This QRG outlines the steps to create a job requisition for a vacant position and route for approval. This process will be executed by the **Initiator (Dean and/or Administrative Assistant)**.

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| Access SuccessFactors | |
| Visit **OneCampus** and select **Employee Launchpad.** | <https://one.purdue.edu/> |
| Log in using **Purdue Career Account ID** and **BoilerKey passcode**. |  |
| Identify Vacant Position | |
| From the Success Factors home page, click the **Home** drop-down menu and select **Company Info**. |  |
| Click **Position Org Chart**. |  |
| All direct report positions are displayed. |  |
| If the position to fill is not displayed, search for it by entering the position number in the **Search** field. | 40030417 |
| Create Requisition | |
| Click the **To be hired** icon on vacant position. |  |
| Click the **Show Menu** icon (3 horizontal lines).  Select **Create Job Requisition**. |  |
| NOTE: Both of these fields have default settings based on the position selected.  Click **Create**. | Faculty Requisition |
| Click the **Job Requisition – Status pre-approved** icon to complete requisition details. |  |
| Click the **Open Job Requisition** icon. |  |
| Scroll to view and complete the **Job Requisition** filling in all required fields.  NOTE: Required fields are marked with a red asterisk (**\***). Most of these boxes will already be prepopulated with information from Success Factors.  Input the **Targeted Monthly**  **Salary** for your position  **Faculty Limited Search/Waiver =** Select **Standard Posting** from the dropdown box  **Internal Job Title =** PNW Job Title, Department  **Example:** *PNW Clinical Instructor, Management*  **Including “PNW” in Internal Job Title will ensure internal applicants easily locate PNW vacancies on SuccessFactors Career Page.**  **External Job Title** = Job Title, Department  Example: *Clinical Instructor, Managerial Studies*  This title will be reflected on our PNW Careers Faculty website.  **Funding End Date** =Open  **FTE** = 1.0  Select **State** from dropdown  **City** = Hammond and Westville  **Travel Required** = Yes (in between campuses)  Select appropriate **Physical Requirements**  Select appropriate **Sponsorship Immigration Authorization** |  |
| Complete **Recruiting Roles** Section  **Initiator** = Autopoulates with your name.  **Recruiter** = Melissa Ramos  **Recruitment Coordinator** = Leave Blank  **Search Committee Team** = Input the names of the search committee  **Department Recruiter** = Deans Administrator Assistant or Department Chair Support Staff  **Budget Approver** = Elizabeth Depew | Search committee members  Leave Blank  Marty Denkhoff  Deans Admin Asst or Dept Chair Support Staff  Melissa Ramos  Auto populates with your name |
| Completing **Job Posting Details** Section  Input background check information:  **HireRight Acct** = Northwest  **Package ID** = PNW Basic Widescreen Plus  **Brand** = PNW  **Category Page** = PNW Faculty |  |
| Input your **Recruitment Strategy** You must input something into the **Recruitment Strategy** box to move forward. |  |
| Scroll back up to the top of the page and click **Save** icon |  |
| Click on **Job Profile** to input your advertisement. |  |
| Input information into the following sections:   * **Job Summary** * **Education** * **Experience**   **Do not** change information in the following sections as they are already prepopulated with system information.   * **Job Family** * **Job Sub Family** * **Employee Class** * **Career Stream** * **Benefit Eligibility** * **FLSA Status** |  |
| Click Save at the bottom of screen. |  |
| You can preview your posting by clicking **External Posting Preview** in the upper right corner. |  |
| To go back to the details of the job requisition, go back to the top of the page and click **Job Requisition Details** |  |
| Route for Approval | |
| Scroll down to the bottom of the **Job Requisition Details** page and click **Send to Next Step**. |  |
| The requisition path is displayed.  The first approver in the path is identified.  Enter any additional information or notes in the **Email Notification Comments**. |  |
| The job requisition moves through the approval workflow. Once approved, the job requisition is posted and ready to receive applications. | |
| You can set up your Job Requisition view to see who the requisitions is currently with to locate where the requisition is during the approval routing.  Click on **Job Requisitions**  Click on **Display Options** |  |
| Then click on **Currently with** |  |