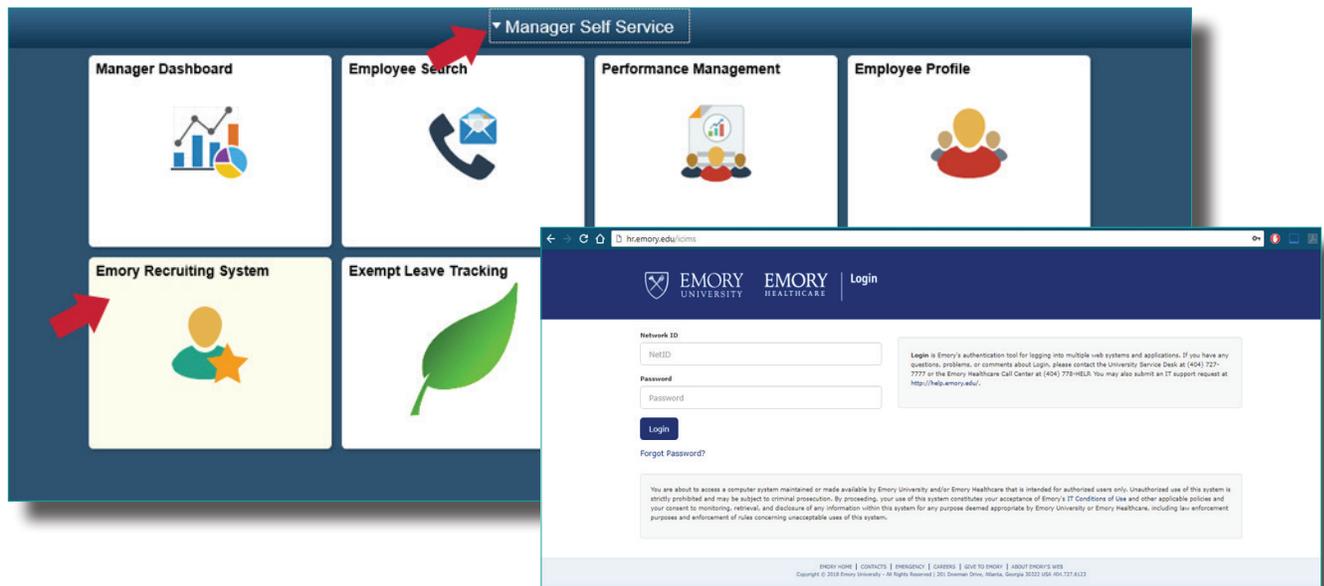


Creating a Requisition - Faculty Hiring



Overview: This job aid guides hiring managers and others through the step-by-step directions for creating a faculty job requisition at Emory University.

1 Access iCIMS through Self-Service/PeopleSoft at: <http://leo.cc.emory.edu>. If you are an Emory manager with direct reports, go to **Manager Self-Service**. If you are a non-manager, go to **HRWEB**. Click on the **Emory Recruiting System** tile, then log in with your Emory Network ID and password.



2 Once logged in, you will see your dashboard:

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To create a requisition, go to the top left corner, click **Create**, then **Requisition**.

The screenshot shows the iCIMS user interface. At the top left, a 'Create' dropdown menu is open, with 'Requisition' selected and highlighted by a red arrow. The main dashboard is divided into several sections:

- Candidates:** A section titled 'Candidates Requiring My Review' with a count of 1.
- Jobs By Status:** A summary of job statuses: Jobs Pending My Approval (0), My Pending Jobs (1), My Closed Jobs (0), My Open Jobs (3), and My Open Jobs - Req Teams (1 am on) (2).
- My Jobs:** A table listing open jobs with columns for Req ID, Posting Job Title, and Department - Name.

Req ID	Posting Job Title	Department - Name
6292	Assistant / Associate Professor- Cardiology	733005 - SOM: Medicine: Cardiology
6335	Assistant Professor Pedaetrics Oncology	720000 - SOM: Dean's Office
6397	Faculty Position - Open Rank	814000 - SPH: Epidemiology
- Open Jobs Requisition Teams (1 am on):** A smaller table listing requisition teams.

Req ID	Posting Job Title	Department - Name
6350	Assistant Professor- Opthamology	720000 - SOM: Dean's Office
6304	Faculty Position - Open Rank	733015 - SOM: Medicine: Endocrinology
- Onboarding in Progress:** A section showing 'Onboarding In Progress' for James Robinson at SOM: School of Medicine.
- SOM Faculty Offer Packet Progress:** A summary of offer packet progress with icons for New Pockets Sent to Faculty Affairs (0), Pending Re-Submissions (0), Needs My Attention (2), In Progress (0), Approved in Last 12 months (16), and All Approved (16).
- My Offer Details Form and Offer Progression:** A summary of offer details with icons for My Offers Details Forms Pending Approval (0), Offers Approved, Ready to Extend (0), My Rejected Offers (0), Offer Details Forms Needing My Action (0), and Pre-Employment - In Progress (0).
- Quick instructions for using the system:**
 - Requisitions:** To create a new Requisition and route for approval
 - Review Candidates:** To review multiple Candidates
 - Updating Candidate Statuses:** To Update Candidate statuses (Short listing, Interview, Selected Candidate)

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Page One: Complete all of the fields indicated with a red asterisk. When complete, click **Next**.

- This page is driven by job code.
- **Job Code/Pick the job you are creating a requisition for** (this must be selected first or you will lose all other entries)
- For **Overview**, provide 2-3 short sentences on the specific highlights of the position. This will appear with the posting on the university faculty career portal.
- Faculty job codes do not pre-populate a **Job Description**. You will need to copy/paste a **Job Description** into the requisition form. It is recommended that you also include the application instructions, necessary documents, and application deadline in this section.

The screenshot shows the 'Create New Requisition' form in the iams system. The form is divided into two main sections: 'REQUISITION TEMPLATE' on the left and 'POSTING INFORMATION' on the right. The 'REQUISITION TEMPLATE' section includes fields for 'Please pick the job you are creating a requisition for:' (EUV-9399-Acting Asc Professor-Affil. CT), 'Recruitment Type:' (EUV Staff Administrative Decision), 'PeopleSoft Job Title' (Acting Asc Professor-Affil. CT), 'Job Code' (9399), 'Grade' (099), 'Pay Frequency' (M), 'Min Rate' (USD \$0.00/Hr.), 'Midpoint' (USD \$0.00/Hr.), 'Min Annual Rate' (USD \$0.00/Yr.), 'Mid Annual Rate' (USD \$0.00/Yr.), 'Salary Plan' (UNC), and 'FLSA Status' (Exempt). The 'POSTING INFORMATION' section includes 'Posting Job Title:' (Acting Asc Professor-Affil. CT), 'Campus Location (For Posting):' (Make a Selection), 'Posting Category (Portal Searching):' (Make a Selection), and 'Job Description:' (Acting Associate Professor - Affiliate - Clinical Track). A red arrow points to the 'Next' button in the top right corner of the form.



Make sure that you enter everything correctly. You cannot go back and edit; if a mistake is made, you will need to start the process all over again.

5

Page Two: Complete all sections indicated with a red asterisk. When done, click **Next**. This page includes:

- **Speedtype.** Select the Speedtype(s) to be charged
- **Requisition Administrator.** Select the person who will be responsible for managing the requisition, its candidates, and the finalist.
- **Interview/Search Committee.** The search committee can be looked up and selected by name.
- **Required Documents.** Select which documents the faculty candidate must submit during the application process.
- **Background check.** New faculty will have to participate in a background check. Enter the **Speedtype** that will be charged.
- **Orientation.** Select the person who will be responsible for the orientation process and which onboarding experience the candidate should receive. The new hire will be directed to the orientation welcome page for the onboarding experience you select.
- **Outreach Documentation.** Include the department's efforts to post and announce the position vacancy to websites, conferences, and societies as well as other outreach efforts you are utilizing to reach women and underrepresented minorities.

The screenshot shows the 'Create New Requisition' form in the iams system. The form is split into two columns. The left column, titled 'JOB DETAILS', contains several dropdown menus for 'Department', 'Regular/Temporary and Full-Time/Part-Time', and 'FTE', along with text input fields for '# of Openings' (value: 1) and 'Desired Start Date'. The right column, titled 'FUNDING AND SALARY DISTRIBUTION', includes a 'Funding Source' dropdown, a 'Maximum Annual Salary or Hourly Rate' section with a currency dropdown (USD \$) and a 'Yr.' dropdown, and a section for 'Speedtype' selection with four dropdown menus and corresponding percentage distribution input fields. A red arrow points to the 'Next' button in the top right corner. The form also has a 'Cancel' button and a 'Previous' button in the top left, and a rich text editor for 'Internal Notes/Recruitment Strategy' at the bottom left.

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Page Three: This page only applies to Emory Temporary Services, for the purposes of requesting a temp. This is not a faculty function, so leave all fields blank and click **Next**.

ams Create

Create New Requisition

Cancel Previous Next

IF USING EMORY TEMPORARY SERVICES, COMPLETE BELOW

Reason for Temp (ETS Only)
— Make a Selection —

ETS Pay Rate:
[Text Input]

Additional Information
[Text Area]

Dress Code
[Text Area]

Length of Assignment
[Text Input]

In Days/Weeks/Months
— Make a Selection —

Kronos Offsite Clock-in Enabled
— Make a Selection —

IDENTIFIED CANDIDATE FOR ETS

Identified Candidate Name
[Text Input]

Identified Candidate Email
[Text Input]

Identified Candidate Phone
[Text Input]

7

Page Four: If the requisition is for a **Search Waiver**, enter the candidate details here. When done, click **Finish** in the top right corner.

ams Create

Create New Requisition

Cancel Previous Finish

USE FOR ADMIN DECISION, SEARCH WAIVER, DEPT. TEMPS:

Reason for Admin Decision/Search Waiver/Dept. Temp.
— Make a Selection —

Justification for Bypassing Competitive Search
[Text Area]

Admin Decision/Search Waiver/Dept. Temp Action - Please select one
— Make a Selection —

IDENTIFIED CANDIDATE

Identified Candidate Name
[Text Input]

Identified Candidate Email
[Text Input]

Identified Candidates Phone
[Text Input]

8 Adding Requisition Approvers. The last step is to select **Approvers** for the requisition. Approvers are those who are required in your department or school to acknowledge the job creation. Each department/school or area has different rules for who approves the request.

You must add a minimum of two approvers. More than two approvers may be added if needed. Approvers will be notified to approve in the order in which they are added. Once complete, click **Save & Begin Approval**.

The screenshot displays the 'Edit Approval List' page in the iCIMS system. At the top right, there are buttons for 'Save' and 'Save & Begin Approval', with a red arrow pointing to the latter. The main content area includes instructions: 'Please add your designated approvers to the approval chain below. A minimum of 2 approvers are required.' Below this, there are links for 'Emory University' and 'Emory Healthcare'. An 'Approval Email' section has a link to 'Edit Default Message'. The 'Add Approvers' section features a dropdown menu currently set to 'Person' and a 'Clear List' button. Below this is a table with columns for 'Approver' and 'Email', which is currently empty with the text 'No data exists.' A red arrow points to the 'Add Approvers' section.

9 Congratulations, your requisition is created! The approvers that you listed will be sent email notifications to approve or decline the requisition. You can check the progress of the approval process at any time by clicking on the **Approval** tab within the requisition.

