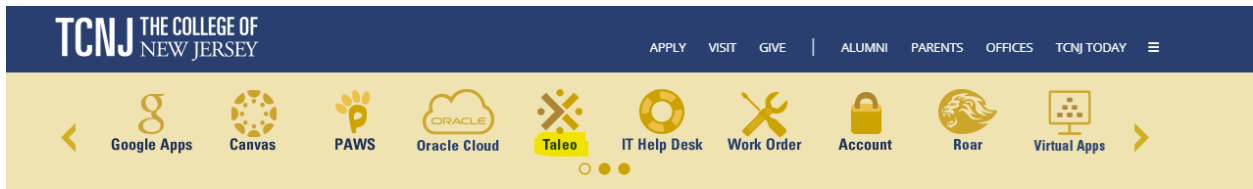Creating a **Faculty** Requisition in Taleo.

1. Go to **TCNJ today** and log into Taleo.

2. Click on **Requisitions** in the top toolbar.

3. Select **Create Requisition**

4. Select **Use a template**, then click **Next**.

5. Select **Faculty and Adjuncts**, then select **Faculty Req File**, then click **Next.**

6. Click on the magnifying glass to pull up the list of template options.
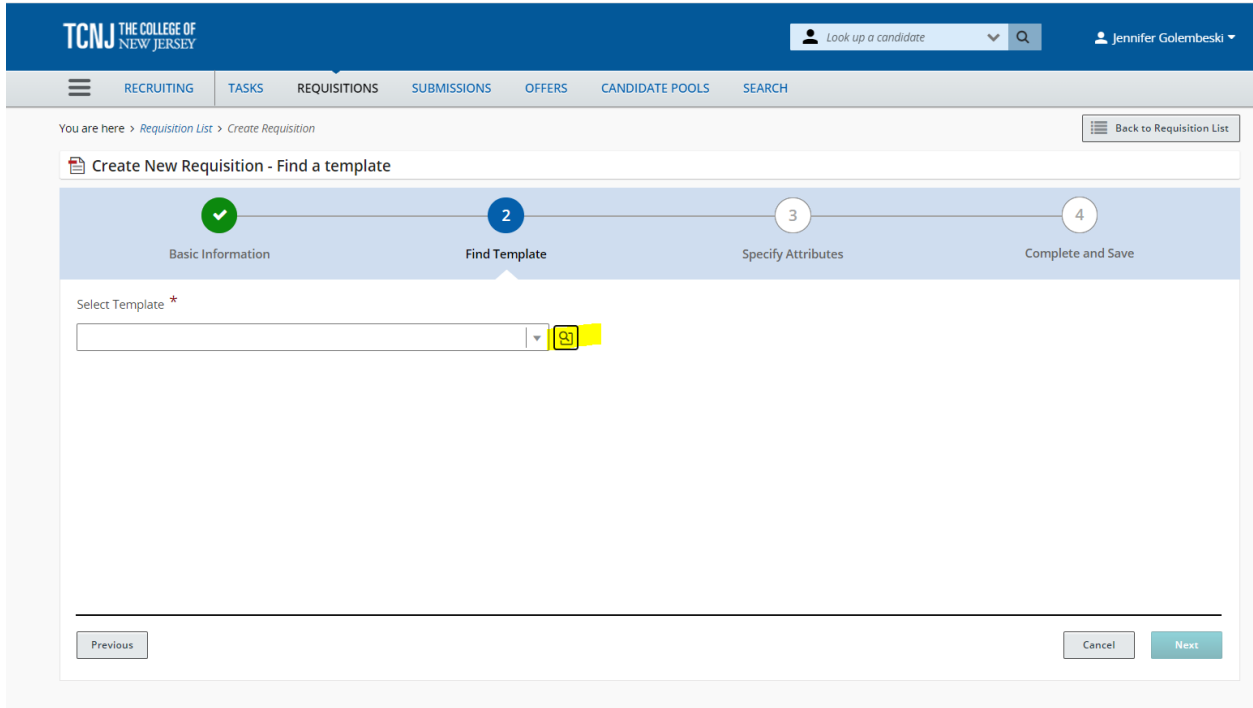
7. To find a template, type in a Keyword, Name, Job Code or Recruiter then click on **Apply Filters**. This will bring up the list of options. Click on **Select** under the Action category to open the template.

Jan 11, 2023
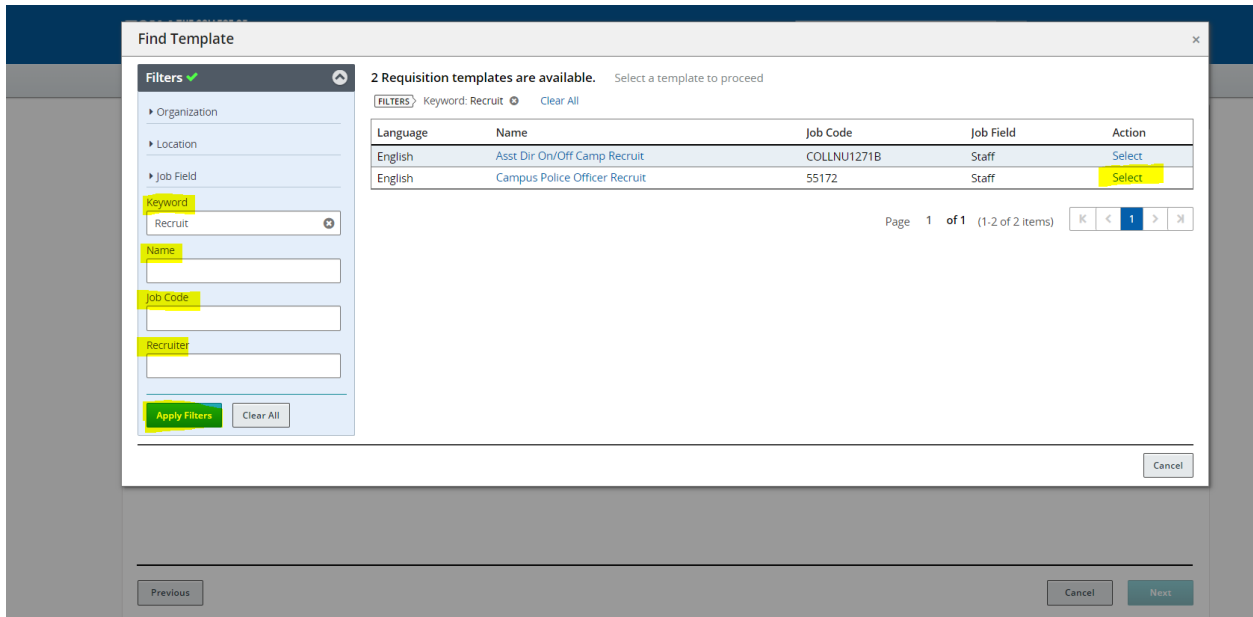
8. The template name will populate in the Select Template field. Click **Next**

9. Click on the magnifying glass to bring up a list of Hiring Managers or type in the name and then select **Next.**

10. Update the requisition title. Select the Type of Request, update the Number of Openings and explain the reason for the vacancy.

11. Follow the Owners Instructions and enter a Recruiter, the Hiring Manager name will automatically populate, enter the Hiring Manager Assistant (optional). Important Note: The HR Recruiter will add the Collaborators upon request.

    Note: the person initiating the requisition will be listed as the Recruiter. For faculty positions, the recruiter should be Tracey Sullivan. Email the Recruiter for instructions on adding Collaborators.

12. Please make sure that under Process the Candidate Selection Workflow has **Faculty** selected. If not, click on the magnifying glass and select **Faculty**.

◢ Process

Candidate Selection Workflow

Candidate Selection Workflow *

| Faculty | ▼ | 🔍 |

◢ External Services

There is no data to display.

13. Scroll down to the Job Information section and complete all of the required fields. Please see HRIS/ATS System Enhancement spreadsheet

◢ Job Information

Abstract

If this is a supplemental/temporary hire, the Supplemental Payment Form is no longer required.

Direct Hire (Identified Candidate, No Search *
Necessary)

Not Specified ▼

Direct Hire Name

Please include the name of the dire

Direct Hire Email

Please include the direct hire email

Direct Hire Phone Number

max 50 chars

Is this a current TCNJ employee?

Not Specified ▼

14. Complete all of the required fields in the Profile section

Profile

Position *

[50000040 - Assistant Pr ... ▼] 🔍

Previous Incumbent Name (If no previous *
Incumbent put N/A)

[max 50 chars]

Previous Incumbent State Title *

[Assistant Professor]

Previous Incumbent Annual Salary or Hourly
Rate

[max 50 chars]

Previous Incumbent Union Code

[AFT ▼]

Previous Incumbent Salary Grade

[AFT 10 Month Grade 22 ... ▼] 🔍

Previous Incumbent Salary Step

[Not Specified ▼]

EEO Job Category

[(2) Professionals ▼]

Proposed State Title

[Assistant Professor]

Fusion Grades

[AFT 10 Month Grade 22 ... ▼] 🔍

Salary Range

[max 50 chars]

Proposed Salary Step (Only select for union
positions)

[Not Specified ▼]

Proposed Annual Salary or Hourly Rate *

[max 50 chars]

Proposed Union Code

[AFT ▼]

Start Date *

| MMM d, yyyy | 📅 |

End Date *

| MMM d, yyyy | 📅 |

Does this position directly supervise employees? (Not including student workers or temporary workers) *

| Not Specified | ▼ |

Does this job require driving a College of New Jersey vehicle? *

| Not Specified | ▼ |

Does this position work with minors or special populations? If yes, Human Resources will conduct a background check *

| Not Specified | ▼ |

Employment Duration *

| Not Specified | ▼ |

Competitive/Non-Competitive

| Not Specified | ▼ |

Full Time/Part Time *

| Not Specified | ▼ |

Bargaining Unit

| | ▼ | 🔍 |

Hours per Week *

| 35 | ∨ ∧ |

Working Test Period / Probation Period

| Not Specified | ▼ |

Supervisor Name *

| max 50 chars |

Supervisor Title *

| max 50 chars |

**Cabinet Member/VP** *

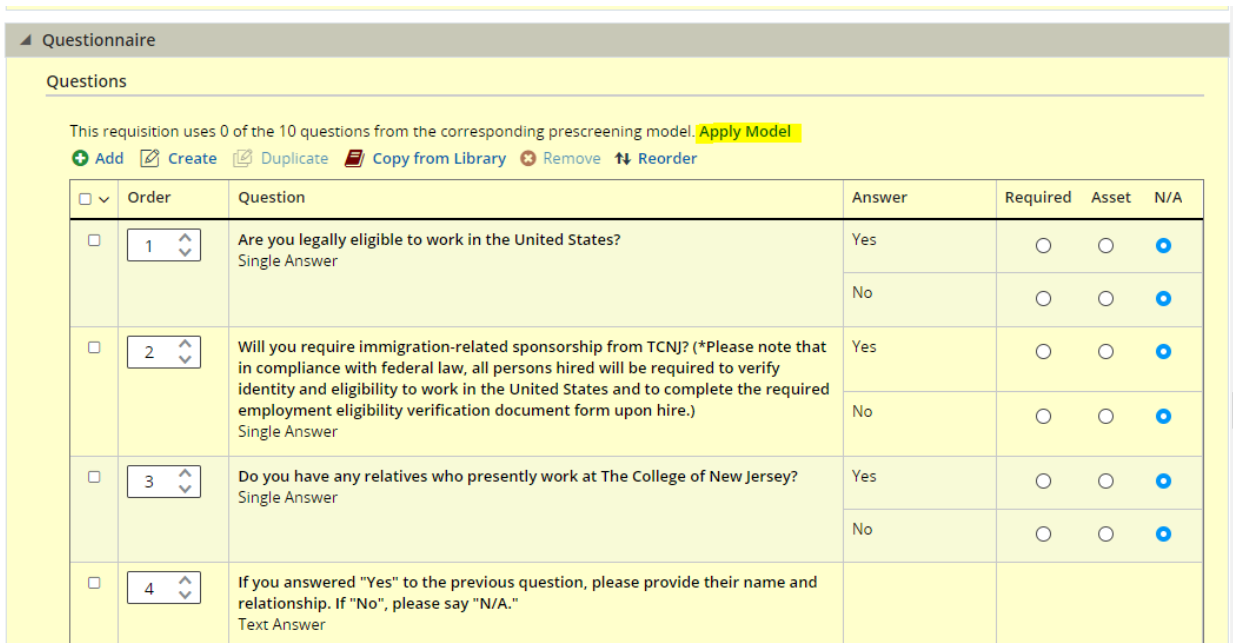| Not Specified | ▼ |

Other

Overtime Status *

Exempt ▼

15. Complete the Job Description section, External Description category. It is important to note that all job postings must begin with The College of New Jersey's EEO statement.

16. Complete the Internal Description category by copying and pasting the information used in the External Description category.
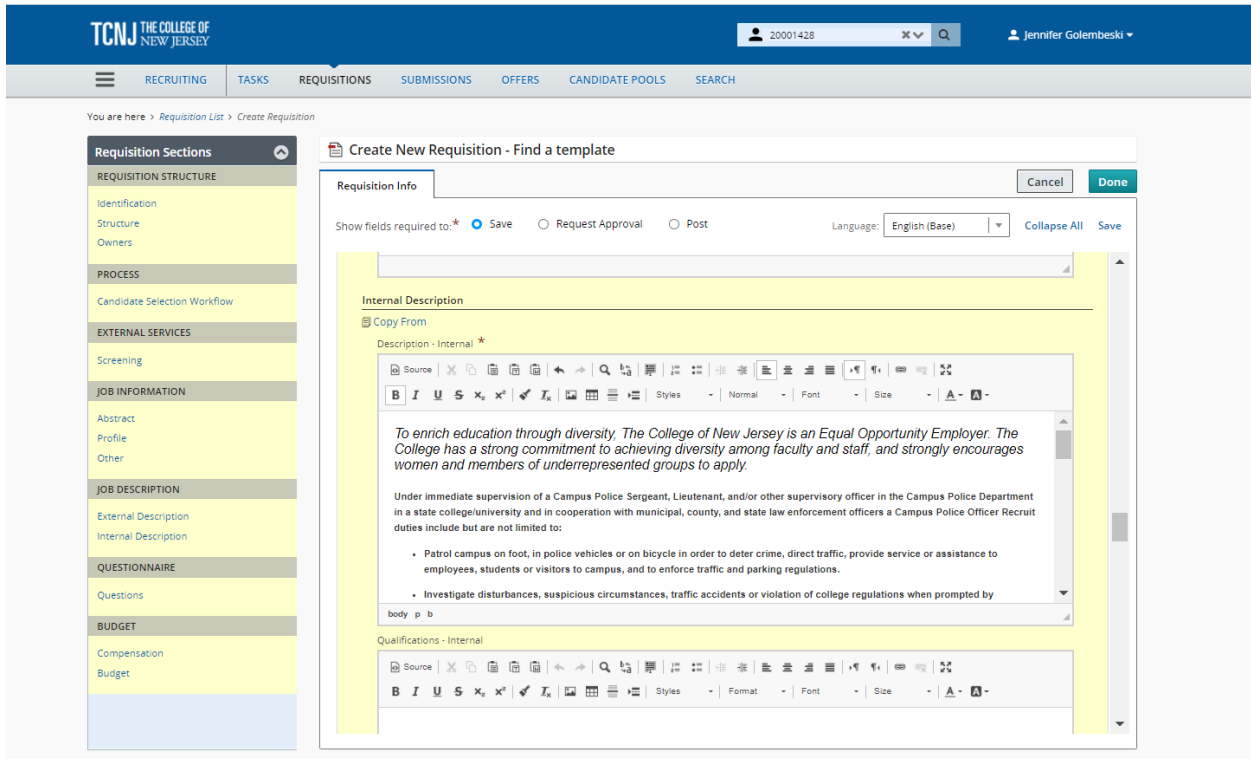
17. Under the **Questionnaire** section, please be sure to click on the **Appy Model in blue**. Once done the questions will populate.

18. Scroll down to the Budget section and complete the required categories. Then select **Done.** This will then save your requisition as a draft.

▲ Budget

Compensation

Grant Funded *

Not Specified ▼

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

Not Specified ▼

Budget

For additional information on the new chart of accounts, click here.

Entity	Fund Code	Category
TCNJ	100000	100

Program	Activity	Location
0000	0000	0000

Org
1801

19. Now that you have created the requisition in Taleo, please let your recruiter know that it is in draft form and they will start the strategic recruiting process and submit the requisition through the approval process.