Job Requisition Process – Staff & Admin

Log into ApplicantPro.

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

Applicant 🚥		99+ Dashboard →	Applicants -	Reports •	Marketplace I	inbox Add -		Search Applicants	۹	ପ ୭	Q 🖬 🖗	\$
onsor your job on Indeed! Click HERE to Learn More												
Daemen Univers	sity Jobs D	ashboard										
Job Questions Jo	ob Templates	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 If a job opening is no longer active on your career site, the "Closed" tag will show next to the job title.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.										ng		
Job Title/Job ID All Department					✓ All Job St	atuses	✓ Active ✓ Filter					
Displaying 1 - 109 of 109 Total Jobs												

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

Daemen Uni	Daemen University Jobs Dashboard											
Job Questions	Job Templates	Job Listings	Job Board Favorites	Requisitions	Ad Resources	Text To Apply						
You can initiate a We made a chang	You can initiate a requisition from this screen. We made a change to how you attach an approved requisition to a job listing and added some new options. For a walk through of the updates, click here to watch a quick video.											
											New Job Requis	ition
Requisition	Title/ID	All Department		•	✓ All Statuses ✓	Active 🗸	Filter					

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

Add Requisition

Job Template:	Staff / Admin
Propose New:	Job Template Job Questions
Requisition Form:	Staff & Admin 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.

Add Requisition

Job Template:	Staff / Admin
Propose New:	Job Template 🔞
Requisition Form:	Staff & Admin Requisition 🗸
Proposed Job Titles:	Staff / Admin
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 the Cabinet Member over your department for approval. This section is alphabetical by first name. If you are hiring in Academic Affairs, select Doris Murphy for this field. Dr. Brogan is not in this workflow and will not be available to select. Doris will acquire his approval and move on to the next step.

Business Office is hard-coded and will receive the requisition afterward.

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

Requisition Approve	S			
Cabinet Members* Business Office*	▼ Business Office			
		Cancel Save as Draft	Save and Begin Process	C