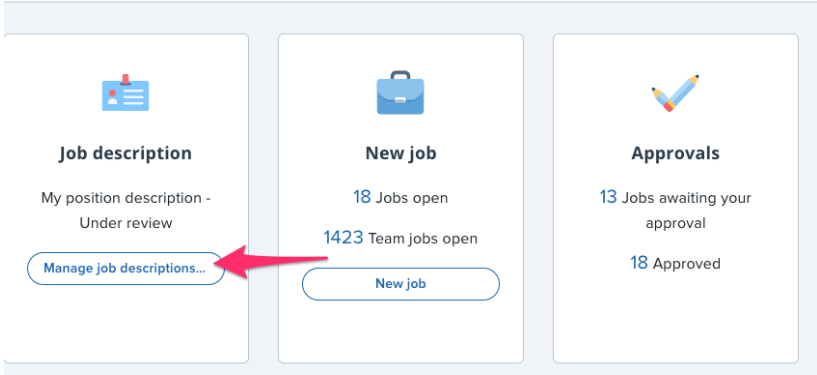


Creating a Requisition

What you need to do	What you will see																		
<p>STEP 1: Create a Requisition</p> <p>There are two methods to create a requisition.</p> <p>Method 1 - Creating a requisition from an approved job description</p> <p>Method 2 - Creating a requisition by copying a previous requisition.</p> <p>Identify which method you are using.</p>																			
<p>STEP 1.1: Method 1 - Creating a requisition from an approved job description</p> <p>On your hiring manager dashboard, locate the Job description tile and click Manage job descriptions.</p> <p>Locate the job description. Input the PD - No Click Search. The job description will appear on the listing.</p> <p>Click “Create requisition from a job description”.</p> <p>You have now created a requisition.</p>	<p>My Dashboard Welcome Britney, this is your Dashboard where you will see all your tasks organized in various stages.</p>  <p>Job description</p> <p>PD No. <input type="text" value="9600"/> Working Title <input type="text"/> Position Title <input type="text"/> Position Number <input type="text"/> Employee Name <input type="text"/> Employee No. <input type="text"/></p> <p>Supervisor Name <input type="text"/> Area <input type="text"/> Department <input type="text"/> Sub Department <input type="text"/> Approval status <input type="text"/> Status <input type="text"/></p> <p><input type="button" value="Clear"/> <input type="button" value="Search"/></p> <table border="1"> <thead> <tr> <th>PD No.</th> <th>Working Title</th> <th>Position Title</th> <th>Position Number</th> <th>Employee Name</th> <th>Supervisor Name</th> <th>Date modified</th> <th>Approval status</th> <th></th> </tr> </thead> <tbody> <tr> <td>PD-9600</td> <td>Test FT Position</td> <td>Test FT Position</td> <td>206049</td> <td>Alla Bogoslovskaya</td> <td></td> <td>Jan 25, 2023</td> <td>Approved</td> <td>View Create requisition from a job description Archive</td> </tr> </tbody> </table>	PD No.	Working Title	Position Title	Position Number	Employee Name	Supervisor Name	Date modified	Approval status		PD-9600	Test FT Position	Test FT Position	206049	Alla Bogoslovskaya		Jan 25, 2023	Approved	View Create requisition from a job description Archive
PD No.	Working Title	Position Title	Position Number	Employee Name	Supervisor Name	Date modified	Approval status												
PD-9600	Test FT Position	Test FT Position	206049	Alla Bogoslovskaya		Jan 25, 2023	Approved	View Create requisition from a job description Archive											

STEP 1.2: Method 2 - Creating a requisition by copying a previous requisition.

On your hiring manager dashboard, go to the top menu bar. Click **Jobs**.

You'll be taken to the Manage jobs menu.

Search for your requisition. Click the **"other search criteria"** drop down menu. Find the **Requisition Number field** and input your requisition number. Click **Search**.

STEP 1.2 continued: Method 2 - Creating a requisition by copying a previous requisition.

Open up the requisition by clicking the title.

Once opened, click the **"..."** in the upper right hand corner. Click **Copy job**.

The requisition is now copied. A new requisition number will be created once you save it.

STEP 2:

Requisition information

You will be prompted with a variety of fields. Depending on which employee group you are hiring for, will determine which fields you complete. Also many of the fields will pull from the job description (or previous req if using the copy job functionality).

However, **all fields with an asterisk*** are mandatory.

Review the requisition and complete

Position info | Notes | Posting | Documents

REQUISITION INFORMATION

Requisition Number: Leave blank to automatically create a reference number.

Date Requisition opened: 7 Feb 2017

Date filled:

Working Title:* HR TEST ADMIN 02072017
Enter title without abbreviations

Position Title:* HR TEST ADMIN 02072017

Full or Part Time: Full-Time

Appointment End Date:* 31 Aug 2049
For positions without end dates, please select 31 Aug 2049.

If Temporary Specify Duration:

Hours per week:* 35
Full-Time positions are traditionally 35 hours per week, sometimes up to 40. Part-Time combination of part-time positions). One 3 credit course equals 6 hours/week.

STEP 3: Headcount Management section - Single Positions

This section will automatically populate with one row for a single position. A single position means that you can hire one incumbent into the requisition.




In the "Type" section, please select "New" or "Replacement" dependent on the nature of the requisition.

HEADCOUNT MANAGEMENT

If hiring more than one person on this requisition please enter the no. of ADDITIONAL New or Replacement positions required.

Note: all requested positions must have approved budget.

Positions:*

Position no	Type:*	Applicant	Application status	Cancel
1 Associate Professor of D  	Select 	-	-	Cancel

Position no: 159088
Area: PROVOST
Grade: Faculty & FT Instructional
Department: ACADEMIC
Employee Name: Matthew Henley
Budget Org. No: 111434
Budget Org. Description: Dance Education Program
Supervisor: Kira Grant

New: Replacement: **Add more**

FOR VPFA USE ONLY

STEP 3.1 : Headcount Management section - Pooled Position

If you are hiring for a pooled position (more than 1 incumbent), you need to add more rows to the headcount management section.




In the bottom right of the section, **input the numeric value** in the "New" or "Replacement" field. Then **click Add more**.

HEADCOUNT MANAGEMENT

If hiring more than one person on this requisition please enter the no. of ADDITIONAL New or Replacement positions required.

Note: all requested positions must have approved budget.

Positions:*

Position no	Type:*	Applicant	Application status	Cancel
1 Associate Professor of D  	New 	-	-	Cancel

Position no: 159088
Area: PROVOST
Grade: Faculty & FT Instructional
Department: ACADEMIC
Employee Name: Matthew Henley
Budget Org. No: 111434
Budget Org. Description: Dance Education Program
Supervisor: Kira Grant

New: Replacement: **Add more**

FOR VPFA USE ONLY

STEP 3.1 continued : Headcount Management section - Pooled Position

Rows will be added under the headcount management section.

Copy and paste the position number from the first row, into the additional rows.

You will know the field is accurately populated once the blue box beneath the field appears.

Positions:*

Position no	Type:*	Applicant	Application status
1 Associate Professor of D	New	-	Cancel
2 159088	New	-	Cancel
3	New	-	Cancel

Position no: 159088
 Area: PROVOST
 Grade: Faculty & FT Instructional
 Department: ACADEMIC
 Employee Name: Matthew Henley
 Budget Org. No: 111434
 Budget Org. Description: Dance Education Program
 Supervisor: Kira Grant

No position selected.

No position selected.

New: Replacement: Add more

FOR VPFA USE ONLY

Positions:*

Position no	Type:*	Applic
1 Associate Professor of D	New	-
2 Associate Professor of D	New	-
3 Associate Professor of D	New	-

Position no: 159088
 Area: PROVOST
 Grade: Faculty & FT Instructional
 Department: ACADEMIC
 Employee Name: Matthew Henley
 Budget Org. No: 111434
 Budget Org. Description: Dance Education Program
 Supervisor: Kira Grant

Position no: 159088
 Area: PROVOST
 Grade: Faculty & FT Instructional
 Department: ACADEMIC
 Employee Name: Matthew Henley
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Position no: 159088
 Area: PROVOST
 Grade: Faculty & FT Instructional
 Department: ACADEMIC
 Employee Name: Matthew Henley
 Budget Org. No: 111434
 Budget Org. Description: Dance Education Program
 Supervisor: Kira Grant

STEP 4: Search Committee Section (optional).

If applicable, set up Search Committee.

1. Select 'Yes' in 'Do you wish to utilize a search committee'
2. Input the user name of the Search Committee Chair
3. Click 'Add Search Committee Member' and select all applicable users.

****If you want to make updates to the search committee after the requisition has been approved, please email HRISTeam@tc.edu.****

SEARCH COMMITTEE

Do you wish to utilize a search committee?: Yes

SELECTION CRITERIA

Add

There are no items to show

New

Search Committee Chair: ZhaoHong Han
 UserID: ZHHZ

Search Committee Members:

Add Search Committee Member

Recipient	Remove all
Office of the Vice Provost - 200938:	
Iraida Torres-Irizarry	Remove
Teaching & Social Studies - 139016:	
William Gaudelli	Remove

Search Committee Member information:

STEP 5: Posting Details Section

In the Posting Details section, you will see a new field called "Salary Range for Posting"

You will be entering the minimum and maximum amounts of the salary range you are willing and able to pay for this position.

POSTING DETAILS

Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.

Salary Range for Posting*: [Empty field]

Work Modality*: Select

STEP 5.1: Determine the minimum for the salary range for posting.

Go to the "Salary" section of the requisition.

Using the minimum amount on the pay scale as a guide, determine the appropriate amount that is not below the minimum pay scale nor below the minimum wage.

****Please reach out to your HR Rep if you need guidance in this.**

Minimum Amount:

SALARY

Pay Scale*: Faculty & FT Instructional

Pay Scale No. FA - ASSC

Minimum \$ 70,325.00

Maximum \$ 166,129.00

Requested Salary*: 150,000

FUNDING INFORMATION

STEP 5.2: Determine the maximum for the salary range for posting.

Using the maximum amount on the pay scale as a guide, determine the appropriate amount that is not above the maximum pay scale nor above the maximum budgeted amount you are willing to pay for the position.

You can work with your budget administrator to determine this number.

*If the maximum budget amount available is lower than the minimum of the payscale, please consult with your HR Generalist.

STEP 5.3a: Go back to the “Salary Range for Posting” field.

Manually enter the minimum and maximum amounts determined in the previous steps

NOTE:

If there is a large discrepancy between the maximum budgeted amount and the listed pay scale, please consult with your HR Generalist. This could mean that your budget is not competitive enough to attract candidates with the current market rate.



POSTING DETAILS

Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.

Salary Range for Posting:*

Work Modality:*

Form:

Do you wish to apply for a waiver for the posting?: Yes No

Reason For Waiver:

STEP 5.3b: Process for Union Positions

For union positions in 2110, 707, or 32BJ, enter the minimum starting hourly rate as per the contract. Your HR Generalist will confirm the rate before the position is posted.

Ex., \$25.00 - \$25.00 / hr

POSTING DETAILS

Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.

Salary Range for Posting:*

Work Modality:*

Form:

Do you wish to apply for a waiver for the posting?: Yes No

Reason For Waiver:

STEP 5.3c: Process for Faculty Positions

For Faculty positions, enter the salary range based on the rank. If a position is posted with more than one rank, list all applicable salary ranges. "Compensation commensurate with experience" should be entered after the salary range. The Provost Office will confirm the rate(s) before the position is posted:

Ex. For Assistant/Associate Professor, enter: "Assistant Level: \$103,500 - \$139,725, Associate Level: \$119,025 - \$155,543, Compensation commensurate with experience"

POSTING DETAILS

Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.

Salary Range for Posting:*

Work Modality:*

Form:

Do you wish to apply for a waiver for the posting?: Yes No

Reason For Waiver:

STEP 5.3d: Process for Hourly, non union positions

For hourly positions that are non-union, enter the maximum hourly rate, and a minimum hourly rate that is not below the minimum wage of \$15 per hour.

Ex., \$22.50 - \$30.00 / hr

POSTING DETAILS

Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.

Salary Range for Posting:*

Work Modality:*

Form:

Do you wish to apply for a waiver for the posting?: Yes No

Reason For Waiver:

STEP 5.4: Complete the rest of the fields.

In the Work Modality field, select the appropriate option.


- For **Faculty**: Select Faculty
- For **Students**: Select Student Employee - Onsite.
- For **all other groups**: Select between Hybrid, Onsite OR Remote

Please note: The posting channels ticked off in this section are only a wish list. Please work with your HR rep to discuss posting to these channels.

POSTING DETAILS

Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.

Salary Range for Posting:*

Work Modality:* 

Form:

Do you wish to apply for a waiver for the posting?:

Reason For Waiver:

If you plan to advertise in addition to the TC website indicate the advertising source:

<input type="checkbox"/> Columbia Business School	<input type="checkbox"/> CUNY
<input type="checkbox"/> Dice	<input type="checkbox"/> Harvard
<input type="checkbox"/> Higher Ed	<input type="checkbox"/> Higher Ed Jobs
<input type="checkbox"/> Hunter	<input type="checkbox"/> Idealist
<input type="checkbox"/> Indeed	<input type="checkbox"/> Monster
<input type="checkbox"/> NACUBO	<input type="checkbox"/> NYU
<input type="checkbox"/> Princeton	<input type="checkbox"/> The Chronicle of Higher Education
<input type="checkbox"/> University of Chicago	<input type="checkbox"/> UPENN

STEP 5.5: Generate the job posting information.

Click the **Generate Description** button.


Job Summary/Basic Function:

Minimum Qualifications:

Preferred Qualifications:

Posting Summary:*

Posting Description:*



Posting Description:*

B *I* U ~~S~~

Posting Summary:
Posting Summary Sample

Job Summary/Basic Function:
Job Summary Sample

Minimum Qualifications:
Minimum Qualifications Sample

Preferred Qualifications:
Preferred Qualifications Sample

Salary Range:
\$70,325.00 - \$150,000

This will pull all the info you input in the posting details section together and will appear in the job posting.

Note: You will set up the job posting AFTER the requisition has been approved.

STEP 6: Approvals Section

- A. Supervisor** - Will default to your name. You may update it if you are not the supervisor of this requisition.
- B. Approval process** - For details, see step 6.1 below
- C. HR Representative** - Update to the individual name of your HR rep
- D. Status** - Update to Pending Approval

APPROVALS

Please select the appropriate Approval Process based on the type of position and the amount of department approvals needed.

Supervisor:* **A.** Britney Spears
UserID: JOM2105

Approval process:* **B.** None

HR Representative:* **C.** HR Team
UserID:

Status:* **D.** Select

Please fill in all mandatory fields marked with an asterisk (*).


STEP 6.1 : Approval Workflow


Using this [Selecting the Right Approval Workflow](#) guide, select the correct option from the drop down menu.


The mandatory levels will appear. Using the magnifying glass, select the applicable approver.

Note: If HR Team defaulted in the HR level, please update the approver to your HR rep. For all other team approvers, please leave the team name defaulted.

Approval process:* All Other Employees - Operating Funded

1. Department Head:  Britney Spears
AG4096@tc.columbia.edu

2. HR:  HR Team **Update to individual approver**
hrservices@tc.edu

3. Budget:  Budget Team **Leave as team approver**
budget@tc.edu


STEP 7: Save for approval.

Now you can save the requisition and send it for approval.

- **Save a draft** - Will knock out the approval workflow, save the remainder of the information, but allow for edits.
- **Save** - Will save the req, send it to the first approver and

Status:* Pending approval

Please fill in all mandatory fields marked with an asterisk (*).



<p>keep you on the requisition for viewing.</p> <ul style="list-style-type: none">● Save & exit - Will save the req, send it to the first approver and close out the page.											
<p>STEP 7.1: Check on approvers</p> <p>You are also able to check on who your requisition is sitting with for approval.</p> <p>Hitting the “Resend email to approver” button will trigger an additional email to be sent to the approver.</p>	<table><tr><td>Supervisor:*</td><td>Britney Spears</td></tr><tr><td>Approval process:*</td><td>All Other Employees - Operating Funded</td></tr><tr><td>1. Department Head:</td><td>Britney Spears ✓ Approved Oct 6, 2022</td></tr><tr><td>2. HR:</td><td>HR Team ⓘ You are here Resend email to approver</td></tr><tr><td>3. Budget:</td><td>Budget Team</td></tr></table>	Supervisor:*	Britney Spears	Approval process:*	All Other Employees - Operating Funded	1. Department Head:	Britney Spears ✓ Approved Oct 6, 2022	2. HR:	HR Team ⓘ You are here Resend email to approver	3. Budget:	Budget Team
Supervisor:*	Britney Spears										
Approval process:*	All Other Employees - Operating Funded										
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3. Budget:	Budget Team										