



Creating an Adjunct Requisition in Taleo

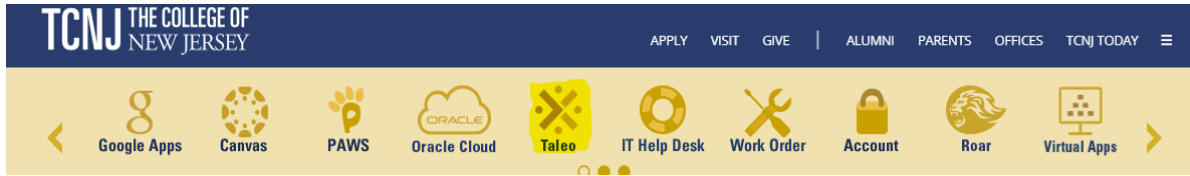
This guide provides instructions on creating an Adjunct Faculty requisition in [Taleo](#) and supports the bi-annual [Adjunct Hiring Guide](#). If you have any questions regarding the hiring process submit a ticket in the [HR Portal](#) under the recruitment catalog.

The College of New Jersey (TCNJ)

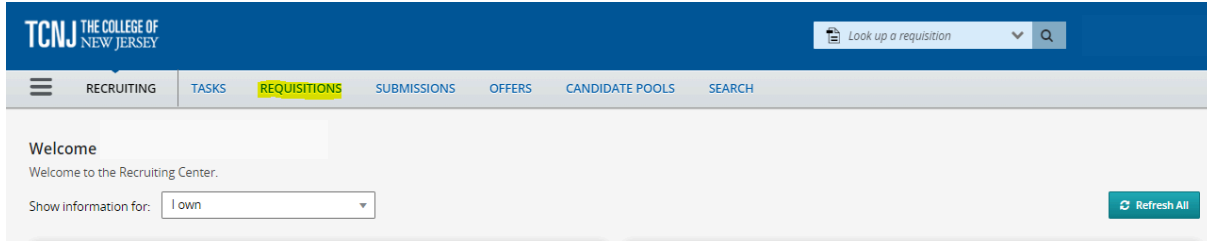
Office of Human Resources

hr@tcnj.edu

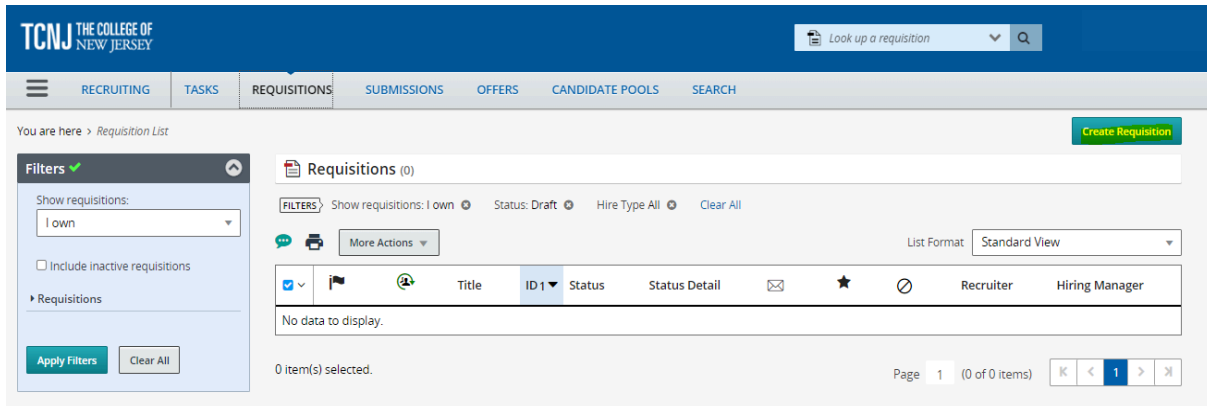
1. Go to **TCNJ Today** and log into **Taleo** listed in the scroll wheel.



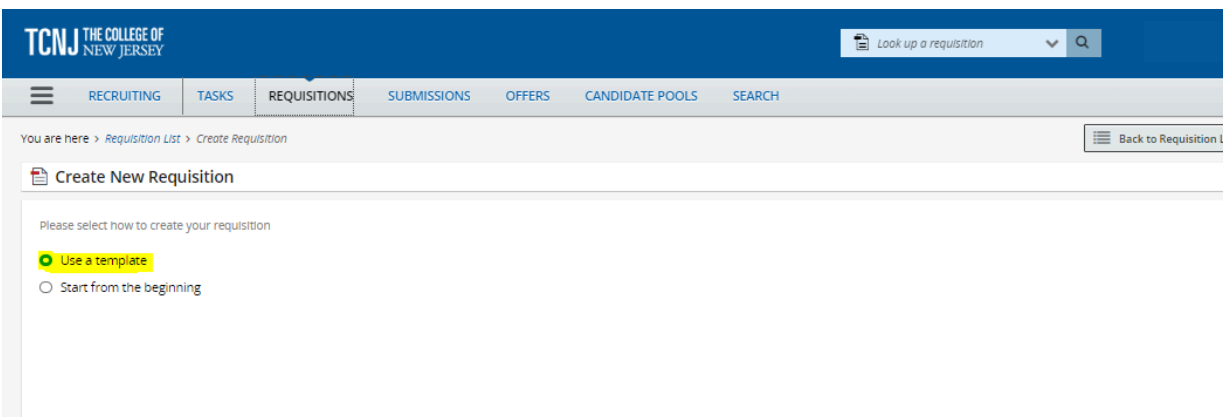
2. Click on **Requisitions** in the Taleo toolbar.



3. Select **Create Requisition** on the right side of the page.



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



5. Select **Faculty and Adjuncts**, **Faculty Req File**, then click **Next**.

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

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

Create New Requisition - Find a template

Basic Information 2 Find Template 3 Specify Attributes 4 Complete and Save

Select Template *

🔍

7. 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 **Select** under the Action category to open the template you need.

Find Template

Filters ✓

Organization

Location

Job Field

Keyword: Adjunct

Name: Engineering

Apply Filters Clear All

4 Requisition templates are available. Select a template to proceed

FILTERS Keyword: Adjunct Name: Engineering Clear All

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

Page 1 of 1 (1-4 of 4 items) < 1 >

Cancel

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

The screenshot shows the 'Create New Requisition - Find a template' step in the TCNJ system. The breadcrumb trail is 'You are here > Requisition List > Create Requisition'. The navigation bar includes 'RECRUITING', 'TASKS', 'REQUISITIONS', 'SUBMISSIONS', 'OFFERS', 'CANDIDATE POOLS', and 'SEARCH'. The progress indicator shows four steps: 'Basic Information' (checked), 'Find Template' (active), 'Specify Attributes', and 'Complete and Save'. The 'Select Template *' dropdown menu is open, showing the selected template: 'ACAD5002_PADJ0003-Pooled Adjunct Biomedical Engineering-Biomedical En...'. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

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

The screenshot shows the 'Specify Attributes' step in the TCNJ system. The breadcrumb trail is 'You are here > Requisition List > Create Requisition'. The navigation bar is the same as in the previous screenshot. The progress indicator shows four steps: 'Basic Information' (checked), 'Find Template' (checked), 'Specify Attributes' (active), and 'Complete and Save'. A validation message reads: 'Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"'. The 'Requisition Structure' section contains the following fields:

- 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 Golembesk
- Organization: ...ce of Academic Affairs > School of Engineering > Biomedical Engineering
- Location: ...ew Jersey > NJ_Ewing Township > STEM Building - Biomedical Engineering

At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons.

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

- The requisition **title** should be: **Department - Adjunct - Term and Year**
 - **(EXAMPLE: Biomedical Engineering Adjunct - 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/TDCClient/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 other fields based on the requisition template that was selected. Check this section for accuracy.

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 the **Owner's** instructions, and complete the highlighted fields. The **recruiter** should always be the HR contact (Fox Parks). The **hiring manager** is the Dean of the school and is responsible for overseeing the process and providing approvals. The **hiring manager assistant** is responsible for implementing the hiring process in Taleo and extending offers.

→ The **recruiter assistant** does not receive hiring notifications by default but can still view applicants and create and extend offer letters.

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, you will need to cancel this requisition and start over. The magnifying glass does not allow you to change workflow types.

Process

Candidate Selection Workflow

Candidate Selection Workflow *

14. Scroll down to the **Job Information** section and detail your hiring needs. If you have any new hires or need to post the requisition, indicate that here. If the requisition is for Rehires and Direct Hires please also indicate that.

The screenshot shows the 'Job Information' section of a requisition form. It includes the following fields:

- Abstract:** A text area containing the instruction: "If this is a supplemental/temporary hire, the Supplemental Payment Form is no longer required."
- Direct Hire:** A dropdown menu with the value "Not Specified".
- Direct Hire Name:** A text input field with the placeholder "Please include the name of the dire".
- Direct Hire Email:** A text input field with the placeholder "Please include the direct hire email".
- Direct Hire Phone Number:** A text input field with the placeholder "max 50 chars".
- Is this a current TCNJ employee?:** A dropdown menu with the value "Not Specified".

15. Complete all of the required fields in the **Profile** section.

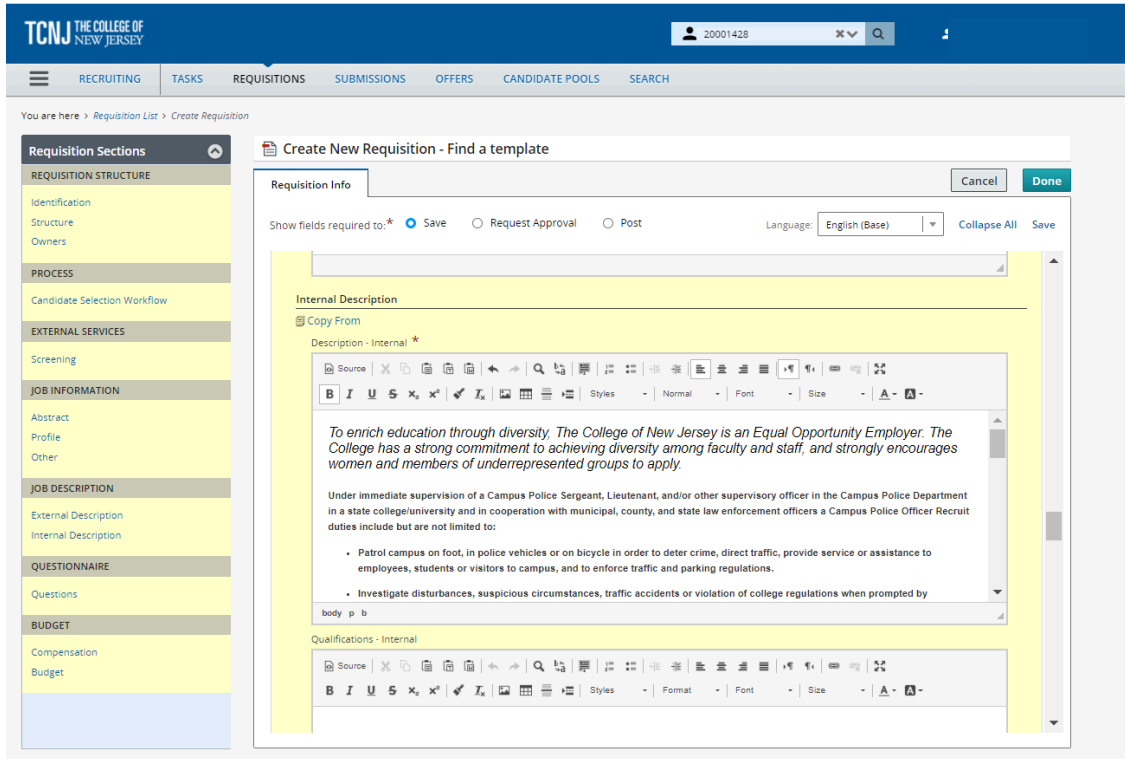
Note: The start date must line up with the beginning of the payroll cycle. For the contract dates reference page 3 of the Adjunct Hiring Guide.

The screenshot shows the 'Profile' section of the requisition form, organized into three columns:

- Column 1 (Left):**
 - Start Date:** A date picker field with the placeholder "MMM d, yyyy".
 - End Date:** A date picker field with the placeholder "MMM d, yyyy".
 - Does this position directly supervise employees? (Not including student workers or temporary workers):** A dropdown menu with the value "Not Specified".
 - Does this job require driving a College of New Jersey vehicle?:** A dropdown menu with the value "Not Specified".
 - Does this position work with minors or special populations? If yes, Human Resources will conduct a background check:** A dropdown menu with the value "Not Specified".
 - Employment Duration:** A dropdown menu with the value "Not Specified".
- Column 2 (Middle):**
 - Previous Incumbent Salary Step:** A dropdown menu with the value "Not Specified".
 - EEO Job Category:** A dropdown menu with the value "(2) Professionals".
 - Proposed State Title:** A text input field with the value "Assistant Professor".
 - Fusion Grades:** A dropdown menu with the value "AFT 10 Month Grade 22 ...".
 - Salary Range:** A text input field with the placeholder "max 50 chars".
 - Proposed Salary Step (Only select for union positions):** A dropdown menu with the value "Not Specified".
 - Proposed Annual Salary or Hourly Rate:** A text input field with the placeholder "max 50 chars".
 - Proposed Union Code:** A dropdown menu with the value "AFT".
- Column 3 (Right):**
 - Competitive/Non-Competitive:** A dropdown menu with the value "Not Specified".
 - Full Time/Part Time:** A dropdown menu with the value "Not Specified".
 - Bargaining Unit:** A dropdown menu with a search icon.
 - Hours per Week:** A numeric input field with the value "35" and up/down arrows.
 - Working Test Period / Probation Period:** A dropdown menu with the value "Not Specified".
 - Supervisor Name:** A text input field with the placeholder "max 50 chars".
 - Supervisor Title:** A text input field with the placeholder "max 50 chars".
 - Cabinet Member/VP:** A dropdown menu with the value "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.

- 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. Answer **YES** to the costing question if the budget information differs from the template shown. Reach out to the Payroll department to verify those details.

▲ Budget

Compensation

Grant Funded *

Is the costing different than the previous incumbent and/or different from the default position costing? *

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, and click **Save**.

- 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.

Requisition Info
Cancel
Done

Show fields required to: * Save Request Approval Post Language: Collapse All Save

The following fields must be filled before the requisition is saved: [Does this position directly supervise employees? \(Not including student workers or temporary workers\)](#)

▲ Requisition Structure

Identification

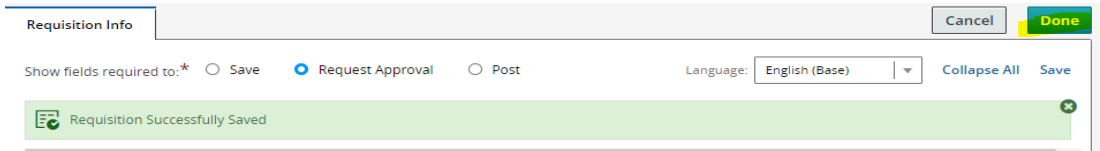
When new hires are identified please complete the following New Hire Equipment Request Form. The request will go directly to Information Technology for processing: <https://tcnj.teamdynamix.com/TDCClient/Requests/TicketRequests/NewForm?ID=38652>

Note: The Requisition Title will appear on the job posting. Please make sure the Requisition Title matches the Proposed College Title.

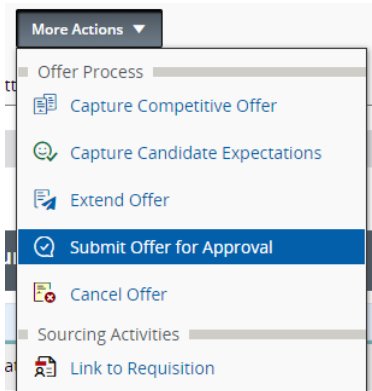
Requisition Title *

Type of Request *

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

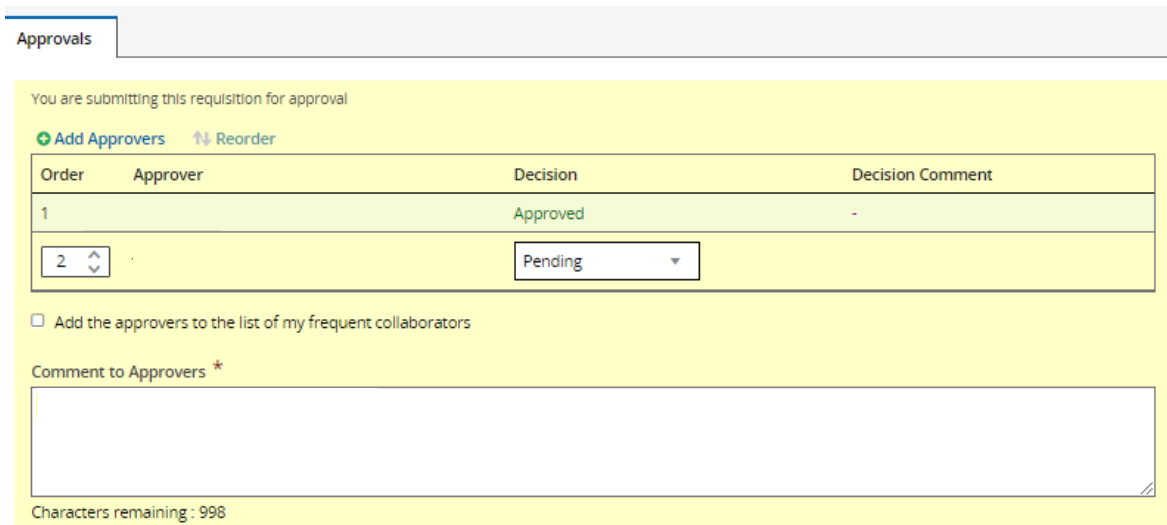


22. Under More Actions, select **Submit for Approval**.



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

- a. The **Dean** is the Approver for adjunct requisitions. For sourcing, assign the process to Fox Parks after the requisition has been fully approved.



If any issues arise when creating the requisition please contact us via the **HR Portal**. Refer to the most recent version of the **Adjunct Hiring Guide** for more information and additional instructions.