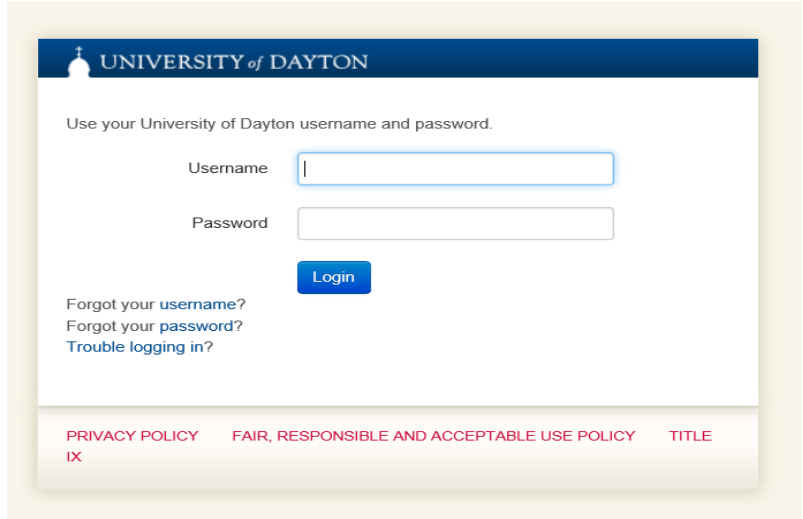


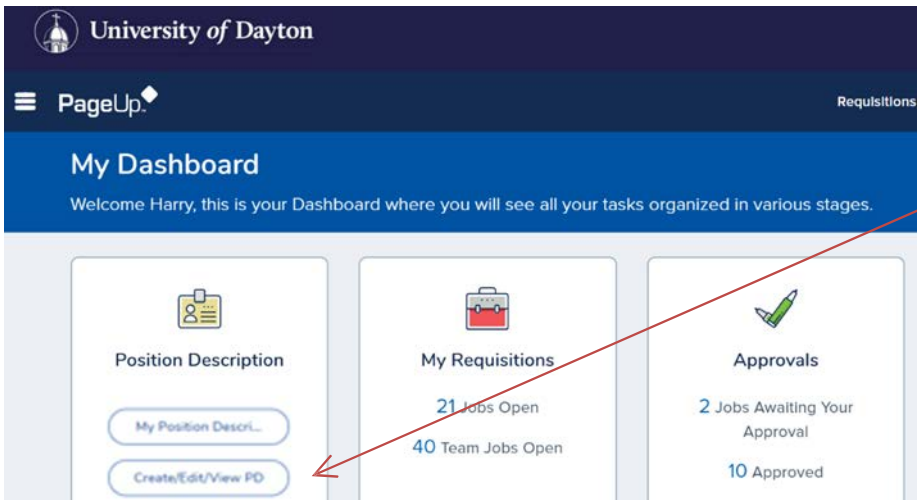
Creating a Job Requisition

- To login go to: go.udayton.edu/employment (if redirect doesn't work, use: udayton.dc4.pageuppeople.com)
- You will see the following screen. Login using your UD username and password.

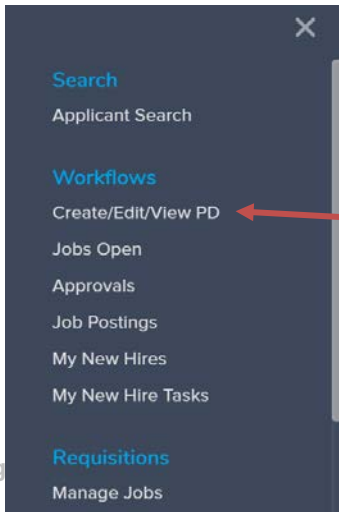


Access Available Position Descriptions

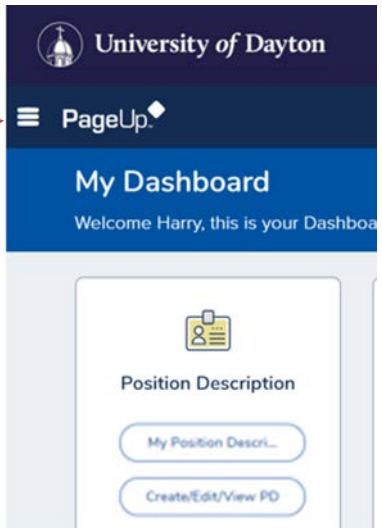
Once logged in, you will be taken to the home screen where you can access your Position Description(s) via the "Create/Edit/View" Position Description link available on the Position Description dashboard tile.



Click on the "Create/Edit/View PD" link to view other available Position Descriptions. Click on the "My Position Description" link to view your own position description.



You may also click here to bring up the **Sidebar** navigation option



TIP: Remember to turn off your internet browser Pop-Up Blocker.

Requesting a Posting from the Position Description

After clicking on the “Create/Edit/View PD” link you will be able to view all of the position descriptions to which you have access.

New Position Description

Position Description

PD No. Working Title Position Number Role Number Employee Name

Employee No. Supervisor Name Work Type Area Department

Sub department Approval status Status

All All Active Clear Search

PD No.	Working Title	Position Number	Role Number	Employee Name	Supervisor Name	Date Modified	Approval status	
PD-84	Driver	1234				18 Oct 2018	Approved	Edit View Request Posting Archive
PD-86	Systems Analyst					16 Oct 2018	Pending approval	Edit View Request Posting Archive

You can search Position Descriptions via any combination of the available **options** to filter your search. Click the **search** button once you have added your **search criteria**.

Position Description Actions

In addition to creating a new position description, you have the option to complete a number of actions from this page including:

- Edit your Position Description
- View your Position Description
- Request a Posting/ Create a Job Requisition
- Archive a Position Description - (This option is greyed out as it is only available to HR.)

Each of your Position Descriptions will have the same PD **actions** available to choose from.

PD No.	Working Title	Position Number	Role Number	Employee Name	Supervisor Name	Date Modified	Approval status	
PD-84	Driver	1234				18 Oct 2018	Approved	Edit View Request Posting Archive

Only **Approved** Position Descriptions may be posted. If your PD is not approved the **Request Posting** link will be greyed out.

Request a Posting

Approval status				
Approved	Edit	View	Request Posting	Archive
Approved	Edit	View	Request Posting	Archive

Click on the **Request Posting** link to open the **Job Requisition Information** page, where you can complete your new job requisition.

Complete your New Job Requisition

Position Info | Notes | Documents

JOB REQUISITION INFORMATION

Working Title:* Dog Trainer

Position Summary:*
Walk and train employee's dogs.

Minimum Qualifications:*
Experience training dogs

Preferred Qualifications:*
Bachelor's degree

Certain fields will pre-populate (i.e. Position summary, minimum qualifications, etc.). Please fill out all other applicable fields on the **Job Requisition**. An asterisks (*) indicates a **mandatory** field which must be **completed**.

In the "Positions" box, notice the Position no. auto-populates with the position number that was assigned to your *previously approved* position description. If you have received prior approval and are requesting to post for more than one of the same position, enter the number of new OR replacement positions you will be posting for in the "New" or "Replacement" fields (as shown below). Click **Add More**. Depending on the number of positions entered, a row will appear below where you can enter in the additional position number of the positions (as provided to you by the Office of Human Resources).

Positions:*				
Position no	Type:*	Applicant	Application status	
1	11112222	Select	-	-
				Cancel
				New: <input type="text"/> Replacement: <input type="text"/> Add more

New or Replacement Field.

Add More

Proposed Start Date:

If Temporary, Date of Expiration:

Faculty use contract end date

Initial Term Appointment End Date:

Tip: Type dates directly into the date field using the Day/Month/Year format, instead of scrolling through the calendar.

Supplemental Questions

To add supplemental/screening questions to your posting, there is an **open text box field** within the requisition form. Please list the question(s), response(s) and if any of the responses are disqualifying in the open text box. HR or the Provost office will add the question at time of posting. **E.g., Do you have a Bachelor's degree? Yes or no. No is disqualifying.**

Supplement Questions per Posting:

Application Documents per Posting:

- Resume
- List of References
- Teaching Statement
- Statement of Research
- Cover Letter
- Curriculum Vitae
- Transcripts

If other documents are requested, please list here:

Approval Process

Once you have completed filing out the Job Requisition you will need to select the appropriate approval process to follow.

Approval process:*

None ▼

None

Faculty Posting/Req Approval

PageUp Test Approval

Staff Posting Approval

SuperUser Approval Process (Minor Updates Only)

Please click the **drop down**, and select the relevant **approval process** from the list.

Selecting Approvers

Once you have chosen the appropriate approval process, you will need to select the appropriate users (according to role/department) who are required to be involved in the approval process of your new PD.

Approval process:*

Faculty Posting/Req Approval ▼

1. Department: 🔍
No user selected.

2. Dean: 🔍
No user selected.

3. Provost: 🔍
aaskren1@udayton.edu ▼

You can either type the **approver's name** into the field, or use the **lookup** field to search. *Please Note:* Certain approver names will pre-populate (i.e. Human Resources or Provost).

Submit your Job Requisition

Approval process:* Faculty Posting/Req Approval

1. Department: No user selected.

2. Dean: No user selected.

3. Provost: aaskren1@udayton.edu

HR Representative:* Email address: aaskren1@udayton.edu

Next page >

Please fill in all mandatory fields marked with an asterisk (*).

Once you have completed your approval process click the **Submit** button below to begin the official **Job Requisition approval process.**

Please fill in all mandatory fields marked with an asterisk (*).

Position info | Notes | Sourcing | Documents

JOB REQUISITION INFORMATION

Working Title:* *

Administrative Title (FACULTY ONLY):

PClass Code: No pclass code selected.

Position Summary:* *

If you have missed any **mandatory fields** you will be prompted to complete the **missing fields** denoted with a **red asterisk.**

Once all missing fields are completed, please scroll to the bottom of the job requisition and click **Submit**. This will **initiate the approval process** by sending emails requesting approval from each approver in the order in which they are listed, one at a time. The creator of the job requisition will be notified by email once all approvers have approved the job requisition. If an approver declines the job requisition approval request, the creator of the job requisition will be notified, including a justification as to why it was declined.

This concludes the training document for “Getting Started.” If you have questions, please contact the Office of Human Resources for Staff positions or the Provost Office for Faculty positions. Thank you!