

# CREATING A REQUISITION



TEXAS TECH UNIVERSITY  
Human Resources

1. In the Quick Links section - select "Add new"

## Quick Links

My Reqs

**Add new**

Approved (0)

Open (1)

Pending (0)

Closed (0)

A new screen will pop up to complete a requisition (job posting).

2. Complete **Section 1:**

a) Select the appropriate

\* **Hiring Manager**

b) Choose the correct options for all fields. Remember the Org Level 7 drives the selection of Position Numbers to choose from.

\* **Position Class Code**   
\* **Extended Job Title**   
\* **Org Level 7**   
\* **Work Location**   
\* **Position Number**

c) Always select:

\* **Human Resources**

d) Add any one who will need access to the requisition to the HIRING TEAM. Such as Search Committee members, ePaf Originator, I-9 Verification, hiring manager, etc.

3. Complete **Section 2:**

a) Use the text editor boxes to complete:

\*Major/Essential Functions

\*Occasional Duties

\*Preferred Qualifications.

b) Answer all other required questions/fields.

c) Select Job Specific Questions.

**Requested Job Specific Questions**   
**Requested Job Specific Questions Not in List**

- Any field with a red asterisk (\*) is required.
- When adding a req, some fields are "read only", meaning they cannot be edited, such as position description and required qualifications fields.

4. Complete **Section 3:**

**Section 3 - Physical Requirements (HM Completes)**

a) This information is on the position description and must be completed.

5. Complete Approval Routing:

a) Required: HR Approval and Hiring Manager.

Approval routing

\*HR Approval

\*Hiring Manager

\*Diversity Office

\*Department Head

\*Dean/Next Level

\*AVP/VP/Provost

\*Notify upon approval completion

b) Additional approvers are selected per departments own policies.

6. Save when all the fields are completed:

7. The Requisition will be assigned a REQ ID and can be sent through the approval process:

## CHECKING APPROVAL STATUS:

1. Click on the REQ ID hyperlink:

Requisition ID	Posting options	Req folder
<a href="#">5338R</a>		

2. Click Approval Routing:

Details History Attachments Forms

**Section 1 - Job Details (HM Completes)**

**Section 2 - Job Description and Requirements (HM C)**

**Section 3 - Physical Requirements (HM Completes)**

**Human Resources Completes**

**Approval routing**

3. Look for User missing a Date:

Job title	User	Date	Mess
HR Approval	A Talent Acquisition, TTU (HR - Main Campus)	06-Jan-2015	
Hiring Manager	A Talent Acquisition, TTU (HR - Main Campus)	06-Jan-2015	
Diversity Office	Bypass	05-Jan-2015	
Department Head	Bypass	05-Jan-2015	
Dean/Next Level	A Talent Acquisition, TTU (HR - Main Campus)		
AVP/VP/Provost	Bypass	05-Jan-2015	

\*Notify upon approval completion