A Basic Walk-Through of the Requisition Creation Process

STEP 1) Create a new requisition by first clicking “Create a Requisition”:

STEP 2) Select ‘Benefit Eligible’ if you’re hiring a benefit eligible employee. Otherwise select ‘Non Benefit Eligible’. Click ‘Next’. (Remember that benefits are required for any employee who will work at least 20 hours per week for 5 consecutive months or longer)
STEP 3) The ‘Requisition Template’ field requires that you either select the position you’re filling or, if Non Benefit Eligible, the Job Code of the position you’re filling. Click the small button to the right of the field.

STEP 4) Find the position that you’re filling or changing by entering the Position Number in the field on the left. You can also enter the Requisition Title (job title). If you’re hiring a Non Benefit Eligible employee, you’d locate the position by the Job Code (in the Position Number/Job Code field), or by the Requisition Title (the job title). Non Benefit Eligible employees are NOT assigned to specific position numbers, or PCN’s. They are only referenced by Job Code. Once you’ve found the correct position/job, click the corresponding ‘Select’ button on the right.
STEP 5) The position number (or Job Code) will populate in the Requisition Template field.

STEP 6) Now move down to the Hiring Manager field. Click the search button to the right and locate the person who will be coordinating the hiring process in your department. If it’s you, select your name. If this is a non-hire action, you can leave this field blank.
STEP 7) After clicking the search button you can search for the person based on their name, email, or other criteria shown on the left. After finding the person, click the ‘Select’ button on the right.

STEP 8) You'll notice that the Hiring Manager name you selected has now populated into the Hiring Manager field. If everything looks correct, click ‘Next’.
STEP 9) The next step involves selecting the Primary Location (city where the job is located) and Job Field (type of job, i.e. Professional, Faculty, Classified, etc.). Some of the information will automatically default into these fields, but it’s best to refine the data. When applicants search for jobs, they can search by city and the type of job (faculty, professional, classified, etc.). That’s why it’s important that these fields are accurate.

STEP 10) After clicking the search button for Primary Location, find the city in which the job is physically located then click ‘Select’. If the job can be performed remotely from any location, click Cancel, skip this step and move to the Job Field selection.
STEP 11) The Job Field is automatically populated based on the position. There is no need to alter the contents of this field.

STEP 12) You can search for the corresponding job category and/or career type that will help applicants find your job. Once you’ve located the correct category and career type, click the ‘Select’ button.
STEP 13) Notice the Job Field has populated with your selection. Now click ‘Create’ to create the basic Requisition Template.

STEP 14) The new requisition appears. Click the ‘Save’ drop down menu on the right.
STEP 15) Select ‘Request Approval’ from the drop down list. This will ensure that you complete all fields that are required in order to request approval of your requisition.

Next, review the basic structure of the requisition to ensure that it’s accurate. If it’s not, click ‘Edit’ to edit.

1. Requisition Structure

Structure

Edit

Organization
Level 1 Boise State University
Level 2 AA-Coll Arts & Sciences
Level 3 English Department

Primary Location
Country United States
State/Province Idaho
Region Boise

Job Field
Category Faculty
Career Type Faculty

Requisition Template
0000; Associate Professor
STEP 17) Moving down to the **Identification** section, complete each field as indicated.

<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requisition Title</td>
<td>Edit if you’d prefer a different Business Title</td>
</tr>
<tr>
<td>Associate Professor</td>
<td></td>
</tr>
<tr>
<td>Number of Openings</td>
<td>Leave as “1” unless you’re hiring multiple non-benefit eligible temps with the same job title</td>
</tr>
<tr>
<td>Position Type</td>
<td>Select the type of action you’re requesting</td>
</tr>
<tr>
<td>New Position</td>
<td></td>
</tr>
<tr>
<td>Replacement</td>
<td></td>
</tr>
<tr>
<td>Promotion</td>
<td></td>
</tr>
<tr>
<td>Replacement with Job Change</td>
<td></td>
</tr>
<tr>
<td>Office Space</td>
<td>Address and/or office number where this job is physically located.</td>
</tr>
<tr>
<td>Previous Incumbent</td>
<td>Who was working in the position previously? Leave blank if new.</td>
</tr>
<tr>
<td>Date Position Vacated</td>
<td>Complete if you know the date the position was (or will be) vacated.</td>
</tr>
</tbody>
</table>

STEP 18) Moving down to the **Owners** section, complete the fields as indicated.

<table>
<thead>
<tr>
<th>Field</th>
<th>Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiter</td>
<td>Ensure this is your assigned Talent Acquisition Specialist. Correct if necessary.</td>
</tr>
<tr>
<td>Hiring Manager</td>
<td>Ensure this is the correct Hiring Manager. Correct if necessary.</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Click the search button to look up the Supervisor name or Employee ID#.</td>
</tr>
<tr>
<td>Hiring Manager Assistant</td>
<td>If there will be another individual assisting the Hiring Manager, search for and select the person. This person will have the same access and receive the same notifications as the Hiring Manager.</td>
</tr>
<tr>
<td>Search Committee Members</td>
<td>If you set up a default group of Search Committee Members, click this button to have them added to this requisition.</td>
</tr>
<tr>
<td>Modify</td>
<td>Click 'Modify' to search for and select Search Committee Members. They will be given limited “view only” access to all candidate information. If you need to add a member who isn’t an employee at Boise State, contact HRIS at <a href="mailto:hris-group@boisestate.edu">hris-group@boisestate.edu</a>.</td>
</tr>
</tbody>
</table>

Search Committee Members Table:

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STEP 19) Moving down to the Process section, complete the fields as indicated.

**2. Process**

- **Budget**
  - Enter the dollar amount you have available to spend on advertising costs. If this is not applicable, leave blank.
  - If you entered a dollar amount to the left, click the small search lookup button to select the funding source.

- **Additional Department Initiated Postings**

List the locations where you plan to advertise or do additional networking for this recruitment effort.

**Additional Information**

- **Funding Source & Distribution**
  - Please select a funding source and percentage distribution. If this position is funded by multiple sources, please indicate additional funding sources and distribution. The % distribution must total 100%.
  - Click the small search button to locate the funding source(s) for this position. You can select up to 10 funding sources.
  - Enter the correct distribution percentages for each funding source. They must add up to exactly 100%. If only 1 source used, enter 100%.

STEP 20) Moving down to the Budget section you’ll first verify the “Budgets From” selection is correct – if it isn’t please contact your Talent Acquisition Specialist. Provide a justification as indicated.

- **Budgeted From**
  - Verify that this is correct.

- **Position Justification**
  - Provide a justification explaining:
    1) How is this position critical to the successful operation of your department?
    2) If this position remains vacant through the fiscal year, please specify the impact on your department’s ability to provide critical services.

Please include position justification and how salary will be funded. Ongoing funding must be identified for permanent positions. (1000 character limitation)
STEP 21) Moving down to the *Job Information* section, complete the fields as indicated.

### 3. Job Information

**Profile**

- **Employee Status**: Select the correct status: Regular, Temporary, or Regular Limited Service.
- **Education Level**: Select the minimum level of education desired for this position.
- **Travel**: Select the % of travel required for this position. If none, select 'No'.
- **Shift**: Select the shift this position will work.
- **Target Start Date**: Enter the date this person will begin working.
- **Expected Job End Date**: If this job has a specific end date, enter it here.
- **Supervisor ID**: Enter the Employee ID # of the supervisor again, or lookup by name.
- **Standard Hours per Week**: Enter the standard number of hours this employee will work each week.
- **Standard Months per Year**: Enter the standard number of months this employee will work each year.

STEP 22) Moving down to the *Compensation* section, complete the fields as indicated.

### Compensation

- **Pay Grade**: Pay Grade will default to the correct value.
- **Pay Basis**: Leave as Yearly unless this is an overtime-eligible position. In those cases, select Hourly.
- **Minimum Salary**: Salary Minimum/Maximum will populate based on the position you selected. Some positions don't have an assigned salary range. Contact your TA Specialist to discuss.
- **Maximum Salary**: In addition to the salary indicated, you will need to budget for fringe benefits. Current fiscal year fringe benefit rates are found here: http://vpsf.boisestate.edu/budget/
- **Commission Package**: When applicable, be sure to take into account the fringe benefits cost when calculating the total budget for the position.
- **Relocation Package**: Indicate Yes/No if a commission/relocation package, sign-on bonus, or other compensation will be included. If Yes, enter the dollar amount(s).
- **Sign-on Bonus**: Other Compensation (Stipend/StartUp Funds)
- **FLSA**: Leave the default value as is.
STEP 23) Moving down to the Job Description section you’ll find 2 main sections which require attention. Please note that the illustration below does not include the actual description content, so in reality this section will be greatly expanded.

First, the External Description (blue below) is what will be shown to job applicants who view the job via our standard external announcements. It will feature a section for the job description itself (1) which flows from the position information stored in PeopleSoft. That content can be edited. The minimum qualifications section (2) cannot be edited. You can indicate the opening and closing date (3) for the announcement.

Second, the Internal Description (green below) is what will be shown to current Boise State employees who view our internally posted job announcements. Again, it features the description (4), minimum qualifications (5) and opening and closing dates (6).

Complete each section as needed, then move to the next step.

4. Job Description
STEP 24) Moving down to the Questionnaire section, if you and your Talent Acquisition Specialist have worked to create screening questions, this is where the TA Specialist will populate them for you after you submit the requisition. (Using screening questions is optional but it can help refine your applicant pool).

5. Questionnaire

[Table with columns: Question, Answer, Required/Asset, Weight]

No questions have been added. Click "Add" to add questions.

[Table with columns: Competency, Required/Asset, Min. Proficiency, Min. Experience, Weight]

No competencies have been added. Click "Add" to add competencies.

STEP 25) Once you have completed the requisition, move to the top of the requisition and find the Save, Save and Close, and Cancel buttons. To save your requisition but remain in edit mode, click Save*. To save your requisition and exit edit mode, click Save and Close*. To cancel the requisition or any changes you’ve just made, click Cancel.

**If you try to save the requisition but have inadvertently left one or more of the required fields blank, you’ll get a notification on the screen asking you to complete those specified fields.

STEP 26) After saving your requisition, click on the small note icon at the top.
STEP 27) Leave your Talent Acquisition Specialist a comment that you are done filling out the requisition. For example: “The requisition is complete, please proceed.” Your Talent Acquisition Specialist will be prompted to send the requisition into the approval workflow process.