Creating a Requisition for a Pooled Position

What you need to do	What you will see

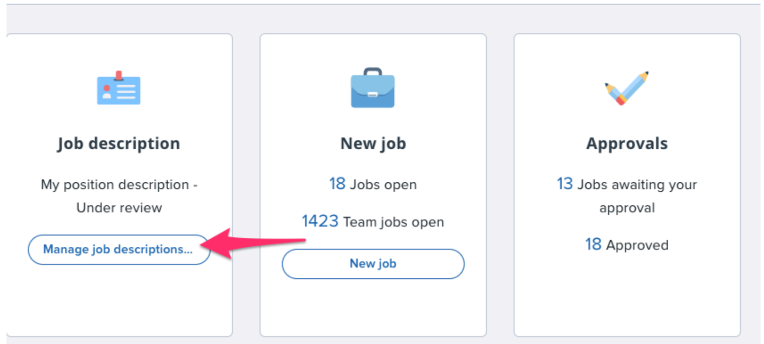
STEP 1:
All new requisitions must be created using an approved job description.

From the Hiring Manager Dashboard, go to the **Job description** tile.

Click **Manage job descriptions**. This will open your Job Description library.

My Dashboard

Welcome Britney, this is your Dashboard where you will see all your tasks organized in various stages.

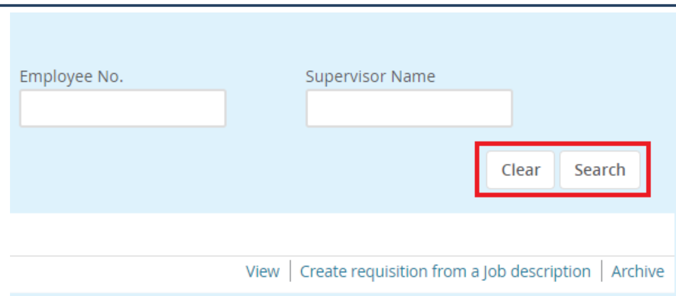


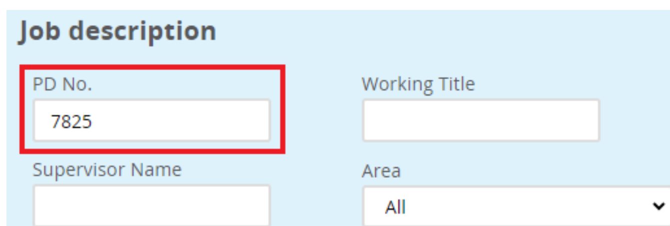
STEP 1.2: Locate Template Job Description

Click **Clear** to remove any prior search criteria.

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.**

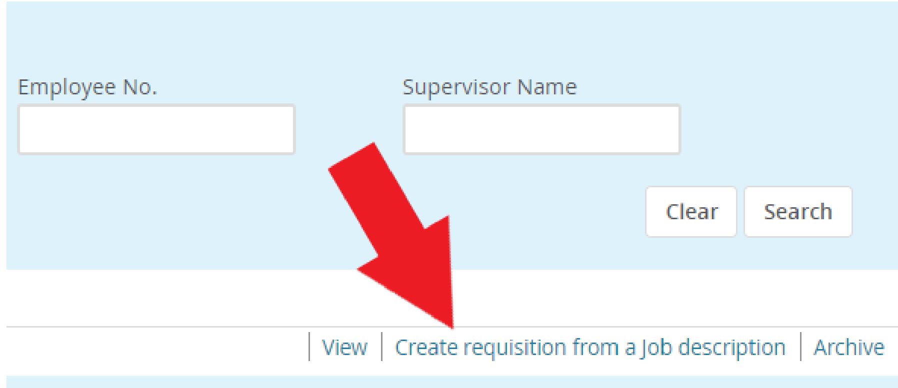




E-Class	PD No.	E-Class	PD No.
31 - Part Time Instructor	7827	87 - RA	7763
35 - Adjunct/PT Visiting Prof/PT Lect.	7761	87 - TA	9719
39 - Comm. Teachers	7128	88 - DRF	7764
81 - Fee Based Instr.	7780	89 - AF	7765
45 - PT Prof. Student	9720	90 - FWS	9460
48 - Temp. Professional	7828	93 - Int. Student	9714
48 - OTP	9746	91 - Int. Employee	7727
84 - Course Assistant	7825		

STEP 1.2: Continued

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



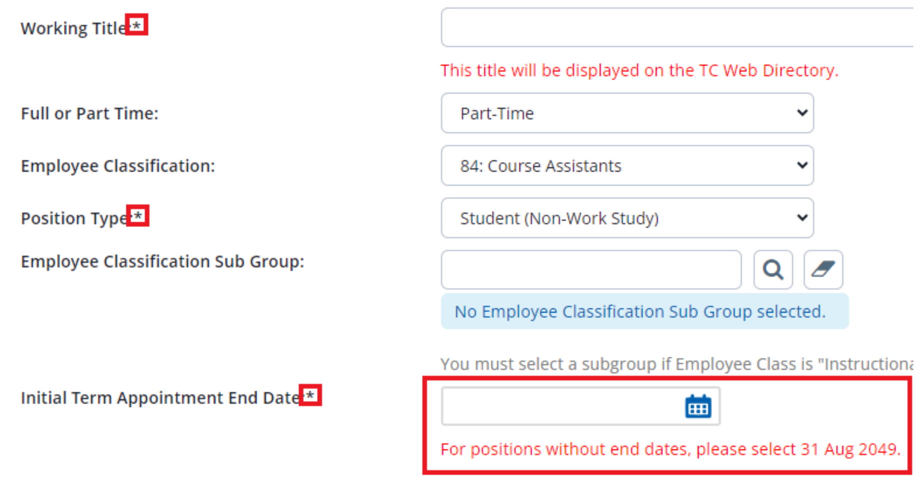
STEP 2:
Required fields are indicated by **an asterisk*.** Many auto-populate based on corresponding JD fields.

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

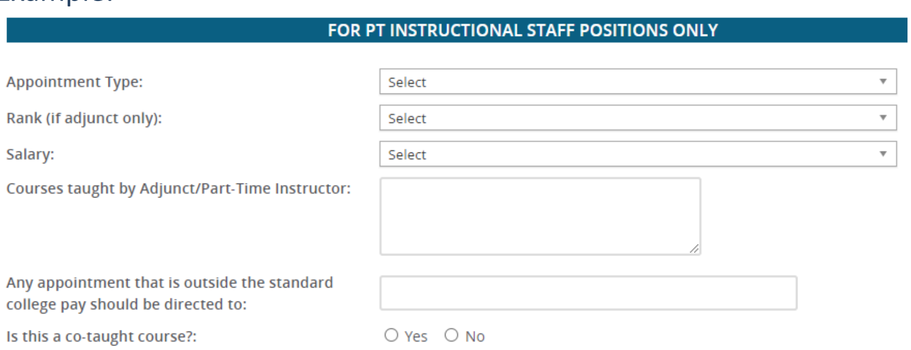
- Temporarily-funded positions must have an end date within the current fiscal year. *This includes all positions on <u>non-operating</u> budgets.*
- Permanently-funded positions without end dates should have Aug 31, 2049. Otherwise, enter the end date.

In addition, complete the 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:



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. The *anticipated* individual appointment amount
2. Total *anticipated* 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”

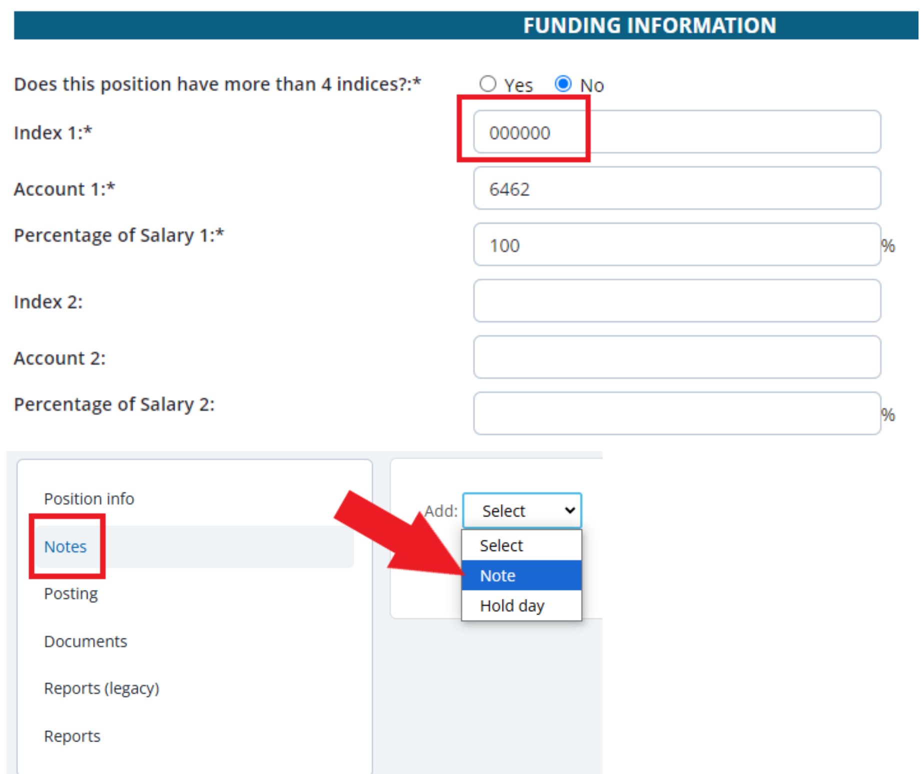
Alternatively, if you are hiring a single position, write the total appointment amount for a single headcount, something like: “$2000/1 appointment”

STEP 4: Funding Information

Update Index 1 from its default *000000* to the index of your funding source.

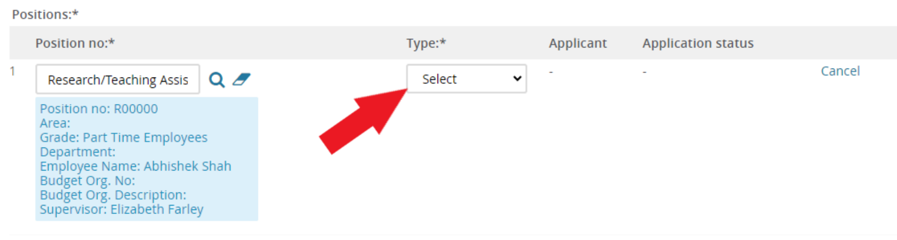
Fill in the Index, Account, and Percentage of Salary fields for any additional sources of funding.

If funding will be from more than four indices, you must create a note on the requisition and type out the full funding breakdown, including the Index, Account, and Percentage of salary for each funding source.



STEP 5: 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.

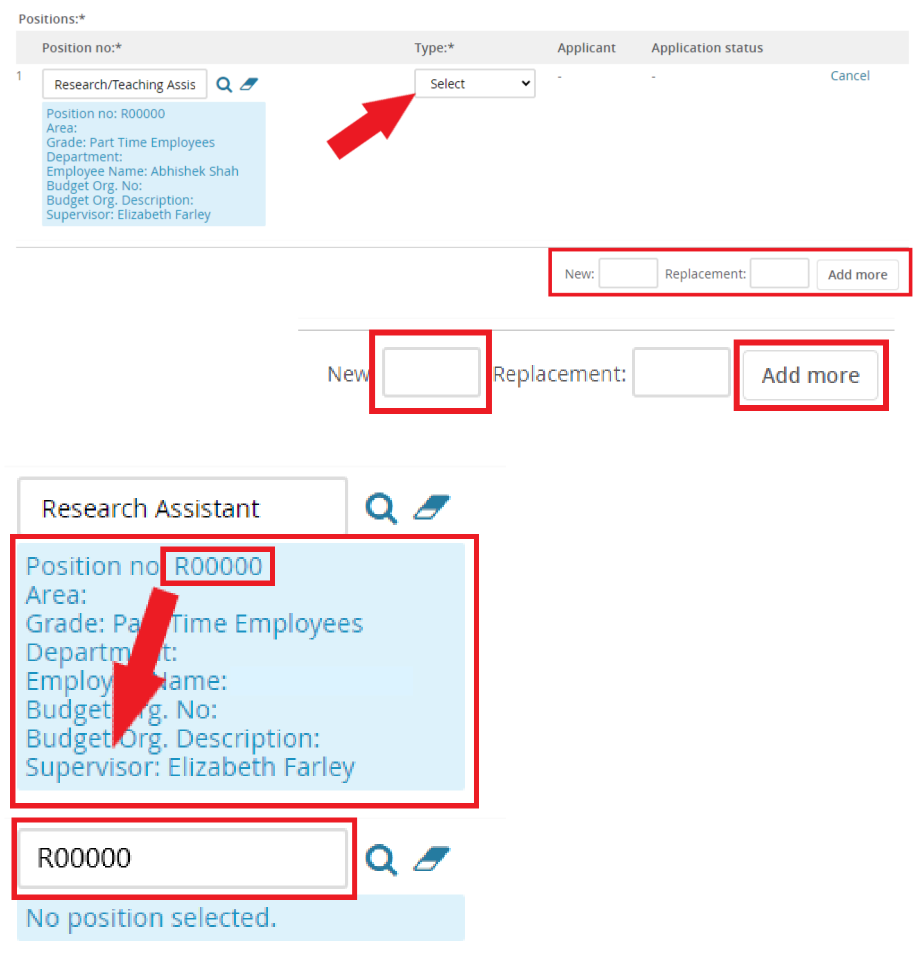


STEP 5b: Additional Headcount

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.

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.



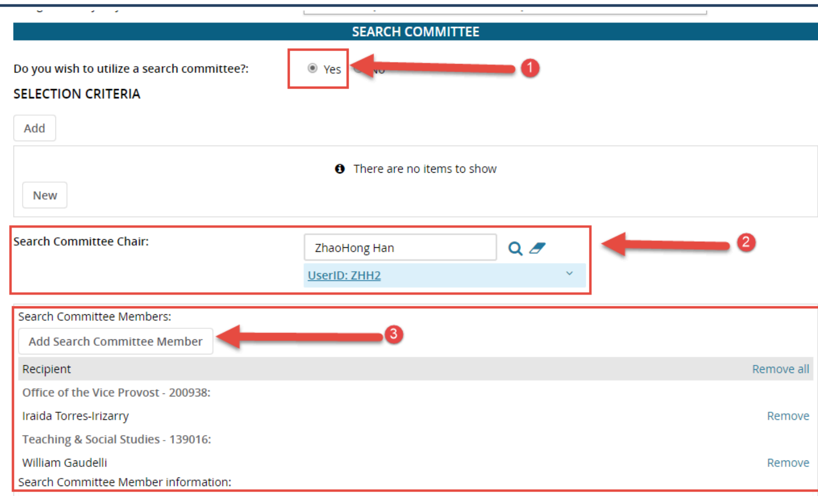
Teachers College
COLUMBIA UNIVERSITY

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.

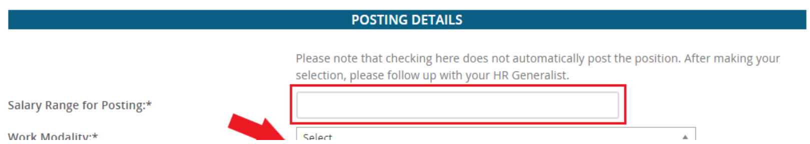
If you want to make updates to the search committee after the requisition has been approved, please email HRISTeam@tc.edu.



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.

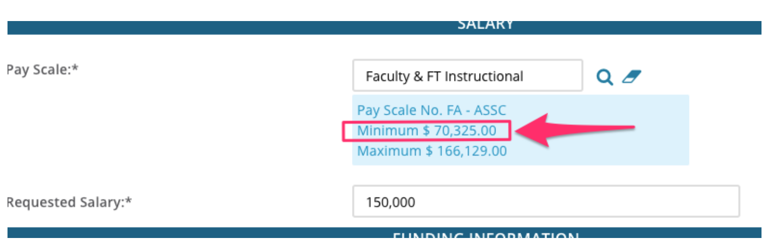


STEP 7.1: Determine the minimum for the salary range for posting.
Go to the **Salary** section of the requisition.

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.

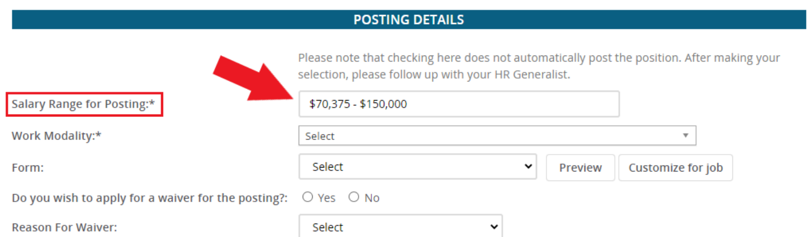
You can work with your budget administrator to determine this number.

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

STEP 7.3a: Return to the "Salary Range for Posting" field.

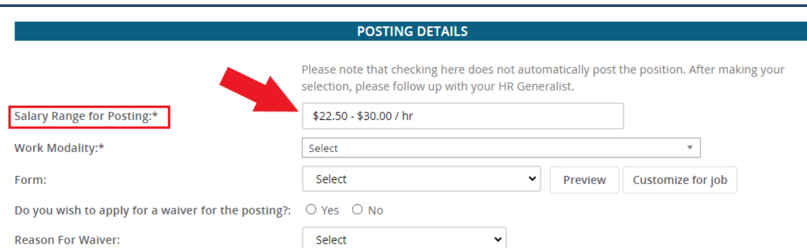
Manually enter the minimum and maximum amounts determined in the previous steps

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 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

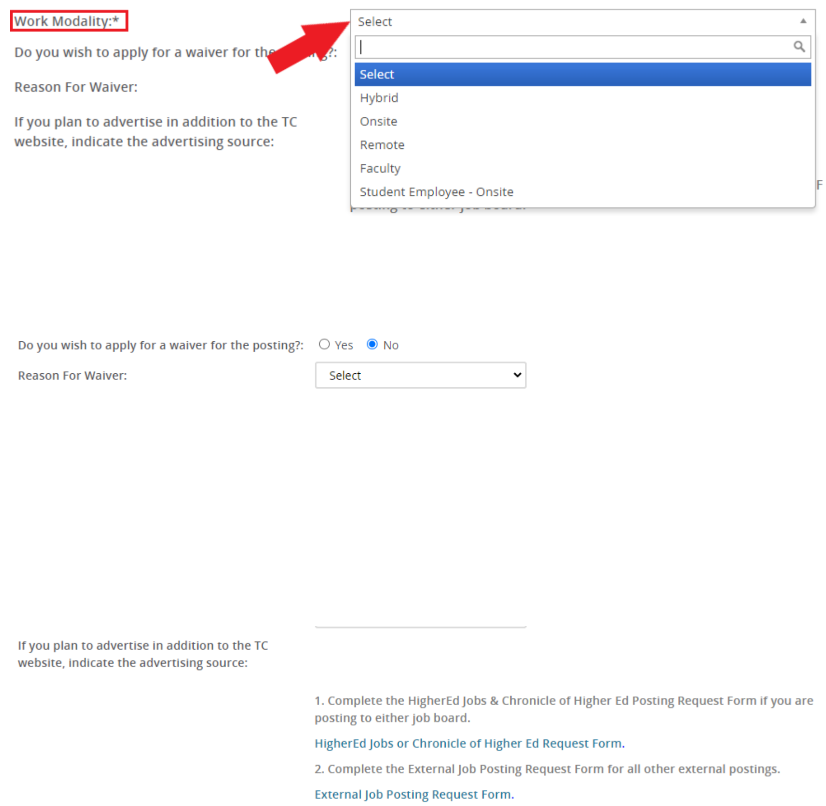


STEP 7.4: Complete the rest of the fields.
In the Work Modality field, select the appropriate option.

- 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.

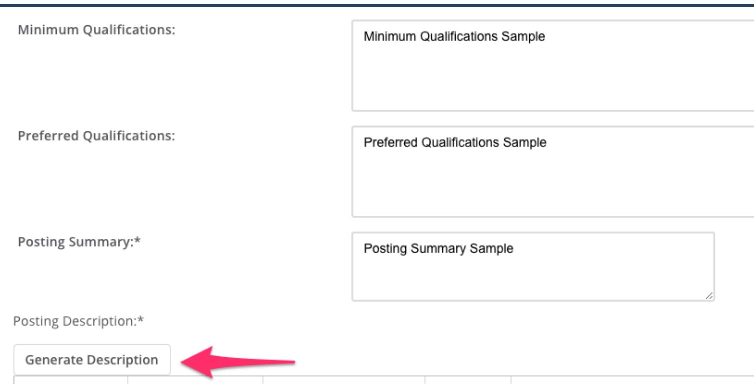


STEP 7.5: Generate the job posting information.
Review the information in the **Job Summary** through **Posting Summary** fields. **Template JDs have blanks intended for you to update before proceeding.**

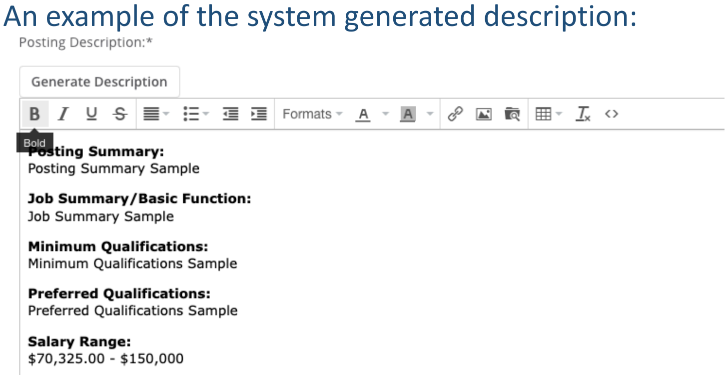
If the contents of the above fields are correct, click the **Generate Description** button.

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.



An example of the system generated description:



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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 6.1 below
C. **HR Representative -** Update to the individual name of your HR rep
D. **Status** - Update to Pending Approval

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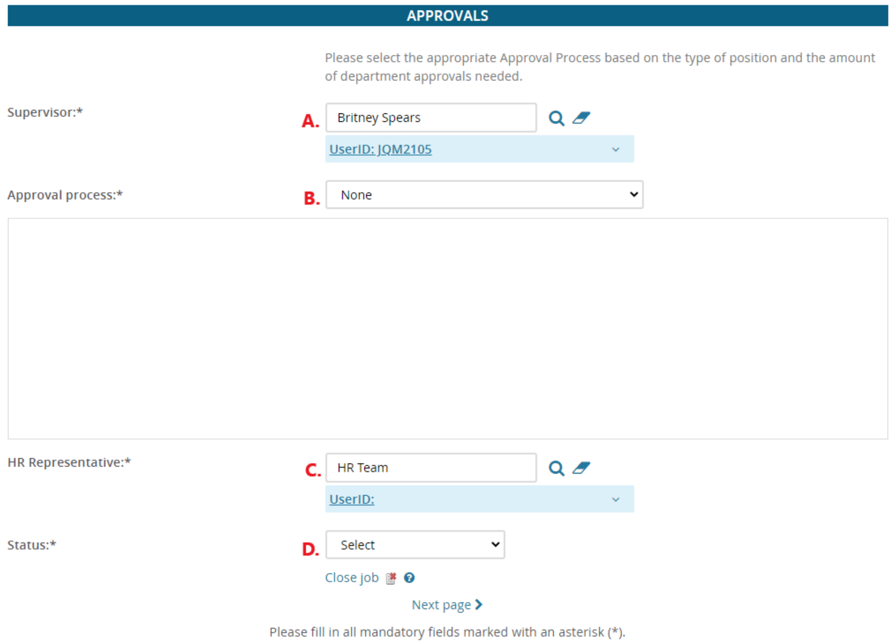

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STEP 8.1 : Approval Workflow

Use the **[Selecting the Right Approval Worfklow]** guide to choose the correct option from the dropdown..

Mandatory approval levels will appear. Click the magnifying glass to select the appropriate approver.

If Budget/Grants is included, select either **Budget Team** or **Grants Team** based on your funding source.

Note: At the HR level, update to your **HR rep**. For student jobs, update the HR level to **Student Employment Team**. Leave all other defaulted team names as-is.

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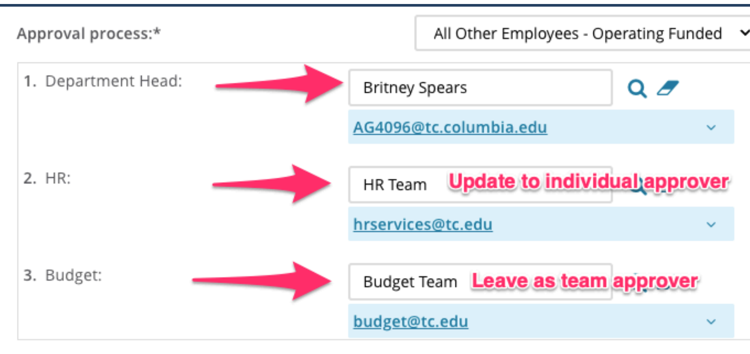
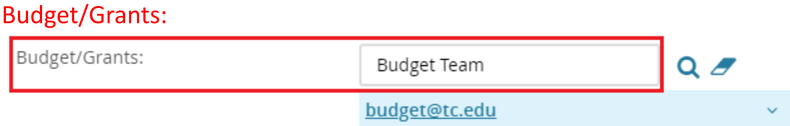
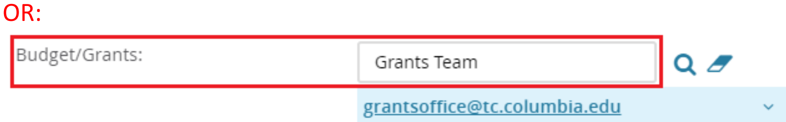


Budget/Grants:



OR:



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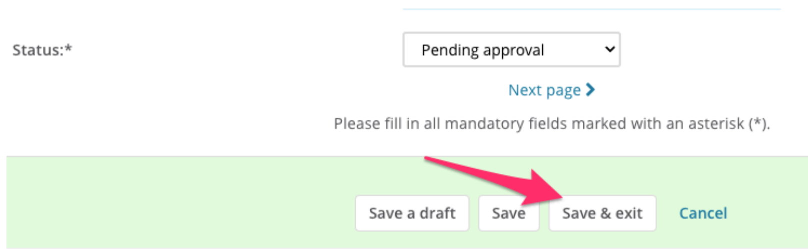
STEP 9: Save for approval.
Now you can save the requisition and send it for approval.

- **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.



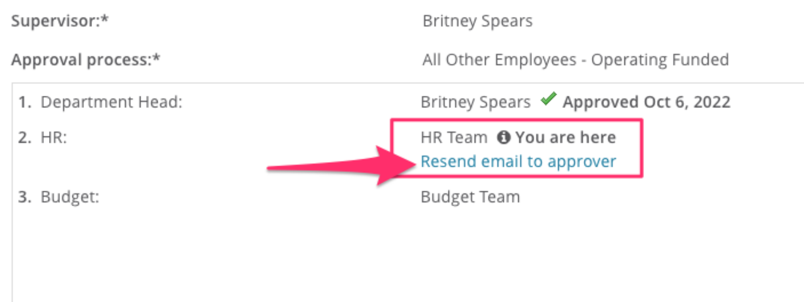
STEP 9.1: Check on approvers

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 10: 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.