BENEFITED FACULTY AND ACADEMIC PROFESSIONAL POSITION REQUISITION GUIDE
UW PEOPLESOFT TRAINING SCRIPT

This script will walk you through the process of creating a position requisition for a benefited faculty or academic professional position. All internal, departmental procedures should be followed (if applicable) before submitting the requisition.

Note: Make sure that you allow pop-ups for this site.

The Process *At-A-Glance*

1. Log into PeopleSoft HRMS and navigate to the Academic Position Requisition page.

2. Search for an existing requisition or begin a new one. If you do not have a position number, you may indicate that and the budget office will provide one.

3. Complete all open fields on the position requisition including departmental information, funding information, FTE and Academic Year/ 12-month indicators.

4. Enter Job Advertisement: Use clear, concise language, bullet points where possible and double check for grammatical and spelling errors! This is what potential applicants will see!

5. Enter Job Description: Indicate time and percentages for job duties.

6. Once all information has been provided, submit your requisition for electronic approval.

7. Once approvals are received, Human Resources will create a Job Opening

8. See the Job Opening User Guide to manage applicants, select candidates for interview and make job offers.

DID YOU KNOW?

It is **required** for Search Committees to schedule a phone or in-person consultation on fair and equitable searches with an emphasis on diversity recruitment with The Employment Practices Office (EPO).

Please call 766-3459 OR email diversity-epo@uwyo.edu to schedule an EPO consultation meeting! We offer great ideas on diversifying applicant pools and help you conduct a fair and equitable search.

Questions regarding the Academic Position Requisition and next steps can be directed to HR at 307-766-5612.

PART ONE: Logging in and navigating to the position requisition.

Favorites | Main Menu > Recruiting > Academic Position Req

Academic Posn Req

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

▼ Search Criteria

Position Request ID: [=] ▼ [   ]
Job Opening ID: [=] ▼ [   ]
Thread Status: [=] ▼ [   ] ▼
Position Number: [begins with] ▼ [   ]
Department: [begins with] ▼ [   ]

[Search] [Clear] Basic Search 🔲 Save Search Criteria

Find an Existing Value | Add a New Value

Step		Notes
1	Log in to PeopleSoft HRMS and begin by navigating to the Academic Position Req page. From the main menu, select **Recruiting**	
2	Then click on **Academic Position Req**	
3	The **Academic Position Req** page should now display.	

Favorites | Main Menu > Recruiting > Academic Position Req 🔍

Academic Posn Req

Enter any information you have and click Search. Leave fields blank for a list of all values.

| Find an Existing Value | Add a New Value |

▼ Search Criteria

Position Request ID: = ▼ [   ]
Job Opening ID: = ▼ [   ]
Thread Status: = ▼ [▼]
Position Number: begins with ▼ [   ]
Department: begins with ▼ [   ]

[Search] [Clear] Basic Search 🔲 Save Search Criteria

Find an Existing Value | Add a New Value

Step		Notes
4	To view an existing job requisition, enter the position number, or simply click the "**Search**" button. To begin a new requisition, click on **Add a New Value**.	

Favorites | Main Menu > Recruiting > Academic Position Req 🔍

Benefited Faculty and Academic Professional Position Request

This form authorizes the recruitment of benefited faculty and academic professionals on regular University lines which require either presidential or Trustee approval for appointment. (See parts I, V, and VI of the Trustee Regulations.) No recruitment activities can begin prior to the approval of this form.

Position Number [   ] 🔍   [Continue]   [I need a new position #]

[Return to Search]

Look Up Position Number

? Help

Position Number:	begins with ▼	[ ]
Description:	begins with ▼	[ ]
Department ID:	begins with ▼	[ ]
Department:	begins with ▼	[ ]
Full/Part Time:	= ▼	[▼]
Classified/Unclassified Ind:	= ▼	Faculty ▼

[Look Up] [Clear] [Cancel] Basic Lookup

Search Results

Only the first 300 results can be displayed.

View 100   First ◄ 1-300 of 300 ► Last

Position Number	Description	Department	Full/Part Time	Classified/Unclassified Ind
0101	Asst Professor	Zoology & Physiology	Full-Time	Faculty
0104	Professor	Political Science	Full-Time	Faculty
0106	Department Head/Assoc Prof	Mechanical Engineering	Full-Time	Faculty
0107	Assoc Professor	Botany	Full-Time	Faculty
0108	Asst Professor	Family & Consumer Sciences	Full-Time	Faculty
0109	Department Head/Assoc Prof	Secondary Education	Full-Time	Faculty
0110	Assoc Professor	English	Full-Time	Faculty
0113	Asst Professor	Professional Studies	Full-Time	Faculty
0117	Assoc Professor	Agricultural & Applied Econ	Full-Time	Faculty
0120	Asst Professor	Geology & Geophysics	Full-Time	Faculty
0122	Asst Professor	School of Nursing	Full-Time	Faculty
0123	Assoc Professor	Communication Disorders	Full-Time	Faculty
0124	Professor	Electrical & Computer Engr	Full-Time	Faculty
0126	Asst Professor	Elementary & Early Childhood	Full-Time	Faculty
0127	Assoc Professor	Music	Full-Time	Faculty
0129	Asst Professor	Chemistry	Full-Time	Faculty
0131	Asst Professor	Professional Studies	Full-Time	Faculty
0135	Professor	Psychology	Full-Time	Faculty

Step		Notes
5a	*If you already have a number for the position*, enter it here and click **Continue.** You can use the magnifying glass to search for faculty or other academic positions. (Second screen shot above) Use the Classified/Unclassified dropdown menu to find Faculty or Academic positions	
5b	*If you do **NOT** have a position number*, click **I need a new position #.***	

➡ ****Please Note:** If you need a new position number, there will be additional fields to fill out (including a funding source) and this requisition will be sent to the budget office to create a new position. If you simply do not know which position number to enter, check with your Appointing Authority or Dean's Office **before** filling out this form.

PART TWO: Entering Position Requisition Information including the Job Ad

Benefited Faculty and Academic Professional Position Request

This form authorizes the recruitment of benefited faculty and academic professionals on regular University lines which require either presidential or Trustee approval for appointment. (See parts I, V, and VI of the Trustee Regulations.) No recruitment activities can begin prior to the approval of this form.

Present/Previous Position Status

Position	0285	Assoc Professor
Department	22120	Animal Science
Division/College	22000	College of Ag & Nat Resources
FTE	1.000000	
Supervisor		
Originator		

Position Request ID 999999999
Status Initial

⚫ Full-Time
◯ Part-Time

Employment Status

Replace vacated position

Currently held by

Proposed Position Info

Division/College	College of Ag & Nat Resources 🔍
Department	Animal Science 🔍 22120
Title	Assoc Professor 🔍
FTE	1.000000
New Supervisor	🔍
Anticipated Start Date	📅

Appointment

◯ AY-9 month
◯ FY-12 month
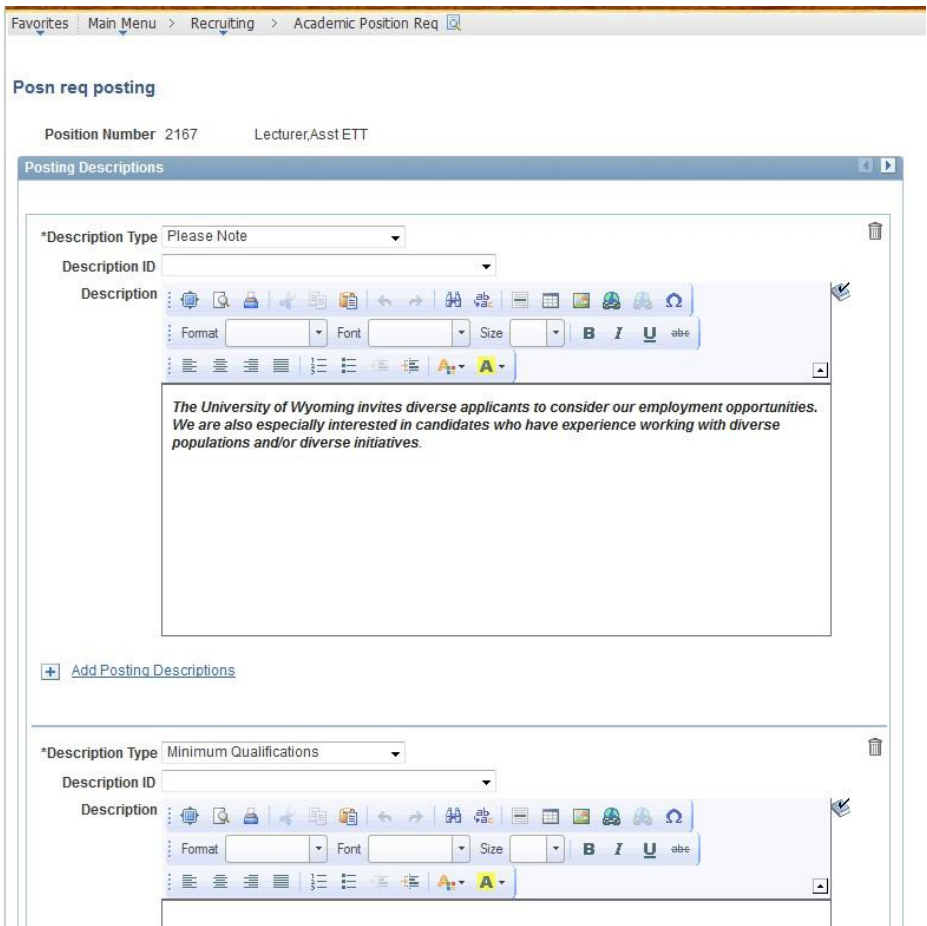
◯ Full-Time
◯ Part-Time

Job Posting Information

◯ Minimum 30 day posting   ◯ Open until filled   ◯ Exception to posting

Enter Job Posting   Enter Job Description

Step		Notes
6	The **Benefited Faculty and Academic Professional Position Requisition** page should now be displayed.	
7	You will need to **complete all fields** indicated above. Don't forget to indicate if the job will be posted for 30 days, open until filled, or is an exception to posting. (For exceptions, please call 766-3459 to discuss your requisition.) Remember, *the magnifying glass icons can help you*! **Pro Tip!** Throughout the process, click "**Save Changes**" as many times as needed. This will save your work until you are ready to submit.	
8	Click on **Enter Job Posting**	

Favorites | Main Menu > Recruiting > Academic Position Req

Posn req posting

Position Number 2167   Lecturer,Asst ETT

Posting Descriptions

*Description Type Please Note

Description ID

Description

The University of Wyoming invites diverse applicants to consider our employment opportunities. We are also especially interested in candidates who have experience working with diverse populations and/or diverse initiatives.

+ Add Posting Descriptions

*Description Type Minimum Qualifications

Description ID

Description

Questions? Call Human Resources at 766-5612
Updated 7/3/2017

Step		Notes
9	Here, you will enter all information about the job advertisement. Some of the fields will default with recommended language, such as the "**Please Note**", "**Required Materials**", the "**Hiring Statement**" (required) and the "**Welcome to Laramie**" sections. TIPS: The **Please Note** section should be used to highlight features of your department or college as well as a summary of the position. *Bullet points are highly recommended for the Minimum and Desired qualifications to make the job ad accessible and readable.* For assistance in writing the job ad, please don't hesitate to call Human Resources at 766-5612 or Employment Practices at 766-3459. Scroll through and enter in all language for the ad. **NOTE: Do not use the Description ID dropdown. This should be left blank. Also, do NOT delete auto-filled language. You can ADD language to fields that come with auto-filled text but please do not delete anything.**	
10	When you have entered all language for the job advertisement, scroll down to the very bottom and click **OK**.	
11	You will now be returned to the main **Position Req page**. Next, click on **Enter Job Description**	

Step		Notes
9	Here, you will enter all information about the job duties. Please be sure to complete all applicable fields.	
10	When you have entered all language for the job description, scroll down to the very bottom and click **OK**.	
11	You will now be returned to the main **Position Req page**. Continue to provide funding information for the position as well as your plan for diversity recruitment.	

Funding Information

Funding Manager [   ] 🔍 ⬅

OSU Comparator Salary [$0]

Maximum Salary [$0]

Other salary data and source

[   ]

*Funding Source:

Funding Sources

Entity	Budget ID		
[ ] 🔍	[ ] 🔍 ⬅	[+]	[−]

Diversity Recruitment

Indicate how the search committee intends to utilize strategic approaches to attract a diverse talent pool. Please consider efforts related to minorities, women, individuals with disabilities and veterans. You may include advertising resources, networking activities, attending professional meetings, direct contacts, etc.

Please note: In addition to completing this field, the search chair and/or committee must also schedule a consultation meeting with EPO. Please contact Employment Practices at 766-3459 or diversity-epo@uwyo.edu for any questions and to schedule.

[   ]

Employment Practices Office use only
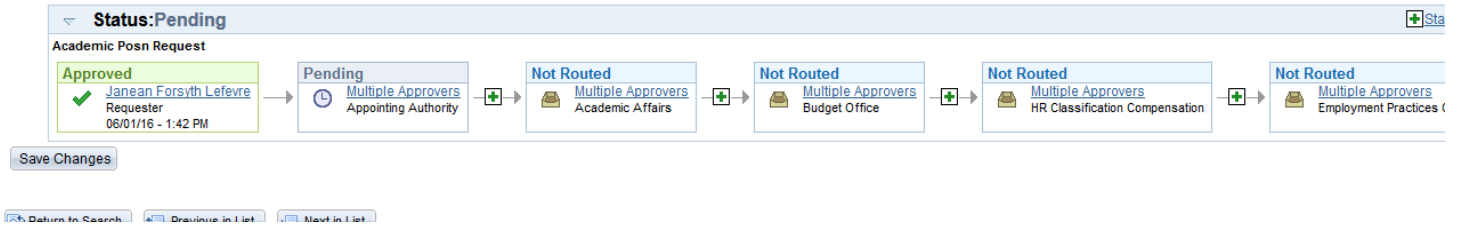
Is the department underutilized?

Minorities: ◯ Yes   ◯ No

Females: ◯ Yes   ◯ No

Comments [   ]

Last Upd   **by**

DtTm

[Save Changes]   [Submit]

Step		Notes
12	Continue entering position information including funding information. Use the magnifying glass icons for assistance. If you do not know the **funding manager** or the **funding source** for the position, consult dean's office or departmental business manager. Indicate OSU or other salary information. (For assistance on this piece, contact Academic Affairs, 6-4286)	
13	Indicate your plan for robust diversity recruitment. For ideas and resources on this, please contact Employment Practices at 766-3459. IMPORTANT: **The search chair and/or the search committee MUST also schedule a consultation meeting with Employment Practices as soon as possible. Call 766-3459 or email diversity-epo@uwyo.edu to schedule as soon as possible to schedule and avoid delays in approvals.**	
14	**Pro Tip! Save Changes** at any time to save your work. You may also use the **Comments** section to add any additional notes that need to accompany the requisition. However, PLEASE NOTE: Comments will only be saved when the SUBMIT button is clicked. If you enter comments and click SAVE CHANGES, the comments will NOT be saved.	

PART THREE: SUBMITTING YOUR REQUISITION AND THE ELECTRONIC APPROVAL CHAIN

Academic Posn Request

Status:Pending

Academic Posn Request

Approved	Pending	Not Routed	Not Routed	Not Routed	Not Routed
✓ Janean Forsyth Lefevre Requester 06/01/16 - 1:42 PM	🕐 Multiple Approvers Appointing Authority	⎙ Multiple Approvers Academic Affairs	⎙ Multiple Approvers Budget Office	⎙ Multiple Approvers HR Classification Compensation	⎙ Multiple Approvers Employment Practices

Save Changes

Return to Search   Previous in List   Next in List

Step		Notes
15	Click **Submit** when you are ready to submit the requisition for approval. After submitting, scroll to the bottom of the page.	
16	The **Position Requisition Chain** will now be displayed at the bottom on the page.	
17	**The position requisition may take some time depending on the time it takes for the approvals. You may exit out of the system at this time. You will be notified when the requisition has been approved. Employment Practices will NOT approve the requisition until a consultation meeting has been scheduled. Call 766-3459 or email diversity-epo@uwyo.edu to schedule as soon as possible to avoid delays!**	

After the approval chain has been completed, you will receive an email and HR will post the position shorty, and/or follow-up with additional information. There is a user guide for the Job Opening available on the HR website at http://www.uwyo.edu/hr/additional-resources/hrms_guides.html

NOTES: