

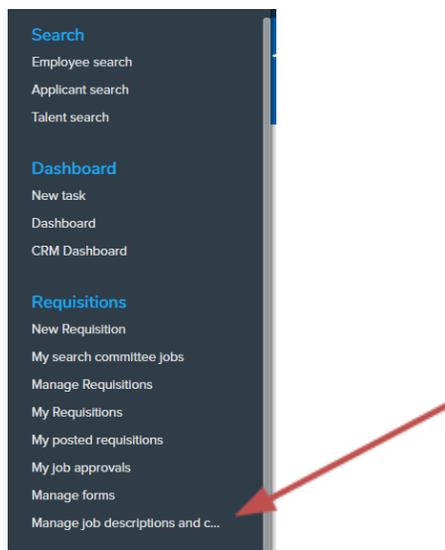
How to Create a Requisition

This job aid provides step-by-step directions for creating a **Requisition** in TalentLink.

To post a job on the Careers Site, please use the **Requisition** template. Once the requisition is posted on the Careers Site, you will be able to manage the entire recruitment process and communicate directly with applicants.

Before creating a requisition, you must have a Position Number and a Job Description approved by Central HR.

1. Log in to my.columbia.edu; under the HR Manager Resources tab, select “TalentLink.”
2. Click the menu icon (three horizontal lines) at the top left of the page; in the dropdown menu, select “Manage job descriptions and create a new requisition.”



3. Find the approved job description and click “Recruit for position” on the same line.

PD No.	Title	Position Number	Job Code	Employee Name	Manager Name	Date modified	Approval status	
PD-12	Building Superintendent					8 Oct 2018	Approved	Edit View Recruit for position Archive

4. Skip the **Requisition Number** field. A requisition number will automatically be generated after the requisition is created.

REQUISITION

Requisition Number:

Leave blank to automatically create a Requisition No.

5. If you are recruiting for multiple positions, add additional position numbers (see the top of page) to the **# of Positions** section. Indicate the number of new or replacement positions and then click the **'Add Section'** button. The new row(s) is created, and you can key in additional position numbers.

REQUISITION

Requisition Number:

Leave blank to automatically create a Requisition No.
Select the number of positions required: New (additional headcount) or Replacement (backfilling an existing employee)

Additional Position #s, as provided by HRPC (if necessary):

of Positions:*

Position no	Position	Type:*	Applicant	Application status
1	Senior Clerk <small>Position Number: 20006800</small>	New	-	-
2	Senior Clerk <small>Position Number: 2002819</small>	New	-	-
3	Senior Clerk <small>Position Number: 20011950</small>	New	-	-

New: Replacement:

6. The **Posting Title** field will be populated with the position title from PAC. This is what will appear in the job posting. If you want to change what potential applicants will see, change the title in this field.
- a. Please **spell out** the full title of the position, not abbreviations, so that the position is picked up by job seekers who are using keywords to find roles on our and other partner job search engines. E.g., Director, Academic Finance and Administration, **not** Director-Acad Finance/Admin.

REQUISITION INFORMATION

Posting Title:*

7. Enter the **Salary Range** for the position you are posting. This is a **mandatory** field. The salary range format should be \$XX,XXX - \$XX,XXX. E.g., \$70,000 - \$80,000. If you don't have a range, post the salary as both the minimum and maximum of the range, e.g., \$60,000 -\$60,000.

Salary Range:*

The salary range format should be \$00,000 - \$00,000.

- Fill in empty fields in **REQUISITION INFORMATION** and **POSITION INFORMATION**. Do **not** make changes to pre-populated fields; the information is based on the Job Description and Position Number.

The screenshot shows two sections of a form: **REQUISITION INFORMATION** and **POSITION INFORMATION**.

REQUISITION INFORMATION fields include:

- Posting Title: Manager/Strat HR Initiatives
- Type of Action: Replacement
- Is this a Waiver Position?: Yes (selected), No
- If yes, Name of Desired Candidate: (empty)
- Waiver Criteria: Select (dropdown)
- Waiver Justification: (empty)
- Grade: Grade 13
- School/Department: CU Human Resources
- Department: Columbia University Human Resources
- Position Number Reports To: Asst Vice Presidents-Operations
- Hiring Manager: Virginia Kaplan (Title: Asst Vice President-Operations)
- Bargaining Unit: (dropdown)
- Location: Manhattanville Campus
- FLSA: Exempt
- Hours Per Week: (empty)
- Standard Work Schedule: (empty)

POSITION INFORMATION fields include:

- Job Type/Category: Officer of Administration
- Full Time / Part Time: Full Time
- Regular/Temporary: Regular
- If Temporary, indicate end date: (empty)
- Grant Funded: Yes (selected), No
- Salary Range: (empty)

- Add a search committee (optional). Refer to **Using Search Committees** for guidance.
- Select a **Job Family** from the dropdown menu (**POSTING DETAILS** section). “Work Location,” “Summary for Careers Page,” and “Advertisement Text Box” will be populated with Job Description information that cannot be changed.

The screenshot shows the **POSTING DETAILS** section with two dropdown menus:

- Work Location: Morningside
- Job Family: Finance/Accounting

 A red arrow points to the Job Family dropdown menu.

- Click the **“Pre-Populate Req Details”** button to add additional information to the Advertisement Text Box. You must click on the button to ensure that the posting range appears on the job Posting. **This step is mandatory.**

The screenshot shows the **Summary for Careers Page:** section. It contains a text box with the following text:

The Vice President for Administration and Finance (VPF&A) is the chief financial, business, and administrative officer with oversight of financial matters.

 Below the text box is a blue button labeled **Pre-Populate Req Details**. A red arrow points to this button.

Below the button, a blue highlighted box contains the text:

You must click on the “Pre-Populate Req Details” button before you save the requisition and submit for approval.

- Click “Ok” after the “Are you sure you want to add to the current text in the job advertisement?” pop-up appears.

Note: The **Advertisement Text** information is populated by the Job Description and the Requisition. It is what will appear in the job posting because Advertisement Text is a read-only field. **To change any item, you will need to restart the requisition.**

13. Fill in referral details, if applicable.
14. Enter or search for Department Administrator (**USERS AND APPROVALS** section).
15. Review the **School/Dept Initiator** field. The name entered in the Job Description will populate this field.
16. Select an approval process:
 - **CU Approval** (applicable to HR Level 1 and 2 users)—Use this workflow if this is a position on the Morningside/Manhattanville/Lamont campuses.
 - **CUIMC Approval** (applicable to HR Level 1 and 2 users)—Use this workflow if this is a position on the CUIMC campus.
 - **Level 3 and 4 Approval, All Campuses**—This workflow can only be used by HR Level 3 and 4 users. They will be able to approve the requisitions themselves.

17. Follow the steps related to your selected approval process:

CU Approval

- a. Review **School/Dept Approver**. The name of the HR initiator will populate this field.
- b. **Central HR Approver**. The approver will be pre-populated with the HR Operations email at hrcs-talentlink@columbia.edu
- c. Click “Save”. The page will refresh. Scroll down to the **Approval process** field and confirm the requisition is awaiting the School/Dept approval.
- d. If you are the **Initiator** and **School/Dept Approver**, after clicking “Save”, scroll down to the **Approval process** field and click “Approve”, then scroll down to the **Approval process** field again to confirm the requisition is approved and awaiting Central HR approval.

CUIMC Approval

- a. Review **School/Dept Approver**. The name entered in the Job Description will populate this field.
- b. The **Central HR Approver** is CUIMC HR. Requisition approval requests go to the CUIMC HR shared inbox. A member of the CUIMC HR team will approve. Do not make changes to this field.
- c. Click “Save”. The page will refresh. Scroll down to the **Approval process** field and confirm the requisition is awaiting the School/Dept approval.
- d. If you are the **Initiator** and **School/Dept Approver**, after clicking “Save”, scroll down to the **Approval process** field and click “Approve”, then scroll down to the **Approval process** field again to confirm the requisition is approved and awaiting Central HR approval.

HR User Level 3 and 4 Approval All Campuses

- a. Enter your name as the **Level 3/4 Approver**.
- b. Click “Save”. The page will refresh.
- c. Scroll down to the **Approval process** field and click “Approve”.

18. Click “Next page” to add a note (optional).

19. Click “Next page” to add a document (optional).

After a requisition has been approved, Level 3 and Level 4 users can post to the [Careers site](#) and external job boards. Refer to **How to Post a Job** for guidance.