CREATING A REQUISITION/POSTING

- From Home screen, choose from the "Shortcuts" menu the type of posting to be created (i.e. staff, faculty, temporary staff (<120 days), and student).

- Next, choose the preferred method to create the posting
  - Position Type - create from scratch
  - Position Title: create from an existing template for a title
    - Locate appropriate title and hover over the "Actions" link, choose "Create From"
  - Posting: create from a previous or current posting
    - Locate posting and hover over the "Actions" link, choose "Create From"

- Settings Page
  - Edit or enter Job title
  - Select department from the drop-down list
  - You must select at least one (1) Interest Card category before being able to post the job, both for internal and external postings. You may select several categories if applicable.
  - Letters of reference may be collected directly from reference providers. To utilize this feature, check the box "accept references."
    - *Do not check this box if only a list of references is preferred.
  - Check the box, "Accept Online Applications".
    - *If you are utilizing a search firm, contact UHR employment for further direction.
  - Select the type of application candidates should complete
    - Comprehensive: detailed application which prompts applicants to key-in a chronological record of their employment and education. Can be time-consuming for applicants, but thorough. Not recommended if requiring a resume/CV to be uploaded. The reference letter feature can be utilized with this application type.
    - Comprehensive – NO REFERENCE LETTERS: detailed application which prompts applicants to key-in a chronological record of their employment and education. Can be time-consuming for applicants, but thorough. Not recommended if requiring a resume/CV to be uploaded. The reference letter feature can NOT be utilized with this application type.
    - Quick: primarily captures contact and demographic data. Recommended if requiring an attached resume/CV and utilizing the reference letter feature.
    - Quick Application - NO REFERENCE LETTERS: identical to the Quick application except it will not require applicants to key-in reference information for the utilization of the reference letter feature. Recommended if requiring an attached resume/CV but NOT utilizing the reference letter feature.
      - When all fields are completed, click "Create New Posting."

- Posting Details
  - Complete all relevant fields in this section; fields marked with an asterisk are required
  - If filling multiple vacancies of the same job, include all relevant position numbers in the Position Number field
  - Utilize the "Special Instructions to Applicants" field to provide specific instructions or information to applicants.
  - "Posting Number" will populate when the position has been successfully posted.
  - If a posting is near the posting end date and an extension is needed, the hiring manager should
contact the H.R. Service Center or their H.R. Liaison.

- Posting Documents – additional documentation may be uploaded here including the position description (in Word format) and a resume if requesting a waiver of posting
- Recruitment Plan – For Faculty and Administrative Regular positions, must be completed to show all active recruitment efforts
  - Note: the Diversity Initiative includes, “All searches for regular full-time presidential appointments must be national, show innovation, exhibit creativity, and reflect an aggressive effort to recruit qualified persons from underrepresented groups as a part of the process employed or the search will not be approved by the Office of Equity and Civil Right Compliance.
  - Requests for exceptions to this standard must be approved by the Dean, Vice-President, or planning unit head prior to submission to the Office of Equity and Civil Right Compliance.
- Budget Information
  - Note: If filling multiple positions of the same job, include the total FTE being requested
- Applicant Documents – documents that applicants must or may attach to their application
  - Click BOTH "Included" and "Required" for those documents that are required by the applicant
  - Click only “Included” if the document is optional
  - The "References" document type is for applicants to provide a listing of references only. This does NOT activate the online Reference Letter feature. It is recommend that if utilizing the Reference Letter feature, the References document type NOT be required as it causes confusion from applicants.
  - If "Other" document type is required, make sure to specify what type of document is required in the "Special Instructions to Applicants" field in the "Posting Details."
- Reference Letters – feature that collects letters of reference directly from the reference provider electronically, which may be viewed as a part of the application materials.
  - Applicants will be prompted for contact information of reference letter providers (volume determined by you by setting minimum and maximum number).
  - The reference provider receives an invitation via email to provide a recommendation and a unique link to upload their document.
  - Reference letters may be collected for all applicants or only for those of selected by the hiring manager.
  - Applicants do not have access to the uploaded reference letters.
- Posting Specific Questions – applicant questions can be utilized to assist in the applicant pre-screening process based on minimum and preferred qualifications. Carefully crafted questions and responses can be effectively utilized:
  - for informational purposes only,
  - to rank or score applicants or,
  - To screen-out applicants who do not meet the minimum criteria (example: PhD required).
For assistance with this feature, please contact University Human Resources Service Center (uhr@ohio.edu).
- Guest User – creates a unique account that can be utilized by Search Committee members to access applicant and posting information. Guest users cannot modify or change anything associated with the requisition.
- From the requisition Summary, an orange highlighted “Take Action on Posting” button appears in the upper right hand corner. There are four action options:
  - Keep working on this posting – this leaves the posting in Draft status and only the creator can access
  - Send to Departmental Review – this keeps the requisition at Hiring Manager level, but allows other designated departmental users access to the requisition
  - Planning Unit – this moves the requisition to the planning unit’s reviewer/approver
  - Regional Campus Dean – this is for regional campuses only to allow the Dean to review before submitting to the RHE approver

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