# Creating Job Requisitions

## Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating a Requisition from an Approved Position Description</td>
<td>2</td>
</tr>
<tr>
<td>Completing the Requisition</td>
<td>3</td>
</tr>
<tr>
<td>Pay close attention to these following fields on the requisition:</td>
<td>3</td>
</tr>
<tr>
<td>Creating a Faculty Recruitment:</td>
<td>9</td>
</tr>
</tbody>
</table>
Creating a Requisition from an Approved Position Description

1. 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 are...]

2. 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 page]

   ![Search button]

   ![Clear button]

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

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

Completing the Requisition

5. Certain information from the Position Description will pre-populate certain fields on the requisition.
6. 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*.

1. 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.
Note: More than one position can be filled on one Requisition, however, every position number requires an approved position description.

2. To add more position numbers to the requisition, enter the additional headcount as either as New or Replacement
3. Click Add more
4. Now you can add the additional position numbers to the requisition

   a. Type in the Position Number. The details regarding the position number should pull up immediately
   b. If not, you can 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
   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.
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:

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
D. Sponsorship for Position:

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 Template](#)

   ![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.
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.

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.”

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.
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.
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:

   a. Dropdown Menu

   ![Dropdown Menu](image1)

   b. New job tile

   ![New job tile](image2)

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](image3)

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**

![Search](image4)
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.  *