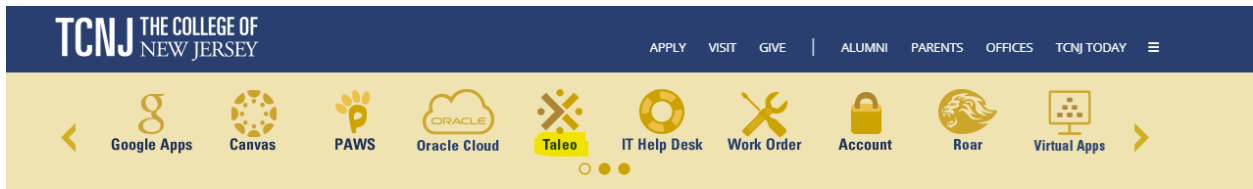


Creating a **Faculty** Requisition in Taleo.

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



TCNJ Today

A-Z Directory

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

Category	Active	Total
Candidates	75	179
New	75	171
Manually Matched	0	12

Category	Active	Total
Offers	1	1
Draft (Since May 1, 2021)	1	1

Category	Active	Total
Job Requisitions	0	10
Open	0	10
Filled (Since May 1, 2021)	0	1

Category	Active	Total
Recruiting	3	3
Assigned to me	3	3
Requisitions	2	2
Configure requisition sourcing	2	2
Candidates	0	0

3. Select **Create Requisition**

You are here > Requisition List

Filters ✓

Show requisitions: I own

Include inactive requisitions

Apply Filters Clear All

Requisitions (0)

FILTERS Show requisitions: I own Status: Draft Hire Type All Clear All

More Actions List Format Detailed View

ID 1	Status	Status Detail	Language	Recruiter	Hiring Manager	Organi
No data to display.						

0 item(s) selected. Page 1 (0 of 0 items)

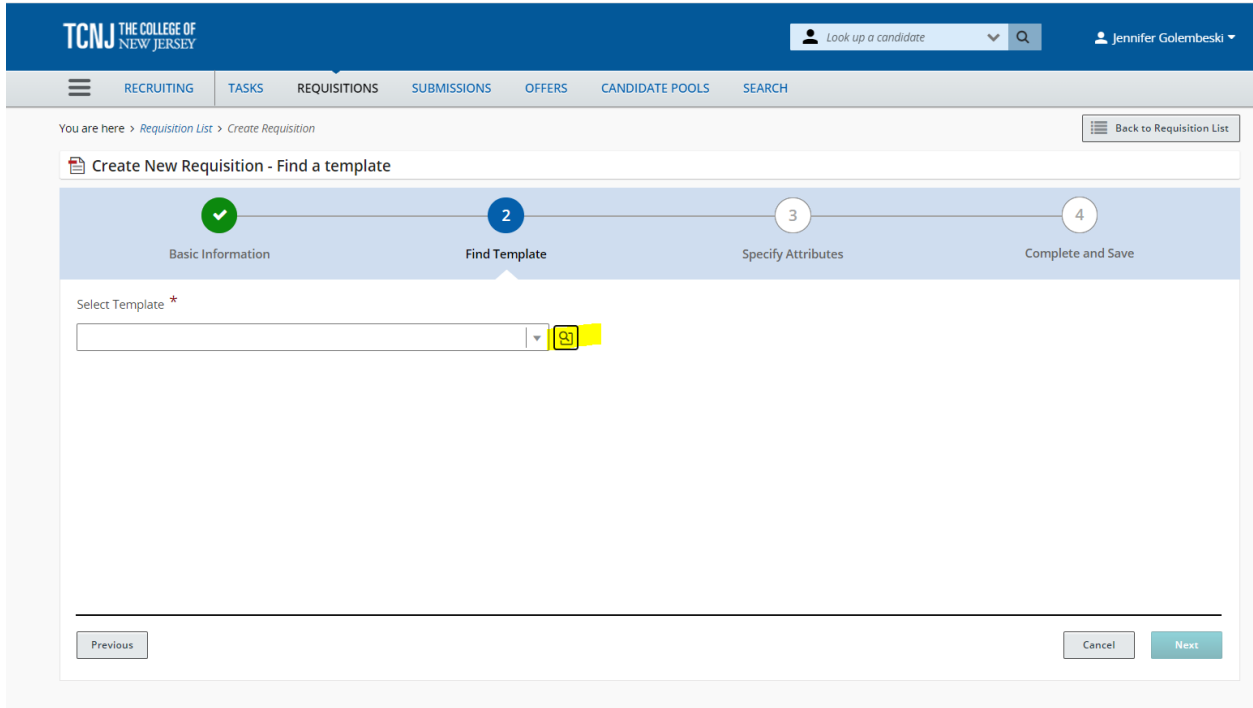
4. Select **Use a template**, then click **Next**.

The screenshot shows the 'Create New Requisition' page in the TCNJ system. The header includes the TCNJ logo and navigation tabs for RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. The user is logged in as Jennifer Golembeski. The breadcrumb trail indicates the current location: 'You are here > Requisition List > Create Requisition'. A 'Back to Requisition List' button is visible in the top right. The main content area is titled 'Create New Requisition' and contains the instruction 'Please select how to create your requisition'. Two radio buttons are present: 'Use a template' (which is selected and highlighted in yellow) and 'Start from the beginning'. At the bottom right, there are 'Cancel' and 'Next' buttons.

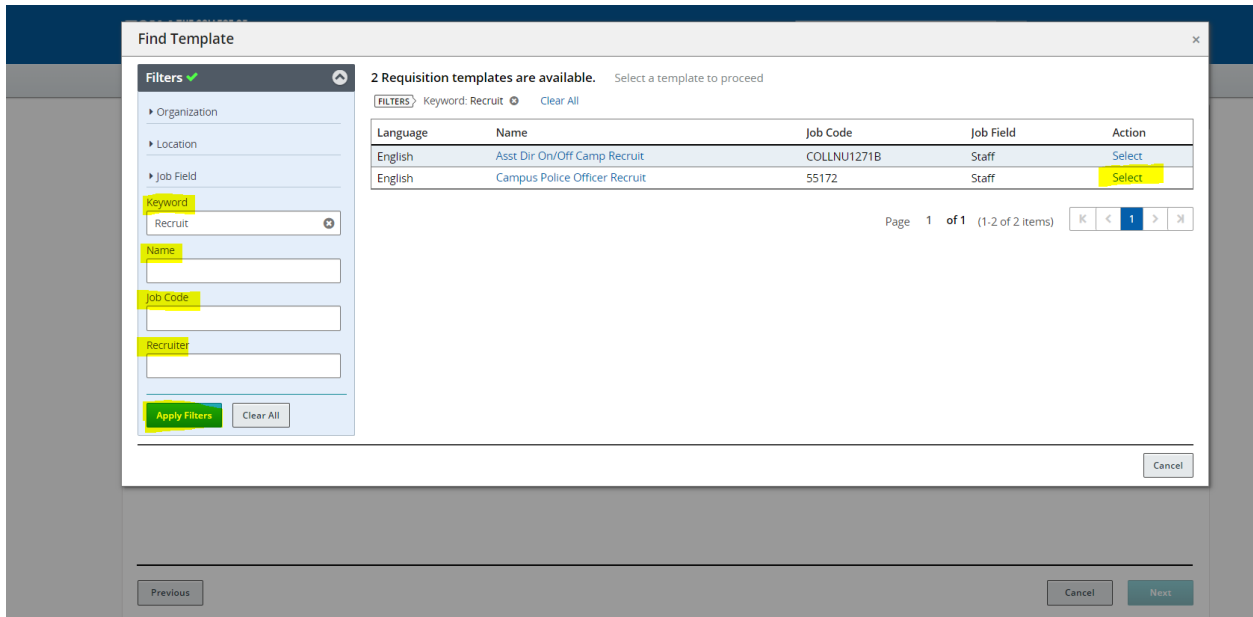
5. Select **Faculty and Adjuncts**, then select **Faculty Req File**, then click **Next**.

The screenshot shows the 'Create New Requisition - Find a template' page. A progress bar at the top indicates four steps: 1. Basic Information (current step), 2. Find Template, 3. Specify Attributes, and 4. Complete and Save. The main content area contains the instruction 'Please specify the hire type for the requisition you are creating. Note that this information cannot be changed once the requisition is created.' Under 'Hire Type *', the 'Faculty and Adjuncts' radio button is selected and highlighted in yellow. Below it, the instruction 'Select the style for this requisition type *' is followed by three options: 'Faculty Req File' (selected and highlighted in yellow), 'Adjunct Req File', and 'Temporary'. Other options include 'Staff', 'Student Workers and Work Study', and 'Pipeline - General'. At the bottom right, there are 'Cancel' and 'Next' buttons.

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.



8. The template name will populate in the Select Template field. Click **Next**

Create New Requisition - Find a template

Basic Information Find Template Specify Attributes Complete and Save

Select Template *

ACAD1335HT-Assistant Professor

Previous Cancel Next

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

TCNJ THE COLLEGE OF NEW JERSEY

Look up a candidate Melanie Daum

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Create New Requisition - Find a template

Basic Information Find Template Specify Attributes Complete and Save

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

Requisition Structure

Hire Type
Staff

Hiring Manager

Requisition Style
Staff Req File

Organization
The College of New Jersey > Office of Academic Affairs > Library

Template Used
ACAD1514_50000818-Acquisitions Librarian-Library-50000818

Location
United States > New Jersey > NJ_Ewing Township > Library - Library

0 Other Locations are selected

Job Field
Staff

Previous Cancel Next

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

Requisition Structure

Identification

When new hires 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. Please make sure the Requisition Title matches the Proposed College Title.

Requisition Title *
Assistant Professor

Type of Request *
Not Specified

Number of Openings
 1 Unlimited

Please explain the reason for vacancy
max 4000 chars

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.

Owners

Instructions:
Hiring Manager = Supervisor of Position;
Hiring Manager Asst = Designee that helps track requisition updates for records purposes (ex. Manager or Assistant within area)
Recruiter= Please refer to this link: <https://hr.tcnj.edu/need-assistance/>
Hiring Manager = Supervisor of Position;
Collaborators= Search Committee Members

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 *
[Dropdown] [Icon]

Recruiter Assistant
[Dropdown] [Icon]

Hiring Manager *
[Dropdown] [Icon]

Hiring Manager Assistant
[Dropdown] [Icon]

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 *


End Date *

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

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

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

Employment Duration *


Competitive/Non-Competitive


Full Time/Part Time *

Bargaining Unit

Hours per Week *


Working Test Period / Probation Period

Supervisor Name *

Supervisor Title *

Cabinet Member/VP *

Other

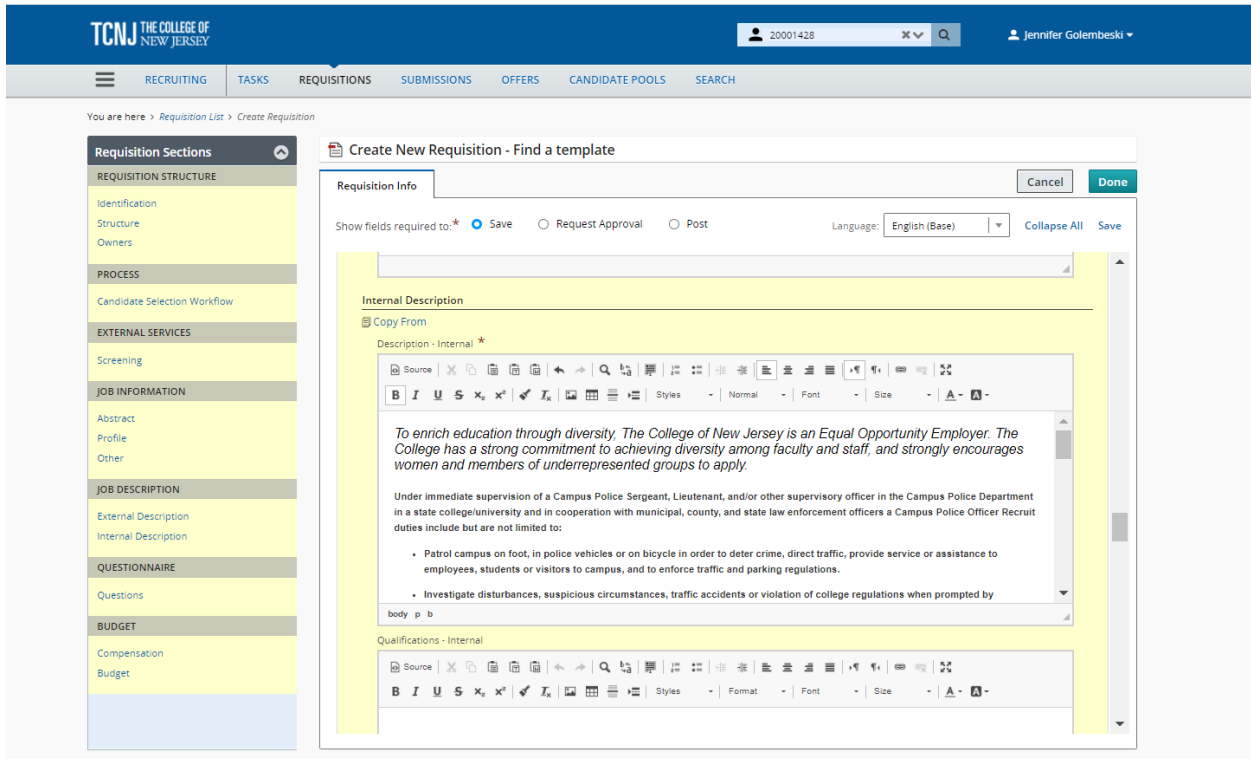
Overtime Status *

Exempt

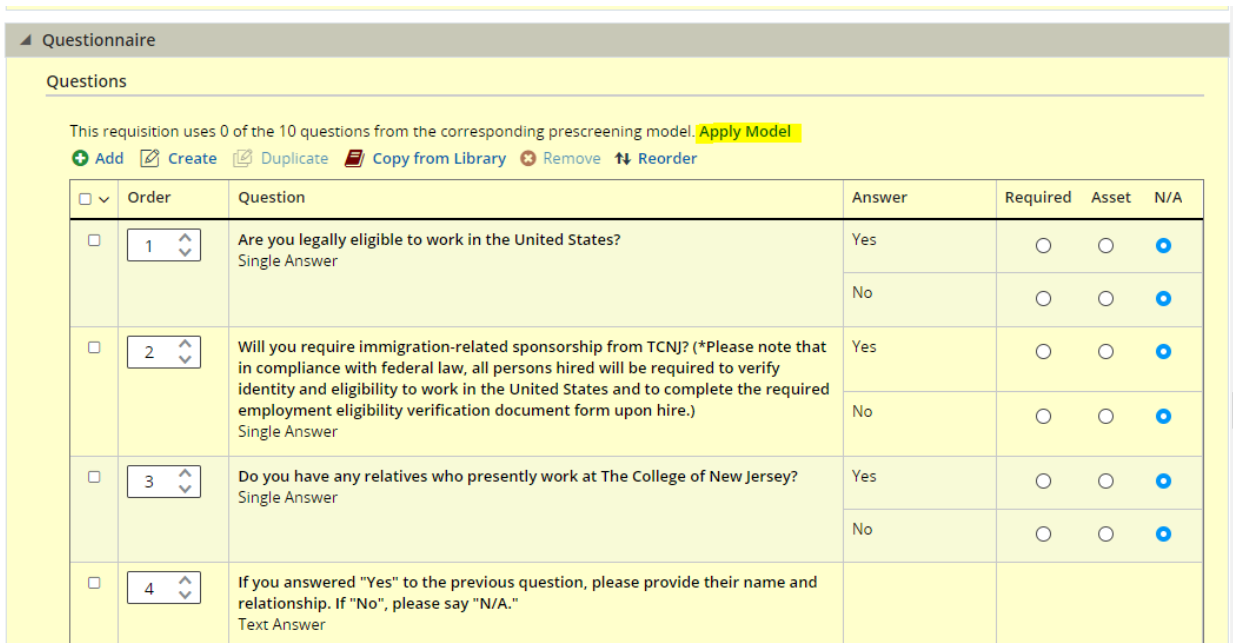
15. Complete the Job Description section, External Description category. It is important to note that all job postings must begin with The College of New Jersey's EEO statement.

The screenshot shows the 'Create New Requisition' interface in the TCMJ system. The left sidebar lists various sections: REQUISITION STRUCTURE, PROCESS, EXTERNAL SERVICES, JOB INFORMATION, JOB DESCRIPTION (selected), QUESTIONNAIRE, and BUDGET. The 'JOB DESCRIPTION' section is expanded to show 'External Description' and 'Internal Description'. The 'External Description' field is active, displaying a rich text editor with the following text: *To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer. The College has a strong commitment to achieving diversity among faculty and staff, and strongly encourages women and members of underrepresented groups to apply.* Below this, a paragraph describes the role: *Under immediate supervision of a Campus Police Sergeant, Lieutenant, and/or other supervisory officer in the Campus Police Department in a state college/university and in cooperation with municipal, county, and state law enforcement officers a Campus Police Officer Recruit duties include but are not limited to:* followed by a bullet point: *Patrol campus on foot, in police vehicles or on bicycle in order to deter crime, direct traffic, provide service or assistance to employees, students or visitors to campus, and to enforce traffic and parking regulations.* The interface includes a 'Requisition Info' header, 'Show fields required to:' options (Save, Request Approval, Post), a language dropdown set to 'English (Base)', and 'Cancel' and 'Done' buttons.

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 **Apply 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.