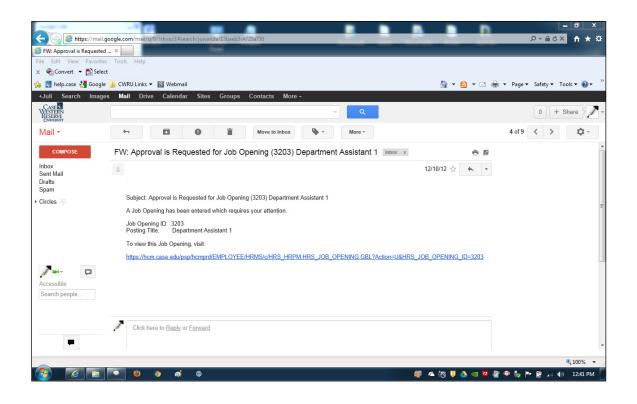


Job Requisition Approval

Concept

Hiring Managers can follow these procedures to approve, deny and push back job requisitions in the HCM Careers system.

Procedure



Step	Action
1.	When a job requisition is submitted for review, workflow approvers will receive an email notification from the HCM system. This email will provide the Job Opening ID number , Posting Title and a link to view the job requisition.



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Step	Action
2.	Approvers can also access requisitions awaiting approval from the HCM Main Menu . Click the Recruiting link.
	C Recruiting
3.	Click the Pending Approvals link.
	Pending Approvals



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		Sender	Received	Subject	Department	Description	
	3044		10/04/2012	Job Approval:Staff Architect, Planner	271531	Campus Plan Facilities Mgt	
1	3128		11/12/2012	Job Approval:Farm Associate	271903	Squire Valleevue Farm	
	3135	The name of the person	11/20/2012	Job Approval:Medical Image Analysis Programmer	393100	Biomedical Engineering	
	2997	who created the requisition will appear	11/28/2012	Job Approval:Skilled Trades Wkr2 HVAC	271556	General Campus Maintenance	-
]		in this column.					-
]	3169		12/07/2012	Job Approval:Department Assistant 3	393100	Biomedical Engineering	
1	3171		12/10/2012	Job Approval:Sr Applications Architect	231993	Program Management Office	
]	3191		12/12/2012	Job Approval:Assistant Director, Chapter and Regional Programming	211358	Alumni Relations	
1	3175		12/12/2012	Job Approval:Director Multiculural Affairs	221339	Multicultural Affairs	
]	3190		12/13/2012	Job Approval:Department Assistant 3-HOUSTON, TEXAS LOCATION	698082	Anesth. MA TX Tuition	
1	3203		12/17/2012	Job Approval:Department Assistant 1	597100	General Program/Support	
							-

Step	Action
4.	The Pending Approvals page appears. All job requisitions that require approval to be posted will appear in the list.
	Pending Approvals
5.	To view a job requisition, click the link under the Subject column that begins with Job Approval .
	Subject Job Approval:Staff Architect, Planner



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Find Job Opening						
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Posting Title: Department Assistant 3 Job Opening Status: 006 Pending Approval Job Title: Department Assistant 3 Position Number: Business Unit: CASE1 Case Save Create New Previous Job Opening	Print Job Opening Job Opening ID: 3169 Job Type: Standard Job Code: 155023 INext Job Opening Job Opening	aliat				
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Step	Action
6.	The Job Opening page appears. This screen displays the job requisition details including Posting Title, Job Opening ID number and status of the requisition.
	Use the Print Job Opening link to print the requisition details.
	Print Job Opening



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Region:	USA	
Schedule Type:	Full-Time	
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Begin Date:	12/15/2012	
End Date:	12/14/2014	
Shift:	Not Applicable	
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Staff Working C	Conditions	

Step	Action
7.	The Staff Working Conditions section is required by the eRecruit system and should be completed by the hiring department.
	Scroll to the bottom of the page and click the Staff Working Conditions button. Staff Working Conditions



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Job Opening ID 3179	Job Opening Type Standa	ard		
Posting Title Department Assistant 1	Expand/Collapse All			
Job hazards (safety training required)				
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Travel requirements				
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Step	Action
8.	The Staff Working Conditions page appears. Place a check mark in the Expand/Collapse All check box to view the working condition information and then complete the following steps:
	Expand/Collapse All
	a. Scroll through the information to verify completeness.
	b. Check any missed boxes.
	Note : You may need to contact the sponsoring department directly for assistance if they did not complete this section.
	c. Save any changes and then close the window .



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Opening Information						
Job Opening Type:	Standard Requisition					
Created By:	1002438 Q Nicole Dyme					
Created:	12/05/2012	E				
*Openings to Fill:	Limited					
Target Openings:	1					
Available Openings:						
Establishment ID:	CASE Case Western Reserve Univ					
Business Unit:	CASE1 Q Case					
	455000					
Job Code:	155023 Q Department Assistant 3					
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*Department:	393100 Siomedical Engineering					
Status Code:	006 Pending Approval					
Status Reason:	•					
Status Date:	12/07/2012					
Desired Start Date:	12/15/2012 1					
Projected Fill Date:	1					
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Step	Action	
9.	Verify the information appearing in the first Opening Information block is correct:	
	a. Openings to Fill = Limited	
	b. Target Openings = 1	
	c. Available Openings = 1	
	d. Status Reason = blank.	
10.	The Desired Start Date , Projected Fill Date and Date Authorized fields may or may not be completed. Check with the sponsoring department to determine when the position should be authorized to post on the Careers site.	
	Note: All three fields can contain the current or a future date.	



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Add Employees Being Replaced	
Opening Information	
Please indicate the underutilized group if known. The Employment Office will also verify and	
complete this information. If a strong internal candidate has been identified within the department, meeting the job gualifications, please provide information below.	
Job Under Utilized O Yes O No	
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Step	Action		
11.	If the requisition is the direct result of an employee leaving or being terminated, that employee's name will appear in the Employee Being Replaced field. The sponsoring department should provide this information if needed.		
	Employees Being Replaced Customize Find		
	*Name Add Employees Being Replaced		



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Please indicate the underutilized group if known. The Employment Office will also verify and complete this information. If a strong internal candidate has been identified within the department, meeting the job qualifications, please provide information below.	
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Step	Action	
12.	The second Opening Information block will indicate the followin attributes for the requisition:	
	a. If the Job is Under Utilized (for women or minority groups).	
	b. If a Strong Internal Employee was identified for the position.	
	b. If a Strong Internal Employee was identified for the position.	
	c. If the position is Grant Funded and if so, the Funding Source	
	 c. If the position is Grant Funded and if so, the Funding Source Speedtype and Distribution Percent fields should be populated. 	
	c. If the position is Grant Funded and if so, the Funding Source	
	c. If the position is Grant Funded and if so, the Funding Source Speedtype and Distribution Percent fields should be populated.	
	c. If the position is Grant Funded and if so, the Funding Source Speedtype and Distribution Percent fields should be populated. Funding Sources	



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Region:	USA 🔍	
Schedule Type:	Full-Time -	
Regular/Temporary:	Regular -	
Begin Date:	12/15/2012	
End Date:	12/14/2014	
Shift:	Not Applicable -	
Hours:	37.50	
Work Period:	Weekly -	
Travel Percentage:	None -	
Salary Information 📀		
Salary Admin Plan:	N375 Nonexempt Staff 37.5 Wk	
From Grade:	10 Salary Grade 10	
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Salary Range From:	29,956 (Default From Job Code)	
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Step	Action
13.	The Additional Job Specifications block includes the schedule and salary information for the position. Most of this information should be pre-populated.
	The Begin Date and End Date fields are completed by the department to designate a Term position. If dates appear in both fields :
	a. Ensure that the Term is from 1 to 3 years in length.
b. Add the standard Term message to the job posting.	b. Add the standard Term message to the job posting.
	If there is a date in only one field , this is an error and the date should be deleted.
	Additional Job Specifications Staffing Information ?



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Staffing Information		
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Schedule Type:	Full-Time -	
Regular/Temporary:	Regular	
Begin Date:	12/15/2012	
End Date:	12/14/2014	
Shift:	Not Applicable -	
Hours:	37.50	
Work Period:	Weekly 👻	
Travel Percentage:	None -	
Salary Information 🛞		
Salary Admin Plan:	N375 Q Nonexempt Staff 37.5 Wk	
From Grade:	10 Salary Grade 10	
Salary Range From:	29,956 (Default From Job Code)	
Salary Range To:	49,077 (Default From Job Code)	
Pay Frequency:	Year	
Currency:	US Dollar 👻	
currency.		
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Step	Action	
14.		ry information fields should be pre-populated. Make Frequency field is set to Year .
	Pay Frequency:	Year 💌



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Schedule Type:	Full-Time 👻
Regular/Temporary:	Regular -
Begin Date:	12/15/2012
End Date:	12/14/2014
Shift:	Not Applicable -
Hours:	37.50
Work Period:	Weekly -
Travel Percentage:	None -
Salary Information 📀	
Salary Admin Plan:	N375 Nonexempt Staff 37.5 Wk
From Grade:	10 Salary Grade 10
Salary Range From: Salary Range To:	29,956 (Default From Job Code) 49,077 (Default From Job Code)
Pay Frequency:	Year -
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Step	Action	
15.	Click the Qualifications link to proceed.	
	Qualifications	



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Additional Job Specifications	^ ^	
Indicate the education level and work experience, if any, that are required for this Job Opening. To add Work Experience and Education select the Add Work Experience and Education link.		
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+ Add Work Experience and Education		
To add Degrees to the Job Opening, select the Add Degrees hyperlink below.		
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Add Degrees		
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Step	Action	
16.	The Qualifications screen displays the required work experience, education level and degrees that applicants must possess to qualify for the position. Verify that degree requirements are not too specific to be helpful, e.g., adding a Bachelor of Arts degree to an exempt administrative position that already requires a bachelor's degree.	
	Notes : 1. Do not remove the Bachelor of Science requirement from research/scientific positions.	
2. For RA1 and RA2 positions, an associate's degree with to of experience or a bachelor's degree with one year of experience accepted. Ensure the sponsoring department has enter information under the Qualifications section.		
	Work Experience & Education	



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Indicate the education level and work experience, if any, that are required for this Job Opening. To add Work Experience and Education select the Add Work Experience and Education link. Work Experience &	
Education ?	
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Add Work Experience and Education	
To add Degrees to the Job Opening, select the Add Degrees hyperlink below.	
There are no items for the Degrees section. Please add one if required.	
Add Degrees	
Job Details Qualifications <u>Recruiter Screen</u> Post Description <u>Hiring Team</u> Approvals	
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Step	Action	
17.	Click the Post Description link to proceed.	
	Post Description	
	Note: Skip the Recruiter Screen section.	



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Step	Action		
18.	The Job Postings section includes a link to the descriptive information that applicants will see when the position is posted on the Careers site. Click on the job title link under the Postings column to open the description.		
	Postings Department Assistant 3		



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	Working under general direction, perform diverse duties of an administrative nature. The department assistant will have overall responsibility for the smooth functioning of the center. Coordinate activities for multi-institutional partners and projects. Work with Technology Transfer to coordinate center patents, inventions and applications. This position requires the individual to rely on own resources in task accomplishment and is involved with more complex difficult matters.	
	ESSENTIAL FUNCTIONS	
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Step	Action
19.	From the Posting Information screen, you can edit the Posting Title if desired. Posting Title: Department Assistant 3



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	ESSENTIAL FUNCTIONS	
	Provide administrative assistance to the center director. Manage center calendar	
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Step	Action
20.	Verify the following items in the Job Descriptions section:
	a. Visible = Internal and External.
	b. Description Type = Job Description.
	c. Description ID = Blank.



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Step	Action
21.	The job description information appears in the Description block and can be edited as required. Verify the information is accurate and make corrections if needed.
	Posting Title: Department Assistant 3



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Step	Action
22.	Scroll to the bottom of the job description narrative to see if the Diversity Statement has been included. If not, follow these steps:
	a. Type a period beneath the last line of the job description to create the necessary division.
	b. Click the [+] Add Posting Descriptions link.
	+ Add Posting Descriptions
	c. Select the following parameters to populate the job description:
	1. Visible = Internal and External.
	2. Description Type = Diversity Statement.
	3. Description ID = Diversity Statement.
	The Diversity Statement will now be appended to the bottom of the job description narrative.



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Step	Action
23.	To add the Salary Grade statement, follow these steps:
	a. Type a period beneath the last line of the job description to create the necessary division.
	b. Select the following parameters to populate the job description:
	1. Visible = Internal Only.
	2. Description Type = Salary Grade.
	3. Description ID = Choose the appropriate grade level.
	The Salary Grade statement will now be appended to the bottom of the job description narrative.



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Step	Action
24.	To add the Reasonable Accommodations statement, follow these steps:
	a. Type a period beneath the last line of the job description to create the necessary division.
	b. Select the following parameters to populate the job description:
	1. Visible = Internal and External.
	2. Description Type = Reasonable Accommodations.
	3. Description ID = Reasonable Accommodations.
	The Reasonable Accommodations statement will now be appended to the bottom of the job description narrative.



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Step	Action
25.	Follow the steps previously described to add standard messages for Term Position and Strong Internal candidate to the job description. The Strong Internal candidate message will appear at the top of the job description. The Term Position message will appear at the bottom.
	Scroll to the bottom of the screen and click the Preview button to review the entire job description.
	Preview
	Notes:
	1. Switch to the Internal View to see the Salary Grade information.
	2. After exiting the Preview screen, you can remove any erroneous characters (such as upside-down question marks) using the Find function (CTRL F).



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Step	Action
26.	Set the following parameters in the Job Posting Destinations section for External job postings:
	a. Destination = Internet.
	b. Posting Type = External.
	c. Relative Open Date = Blank (skip).
	d. Post Date = Current Date.
	Note: The Relative Open Date block will disappear.
	e. Remove Date = Blank (skip).
	f. Posting Duration = 30.
	Note : If a strong internal candidate has been identified then use Posting Duration = 7.



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Step	Action	
27.	Click the [+] Add Posting Destinations link to create a new line and set the following parameters for Internal job postings:	
	+ Add Posting Destinations	
	a. Destination = Internet.	
	b. Posting Type = Internal.	
	c. Relative Open Date = Blank (skip).	
	d. Post Date = Current Date.	
	Note: The Relative Open Date block will dissappear.	
	e. Remove Date = Blank (skip).	
	f. Posting Duration = 30.	
	Note : If a strong internal candidate has been identified then use Posting Duration = 7.	



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Step	Action
28.	Click the OK button to proceed.
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Step	Action
29.	Click the Hiring Team link to view the list of people assigned to assess applicants for the position.



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Step	Action					
30.	The Hiring Team screen displays all Recruiter(s), Hiring Manager(s), Interviewers and Interested Parties that will be involved in the hiring process for the job posting.					
	Click the [+] Add Recruiters link to add the appropriate recruiter to the job requisition if needed.					
	You can use the Lookup function from the Name field to search for a recruiter (click on the magnifying glass icon).					
	Add Recruiters					



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Step	Action
31.	Click the [+] Add Hiring Managers link to add the appropriate managers to the job requisition.
	You can use the Lookup function from the Name field to search for a manager (click on the magnifying glass icon).
	+ Add Hiring Managers
	Note : There is generally no requirement to add Interviewers to the job requisition. If needed, use the [+] Add Interviewers link.



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Step	Action
32.	Click the [+] Add Interested Parties link to add the appropriate parties to the job requisition. All requisitions require the Receptionist team be added:
	a. Click the [+] Add Interested Parties Team link.
	b. Check the Receptionist check box.
	c. Click the OK button.
	Add Interested Parties
	Note : For requisitions including Under Utilized and School of Medicine positions, there are specific internal instructions for adding interested parties. Consult with a Human Resources manager if you need assistance with these steps.



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Step	Action
33.	Click on the Approvals link.
	Approvals



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Step	Action
34.	The Job Approvals screen appears. This screen depicts the requisition approval workflow at both the Department and Central Admin Stages. Each person shown in the workflow display will automatically receive an email from the Careers system when the job description is ready for their review and approval. The workflow tree will update the approval status as the job description moves through each person involved.
	Save button prior to approving the requisition.



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Step	Action	
35.	The approver has the option to Approve, Deny, or Pushback the requisition using the buttons below the workflow display. Note: The Pushback button will only appear if there is an approver behind you in the approval queue. Approve Pushback Deny	
36.	End of Procedure.	