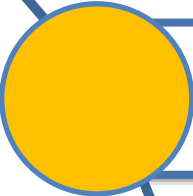




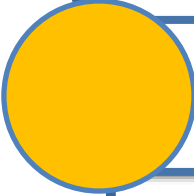
Student Hiring Guide

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

Before You Start



New hiring managers/Taleo administrators must request a Taleo log in ID. Email stuempl@tcnj.edu in order to request access.



Before you begin your student requisition, visit:
[Student Employment Website](#) to view instructional content



Obtain verbal approval to fill a vacancy before you initiate a requisition



Prepare the job description


Coordinating the Recruiting and Hiring Process

Allow Time
Prior to the
Job Start
Date For:

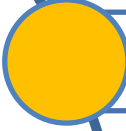
- Requisition to be initiated
- Requisition to complete the approval process
- Requisition to be posted
- Candidates to apply
- Interviews to be scheduled
- Offer to be extended
- Offer to be accepted
- I-9 to be initiated and completed
- Newly hired student's information to be entered into the HCM Cloud
- Newly hired student to log onto HCM Cloud to complete direct deposit account details and Form W-4 withholding election

! Help to Ensure that We Keep Our Promise

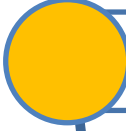
Students Must Be Paid in a Timely Manner



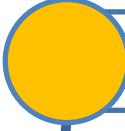
Student employees are not permitted to begin working in your department until all hiring process steps are complete.



To comply with labor laws, HR is not able to complete the hire process until we are in receipt of the employee's complete I-9.



To comply with labor laws, HR is not permitted to retroactively hire any employee, including a student employee.




Student employees are not permitted to begin working until their name is viewable in the hiring manager's HCM Cloud portal under My Team.



To comply with wage and hour laws, hourly paid employees must be paid on a bi-weekly basis.



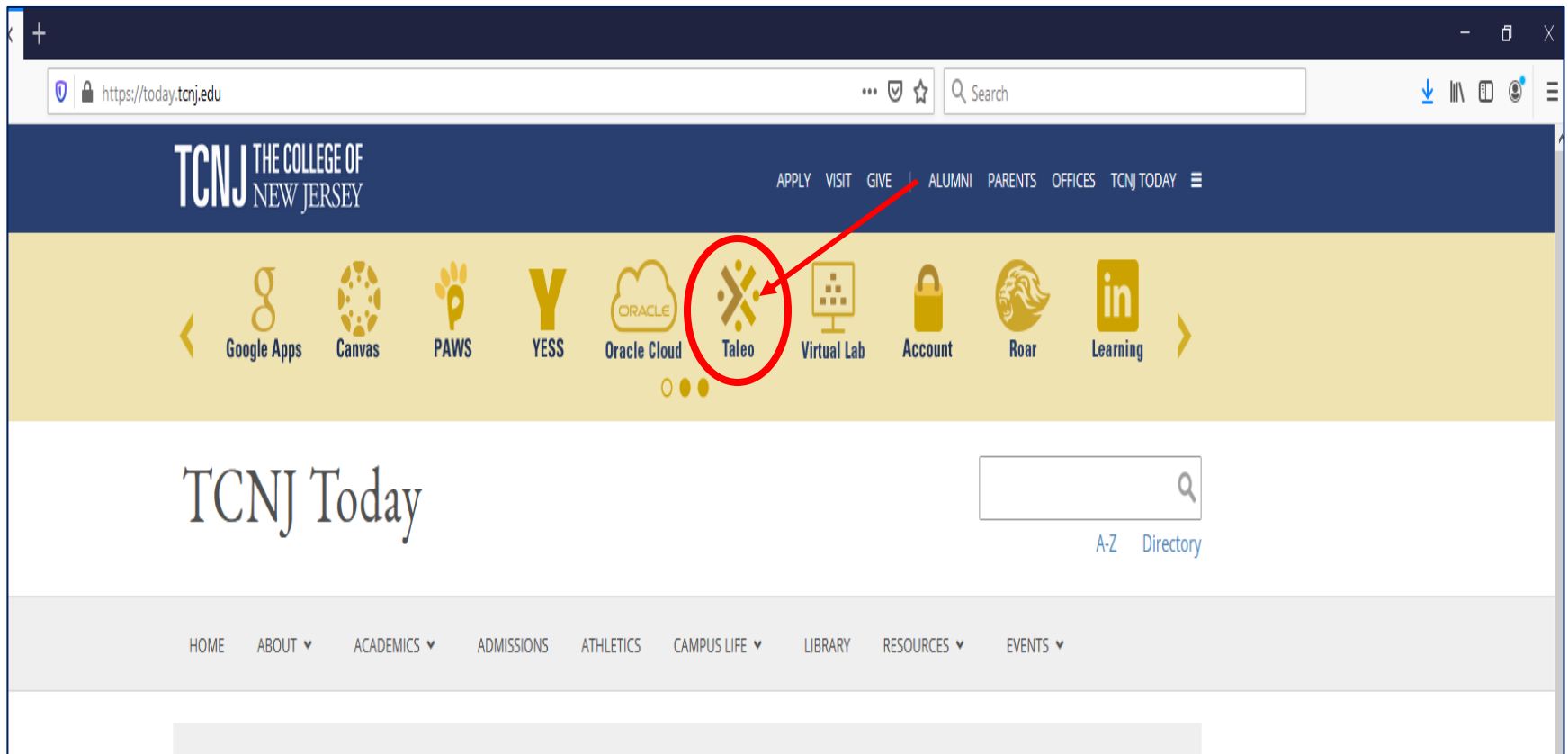
Employees paid via stipend must be paid as per the offer agreement, and on a timely basis.



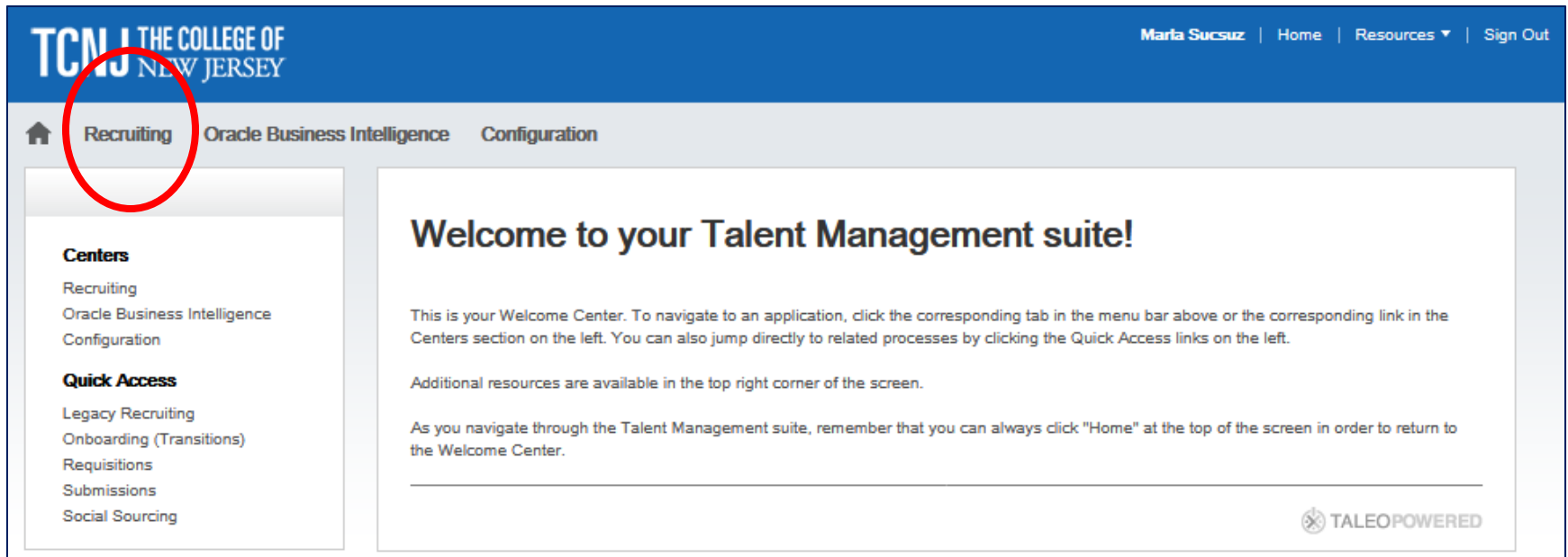
Once the requisition is filled, it can take up to 10 days for the employee to be entered into the system. Please plan your hiring cycle accordingly.

Initiating a Requisition

Sign into TCNJ Taleo
(Manager/Staff/Faculty site NOT the student site)



Taleo Home Screen: Click “RECRUITING”



TCNJ THE COLLEGE OF NEW JERSEY

Marla Sucsz | Home | Resources ▾ | Sign Out

Home Recruiting Oracle Business Intelligence Configuration

Centers

- Recruiting
- Oracle Business Intelligence
- Configuration

Quick Access


- Legacy Recruiting
- Onboarding (Transitions)
- Requisitions
- Submissions
- Social Sourcing

Welcome to your Talent Management suite!

This is your Welcome Center. To navigate to an application, click the corresponding tab in the menu bar above or the corresponding link in the Centers section on the left. You can also jump directly to related processes by clicking the Quick Access links on the left.

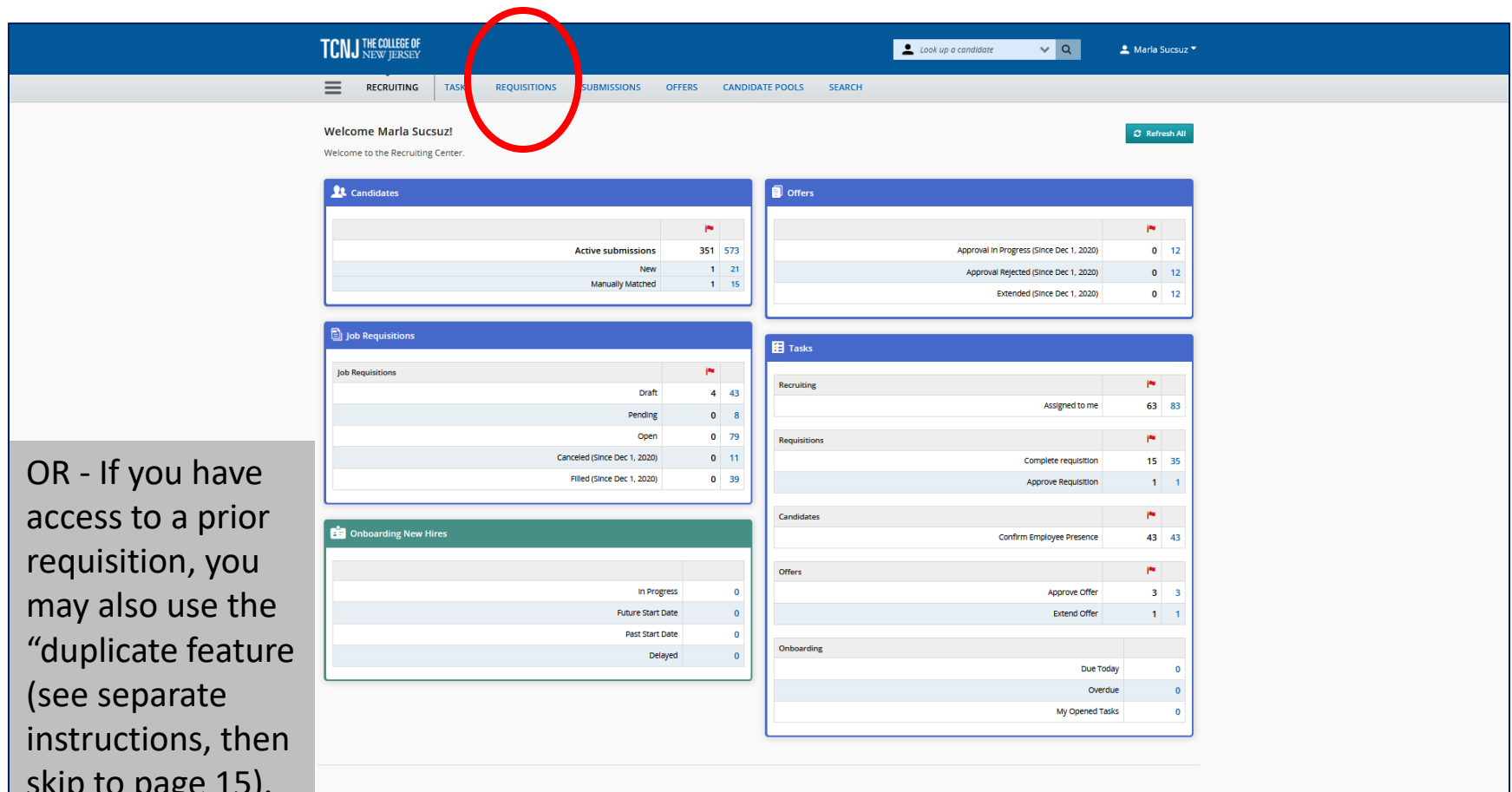
Additional resources are available in the top right corner of the screen.

As you navigate through the Talent Management suite, remember that you can always click "Home" at the top of the screen in order to return to the Welcome Center.

 TALEOPOWERED

Taleo Recruiting page

Click “REQUISITIONS”



Welcome Marla Sucsuz!

Welcome to the Recruiting Center.

[Refresh All](#)

Candidates

Active submissions	351	573
New	1	21
Manually Matched	1	15

Offers

Approval In Progress (Since Dec 1, 2020)	0	12
Approval Rejected (Since Dec 1, 2020)	0	12
Extended (Since Dec 1, 2020)	0	12

Job Requisitions

Draft	4	43
Pending	0	8
Open	0	79
Canceled (Since Dec 1, 2020)	0	11
Filled (Since Dec 1, 2020)	0	39

Onboarding New Hires

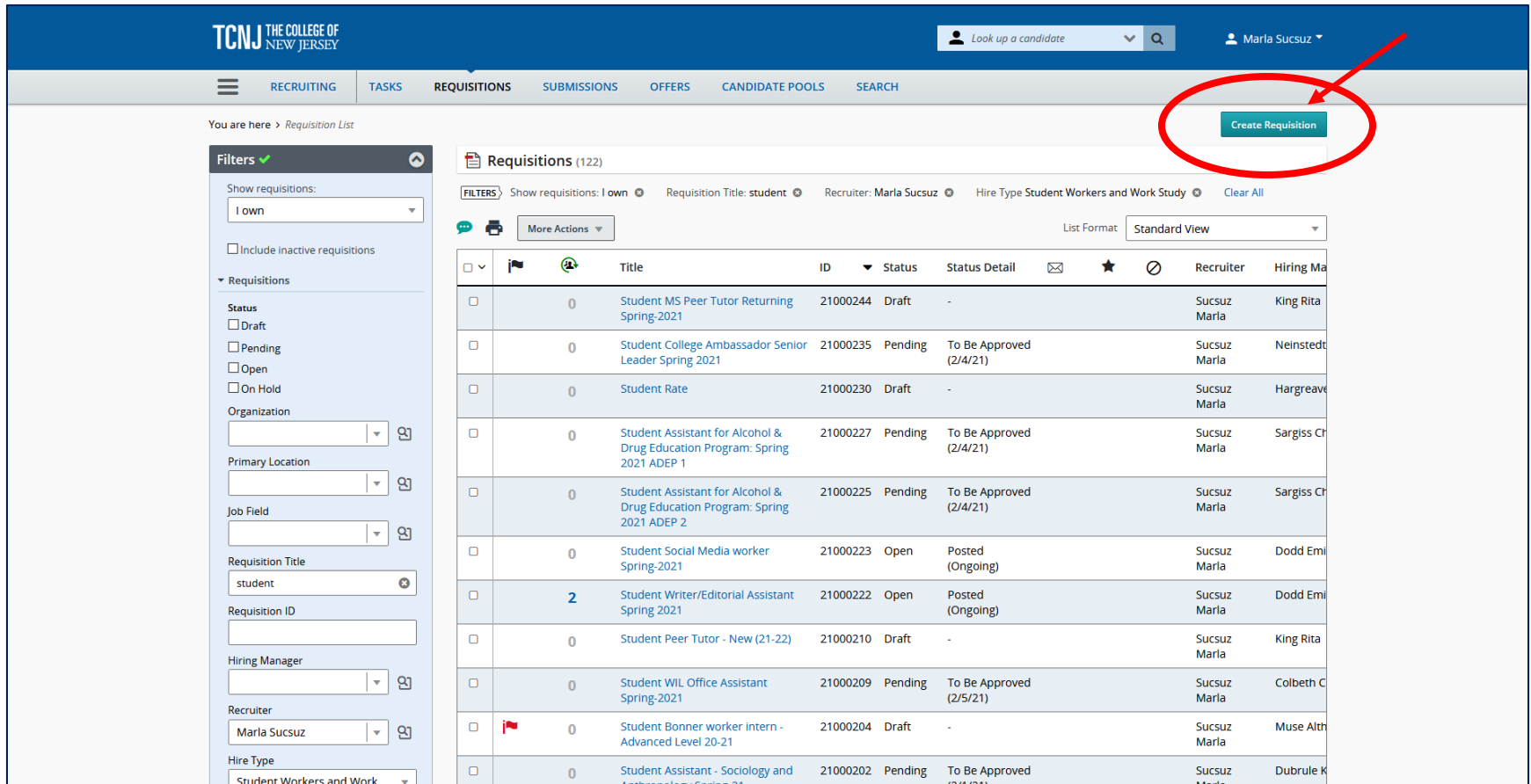
In Progress	0	
Future Start Date	0	
Past Start Date	0	
Delayed	0	

Tasks

Recruiting	Assigned to me	63 83
Requisitions	Complete requisition	15 35
	Approve Requisition	1 1
Candidates	Confirm Employee Presence	43 43
Offers	Approve Offer	3 3
	Extend Offer	1 1
Onboarding	Due Today	0
	Overdue	0
	My Opened Tasks	0

OR - If you have access to a prior requisition, you may also use the “duplicate feature (see separate instructions, then skip to page 15).

Press the Create Requisition Button



The screenshot shows the TCNJ (The College of New Jersey) Requisitions page. The top navigation bar includes links for RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. The user is logged in as Marla Sucsuz. A red circle and arrow highlight the 'Create Requisition' button in the top right corner.

Filters

Show requisitions: I own

☐ Include inactive requisitions

Requisitions

☐ Draft
☐ Pending
☐ Open
☐ On Hold

Organization: [Dropdown]
Primary Location: [Dropdown]
Job Field: [Dropdown]

Requisition Title: student
Requisition ID: [Text Field]
Hiring Manager: [Dropdown]
Recruiter: Marla Sucsuz
Hire Type: Student Workers and Work Study

Requisitions (122)

FILTERS Show requisitions: I own Requisition Title: student Recruiter: Marla Sucsuz Hire Type Student Workers and Work Study Clear All

More Actions List Format: Standard View

		Title	ID	Status	Status Detail	Recruiter	Hiring Manager
<input type="checkbox"/>	0	Student MS Peer Tutor Returning Spring-2021	21000244	Draft	-	Sucsuz Maria	King Rita
<input type="checkbox"/>	0	Student College Ambassador Senior Leader Spring 2021	21000235	Pending	To Be Approved (2/4/21)	Sucsuz Maria	Neinstedt
<input type="checkbox"/>	0	Student Rate	21000230	Draft	-	Sucsuz Maria	Hargreave
<input type="checkbox"/>	0	Student Assistant for Alcohol & Drug Education Program: Spring 2021 ADEP 1	21000227	Pending	To Be Approved (2/4/21)	Sucsuz Maria	Sargiss Cr
<input type="checkbox"/>	0	Student Assistant for Alcohol & Drug Education Program: Spring 2021 ADEP 2	21000225	Pending	To Be Approved (2/4/21)	Sucsuz Maria	Sargiss Cr
<input type="checkbox"/>	0	Student Social Media worker Spring-2021	21000223	Open	Posted (Ongoing)	Sucsuz Maria	Dodd Emi
<input type="checkbox"/>	2	Student Writer/Editorial Assistant Spring 2021	21000222	Open	Posted (Ongoing)	Sucsuz Maria	Dodd Emi
<input type="checkbox"/>	0	Student Peer Tutor - New (21-22)	21000210	Draft	-	Sucsuz Maria	King Rita
<input type="checkbox"/>	0	Student WIL Office Assistant Spring-2021	21000209	Pending	To Be Approved (2/5/21)	Sucsuz Maria	Colbeth C
<input type="checkbox"/>	0	Student Bonner worker intern - Advanced Level 20-21	21000204	Draft	-	Sucsuz Maria	Muse Alth
<input type="checkbox"/>	0	Student Assistant - Sociology and Anthropology Spring 21	21000202	Pending	To Be Approved (2/4/21)	Sucsuz Maria	Dubrule K

Choose: Use a Template

Click on the Radio button (it will turn blue)

The screenshot shows the TCNJ (The College of New Jersey) web application interface for creating a new requisition. The top navigation bar includes links for RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. The user is logged in as Marla Sucsz. The breadcrumb trail indicates the current location: You are here > Requisition List > Create Requisition. A 'Back to Requisition List' button is available. The main heading is 'Create New Requisition'. Below it, the instruction 'Please select how you want to create your requisition' is followed by two radio button options: 'Use a template' (which is selected and highlighted with a red circle) and 'Start from the beginning'. A progress indicator shows 'Step 1' as the current step and 'Step 2' as the next step. At the bottom right, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted by a red circle.

TCNJ THE COLLEGE OF NEW JERSEY

Look up a candidate

Marla Sucsz

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List > Create Requisition

Back to Requisition List

Create New Requisition

Please select how you want to create your requisition

☒ Use a template

☐ Start from the beginning

Step 1

Step 2

Cancel Next

Choose Hire Type and Style

Student Workers and Work Study

TCNJ THE COLLEGE OF NEW JERSEY

Look up a candidate

Marla Sucsuz

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List > Create Requisition

Back to Requisition List

Create New Requisition - Find a template

- 1 Basic Information
- 2 Find Template
- 3 Specify Attributes
- 4 Complete and Save

Please specify the hire type for the requisition you are creating. Note that this information cannot be changed once the requisition is created.

Hire Type *

- ☐ Staff
- ☐ Faculty and Adjuncts
- ☐ Temporary
- ☒ Student Workers and Work Study

Select the style for this requisition type *

- ☒ Student Worker and Work Study Req File
- ☐ General - Do Not Use
- ☐ Pipeline - General

Once you choose "Student Workers and Work Study" the second options will appear.

Cancel Next

Step 1

Step 2

Step 3

Find a Template

TCNJ THE COLLEGE OF NEW JERSEY

Look up a candidate

Marla Sucsz

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List > Create Requisition

Back to Requisition List

Create New Requisition - Find a template

Basic Information Find Template Specify Attributes Complete and Save

Select Template *

Step 1

Previous Cancel Next

Step 2

Select “Student Rate” (there are 2 ways)

You may type “Student Rate” in the field text box before you search

OR

You may select the “Open Selector” Search to locate the “Student Rate” template.

The screenshot shows the 'Create Requisition' page. A search bar is highlighted with a red circle and labeled 'Step 1'. Below it, a dropdown menu is open, showing 'Student Rate' selected, also highlighted with a red circle and labeled 'Step 2'.

The screenshot shows the 'Find Template' dialog box. The 'Keyword' field is highlighted with a red circle and labeled 'Step 1'. Below it, the 'Apply Filters' button is highlighted with a red circle and labeled 'Step 2'.

Language	Name	Job Code	Job Field	Action
English	Student Rate	STUDNTRATE	Student Worker / Work Study	Select
English	Student Stipend	STUDENTSTIPEND	Student Worker / Work Study	Select

Once Template is Populated: Click Next

The screenshot displays the TCNJ (The College of New Jersey) requisition creation interface. The top navigation bar includes the TCNJ logo, a search bar with the text "Look up a candidate", and a user profile for "Marla Sucsz". Below this is a secondary navigation bar with tabs for RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. The main content area shows the breadcrumb "You are here > Requisition List > Create Requisition" and a "Back to Requisition List" button. The title of the section is "Create New Requisition - Find a template". A progress bar indicates four steps: 1. Basic Information (completed with a green checkmark), 2. Find Template (current step, highlighted with a blue circle), 3. Specify Attributes, and 4. Complete and Save. Below the progress bar, the label "Select Template *" is followed by a dropdown menu currently showing "STUDNTRATE-Student Rate" and a magnifying glass icon. At the bottom of the form, there are three buttons: "Previous", "Cancel", and "Next". The "Next" button is circled in red, indicating the action to be taken.

TCNJ THE COLLEGE OF NEW JERSEY

Look up a candidate

Marla Sucsz

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List > Create Requisition

Back to Requisition List

Create New Requisition - Find a template

1 Basic Information 2 Find Template 3 Specify Attributes 4 Complete and Save

Select Template *

STUDNTRATE-Student Rate

Previous Cancel Next

Choose Department and Location (with Lookup)

TCNJ THE COLLEGE OF NEW JERSEY

Look up a candidate

Marla Sucsz

RECRUITING TASKS **REQUISITIONS** SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > [Requisition List](#) > [Create Requisition](#)

Create New Requisition - Find a template

Progress: 1. Basic Information (✓) 2. Find Template (✓) 3. **Specify Attributes** 4. Complete and Save

Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"

Requisition Structure

Hire Type
Student Workers and Work Study

Requisition Style
Student Worker and Work Study Req File

Template Used
STUDNTRATE-Student Rate

Job Field

Department
 (highlighted with a red circle)

Organization

Location

0 Other Locations are selected

Choose Department Lookup Window

(Use Scrollbar)

Type Keyword in the Filters Box.
Then Press “Apply Filters”

Move the horizontal scrollbar to
the far right – Click on “Select”

The screenshot shows the 'Department Selector' window. On the left, the 'Filters' panel has a 'Keyword' field containing 'tutor' and an 'Apply Filters' button at the bottom. A red circle highlights the 'tutor' text, and another red circle highlights the 'Apply Filters' button. A grey box labeled 'Step 1' is positioned over the 'Apply Filters' button. The main area shows '1 Departments are available' with a table containing one row: DEPTCOD-0000006420252, The Tutoring Center. A horizontal scrollbar is visible below the table. A grey box labeled 'Step 2' is positioned over the scrollbar.

Department Number	Department Name	Hiring Manager	Org
DEPTCOD-0000006420252	The Tutoring Center		

The screenshot shows the 'Department Selector' window after applying filters. The 'Hiring Manager' column is now selected. The table shows one row: Roscoe West Hall - Tutoring Center, Active. A red circle highlights the 'Select' button in the 'Action' column. A grey box labeled 'Step 3' is positioned over the 'Select' button. The horizontal scrollbar is moved to the far right.

Hiring Manager	Organization	Location	Status	Action
Roscoe West Hall - Tutoring Center			Active	Select

Template Department Fields are Filled

Verify. If correct - Click Next

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Look up a candidate

Marla Sucsz

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List > Create Requisition

Back to Requisition List

Create New Requisition - Find a template

Basic Information Find Template **3 Specify Attributes** 4 Complete and Save

Please validate the information below on you are creating. Once satisfied, click "Next"

Step 1 = Verify

Requisition Structure

Hire Type
Student Workers and Work Study

Requisition Style
Student Worker and Work Study Req File

Template Used
STUDNTRATE-Student Rate

Job Field
Student Worker / Work Study

Department
DEPTCOD-0000006420252 - The Tutoring C...

Organization
TCNJ

Location
United States > New Jersey > Ewing Town ...

0 Other Locations are selected

Previous Cancel Next

Taleo will Create a Student Template

Press “Collapse All” to see all 6 Sections. Then press “Expand All”

TCNJ THE COLLEGE OF NEW JERSEY

Look up a candidate

Maria Sucsz

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List > Create Requisition

Requisition Sections

REQUISITION STRUCTURE

Identification

Structure

Owners

JOB DESCRIPTION

External Description

PROCESS

Candidate Selection Workflow

EXTERNAL SERVICES

Screening

JOB INFORMATION

Abstract

Profile

Additional Information

QUESTIONNAIRE

Questions

BUDGET

Compensation

Budget

Create New Requisition - Find a template

Requisition Info

Cancel Done

Show fields required to:*

Save Request Approval Post

Language: English (None)

Expand All Save

Click to expand this section

Job Description

Process

External Services

Job Information

Questionnaire

Budget

FYI: Use to Expand
Or to Collapse sections

Start from Top to Bottom.

Structure

In the Identification Section Complete the 4 sections
(Don't forget to correct the title)

- Title will start with “Student” and end with the Term
- Positions are Always On Campus
- Openings are Never unlimited. Hours are =/↓15 (or 35 if Summer)

Requisition Info

Cancel Done

Show fields required to: ☐ Save ☒ Request Approval ☐ Post Language: English (Base) Collapse All Save

Requisition Structure

Identification

When new hire(s) are identified please complete the following New Hire Equipment Request form. The request will go directly to Information Technology for processing:
<https://tcnj.teamdynamix.com/TDClient/Requests/TicketRequests/NewForm?ID=38652>

Note: The Requisition Title will appear on the job posting.

Requisition Title *
Student Rate

Job Type *
Not Specified

Number of Openings
Unlimited

Hours per Week *
max - with 2 decimals

Structure

Once Filled

Requisition Info

Prescreen Alerts Attachments Sourcing History

Language: English (Base) Edit All Expand All

Requisition Structure

Identification

When new hire(s) are identified please complete the following New Hire Equipment Request form. The request will go directly to Information Technology for processing:
<https://tcnj.teamdynamix.com/TDClient/Requests/TicketRequests/NewForm?ID=38652>

Note: The Requisition Title will appear on the job posting.

Requisition Title
Student MS Peer Tutor Returning Spring-2021

Job Type
Campus Employment - On Campus

Number of Openings
10

Hours per Week
6

Structure

Structure

Review details imported into template

Pay close attention that you have a template attached, Department is correct, & that your location is City: 'Ewing Township. '

Structure		
Hire Type Student Workers and Work Study	Requisition Template Used STUDNTRATE - Student Rate	Department DEPTCOD-0000006420252 - The Tutoring Center
Primary Location	Organization	Job Field
Country : United States	Business Unit : TCNJ	Job Family : Student Worker / Work Study
State/Province : New Jersey		
City : Ewing Township		
Work Location : Roscoe West Hall - Tutoring Center		
Owners		

Structure – Owners: Part 2

- Complete the Owners Section.
- You will need to move your name from Recruiter to Hiring Manager. Please try to add a Hiring Manager Assistant.
- Note: You may Click “Add Collaborators” if you would like others to view your requisition and applicants. Collaborators are only permitted to view a requisition

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > [Requisition List](#) > [Create Requisition](#)

Requisition Sections

- REQUISITION STRUCTURE
 - Identification
 - Structure
 - Owners
- JOB DESCRIPTION
 - External Description
- PROCESS
 - Candidate Selection Workflow
- EXTERNAL SERVICES
 - Screening
- JOB INFORMATION
 - Abstract
 - Profile
 - Additional Information
- QUESTIONNAIRE

Create New Requisition - Find a template

Requisition Info Cancel Done

Show fields required to: ☒ Save ☐ Request Approval ☐ Post Language: English (Base) Collapse All Save

Owners

Instructions: For Student Workers - Hiring Manager = Supervisor of Position; Hiring Manager Asst = Designee that helps track requisition updates for records purposes (for example may be a Business Manager or Staff Assistant within area); Recruiter: Debra Klokis. The College of New Jersey is composed of people with diverse backgrounds, perspectives, and experiences. Our goal is to continually build upon our efforts to ensure that all perspectives can be expressed. Please keep this in mind when selecting collaborators (search committee members) to help represent a diverse group.

Recruiter * Sucsz, Marla Hiring Manager * Hiring Manager Assistant

Collaborators

[Add Collaborators](#)

First Name	Last Name	Email	Title
No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators.			

Requisition Info Cancel Done

Show fields required to: ☒ Save ☐ Request Approval ☐ Post Language: English (Base) Collapse All Save

Owners

Instructions: For Student Workers - Hiring Manager = Supervisor of Position; Hiring Manager Asst = Designee that helps track requisition updates for records purposes (for example may be a Business Manager or Staff Assistant within area); Recruiter: Debra Klokis. The College of New Jersey is composed of people with diverse backgrounds, perspectives, and experiences. Our goal is to continually build upon our efforts to ensure that all perspectives can be expressed. Please keep this in mind when selecting collaborators (search committee members) to help represent a diverse group.

Recruiter * Sucsz, Marla Hiring Manager * King, Rita Mary Hiring Manager Assistant Simpson, Nina G

Collaborators

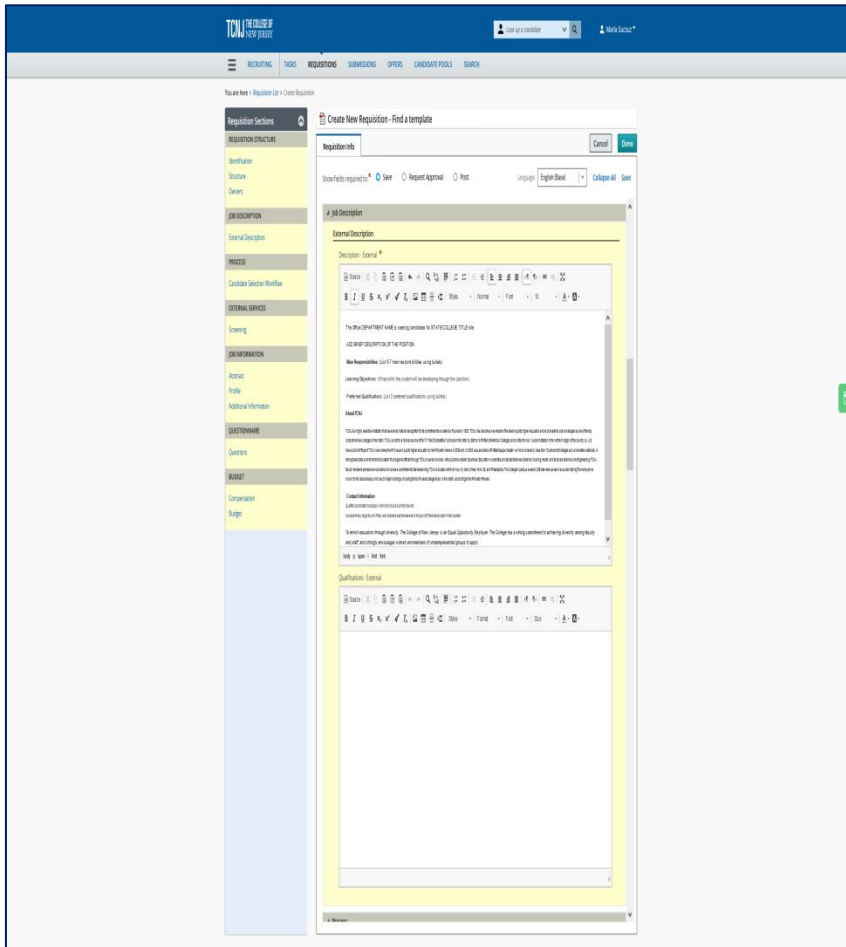
[Add Collaborators](#)

First Name	Last Name	Email	Title
Ivonne	Cruz	imcruz@tcnj.edu	Dir MgmtOcc

Job Description

[illegible]

Job Description



DO

- There are 2 boxes. **Only** Complete the Top "Description - External*" box
- The Student template has the format ready for you to edit the role, brief description, main responsibilities, learning objectives, preferred qualifications & contact Information sections.

DO NOT

- Please do not change the About TCNJ & Diversity sections.
- Please do not remove any sections.

Process:

Verify that you are using the Student Candidate Selection Workflow

The screenshot shows the TCNJ (The College of New Jersey) HR system interface. The top navigation bar includes the TCNJ logo, a search bar for candidates, and the user name Marla Sucsz. The main navigation menu has tabs for RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. The breadcrumb trail indicates the current path: You are here > Requisition List > Create Requisition.

The left sidebar, titled 'Requisition Sections', lists various sections: REQUISITION STRUCTURE (with sub-items Identification, Structure, Owners), JOB DESCRIPTION (with External Description), PROCESS (with Candidate Selection Workflow), EXTERNAL SERVICES (with Screening), and a 'Click to expand this section' button.

The main content area is titled 'Create New Requisition - Find a template'. It features a 'Requisition Info' tab, a 'Show fields required to:' section with radio buttons for 'Save' (selected), 'Request Approval', and 'Post', and a 'Language' dropdown set to 'English (Base)'. A 'Collapse All' button and a 'Save' button are also present.

A red circle highlights the 'Candidate Selection Workflow' section. Within this section, there is a dropdown menu labeled 'Candidate Selection Workflow *' with the option 'Student Candidate Selection Workflow' selected. A magnifying glass icon is visible next to the dropdown.

External Services

(Skip: Only TCNJ students are eligible)

TCNJ THE COLLEGE OF
NEW JERSEY

Look up a candidate

Marla Sucsz

RECRUITINGTASKS**REQUISITIONS**SUBMISSIONSOFFERSCANDIDATE POOLSSEARCH

You are here > [Requisition List](#) > [Create Requisition](#)

Requisition Sections

REQUISITION STRUCTURE

Identification

Structure

Owners

JOB DESCRIPTION

External Description

PROCESS

Create New Requisition - Find a template

Requisition Info

CancelDone

Show fields required to:*

Language: English (Base)

☒ Save ☐ Request Approval ☐ Post

Collapse All Save

External Services

There is no data to display.

Job Information

This Section must be filled

We will take a closer look

The screenshot shows the 'Create New Requisition - Find a template' page. The 'Job Information' section is highlighted in yellow. It includes fields for 'Abstract', 'Direct Hire (Identified Candidate, No Search Necessary)', 'Direct Hire Name', 'Direct Hire Email', 'Behave', 'Profile', 'Position', 'How many days do you want this job posted on the Career Center?', 'Hourly Rate', 'Spend: Semester or Year', 'Total Spend Amount', 'Does this position work with minors or special populations?', 'Contact Department (Email Address)', 'Start Date', and 'End Date'. A red arrow points from this section to the right.

This is a close-up of the 'Job Information' section. It includes the following fields and options:

- Abstract:** Instructions: If there is a specific student that you would like to hire, please indicate that this is a Direct Hire and provide their name below. The Recruiter will then post the job on the External Direct Hire Career Section and provide you with the URL to send to the student.
- Direct Hire (Identified Candidate, No Search Necessary):** ☐ No
- Direct Hire Name:** Please include the name of the direct hire
- Direct Hire Email:** Please include the direct hire email
- Behave:** ☐ No
- Profile:**
- Position:** PSTU0195 - Student Rat...
- How many days do you want this job posted on the Career Center?:** 90 Days
- Hourly Rate (Enter \$0 if this is not applicable):** \$13.00
- Spend: Semester or Year (put N/A if not applicable):** N/A
- Total Spend Amount (Put \$0 if N/A):** \$0
- Does this position work with minors or special populations?:** ☐ No
- Contact Department (Email Address):** kingrm@tcnj.edu
- Start Date:** Feb 27, 2021
- End Date:** May 21, 2021

It is imperative that the start and end dates correspond to the payroll pay periods which can be found by clicking [here](#).

Job Information

Part 1 - Abstract

The Abstract Section

The screenshot shows the 'Requisition Info' form with the 'Abstract' section expanded. The form has tabs for 'Requisition Info', 'Cancel', and 'Done'. Below the tabs are radio buttons for 'Save', 'Request Approval' (selected), and 'Post'. There is a 'Language' dropdown set to 'English (Base)' and buttons for 'Collapse All' and 'Save'. The 'Abstract' section contains instructions and several input fields: 'Direct Hire (Identified Candidate, No Search Necessary)' with a dropdown set to 'No'; 'Direct Hire Name' with a text box containing 'Please include the name of the dire'; 'Direct Hire Email' with a text box containing 'Please include the direct hire email'; and 'Rehire' with a dropdown set to 'No'. A 'Profile' tab is visible at the bottom left.

Direct hire or Open Posting

Please post your positions as “Open”

You will choose Direct Hire if you have already chosen the Student (for rehires) and you have their information to send to Student Employment.

If you Choose Direct Hire “Yes” then the position is still posted, however the entrance is only by a link which you will receive to send to your pre-offered student.

IF Direct Hire is Yes, then Student names and emails must be added to the requisition. NEW: IF the names will not fit in the Field, you will ATTACH your name * email list to the requisition Attachment tab (as NOT viewable to candidates).

Unless you are certain that the student is rehired (worked at TCNJ with the last 365 days), then you would answer Rehire “No”

Job Information

Part 2a – Profile Position

Profile Position

The screenshot shows the Taleo system interface. On the left, a sidebar contains navigation links: 'Candidate Selection Workflow', 'EXTERNAL SERVICES', 'Screening', 'JOB INFORMATION' (highlighted), 'Abstract', 'Profile', 'Additional Information', and 'FUNCTIONAL GUIDE'. The main area is titled 'Profile' and contains a 'Position' dropdown menu and a text field for 'How many days do you want this job posted on the Career Center?'. Below this, an 'Item Selector' window is open, displaying a table of 6 items available for selection. The table has columns for 'Code', 'Description', and 'Action'. The 'Action' column contains 'Select' links for each item. The 'Select' link for the item with Code 'PSTU0195' is circled in red. The 'Item Selector' window also includes a 'Filters' section on the left with 'Code' and 'Description' filters, and a 'Page 1 of 1 (1-6 of 6 items)' indicator at the bottom.

Item Selector

Filters ✓

6 items are available Select a UDF

Code

Description

Tutor

Apply Filters Clear All

Code	Description	Action
50000341	Coord Math/Science Tutoring	Select
50000342	Asst Dir Hum/Soc Sci Tutoring	Select
50000343	Tutoring Support Specialist	Select
PSTU0195	Student Rate Tutoring Center	Select
PSTU0196	Student Stipend Tutoring Center	Select
PSUP0098	Pooled Temp Tutoring Center	Select

Page 1 of 1 (1-6 of 6 items)

Cancel

You must choose a “Position” in all Student Requisitions

The Position is your department which holds your student employment budget costing information. It will always begin with “Student Rate” followed by your department.

You may either type in your Student Rate Code or, you may open the Selector and Search in Department using your department, then Click the “Select” Action. This will close the window and your Profile – Position will be filled.

If you don’t see your department, please contact Human Resources-Student Employment and we will assist you in finding or creating your Taleo Profile.

Job Information

Part 2b - Profile

The screenshot shows a web form titled "Requisition Info" with a "Cancel" button and a "Done" button. Below the title bar, there are radio buttons for "Save", "Request Approval" (selected), and "Post". A "Language" dropdown is set to "English (Base)". The form contains several required fields marked with a red asterisk:

- Position:** A dropdown menu showing "PSTU0195 - Student Rat ...".
- How many days do you want this job posted on the Career Center?:** A dropdown menu showing "90 Days".
- Hourly Rate (Enter \$0 if this is not applicable):** A text input field containing "\$13.00".
- Stipend: Semester or Year (put N/A if not applicable):** A dropdown menu showing "N/A".
- Total Stipend Amount (Put \$0 if N/A):** A text input field containing "\$0".
- Does this position work with minors or special populations?:** A dropdown menu showing "No".

At the bottom of the form, there is a label "Contact Department (Email Address)".

How Many Days to Post? = 90

Hourly Rate Hourly Rate requisitions have Stipend Semester or Year marked "N/A"

Hourly Rate requisitions have Total Stipend Amount as "\$0"

Does this position work with minors or Special Populations?

Job Information

Part 2c – Contact Department & Start & End Dates

Dates **MUST** Match Payroll Calendar

Contact and Calendar Note

Requisition Info

Show fields required to: ☐ Save ☒ Request Approval ☐ Post Language: English (Base) Collapse All Save

Contact Department (Email Address)

max 50 chars

Start Date *

Feb 27, 2021

End Date *

May 21, 2021

It is imperative that the start and end dates correspond to the payroll pay periods which can be found by clicking [here](#).

Additional Information

Additional Information

Contact Department is requested for all Requisitions, and Required for Direct Hire Requisitions

Both the requisition Start Date AND the requisition End Date MUST match the TCNJ Student Payroll Calendar
<https://payroll.tcnj.edu/payroll-schedules/>

Questionnaire

Skip (Preset for all Student Requisitions)

More Actions ▾

Requisition Info

CancelDone

Show fields required to: * ☐ Save ☒ Request Approval ☐ Post Language: English (Base) ▾ Edit All Expand All Save

Questions

This requisition uses 5 of the 7 questions from the corresponding prescreening model. [Apply Model](#)
[Add](#) [Create](#) [Duplicate](#) [Copy from Library](#) [Remove](#) [Reorder](#)

<input type="checkbox"/> ▾	Order	Question	Answer	Required	Asset	N/A
<input type="checkbox"/>	1 ▾	Are you legally eligible to work in the United States? Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	2 ▾	Will you require immigration-related sponsorship from TCNJ? (*Please note that in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.) Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	3 ▾	Do you have any relatives who presently work at The College of New Jersey? Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	4 ▾	If you answered "Yes" to the previous question, please provide their name and relationship. If "No", please say "N/A." Text Answer				
<input type="checkbox"/>	5 ▾	Please review the job advertisement and familiarize yourself with the job duties. Are you able to perform job duties of the position for which you are applying? Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

Budget

Budget

Both Questions Must be Answered.

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Look up a candidate

Marla Suarez

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here: Requisition List > Create Requisition

Create New Requisition - Find a template

Requisition Info

Show fields required to: ☒ Save ☐ Request Approval ☐ Post Language: English (Base) Collapse All Save

Compensation

Grant Funded *

Not Specified

Is the costing different than the previous incumbent and/or different from the default position costing?

Not Specified

If the costing is different please list the funding source in the fields below.

Budget

For additional information on the new chart of accounts, click [here](#).

Percent Allocated	Entity	Account
<input type="text"/>	<input type="text"/>	<input type="text"/>
Fund Code	Organization	Category
<input type="text"/>	<input type="text"/>	<input type="text"/>
Program	Activity	Location
<input type="text"/>	<input type="text"/>	<input type="text"/>
Project	Org	Expenditure Type
<input type="text"/>	<input type="text"/>	<input type="text"/>
Task	Award	Funding Source
<input type="text"/>	<input type="text"/>	<input type="text"/>
Percent Allocated (2)	Entity (2)	Account (2)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Fund (2)	Organization (2)	Category (2)
<input type="text"/>	<input type="text"/>	<input type="text"/>
Program (2)	Activity (2)	Location (2)
<input type="text"/>	<input type="text"/>	<input type="text"/>

Is the position Grant Funded?

Is the costing different than the previous incumbent and/or different from the default position costing?

Budget Details

Confirm the budget details with your department budget coordinator.

The screenshot displays the 'Create New Requisition' form in the TCNJ HR System. The left sidebar contains a navigation menu with sections: REQUISITION STRUCTURE, JOB DESCRIPTION, PROCESS, EXTERNAL SERVICES, JOB INFORMATION, QUESTIONNAIRE, and BUDGET. The 'BUDGET' section is currently selected. The main content area is titled 'Create New Requisition - Find a template' and includes a 'Regulation Info' tab. Below this, there are radio buttons for 'Show fields required to', 'Save', 'Request Approval', and 'Post'. A language dropdown is set to 'English (Base)'. The 'Budget' section is highlighted in yellow and contains the following fields:

- Compensation:**
 - Grant Funded:
 - Is the costing different than the previous incumbent or is it different from the default position costing?:
- Budget:**

For additional information on the new chart of accounts, click [here](#).

Percent Allocated	Entry	Account
<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>

Fund Code	Organization	Category
<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>

Program	Activity	Location
<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>

Project	Org	Expenditure Type
<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>

Task	Award	Funding Source
<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>

Percent Allocated (2)	Entry (2)	Account (2)
<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>

Fund (2)	Organization (2)	Category (2)
<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>

Program (2)	Activity (2)	Location (2)
<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>	<input type="text" value="near 50 chars"/>

Save Your Work

Once you finish all the sections, give a quick double-check of your information & Click on the green “Save” on the top right.

Taleo will not let you progress if all the required fields are not completed. If there is an error; a Pink Error message will appear with a blue hyperlink to take you to the field missing information.

Once “Saved” (With a Green Messages) your Requisition will be in “Draft” status where you may make other changes or corrections.

Error or Saved?

ERROR: If you miss any required field Taleo will open a Pink error message. When you click on the blue link; you will be moved to that section to make your correction.

The screenshot shows the 'Requisition Info' section of the Taleo interface. A red circle highlights a pink error message box that reads: 'The following fields must be filled before the requisition is saved: Direct Hire (Identified Candidate, No Search Necessary)'. Below the error message, the 'Collaborators' section is visible, showing a table with columns for First Name, Last Name, Email, and Title. The table is empty, and a message states: 'No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators.' The 'Abstract' section is also visible, showing a dropdown menu for 'Direct Hire (Identified Candidate, No Search Necessary)' with 'Not Specified' selected.

SAVED: If there are no required fields missing, Taleo will save your requisition and you will see your Requisition number and Title appear at the top

The screenshot shows the 'Summary' section of the Taleo interface. A red circle highlights the top of the page, which displays the requisition title 'Student Peer Tutor - New (21-22)' and the requisition ID '(ID: 21000210)'. Below the title, the 'Status' is 'Draft' and the 'Latest Action' is 'Requisition Duplicated'. The 'Hired Candidates' count is '0 out of 100'. The 'Active Candidates' count is '0'. The 'Requisition Structure' section is visible, showing a list of sections: Requisition Structure, Job Description, Process, External Services, Job Information, Questionnaire, and Budget. The 'Hiring Team' section is also visible, showing a list of team members: Hiring Manager King, Rita; Recruiter Succuz, Maria; and User Group Main Group. The 'Job Information' section is visible, showing a list of job types: Hire Type Student Workers and Work Study.

Decision

Hold as Draft or Submit for Approval

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Look up a candidate

Q

Maria Succuzi

RECRUITING

TASKS

REQUISITIONS

SUBMISSIONS

OFFERS

CANDIDATE POOLS

SEARCH

Welcome Maria Succuzi!

Welcome to the Recruiting Center.

12 Refresh All

Candidates

Active submissions	252	574
New	1	16
Manually Added	1	15

Offers

Approval in Progress (Since Dec 1, 2020)	0	12
Approval Rejected (Since Dec 1, 2020)	0	12
Extended (Since Dec 1, 2020)	0	12

Job Requisitions

Draft	3	43
Pending	0	8
Open	0	79
Cancelled (Since Dec 1, 2020)	0	11
Filled (Since Dec 1, 2020)	0	39

Tasks

Recruiting		
Assigned to me	63	83
Requisitions		
Complete requisition	15	35
Approve Requisition	1	1
Candidates		
Confirm Employee Presence	43	43
Offers		
Approve Offer	3	3
Extend Offer	1	1
Onboarding		
Due Today	0	
Overdue	0	

Onboarding New Hires

In Progress	0	
Future Start Date	0	
Past Start Date	0	
Delayed	0	

Once you “Save”, your requisition information is saved in Draft status where you can see the requisition title and Number at the top of your screen, and you are able to edit all information.

You have a choice to hold your requisition; perhaps to add to your job description , gather more information, or finalize your dates. If you choose this, you are able to access your requisition at a later time by signing into Taleo and clicking on your Recruiting – Draft (a blue number).

Once you’ve completed your edits, you would continue.

If you are stopping: be sure to log out of Taleo from your name in the upper Right corner.

Next: More Actions - Submit for Approval

The screenshot displays the TCNJ HR system interface. The top navigation bar includes the TCNJ logo and a search bar. Below this, a secondary navigation bar lists various system functions: RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. The main content area shows the 'Requisition View' for a specific requisition titled 'Student MS Peer Tutor Returning Spring-2021 (ID: 21000244)'. On the left, a 'Summary' sidebar provides details such as 'Status: Draft', 'Latest Action: Requisition Duplicated', and 'Hired Candidate(s): 0 out of 10'. It also shows 'Active Candidates' and 'New candidates' counts, both at 0. Below this, the 'STRUCTURE' section lists organizational details like 'Organization: TCNJ', 'Primary Location: Roscoe West Hall - Tutoring Center, Ewing Township', and 'Job Field: Student Worker / Work Study'. The 'HIRING TEAM' section lists 'Hiring Manager: King, Rita' and 'Recruiter: Suksuz, Maria'. The main content area features a 'More Actions' dropdown menu that is open, showing options: 'Submit for Approval' (highlighted), 'Delete', 'Request For Contribution', 'Put on Hold', 'Save as Open', 'Cancel', 'Duplicate this requisition', and 'Add Comments'. The background of the main content area shows the 'Requisition Info' tab selected, with a 'Requisition Identification' section containing a URL: 'https://tcnj.edu/hr/ticketrequests/newform?id=38652'.

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Look up a candidate

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List > Requisition View

Back to Requisition List

Summary

Status: Draft
Latest Action: Requisition Duplicated
Hired Candidate(s): 0 out of 10

Active Candidates 0 New candidates 0

STRUCTURE

- Organization: TCNJ
- Primary Location: Roscoe West Hall - Tutoring Center, Ewing Township
- Job Field: Student Worker / Work Study

HIRING TEAM

- Hiring Manager: King, Rita
- Recruiter: Suksuz, Maria

Student MS Peer Tutor Returning Spring-2021 (ID: 21000244)

More Actions

- Submit for Approval
- Delete
- Request For Contribution
- Put on Hold
- Save as Open
- Cancel
- Duplicate this requisition
- Add Comments

Requisition Info

Requisition Identification

When no please c New Hir form. Th to Inform process: https://tcnj.edu/hr/ticketrequests/newform?id=38652

Note: The Requisition Title will

Add Approvers, Comment, Submit

Use the “+ Add Approvers”

Approvals

You are modifying approval process of this requisition

+ Add Approvers ↕ Reorder

Order	Approver
1	Marla Sucsuz

Filters

☐ Suggested Users
☐ Frequent Collaborators

Keyword:

User Group:

Department:

Name:

Email Address:

Employee ID:

Job Title:

Apply Filters Clear All

Please select the approvers for this requisition (20 max). The sequence of selection will be respected.

5 Potential approvers are available

Filters: User Group: All Name: Lisa Clear All

Name	Correspondence Email
<input checked="" type="checkbox"/> Lisa Maria Angeloni	angeloni@crj.edu
<input type="checkbox"/> Lisa M Watson-Cotton	watsonsp@crj.edu
<input type="checkbox"/> Lisa Renee Grimm	grimm@crj.edu
<input type="checkbox"/> Lisa Simeus	panella@crj.edu
<input type="checkbox"/> Lisa Spencer	spencer@crj.edu

Page 1 of 1 (1-5 of 5 items)

- In the Final Screen you will add your cabinet member or their designated approver.
 - Click Add Approvers, then select your first approver's name (a Selection box will open for you to choose & then click on “Select” (far right side).
 - Repeat for Other Approvers. If you had answered YES to Grants or Costing then Finance/Grant Approvers will appear. (Do NOT remove these names) Your Recruiter will also appear (it is helpful for you to be sure I am your 1st approver so that I can return your requisition with Notes in History if you have an error.
 - You MUST also add a required comment “Please Approve” or your initials are sufficient.
- Click “Submit For Approval”

Confirm & Track your Pending Requisition

View from the main 'RECRUITING' screen

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Welcome Maria Sucsz!

Welcome to the Recruiting Center.

Refresh All

Candidates		
Active submissions	352	574
New	1	16
Manually Matched	1	15

Offers		
Approval in Progress (Since Dec 1, 2020)	0	12
Approval Rejected (Since Dec 1, 2020)	0	12
Extended (Since Dec 1, 2020)	0	12

Job Requisitions		
Draft	3	43
Pending	0	8
Open	0	79
Canceled (Since Dec 1, 2020)	0	11
Filed (Since Dec 1, 2020)	0	39

Onboarding New Hires		
In Progress	0	
Future Start Date	0	
Past Start Date	0	
Delayed	0	

Tasks		
Recruiting	Assigned to me	63 83
Requisitions	Complete requisition	15 35
	Approve Requisition	1 1
Candidates	Confirm Employee Presence	43 43
Offers	Approve Offer	3 3
	Extend Offer	1 1
Onboarding	Due Today	0
	Overdue	0

Tracking your Requisition


From Recruiting in the “Job Requisitions” box, click next to “Pending” on the blue # to open your pending requisition.

You will be able to view the approval process by clicking on the Approval Tab.

You will be able to view any history by clicking on the History Tab.

If for some reason your requisition was denied, you will find your requisition back in the “Draft” Category.

Approved Requisition



If your position is posted for any student to apply, the vacancy will be viewable on the Student Employment “Find a Job” site. [Careers Site](#)

If your position is a direct hire posting, you will be emailed your position link.

TCNJ Student “Find A Job” Site

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Return to Careers Home

Employment Opportunities

Faculty

Adjunct Faculty

Staff/Administrative

Internal Employment

Student Employment

Welcome.

Sign In

Job Search: My Jobpage

Keyword: Location: Q

View All Jobs Advanced Search

Job Openings 1 - 25 of 25

Posting Date

Save this Search

Set By: Job Title Descending

Multi-line

Requisition Title	Location	Posting Date	Actions
Student Worker School of Business Tutor 20-21	School of Business - Business Bldg	Jan 28, 2021	Apply
Student Wood Shop Team Leader AD- 112 Spring 2021	Armstrong Hall - School of Engineering	Jan 29, 2021	Apply
Student TCNJ Community Contact Tracer LEVO 2021 - Spring	Broer Student Center - Office of the Dean of Students	Jan 28, 2021	Apply
Student TCNJ Community Contact Tracer 2021 - Spring	Broer Student Center - Office of the Dean of Students	Jan 28, 2021	Apply
Student Sports Information worker - Spring 2021	Athletic Rac Center - Recreation and Wellness	Feb 4, 2021	Apply
Student Science Journalists Spring 2021	Physics & Mathematics Building - School of Science	Jan 11, 2021	Apply
Student ResEd DA, Hourly SP21, open	Eickhoff - Residential Education& Housing	Feb 3, 2021	Apply
Student Recreation Center Worker Spring 2021	Athletic Rac Center - Recreation and Wellness	Jan 28, 2021	Apply
Student Peer Career Educator Spring 2021	Roscoe West Hall - Career Center	Jan 28, 2021	Apply
Student Laboratory/Glassroom Assistant Spring 2021	Biology Building - Biology	Jan 23, 2021	Apply
Student IT Support - Lab/Library Spring 2021	Library- R. Barbara Gienstein Library	Jan 29, 2021	Apply
Student RMR Representative 20-21	Art & Interactive Multimedia - Interactive Multi Media	Dec 1, 2020	Apply
Student Help Desk Technician - Spring 2021	Green Hall - User Support Services	Jan 21, 2021	Apply
Student Graphic Designer - Art Gallery Spring 2021	Art & Interactive Multimedia - Art Gallery	Jan 13, 2021	Apply
Student Engineering Ambassador Spring 21	Armstrong Hall - School of Engineering	Feb 5, 2021	Apply
Student Conversation Hour Leaders-Phillips Spring 2021	Education Building - Special Ed, Lang. & Literacy	Oct 27, 2020	Apply
Student Community Advisor- ST- SP21	Eickhoff - Residential Education& Housing	Jan 23, 2021	Apply
Student Building Resident Spring 2021	Wells - Building Services	Jan 14, 2021	Apply
Student Athletics Special Event Staff- Spring 2021	Athletic Rac Center - Recreation and Wellness	Jan 27, 2021	Apply
Student Armstrong Hall Lab Assistant Spring 2021	Armstrong Hall - School of Engineering	Jan 29, 2021	Apply
Student RMR Building Team Leader Spring 2021	Art & Interactive Multimedia - Art & Art History	Feb 5, 2021	Apply
Student Access/Media Services Clerk Spring 2021	Library - Library	Feb 5, 2021	Apply
Student - Roscoe Mascot 20-21	Broer Student Center - Student Activities	Dec 4, 2020	Apply
Computer Science Department Office Assistant Spring 2021	STEM Building - Computer Science	Jan 29, 2021	Apply

Previous 1 Next

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Open Requisition

Next: View of Candidates (New & Active)

The screenshot displays the TCNJ HR system interface. The top navigation bar includes the TCNJ logo, a search bar with the text 'Look up a candidate', and a user profile for 'Marla Sucsz'. Below this is a secondary navigation bar with tabs for RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. The main content area shows the 'Requisition List' with a breadcrumb trail 'You are here > Requisition List > Requisition View'. The requisition title is 'Student HS Peer Tutor - New (20-21) (ID: 20000777)'. A 'Back to Requisition List' button is visible. The left sidebar contains a 'Summary' section with status 'Open - Posted', posted on 'January 7, 2021', latest action 'Requisition Unposted', and hired candidate(s) '28 out of 33'. It also shows 'Active Candidates' (3) and 'New candidates' (0). Below this are sections for 'STRUCTURE' (Organization: TCNJ, Primary Location: Roscoe West Hall - Tutoring Center, Ewing Township, Job Field: Student Worker / Work Study), 'HIRING TEAM' (Hiring Manager: Cruz, Ivonne; Recruiter: Sucsz, Marla; User Group: Main Group), and 'JOB INFORMATION' (Hire Type: Student Workers and Work Study). The main content area has tabs for 'Requisition Info', 'Prescreen Alerts', 'Attachments', 'Approvals', 'Sourcing', and 'History'. The 'Requisition Info' tab is active, showing 'Requisition Structure' with 'Identification' details. The identification text states: 'When new hire(s) are identified please complete the following New Hire Equipment Request form. The request will go directly to Information Technology for processing: https://tcnj.teamdynamix.com/TDClient/Requests/TicketRequests/NewForm?ID=38652'. A note mentions: 'Note: The Requisition Title will appear on the job posting.' Below this, the 'Requisition Title' is 'Student HS Peer Tutor - New (20-21)', the 'Job Type' is 'Campus Employment - On Campus', the 'Number of Openings' is '33', and the 'Hours per Week' is '8'. The 'Structure' section is partially visible at the bottom.

CONGRATULATIONS!

You have completed the requisition initiation process!

Thank You!

