Faculty Waiver
Creating a Requisition
Faculty Waiver

You need to make sure the person being hired with this waiver has created a profile on UTHealth Careers. Direct them to https://go.uth.edu/faculty and on the right hand side of the page, halfway down, there is a button labeled “Go to Profile.” They will click on that and then be directed on how to complete a profile in our system. They cannot be hired until they do this.
1. Go to [http://go.uth.edu/recruit](http://go.uth.edu/recruit) and log in by using your UTHealth username and password.

2. Once logged in, select the “Recruiting” option listed on the Welcome page.
3. Click “Create a Requisition” and the Requisition template will pop up.

4. To select the correct waiver template, type “waiver” into the Requisition Template box and click on the general waiver template for faculty. Additionally, you can find it by using the “Requisition Template Selector” by clicking on the small box to the right of the field.
In order to select your requisition template from the template selector, start typing the name of the position in the “Requisition Title” field and click on the small refresh button next to the field. After you have found the correct position, press the “Select” button on the right side of the screen.

5. Repeat for Department and click next.
6. The “Organization,” “Primary Location,” and “Job Field” should automatically populate. The “Primary Location” should be more specific than the default option “Texas” so click on the button to the right of the field, and select a more specific location. After making the necessary changes click “Create.”
7. The Requisition Form will now display.

8. The first thing you must do is add the name of the person you are hiring with this waiver. This will allow the requisition to be easily identified as a waiver for a specific person.

**1. Requisition Structure**

* Requisition Title

`MMS_Faculty Waiver - Jane Smith`
Faculty Waiver

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 if you need to access this requisition later.

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.
10. Under “2. Job Information,” continue filling out all required questions on the requisition. (All required questions are marking with an asterisk *)

**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.

**NOTE:** For the question regarding “Funding Source,” if you select “Other” or “Multiple/Combination,” you must explain further in the box underneath.

2. Job Information

- **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)**
  - Pending

- **What is the funding source for this position?**
  - Designated Funds
  - If you selected Multiple/Combination or Other as a funding source above please specify:

11. For the question asking whether this position is a “Waiver Position” the system automatically defaults to “Yes.” For the question asking the “Reason for faculty waiver” select the appropriate answer from the dropdown menu. For the question asking “Have you attached your waiver justification letter to the requisition?” select “Yes” and you will complete that action after filling out all the questions. For the question asking “I have informed my applicant to create a profile.” click “Yes” and you will complete that action after filling out all the questions. Finally, List the name, email, and phone number of the applicant you are trying to hire in the box.

- **Is this a Waiver Position?**
  - Yes

- **Reason for faculty waiver**
  - Presidential Waiver - Per HOOP 189

- **Have you attached your waiver justification letter to the requisition?**
  - Yes

- **I have informed my applicant to create a profile. (This field is only relevant to Faculty Waivers, Without Salary appointments, Students, and Post-Doctoral Research Fellows.)**
  - Yes

- **List the name, email and phone number of applicant you are trying to hire (This field is only relevant to Faculty Waivers, Without Salary appointments, Students, and Post-Doctoral Research Fellow)**
  - Jane Smith, jane.smith@nobody.com, (666) 555-1234
12. The next part of the requisition is the “Search Committee Form.” The boxes have automatically defaulted to “not applicable this is a waiver.” Continue scrolling down to the “Target Start Date” and finish answering the remaining required questions.

13. Once you are finished, click the “Save and Close” button.

**NOTE:** If you have not answered a required 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 required question that needs to be answered.
14. The job requisition has now been saved as a draft. At this point, you will want to click on the “Attachments” tab in order to upload your Waiver Justification Letter.

15. While on the “Attachments” tab, click “Browse” to select the Waiver Justification Letter wherever you have it saved, and then click “+ Add” to attach it to the requisition.
16. Once you have attached the Waiver Justification Letter, click on “More Actions” and then “Save as Open.”

17. 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.”
18. 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.”

19. The requisition has now been submitted to Fatoumata. She will receive an email notifying her so that she can review it. You may sign out of Taleo by clicking on the “Sign Out” button in the top right corner of the page.