Creating a Requisition for Academic Hire

This guide will cover:

- Creating a requisition for academic hires.

Prior to beginning this process the position must be set up within the Human Resources System.

Prior to completing a new hire, the HRMS Funding form must also be completed so that the hire can be promptly and accurately entered into HCM. This form is found on the Payroll website. If candidate selected is a new hire (and thus does not have a person number), indicate “new” in the person number field on the funding form.

If a department is refilling a position and needs to change the job title & grade of the position while the previous employee in the position is still on terminal leave, a terminal leave position number must be requested. This can be done using the Position Initiation and Modification Form found on the HR Classification and Compensation website.

Step One

Navigate to the Recruiting section of WyoCloud from WyoWeb.

- Upon signing in, the homepage will display. Click on the Navigator button (three horizontal lines) in the upper left corner.

- Select Taleo Recruiting under the My Team header within the Navigator.
Navigate to the Recruiting section.

**Step Two**
Set up the requisition.

- Select the Create Requisition button.
In the Create a Requisition window, select the **Academic Benefited** bubble. Click **Next**.

In the Create a Requisition window, click on the **selector icons** to search for and select a template based on the job code that will be posted and the associated department.
- You may also type directly into each field and the system will locate available options similar to what is typed.

In the Requisition Template Selector window, search for the job code in the **Job Code** field OR search for the name of the job in the **Requisition Title** field.

**Job Code** refers to the code correlating to the position’s title and classification, not the specific role. If you need assistance in determining the best Job Code contact Human Resources, Class Compensation at 307-766-2377.

Once the correct job is found on the left, click **Select**.

Repeat this step to select a **Department**. Click **Next**.
In the next window, the Organization and Primary Location will be auto populated based upon the department selected. If incorrect (ie: if the job will be located away from the department’s primary location), this information can be updated.

- Begin typing Academic into the Job Field, when it appears, select Academic.
- Click Create.

**Step Three**

Fill out all requisition fields that are required to post.

- In the New Requisition window, fill out all required fields.
  - Required fields can be viewed by using the Diagnostic Tool on the right side of the page. Click on the wrench icon to open the Diagnostic Tool.
Once the Diagnostic Tool is open, the fields that are required under the Save, Request Approval, and Post are visible on the right-hand side of the page.

To display an asterisk next to the fields that are required to save, request approval, or post, select the desired option on the Show fields required to: drop down.

To close the Diagnostic Tool click on the two right-facing arrows.
• In the Identification area of Requisition Structure, complete the following:
  o The Requisition Title field pre-populates to the job name and should not be changed. However, a dash can be added for additional clarification (e.g. Professor – Microbiology).
  o In the Justification drop down, choose the option that best describes why this job is being posted. Provide a brief explanation for justification in the text box below.
  o Location Room Number and Campus Phone Number should be completed to aide in completing the hire when a candidate is selected. If this information is unknown, department main office information can be used and updated later.

1. Requisition Structure

   Identification

   * Requisition Title
     Professor

   * Justification
     New Position

   Explanation for Justification
   New funding was given to the university, allowing the chemistry department to hire a new professor.

   Location Room Number
   Campus Phone Number

• The Structure area prepopulates based upon information previously entered. However, it can be updated using the Edit button, if needed.
- In the Owners area, the note underneath the section header is a guide for who should be populated for the Recruiter, Hiring Manager, Recruiter Assistant, and Hiring Manager Assistant fields. For academic requisitions:
  - Recruiter is Deborah Marutzky (HR Employment Partner).
  - Hiring Manager is the position’s supervisor.
  - Recruiter Assistant is Aneesa McDonald (Academic Affairs).
- Members of a Search Committee, can be added collaborators.
  - Click Modify. Then in the pop up window, use the search on the left and click Select on the right side to add the appropriate collaborators. When all are added, click Done in the pop-up window.

<table>
<thead>
<tr>
<th>Owner</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recruiter</td>
<td>Mandatory: Deborah,</td>
</tr>
<tr>
<td>Hiring Manager</td>
<td>Mandatory: Peter McDonald,</td>
</tr>
<tr>
<td>Recruiter Assistant</td>
<td>Aneesa McDonald, if the Search Committee Chair or Department Head will serve in this capacity, make them the Hiring Manager. If there is a Search Committee, include them as Collaborators.</td>
</tr>
</tbody>
</table>

- The Process area should be left as is. Contact Employment Partner if Academic Benefited is not displayed.

2. Process

Candidate Selection Workflow

- Candidate Selection Workflow
  - Academic Benefited

-
In the Job Information area, there is an option to request an exception to the posting requirement. Provide detailed explanation, this request will be reviewed by Human Resources and the Office of Diversity, Equity, and Inclusion.

**Note:** Exception to posting functionality will only be available after HCM go-live. Any postings needing an exception prior to that time should be entered into HRMS.

3. Job Information

**Request Exception to the Search Process**

The University of Wyoming recognizes that there are generally three valid situations that occasionally develop that may preclude following the standard search process: Target of Opportunity, Business Necessity, and Spousal or Domestic Partner Consideration. Candidates for opportunities that result from such situations must meet the required minimum qualifications.

For Benefitted hires, please add the resume of the candidate to the Requisition in the Attachments section to be reviewed by Human Resources and the Office of Diversity, Equity, and Inclusion.

A complete Explanation for Exception to Posting that includes justification is required if there is an Exception to Posting.
In the Profile area, fill out all job-specific information.

- **Note:** WyoCloud Position is required. This is the number associated with the position which has been allocated to this specific job. It can be completed by typing the position number into the field or using the selector icon and searching in the pop up window.
- Completing the following fields are **required:** Education Level, FTE, Faculty Proposed Position Status
- The following fields are **pre-populated:** Worker Category, Job Category.

![Screen shot of WyoCloud position form](image)
In the Compensation area, the **WyoCloud Grades**, **Maximum Salary**, **Overtime Status** and **Pay Basis** fields are pre-populated and should not be changed.

Enter the **OSU Comparator Salary** and the **funding information** that are associated with this position.

If you would like a salary range to display along with the job posting, **Posted Salary Range To/From** must be completed.

If you are feel any of the pre-populated fields are incorrect, contact an Employment Partner in Human Resources.

In the Job Description area, the **External Description** sub-section will have some information prepopulated. However, all information in the **Description – External** and **Qualifications – External** text boxes must be reviewed and information added when prompted.
- To include the same information in both the *External* and *Internal Job Posting Descriptions (recommended)*, click the **Copy From** button.
- Click **Done** in the pop-up window to copy the text entered in the External Description fields.

Next is an area to indicate the **Projected Effort** for *Teaching, Advising, Research and Creativity Activity, Service, Cooperative Extension, Professional Development, and Administration*. Complete accordingly.

**Percentage of Effort** must be equal to 100%.

<table>
<thead>
<tr>
<th>Semester</th>
<th>Typical Courses</th>
<th>Credit Hours</th>
<th>Percentage of Effort</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Spring</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Summer</td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

**Total**: State of effort for academic year. Note: Generally, one three-credit course per semester should be equivalent to 25 percent of a full-time academic-year appointment.

**Advising**:
- Number of Undergraduate Students
- % of Effort (Advising)

**Research and Creative Activity**:
- Typical Activities (Research and Creativity Activity)
- % of Effort (Research)

**Service**:
- Typical Activities (Service)
- % of Effort (Service)

**Cooperative Extension**:
- Typical Activities (Cooperative Extension)
- % of Effort (Cooperative Extension)

**Professional Development**:
In the **Questionnaire** area, required Disqualification Question are displayed. This cannot be changed.

### 5. Questionnaire

<table>
<thead>
<tr>
<th>Questions</th>
<th>Answer</th>
<th>Result</th>
</tr>
</thead>
<tbody>
<tr>
<td>In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and complete the required employment eligibility verification document form upon hire. Are you, or will you be able to meet this requirement by the time of hire for this position?</td>
<td>Yes</td>
<td>The Candidate Passes</td>
</tr>
<tr>
<td></td>
<td>No</td>
<td>The Candidate is Disqualified</td>
</tr>
</tbody>
</table>

- **Global**
- **Code**: 00_EmploymentEligibility_Disqualification
- **Type**: Simple Answer
- **Visible by**: All Candidates

In the Questions sub-section, click the **Apply Model** button to include the predefined pre-screening questions.

- Additional requisition-specific questions can be added by clicking the **Add** button and selecting questions from the pre-approved library.
- Questions can also be created by clicking the paper icon to the left of the Add button. Note added questions are subject to approval by Employment Partner.

### Additional Information

- Additional information can be added about the requisition in the **Additional Information** section.
  - **For example**: Include the Search Committee Chair name if it is different from the Hiring Manager. Notes for approvers and/or Employment Partner can also be included.
Once you feel you’ve fully completed the requisition, open the Diagnostic Tool to confirm all fields indicate ready.

- Click Save and Close at the top of the page.
- After the requisition is saved, a unique requisition ID is assigned. Notice after the requisition is saved, the Status on the right-hand side is still Draft.

**Step Four**

Save and request approval of the requisition.

- At any time the requisition can be saved and completed at a later time. It is also required it be saved prior to requesting approval. Click Save at the top of the screen.

- After saving, click on the More Actions drop down, then Request Approval.
In the Request Approval window, all approvers for the requisition are noted. All requisitions route though the Budget Office, Office of Diversity, Equity and Inclusion, through the appropriate appointing authority, Academic Affairs, and the appropriate Employment Partner in Human Resources.

If additional approvers beyond the standard chain are desired, they can be added through using the **Add Approvers** button in the lower left corner.

Click **Done**.

Once the approval request has been sent, notice the status has been updated to **Pending**.
Step Five
Checking the approval status of a submitted requisition.

- From the Recruiting Center, click **Open** from the Requisitions area.

Welcome Kaylen Harrison-Hopkins
Welcome to the Recruiting Center.

![Requisitions dashboard](image)

- This will bring you to a list of all requisitions you currently have open. Click the desired **title** to open the details of the requisition.

![Requisition details](image)

- Here you can review all details of the requisition. To view the approval chain, select the **Approvals** tab.
This will display the full list of approvers. In the Decision column, you can see if each individual has approved or if their approval is still pending.

You have now completed the steps to Creating a Requisition for Academic Hire.