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

**PART ONE:** Logging In and Navigating to the Position Requisition

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.

**PART TWO:** Entering Position Requisition Info including the Job Ad and Job Description

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.

**PART THREE:** Submitting your Requisition and the Electronic Approval Chain

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.

**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.
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

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

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/AP Job Requisition Page

**Step 6**
The Benefited Faculty and Academic Professional Position Requisition page should now be displayed.

**Notes**
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.

**Step 7**
Click on Enter Job Posting

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**Position Number**: 2167  **Lecturer/Asst EFT**

**Posting Descriptions**

- **Description Type**: Please Role
- **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.*

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Questions? Call Human Resources at 766-5612
Updated 7/3/2017
<table>
<thead>
<tr>
<th>Step</th>
<th>Notes</th>
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<tbody>
<tr>
<td>9</td>
<td>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.</td>
</tr>
<tr>
<td>10</td>
<td>When you have entered all language for the job advertisement, scroll down to the very bottom and click <strong>OK</strong>.</td>
</tr>
<tr>
<td>11</td>
<td>You will now be returned to the main <strong>Position Req page</strong>. Next, click on <strong>Enter Job Description</strong></td>
</tr>
<tr>
<td>Step</td>
<td>Notes</td>
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<tr>
<td>9</td>
<td>Here, you will enter all information about the job duties. Please be sure to complete all applicable fields.</td>
</tr>
<tr>
<td>10</td>
<td>When you have entered all language for the job description, scroll down to the very bottom and click <strong>OK</strong>.</td>
</tr>
<tr>
<td>11</td>
<td>You will now be returned to the main <strong>Position Req page</strong>. Continue to provide funding information for the position as well as your plan for diversity recruitment.</td>
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Questions? Call Human Resources at 766-5612
Updated 7/3/2017
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<td>12</td>
<td>Continue entering position information including funding information. Use the magnifying glass icons for assistance. If you do not know the <strong>funding manager</strong> or the <strong>funding source</strong> 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)</td>
</tr>
<tr>
<td>13</td>
<td>Indicate your plan for robust diversity recruitment. For ideas and resources on this, please contact Employment Practices at 766-3459. <strong>IMPORTANT:</strong> 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 <a href="mailto:diversity-epo@uwyo.edu">diversity-epo@uwyo.edu</a> to schedule as soon as possible to schedule and avoid delays in approvals.</td>
</tr>
<tr>
<td>14</td>
<td><strong>Pro Tip! Save Changes</strong> at any time to save your work. You may also use the <strong>Comments</strong> section to add any additional notes that need to accompany the requisition. However, <strong>PLEASE NOTE:</strong> Comments will only be saved when the <strong>SUBMIT</strong> button is clicked. If you enter comments and click <strong>SAVE CHANGES</strong>, the comments will NOT be saved.</td>
</tr>
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### BENEFITED FACULTY/AP JOB REQUISITION

**PART THREE: SUBMITTING YOUR REQUISITION AND THE ELECTRONIC APPROVAL CHAIN**

#### NOTES:

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<tr>
<td>15</td>
<td>Click <strong>Submit</strong> when you are ready to submit the requisition for approval. After submitting, scroll to the bottom of the page.</td>
</tr>
<tr>
<td>16</td>
<td>The <strong>Position Requisition Chain</strong> will now be displayed at the bottom on the page.</td>
</tr>
<tr>
<td>17</td>
<td><strong>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.</strong> Employment Practices will NOT approve the requisition until a consultation meeting has been scheduled. Call 766-3459 or email <a href="mailto:diversity-epo@uwyo.edu">diversity-epo@uwyo.edu</a> to schedule as soon as possible to avoid delays!</td>
</tr>
</tbody>
</table>

After the approval chain has been completed, you will receive an email and HR will post the position shortly, 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](http://www.uwyo.edu/hr/additional-resources/hrms_guides.html)