Create Job Requisition
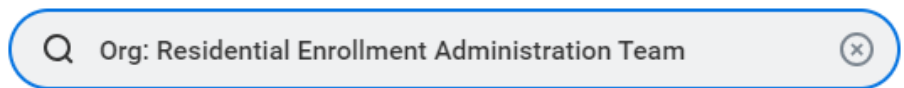
This Guide walks you through creating a Job Requisition for a position that is currently unfilled. A Job Requisition is what allows the open position to be posted on the Careers page.

If you need to create a position, please use the Create Position Guide.

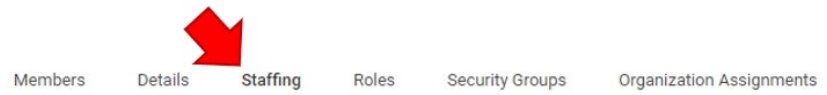1. Go to the **Supervisory Organization** that holds the open position you are going post.

   Q   Org: Residential Enrollment Administration Team   ⊗

2. Navigate to the **Staffing Tab**.

   Residential Enrollment Administration Team ⋯

   | Type | Supervisory | Superior Organization | Enrollment Administration |
   | Organization ID | SUP-U-1F1000.2 | Subordinates | SUP-U-1F1000.2-STUDENT |

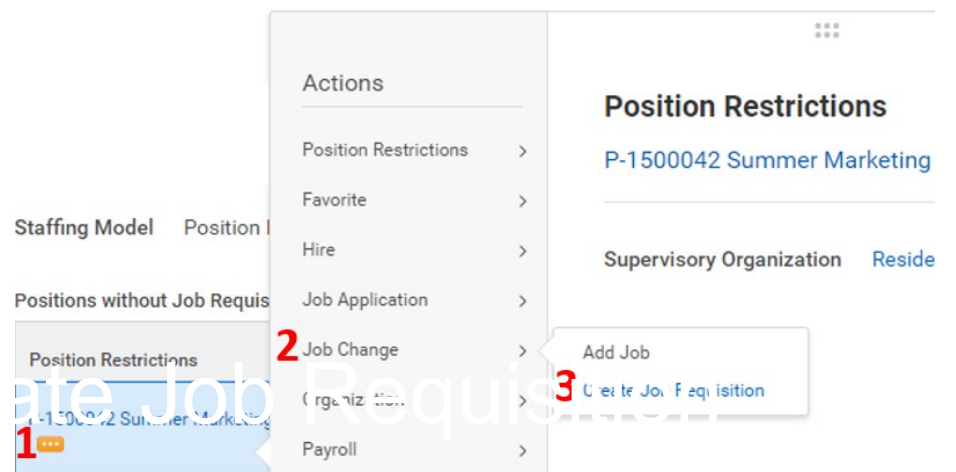   Members   Details   Staffing   Roles   Security Groups   Organization Assignments

3. Hover over the unfilled position.

   Click the three dots (Related Actions).

   Hover over **Job Change**.

   Click on **Create Job Requisition**.

   Actions

   Position Restrictions   >
   Favorite   >
   Hire   >
   Job Application   >
   2 Job Change   >   Add Job
   Organization   >   **3** Create Job Requisition
   Payroll   >

   Position Restrictions
   P-1500042 Summer Marketing

   Supervisory Organization   Reside

   Staffing Model   Position

   Positions without Job Requisition

   Position Restrictions

   1 ⋯

LIBERTY
UNIVERSITY
HUMAN RESOURCES

4. The Worker Type will automatically load as Employee. Leave this as is.

   Select **OK**.

Create Job Requisition

Job Requisition
This business process is used to create a requisition for a vacant position.

- If you've already created a requisition for a similar position, select the Copy Details from Existing Requisition option.
- If edits to the job description are needed, please remove and then reselect the job profile associated with the position.
- The Work Shift is not used and should remain blank.
- Target End Date is not used, unless a faculty requisition is being created (end date required).

Copy Details from Existing Requisition	☰
For Existing Position	* P-1500042 Summer Marketing Asst (Unfilled)
Worker Type	* Employee ▼

OK   **Cancel**

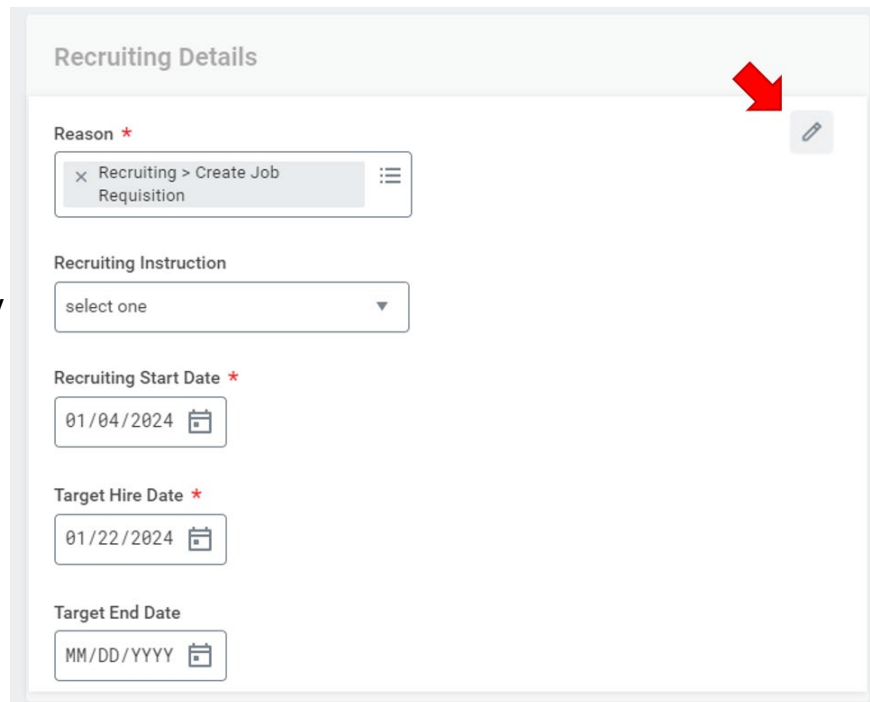5. Click the pencil icon to **Edit** the Recruiting Information.

   Select the Reason: **Recruiting > Create Job Requisition**.

   Recruiting Start Date is typically today's date. This date reflects when the job positing appears on the Careers site.

   The **Target Hire Date** is the intended employee start date. This needs to be at least 2 weeks after the start date.

   Target End Date will be left blank, unless this is a Fixed Term positing (Faculty, Summer Temporary, etc.).

   Click **Next**.

Recruiting Details

Reason *
× Recruiting > Create Job Requisition ☰

Recruiting Instruction
select one ▼

Recruiting Start Date *
01/04/2024 📅

Target Hire Date *
01/22/2024 📅

Target End Date
MM/DD/YYYY 📅

6. The information on this page will automatically populate. If you would like to update the **Job Posting Title**, you may do so.

   The job description populates based on the **Job Profile**, so you must update the Job Profile in order to update the Job Description and Job Description Summary.*
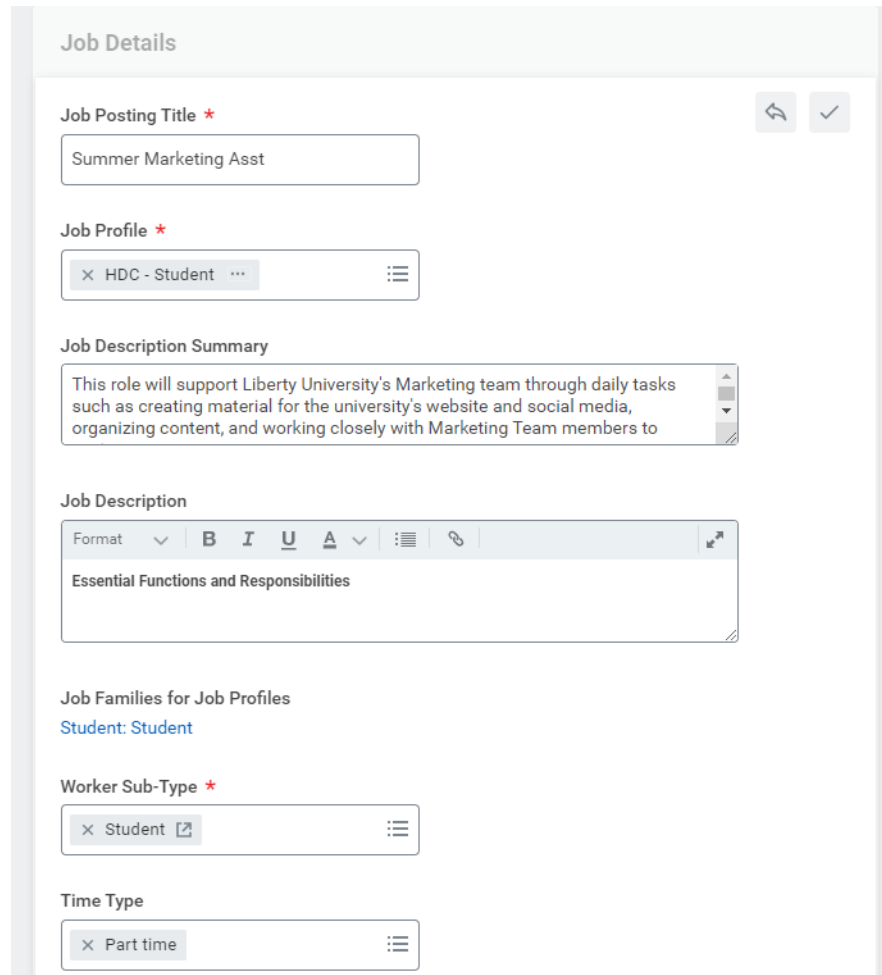
   Scroll down and ensure the **Worker Sub-type**, **Time Type**, **Primary Location**, and **Scheduled Weekly Hours** are up to date. Work Shift is not used.

   Click **Next**.

   You CANNOT update the Job Description Summary and Job Description boxes.

Job Details

Job Posting Title *

Summer Marketing Asst

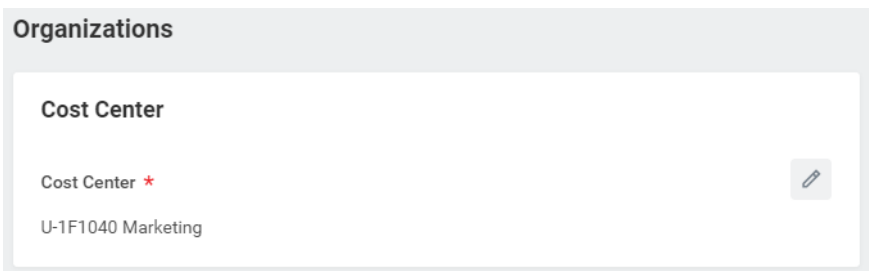Job Profile *

× HDC - Student ⋯

Job Description Summary

This role will support Liberty University's Marketing team through daily tasks such as creating material for the university's website and social media, organizing content, and working closely with Marketing Team members to

Job Description

Format ∨ **B** *I* U **A** ∨ ≡ 🔗

Essential Functions and Responsibilities

Job Families for Job Profiles
Student: Student

Worker Sub-Type *

× Student ↗

Time Type

× Part time

7. The **Cost Center** will auto-populate. If needed, you may update this.

   Click **Next**.

Organizations

Cost Center

Cost Center *

U-1F1040 Marketing

8. Review the Summary of the Job Requisition, and if everything is accurate, click **Submit**.

Submit

9. The Job Requisition is sent to the **HR Partner** for approval. Once approved, the Job Requisition is active and will post on the Careers site shortly.

   You can view the Job Requisition by going to the Supervisory Organization under the Staffing tab (follow Steps 1 and 2).