



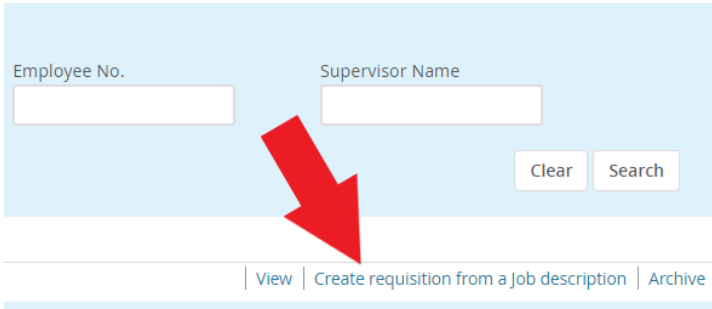


## Creating a Requisition for a Non-Pooled Positions

What you need to do	What you will see								
<p><b>STEP 1: Locate Approved Job Description</b></p> <p><u>All new requisitions must be created using an approved job description.</u></p> <p>From the Hiring Manager Dashboard, go to the <b>Job description</b> tile.</p> <p>Click <b>Manage job descriptions</b>. This will open your Job Description library.</p>	<p><b>My Dashboard</b></p> <p>Welcome Britney, this is your Dashboard where you will see all your tasks organized in various stages.</p> <div><div><p><b>Job description</b></p><p>My position description - Under review</p><p>Manage job descriptions...</p></div><div><p><b>New job</b></p><p>18 Jobs open</p><p>1423 Team jobs open</p><p>New job</p></div><div><p><b>Approvals</b></p><p>13 Jobs awaiting your approval</p><p>18 Approved</p></div></div>								
<p><b>STEP 1.1: Locate Approved Job Description</b></p> <p>Click <b>Clear</b> to remove any prior search criteria.</p> <p>Enter search criteria into one of the fields; the most efficient search is to use the 4-digit PD number. Click <b>Search</b>, then <b>View</b> to review the job description.</p> <p><i>Tip:</i> Avoid using multiple search criteria at the same time.</p> <p>If you are unable to find the JD you are looking for, contact your HR Representative.</p>	<div><div>Employee No. <input type="text"/></div><div>Supervisor Name <input type="text"/></div><div><div>Clear</div><div>Search</div></div><div><div>View</div><div>Create requisition from a job description</div><div>Archive</div></div><div><p><b>Job description</b></p><div><div>PD No. <input type="text" value="8247"/></div><div>Working Title <input type="text"/></div><div>Area <div>All</div></div><div>Department <div>All</div></div></div><table><tr><th>PD No.</th><th>Working Title</th><th>Position Title</th><th>Position Number</th></tr><tr><td>PD-8247</td><td>HRIS Analyst II</td><td>HRIS Analyst II</td><td>201245</td></tr></table></div></div>	PD No.	Working Title	Position Title	Position Number	PD-8247	HRIS Analyst II	HRIS Analyst II	201245
PD No.	Working Title	Position Title	Position Number						
PD-8247	HRIS Analyst II	HRIS Analyst II	201245						
<p><b>STEP 2: Review Approved Job Description</b></p> <p>Review the contents of the JD. If updates are deemed necessary, fill out the <a href="#">HR Job Description Addition / Change Request Form</a>. Your HR Representative will review the request and complete the necessary changes.</p> <p>Proceed to <b>Step 3</b> if no JD changes are needed or after JD approval.</p>	<div><div><div>IT SUPPORT</div><div>HR SUPPORT</div></div><div><p>HR Job Description Addition / Change Request Form</p></div></div>								

### STEP 3: Create Requisition from Approved Job Description

Click **Create requisition from a job description** to be taken to the requisition form.



Employee No.  Supervisor Name

[View](#) | [Create requisition from a job description](#) | [Archive](#)

### STEP 4: Complete Job Details on Requisition

Required fields are marked with an **asterisk\***. Many auto-populate based on corresponding JD fields.

In the **Initial Term Appointment End Date** field:


- Temporarily-funded positions must have an end date within the current fiscal year. *This includes all positions on non-operating budgets.*
- Permanently-funded positions without end dates should have Aug 31, 2049. Otherwise, enter the end date.


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

*For example, for a Full Time Instructional staff member, complete the three "For FT Instructional Staff Positions Only" fields, as pictured to the right:*

Reason for Requisition: \*

Name of Incumbent Being Replaced:

Date Requisition opened:  

Date filled:  

Working Title: \*

*This title will be displayed on the TC*

Full or Part Time:  ▼

Employee Classification:

Position Type: \*

▼

#### Employee Group Specific Fields Example:

**FOR FT INSTRUCTIONAL STAFF POSITIONS ONLY**

Appointment Type:  ▼

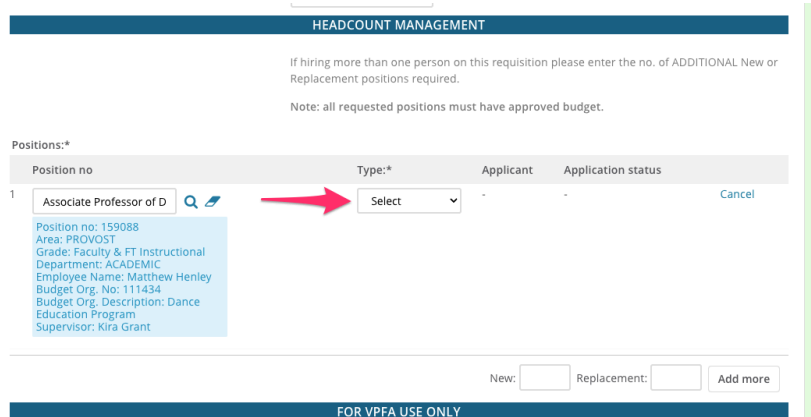
Salary Range (New):

Salary Range:

## STEP 5: Headcount Management section

This section will automatically populate with one row for a single position. Only requisitions for pooled positions should have more than one row for headcount.

In the **Type** section, please select **New** or **Replacement** depending on the nature of the requisition.

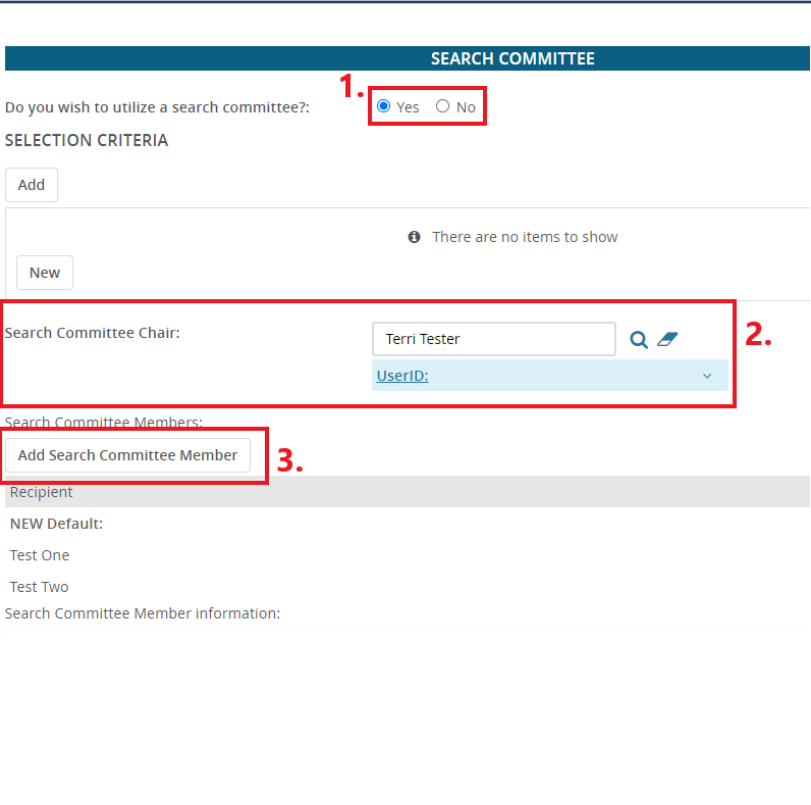


## STEP 6: Search Committee Section (optional).

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.

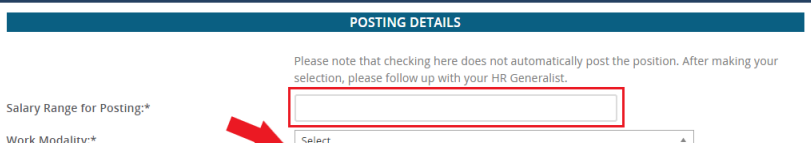
**\*\*If you want to make updates to the search committee after the requisition has been approved, please email [HRISTeam@tc.edu](mailto:HRISTeam@tc.edu).\*\***



## STEP 7: 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.



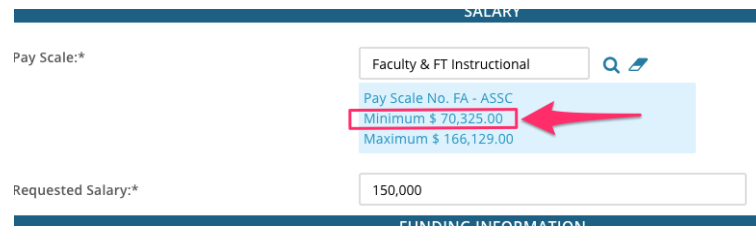
### STEP 7.1: Determine the minimum for the salary range for posting.

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.**

Minimum Amount:



### STEP 7.2: 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.

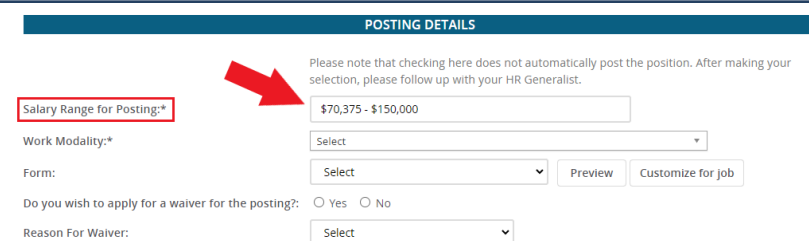
You can work with your budget administrator to determine this number.

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

### STEP 7.3a: Input 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 7.3b: Process for Union Positions

For union positions in 2110, 707, or 32BJ, enter the minimum starting hourly rate as per the contract. Your HR Generalist will confirm the rate before the position is posted.

Ex., \$25.00 - \$25.00 / hr

#### POSTING DETAILS

Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.

Salary Range for Posting:\*

\$25.00 - \$25.00 / hr

Work Modality:\*

Select

Form:

Select

Preview

Customize for job

Do you wish to apply for a waiver for the posting?:

☐ Yes ☐ No

Reason For Waiver:

Select

### STEP 7.3c: Process for Faculty Positions

For Faculty positions, enter the salary range based on the rank. If a position is posted with more than one rank, list all applicable salary ranges. "Compensation commensurate with experience" should be entered after the salary range. The Provost Office will confirm the rate(s) before the position is posted:

Ex. For Assistant/Associate Professor, enter: "Assistant Level: \$103,500 - \$139,725, Associate Level: \$119,025 - \$155,543, Compensation commensurate with experience"

#### POSTING DETAILS

Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.

Salary Range for Posting:\*

Assistant Level: \$103,500 - \$139,725, Associate Level: \$119,025 - \$155,543

Work Modality:\*

Select

Form:

Select

Preview

Customize for job

Do you wish to apply for a waiver for the posting?:

☐ Yes ☐ No

Reason For Waiver:

Select

### STEP 7.3d: 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

#### POSTING DETAILS

Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.

Salary Range for Posting:\*

\$22.50 - \$30.00 / hr

Work Modality:\*

Select

Form:

Select

Preview

Customize for job

Do you wish to apply for a waiver for the posting?:

☐ Yes ☐ No

Reason For Waiver:

Select

#### STEP 7.4: Complete the rest of the fields.

In the Work Modality field, select the appropriate option.

- For **Faculty**: Select Faculty
- 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.

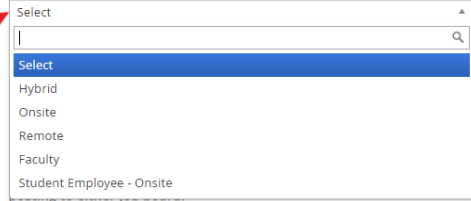
Next, if you wish for your requisition to be posted to an external site, click on the hyperlink to the appropriate form and request the external posting be created by the HR team.

**Work Modality:\***

Do you wish to apply for a waiver for the posting?:

Reason For Waiver:

If you plan to advertise in addition to the TC website, indicate the advertising source:



Do you wish to apply for a waiver for the posting?: ☐ Yes ☒ No

Reason For Waiver:

Select

If you plan to advertise in addition to the TC website, indicate the advertising source:

1. Complete the HigherEd Jobs & Chronicle of Higher Ed Posting Request Form if you are posting to either job board.

[HigherEd Jobs or Chronicle of Higher Ed Request Form.](#)

2. Complete the External Job Posting Request Form for all other external postings.

[External Job Posting Request Form.](#)

#### STEP 7.5: Generate the job posting information.

Review the information in the **Job Summary** through **Posting Summary** fields.

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.

Job Summary/Basic Function:

Job Summary Sample

Minimum Qualifications:

Minimum Qualifications Sample

Preferred Qualifications:

Preferred Qualifications Sample

Posting Summary:\*

Posting Summary Sample

Posting Description:\*

Generate Description



### STEP 7.5 (continued):

An example of the system generated description is to the right:

Posting Description:\*

Generate Description

**Posting Summary:**  
Posting Summary Sample

**Job Summary/Basic Function:**  
Job Summary Sample

**Minimum Qualifications:**  
Minimum Qualifications Sample

**Preferred Qualifications:**  
Preferred Qualifications Sample

**Salary Range:**  
\$70,325.00 - \$150,000

### STEP 8: 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 8.1 below
- C. HR Representative** - Update to the individual name of your HR rep
- D. Status** - Update to Pending Approval

**APPROVALS**

Please select the appropriate Approval Process based on the type of position and the amount of department approvals needed.

Supervisor:\* **A.** Britney Spears   
 UserID: JQM2105

Approval process:\* **B.** None

HR Representative:\* **C.** HR Team   
 UserID:

Status:\* **D.** Select

Close job

Next page >

Please fill in all mandatory fields marked with an asterisk (\*).

### STEP 8.1 : Approval Workflow

Using the [Selecting the Right Approval Workflow](#) guide, select the correct option from the drop down menu.

The mandatory levels will appear. Use the magnifying glass to 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.

Approval process:\* All Other Employees - Operating Funded

1. Department Head: Britney Spears   
 AG4096@tc.columbia.edu

2. HR: HR Team **Update to individual approver**   
 hrservices@tc.edu

3. Budget: Budget Team **Leave as team approver**   
 budget@tc.edu

**Budget/Grants:**

Budget/Grants: Budget Team   
 budget@tc.edu

**OR:**

Budget/Grants: Grants Team   
 grantsoffice@tc.columbia.edu

### STEP 9: 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.

Status:\*

Pending approval ▼

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (\*).

Save a draft

Save

Save & exit

[Cancel](#)

### STEP 10.1: Check on approvers

You are also able to check on who your requisition is sitting with for approval.

Hitting the “Resend email to approver” button will trigger an additional email to be sent to the approver.

If you receive notice that your requisition has been declined, proceed to **Step 11**.

If approved, refer to the [Posting a Job](#) user guide for next steps.

Supervisor:\*

Britney Spears

Approval process:\*

All Other Employees - Operating Funded

1. Department Head:

Britney Spears ✓ Approved Oct 6, 2022

2. HR:

HR Team ⓘ You are here

[Resend email to approver](#)

3. Budget:

Budget Team



### Step. 11: Review reason requisition was declined (if applicable)

If you received notice that your requisition was declined, return to the requisition's approval process section and review the notes.

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

**Note:** If the changes involve updates to 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 8 above to resubmit for approval.

Approval process:\*

Test Approval

1. SuperUser:

Budget Team ✖ Declined Mar 11, 2024

Reason for declining the job: Other

Additional comments: Upon decline, the reviewer will leave a comment here as to the reason why.

restart

