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**

5. Select **Temporary**, 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 (**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.
8. The template name will populate in the Select Template field. Click **Next**

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

11. Review Owners instructions, complete the highlighted fields:
12. Under Process, use the magnifying glass and select Temporary for the Candidate Selection Workflow.

13. Scroll down to the Job Information section and complete all of the required fields.
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.
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. Click **Apply Model** in the questionnaire section

![Questionnaire](image1)

18. Use the dropdown to fill out the budget information.

![Budget](image2)
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.
20. Once all required fields have been completed, select **Done**.

21. Under Attachments, attach a job description
22. Under More Actions, select Submit for Approval

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