Requisition for non-faculty postings will now be processed by selecting ‘CREATE REQUISITION From Position Description’.

Please note: the above action can only be initiated if the position description has been completed and approved in the Position Description module.

Prior to making this selection, please follow the steps below.

1. Select ‘Search Positions Descriptions’ to identify if the position description is in the Jobs@ format.

2. If the status is ‘Position Description in System (Needs Modify Action)’, this is an existing position description and has been pre-populated with key information.

3. The position description needs to be further completed into the new Jobs@ format prior to creating the requisition. (see “Quick Reference Position Description Process”)

4. Once the position description has been completed and approved, it will be available when selecting ‘CREATE REQUISITION From Position Description’.

5. You may create a requisition ‘From Position Description’ for all other statuses (ie., ‘Modify Position Description Approved’, ‘New Position Description Approved’).