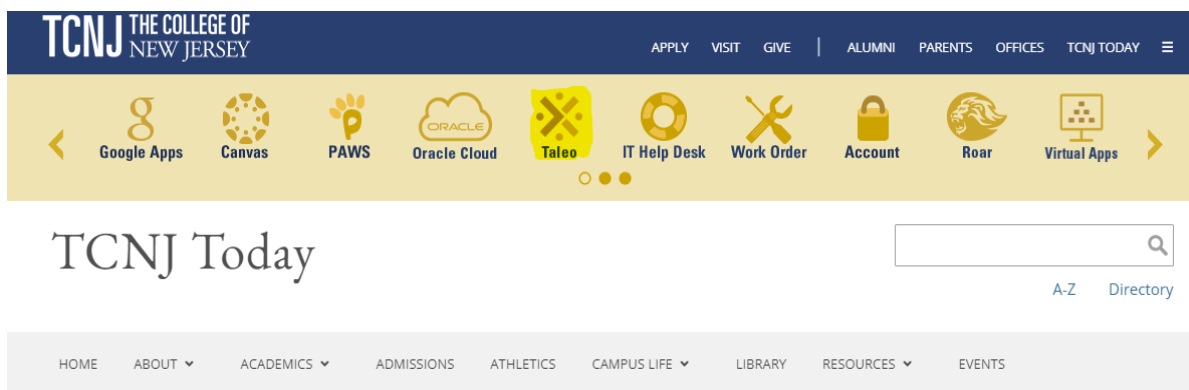
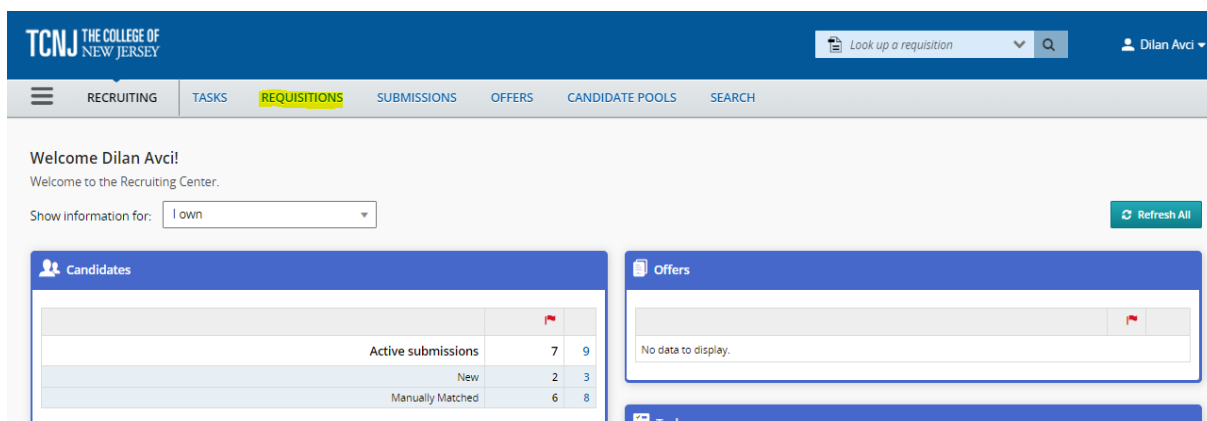


## Creating an **Adjunct** Requisition in Taleo.

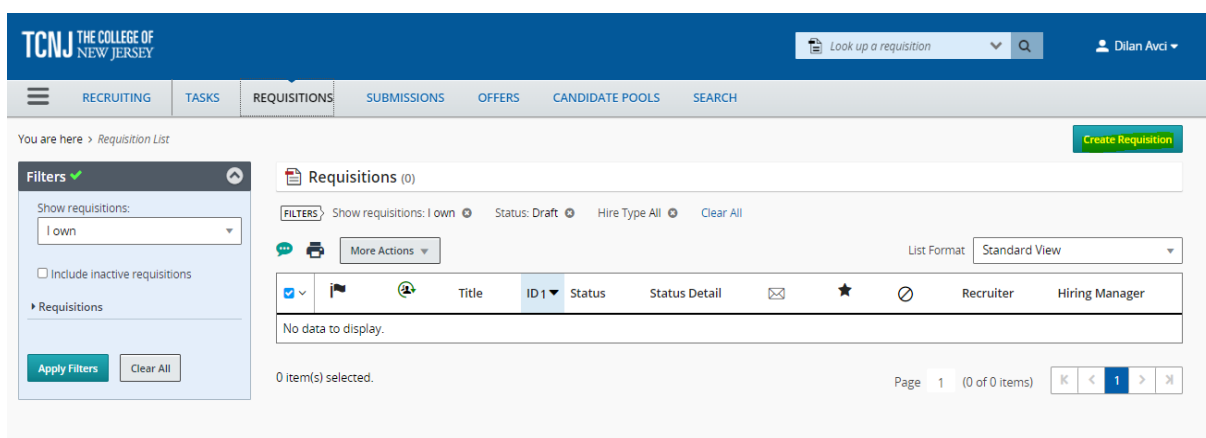
1. Go to TCNJ Today and log into Taleo.



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



3. Select **Create Requisition**.



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

TCNJ THE COLLEGE OF NEW JERSEY

Look up a requisition

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

You are here > Requisition List > Create Requisition

Back to Requisition List

Create New Requisition

Please select how to create your requisition

☒ Use a template

☐ Start from the beginning

Cancel Next

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

TCNJ THE COLLEGE OF NEW JERSEY

Look up a candidate

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

Please specify the hire type for the requisition you are creating. Note that this information cannot be changed once the requisition is created.

Hire Type \*

☐ Staff

☒ Faculty and Adjuncts

Select the style for this requisition type \*

☒ Faculty Req File

☐ Generic- \*Do Not Use

☐ Temporary

☐ Student Workers and Work Study

☐ Pipeline - General

Cancel Next

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

The screenshot shows the TCNJ The College of New Jersey recruitment system interface. The top navigation bar includes links for RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. The user is logged in as Dilan Arvi. The breadcrumb trail indicates the user is in the 'Requisition List' and is currently on the 'Create Requisition' page. The main heading is 'Create New Requisition - Find a template'. Below this, there is a progress bar with four steps: 1. Basic Information (completed), 2. Find Template (current step), 3. Specify Attributes, and 4. Complete and Save. The 'Find Template' step features a 'Select Template' dropdown menu with a magnifying glass icon. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

- To find a template, type in a Keyword (**Adjunct** 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.

The screenshot shows the 'Find Template' modal window. On the left, there is a 'Filters' sidebar with expandable sections for Organization, Location, Job Field, Keyword, Name, Job Code, and Recruiter. The 'Keyword' field contains 'Adjunct' and the 'Name' field contains 'Engineering'. Below the filters are 'Apply Filters' and 'Clear All' buttons. The main area displays a message: '4 Requisition templates are available. Select a template to proceed'. Below this is a table with the following data:

Language	Name	Job Code	Job Field	Action
English	Pooled Adjunct Biomedical Engineering-Biomedical Engineering-PADJ0003	ACAD5002_PADJ0003	Adjunct	Select
English	Pooled Adjunct Civil Engineering-Civil Engineering-PADJ0005	ACAD5002_PADJ0005	Adjunct	Select
English	Pooled Adjunct Electrical & Comp Engineering-Electrical & Computer Engineering-PADJ0011	ACAD5002_PADJ0011	Adjunct	Select
English	Pooled Adjunct Mechanical Engineering-Mechanical Engineering-PADJ0021	ACAD5002_PADJ0021	Adjunct	Select

At the bottom right of the table, there is a pagination control showing 'Page 1 of 1 (1-4 of 4 items)' and navigation buttons. A 'Cancel' button is located at the bottom right of the modal.

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

TCNJ THE COLLEGE OF NEW JERSEY

Look up a requisition

Dilan Avci

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

Basic Information Find Template Specify Attributes Complete and Save

Select Template \*

ACAD5002\_PADJ0003-Pooled Adjunct Biomedical Engineering-Biomedical En...

Previous Cancel Next

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

TCNJ THE COLLEGE OF NEW JERSEY

Look up a requisition

Dilan Avci

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

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  
Faculty and Adjuncts

Requisition Style  
Faculty Req File

Template Used  
ACAD5002\_PADJ0003-Pooled Adjunct Biomedical Engineering-Biomedical Engineering-PADJ0003

Job Field  
Adjunct

Hiring Manager  
Jennifer Golembeski

Organization  
...ce of Academic Affairs > School of Engineering > Biomedical Engineering

Location  
...ew Jersey > NJ\_Ewing Township > STEM Building - Biomedical Engineering

0 Other Locations are selected

Previous Cancel Next

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

- Note: the person initiating the requisition will be listed as the Recruiter. For adjunct positions, the recruiter should be Dilan Avci. Email the Recruiter for instructions on adding Collaborators.
- The requisition title should be listed as: **Adjunct, department name, term and year** (ex: Adjunct Biomedical Engineering - Spring 2023)
- Note: All requisition titles should be alphanumeric and no more than 64 characters. Do not use special characters such as: !?&\*().

**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 \***  
Adjunct Biomedical Engineering - Sp

**Type of Request \***  
Addition to Staff

**Number of Openings**  
☒ 15 ☐ Unlimited

**Please explain the reason for vacancy**  
max 4000 chars

11. The Structure section will pre populate based on the requisition template that was selected.

**Structure**

[Modify Structure](#)

Hire Type: Faculty and Adjuncts

Requisition Template Used: ACAD5002\_PADJ0003 - Pooled ...

Primary Location *	Organization	Job Field *
Country : United States	Business Unit : The College of New Jersey	Job Family : Adjunct
State/Province : New Jersey	Cabinet Level : Office of Academic Affairs	
City : NJ_Ewing Township	School / Division : School of Engineering	
Work Location : 2000 Pennington Rd, Ewing Township, 08628	Department : Biomedical Engineering	

## 12. Review Owners instructions, complete the highlighted fields:

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

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

NJ\_Ewing Township VP of Human Resources  
Work Location : 2000 Pennington Rd, Ewing Township, 08628 Department : Office of Human Resources

**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://onboarding.tcnj.edu/to-dos/>

**Recruiter \***  🔍 Recruiter Assistant  🔍 **Hiring Manager \***  🔍

Hiring Manager Assistant  🔍

Collaborators

➕ Add Collaborators

First Name	Last Name	Email	Title
No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators.			

## 13. Under Process, ensure Adjunct is listed. If not, use the magnifying glass and select **Adjunct** for the Candidate Selection Workflow.

Process

### Candidate Selection Workflow

Candidate Selection Workflow \*

**Adjunct**  🔍

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

The screenshot shows the 'Create New Requisition - Find a template' interface. On the left is a sidebar with 'Requisition Sections' including REQUISITION STRUCTURE, PROCESS, EXTERNAL SERVICES, JOB INFORMATION, JOB DESCRIPTION, QUESTIONNAIRE, and BUDGET. The 'JOB INFORMATION' section is selected. The main area is titled 'Requisition Info' and contains a 'Job Information' tab. Below this tab, there is an 'Abstract' section with a text area containing the text: 'If this is a supplemental/temporary hire, the Supplemental Payment Form is no longer required.' Below the abstract, there are several required fields marked with an asterisk: 'Direct Hire (Identified Candidate, No Search Necessary)' with a dropdown menu showing 'Not Specified'; 'Direct Hire Name' with a text input field containing 'Please include the name of the dire'; 'Direct Hire Email' with a text input field containing 'Please include the direct hire email'; 'Direct Hire Phone Number' with a text input field containing 'max 50 chars'; and 'Is this a current TCN employee?' with a dropdown menu showing 'Not Specified'.

15. 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 the 'Profile' section of the requisition form. It contains three required fields marked with an asterisk: 'Position' with a dropdown menu showing 'PADJ0003 - Pooled Adju...' and a magnifying glass icon; 'Previous Incumbent Name (If no previous Incumbent put N/A)' with a text input field containing 'max 50 chars'; and 'Previous Incumbent State Title' with a text input field containing 'AdjFaculty Instruction'.

Previous Incumbent Salary Step

EEO Job Category

Proposed State Title

Fusion Grades  
 


Salary Range

Proposed Salary Step (Only select for union positions)

Proposed Annual Salary or Hourly Rate \*

Proposed Union Code

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  
 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

16. 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

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

body p b

Qualifications - Internal

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

18. 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"/>

19. 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	100
Program	Activity	Location
0000	0000	0000
Org		
1801		

20. 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.

The screenshot shows the 'Requisition Info' form. At the top right are 'Cancel' and 'Done' buttons. Below the header, there are radio buttons for 'Save' (selected), 'Request Approval', and 'Post'. A language dropdown is set to 'English (Base)', and there are 'Collapse All' and 'Save' links. A yellow warning banner states: 'The following fields must be filled before the requisition is saved: Does this position directly supervise employees? (Not including student workers or temporary workers)'. Below this is the 'Requisition Structure' section, which includes an 'Identification' subsection. The 'Identification' section contains instructions about the New Hire Equipment Request Form and a note about the Requisition Title. The 'Requisition Title' field is filled with 'Adjunct Biomedical Engineering - Sp', and the 'Type of Request' dropdown is set to 'Addition to Staff'.

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

This screenshot shows the same 'Requisition Info' form after saving. A green banner at the top reads 'Requisition Successfully Saved'. The 'Save' radio button is now selected, and the 'Done' button at the top right is highlighted in green. The rest of the form content remains the same.

This screenshot shows the requisition details for 'Adjunct Biomedical Engineering - Spring 2023 (ID: 23000002)'. It includes a 'Back to Requisition List' button, a 'More Actions' dropdown, and tabs for 'Requisition Info', 'Prescreen Alerts', 'Attachments', 'Sourcing', and 'History'. The 'Requisition Info' tab is active, showing the same 'Identification' section as the previous screenshots. A green banner at the bottom reads 'Requisition Successfully Saved'.

## 22. Under More Actions, select Submit for Approval

Look up a requisition

Dilan Avci

REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

Back to Requisition List

Adjunct Biomedical Engineering - Spring 2023 (ID: 23000002)

More Actions

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

Requisition Info

Requisition Status

Identification

When new Technology

Note: The following New Hire Equipment Request Form. The request will go directly to Information [tdc.com/TDCClient/Requests/TicketRequests/NewForm?ID=38652](https://tdc.com/TDCClient/Requests/TicketRequests/NewForm?ID=38652)

posting. Please make sure the Requisition Title matches the Proposed College Title.

Requisition: Adjunct Biomedical Engineering - Spring 2023

Type of Request: Addition to Staff

## 23. Review all approvers and add if needed. Add requests for advertisements and/or internal posting links in the comment section.

Adjunct Biomedical Engineering - Spring 2023 (ID: 23000002)

More Actions

Approvals

You are submitting this requisition for approval

[Add Approvers](#) [Reorder](#)

Order	Approver	Decision	Decision Comment
1	Dilan Avci	Approved	-
2	Jennifer Golembeski	Pending	

☐ 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