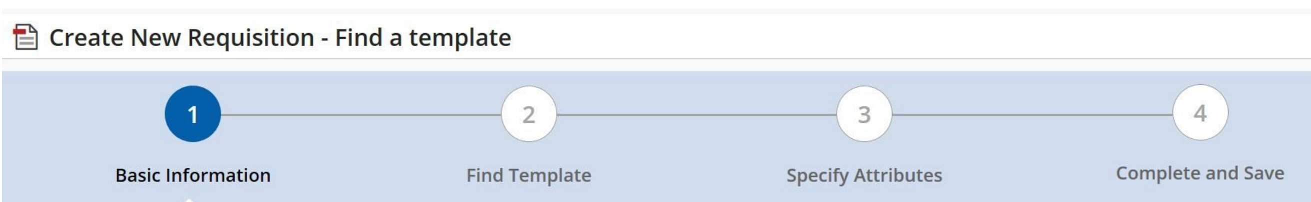
# Temporary Hiring Guide

## Step-by-Step Process for Completing a Requisition in Taleo

# Initiating a Requisition to Fill a Temporary Vacancy

**Administrator creates a temporary requisition**

1. Sign into the system.
2. Click Requisition on left toolbar, then select create requisition on the right hand side.
    - A page appears that prompts you to select how you would like to create your requisition. Make sure that "*use a template*" is selected and then click next.
3. Choose "*Temporary*" under hire type, & "*Temporary Req File*" for style for this requisition. Select next.

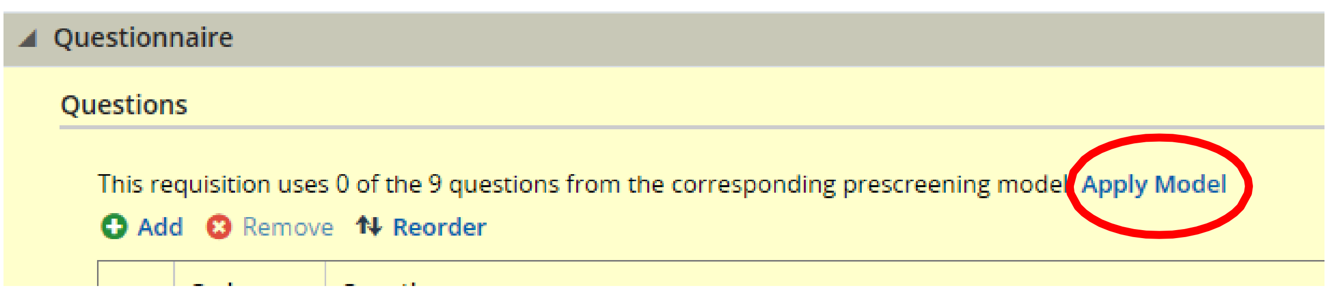



- Under Filters to the left type in Temporary under Name and hit enter.
- Use magnifying glass to expand template options and choose select, next to the correct job code.

4. Specify Attributes
    - For Department, type in your department.
    - Organization should default to TCNJ if it doesn't, click TCNJ.
        - NOTE: The location auto-populates based off of department.
    - Scroll down to the right and click Next. The requisition template opens.
5. Under Requisition Title, enter the appropriate title.
6. Select Type of Request by using the drop down. Provide reason for vacancy as needed.
    - Under Structure section, confirm all fields are correct. Modify as needed.

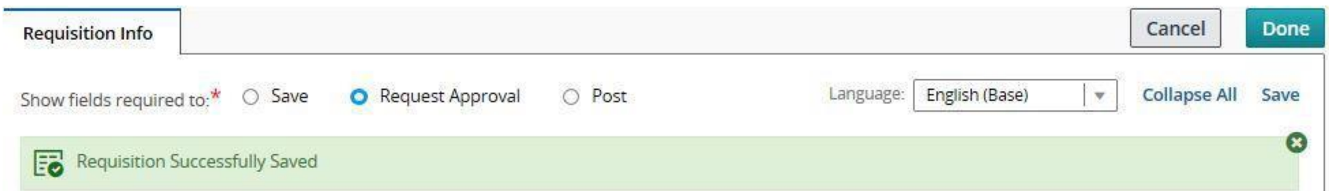
- Under Owners section, for Hiring Manager, click the search icon. Select the appropriate name. Repeat this step for the recruiter, as well as assistants.
- Choose add collaborators to list anyone else who will need access to the requisition.
- Under Process section, confirm Temporary is selected. If not selected, click the search icon and choose Temporary.
- For Job Information section, under Direct Hire, select Yes or No.
- For the Profile section, click the search icon. Select appropriate title from panel list. The template is auto populated.
- Enter the previous incumbent's name if applicable.
- Enter proposed salary.
- Answer the following questions:
    - Method of Payment
    - Start and End Date
    - Does this directly supervise employees?
    - Job require driving vehicle?
    - Job work with minors?
- Complete all remaining fields marked with an asterisks.

7. Job Description
    - Follow the embedded template for external job description.
    - Scroll down to the internal job description, select copy from in the top left corner.
    - Choose paste information even if the field is not empty and then hit done.
8. Questionnaire
    - Click Apply Model

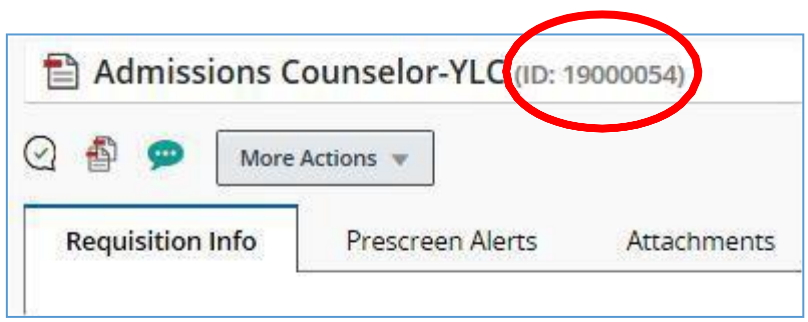



9. Budget
    - Under grant funded, click Yes or No
    - For costing question, click Yes or No
        - NOTE: If budget fields are different the costing question would be marked as Yes and updated budget fields would be filled in for finance approval.
10. Scroll to the top of the requisition. Click Save. If you have missing fields you will get a message like this:

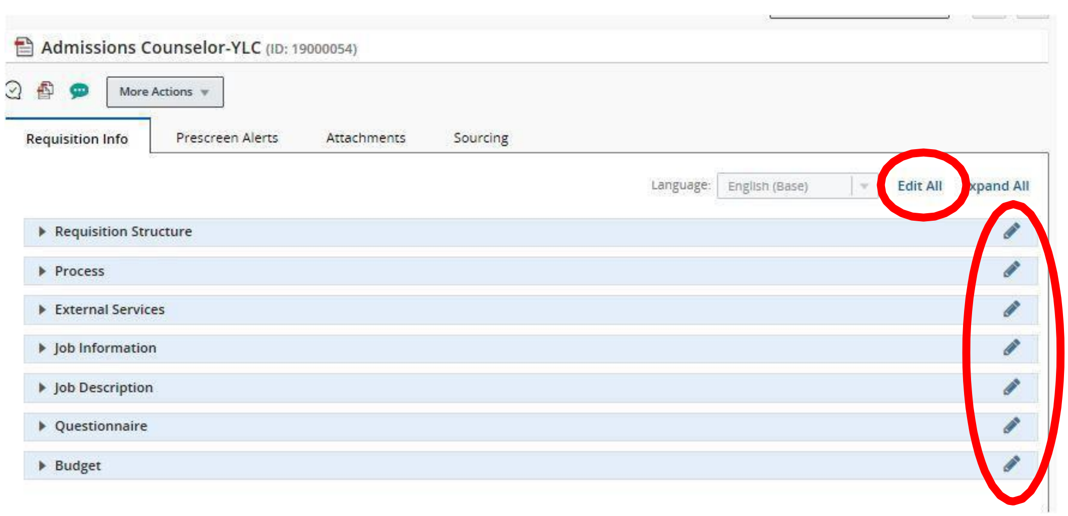

- Correct any errors, then click Save. You will get a message like this:



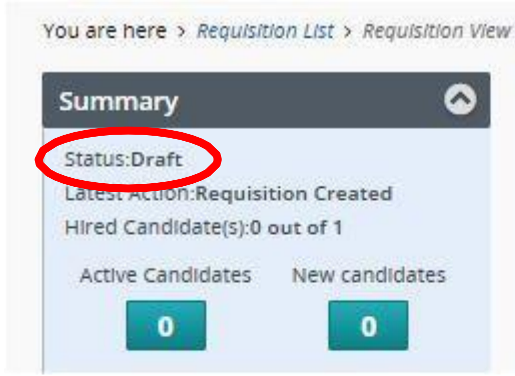

- Click Done. A new page appears with your requisition title and ID. The ID is your Requisition number.




  - NOTE: to edit the requisition, click the pencil icons or Edit All.

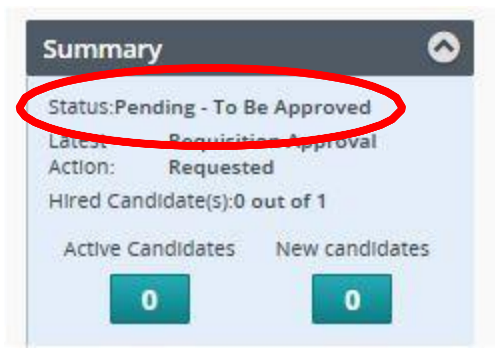



- On the left pane, the Requisition shows Draft status.




11. Submit for Approval.

- Click More Actions, then click Submit Approval. The prepopulated list of approvers appears.
- Scroll to the bottom, type in comments in the required comments section.
- Click Submit Approval. Requisition will be placed into the approval workflow.




  - NOTE: you will receive an email notification once the requisition is approved. You can refresh your list by scrolling to the bottom and clicking Apply Filters.