

## Requisition How to Guide

*When you're ready to post a new position!*

**Step 1** From your PageUp Dashboard [click on the Position Description](#) tile.

The screenshot shows a dashboard with seven tiles arranged in two rows. The top row contains: 'Position Description' (with a red box around the 'Create a new requisition from the positio...' button), 'My Jobs' (5 Open jobs), 'Approvals' (0 Jobs awaiting your approval, 4 Approved), and 'Postings' (7 Postings). The bottom row contains: 'Applicant Progress Board' (Review applications), 'Search committee review' (5 Jobs requiring panel review), and 'Offers' (0 Offers awaiting your approval, 4 New hires).

Make sure your filters are set to **“all”** and **“active.”** Type in the job title and click **Search** on the far right side. *(Tip: be vague in your search. Example: “Student Success Rep” versus “Part-time Student Success Representative.”)*

The screenshot shows the 'Position Description' search filters. The filters are: PD No. (text input), Title (text input), Location (dropdown menu with 'All' selected), Department (dropdown menu with 'All' selected), Approval status (dropdown menu with 'All' selected), and Status (dropdown menu with 'Active' selected). There are 'Clear' and 'Search' buttons on the right.

**Step 2** Once the position pops up that you're searching, [check the date modified](#) or click ["view"](#) and make sure the job description is current. If it needs updated, contact Marissa to send you the Word document for editing.

**Position Description**

PD No.  Title  Location  Department  Approval st

PD No.	Title	Position Number	Date modified	
PD-819	Part-Time Student Success Representative		May 24, 2023	/
PD-909	Student Success Representative - Admissions		May 5, 2022	/
PD-910	Student Success Representative - Call Center		May 5, 2022	/
PD-911	Student Success Representative - Technical Education		May 5, 2022	/
PD-912	Student Success Representative - Health Sciences		May 5, 2022	/

Click **Recruit for position** on the far right side to start the requisition.

Status

	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Recruit for position</a>	<a href="#">Archive</a>
	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Recruit for position</a>	<a href="#">Archive</a>
	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Recruit for position</a>	<a href="#">Archive</a>
	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Recruit for position</a>	<a href="#">Archive</a>
	<a href="#">Edit</a>	<a href="#">View</a>	<a href="#">Recruit for position</a>	<a href="#">Archive</a>

**Step 3** The next screen will bring up the [requisition information](#) and the required fields needed to complete the process. If the position is replacing a former employee, enter their name and last day of employment.

### REQUISITION INFORMATION

Job Title:\* Part-Time Student Success Representative

Requisition Number: Leave blank to automatically create a reference No.

Preferred start date:\*

If temporary, specify duration:

Reason:\*

If other, please specify:

Please list the employee you are replacing, or enter "N/A" if you are not replacing an employee:

If applicable, please list their last day of employment:

Department:\* ADMISSIONS

Location:

FLSA:

Contract Length:

Retirement Plan:

Grant Funded:\*  Yes  No

Position Type:\*

No Position Type selected.

Recruitment Process:\*

**Step 4** Under **Headcount Management**, you will enter the number of new positions or replacement positions and [click “add more.”](#)

If the **Posting Location** does not automatically fill, click the drop down arrow to select the appropriate location.

### HEADCOUNT MANAGEMENT

Select the correct “Type” below if you are posting a single vacancy. If you have multiple vacancies for this specific job, you must also type a numeric value under “new” or “replacement” and then hit the “Add more” button to submit.

Positions:\*

Position no:*	Type:*	Applicant	Application status
No positions exist for this job.			

New:  Replacement:  [Add more](#)

### ADVERTISING INFORMATION

For external postings, your job will be advertised on the following sites: OTC Jobs Website, Indeed.com, Glassdoor, MO Career Center, Springfield Chamber of Commerce, and HERC. External postings will be removed after 14 calendar days.

Internal postings will be advertised only on the OTC Internal Jobs Website and will be removed after 3 business days.

Please list any special recruiting/advertising requests:

Posting Location:\*  ▼

Advertisement Text:

**Step 5** Under **Search Committee**, enter the name of the hiring manger for the position. Then click “Add Search Committee Member” to add additional members.

The screenshot shows a web interface titled "SEARCH COMMITTEE". At the top, there is a search bar for the "Search Committee Chair" with the name "Marissa Stewart-cain" entered. Below the search bar, the email address "stewarma@otc.edu" is displayed. To the right of the search bar, there are search and edit icons. Below the search bar, there is a section for "Search Committee Members" with rules: "Rules - Five committee members minimum for faculty and director level (or above) positions; Three committee members minimum for all other positions." Below this, there is a section for "Search Committee Members:" with a highlighted "Add Search Committee Member" button. Below the button, there is a "Recipient" field with the text "No Search Committee Member selected." and a "Remove all" button. At the bottom, there is a section for "Search Committee Member information:" with a large empty text area.

A box will pop up and prompt you to enter the first and last name of the employee. Click **“Search”** and then **“Add”**. Continue that process until all names are added. Then click **“Done”** and the bottom to close the window.

The screenshot shows a search dialog box with the following fields: "First name:" with "Carolyn" entered, "Last name:" with "Cantrell" entered, "Preferred name:" (empty), and "Team:" (empty). Below the fields is a "Search" button. Below the search button is a table with the following columns: "First name", "Preferred name", "Last name", and "Team". The table contains one row: "Carolyn", (empty), "Cantrell", "OTC". To the right of the "OTC" cell is a highlighted "Add" button. Below the table is a "Page 1 of 1" and "Records 1 to 1 of 1" indicator. Below the table is a section for "Search committee member information:" with the text "No search committee member selected." At the bottom of the dialog box is a "Done" button.

Contact Marissa Stewart-Cain at [stewarma@otc.edu](mailto:stewarma@otc.edu) or 447-2635 if you have any questions.

**Step 6** The next section of the requisition is **Selection Criteria**. This is where you can add required and preferred criteria from the job description to rank applicants during the review process.

SELECTION CRITERIA

Add

There are no items to show

Select Criteria

SELECTION CRITERIA

Add

There are no items to show

Prior customer service experience.

Required KSA

Add

*(This step is optional and not required to submit the requisition.)*

**Step 7** The final step in creating the requisition is adding the **Users and Approvals**. Enter the hiring manager's name and [select the approval process](#) (adjunct, part-time, or full-time hire). Depending on the type of approval process, you will need to add the appropriate department approvers including the Hiring Manager (Committee Chair), Dean/Director, or Vice Chancellor.

### USERS AND APPROVALS

Department Admin (in lieu of Hiring Manager):    
No user selected.

**Hiring Manager:\***    
Email address: [stewarma@otc.edu](mailto:stewarma@otc.edu) ▼

**Approval process:\***  ▼

1. **Hiring Manager:**    
No user selected.

2. **Dean/Director:**    
No user selected.

HR Representative:\*    
Email address: [stewarma@otc.edu](mailto:stewarma@otc.edu) ▼

Next page >

Please fill in all mandatory fields marked with an asterisk (\*).

Click [Save](#) or [Save & Exit](#) at the bottom to initiate the approval process. Approvers will receive an email to review and approve the requisition. Once the requisition is approved, it will be posted to the OTC jobs page and external job boards.