Recruitment: Review/Approve/Publish Job Requisition

Dean's Office

- 1. Click the Job Requisition task in your inbox.
- 2. Review the job requisition details.
- 3. If corrections are needed, you have two options:
 - a. Select the Send Back button to redirect the job requisition task to the job requestion initiator. They will be able to make edits and send back for approval. or --
 - **b.** Select the 'gear' icon and select **Correct**. This will allow you to make the job requisition edits.

Review Job	Requisition: R4215 Quarterly Adjunct Lecturer - Math (pool) 🚥 🙀	@ Ľ			
		Correct			
For	College of Arts & Sciences Unit (Daniel Press)	Delegate Task			
Overall Process	Job Requisition: R4215 Quarterly Adjunct Lecturer - Math (pool)	Reassign			
Overall Status	In Progress	View Details			
Details to Review					
Organization	College of Arts & Sciences Unit (Daniel Press)				
Positions Created (empty)					
Position Request Reason Create Job Requisition > New Position > New Position					
Job Posting Title * Quarterly Adjunct Lecturer - Math (pool)					
Number of Positions * 5					
Hiring Restriction	ons				
Availability Date	* (4				
Earliest Hire Date	* 000 107 ,700.				
Job Family	Quarterly/Semester Fixed-Term Faculty				
Approve	Send Back				

- 5. Depending on the number of positions created, you will receive the **Costing Allocation for Create Position** task. Navigate to the Add button and verify the Cost Center information is correct. Make changes, if needed. Click the **Submit** button for each Costing Allocation for Create Position task.
- 6. For the **Post Job** task, select both Internal and SCU options. Click the **OK** button.

Post Job R4	1215 Quarterly Adjunct Lecturer - Math (pool) (Op			
Created: 02/07/202	24			
For <u>internal</u> targeted job searches, post to the Internal job board (it will no Targeted Job Search) For <u>external</u> targeted job searches, post to the Targeted Job Search extern				
Jobs that are posted to the External SCU job board should also be posted t				
Job Posting Site	★ × Internal := × SCU			
Preview Job Postin	g 🗌			
ок	Cancel			

4. When the job requisition is ready for approval, click the **Approve** button.

7. In the **End Date** column, enter a date. Select the Submit button.

Post Job R4215 Quarterly Adjunct Lecturer - Math (pool) (Open) 🚥								
For <u>internal</u> targeted job searches, post to the Internal job board (it will not be published as long as the job requisition is flagged as Targeted Job Search) For <u>external</u> targeted job searches, post to the Targeted Job Search external job board.								
Jobs that are posted to the External SCU job board should also be posted to the Student Job Board.								
		<u>^</u>		1				
2 items								
+	*Site	*Start Date	End Date	l				
Θ	× Internal ∷≣							
Θ	× scu ∷≡							
Submit	Save for Later Cancel							