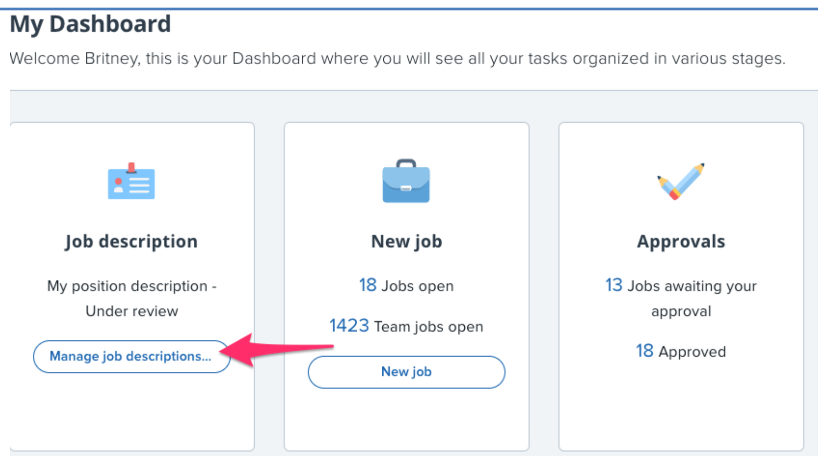
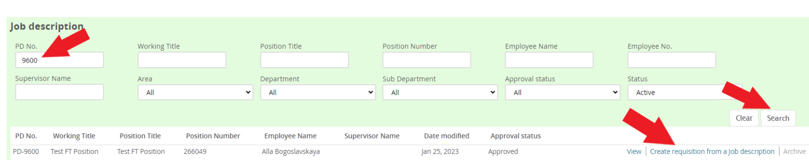
TEACHERS COLLEGE
COLUMBIA UNIVERSITY
A Graduate School of Education, Health & Psychology

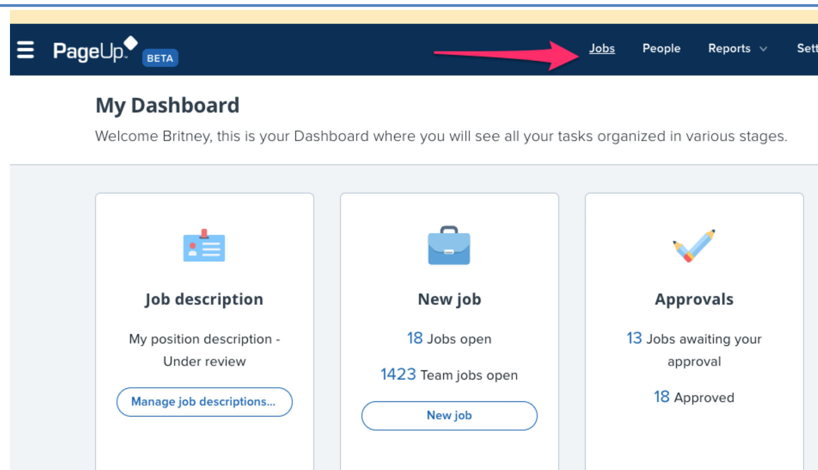
DEPARTMENT OF HUMAN RESOURCES

Creating a Requisition

What you need to do	What you will see
STEP 1: Create a Requisition There are two methods to create a requisition. **Method 1** - Creating a requisition from an approved job description **Method 2** - Creating a requisition by copying a previous requisition. Identify which method you are using.	
STEP 1.1: Method 1 - Creating a requisition from an approved job description On your hiring manager dashboard, locate the **Job description** tile and click **Manage job descriptions.**	
Locate the job description. Input the PD - No Click **Search**. The job description will appear on the listing. Click "**Create requisition from a job description**". You have now created a requisition.	

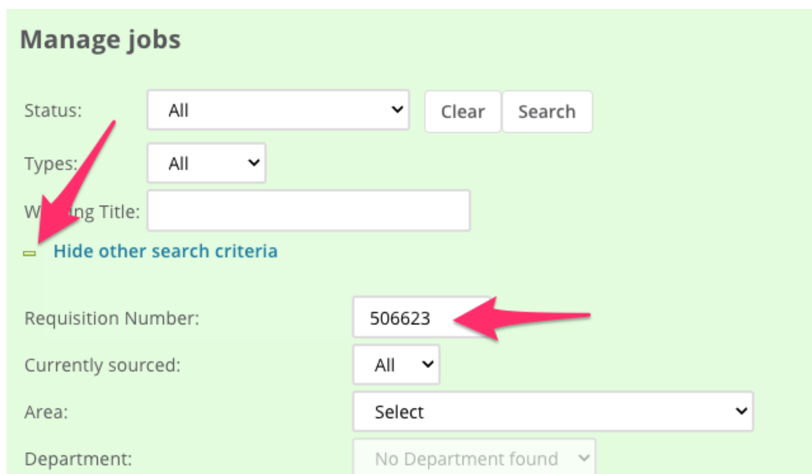
STEP 1.2: Method 2 - Creating a requisition by copying a previous requisition.

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



You'll be taken to the Manage jobs menu.

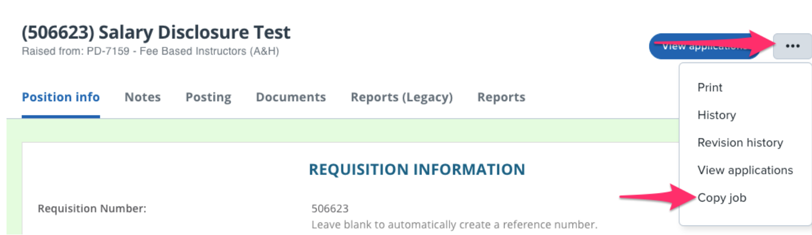
Search for your requisition. Click the "**other search criteria**" drop down menu. Find the **Requisition Number field** and input your requisition number. Click **Search.**



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).

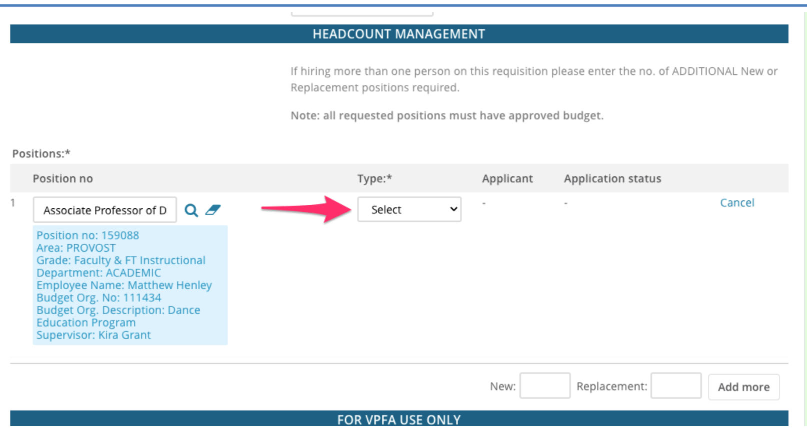
However, **all fields with an <u>asterisk*</u> are mandatory.**

Review the requisition and complete

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.

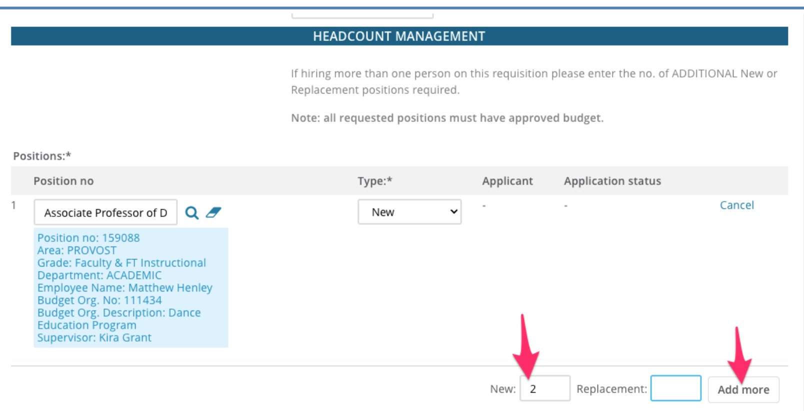
In the "Type" section, please select "New" or "Replacement" dependent on the nature of the requisition.



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.

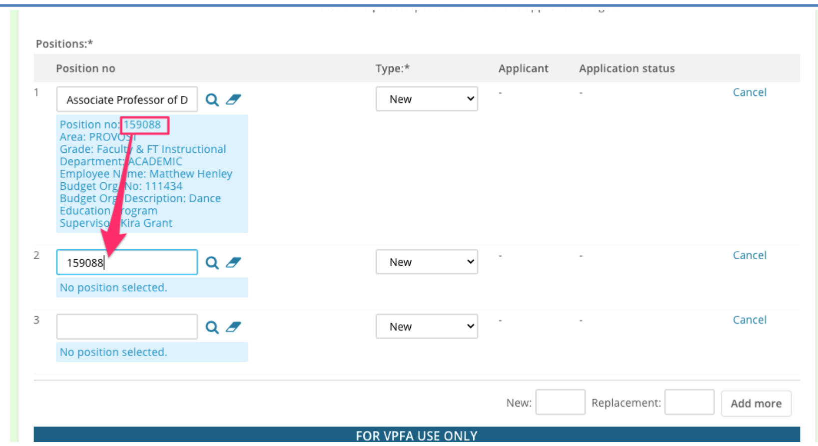
In the bottom right of the section, **input the numeric value** in the "New" or "Replacement" field. Then **click Add more**.



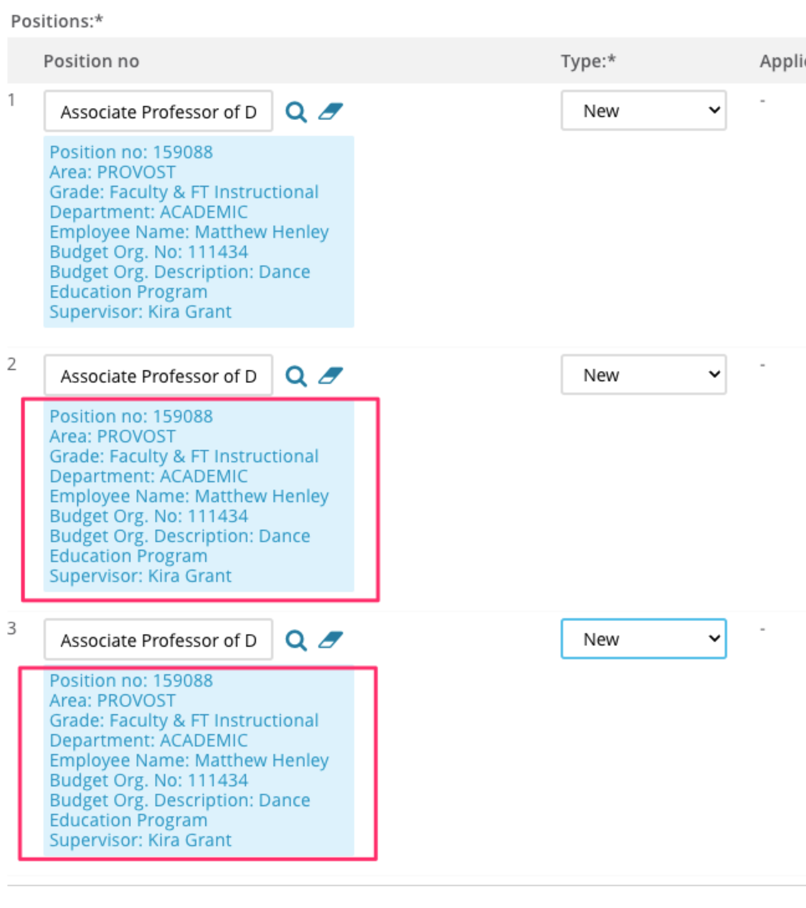
STEP 3.1 continued : Headcount Management section - Pooled Position

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.

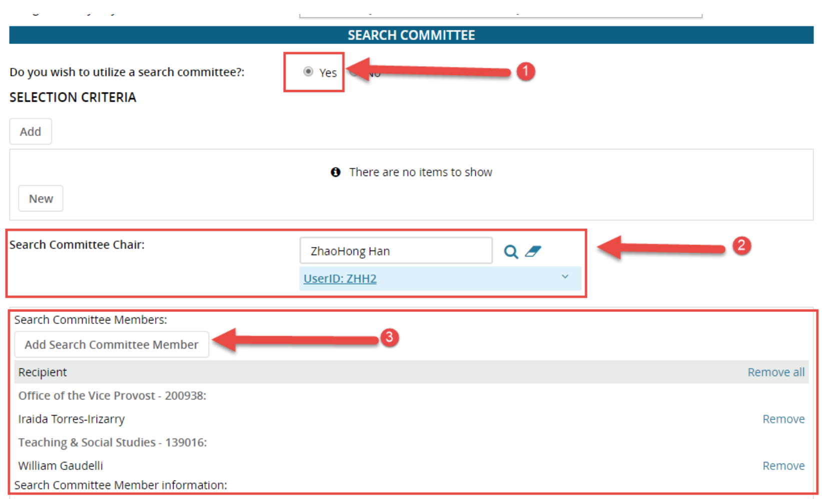


STEP 4: Search Committee Section (optional).

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.

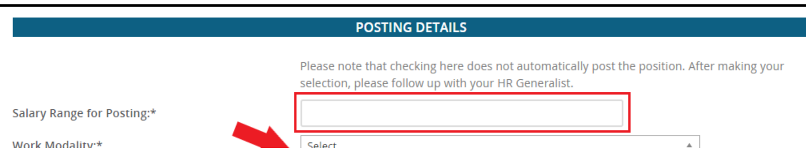
If you want to make updates to the search committee after the requisition has been approved, please email HRISTeam@tc.edu.



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.



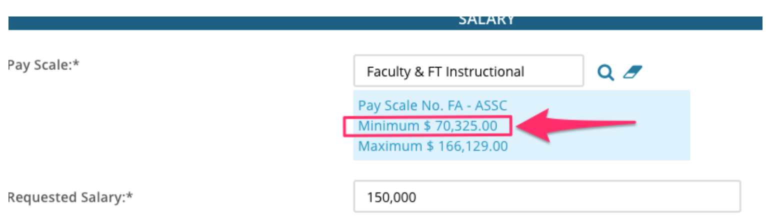
STEP 5.1: Determine the minimum for the salary range for posting.

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:



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.

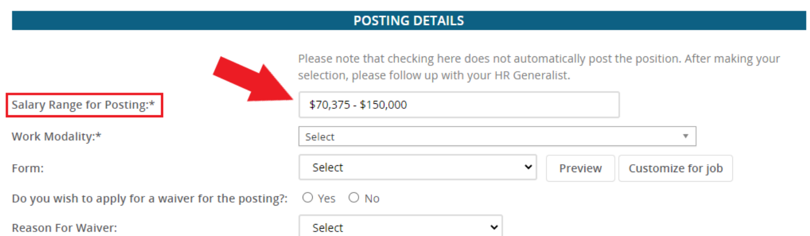
*If the maximum budget amount available is lower than the minimum of the payscale, please consult with your HR Generalist.

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:

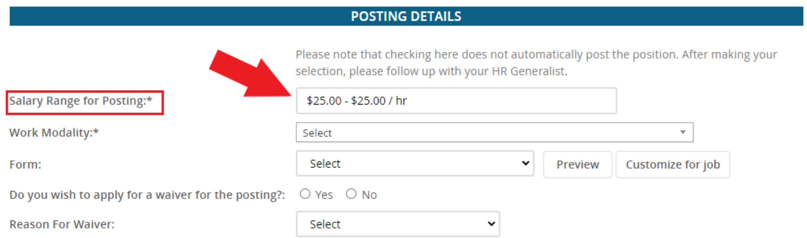
If there is a large discrepancy between the maximum budgeted amount and the listed pay scale, please consult with your HR Generalist. This could mean that your budget is not competitive enough to attract candidates with the current market rate.



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.

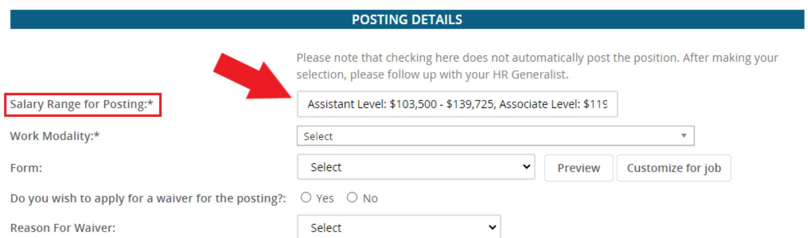
Ex., $25.00 - $25.00 / hr



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:

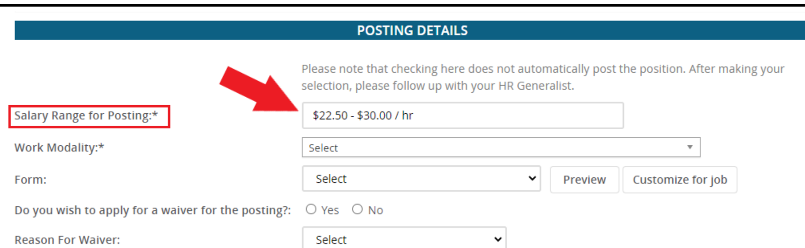
Ex. For Assistant/Associate Professor, enter: "Assistant Level: $103,500 - $139,725, Associate Level: $119,025 - $155,543, Compensation commensurate with experience"



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

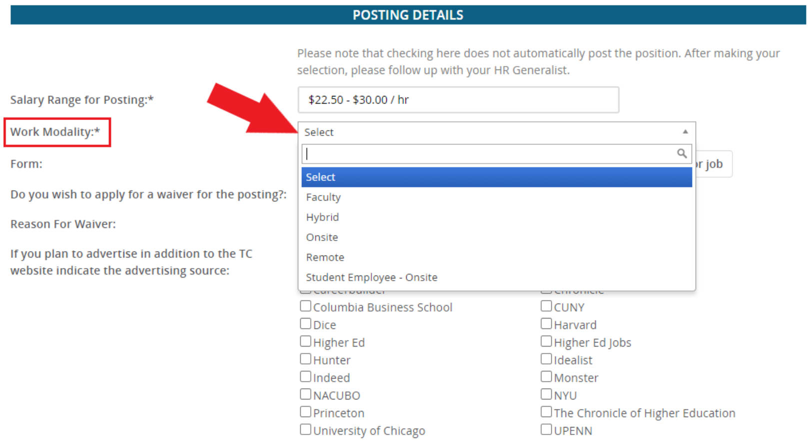


STEP 5.4: Complete the rest of the fields.

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.

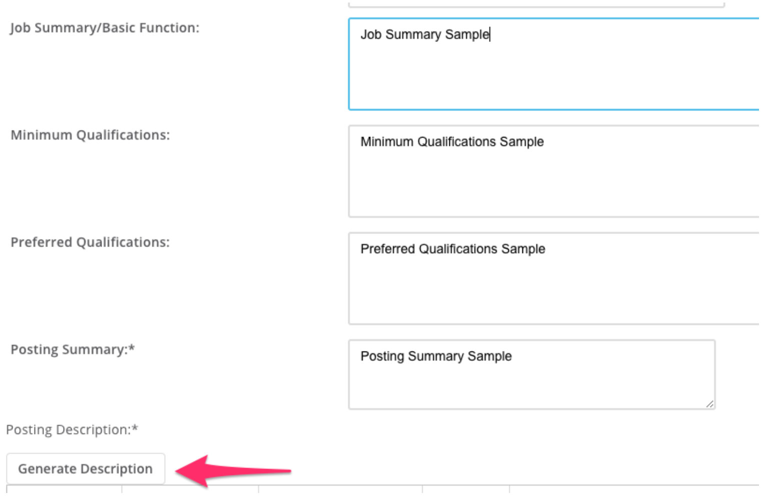


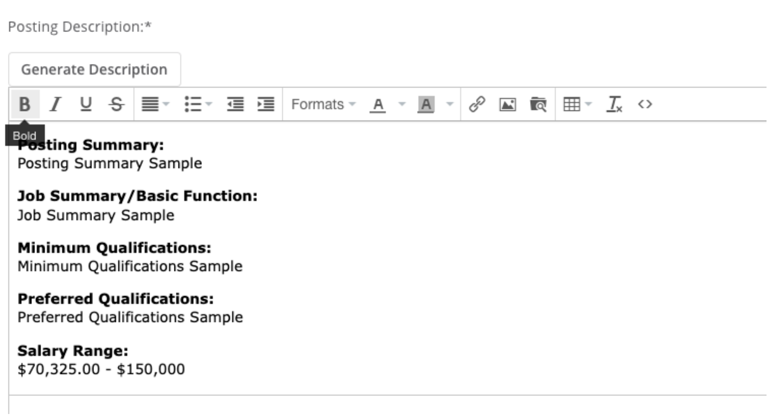
STEP 5.5: Generate the job posting information.

Click the **Generate Description** button.

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

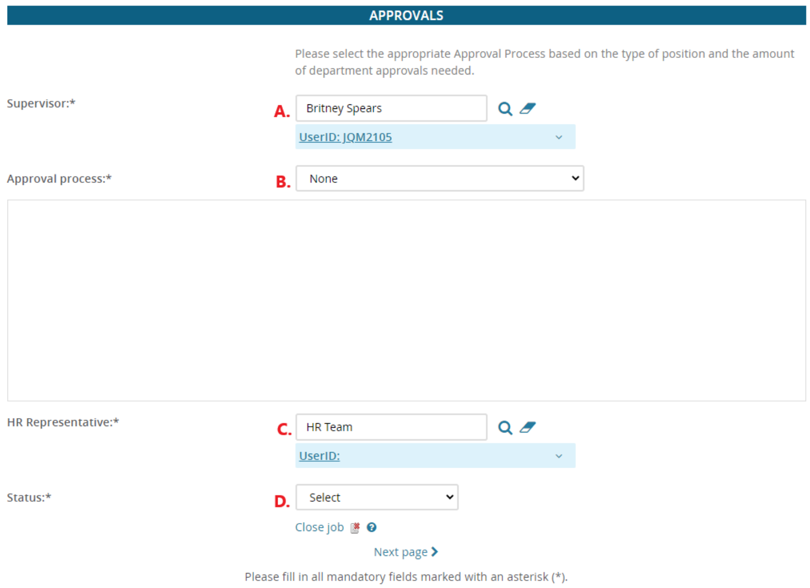
Note: You will set up the job posting AFTER the requisition has been approved.





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

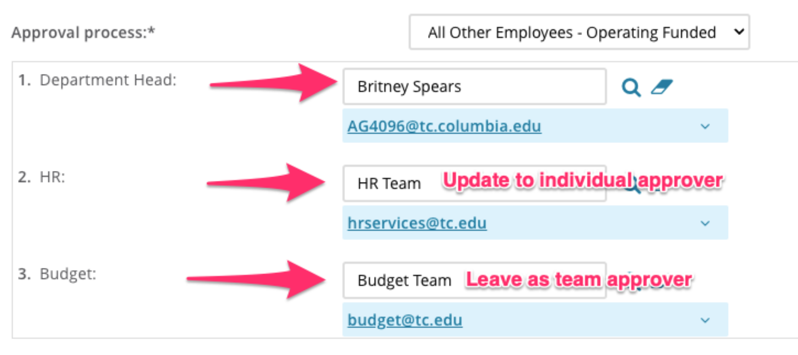


STEP 6.1 : Approval Workflow

Using this **[Selecting the Right Approval Worfklow]** guide, select the correct option from the drop down menu.

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

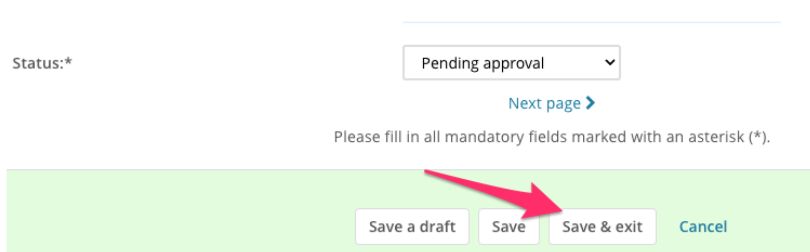
Note: If HR Team defaulted in the HR level, please update the approver to your HR rep. For all other team approvers, please leave the team name defaulted.



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



keep you on the requisition for viewing. • **Save & exit** - Will save the req, send it to the first approver and close out the page.	
STEP 7.1: Check on approvers You are also able to check on who your requisition is sitting with for approval. Hitting the “Resend email to approver” button will trigger an additional email to be sent to the approver.