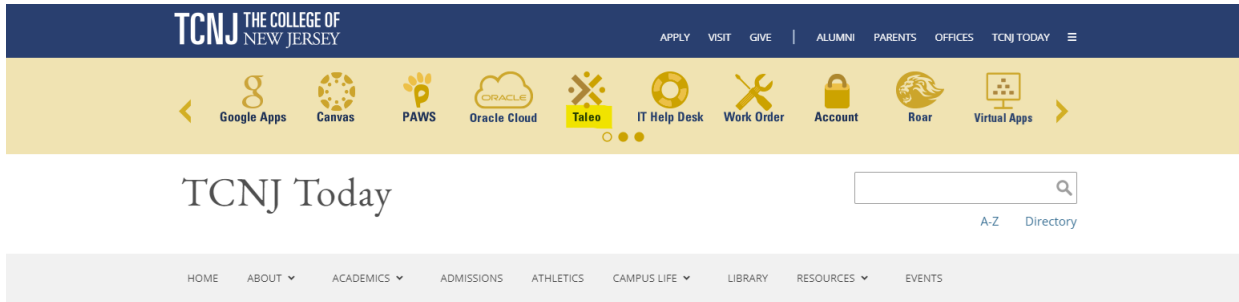
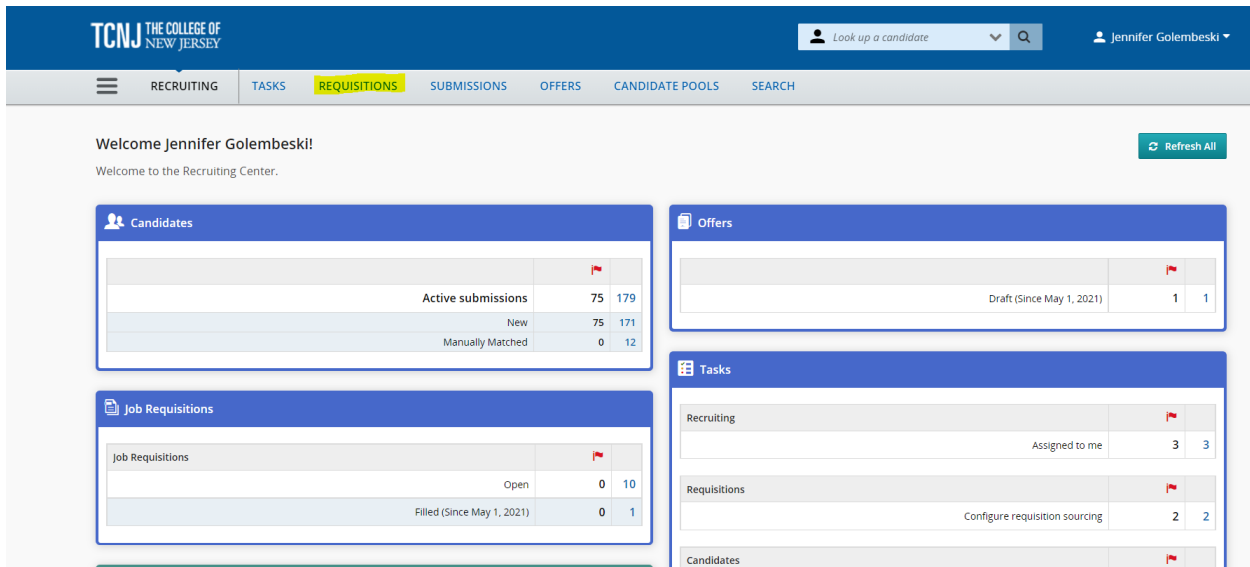


Creating a Student Requisition in Taleo

1. Go to TCNJ today and log into Taleo



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



3. Select Create Requisition

The screenshot shows the 'Requisitions List' page in the TCNJ system. The user is logged in as Jennifer Golembeski. The navigation menu includes RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. A 'Create Requisition' button is highlighted in green in the top right corner. On the left, a 'Filters' sidebar shows 'Show requisitions: I own' and 'Include inactive requisitions' unchecked. The main content area shows a table with columns: Title, ID 1, Status, Status Detail, Language, Recruiter, Hiring Manager, and Organization. The table is currently empty, displaying 'No data to display.' and '0 item(s) selected.' The page number is 1 of 0 items.

4. Select Use a template, then click Next

The screenshot shows the 'Create New Requisition' form. The user is logged in as Jennifer Golembeski. The navigation menu includes RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. A 'Back to Requisition List' button is in the top right. The form asks 'Please select how to create your requisition' and has two radio button options: 'Use a template' (selected and highlighted in green) and 'Start from the beginning'. 'Cancel' and 'Next' buttons are at the bottom right.

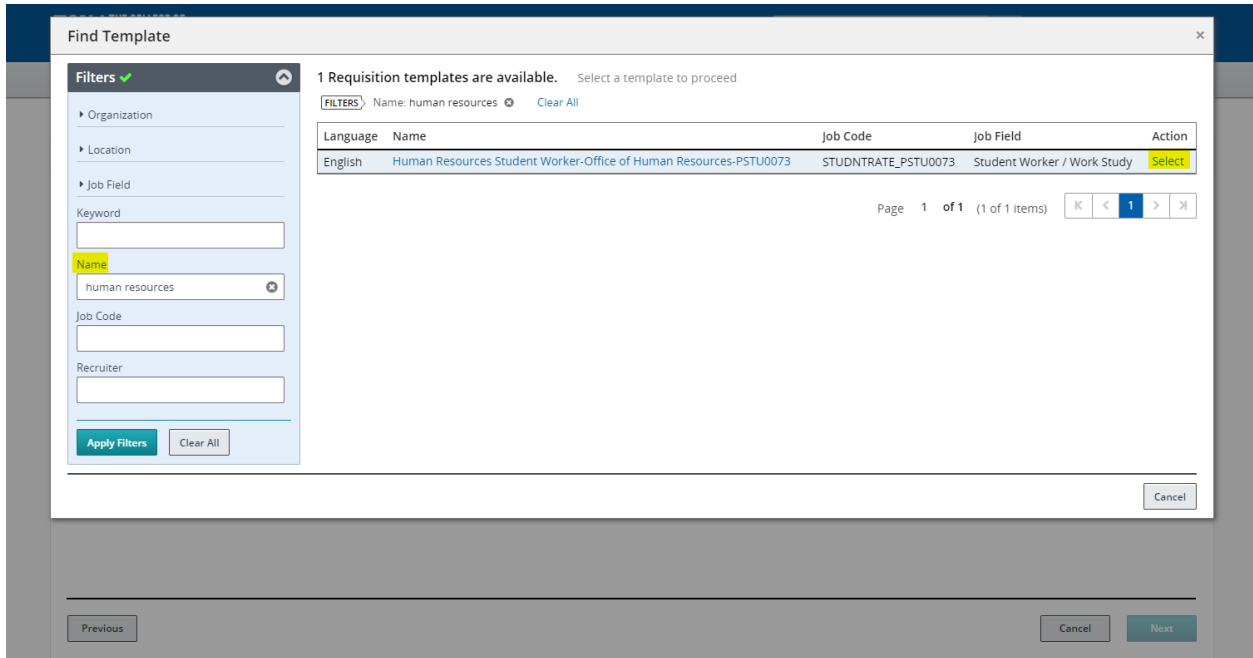
5. Select **Student Workers and Work Study**, then click **Student Worker and Work Study Req File**. Then click **Next**.

The screenshot shows a four-step progress bar at the top: 1. Basic Information (active), 2. Find Template, 3. Specify Attributes, and 4. Complete and Save. Below the progress bar, a message reads: "Please specify the hire type for the requisition you are creating. Note that this information cannot be changed once the requisition is created." Under the heading "Hire Type *", there are four radio button options: "Staff", "Faculty and Adjuncts", "Temporary", and "Student Workers and Work Study" (which is selected). Below this, a sub-heading "Select the style for this requisition type *" is followed by three options: "Student Worker and Work Study Req File" (highlighted in yellow), "Generic- *Do Not Use", and "Pipeline - General". At the bottom right, there are "Cancel" and "Next" buttons.

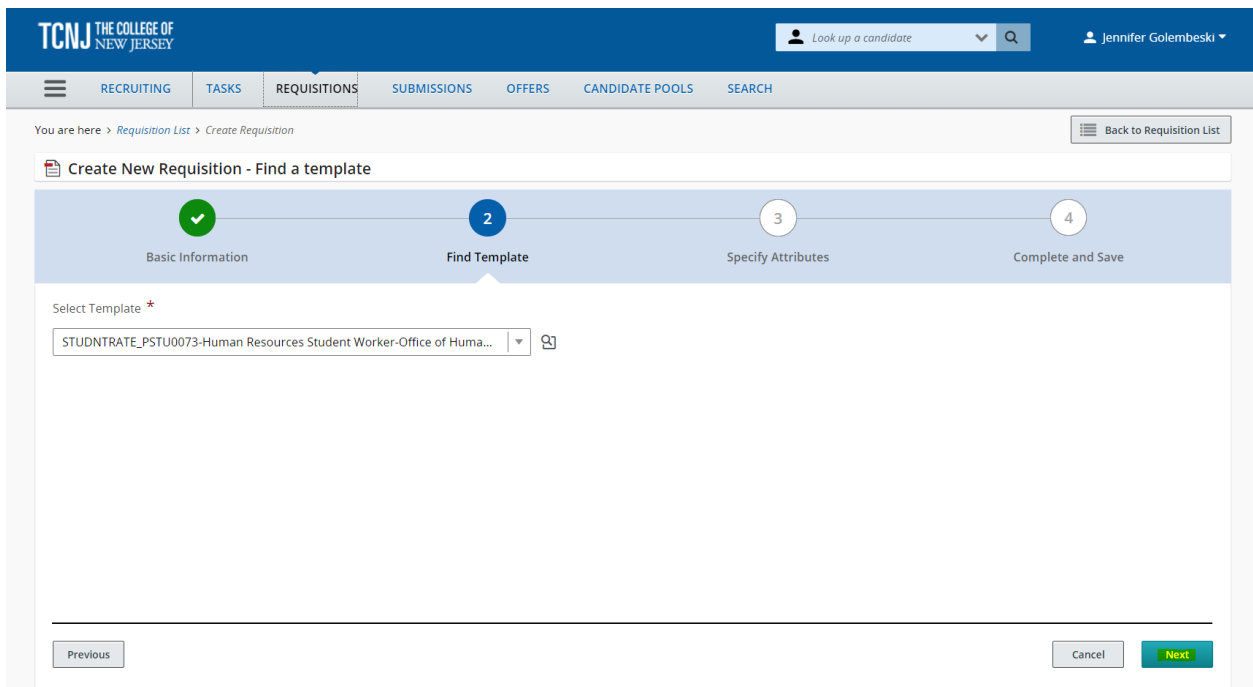
6. Click on the magnifying glass to pull up the list of template options

The screenshot shows the TCNJ THE COLLEGE OF NEW JERSEY header with navigation tabs: RECRUITING, TASKS, REQUISITIONS (active), SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. A search bar contains "Look up a candidate" and a user profile "Jennifer Golembeski". Below the header, a breadcrumb trail reads "You are here > Requisition List > Create Requisition" and a "Back to Requisition List" button is visible. The main heading is "Create New Requisition - Find a template". The progress bar shows: 1. Basic Information (completed with a green checkmark), 2. Find Template (active), 3. Specify Attributes, and 4. Complete and Save. Under "Select Template *", there is a search input field with a magnifying glass icon highlighted in yellow. At the bottom, there are "Previous", "Cancel", and "Next" buttons.

7. To find a template, type in your department name, then click on **Apply Filters**. 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. Click on the magnifying glass to bring up a list of Hiring Managers or type in the name and then select **Next**. **Important Note: The hiring manager will be listed as the timecard approver in Cloud**

The screenshot shows the 'Create New Requisition - Find a template' page in the TCNJ HR system. The page is divided into four steps: 1. Basic Information, 2. Find Template, 3. Specify Attributes (current step), and 4. Complete and Save. The 'Specify Attributes' section contains several dropdown menus and text fields. The 'Hiring Manager' dropdown is highlighted in yellow and shows 'Melanie Daum'. The 'Organization' dropdown is also highlighted in yellow and shows '...uman Resources > VP of Human Resources > Office of Human Resources'. The 'Location' dropdown is highlighted in yellow and shows '...NJ_Ewing Township > Administrative Services Building - Human Resources'. Below these dropdowns, it says '0 Other Locations are selected'. There are 'Previous', 'Cancel', and 'Next' buttons at the bottom of the form.

10. Update the requisition title. Use a descriptive name and include the semester and academic year (ex. Research Assistant Fall 2022). Select the Job Type, update the Number of Openings and specify the hours per week (can not exceed 15 hours during the academic year). **Note: All requisition titles should be alphanumeric and no more than 64 characters. Do not use special characters such as: !?&*().**

The screenshot shows the 'Create New Requisition - Find a template' page in the TCNJ HR system, specifically the 'Requisition Info' section. The page has a sidebar on the left with 'Requisition Sections' including REQUISITION STRUCTURE, JOB DESCRIPTION, PROCESS, EXTERNAL SERVICES, JOB INFORMATION, QUESTIONNAIRE, and BUDGET. The main content area is titled 'Requisition Info' and has a 'Done' button. It contains a text area with a yellow background containing the following text: 'New Hire Equipment Request form. The request will go directly to Information Technology for processing: https://tcnj.teamdynamix.com/TDCClient/Requests/TicketRequests/NewForm?ID=38652'. Below this is a note: 'Note: The Requisition Title will appear on the job posting.' The 'Requisition Title' field is highlighted in yellow and contains 'Human Resources Student Worker-'. The 'Job Type' dropdown is highlighted in yellow and shows 'Not Specified'. The 'Number of Openings' field is highlighted in yellow and shows '1'. The 'Hours per Week' field is highlighted in yellow and shows '15'. There are 'Cancel' and 'Done' buttons at the top right of the form.

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

Requisition Info

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

15

Structure

Modify Structure

Hire Type: Student Workers and Work Study Requisition Template Used: STUDNTRATE_PSTU0073 - Hu...

Primary Location * Organization Job Field *

Country: United States Business Unit: The College of New Jersey Job Family: Student Worker / Work Study

State/Province: New Jersey Cabinet Level: Office of the VP for Operations

City: NJ, Ewing Township School / Division: VP of Human Resources

Work Location: 2000 Pennington Rd, Ewing Township, 08628 Department: Office of Human Resources

Owners

Instructions: Hiring Manager = Supervisor of Position:

12. Follow the Owner's Instructions and enter Melanie Daum as the Recruiter, enter the Hiring Manager Assistant (optional).

Requisition Info

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

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 * Hiring Manager * Hiring Manager Assistant

Gardocki, Samantha Daum, Melanie

Collaborators

Add Collaborators

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

13. Scroll down to the Job Description section and complete the template provided.

The screenshot shows the 'Create New Requisition - Find a template' interface. On the left is a sidebar with 'Requisition Sections' including REQUISITION STRUCTURE, JOB DESCRIPTION, PROCESS, EXTERNAL SERVICES, JOB INFORMATION, QUESTIONNAIRE, and BUDGET. The 'JOB DESCRIPTION' section is active, showing 'External Description' with a rich text editor. The editor contains 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.

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)

Below the editor is a 'Qualifications - External' section. Above the editor, there are options for 'Show fields required to:' (Save, Request Approval, Post), 'Language: English (Base)', and 'Collapse All Save'.

14. Please make sure that under Process the Candidate Selection Workflow has **Student Candidate Selection Workflow** selected. If not, click on the magnifying glass and select **Student Candidate Selection Workflow**. Use the drop down to select the direct hire status.

The screenshot displays the 'Create New Requisition - Find a template' interface. On the left, a sidebar titled 'Requisition Sections' lists various categories: REQUISITION STRUCTURE (Identification, Structure, Owners), JOB DESCRIPTION (External Description), PROCESS (Candidate Selection Workflow), EXTERNAL SERVICES (Screening), JOB INFORMATION (Abstract, Profile, Additional Information), QUESTIONNAIRE (Questions), and BUDGET (Compensation, Budget). The main content area is titled 'Create New Requisition - Find a template' and includes a 'Requisition Info' tab. At the top right of this section are 'Cancel' and 'Done' buttons. Below the tab, there are radio buttons for 'Save' (selected), 'Request Approval', and 'Post', along with a 'Language: English (Base)' dropdown and 'Collapse All' and 'Save' links. The 'Candidate Selection Workflow' section contains a dropdown menu currently set to 'Student Candidate Selection Workflow'. The 'External Services' section shows 'There is no data to display.' The 'Job Information' section includes an 'Abstract' with instructions and a dropdown menu set to 'Direct Hire (Identified Candidate, No Search Necessary)'. The 'Profile' section has a 'Position' dropdown set to 'PSTU0073 - Human Res...'. The user's name 'Samantha Gardocki' is visible in the top right corner of the page header.

15. Select how long to post this position on the student employment careers website. Fill in the hourly rate or stipend amount. If this position is working directly with minors or special populations, **select Yes**. This will require students to complete a background check.

The screenshot shows the 'Create New Requisition' form in the TCNJ system. The left sidebar lists sections: REQUISITION STRUCTURE (Identification, Structure, Owners), JOB DESCRIPTION (External Description), PROCESS (Candidate Selection Workflow), EXTERNAL SERVICES (Screening), JOB INFORMATION (Abstract, Profile, Additional Information), QUESTIONNAIRE (Questions), and BUDGET (Compensation, Budget). The main form is titled 'Create New Requisition - Find a template' and has tabs for 'Requisition Info', 'Request Approval', and 'Post'. The 'Requisition Info' tab is active, showing a 'Profile' section with the following fields: Position (dropdown: PSTU0073 - Human Res...), How many days do you want this job posted? (dropdown: Not Specified), Hourly Rate (text input: max 50 chars), Stipend: Semester or Year (dropdown: Not Specified), Total Stipend Amount (text input: max 50 chars), and Does this position work with minors or special populations? (dropdown: Not Specified). The form also includes 'Save', 'Request Approval', and 'Post' radio buttons, a 'Language' dropdown (English (Base)), and 'Cancel' and 'Done' buttons.

16. Add in the department contact information. Select the start and end dates. **Please make sure these dates align with the payroll schedule.**

TCNJ THE COLLEGE OF NEW JERSEY | Look up a candidate | Samantha Gardocki

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

You are here > Requisition List > Create Requisition

Requisition Sections

- REQUISITION STRUCTURE
 - Identification
 - Structure
 - Owners
- JOB DESCRIPTION
 - External Description
- PROCESS
 - Candidate Selection Workflow
- EXTERNAL SERVICES
 - Screening
- JOB INFORMATION
 - Abstract
 - Profile
 - Additional Information
- 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

Contact Department (Email Address) *
max 50 chars

Start Date *
MMM d, yyyy

End Date *
MMM d, yyyy

It is imperative that the start and end dates correspond to the payroll pay periods which can be found by clicking [here](#).

Additional Information

Additional Information

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

Budget

Compensation

Grant Funded *
Not Specified

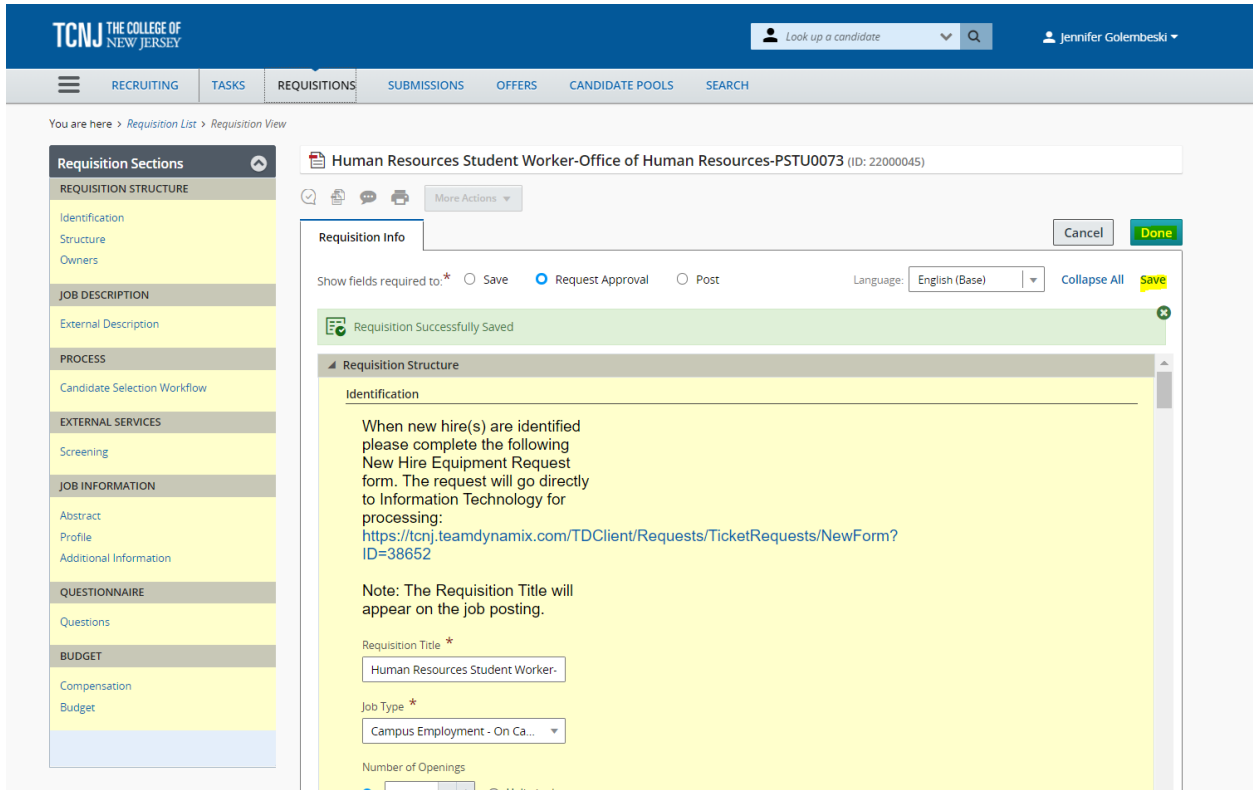
Is the costing different than the previous incumbent and/or different from the default position costing? *
Not Specified

Budget

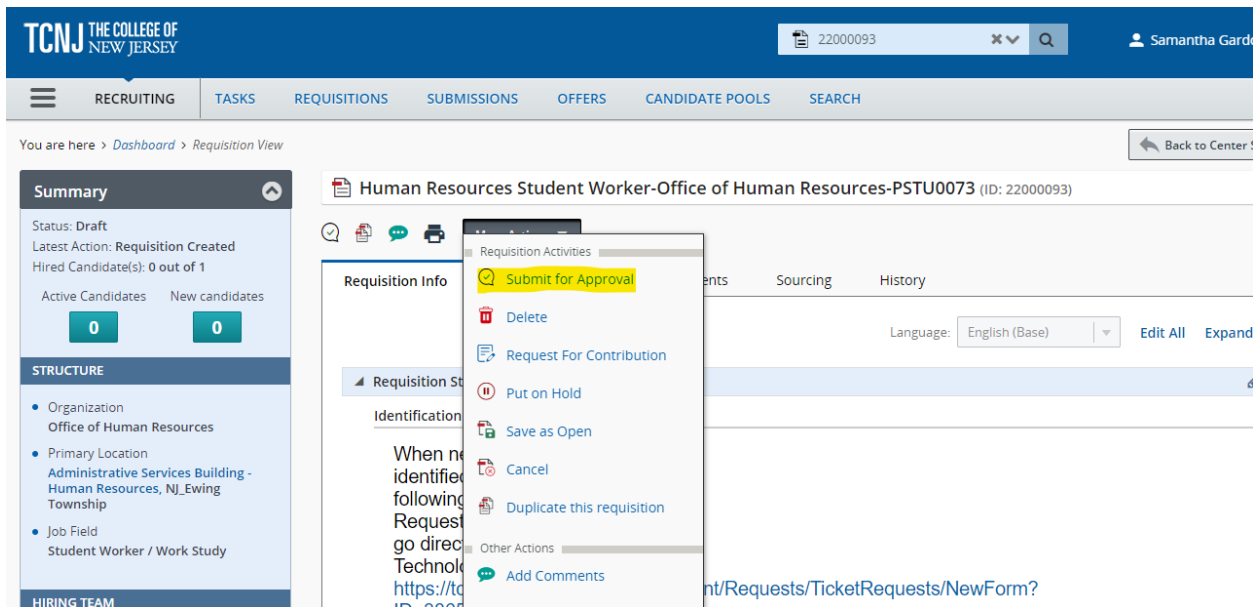
For additional information on the new chart of accounts, click [here](#).

Entity	Fund Code	Category
TCNJ	100000	325
Program	Activity	Location
0000	0000	0000
Org		
1000		

18. Scroll to the top of the page and click the save button and revisit any questions you may have missed. Click the blue Done button when complete.



19. Click More Actions and then Submit for Approval.



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

The screenshot shows the TCNJ HR system interface. The top navigation bar includes 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', 'OFFERS', 'CANDIDATE POOLS', and 'SEARCH'. The user is logged in as Samantha Gardocki. The main content area displays a requisition approval workflow with three approvers: Samantha Gardockki (Approved), Melanie Daum (Pending), and Jennifer Golembeski (Pending). Below the approver list are two checkboxes: 'Add the approvers to the list of collaborators defined for this requisition' and 'Add the approvers to the list of my frequent collaborators'. A 'Comment to Approvers' section is highlighted in yellow, containing a text box with 'SG' circled in red. Below the text box is a 'Characters remaining : 998' indicator. At the bottom, there is an 'After the approval process, assign to' dropdown menu set to 'Samantha Gardockki' and a 'Submit for Approval' button.

Order	Name	Status
1	Samantha Gardockki	Approved
2	Melanie Daum	Pending
3	Jennifer Golembeski	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 *

SG

Characters remaining : 998

After the approval process, assign to * Samantha Gardockki

Cancel Submit for Approval