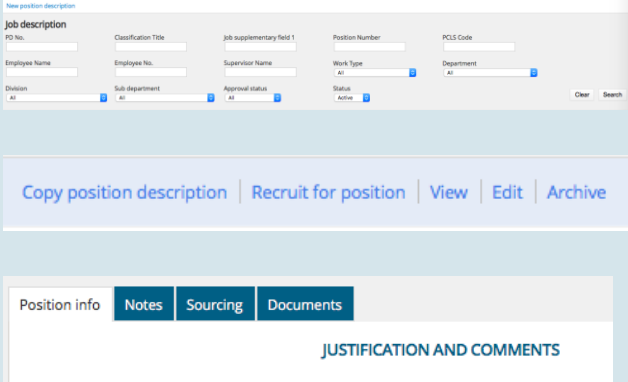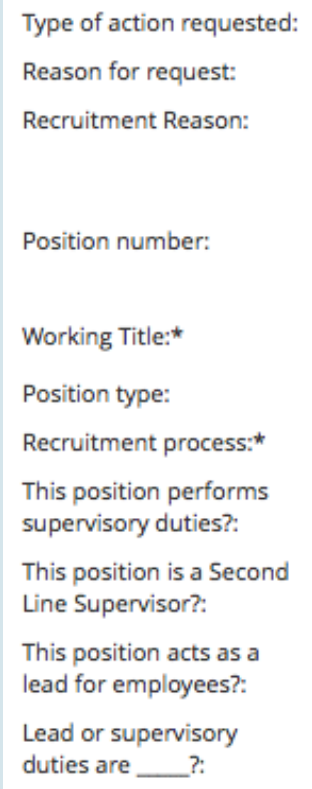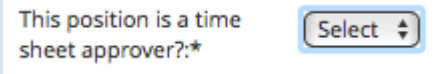# Quick Reference Guide – Creating a Requisition (Recruitment)

What you need to do	What you will see
Create a new recruitment/requisition ● Click **Manage position descriptions and create a new requisition** on dashboard. ● Click **Recruit for position** for the appropriate job. ● You will be presented with the Requisition Information page	
These fields will all be populated from the PD that was previously created.	Type of action requested: Reason for request: Recruitment Reason: Position number: Working Title:* Position type: Recruitment process:* This position performs supervisory duties?: This position is a Second Line Supervisor?: This position acts as a lead for employees?: Lead or supervisory duties are _____?:
Select "Yes" or "No" if this position is a time sheet approver.	This position is a time sheet approver?:* [Select ↕]

These fields will all be populated from the PD that was previously created.

MAU:*

Division:

School:

Department:

Select the appropriate job location for this position. Click on the binoculars to search for the appropriate job location for the position.

Job Location:*

No Site name selected

Site No.:		Site name:	

Search

Site No. ▽	Site name	▷
01	Aniak	
02	Aleutian Islands	
03	Anchorage	
04	Barrow	
05	Bethel	
06	Cantwell	
07	Cordova	
08	Dillingham	

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Site name information:

Okay   Cancel

Fill in the appropriate number of hours the position will work per payperiod, the number of payperiods the position will work per year. Fill in the appropriate CIPC code for faculty positions. These fields will feed over to the contract letter once an applicant is selected for the vacant position.

Hours per Pay Period:*

Contract Length (Pay Periods Per Year):*

CIPC (Faculty Only):

These fields will all be populated from the PD that was previously approved. You are able to select a different GeoDiff Area if necessary for the position.

Classification:

GeoDiff Area:*

Grade:*

FLSA Exemption Status:

Select if this is a full or part time position.

Full or Part time?:*   Select ⇕

Job Duties will be populated from the PD that was created. Here you are able to edit and add new information if necessary. Note: If this information is updated it will need to be approved by HR prior to posting the position for recruitment.

JOB DUTIES

% of time	Duties / Responsibilities	Essential / Marginal		
50	Perform basic clerical support for an office through the performance of tasks; such as typing, filing, sorting mail, copying documents, and serving as a receptionist.	Essential	Edit	Remove
50	This level is distinguished from higher levels by the immediate availability and closeness of supervision, routine and repetitive nature of tasks, and working under specific, clearly stated directions.	Essential	Edit	Remove

New

Advertising summary and text will populate from the PD, but can be updated if necessary.

Advertising summary:*

Advertisement text:*   Tip: To paste text, press CTRL + V.

[Format selection] **B** *I* | ≡ ≡ ≡ | ⋮≡ ⋮≡ ⇥ ⇤ | [Tools]

Please provide a brief description of your department and pertinent job information not listed in the duties and KSAs.

POSITION REQUIREMENTS

These fields are necessary for regulatory compliance and to determine reasonable accommodations.

- Physical Demands: Select all that apply to the position.
- Environmental and Hazardous Conditions: Select all that apply to the position.
- Additional Physical Demands: Describe any additional physical demands required to perform the basic functions of the position

POSITION REQUIREMENTS

Physical demands:*
- ☐ Balancing
- ☐ Climbing
- ☐ Crouching/Stooping
- ☐ Feeling/Handling
- ☐ Pulling/Pushing
- ☐ Repetitive movement
- ☐ Speaking
- ☐ Standing
- ☐ Walking/Running
- ☐ None
- ☐ Carrying
- ☐ Crawingling
- ☐ Driving
- ☐ Keyboarding
- ☐ Reaching
- ☐ Sitting
- ☐ Squatting
- ☐ Twisting/Bending
- ☐ Writing

Environmental and Hazardous Conditions:*
- ☐ Animals/Wildlife
- ☐ Close/Cramped Quarters
- ☐ Disease
- ☐ Electrical Hazards
- ☐ Fire Hazards
- ☐ Indoor Temperature Extremes
- ☐ Moving Machinery/Heavy Equipment
- ☐ Noise
- ☐ Radiation
- ☐ Vibration
- ☐ Weather Extremes
- ☐ Chemicals
- ☐ Darkness/Poor Lighting
- ☐ Dust/Fumes
- ☐ Explosives
- ☐ Heights
- ☐ Mechanical Hazards
- ☐ Near-Continuous Use of Video Display Terminal
- ☐ Pathogens
- ☐ Traffic
- ☐ Violence
- ☐ Normal Office Environment

Additional Physical Demands:

POSITION REQUIREMENTS

- Select the lifting demands for the position.

Lifting Demands:

✓ Select
Up to 10 pounds
Up to 25 pounds
Up to 50 pounds
Up to 75 pounds
Up to 100 pounds

Frequent Travel:*

Travel Procard:*

Department Procard (non-travel):*

POSITION REQUIREMENTS

- Select "Yes" or "No" for each.

Frequent Travel:*   [Select ▼]

Travel Procard:*   [Select ▼]

Department Procard (non-travel):*   [Select ▼]

SEARCH COMMITTEE

- See the section on setting up a search committee.

SEARCH COMMITTEE

Search committee chair:*

No user selected.

Search committee members:

Add Search committee member

Recipient   Remove all

No Search committee member selected.

Search committee member information:

SELECTION CRITERIA

- Here you may add selection criteria for the position. Click the Add button to search for applicable search criteria.

SELECTION CRITERIA

Add

ℹ There are no items to show

Selection criteria: Level: Group: Clear   Search
                             All   All

Selection criteria	Level	Group	
Adaptability	Level 1	General	Add
Attention to Detail	Level 1	General	Add
Attitude	Level 1	General	Add
Collaboration	Level 1	General	Add
Communication	Level 1	General	Add
Dependability	Level 1	General	Add
Initiative	Level 1	General	Add
Job Knowledge	Level 1	General	Add
Organization	Level 1	General	Add
Potential	Level 1	General	Add
Problem Solving	Level 1	General	Add
Productivity	Level 1	General	Add
Role Fit	Level 1	General	Add
Student Interaction	Level 1	General	Add
Supervisory Skills/Leadership	Level 1	General	Add
Talent	Level 1	General	Add

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BACKGROUND CHECK INFORMATION

- Select the applicable background check package for your MAU/Department.

BACKGROUND CHECK INFORMATION

Background Check Package:*   ✓ Select
                                   UAF
Education Verification: UAS
                                   UAA
Employment Verification: SW
                                   UAF Facilities

BACKGROUND CHECK INFORMATION ● Select all applicable verifications for the position.	Education Verification: ○ Yes ○ No Employment Verification: ○ Yes ○ No Credit Checks: ○ Yes ○ No Motor Vehicle Report: ○ Yes ○ No Professional License & Certification: ○ Yes ○ No Media Services: ○ Yes ○ No E-Verify: ○ Yes ○ No
HEADCOUNT MANAGEMENT ● See the section on Headcount Management.	**HEADCOUNT MANAGEMENT** Positions: New: ___ Replacement: ___ [Add] Position no / Type / Applicant / Application status 1 [___] [New ▾] - - Cancel Select the amount of positions required: New (additional headcount) or Replacement (backfilling an existing employee)
RECRUITMENT ● Select the Date the position is/was vacant. ● The Date opened will populate with the date you create the recruitment. ● Select the date you anticipate applications will be reviewed. ● Date Closed will be populated upon approval. ● Select the date you expect to hire the new employee(s).	**RECRUITMENT** Date Position Vacant:* [dd mmm yyyy] 📅 Date opened:* 17 Feb 2016 Application Review Date: [dd mmm yyyy] 📅 Date Closed: Expected Hire Date: [dd mmm yyyy] 📅
RECRUITMENT ● Select "Yes" or "No" as to whether the position should be open to Internal Applicants only or to all candidates.	Internal Applicants Only:* [Select ▾]
RECRUITMENT ● Select the type of recruitment for the position.	Type of Recruitment:* Posting Location:* Advertising Funding Source: **APPROVAL QUEUE** PPA/CCC:* ✓ Select Career Development Plan Casual Labor Direct Appointment Emergency Hire Promotion Regular Recruitment Reopen Seasonal Rehire Student Temporary

RECRUITMENT

- This information will populate from the PD, but can be edited here if necessary.

Posting Location:* Fairbanks

RECRUITMENT

- If you will be advertising for this job somewhere where a cost will be incurred, fill in the account information where the costs should be charged to.

Advertising Funding Source:

APPROVAL QUEUE

- These fields will all be populated from the PD that was previously created.

APPROVAL QUEUE

PPA/CCC:*
No user selected

Time Sheet Approver:
No user selected

Supervisor:*
No user selected

APPROVAL QUEUE

- These fields will be populated from the PD that was previously created. Changes can be made here if a different approver needs to be included for the recruitment.

Approval process:* None

This field will be populated from the PD that was previously created.

HR Consultant:*
No user selected.

Saving the job

When all job details have been entered, click **Save** to save your job or **Save & Exit** to save your job and exit the position description. **Save a draft** can be used when you need to save the position description you are working on and come back to work on it at a later time.

Save a draft | Save | Save & exit | Cancel | Spell check

Documents Tab

- Attach interview questions, screening criteria, or any other applicable documents here prior to submitting the recruitment for approvals.

Position info | Notes | Sourcing | Documents

✓ Select
Document from a file
Document from library

Size | Category

Save a draft | Save | Save & exit | Cancel | Spell check