



# 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.....pg.2**

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.....pg. 5**

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.....pg. 9**

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](mailto: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.**

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

Favorites | Main Menu > Recruiting > Administrative Position Req

**Administrative 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. To begin a new requisition, click on <b>Add a New Value</b> .	

Favorites Main Menu > Recruiting > Administrative Position Req

### Administrative Professional Position Request

This form authorizes the recruitment of administrative 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

**Look Up Position Number**

Position Number:  begins with

Description:  begins with

Department ID:  begins with

Department:  begins with

Full/Part Time:  =

Classified/Unclassified Ind:  =

**Search Results**

View 100

Position Number	Description	De	Part	Classified/Unclassified Ind
0141	Auditor, Senior	Int	Full-Time	Admin
0165	Dir. Physical Plant	PH	Full-Time	Admin
0189	Acting Director	International Programs	Full-Time	Admin
0219	Dir.Ctr For Adv & Career Svcs	CTR for Advising & Career Svcs	Full-Time	Admin
0222	Assoc Director Planned Giving	Foundation	Full-Time	Admin
0281	Asst Dean	MBA Program	Full-Time	Admin
0333	Director	Student Health Service	Full-Time	Admin
0367	Executive Director	Alumni Relations	Full-Time	Admin
0445	Executyte Director/Professor	Ellbogen CTL	Full-Time	Admin
0482	Deputy Dir.UtilitiesMgmt/Engin	Utilities Management	Full-Time	Admin
0562	Deputy General Counsel	General Counsel	Full-Time	Admin
0657	Chief Risk Officer	Risk and Safety Office	Full-Time	Admin
0672	Deputy Dir.Facilities Engr'ng	Facilities Engineering	Full-Time	Admin
0734	Director	IT/Application & Database Svcs	Full-Time	Admin
0735	Dir.EmplPract/Diversity/EEO/AA	Employment Practices/Diversity	Full-Time	Admin
0759	Dir. Admissions	Admissions	Full-Time	Admin
0762	Dir. Institutional Analysis	Institutional Analysis	Full-Time	Admin

Step	Notes
5a	If you already have a number for the position, enter it here and click <b>Continue</b> .

5b	You can use the magnifying glass to search for administrative positions. (Second screen shot above)	
	If you do NOT have a position number, click <b>I need a new position #.</b> **	

 **\*\*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**

### Administrative Professional Position Request

This form authorizes the recruitment of administrative 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	0111	Assoc Dir, Benefits & Records	Position Request ID	999999999
Department	44001	Human Resources Ofc	Status	Initial
Division/College	40000	VP Administration		
FTE	1.000000		<input checked="" type="radio"/> Full-Time	
Supervisor	[Redacted]		<input type="radio"/> Part-Time	
Originator	[Redacted]			

**Employment Status**

Replace vacated position

Currently held by [Redacted] [Redacted]

**Proposed Position Info**

Division/College	VP Administration	
Department	Human Resources Ofc	44001
Title	Assoc Dir, Benefits & Records	
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](#)

Step	Notes	
6	The <b>Administrative Professional Position Requisition</b> page should now be displayed.	
7	<p>You will need to complete all fields indicated above. Remember, <i>the magnifying glass icons can help you!</i></p> <p>Throughout the process, click “<b>Save Changes</b>” as many times as needed. This will save your work until you are ready to submit.</p>	
8	Click on <b>Enter Job Posting</b>	

Posn req posting

Position Number 1227 Director

**Posting Descriptions** Find

\*Description Type Please Note

Description ID

Description

This is an at-will position.

*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](#)

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\*Description Type Essential Duties

Description ID

Description

Step	Notes	
9	<p>Here, you will enter all information about the job advertisement. Some of the fields will default with recommended language, such as the <b>“Please Note”</b>, <b>“Required Materials”</b>, the <b>“Hiring Statement”</b> (required) and the <b>“Welcome to Laramie”</b> sections.</p> <p>TIPS: The <b>Please Note</b> section can be used to highlight features of your department or college as well as to highlight any key points about the position. <i>Bullet points are highly recommended for the <b>Minimum</b> and <b>Desired</b> qualifications to</i></p>	

	<p><i>make the job ad accessible and readable.</i> For assistance in writing the job ad, please don't hesitate to call 766-3459.</p>	
10	<p>Scroll through and enter in all language for the ad. When you have entered all language for the job advertisement, scroll down to the very bottom and click <b>OK</b>.</p>	
11	<p>You will now be returned to the main <b>Administrative Position Req page</b>.</p>	

**Funding Information**

Funding Manager   

**\*Funding Source:**

**Funding Sources**

Entity	Budget ID		
<input type="text"/> 	<input type="text"/> 		 

**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 DtTm by



Step	Notes
12	Continue entering position information including funding information. Use the magnifying glass icons for assistance. If you do not know the <b>funding manager</b> or the <b>funding source</b> for the position, consult your appointing authority or departmental business manager.
13	Indicate your plan for robust diversity recruitment. For ideas and resources on this, please contact EPO at 766-3459.   <b>IMPORTANT: The search chair and/or the search committee MUST also schedule a consultation meeting with Employment Practices. Call 766-3459 or email <a href="mailto:diversity-epo@uwo.edu">diversity-epo@uwo.edu</a> to schedule as soon as possible to avoid delays in approvals.</b>
14	Again, you may click <b>Save Changes</b> at any time to save your work. You may also use the <b>Comments</b> section to add any additional notes for the approvers.

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

Comments

Last Upd DdTm by

### Administrative Posn Request

**Status: Pending**

Administrative Posn Request

Approved

Debbie L. Allred  
Originator  
10/28/15 - 8:49 AM

→

Approved

Peter J. Shumway  
Budget Office  
10/28/15 - 9:00 AM

→

Approved

Jeremy W. Kuhn  
HR Classification Compensation  
10/28/15 - 9:16 AM

→

Approved

Debbie L. Allred  
Originator  
10/28/15 - 9:21 AM

→

Pending

Multiple Approvers  
Appointing Authority

→

Not Routed

Thomas K. Burman  
Vice President

Action

Comments

Step	Notes
15	Click <b>Submit</b> when you are ready to submit the requisition for approval. After submitting, scroll to the bottom of the page.

16	The <b>Administrative Position Requisition Chain</b> 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.	

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: