

JOB REQUISITION

Purpose: Save time, ensure posting on UPP for all vacant or new regular staff/faculty positions.

Steps:

- 1) Enter approved position #, using leading zeros, on Job Requisition Page [Job Details (Tab 2)]. Tab out of field - most fields will default from Position Data.

- 2) Complete all Tabs as appropriate.
Have the Search Chair Employee ID available.

NOTE: IF REQUISITION IS INPUT AFTER 9AM WEDNESDAY, IT WILL BE NECESSARY TO NOTIFY APPROPRIATE COLLEGE CONTACT FOR APPROVAL IN SYSTEM.