Job Requisition Process – Adjunct Faculty

Log into ApplicantPro.

You should be taken to the "jobs" page. Click the "Requisitions" tab.

Applicant 🚥	99+ Dashboard -	Applicants - Jobs	Reports -	Marketplace	lnbox Add -		Search Applicants	N D D O 🗖	0 🌣	
ponsor your job on Indeed! Click HERE	to Learn More									
Daemen University J	obs Dashboard									
Job Questions Job Templ	ates Job Listings	Job Board Favorites	Requisitions	Ad Resources	Text To Apply					
Job Listings represent your current job openings. The Start and End dates represent when the job is active on your career site. If a job opening is no longer active on your career site, the "Closed" tag will show next to the job title. Use the filters below to narrow down your list of job openings.										
Job Title/Job ID All Department All Job Statuses Active Filter Filter 										
Displaying 1 - 109 of 109 Total Jobs										

On the Requisitions tab, click "New Job Requisition" on the right:

Daemen University Jobs Dashboard													
Job Questions	Job Templates	Job Listings	Job Board Favorites	Requisitions	Ad Resources	Text To Apply							
You can initiate a r We made a chang	equisition from this s e to how you attach a	creen. In approved requisi	ition to a job listing and a	dded some new opt	ions. For a walk thro	ugh of the updates	s, <u>click here</u>	to watch a qr	ick video.				
												+ New Job Requis	ition
Requisition T	ïtle/ID	All Department		,	✓ All Statuses ✓	Active 🗸	Filter						

Two drop-down prompts will load. Select "Adjunct" out of the list of multiple options for Job Template. For the Requisition Form, select the first option, "Adjunct."

Add Requisition

Job Template:	Adjunct Faculty	~
Propose New:	Job Template 😨	
Requisition Form:	Adjunct Faculty Requisition 🗸 🗸	

The full requisition now loads. In the first section, you can now note the number of positions you are recruiting for. You will also have a drop-down to select the department.

You must upload the job description; this step is critical. We cannot make your posting without it. Even if it is just a brief description of the courses and term, it is required.

Add Requisition		
Job Template:	Adjunct Faculty	~
Propose New:	Job Template 😧	
Requisition Form:	Adjunct Faculty Requisition 🗸	
Proposed Job Titles:	Adjunct Faculty	
Number of Positions:	1	
Department:*		~
Job Description	Show Ad Description See or Attach Full Description	

Move through the rest of the requisition; all fields with an asterisk are required. This form is identical to the print form, simply laid out in digital format.

At the very end, select your Dean in the drop-down for first-level approval. This section is alphabetical by first name.

The office of Academic Affairs is hard-coded as the final approval.

Once finished, click "Save and Begin Process" to move into the approval flow.

Requisition Approver	rs						
Dean* VPAA Office*	Doris Murphy						
					Cancel	Save as Draft	+ Save and Begin Process