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.

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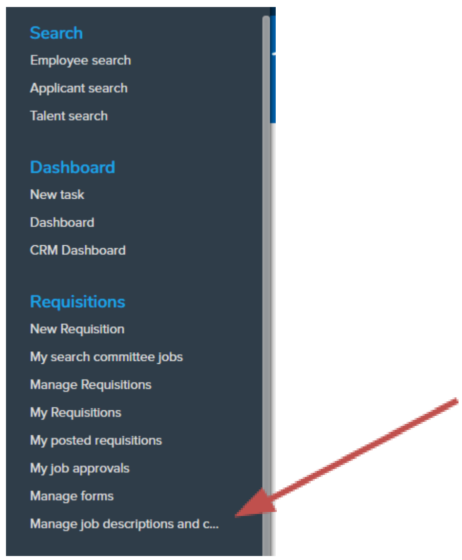
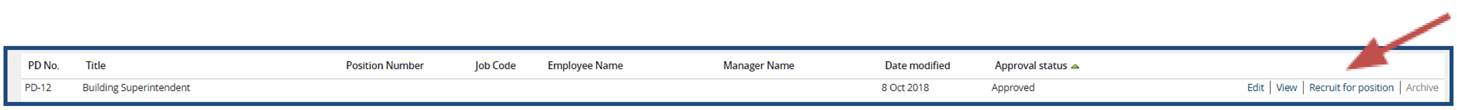
1. Log in to my.columbia.edu; under the HR Manager Resources tab, select “TalentLink.”

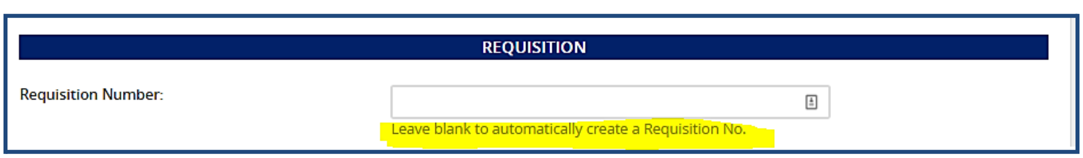
2. Click the menu icon (three horizontal lines) at the top left of the page; in the dropdown menu, select “Manage job descriptions and create a new requisition.”



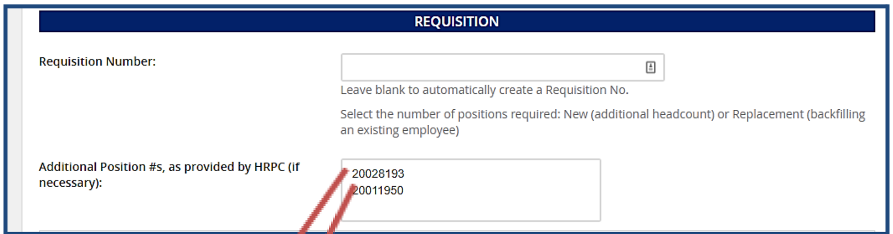
3. Find the approved job description and click “Recruit for position” on the same line.

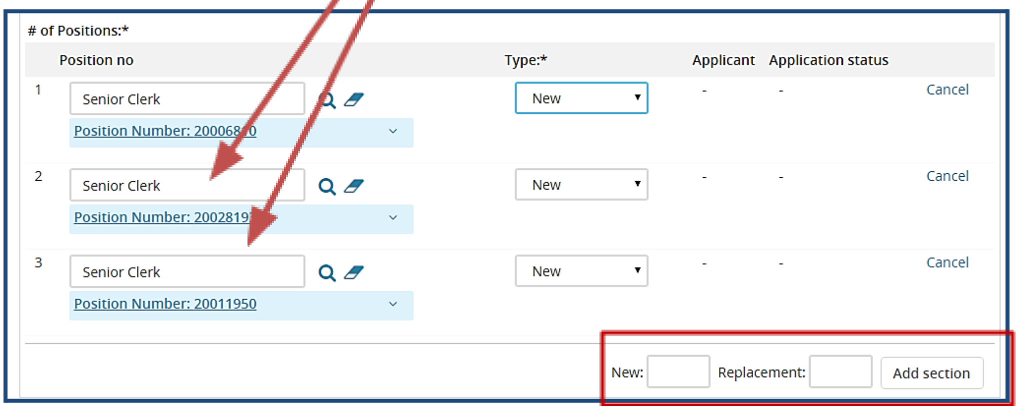


4. Skip the **Requisition Number** field. A requisition number will automatically be generated after the requisition is created.



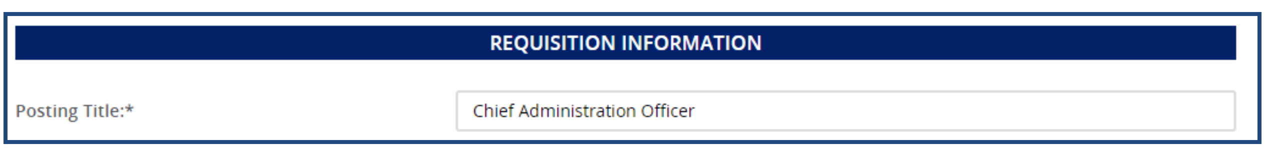
5. If you are recruiting for multiple positions, add additional position numbers (see the top of page) to the **# of Positions** section. Indicate the number of new or replacement positions and then click the '**Add Section**' button. The new row(s) is created, and you can key in additional position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



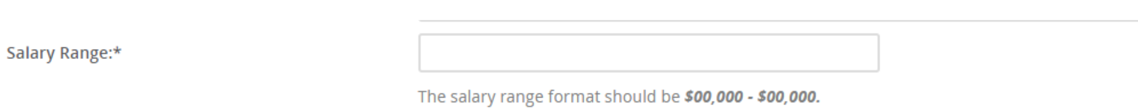


6. The **Posting Title** field will be populated with the position title from PAC. This is what will appear in the job posting. If you want to change what potential applicants will see, change the title in this field.

   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.

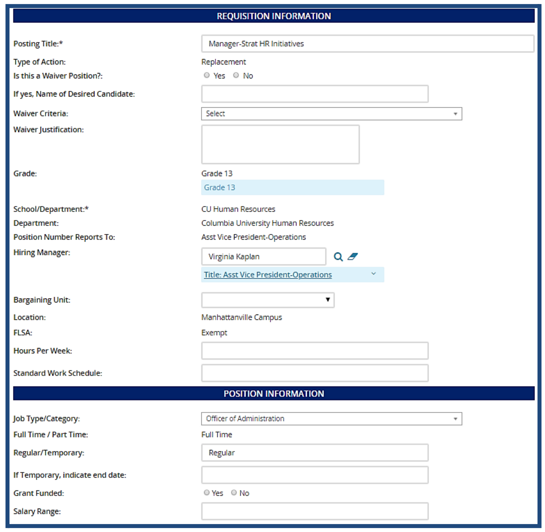


7. Enter the **Salary Range** for the position you are posting. This is a mandatory field. The salary range format should be $XX,XXX - $XX,XXX. E.g., $70,000 - $80,000. If you don't have a range, post the salary as both the minimum and maximum of the range, e.g., $60,000 -$60,000.



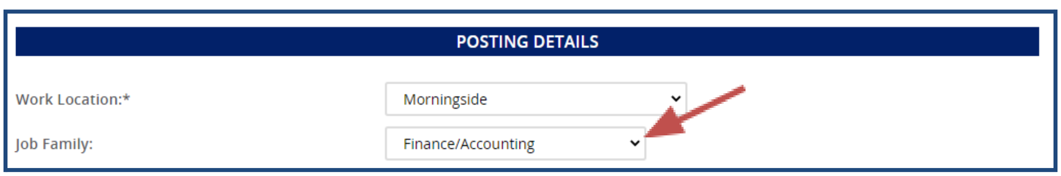
TALENT LINK

8. 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.

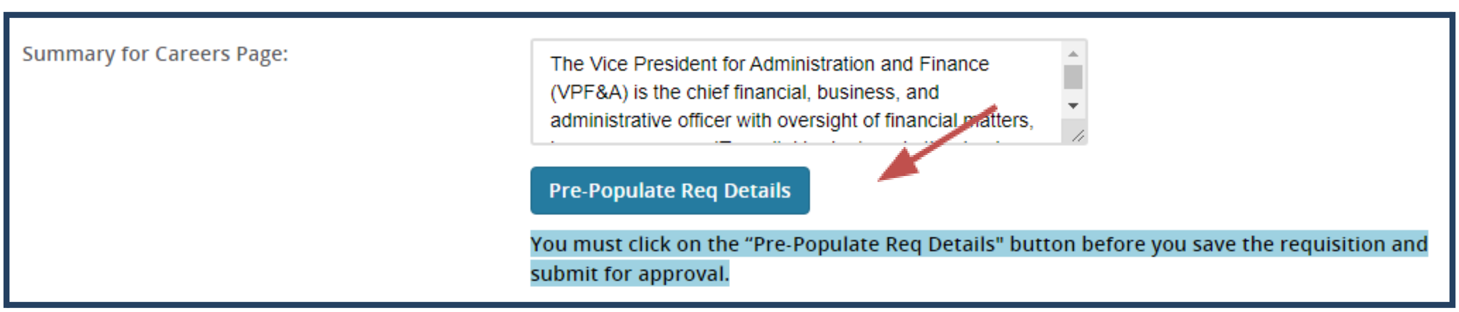


9. Add a search committee (optional). Refer to ***Using Search Committees*** for guidance.

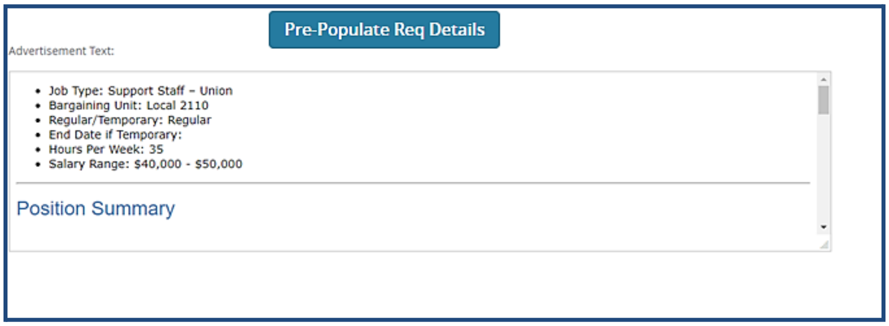
10. Select a **Job Family** from the dropdown menu (**POSTING DETAILS** section)**.** "Work Location," "Summary for Careers Page," and "Advertisement Text Box" will be populated with Job Description information that cannot be changed.



11. 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.



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



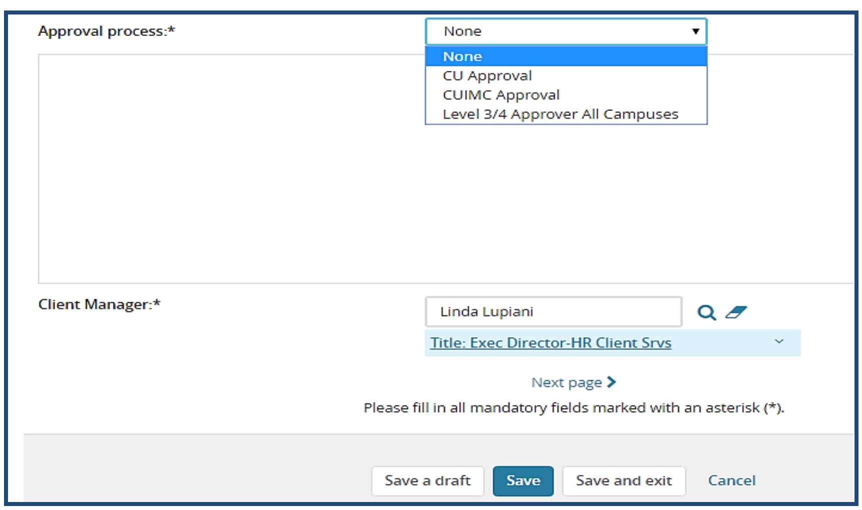
Note: The **Advertisement Text** information is populated by the Job Description and the Requisition. It is what will appear in the job posting because Advertisement Text is a read-only field. **To change any item, you will need to restart the requisition**.

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.