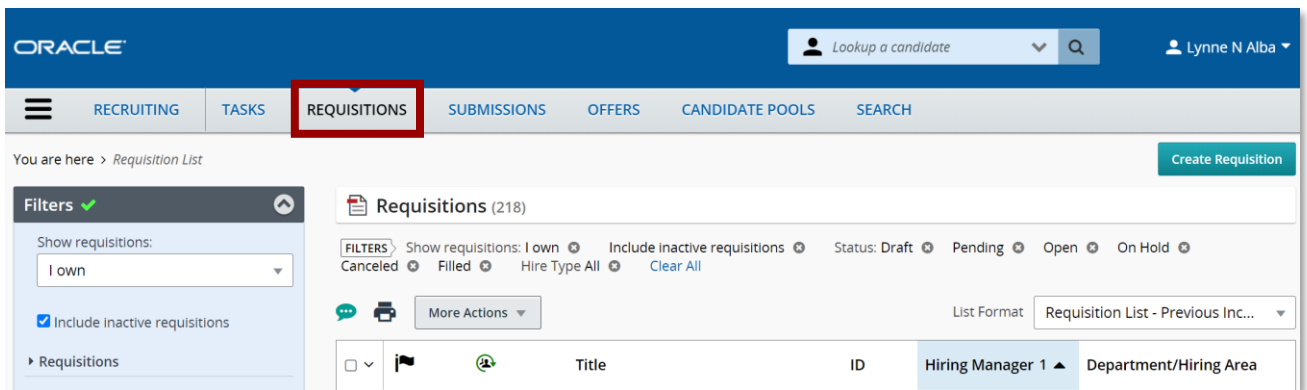


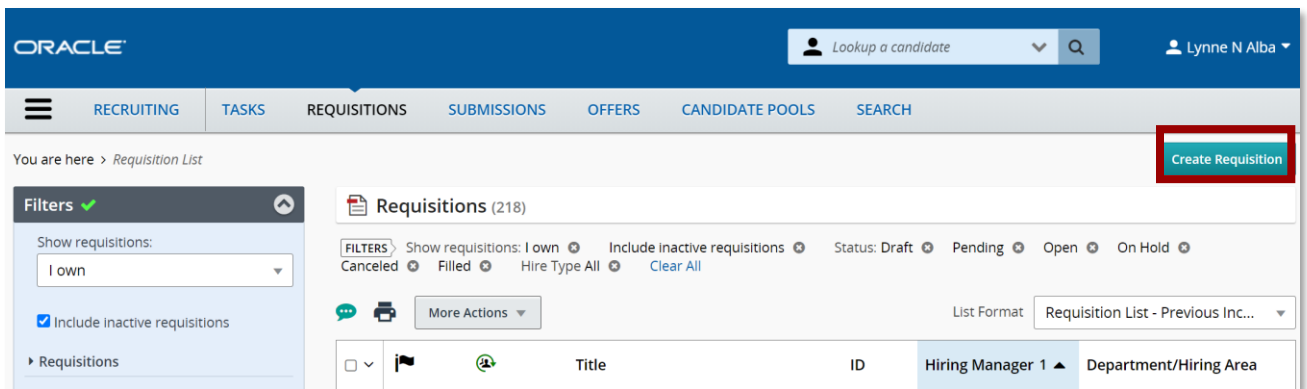
Hiring Manager: Creating a Requisition

1. On your home page, navigate to **REQUISITIONS**.



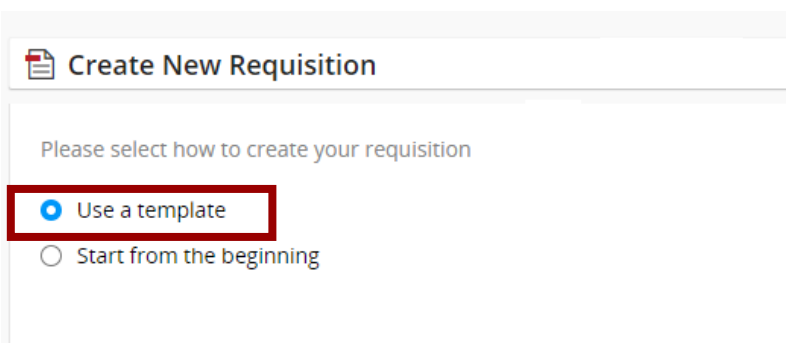
The screenshot shows the Oracle HR system interface. The top navigation bar includes 'RECRUITING', 'TASKS', 'REQUISITIONS' (highlighted with a red box), 'SUBMISSIONS', 'OFFERS', 'CANDIDATE POOLS', and 'SEARCH'. Below the navigation bar, there is a 'You are here > Requisition List' breadcrumb and a 'Create Requisition' button. The main content area displays a list of requisitions with filters and a table of requisitions.

2. Click **Create Requisition**.



This screenshot is identical to the previous one, but the 'Create Requisition' button in the top right corner is highlighted with a red box.

3. You will see the following: select **Use a template**. Click **Next**.



The screenshot shows the 'Create New Requisition' form. The text 'Please select how to create your requisition' is displayed. There are two radio button options: 'Use a template' (selected and highlighted with a red box) and 'Start from the beginning'.

4. Select **Hire Type: State Requisition**. Click Next

Create New Requisition - Find a template

1 Basic Information 2 Find Template 3 Specify Attributes 4 Complete and Save

Please specify the hire type for the requisition you are creating. Note that this information cannot be changed once the requisition is created.

Hire Type *

- State Requisition
- RF Requisition
- Pipeline - General
- Faculty

5. Under **Select Template**, you can search for your template with the magnifying glass, or begin to enter titles so that similar titles will preview. **Click Next**

Create New Requisition - Find a template

Basic Information 2 Find Template

Select Template *

staff

- Administrative Staff Assistant - MP5
- Associate Director, Staff Development
- Bilingual Staff Assistant I - Cancer Center
- Children's Hospital Staff Assistant II
- Director of Development (Staff Associate for Advancement)

6. Complete the necessary fields. Enter the **Hiring Manager, Organization & Location**. Click Next

Create New Requisition - Find a template

Basic Information Find Template 3 Specify Attributes 4 Complete and Save

Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"

Requisition Structure

Hire Type
State Requisition

Requisition Style
State Requisition

Template Used
NYSIS/HCS Administrator

Job Field
(Administrative & Professional (non-Clinical))

Hiring Manager

Organization
...man Resources > 32138100 - Hr-Employee Health & Wellness-11

Location
United States > New York > Stony Brook > University Hospital

0 Other Locations are selected

Previous Cancel Next

Type the Last Name of the Hiring Manager (The person responsible for screening, interviewing and selecting the candidate) and select. You can also use the Search Button.

Create New Requisition - Find a template

Basic Information Find Template **3 Specify Attributes** Complete and Save 4

Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"

Requisition Structure

Hire Type
State Requisition

Requisition Style
State Requisition

Template Used
NYSIS/HCS Administrator

Job Field
(Administrative & Professional (non-Clinical))

Hiring Manager

Organization
..man Resources > 32138100 - Hr-Employee Health & Wellness-11

Location
United States > New York > Stony Brook > University Hospital

0 Other Locations are selected

Previous Cancel Next

The Organization should be your departments **eight-digit Department ID**.
If it is incorrect, edit and add your correct Department ID.

If the Organization is not correct, your requisition will not route properly and will delay posting and approval. This should not say "University Hospital", it should always reflect your department.

Create New Requisition - Find a template

Basic Information Find Template **3 Specify Attributes** Complete and Save 4

Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"

Requisition Structure

Hire Type
State Requisition

Requisition Style
State Requisition

Template Used
NYSIS/HCS Administrator

Job Field
(Administrative & Professional (non-Clinical))

Hiring Manager

Organization
..man Resources > 32138100 - Hr-Employee Health & Wellness-11

Location
United States > New York > Stony Brook > University Hospital

0 Other Locations are selected

Previous Cancel Next

If your position is based at the hospital, you can type "University Hospital" to trigger this address.
If this is at an offsite location, search for location by town: Ronkonkoma, Bohemia, Setauket, Etc.

Location is a critical piece of the Requisition. Candidates will search by location, and if it is incorrect will be a poor candidate experience.

7. Under **Show fields required to:** select **Request Approval**. This will show you all the fields that are required to move to approval.

The following fields must be completed to advance your requisition:

- **Business Title**
 - If the State Title needs to be updated to a local title, you can update the requisition title here. Please work with your TA Specialist if you feel the title recommended does not reflect for external candidates.
- **Number of Openings:** Enter #
- **Justification**
 - **Select New Position** if this is a new headcount to your department, and will need Recruitment Committee Approval.
 - **Select Replacement** if this is a Replacement for someone who left the department via termination, transfer, resignation, etc.
- **Recruitment Type**
 - Select Search from the drop down list. **Select Search**

These sections should auto populate from the template.

Line Number can be left blank, TA will assign.

The following fields must have information entered into the boxes:

- **Current/Previous Incumbants**
 - If this is a replacement please be specific. Put the name of the outgoing employee, last work date if known. Also note if it a transfer or a termination.
 - If this is a New position, put N/A
- **Rationale for Position**
 - **For Replacement positions**, put Replacement.
 - **For New Postions** – please put your detailed explanation of Rationale here. This will be reviewed by the Recruitment Committee. Any documents can be uploaded after the position is saved. **For specific questions about the Recruitment Committee, contact Lynne.Alba@stonybrookmedicine.edu**

Current/Previous Incumbent & Incumbent's Last Work Date (If none, enter N/A) *

N/A

For Exceptions to the Recruitment Process, please provide: (1)Candidate Name; (2)Describe how the candidate was identified for the position; (3)Proposed Start Date / End Date.

Additional Information

Rationale for Position *

Please add Budget Working Group (BWG) approval number. For Exceptions to the Recruitment Process: Please provide justification why an exception to search is being requested. Please refer to the Exception to Search guidelines.

- **Requested Posting Type**
 - You can select Internal Only or Simultaneous.
 - Select Internal Only if you want this posting to be made available onto to candidates work for the University. Selet Simultaneous if you wish to make this available to external candidates as well as internal.
- **User Group**
 - Ensure that this says SBU Hospital. If it does not, select it from the drop down.

Requested Posting Type

Simultaneous (Internal/Exte... ▼

Not Specified

Internal Only

Simultaneous (Internal/External)

User Group *

SBU Hospital ▼

- **Recruiter** - Enter the name of your Talent Acquisition Specialist.

If you need to locate your Recruiter you can find the list here:

<https://inside.stonybrookmedicine.edu/hr/career/contact>

- **Recruiter Assistant** - Enter the name of the Talent Acquisition Coordinator.

If you need to locate your Recruiter Assistant you can find the list here:

<https://inside.stonybrookmedicine.edu/hr/career/contact>

- **Hiring Manager**
 - Enter the Hiring Managers Name.
- **Hiring Manager Assistant**
 - Department Admin who will assist in interview scheduling, and the hiring process.
- **Collaborators**
 - If others need to view the candidates once presented by Talent Acquisition, they can be placed as Collaborators by selecting the + symbol.

Owners

Recruiter *	Recruiter Assistant	Hiring Manager *	
Alba, Lynne N		Haq, Farah	
Hiring Manager Assistant			
Collaborators			
+ Add Collaborators			
First Name	Last Name	Email	Title
No Collaborators have been selected. Please click 'Add Collaborators' to add collaborators.			

All fields with a * must be completed.

- **Schedule**
 - FT, PT or Per Diem
- **Shift**
 - Day, Evening, Night or Variable
- **Shift Hours**
 - Enter Hours of position
- **Union will be listed.**
- **Target Start Date**
 - pick a day 4+ weeks in the future.
- **FTE**
 - Enter the FTE: **Full Time = 1.000, Part Time 0.500 , Per Diem = 0.1000**
- **Hospital Access**
 - If this is a hospital position, ensure **Yes** is selected.

Schedule *
Not Specified

Shift *
Not Specified

Shift Hours *
max 1000 chars

Union *
08_UUP

Backup Position
max 25 chars

Education Level
Not Specified

Target Start Date *
mmm d, yyyy

FTE (Format X.XXXX) *
max 25 chars

Salary
\$45,000 and \$60,000 depending c

Salary to be posted on Career Site

Hospital Access *
Yes

All fields with a * must be completed.

- **Pass Days**
 - Click applicable buttons
- **Medical Staff Credentialing**
 - Ensure Yes or No is sselected
- **Weekend Hours**
 - Select from list
- **The questions related to Pysch should be answered **Yes** if your position is in one of the departments listed below**

The image shows a screenshot of a web form with several fields highlighted in red boxes. The fields are:

- Pass Days ***: A list of radio buttons for days of the week and weekend options: Mon, Tue, Wed, Thu, Fri, Sat, Sun, Every Other Weekend, and Variable.
- Medical Staff Credentialing Required ***: A dropdown menu with "No" selected.
- Weekend Hours ***: A dropdown menu with "Not Specified" selected.
- Will this position have a regular schedule within the Psychiatric Unit or be required to float within the Psychiatric Units? ***: A dropdown menu with "Not Specified" selected.
- If yes, will this position require potential unsupervised one to one contact with any of the psychiatric patient population? ***: A dropdown menu with "Not Specified" selected.

To the right of the form is a list of departments, each with a code and a name:

31133100	Clinical Support/Mental Health
34131100	Psychiatric Acute
34135000	ECT
35136500	Pediatric Psych
36135500	Psychiatric Clinic
36138600	CPEP Psych Education
37137300	Mobile Crisis Team
32131600	Social Services

All fields with a * must be completed.

- **Drivers Licenses Required**
 - If Yes selected, a LENS Drivers report will be ordered.
- **Total Working Hours Per Week**
 - Ensure Yes or No selected.
- **Supervisory Level of Position**
 - Select from list
- **Reports to Line #**
 - If available, enter
- **Reports to Name**
 - Enter information
- **Reports to Employee ID**
 - Must be entered for approval, but also posting
- **Uniform Required**
 - Select from list.
- **Charting # Required**
 - Select Yes or No

<p>Driver's License Required? Only if required as part of their job duties *</p> <p><input type="radio"/> Not Specified</p> <p><input checked="" type="radio"/> Yes</p> <p><input type="radio"/> No</p>	
<p>Total Working Hours Per Week *</p> <p><input type="text" value="max - with 2 decimals"/> <input type="button" value="v"/> <input type="button" value="^"/></p>	
<p>Supervisory Level of Position *</p> <p><input type="text" value="None"/> ▼</p>	<p>Reports To Line #</p> <p><input type="text" value="max 25 chars"/></p>
<p>Reports to Name *</p> <p><input type="text" value="max 150 chars"/></p>	<p>Reports to Employee ID #</p> <p><input type="text" value="max 9 chars"/></p> <p>e.g. 999999999</p>
<p>Appendix Type</p> <p><input type="text" value="None"/> ▼</p>	
<p>Uniform Required? *</p> <p><input type="text" value="Not Specified"/> ▼</p>	<p>Charting Number Required? *</p> <p><input type="text" value="No"/> ▼</p>

All fields with a * must be completed.

- **Department ID**
 - Enter cost center.
- **Department ID 1 Percent %**
 - Enter 100.00
 - If the person works in more than one department you can split by using the Department ID 2 section. IE: 50.00 & 50.00
- **Internal Zip**
 - Ensure this is entered for the department

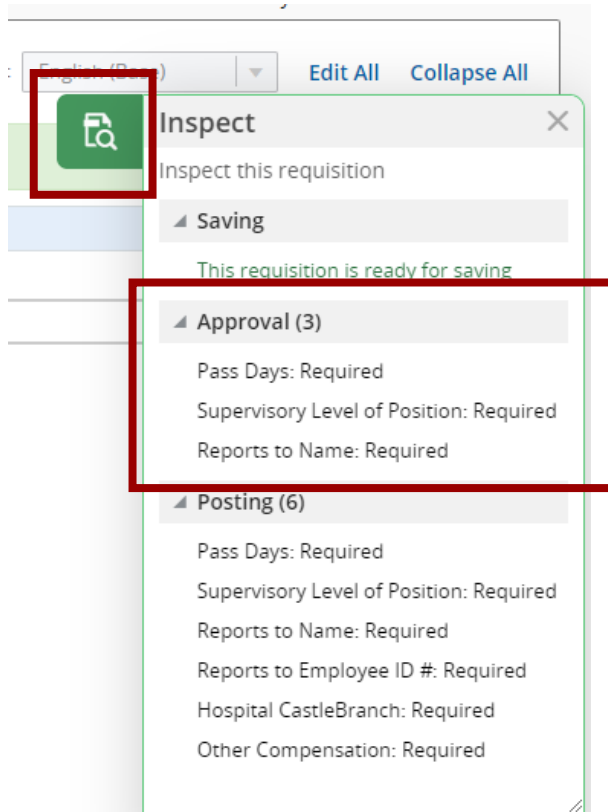
The screenshot shows a form with several input fields. Three fields are highlighted with a red border: 'Department ID 1 - Where Working Effort' (containing '32138100'), 'Department ID 1 Percent (%) - Where Working Effort' (containing 'max 10 chars'), and 'Internal Zip' (containing '7080'). Other fields include 'Department ID 2 - Where Working Effort' (containing 'max 25 chars') and 'Department ID 2 Percent (%) - Where Working Effort' (containing 'max 10 chars').

- **Review the Job Descriptions**
 - Enter any minor changes in the box, or put N/A. If description has major changes, contact your Talent Acquisition Specialist. If you attached any documentation for the changes, please put SEE Attachments in this box.

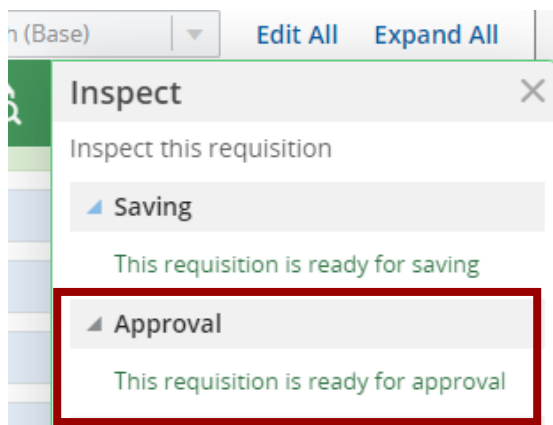
The screenshot shows a rich text editor with a toolbar containing various icons for text formatting (bold, italic, underline, strikethrough, subscript, superscript, link, unlink, text color, background color) and alignment. The text area is empty. A red border highlights the entire editor area.


- Press **Done** at top of requisition.

- Click the **Inspect** button to ensure no fields are missing. If any are missing, the number missing and the items missing will be listed below under **Approval**.
- Click **Edit**, and correct missing pieces.



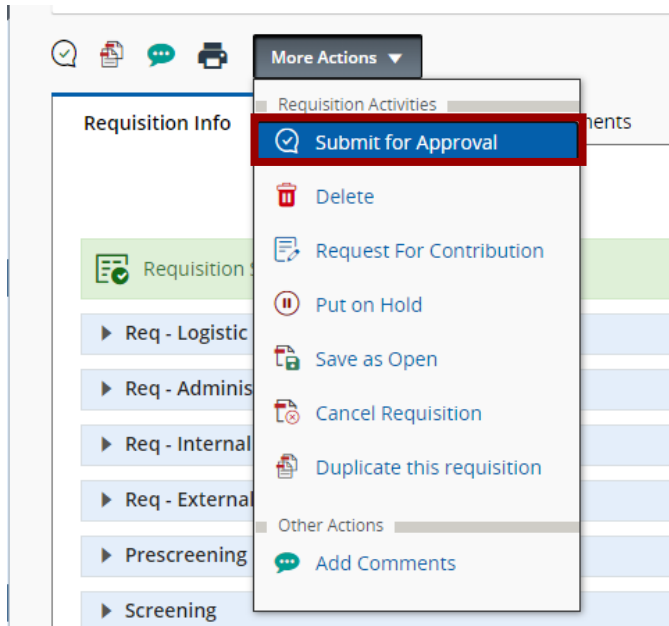
- Once all are corrected, the **Inspect** tab will read: **This requisition is ready for approval.**



 The practice of duplicating requisitions, is not recommended. Job templates are often updated by Talent Acquisition. Therefore starting with a template is the best practice.

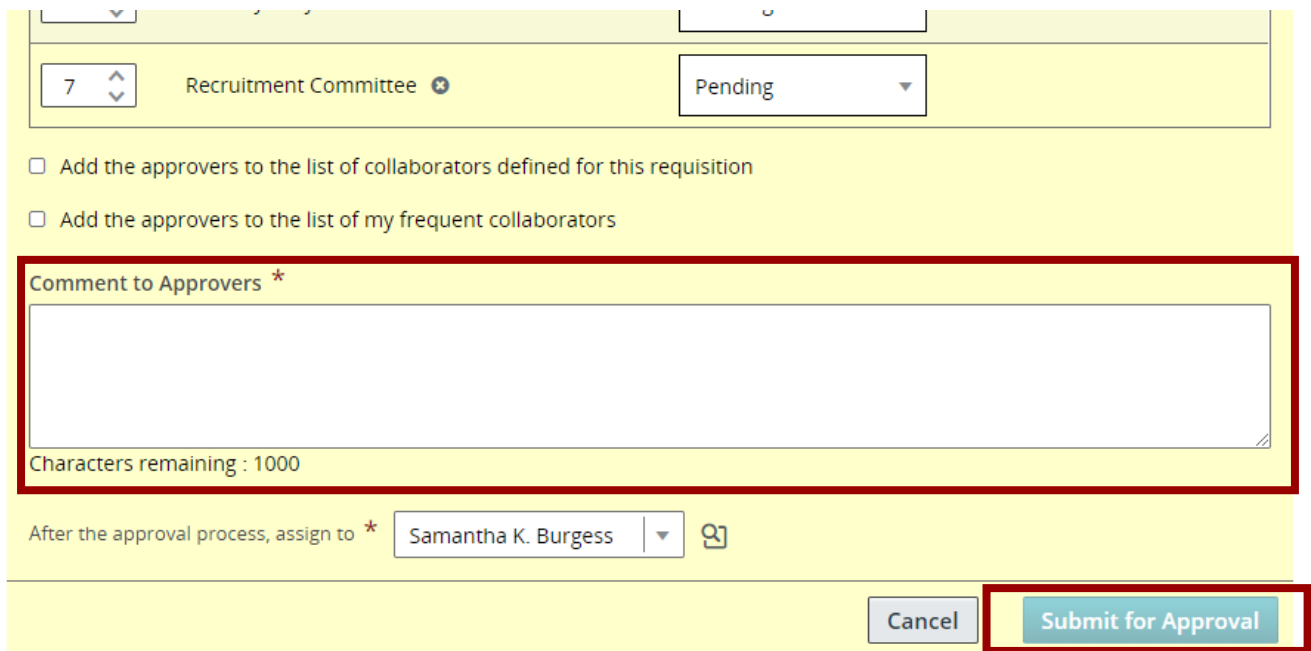
Hiring Manager: Requesting Requisition Approval

1. Once all fields are correctly entered, click **More Actions**. Select **Submit for Approval**.



2. A list of **Approvers** will populate. Ensure this approval path looks correct. Enter a **Comment to Approvers**, and press **Submit for Approval**.

- If the position is new, the final approver will be the **Recruitment Committee**.



7 Recruitment Committee Pending

Add the approvers to the list of collaborators defined for this requisition


Add the approvers to the list of my frequent collaborators

Comment to Approvers *

Characters remaining : 1000

After the approval process, assign to * Samantha K. Burgess

Cancel Submit for Approval

 If you have any questions, please contact your Talent Acquisition Specialist. They are indicated as the Recruiter on the requisition.

HIRING TEAM	
• Hiring Manager	Alba, Lynne
• Recruiter	Pignataro, Kimberly
• User Group	SBU Hospital



Visit the Talent Acquisition Resources available on the Pulse at:
<https://inside.stonybrookmedicine.edu/hr/career/about>