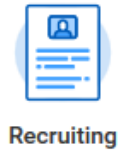


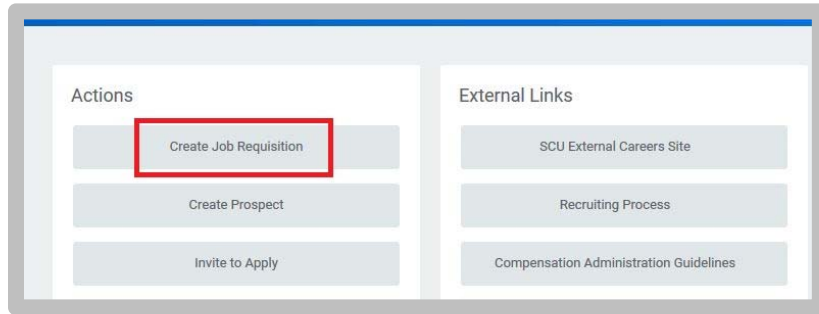
RECRUITING WORKLET

Select the Recruiting icon on your dashboard
 - or -
 type in "Create Job Requisition" in the search box

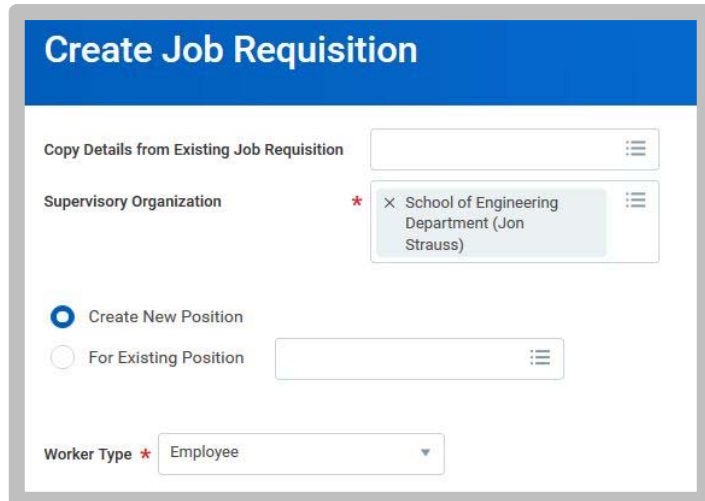


Note: Refer to FAQs at the end of this document if off-campus

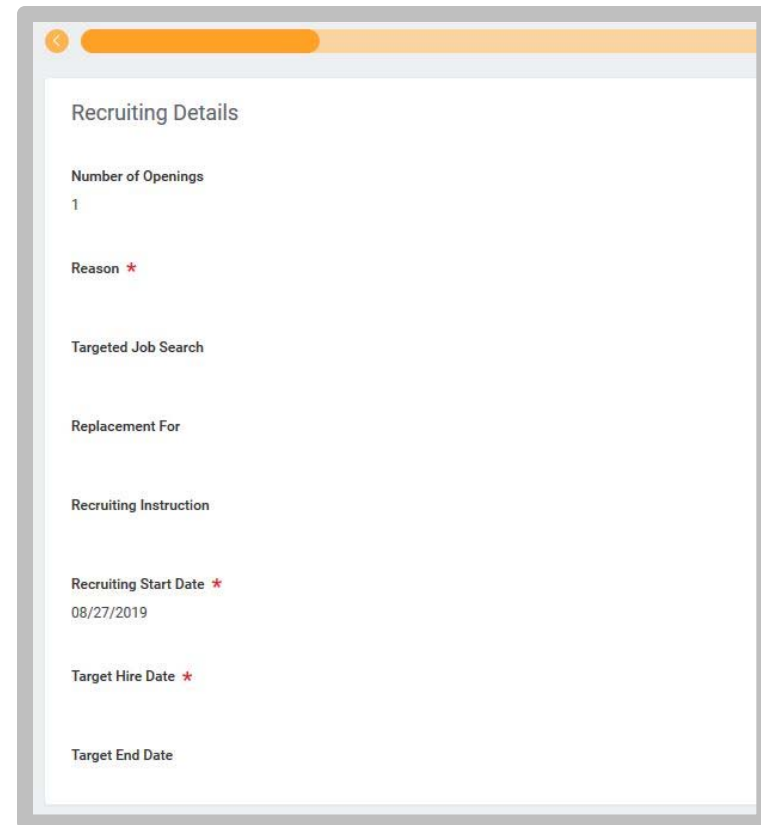
1. Click **Create Job Requisition** under Actions.



2. **Supervisory Organization:** type in the name of the dean.
 Select either **Create New** or **Existing Position**



3. Click **OK**.
4. 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 person)
 - Enter the Target End Date



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

- Enter the Job Posting Title: **Annual Year Adjunct Lecturer**
- Enter the Justification: content is for internal purposes only. Information is not published on HR site
- Select Job Profile: By Job Family → Faculty → Academic Fixed-Term → Academic Year Adjunct Lecturer
- Enter the Job Description: include the Purpose, Basic Qualifications, Preferred Qualifications (if any), Responsibilities, any Special Instructions, and Requested Application Materials
- Enter the Hiring Range: enter range or dollar amount information

6. Continuing on the **Job Details** page:

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

7. Click Next.

8. On the **Organizations** page:

- Enter Company: Santa Clara College (main campus) or JST
Note: Refer to FAQs at the end of this document if using Sponsored Project's account information
- Enter the Cost Center
- Enter the Program
- Enter the Fund

9. 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.

10. Click Next.

11. Review the information. Click Submit.

12. Up next: Approval by Faculty Dean Partner. Click **Done**.

You have submitted

Job Requisition: R48 Annual Adjunct Lecturer

Up Next	Do Another
SCU HCM Faculty Dean Partner	Create Job Requisition
Consolidated Approval by SCU HCM Faculty Dean Partner	

> **Details and Process**

Done

FAQs:

- If off-campus, it is necessary that you use VPN to access Recruitment information:
<https://www.scu.edu/technology/get-connected/networking/how-to-access-vpn/>
- If using a Sponsored Account, include the FULL distribution string, including the **Project ID** in the comments section.