

## Creating a Requisition - Quick Guide

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### Requisition Entry

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- Login to myHR
- Select the *Applicant Tracking* icon
- On the Welcome page, click on *Recruiting*
- In the Recruiting center, click on *Create a Requisition*
- Select the requisition type, staff or faculty
- Select the requisition template and hiring manager
- Select the location, and job field (location will automatically populate)
- Start the electronic requisition form
- Add information in all required fields.
  - Position title
  - Justification
  - Hours per week
  - Recruiter and Hiring manager
  - Grant funded
  - Fund, Org, Account & %
  - Assignment Category
  - Job Type
  - Employee Status
  - Add Justification
- Click *Save and Close*.
- *Select approver(s), add comments click done.*

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### Requisition Approval (staff)

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- Login to myHR
- Select the *Applicant Tracking* icon
- On the Welcome page, click on *Recruiting*
- Click on *View Requisitions*
- Click on Requisition title
  
- Review requisition
- Click on *More Actions*

- Click on *Amend Approval Path* if you are final approver add *Toni Parsley*
- Enter a comment in the text box
- Under decision click on *Approve or Reject*
- Click *Done*
- Requisition will be routed to Toni Parsley for review by position requisition committee
- Once committee meets Toni Parsley will forward requisition to SVP or Provost for approval
- SVP or Provost will enter final approval in system

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### *Requisition Approval (faculty)*

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- Login to myHR
- Select the *Applicant Tracking* icon
- On the Welcome page, click on *Recruiting*
- Click on *View Requisitions*
- Click on Requisition title
- Review requisition
- Click on *More Actions*
- Click on *Amend Approval Path* if you are final approver send to Dr. Murray for Provost approval
- Enter a comment in the text box
- Under decision click on *Approve or Reject*
- Click *Done*

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### *Tips*

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- Chrome is the preferred browser for this application
- Follow your department approval process
- Remember for staff requisitions final approver should amend the approval process and add approver Toni Parsley so the requisition can be reviewed by the position review committee
- Always add your HR Generalist to the requisition approval process after hiring manager submits

Alternate ways to access *Requisition*:

- Manager Toolkit
- Email Notification

Please utilize the most updated versions of Chrome, Fire Fox or Internet Explorer when accessing this content.

**\*Internet Explorer v.9 is *not* recommended for use with the Talent Management modules.**