Jobs@UNI
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Good afternoon. I don't know a lot of you. I do know probably some of you, but I don't know your face. My name is Megan Combs. I'm the P&S Employment Coordinator. I started here in January. So, this is why I may not know some of you. Today we're going to talk about search requisitions on Jobs@UNI and help guide you through the process that you will be using.

First, I have pulled up here the UNI web site. The first thing that you need to do here to create a requisition is do a "Search Requisition Preparer Authorization Form." This form can be found on the HRS web site or an easier access is through Jobs@UNI. Once on this page, you can go to the support page or the support link. Through this support link you're going to find the user resources and the department resources. When you are setting up to be an authorized search requisition preparer, first what you'll need to do is complete the this form here. It's a fairly simple form. Once you have completed all of it, you'll want to make sure that you get your signature and the department head signature on it and then return it to Human Resources. Once we've gone through, and Joan will actually review it, and give you access and then you'll receive an email stating that you have access to do that. At that point, you'll be able to create the search requisition.

If you go into "User Resources" under "Search Requisition Preparer," you'll find here that this page is going to offer you different tips. It's also going to give you a step-by-step guide on everything that you're going through to create that requisition. So, for example, if you're defining the position's detail and you have more questions about what this actually means, you would select right there on the page and it will take you to the page that's going to give you a little bit more description on each one of those. You'll notice here that there are different ones for both Faculty and P&S, depending on which position it is, and we have a little bit different box and how you would go about completing that. Once you're ready to create that requisition, you're going to login and I'm going to have to do this. You go into "Search Administration Login." It will ask you to enter in your username and password if you haven't done so yet. This is the point where I get mad at myself for having a long password. So, once you're in here, you can create your requisition. Now, I'm not going to walk through each process of it, because once you're in it, it's pretty self-explanatory. The one thing that I did want to show you is if, for example, if you're setting up a P&S position, you would go in here. The nice thing about each one of these pages is if you click over here in the "Create Requisition Help," it's going to give

you some guides on that page on what you're supposed to be looking for in order to put in there. So, it will guide you just as it does over in that Search Requisition Guide on the support page.

One other thing that I wanted to point out. If you're in that support page adding an external representative or a student to a search committee, there are directions through there on how to go through that, step-by-step. That's really helpful before you actually go in and create a requisition, because then you can enter in those search committee members as you are creating that requisition. As far as some helpful tips, as you're walking through these different steps and creating a requisition.

Some of the common questions that we would get are, "What is the minimum workflow that you should have?" It needs to be at least your department head and the VP. Depending on your department, you could have more layers in there. Often times, we'll have to reject a requisition that was originally created just to have more added to the workflow, with the workflow adjusted.

Another big question that I hear quite a bit is about the search committee, "How many members should it be?" The committee itself should be at least two members, plus the chair. You can have more than that. It typically seems that there are three to five members. Your search committee should be diverse in regards to age, rank, discipline, gender, race, persons with a disability, etc., along those lines. So, you'll want to keep those in mind when you are creating that search committee.

Then, from the point from when you create your requisition people want to know, "Where does it go from there?" Well, the next step is it's going to come to us in HR. We're going to review it, create a draft ad, send it back to you in the department to have you look it over and make sure everything looks ok. From there, it's going to go to Compliance. Compliance is going to then review it and let us know when the draft ad is completed and then it gets passed on through the workflow. At that point, it will go through your workflow. Once it reaches Compliance again, they will review and approve the recruitment plan of the search committee and the requisition. At that point, it would be posted and then you can go ahead with all of your ads online and what not. Like I said before, the processes do vary a little bit from Faculty to P&S, so you want to keep that in mind.

So, do you have any questions? Yeah, definitely, and that's another thing, too. If you are going to possibly be a search requisition preparer in the future, it is a good idea to maybe setup that authorization now if you think that this may be something that you will be doing. That way, it's already completed.

Anything else? All right, thank you.