

Tip Sheet - Faculty Requisition



Overview: Use the tips below to help you create a **faculty** requisition.

Job Codes for faculty, librarian and faculty equivalent positions remain the same as being utilized and are driven by PeopleSoft compensation codes.

Utilize the entry **Posting Job Title** to announce the actual full specific title and area of the position.

The **Overview Statement** should be two or three short sentences on the specific highlights of the position. This will appear with the posting on the university faculty career portal.

Job Description and details will not pre-populate and will need to be pasted into the free form box. It is recommended that the application instructions, necessary documents and deadline be included here.

Requisition Administrator is the person responsible for managing the requisition, the candidates, and the finalist.

Required Documents: Select which documents the faculty candidate must submit during the application process. These will appear on the posting details to include information on the recommenders (those to receive an automated message to send letters of recommendation on behalf of the applicant).

The faculty member (if not a physician) will require a **Background Check** (see *Faculty Background Procedures Tip Sheet*). Include the **Speedtype** for the charge of the background check fee.

The **Orientation** for the new employee will be routed to your area's Onboarding Welcome Page. Select the individual who will be responsible for the orientation and hire.

Outreach Documentation is where you will include your department's effort to post and announce the position vacancy to websites, conferences, and societies as well as what outreach efforts you are utilizing to reach women and underrepresented minorities.

Approvers should be those who are required in your department or school to acknowledge the job creation. Follow your area's rules for approval.

Once the position is posted, you can view the posting start and end date at **Source, Post to career Portals**.

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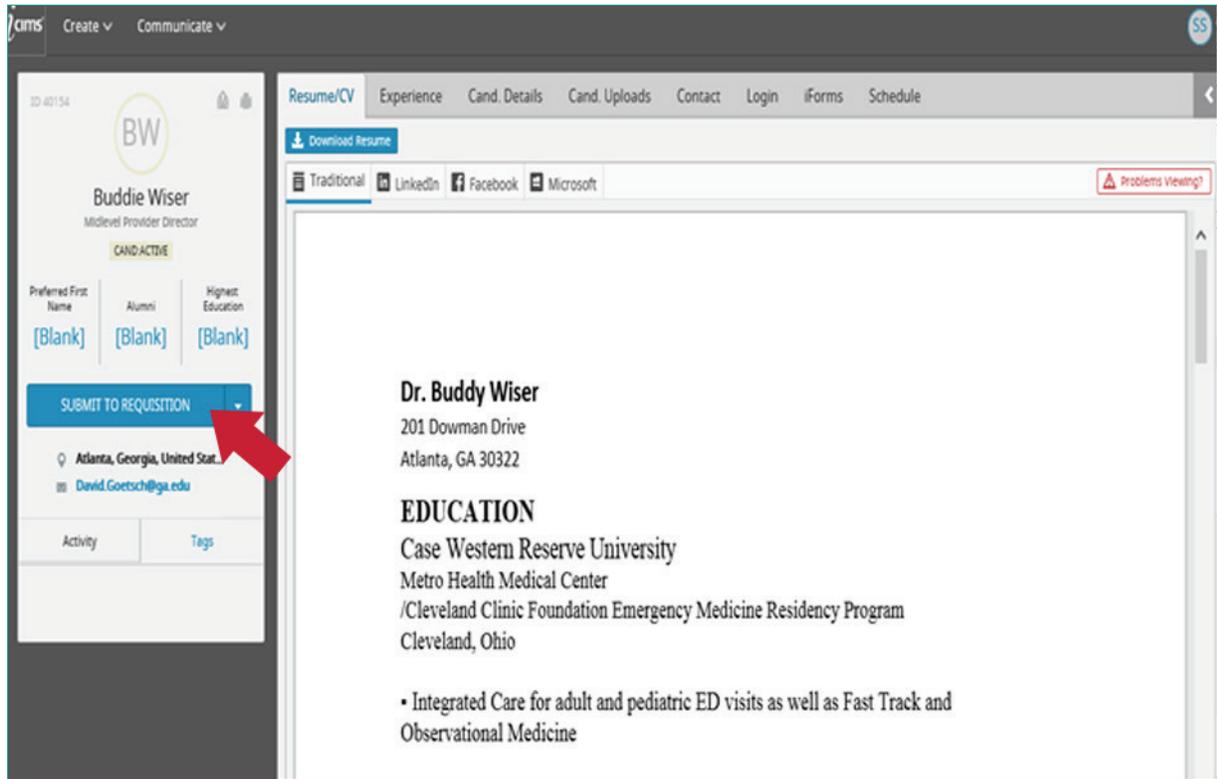
On the next three pages, edit any information necessary for the candidate and click **Next/Finish** when done.

The screenshot shows the 'Create New Candidate' form in the iCIMS system. The 'GENERAL INFORMATION' section is active, with the following fields filled: 'Legal First Name' (Buddy), 'Legal Middle Name' (I), and 'Legal Last Name' (Wiser). The 'Email' field is empty. At the top right, there is a 'Report Inaccurate Parsing' icon and a blue 'Next' button, which is highlighted by a red arrow.

The screenshot shows the 'Create New Candidate' form with the 'SOURCE INFORMATION' section active. The 'Source Channel' is 'iCIMS Talent Platform'. The 'Source' field is empty. The 'Source Specifics' dropdown is set to 'Please select a source'. The 'Source Person' dropdown is set to 'Make a Selection'. The 'Source Portal' is '(blank)'. At the top right, there is a 'Report Inaccurate Parsing' icon and a blue 'Next' button, which is highlighted by a red arrow.

The screenshot shows the 'Create New Candidate' form with the 'CONTACT INFORMATION' section active. The 'Preferred First Name' is 'Buddy' and the 'Preferred Last Name' is 'Wiser'. The 'Social Account URL' is empty. The 'Person Folder' is 'Cand.Active'. The 'Interview Phone Number' is '404-777-7777'. The 'Addresses' section shows a 'Home' address: '201 Dowman Drive'. At the top right, there is a 'Report Inaccurate Parsing' icon and a blue 'Finish' button, which is highlighted by a red arrow.

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**.

