DEPARTMENTAL
USER'S GUIDE

University of Alabama
Faculty Recruitment
Hiring System

Getting Started and
CREATING A REQUISITION

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INTRODUCTION

Welcome to the University of Alabama Online Faculty Recruitment System.
The following instructions focus specifically on the faculty hiring process.

You will use this system to:

- Create and submit recruitment requisition requests to The Office for Academic Affairs (OAA)
- View applicants to your requisitions
- Request approval to interview and to hire applicants
- Notify OAA of your decisions regarding the status of each applicant

The system is designed to benefit you by facilitating:

- Faster processing of employment information
- Up-to-date access to information regarding all of your requisitions
- More detailed screening of applicants' qualifications – before they reach the interview stage

OAA has provided these training materials to assist with your understanding and use of this system.

Your Web Browser

The Employment Application System is designed to run in a web browser over the Internet. The system supports browser versions of Netscape 4.7 and above and Internet Explorer 4.0 and above. However, some of the older browser versions are less powerful than newer versions, so the appearance of certain screens and printed documents may be slightly askew. Please notify the system administrator of any significant issues that arise.

The site also requires you to have Adobe Acrobat Reader installed. This is a free download available at www.Adobe.com.

It is recommended that you do not use your browser's "Back", "Forward" or "Refresh" buttons to navigate the site, or open a new browser window from your existing window. This may cause unexpected results, including loss of data or being logged out of the system. Please use the navigational buttons within the site.

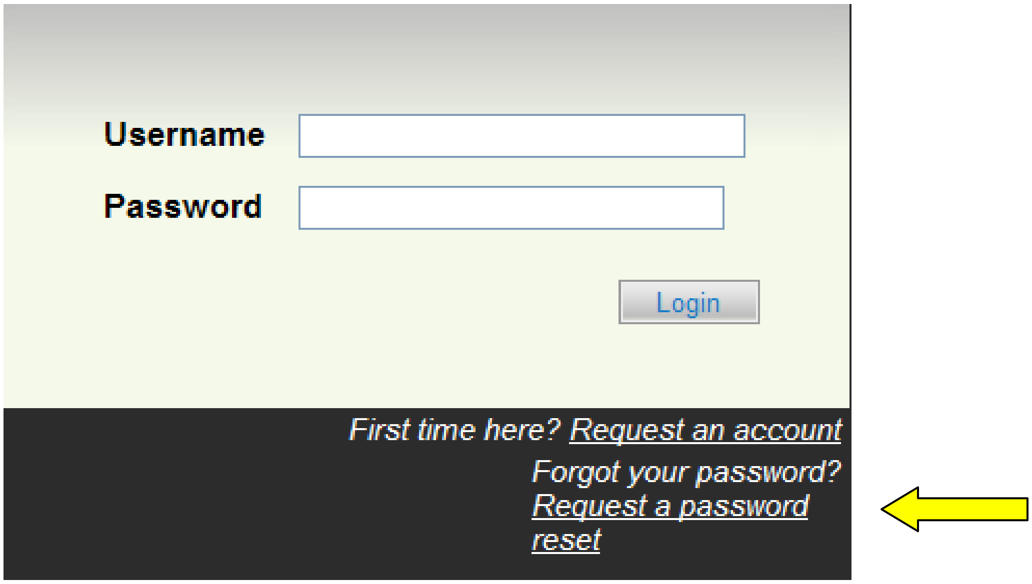
The site is best viewed in Internet Explorer 5.5 and above.

Security of Applicant Data

To ensure the security of the data provided by applicants, **the system will automatically log you out after 60 minutes if it detects no activity.** However, anytime you leave your computer we strongly recommend that you save any work in progress and logout of the system by clicking on the logout link located on the bottom left side of your screen.

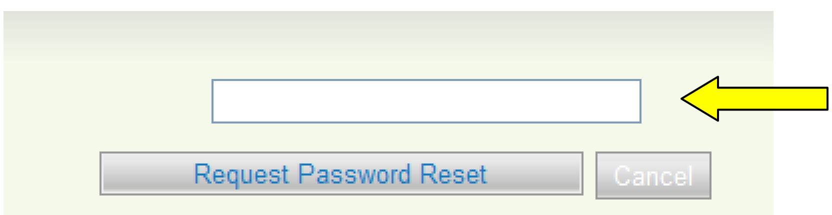
GETTING STARTED

After entering the URL https://facultyjobs.ua.edu/hr, the "login screen" for the system will appear and should be similar to the following screen:



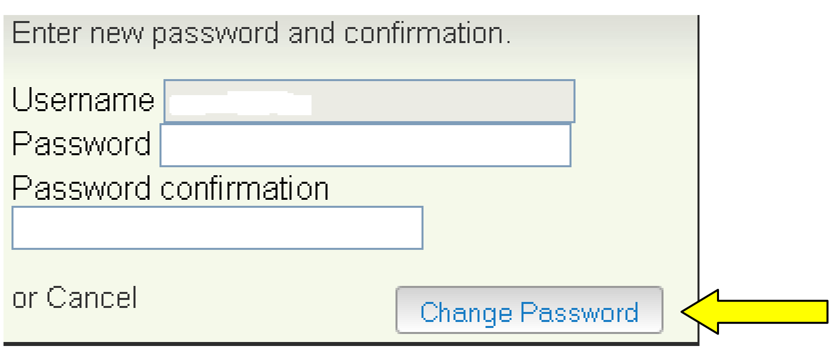
If you have access to the staff "Online Recruitment & Employee Management System" or the "Banner System" you may already have a user name and password in the faculty recruitment system. Please enter your existing user name and password. DO NOT create a new user name and password until you have verified with your Dean's Office that you do not have an existing user name and password in the system.

If you have forgotten your password, please select **Request a password reset** at the bottom of the page. The following screen will appear. Type your user name in the box and select the **Request Password Reset** button.

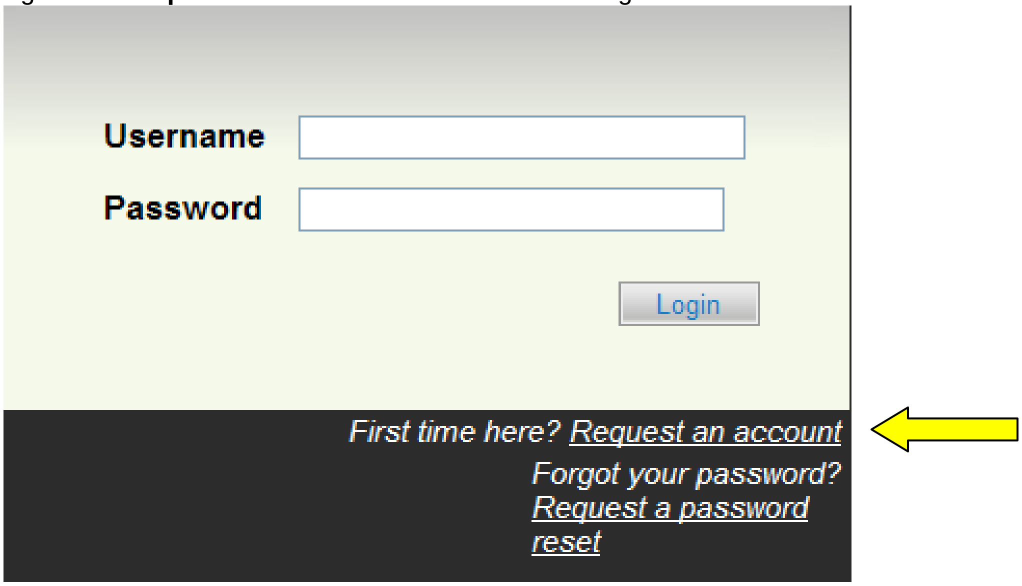


A message will appear at the top of your screen that says the following:

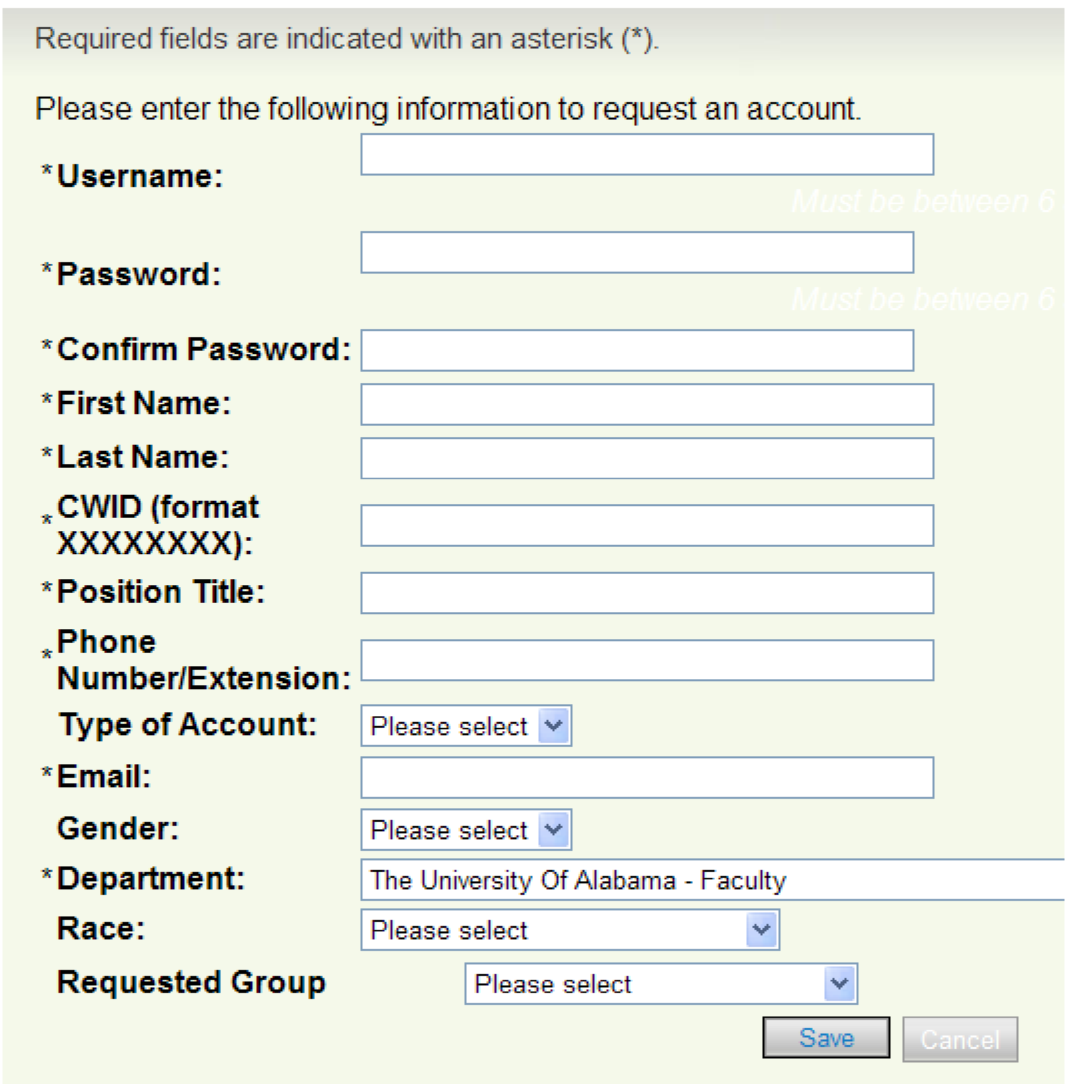
The link will take you to the following page. Type in your new password and click on the **Change Password** button.



If you do not have a username and password, before you can enter the site for the first time, you must apply for your own account by clicking on the **Request an account** link on the bottom right side of the screen.



After you click this link, the following screen will appear:



Enter a user name and password of your choice, along with the rest of the requested information. **Please make note of your user name and password. You will need them each time you log in to the system.**

After completing this form, click **SAVE**. Your request will then be sent to the Office for Academic Affairs for approval. At the top of the page you will see the following message:

When your account has been approved, you will receive an email message and you will be able to log in to the system with the user name and password that you selected when you created your account. The email will appear as follows:

```
Dear Joe,

Your new user account has been approved.

You may login using the username and password you entered when you requested your account.

Thank you,

Human Resources
University of Alabama
```

CREATING A REQUISITION

VERY IMPORTANT: A requisition is **<u>Not Saved</u>** until you save your work using one of the following methods:

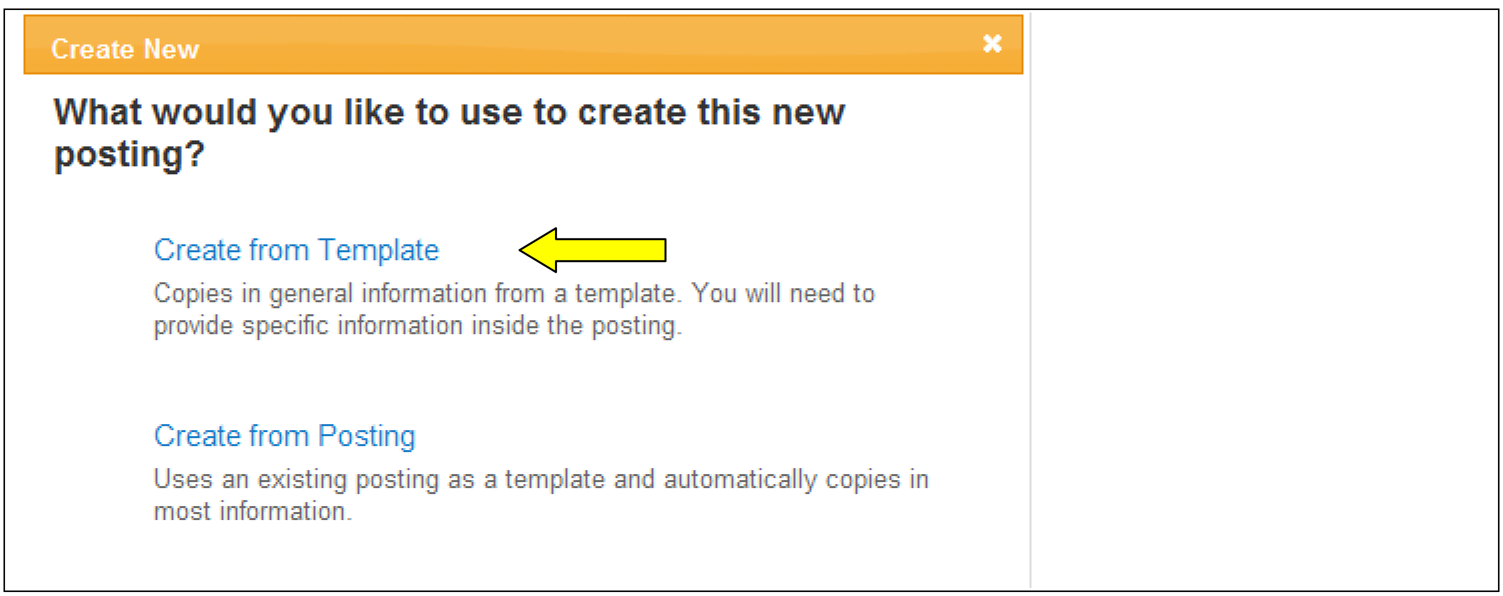
1. At the top and bottom of each page you may select the **Save** button.
2. At the top and bottom of each page you may select the **Next** button.
3. You can go directly to the Summary page by clicking on the word **Summary** on the left side of the page. Once on the summary page click on the **Take Action On Posting** box and select **Keep Working on this Posting**. If you log out or click a link on the left side before saving your requisition or before saving your page, none of the information you have edited will be saved. **Please keep this in mind when you are in the system. Always save your work before you exit the system.**

To create a requisition, begin by clicking **Create a New Faculty Posting** link under the header "Shortcuts" on the right side of the page.

Once there, the box shown below will pop up giving you two options:

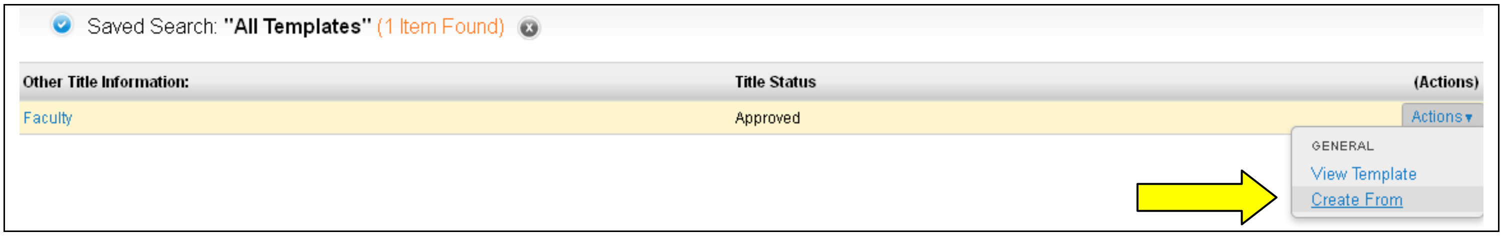
1. Create from Template (Create a posting from a blank template)
2. Create from Posting (Select an existing posting - the system automatically copies into the new requisition the information from the existing posting) If you choose this option you **MUST** go through every step in the requisition process to verify that all of the information is correct.

Select one of the two options. In most cases, you will select **Create from Template.**

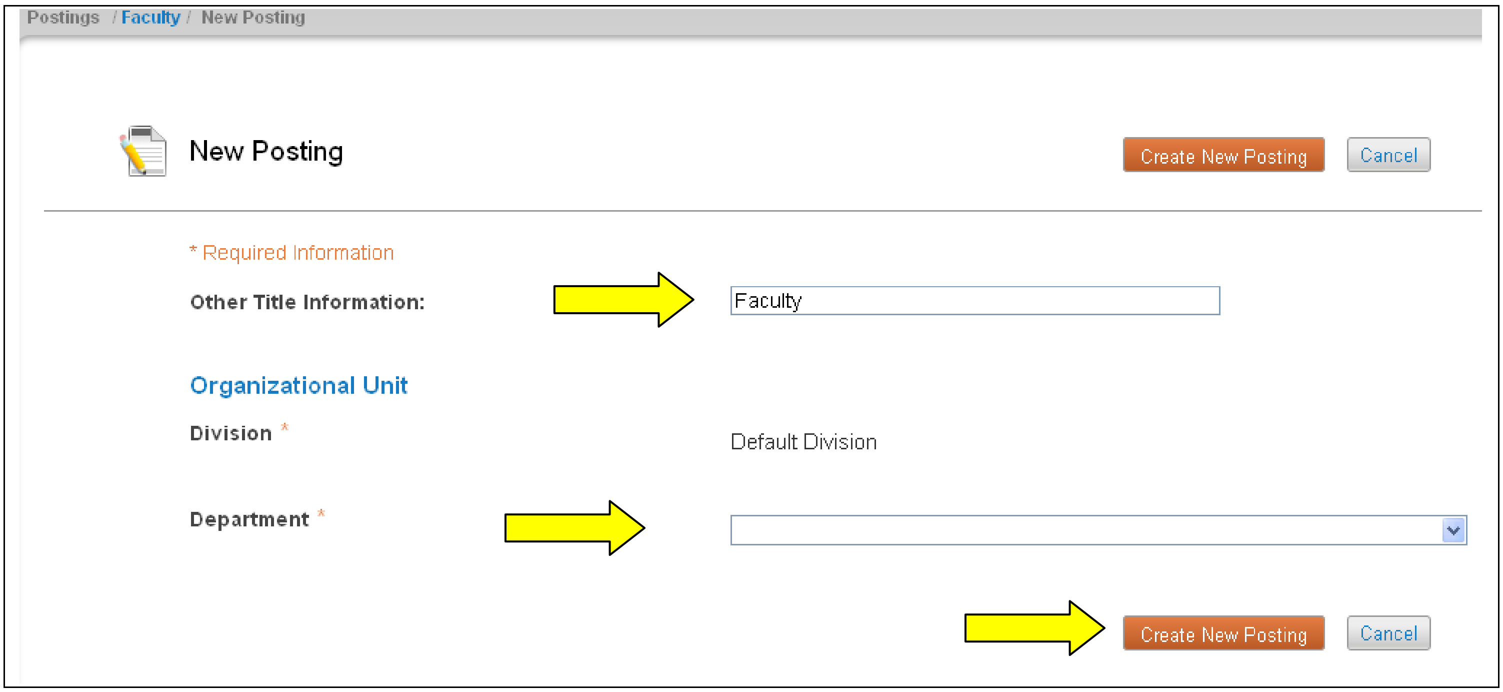


Entering Requisition Information in a Template

In the following example, the **Create from Template** option was selected. The following screen will appear:



Click on **Actions** to the right of the faculty position title. Choose **Create From** in the drop down box. This will take you to the screen below.



Type in the Other Title Information associated with this position. Use this field to help you identify the position more easily when you are searching for it later in the process. For example, you might use the position's specialty in the field (ex. Finite Molecular Math) or titles such as Department Head or Endowed Chair in Chemistry. DO NOT LEAVE THE WORD "FACULTY" in this box.

For I4, non-supplemental requisitions only, type the following information in the exact order shown below (be sure to include a space after each comma:

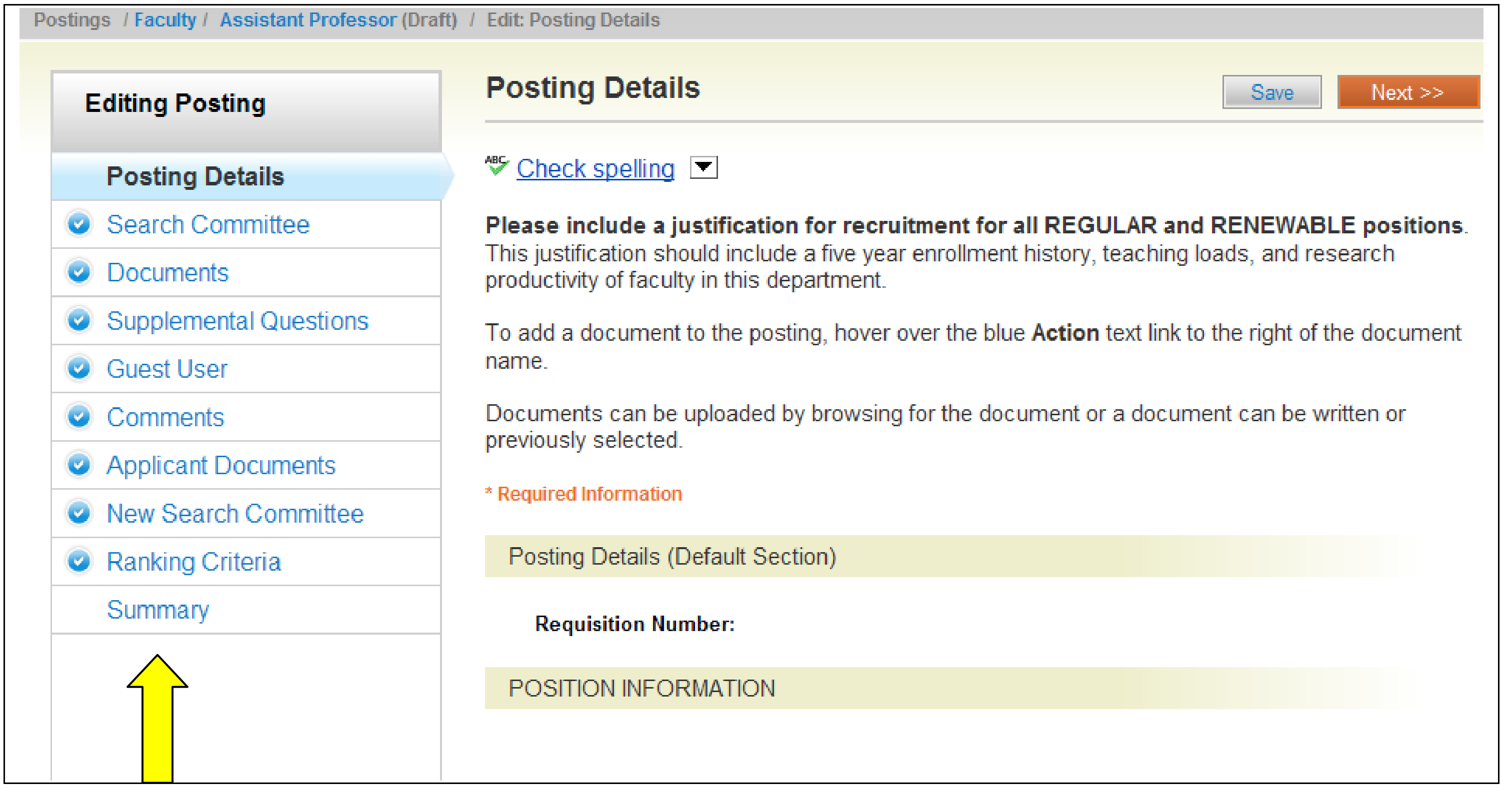
Last Name, First Name, I4, Teaching discipline (ex. Smith, John, I4, History)

If you have approval to access multiple departments, select the appropriate department from the drop down list. (This selection will appear on the requisition and will determine who has access to this requisition and who will receive emails)

Click the **Create New Posting** button.

Posting Details

After selecting Create new Posting, the following screen will appear.



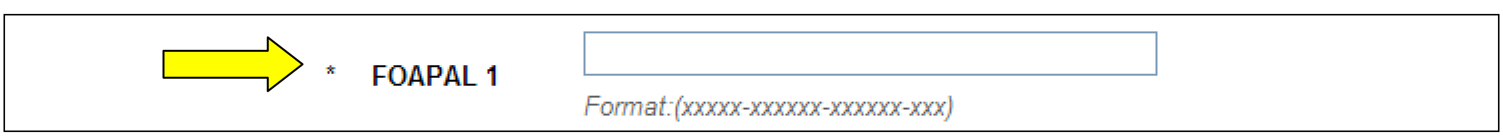
Sections to complete appear on the left side of the screen and are as follows:

1. Posting Details
2. Search Committee
3. Documents
4. Supplemental Questions
5. Guest User
6. Comments
7. Applicant Documents
8. New Search Committee
9. Ranking Criteria
10. Summary

When you first enter this screen, you will be in the **"Posting Details"** section. Scroll down to see the fields to be completed. When you have completed the posting details section, click the **Next** button to move through the requisition process.

A few notes about the Posting Details section:

Fields with an Asterisk (*) are required. If you do not include information in the field, an error message will appear and you will be required to complete the field before you can submit the requisition to the next approval level. HOWEVER, there are some fields that are required that do not have an Asterisk by them due to system issues. Please be sure to complete all fields as indicated in these and other OAA instructions.



Certain fields on this screen will appear on the applicant site exactly as you enter it on this screen, so please proofread carefully.

Fields to complete on the "Posting Details" tab:

POSITION INFORMATION

1. **Number of Open Positions:** Please type in a number (ex. 1, 2, 3, etc).
   Please NOTE – this field will appear on the applicant site

2. **Other Title/ Information:** This information pulls from the template screen – see instructions on page 8.
   Please NOTE – this field will appear on the applicant site.

3. **Academic Rank/Position Title**: Choose from the list the title(s) that match the Position Title field. To select multiple ranks – hold down the shift key.

4. **Position Title:** This field should include the **Academic Rank/Title ONLY**! (Example: Lecturer, Instructor, Assistant Professor, Associate Professor, Professor…or non faculty titles such as Post Doc)
   Please NOTE – this field will appear on the applicant site. This title must match the response to # 3 above.

5. **Position Number:** Include the position number(s) you will use. If you do not have one, please type "please assign" in this field. It is the responsibility of the hiring department to call OAA to obtain a new position number.

6. **New or Replacement Position:** Select one from the drop down box. Select "New" if new to the University or new to the employee classification.

7. **If Replacement, Name of Incumbent**: Include first and last name of incumbent.

8. **Is this a Waiver?**: Select Yes or No from the drop down box. (Waivers do not post to the applicant website.)

9. **Type of Waiver:** If "yes" above, please select the waiver type from the drop down box. If "no" then leave the field as "no response".

   Waiver Types:
   1. Temporary Academic Appointment (I4, I8, J4 and J8 eclass only!)
   2. Visiting/Adjunct Appointment
   3. Targeted Recruitment
   4. Other (you must contact OAA before selecting this response)
   5. Promotion (OAA use only – used for faculty promotion/tenure process)

10. **Justification for Waiver:** If "yes" above, please include your justification. If "no", leave blank. If "Other" as selected from above, clearly describe the circumstances.

11. **Faculty Appointment Year: We are no longer using this field. If this requisition was created from an old posting, this information must match the employee class information in # 13 below.**

12. **Employment Status**: **We are no longer using the field. If this requisition was created from an old posting, this information must match the employee class information in # 13 below.**

13. **Employee Class**: Select the appropriate employee class from the drop down box. If you have questions regarding the appropriate employee class please contact the Budget Director for your college/area.

14. **Proposed Salary:** Estimate the salary you will pay – you may also type in text such as "market".
    Please NOTE – this field will NOT appear on the applicant site.

15. **Composite FTE**: Include FTE (ex. .25, .50, .75, 1.0).

16. **FOAPAL 1 & 2**: Include the FOAPAL(s) where the salary expense will be charged in the format noted.

17. **Department Required Background Checks:** Check the box(es) as appropriate.

18. **FOAPAL for Background Checks**: Include the FOAPAL where you would like the expense to hit for the background check.

DEPARTMENT INFORMATION

19. **Responsible Hiring Manager**: Select the Hiring Manager from the drop down list.

20. **Contact Information: We are no longer using this field.**

21. **Hiring Manager Phone**: Include the DIRECT phone number of the responsible hiring manager.

22. **Hiring Manager Email:** Include the email of the individual who can answer questions regarding this search.

23. **College/School/Division:** Select the College/School/Division where the position will reside from the drop down list. This field will determine who is able to see the requisition. If the incorrect division is selected, you will not be able to see or search for this requisition.
    Please NOTE – this field will appear on the applicant site.

POSTING TEXT

24. **Position Summary:** This field should describe the primary duties and responsibilities of the position you are recruiting (ex. Teach undergraduate and graduate courses in X. Pursue an active research agenda. Provide service to the University community and professional organizations.) **This is a SUMMARY**. Please do not repeat all of the information you will include in the ad text.
    Please NOTE – this field will appear on the applicant site.

25. **Ad Text:** This field must include the minimum educational requirements for the position and whether the position is tenure earning or not.
    Please NOTE – this field will appear on the applicant site as "Minimum & Preferred Qualifications".

26. **Additional Position Information (if applicable):** This field should include any additional advertisement information that you did not include in the Ad Text above. (Example: Information about the city of Tuscaloosa and the surrounding areas which might be of interest to potential applicants) You may leave this field blank.
    Please NOTE – this field will appear on the applicant site.

27. **UA EEO Statement**: The following statement will automatically appear on all requisitions:
    "The University of Alabama is an Equal Opportunity Affirmative Action Employer. Women and minorities are encouraged to apply". You will not be able to edit this statement.
    Please NOTE – this field will appear on the applicant site.

28. **Search Initiation Date**: This is the date on which the requisition will be posted to the website. If you select a future date – once approved, the requisition will not post to the website until that date is reached. If you would like the requisition posted immediately upon approval, type in the date that you complete the requisition.
    Please NOTE – this field will appear on the applicant site.

29. **Application Deadline**: Select a deadline or select the "Open Until Filled" box. If you select a deadline, applicants will not be able to apply for the position once the deadline has past. The posting will automatically be removed from the applicant website on the specific date selected.
    Please NOTE – this field will appear on the applicant site.

30. **Expected Starting Date of Appt**.: Indicate the estimated start date for this position. It will likely be the beginning of an academic semester (ex. 8/16/2xxx).

31. **Special Instructions to Applicants:** Include any special instructions to your applicants in this field (ex. Production samples that cannot be attached can be mailed to…). You may leave this field blank. If you have required an "other" document for applicants to attach, you should use this field to explain to the applicants what they should attach to the "other" tab.
    Please NOTE – this field will appear on the applicant site.

32. **Pass Message:** This is an automatic message to the applicant – you will not be able to edit this message.

33. **Fail Message:** This is an automatic message to the applicant – you will not be able to edit this message.

34. **Means of Advertising:** Provide a detailed list of where and how you will be advertising for this position. **Do NOT** leave this field blank. If this is a waiver, type the word "WAIVER" in this field. For regular recruitments you must include a print ad location.

35. **Special Recruitment Activities:** Provide a list of any special recruitment activities you will engage in for this position. (ex. Recruiting at the annual convention) **Do NOT** leave this field blank. If none, please type the word "NONE". InsideHigherEd.com will be used for all Regular and Renewable searches.

36. **Special Efforts to identify Minority and Female Candidates**: Provide a list of special efforts made to recruit Minority and Female candidates. **Do NOT** leave this field blank. All tenure and tenure track position recruitments must include an advertisement that targets minority populations. Please detail how you will meet this requirement in this field. If this is a waiver please list your special efforts or type the word "WAIVER" in this field. InsideHigherEd.com will be used for all Regular and Renewable searches.

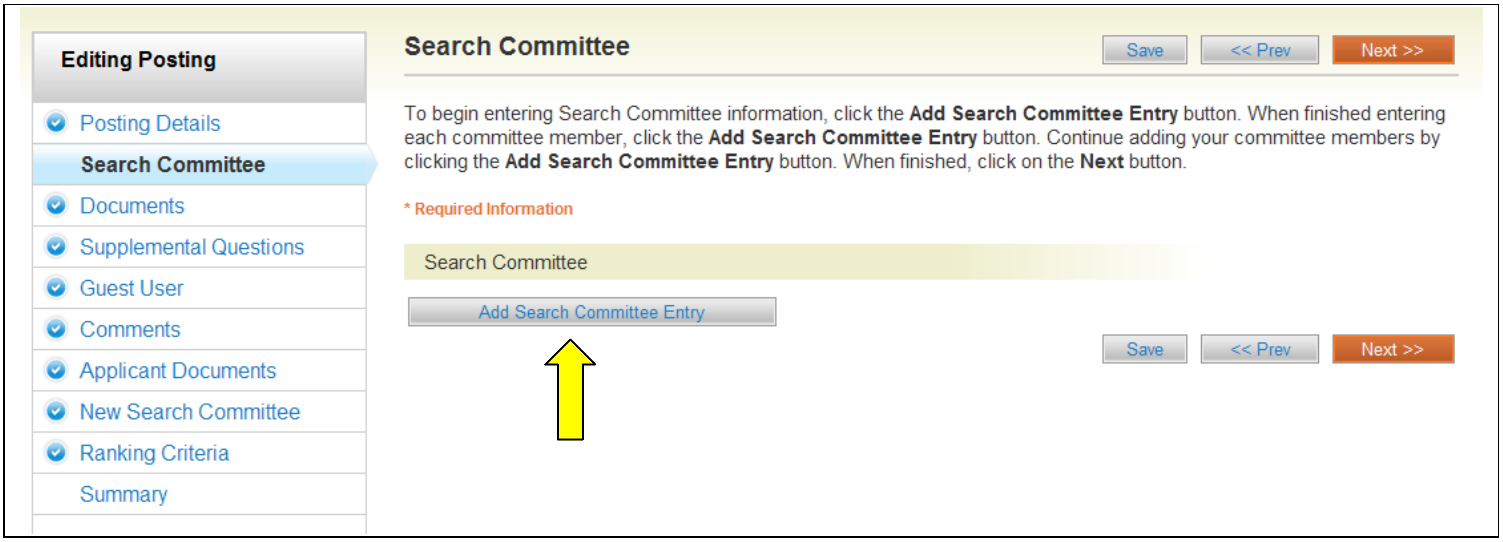
37. **Send to Inside Higher Ed?:** OAA has edit capability and handles this section.

38. **Inside Higher Ed Category:** OAA has edit capability and handles this section.

When you have entered the information you may select **Save** or **Next**. ***Make certain that you have completed all required blocks before you send the requisition on to the next approval level.***

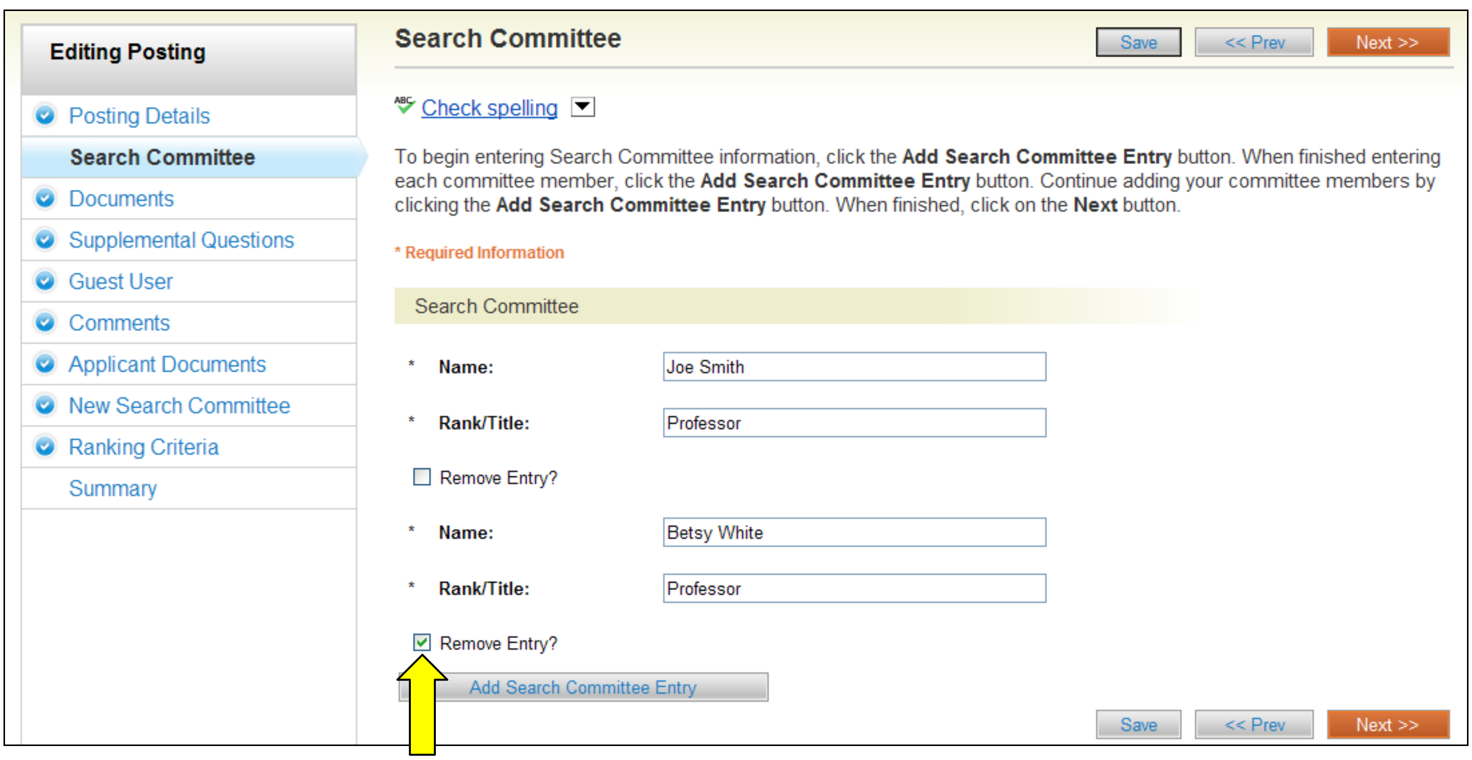
Search Committee

Clicking on **Search Committee** brings up the following screen:



Click the **Add Search Committee Entry** button to add members to the search committee page.
Fill in the fields on the screen and click **Save or Next**. You may add additional search committee members by selecting the **Add Search Committee Entry** button.

If you would like to remove a search committee member or a blank search committee form, click in the **Remove Entry** box, then click on **Save**. When you have finished adding search committee members for this requisition, click the **Next** button.



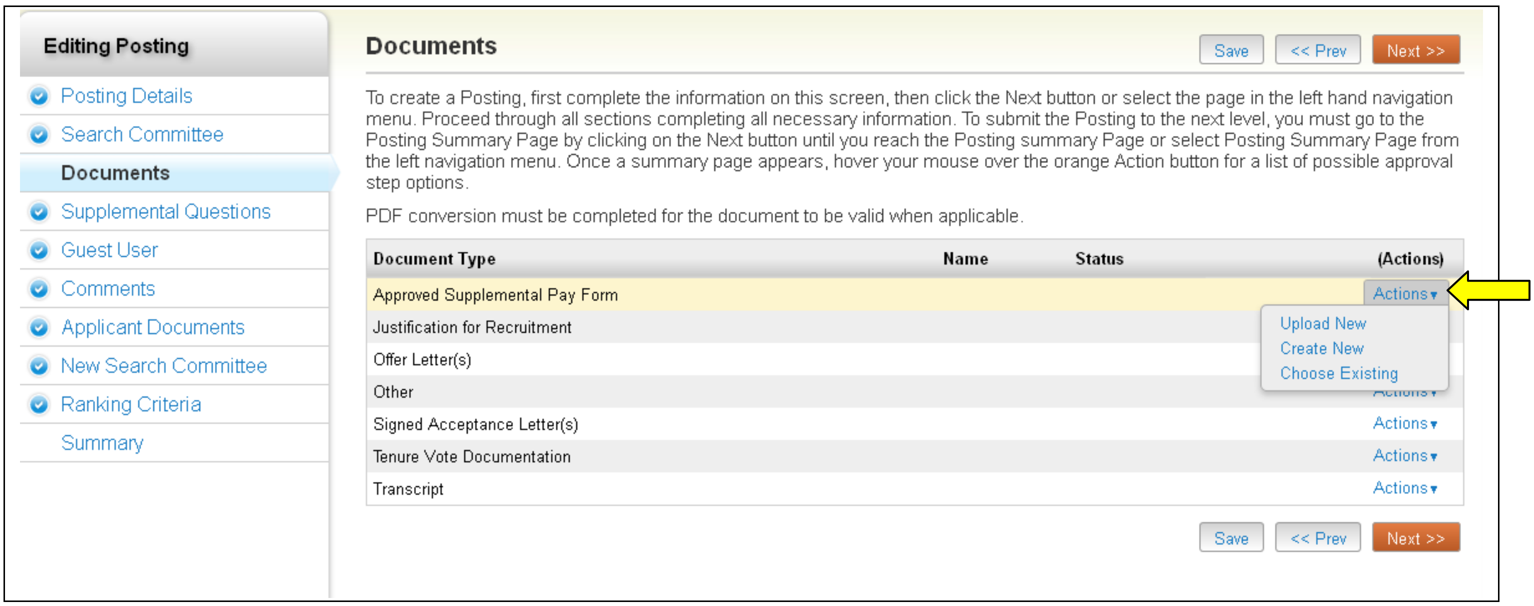
PLEASE NOTE: A search committee must be included for all regular and renewable recruitments and a minority must be included on the search committee for these recruitments. Until the system can be changed, you should include the race, gender and whether or not a person is the search committee chair on this screen. This information should be included after the Rank/Title. Example: Professor, W, M, Chair

Attaching Documents

Clicking on **Documents** will bring up the following screen. To attach a document, click on the **Actions** link to the right of the appropriate item.

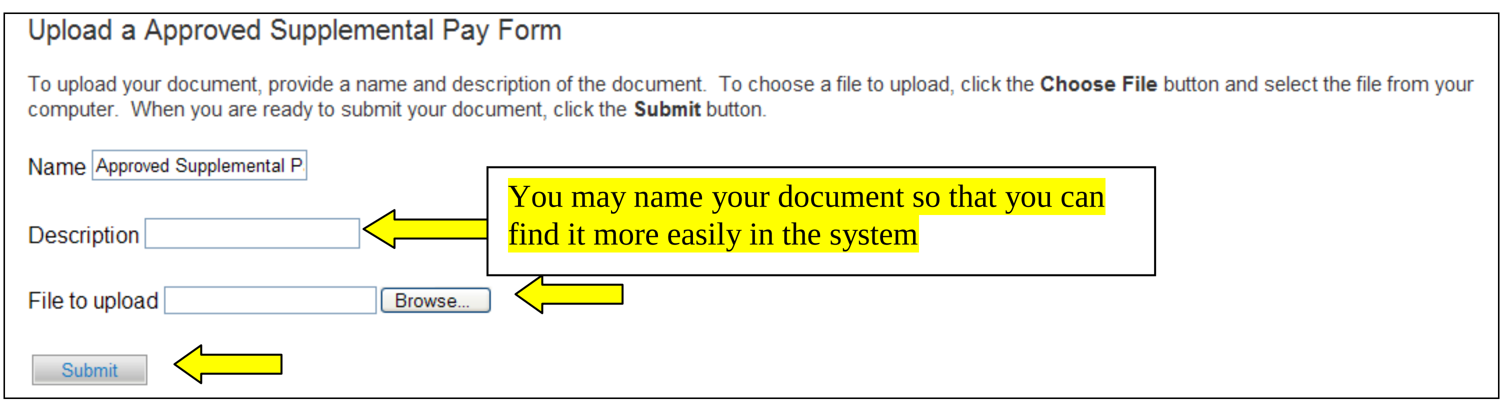
Note: All regular and renewable requisitions must include a **justification for recruitment.** For Tenure/Tenure Track positions this justification must include a 5-year enrollment history, teaching loads and research productivity of the faculty in the department.
Approved supplemental pay forms must be attached to the requisition prior to submitting the requisition for approval. Supplemental pay must be approved in advance of any work being performed. If the supplemental pay is not approved the requisition should not be submitted.
All other hiring documents should be attached to the hiring proposal… NOT to the documents tab.

Note: The system converts files to pdf format. *It is advisable to view your documents after attaching to make sure they are still legible*. If you find you have a document that doesn't convert properly, a good option would be to use one of the copiers on campus that is capable of sending images via email or FTP. Scan the document to PDF format, email /FTP it to yourself and then attach the PDF as described above.

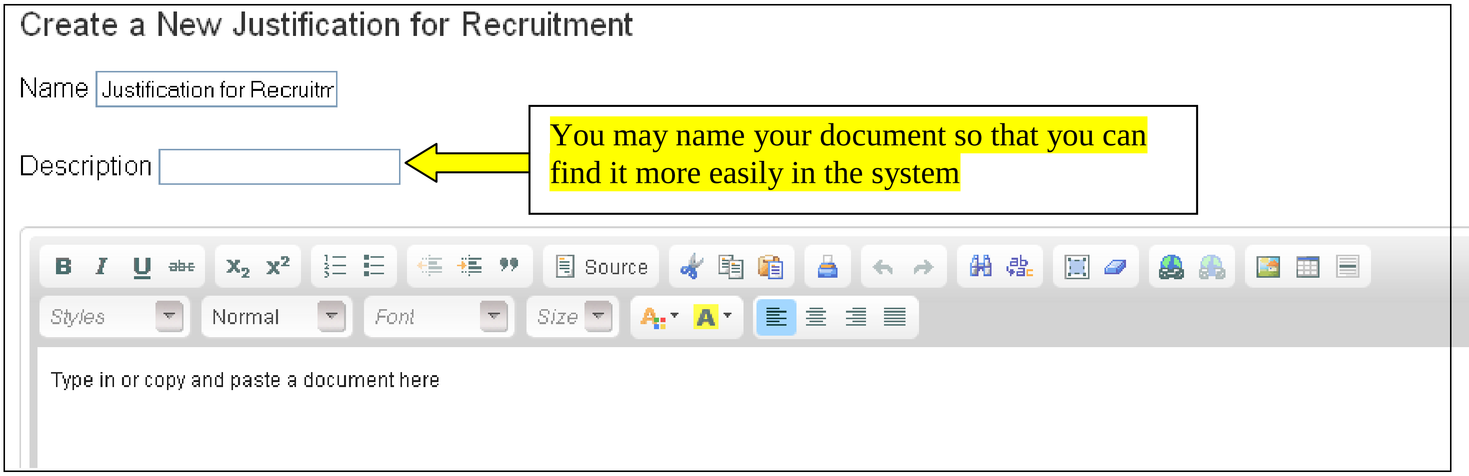


You have three options for attaching your document(s).

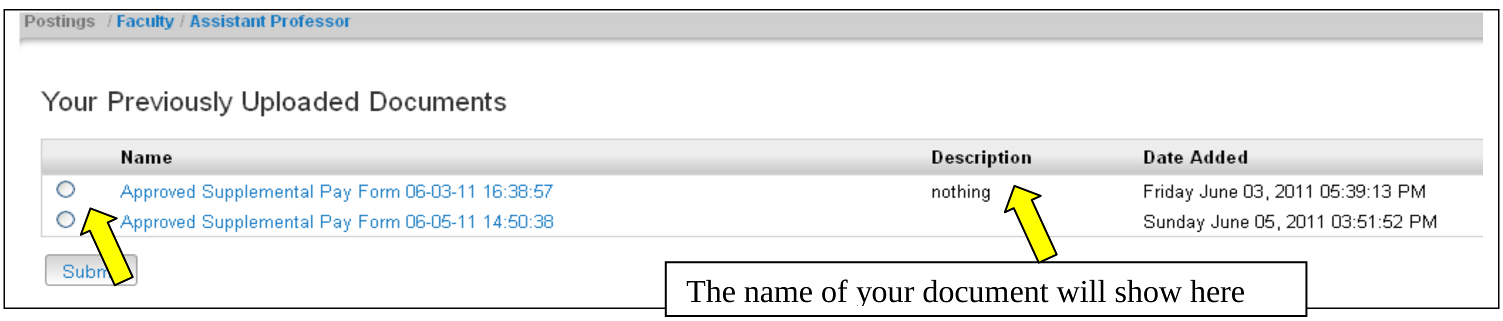
1. You may click on the **Upload New** button to locate a document on your computer hard drive, CD-ROM, floppy disk or other storage device. Selecting the **Browse** button will allow you to browse for a Microsoft Word (.doc), Adobe Acrobat (.pdf), Text (.txt) or Rich Text (.rtf) file and other formats. Once you have selected the file, you can click on the **Submit** button to upload your document.



2. You may click on the **Create New** button to manually type or copy and paste your document into the text box. This can be used when you do not have a document in one of the formats listed above. You may name your document by using the Description box. Once you are finished entering your document, click the **Submit** button. The system will prompt you to review your document and confirm that you want to attach it. Select the **Confirm** button to upload your document or the **Edit** button to add or delete information from your document.

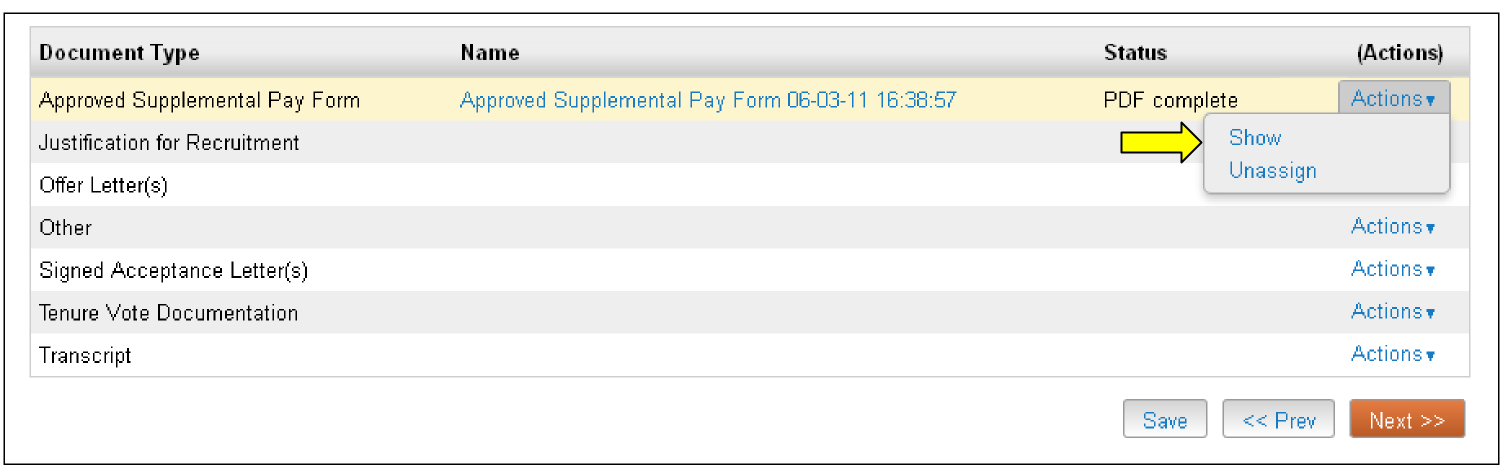


3. You may click on the **Choose Existing** button to browse for a document that has previously been selected and uploaded. Select the appropriate document and click the **Submit** button to upload your document.



Viewing and Removing Documents

You may view or remove your attached document by clicking on the **Actions** link next to the document. Select the **Show** link to view your document. To remove an attached document, click on the **Unassign** link then select **OK**.

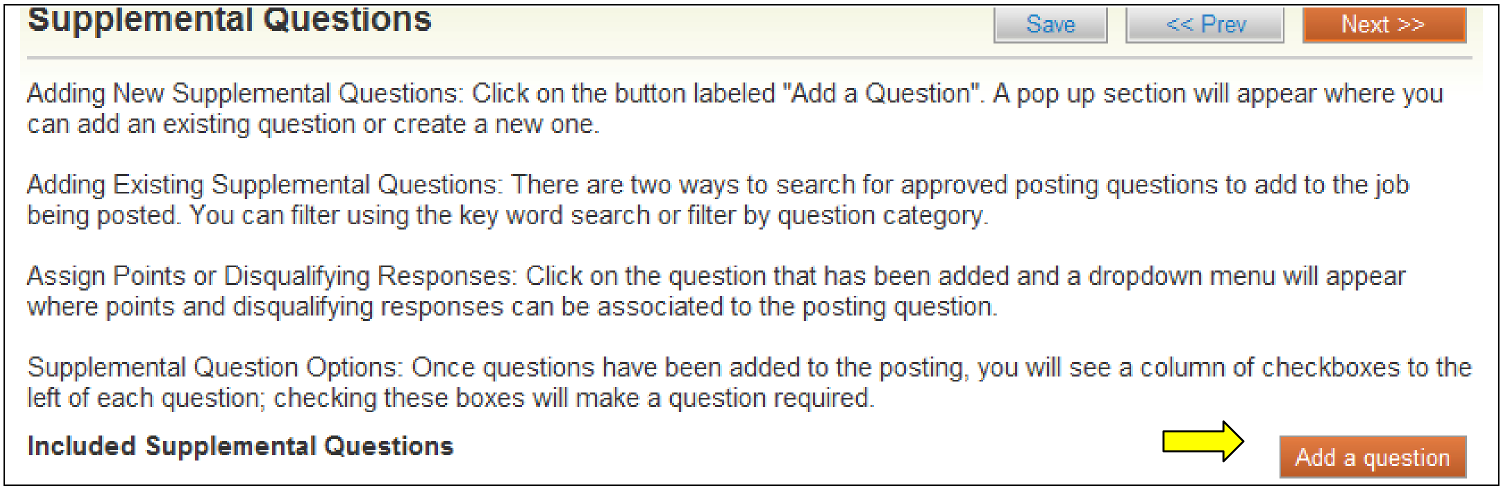


When you have finished adding documents for this requisition, click the **Next** button.

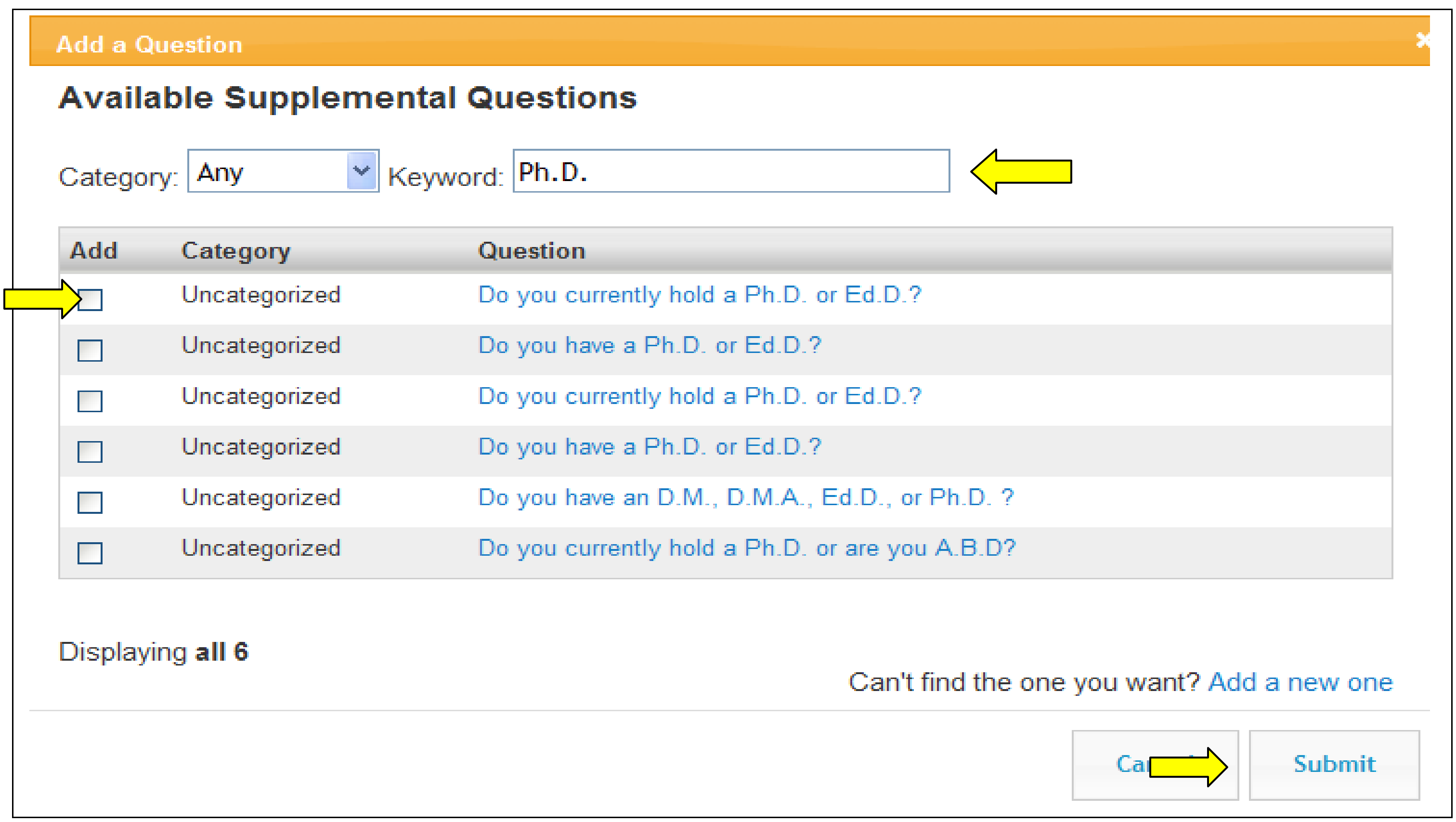
Adding Supplemental Questions

Supplemental Questions are individual screening questions that can be used to qualify/disqualify candidates, or rank applicants based upon a score. You may choose or create those questions in this section.If you are not adding any Screening Questions, click the **Next** button.

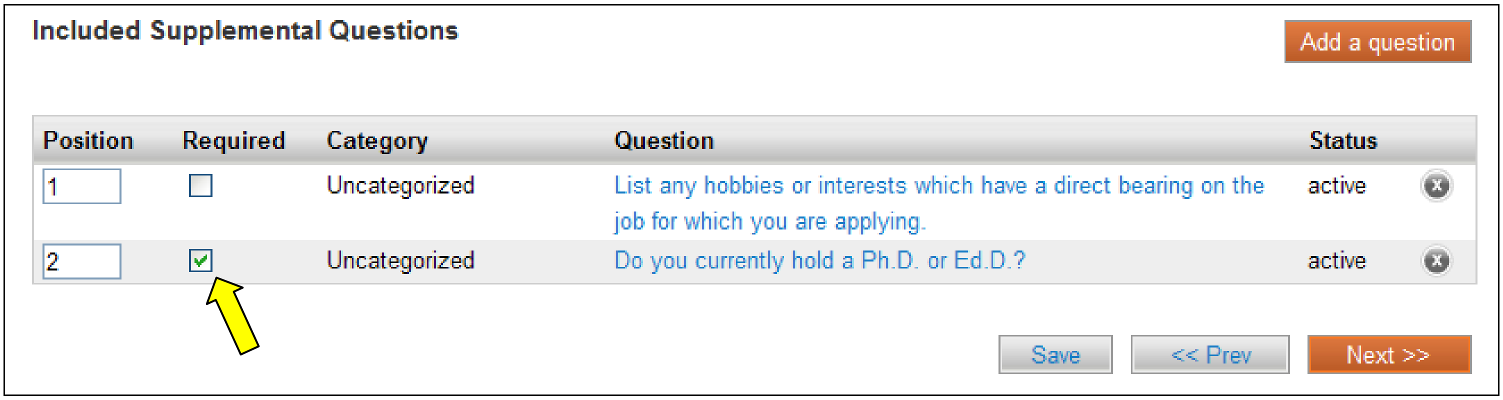
To add a Supplemental Question to the Requisition, click on the **Add a Question** button. A list of approved questions will appear. Select the question you want to add by selecting the add box next to the question and then by clicking on the **Submit** button at the bottom of the page.



To search for an existing question, enter a keyword or leave the field blank to see all questions. After you enter the keyword and hit enter, the system will return a list of all questions that have been entered into the system with that specific word included. Select one of the questions from the list if it is appropriate for this Requisition and click on **Submit.**



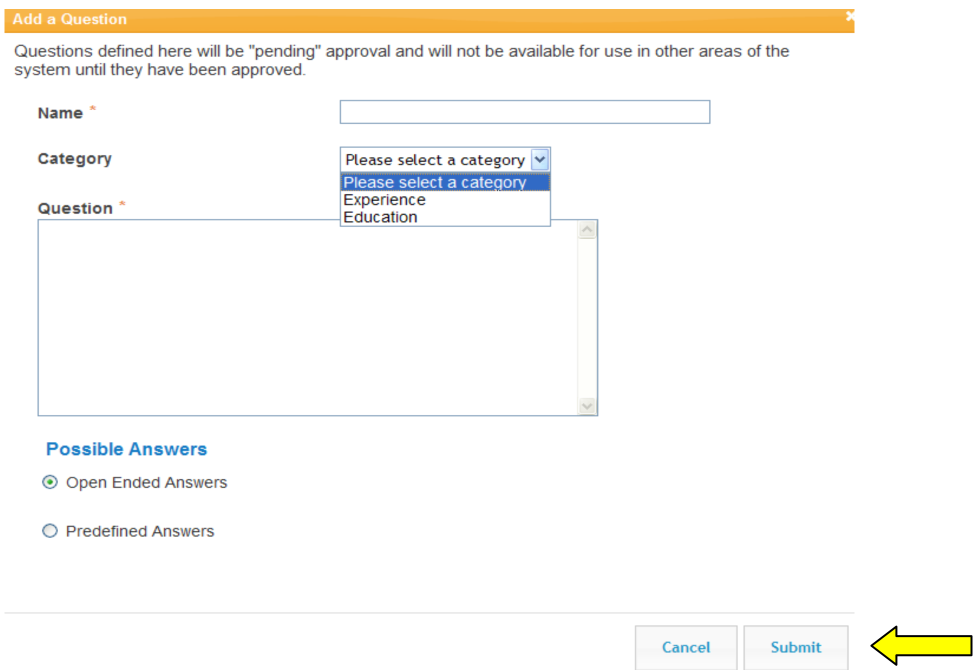
After you click on the Submit button the following screen will appear. It will include all questions you would like for the applicants to answer. Answers can be required by placing a check mark in the box under the word required. If an applicant does not answer a required question, that individual will not be able to complete the application process.



If you do not find an applicable sample question from the list, you may create a question from scratch by clicking on the **Add a new one** link at the bottom of the screen. (See previous page)

Note: Do not create a question until you have completed the first step as noted above.

The following screen will appear:



Complete the following steps to create a new question:

Step 1: **Name the question**.
Step 2: **Select the Category type for this question**. You will select either Experience or Education
Step 3: **Enter question text:** Enter the text of the question you wish to ask all candidates who will apply to this Posting.
Step 4: **Select the Possible answer type***:* select either Open Ended Answers or Predefined Answers
Open Ended and Predefined Answers are defined and described on the next page.
Step 5: Select the **Submit** button at the bottom right side of the page.
Step 6: Enter answer choices or select answer format based on your selection in step 4.

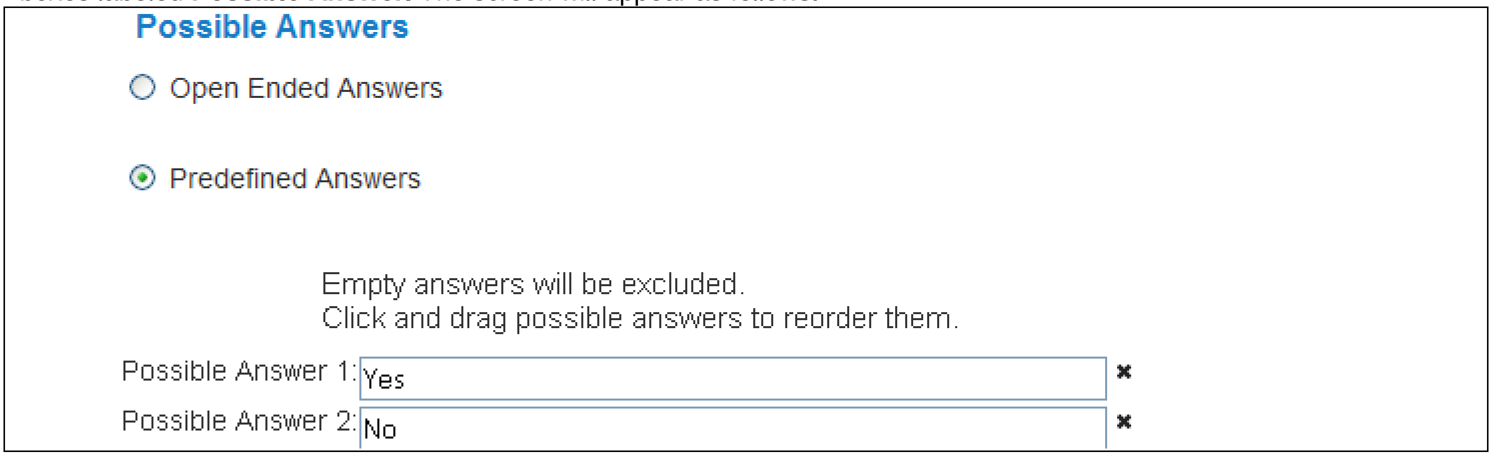
NOTE: Newly created questions will not become part of the requisition until approved by OAA.

Adding Predefined Answers

Predefined Answers are closed ended questions requiring a multiple-choice answer.

For example:
Do you have experience working in an office environment?
Possible Responses: Yes or No

After selecting the **Predefined Answers** radio button, enter the answer choices that candidates can choose from in the boxes labeled **Possible Answer.** The screen will appear as follows.



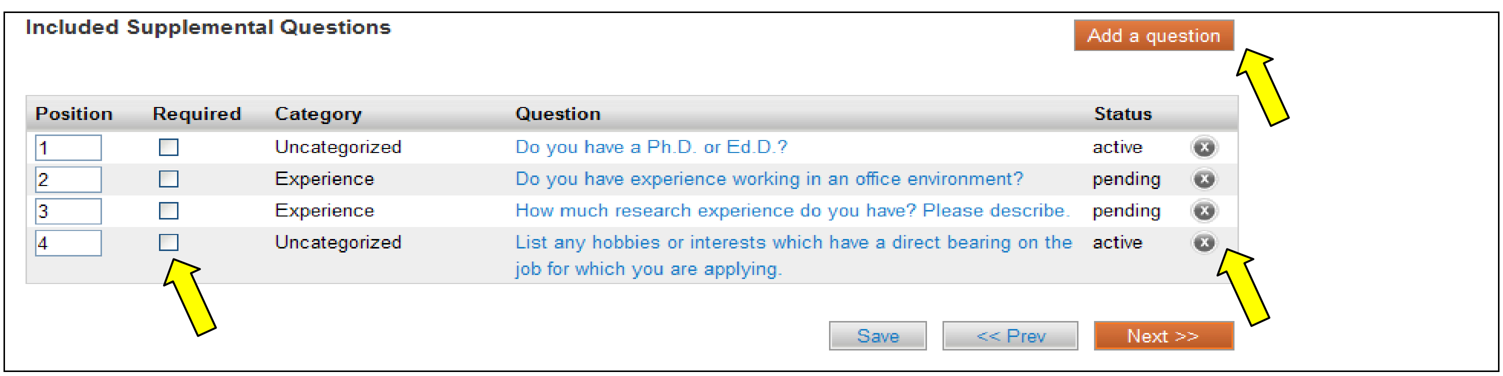
After completing this section click on the **Submit** button. This question will be in pending status and will not be shown to any applicants until approved by OAA.

Adding Open Ended Answers

Open ended answers do NOT require a multiple-choice answer. For example:

Describe any work experience relevant to this position.

The applicant will respond to the question in a text box.
After you have added the question and click **Submit** , you should see a screen similar to the one below. This screen summarizes the question(s) you have entered. As you enter additional questions, they will be added to this summary screen.



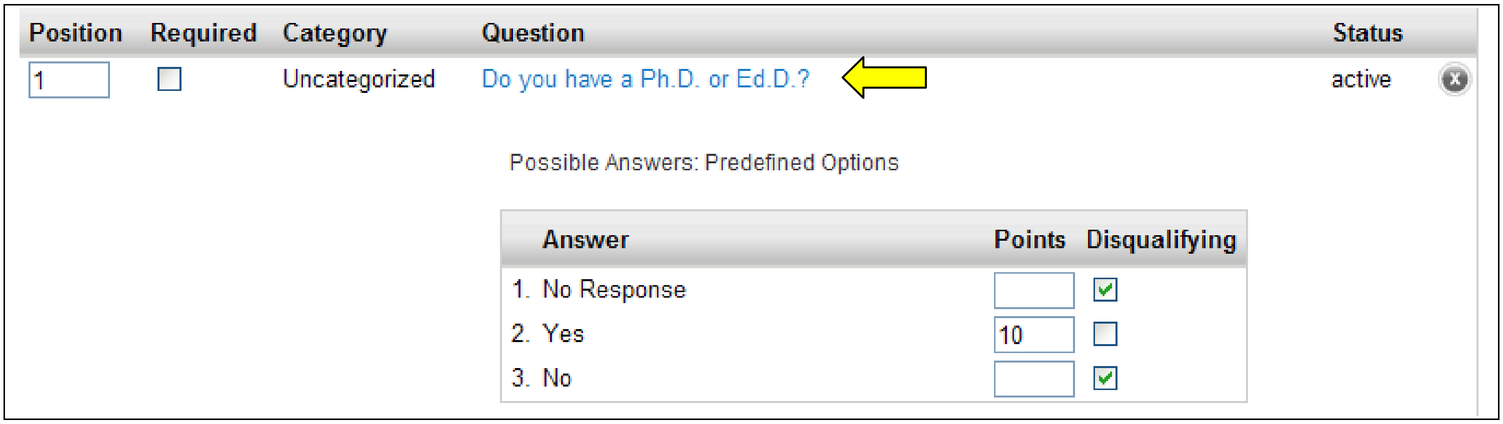
From this screen you may continue to add more questions by clicking the **Add a Question** button. You may also delete a question you have entered by clicking the next to the relevant question.

You have the ability to **require** an applicant to provide an answer to the question you added. The applicant will not be allowed to complete the application process without answering a question with the required status.

When you have finished adding screening questions for this Requisition, click the **Next** button.

Assigning Disqualifying Answers

In order to assist you in screening your applicants, the system enables you to assign points or to disqualify an applicant based on a response to a question. To assign points or disqualifying responses: click on the question that has been added and a drop down menu will appear as seen below.



To disqualify a candidate based on a particular answer, click the corresponding box under the word "**DISQUALIFYING**".

In this example, the NO answer is checked. When a candidate answers "No" to this question, the system would disqualify them from further consideration for this requisition. The candidate would receive the "Fail Message" for this position and would be classified as "Inactive".

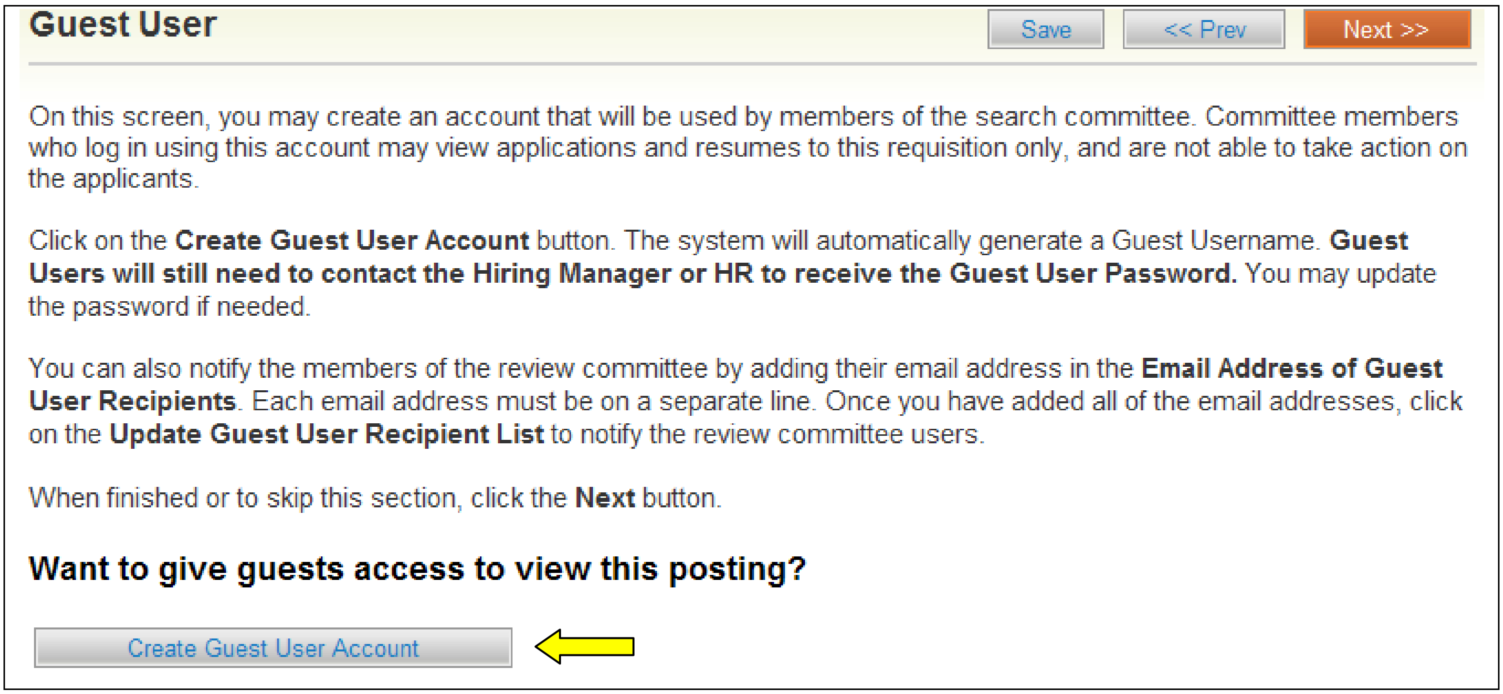
You may also assign points to each question in order to help determine the best qualified candidates. Points are added together and reflected on the applicant screen.

Activating Guest Users

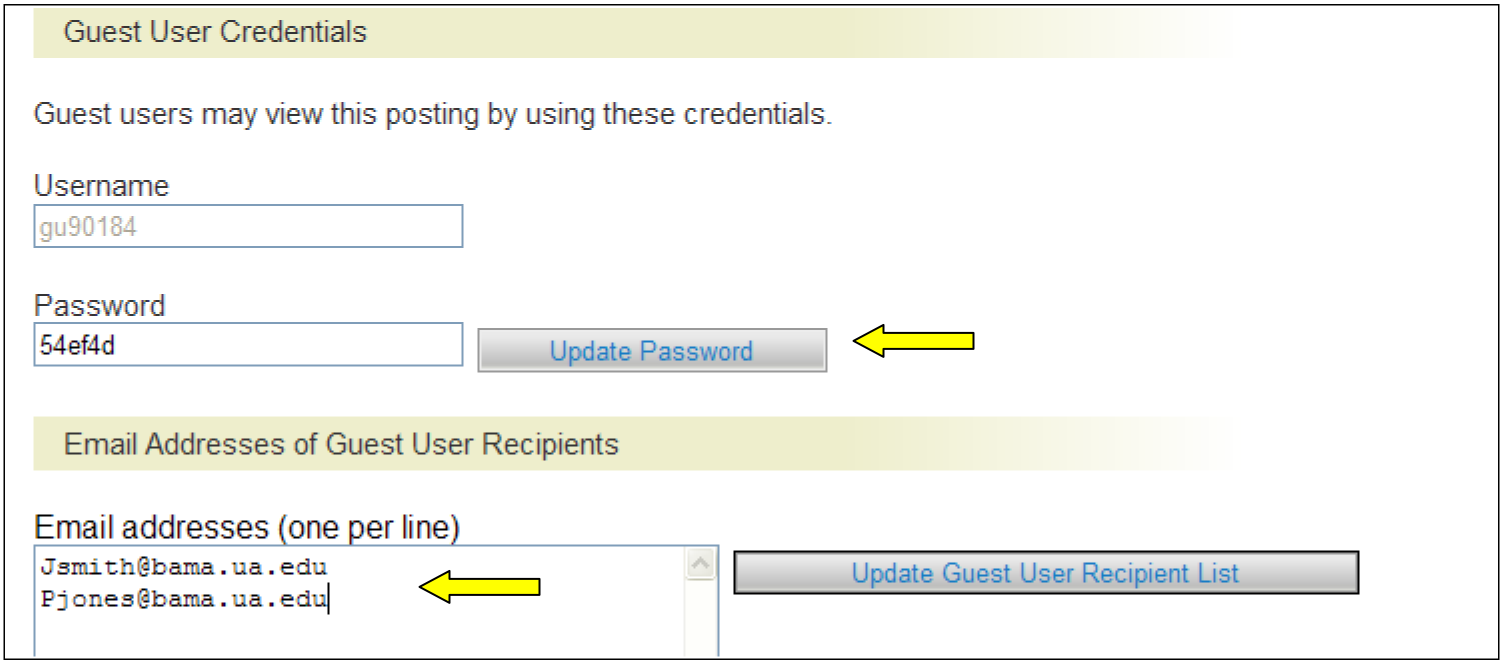
Guest User accounts are used by individuals who need to have read only access to the requisition. If your requisition requires search committee review, you may set up a guest user account that will be used by members of the search committee to log in to the system and view the applicants to this requisition.

Guest Users are only able to view the requisition(s) and the associated applicants to which they are assigned. They are not permitted to take action on any of the applicants. When the requisition is filled, the guest user name and password are automatically deactivated.

To set up a guest user account select the **Guest User** tab and click the **Create a Guest User Account** link.



The following screen should appear:



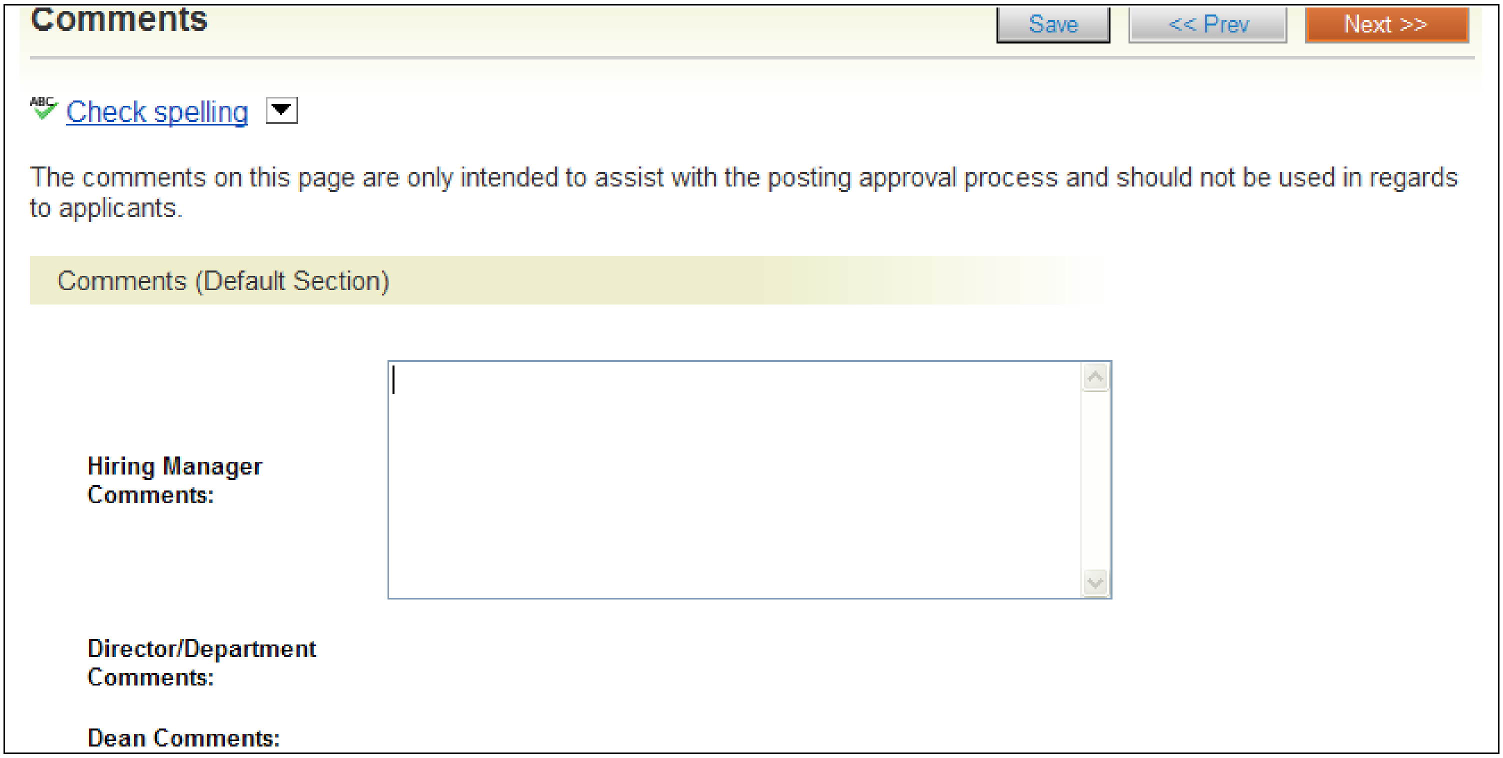
The system automatically assigns a User Name for this Requisition (which will be gu####). You may use the password provided or you may enter a new password, which must be between 6 and 20 characters. If you enter your own password, click on the **Update Password** button.

Enter the email addresses of the guest users in the box as shown above. This will allow the system to automatically notify these guest users of the username and password they should use to access the system. Once all of the email addresses have been added, click on the **Update Guest User Recipient List** to notify the guest users.

After completing this page, click **Next** to continue.

Comments Tab

Each user along the approval process may add comments for all users to see. You may only make entries when you have control of the requisition. Once the requisition has been submitted to the next approval level, you can no longer make comments on this page. The comments on this page are only intended to assist with the posting approval process.
This screen should never be used to make comments regarding specific applicants.



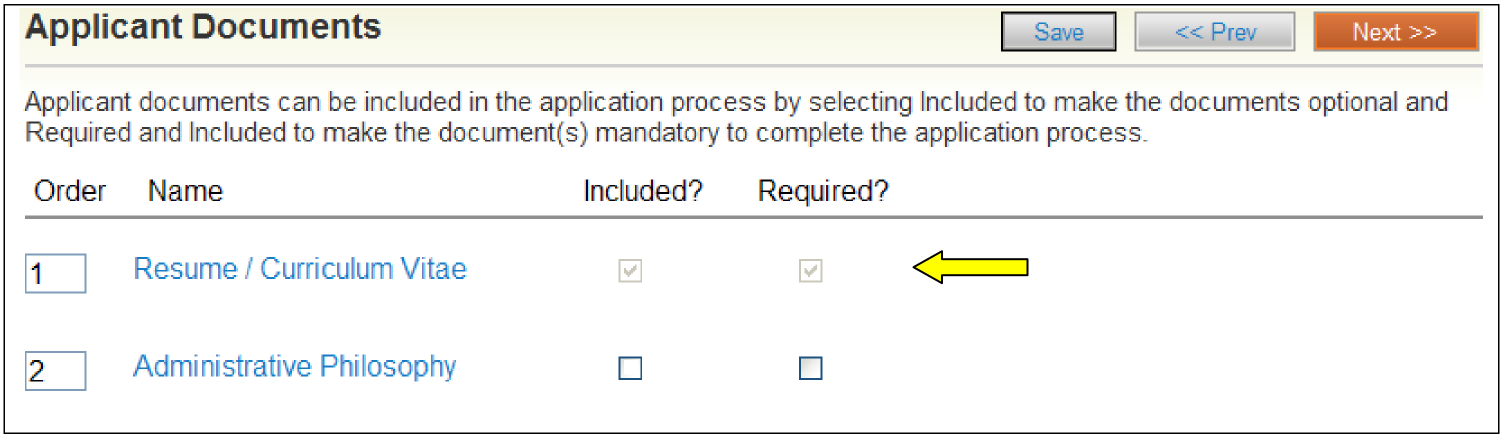
NOTE: The comments that are made on this screen will be saved and will become a permanent part of the requisition history. Please be careful regarding the comments you make on this screen!

Be sure to include funding information on this tab. If the funding is coming from a source outside of your college – such as OAA – be sure to detail the funding source and how much funding is expected. For new permanent or renewable positions funded internally, explain the source of funds.

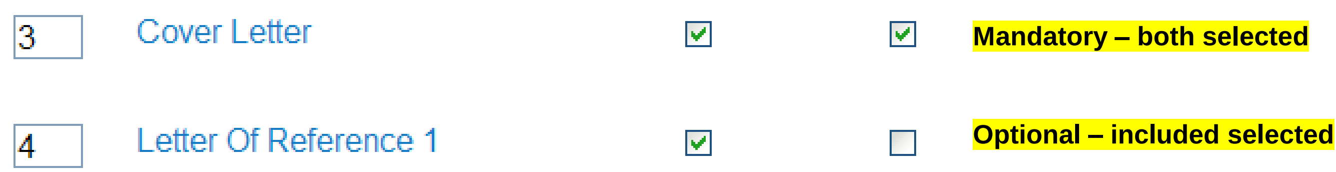
After entering any appropriate comments, click **Next** to continue.

Applicant Documents

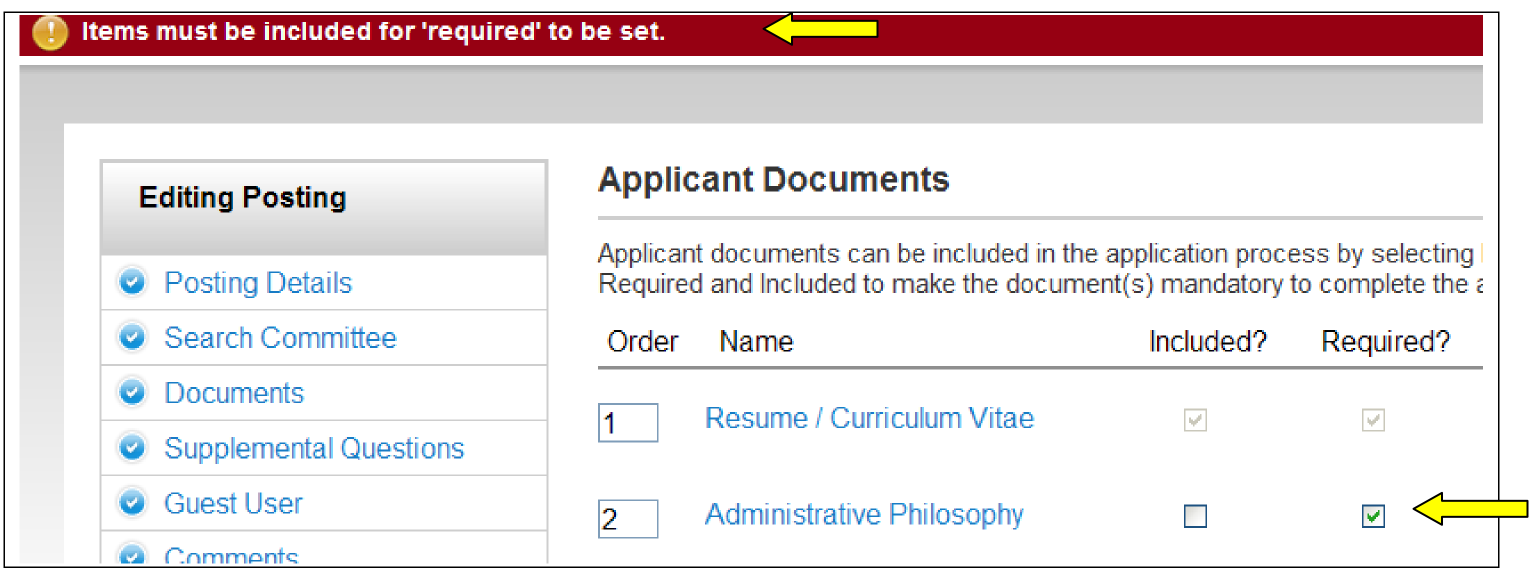
Applicant documents can be included in the application process. The Resume/Curriculum Vitae is required by all applicants. As seen below, this document is marked as included and required and may not be changed by any user.



Documents can be made optional for attachment by the applicant by selecting **Included** next to the document type. Documents can be made mandatory to complete the application process by selecting BOTH **Required and Included.**



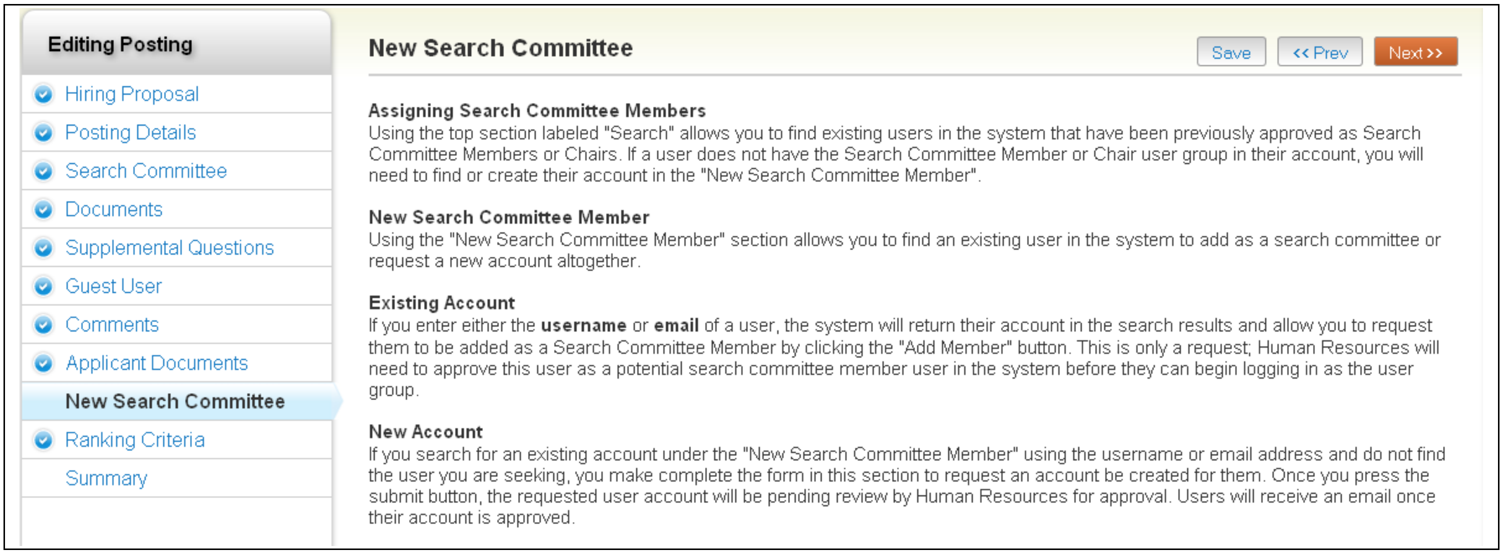
If you select only Required, you will receive an error message at the top of the page as shown below.



After selecting the appropriate documents, click **Next** to continue.

New Search Committee and Ranking Criteria

Please contact your Budget Director first, before using this screen
Click on New Search Committee. The following screen will appear with detailed instructions:


Editing Posting

- Hiring Proposal
- Posting Details
- Search Committee
- Documents
- Supplemental Questions
- Guest User
- Comments
- Applicant Documents
- New Search Committee
- Ranking Criteria
- Summary

New Search Committee

Save | << Prev | Next >>

Assigning Search Committee Members
Using the top section labeled "Search" allows you to find existing users in the system that have been previously approved as Search Committee Members or Chairs. If a user does not have the Search Committee Member or Chair user group in their account, you will need to find or create their account in the "New Search Committee Member".

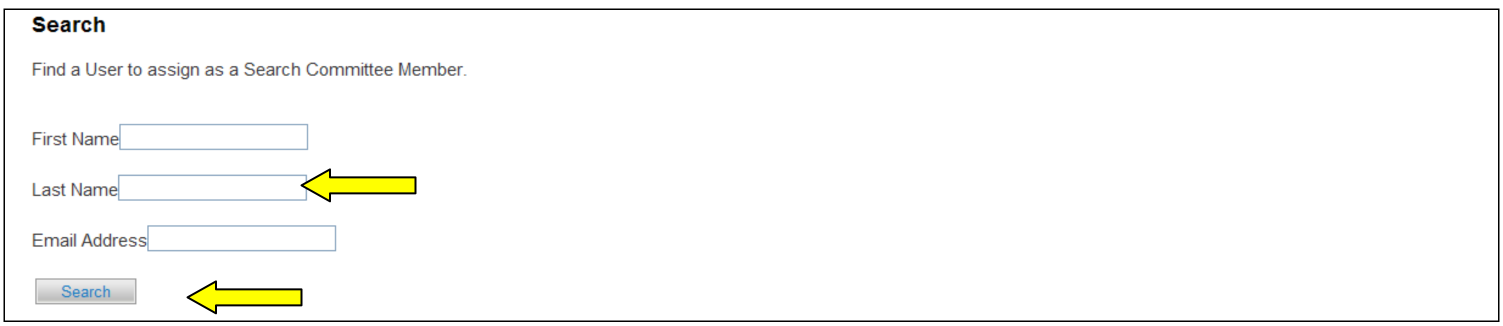
New Search Committee Member
Using the "New Search Committee Member" section allows you to find an existing user in the system to add as a search committee or request a new account altogether.

Existing Account
If you enter either the **username** or **email** of a user, the system will return their account in the search results and allow you to request them to be added as a Search Committee Member by clicking the "Add Member" button. This is only a request; Human Resources will need to approve this user as a potential search committee member user in the system before they can begin logging in as the user group.

New Account
If you search for an existing account under the "New Search Committee Member" using the username or email address and do not find the user you are seeking, you make complete the form in this section to request an account be created for them. Once you press the submit button, the requested user account will be pending review by Human Resources for approval. Users will receive an email once their account is approved.

This system allows an employee who serves on multiple search committees to log in with their user name and password and view all searches that they are assigned instead of using a specific guest user for each search.

In order to Assign an employee to this new search committee function, you must use the Search function to determine if the employee has an existing account.
Type in at least one of the criteria (such as First Name or Last Name). Then click on **Search.**


Search

Find a User to assign as a Search Committee Member.

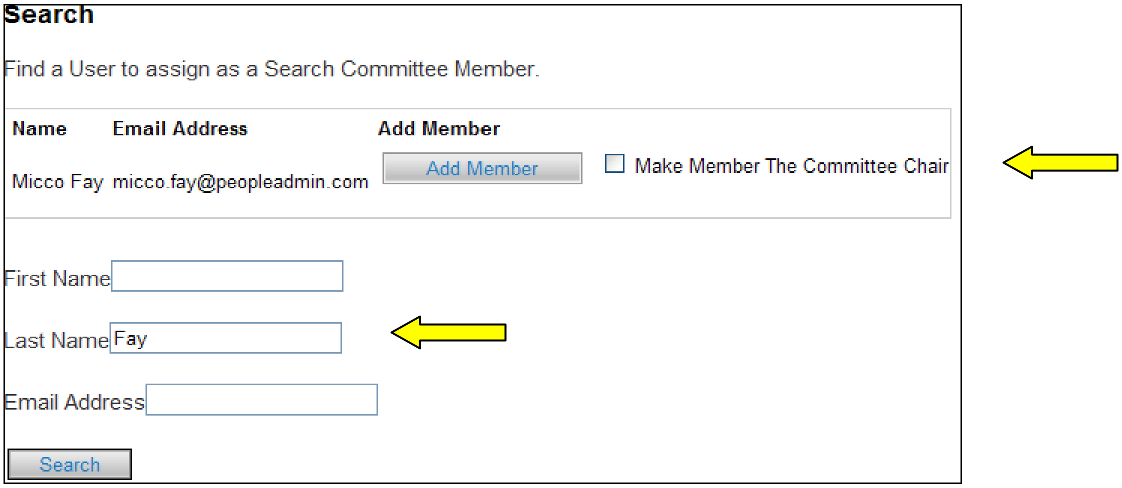
First Name

Last Name

Email Address

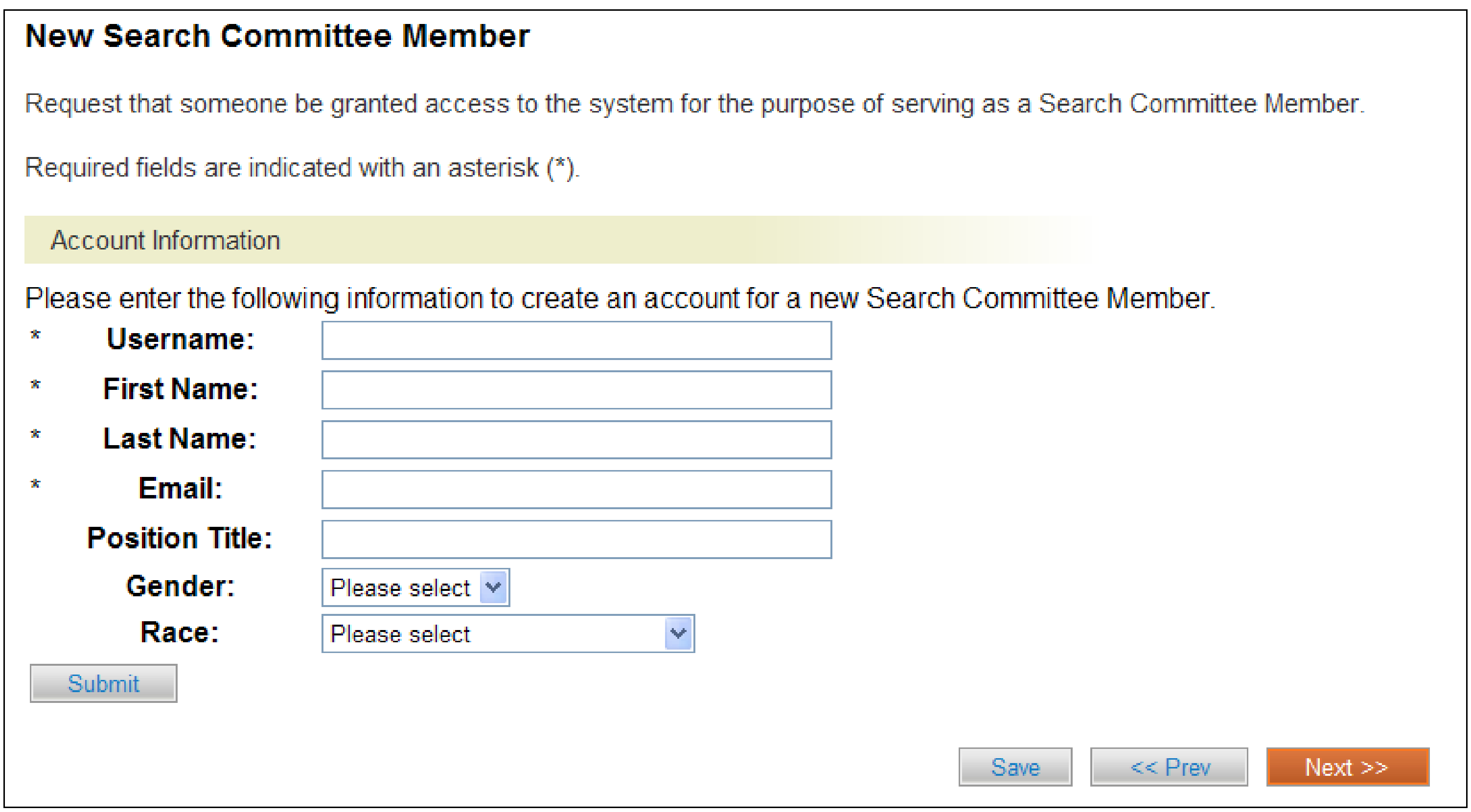
Search

For example, type in the last name Fay. The following screen will appear:



The results will appear as shown above.
Click on the **Add Member** button to give this individual the new search committee access.
Click in the box **Make Member The Committee Chair** if appropriate.

If the search results in **No Users matched the search keyword**, you will add the employee under **New Search Committee Member**.



Please use FIRST INITIAL then LAST NAME in lowercase as the username for any new search committee members requested (example: john smith = jsmith). (New Search Committee Members will first log into the system using this as both their username and password. They can update this information once they are logged into the system.)

Click Submit and the employee will be added to **Search Committee Members**. They will be listed as pending until approved by OAA – see example below. Users will receive an email once their account has been approved. Select Action to the right of the employee name to indicate the search committee chair or to remove the employee from the search committee.

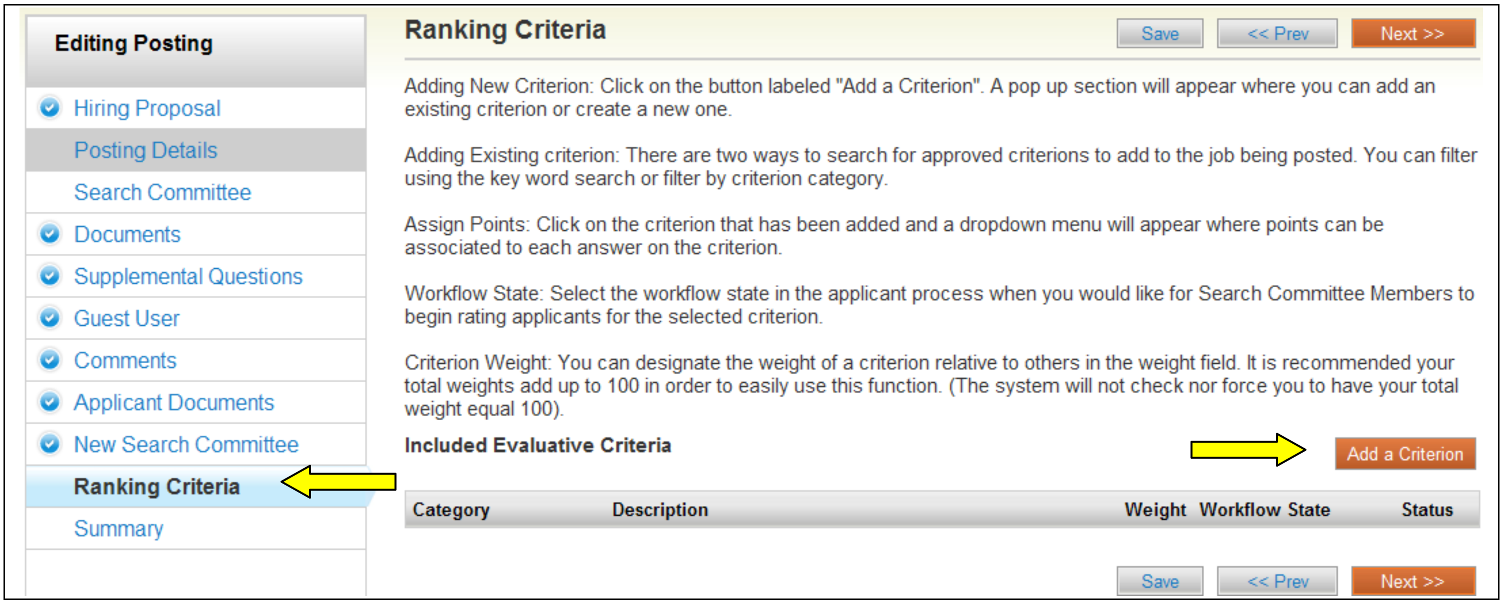
Search Committee Members

Name	Email	Chair?	Status	(Actions)
Micco Fay	micco.fay@peopleadmin.com	No	approved	Actions ▾
John Smith	John.smith@xx.xxx	No	pending	Actions ▾

Once an individual is approved as a New Search Committee member, that individual will be able to use the hiring system to rank applicants in the system. This tool will help committee chairs and department chairs manage the large number of applicants more easily.

Ranking Criteria

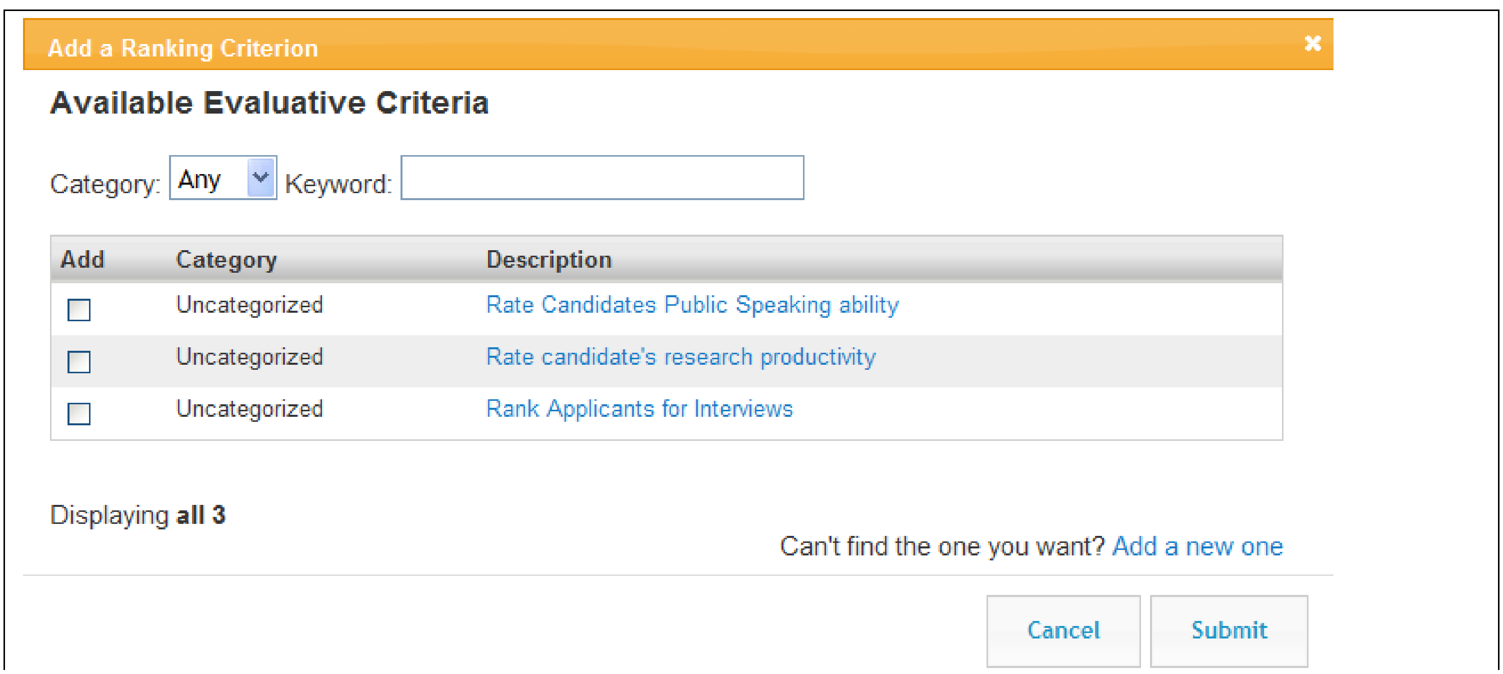
Click on Ranking Criteria. The following screen will appear with detailed instructions:



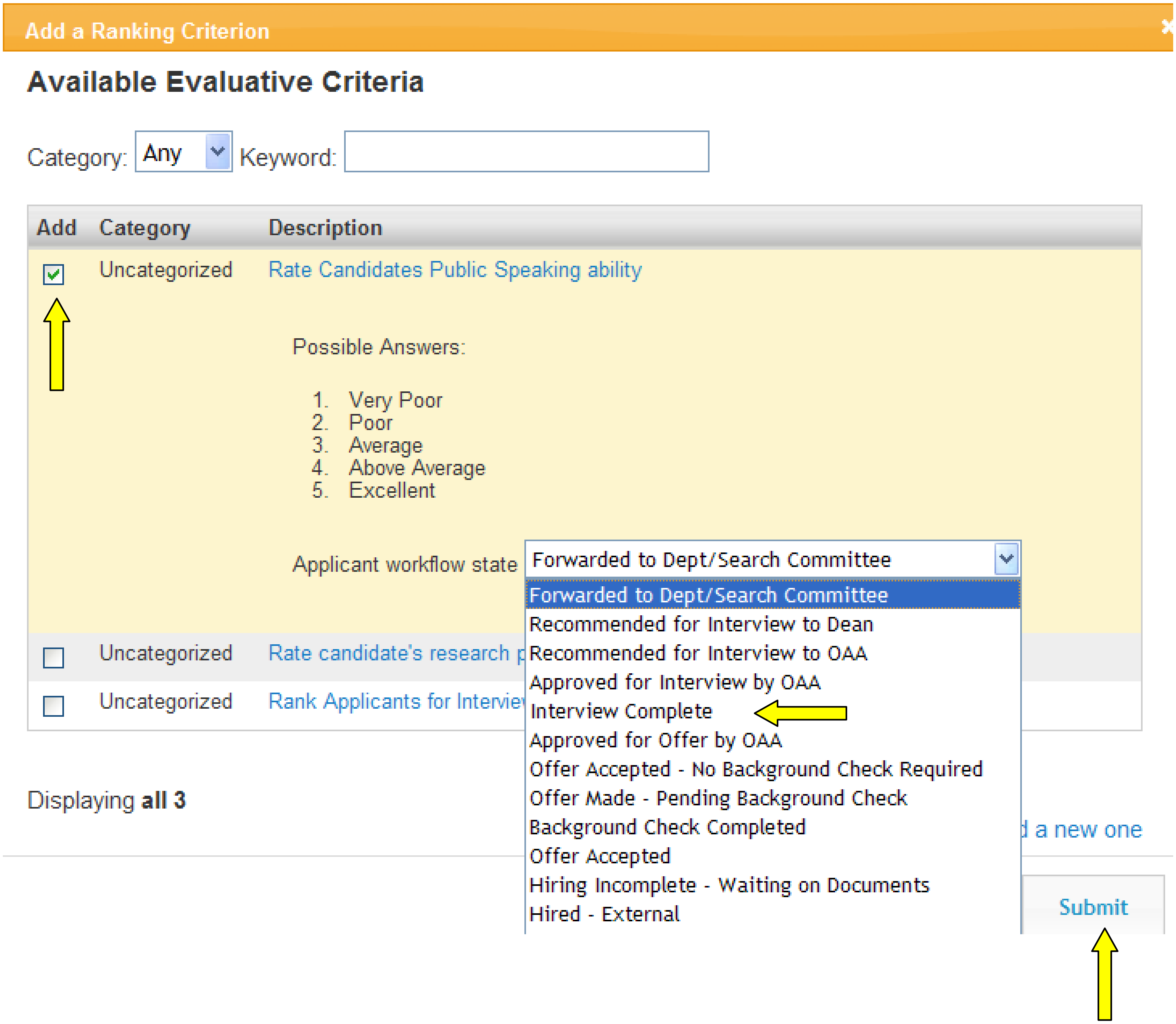
Training will be provided for this screen. Please contact your Budget Director before beginning this process if you have not been trained.

When you are ready to add criterion on which the search committee will evaluate an applicant, click on the Add a Criterion button on the bottom right side of the screen.

Approved criteria will appear as shown below. **Colleges may not add new criteria.** **Contact OAA if new criteria are required.**

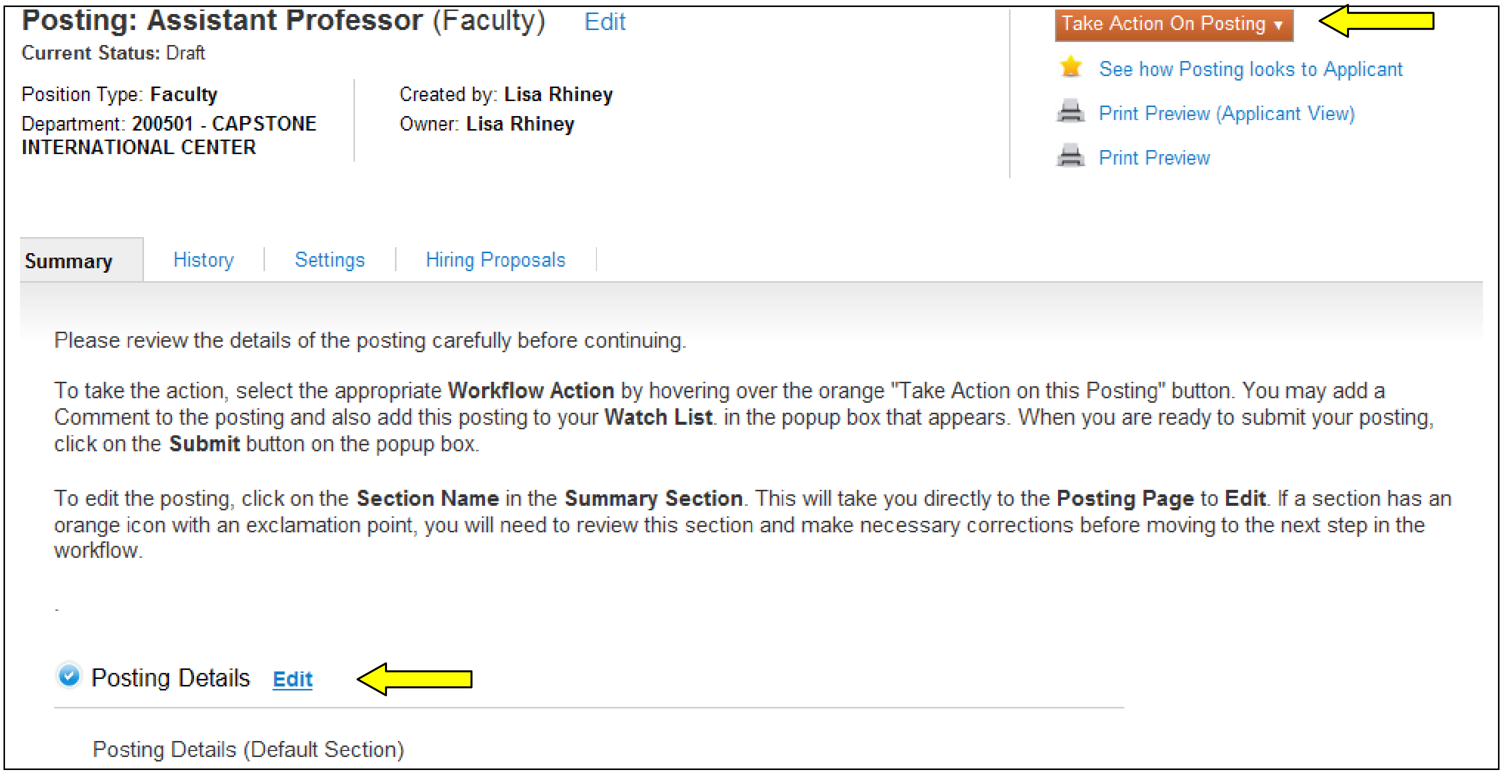


Select the criteria you would like to add by clicking the box on the left side of the screen. The details of that particular criterion will appear. You will select the applicant workflow state – this will indicate when the search committee will receive notification to rank the applicants on this particular criterion. When you have completed this page, click on **Submit**.

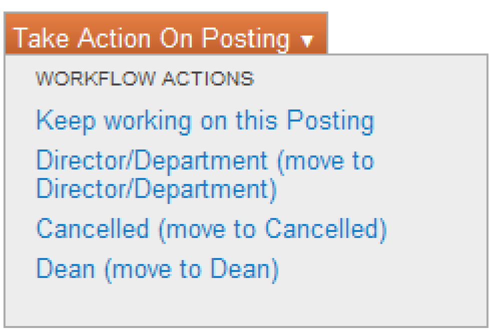


Summary - Submitting the Requisition

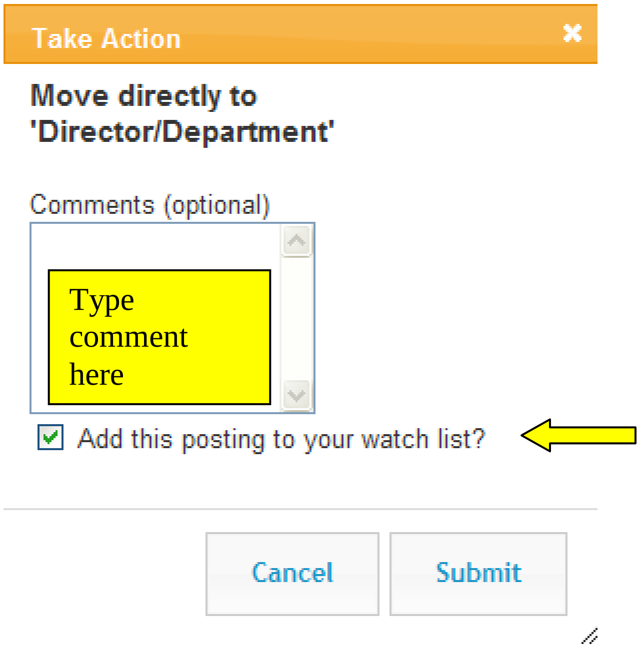
After completing the requisition or by clicking on **Summary** the system will take you to a summary page where you can move the requisition through the approval process. The following screen will appear:



Scroll down through this screen to review the information entered into the system. If changes need to be made select the **Edit** button and you will be taken back to that section in the requisition.
When the requisition is ready to be sent to the next approval level, place your cursor over the **Take Action On Posting** button at the top right side of the page. Based on your security level, options will appear. For example, a hiring manager will have the following options available:



If your process is to send the requisition to Director/Department for approval, click on **Director/Department (move to Director/Department)**. The following box will appear:

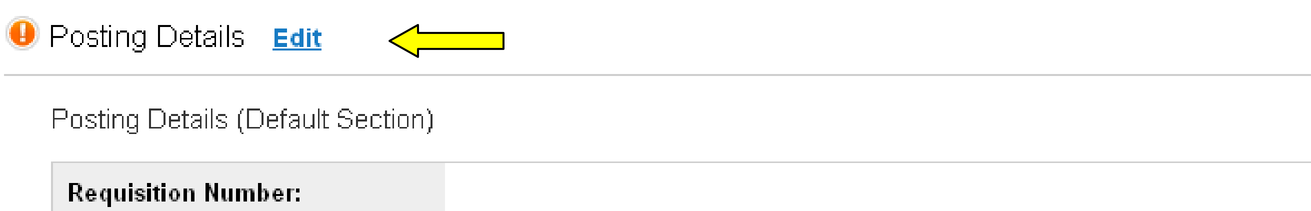


If you would like to send a message to the Director, type the comment in the box provided. This message will be sent as an email to the individual with Director/Department status.
If you would like to have this requisition appear on your watch list, select the button as noted above. Once the requisition is submitted it will appear on your home page in the box labeled Watch List.

Select **Submit** to complete this step.

If you have not answered a required question in the requisition posting the following error message will appear at the top of your screen

The exclamation point will appear next to the section you will need to edit in order to complete the requisition.
Select Edit and then add the missing information. When this process is complete, go to the summary page to submit the requisition to the next level for approval.



One Page Guide for Creating a Requisition

1) From the site, click **Create New Faculty Position**.
2) Fill in the Posting details page
   a. When finished, click **Next**
3) Add the Search Committee members on the Search Committee page
   a. When finished, click **Next**
   b. **Be sure to include a Minority on the search committee for all tenure/tenure track and multi year renewable positions.**
4) Attach required documents to the Documents page
   a. When finished, click **Next**
   b. **Attach only the following documents to this page (all others are attached to the hiring proposal)**
      i. Justification for Recruitment
      ii. Approved supplemental pay form
      iii. Other
5) Add screening question(s) using the Adding Supplemental Questions page (Optional…to skip, click **Next**)
   a. From "Screening Questions" section, click **Add A Question**
   b. Click **Search**
   c. Select one of the previously entered questions, or click **Create A Question**
   d. Enter the text of the question
   e. Designate the question as closed-ended (e.g., Yes/No) or open-ended (e.g. free text)
   f. Designate answer choices for a closed-ended question, or answer type for an open-ended question
   g. Click **Submit Question** to attach the question to the Requisition
   h. Enter additional screening questions, or click **Next**
6) Assign points to each answer for closed-ended screening questions (to skip, click **Next**). Click the "Disqualifying" box next to answers that would disqualify a candidate from consideration.
   a. When finished, click **Next**
7) Assign a "Guest User" if appropriate using the Guest User page
   a. When finished, click **Next**
8) Make comments if needed on the Comments page
   a. When finished, click **Next**
9) Select Applicant documents
   a. When finished, click **Next**
10) Select New Search Committee and Ranking Criteria as appropriate
   a. When finished, click **Next**
11) Review the Requisition, and edit if necessary. When finished, select the appropriate action and click the **Submit** button.

Approval Process for Requisitions

The following reflects the approval steps for requisitions:

1. **Draft:** The requisition has not been completed. The hiring manager has not sent the requisition on to the next level for approval.

2. **Cancelled (move to cancelled):** If the requisition has been created in error, it can be cancelled and removed from the system using this action.

3. **Keep working on this posting**: The individual who is typing the requisition can save the requisition at any time without submitting it to the next level for approval.

4. **Hiring Manager (move to hiring manager):** All approval levels above the Hiring Manager can send a requisition back to the Hiring Manager by selecting this choice from the posting status. When a requisition is sent back to the Hiring Manager it is likely that errors need to be corrected. The individual who sent it back may have given instructions which can be found in the email that is sent automatically from the system to the hiring manager.

5. **Director/Department (move to Director/Department):** The Hiring Manager can send the requisition to the Director/Department for approval. Some colleges do not use this approval level, in which case they would send the requisition directly to the Dean for approval. Please contact your College Financial Director/Manager for instructions regarding your college policy. The Dean and OAA may also send a requisition back to the Director/Department if corrections need to be made. An email message is sent automatically from the system to the Director/Department when the requisition is changed to this status.

6. **Dean (move to Dean):** The Hiring Manager or Director/Department can send the requisition to the Dean for approval. You may NOT skip this approval level. The Dean level must approve the requisition before sending it on to OAA. OAA may also send a requisition back to the Dean if corrections need to be made. An email message is sent automatically from the system to the Dean when the requisition is changed to this status.

7. **Office for Academic Affairs (move to Academic Affairs):** The Dean can send the requisition to OAA for approval. No other user type can select this approval step. This step is required for all requisitions. An email message is sent automatically from the system to OAA when the requisition is changed to this status

8. **Close Job to Applicants (move to Closed to Applicants):** OAA will make this selection at the request of the hiring department – or at year end when all requisitions must be either closed or completed.

9. **Approvals**
    a. **Approve for Posting (move to Posted):** OAA will make this selection upon approval of the requisition. At this point the requisition will automatically post to our UA applicant website as soon as the Search Initiation Date on the requisition is reached.

    b. **Approved for Internal Waiver (move to approve for internal waiver):** OAA will make this selection upon approval of a Waiver. Waivers do not post to the UA applicant website. Please see the Temporary Academic Appointment Instructions for information about Waivers.

    c. **Filled:** OAA will make this selection when the hiring process is complete, the pa has been processed, and all required documents have been attached.