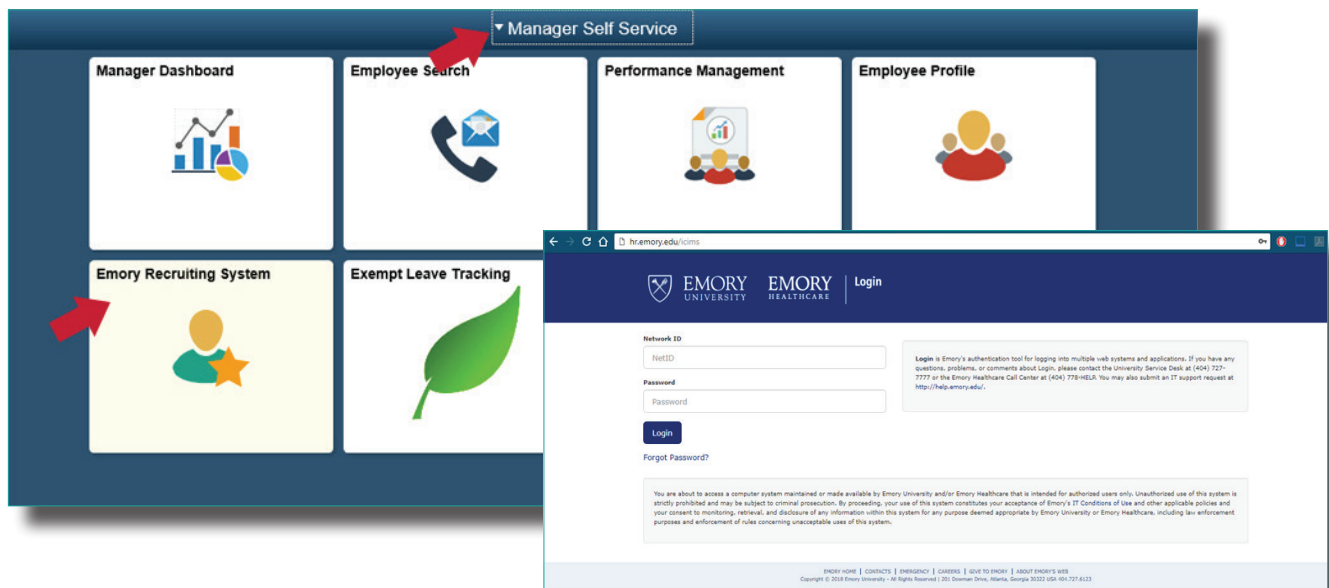


Creating a Requisition - Staff Hiring

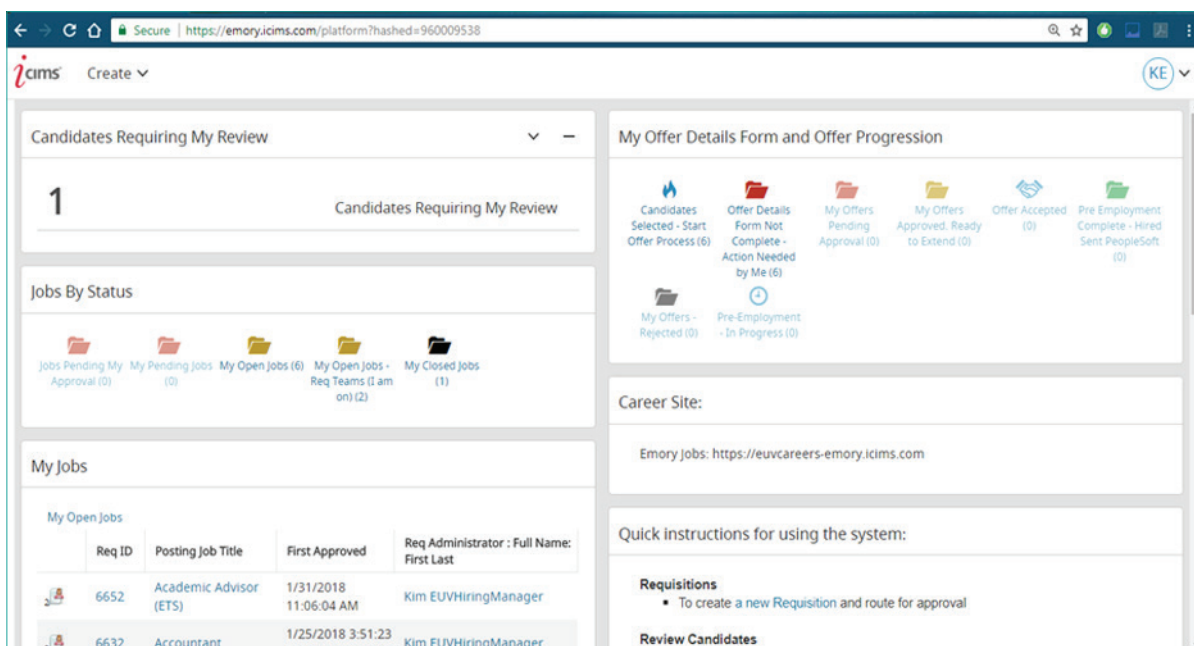


Overview: This job aid guides hiring managers and others through the step-by-step directions for creating a staff job requisition at Emory University.

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.

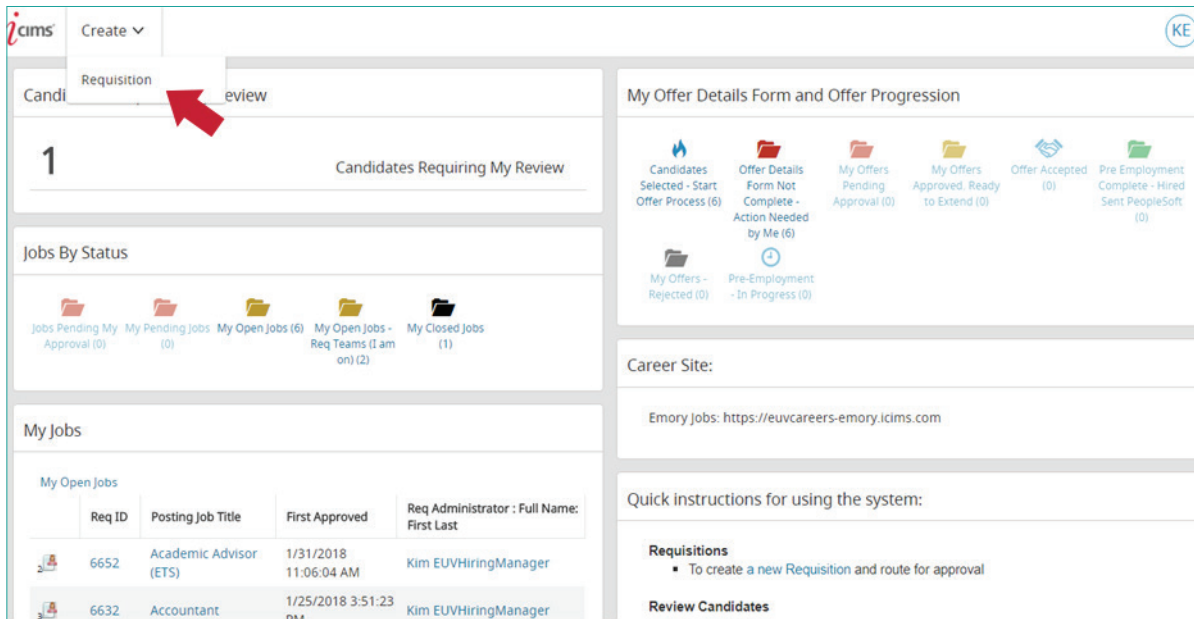


2 Once logged in, you will see your dashboard:



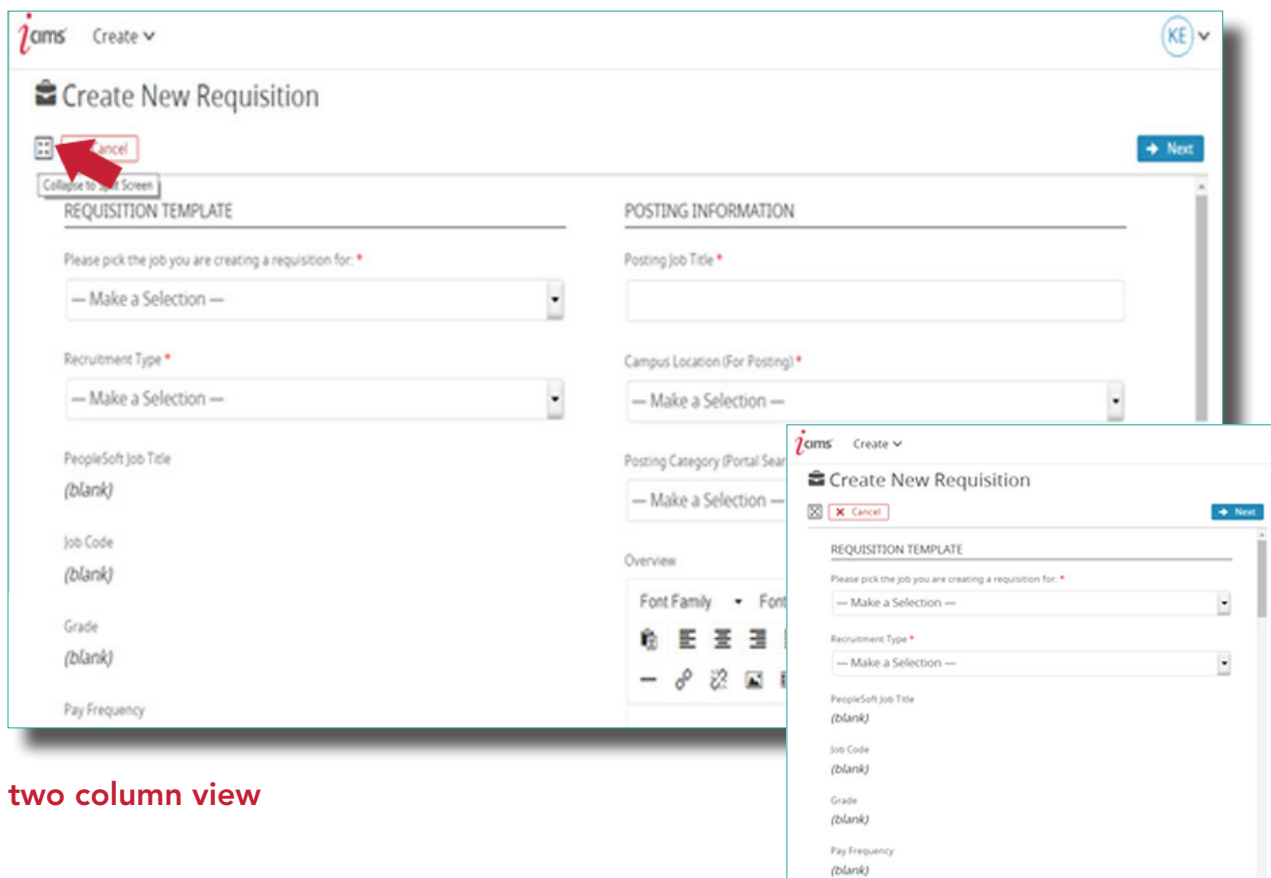
3

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



4

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



two column view

one column view

5

Page One: Complete the following:

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)**.

REQUISITION TEMPLATE

1 Please pick the job you are creating a requisition for: *

EUV-UH01-Academic Advisor

2 Recruitment Type *

EUV Staff Open Recruitment

PeopleSoft Job Title

Academic Advisor

Job Code

UH01

Grade

230

Pay Frequency

POSTING INFORMATION

3 Posting Job Title *

Academic Advisor

4 Campus Location (For Posting) *

Briarcliff Campus

5 Posting Category (Portal Searching) *

Admissions & Student Life

Job Description *

Font Family Font Sizes A B I U S

JOB DESCRIPTION: Provides academic advising to undergraduate students to supplement faculty advising. Addresses student academic concerns and provides referrals to campus resources. Develops and leads workshops and programs to enhance advising initiatives. Builds links with other university offices and support services such as Campus Life.



TIP! 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.

6

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

REQUISITION TEMPLATE

Min Rate

USD \$17.74/Hr.

Midpoint

USD \$23.56/Hr.

Min Annual Rate

USD \$36,900.00/Yr.

Mid Annual Rate

USD \$49,000.00/Yr.

Salary Plan

GENU

FLSA Status

Exempt

Company

EUV

POSTING INFORMATION

Job Description *

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*** THIS JOB CLASSIFICATION IS BEING PHASED OUT AND IS NO LONGER AVAILABLE FOR POSTING *** JOB DESCRIPTION: With minimal supervision, develops administrative goals and priorities, with an emphasis in strategic budgetary management. Handles administrative and fiscal activities on behalf of a unit or section. Provides direction and leadership to ensure office activities 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 budget issues. Analyzes data to identify areas of progress or trends; draws conclusions and develops recommendations for management consideration. Keeps manager informed of account status, authorizes expenditures and identifies cost effective alternatives. Participates in developing administrative objectives and strategies for achieving objectives. Participates in the resolution of operating problems. Works with technical staff to develop appropriate administrative information 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 changes to appropriate staff. Performs related responsibilities as required. MINIMUM QUALIFICATIONS: A high school diploma or equivalent and five years of administrative support experience or a bachelor's degree. Proficient with word processing software.

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

iams Create

Create New Requisition

[Cancel](#) [Next](#)

Salary Plan
GENU

FLSA Status
Exempt

Company
EUV

Job Category
Clerical and Admin Support

Job Group
Librarian

Req Status
Pending Approval

Issues. Analyzes data to identify areas of progress or trends; draws conclusions and develops recommendations for management consideration. Keeps manager informed of account status, authorizes expenditures and identifies cost effective alternatives. Participates in developing administrative objectives and strategies for achieving objectives. Participates in the resolution of operating problems. Works with technical staff to develop appropriate administrative information 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 changes to appropriate staff. Performs related responsibilities as required.

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.

Additional Details

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Rich text editor toolbar with icons for bold, italic, underline, strikethrough, link, unlink, list, and other formatting options.

- 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.

iams Create

Create New Requisition

[Cancel](#) [Previous](#) [Next](#)

JOB DETAILS

Req ID
(blank)

Department *
— Make a Selection —

of Openings *
1

Desired Start Date

If Replacement, person being replaced
— Make a Selection —

Regular/Temporary and Full-Time/Part-Time *

FUNDING AND SALARY DISTRIBUTION

Funding Source
— Make a Selection —

Regular/Temporary and Full-Time/Part-Time *
— Make a Selection —

Standard Hours *
— Make a Selection —

Internal Notes/Recruitment Strategy (Not to be shown to candidates)

Font Family Font Sizes A B I U S

Rich text editor toolbar with icons for bold, italic, underline, strikethrough, link, unlink, list, and other formatting options.

Talent Pools
[Add Talent Pools](#)

- 9 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**.

The screenshot shows the 'Create New Requisition' form in the iCIMS system. The form is titled 'Create New Requisition' and has a 'Cancel' button and a 'Previous' button. A red arrow points to the 'Next' button in the top right corner. The form includes a dropdown menu for 'No', a section for 'Position Involves' with 'Available' and 'Selected' lists, and three dropdown menus for 'Speedtype for Finalist's Background Check and Emory Card Charges', 'Person Responsible for iCIMS Orientation Tasks', and 'Onboarding Experience Selection'. A red arrow points to the 'Available' list in the 'Position Involves' section.

- 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**.

The screenshot shows the 'Create New Requisition' form in the iCIMS system, Page Three. The form is titled 'Create New Requisition' and has a 'Cancel' button and a 'Previous' button. A red arrow points to the 'Next' button in the top right corner. The form includes a section for 'IF USING EMORY TEMPORARY SERVICES, COMPLETE THE SECTION BELOW' with a dropdown menu for 'Reason for Temp (ETS Only)', a text field for 'ETS Pay Rate', and a text area for 'Additional Information'. A red arrow points to the 'Additional Information' text area. To the right, there is a section for 'IDENTIFIED CANDIDATE FOR ETS' with three text fields: 'Identified Candidate Name', 'Identified Candidate Email', and 'Identified Candidate Phone'. A red arrow points to the 'Next' button.

11

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**.

12

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**.

13

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.

