Create Student Requisition by Position

Steps

1. Log in as a Hiring Manager.

2. Navigate to 'My Team,' then 'Hiring' under Apps.

3. Scroll down to the bottom navigation bar and click on 'Requisitions.'

4. Click the '+ Create' button.

5. **#1 How**

   1. Use - Select 'Position.'
   2. Business Unit - Will default to Tulane University.
   3. Position - Input 'Student' and all Student positions will populate. If you have a position code, enter the code. Make sure you are selecting the position in the correct department.
   4. Click 'Continue.'

6. **#2 Basic Information**

   1. Requisition Type - Will populate 'Standard.'
   2. Requisition Title - Update to a descriptive 'Marketing Title' if desired.
   3. Number of Openings - Select 'Limited' and enter the number.
   4. Position - Will populate the position selected.
   5. Business Justification - Select either New, or Replacement if it is a backfill.
   6. Languages - Will default to American English.
   7. Comments - Enter any comments that will be helpful to the approvers.
   8. Click 'Continue.'

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#3 Hiring Team

1. Hiring Manager - Your name will populate or you can select a name.
2. Recruiter - Jessica Love (Jackson) should be listed.
3. Collaborator Type - Select 'Collaborator' if anyone else needs access to the requisition. Type in the name.
4. Click 'Continue.'

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#4 Requisition Structure

1. Recruiting Type - Enter 'Student Worker.'
2. Organization - Should default to Tulane University.
3. Enter Other Locations, if applicable.
4. The Job Family will populate.
5. Click 'Continue.'

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#5 Details

1. Worker Type - Enter 'Employee'
2. Regular or Temporary - Select 'Temporary'
3. Full Time or Part Time - Select 'Part Time'
4. Job Shift - This is optional. You can enter the preferred daily schedule.
5. Education Level - This is optional.
6. Type of Student Employment - Select either 'Work Student Only' or 'All Students.'
7. Work Schedule - This is optional. You can enter the preferred days.
8. Length of Employment - This is optional. You can enter if the job is for one semester, full academic year, etc.
9. Pay rate - Enter the hourly amount or total stipend amount. This will be shown on the job posting.
10. Budgeted Amount - Enter information that is relevant for approvals.
11. Grant Funded - Indicate if grant funds are being used for the job(s). If so, please list all accounts and the percentages.
12. Click 'Continue.'

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#6 Posting Description

1. A 'generic' job description is provided. Please edit or enter your own posting description.
2. NOTE: A suggested pay range may be defaulted in. Please update or delete. This will be shown externally on the job posting.
3. Add the contact email address.

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#7 Offer Information

1. Other Work Locations - Add any locations if applicable.
2. Click 'Continue.'

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#8 Attachments

1. Add any pertinent attachments.
2. Click 'Continue.'

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#9 Configuration

1. Candidate Selection Process - Select Student Candidate Section Process - Student CSP.
2. External Application Flow - Select Student Application Flow.
3. Allow candidate to apply when not posted - YES
4. Automatically Open Requisition for Sourcing - Select YES, posted internally and externally.
5. Delay Before Posting Expires - No Expiration
6. Update Automatically fill Requisition - YES
7. Click 'Continue.'

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#10 Questionnaires

1. Internal Prescreening Questionnaire - Skip
2. External Prescreening Questionnaire - Skip
3. Interview Questionnaire - Skip
4. Scroll to the top of the page
5. Click 'Submit.'