



Creating Job Requisitions

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Creating a Requisition from an Approved Position Description

- To begin the recruitment process, locate the **APPROVED Position Description** from your Position Description Library. To do this, you need to click on **Manage position descriptions and create a new requisition** from:

a. Dropdown Menu

Manage position descriptions ...



b. Job description tile

Job description

My position description

Manage position descriptions an...



- You will be on the **Job description** page where you may search your **Position Description library**. Enter the **Position Number**, and click **Search**

Job description

PD No. <input type="text"/>	Classification Title <input type="text"/>	Business Title <input type="text"/>	Position Number <input type="text"/>	Role Number <input type="text"/>	Employee Name <input type="text"/>	Employee No. <input type="text"/>
Supervisor Name <input type="text"/>	Work Type All ▼	College/Unit All ▼	Department All ▼	Sub department All ▼	Approval status All ▼	Status Active ▼

Clear Search

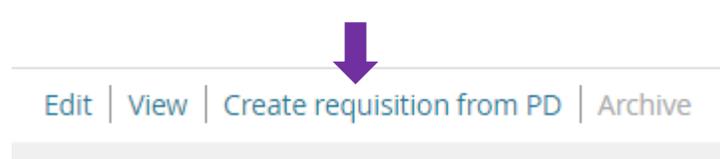
NOTE: You only have access to the **Position Descriptions** that are assigned to your area of responsibility. The ownership of the Position Description is directly related to the Team that was assigned during the Position Description process.





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- Once you have located the **Approved Position Description**, click on **Create requisition from PD**.



- You will be directly taken to the Job **Requisition Information** page.

Completing the Requisition

- Certain information from the Position Description will pre-populate certain fields on the requisition.
- Continue completing all fields on the requisition.

NOTE: Any item followed by an asterisk (*) is a mandatory field. The requisition **will not save** unless all items with an asterisk have been completed.



Pay close attention to these following fields on the requisition:

A. Headcount Management:

There needs to be an open position on each **Requisition** in order for the position to be hired. The system refers to this as **Positions***.

- Each position number or the opening(s) must be entered as either as a **Replacement or New** position. When you are creating a requisition from an Approved Position Description, the position number will be listed in the Headcount Management section. You will need to indicate whether or not it is a **Replacement or New** position number.

Positions:*				
Position no		Type:*	Applicant	Application status
1	Admissions Representative TEST 	Replacement	-	- Cancel





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Note: More than one position can be filled on one **Requisition**, however, **every position number requires an approved position description.**

- To add more position numbers to the requisition, enter the **additional headcount** as either as **New** or **Replacement**
- Click **Add more**
- Now you can add the **additional position numbers** to the requisition

Positions:*

Position no	Type:*	Applicant	Application status
1	Replacement	-	-

No position selected

New: Replacement: **Add more**

Indicate the number of positions required: **New** (additional headcount) or **Replacement** (backfilling an existing position number)

Reason for the opening:

Name(s) of person(s) being replaced:

a. Type in the **Position Number**.

The details regarding the position number should pop up immediately

Position Number:

No position selected

b. If not, you can use the lookup tool. Click the **magnifying glass icon**.



c. A pop-up will appear where you can type in the **Title OR Number**, then click **Search**

Title: Number:

Title	Position no
Academic Administrative Asst	W0038943
Academic Advisor	W0042074

d. Locate the correct **Position Number**

e. Click on **Title**

f. This will highlight the **Title and Position Number**

g. Scroll down to view the **details** of the position number.

h. If this is the correct position, click on **Okay**.

Title	Position no
Academic Administrative Asst	W0038943
Academic Advisor	W0042074





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Definition for the use of **New** or **Replacement**:

- **Replacement** = is replacing an existing position number
- **New** = refers to a brand new position number

5. Please sure to indicate the reason for the opening.
6. Indicate the name(s) of the individual(s) being replaced, if known.
7. As applicants are hired, the system will attach the appropriate **Position Number** and populate the applicant name and offer status.
8. Once the final position is filled, the system will prevent additional applicants from being hired on the requisition.

B. Regular or Temporary Position:

Is this position a Regular (benefits eligible) (Reg) or Temporary (non-benefits eligible) (Temp) role?:

1. If a position is to be **benefits eligible**, is considered as **Regular**. This includes positions with **Regular** and **Term appointments**.
2. If a position is **non-benefits eligible (no benefits)**, it is considered as **Temporary**.

C. Position Location:

1. For the Position Location, select the position location from the dropdown menu. If the location is not listed, select **Other**
2. Type in the **city** where the position is located

Position Location:*

Select ▼



If "Other" please include the city:





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D. Sponsorship for Position:

Is this position eligible for sponsorship?:*

1. If “No” is selected for “Is this position eligible for sponsorship?” this means the department will not provide the funds to cover the costs of sponsoring an individual to obtain or maintain their work authorization in the United States. Therefore, if it is determined that the individual will require sponsorship, they will no longer be considered for the position.
2. In the position announcement, the following statement will need to be included “**Applicants must be currently authorized to work in the United States at the time of employment**”.

E. Position Announcement:

1. The **Job Summary** should be a short description about the position that would entice applicants to apply. This is what is seen on the Current Opportunities page on the [K-State careers website](#).
2. The **Position Announcement** will include information from the job description and requirements for the job.
3. If the Position Announcement was not created during the Position Description process, to access the template, follow these steps:

- a. Click on the word “**HERE**”

Job Summary:*

This is a brief description of the job that will be searched on the website.

*** Click **HERE** for the Position Announcement Template ***

- b. The template will open as a **Word document**.
- c. **Copy and paste** into the **Position Announcement** section.
- d. Complete the template with information about the position.

Position Announcement:*





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F. Internal Only Posting:

For a position to be marked as “Internal Only”, this means **only current K-State employees** will have access to apply.

Internal posting? (current K-State employees only):*

G. Department Outreach Efforts:

1. Departments are also responsible for additional outreach efforts to attract qualified women, underrepresented race/ethnicity, individuals with disabilities, and veteran candidates.
2. Therefore, the additional outreach activities will need to be listed in the field next to the question “Where will the department post this position to attract qualified candidates including women, underrepresented race/ethnicity, individuals with disabilities, and veterans.

Where will the department post this position to attract qualified candidates including women, underrepresented race/ethnicity, individuals with disabilities and veterans?:

H. Search Committee / Interview Panel:

1. Identify individual(s) who will be a part of the recruitment process and will use also be using the screening tool within the applicant tracking system. Remember to use the **Magnifying Glass icon** to validate the email address for the individual.

SEARCH COMMITTEE / INTERVIEW PANEL

Search committee / Interview panel chair:  

No user selected.

Search committee members:

Recipient

No Search committee member selected.

Search committee member information:





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NOTE: If you have a member of the committee that is not an employee of the university, you will need to request access for this individual. Complete the [PageUp Access Request](#) on the [applicant tracking system resource webpage](#). You may contact your Talent Acquisition partner for additional assistance.

I. Users and Approvals:

1. Identify who will be need to sit in the **HCS Liaison, Reports to, and Hiring Manager** seats. These individuals will be the ones who have access to the requisition.
2. Before setting the approval process, you may want to click on **Save a draft** to confirm that you have completed all of the mandatory fields. Be sure to have your name or group name listed in the HCS Liaison field and your Talent Acquisition parter in the Talent Acquisition field. This will aid in locating the requisition. You can use **Save a draft** any time during the requisition process as you gather additional details. The **status** of the requisition will be **Draft**.
3. When you are ready to put the requisition into the approval process, a drop down menu will provide a selection of **Approval processes**.
4. Select the appropriate Approval process.
5. When the selection is made, fields will populate based on the hierarchy of the position within HRIS. If an incorrect person is listed, just remove by using the eraser icon. Then type in the appropriate individual.
6. Change the status of the requisition to **Pending Approval**
7. Click **Save**
8. If all the mandatory fields are completed, then you can click on **Save and Exit**.
9. However, if any **mandatory field** which has not be completed, a **large red asterisk** will appear. These mandatory fields will prohibit the Requisition from being saved if they are not completed.
10. Correct the field
11. Click on **Save**.

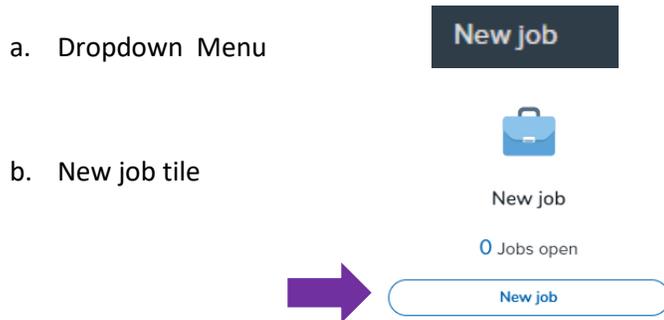
NOTE: The **Approval processes** are dependent on the protocol for your college or unit. Please consult with the applicant tracking system administrator for guidance.



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Creating a Faculty Recruitment:

1. Since Faculty / Academic recruitments do not require a position description, these recruitments are initiated differently than those which have a position description.
2. To begin the recruitment process, click on **New job** from either:



3. Select a job template which is usually the **Position Announcement Template**. There will be a preview of the template in the box below. *(A template MUST be selected or else the requisition will NOT save)*
4. Click **Next**
5. Type in the **Position Number**. The details regarding the position number should pull up immediately

→ Position Number: 

No position selected

Job template

The job template will provide default advertising text and summary for the job. In order to proceed, you must select the appropriate template for the position.

1. Template

- No template--
- Executive Position Announcement Template
- K-State Research & Extension Position Announcement Template (Ex
- Position Announcement Template**
- Temporary Instructor Position Announcement Template

Preview



About This Role:
Why Join Us:

Before clicking on NEXT, p   plate above.

Next > Cancel

6. If not, you can the lookup tool. Click the **magnifying glass icon**.
7. A pop-up will appear where you can type in the **Title OR Number**, then click **Search**

→

Title: Number:

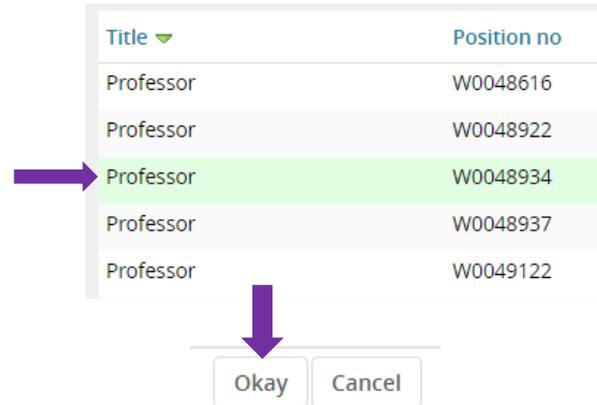
Search





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8. Locate the correct **Position Number**
9. Click on **Title**
10. This will highlight the **Title** and **Position Number**
11. Scroll down to view the **details** of the position number.
12. If this is the correct position, click on **Okay**.



13. **Continue completing the requisition** as stated previously.

NOTE: Any item followed by an **asterisk (*)** is a mandatory field.
The job will not save without the fields being completed. *