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

To log-in to Taleo, go to towson.taleo.net. Enter your Username as Password as you would for other Towson log-ins.

Select "Requisition" to create a new template from scratch

ORACLE

Lookup a candidate | Dominica Lucas-HM ▾

RECRUITING | TASKS | REQUISITIONS | SUBMISSIONS | OFFERS | CANDIDATE POOLS

Welcome Dominica Lucas-HM!

Welcome to the Recruiting Center.

Will Show your name. If not, contact Natasha Zhalkovsky.

↻ Refresh All

📄 Job Requisitions

Select to View Requisitions. Helpful for those that are attached to multiple requisition.

	🚩	Total
Draft	1	1
Open	1	1

👥 Candidates

Select to View Candidates. May work best for those only attached to one requisition

	🚩	Total
Active submissions	2	2

ORACLE

Lookup a candidate | Dominica Lucas-HM ▾

RECRUITING | TASKS | REQUISITIONS | SUBMISSIONS | OFFERS | CANDIDATE POOLS

You are here > Requisition List

Create Requisition

Select to Create a Requisition

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Select "Start from the beginning"

ORACLE

👤 Lookup a candidate

👤 Dominica Lucas ▼

RECRUITING   TASKS   **REQUISITIONS**   SUBMISSIONS   OFFERS   CANDIDATE POOLS   SEARCH

📄 Create New Requisition

Please select how to create your job requisition

○ Use a template
🔵 Start from the beginning

Cancel   **Next**

Click "Next"

| ☰ | RECRUITING | TASKS | REQUISITIONS | SUBMISSIONS | OFFERS | CANDIDATE POOLS | SEARCH |

📄 Create New Requisition - Start from the beginning

| ① Basic Information | ② Specify Attributes | ③ Complete and Save |

Please specify the style for the requisition you are creating.

○ Regular Staff (for SAP positions only)
○ Contingent I Staff and Secondary Employment
○ Contingent II Staff

Cancel   Next

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. Once you've selected the file type, hit "Next" in the bottom right hand corner.

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RECRUITING   TASKS   REQUISITIONS   SUBMISSIONS   OFFERS   CANDIDATE POOLS   SEARCH

Create New Requisition - Start from the beginning

✓ Basic Information ——— 2 Specify Attributes ——— 3 Complete and Save

Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"

Requisition Structure

Hire Type
Professional

Requisition Style
Regular Staff (for SAP positions only)

User Group
Main Group

Job Field
| | Staff | ▼ |

Department
| 19110 | ▼ |
Human Resources

Organization
| | ▼ |

Location
| | ▼ |
0 Other Locations are selected

Previous   Cancel   Next

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.

You have now created your requisition file.

First helpful tip: When going through the file, select the green "Inspect" tab on the right side of the form. This will open up a listing of all the fields that you'll need to complete to Save, Submit for 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 "Submit for Approval"; HR will complete the fields to Post.

Basic Structure information is in the system based on the Department code. If any of this is incorrect, contact Natasha Zhalkovsky.

📄 Create New Requisition - Start from the beginning

Requisition Info

Cancel   Done

Show fields required to:*   ● Save   ○ Request Approval   ○ Post   Language: English (Base) ▾   Collapse All   Save

▲ Requisition Information

Structure ▲

✏ Modify Structure

Hire Type	Requisition Template Used	Department
Professional	**N/A**	Human Resources ▾

Primary Location *	Organization	Job Field *
Country : **United States**	Institution : **Towson University**	Job Family : **Staff**
State : **Maryland**	Division : **Office of Human Resources Division**	
Campus : **Main Campus**	Sub-Division : **Human Resources**	

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Requisition Title = Internal Title

Select an option of New, Revised (changes to the responsibilities or requirements), or Replacement (no changes at all). Replacement would be typical for renewals.

Can select more than one opening to hire multiple people for the same job. Must pay the same salary!

SUBMISSIONS   OFFERS   CANDIDATE POOLS

Identification

Number of Openings *
1

Requisition Title *

Position Status
Not Specified

Supervisor Name *
max 25 chars

Name and Employee ID of last person in role (if applicable)
max 100 chars

If you don't know the Employee ID, just enter the Name of the last person in the role.

Enter Supervisor Name, even if it's the same as Hiring Manager.

The Recruiter will default to the Talent Acquisition Specialist for your division and your name will default to the Hiring Manager. You can change the Hiring Manager to another person through the selector.
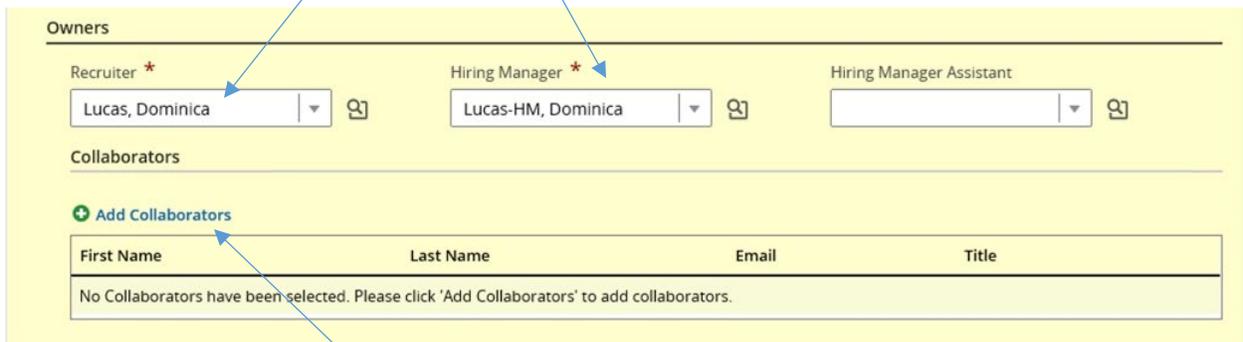
Owners

Recruiter *		Hiring Manager *		Hiring Manager Assistant	
Lucas, Dominica	▼	Lucas-HM, Dominica	▼		▼

Collaborators

⊕ **Add Collaborators**

First Name	Last Name	Email	Title

No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators.

You can give others access to the recruitment through Hiring Manager Assistant or the Collaborators function. The first time you'll add a Collaborator, you'll need to use the "Add Collaborators" button to add them. Only those that have been through the training can be added. Everyone will have the same access.

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

This section will show where the position is posted. Since you are strictly appointing someone to this position, you may skip over this section.

Select the job type. If you have any questions about how to determine the job type, contact your Talent Acquisition Specialist.
The first choice will be Secondary Employment, all other choices are Contingent I contracts.

▲ Job Information

Profile

Job Type- Contingent I and Secondary Employment

Not Specified ▼

Additional assignment for a regular employee

Additional assignment for a contingent employee

New assignment (not a current employee)

Contract Renewal

Select "Yes"

Job Type- Contingent I and Secondary Employment

Not Specified ▼

Are you appointing an individual to this position?

Not Specified ▼

If a candidate has been selected, please complete the information below.

Name of individual being appointed

max 35 chars

Phone number of individual being appointed

max 25 chars

Email address of individual being appointed

max 35 chars

Contingent I contracts working 50% (20 hours/week) or more consistently will be eligible for a lifetime maximum of 12 months as a Contingent Category I in that position.

Hours per week (Contingent I and Secondary Employment)

Not Specified ▼

Enter contact information. If multiple people, enter one person; you'll have the opportunity for more later.

Must select from the drop down; make your best estimated decision. This is required and used for ACA reporting.

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Required for background checks.

Cannot be more than six months

Provide a typical schedule with days and hours worked (ex: Mon-Fri from 8:30am to 5pm)

max 200 chars

Provide a target start and end date below. All Contingent I contracts cannot extend past six months in length.

Target Start Date

mmm d, yyyy 📅

Target End Date

mmm d, yyyy 📅

Will this position work with minors?

No ▼

For Secondary Employment only, please provide the primary supervisor of the employee being appointed.

Primary Supervisor

max 50 chars

Required to confirm the secondary employment is different than primary employment.

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Most requisitions may answer "No" to all three questions, and provide an hourly rate

Required field; even though you already entered department number, you must confirm the funding department as well (in some cases they are different, though typically the same)

Compensation

Is this assignment to teach a non-credit course?
> Not Specified

If Yes, provide amount per course
> max - with 2 decimals

Is the assignment an exempt function making at least $1,368 per pay period?
> Not Specified

If Yes, provide bi-weekly rate
> max - with 2 decimals

Is the employee a regular exempt employee taking on an additional assignment?
> Not Specified

If Yes, provide flat rate
> max - with 2 decimals

All other assignments, provide hourly rate
> max - with 2 decimals

Is this position funded by a grant?
> No

Funding Dept(s)/Grant Num(s)
> max 30 chars

Contract Max
> max 25 chars

Additional Comments
> max 500 chars

Additional Comments field to capture anything not captured through other fields. Examples:
- If you have multiple openings you can list the additional people being appointed and email addresses.
- Where additional funding is coming from (if applicable)
- If the position has been defined as emergency essential personnel (those vital to the operation of the facility, whose absence could endanger the safety and well-being of the campus population and/or physical plant.

Posting Information is a required field. The Hiring Manager must complete 6 separate sections, as seen by the "Inspect" tool. Job Purpose is an introductory statement; Description are the responsibilities; and Qualifications are the requirements. The Description and Qualifications must be identical for External/Internal, but Job Purpose may vary.

Allows you to copy Description and Qualifications from Internal Section to External, and vice versa.
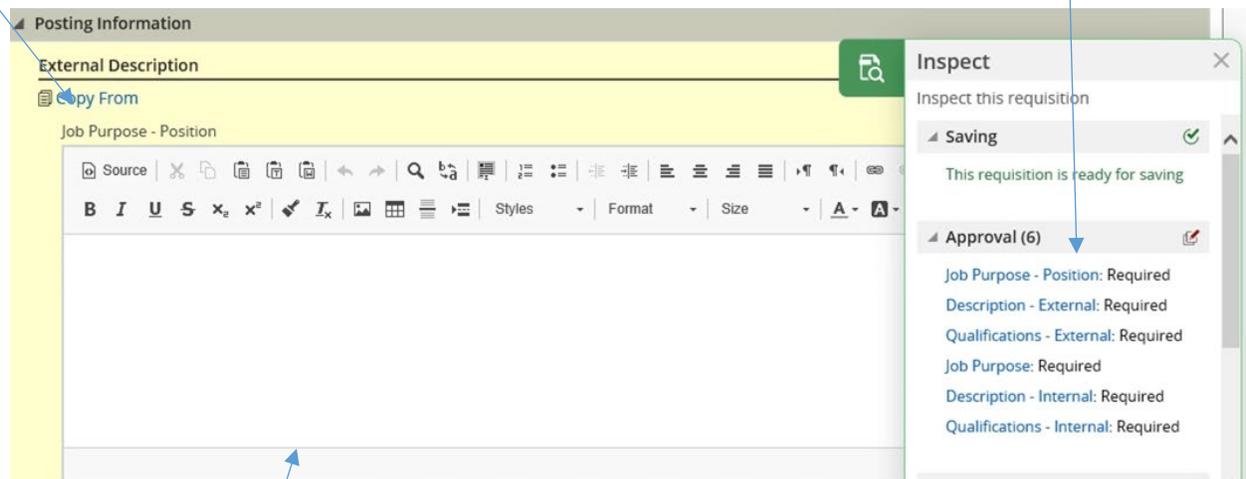
The Hiring Manager has several options to input a posting.
- Type the posting in directly.
- Copy and paste from a Word document announcement. If doing so, make sure to paste using the Plain Text icon.
- Copy key points from Position Description form.
- Put "see Position Description" in each field. The Employment Specialist will create the announcement. While it will not be emailed for approval, the Hiring Manager can log-in and see it at any time.

Once the posting information is in, and the "Inspect" tool indicates the requisition is "Ready for Approval", hit "Done".

Your requisition will open up additional tabs. You will also see you have additional tabs, including one to add any attachments.

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📑 **Test Job 22** (ID: 2000009V)

⊘ 📄 💬 🖨 | More Actions ▼

Requisition Info   Prescreen Alerts   Attachments   Interviews   History

Click the "Upload Attachments" icon to find your attachment. A Word version is best, but will also accept a PDF. Once selected, make sure that you hit "Upload" and the file appears under File Name.

⊘ 📄 💬 🖨 | More Actions ▼

Requisition Info   Prescreen Alerts   Attachments(1)   Interviews   History

Attachment(s) for this requisition | Upload Attachment

File Name		Attached by	Size	Date
Test Resume.docx 🔍 ⬇ 🗑		Dominica Lucas-HM (Hiring Manager)	57 KB	Aug 14, 2020

Once you have completed your requisition, select "More Actions" and "Submit for Approval"

Test Job 22 (ID: 2000009V)

More Actions ▼

Requisition Activities

⊘ Submit for Approval

📝 Request For Contribution

⏸ Put on Hold

🔂 Cancel

📄 Duplicate this requisition

Other Actions

💬 Add Comments

Requisition Info   ments(1)   Interviews   History

Language: English (Base) ▾ Edit All Collapse

Requisition

◢ Requisition In

Structure

Hire Type   Department
Professiona   Human Resources
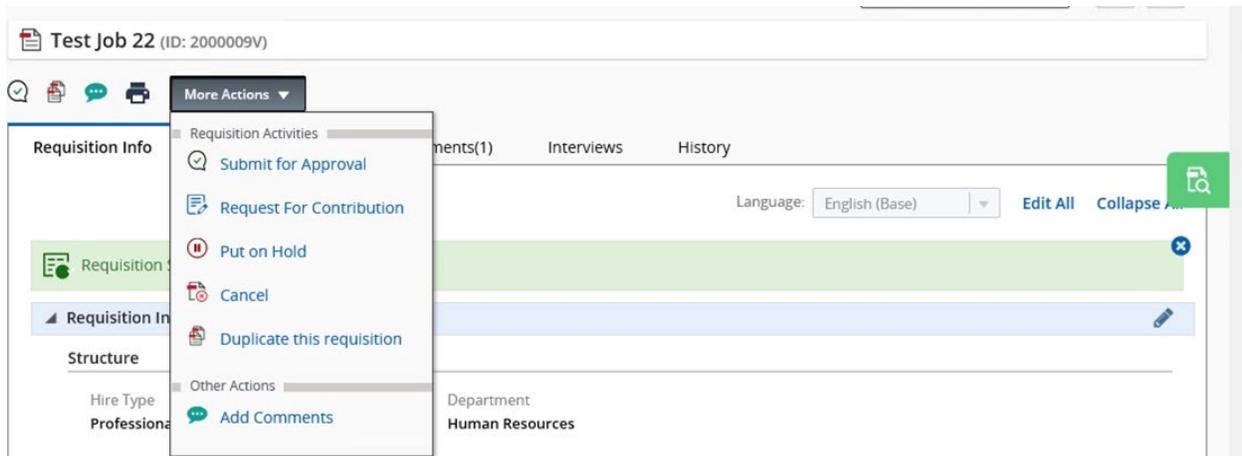
The Request Approval page will automatically load the workflow. The process is Compensation/Classification, then Associate VP, Divisional Budget Officer, University Budget, and VP. You will be able to log-on at any time to see where the approval is pending, and when it has been approved.

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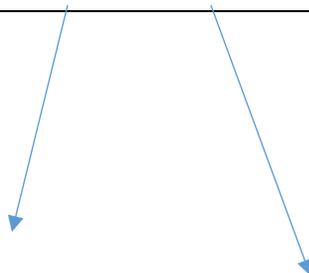
STRUCTURE

- Organization
  Human Resources
- Primary Location
  Main Campus, Maryland
- Job Field
  Staff

HIRING TEAM

- Hiring Manager
  Lucas-HM, Dominica
- Recruiter
  Lucas, Dominica
- User Group
  Human Resources

JOB INFORMATION

- There is no data to display.

⊕ Add Approvers   ⇅ Reorder

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

Don't change this! This assigns the task to the Talent Acquisition Specialist to complete once the position is approved.

Comments are a required field. You provide additional information here, if necessary. Indicating "EXPEDITE" or "PRIORITY" are typically not helpful comments. If there are no comments to be made, "Thank you" always works! Keep in mind, comments will be seen by all approvers!

At the bottom of the Approval page, select "Submit for Approval". This will send your requisition on for approval. You are finished!!!