# Creating a Requisition for a Pooled Position

<table>
<thead>
<tr>
<th>What you need to do</th>
<th>What you will see</th>
</tr>
</thead>
</table>
| **STEP 1:**  
*All new requisitions must be created using an approved job description.* | **My Dashboard**  
Welcome Britney, this is your Dashboard where you will see all your tasks organized in various stages. |
| From the Hiring Manager Dashboard, go to the **Job description** tile. |  
**Job description**  
My position description - Under review  
Manage job descriptions...  
New job  
18 Jobs open  
1423 Team jobs open  
Approvals  
13 Jobs awaiting your approval  
18 Approved |
| Click **Manage job descriptions**. This will open your Job Description library. | |
| **STEP 1.2: Locate Template Job Description** |  
**Job description**  
PD No.  
7825  
Working Title |
| Click **Clear** to remove any prior search criteria. | View | Create requisition from a job description | Archive |
| Refer to the **Pooled Positions Crosswalk with PD Numbers** and note the 4-digit PD number for the type of position you wish to hire. | |
| Enter the 4-digit number into the **PD No.** field and click **Search**. | E-Class | PD No. | E-Class | PD No. |
| 31 - Part Time Instructor | 7827 | 87 - RA | 7763 |
| 35 - Adjunct/PT Visiting Prof/PT Lect. | 7761 | 87 - TA | 9719 |
| 39 - Comm. Teachers | 7128 | 88 - DRF | 7764 |
| 81 - Fee Based Instr. | 7780 | 89 - AF | 7765 |
| 45 - PT Prof. Student | 9720 | 90 - FWS | 9460 |
| 48 - Temp. Professional | 7828 | 93 - Int. Student | 9714 |
| 48 - OTP | 9746 | 91 - Int. Employee | 7727 |
| 84 - Course Assistant | 7825 | | |

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STEP 1.2: Continued

Click Create requisition from a job description to proceed to the requisition form.

STEP 2:
Required fields are indicated by an asterisk*, many of which populate automatically based on the corresponding JD fields.

Also complete any non-mandatory fields as specified by the employee group in which you are hiring.

For example, when hiring a part time instructional staff member, complete the six “For PT Instructional Staff Positions Only” fields, as pictured to the right:

Employee Group Specific Fields
Example:

<table>
<thead>
<tr>
<th>FOR PT INSTRUCTIONAL STAFF POSITIONS ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Appointment Type:</td>
</tr>
<tr>
<td>Rank (if adjunct only):</td>
</tr>
<tr>
<td>Salary:</td>
</tr>
<tr>
<td>Courses taught by Adjunct/Part-Time Instructor:</td>
</tr>
<tr>
<td>Any appointment that is outside the standard college pay should be directed to:</td>
</tr>
</tbody>
</table>
| Is this a co-taught course?:  
|  Yes  No                             |

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STEP 3: Salary
The Pay Scale will be automatically filled in based on the template job description you selected in step 1.

The Requested Salary field should state:

1. Each individual appointment amount
2. Total appointment amount across all headcount of this requisition

For example, if you intend to fill three headcount on this requisition, you should write “$2000/3 appointments; $6000 total”

Alternatively, if you are hiring a single position, write the total appointment amount for a single headcount, something like: “$2000/1 appointment”

STEP 4: Headcount Management section
The first headcount automatically populates in this section. In the Type column, select New or Replacement based on the nature of the requisition.

STEP 4b: Additional Headcount
If you intend to hire more than one person on this requisition, in the New or Replacement box type in the number of additional headcount required and click “Add more.”

In each new row, copy the position number from the top row and paste it into the new box. Click the magnifying glass and the system will fill in the position details.

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**STEP 4b: (Continued)**

Note: If the blue box says “No position selected” you still need to click the magnifying glass. Proceeding as-is will result in an error.

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**STEP 4: Search Committee Section (optional).**

If applicable, set up a Search Committee.

1. Check ‘Yes’ in Do you wish to utilize a search committee?

2. Input the user name of the Search Committee Chair

3. Click Add Search Committee Member and select all applicable users.

**If you want to make updates to the search committee after the requisition has been approved, please email HRISTeam@tc.edu.**

**STEP 5: Posting Details Section**

In the Posting Details section, the first required field is the **Salary Range for Posting**.

Enter the minimum and maximum amounts of the salary range you are willing and able to pay for this position.

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**Research Assistant**

<table>
<thead>
<tr>
<th>Position no</th>
<th>R0000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Area:</td>
<td></td>
</tr>
<tr>
<td>Grade:</td>
<td></td>
</tr>
<tr>
<td>Part Time Employees Department:</td>
<td></td>
</tr>
<tr>
<td>Employee Name:</td>
<td></td>
</tr>
<tr>
<td>Budgeting. No:</td>
<td></td>
</tr>
<tr>
<td>Budget Org. Description:</td>
<td></td>
</tr>
<tr>
<td>Supervisor:</td>
<td>Elizabeth Farley</td>
</tr>
</tbody>
</table>

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**Search Committee**

- Do you wish to utilize a search committee?: **Yes**
- Search Committee Chair: Zheekong_Yan

**Posting Details**

- Salary Range for Posting: 
- Work Availability: 

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STEP 5.1: Determine the minimum for the salary range for posting.
Go to the Salary section of the requisition.

Using the minimum amount on the pay scale as a guide, determine the appropriate amount that is not below the minimum pay scale nor below the minimum wage.

**Please reach out to your HR Rep for any further guidance.

STEP 5.2: Determine the maximum for the salary range for posting.
Using the maximum amount on the pay scale as a guide, determine the appropriate amount that is not above the maximum pay scale nor above the maximum budgeted amount you are willing to pay for the position.

You can work with your budget administrator to determine this number.

*If the maximum budget amount available is lower than the minimum of the payscale, please consult with your HR Generalist.

STEP 5.3a: Return to the “Salary Range for Posting” field.
Manually enter the minimum and maximum amounts determined in the previous steps

NOTE: If there is a large discrepancy between the maximum budgeted amount and the listed pay scale, please consult with your HR Generalist. This could mean that your budget is not competitive enough to attract candidates with the current market rate.
STEP 5.3d: Process for Hourly, non-union positions
For hourly positions that are non-union, enter the maximum hourly rate, and a minimum hourly rate that is not below the minimum wage of $15 per hour.

Ex., $22.50 - $30.00/hr

STEP 5.4: Complete the rest of the fields.
In the Work Modality field, select the appropriate option.

- For Students: Select Student Employee - Onsite.
- For all other groups: Select between Hybrid, Onsite OR Remote

Optional: If you wish to apply for a waiver and bypass the required 5-day public posting required, click the radio button for Yes when asked if you wish to apply for a Waiver. Then, select a reason from the Reason for Waiver dropdown.

Next, if you wish for your requisition to be posted to an external site, click on the hyperlink to the appropriate form and request the external posting be created by the HR team.

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STEP 5.5: Generate the job posting information.
Review the information in the Job Summary through Posting Summary fields. Template JDs have blanks intended for you to update before proceeding.

If the contents of the above fields are correct, click the Generate Description button.

Clicking this button is required to proceed. It compiles and formats these fields to create a uniform layout across the college.

Note: You will set up the job posting AFTER the requisition has been approved.

STEP 6: Approvals Section

A. Supervisor - Will default to your name. You may update it if you are not the supervisor of this requisition.
B. Approval process - For details, see step 6.1 below
C. HR Representative - Update to the individual name of your HR rep
D. Status - Update to Pending Approval

An example of the system generated description:

<table>
<thead>
<tr>
<th>Job Summary/Basic Function:</th>
<th>Job Summary Sample</th>
</tr>
</thead>
<tbody>
<tr>
<td>Minimum Qualifications:</td>
<td>Minimum Qualifications Sample</td>
</tr>
<tr>
<td>Preferred Qualifications:</td>
<td>Preferred Qualifications Sample</td>
</tr>
<tr>
<td>Posting Summary:*</td>
<td>Posting Summary Sample</td>
</tr>
<tr>
<td>Posting Description:*</td>
<td>Generate Description</td>
</tr>
<tr>
<td>Salary Range:</td>
<td>$70,325.00 - $150,000</td>
</tr>
</tbody>
</table>

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STEP 6.1: Approval Workflow

Using the Selecting the Right Approval Workflow guide, select the correct option from the drop down menu.

The mandatory levels will appear. Using the magnifying glass, select the applicable approver.

If the approval process includes the Budget/Grants group, please include the team who oversees your funding source: either “Budget Team” or “Grants Team”

Note: If “HR Team” defaulted in the HR level, please update the approver to your HR rep. For all other team approvers, please leave the team name defaulted.

STEP 7: Save for approval.
Now you can save the requisition and send it for approval.

- **Save a draft** - Will knock out the approval workflow, save the remainder of the information, but allow for edits.
- **Save** - Will save the req, send it to the first approver and keep you on the requisition for viewing.
- **Save & exit** - Will save the req, send it to the first approver and close out the page.
STEP 7.1: Check on approvers

You can check where your requisition sits in the approval workflow by returning to the approval section.

Clicking the “Resend email to approver” button will trigger the sending of a reminder email to the approver.

If you receive notice that your requisition has been declined, proceed to Step 8.

If approved, refer to the Posting a Job user guide for next steps.

Step 8 Review reason requisition was declined.

If you received notice that your requisition was declined, return to the requisition’s approval process section.

Click the restart button. This will allow you to edit the requisition based on the approver’s feedback.

Note: If the issue includes anything contained in the posting description, be sure to click the Generate Description button again to recreate the job ad.

After all necessary changes have been made, return to step 6 above to submit for approval once more.