**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**

   ![Image of the JOBS tab](image1)

2. **Click “Start a Workflow”**

   ![Image of the workflow start button](image2)
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

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**
5. This screen has been pre-populated – Do not make any changes to the selections, Click “Continue”
6. Select “Start” for the Hiring Request form

7. Enter in the information requested (fields with an * are required), click “Submit and Continue to Approvals”
Examples for this field could be 1 semester appointment or summer appointment.

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

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

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”

**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
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

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
5. Choose the Blue Forms tab

6. Click View to see Hiring Request form
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.