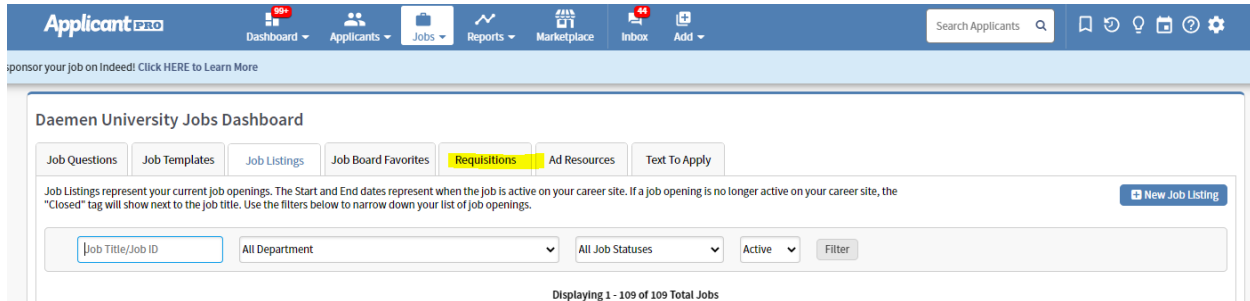


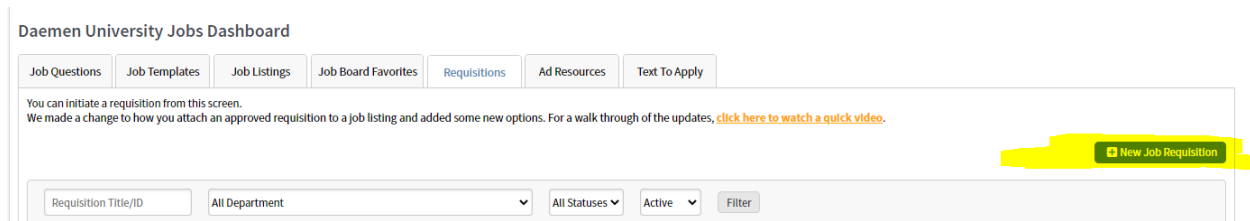
# Job Requisition Process – Adjunct Faculty

## [Log into ApplicantPro.](#)

You should be taken to the “jobs” page. Click the “Requisitions” tab.



On the Requisitions tab, click “New Job Requisition” on the right:



Two drop-down prompts will load. Select “Adjunct” out of the list of multiple options for Job Template. For the Requisition Form, select the first option, “Adjunct.”

## Add Requisition

**Job Template:** Adjunct Faculty

**Propose New:**  
 Job Template ?  
 Job Questions

**Requisition Form:** Adjunct Faculty Requisition

The full requisition now loads. In the first section, you can now note the number of positions you are recruiting for. You will also have a drop-down to select the department.

**You must upload the job description; this step is critical.** We cannot make your posting without it. Even if it is just a brief description of the courses and term, it is required.

## Add Requisition

Job Template:	Adjunct Faculty
Propose New:	<input type="checkbox"/> Job Template <span>?</span> <input type="checkbox"/> Job Questions
Requisition Form:	Adjunct Faculty Requisition
Proposed Job Titles:	Adjunct Faculty
Number of Positions:	1
Department:*	
<b>Job Description</b>	Show Ad Description <b>See or Attach Full Description</b>

Move through the rest of the requisition; all fields with an asterisk are required. This form is identical to the print form, simply laid out in digital format.

At the very end, select your Dean in the drop-down for first-level approval. This section is alphabetical by first name.

The office of Academic Affairs is hard-coded as the final approval.

Once finished, click “Save and Begin Process” to move into the approval flow.

Requisition Approvers	
Dean*	
VPAA Office*	Doris Murphy
Cancel    Save as Draft <b>Save and Begin Process</b>	