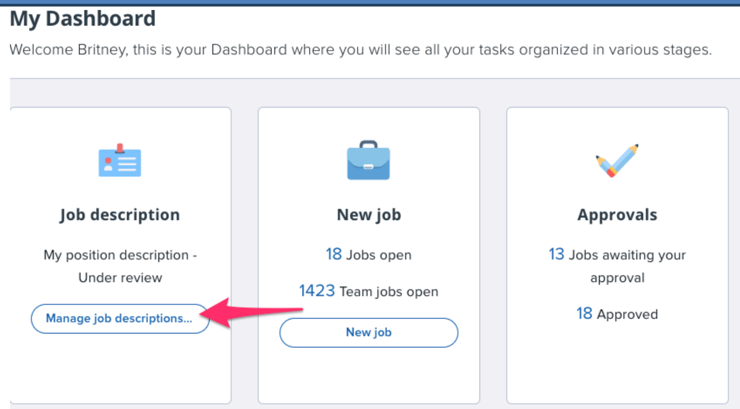
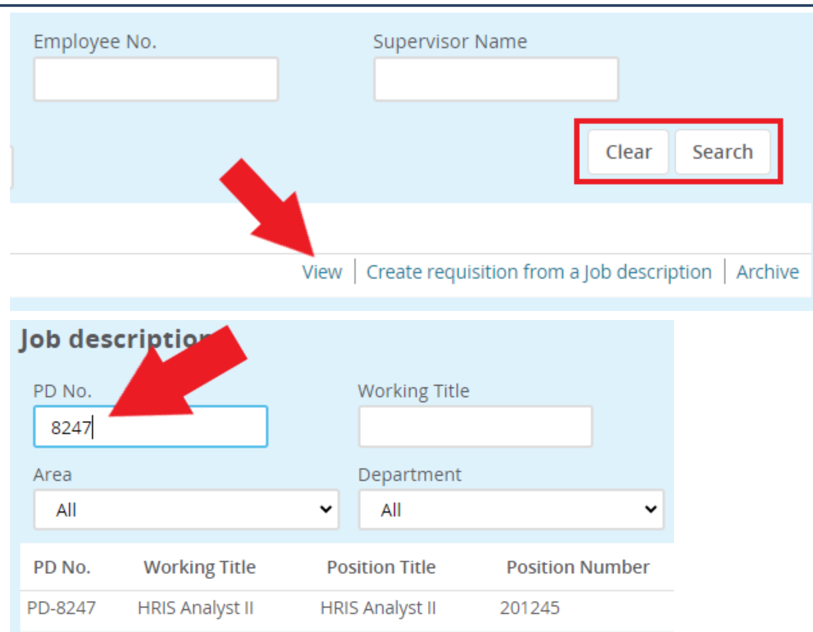
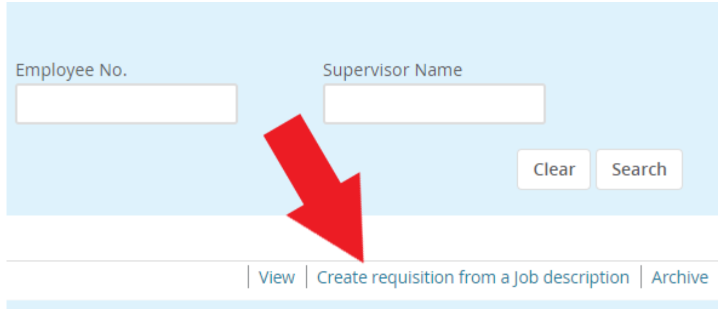
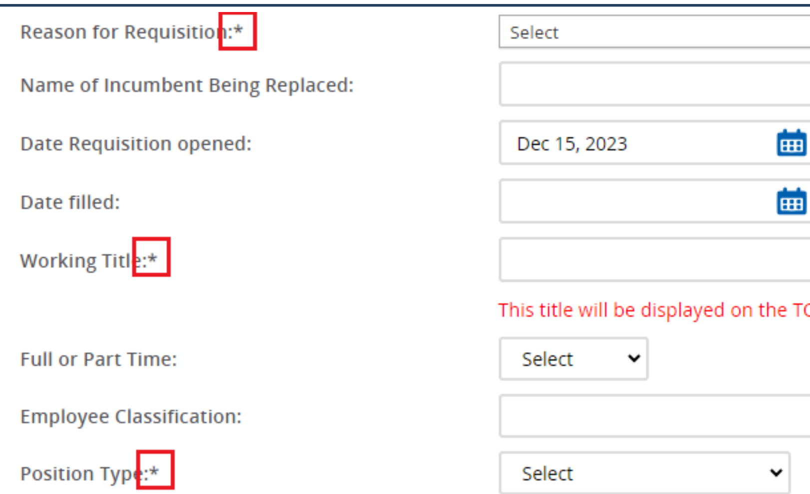
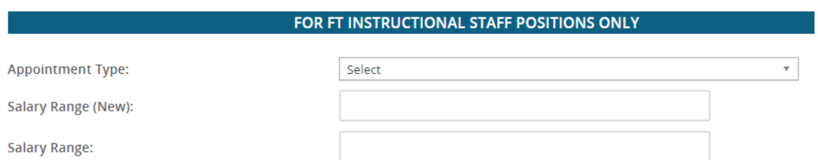
Teachers College
COLUMBIA UNIVERSITY

Creating a Requisition for a Non-Pooled Positions

What you need to do	What you will see
STEP 1: Locate Approved Job Description *All new requisitions must be created using an approved job description.* From the Hiring Manager Dashboard, go to the **Job description** tile. Click **Manage job descriptions**. This will open your Job Description library.	
STEP 1.1: Locate Approved Job Description Click **Clear** to remove any prior search criteria. Enter search criteria into one of the fields; the most efficient search is to use the 4-digit PD number. Click **Search**, then **View** to review the job description. *Tip:* Avoid using multiple search criteria at the same time. If you are unable to find the JD you are looking for, contact your HR Representative.	
STEP 2: Review Approved Job Description Review the contents of the JD. If updates are deemed necessary, fill out the [HR Job Description Addition / Change Request Form](). Your HR Representative will review the request and complete the necessary changes. Proceed to **Step 3** if no JD changes are needed or after JD approval.	

STEP 3: Create Requisition from Approved Job Description Click **Create requisition from a job description** to be taken to the requisition form.	
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 <u>non-operating</u> 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:*	 Employee Group Specific Fields Example: 

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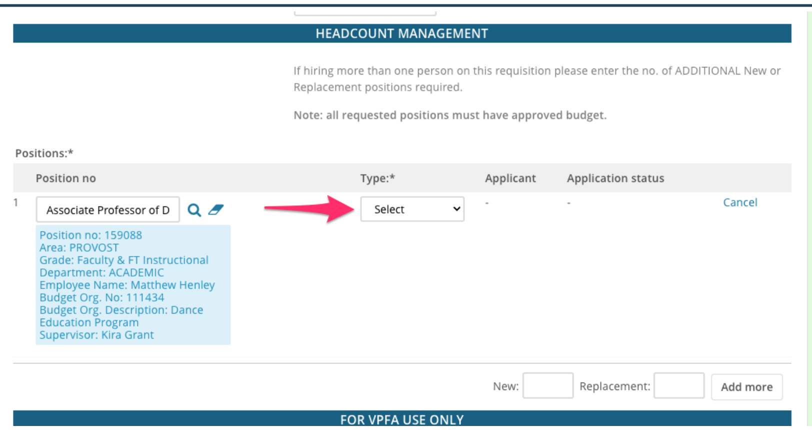
STEP 5: Headcount Management section

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.

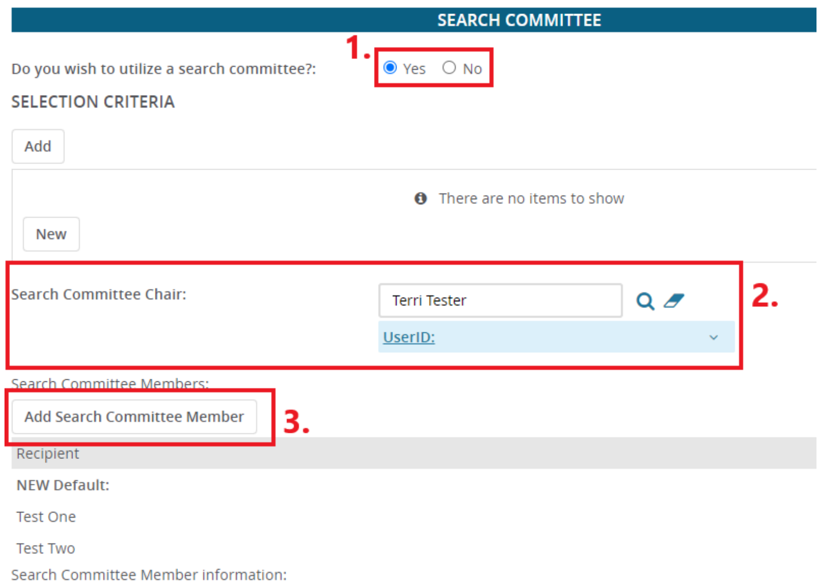


STEP 6: Search Committee Section (optional).

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.

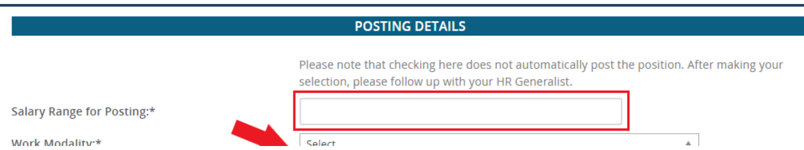
If you want to make updates to the search committee after the requisition has been approved, please email HRISTeam@tc.edu.



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.



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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.
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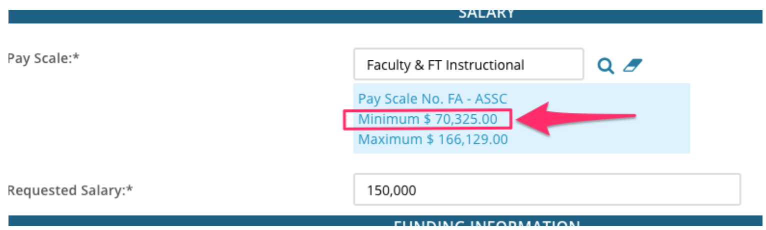
Minimum Amount:


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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.
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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.
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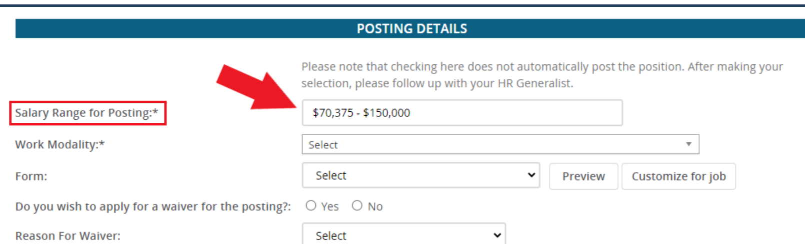

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STEP 7.3b: Process for Union Positions

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

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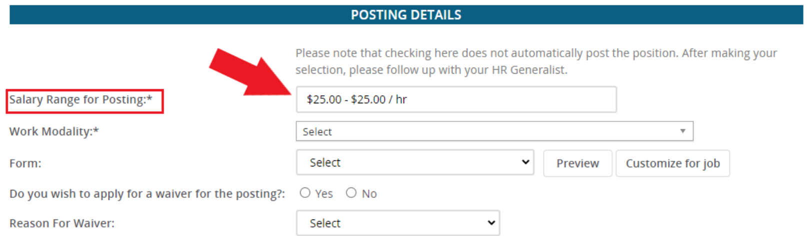

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STEP 7.3c: Process for Faculty Positions

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"

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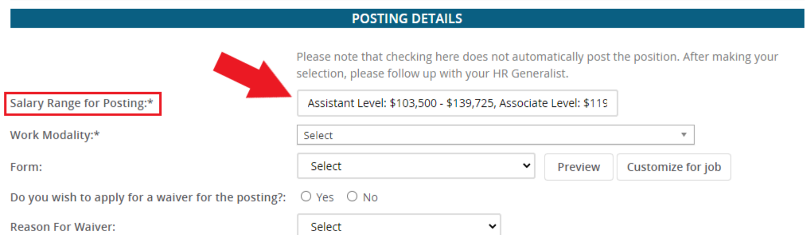

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STEP 7.3d: Process for Hourly, non union positions

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

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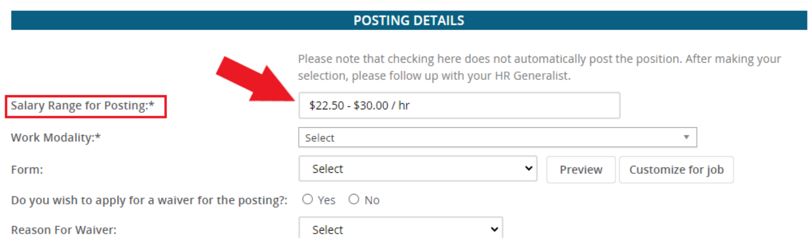

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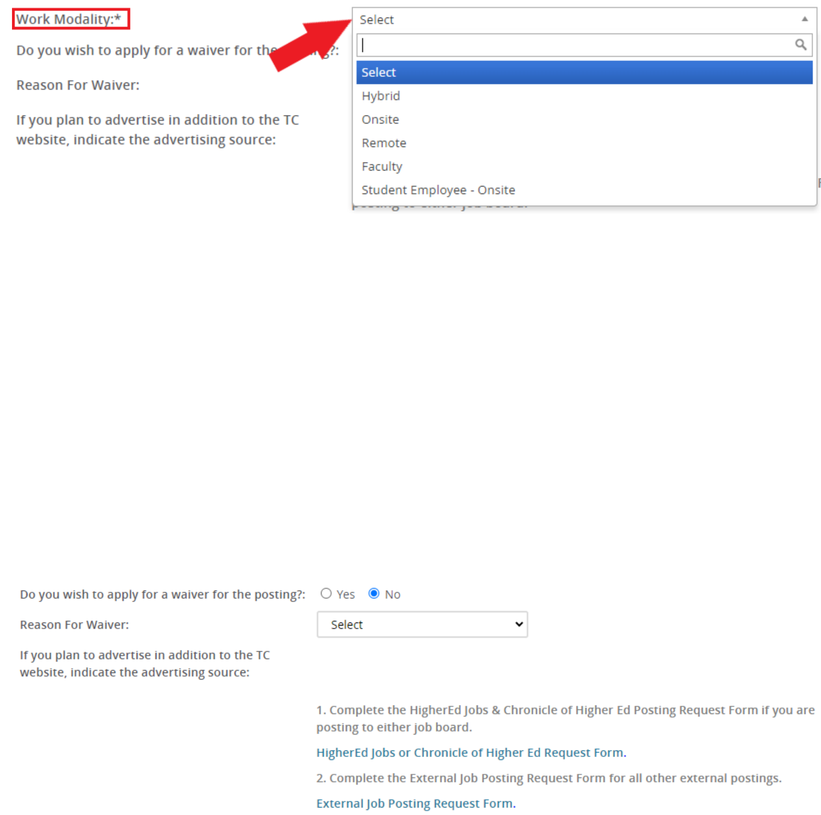
STEP 7.4: Complete the rest of the fields.
In the Work Modality field, select the appropriate option.

- 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.

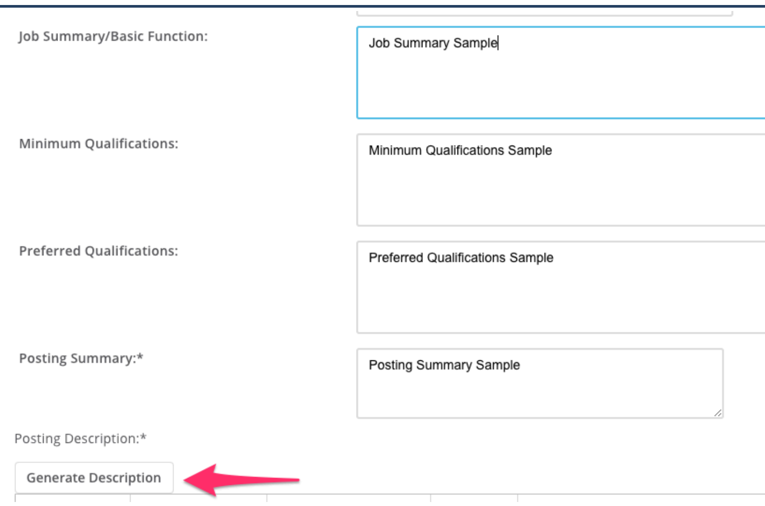


STEP 7.5: Generate the job posting information.
Review the information in the **Job Summary** through **Posting Summary** fields.

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

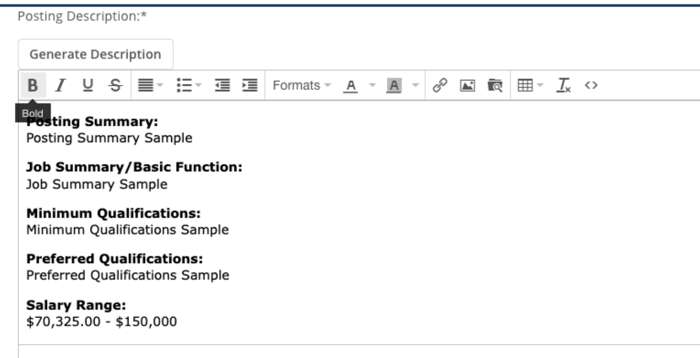
Clicking this button is required to proceed. It compiles and formats these fields to create a uniform layout across the college.

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



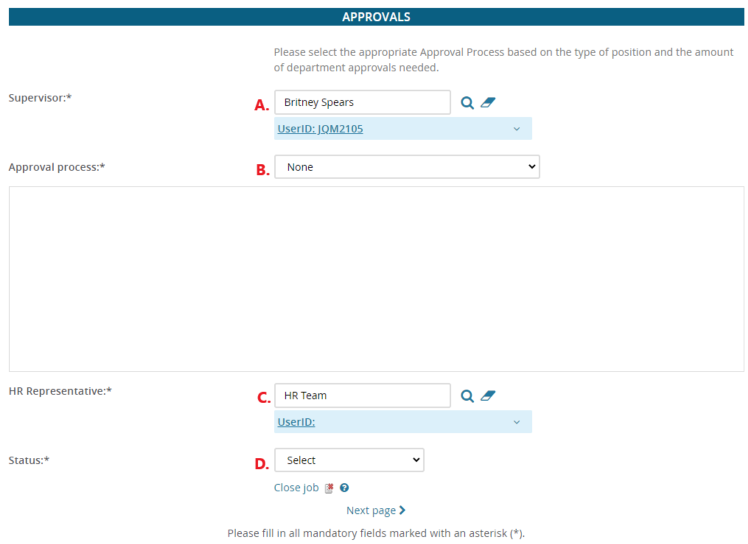
STEP 7.5 (continued):

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



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



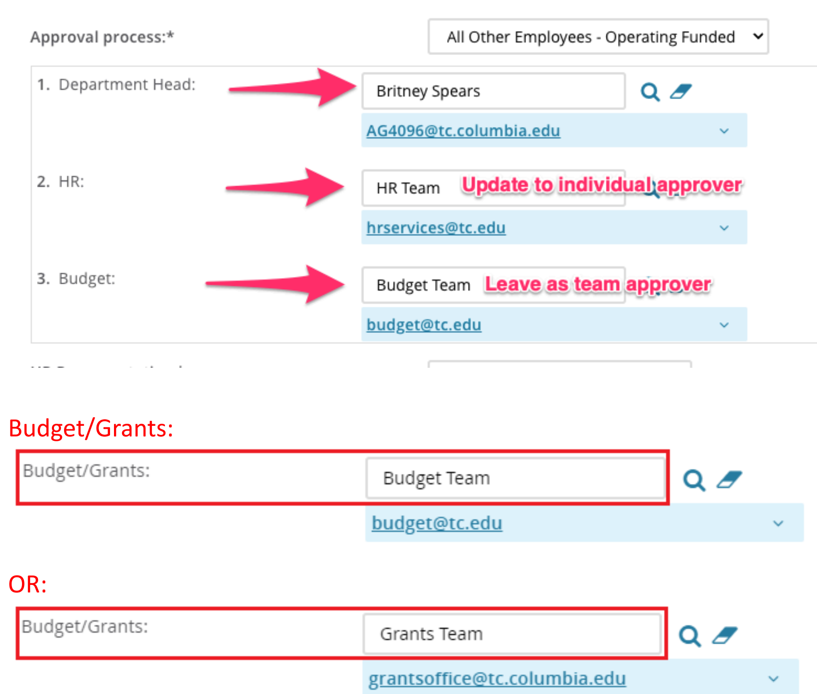
STEP 8.1 : Approval Workflow

Using the **[Selecting the Right Approval Worfklow]** 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.



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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.

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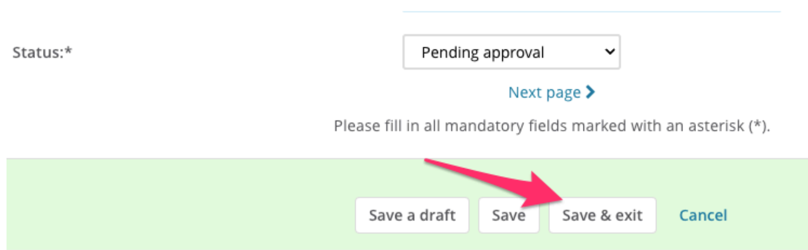

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STEP 10.1: Check on approvers

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.
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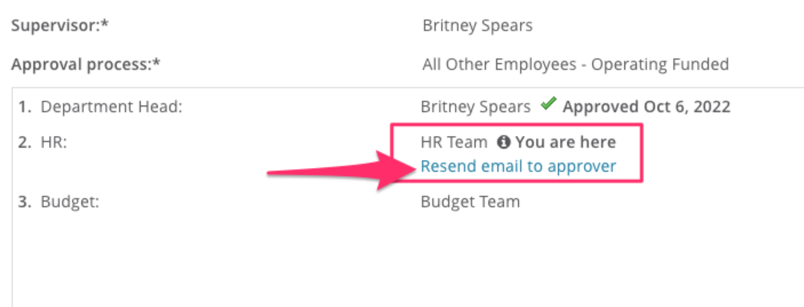

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Step. 11: Review reason requisition was declined (if applicable)

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.