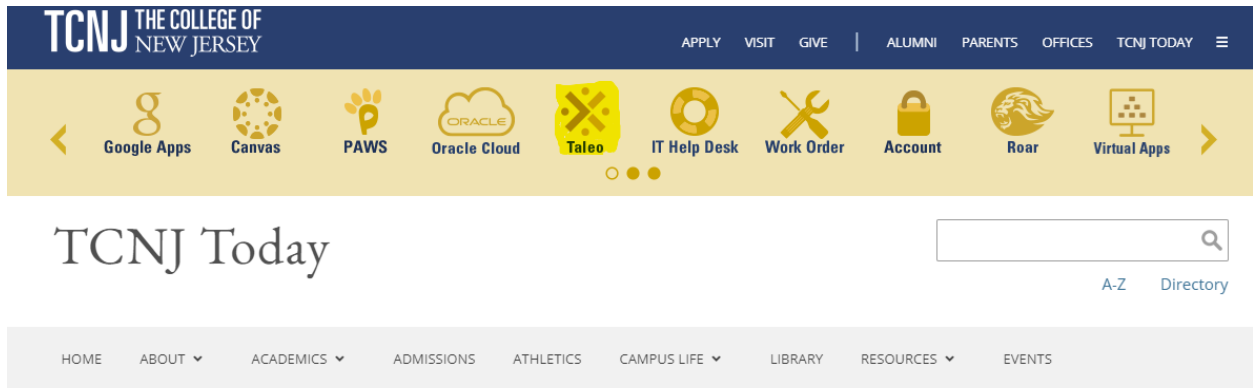
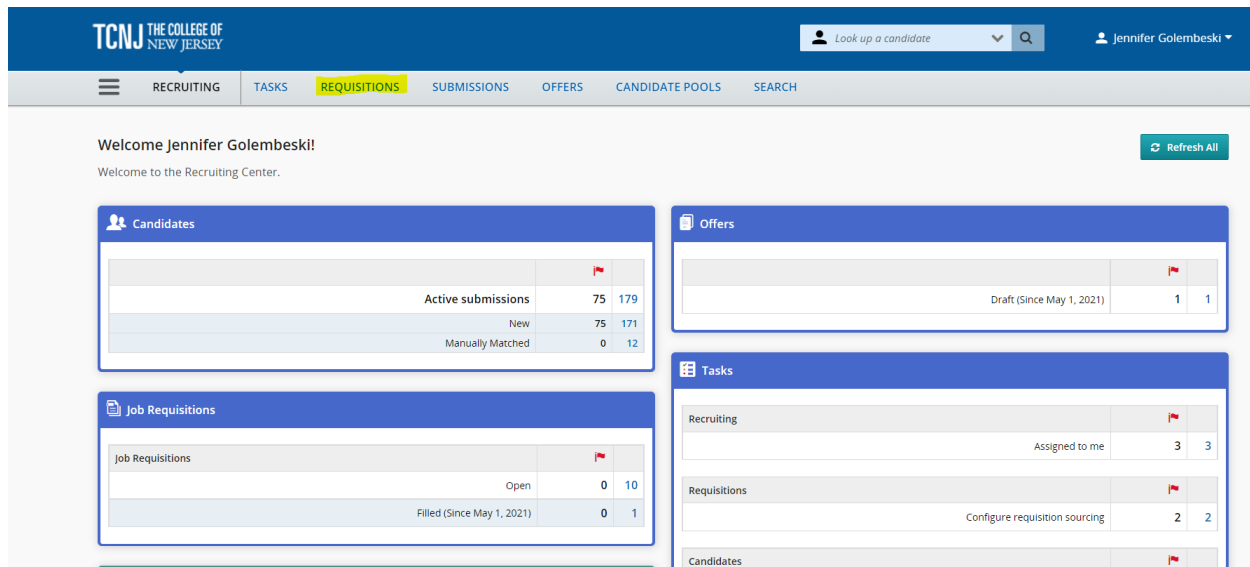


Creating a **Temporary** Requisition in Taleo

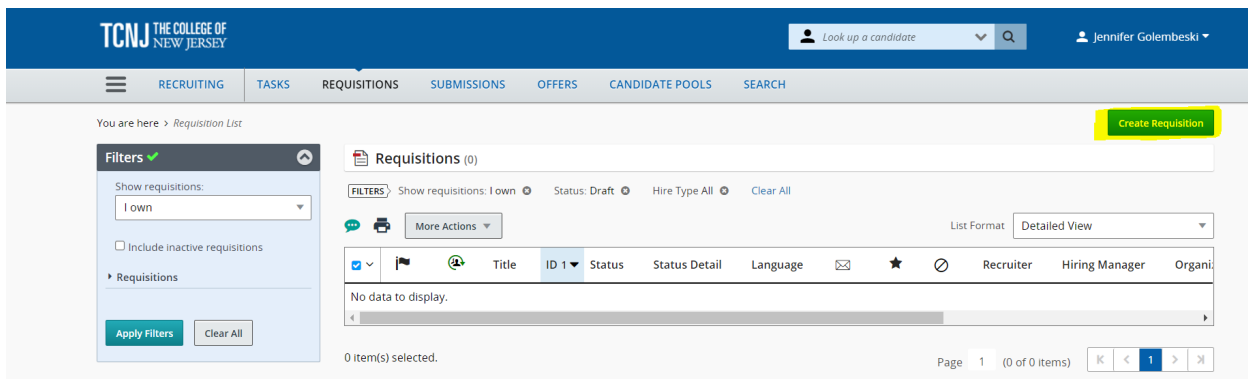
1. Go to TCNJ Today and log into Taleo.



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



3. Select **Create Requisition**



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

The screenshot shows the 'Create New Requisition' page in the TCNJ system. The header includes the TCNJ logo and navigation links: RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. A user profile for Jennifer Golembeski is visible in the top right. The breadcrumb trail indicates the current location: You are here > Requisition List > Create Requisition. A 'Back to Requisition List' button is in the top right corner. The main content area is titled 'Create New Requisition' and contains the instruction '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, with the 'Next' button highlighted in green.

5. Select **Temporary**, then click **Next**

The screenshot shows the 'Create New Requisition - Find a template' page. The header includes the title 'Create New Requisition - Find a template'. Below the title is a progress bar with four steps: 1. Basic Information (active), 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.' There are two sections of radio button options. The first section is 'Hire Type *' with options: Staff, Faculty and Adjuncts, and Temporary (selected and highlighted in yellow). The second section is 'Select the style for this requisition type *' with options: Temporary Req File (selected and highlighted in yellow), Generic - *Do Not Use, Student Workers and Work Study, and Pipeline - General. At the bottom right, there are 'Cancel' and 'Next' buttons, with the 'Next' button highlighted in green.

6. 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

7. To find a template, type in a Keyword (**Temp** and/or Department name) then click on **Apply Filters**. This will bring up the list of options. Click on **Select** under the Action category to open the template.

Filters

Organization

Location

Job Field

Keyword

Temp

Name

Human Resources

Job Code

Recruiter

Apply Filters Clear All

2 Requisition templates are available. Select a template to proceed

FILTERS Name: Human Resources Clear All

| Language | Name | Job Code | Job Field | Action |
|----------|--|---------------------|-----------|--------|
| English | Pooled Temp Human Resources-Office of Human Resources-PSUP0077 | SUPPL3001D_PSUP0077 | Temporary | Select |
| English | Pooled Temp Human Resources Part Time-Office of Human Resources-PSUP0186 | SUPPL3001D_PSUP0186 | Temporary | 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 a four-step progress bar at the top: 1. Basic Information (checked), 2. Find Template (active), 3. Specify Attributes, and 4. Complete and Save. Below the progress bar, the text 'Select Template *' is followed by a dropdown menu containing the text 'SUPPL3001D_PSUP0077-Pooled Temp Human Resources-Office of Human R...'. At the bottom of the form, there are three buttons: 'Previous', 'Cancel', and 'Next'.

9. Type in the Hiring Manager for the position and select **Next** (name will populate as you begin typing).

The screenshot shows the 'Specify Attributes' step (step 3) of the requisition creation process. The progress bar at the top shows steps 1, 2, 3 (active), and 4. Below the progress bar, there is a message: 'Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"'. The 'Requisition Structure' section includes the following fields: 'Hire Type' (Temporary), 'Requisition Style' (Temporary Req File), 'Template Used' (SUPPL3001D_PSUP0077-Pooled Temp Human Resources-Office of Human Resources-PSUP0077), and 'Job Field' (Temporary). The 'Hiring Manager' field is populated with 'Jennifer Golembeski'. The 'Organization' field is populated with '...uman Resources > VP of Human Resources > Office of Human Resources'. The 'Location' field is populated with '...NJ_Ewing Township > Administrative Services Building - Human Resources'. At the bottom of the form, there are three buttons: 'Previous', 'Cancel', and 'Next'.

10. Complete all of the required fields within the requisition.

- ➔ Note: the person initiating the requisition will be listed as the Recruiter. For temporary positions, the recruiter should be Dilan Avci. Email the Recruiter for instructions on adding Collaborators.
- ➔ **Note: All requisition titles should be alphanumeric and no more than 64 characters. Do not use special characters such as: !?&*().**

You are here > Requisition List > Create Requisition

Requisition Sections

- REQUISITION STRUCTURE
 - Identification
 - Structure
 - Owners
- PROCESS
 - Candidate Selection Workflow
- EXTERNAL SERVICES
 - Screening
- JOB INFORMATION
 - Abstract
 - Profile
 - Other
- JOB DESCRIPTION
 - External Description
- 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 (Base) Collapse All Save

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 *

Pooled Temp Human Resources-Of

Type of Request *

Not Specified

Number of Openings

☒ 1 ☐ Unlimited

Please explain the reason for vacancy

max 4000 chars

11. Review Owners instructions, complete the highlighted fields:

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 *

Recruiter Assistant

Hiring Manager *

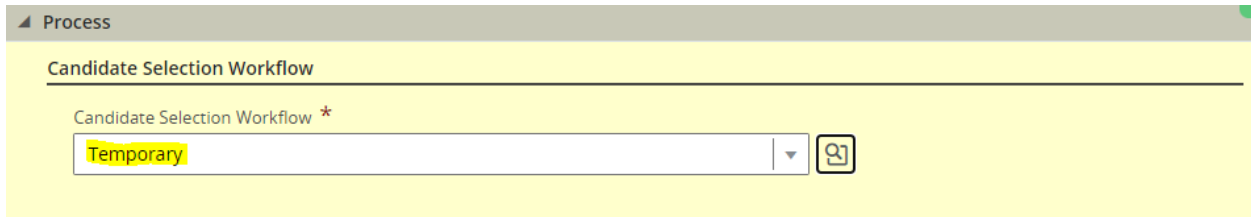
Hiring Manager Assistant

Collaborators

[Add Collaborators](#)

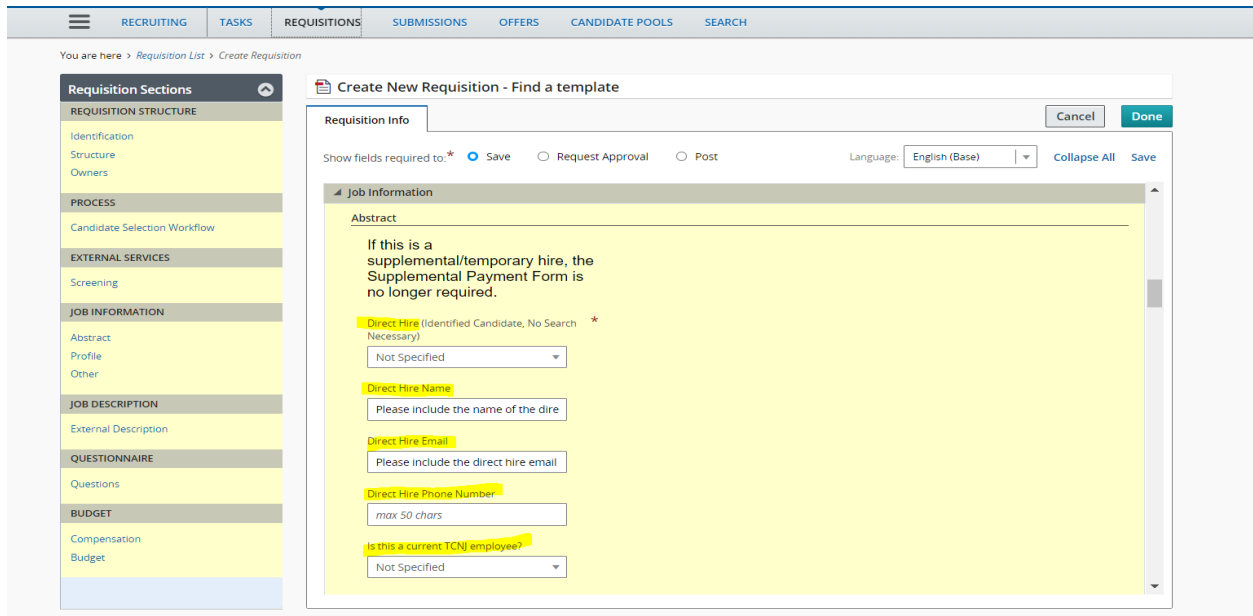
| First Name | Last Name | Email | Title |
|------------|-----------|-------|-------|
|------------|-----------|-------|-------|

12. Under Process, use the magnifying glass and select **Temporary** for the Candidate Selection Workflow.



The screenshot shows a web interface with a header bar labeled 'Process'. Below it, there's a section titled 'Candidate Selection Workflow'. Inside this section, there's a dropdown menu with 'Temporary' selected. To the right of the dropdown is a magnifying glass icon.

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



The screenshot shows a web interface for 'Create New Requisition'. The left sidebar has a 'Requisition Sections' menu with categories like 'REQUISITION STRUCTURE', 'PROCESS', 'EXTERNAL SERVICES', 'JOB INFORMATION', 'JOB DESCRIPTION', 'QUESTIONNAIRE', and 'BUDGET'. The 'JOB INFORMATION' section is expanded, showing 'Abstract', 'Direct Hire', 'Direct Hire Name', 'Direct Hire Email', 'Direct Hire Phone Number', and 'Is this a current TCNJ employee?'. The 'Direct Hire' field is highlighted in yellow. The 'Direct Hire Name' field has a placeholder text 'Please include the name of the dire'. The 'Direct Hire Email' field has a placeholder text 'Please include the direct hire email'. The 'Direct Hire Phone Number' field has a placeholder text 'max 50 chars'. The 'Is this a current TCNJ employee?' field has a dropdown menu with 'Not Specified' selected.

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

➔ Note: The start date must line up with the beginning of the payroll schedule.

The screenshot shows a web application interface for creating a new requisition. On the left is a sidebar with a 'Requisition Sections' menu. The main area is titled 'Create New Requisition - Find a template' and contains a 'Requisition Info' tab. The 'Profile' section is highlighted in yellow and contains several required fields marked with an asterisk (*). The fields are: 'Position' (a dropdown menu showing 'PSUP0077 - Pooled Tem...'), 'Previous Incumbent Name (if no previous incumbent put N/A)' (a text input field with a 'max 50 chars' limit), 'Previous Incumbent Start Date' (a date input field), 'Previous Incumbent Annual Salary or Hourly Rate' (a text input field with a 'max 50 chars' limit), 'Previous Incumbent Union Code' (a dropdown menu showing 'Not Specified'), 'Previous Incumbent Salary Grade' (a dropdown menu), 'Previous Incumbent Salary Step' (a dropdown menu showing 'Not Specified'), and 'EEO Job Category' (a dropdown menu showing '(5) Administrative Support W...'). At the top of the form, there are buttons for 'Cancel' and 'Done', and a 'Show fields required to:' section with radio buttons for 'Save' (selected), 'Request Approval', and 'Post'. A language dropdown is set to 'English (Base)'.

This screenshot shows a detailed view of the 'Profile' section, which is highlighted in yellow. It contains several fields with labels and asterisks indicating they are required: 'Does this position work with minors or special populations? If yes, Human Resources will conduct a background check' (a dropdown menu showing 'Not Specified'), 'Employment Duration' (a dropdown menu showing 'Not Specified'), 'Competitive/Non-Competitive' (a dropdown menu showing 'Not Specified'), 'Full Time/Part Time' (a dropdown menu showing 'Full Time'), 'Hours per Week' (a numeric input field showing '35' with up/down arrows), 'Working Test Period / Probation Period' (a dropdown menu showing 'Not Specified'), and 'Supervisor Name' (a text input field with a 'max 50 chars' limit).

Supervisor Name ^{*}

max 50 chars

Supervisor Title ^{*}

max 50 chars

Cabinet Member/VP ^{*}

Provost and Vice President fo... ▼

School

Not Specified ▼

Legal Employer

LECOD-0000006108029 ... ▼

Other

Overtime Status ^{*}

Non-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.

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

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.

The Office DEPARTMENT NAME is seeking candidates for STATE/COLLEGE TITLE role.

ADD BRIEF DESCRIPTION OF THE POSITION.

Main Responsibilities: (List 5-7 main responsibilities using bullets)

-
-
-

Qualifications - External

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

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. Use the dropdown to fill out the budget information.

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 | 315 |
| Program | Activity | Location |
| 0000 | 0000 | 0000 |
| Org | | |
| 1200 | | |

19. Scroll to the top of the requisition, click **save**.

→ Note: If you missed any of the required fields, you must click on the blue links on the top of the requisition and they will direct you to the areas that need to be completed.

This screenshot shows the 'Create New Requisition - Find a template' form. The left sidebar contains a 'Requisition Sections' menu with categories like REQUISITION STRUCTURE, PROCESS, EXTERNAL SERVICES, JOB INFORMATION, JOB DESCRIPTION, QUESTIONNAIRE, and BUDGET. The main form area has tabs for 'Requisition Info' and 'Requisition Structure'. Under 'Requisition Info', there are options for 'Show fields required to:' (Save, Request Approval, Post) and a 'Language' dropdown set to 'English (Base)'. A warning message states: 'The following fields must be filled before the requisition is saved: Direct Hire Identified Candidate, No Search Necessary; Previous Incumbent Name (if no previous incumbent put N/A); Proposed Annual Salary or Hourly Rate; Method of Payment.' The 'Requisition Structure' section includes fields for 'Requisition Title' (Pooled Temp Human Resources-Of), 'Type of Request' (Not Specified), 'Number of Openings' (1), and a text area for 'Please explain the reason for vacancy'.

This screenshot shows the 'Pooled Temp Human Resources-Office of Human Resources-PSUP0077' requisition form. The left sidebar is the same as the previous screenshot. The main form area has tabs for 'Requisition Info' and 'Requisition Structure'. Under 'Requisition Info', the 'Show fields required to:' options are 'Save', 'Request Approval' (selected), and 'Post'. A green message bar says 'Requisition Successfully Saved'. The 'Requisition Structure' section includes fields for 'Requisition Title' (Pooled Temp Human Resources-Of), 'Type of Request' (Addition to Staff), 'Number of Openings' (1), and a text area for 'Please explain the reason for vacancy'.

20. Once all required fields have been completed, select **Done**.

The screenshot shows the 'Requisition View' for a requisition titled 'Pooled Temp Human Resources-Office of Human Resources-PSUP0077' (ID: 22000043). The left sidebar contains a 'Requisition Sections' menu with categories: REQUISITION STRUCTURE (Identification, Structure, Owners), PROCESS (Candidate Selection Workflow), EXTERNAL SERVICES (Screening), JOB INFORMATION (Abstract, Profile, Other), JOB DESCRIPTION (External Description), QUESTIONNAIRE (Questions), BUDGET (Compensation, Budget), and an empty section. The main content area is divided into tabs: Requisition Info, Prescreen Alerts, Attachments, Sourcing, and History. The 'Requisition Info' tab is active, showing a 'Requisition Successfully Saved' message. Below this, the 'Requisition Structure' section is expanded, showing the 'Identification' sub-section. It includes a 'Requisition Title' field with the value 'Pooled Temp Human Resources-Of', a 'Type of Request' dropdown set to 'Addition to Staff', and a 'Number of Openings' field set to '1'. There is also a text area for 'Please explain the reason for vacancy' with a 'max 4000 chars' limit. At the bottom of the 'Identification' section, there is a 'Structure' section with a 'Modify Structure' link. The top right of the form has 'Cancel' and 'Done' buttons, and a 'Save' button is also visible.

21. Under Attachments, attach a job description

The screenshot shows the 'Requisition View' for the same requisition, but with the 'Attachments' tab selected. The left sidebar is the same as in the previous screenshot. The main content area shows the 'Attachments' tab, which displays a list of attachments. The list includes: Requisition Structure, Process, External Services, Job Information, Job Description, Questionnaire, and Budget. Each item has a pencil icon next to it, indicating it can be edited. The top right of the form has 'Edit All' and 'Expand All' buttons. The 'Requisition Info' tab is also visible, showing the 'Requisition Successfully Saved' message.

22. Under More Actions, select Submit for Approval

You are here > Requisition List > Requisition View

Back to Requisition List

Pooled Temp Human Resources-Office of Human Resources-PSUP0077 (ID: 22000043)

More Actions

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

Requisition Info

Requisition Activities

Requisition

Requisition Status

Process

External Services

Job Information

Job Description

Questionnaire

Budget

Language: English (Base) Edit All Expand All

23. Review all approvers and add if needed. Add your initials to the comment section and then click Submit for Approval.

You are submitting this requisition for approval

Add Approvers Reorder

| Order | Approver | Decision | Decision Comment |
|-------|---------------------|----------|------------------|
| 1 | Sharon E. Blanton | Pending | |
| 2 | Jennifer Golembeski | Pending | |
| 3 | Jennifer LaMarsh | Pending | |

☐ Add the approvers to the list of collaborators defined for this requisition

☐ Add the approvers to the list of my frequent collaborators

Comment to Approvers *

DA

Characters remaining : 998

After the approval process, assign to * Dilan Avci

Cancel Submit for Approval