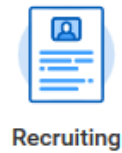


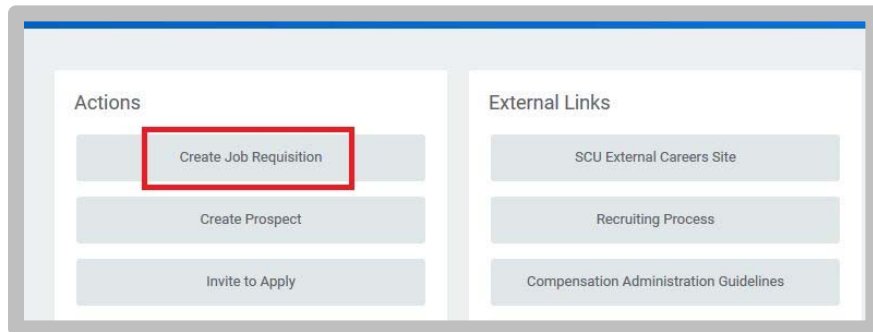
RECRUITING WORKLET

Select the Recruiting icon on your dashboard  
 - or -  
 type in "Create Job Requisition" in the search box



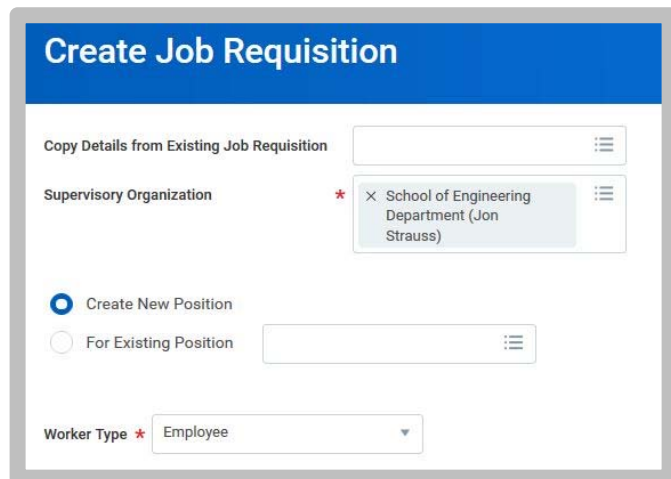
*Note: Refer to FAQs at the end of this document if off-campus*

1. Click **Create Job Requisition** under Actions.



2. **Supervisory Organization:** type in the name of the dean.

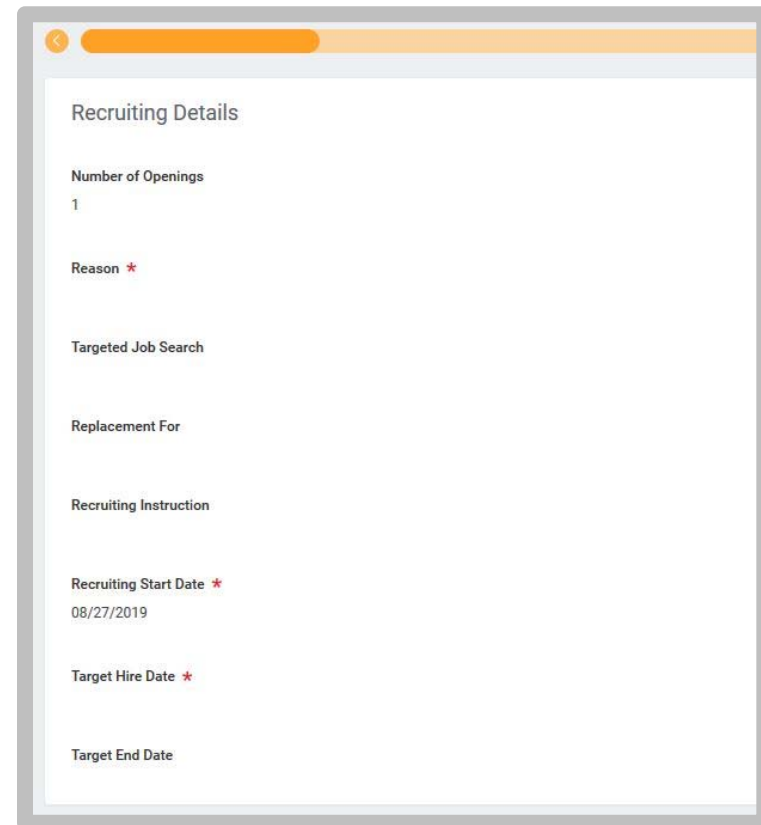
Select either **Create New** or **Existing Position**



3. Click **OK**.

4. On the **Recruiting Details** page:

- Enter the number of openings (**1+**)
- Reason → New Position
- Enter the Recruiting Start Date (start date of ad to be posted)
- Enter the Target Hire Date (start date of the person)
- Enter the Target End Date



5. On the **Job Details** page:
  - Enter the Job Posting Title: **Assistant Professor**
  - Enter the Justification: content is for internal purposes only. Information is not published on HR site
  - Select by Job Family → Faculty → Tenured and Tenure Track
  - Enter the Job Description: include the Purpose, Basic Qualifications, any Preferred Qualifications (if any), Responsibilities, any Special Instructions, and Requested Application Materials
  - Enter the Hiring Range: enter range or dollar amount

6. Continuing on the **Job Details** page:
  - Enter the Worker Sub-Type: Regular
  - Enter the Time Type: Full time
  - Primary Location: enter physical department location
  - Enter the Scheduled Weekly Hours: 40

7. Click Next.

8. On the **Organizations** page:

- Enter Company: Santa Clara College (main campus) or JST  
*Note: Refer to FAQs at the end of this document if using Sponsored Project's account information*
- Enter the Cost Center
- Enter the Program
- Enter the Fund

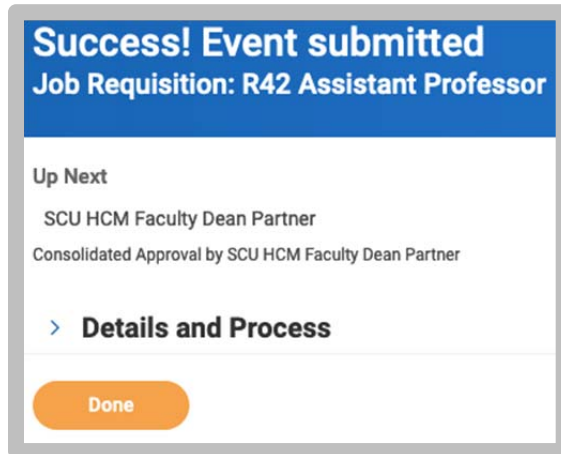
9. On the **Assign Roles** page:

- Enter the Primary Recruiter(s): role responsible for moving applicants through the workflow, uploading applicant documents, and submitting hiring information. Can be more than 1 person e.g. department administrator, department chair, search committee chair
- Enter the Search Committee Member(s): role responsible for reviewing application materials. Can make applicant notes.

## 10. Click Next.

## 11. Review the information. Click Submit.

12. Up next: Approval by Faculty Dean Partner. Click **Done**.



#### FAQs:

- If off-campus, it is necessary that you use VPN to access Recruitment information:  
<https://www.scu.edu/technology/get-connected/networking/how-to-access-vpn/>
- If using a Sponsored Account, include the FULL distribution string, including the **Project ID** in the comments section