Tip Sheet - Faculty Justification

Overview: Use the tips below to help you better understand the faculty justification process.

Creating a new requisition in the iCIMS system will allow your department or division to route justification for creating or filling a vacant position.

By utilizing the multiple Speedtype and Notes boxes, the requisition creator can pass along information needed to justify the position creation.

Each area of the university has different requirements to gain permission to create or fill a position. Be sure to follow the steps required for your area to route justification and approval.
On the next three pages, edit any information necessary for the candidate and click **Next/Finish** when done.
The candidate profile will then appear. Select **Submit to Requisition**.

Select the requisition that you want the candidate to appear on. Then click **Submit**.