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Log In

1. Log into **PirateNet**.
2. Click the **Profile Tab, under Human Resources**.
3. Choose **Applicant Tracking System (Hiring Managers)**.

Creating a Requisition

Prior to creating a requisition, please be sure to have the following information available:

- **Job Position** – if you do not know the position number, please contact the Budget Manager, or HR
- **Job Description** – brief job description and required job qualifications
- **Search Committee Members** – once a position is approved only HR can update Search Committee Members
- **Advertising (Sourcing)** – it is helpful to know where the position will be sourced prior to the approval process
 - All approved requisitions will be posted to the following outlets –
 - SHU Website
 - NJ HERC
 - HigherEd Jobs
 - Insight To Diversity
 - If additional advertisement is requested, please contact Employment Specialist for pricing.

1. Choose **New Requisition** on My Dashboard
2. Enter all Fields (fields with * must be completed in order to move forward and submit)
 - a. Banner Job Position Number
 - b. Job Type (Administrator/Staff/Faculty)
 - c. Job Template (Administrator/Staff/Faculty)
 - d. **Next**
3. Position Info Tab – Enter all applicable information
 - a. Contact for Applicant Questions
 - b. Headcount Management
 - i. Select if position is new or replacement
 1. “New” is a newly budgeted position – this may require additional approval
 2. “Replacement” is replacing a former incumbent
 - c. Optional Applicant Documents
 - d. Special Instructions to Applicants
 - i. This can be used for notes that applicants can review
 - e. Advertising (Sourcing)
 - i. Select advertising sources
 1. Check boxes and list other sources as appropriate
 - f. Search Committee Section
 - i. Enter Search Committee Chair
 1. Search Committee Chair is the only person to be able to disposition applicants
 - ii. Enter all individuals who are on the Committee for this requisition
 1. Be sure all individuals are in compliance with Search Committee Trainings (Annual Requirement)
 - g. Approval Process
 - i. Select Admin/Staff/Faculty as the approval process
 1. This will route to HR for further processing
 - h. Click **Save and Exit. Emails will be sent to approvers in the routing queue. Once approved, sourcing can begin.**