How to Submit a Requisition in Taleo Admin

> *Important: Once you begin creating a requisition, it cannot be saved as a draft. Clicking Save will submit the requisition and begin the approval process.*

Step 1: Review/Update Position Description

Before beginning the hiring process, please contact Human Resources to review and update the job description. This is a crucial first step to ensure accuracy, compliance, and alignment with current departmental needs.

The current position description can be found in Taleo Admin under ‘Job Library’.

Contact Kristin Carson within Human Resources for assistance with updating/reviewing job descriptions or getting access to a job description.

Step 2: Locating Position in Job Library

1. Log in to Taleo Admin using the Pack Portal. Taleo Admin will be under ‘Human Resources’.
2. In the top banner, hover over the ‘Requisitions’ tab and select ‘Job Library’. The job library holds all current job descriptions for the university.
3. Locate the position by searching the position number and clicking ‘refresh list’ or pressing Enter. This should generate the position.
4. Click on the blue title under the ‘classification title’ column. This will take you to the position description.

Step 3: Create the Requisition from the Job Library

1. After you have located the position, you can click on the blue title under the ‘classification title’ column.
2. Click the ‘Create Requisition’ button
3. Complete all requisition fields
4. After you have completed all fields, click the ‘save’ button. This will submit the requisition for approval.

> If the approval line or job description needs to be updated, please contact Kristin Carson in Human Resources *before* submitting the requisition.

Posting Requirements:

- Staff Positions: Minimum of 7 Days
- Faculty Positions: Minimum of 30 Days
- Temporary Faculty Positions: Minimum of 10 Days
- Internal Posting: Minimum of 5 Days (Faculty or Staff)
- Work-Study Position: Minimum of 7 Days
- Student Position: Minimum of 7 Days
- Part-Time Non-Student: Minimum of 7 Days
- Part-Time Faculty (Adjuncts): Minimum of 7 Days
- Graduate Assistants: Minimum of 7 Days

> *Note: If you know who you would like to hire for a work-study, student, part-time non-student, part-time faculty, or graduate assistant position, please notify Kristin Carson within Human Resources. These are not required to be posted.*

Additional Recruitment Options (Full-Time Positions)

All Full-Time positions will automatically be advertised on Jonesboro Jobs, Higher Ed Jobs, Indeed, and Insight to Academia for free.

> *If you would like to advertise anywhere else, please contact Kristin Carson in Human Resources. HR will handle the posting.*

Questions? Please contact Human Resources for any questions regarding the requisition process.

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