ENTERING A REQUISITION- POSTED POSITIONS

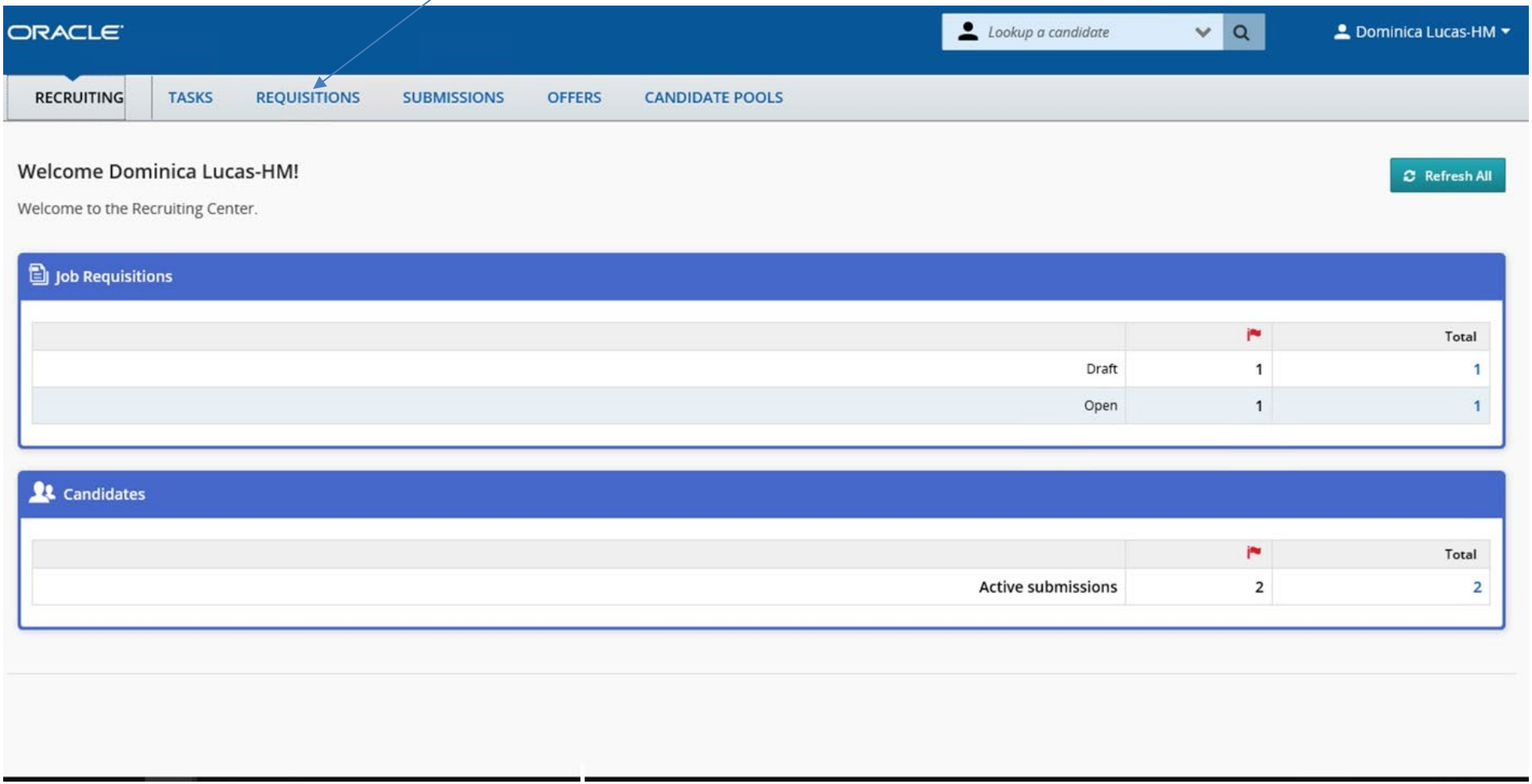
*You may only enter a requisition after you have received Taleo training. For training, please contact your Talent Acquisition Specialist.

Step One: Log-in to the automated hiring system at towson.taleo.net. Enter your Username as Password as you would for other Towson log-ins.

Step Two: Your welcome screen offers two options:

- View Requisitions (helpful for those attached to multiple requisitions), and
- View Candidates (may work best for those attached to one job).

To start your posting, select “Requisitions”.



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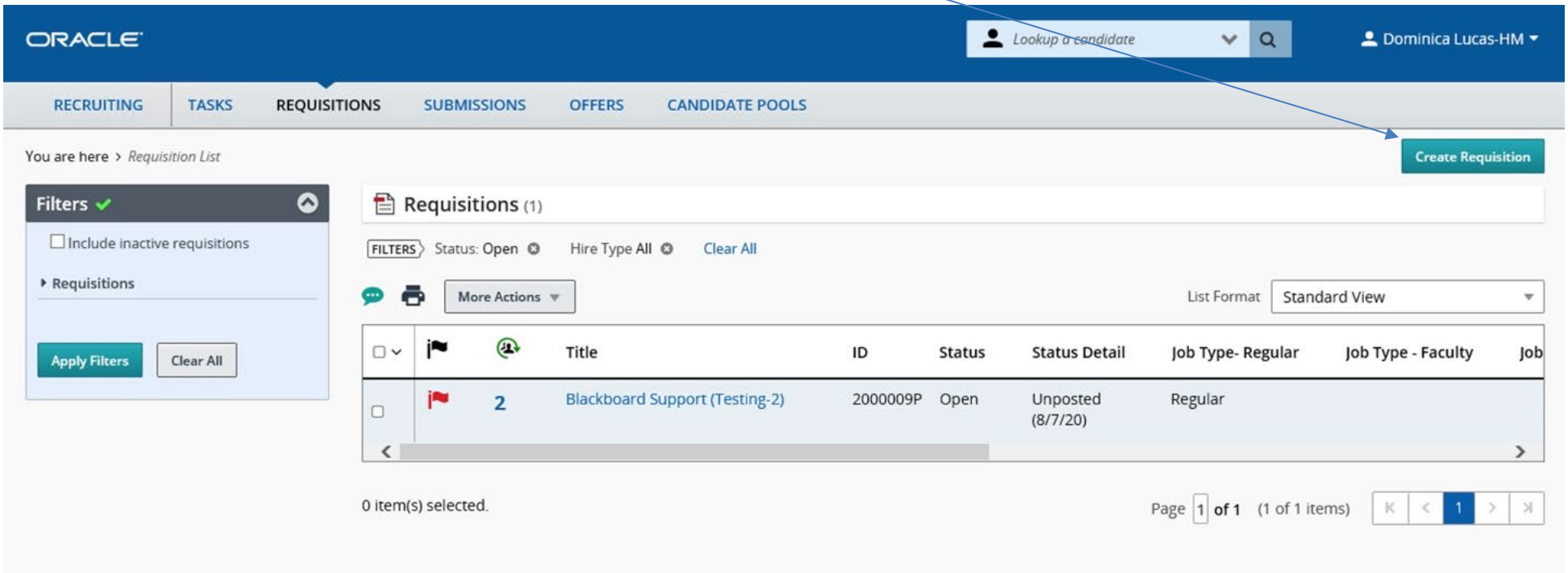
Step Three: Select the "Create Requisition" box in the upper right hand corner.



Step Four: Select the appropriate file for your requisition (based on the job status). If you are unsure, contact your HR Partner, Talent Acquisition Specialist, or Divisional Budget Officer. If you are posting a Regular position, make sure you have the State Authorized Position (SAP). Once you've selected the file type, hit "Next" in the bottom right hand corner.

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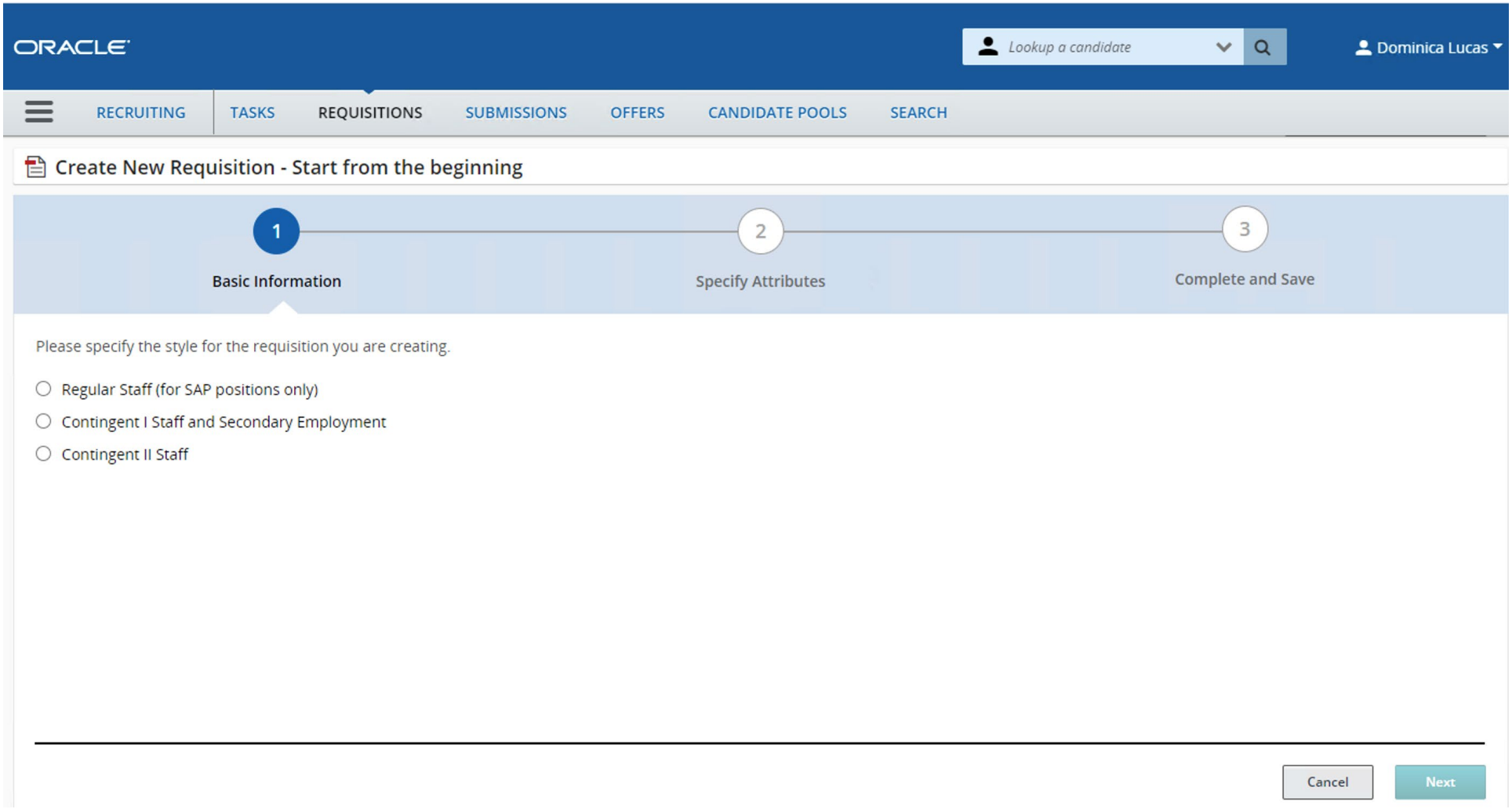
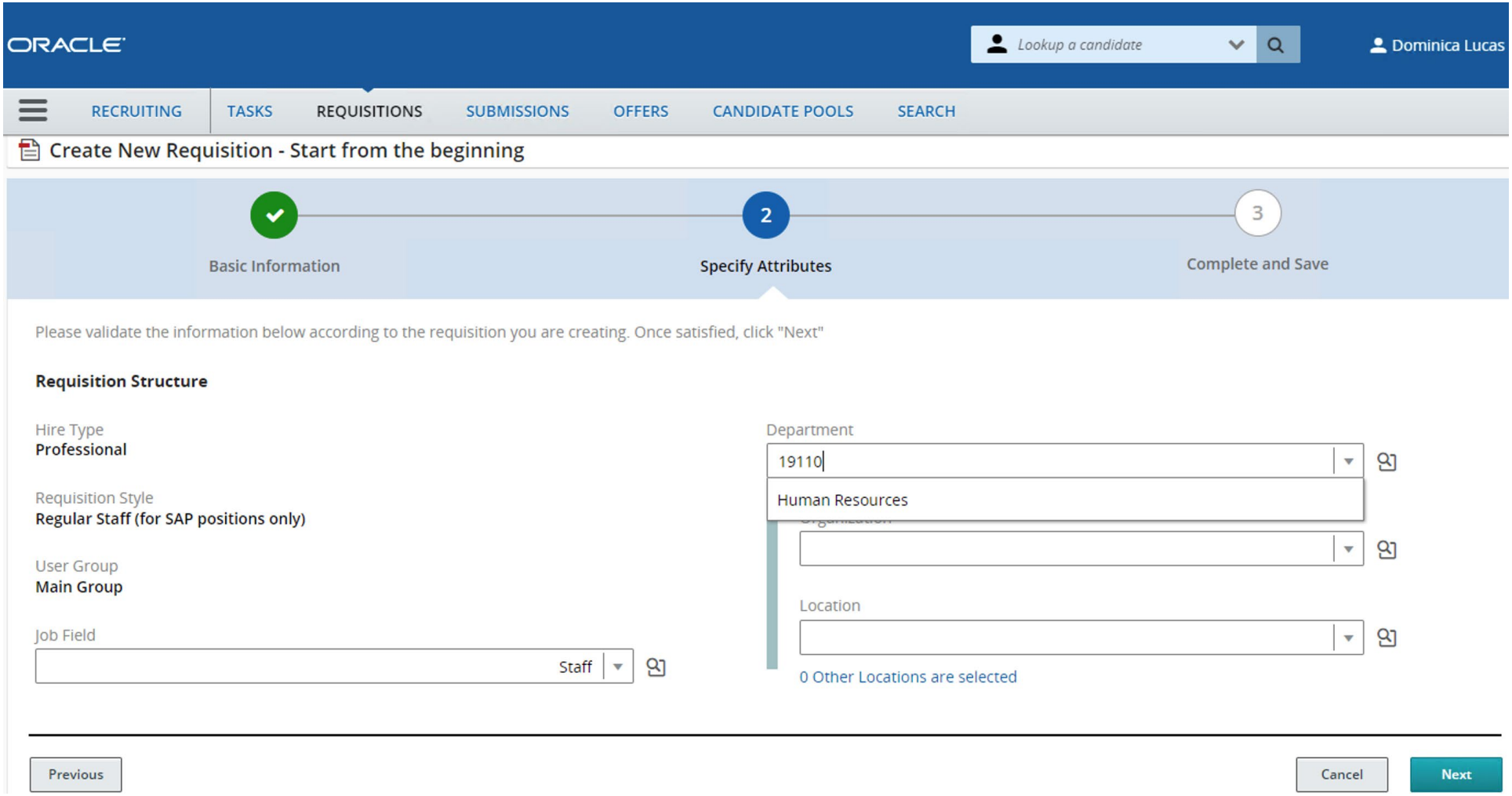
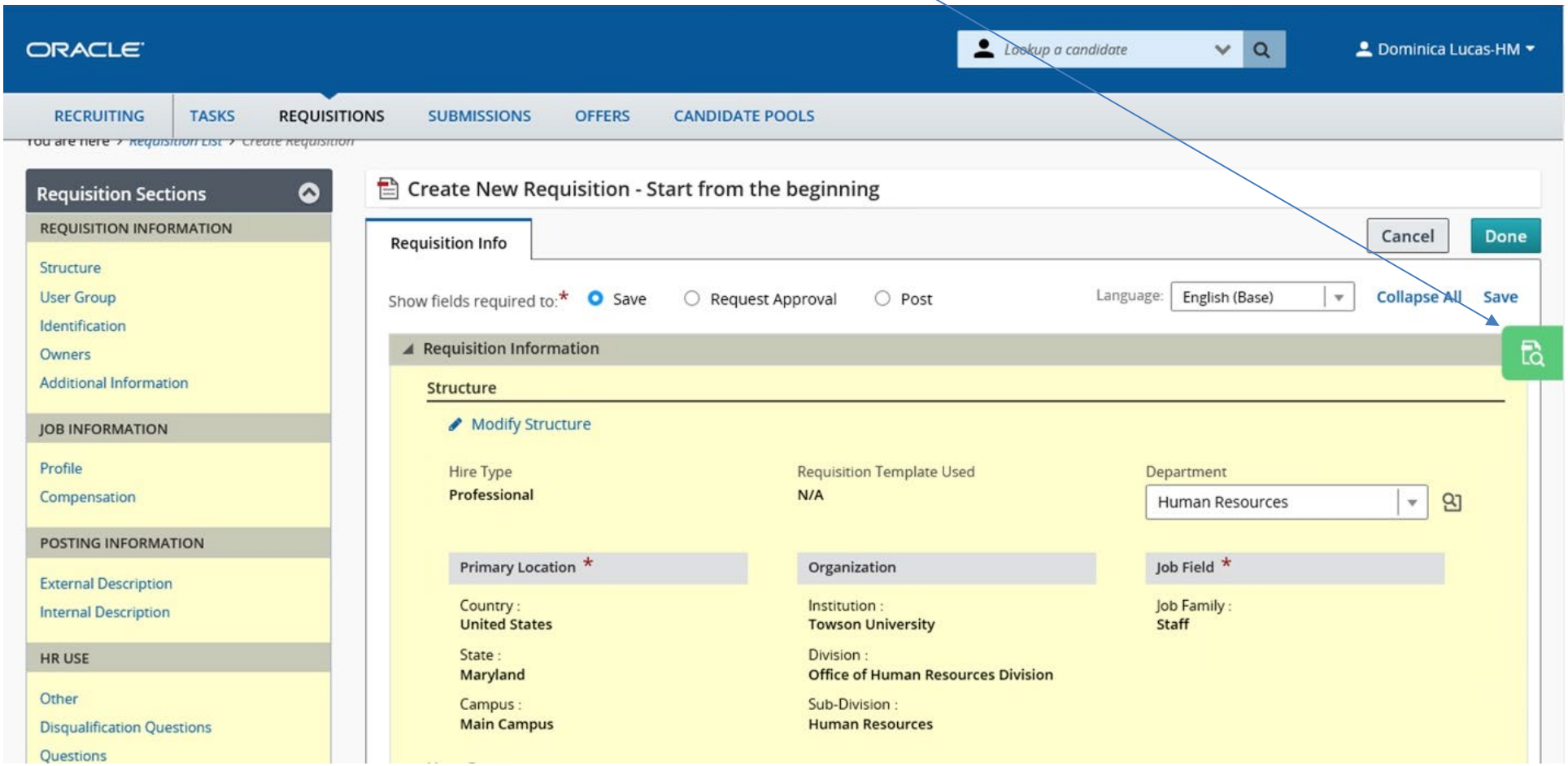


Step Five: Select “Job Field”. You may either type “Staff” in to the field, prompting the drop down, or click on the filter box to select “Staff” (it will be the only option). You need to enter the Department number. This is based on the 5-digit department code. If you do not know it, you can use the filter button to the right of the field to search by Department name, or contact your HR Partner or Talent Acquisition Specialist. When you enter a 5-digit number, a drop down will populate allowing you to select the Department. Your organization and location will automatically populate based on the Department code. Once you have done that, hit “Next” in the bottom right hand corner.



Step Six: You have created your requisition file! Your Structure information is already pre-populated based on the information you selected. If any of it is incorrect, contact Natasha Zhalkovsky.

Before you move on, your first helpful tip! Click the green "Inspect" tab on the right of the screen. This will open a listing of the fields you will need to complete to Save, Request Approval, or Post. As you complete the fields, they will disappear from the list. As a Hiring Manager, you only need to complete the fields to "Request Approval"; HR will complete the fields to post.



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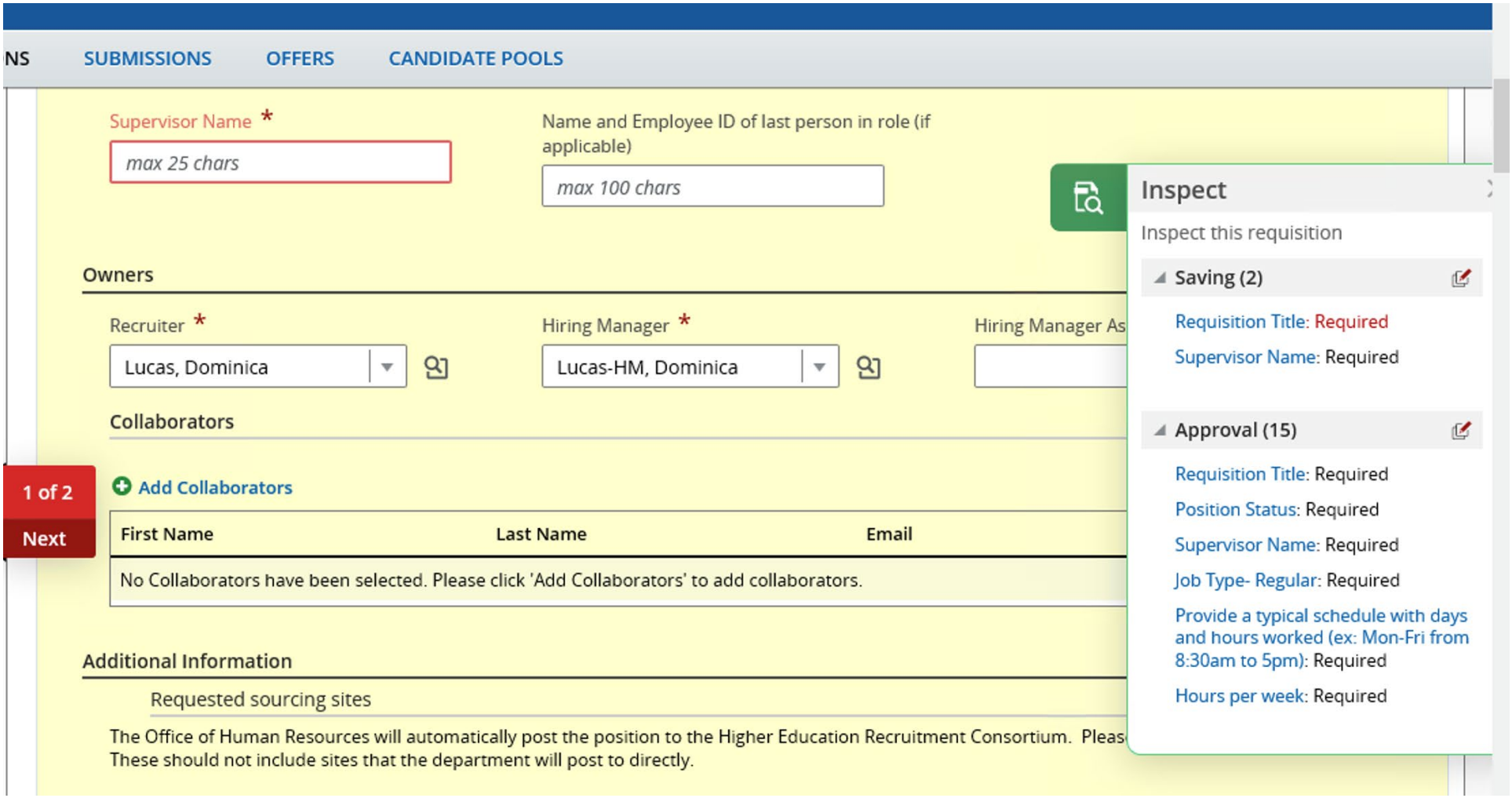
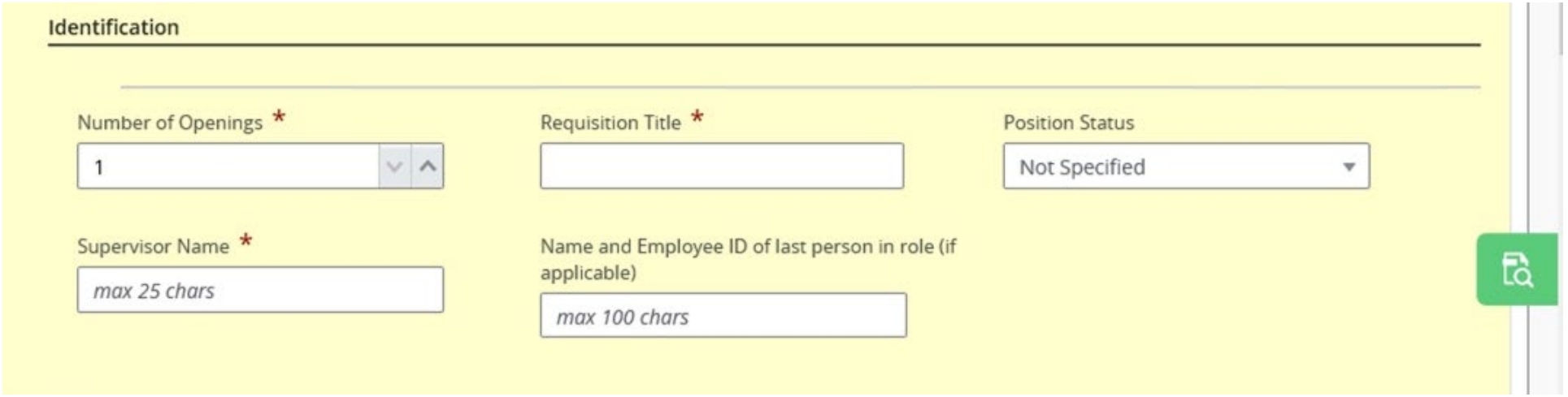


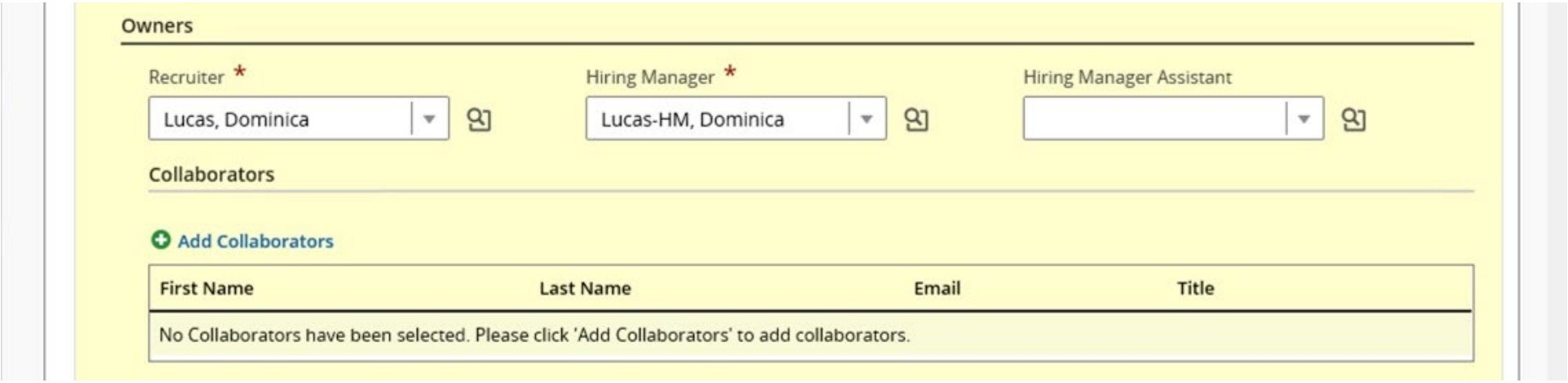
Step Seven: Input the information for the Identification section. Only the Requisition Title will be visible by candidates; all other information is internal.

- Number of Openings: Can select up to 5 openings. Multiple jobs on the same requisition should pay the same salary.
- Requisition Title: Will be the title posted on our website and is the employee's working/internal title.
- Position Status: Indicates if the position is brand new (new SAP or position); revised from the previous incumbent, or replacement (no/minimal changes)
- Supervisor name: May be different from the Hiring Manager running the search
- Name and Employee ID of the last person: Will be left blank for new positions. If you do not know the employee ID, just enter the employee's name.

* Once you have completed this section, your requisition is ready to Save! You can save and come back to it at any time!



Step Eight: Confirm and/or modify the Owners. The Recruiter should automatically default to your Talent Acquisition Specialist in HR, and the Hiring Manager should show as your name. You may give other's access to the recruitment through the Hiring Manager Assistant or Collaborators function. Only those that have been through the training can be added, and all users will have the same full access to the recruitment. To add someone select the "Add Collaborators" button.



Step Nine: Outreach is a critical component of any recruitment. Your Talent Acquisition Specialist will automatically post the position to the Higher Education Recruitment Consortium (HERC), and may recommend additional sites to generate a diverse and qualified applicant pool. As a Hiring Manager, you may take this opportunity to request sourcing sites, or indicate sites that the Department will post to directly. If you do request additional sites, complete the "Advertising Budget Code" field.

Additional Information

Requested sourcing sites

The Office of Human Resources will automatically post the position to the Higher Education Recruitment Consortium. Please list any additional sites below. These should not include sites that the department will post to directly.

Please list all requested sourcing locations

max 200 chars

List additional sites the department will post to

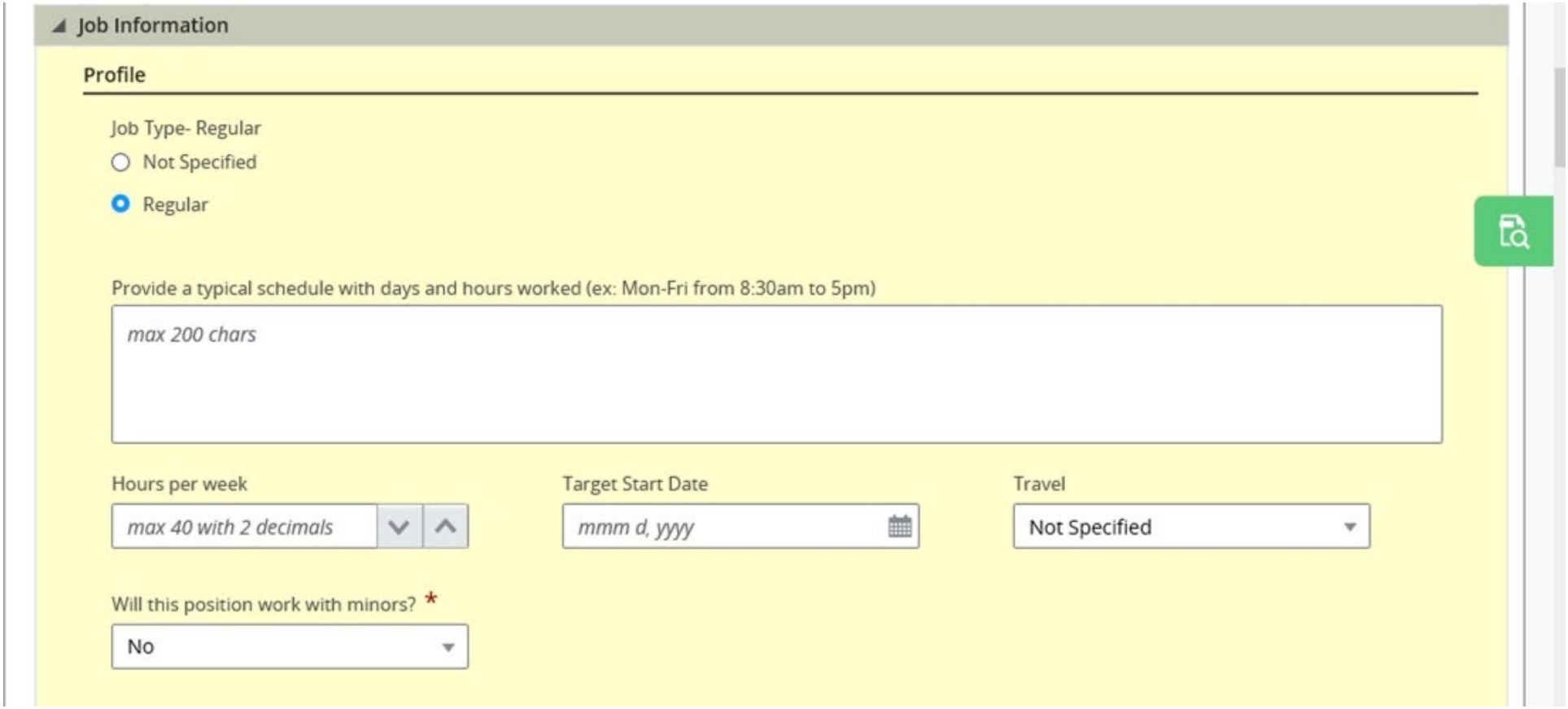
max 500 chars

Advertising Budget Code

max 6 chars

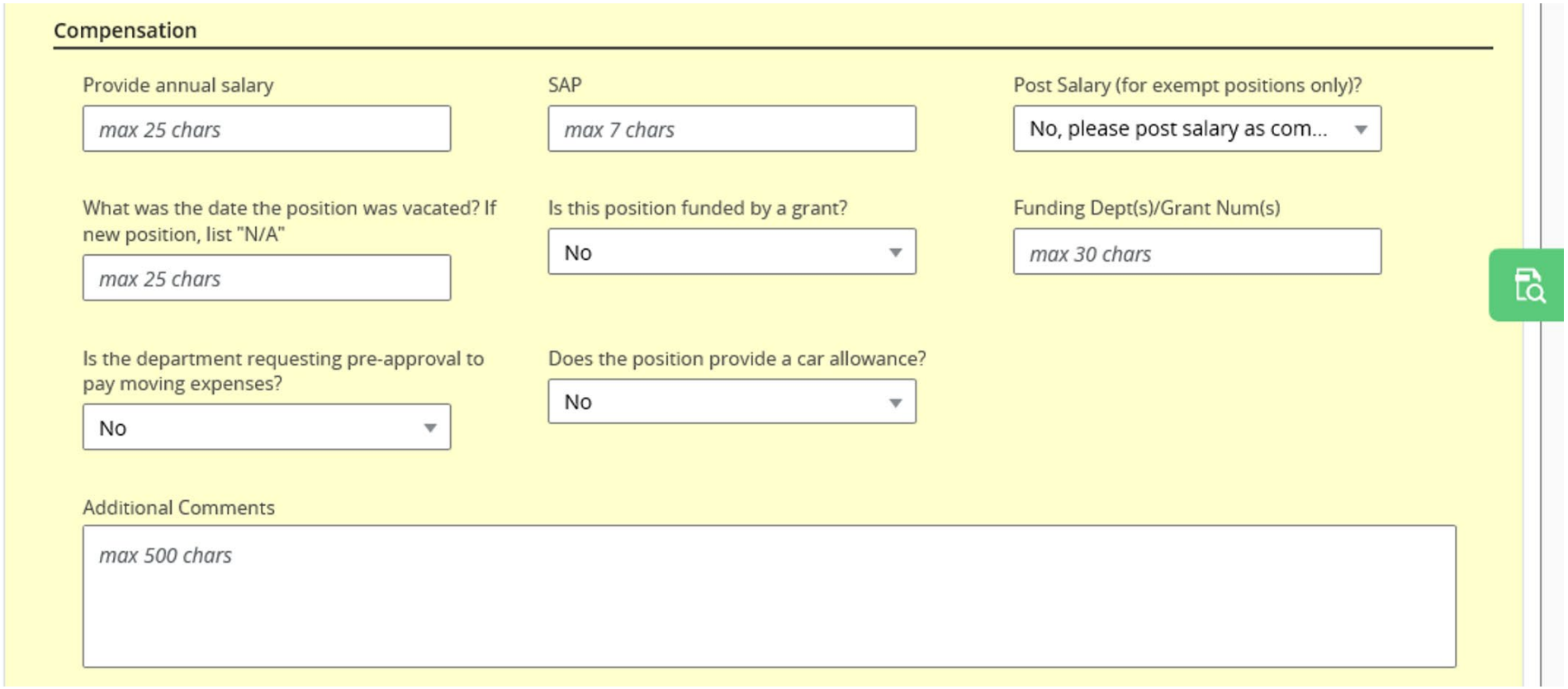
Step Ten: Complete the Job Information section. Your Job Type will automatically populate based on the Requisition File you selected at the beginning of the process. Only the Travel field will be seen by the candidates, all other fields are for internal use only.

- Provide a typical schedule: This is an open text field so you may abbreviate or provide additional information (ex: "may work nights/weekends based on events" or "M-F, 8:30am to 5pm)
- Hours per week: Must provide an exact number; the maximum number of hours that can be submitted is 40
- Target Start Date: Not a required field, but may be helpful to convey timing to your Recruiter
- Travel: Also not a required field. Recommend to leave as "Not Specified" for positions with limited traveling
- Will this position work with minors? This is a required question that has implications for the background check.



Step Eleven: Complete the Compensation section. All fields are for internal use only.

- Provide annual salary: This is an open text field, so numbers, ranges, or "TBD"
- SAP: Only required for Regular positions; Contingent II requisitions will not have this field. If unsure, contact your Talent Acquisition Specialist, HR Partner, or Divisional Budget Officer
- Post Salary: Non-exempt positions will post the salary; however, the department may request salaries to be posted on exempt positions. This field defaults to "No, please post the salary as competitive"
- What was the date the position was vacated? If unsure, contact your Talent Acquisition Specialist or HR Partner
- Is this position funded by a grant? Defaults to no; however, if it is be sure to select "Yes". This field will create the appropriate approval workflow.
- Funding Dept/Grant Number: Required field, even if the Hiring Department is the same as the funding department
- Moving expenses/car allowance: Both default to "no"; check with your Talent Acquisition Specialist or Hiring Manager if unsure
- Additional Comments: Place to capture anything not already captured on the requisition, such as: multiple SAPs for multiple positions, comments about funding, or if the position has been identified as emergency essential personnel

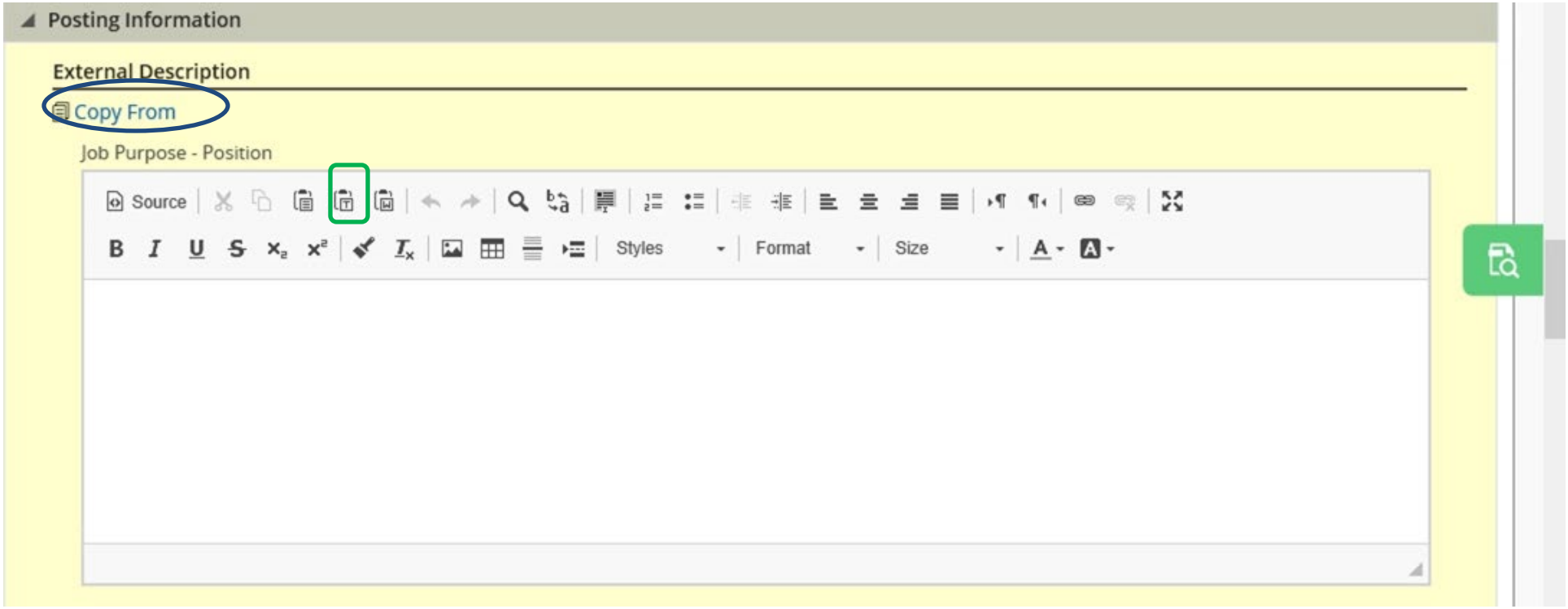


Step Twelve: Complete the Posting Information sections. Posting information allows the department to enter an internal job posting (for current employees) and an external job posting (for new candidates). **Both sections must be complete.** Both posting sections ask for the same information, the Job Purpose, Description, Qualifications, and Salary and Benefits. Only the first three fields are required to request approval. As a Hiring Manager, you have several options:

- Develop a unique posting by typing the information directly into the three sections.
- Copy and paste verbiage from a position description into the corresponding field.
- Copy and paste verbiage from a Word/PDF document.
- Put “See Position Description” in each field. This triggers the Talent Acquisition Specialist to develop the job announcement.

Once you enter information into the External Description, you can use the “Copy From” (circled below in blue) to copy the description and qualifications into the Internal Description. However, you will need to manually copy and paste the Job Purpose in both sections.

If you are copying and pasting information from a Word/PDF document, the fonts may not translate. You can avoid this by clicking on the T/clipboard icon (circled below in green) to copy information over in plain text.



Step Thirteen: Once all fields are complete and the requisition is "Ready for Approval" (as indicated by the Inspect tool), click the "Done" tab at the top right corner of the requisition.

Step Fourteen: Your requisition name and a requisition number will populate at the top of the screen, along with additional tabs. Click on the Attachments tab (3rd from the right)

Step Fifteen: To attach your Position Description, select the Browse button and select your file. Once you select it, hit the "Upload" button and ensure that you see the file under "File Name".

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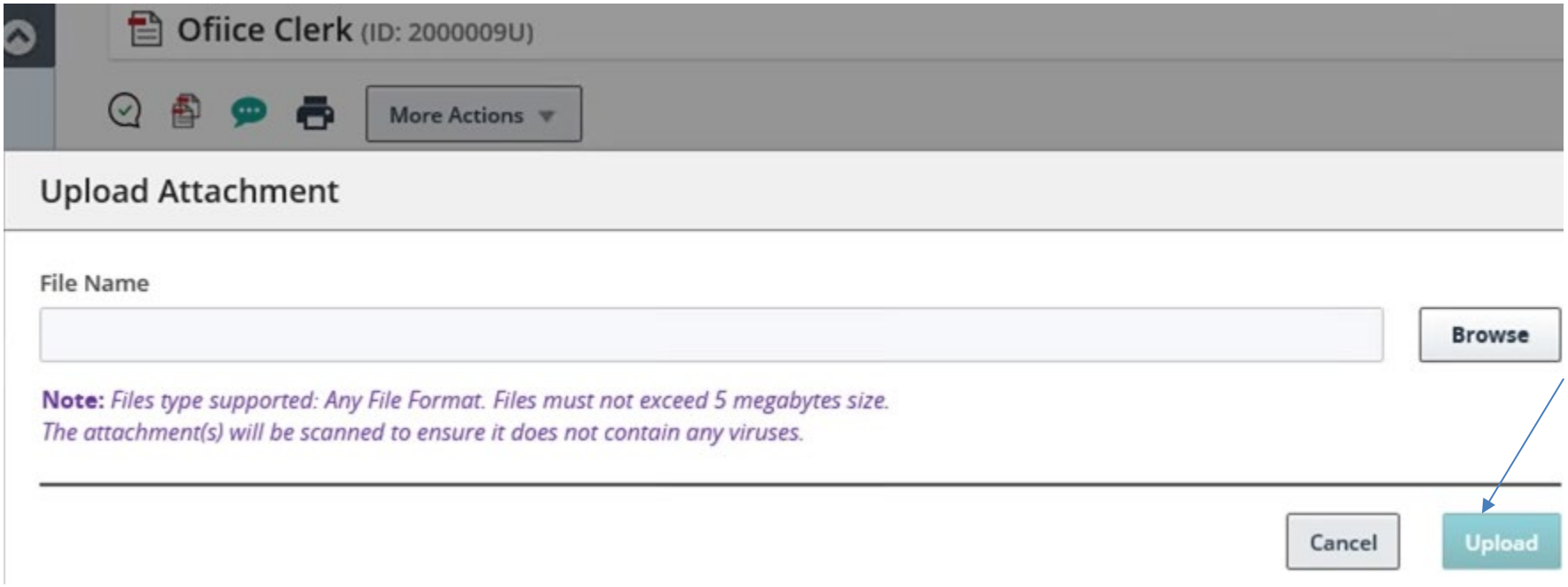
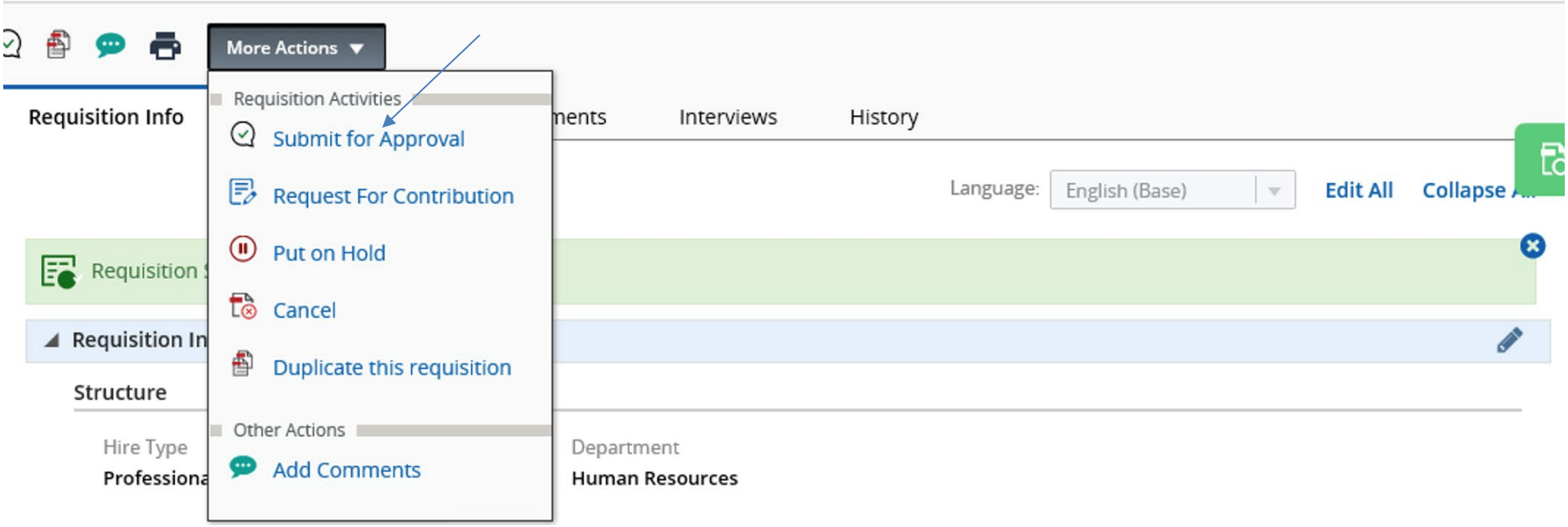


Step Sixteen: To submit for approvals, click “More Actions” above the Attachments tab. Select “Submit for Approval”.



Step Seventeen: The approval workflow will automatically populate. The workflow starts with Total Rewards to confirm the classification and salary range, and then will move through the Dean/AVP, Divisional Budget Officer, University Budget, and ending with the VP. The President will approve any positions with a Director title or above.

Comments are a required field. The information here will show up on the email notification to each approver. It could include additional information about the job/funding, or a simple “thanks” works as well! Once comments are entered, select “Submit for Approval” at the bottom of the page to submit!

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Order	Approver	Decision	Decision Comment
1	Patricia Jarkowski	Pending	
2	Natalie Dabrowski	Pending	
3	Erica D. Jones	Pending	
4	C. Stephen Jones	Pending	

☐ Add the approvers to the list of collaborators defined for this requisition

☐ Add the approvers to the list of my frequent collaborators

Comment to Approvers *

Characters remaining : 1000

After the approval process, assign to * Dominica

Cancel | Submit for Approval