ENTERING A REQUISITION- POSTED POSITIONS

*You may only enter a requisition after you have received Taleo training. For training, please contact your Talent Acquisition Specialist.

Step One: Log-in to the automated hiring system at towson.taleo.net. Enter your Username as Password as you would for other Towson log-ins.

Step Two: Your welcome screen offers two options:

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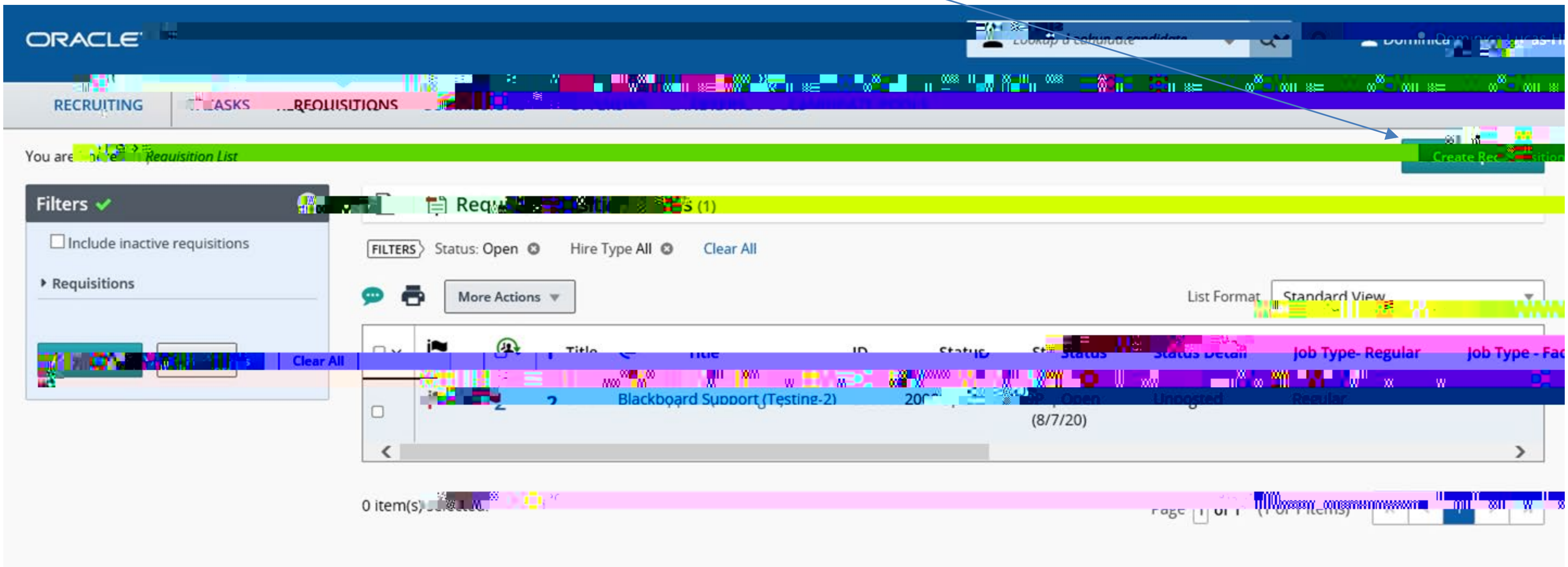
  -]TJ -0.00 Tc -0.460

Step Three: Select the “Create Requisition” box in the upper right hand corner.



Step Four: Select the appropriate file for your requisition (based on the job status). If you are unsure, contact your HR Partner, Talent Acquisition Specialist, or Divisional Budget Officer. If you are posting a Regular position, make sure you have the State Authorized Position (SAP). Once you’ve selected the file type, hit “Next” in the bottom right hand corner.

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Step Five: Select “Job Field”. You may either type “Staff” in to the field, prompting the drop down, or click on the filter box to select “Staff” (it will be the only option). You need to enter the Department number. This is based on the 5-digit department code. If you do not know it, you can use the filter button to the right of the field to search by Department name, or contact your HR Partner or Talent Acquisition Specialist. When you enter a 5-digit number, a drop down will populate allowing you to select the Department. Your organization and location will automatically populate based on the Department code. Once you have done that, hit “Next” in the bottom right hand corner.

Step Six: You have created your requisition file! Your Structure information is already pre-populated based on the information you selected. If any of it is incorrect, contact Natasha Zhalkovsky.

Before you move on, your first helpful tip! Click the green “Inspect” tab on the right of the screen. This will open a listing of the fields you will need to complete to Save, Request Approval, or Post. As you complete the fields, they will disappear from the list. As a Hiring Man


SUBMISSIONS
OFFERS
max 25 chars
Inspect this requisition
Owners
Recruiter *
Lucas, Do
Collaborators
Approval (15)
1 of 2
Next
Add Collaborators
Requisition Title: Required
First Name
Last Name
Email
No Collaborators have
Additional Information
and hours worked (ex: Mon-F
Requested
these should not include sites that the department will post to directly.

Step Seven:

Step Eight: Confirm and/or modify the Owners. The Recruiter should automatically default to your

Step Ten: Complete the Job Information section. Your Job Type will automatically populate based on the Requisition File you selected at the beginning of the process. Only the Travel field will be seen by the candidates, all other fields are for internal use only.

- Provide a typical schedule: This is an open text field so you may abbreviate or provide additional information (ex: “may work nights/weekends based on events” or “M-F, 8:30am to 5pm)
- Hours per week: Must provide an exact number; the maximum number of hours that can be submitted is 40
- Target Start Date: Not a required field, but may be helpful to convey timing to your Recruiter

Step Eleven: Complete the Compensation section. All fields are for internal use only.

- Provide annual salary: This is an open text field, so numbers, ranges, or “TBD”
- SAP: Only required for Regular positions; Contingent II requisitions will not have this field. If unsure, contact your Talent Acquisition Specialist, HR Partner, or Divisional Budget Officer
- Post Salary: Non-exempt positions will post the salary; however, the department may request salaries to be posted on exempt positions. This field defaults to “No, please post the salary as competitive”
- What was the date the position was vacated? If unsure, contact your Talent Acquisition Specialist or HR Partner
- Is this position funded by a grant? Defaults to no; however, if it is be sure to select “Yes”. This field will create the appropriate approval workflow.
- Funding Dept/Grant Number: Required field, even if the Hiring Department is the same as the funding department
- Moving expenses/car allowance: Both default to “no”; check with your Talent Acquisition Specialist or Hiring Manager if unsure
- Additional Comments: Place to capture anything not already captured on the requisition, such as: multiple SAPs for multiple positions, comments about funding, or if the position has been identified as emergency essential personnel

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Step Sixteen: To submit for approvals, click “More Actions” above the Attachments tab. Select “Submit for Approval”.

Step Seventeen: The approval work