

Quick Guide for Creating a Requisition

- 1) From the site (jobs.ua.edu/hr), click **From Position** under Create Requisition located on the left hand Navigational bar. Search for the Position to be recruited by either searching by the position number, classification title, or by the current incumbent's name or CWID or click **Search** for a listing of all Position Classifications. **IMPORTANT - BE SURE THAT YOU SELECT THE CORRECT POSITION NUMBER FOR THE POSITION THAT YOU RECRUITING, ESPECIALLY IF THE DEPARTMENT HAS MULTIPLE POSITIONS IN THE SAME CLASSIFICATION.** Find the title of the position to be recruited and click **Create** under that classification title. **IMPORTANT – BEFORE CONTINUING WITH THE CREATION OF A REQUISITION BE SURE TO REVIEW THE POSITION DESCRIPTION FOR ACCURACY.**
- 2) If a Classification Title does not exist for the job you are recruiting, contact your Human Resources Partner at 348-6690.
- 3) Fill in all pertinent job information in the Posting Details section. Note that the fields with a red asterisk are required fields and must be completed.
 - a. When finished, click **Continue to Next Page**
- 4) If screening questions exist for this position, you can review them in the Requisition Level Question section.

If you need to add screening question(s) for an additional minimum qualifications or preferred qualifications follow the below steps (optional....to skip, click **Continue to Next Page**).

- a. From "Screening Questions" section, click **Add A Question**
 - b. Type in a key word (i.e. driver's license) and click **Search** OR just click **Search** to view all questions
 - c. Select one of the previously entered questions and click **View/Add**
 - d. Click **Add This Question** to attach the question to the Requisition
 - e. Select Required to indicate that the applicant must answer this question to be considered
 - f. Enter additional screening questions by clicking **Add A Question**, or click **Continue to Next Page**
- 5) Assign a "Guest User" if appropriate (Click on **Activate Guest User** and type in a password) then click **Save and Stay on this Page or Continue to Next Page**
 - 6) Review the Requisition, and edit if necessary. You can edit by clicking on the Edit link. When finished, either select Save w/out Submit or select the next appropriate approval level i.e. **Dir/Dept Appr** and then click **Continue** and then **Confirm** on the following screen
 - 7) Once submitted, you will be able to view and track your submitted Requisition by clicking on View Pending under the Job Posting section on the Navigational bar.
 - 8) Once your Requisition has been **Approved** by all appropriate approval levels, it will be posted to the website as of the Actual Open Date of the Requisition as determined by Human Resources. You can view **Open** job postings by clicking on **View In Process** under the Job Posting section on the Navigational bar.
 - 9) You will be able to immediately review applications for those applicants who have successfully answered the screening questions. If skills tests are required for your job, you will be able to review applications once the HR Service Center has verified an applicant's test scores.