

Creating a Temporary Requisition

**Oracle HCM
End User Guide**

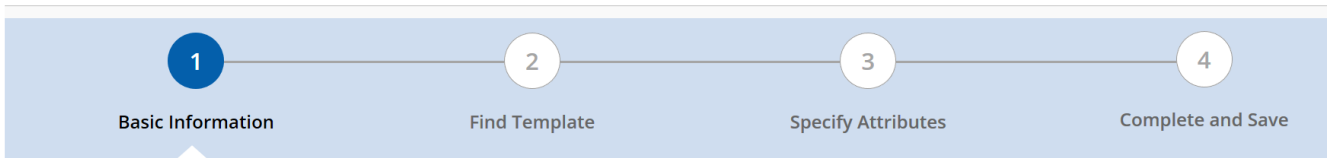
CREATING A TEMPORARY REQUISITION


Below are the procedures to complete a temporary requisition. They are listed in the order required to successfully open a requisition.

A. Manager creates a temporary requisition

1. Sign on
2. Select Fluid Recruiting on the left tool bar. The Recruiting page will appear.
 - Click Create Requisition in upper right corner. A window will appear to select a Requisition template.
 - Click Next in lower right corner.
3. Progress bar for templates appears.

 Create New Requisition - Find a template



- Under Basic Information, on Hire Type, click Temporary. If items expand select Temp Req File. Click Next at the bottom right. The Find Template section appears.
 - Under Find Template, click on search icon . Template selections will pop up.
 - Under Filters on the left side, type in your job code in the Job Code field. Click Apply Filter. The job code and title appears.
 - On the right side of the screen, click Select. The template appears. Click Next. The Specify Attributes section appears.
4. Specify Attributes
 - For job field, click Temporary
 - For Department, type in a name or select from the drop down.
 - For Organization, click TCNJ.
 - NOTE: The location should auto-populate based off department.
 - Scroll down to the right and click Next. The requisition template opens.
 5. Create the requisition
 - On the left side, under Requisition Settings, Requisition Structure, click Identification.
 - NOTE: **Red asterisks** are required fields.
 - Select Type of Request-Replacement/Backfill. Provide reason for vacancy as needed.

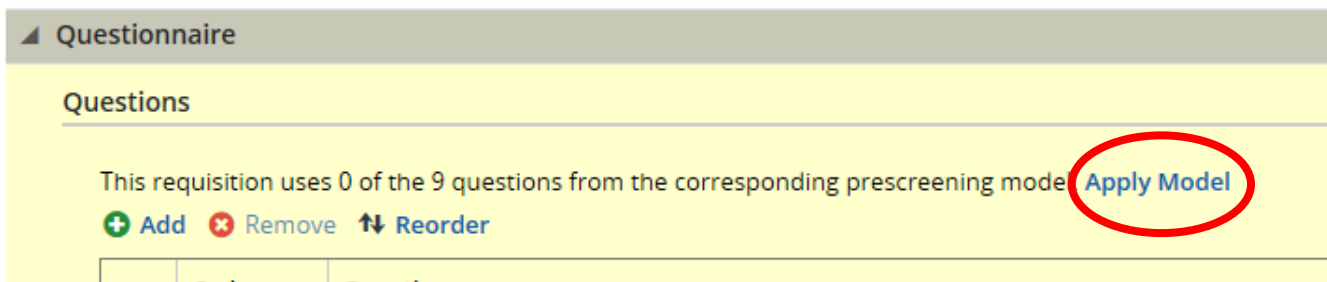
- Under Structure section, confirm all fields are correct. Modify as needed.
- Under Owners section, for Hiring Manager, click the search icon. Select the appropriate name.
- Under Process section, confirm temporary is selected.
- For Job Information section, under Direct Hire, select No.
- For the Profile section, click the search icon. Find appropriate job title. Click Select. The profile is now populated.
- Enter the previous incumbent's name, if applicable.
- Enter proposed salary.
- Answer question - directly supervise employees?
- Answer question - Job require driving vehicle?
- Answer question - Job work with minors etc .?

6. Job Description

- Follow the embedded template for external job description
- List the qualifications for external posting
- Follow the embedded template for internal job description
- List the qualifications for internal posting

7. Questionnaire

- Click Apply Model



8. Budget

- Under grant funded, click No
- For costing question, click No
 - NOTE: If budget fields are different the costing question would be marked as Yes and updated budget fields would be filled in for finance approval.

9. Scroll to the top of the requisition. Click Save. If you have missing fields you will get a message like this:

Create New Requisition - Find a template

Requisition Info Cancel Done

Show fields required to: * Save Request Approval Post Language: English (Base) Collapse All Save

Warning:

- The following fields must be filled before the requisition is saved: Previous Incumbent Name (if no previous incumbent put N/A)
- The following fields must be filled before the requisition is saved: Grant Funded

- Correct any errors, then click Save. You will get a message like this:

Requisition Info Cancel Done

Show fields required to: * Save Request Approval Post Language: English (Base) Collapse All Save

Requisition Successfully Saved

- Click Done. A new page appears with your requisition title and ID. The ID is your Requisition number.

Admissions Counselor-YLC (ID: 19000054)

More Actions

Requisition Info Prescreen Alerts Attachments

- NOTE: to edit the requisition, click the pencil icons or Edit All.

Admissions Counselor-YLC (ID: 19000054)

More Actions

Requisition Info Prescreen Alerts Attachments Sourcing

Language: English (Base) Edit All Expand All

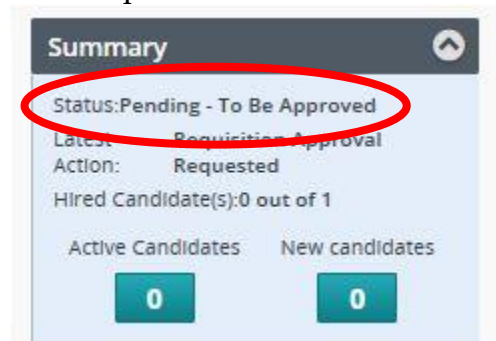
Requisition Structure	
Process	
External Services	
Job Information	
Job Description	
Questionnaire	
Budget	

- On the left pane, the Requisition shows Draft status as shown below:



10. Submit for Approval.

- Click More Actions, then click Submit Approval. The prepopulated list of approvers appears.
- Scroll to the bottom, type in PLEASE APPROVE in the required comments section.
- Click Submit Approval. Requisition has been forwarded to the approval process.



- NOTE: you will receive an email notification once the requisition is approved. You can refresh your list by scrolling to the bottom and clicking Apply Filters.

11. Sign out

B. Candidate creates a profile and submits application (New User)

1. Find a job, click Apply. A login window appears.
2. Create a new user.
 - Enter in a user name, password, and email address. Click Register. The main account page appears.
 - You have the option of uploading a resume or creating a profile from scratch.
 - Follow the automated steps until you are asked to review and submit. Click submit.
 - Click View All Jobs. The main job list appears.
3. On the main job list page

- A list of Job Openings are displayed to the Candidate. Find your position, click Apply. A login window appears.
 - To review the Job Posting click on the Job Posting title.
 - Click Apply Online after reading the Job Description. The Sign In Page appears.
 - NOTE: The Candidate can directly click on Apply seen in the Job Search window if he/she does not wish to read the Job Description. Both of these methods can be used to apply to a Job Opening.
 - The job application opens.
4. The process steps of applying to the job is listed across the top. You can navigate through the process by selecting the tiles.
- You can choose to upload a resume or you can skip this step.
 - NOTE: If you have submitted your resume before, you may not see a place to upload a resume. You can skip this step if that is the case.
 - Click Save and Continue. The Personal Information page will appear.
5. Enter the required Personal Information. Click Save and Continue. The General Questions page will appear.
6. Answer the Job Specific Questions. Click Save and Continue. The Education information page will appear.
7. Progress through the application form by entering in the required information. The information is accepted.
8. You can add attachments including cover letters, references, or transcripts. (For testing purposes, you do not need to add any additional attachments). Click Save and Continue. The eSignature page will appear.
9. After reading the eSignature statement, acknowledge your agreement by entering your eSignature at the bottom of the page (type your name). Click Save and Continue. The Review and Submit page will appear.
10. Provide answers for the Diversity questions. All questions require an answer.
- NOTE: if you have completed a different application in the past, your answers to these questions will be saved.
 - Click Save and Continue.
11. Review your information for completeness and accuracy. Click Submit.
- After reading the note and the email message, explore the Career Section, your Jobpage, and view your profile as the Candidate.
 - This page provides the summary of all the details entered by the Candidate. The Candidate is then provided with an Online acknowledgement once they submit. The candidate will also receive a confirmation email.

12. Sign out

C. Candidate reviews his/her profile

1. After you apply to a job from the Career Section, you should receive an email.
 - In the body of the email, click on the hyperlink after *If you would like to review your candidate file*, click here. The Career Center log in page will appear.
2. Enter your candidate username and password that you created in the previous script.
 - Click Log In. The Sign in Page appears.
3. To navigate to the Candidate Profile, click My Account Options on the top of the page.
 - Edit any of the fields that you wish (e.g. Personal Information).
 - Click Save when finished editing.
 - Review all information on the profile. The Candidate Profile is successfully updated.

D. Manager progresses candidates

1. Sign on
 - The Taleo Recruiting and Onboarding Staging home page will appear.
2. Select Recruiting on the top tool bar.
 - Click Requisitions to open the entire list of Requisitions. If you are a hiring manager, you will only be able to see the requisitions you own.
3. Open the Job Posting that the candidate has applied to by clicking on the Requisition title. The Requisition will appear.
4. Click on the candidate number link to the far left of your requisition next to Candidates for this requisition This will show the list of candidates within this Job Posting irrespective of their Step/Status in completing the application. The panel on the left hand side allows you to see the number of candidates in each step of the Candidate Selection Workflow (CSW).
5. Highlight a candidate by hovering your mouse over the row, and then select the checkbox on the left hand-side of the row. The candidate is selected.
6. Click on their Name (this is a hyperlink) in the candidate list to open their application. The candidate file will appear.
7. Review the candidate information. The information appears correctly.
8. To review the next candidate in the list, click the right arrow located in the upper right corner. This will take you back to the next candidate in the list (if there are multiple candidates).

E. Candidate accepts offer

1. The candidate should receive an email to view the offer. Follow the instructions in the email to open the offer letter. The offer letter appears as expected. Electronically sign and date the offer letter and click submit.
 - NOTE: the onboarding process will be tested in a separate test scenario.

F. Employee onboarding task list

1. Use the Offer of Employment email to navigate to the candidate site and sign in.
 - After accepting the offer, your next task will appear.
 - Review the task and click Complete.
 - You should receive an email for some of the tasks.
 - Review each message for content, clarity, and functionality.
 - Make sure the links work properly and make sure there is no language that would be confusing.
 - The Task List appears and functions correctly.
2. Continue through each task by repeating the step above.