Faculty
Creating a Requisition
1. Go to http://go.uth.edu/rec and log in by using your UTHealth username and password.

2. Once logged in, select the “Recruiting” option listed on the Welcome page.
Creating a Requisition

3. Click “Create a Requisition” and the Requisition template will pop up.

4. Select the correct the Requisition Template by clicking on the small square to the right of the field.

5. In the "Job Code" field type the three letter initials of your school and click the refresh button next to the field. All the job templates for your school will appear. After you have found the correct position, press the “Select” button on the right side of the screen.
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6. To select your Department, click the square button to the right of field.

From there, type in your department name or number in the correct fields and click the refresh button. After you have found it, click the “Select” button on the right.

7. The “Organization,” “Primary Location,” and “Job Field” should automatically populate, but if necessary, change them using the same process as the previous steps. Then click “Create.”

NOTE: Make sure you change the “Primary Location” field to the location that best fits the position.
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8. The Requisition Form will now display.

9. In the “Owners” section, select the Recruiter, Hiring Manager, and PA Submitter. The requisition automatically puts the person creating the requisition as the “Recruiter” so make sure you delete yourself and put in Fatoumata Sidibe. Put in the “Hiring Manager” and the “PA Submitter.” You will need to add yourself to the “Hiring Manager Assistant/Search Committee Administrator box so you can manage the requisition later. Additionally, click “Modify” under the “Collaborators/Search Committee Member” to add the search committee members to this requisition.
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NOTE: If you start typing a name into any of the fillable boxes, the system will autosuggest the person you are typing. It must have at least three characters to find a match.

Owners

* Recruiter
  Dunham, Colin
  Hiring Manager, Colin

* PA Submitter
  Grove, Jean

Hiring Manager Assistant/Search Committee Administrator

10. Under “Job Information” fill in the required fields.

   NOTE: You must have a position number prior to creating a requisition. If you do not have it, you may put “Pending” but it is best to have it before creating the requisition.

2. Job Information

   Profile

   * Have school administration approvals been obtained?
     Yes

   * Position Number for job opening (if you do not have a position number yet, please submit a PA to create a new position)
     123456

   If existing who are you replacing?

   * What is the funding source for this position?
     State Funds

   If you selected Multiple/Combination or Other as a funding source above please specify:
11. For the question regarding whether this position is a “Waiver Position” put ‘No’ and the following required questions can be answered with "Not applicable this is not a waiver" or "Not applicable" or “N/A.” (For help creating requisitions that are “Wavier Positions” refer to a different job aid.)
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12. The next part of the requisition is the “Search Committee Form.” Put in names, departments, and titles of the search committee members.

NOTE: While there are only 3 rows with asterisks here, you MUST list at least 5 members of the search committee.

<table>
<thead>
<tr>
<th>* Chair Name</th>
<th>* Chair Department</th>
<th>* Chair Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Art Lupkowski</td>
<td>Nursing</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>* Member 1</td>
<td>* Department 1</td>
<td>* Title 1</td>
</tr>
<tr>
<td>Brittan Dyer</td>
<td>Nursing</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>* Member 2</td>
<td>* Department 2</td>
<td>* Title 2</td>
</tr>
<tr>
<td>Carmen Middleton</td>
<td>Nursing</td>
<td>Assistant Professor</td>
</tr>
<tr>
<td>Member 3</td>
<td>Department 3</td>
<td>Title 3</td>
</tr>
<tr>
<td>Elena Caspian</td>
<td>Nursing</td>
<td>Associate Professor</td>
</tr>
<tr>
<td>Member 4</td>
<td>Department 4</td>
<td>Title 4</td>
</tr>
<tr>
<td>Twana Carlton</td>
<td>Nursing</td>
<td>Associate Professor</td>
</tr>
</tbody>
</table>

Update the remaining fields that are marked with an asterisk (*). These are all required fields for creating a requisition.

13. Under the section labeled “3. Process – Candidate Selection Workflow” pay special attention to the checkboxes. Make sure the appropriate boxes are checked for the requirements of the requisition.

3. Process

Candidate Selection Workflow

- Automatically reject all submissions when the requisition is filled
- Automatically reject all submissions when the requisition is canceled
- When a candidate is hired for the requisition, automatically change his/her status to declined for all other requisitions
14. Once you are finished, click the “Save and Close” button.

NOTE: If you have not answered a mandatory question (a question marked with an *), the system will not allow you to save and close. An error message will appear, showing which question(s) must be updated in order to continue. If you click on the blue hyperlink in the error message, you will be taken directly to the mandatory question that needs to be answered.
15. The job requisition has now been saved as a draft. Click on the “More Actions” arrow and click “Save as Open” to approve the requisition draft. Unless you “Save as Open” before “Submit to Recruiter” the job WILL NOT be posted.

16. The status should now say “Open” and the status details should now say “Approved.” Click on the “More Actions” arrow once more and click “Submit to Recruiter.”
17. Either begin typing in the name of the recruiter (Fatoumata Sidibe) and select it from the popup menu, or click on the box to the right of the field to select Fatoumata. Then press “Done.”

18. The requisition has now been submitted to Fatoumata. She will receive an email notifying her so that she can review and post the requisition.

You may sign out of Taleo by clicking on the “Sign Out” button in the top right corner of the page.