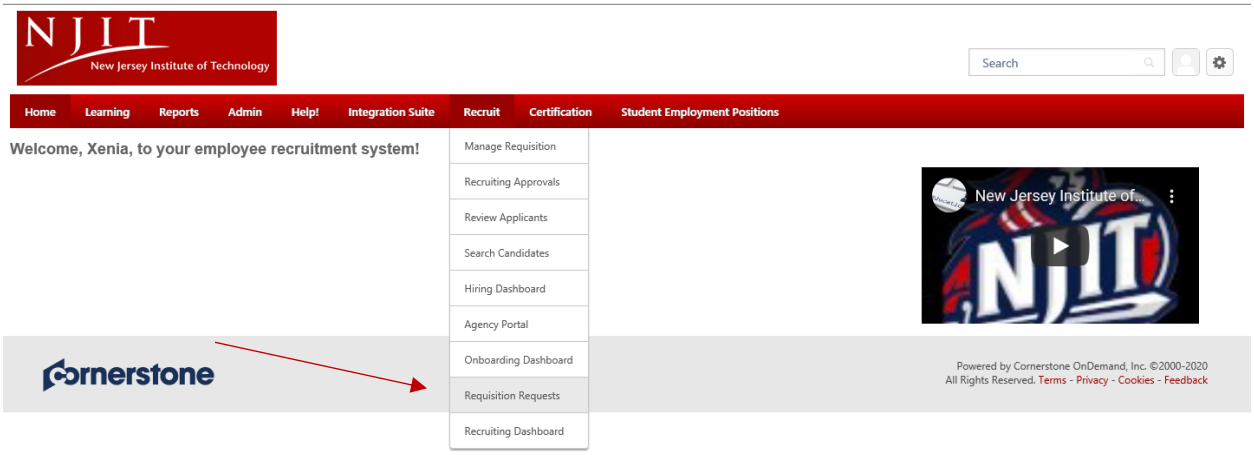
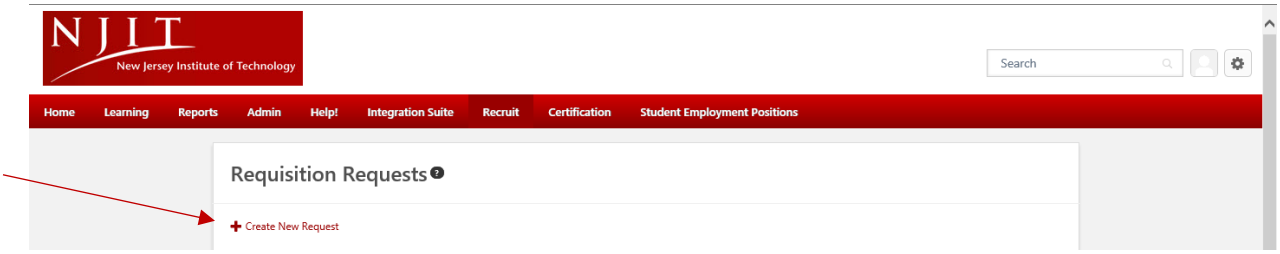
This manual has been created as a means to provide you with a step-by-step guide to creating and submitting requisition requests for faculty and staff positions, both full-time and part-time. If you have specific questions regarding the creation of your requisition request, please contact the Department of Human Resources at 973.596.3380.

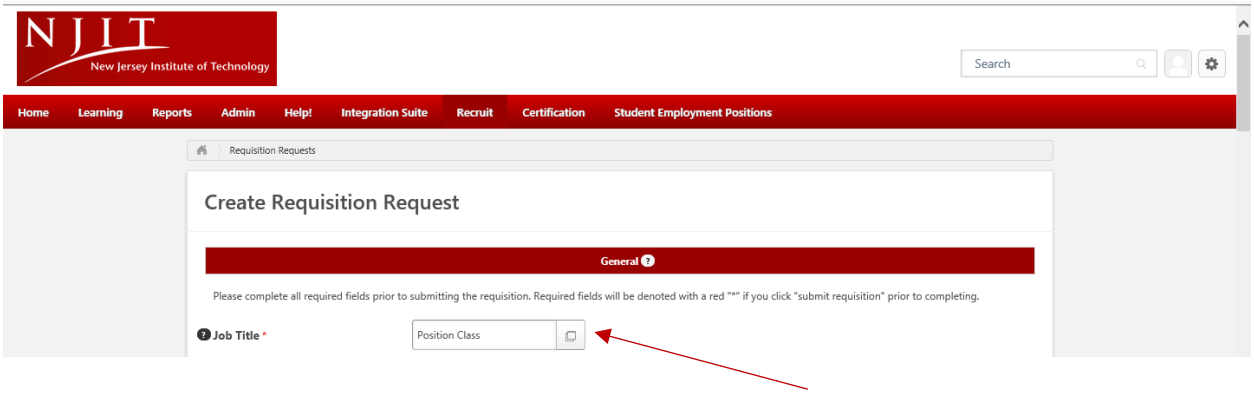
To initiate a requisition request, please hover over the “Recruit” tab and select “Requisition Requests” from the drop down menu.



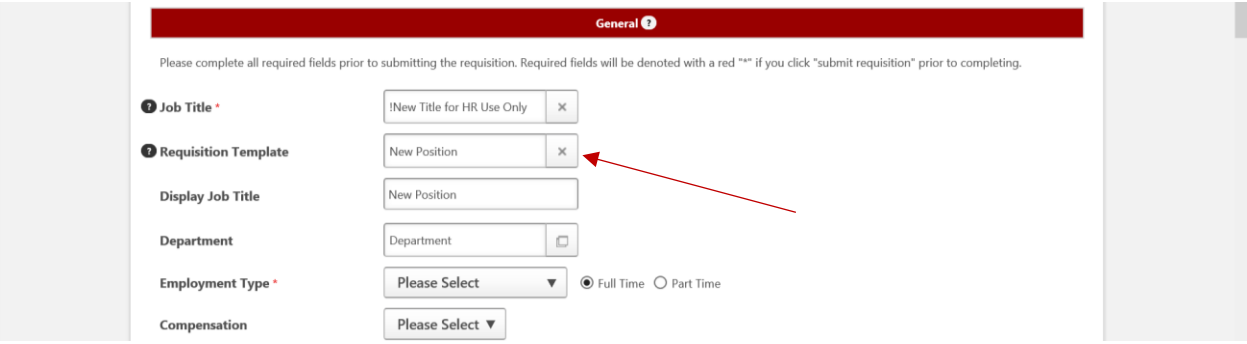
Please click on “Create New Request” to initiate your requisition request.



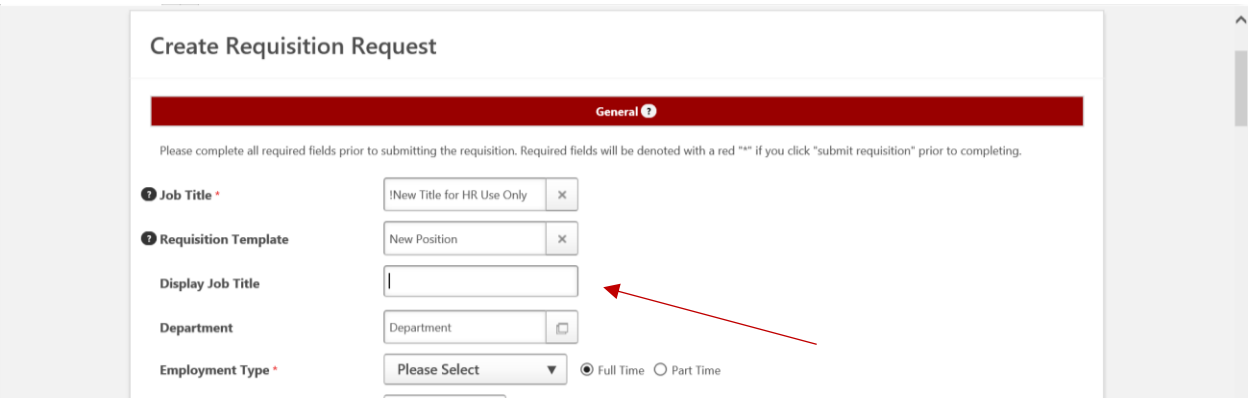
For the first item “Job Title – Position Class” please click on the “paper” icon to select your option. “New title for HR use only” should always be selected.



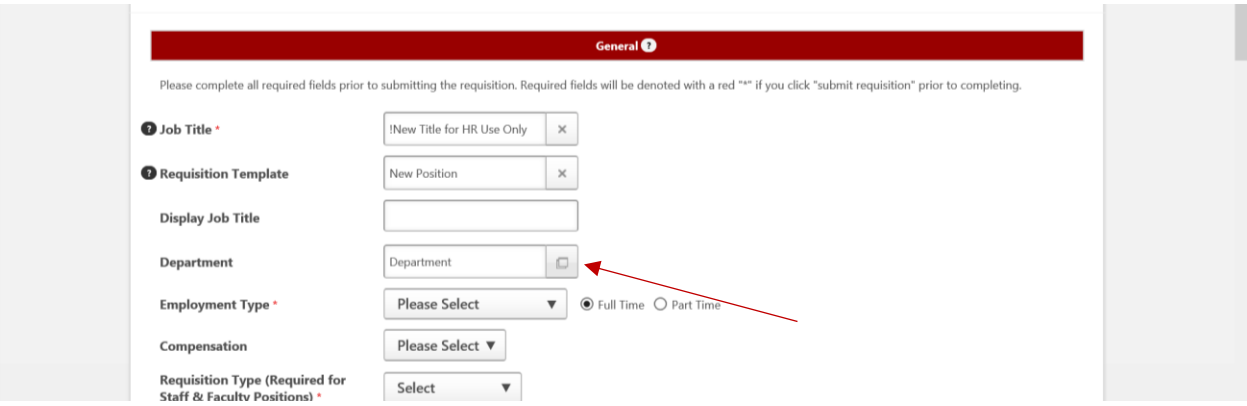
Once you select “New Title for HR Use Only” a “New Position” Requisition Template will generate – you will not need to select anything here.



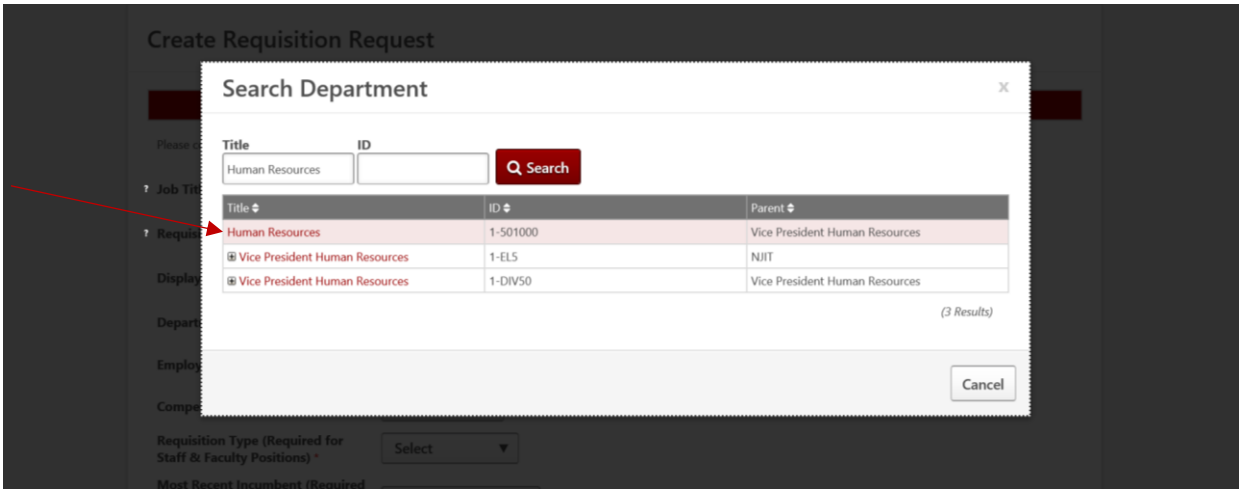
In the “Display Job Title” field, you will type in the title of your position.



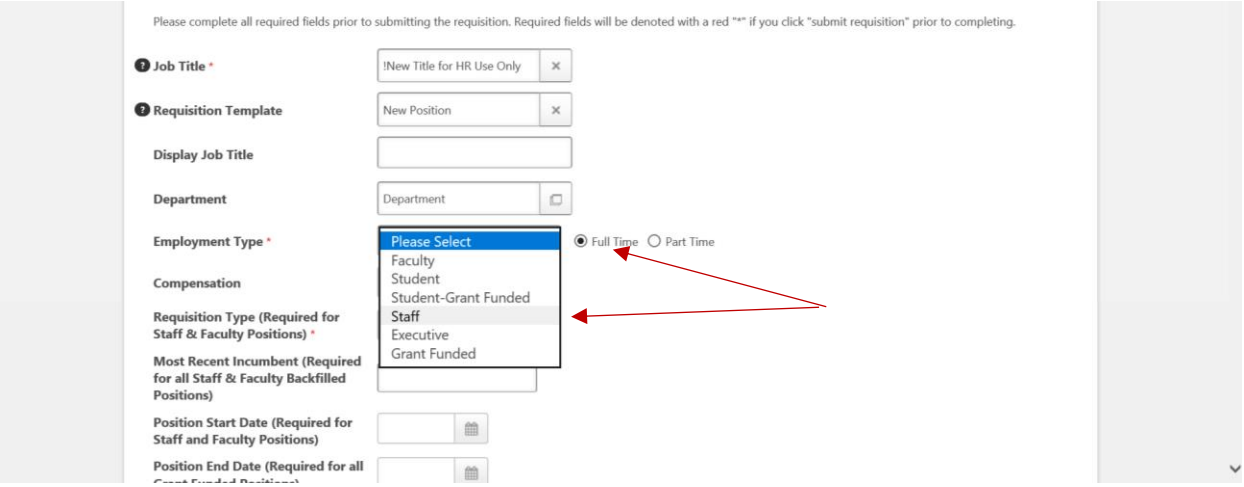
For “Department” please click on the icon to select your department.



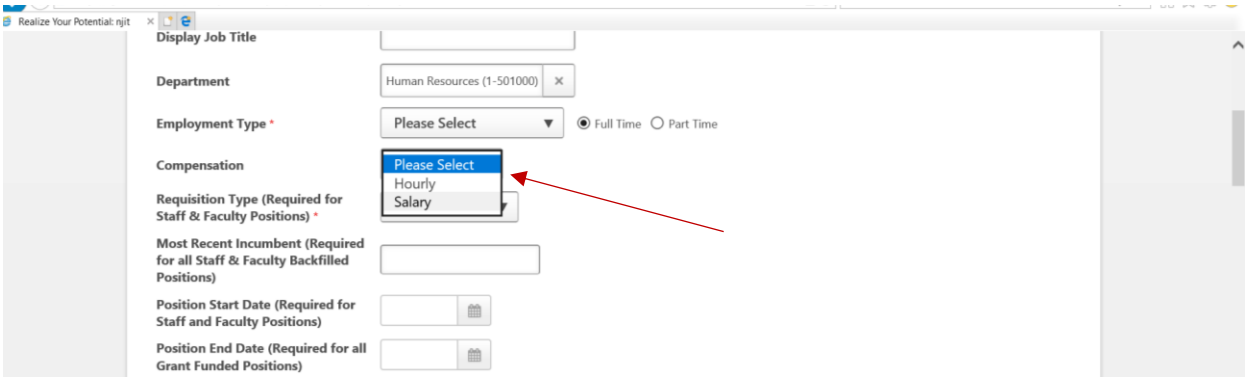
From the drop down menu select your department. It should be the only one displayed for you.



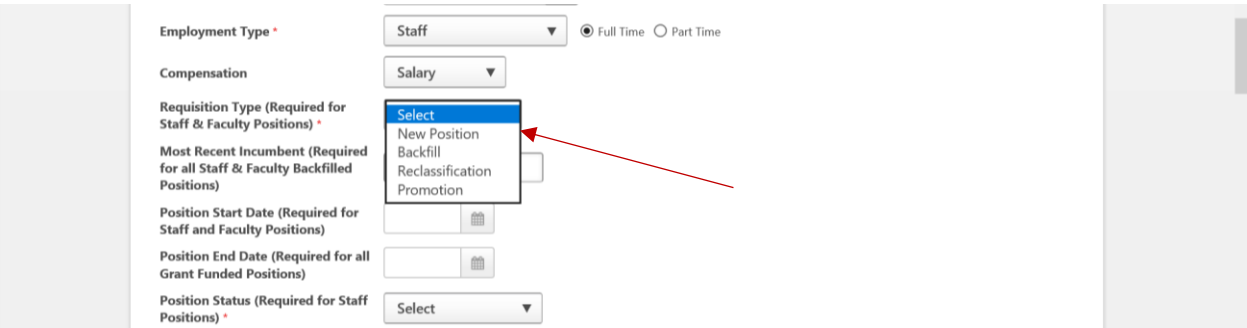
For “Employment Type” please click on the drop down menu to make your selection. For a Staff position, please select “Staff”. If the position is grant funded, please select “Grant Funded.” Please also select if the position is “Full Time or Part Time.”



For all positions that are full time and permanent, please select “Salary” from the drop down menu in the “Compensation” field. If the position is part time or temporary, please select “Hourly.”

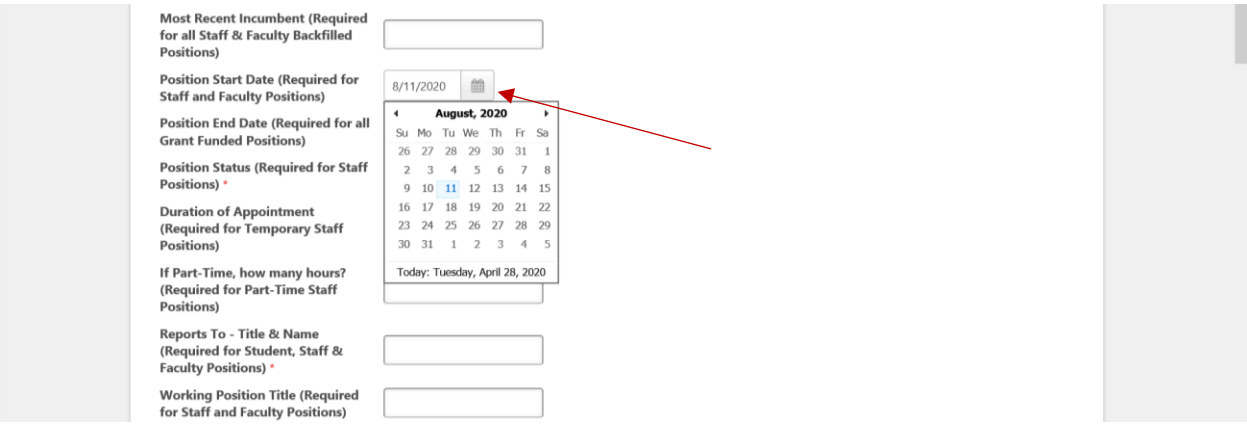


For “Requisition Type”, please click on the drop down menu to make your selection. For example, if this is a backfill to a position that has been vacated by an employee, you will select “Backfill” from the drop down menu.

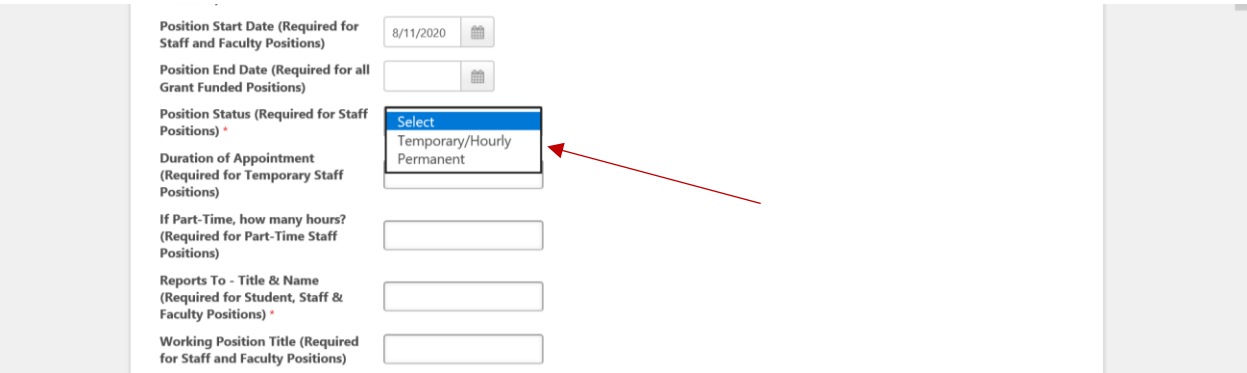


If the position is a “Backfill”, please enter the most recent incumbents’ name in the field labeled “Most Recent Incumbent.”

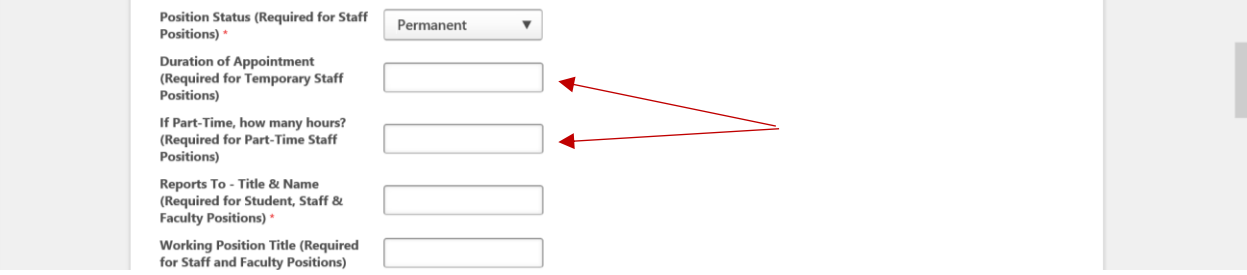
Please click on the calendar icon to select your “Position Start Date.” This date should coincide with the Monday of a new payroll period. “Position End Dates” need to be selected for grant funded positions as well as temporary and hourly positions.



For “Position Status” – “Permanent” should be selected for all full time positions that have a duration of one year or more. “Temporary/Hourly” should be selected for all positions with a duration of less than one year.

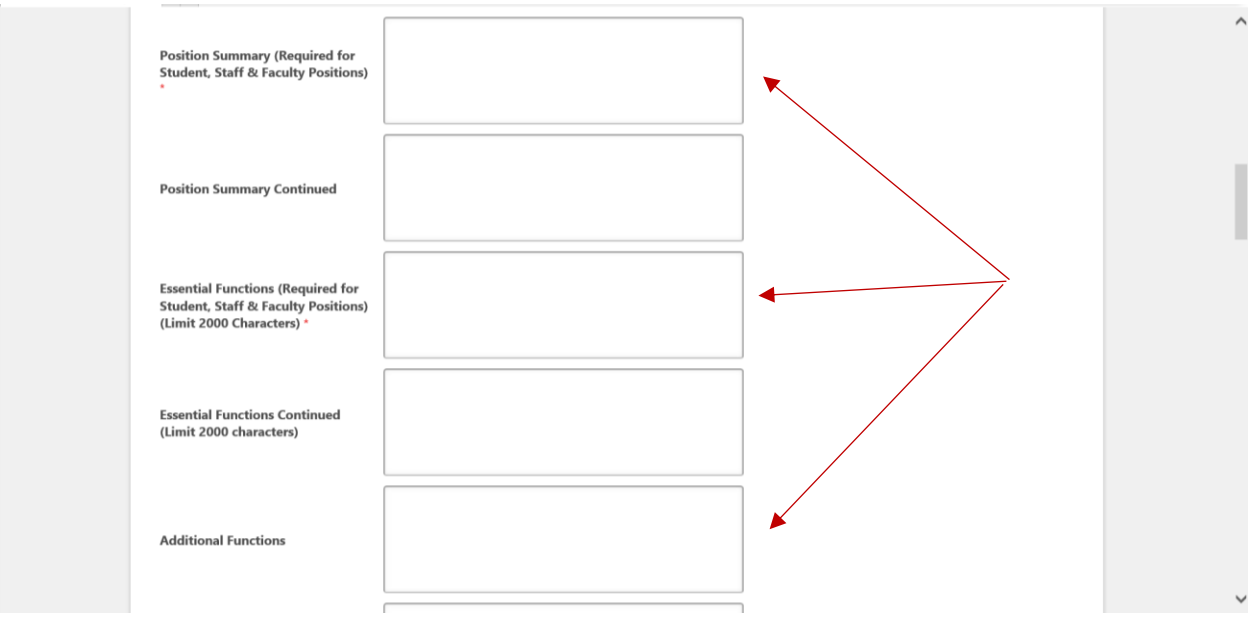


“Duration of Appointment” and “Number of Hours” need to be provided only for temporary and hourly positions.



Please provide the name and title of the individual the position will report to in the “Reports To” field. Also provide the positions title once more in the “Working Position Title” field.

In the following fields, please provide the content of your job description. You may copy and paste your text into the fields directly from your word document. Each field can only hold up to 2000 characters so extra fields have been provided. Please note that all field denoted with an “*” must be filled in.



Please use the “Special Instruction to Applicants” field to instruct your applicants to submit items such as a cover letter or references.

In the “Business and Organizational Rationale” field, please provide the justification or need for the position.

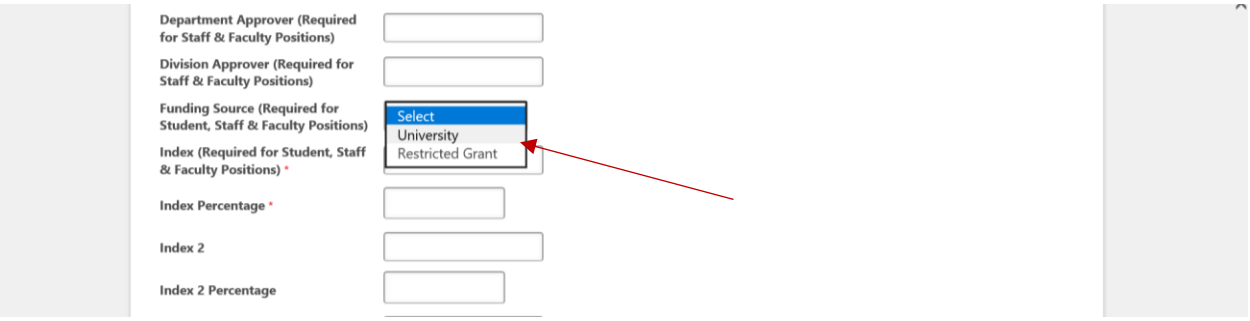
In the Organizational Impact field please provide the impact this position will have on your department and the organization as a whole.

In the “Comments” field, please provide any comments you think may be relevant to the viewers of the requisition. This section is not public and will not appear on the job positing.

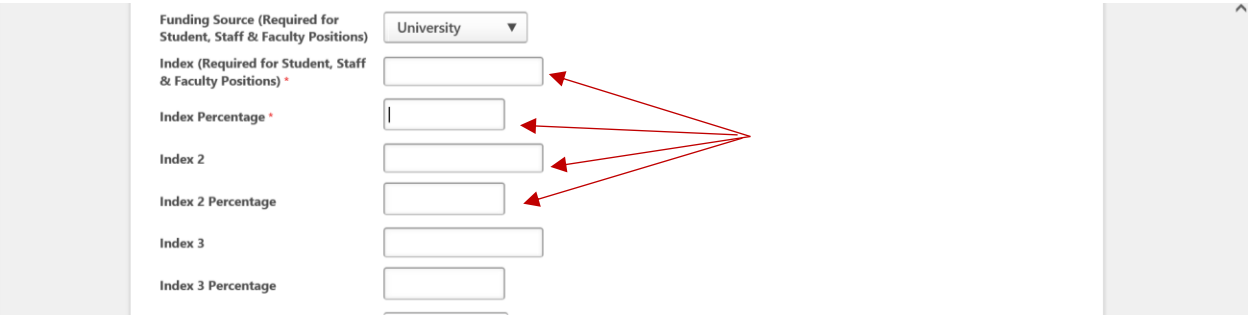
For the next three items, please provide your recruiting process, whether or not you will be forming a search committee and if so who the members will be, or if not, who will be conducting the interviews.

For "Department Approver" please list the name of the individual who will need to approve the requisition at the department level - for example, the chair of a department will be listed here. If you are the department head, please list yourself or leave blank. Please do the same for "Division Approver."

For "Funding Source" please select if the position will be "university" funded or funded by a "restricted grant"



In the “Index” field, please provide the six digit index number that is used by your department to fund positions. In the “Index Percentage” field please provide the percentage that index will utilize to fund the position. Please do not use the “%” sign in this field. If multiple indices are used please provide each index number and percentage.

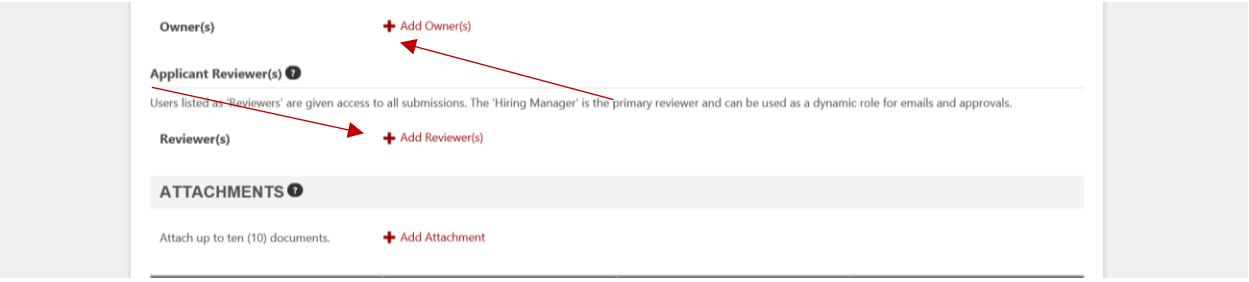


The following field will be completed by HR. Please do not fill this section in.

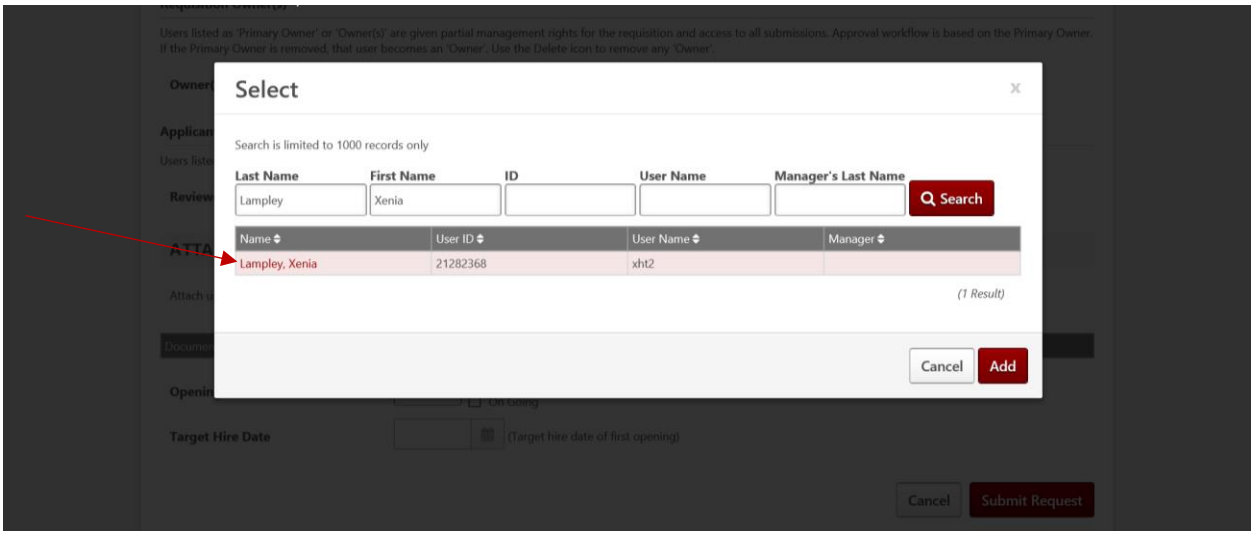
“Owners” and “Reviewers” - To add an “Owner” to the requisition, please click on the “+” next to “Add Owner(s)”. Please do the same to add “Reviewers.”

The “Owner” will be able to track the status of the requisition to determine who it is with for approval.

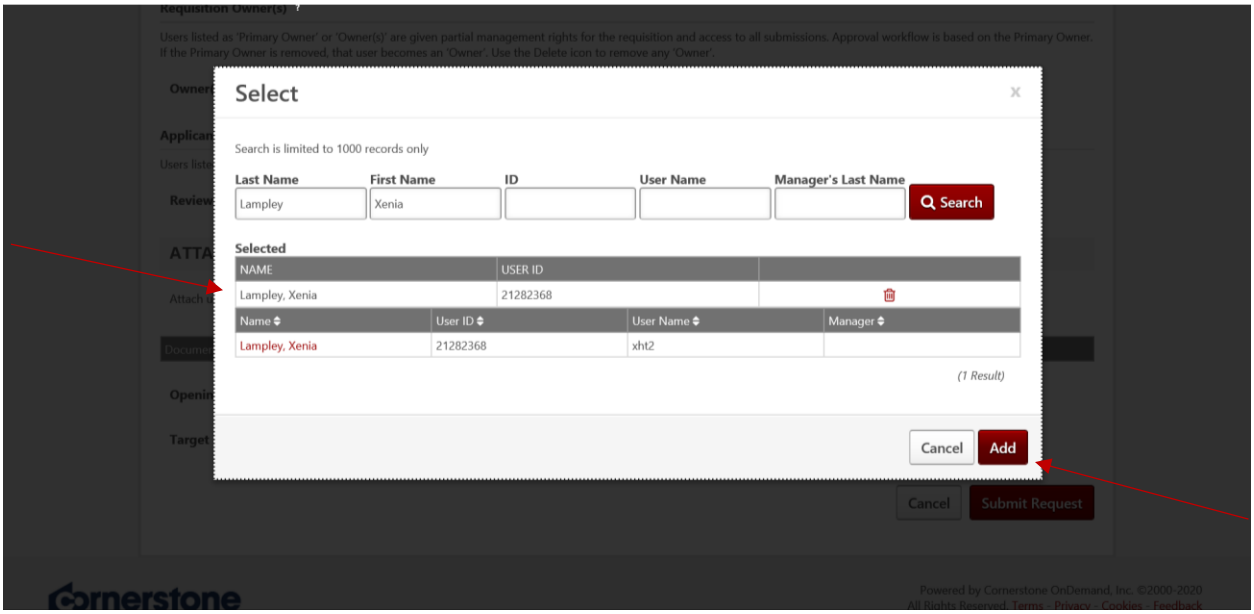
The “Reviewer” will be able to review the applicants and all of their relevant documentation.



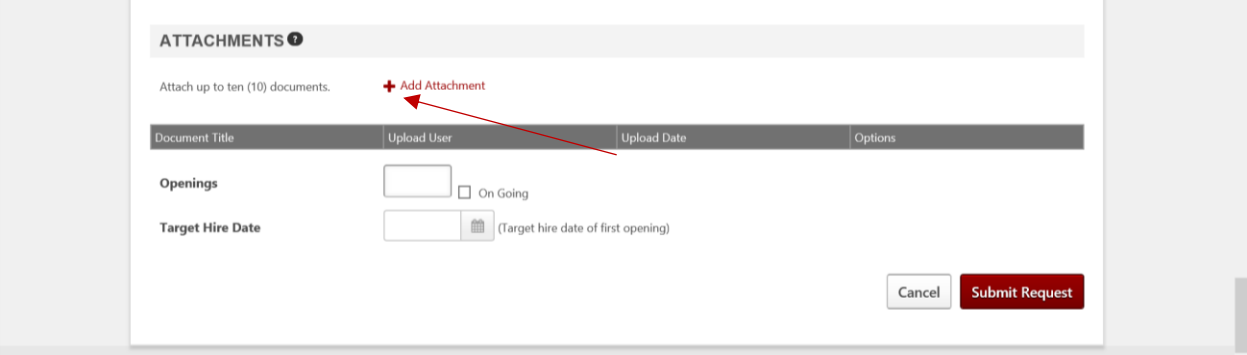
A box will appear for you to add yourself as an “Owner” or “Reviewer” as well as anyone else in your home department. Please select your name.



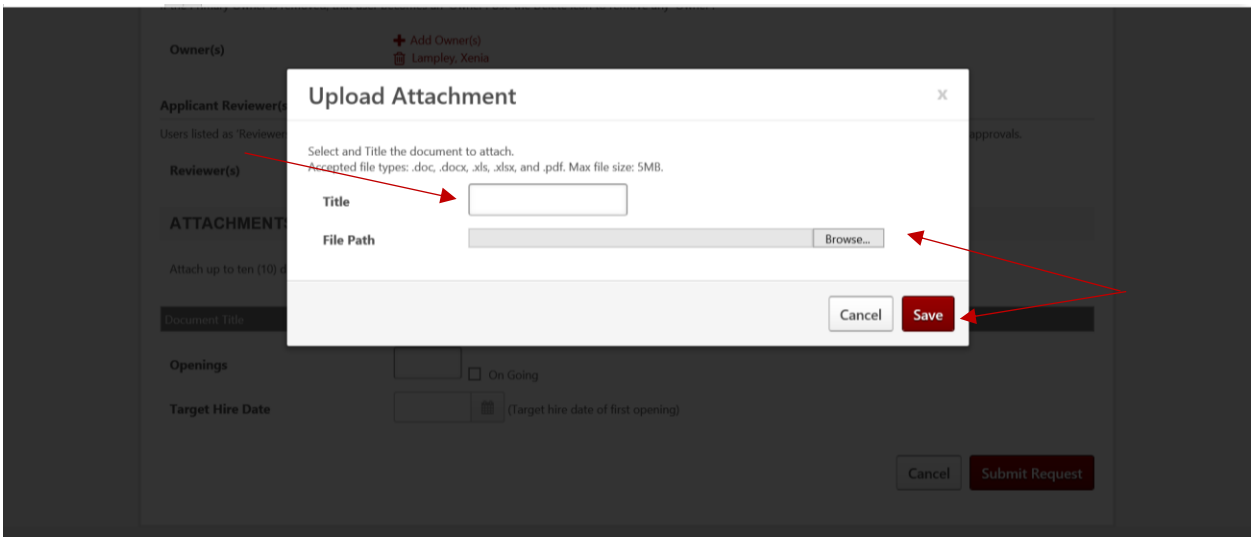
Once your name and all others have been selected, please click on the red “Add” button, this will add those chosen.



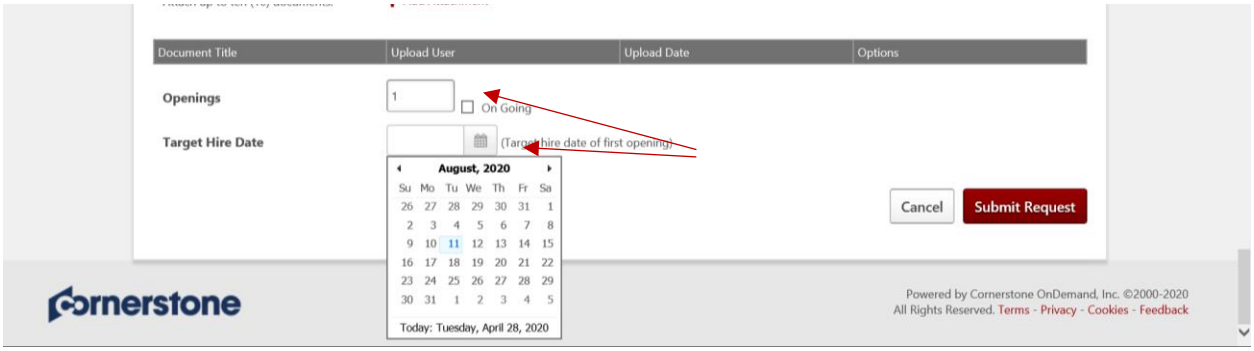
To add an “Attachment”, please click on the “+” next to “Add Attachment”



Please browse to select your file and be sure to title your file and then click the red “Save” button.



Please enter the number of openings you have available for the position and select the “Target Hire Date” by clicking on the calendar icon.



To submit your requisition request, please click on the red “Submit Request” button. If everything has been entered correctly the request will submit. If items are missing a list will be displayed with an “*” noting what is missing.