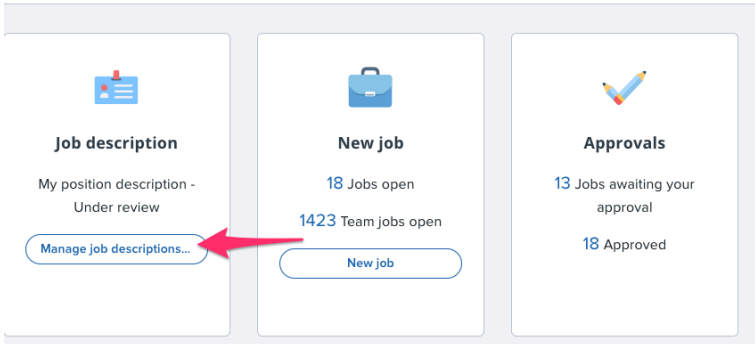
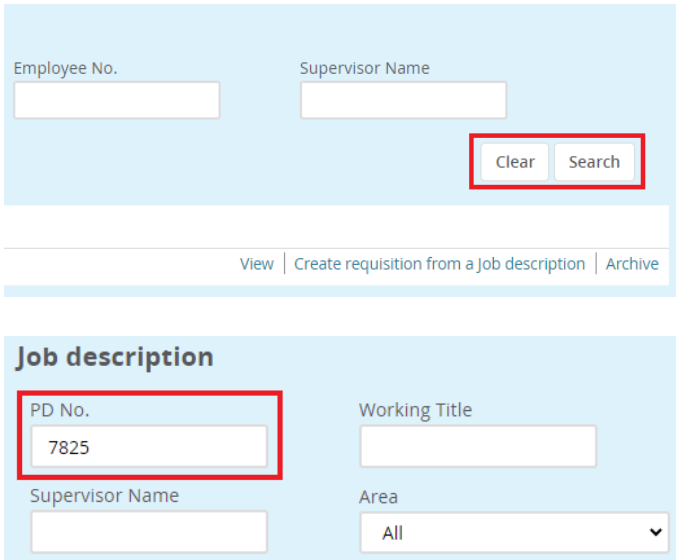
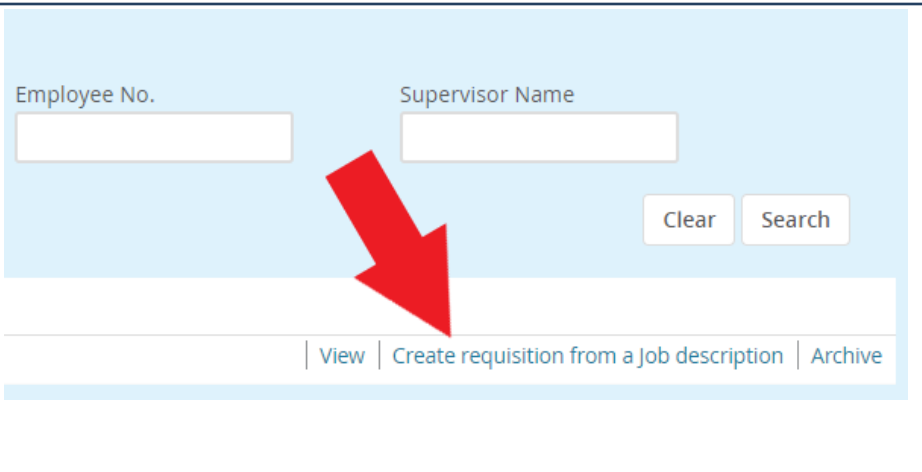


# Creating a Requisition for a Pooled Position

What you need to do	What you will see																																				
<p><b>STEP 1:</b> <u>All new requisitions must be created using an approved job description.</u></p> <p>From the Hiring Manager Dashboard, go to the <b>Job description</b> tile.</p> <p>Click <b>Manage job descriptions</b>. This will open your Job Description library.</p>	<p><b>My Dashboard</b> Welcome Britney, this is your Dashboard where you will see all your tasks organized in various stages.</p> 																																				
<p><b>STEP 1.2: Locate Template Job Description</b></p> <p>Click <b>Clear</b> to remove any prior search criteria.</p> <p>Refer to the <a href="#">Pooled Positions Crosswalk with PD Numbers</a> and note the <i>4-digit PD</i> number for the type of position you wish to hire.</p> <p>Enter the 4-digit number into the <i>PD No.</i> field and click <b>Search</b>.</p>	 <table border="1" data-bbox="610 1373 1511 1856"> <thead> <tr> <th>E-Class</th> <th>PD No.</th> <th>E-Class</th> <th>PD No.</th> </tr> </thead> <tbody> <tr> <td>31 - Part Time Instructor</td> <td>7827</td> <td>87 - RA</td> <td>7763</td> </tr> <tr> <td>35 - Adjunct/PT Visiting Prof/PT Lect.</td> <td>7761</td> <td>87 - TA</td> <td>9719</td> </tr> <tr> <td>39 - Comm. Teachers</td> <td>7128</td> <td>88 - DRF</td> <td>7764</td> </tr> <tr> <td>81 - Fee Based Instr.</td> <td>7780</td> <td>89 - AF</td> <td>7765</td> </tr> <tr> <td>45 - PT Prof. Student</td> <td>9720</td> <td>90 - FWS</td> <td>9460</td> </tr> <tr> <td>48 - Temp. Professional</td> <td>7828</td> <td>93 - Int. Student</td> <td>9714</td> </tr> <tr> <td>48 - OTP</td> <td>9746</td> <td>91 - Int. Employee</td> <td>7727</td> </tr> <tr> <td>84 - Course Assistant</td> <td>7825</td> <td></td> <td></td> </tr> </tbody> </table>	E-Class	PD No.	E-Class	PD No.	31 - Part Time Instructor	7827	87 - RA	7763	35 - Adjunct/PT Visiting Prof/PT Lect.	7761	87 - TA	9719	39 - Comm. Teachers	7128	88 - DRF	7764	81 - Fee Based Instr.	7780	89 - AF	7765	45 - PT Prof. Student	9720	90 - FWS	9460	48 - Temp. Professional	7828	93 - Int. Student	9714	48 - OTP	9746	91 - Int. Employee	7727	84 - Course Assistant	7825		
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**STEP 1.2: Continued**

Click **Create requisition from a job description** to proceed to the requisition form.



Employee No.  Supervisor Name

[View](#) | [Create requisition from a Job description](#) | [Archive](#)

**STEP 2:**


Required fields are indicated by an **asterisk\***, many of which populate automatically based on the corresponding JD fields.


Also complete any non-mandatory fields as specified by the employee group in which you are hiring.

*For example, when hiring a part time instructional staff member, complete the six "For PT Instructional Staff Positions Only" fields, as pictured to the right:*

Reason for Requisition: \*


Name of Incumbent Being Replaced:

Date Requisition opened:  


Date filled:  

Working Title: \*

*This title will be displayed on the TC*


Full or Part Time:  


Employee Classification:


Position Type: \*  

**Employee Group Specific Fields**  
Example:

**FOR PT INSTRUCTIONAL STAFF POSITIONS ONLY**

Appointment Type:  

Rank (if adjunct only):  

Salary:  

Courses taught by Adjunct/Part-Time Instructor:

Any appointment that is outside the standard college pay should be directed to:

Is this a co-taught course?:  Yes  No

**STEP 3: Salary**

The Pay Scale will be automatically filled in based on the template job description you selected in step 1.



The Requested Salary field should state:

1. Each individual appointment amount
2. Total appointment amount across all headcount of this requisition

For example, if you intend to fill three headcount on this requisition, you should write “\$2000/3 appointments; \$6000 total”

Alternatively, if you are hiring a single position, write the total appointment amount for a single headcount, something like: “\$2000/1 appointment”



**SALARY**

Pay Scale:\*   

Pay Scale No. PN - TEMP  
Minimum \$ 15.00  
Maximum \$ 76,846.00

Requested Salary:\*

**SALARY**

Pay Scale:\*   


Pay Scale No. PN - TEMP  
Minimum \$ 15.00  
Maximum \$ 76,846.00

Requested Salary:\*

**STEP 4: Headcount Management section**

The first headcount automatically populates in this section. In the **Type** column, select **New** or **Replacement** based on the nature of the requisition.

Positions:\*

Position no:*	Type:*	Applicant	Application status	
1 <input type="text" value="Research/Teaching Assis"/> 	<input type="text" value="Select"/>	-	-	Cancel


Position no: R00000  
Area:  
Grade: Part Time Employees  
Department:  
Employee Name: Abhishek Shah  
Budget Org. No:  
Budget Org. Description:  
Supervisor: Elizabeth Farley

**STEP 4b: Additional Headcount**

If you intend to hire more than one person on this requisition, in the *New* or *Replacement* box type in the number of additional headcount required and click “Add more.”

In each new row, copy the position number from the top row and paste it into the new box. Click the magnifying glass and the system will fill in the position details.

Positions:\*

Position no:*	Type:*	Applicant	Application status	
1 <input type="text" value="Research/Teaching Assis"/> 	<input type="text" value="Select"/>	-	-	Cancel

Position no: R00000  
Area:  
Grade: Part Time Employees  
Department:  
Employee Name: Abhishek Shah  
Budget Org. No:  
Budget Org. Description:  
Supervisor: Elizabeth Farley

New:  Replacement:

New  Replacement:

**STEP 4b: (Continued)**

Note: If the blue box says “No position selected” you still need to click the magnifying glass. Proceeding as-is will result in an error.

**STEP 4: Search Committee Section (optional).**

If applicable, set up a Search Committee.

1. Check ‘Yes’ in **Do you wish to utilize a search committee?**
2. Input the user name of the **Search Committee Chair**
3. Click **Add Search Committee Member** and select all applicable users.

\*\*If you want to make updates to the search committee after the requisition has been approved, please email [HRISTeam@tc.edu](mailto:HRISTeam@tc.edu).\*\*

**STEP 5: Posting Details Section**

In the Posting Details section, the first required field is the **Salary Range for Posting**.

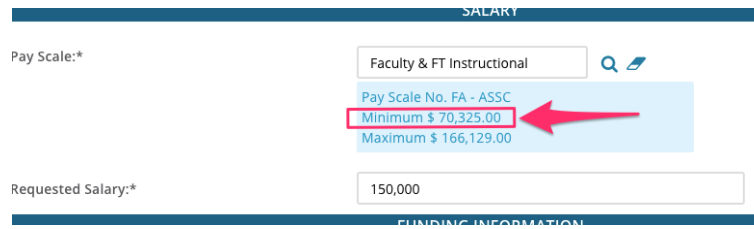
Enter the minimum and maximum amounts of the salary range you are willing and able to pay for this position.

**STEP 5.1: Determine the minimum for the salary range for posting.**  
Go to the **Salary** section of the requisition.

Using the minimum amount on the pay scale as a guide, determine the appropriate amount that is not below the minimum pay scale nor below the minimum wage.

\*\*Please reach out to your HR Rep for any further guidance.

Minimum Amount:



**STEP 5.2: Determine the maximum for the salary range for posting.**

Using the maximum amount on the pay scale as a guide, determine the appropriate amount that is not above the maximum pay scale nor above the maximum budgeted amount you are willing to pay for the position.

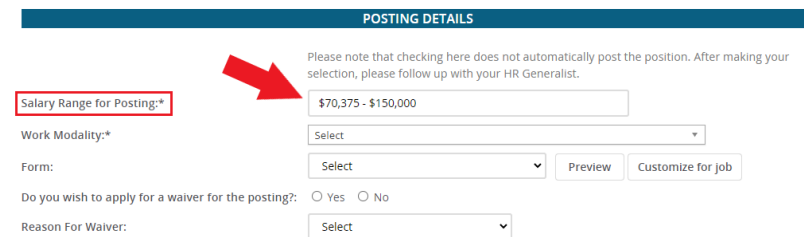
You can work with your budget administrator to determine this number.

\*If the maximum budget amount available is lower than the minimum of the payscale, please consult with your HR Generalist.

**STEP 5.3a: Return to the “Salary Range for Posting” field.**

Manually enter the minimum and maximum amounts determined in the previous steps

**NOTE:** If there is a large discrepancy between the maximum budgeted amount and the listed pay scale, please consult with your HR Generalist. This could mean that your budget is not competitive enough to attract candidates with the current market rate.



**STEP 5.3d: Process for Hourly, non union positions**

For hourly positions that are non - union, enter the maximum hourly rate, and a minimum hourly rate that is not below the minimum wage of \$15 per hour.

Ex., \$22.50 - \$30.00 / hr

**POSTING DETAILS**

Please note that checking here does not automatically post the position. After making your selection, please follow up with your HR Generalist.

Salary Range for Posting\*:

Work Modality\*:

Form:

Do you wish to apply for a waiver for the posting?:  Yes  No

Reason For Waiver:

**STEP 5.4: Complete the rest of the fields.**

In the Work Modality field, select the appropriate option.

- For **Students**: Select Student Employee - Onsite.
- For **all other groups**: Select between Hybrid, Onsite OR Remote

**Optional:**

If you wish to apply for a waiver and bypass the required 5-day public posting required, click the radio button for **Yes** when asked if you wish to apply for a **Waiver**. Then, select a reason from the **Reason for Waiver** dropdown.

Next, if you wish for your requisition to be posted to an external site, click on the hyperlink to the appropriate form and request the external posting be created by the HR team.

Work Modality\*:

Do you wish to apply for a waiver for the posting?:  Yes  No

Reason For Waiver:

If you plan to advertise in addition to the TC website, indicate the advertising source:

If you plan to advertise in addition to the TC website, indicate the advertising source:

1. Complete the HigherEd Jobs & Chronicle of Higher Ed Posting Request Form if you are posting to either job board.  
HigherEd Jobs or Chronicle of Higher Ed Request Form.
2. Complete the External Job Posting Request Form for all other external postings.  
External Job Posting Request Form.

**STEP 5.5: Generate the job posting information.**

Review the information in the **Job Summary** through **Posting Summary** fields. **Template JDs have blanks intended for you to update before proceeding.**

If the contents of the above fields are correct, click the **Generate Description** button.

Clicking this button is required to proceed. It compiles and formats these fields to create a uniform layout across the college.

**Note:** You will set up the job posting AFTER the requisition has been approved.


Job Summary/Basic Function:

Minimum Qualifications:

Preferred Qualifications:

Posting Summary:\*

Posting Description:\*



**An example of the system generated description:**

Posting Description:\*

**Posting Summary:**  
Posting Summary Sample

**Job Summary/Basic Function:**  
Job Summary Sample

**Minimum Qualifications:**  
Minimum Qualifications Sample

**Preferred Qualifications:**  
Preferred Qualifications Sample

**Salary Range:**  
\$70,325.00 - \$150,000

**STEP 6: Approvals Section**

- A. Supervisor** - Will default to your name. You may update it if you are not the supervisor of this requisition.
- B. Approval process** - For details, see step 6.1 below
- C. HR Representative** - Update to the individual name of your HR rep
- D. Status** - Update to Pending Approval

**APPROVALS**

Please select the appropriate Approval Process based on the type of position and the amount of department approvals needed.

Supervisor:\* **A.**     
UserID: JOM2105

Approval process:\* **B.**

HR Representative:\* **C.**     
UserID:

Status:\* **D.**

Close job    Next page >

Please fill in all mandatory fields marked with an asterisk (\*).

### STEP 6.1 : Approval Workflow


Using the [Selecting the Right Approval Workflow](#) guide, select the correct option from the drop down menu.


The mandatory levels will appear. Using the magnifying glass, select the applicable approver.


If the approval process includes the Budget/Grants group, please include the team who oversees your funding source: either “Budget Team” or “Grants Team”

**Note:** If “HR Team” defaulted in the HR level, please update the approver to your HR rep. For all other team approvers, please leave the team name defaulted.

Approval process:\* All Other Employees - Operating Funded ▾

1. Department Head:  Britney Spears     
AG4096@tc.columbia.edu ▾

2. HR:  HR Team **Update to individual approver**     
hrservices@tc.edu ▾

3. Budget:  Budget Team **Leave as team approver**     
budget@tc.edu ▾

**Budget/Grants:**

Budget/Grants:     
budget@tc.edu ▾

**OR:**

Budget/Grants:     
grantsoffice@tc.columbia.edu ▾

### STEP 7: Save for approval.


Now you can save the requisition and send it for approval.

- **Save a draft** - Will knock out the approval workflow, save the remainder of the information, but allow for edits.
- **Save** - Will save the req, send it to the first approver and keep you on the requisition for viewing.
- **Save & exit** - Will save the req, send it to the first approver and close out the page.

Status:\* Pending approval ▾

[Next page >](#)

Please fill in all mandatory fields marked with an asterisk (\*).





### STEP 7.1: Check on approvers

You can check where your requisition sits in the approval workflow by returning to the approval section.

Clicking the “Resend email to approver” button will trigger the sending of a reminder email to the approver.

If you receive notice that your requisition has been declined, proceed to **Step 8**.

If approved, refer to the [Posting a Job](#) user guide for next steps.

Supervisor:\* Britney Spears


Approval process:\* All Other Employees - Operating Funded

---

1. Department Head: Britney Spears ✔ Approved Oct 6, 2022

2. HR: HR Team 🔔 You are here  
Resend email to approver

3. Budget: Budget Team



### Step 8 Review reason requisition was declined.

If you received notice that your requisition was declined, return to the requisition’s approval process section.

Click the **restart** button. This will allow you to edit the requisition based on the approver's feedback.

**Note:** If the issue includes anything contained in the posting description, be sure to click the *Generate Description* button again to recreate the job ad.

After all necessary changes have been made, return to step 6 above to submit for approval once more.

Approval process:\* Test Approval

---

1. SuperUser: Budget Team ✘ Declined Mar 11, 2024

Reason for declining the job: Other

Additional comments: Upon decline, the reviewer will leave a comment here as to the reason why.

restart

