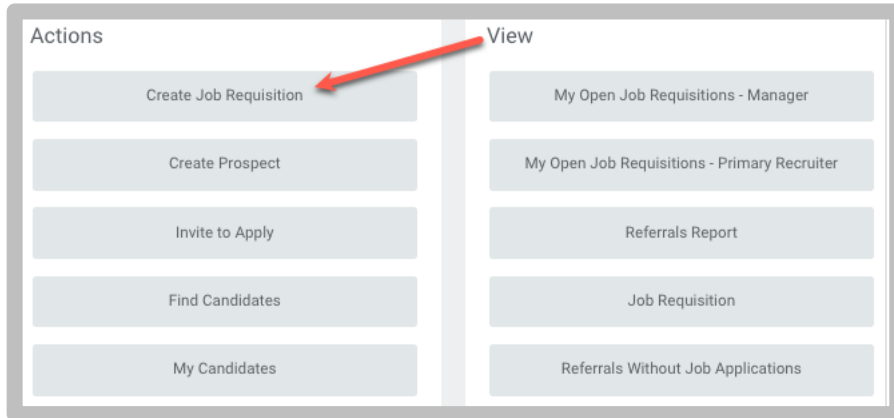


RECRUITING WORKLET

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

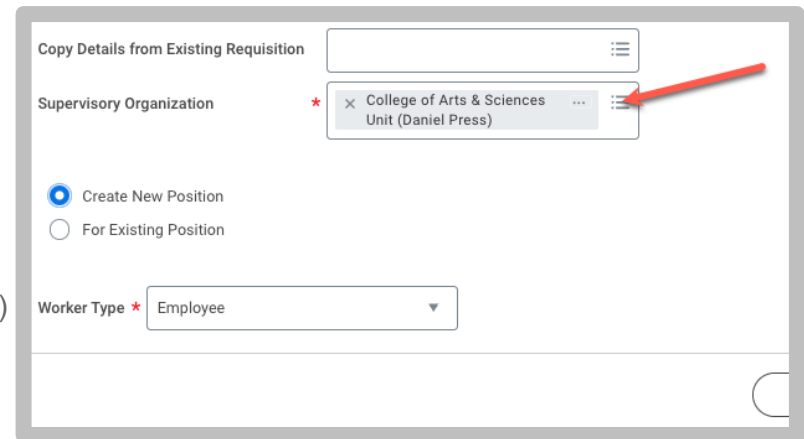
- 1. Click **Create Job Requisition** under Actions section.



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

Examples should only be one of the following:

- College of Arts & Sciences Unit (Daniel Press)
- Leavey School of Business Unit (Eddie Grier | Ed Grier)
- School of Engineering Unit (Elaine Scott)
- School of Education and Counseling Psychology Unit (Sabrina Zirkel)
- School of Law Unit (Michael Kaufman)
- Jesuit School of Theology Unit (Agbonkhianmeghe Orobator)



Select **Create New Position** radio button

3. Click the **OK** button.

4. On the **Recruiting Details** page:
 - Enter the **Number of Openings**: enter the number of positions you may fill during the academic year
 - Reason → New Position
 - Enter the Recruiting Start Date (start date of ad to be posted/published)
 - Enter the Target Hire Date (projected assignment start date), ie September 1st
 - Enter Target End Date (projected assignment end date), ie August 31Select the **Next** button

5. On the **Job Details** page:
 - Enter the Job Posting Title, ie **Annual Year Adjunct Lecturer – Biology**
 - Select the Job Profile: by Job Family → Faculty → Academic Year Adjunct Lecturer'
 - **Job Description**: include the Purpose, Basic Qualifications, any Preferred Qualifications (if any), Responsibilities, any Special Instructions, and Requested Application Materials
 - **Hiring Range**: enter salary range or dollar amount
 - **Worker Sub-Type**: select Fixed Term (Fixed Term)
 - **Time Type**: select Full time
 - **Primary Location**: enter physical department building location
 - **Scheduled Weekly Hours**: depending on the FTE, enter the corresponding # of hours.
 - FTE % x 40 hours = Scheduled Weekly Hours
 - if 60% FTE → 24 hours
 - if 76% FTE → 30.4 hours

Click the **Next** button.

6. On the **Organizations** page:

- **Company:** select President and Board of Trustee of Santa Clara College – OR – JST Jesuit School of Theology
- **Cost Center:** enter the charging cost center
- **Program:** designate the program
- **Fund:** enter the fund

Click the **Next** button.

7. On the **Assign Roles** page:

- Select the **Add** button
- Role > Primary Recruiter: enter name(s)
- Select the **Add** button
- Role > Search Committee Member: enter name(s)

* 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

* Search Committee Member(s): role responsible for reviewing application materials.

Click the **Next** button.

8. Review the information. Make corrections, as needed.

Click the **Submit** button.

9. Up next: Approval by Faculty Dean Partner.

The Dean's office will review, approve, and publish the job requisition.