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.

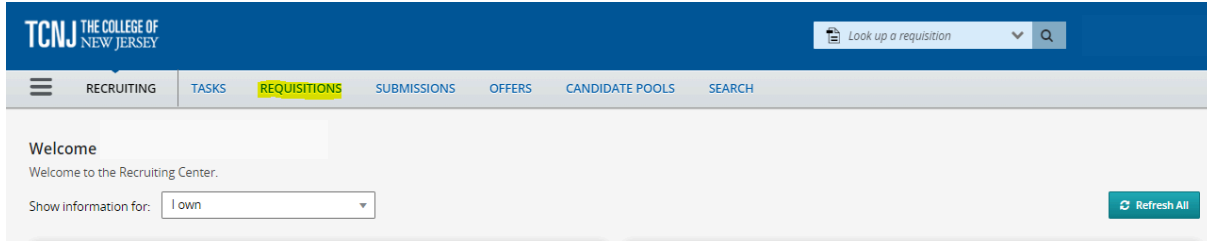The College of New Jersey (TCNJ)
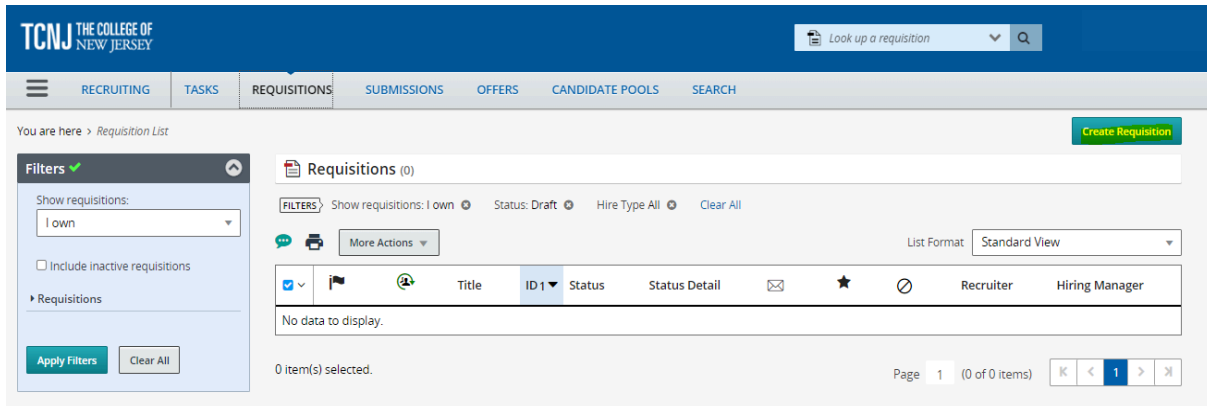
Office of Human Resources

hr@tcnj.edu

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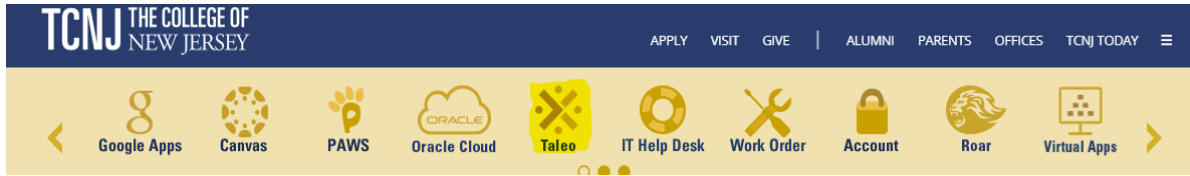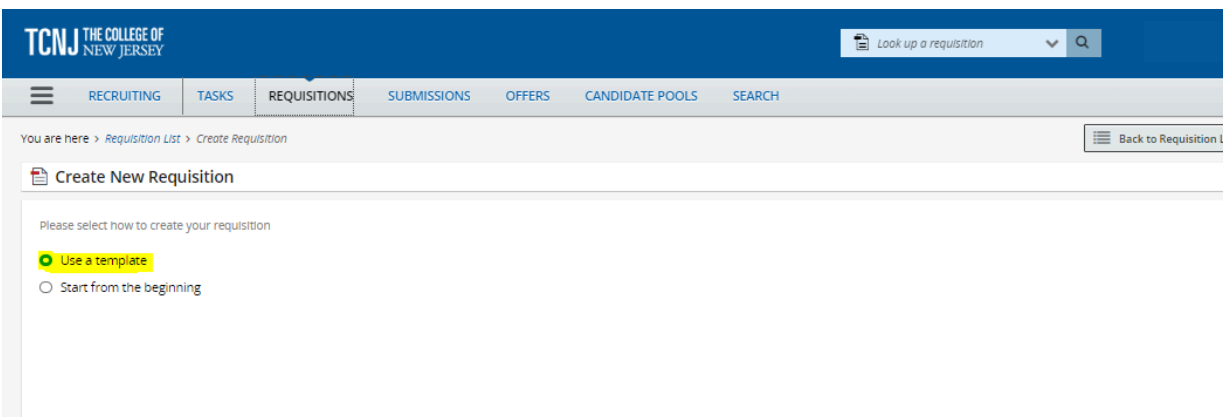

2. Click on **Requisitions** in the Taleo toolbar.

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.**

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

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.

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

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

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: !?&*().

11. The **Structure** section will pre-populate other fields based on the requisition template that was selected. Check this section for accuracy.

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.

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.

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.

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.

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.
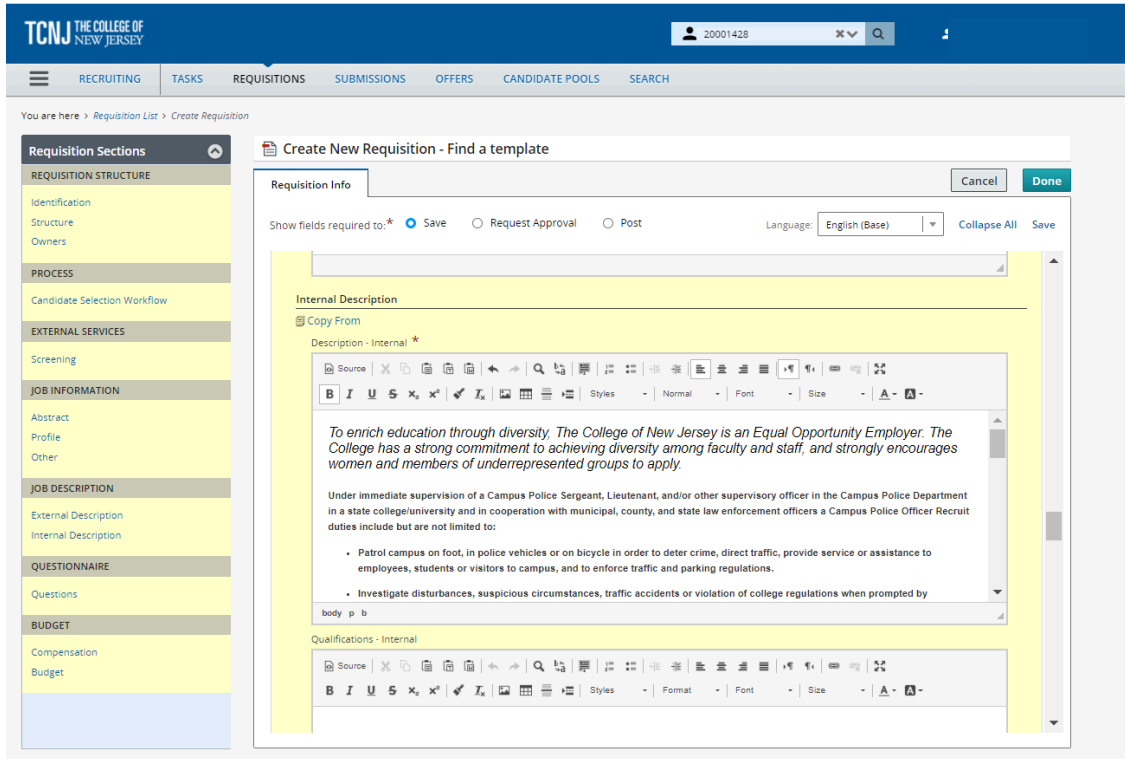
18. Click **Apply Model** in the questionnaire section.

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 *

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, 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: English (Base) ▼   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/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 - S̩

Type of Request *

Addition to Staff ▼

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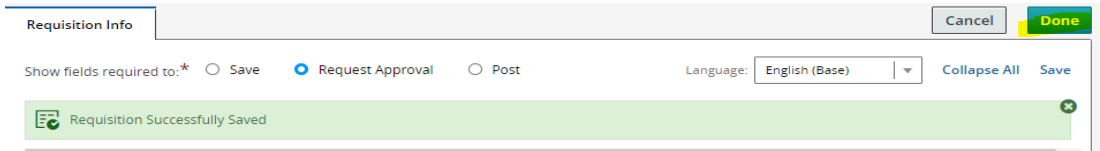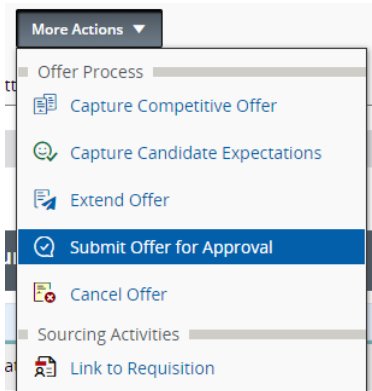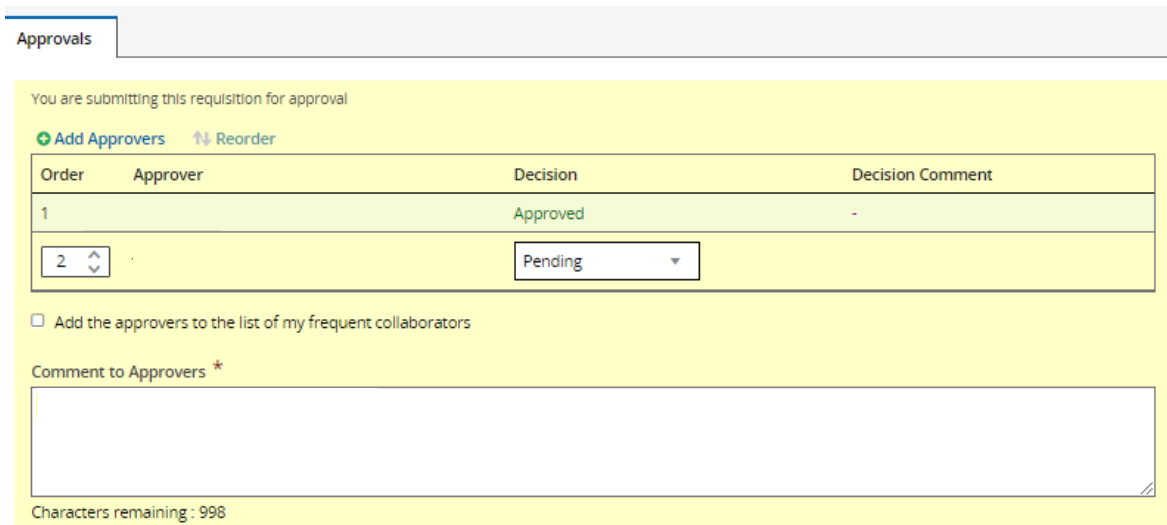

22. Under More Actions, select **Submit for Approval**.

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.