

Create a Job Requisition

Concept

Hiring Managers can follow these procedures to create job requisitions in the HCM Careers system.

Procedure



| Step | Action |
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| 1. | From the HCM Main Menu, click the Recruiting link. |
| | Cara Recruiting |
| 2. | Click the Create New Job Opening link. |
| | Create New Job Opening |





| Step | Action |
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| 3. | The Create New Job Opening screen appears. |
| | The Job Opening Type defaults to Standard Requisition and the Business Unit defaults to Case. |
| | Accept the default settings and begin by entering a Job Code or using the Lookup function (magnifying glass) to locate the code. |
| | Note : The job code and corresponding job description should be provided by a Human Resources Compensation Analyst. |



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| Select a Job Opening Type, Continue once you have ent | Job Family and any other information you tered all required information. | Look Up Cancel Advanced Lookup | |
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| 4. | From the Look Up Job Code screen, you can search for a Job Code by entering text into the search field and clicking the Look Up button. |
| | Click on the desired Description from the Search Results list to populate the Job Code field. |



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| () Help EI |
| Create New Job Opening |
| Enter Primary Job Opening Information Before you begin creating a staff job opening, you will need a job description and corresponding job code. If you need assistance with these contact a Commensation Analyst in |
| Human Resources. Job openings for faculty positions should be directed to the Administrator within your school. |
| Select a Job Opening Type, Job Family and any other information you require to create a Job Opening Select Confinue once you have entered al required information. |
| Opening Information |
| Job Opening Type: Standard Requisition - |
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| Job Code: Q Department Assistant 1 |
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| Step | Action |
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| 5. | Once the Job Code is entered, the Posting Title field will be populated with the default title for the selected job code. |
| | Note : The Posting Title can be changed to suit the needs of the current requisition. |
| 6. | Click the Continue button. |
| | Continue |



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| Save & Submit Save as Draft Cancel Previous Step Next Step | |
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| Created: 12/11/2012 | |
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| 7. | Under the Opening Information section, you can enter Job Details such as compensation and required weekly hours. |
| | The Employee ID and name of the person creating the requisition will appear in the Created By field. |
| | Created By: 1111111 Q Nicole Dyme |



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| 8. | Enter a departm Lookup function | nent number in the Department field or use the (magnifying glass) to locate the code. |
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| 9. | From the Look Up Department screen, you can search for a Department by entering text into the search field(s) and clicking the Look Up button. |
| | Click on the desired Department number from the Search Results list to populate the Department block. |



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| Opening Information | | |
| Please indicate the un | nderutilized group if known. The Employment Office will also verify and | |
| complete this information meeting the job gualif | ation. If a strong internal candidate has been identified within the department, fications, please provide information below. | |
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| Action | | |
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| Enter the date the position will begin into the Desired Start Date field or use the Calendar icon to select the date from the calendar pop-up menu. (This entry is not required.) | | |
| If the department requesting the requisition wants the employee to be hired by a specific date, you can enter that date into the Projected Fill Date field. (This entry is not required.) Enter a date into the Date Authorized field to represent the date the position is authorized to be posted on the Careers site | | |
| Desired Start Date: | | |
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| Add Employees Being Replaced | |
| Opening Information | |
| Please indicate the underutilized group if known. The Employment Office will also verify and | |
| complete this information. If a strong internal candidate has been identified within the department, meeting the job qualifications, please provide information below. | |
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| 11. | If applicable, enter the name of the employee being replaced into the Name field or use the Lookup function (magnifying glass) to select the employee from a list. This field is only required if the job requisition is the result of an employee leaving or being terminated. You can create additional records for this field by clicking the [+] Add Employees Being Replaced link. |
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| Please indicate the underutilized group if known. The Employment Office will also verify and complete this information. It a strong internal candidate has been identified within the department, meeting the job qualifications, please provide information below. Job Under Utilized | |
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| 12. | Read the instructions listed under the Opening Information section and enter the required information if applicable. |
| | Opening Information |
| | The Job Under Utilized field defaults to No. |
| | If you change this option to Yes , then click to place a checkmark in one or both of the following fields: |
| | - Under Utilized Women - Under Utilized Minority. |



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| Opening Information | · · · · · · · · · · · · · · · · · · · |
| Please indicate the underutilized group if known. The Employment Office will also verify and complete this information. If a strong internal candidate has been identified within the department, meeting the job qualifications, please provide information below. Job Under Utilized Yes No Under Utilized Women Under Utilized Wiment | |
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| 13. | If an existing employee has been identified for the position, check the Strong Internal Employee block and then select the Empl ID using the Lookup function (magnifying glass). |
| | Strong Internal Employee Empl ID |



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| Please indicate the underutilized group if known. The Employment Office will also verify and complete this information. If a strong internal candidate has been identified within the department, meeting the job qualifications, please provide information below. Job Under Utilized © Yes © No | |
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| 14. | The Grant Funded field defaults to No . If you change this option to Yes , enter details into the Funding Source , Speedtype and Distribution Percent fields under the Funding Sources section. | | |
| | Notes : Funding can be distributed across multiple speedtypes by using the plus sign [+] at the end of the row to add lines as needed. Enter the corresponding Speedtype and Distribution Percent for each row. Use the minus sign [-] to delete any rows not required. | | |
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| Hours: | 37.50 | |
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| Travel Percentage: | None 👻 | |
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| 15. | Enter any required information under the Additional Job |
| | Specifications section. Most of this data should be pre-populated |
| | according to the Job Code previously selected. |
| | Additional Job Specifications |
| | FOR TERM POSITIONS ONLY, enter the Begin and End dates or select them from the calendar pop-up menu. Otherwise, leave these |
| | fields blank. |
| | Begin Date: |
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| 16. | If applicable to the position, click the Travel Percentage drop down list and select the appropriate description for the amount of travel the position will require. The default value is None . |
| | Travel Percentage: None |



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| 17. | The entries displayed in the Salary Information section should be pre-populated based on the Job Code previously selected. |
| | Questions regarding the content of these fields should be directed to a Human Resources Compensation Analyst. |
| | Salary information |
| 18. | Click the Qualifications link (below the Salary Information section) to proceed. |
| | Qualifications |



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| 19. | Read the instructions at the top of the Qualifications page before completing the Work Experience & Education section. This section is used to indicate the education level and years of work experience required to be a qualified applicant for the position. |
| | Select an entry from the Highest Education Level drop down list and enter the Years of Work Experience required into the field provided. |
| | Click the [+] Add Work Experience and Education link to create additional line entries. |
| | + Add Work Experience and Education |



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| 20. | Click the [+] Add Degrees link to specify a degree requirement for the position. You may add as many degree requirements as needed by using this link to create additional lines. |
| | + Add Degrees |



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| 21. | The Add Degrees screen will appear. You can use the Lookup function (magnifying glass) to select the degree from a list. |
| | *Degree: |
| | Note : Only the Degree field requires an entry to complete this page. The remaining fields are optional. |



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| 22. | From the Look Up Degree screen, you can search for a Degree by entering text into the search field(s) and clicking the Look Up button. |
| | Look Up |
| | Click on the Degree Description from the Search Results list to populate the Degree block. |



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| 23. | After adding the Degree requirement information, you can choose one of three options: | |
| | OK button: Saves the information and returns you to the main | |
| | Qualifications screen. | |
| | Cancel button: Deletes the information and returns you to the main | |
| | Quaimcations screen. | |
| | Apply and Add Another button: Saves the information and opens a | |
| | new Add Degrees screen to create another degree requirement. | |
| | OK Cancel Apply and Add Another | |



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| 24. | Click the Post Description link (at the bottom of the Qualifications screen) to continue. |



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| 25. | Click the [+] Add Job Postings link. |
| | + Add Job Postings |



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| 26. | From the Job Descriptions section, select an entry from the Visible drop down list to determine whether this position will be available to candidates that are Internal Only, External Only or both Internal and External. |



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| 27. | Select the Job Description item from the Description Type drop down list. *Description Type: |



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| | POSITION OBJECTIVE | |
| | Working under occasional supervision, perform a variety of clerical duties and typing assignments requiring speed and accuracy with in the Office of Housing & Residence Life. The department assistant will support residential custodial team of 50 staff and daily custodial operation within 44 residence halls and Greek houses at Case Western Reserve University. Responsibilities include maintaining quality assurance inspection data, maintaining processes for supply and equipment ordering, work order management and | |
| | daily work schedules; and other clerical duties. | |
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| 28. | Either cut and paste the Job Description information into the Description field or type the information manually. |



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| Custorial operation within 4 resolution University, Responsibilities include m maintaining processes for supply and securing outside services; updating de daily work schedules; and other clerica | mais and Greek nouses at Case v intaining quality assurance inspect equipment ordering, work order ma partmental and custodial database I duties. | vesien Reserve ion data, nagement and s; prioritizing | | | |
| ESSENTIAL FUNCTIONS | | | | | |
| Facilitate dealing with others in 2. Assist the assistant director an the daily custodial workload. Me employees. Answer phone and communica contractors. | the university relative to department d custodial supervisors in planning intain work calendar for all full-time te regularly with respective vendors | work. and prioritizing and student and/or | | | |
| 4. Maintain a weekly vehicle use lo directors. Add Posting Descriptions | g. Report vehicle concerns to the a | ssistant Computer | | | |
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| 29. | After entering the Job Description information, you can choose one of three options: |
| | OK button: Saves the Job Description information and returns you to the main Post Description screen. |
| | Cancel button: Deletes the information and returns you to the main Post Description screen. |
| | Preview button: Allows you to preview the information entered in another window. |
| | OK Cancel Preview |



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| Job Opening Status: 005 Draft | |
| Job True. Department Assistant 1 Job Code. 155021 | |
| Business Unit: CASE1 Case | |
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| Save & Submit Save as Draft Cancel Previous Step Next Step | _ |
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| Select Add Job Postings to add a new posting. To delete an existing posting select the delete icon against the | |
| posting you wish to delete. Job Postings 😧 | |
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| 30. | Click the Hiring Team link. |
| | Hiring Team |



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| 31. | The Assignments screen appears. This section will contain the recruiter(s), hiring manager(s), interviewer(s) and any interested parties to be involved in the hiring process for the new position. For each of these categories, you can choose to enter either an individual or a team by choosing the desired link. To assign an individual Hiring Manager to the Job Description, click the [+] Add Hiring Manager link. |
| 32. | Click the Look Up button (magnifying glass) next to the Name field to search for a specific manager. |



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| To add an interested party to the Job Opening select the Add Interested interested parties select the Add Interested Parties Team hyperink. Interested Party @ 1001009 Issac Greber 10010109 Issac Greber | |
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| 33. | From the Look Up Manager screen, you can search for a Hiring Manager by entering text into the search field(s) and clicking the Look Up button. |
| 34. | Click on the Empl ID or the Display Name from the Search Results list to populate the Hiring Manager fields. Empl D Display Name Follow the preceding steps to add recruiters, interviewers and interested parties by selecting the appropriate link: [+] Add Recruiters [+] Add Recruiter Team [+] Add Interviewers [+] Add Interviewer Team [+] Add Interested Parties [+] Add Interested Parties Team. |
| 35. | Click the Save button from the main Hiring Team screen. |



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| 36. | The Job Approvals screen appears. This screen depicts the Job Requisition approval workflow at the Department and Central Admin Stages . |
| | Each person shown in the workflow display will automatically receive an email from the Careers system when the Job Description is ready for their review and approval. The workflow tree will update the approval status as the Job Description moves through each member of the workflow. Approvers have the option to Approve , Pushback or Deny the Job Requisition. |



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| 37. | Click the Staff Working Conditions button (at the bottom of the Job Approvals screen) to continue. |
| | Staff Working Conditions |



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| Job Opening ID 31/9 Job Opening Type Standard | |
| Posting Title Department Assistant 1 | |
| Job hazards (safety training required) | |
| | |
| ↑ Job tasks | |
| Personal protective equipment required | |
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| 38. | The Staff Working Conditions screen appears. To view the items under each category, either click the Expand/Collapse All check box or the Expand Section arrow to the left of each section name. |
| | Expand/Collapse All |



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| Job Opening ID 3179 | | Job Opening Type Standard | |
| Department Assistant | + 1 | | |
| Department Assista | | pand/Collapse All | |
| ▼ Job hazards (safety training required | d) | | |
| Employee is directly exposed to the fo | llowing hazards in the work environm | ient: | |
| Animals | Confined space entry | Radioactive Materials | |
| Around Moving Machinery | Excessive Noise | Repetative Motion | |
| Baseline evaluation of hearing required | EBI check/fingerprinting | Restricted Access | |
| Baseline evaluation of vision required | V Fumes, dust, others | Powered Industrial Vehicle (fork/reach/bucket lift) | |
| Bloodborne Pathogens | Infectious agent | Select agents | |
| Chemicals | Laser | UV Light | |
| Commercial Products | Pesticides or Herbicides | XRAY | |
| Other | | <u>لا</u> | |
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| 39. | Click to place a check mark next to any Job Hazard in the work environment to which the employee will be directly exposed. |
| | Use the Other field to enter comments or indicate additional Job Hazards not listed. |
| | ▼ Job hazards (safety training required) |
| | Employee is directly exposed to the following hazards in the work environment: |



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| ✓ Job tasks Employee will have the following tasks: | | | |
| Employee will have the following tasks. | | | |
| Lifting up to 50+ Security | Respirator Use | | |
| Plant (facility maintenance) | n Custodial | | |
| DOT shipping/receiving of hazardous biological or infecti | us materials Grounds (lawn maintenance) | | = |
| Other | (E | | |
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| Explain il employee is responsible for individuals under the a | ge of 18 years? | | |
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| Personal protective equipment required | | | |
| Employees will need the following equipment: | | | |
| Appropriate gloves | Respiratory protection | | ▼ ● 100% |
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| 40. | Click to place a check mark next to any Job Tasks the employee will be required to perform. |
| | Use the Other field to enter comments and indicate additional Job Tasks not listed. |
| | If the employee is responsible for individuals under the age of 18 years provide an explanation in the field provided. |
| | Job tasks Employee will have the following tasks: |



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| Personal protective equipment requipment | uired | | |
| Employees will need the following eq | uipment | | |
| Appropriate gloves | Lab coat | Respiratory protection | |
| Hard hat | Protective evewear | Safety shoes | |
| Hearing protection | | | |
| Other | | ۴ | |
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| Ergonomic concerns | | | |
| Employee will need to perform the fol | lowing activity(ies): | | |
| Balance | Crouch | Reach | |
| Bend/Stoop | Keyboard/Type | Reach above shoulder | |
| Climb Ladders | Kneel | Repetative motion | |
| Climb stairs | Squat | Vse computer mouse | |
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| 41. | Click to place a check mark next to any Personal Protective Equipment the employee will require to safely perform the assigned job duties. |
| | Use the Other field to enter comments and indicate additional Personal Protective Equipment not listed. |
| | Personal protective equipment required Employees will need the following equipment: |



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| Employee will need to perform the f | ollowing activity(ies): | | | |
| Balance | Crouch | Reach | | |
| Bend/Stoop | Keyboard/Type | Reach above shoulder | | |
| Climb Ladders | Kneel | Repetative motion | | |
| Client stales | | | | |
| Climb stairs | Squat | Use computer mouse | | |
| Crawl | Push/Pull | | | |
| Explain | | E | | |
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| | | | | |
| Functional requirements | rive while on the job | | | |
| Employee will operate u | niversity vehicle | | | |
| Valid Ohio driver's licens | se required | | | |
| Chauffeur driver's licens | e required (individuals will require pre- | employment testing and | | |
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| 42. | Click to place a check mark next to any items under the Ergonomic Concerns category to indicate activities the employee will be required to perform. Use the Explain field to enter comments and indicate additional Ergonomic Concerns not listed. |
| | C Ergonomic concerns Employee will need to perform the following activity(ies): |



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| ▼ Travel requirements | * |
| Employee will be required to drive while on the job | |
| Employee will operate university vehicle | |
| Valid Ohio driver's license required | |
| Chauffeur driver's license required (individuals will require pre-employment testing and random drug testing) | |
| Commercial driver's license required (individuals will require pre-employment testing and random drug testing) | |
| Employee will transport hazardous materials (chemicals, contaminated equipment, lead, PCB, paints) | |
| Other | |
| Transport Biohazardous Waste (clinical samples, human blood or tissue, animals, contaminated equipment) | |
| Other | |
| Employee will transport universal materials(ballasts, batteries, computers, fluorescent bulbs, insecticides, mercury products | E |
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| 43. | Click to place a check mark next to any Travel Requirements to indicate activities the employee will be required to perform. |
| | Use the Other fields to enter comments and indicate additional Travel Requirements not listed. |
| | ▼ Travel requirements |



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| Transport Biohazardous Waste (clinical samples, human blood or tissue, animals, contaminated equipment) Other | |
| Employee will transport universal materials(ballasts, batteries, computers, fluorescent bulbs, insecticides, mercury products | |
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| 44. | Click the Save button to complete the Staff Working Conditions section. |



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| Job Opening | |
| Posting Title: Department Assistant 1 Job Opening Status: 005 Draft Job Title: Department Assistant 1 Job Code: Position Number: Business Unit: CASE1 | |
| Save & Submit Save as Draft Cancel Previous Step Next Step | |
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| 45. | After completing the required Job Requisition entries, you can choose one of three options: | |
| | Save & Submit button: Saves the Job Description information and submits it to the workflow approvers. | |
| | Save as Draft button: Saves the information in a draft state so you can return and finish the requisition at a later time. | |
| | Cancel button: Cancels the current operation. | |
| | Save & Submit Save as Draft Cancel | |
| 46. | End of Procedure. | |