

Creating a Staff Requisition “from Position”

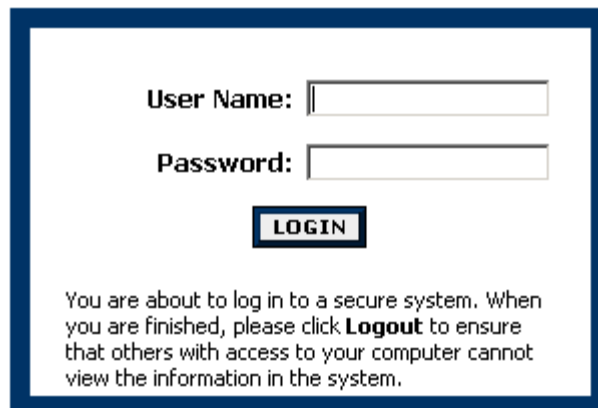
The new “**FROM POSITION**” feature allows creating a requisition by entering the Name of the person being replaced or the Position Number. That action will populate several of the requisition fields by drawing information from the Position Description. It is important that the Position Description you plan to utilize is current. If you need to make edits, contact Compensation and institute those changes before beginning the requisition. To create an on-line requisition for a Professional/Support Staff hire, follow these steps:

STEP

1

Log-in at the website with your normal COOL System User Name and Password.

If you experience any difficulties or have a question, call one of these on-campus extensions for assistance: **2663**, **2327** or **2667**.



User Name:

Password:

LOGIN

You are about to log in to a secure system. When you are finished, please click **Logout** to ensure that others with access to your computer cannot view the information in the system.

STEP

2

Make sure you’re wearing your **Hiring Manager** hat. If you’re logged in as any other Current Group, select “*Change User Type*” from near the bottom of the list of navigation bars at the left.



STEP

3

Now you're ready to begin the requisition. Select **FROM POSITION** in the navigation bar listing at the left.



STEP

4

Enter the **Position Number** (as below) for the position you wish to fill. Remember that a Position Number remains with the Job Description while an ID Number is unique to the employee. You may enter the name or ID number of the person being replaced. Enter only one of the three identifiers a) **Position Number**, b) **Employee Names**- Banner Payroll name- not nickname, c) **Employee ID**. You may also search by **Position Title**. While all position titles in the system are listed on the dropdown menu, your selection will only produce results if a position of that title exists in the Organizations included in your COOL System User Account. If you have questions or need assistance with this step, contact Compensation at extension **2558** or **2669**.

Create from a Position

Create from a Position

Position Number	<input type="text" value="997663"/>	Employee ID Number	<input type="text"/>
Employee First Name	<input type="text"/>	Position Title	Any
Employee Last Name	<input type="text"/>		

SEARCH

After entering the identifying information, select the highlighted **SEARCH** button.

STEP

5

The system will give you a listing of the position you have requested. If you have entered a Name instead of a Position Number, you may have more than one position listed. Select the one you wish to post and select [Create](#) below the position title.

From Position						
1 Record						
Position Title	Class Code	Position Number	Employee Id	Employee Last Name	Last Action	Date Approved
Employment Specialist Create View Summary	0569	997663	*20037403	Maree	Modification Approved	07-18-2008

STEP

6

You will see that several fields are pre-populated with data directly from the Position Description. Previously, some of these- Position Summary, Job Duties/Responsibilities, Qualifications- had to be completed by a copy & paste process. Review the requisition form and complete or select dropdown menu choices for all fields not pre-populated.

Position Summary	maintenance of the COOL system. Communicates with applicants and the general public in order to obtain or provide information related to work activities. Provides routine, day-to-day advice and support to University staff regarding the COOL system. Maintains the integrity of the Employment Services department by maintaining strict confidentiality. Ensures that records are maintained accurately and efficiently.
Department Specific Duties and Responsibilities	<p>Reports to the Employment Coordinator.</p> <p>Insure the integrity of the Employment Services department by maintaining strict confidentiality.</p> <p>Extends conditional offers and firm offers of employment under the review of the Employment Coordinator.</p> <p>Conducts complete background checks on all prospective employees.</p>
Qualifications	<p>Required: Minimum of one year of personnel/human resources experience.</p> <p>Preferred: Bachelor's degree. Higher Education experience. Employment and Training experience.</p>

Items to keep in mind when completing blank fields:

Open Date refers to the day the requisition will be posted and open to public view...this is often confused with **Effective Date**. Open Date will be edited, if necessary, to reflect the actual date posted.

Effective Date is the day you want the employee to report for work/training.

Preference Date lets applicants know when you plan to remove the posting from public view. This is only *required* on Faculty postings and may be left blank if the checkbox “Open Until Filled” is marked.

Required & Optional Documents may be attached only if you designate a “port” for them to be affixed. If you wish to *require* a Cover Letter, check that box in the top set but not in the bottom. If you want to make it optional, check Cover Letter in the lower box but not the upper.

Logistics Data - Campus Box #, Office, Building, Telephone, etc.- isn't seen by the public but is included in a broadcast message sent, after the hire is completed, giving a “heads-up” to Employee Relations, IT, Campus Telephone, Key Control, and others.

Ranking & Qualifying Questions can help with screening processes. If you anticipate a large response, you may want to create question that will ask the applicants to screen themselves based on extent of experience. A separate tutorial is available on questions.

Guest User is a valuable, optional feature. If anyone other than the Hiring Manager (originator) needs to see and review applications, you should activate the Guest User function. This is particularly important if a Screening Committee is being utilized. Note that Screening Committees are *required* for Faculty positions but are optional for all other types.

STEP

7

The tabs at the top of the requisition may be used to move from one information category to another as needed. To establish the Guest User function, click on that tab.

Create Requisition - Employment Specialist

Posting Details	Template Level Questions	Posting Specific Questions	Points	Guest User
CONTINUE TO NEXT PAGE >>				

STEP

8

Select **Activate Guest User**....

Create Requisition - Employment Specialist

Posting Details	Template Level Questions	Posting Specific Questions	Points	Guest User
<p>On this screen, you may create an account that will be used by members of the review committee.</p> <p>Committee members who log in using this account may view applications and resumes to this requisition only, and are not able to take action on the applicants.</p> <p>When finished or to skip this section, click Continue to Next Section.</p> <p>Activate Guest User</p> <p style="text-align: center;"><< RETURN TO PREVIOUS CONTINUE TO NEXT PAGE >></p>				

CANCEL	PREVIEW REQUISITION
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STEP

9

The system will generate a GU (Guest User Number). Add a Password of your choice then click on a tab, [Continue to Next](#) or [Return to Previous](#) buttons to review your previous entries.

Deactivate Guest User

Create Guest User

*Required information is denoted with an asterisk.

User Name:	GU57467
* Password: Between 6 and 20 Characters	<input type="text"/>

<< RETURN TO PREVIOUS

CONTINUE TO NEXT PAGE >>

STEP

10

From the above screen, or after reviewing your previous entries, select **Preview Requisition**

CANCEL PREVIEW REQUISITION

STEP

11

You will have three choices: **Save w/o submit**, **Dean/Director**, and **Student Position**. **Save** allows you to “park” the pending requisition while seeking an answer to some question. **Dean/Director** is the first reviewer in the normal approval queue. **Student Position** should be selected for regular Student or Student Work Study requisitions. This choice by-passes several approval steps sending the information directly to be posted.

Posting Status

- Save w/o submit
- Dean/Director
- Student Position

CANCEL

CONTINUE

Posting Details

App Types Accepted	Staff Application
Position Title	Employment Specialist
Hours of Work	

Select **Continue** and then **Confirm**.... Your requisition is on its way...