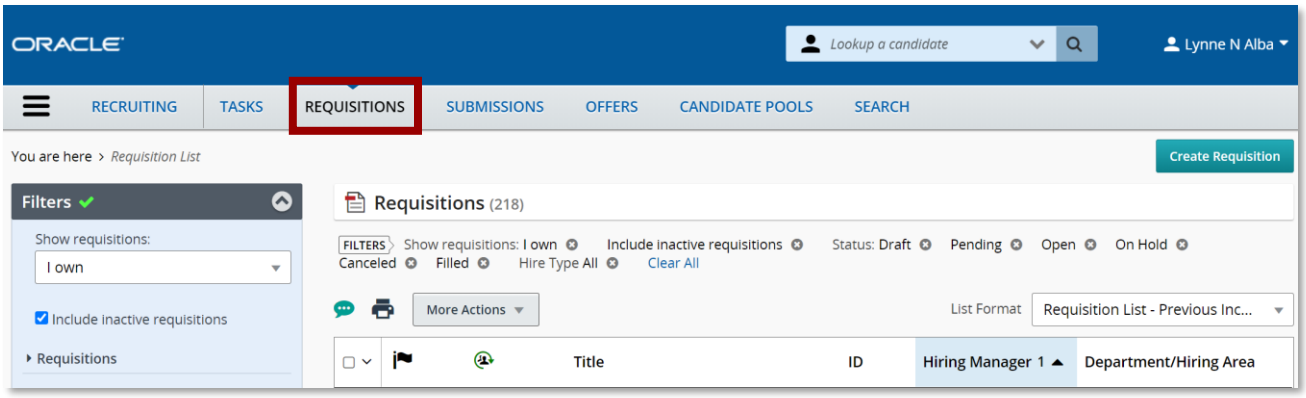
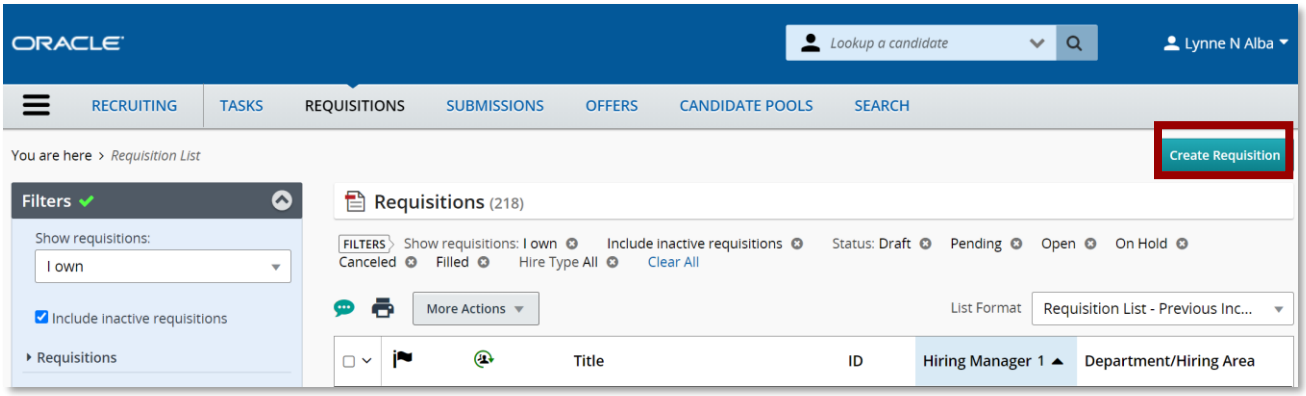
Hiring Manager: Creating a Requisition

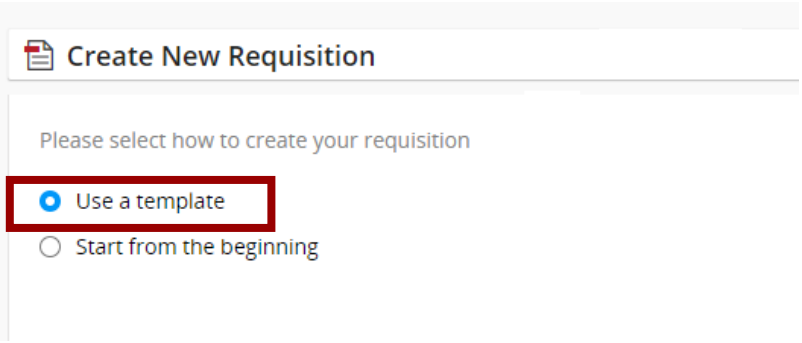
1. On your home page, navigate to **REQUISITIONS**.



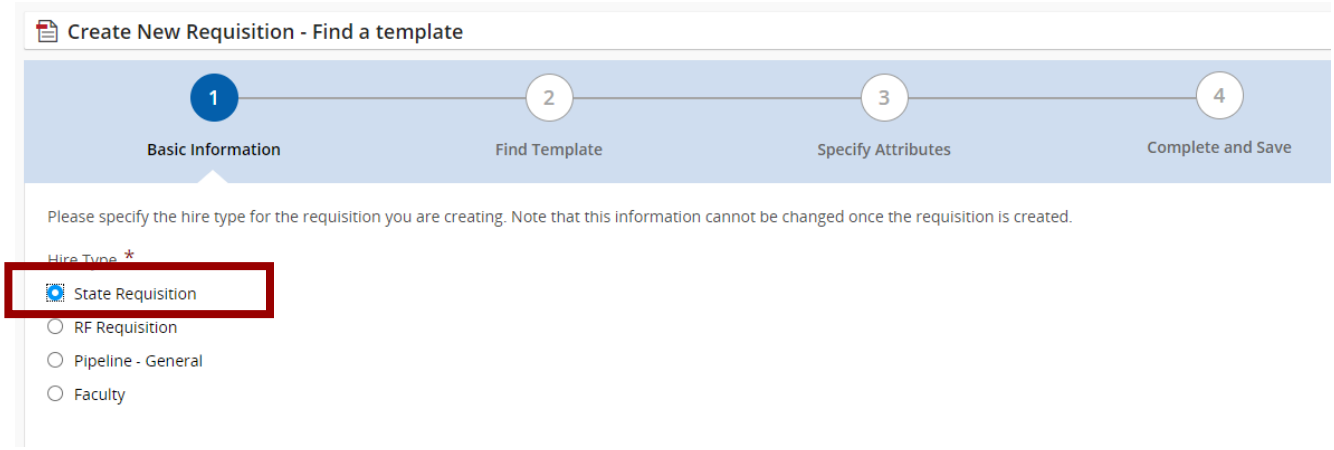
2. Click **Create Requisition**.



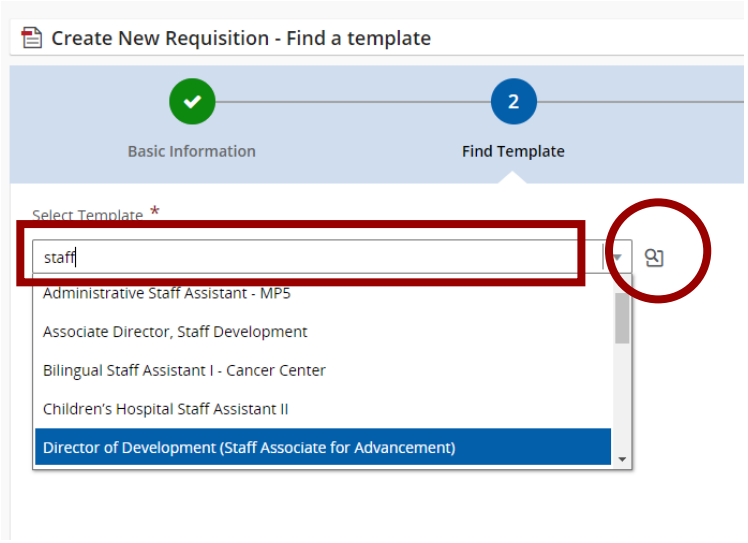
3. You will see the following: select **Use a template**. **Click Next.**



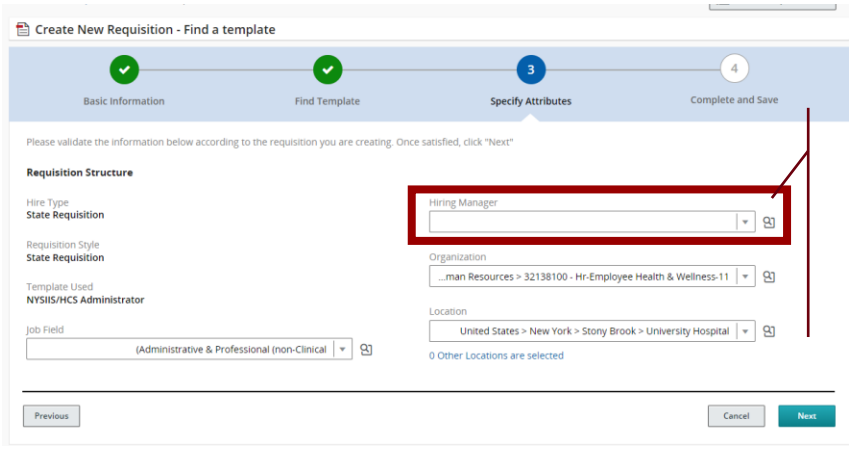
4. Select **Hire Type: State Requisition**. **Click Next**



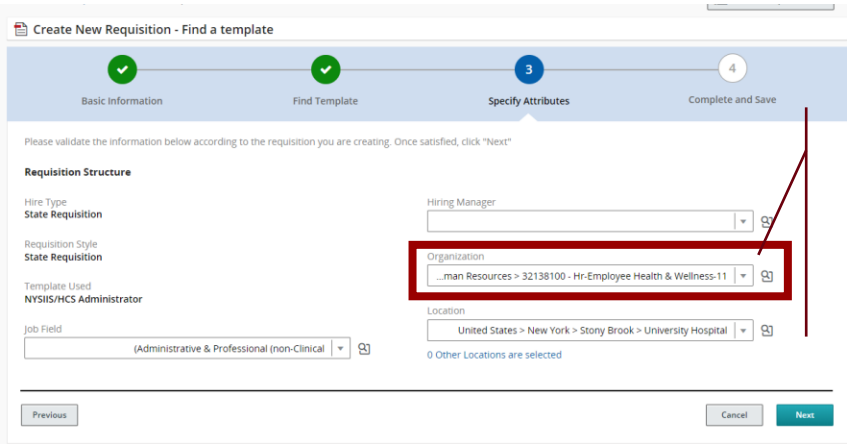
5. Under **Select Template**, you can search for your template with the magnifting glass, or begin to enter titles so that similar titles will preview. **Click Next**



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



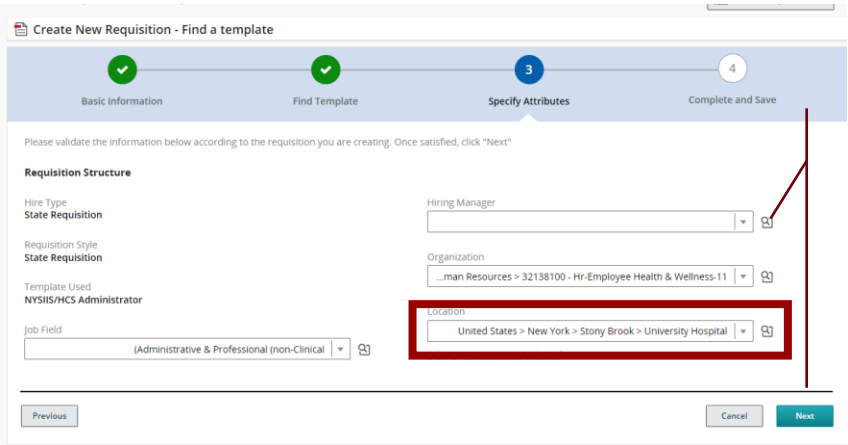
Type the Last Name of the Hiring Manager (The person responsible for screening, interviewing and selecting the candidate) and select. You can also use the Search Button.



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 <u>not correct</u>, your requisition will not route properly and will delay posting and approval. This should not say "University Hospital", it should always reflect your department.

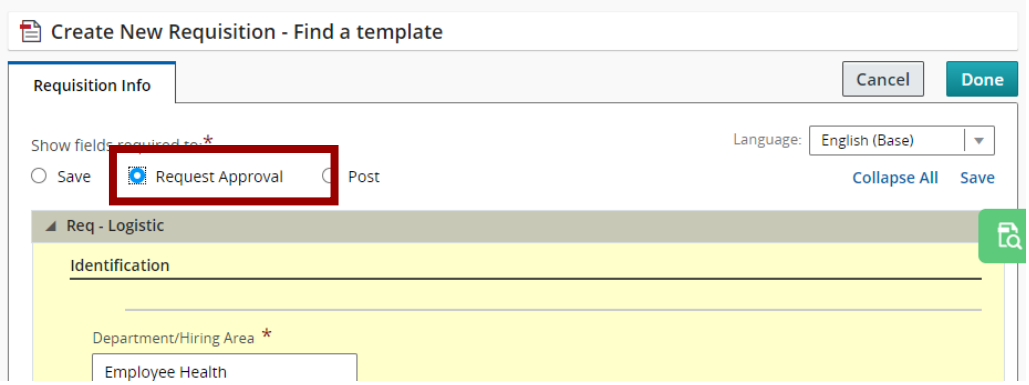


If your position is based at the hospital, you can type "University Hospital" to trigger this address.

If this is at an offsite location, search for location by town: Ronkonkoma, Bohemia, Setauket, Etc.

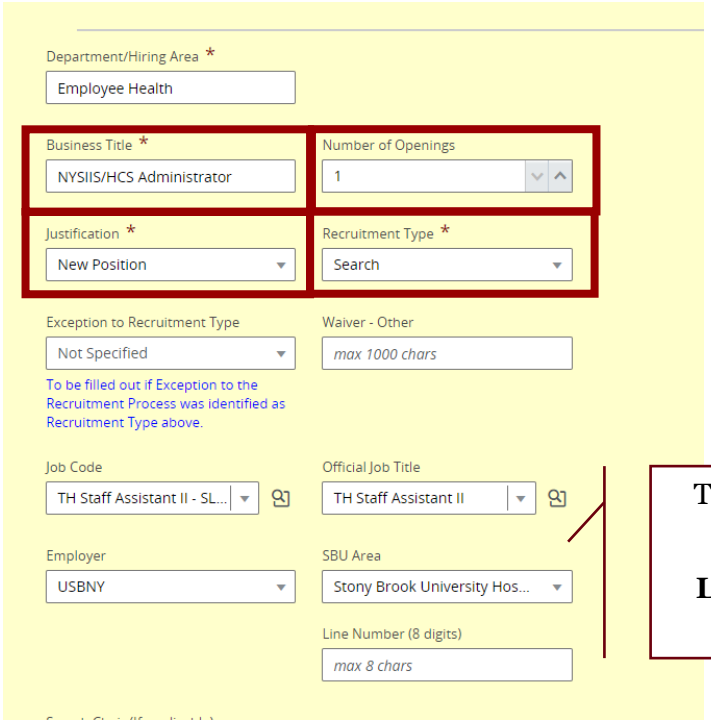
Location is a critical piece of the Requisition. Candidates will search by location, and if it is incorrect will be a poor candidate experience.

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

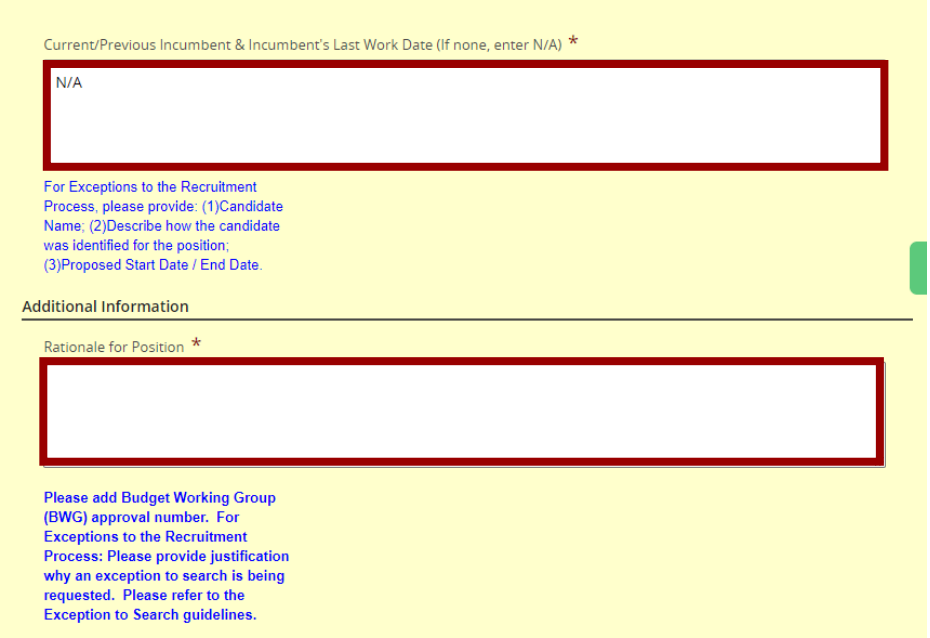


These sections should auto populate from the template.

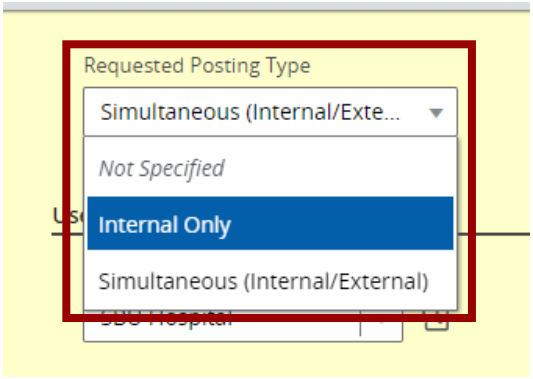
Line Number can be left blank, TA will assign.

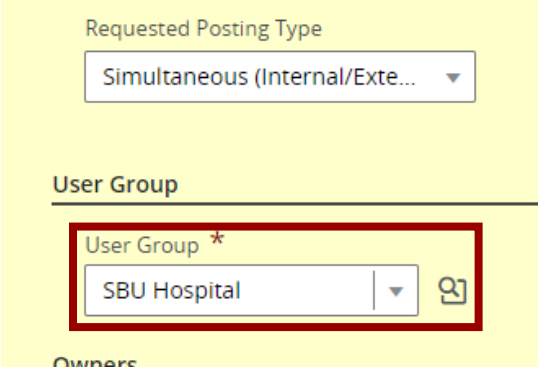
The following fields must have information entered into the boxes:

- **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 explaination of Rationale here. This will be reviewed by the Recruitment Commnittee. Any documents can be uploaded after the position is saved. **For specific questions about the Recruitment Committee, contact Lynne.Alba@stonybrookmedicine.edu**



- **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.





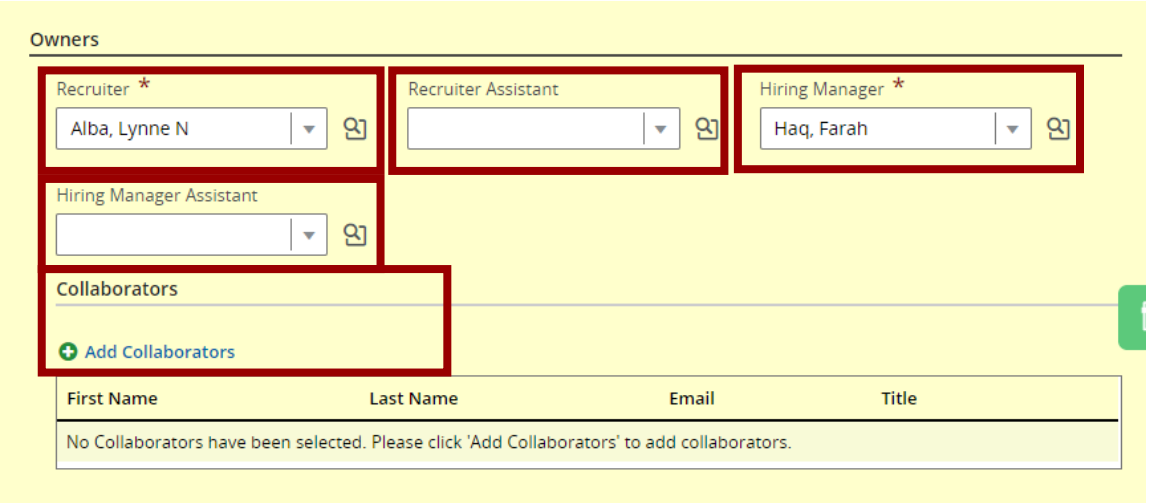
- **Recruiter -** Enter the name of your Talent Acquisition Specialist.

  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.

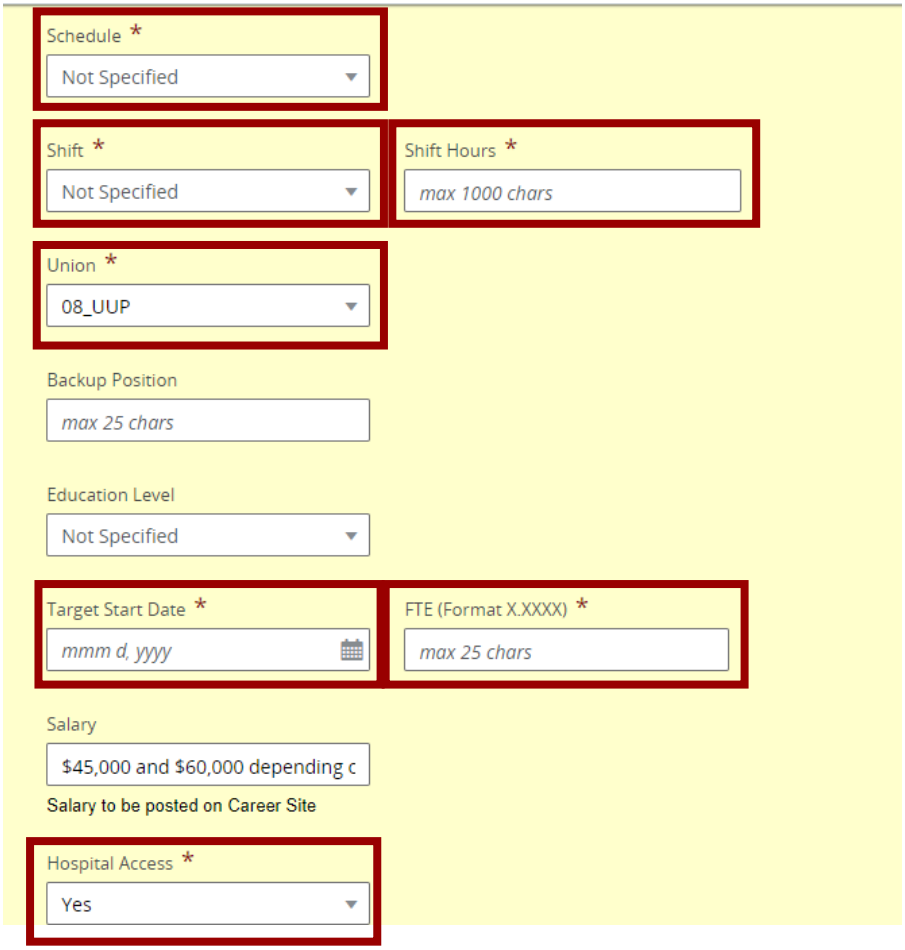
  If you need to locate your Recruiter Assistant you can find the list here:
  https://inside.stonybrookmedicine.edu/hr/career/contact

- **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.



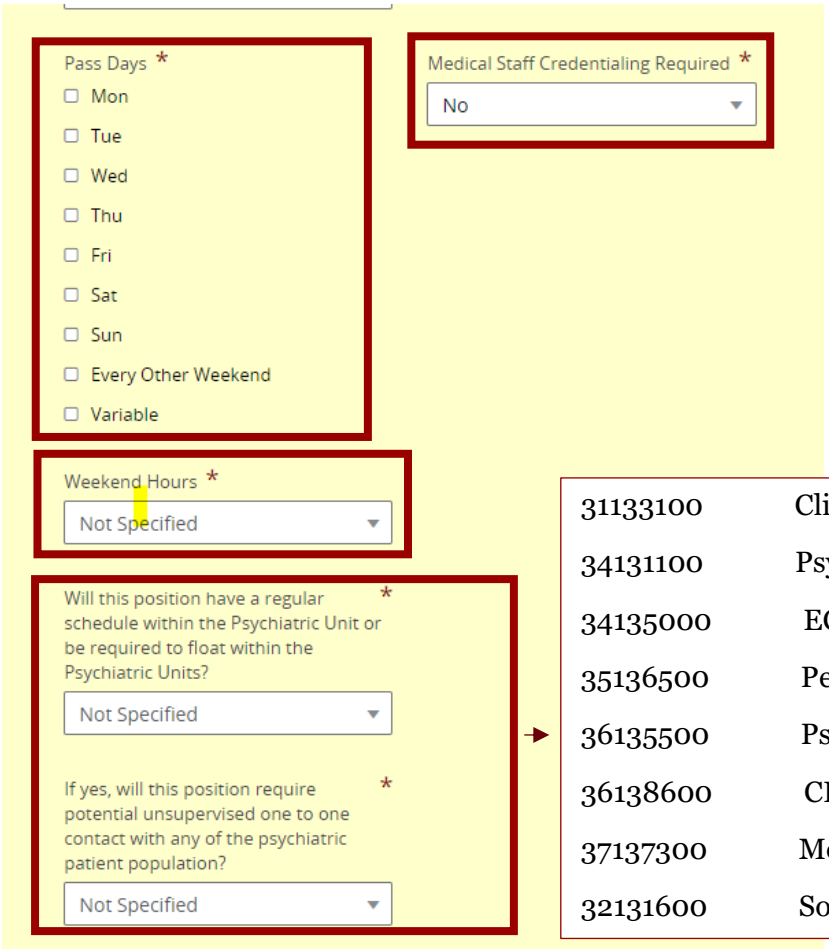
All fields with a * must be completed.

- **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.



All fields with a * must be completed.

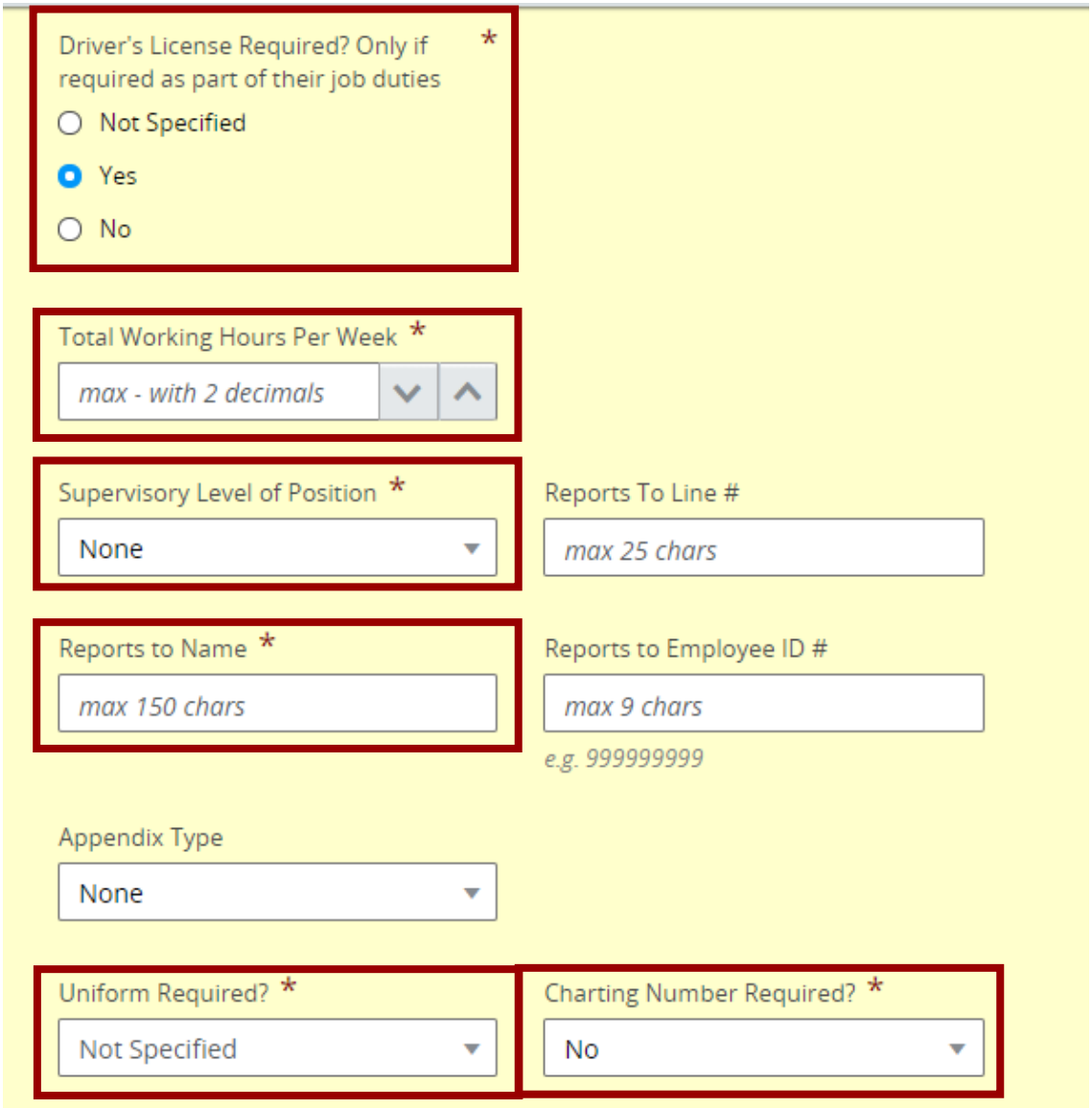
- **Pass Days**
  - Click applicable buttons
- **Medical Staff Credentialing**
  - Ensure Yes or No is sselected
- **Weekend Hours**
  - Select from list
- **The questions related to Pysch should be answered Yes if your position is in one of the departments listed below**



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

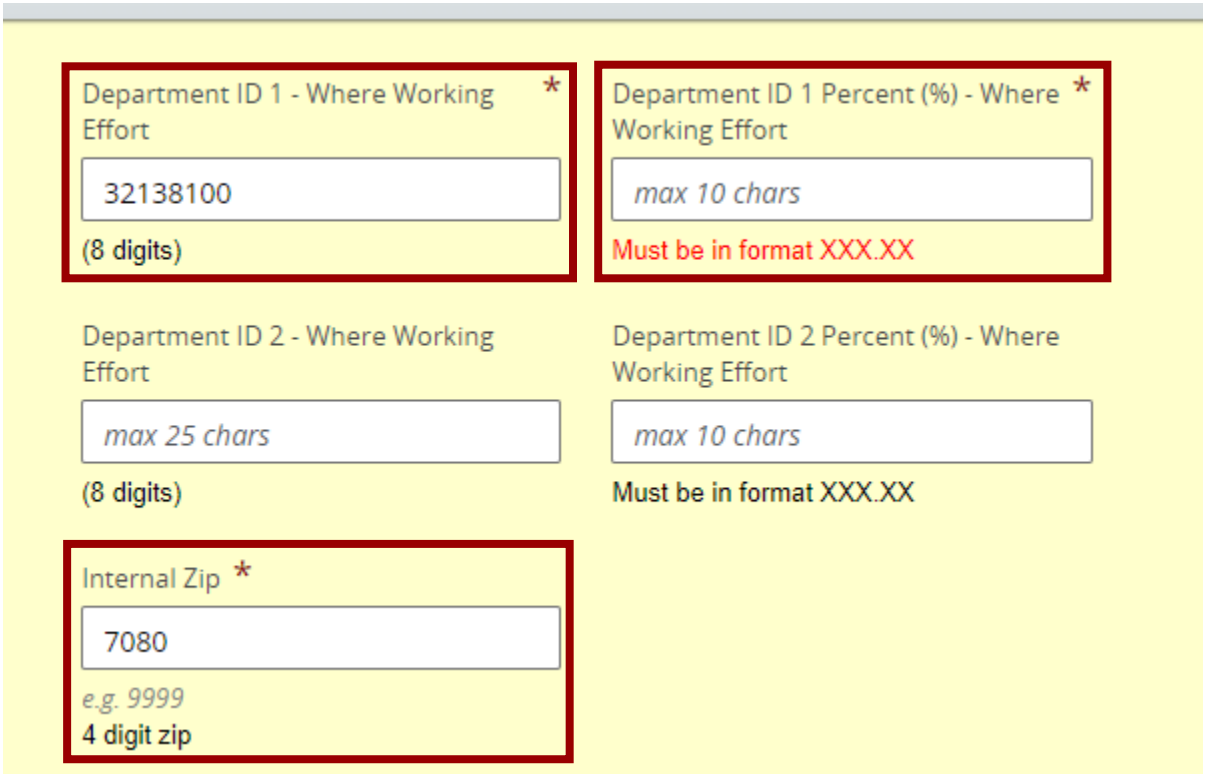
All fields with a * must be completed.

- **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

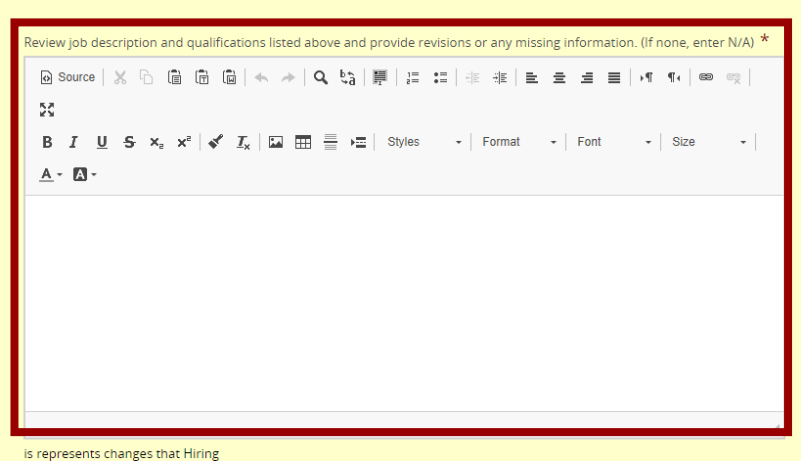


All fields with a * must be completed.

- **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

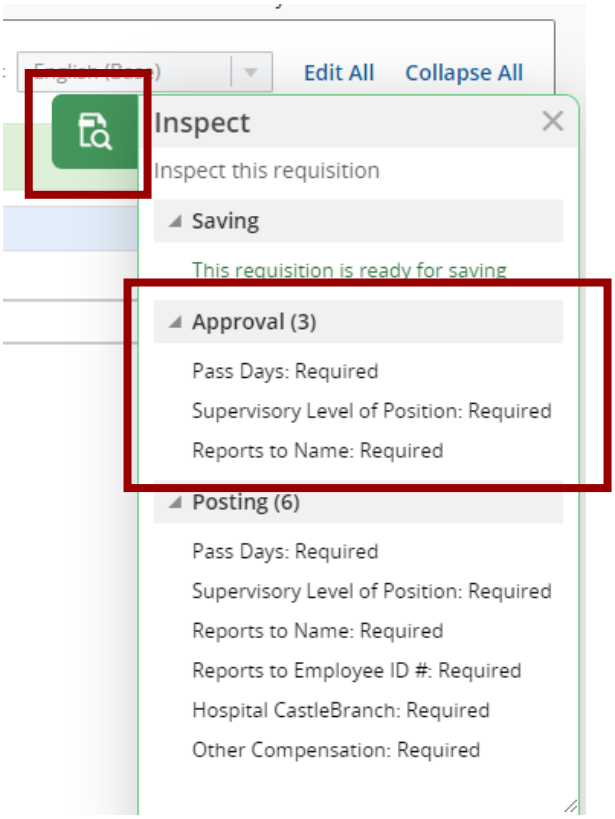


- **Review the Job Descriptions**
  - Enter any minor changes in the box, or put N/A. If description has major changes, contact your Talent Acquisition Specialist. If you attached any documentation for the changes, please put SEE Attachments in this box.

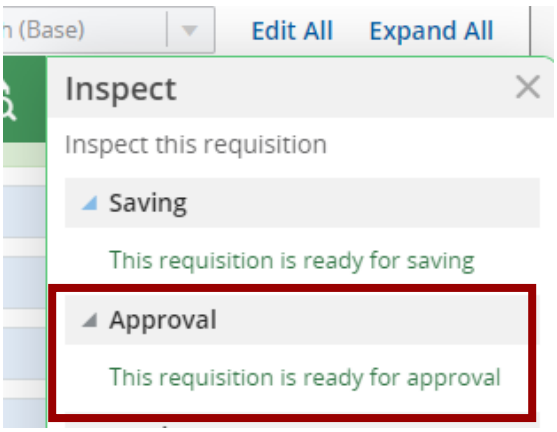


- Press **Done** at top of requisition.

- 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.



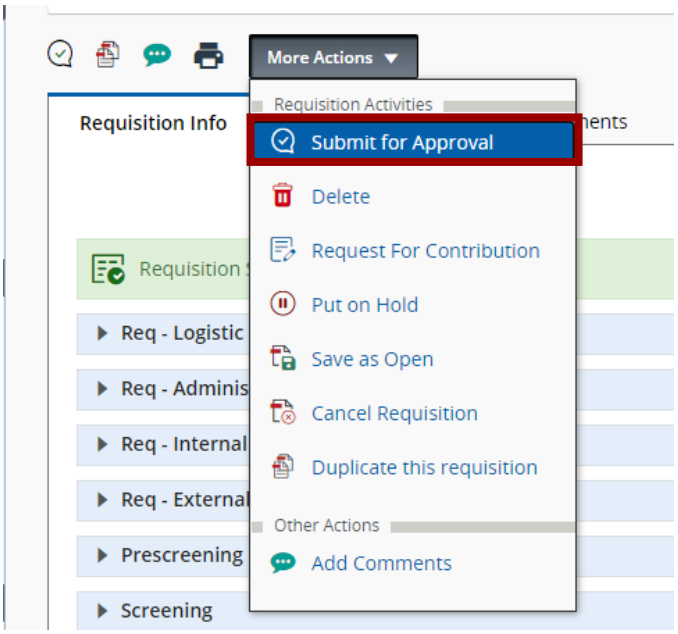
- Once all are corrected, the **Inspect** tab will read: **This requisition is ready for approval**.



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.

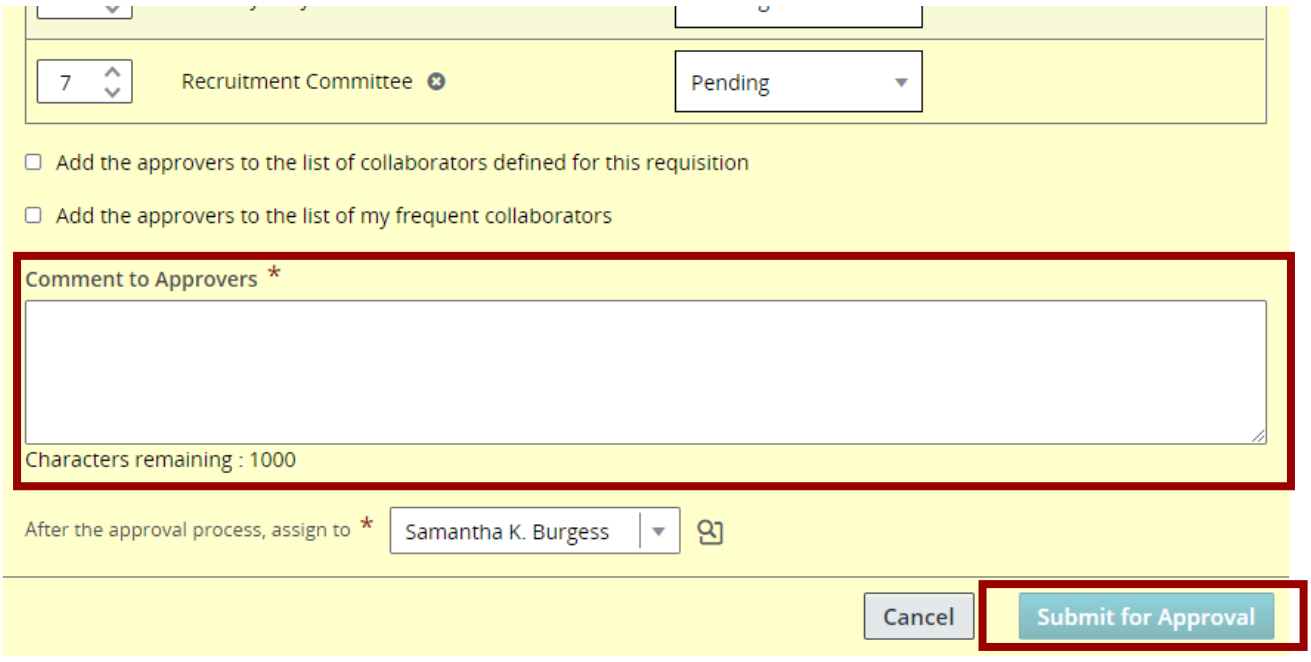
Hiring Manager: Requesting Requisition Approval

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**.



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

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