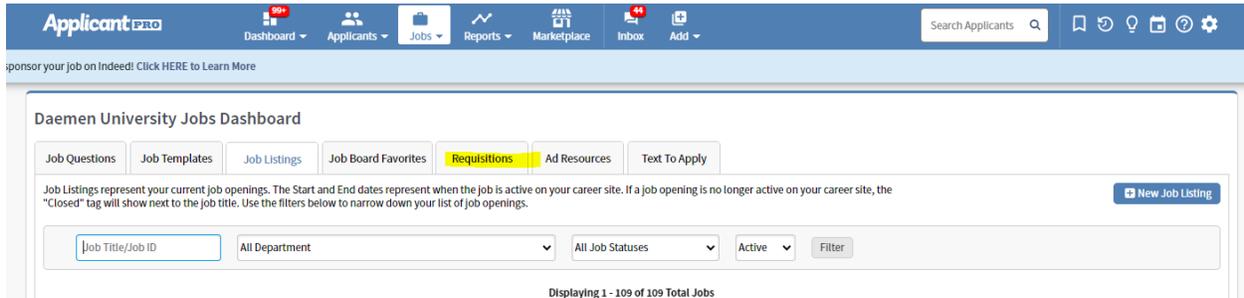


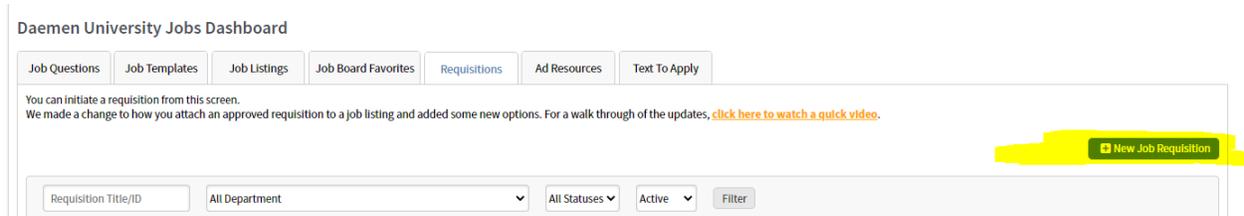
Job Requisition Process – Full Time Faculty

[Log into ApplicantPro.](#)

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

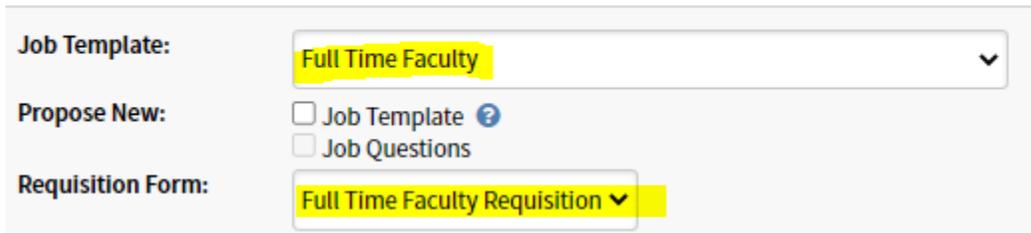


On the Requisitions tab, click “New Job Requisition” on the right:



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

Add Requisition

The screenshot shows the 'Add Requisition' form. It has three main sections: 'Job Template:' with a dropdown menu showing 'Full Time Faculty'; 'Propose New:' with two radio button options, 'Job Template' (selected) and 'Job Questions'; and 'Requisition Form:' with a dropdown menu showing 'Full Time 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.

Add Requisition

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

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 the Dean over your department for approval. This section is alphabetical by first name.

The VPAA and Business offices are hard-coded and will receive the requisition afterward.

Once finished, click “Save and Begin Process” to move into the approval flow and send on to your Dean for first approval.

Requisition Approvers	
Dean*	
VPAA Office*	Doris Murphy
Business Office*	Business Office
Cancel Save as Draft Save and Begin Process	