

RECRUITING WORKLET



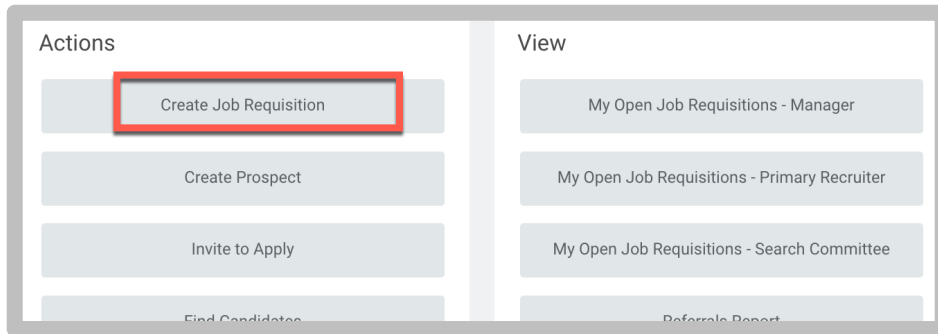
Recruiting

Select the Recruiting icon on the Your Top Apps dashboard

- or -

type in "Create Job Requisition" in the search box

1. Click **Create Job Requisition** under Actions.



2. **Supervisory Organization:** type in the name of the dean:

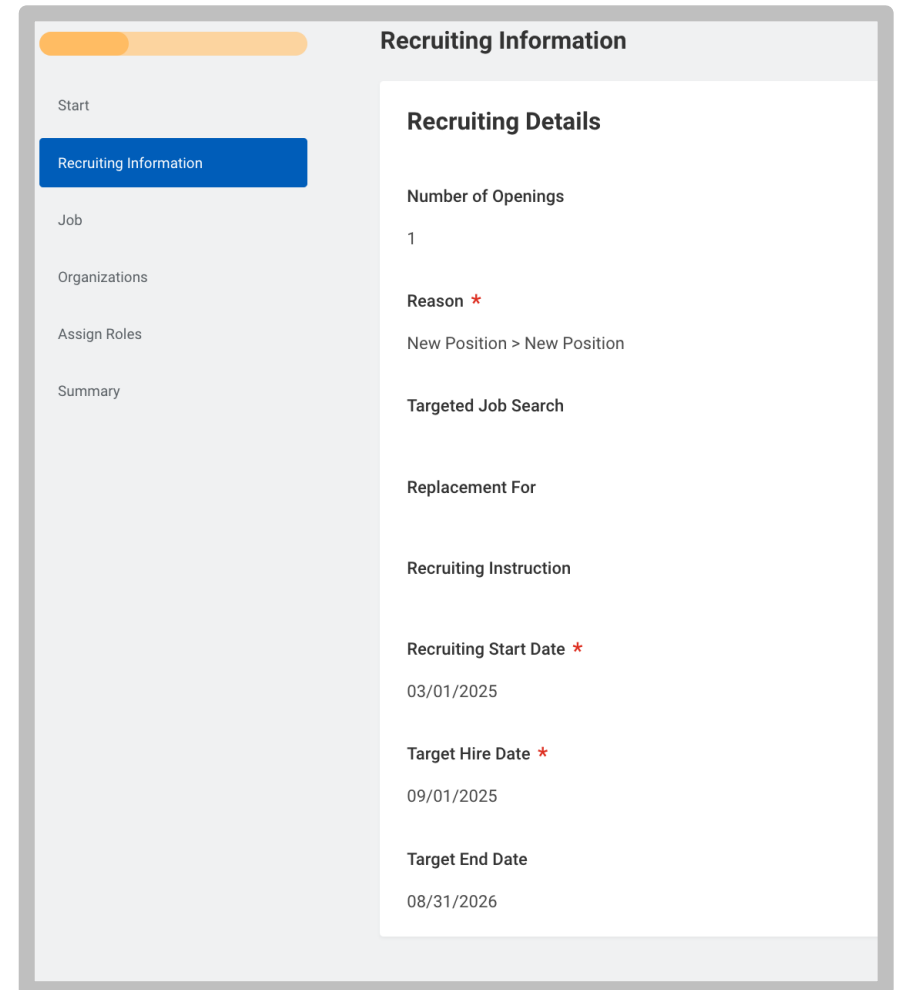
- College of Arts & Sciences Unit (Daniel Press)
- Leavey School of Business Unit (Eddie Grier | Ed Grier)
- School of Education and Counseling Psychology Unit (Sabrina Zirkel)
- School of Engineering Unit (Christopher Kitts)

Select: **Create New Position**

Click **OK**

3. On the **Recruiting Details** page:

- Enter the number of openings (**1+**)
- Reason → New Position
- Enter the Recruiting Start Date (start date of ad to be posted)
- Enter the Target Hire Date (start date of the employee)
- Enter the Target End Date (required for fixed-term employee)



4. On the **Job Details** page:
 - Enter the Job Posting Title: **Lecturer**
 - Select Job Profile: **0146 - Lecturer**
 - Enter the Job Description: include the Purpose, Basic Qualifications, any Preferred Qualifications (if any), Responsibilities, any Special Instructions, and Requested Application Materials, Union language
 - Enter the Hiring Range: enter range or dollar amount details

- Enter the Worker Sub-Type: Worker Types → Fixed Term
- Enter the Time Type: Full time
- Primary Location: enter physical department building location
- Enter the Scheduled Weekly Hours: 40

Job

Job Details

Job Posting Title *

Justification

Job Profile *

Additional Job Profiles

Job Description *

Hiring Range:

Job Families for Job Profiles
 Academic Year Fixed-Term Faculty

Worker Sub-Type *

Time Type *

Primary Location *

Primary Job Posting Location *

Additional Locations

Additional Job Posting Locations

Scheduled Weekly Hours

Work Shift

Click **Next**.

5. On the **Organizations** page:

- Enter Company: President and Board of Trustees of Santa Clara College
- Enter the Cost Center
- Enter the Program
- Enter the Fund

Please include the Project (if applicable) in the Comments box at the bottom of the Summary page.

Organizations

Company

Company *

President and Board of Trustees of Santa Clara College

Cost Center

Cost Center *

PHIL Philosophy Department

Costing

Program

IN

Fund

FD10000 Education & General Fund

6. On the **Assign Roles** page:

- Enter the Primary Recruiter(s): role responsible for moving applicants through the workflow, uploading applicant documents, and submitting hiring information. Can be more than 1 person e.g. department administrator, department chair, search committee chair
- Enter the Search Committee Member(s): role responsible for reviewing application materials. Can make applicant notes.

There should be a total of 2 boxes: #1 for those who are listed as Primary Recruiters and #2 for those who are listed as Search Committee Members

Required: Click 'Add' and select "**Primary Recruiter**". Then select the person(s) who will be primarily responsible for this requisition.

FOR STAFF POSITIONS: "Primary Recruiter" will be your **HR Partner**

FOR FACULTY POSITIONS: "Primary Recruiter" will be the **Department Admin, Department Chair, and/or the Search Committee Chair** assigned to the requisition.

For **STUDENT POSITIONS**, please add yourself as Primary Recruiter if you will be managing the candidates of this job requisition.

Optional: Click 'Add' and select "**Search Committee**". You can select more than one person in the same box to give them access to the requisition.

Assign Roles

Role

Primary Recruiter

Assigned To

1

Role

Search Committee

Assigned To

2

7. Click Next.

8. Review the information. **Click Submit.**

The job requisition will route to the Provost's Office for review and then to the Dean's Office for review, approval, and publishing.