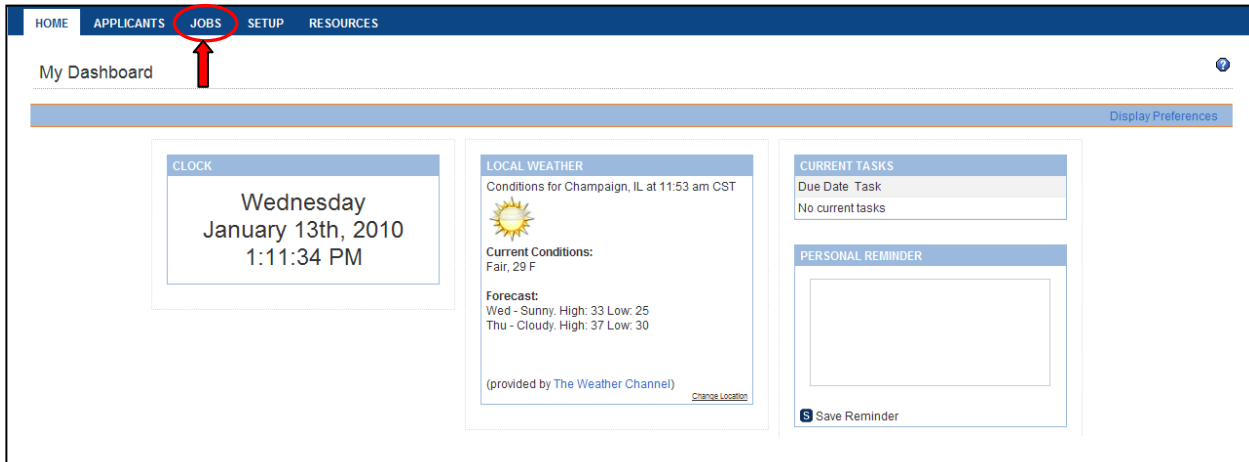


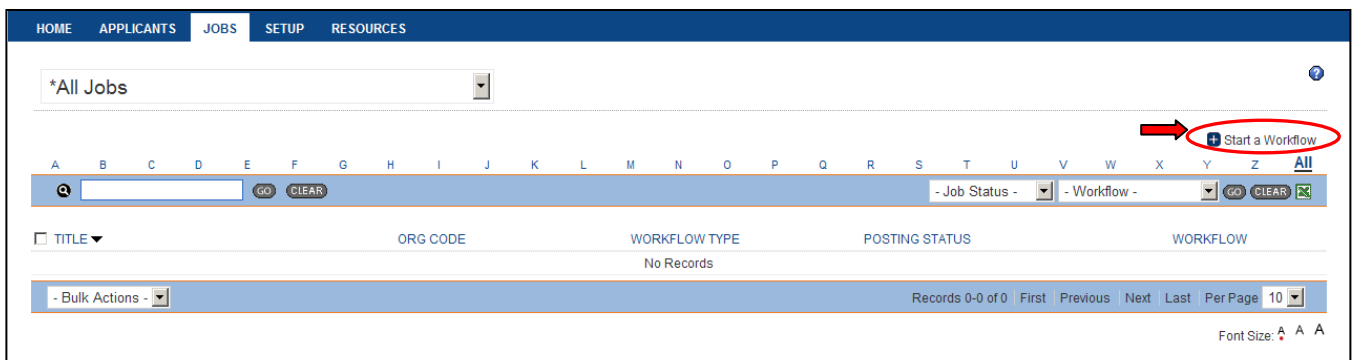
ACADEMIC HIRING REQUEST FORM INSTRUCTIONS

An approved Hiring Request form is needed before initiating any hiring activity. The approval of the hiring request form is in addition to any approvals required by Provost's Communications, Academic Human Resources for the PAPE and the Office of Equal Opportunity and Access search process.

1. Select the "JOBS" tab



2. Click "Start a Workflow"



3. Select the appropriate template for the type of search you are conducting (Academic Professional, Faculty Administrator or Faculty/Other Academic) and click “Continue”

➡ If a search is not being conducted and you need to complete a Hiring Request Form only, select the “AP/Other Academic Hiring Request Form (no search)” template

The screenshot shows the 'Add a Requisition' interface. At the top, there are navigation tabs: HOME, APPLICANTS, JOBS, SETUP, and RESOURCES. Below this is a header 'Add a Requisition' with sub-tabs: Choose Template, Specify Settings, and Forms. The main content area is titled 'Step 1. Choose a Template'. On the left, under 'AVAILABLE JOB TEMPLATES', a dropdown menu is set to '- All Templates -'. A list of templates follows, with radio buttons. The 'AP/Other Academic Hiring Request Form (no search)' option is selected, indicated by a yellow arrow. Other templates include 'Academic Professional Appointment Change', 'Academic Professional Search', 'Academic Professional Waiver', 'Civil Service Hiring Request', 'Civil Service Reclassification', 'EEO Re-identification', 'Employee Requisition', 'Faculty Administrator Appointment Change', 'Faculty Administrator Search', 'Faculty Administrator Search Waiver', 'Faculty/Other Academic Appointment Change', 'Faculty/Other Academic Search', 'Faculty/Other Academic Search Waiver', 'ISSS Search', 'PAPE Only', 'Post Doc Research Associate', and 'Retire Rehire Approval Request'. On the right, a 'Preview' section shows: Title - Department: Academic Professional Search, Name: (blank), Job Category: Academic Professional, Chart and Org Code: (blank), Organization Name: (blank), and College Name or Administrative Unit: (blank). At the bottom left, there are 'Back' and 'Continue' buttons. The 'Continue' button is circled in red, with a red arrow pointing to it.

4. Enter the following information and click “Continue”

- **Job Title - Department Name** (Example: Labor and Employee Relations Specialist – Academic Human Resources)
- **Chart and Org Code** (Example: 1746000 - There is no dash between chart and org code)
 - Organization Name will pre-populate based on the Chart and Org code
- **College Name or Administrative Unit**

The screenshot shows the 'Add a Requisition' interface, Step 2: Specify the Requisition Settings. The sub-tab 'Specify Settings' is active. The page title is 'Job Details > Academic Professional Search'. Below this, there are four input fields with red arrows pointing to them: 1. 'Job Title - Department Name' with the value 'Labor and Employee Relations' and a small example text below: 'Example, Asst Prof - Chemistry; Civil Service use classification name such as Office Support Associate.' 2. 'Chart and Org Code' with the value '1746000' and a small example text below: 'Example: 1100000'. 3. 'Organization Name' with a dropdown menu showing 'Academic Human Resources (1746000)'. 4. 'College Name or Administrative Unit' with the value 'Provost's Office'. At the bottom left, there are 'Back to Template' and 'Continue' buttons. The 'Continue' button is circled in red, with a red arrow pointing to it.

5. This screen has been pre-populated – Do not make any changes to the selections, Click “Continue”

HOME APPLICANTS **JOBS** SETUP RESOURCES

Add a Requisition

Choose Template Specify Settings **Forms**

Step 3. Attach Forms to the Requisition ?
NOTE: Please do not make any changes to the selections below.

| Applicant Related Form Packages | |
|---|---|
| Name | Description |
| <input checked="" type="checkbox"/> Academic Professional Application | Package includes AP Application and EEO Form |
| <input type="checkbox"/> Angie's Test | |
| <input type="checkbox"/> Applicant EEO | EEO Form |
| <input type="checkbox"/> Application | Application for ISSS |
| <input type="checkbox"/> CS Application | This package contains the basic application forms |
| <input type="checkbox"/> CS Exam Request | CS Exam Request |
| <input type="checkbox"/> EEO Re-Identification | |
| <input type="checkbox"/> Faculty Profile | Package includes Faculty Profile and EEO Form. |
| <input type="checkbox"/> Internal Form TEST | |
| <input type="checkbox"/> Pre-Approval | Package contains pre-approval form |
| <input type="checkbox"/> Special Faculty Profile | Special Faculty Profile |

| Job Related Form Packages | |
|---|---|
| Name | Description |
| <input checked="" type="checkbox"/> Academic Professional Search | Package includes Hiring Request, PAPE, Search, Summary Form. |
| <input type="checkbox"/> Academic Professional Appointment Change | Package includes PAPE and Appt Change Form |
| <input type="checkbox"/> Academic Professional Appointment Change 2 | Package includes PAPE and Appt Change Form |
| <input type="checkbox"/> Academic Professional Search Only | Academic Professional Search Only |
| <input type="checkbox"/> Academic Professional Search Waiver | Includes Hiring Request, PAPE, Search Waiver |
| <input type="checkbox"/> AH Test | |
| <input type="checkbox"/> AP/Other Academic Hiring Request Form | Package contains Academic Hiring Request only. |
| <input type="checkbox"/> Civil Service Hiring Request | Package contains Civil Service Hiring Request form |
| <input type="checkbox"/> Civil Service Reclassification | Civil Service Reclassification form |
| <input type="checkbox"/> Employee Requisition | Employee Requisition |
| <input type="checkbox"/> Faculty Administrator Appointment Change | Package includes: PAPE and Appointment Change |
| <input type="checkbox"/> Faculty Administrator Search | Package includes: Hiring Request, PAPE, Faculty Administrator Search, Summary |
| <input type="checkbox"/> Faculty Administrator Search Waiver | Package includes: Hiring Request, PAPE and Search Waiver |
| <input type="checkbox"/> Faculty Appointment Change | Package includes Faculty Appointment Change |
| <input type="checkbox"/> Faculty Search | Package includes Hiring Request, Search and Summary Form |
| <input type="checkbox"/> Faculty Waiver | Package includes Hiring Request and Search Waiver |
| <input type="checkbox"/> Hiring Request Form Only | Hiring Request Form Only |
| <input type="checkbox"/> ISSS Search | Package includes PAPE, Search, Summary Form |
| <input type="checkbox"/> Job Posting | Job Posting |
| <input type="checkbox"/> PAPE | PAPE |
| <input type="checkbox"/> PAPE Only | PAPE Only |
| <input type="checkbox"/> Post Doc Research Associate | |
| <input type="checkbox"/> Retire Rehire Hiring Request | Package contains Hiring Request and Retire Rehire forms |
| <input type="checkbox"/> Summary | Summary |
| <input type="checkbox"/> Summary Form 2nd Hire | Summary Form 2 Multiple Hires |
| <input type="checkbox"/> Summary Form 3rd Hire | Summary Form 3 Multiple Hires |
| <input type="checkbox"/> Summary Form 4th Hire | Summary Form 4 Multiple Hires |
| <input type="checkbox"/> Summary Form 5th Hire | Summary Form 5 Multiple Hires |
| <input type="checkbox"/> Summary Only | |

[Back to Settings](#) [Continue](#)

6. Select "Start" for the Hiring Request form

HOME APPLICANTS **JOBS** SETUP RESOURCES

Labor and Employee Relations Specialist - Academic Human Resources
Academic Professional - Pending

Properties Candidates Activity Processes **Forms**

[Job Forms](#)

Forms added successfully

Show Job Forms

| Form Name | OEOA File Number | Due Date | Status | Completed | Completion Date | Recertify | Action | Approval | Document History | Add/Remove Forms |
|---|------------------|----------|--------|-----------|-----------------|-----------|--------|----------|------------------|------------------|
| <input type="checkbox"/> Academic Professional Search | | | | | | | Start | | | |
| <input type="checkbox"/> Hiring Request | | | | | | | Start | | | |
| <input type="checkbox"/> New PAPE or Update existing greater than 3 years | | | | | | | Start | | | |
| <input type="checkbox"/> Upload existing approved PAPE within 3 years | | | | | | | Start | | | |
| <input type="checkbox"/> Academic Professional Search | | | | | | | Start | | | |
| <input type="checkbox"/> Summary | | | | | | | Start | | | |

7. Enter in the information requested (fields with an * are required), click "Submit and Continue to Approvals"

HOME APPLICANTS **JOBS** SETUP RESOURCES

Labor and Employee Relations Specialist - Academic Human Resources
Academic Professional - Pending

Properties Candidates Activity Processes **Forms**

[Job Forms](#)

Form

Hiring Request

Hiring Request Form

Department: Academic Human Resources

College/MAU:

* Contact Name:

Job Title: Labor and Employee Relations Specialist - Academic Human Resources

* % Appointment:

Included in Approved Hiring Plan?

- Yes
- No

* Employee Group

- Faculty
- Academic Professional
- Other Academic Staff

* Position Type

- Permanent
- Visiting

* Position Status

- New Position
- Vacant Position - enter prior title and prior incumbent's name

* Tenure Status

- Non-Tenure
- Tenure/Tenure Track

* Service Basis

- 12 over 12
- 9 over 12
- 9 over 9
- Other

Examples for this field could be 1 semester appointment or summer appointment

Length of Appointment

* Effective Date

* Salary Amount or Range

* Funding Source:

The total of the funding sources should equal 100%

% State Funds - Department

% Other (Specify Details Below):

If more than one FOAPAL is used, please list out each one on a separate line and include the dollar amount and the percentage.

Labor Distribution FOAPAL, Dollar Amount, Percentage

| |
|--|
| |
| |
| |
| |

This information is not required, but you should check with your college or unit office to determine if they want this information.

Justification For Filling Position

Justification For Filling Position

*1. Describe the critical nature of this position/hire to the mission and success of the unit and the institution; where applicable, include specific strategic goals that are addressed.

*2. Could the work associated with this position be reallocated to be accomplished in another way, for example, through assignment of duties to others in the unit, reduced FTE or a partial year appointment? Could an alternate title be considered or the role reconfigured so that the work can be accomplished by someone with less experience or through training an individual whose position can be left vacated?

*3. Document any negative consequences that would occur if the proposed position action were delayed or remained unfilled.

*4. Describe the funds you have available to ensure you can make this hire without incurring deficits.

General Comments

If the form is being approved by a designee, please note that here.

Please upload any pertinent documentation, like dual career forms, etc.

| NAME | DESCRIPTION | TYPE | FILE | SIZE UPLOADED |
|------|-------------|------|------|---------------|
| None | | | | |

+ Add

Notes to unit (AHR, Provost's or Chancellor's Office Only):

When the form is approved, please check this field. It could list changes required to move forward with the search.

8. Select Approvers

1. Select the name of the Department approver
2. If you have a School level approver, select the appropriate name
If there is no school level approver, select the same Department approver again (he/she will need to approve the form 2 times)
3. Select the name of the Dean/MAU Officer
4. If your unit reports to the Chancellor, then select **“Chancellor, Hiring Request”**
If your unit does not report to the Chancellor, then select **“AHR, Hiring Request”**
5. Select **“AHR, Hiring Request”**
6. Select **“Provost, Hiring Request”**

Once the appropriate approvers have been selected at each level, click **“Save”**

HOME APPLICANTS **JOBS** SETUP RESOURCES

Labor and Employee Relations Specialist - Academic Human Resources
Academic Professional - Pending

Properties Candidates Activity Processes **Forms**

[Job Forms](#)

All approvers must be selected. For guidance on selecting approvers or information on the different approval levels, please click on ? for information.

| Title | Name |
|--|--------------------------------------|
| 1 Department | Approver: <input type="text"/> |
| 2 School/Department | Approver: <input type="text"/> |
| 3 Dean/MAU Officer | Approver: <input type="text"/> |
| 4 Chancellor (if unit reports) / AHR (all other) | Approver: Chancellor, Hiring Request |
| 5 AHR | Approver: AHR, Hiring Request |
| 6 Provost | Approver: Provost, Hiring Request |

Save

APPROVAL PROCESS

- The name in red is the next person who needs to approve the form (an email is sent automatically)
- A green check mark (✓) indicates approval
- The date and time of approval can be seen in the far right column

HOME APPLICANTS **JOBS** SETUP RESOURCES

Labor and Employee Relations Specialist - Academic Human Resources
Academic Professional - Pending

Properties Candidates Activity Processes **Forms**

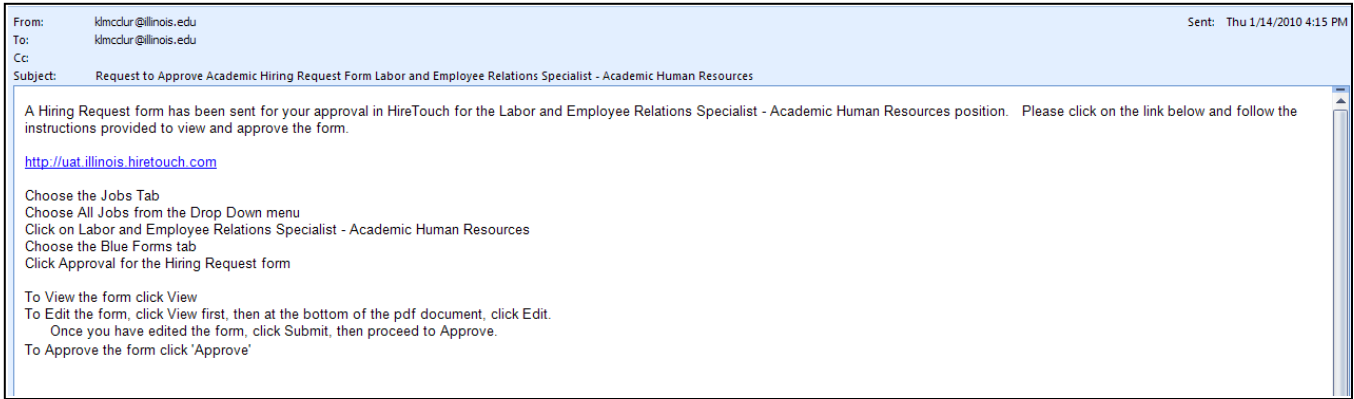
[Job Forms](#)

Form Originator: McClure, Kristen

| Title | Name | Approved | Rejected | Date |
|--|------------------------|----------|----------|-------------------------|
| Department | Kristen McClure | ✓ | | 04:14:43 PM Thu 1/14/10 |
| School/Department | Kristen McClure | ✓ | | 04:14:54 PM Thu 1/14/10 |
| Dean/MAU Officer | Kristen McClure | ✓ | | 04:15:11 PM Thu 1/14/10 |
| Chancellor (if unit reports) / AHR (all other) | Kristen McClure | | | |
| AHR | Kristen McClure | | | |
| Provost | Kristen McClure | | | |

Approvers View Back Approve Reject

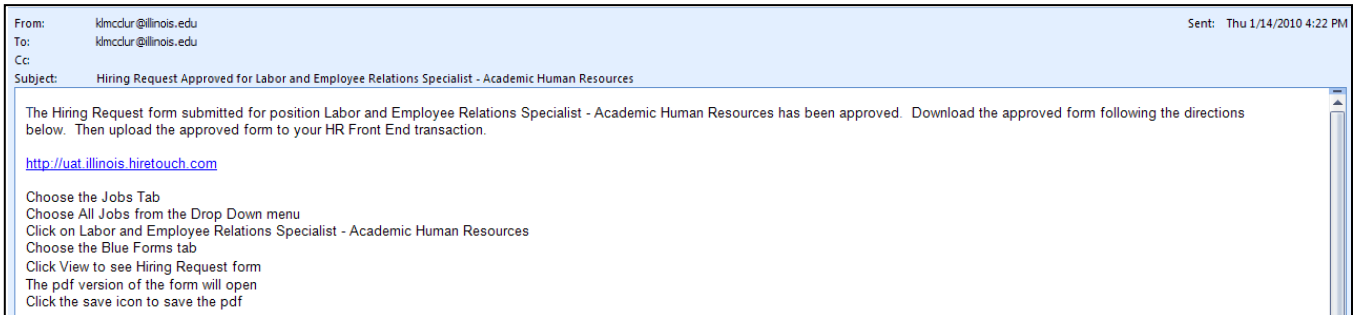
When there is a form that needs approval, the approver is notified via email and given instructions



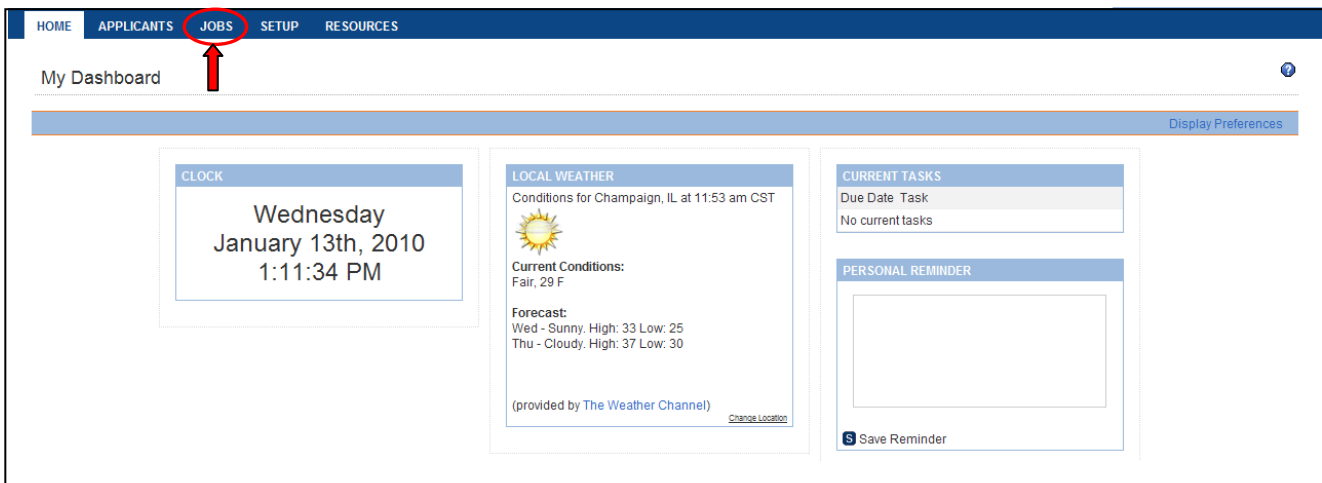
SAVING THE FORM AFTER APPROVAL

This is what the units will do when they are ready to upload the approved form to their HR Front End transaction

1. Once the form is approved at all levels, an email is sent to the Form Originator



2. Choose the Jobs tab



3. Choose All Jobs from the drop down menu

The screenshot shows the 'All Jobs' page with a navigation bar at the top containing 'HOME', 'APPLICANTS', 'JOBS', 'SETUP', and 'RESOURCES'. Below the navigation bar is a search bar with the text '*All Jobs' and a dropdown arrow. A red circle highlights the dropdown arrow, and a red arrow points to it from the right. Below the search bar is a grid of job listings with columns for 'TITLE', 'ORG CODE', 'WORKFLOW TYPE', 'POSTING STATUS', and 'WORKFLOW'. The first row is highlighted. At the bottom of the page, there is a pagination bar showing 'Records 1-10 of 32' and a 'Font Size' control.

4. Click on job title (for this example: Labor and Employee Relations Specialist – Academic Human Resources) To locate the position you can search by letter or keyword

The screenshot shows the 'All Jobs' page with a search bar containing the text 'Labor'. A red circle highlights the search bar and the 'GO' button. Below the search bar is a grid of job listings with columns for 'TITLE', 'ORG CODE', 'WORKFLOW TYPE', 'POSTING STATUS', and 'WORKFLOW'. The first row is highlighted. At the bottom of the page, there is a pagination bar showing 'Records 1-1 of 1' and a 'Font Size' control. A red circle highlights the letter 'L' in the alphabet grid, and a red arrow points to the search bar.

5. Choose the Blue Forms tab

HOME APPLICANTS **JOBS** SETUP RESOURCES

Labor and Employee Relation Specialist - Academic Human Resources
Academic Professional - Pending

Properties Candidates Activity Processes **Forms**

Details Posting

Properties

Job Details

Title: Labor and Employee Relation Specialist - Academic Human Resources

Requisition:
Job Code:
Organization Code: 1746000
Organization Name: Academic Human Resources
Organization Display Name: Provost's Office
Contact:
Closed Date:
Short Description:
Long Description:
Location:
Applicant Access for Office Support:
Workflow Configuration: Academic Professional Search

6. Click View to see Hiring Request form

HOME APPLICANTS **JOBS** SETUP RESOURCES

Labor and Employee Relation Specialist - Academic Human Resources
Academic Professional - Pending

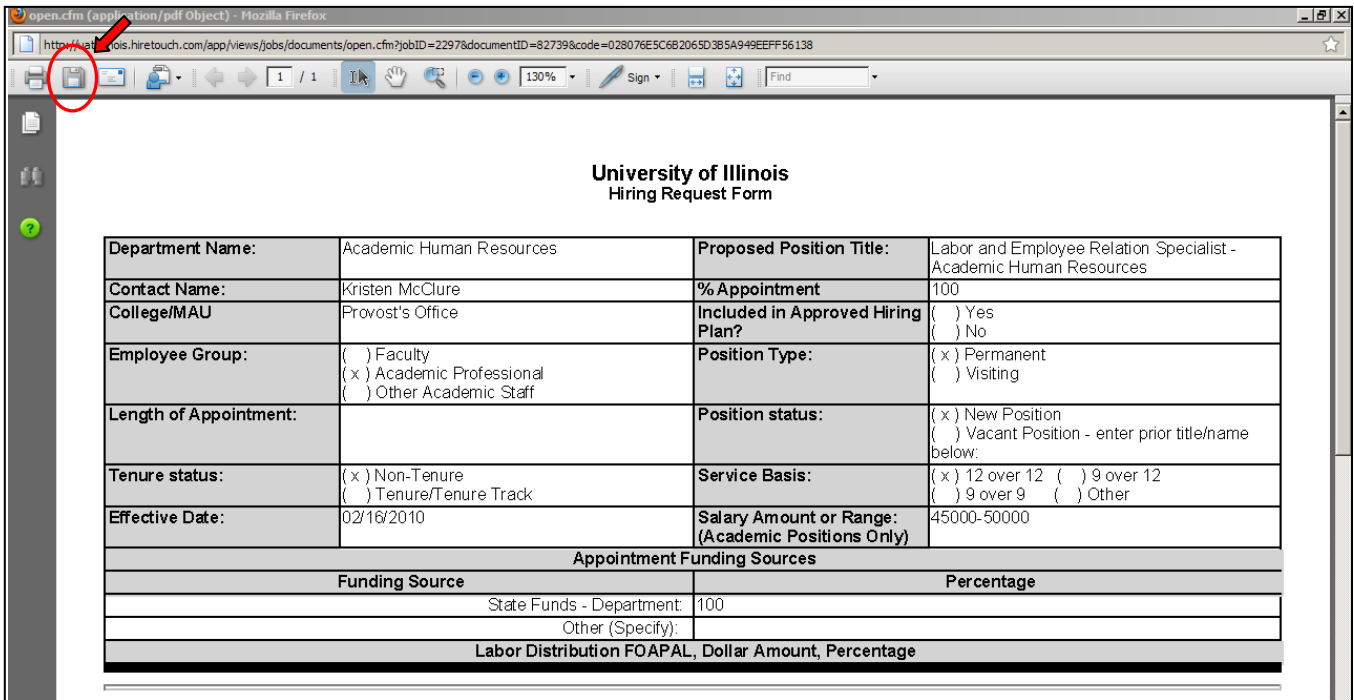
Properties Candidates Activity Processes **Forms**

Job Forms

Show Job Forms

| Form Name | OEOA File Number | Due Date | Status | Completed | Completion Date | Recertification | Action | Approval | Document History | Add/Remove Forms |
|--|------------------|----------|--------|-------------------------------------|------------------------|-----------------|-------------|-----------|------------------|------------------|
| Academic Professional Search | | | | | | | | | | |
| Hiring Request | | | | <input checked="" type="checkbox"/> | Thu, 2/4/10 at 4:13 PM | Recertification | View | Approvals | View History | |
| New PAPE or Update existing greater than 3 years | | | | | | | Start | | | |
| Upload existing approved PAPE within 3 years | | | | | | | Start | | | |
| Academic Professional Search | | | | | | | Start | | | |
| Summary | | | | | | | Start | | | |

7. A pdf version of the form will open; Click the save icon to save the pdf



8. Select a location to save the form and enter a file name; This saved form must be uploaded to the HR Front End transaction.

