How to Create a Requisition

1. Go to https://javjobs.tamuk.edu/hr
2. Login to the system with your new User name and password

3. This is your home page, If you are going to create a requisition click on Create Requisition From Scratch
4. Enter all information in the appropriate boxes and answer all asterisks. Select the correct response for all dropdown menus.

5. List any advertising that you would like to advertise and an account number is needed if anything is checked off.
6. Enter departmental information including correct department and Responsible Hiring authority. (If you are not the correct hiring authority please put your name in the box and later in the instructions put the correct name of the hiring authority and it will be put in there for you.)

7. If you have a search committee please list their emails and names of the members in the appropriate box.

8. The posting information will be entered by the Human Resources Department. If you have any specific instructions for the applicants please attach information to the documents tab as an attachment.
9. Enter correct posting and closing dates and type of application needed for position. (If this is a faculty position you must attach a Job Announcement to the Documents tab on the next screen.)

10. Select what documents you will be wanting the applicants to attach with their application: Resume, Cover letter, and Other documents. (If you would like transcripts mailed to your department please put the address and information wanted in the notes section.)

11. When completed click on continue to next page
12. This page is used for Faculty job announcements. If this is a faculty position you must attach the correct job announcement if not the job will be sent back to you until a job announcement is attached.

13. If you have special instructions please attach what you would like to be added under Other.

(Figure 1 Documents)

14. Once completed attaching click on continue to next page.

15. These are the Hiring steps that need to be taken with an applicant when the job is posted. The applicants status will need to be changed when they are interviewed, checking references, Recommending for Provost, and Hiring.

16. Click on continue to next page.
17. On this screen you can add comments to let HR know about some information.
18. Click on continue to next page.

19. View completed requisition and select submit to Hr for Initial Approval or Submit Requistion to Provost/VP academic affairs for (Faculty) Initial Review.
20. Click on confirm to send to HR for Initial approval (Staff Jobs only) or Click on confirm to send to Provost for Initial approval (Faculty Jobs)

21. If you click on view pending you will be able to view where the application is at all times.

22. You can click on view when the requisition is routing and see what changes and information is added to the job requisition.