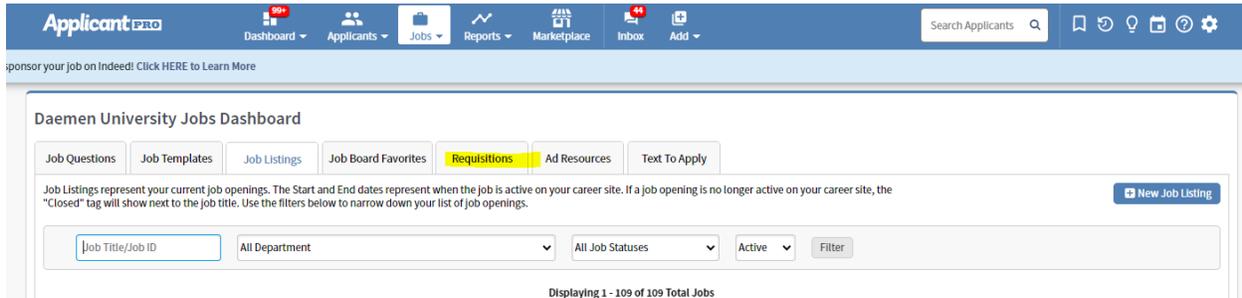


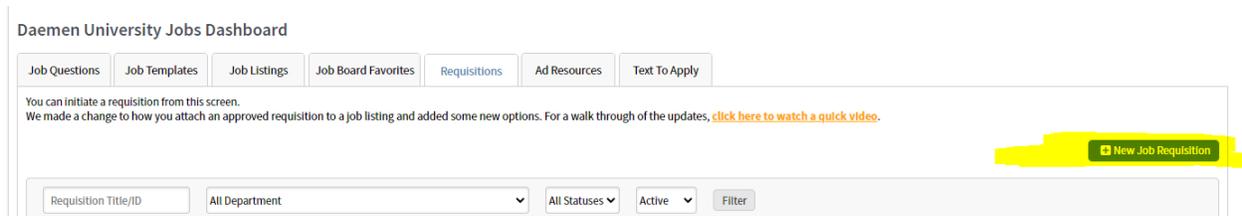
# Job Requisition Process – Staff & Admin

## [Log into ApplicantPro.](#)

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



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



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

The screenshot shows the 'Add Requisition' form. It has three main sections: 'Job Template:' with a dropdown menu showing 'Staff / Admin' (highlighted in yellow); 'Propose New:' with two radio button options: 'Job Template ?' and 'Job Questions'; and 'Requisition Form:' with a dropdown menu showing 'Staff & Admin Requisition' (highlighted in yellow).

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:	<input type="checkbox"/> Job Template <span>?</span> <input type="checkbox"/> Job Questions
Requisition Form:	Staff & Admin Requisition <span>▼</span>
Proposed Job Titles:	Staff / Admin
Number of Positions:	1
Department:*	
<b>Job Description</b>	Show Ad Description <b>See or Attach Full Description</b>

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 Approvers	
Cabinet Members*	<span>▼</span>
Business Office*	Business Office
Cancel Save as Draft <b>Save and Begin Process</b>	