Creating a Requisition - Staff Hiring

Overview: This job aid guides hiring managers and others through the stepby-step directions for creating a staff 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.

| | Mana | ager Self Service | |
|-------------------------|-----------------------|---|--|
| Manager Dashboard | Employee Search | Performance Management | Employee Profile |
| | C | | - |
| Emory Recruiting System | Exempt Leave Tracking | ← → ○ ○ □ hramoyedq/ioms EMORY ENVICESTY ENALTRICATE Interver 10 Return 10 RetD RetR RetD Re | Cor Cor |
| | | Password Cogin Forgot Password? | http://http://minoradu/ |
| | | strictly prohibide die fan yn 2 e wlighet to crinnal prosection. By ywur crosent te monstroign, reterieu, al diadaeuel a yn ynfor purpsea aid enforament of noles concerning unacostable uae | valible is for you Varvarby, and/or from you hallbown that is insteaded for authorised uses any, lound-strated and the system is proved by more set for high system centitive prove settings and or final of the device setting and provide and station within the system for any purpose deemed appropriate by throug Newroldy or Enrory Healthcaw, Holding law effortament of the system. |

2

Once logged in, you will see your dashboard:

| cims' | Create | | | | KE |
|----------------------------------|----------------------------|---------------------------------|--|---------------------------------------|--|
| Candio | lates Req | uiring My Review | | × - | My Offer Details Form and Offer Progression |
| 1 Candidates Requiring My Review | | | Candidat | es Requiring My Review | Candidates Offer Details My Offers My Offers Offer Accepted Pre Employment Selected - Start Form Not Pending Approved. Ready (0) Complete - Hired Complete - Hired Sent Prepaisont Action Needed (0) (0) (0) |
| Jobs By | y Status | | | | by Me (6) My Offers- Pre-Employment |
| 2 | | E | | | Rejected (0) - In Progress (0) |
| | nding My My oval (0) | y Pending Jobs My Open J (0) | obs (6) My Open Jobs - Req Teams (I am on) (2) | My Closed Jobs (1) | Rejected (0) - In Progress (0) Career Site: |
| Appro | oval (0) | | Req Teams (I am | | |
| Appro My Job | oval (0) | | Req Teams (I am | | Career Site: |
| Appro My Job | oval (0) IS Den Jobs | | Req Teams (I am on) (2) | (1) Req Administrator : Full Name: | Career Site: Emory Jobs: https://euvcareers-emory.icims.com |

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

| cims' | Create N | / | | | | | | | | KE |
|-------------------------|--------------------------|--|--|--|---|---|--------------------------------------|---|-----------------------|--|
| Candi Requisition eview | | | | My Offer Details Form and Offer Progression | | | | | | |
| 1 | | | Candidat | es Requiring My Review | Candidates Selected - Start Offer Process (6) | Offer Details Form Not Complete - Action Needed by Me (6) | My Offers Pending Approval (0) | My Offers Approved, Ready to Extend (0) | Offer Accepted (0) | Pre Employment Complete - Hired Sent PeopleSoft (0) |
| 1 | y Status | Pending Jobs My Open J | phe (6). No Open John - | My Closed Jobs | | Pre-Employment - In Progress (0) | | | | |
| | oval (0) | (0) | Req Teams (I am on) (2) | (1) | Career Site: | | | | | |
| | | | | | | | | | | |
| My Job | s | | | | Emory Jobs: h | nttps://euvcaree | ers-emory.icim | is.com | | |
| 1.5 | os pen Jobs Req ID | Posting Job Title | First Approved | Req Administrator : Full Name: First Last | Emory Jobs: h Quick instruct | | | | | |
| My Job My Oj | pen Jobs | Posting Job Title Academic Advisor (ETS) | First Approved 1/31/2018 11:06:04 AM | | Quick instruct Requisitions | ions for usin | ig the syste | m: | | |

Click the **Collapse to Split Screen** icon in the top left to change between a one column and a two column view.

| adar to sur Soven REQUISITION TEMPLATE | | POSTING INFORMATION | Î |
|---|---|---|---|
| Please pick the job you are creating a requisition for: • — Make a Selection — | • | Posting job Title * | |
| Recruitment Type * | | Campus Location (For Posting) * | |
| — Make a Selection — PeopleSoft Job Title (blank) | č | - Make a Selection - Posting Category (Portal Sear - Make a Selection - | |
| Job Code (blank) | | Overview | |
| Grade (blank) | | 意 王 玉 ヨ Recontinent Type・ - の 没 国 I | |
| column view | _ | PeopleSoft Joo Title (blank) Joo Code (blank) Grade | |

one column view

4

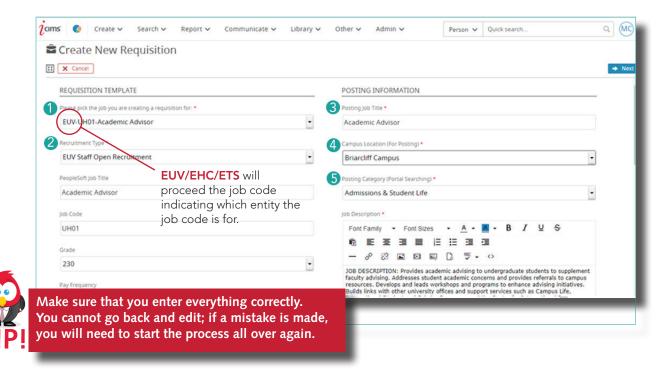
3

Page One: Complete the following:

5

6

- 1. Job Code/Pick the job you are creating a requisition for (this must be selected first or you will lose all other entries). Start typing in the box to bring up the selections.
- 2. Select the Recruitment Type.
- 3. Enter the Job Posting Title.
- 4. Select the Campus Location (For Posting).
- 5. Select the Posting Category (Portal Searching).



Job Description and other details will pre-populate on the requisition.

| IS′ Create ∽ | |
|------------------------|---|
| Create New Requisition | |
| X Cancel | |
| Min Rate | Job Description * |
| USD \$17.74/Hr. | Font Family - Font Sizes - A - A - B I U S |
| Midpoint | |
| USD \$23.56/Hr. | |
| Min Annual Rate | *** THIS JOB CLASSIFICATION IS BEING PHASED OUT AND IS NO LONGER |
| USD \$36,900.00/Yr. | AVAILABLE FOR POSTING === 30B DESCRIPTION: With minimal supervision, develops administrative goals and priorities, with an emphasis in strategic budgetary management. Handles administrative and fiscal activities on behalf of |
| Mid Annual Rate | a unit or section. Provides direction and leadership to ensure office activities |
| USD \$49,000.00/Yr. | comply with policies and procedures. Prepares or assists in the preparation of complex or diversified budgets, grant applications, proposals, status reports and financial statements. Determines and recommends options for addressing budge |
| Salary Plan | issues. Analyzes data to identify areas of progress or trends; draws conclusions and develops recommendations for management consideration. Keeps manager |
| GENU | informed of account status, authorizes expenditures and identifies cost effective alternatives. Participates in developing administrative objectives and strategies |
| FLSA Status | for achieving objectives. Participates in the resolution of operating problems. Works with technical staff to develop appropriate administrative information |
| Exempt | systems and databases. Identifies and pursues ways to improve the efficiency and effectiveness of administrative procedures used by students, faculty, visitors and staff. Interprets new directives, policies, and procedures and communicates |
| Company | changes to appropriate staff. Performs related responsibilities as required. |
| EUV | MINIMUM QUALIFICATIONS: A high school diploma or equivalent and five years of administrative support experience or a bachelor's degree. Proficient with word |

Under **Additional Details**, provide any preferred qualifications and/or specific job duties. Once you have entered all the information on this screen, click **Next**.

| reate New Requisition | |
|--------------------------|---|
| Cancel | • |
| ary Plan | issues. Analyzes data to identify areas of progress or trends; draws conclusions and develops recommendations for management consideration. Keeps manager |
| NU | informed of account status, authorizes expenditures and identifies cost effective alternatives. Participates in developing administrative objectives and strategies |
| A Status | for achieving objectives. Participates in the resolution of operating problems. Works with technical staff to develop appropriate administrative information |
| empt | systems and databases. Identifies and pursues ways to improve the efficiency and effectiveness of administrative procedures used by students, faculty, visitors and staff. Interprets new directives, policies, and procedures and communicates |
| npany | changes to appropriate staff. Performs related responsibilities as required. |
| V | MINIMUM QUALIFICATIONS: A high school diploma or equivalent and five years of administrative support experience or a bachelor's degree. Proficient with word processing, spreadsheet, and presentation software applications. |
| Category | |
| erical and Admin Support | |
| Group | Additional Details |
| prarian | Font Family - Font Sizes - A - B I U S |
| | |
| Status | |
| | |

8

Page Two: On this page, complete all the required fields (those marked with a red asterisk). In the **Internal Notes** field, enter any information that should be provided to the recruiter, but not posted on the job requisition.

| X Cancel + Previous | | + Not |
|---|---|--|
| JOB DETAILS | | FUNDING AND SALARY DISTRIBUTION |
| Reg ID | | Funding Source |
| (blank) | | - Make a Selection - |
| Department * | | |
| - Make a Selection - | - | Regular/Temporary and Full-Time/Part-Time * |
| # of Openings * | | Make a Selection |
| 1 | | Make a Selection |
| Desired Start Date | | Internal Notes/Recruitment Strategy (Not to be shown to candidates) |
| | = | Font Family • Font Sizes • <u>A</u> • <u>B</u> • <u>B</u> / <u>U</u> § |
| 2'Replacement, person being replaced | | |
| - Make a Selection - | - | |
| Regular/Temporary and Full-Time/Part-Time * | | |

4

Enter the **Speedtype**. Speedtype will be used for the cost of the chosen candidate's background check. Note: If this is an Emory Temporary Services (ETS) hire, you must still enter your Speedtype, but you WILL NOT be charged for a background fee. When complete, click **Next**.

| Create New Requisition x Cancel + Previous | | 🥦 🚬 🗾 |
|--|------------|-------|
| No | • | |
| Position involves: Available Selected | | |
| Working with human blood, body fluids * Not Applicable Potential exposure to hazardous chem Working with nonhuman primates (nhp Working with animals. | | |
| Speedtype for Finalist's Background Check and Emory Card Charges; (Excludes ETS | 5 Hires) * | |
| - Make a Selection - | - | |
| Person Responsible for iCIMS Orientation Tasks * | | |
| — Make a Selection — | - | |
| Onboarding Experience Selection * | | |
| - Make a Selection - | - | |

10

Page Three: Only complete this page if this is for an ETS requisition. If the requisition is not for an ETS hire, leave all fields blank and click **Next**.

If the requisition is for an ETS hire, use the **Additional Information** section to list specific information that is unique about the position. If you have already identified a candidate you want to hire as a temp, please complete the three fields under **Identified Candidate for ETS**. This will allow Emory Temporary Services to process the hire.

It is important to complete **all fields** on the ETS tab, including **Dress Code**, **Parking Location**, **Length of Assignment**, **Schedule** and **Kronos Offsite clock in**. When done, click **Next**.

| X Cancel + Previous | | - |
|--|------------------------------|---|
| F USING EMORY TEMPORARY SERVICES, COMPLETE THE SECTION BELOW | IDENTIFIED CANDIDATE FOR ETS | |
| Reason for Temp (ETS Only) | Identified Candidate Name | |
| - Make a Selection | | |
| TS Pay Rate. | Identified Candidate Email | |
| ditional Information | Identified Candidate Phone | |
| | | |

Page Four: Only complete this page if this is an **Administrative Decision** requisition. If the requisition is not for an Administrative Decision or Non-ETS Departmental Temp > than 6 months, leave all fields blank and click **Finish**.

| Create New Requisition | | |
|--|---|-----------------------------|
| X Cancel + Previous | | 🗹 Finish |
| USE FOR ADMIN DECISION, SEARCH WAIVER, DEPT. TEMPS: | | IDENTIFIED CANDIDATE |
| Reason for Admin Decision/Search Waiver/Dept. Temp: | | Identified Candidate Name |
| — Make a Selection — | • | |
| Justification for Bypassing Competitive Search | | Identified Candidate Email |
| | | Identified Candidates Phone |
| | h | |
| Admin Decision/Search Waiver/Dept. Temp Action - Please select one | | |
| — Make a Selection — | - | |

12

11

Adding Requisition Approvers. 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.

| cims' Create 🗸 | | | | KE |
|--------------------|--|--|------|-------------------------|
| 🌣 Edit Approva | l List | | Save | 🛃 Save & Begin Approval |
| Edit Approval List | | | | |
| | nated approvers to the approval chain below the appropriate approvers, click one of the f | | | |
| Approval Email | Edit Default Message Note: If you do not customize the default | message, the template for this approval type will be used. | | |
| Add Approvers | Person | | • | Clear List |
| Approver | | Email | | 1 |
| | | No data exists. | | |
| | | | | |

Congratulations, you have created your requisition! The approvers 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.

| Books Recoursion Recoursion </th <th>ns Create ∽</th> <th>~</th> <th>KE</th> | ns Create ∽ | ~ | KE |
|---|---------------------------------|---|---------|
| Administrative Coordinator Req Administrative Coordinator Req Administrative Coordinator PENDING APPROVAL PENDING APPROVAL <t< th=""><th>D 6662 🚔 🙆 🔮</th><th>People Job Code Job Details Source Approval Reports</th><th></th></t<> | D 6662 🚔 🙆 🔮 | People Job Code Job Details Source Approval Reports | |
| Req Administrator: EUVFaculty HiringManager PENDONG OFM CODE OFM Completed Pending a: Started Completed Pending Pending Completed Pending P | REQUISITION | ▼ Modity Fitters Displaying 0 Results | |
| PENCING APPROVAL PENCING CODN CODN CODN Completes Pending 2 0 0 Tablest moment ago Moment ago Tablest moment ago | | By Workflow By Status • By Application Date • O By Distance • | |
| Pending x Started Completes Pending Approval 2 0 0 1 x Jordan Wendt-jordan wendt@en Q Atlanta, Georgia, United States VAII Activities - Email Sent moment app | | No results were found. | |
| rending #Stantes Completed Pending Approval 2 0 0 1 Jordan Wendt-jordan.wendt@en Atlanta, Georgia, United States YAll Activities - Email Sent moment ago | PENDING OPEN CLOSED | | |
| rending #Stantes Completed Pending Approval 2 0 0 1 Jordan Wendt-jordan.wendt@en Atlanta, Georgia, United States YAll Activities - Email Sent moment ago | | | |
| ending #Startes Completed Periong 2 0 0 1 L jordan Wendt-jordan.wendt@en Q Atlanta, Georgia, United States YAII Activities - Email Sent moment ago | | | |
| jordan Wendt-jordan.wendt@en Atlanta, Georgia, United States YAll Activities - Email Sent moment ago | # Pending | | |
| Adlanta, Georgia, United States YAll Activities - Email Sent moment ago | 2 0 0 1 | | |
| Adlanta, Georgia, United States YAll Activities - Email Sent moment ago | 1 Jordan Wendt-Jordan.wendt@en | | |
| Email Sent moment ago | Atlanta, Georgia, United States | | |
| | YAII Activities - | | |
| lob Accrowal Started moment and | Email Sent moment ago | | |
| By Km EU/HinngManager | Job Approval Started moment ago | 1 | |
| by Am Contractional Advance - More Actions - Do Approval for Administrative Coordinator set • Reject - Advance - More Actions - | For Administrative Coordinator | Reject - Advance - More Ad | tions . |

