Overview

Job requisitions are created per the specific requirements of a job for which a candidate must be hired.

HCM Initiators will initiate the creation of the job requisition and enter details about the job requisition. Once the job requisition is approved, it will (soon) be pushed over to Interfolio.

See Overview Workflows for different types of faculty hires. Note that, on these workflows, the peach colored bar on the left indicates that that part is done in iO, and the blue bar indicates Interfolio’s Faculty Search.

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1. Navigating to the Recruiting Module

1. You can access the Job Requisition Page in two ways:
   a. (Option 1) Click the Navigator icon in the upper left-hand corner of the landing page.
      i. Under the My Team section click the drop-down arrow and select Hiring from the drop-down list.
   b. (Option 2) Under the My Team tab on the home page, you can scroll down and click on the Hiring tile on the Main Page to access the Job Requisition task.
2. Creating a Job Requisition
   1. Upon entering the Job Requisition Page, click the +Add button to create a Job Requisition.

   a. In the How section, enter the following details, then select Continue:

   i. **Requisition Type:** Standard
   ii. **Use:** Position
   iii. **Business:** GENERAL
   iv. **Position:** This is the specific position number and its associated title. Position numbers are the same in iO as they were in Banner, plus a 2-digit suffix. You can enter words or numbers in the field to search for and select the specific position.

   **If it is a brand new position that does not yet exist in iO, then HCM Initiator must first Create Position.**

   However, pooled position numbers are different. They no longer start with a letter. Here’s how pooled positions work in iO:

   **POOLED POSITION NUMBERS (CODE):**

   XXXXX – XXXXX (1st set of digits = position class code; 2nd set of digits = iO org #)
To search for a pooled position number:
With a pooled position, if you get a warning message about this position not having any open headcount, just continue anyway.

b. In the Basic Information section, enter the following details, then select Continue:
i. **Requisition Title:** For TTT faculty searches, the Requisition Title should just be the rank. So if the title currently associated with the position, you should overwrite the default title with what it should be. (Example: the title of the current incumbent is Autrey Professor. You should change it here to Assistant Professor or whatever you will be posting.)

ii. **Number of Openings:** Use the drop-down menu to make selection. Note: This number will automatically populate from the open headcount available for the position. For budgeted position numbers, it will be 1, but it might be more for pooled positions. **If you expect to hire multiple people, list other position numbers in the Comments.**

c. In the Hiring Team section, enter the following details, then select **Continue:**

i. **Hiring Manager:** Note: The initiator of the Job Requisition defaults as the Hiring Manager. If you will be the person acting as “Search Manager” in Interfolio’s Faculty Search, then leave yourself as the Hiring Manager. If the person who will be acting as Search Manager (usually a staff member assisting the Search Committee Chair; in RiceWorks, this was called the Applicant Reviewer) is someone else, then start typing their name in the field, then select them from the search results. **NOTE:** The person initiating the Job Requisition in iO
must be an HCM Initiator, but the Search Manager in Interfolio’s Faculty Search does not need to have that role.

ii. *Recruiter: Search for and add **Adriana Vaughn**.

iii. **Collaborator Type:** Use the drop-down menu to make selection.

1. **EEO Member:** For TTTs, Research Professor ranks, and Teaching Professor ranks, search for and add **Alexander Byrd**. For other NTTs, skip to next type.

2. **Search Committee Member:** Go back to the field above, “Add Collaborator Type,” and select “Search Committee Member.” Search for and select the first member of the committee. To add the next member, click the link underneath the first member’s name, “Add Another Search Committee Member.” Repeat until all committee members are selected.

   The search committee members will migrate over to Faculty Search. However, if new members are added later, they can also be added directly in Faculty Search.

3. **Collaborator:** If there is anyone else who wants to have visibility into your search, but is not on the committee (e.g., the department chair), you can select them as a Collaborator.

When done with this section, hit Continue.

d. In the Requisition Structure section, enter the following details, then select Continue:

   ![Requisition Structure](image)

   i. **Recruiting Type:** Faculty choices are:

      1. **TTT Faculty:** Professor, Associate Professor, Assistant Professor (tenured/tenure-track)

      2. **Senior Promotable NTT Faculty:** Research Professor, Associate Research Professor, Teaching Professor or Associate Teaching Professor *(not assistant level)*

      3. **Other NTT Faculty:** Other paid non-tenure-track faculty, including Lecturer, Instructor, Assistant Research Professor, Assistant Teaching Professor, Professor in the Practice, Artist Teacher, and other titles

   ii. **Organization:** **William Marsh Rice University Div**
iii. **Primary Location:** Houston, TX, United States.

e. In the Details section, enter the following details, then select **Continue**:

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<table>
<thead>
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<th>Details</th>
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<tr>
<td>Worker Type:</td>
</tr>
<tr>
<td>Select a value</td>
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<td>Regular or Temporary:</td>
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</tr>
<tr>
<td>Yes</td>
</tr>
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<td>Full Time or Part Time:</td>
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</tr>
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</tbody>
</table>
```

i. **Worker Type:** Employee

ii. **Regular or Temporary:** TTTs = Regular; NTTs = Temporary. Note: This should auto populate based on the position selected previously.

iii. **Full Time or Part Time:** This should auto populate based on the position selected previously, but edit as needed, especially for pooled positions.

iv. **Education Level:** Usually Doctorate Degree.

v. **Maximum Salary:** Skip, unless you want to advertise a max hiring salary.

vi. **Minimum Salary:** Skip, unless you want to advertise a minimum hiring salary.

vii. **EEO Review:** For TTT and any rank of Research Professors and Teaching Professors, select Yes. For all other NTTs, select No.

viii. **Posting Description:** "Do Not Post.” (because it will not be posted in iO, but rather in Interfolio, if competitive)

f. In the Posting Description section, enter the following details, then select **Continue**:
i. **Enter Custom Internal Posting Description:** Check this box.

ii. **Description for Internal Candidates:** Type or paste text of ad into the second, larger textbox. Format if necessary.

iii. **Same Posting Description for Internal and External Candidates:** Check this box.

Continue.

g. In the Offer Info section, review the details; the data pre populated based off position. Note: Ensure that a Primary Work Location has been established. For Faculty positions, use Grade drop-down to select faculty rank. When complete, select **Continue.**
h. In the Attachments section, for TTTs or any rank of Research Professor or Teaching Professor, **attach the search plan** (scroll down to the bottom of that webpage for the Search Plan and other related forms). When complete, select **Continue**.

i. To add an attachment, click the blue **Drag files here or click to add attachment** link and then click **Add File**.

ii. Browse your desktop for the file. Once selected, click **Open**.

i. In the Configuration section, enter the following details, then select **Continue**:
i. **Candidate Selection Process**: Field will auto-populate. Use the drop-down menu to make appropriate selection. *In this example, it should be TTT Faculty Candidate Selection Process.* **(Use Direct Hire for Other NTT targeted hires)**

ii. **External Application Flow**: Field will auto-populate. Use the drop-down menu to make selection if it requires a special change. **Should be Posting for Non-Recruitment Application Flow**

iii. **Note**: Allow Candidates to Apply When Not Posted: **Always leave as No.**

j. Skip the Questionnaires section, as any prescreening questions will be done in *Faculty Search.*

3. **Save and Close the Job Requisition**

1. Scroll back to the top of the page and select **Save and Close. (NOT Submit.)**

2. The requisition is now in 'Draft - In Progress'. VPAA will be notified to continue process and submit for approval.

3. VPAA will review the job requisition, then submit it for the rest of the approvals process, including the dean’s office and the VPDEI (for TTTs and all ranks of RPs & TPs). It will then return to VPAA, who will send it over to Interfolio’s *Faculty Search.*

4. The Search Manager will get an email that it is approved for posting in *Faculty Search.*

5. In order to make the posting live, follow the directions in the **VPAA Guidebook** for Create a Position.
PLEASE NOTE: The automatic integration between iO and Interfolio’s Faculty Search is not yet live. We expect it to go live by August 2021. In the meantime, please work closely with Adriana Vaughn. We will do our best to assist you during this transition time.