Tip Sheet - Faculty Justification

Overview: Use the tips below to help you better understand the **faculty** justification process.

Creating a new requisition in the iCIMS system will allow your department or division to route justification for creating or filling a vacant position.

By utilizing the multiple **Speedtype** and **Notes** boxes, the requisition creator can pass along information needed to justify the position creation.

Each area of the university has different requirements to gain permission to create or fill a position. Be sure to follow the steps required for your area to route justification and approval.

3 On the next three pages, edit any information necessary for the candidate and click **Next/Finish** when done.

4 The candidate profile will then appear. Select **Submit to Requisition**.

5 Select the requisition that you want the candidate to appear on. Then click **Submit.**