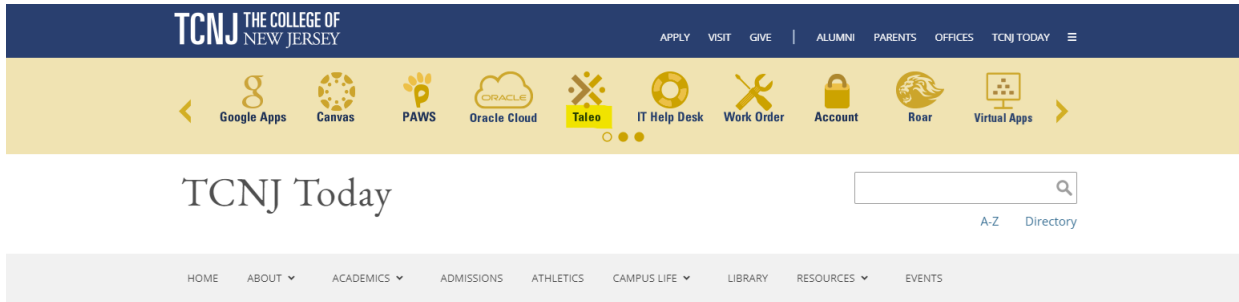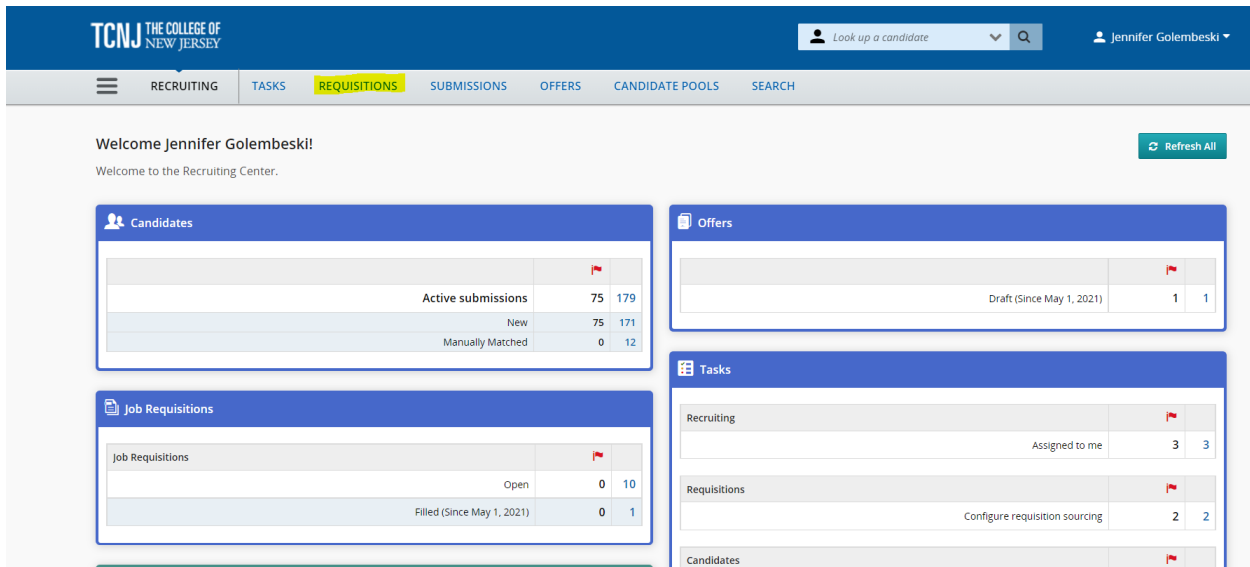**Creating a Student Requisition in Taleo**

1.Go to TCNJ today and log into Taleo

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

3.Select **Create Requisition**

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

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

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

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.
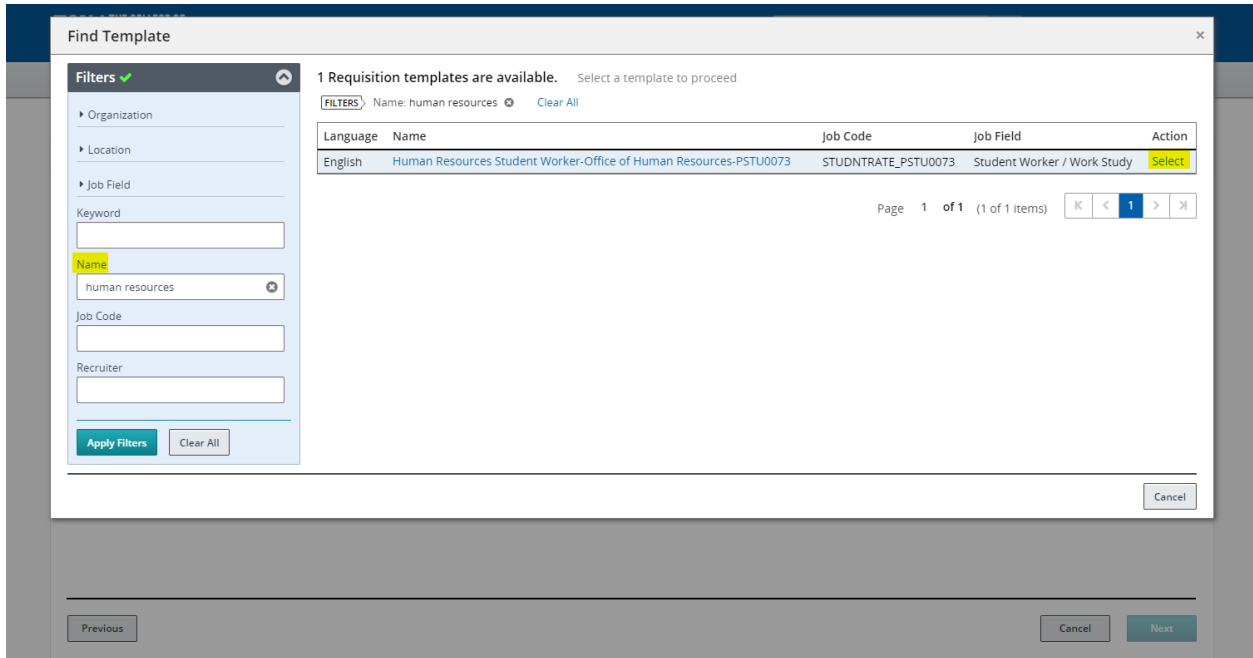
8. The template name will populate in the Select Template field. Click **Next**
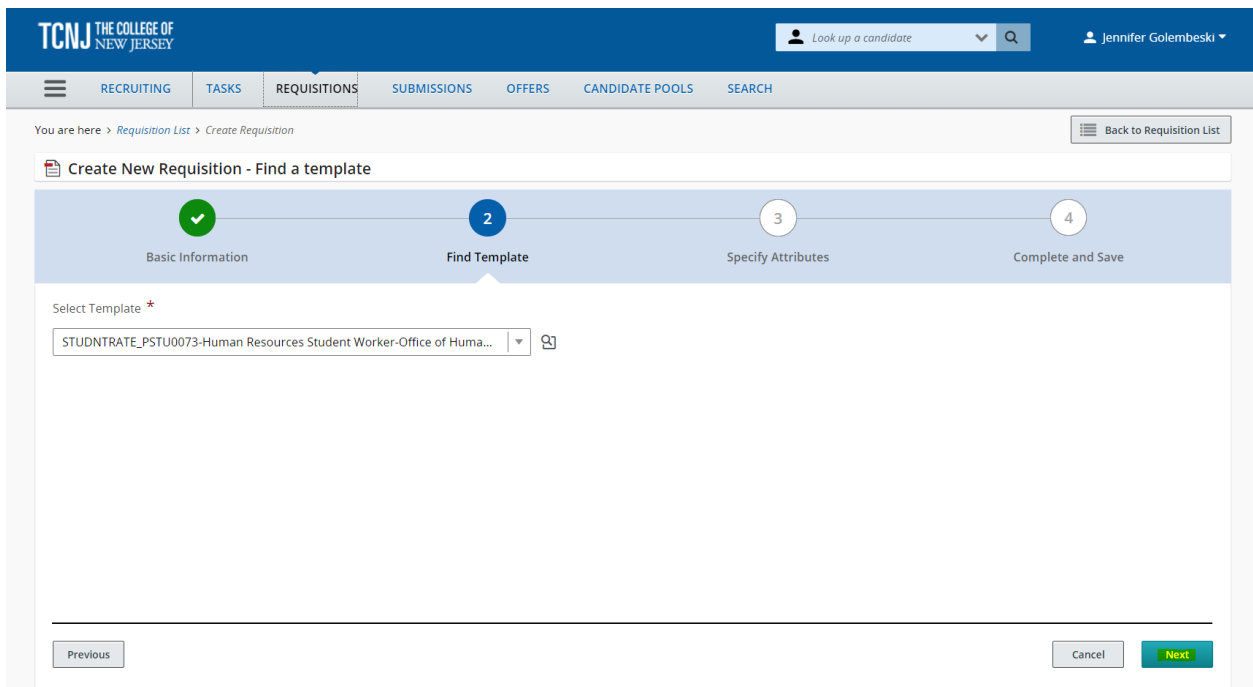
9. Click on the magnifying glass to bring up a list of Hiring Managers or type in the name and then select **Next.** Important Note: The hiring manager will be listed as the timecard approver in Cloud

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: !?&*().**

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

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

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

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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.

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.

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

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

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.
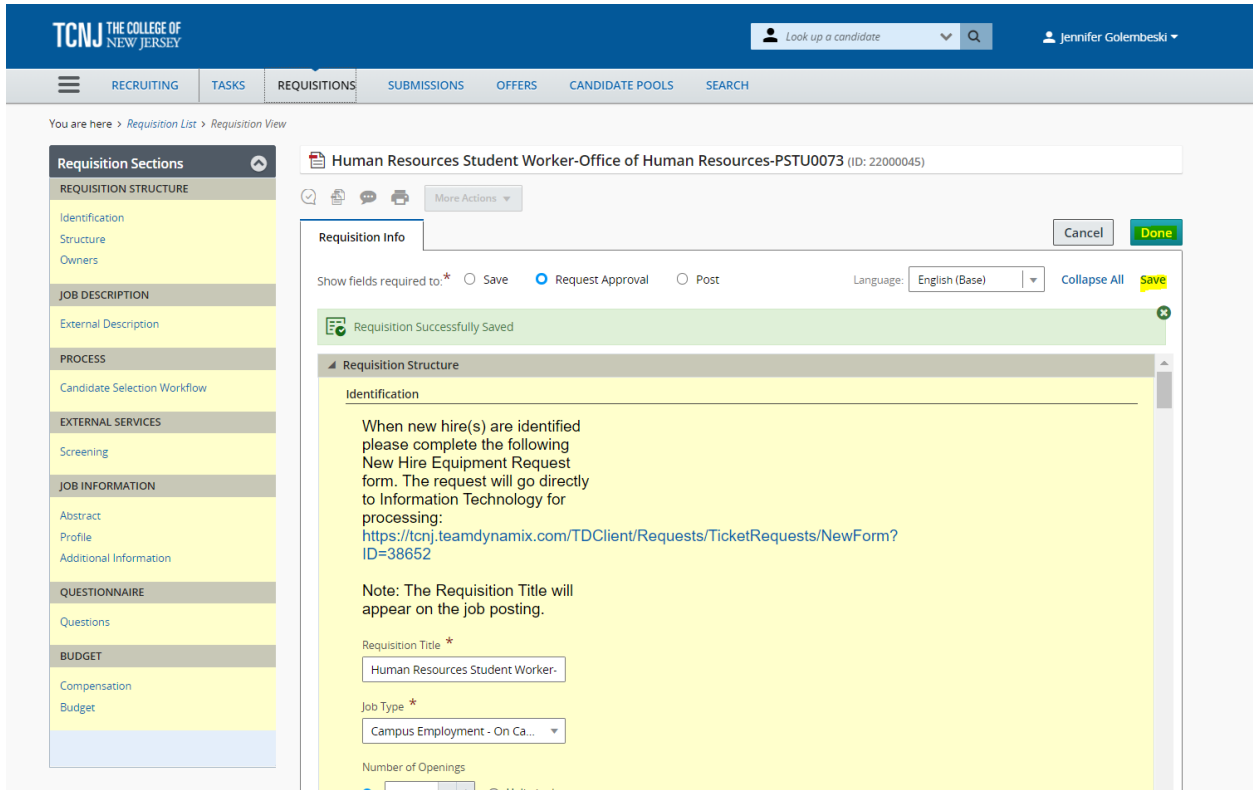
19. Click More Actions and then Submit for Approval.

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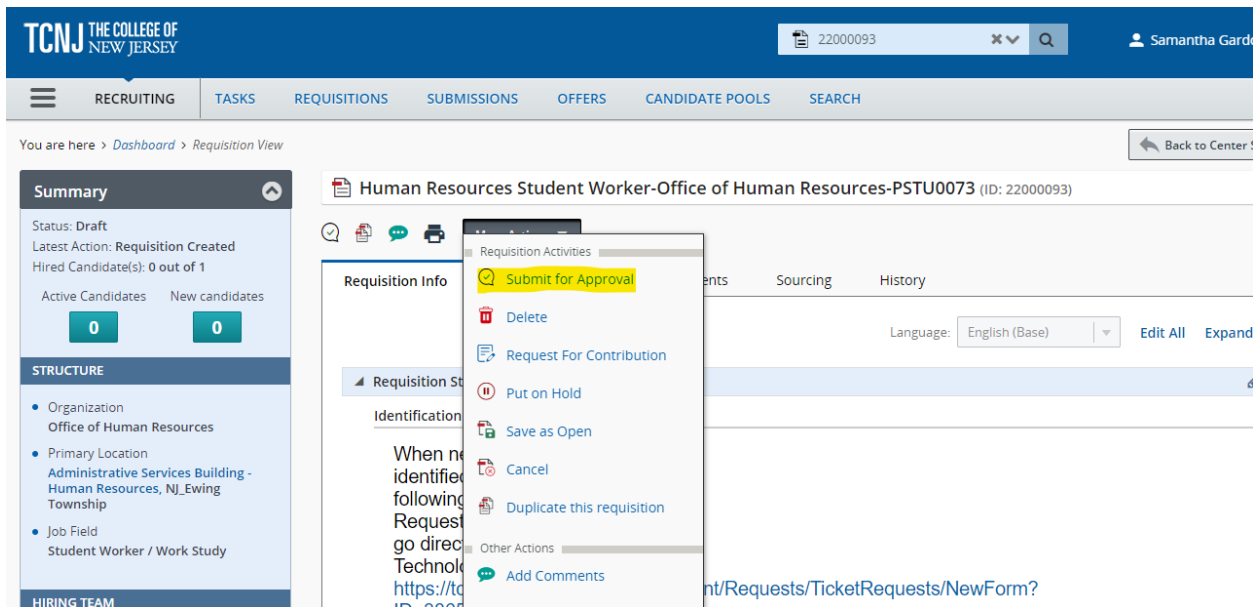
20. Review all approvers and add if needed. Add your initials to the comment section and then click Submit for Approval.