ADMINISTRATIVE POSITION REQUISITION FORM GUIDE
UW PEOPLESOFT TRAINING SCRIPT

This script will walk you through the process of creating a position requisition for an administrative professional, at-will position. All internal, departmental procedures should be followed (if applicable) before submitting this 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 Administrative 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**

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!

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

5. Once all information has been provided, submit your requisition for electronic approval.
6. Once approvals are received, Human Resources will create a Job Opening
7. See the "Administrative Hire Job Opening 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 Administrative Position Requisition form and next steps can be directed to HR at 766-5612.
PART ONE: Logging in and navigating to the position requisition.

<table>
<thead>
<tr>
<th>Step</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Log in to PeopleSoft HRMS and begin by navigating to the Administrative Position Req page. From the main menu, select Recruiting.</td>
</tr>
<tr>
<td>2</td>
<td>Then click on Administrative Position Req.</td>
</tr>
<tr>
<td>3</td>
<td>The Administrative Position Req page should now display.</td>
</tr>
</tbody>
</table>
Step 4

To view an existing job requisition, enter the position number. To begin a new requisition, click on **Add a New Value**.
Questions? Call Human Resources at 766-5612
Updated 12/20/2016
**Please Note:** If you need a new position number, there will be additional fields to fill out (including a funding source) and this request 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 before filling out this form.

**PART TWO: Entering Position Requisition Information including the Job Ad**
<table>
<thead>
<tr>
<th>Step</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>6</td>
<td>The Administrative Professional Position Requisition page should now be displayed.</td>
</tr>
<tr>
<td>7</td>
<td>You will need to complete all fields indicated above. Remember, the magnifying glass icons can help you! Throughout the process, click “Save Changes” as many times as needed. This will save your work until you are ready to submit.</td>
</tr>
<tr>
<td>8</td>
<td>Click on Enter Job Posting</td>
</tr>
</tbody>
</table>
Questions? Call Human Resources at 766-5612
Updated 12/20/2016

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 can be used to highlight features of your department or college as well as to highlight any key points about the position. Bullet points are highly recommended for the Minimum and Desired qualifications to
**Questions? Call Human Resources at 766-5612**
*Updated 12/20/2016*
Step 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 your appointing authority or departmental business manager.

Step 13: Indicate your plan for robust diversity recruitment. For ideas and resources on this, please contact EPO at 766-3459.

**IMPORTANT:** The search chair and/or the search committee MUST also schedule a consultation meeting with Employment Practices. Call 766-3459 or email diversity-epo@uwyo.edu to schedule as soon as possible to avoid delays in approvals.

Step 14: Again, you may click Save Changes at any time to save your work. You may also use the Comments section to add any additional notes for the approvers.

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

**Administrative Posn Request**

<table>
<thead>
<tr>
<th>Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approved</td>
<td>Dale L. Alfred 10/29/15 - 9:40 AM</td>
</tr>
<tr>
<td>Approved</td>
<td>Dale L. Alfred 10/29/15 - 9:40 AM</td>
</tr>
<tr>
<td>Approved</td>
<td>Jeremi W. Kuhn HR Classification 10/20/15 - 9:15 AM</td>
</tr>
<tr>
<td>Approved</td>
<td>Dale L. Alfred 10/29/15 - 9:21 AM</td>
</tr>
<tr>
<td>Pending</td>
<td>Bullitt Approver Appointing Authority</td>
</tr>
<tr>
<td>Not Rout.</td>
<td>Thomas K. Burman Vice President</td>
</tr>
</tbody>
</table>

### Step 15: Click Submit when you are ready to submit the requisition for approval. After submitting, scroll to the bottom of the page.
The Administrative Position Requisition Chain will now be displayed at the bottom on the page.

**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.

After the approval chain has been completed, you will receive an email and HR will have the position posted shortly and/or follow up with any additional information needed, if any. 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)

NOTES: