Creating a Requisition - Faculty Hiring

Overview: This job aid guides hiring managers and others through the step-by-step directions for creating a faculty job requisition at Emory University.

1. Access iCIMS through Self-Service/PeopleSoft at: http://leo.cc.emory.edu. If you are an Emory manager with direct reports, go to Manager Self-Service. If you are a non-manager, go to HRWEB. Click on the Emory Recruiting System tile, then log in with your Emory Network ID and password.

2. Once logged in, you will see your dashboard:
To create a requisition, go to the top left corner, click **Create**, then **Requisition**.
Page One: Complete all of the fields indicated with a red asterisk. When complete, click Next.

- This page is driven by job code.
- **Job Code/Pick the job you are creating a requisition for** (this must be selected first or you will lose all other entries)
- For **Overview**, provide 2-3 short sentences on the specific highlights of the position. This will appear with the posting on the university faculty career portal.
- Faculty job codes do not pre-populate a **Job Description**. You will need to copy/paste a **Job Description** into the requisition form. It is recommended that you also include the application instructions, necessary documents, and application deadline in this section.

Make sure that you enter everything correctly. You cannot go back and edit; if a mistake is made, you will need to start the process all over again.
Page Two: Complete all sections indicated with a red asterisk. When done, click Next. This page includes:

- **Speedtype.** Select the Speedtype(s) to be charged
- **Requisition Administrator.** Select the person who will be responsible for managing the requisition, its candidates, and the finalist.
- **Interview/Search Committee.** The search committee can be looked up and selected by name.
- **Required Documents.** Select which documents the faculty candidate must submit during the application process.
- **Background check.** New faculty will have to participate in a background check. Enter the Speedtype that will be charged.
- **Orientation.** Select the person who will be responsible for the orientation process and which onboarding experience the candidate should receive. The new hire will be directed to the orientation welcome page for the onboarding experience you select.
- **Outreach Documentation.** Include the department's efforts to post and announce the position vacancy to websites, conferences, and societies as well as other outreach efforts you are utilizing to reach women and underrepresented minorities.
6 **Page Three:** This page only applies to Emory Temporary Services, for the purposes of requesting a temp. This is not a faculty function, so leave all fields blank and click **Next**.

7 **Page Four:** If the requisition is for a **Search Waiver**, enter the candidate details here. When done, click **Finish** in the top right corner.
Adding Requisition Approvers. The last step is to select Approvers for the requisition. Approvers are those who are required in your department or school to acknowledge the job creation. Each department/school or area has different rules for who approves the request.

You must add a minimum of two approvers. More than two approvers may be added if needed. Approvers will be notified to approve in the order in which they are added. Once complete, click Save & Begin Approval.

Congratulations, your requisition is created! The approvers that you listed will be sent email notifications to approve or decline the requisition. You can check the progress of the approval process at any time by clicking on the Approval tab within the requisition.