Creating a Requisition to Recruit for a Position or to Request a Search Waiver

From the Bubble Menu or the Dropdown Menu, chose Manage position descriptions and create a new requisition.

You will be directed to a page to search for the Position Description. Enter a Position Number, Position Title, or Employee Name (if replacing) and select Search.

If your search does not reveal the Position Description that you are looking to recruit for, please create a new Position Description by following the steps in the Position Description job aid.
Once you find the position you are recruiting for, select **Recruit for position**.

<table>
<thead>
<tr>
<th>PD No.</th>
<th>Posting Title</th>
<th>Position Number</th>
<th>Job Code</th>
<th>Current Employee Name</th>
<th>Supervisor Name</th>
<th>Date modified</th>
<th>Approval status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD-64</td>
<td>Human Resources &amp; Payroll Representative</td>
<td>00014845</td>
<td></td>
<td>Timothy Cendrowski</td>
<td></td>
<td>10 Jul 2017</td>
<td>Approved</td>
</tr>
<tr>
<td>PD-77</td>
<td>Carol's Cook</td>
<td>00014253</td>
<td></td>
<td>Jeannine Labossiere</td>
<td>Timothy Woods</td>
<td>04 Aug 2017</td>
<td>Approved</td>
</tr>
<tr>
<td>PD-78</td>
<td>Recruitment Specialist</td>
<td>00027757</td>
<td></td>
<td>Marcy Desmarais</td>
<td>Carmen Jimenez</td>
<td>08 Sep 2017</td>
<td>Pending approval</td>
</tr>
</tbody>
</table>

The system will direct you to the **Requisition Information** page in the system. A large portion of the details populated in the **Position Description** will transfer to the **Requisition** and some will be “read only”. All items on the **Requisition** should be completed that are not populated from the **Position Description**. If a field does not pertain to your department such as Current Incumbent in cases of a new position, please leave the field blank.

Should you need to make a change to a Read Only item, you will need to edit the already approved **Position Description** and wait for it to be approved again.

The **Position Type** you select is dependent upon whether or not there is an incumbent in the position you are hiring for. If there is no current or former incumbent and the position is a new Headcount for your department, you should select **New**. If there is not a new Headcount for your department you should select **Replacement**.

**Completing the Requisition**

Continue to complete the fields on the **Requisition** that apply. **All Fields with an * must be completed** in order to move forward. In the **Position Details** section, you will identify **Recruitment Process**. A drop down list will provide the choices available. Select **Amherst**.
Waiver for posting

In the event that the hiring department is requesting a waiver of the posting process for a position, the department must indicate this on the Requisition by selecting Yes to the “**Do you wish to apply for a waiver for the posting**” drop down menu. The department must also provide a reason for the waiver in the field shown below. All waivers are subject to review and approval by the Office of Human Resources.

![Image](image.png)

**Reason for waiver:**

Funding Source, Percentage and Speed Type

If applicable on your requisition you should indicate whether this position is funded via State Funds or Grants, the primary percentage of salary dedicated to the payroll and your department’s payroll Speed Type. You can utilize the Speed Type Lookup by clicking the link and searching for your speed type in the database shown below.

![Image](image.png)

**Search Committee**

All Exempt positions in PageUp should be utilizing the Search Committee function, unless a waiver has been issued. Select “Yes” that you would like to utilize a Search Committee. You should identify your **Search Committee Chair**. Your **Search Committee Chair** will be the person in charge of the Search Committee, usually assigned by the Appointing Authority aka Hiring Manager. Next identify
your Chair Communication role. The Chair Communication aka Record Keeper is responsible for the administrative tasks for the Search Committee. If a name prepopulates into the Chair Communication role, please clear it out using the eraser. Using the magnifying glass will help you easily search for UMass Amherst employees. Please remember to disable your browser’s pop-up blockers.

To add search committee members, select Add Search Committee Member. Find the Committee Member and select Add. Continue to add members until done. Click the Done button when finished to verify that all committee members have been added.

Posting Details
In this section you should enter your Posting Details i.e. select where you will be advertising your job by clicking any of the applicable options. You may provide additional sources in the free text box “Please list any other advertising sources”. If applicable, you may enter your Speed Type for Advertising. Enter the Campus Location which is the physical building your position will report to, click the magnify glass icon to search for the building, once found click Okay. Lastly, always select Amherst for your Posting Location.
**Posting summary** is text that will appear on the University’s Career Page, advertising the job. The text should be descriptive enough to make an applicant interested in the position. For Non-Exempt positions copy and paste the General Statement of Duties from the Form 30. For Exempt positions copy and paste the Job Summary from the Position Description or the Posting Text section.

![Posting details form](image)

The University of Massachusetts is hiring for an accounts payable manager position.

**Current opportunities**

<table>
<thead>
<tr>
<th>Position</th>
<th>Location</th>
<th>Closes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Cluster Admin</td>
<td>UMass Amherst</td>
<td>30 Jun 2018</td>
</tr>
</tbody>
</table>

Member of Cmem/BMB IT team. This individual needs to be both independent (with a strong ability to prioritize and make decisions) and a contributing member of the IT team. He/She will make (and support) policy decisions, and represent both departments in appropriate meetings/projects. As system administrator for computing facilities of two departments, this individual is responsible for support of research, teaching and administrative network-attached workstations, stand-alone computers, peripherals, hardware, software and all network connections. Includes network administration, programming servers, programming interactive software, and resolution of client issues for Windows, Macintosh, and Linux systems.

The Posting text will carry over from the **Position Description**. If any changes need to be made, you will need to initiate the changes in the **Position Description** module and send it through the approval path before initiating the Requisition. In special circumstances, HR may be able to approve changes without starting over, and you may contact your Compensation Analyst for guidance.
Adding a note to a requisition
Once the Position Info is complete, but before the Requisition is sent for approvals, click the Notes tab, add any relevant notes, and then click on Submit at the bottom of the Notes dialog box. The note will be time and date stamped with your user name. The notes tab is a great way to record extra information about the Requisition. Note tabs are visible by all users in the system. Please use discretion! These notes will become part of the permanent hiring record.

Users and Approvals on a Requisition
Whomever initiated the recruitment process, their name will automatically populate into the Hiring Manager field. The Originator should put in the correct Hiring Manager’s name in that field and add the Originators Name into the Administrative Support/Originator’s field. The Originator should then select the appropriate approval process for their department. The Default approval process will indicate “Amherst 2 Approvers” and users are required to enter an approval process. Select the appropriate amount of Approvers from the “Approval Process” drop down list to generate your approval process. The Originator will have the ability to change names within the approval process. Names within the section below will all receive emails at different stages of the process. The Hiring Manager and Administrative Support/Originator will receive an email when the Requisition has been fully approved.
Saving and Submitting the Requisition

In order to submit your **Requisition** be sure to select “Pending approval” from the Status* drop down indicated below. Then follow the steps in the bullet points below.

- Selecting Save a Draft can be used when you need to save the **Requisition** you are working on without starting the approval process.
- Submit will save and begin the approval process on your **Requisition**.
- Submit and Exit will save and begin the approval process and exit your screen back to the home screen.
- Cancel will exit the **Requisition** without saving.
• The opportunity to run a Spell check is available and is recommended.

Hiring Managers and Administrative Support/Originators will receive an email when the requisition has been approved.