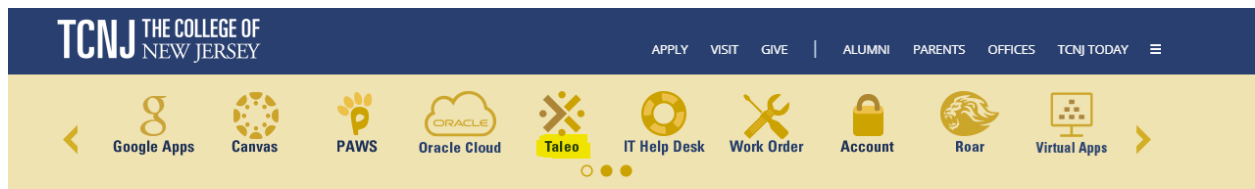


How to Create a Staff Requisition in Taleo

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



TCNJ Today

A-Z Directory

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

Welcome Jennifer Golembeski!

Welcome to the Recruiting Center.

Candidates

Active submissions	75	179
New	75	171
Manually Matched	0	12

Offers

Draft (Since May 1, 2021)	1	1

Job Requisitions

Open	0	10
Filled (Since May 1, 2021)	0	1

Tasks

Assigned to me	3	3
Configure requisition sourcing	2	2

3. Select **Create Requisition**

You are here > Requisition List

Create Requisition

Requisitions (0)

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

More Actions

List Format: Detailed View

	Title	ID 1	Status	Status Detail	Language	Recruiter	Hiring Manager	Organ...
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 user is logged in as Jennifer Golembeski. The breadcrumb trail is 'You are here > Requisition List > Create Requisition'. The page title is 'Create New Requisition'. Below the title, it says 'Please select how to create your requisition'. There are two radio button options: '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 **Staff**, then select **Staff Req File**, then click **Next**

The screenshot shows the 'Create New Requisition - Find a template' page in the TCNJ system. The user is logged in as Melanie Daum. The breadcrumb trail is 'You are here > Requisition List > Create Requisition'. The page title is 'Create New Requisition - Find a template'. Below the title, there is a progress bar with four steps: 1. Basic Information, 2. Find Template, 3. Specify Attributes, and 4. Complete and Save. The first step, 'Basic Information', is currently active. Below the progress bar, it says 'Please specify the hire type for the requisition you are creating. Note that this information cannot be changed once the requisition is created.' There is a 'Hire Type' label with an asterisk. Below it, there are five radio button options: 'Staff' (which is selected and highlighted in yellow), 'Faculty and Adjuncts', 'Temporary', 'Student Workers and Work Study', and 'Pipeline - General'. At the bottom right, there are 'Cancel' and 'Next' buttons.

- Click on the magnifying glass to pull up the list of template options

TCNJ THE COLLEGE OF NEW JERSEY

Look up a candidate Jennifer Golembeski

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 *

Previous Cancel Next

- 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.

Find Template

Filters

Organization Location Job Field Keyword: Recruit Name Job Code Recruiter

Apply Filters Clear All

2 Requisition templates are available. Select a template to proceed

FILTERS Keyword: Recruit Clear All

Language	Name	Job Code	Job Field	Action
English	Asst Dir On/Off Camp Recruit	COLLNU1271B	Staff	Select
English	Campus Police Officer Recruit	55172	Staff	Select

Page 1 of 1 (1-2 of 2 items)

Previous Cancel Next

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

The screenshot shows the 'Create New Requisition - Find a template' screen in the TCNJ system. The breadcrumb trail is 'You are here > Requisition List > Create Requisition'. The page title is 'Create New Requisition - Find a template'. The progress bar shows four steps: 1. Basic Information (completed), 2. Find Template (current step), 3. Specify Attributes, and 4. Complete and Save. The 'Select Template' field is populated with '55172-Campus Police Officer Recruit'. There is a magnifying glass icon to the right of the field. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

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

The screenshot shows the 'Create New Requisition - Specify Attributes' screen in the TCNJ system. The breadcrumb trail is 'You are here > Requisition List > Create Requisition'. The page title is 'Create New Requisition - Specify Attributes'. The progress bar shows four steps: 1. Basic Information (completed), 2. Find Template (completed), 3. Specify Attributes (current step), and 4. Complete and Save. The 'Requisition Structure' section includes the following fields: 'Hire Type' (Staff), 'Requisition Style' (Staff Req File), 'Template Used' (ACAD1514_50000818-Acquisitions Librarian-Library-50000818), and 'Job Field' (Staff). The 'Hiring Manager' field is highlighted in yellow. The 'Organization' field is 'The College of New Jersey > Office of Academic Affairs > Library'. The 'Location' field is 'United States > New Jersey > NJ_Ewing Township > Library - Library'. There is a magnifying glass icon to the right of the 'Hiring Manager' field. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

10. Update the Requisition Title. select the Type of Request, update the Number of Openings and explain the reason for the vacancy.

The screenshot shows the TCNJ Requisition Form. The left sidebar lists sections: REQUISITION STRUCTURE, PROCESS, EXTERNAL SERVICES, JOB INFORMATION, JOB DESCRIPTION, and QUESTIONNAIRE. The main form area is titled 'Requisition Structure' and contains the 'Identification' section. It includes fields for 'Requisition Title' (Acquisitions Librarian-Library-5000i), 'Type of Request' (Not Specified), 'Number of Openings' (1), and a text area for 'Please explain the reason for vacancy' (max 4000 chars). The form also has a 'Show fields required to:' section with radio buttons for 'Save', 'Request Approval', and 'Post'. The language is set to 'English (Base)' and there are 'Collapse All' and 'Save' buttons.

11. Follow the Owners Instructions and enter a Recruiter. The Hiring Manager name will automatically populate, enter the Hiring Manager Assistant (optional). **Note: The HR Recruiter will add the Collaborators upon request.**
- Note: the person initiating the requisition will be listed as the Recruiter. For Staff positions, the recruiter should be Melanie Daum. Enter Crystal Maldanato in the Recruiting Assistant field.

The screenshot shows the TCNJ Requisition Form, specifically the 'Owners' section. It includes instructions for the Hiring Manager, Hiring Manager Asst, Recruiter, and Collaborators. The form has fields for 'Recruiter' (Daum, Melanie), 'Recruiter Assistant' (empty), 'Hiring Manager' (DiFonzo, Lea), and 'Hiring Manager Assistant' (empty). There is also a table for 'Collaborators' with columns for First Name, Last Name, Email, and Title. The table is currently empty, and a message at the bottom states: 'No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators.'

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

The screenshot shows the TCNJ HR system interface. The top navigation bar includes 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', 'OFFERS', 'CANDIDATE POOLS', and 'SEARCH'. The left sidebar lists 'Requisition Sections' with categories like 'REQUISITION STRUCTURE', 'PROCESS', 'EXTERNAL SERVICES', and 'JOB INFORMATION'. The main content area is divided into sections: 'Add Collaborators' with a table for First Name, Last Name, Email, and Title; 'Process' with a 'Candidate Selection Workflow' dropdown menu currently set to 'Staff'; and 'External Services' which is currently empty.

13. Scroll down to the Job Information section and complete all of the required fields.

The screenshot shows the 'Create New Requisition - Find a template' form in the TCNJ HR system. The left sidebar is the same as in the previous screenshot. The main content area is titled 'Create New Requisition - Find a template' and includes a 'Requisition Info' tab. Below the tab, there are radio buttons for 'Save' (selected), 'Request Approval', and 'Post'. The 'Job Information' section is expanded, showing the 'Abstract' field with the text: 'If this is a supplemental/temporary hire, the Supplemental Payment Form is no longer required.' Below the abstract, there are fields for 'Direct Hire (Identified Candidate, No Search Necessary)' with a dropdown set to 'Yes', 'Direct Hire Name' with a text input, 'Direct Hire Email' with a text input, 'Direct Hire Phone Number' with a text input, and 'Is this a current TCNJ employee?' with a dropdown set to 'Not Specified'. The 'Profile' section is partially visible at the bottom.

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

TCNJ THE COLLEGE OF NEW JERSEY

Look up a candidate | Melanie Daum

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Requisition Sections

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

Is this a current TCNJ employee?
Not Specified

Profile

Position *
50000818 - Acquisitions ...

Previous Incumbent Name (if no previous Incumbent put N/A) *
max 50 chars

Previous Incumbent State Title *
Librarian 1 12 Mo.

Previous Incumbent Annual Salary or Hourly Rate
max 50 chars

Previous Incumbent Union Code
AFT

Previous Incumbent Salary Grade
AFT 12 Month Grade 29 ...

Previous Incumbent Salary Step

TCNJ THE COLLEGE OF NEW JERSEY

Look up a candidate | Melanie Daum

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Requisition Sections

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

AFT

Previous Incumbent Salary Grade
AFT 12 Month Grade 29 ...

Previous Incumbent Salary Step
Not Specified

EEO Job Category
(2) Professionals

Proposed State Title
max 50 chars

Fusion Grades
AFT 12 Month Grade 29 ...

Salary Range
AFT 12 Month Grade 29

Proposed Salary Step (Only select for union positions)
Not Specified

Proposed Annual Salary or Hourly Rate *
max 50 chars

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

TCNJ THE COLLEGE OF NEW JERSEY Look up a candidate Melanie Daum

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

Requisition Sections

REQUISITION STRUCTURE

Identification

Structure

Owners

PROCESS

Candidate Selection Workflow

EXTERNAL SERVICES

Screening

JOB INFORMATION

Abstract

Profile

Other

JOB DESCRIPTION

External Description

Internal Description

QUESTIONNAIRE

Questions

Jersey vehicle?

Not Specified

Does this position work with minors or special populations? *

Not Specified

Employment Duration

Not Specified

Competitive/Non-Competitive

Not Specified

Full Time/Part Time *

Full Time

Bargaining Unit

A01 - AFT-Faculty

Hours per Week *

35

Working Test Period / Probation Period

Not Specified

Supervisor Name *

max 50 chars

TCNJ THE COLLEGE OF NEW JERSEY

Look up a candidate

Melanie Daum

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Requisition Sections

REQUISITION STRUCTURE

Identification

Structure

Owners

PROCESS

Candidate Selection Workflow

EXTERNAL SERVICES

Screening

JOB INFORMATION

Abstract

Profile

Other

JOB DESCRIPTION

External Description

Internal Description

QUESTIONNAIRE

Questions

BUDGET

Compensation

Budget

Working Test Period / Probation Period

Not Specified

Supervisor Name *

max 50 chars

Supervisor Title *

max 50 chars

Cabinet Member/vp *

Not Specified

Legal Employer

LECOD-0000006108029 ...

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

TCNJ THE COLLEGE OF NEW JERSEY

20001428

Jennifer Golembeski

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

Job Description

External Description

Copy From

Description - External *

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.

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:

- 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.

body p b

Qualifications - External

16. Complete the Internal Description category by copying and pasting the information used in the External Description category.

Requisition Sections

- REQUISITION STRUCTURE
 - Identification
 - Structure
 - Owners
- PROCESS
 - Candidate Selection Workflow
- EXTERNAL SERVICES
 - Screening
- JOB INFORMATION
 - Abstract
 - Profile
 - Other
- JOB DESCRIPTION
 - External Description
 - Internal Description
- QUESTIONNAIRE
 - Questions
- BUDGET
 - Compensation
 - Budget

Create New Requisition - Find a template

Requisition Info

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

Internal Description

Copy From

Description - Internal *

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.

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:

- 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.
- Investigate disturbances, suspicious circumstances, traffic accidents or violation of college regulations when prompted by

Qualifications - Internal

17. Click **Apply Model** in the questionnaire section

Questionnaire

Questions

This requisition uses 0 of the 10 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	Yes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>

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.