

RECRUITING WORKLET

Select the Recruiting icon on your dashboard

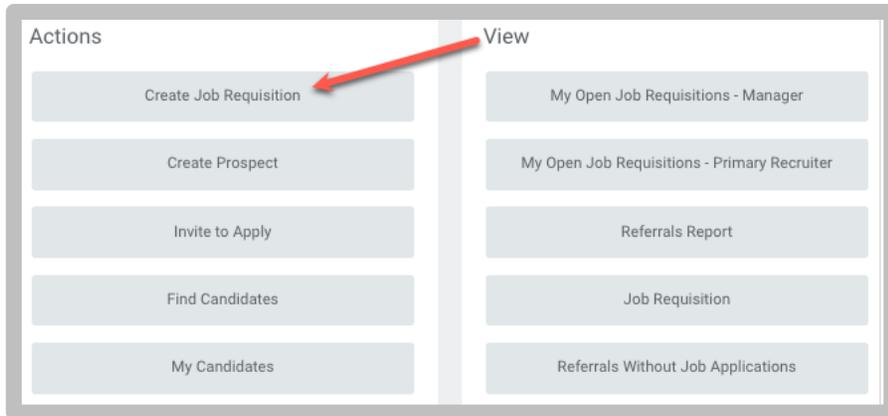


Recruiting

- or -

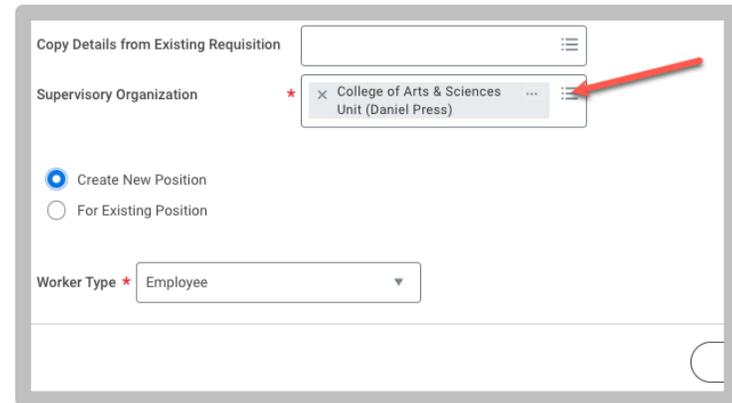
type in "Create Job Requisition" in the search box

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



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

Select **Create New Position** radio button



3. Click the **OK** button.

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

- Enter the **Number of Openings**: enter the number of positions you may fill during the academic year
- Reason → New Position
- Enter the Recruiting Start Date (start date of ad to be posted)
- Enter the Target Hire Date (projected assignment start date)

Select the **Next** button

5. On the **Job Details** page:

- Enter the Job Posting Title:
example: **Quarterly Adjunct Lecturer in Math (pool)**
- Select the Job Profile: by Job Family → Faculty → Quarterly/Semester Adjunct

QAL / SAL Job Profiles:

| | Quarter | Semester |
|---------------|---------|----------|
| Academic Year | 0231 | 0230 |
| Summer | 0236 | 0235 |

- **Job Description:** include the Purpose, Basic Qualifications, any Preferred Qualifications (if any), Responsibilities, any Special Instructions, and Requested Application Materials
- **Hiring Range:** enter salary range or dollar amount
- **Worker Sub-Type:** select Temporary
- **Time Type:** select Part time
- **Primary Location:** enter physical department building location
- **Scheduled Weekly Hours:** enter 10

Click the **Next** button.

6. On the **Organizations** page:

- **Company:** select President and Board of Trustee of Santa Clara College – OR – JST Jesuit School of Theology
- **Cost Center:** enter the charging cost center
- **Program:** designate the program
- **Fund:** enter the fund

Click the **Next** button.

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

- Select the **Add** button
- Role > Primary Recruiter: enter name(s)
- Select the **Add** button
- Role > Search Committee Member: enter name(s)
- * 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
- * Search Committee Member(s): role responsible for reviewing application materials.

Click the **Next** button.

8. Review the information. Make corrections, as needed.

Click the **Submit** button.

9. Up next: Approval by Faculty Dean Partner.

The Dean's office will review, approve, and publish the job requisition.