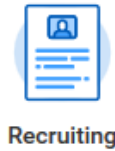


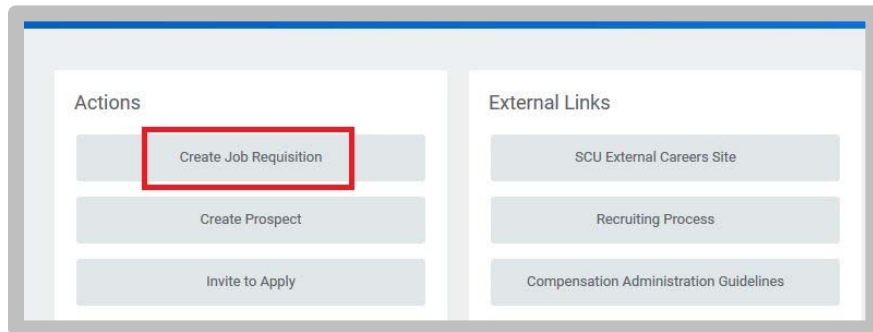
RECRUITING WORKLET

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



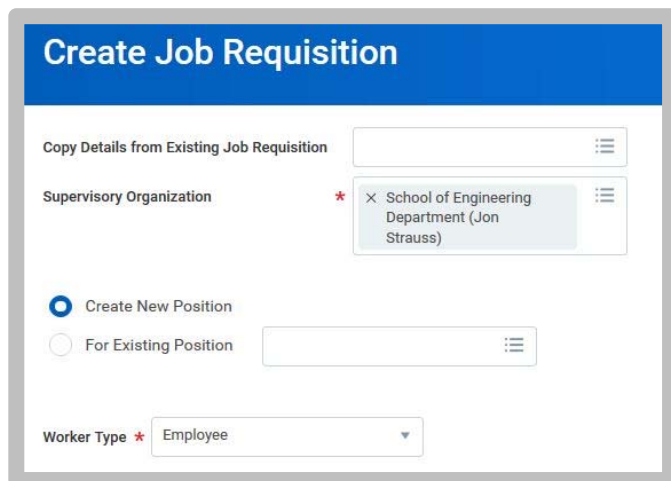
Note: Refer to FAQs at the end of this document if off-campus

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

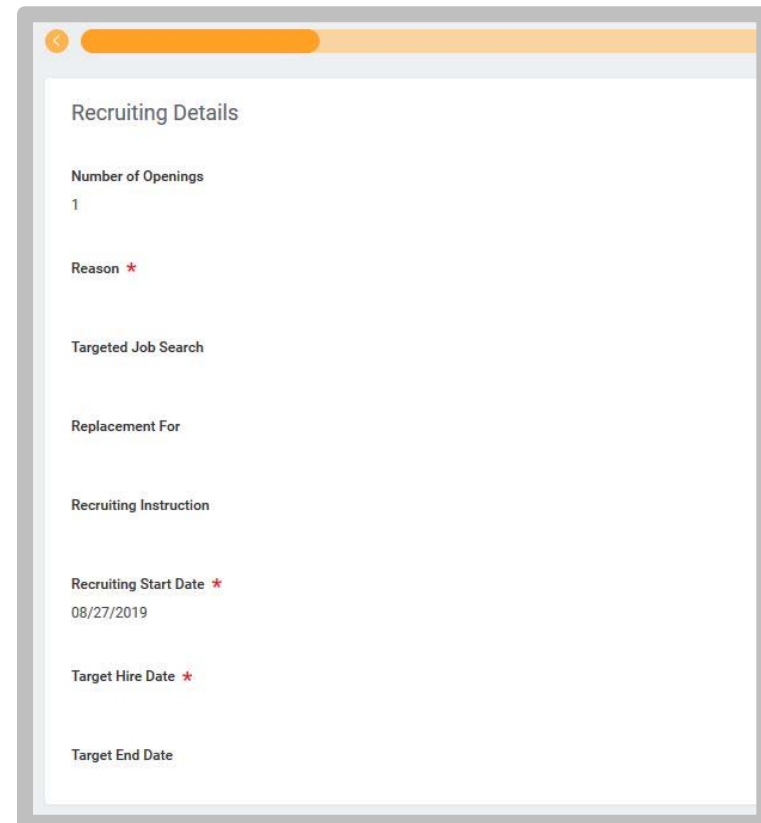


2. **Supervisory Organization:** type in the name of the dean.

Select either **Create New** or **Existing Position**

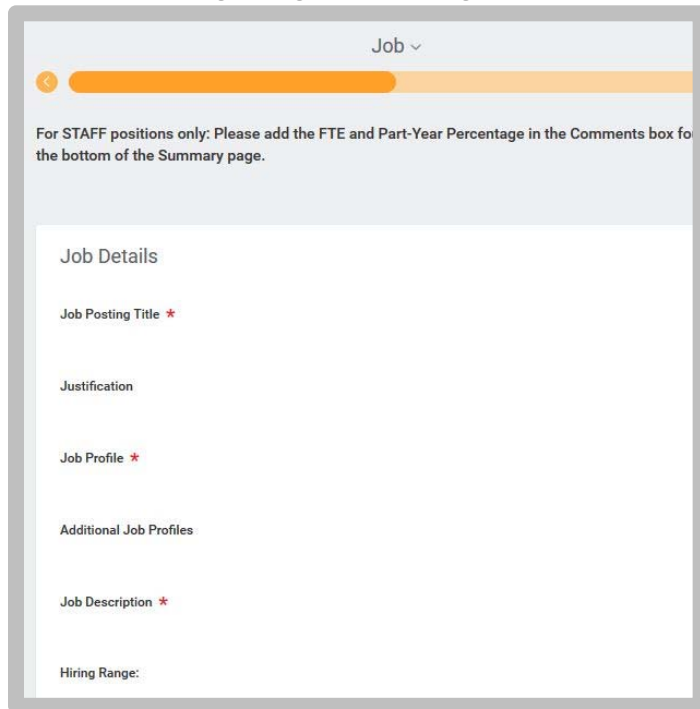


3. Click **OK**.
4. On the **Recruiting Details** page:
 - Enter the number of openings (**1+**)
 - Reason → New Position
 - Enter the Recruiting Start Date (start date of ad to be posted)
 - Enter the Target Hire Date (start date of the person)
 - Enter the Target End Date



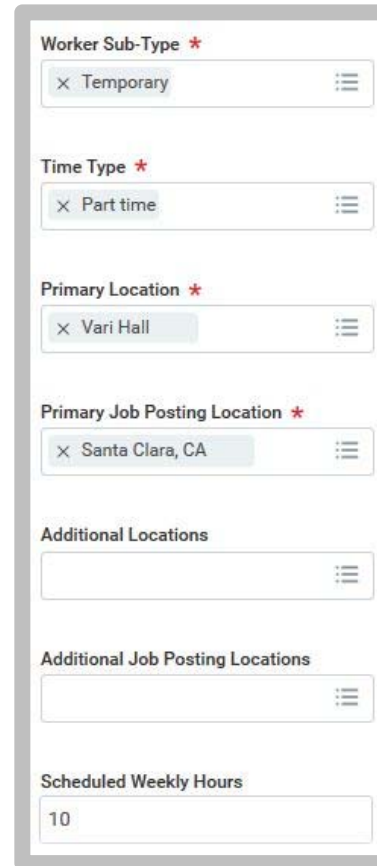
5. On the **Job Details** page:

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



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

- Enter the Worker Sub-Type: Temporary
- Enter the Time Type: Part time
- Primary Location: enter physical department location
- Enter the Scheduled Weekly Hours: 10



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

Organizations

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

Company

Company *

President and Board of Trustees of Santa Clara College

Cost Center

Cost Center *

PHYS Physics Department

Costing

Program

IN

Fund

11001 Education & General 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.

Assign Roles

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.

Role

Primary Recruiter

Assigned To

PCN6784 Quarterly/Semester Adjunct Lecturer - Arewe Doneyet

Role

Search Committee

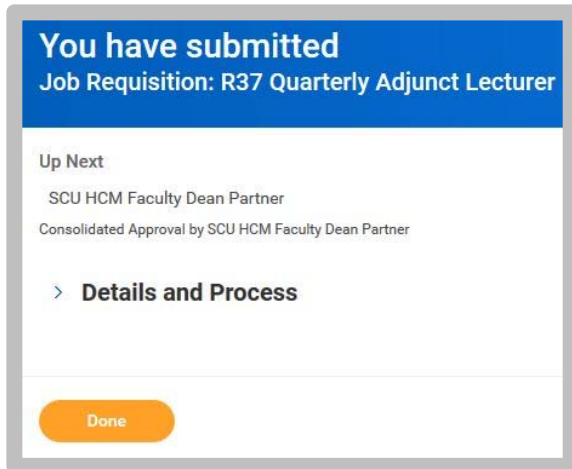
Assigned To

PCN6784 Quarterly/Semester Adjunct Lecturer - Arewe Doneyet

10. Click Next.

11. Review the information. Click Submit.

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