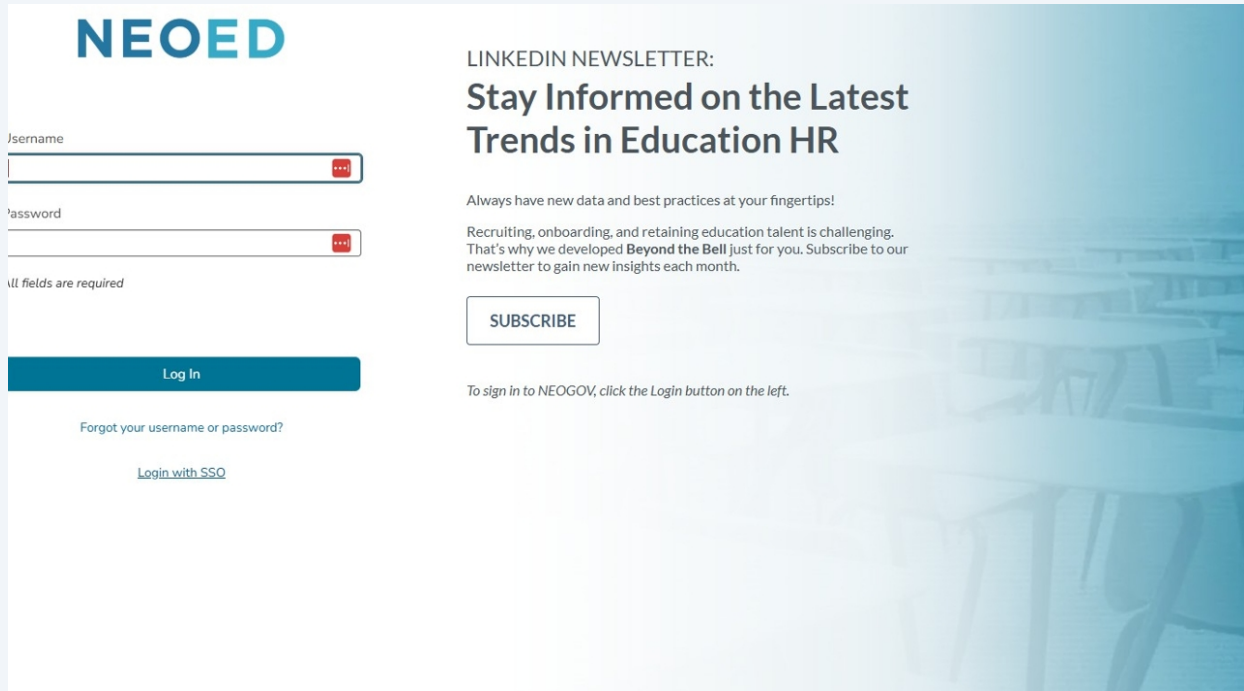


# Creating a Requisition in NEOED

1 Navigate to <https://login.neoad.com/>



The screenshot shows the NEOED login interface. On the left, the NEOED logo is at the top. Below it are input fields for 'Username' and 'Password', each with a red eye icon for toggling visibility. A note below the password field states 'All fields are required'. A blue 'Log In' button is positioned below the password field. Underneath the button is a link for 'Forgot your username or password?' and a link for 'Login with SSO'. On the right side of the page, there is a 'LINKEDIN NEWSLETTER:' section with the headline 'Stay Informed on the Latest Trends in Education HR'. The text below the headline encourages users to subscribe for new insights each month. A 'SUBSCRIBE' button is located below the text. At the bottom of the newsletter section, a note states 'To sign in to NEOGOV, click the Login button on the left.'

**NEOED**

Username

Password

All fields are required

Log In

[Forgot your username or password?](#)

[Login with SSO](#)

**LINKEDIN NEWSLETTER:**

**Stay Informed on the Latest Trends in Education HR**

Always have new data and best practices at your fingertips!

Recruiting, onboarding, and retaining education talent is challenging. That's why we developed **Beyond the Bell** just for you. Subscribe to our newsletter to gain new insights each month.

SUBSCRIBE

To sign in to NEOGOV, click the Login button on the left.

## 2 Click "Login with SSO"

Username

Password

All fields are required

Log In

[Forgot your username or password?](#)

[Login with SSO](#)

[Terms](#) | [Privacy](#)

### Stay Informed on the Latest Trends in Education HR

Always have new data and best practices at your fingertips!

Recruiting, onboarding, and retaining education talent is challenging. That's why we developed **Beyond the Bell** just for you. Subscribe to our newsletter to gain new insights each month.

SUBSCRIBE

To sign in to NEOGOV, click the Login button on the left.

## 3 Enter in "Lamar" as your Employer Code

< Back to Login Page

### Login With SSO

Employer Code

Continue


#### 4 Click "Continue"

NEOED

< Back to Login Page

### Login With SSO

Employer Code

 Continue

#### 5 This will take you to your dashboard. You're going to scroll down. Under **Quick Actions**. You will select "**Create a requisition**".

Home Tasks People Performance Training Recruiting Onboard Reports

For Lamar Hr • Checklist: Personal Checklist

#### Quick Actions

- Write a Journal entry
- Browse Training Catalog
- Create a Requisition**
- View My Requisitions
- View my current evaluation
- View my training record

#### My Requisitions

View All

2	1	1	2
Drafts	In Progress	Approved	Open

#### My Candidates

Requisition: TEST HR Recruiter (202500019)  
Home Org: Human Resources  
Candidates: 3

6 You will fill out all required fields with a red asterisk.

**Requisition #** field, please. Leave **blank**. This will automatically populate once you've submitted your Requisition.

**Requisition Details**

\* Fields are required.

**Requisition #**

[Assigned when requisition is saved]

**\* Home Org/Department**

Find a Home Org/Department

**\* Job Description**

Find a class spec

**Working Title**

**Desired Start Date**

MM/DD/YYYY

**\* Hiring Manager**

Find a hiring manager

**Job Type**

- Make selection -

**List Type**

- Make selection -

**Position**

Find a position

**Number of Vacancies**

7 Click the magnifying glass icon or type in name to select your "**Home Org/Department**" field.

**Requisition Details**

\* Fields are required.

**Requisition #**

[Assigned when requisition is saved]

**\* Home Org/Department**

Find a Home Org/Department

**\* Job Description**

Find a class spec

**Working Title**

**Desired Start Date**

MM/DD/YYYY

**\* Hiring Manager**

Find a hiring manager

**Job Type**

- Make selection -

**List Type**

- Make selection -

**Position**

Find a position

**Number of Vacancies**

Click here or press enter to view home org/department in a window.

## 8 You are able to search by **Home Org Title** or **Code**.

Select a Home Org/Department Cancel

1. CREATE

Requisition # [Assigned w

\* Fields are re

\* Job Descript

Find a class

Desired Start E

MM/DD/YYYY

Job Type

- Make sele

Position ⓘ

Home Org	Home Org Code	Department Name	Department Code
Filter by Home Org Name			
Q Search	Q Search	Q Search	Q Search
McNair Scholars Restr	20351R		
100% Reading College Workstudy 2025	32101		
Academic Prospective Expenses	20003		
Accessibility Resource Center	20171		
Accounting	20611		
Accounting Restricted	20611R		
Accreditation	10105		
Accreditation and Assessment	20161		
Accreditation and Assessment Res	20161R		
Admissions	20111		

## 9 Click your selected **Home Org** for the position you are requesting.

Select a Home Org/Department Cancel

1. CREATE

Requisition # [Assigned w

\* Fields are re

\* Job Descript

Find a class

Desired Start E

MM/DD/YYYY

Job Type

- Make sele

Position ⓘ

Home Org Name	Home Org Code	Department Name	Department Code
Q Human Re	Q Search	Q Search	Q Search
Human Resources	30401		
Human Resources	HR		

First Previous 1 Next Last 10 Items per page Showing 1-2 of 2 items

10

Click the magnifying glass icon or type in the name to select the appropriate "**Job Description**" for the position you are requesting.

**NOTE:** *If you are unable to find the appropriate job description, please reach out to your HRG.*

Home Tasks People Performance Training **Recruiting** Onboard Reports


1. CREATE 2. APPROVALS 3. ATTACHMENTS

### Requisition Details


\* Fields are required.

Requisition #

\* Home Org/Department

\* Job Description  


Working Title

Desired Start Date  

Find a hiring manager

Job Type

List Type

Position  

Number of Vacancies

Click here or press enter to view job description in a window.

## 11 You are able to search by **Job Description Title** or **Code**.

The screenshot shows the 'Requisition Details' form on the left and the 'Select a Job Description' modal on the right. The modal is a table with two columns: 'Code' and 'Title'. A search bar is at the top of the modal, and a 'Filter by Title' button is next to it. The table lists various job descriptions with their codes and titles. An orange circle highlights the search bar in the modal.

Code	Title
CL999	Academic Advisor
CL998	Academic Advisor Dist Learn
CL824	Academic Advisor II
CL995	Academic Advisor Senior
IT995	Academic Computing Specialist
CL385	Academic Coordinator
CL381	Academic Coordinator
NC905	Academic Dir Undergrad Program
IT999	Academic Software Spec Sr
CL994	Academic Specialist Athletics

## 12 Click the appropriate **Job Description** for the position you are requesting.

The screenshot shows the 'Requisition Details' form on the left and the 'Select a Job Description' modal on the right. The modal is a table with two columns: 'Code' and 'Title'. A search bar is at the top of the modal, and a 'Filter by Title' button is next to it. The table lists various job descriptions with their codes and titles. An orange circle highlights the 'HR Recruiter' row in the table. The modal also includes pagination controls at the bottom.

Code	Title
HUP10	HR Recruiter
HU220	HR Recruiting Specialist

13

For "**Working Title**" field, please type in the name of the position that will be on your job posting.

**NOTE:** ALL *Staff, Faculty, and Student* job posting will be on the same career website. Please be specific with your Working Title, as this will be the title listed in your job posting.

**For Example:** Student job postings should read "Student Assistant, Setzer Center". For Faculty, job postings should read "Assistant Professor, Music". Ect.

Home Tasks People Performance Training Recruiting Onboard Reports

1. CREATE 2. APPROVALS 3. ATTACHMENTS

### Requisition Details

\* Fields are required.

Requisition #

\* Home Org/Department

\* Job Description

Working Title

Desired Start Date

\* Hiring Manager

Job Type

List Type

Position

Number of Vacancies

14

Comma and your department.



## 15 Select "Desired Start Date".

**NOTE:** Please be realistic in the time frame it will take to hire this position being requested.

1. CREATE 2. APPROVALS 3. ATTACHMENTS

### Requisition Details

\* Fields are required.

Requisition # [Assigned when requisition is saved]

\* Home Org/Department Human Resources

\* Job Description HR Recruiter (HUP10)

Working Title HR Recruiter

Desired Start Date MM/DD/YYYY

\* Hiring Manager Find a hiring manager

Job Type - Make selection -

List Type - Make selection -

Position Find a position

Number of Vacancies 0

NEOED Terms | Privacy

## 16 Click the magnifying glass icon or type in the **Hiring Manager's Name** that this position will be reporting directly to.

1. CREATE 2. APPROVALS 3. ATTACHMENTS

### Requisition Details

\* Fields are required.

Requisition # [Assigned when requisition is saved]

\* Home Org/Department Human Resources

\* Job Description HR Recruiter (HUP10)

Working Title HR Recruiter

Desired Start Date 09/15/2025

\* Hiring Manager Find a hiring manager

Job Type - Make selection -

List Type - Make selection -

Position Find a position

Number of Vacancies 0

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17

If by chance you are unable to find the **Hiring Manager's name**, please reach out to your assigned Recruiter or Human Resources department.

The screenshot displays a recruitment system interface. On the left, the 'Requisition Details' form is visible, showing fields for 'Requisition #', 'Job Description' (with a dropdown menu), 'Desired Start Date', and 'Job Type'. On the right, a 'Select Hiring Manager' modal is open, showing a list of names with checkboxes. The modal includes a search bar, a 'Select All 14 records' button, and a 'Clear Selection' button. The 'Done' button in the modal is highlighted with an orange circle.

**Requisition Details**

\* Fields are required.

Requisition #

[Assigned when requisition is saved]

\* Job Description ⓘ

HR Recruiter (HUP10)

Desired Start Date

09/15/2025

Job Type

- Make selection -

**Select Hiring Manager**

Cancel Done

1 record(s) are selected. Select All 14 records Clear Selection

	Full Name
<input type="checkbox"/>	Betty Goudeaux
<input type="checkbox"/>	Christy Thomas
<input type="checkbox"/>	Dulce Rodriguez Velazquez
<input type="checkbox"/>	Dynesha Washington
<input type="checkbox"/>	Hiring Manager
<input checked="" type="checkbox"/>	Joanna Derouen
<input type="checkbox"/>	Julie Miller
<input type="checkbox"/>	Kiani Lewis
<input type="checkbox"/>	Marsha Worthy

18

ALSO, please add any person in the **Hiring Manager field** that will help move your candidates through this process (Admin or Business Manager).

NOTE: If you are unable to add the additional Admin or Business Manager, please reach out to the **Recruitment Team** to assist you with adding this access.

**1. CREATE** 2. APPROVALS 3. ATTACHMENTS

**Requisition Details**

\* Fields are required.

Requisition # [Assigned when requisition is saved]

\* Home Org/Department Human Resources

\* Job Description HR Recruiter (HUP10)

Working Title HR Recruiter

Desired Start Date 09/15/2025

\* Hiring Manager Joanna Derouen Find a hiring manager

Job Type - Make selection -

List Type - Make selection -

Position Find a position

Number of Vacancies 0

NEOED Terms | Privacy

19

Select the **"Job Type"** that is appropriate for the position you are requesting.

**1. CREATE** 2. APPROVALS 3. ATTACHMENTS

**Requisition Details**

\* Fields are required.

Requisition # [Assigned when requisition is saved]

\* Home Org/Department Human Resources

\* Job Description HR Recruiter (HUP10)

Working Title HR Recruiter

Desired Start Date 09/15/2025

\* Hiring Manager Joanna Derouen Find a hiring manager

Job Type - Make selection -

List Type - Make selection -

Position Find a position

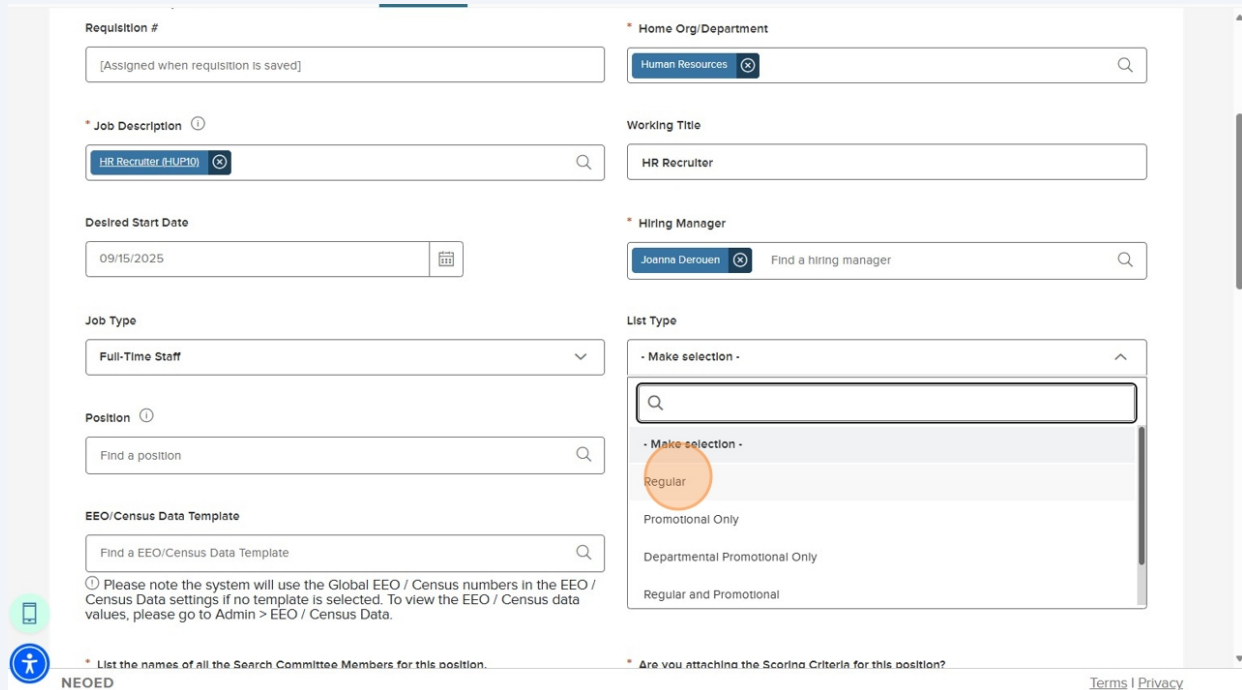
Number of Vacancies 0

NEOED Terms | Privacy

\* List the names of all the Search Committee Members for this position.

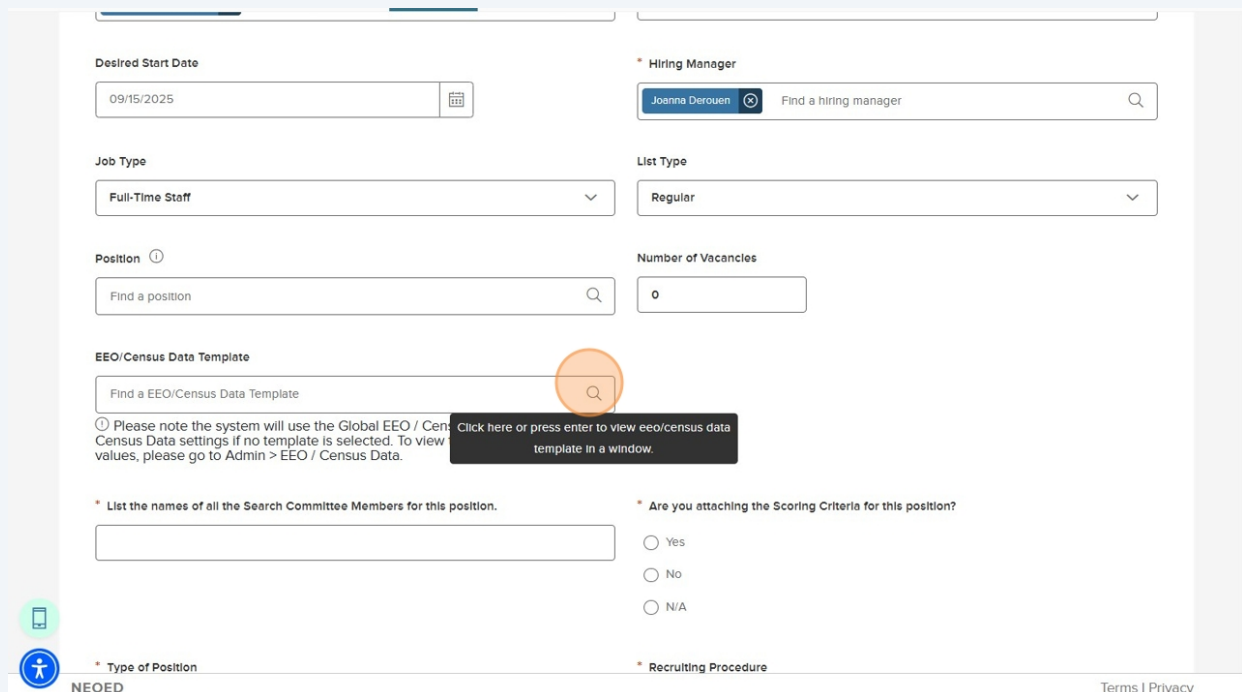
\* Are you attaching the Scoring Criteria for this position?

## 20 For "List Type", ALWAYS select "Regular".



The screenshot shows the NEOED job requisition form. The 'List Type' dropdown menu is open, showing options: Regular, Promotional Only, Departmental Promotional Only, and Regular and Promotional. The 'Regular' option is highlighted with an orange circle. Other fields include: Requisition # (Assigned when requisition is saved), Home Org/Department (Human Resources), Job Description (HR Recruiter #1UP10), Working Title (HR Recruiter), Desired Start Date (09/15/2025), Hiring Manager (Joanna Derouen), Job Type (Full-Time Staff), Position (Find a position), and EEO/Census Data Template (Find a EEO/Census Data Template). A note at the bottom states: 'Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.'

## 21 Leave "EEO" Field Blank.



The screenshot shows the NEOED job requisition form. The 'EEO/Census Data Template' field is blank. A tooltip is visible over the search icon in the 'EEO/Census Data Template' field, stating: 'Click here or press enter to view eeo/census data template in a window.' Other fields include: Desired Start Date (09/15/2025), Hiring Manager (Joanna Derouen), Job Type (Full-Time Staff), List Type (Regular), Position (Find a position), Number of Vacancies (0), and EEO/Census Data Template (Find a EEO/Census Data Template). A note at the bottom states: 'Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.'

22

Enter the *First and Last names* of the **Search Committee Members** for this position.

NOTE: You need at **LEAST 3 Search Committee Members** listed.

09/15/2025

Joanna Derouen Find a hiring manager

Job Type  
Full-Time Staff

List Type  
Regular

Position ⓘ  
Find a position

Number of Vacancies  
0

EEO/Census Data Template  
Find a EEO/Census Data Template

ⓘ Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.

\* List the names of all the Search Committee Members for this position.

\* Are you attaching the Scoring Criteria for this position?  
☐ Yes  
☐ No  
☐ N/A

\* Type of Position  
- Make a selection -

\* Recruiting Procedure  
- Make a selection -

NEOED

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23

Please select if you are able to add the **Scoring Criteria** for this position at this time.

**NOTE:** If this role does not require a Scoring Criteria (**Student or Adjunct positions**), select N/A

**For all other positions:** If you do not have the Scoring Criteria at this time, that is okay. Your **Recruiter** will reach out to you and get this later in the process.

The screenshot shows a web form for adding Scoring Criteria for a position. At the top, there is a date field (09/15/2025) and a user profile for Joanna Derouen. The form includes several sections: Job Type (Full-Time Staff), List Type (Regular), Position (Find a position), and Number of Vacancies (0). Below these is a section for EEO/Census Data Template with a search field and a note. The main section is titled '\* List the names of all the Search Committee Members for this position.' and contains a text box with the names 'Joanna Derouen, Dyneisha Washington, and Sarai Esparza'. To the right of this is a section titled '\* Are you attaching the Scoring Criteria for this position?' with three radio button options: Yes, No, and N/A. The 'No' option is selected. Below this are two more sections: '\* Type of Position' and '\* Recruiting Procedure', both with dropdown menus. The bottom of the form has a NEOED logo and a Terms | Privacy link.

09/15/2025

Joanna Derouen Find a hiring manager

Job Type: Full-Time Staff

List Type: Regular

Position: Find a position

Number of Vacancies: 0

EEO/Census Data Template: Find a EEO/Census Data Template

Please note the system will use the Global EEO / Census numbers in the EEO / Census Data settings if no template is selected. To view the EEO / Census data values, please go to Admin > EEO / Census Data.

\* List the names of all the Search Committee Members for this position.

Joanna Derouen, Dyneisha Washington, and Sarai Esparza

\* Are you attaching the Scoring Criteria for this position?

☒ Yes

☐ No

☐ N/A

\* Type of Position: - Make a selection -

\* Recruiting Procedure: - Make a selection -

NEOED

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24

Select the "**Type of Position**" that is appropriate for the position you are requesting.

- For **New Positions** or **Reclassifications**, please make sure you reach out to your HRG before you complete this requisition request.

- Also, reach out to the Budget Office to make sure you have funds for this new position or reclassification.

The screenshot shows a web form for requisition requests. At the top, there is a text input field for "List the names of all the Search Committee Members for this position." containing the text "Joanna Derouen, Dyneha Washington, and Sarai Esparza". To the right, there are radio buttons for "Are you attaching the Scoring Criteria for this position?" with options "Yes", "No" (selected), and "N/A". Below this, the "Type of Position" dropdown menu is open, showing options: "Reclassification", "New Position" (highlighted with an orange circle), "Replacement", and "Pooled Position". Other fields include "Recruiting Procedure" (dropdown), "Position Group" (text input), "Salary Grade" (text input), "INDEX" (text input), "FUND" (text input), "ORG" (text input), "ACCOUNT" (text input), and "PROGRAM" (text input). The bottom left corner features a mobile app icon and a user icon. The bottom right corner has a "Terms | Privacy" link.

List the names of all the Search Committee Members for this position.

Joanna Derouen, Dyneha Washington, and Sarai Esparza

Are you attaching the Scoring Criteria for this position?

☐ Yes

☒ No

☐ N/A

\* Type of Position

- Make a selection -

Q |

- Make a selection -

Reclassification

New Position

Replacement

Pooled Position

\* Recruiting Procedure

- Make a selection -

Position Group

Salary Grade

INDEX

FUND

ORG

ACCOUNT

PROGRAM

NEOED

[Terms](#) | [Privacy](#)

25

Select the "**Recruiting Procedure**" that is appropriate for the position you are requesting.

- Select **Open (Internal & External Applicant)** for this position to be posted to our career website.
- Select **Open (Internal Only)** for this position to be posted for internal only employees at Lamar University.
- Select **Posting Waiver** (Staff positions) if you are looking to promote a current employee without having to post the job.

**NOTE:** All Posting Waiver request will need to be pre-approved by Recruitment, Compensation, and the AVP, Human Resources. Please make sure you reached out to your assigned Recruiter to start the process before Creating the Requisition.

The screenshot shows a web form for creating a requisition. It is divided into two main columns. The left column contains fields for:
 

- Search Committee Members (text input with "Joanna Derouen, Dynehsa Washington, and Sarai Esparza")
- Type of Position (dropdown menu set to "Replacement")
- Position Class (text input)
- E-Class (text input)
- Payroll ID (dropdown menu set to "- Make a selection -")
- FUND (text input)
- ACCOUNT (text input)

 The right column contains:
 

- Are you attaching the Scoring Criteria for this position? (radio buttons for Yes, No, N/A; "No" is selected)
- Recruiting Procedure (dropdown menu with a search bar and three options: "Open (Internal & External Applicants)", "Open (Internal Only)", and "Posting Waiver". An orange circle highlights the first option.)
- INDEX (text input)
- ORG (text input)
- PROGRAM (text input)

 At the bottom left, there are icons for a mobile device and a user profile.



26 Enter the "**Position Class**". If unknown, leave blank.

**NOTE:** NOT Required for Student or Pooled Positions.

The screenshot shows a web application interface with a top navigation bar containing links: Home, Tasks, People, Performance, Training, Recruiting, Onboard, and Reports. The 'Recruiting' tab is active. Below the navigation bar, there are two main sections. The left section is titled 'List the names of all the Search Committee Members for this position.' and contains a text input field with the value 'Joanna Derouen, Dynehsa Washington, and Saral Esparza'. The right section is titled 'Are you attaching the Scoring Criteria for this position?' and contains three radio buttons: 'Yes', 'No' (which is selected), and 'N/A'. Below these sections, there are two columns of form fields. The left column contains: '\* Type of Position' (a dropdown menu with 'Replacement' selected), 'Position Class' (a text input field highlighted with an orange circle), 'E-Class' (a text input field), 'Payroll ID' (a dropdown menu with '- Make a selection -' selected), and 'FUND' (a text input field). The right column contains: '\* Recruiting Procedure' (a dropdown menu with 'Open (Internal & External Applicants)' selected), 'Position Group' (a text input field), 'Salary Grade' (a text input field), 'INDEX' (a text input field), and 'ORG' (a text input field). A small mobile app icon is visible in the bottom left corner.

27 Enter the "**Position Group**". If unknown, leave blank.

**NOTE:** NOT Required for Student or Pooled Positions.

The screenshot shows the same web application interface as in step 26. The 'Position Group' field in the right column is now highlighted with an orange circle. The 'Position Class' field is no longer highlighted. The rest of the form fields and their values remain the same as in the previous screenshot.

28 Enter the **"E-Class"**. If unknown, leave blank.

**NOTE:** NOT Required for Student or Pooled Positions.

List the names of all the Search Committee Members for this position.

Joanna Derouen, Dyneha Washington, and Saral Esparza

Are you attaching the Scoring Criteria for this position?

☐ Yes

☒ No

☐ N/A

Type of Position

Replacement

Recruiting Procedure

Open (Internal & External Applicants)

Position Class

Position Group

E-Class

Salary Grade

Payroll ID

- Make a selection -

INDEX

FUND

ORG

ACCOUNT

NEOED

PROGRAM

Terms | Privacy

29 Enter the **"Salary Grade"**. If unknown, leave blank.

**NOTE:** NOT Required for Student, Faculty, or Pooled Positions.

List the names of all the Search Committee Members for this position:  
Joanna Derouen, Dyneha Washington, and Sarai Eparza

Are you attaching the Scoring Criteria for this position?  
☐ Yes  
☒ No  
☐ N/A

\* Type of Position  
Replacement

\* Recruiting Procedure  
Open (Internal & External Applicants)

Position Class  
Position Group

E-Class  
Salary Grade

Payroll ID  
- Make a selection -

INDEX

FUND  
ORG

ACCOUNT  
PROGRAM

NEOED

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30 Select the **"Payroll ID"**. If unknown, leave blank.

**NOTE:** NOT Required for Student or Pooled Positions.

List the names of all the Search Committee Members for this position:  
Joanna Derouen, Dyneha Washington, and Sarai Eparza

Are you attaching the Scoring Criteria for this position?  
☐ Yes  
☒ No  
☐ N/A

\* Type of Position  
Replacement

\* Recruiting Procedure  
Open (Internal & External Applicants)

Position Class  
Position Group

E-Class  
Salary Grade

Payroll ID  
- Make a selection -  
Q |  
- Make a selection -  
MS - Monthly Salary  
BW - Bi-Weekly

INDEX

ORG

PROGRAM



NEOED

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31 Enter the "INDEX". If unknown, leave blank.

**NOTE:** NOT Required for Student or Pooled Positions.

List the names of all the Search Committee Members for this position.		Are you attaching the Scoring Criteria for this position?	
<input type="text" value="Joanna Derouen, Dyneha Washington, and Saral Esparza"/>		<input type="radio"/> Yes	
		<input checked="" type="radio"/> No	
		<input type="radio"/> N/A	
* Type of Position		* Recruiting Procedure	
<input type="text" value="Replacement"/>		<input type="text" value="Open (Internal &amp; External Applicants)"/>	
Position Class		Position Group	
<input type="text"/>		<input type="text"/>	
E-Class		Salary Grade	
<input type="text"/>		<input type="text"/>	
Payroll ID		INDEX	
<input type="text" value="MS - Monthly Salary"/>		<input type="text"/>	
FUND		ORG	
<input type="text"/>		<input type="text"/>	
ACCOUNT		PROGRAM	
<input type="text" value="NEOED"/>			



Terms | Privacy

### 32 Enter the "FUND". If unknown, leave blank.

**NOTE:** NOT Required for Student or Pooled Positions.

List the names of all the Search Committee Members for this position:  
Joanna Derouen, Dyneha Washington, and Sarai Esparza

Are you attaching the Scoring Criteria for this position?  
☐ Yes  
☒ No  
☐ N/A

\* Type of Position  
Replacement

\* Recruiting Procedure  
Open (Internal & External Applicants)

Position Class

Position Group

E-Class

Salary Grade

Payroll ID  
MS - Monthly Salary

INDEX

FUND

ORG

ACCOUNT  
NEOED

PROGRAM

[Terms](#) | [Privacy](#)

### 33 Enter the "ORG Code". If unknown, leave blank.

**NOTE:** NOT Required for Student or Pooled Positions.

List the names of all the Search Committee Members for this position:  
Joanna Derouen, Dyneha Washington, and Sarai Esparza

Are you attaching the Scoring Criteria for this position?  
☐ Yes  
☒ No  
☐ N/A

\* Type of Position  
Replacement

\* Recruiting Procedure  
Open (Internal & External Applicants)

Position Class

Position Group

E-Class

Salary Grade

Payroll ID  
MS - Monthly Salary

INDEX

FUND

ORG

ACCOUNT  
NEOED

PROGRAM

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**34** Enter the **"ACCOUNT Code"**. If unknown, leave blank.

**NOTE:** NOT Required for Student or Pooled Positions.

The screenshot shows a web application dashboard with a navigation bar at the top containing links for Home, Tasks, People, Performance, Training, Recruiting, Onboard, and Reports. The Recruiting tab is active. A search bar is located next to the navigation bar. The main content area displays a form for adding a position detail. The form is divided into two columns. The left column contains fields for FUND, ACCOUNT, APPT %, and Mid Salary for Salary Grade. The right column contains fields for ORG, PROGRAM, Minimum Salary for Salary Grade, and Fiscal Year (Begin Date & End Date). The ACCOUNT field is highlighted with an orange circle. Below the form is a section titled 'Position Details' with a 'New Position?' toggle set to 'No'. At the bottom of the section is a button labeled 'Add Position Detail'.

DASHBOARD

Search...

Home Tasks People Performance Training Recruiting Onboard Reports

FUND

ORG

ACCOUNT

PROGRAM

APPT %

Minimum Salary for Salary Grade

Mid Salary for Salary Grade

Fiscal Year (Begin Date & End Date)

Position Details

New Position?

☐ Yes ☒ No

Add Position Detail

**35** Enter the "**PROGRAM Code**". If unknown, leave blank.

**NOTE:** NOT Required for Student or Pooled Positions.

The screenshot shows the 'Recruiting' tab in a web application. The form contains several input fields: FUND, ACCOUNT, APPT % (a dropdown menu), Minimum Salary for Salary Grade, Mid Salary for Salary Grade, and Fiscal Year (Begin Date & End Date). The 'PROGRAM' field is highlighted with an orange circle. Below the main form is a 'Position Details' section with a 'New Position?' toggle (set to 'No') and an 'Add Position Detail' button.

**36** Select the "**Appt %**". If unknown, leave blank.

**NOTE:** NOT Required for Student or Pooled Positions.

This screenshot shows the same 'Recruiting' form as above, but with the 'APPT %' dropdown menu open. The dropdown list shows options: '100%' and 'Other'. The 'PROGRAM' field is still highlighted with an orange circle. The 'New Position?' toggle remains set to 'No', and the 'Add Position Detail' button is visible at the bottom.

**37** Enter the "**Minimum Salary for Salary Grade**". If unknown, leave blank.

**NOTE:** NOT Required for Pooled Positions.

Home Tasks People Performance Training **Recruiting** Onboard Reports

new position entry

FUND

ORG

ACCOUNT

PROGRAM

APPT %

100%

Minimum Salary for Salary Grade

Mid Salary for Salary Grade

Fiscal Year (Begin Date & End Date)

**Position Details**

New Position?

☐ Yes ☒ No

+ Add Position Detail



**38** Enter the "**Maximum Salary for Salary Grade**". If unknown, leave blank.

**NOTE:** NOT Required for Pooled Positions.

mid missing salary

FUND

ORG

ACCOUNT

PROGRAM

APPT %

100%

Mid Salary for Salary Grade

Minimum Salary for Salary Grade

Fiscal Year (Begin Date & End Date)

Position Details

New Position?

☐ Yes ☒ No

[Add Position Detail](#)

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**39** Enter the "**Fiscal Year**".

Example: 9/1/2025 - 8/31/2026

mid missing salary

FUND

ORG

ACCOUNT

PROGRAM

APPT %

100%

Mid Salary for Salary Grade

Minimum Salary for Salary Grade

Fiscal Year (Begin Date & End Date)

Position Details

New Position?

☐ Yes ☒ No

[Add Position Detail](#)

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## 40 Select if this is a New Position.

If you select **YES**, please list in the comment box your reasoning for this new position.

For **Reclassification** roles, select *YES* and add in the comments the reason for the reclassification.

**NOTE:** If this is a New Position or Reclassification, please make sure to reach out to your HRG before Creating this Requisition. Also, confirm with the Budget Office that you have funds for this role.

The screenshot displays a web form for creating a requisition. At the top, there are two empty text input fields. Below them, the form is organized into two columns. The left column contains a label 'APPT %' above a dropdown menu currently set to '100%'. The right column contains a label 'Minimum Salary for Salary Grade' above an empty text input field. Below these, the left column has a label 'Mid Salary for Salary Grade' above an empty text input field, and the right column has a label 'Fiscal Year (Begin Date & End Date)' above a date range input field. A section titled 'Position Details' follows, containing the question 'New Position?' with two radio button options: 'Yes' (which is highlighted with an orange circle) and 'No'. Below the radio buttons is a dashed rectangular box with a green plus icon and the text 'Add Position Detail'. At the bottom of the form is a large text area labeled 'Comment'. The footer of the page includes a mobile app icon, a user icon, the text 'NEOED', and a link for 'Terms | Privacy'.

APPT %

100%

Minimum Salary for Salary Grade

Mid Salary for Salary Grade

Fiscal Year (Begin Date & End Date)

Position Details

New Position?

☐ Yes ☒ No

+ Add Position Detail

Comment

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If this is not a New Position and you are requesting a **"Replacement"**. Select **No**. Click **"Add Position Details"**

APPT %  
100%

Minimum Salary for Salary Grade

Mid Salary for Salary Grade

Fiscal Year (Begin Date & End Date)

**Position Details**

New Position?  
☐ Yes ☒ No

+ Add Position Detail

Comment

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Enter in the **Position Number**, **Vacancy Date** (last day worked), and **First & Last Name** for the employee who left the position you are requesting.

**NOTE:** If any additional information is needed for the job posting, please add it to the **Comments** box.

New Position?  
☐ Yes ☒ No

\* Position #  
12345

\* Vacancy Date  
08/29/2025

\* First Name  
Jo

\* Last Name  
Palacios

Delete

+ Add Position Detail

Comment

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## 43 Scroll up to the top of the screen and **"Save and Continue to Next Step."**

DASHBOARD

Search...

Home Tasks People Performance Training **Recruiting** Onboard Reports

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### Create Requisition

Cancel Save & Close **Save & Continue to Next Step**

1. CREATE 2. APPROVALS 3. ATTACHMENTS

#### Requisition Details

\* Fields are required.

Requisition # [Assigned when requisition is saved]

\* Home Org/Department Human Resources

\* Job Description HR Recruiter #1UP10

Working Title HR Recruiter

Desired Start Date 09/15/2025

\* Hiring Manager Joanna Derouen Find a hiring manager

**44** Once you are at the **APPROVALS** tab, click "**Save and Continue to Next Step**"

**NOTE:** You should NOT have access to edit this tab. ONLY Recruiter should have access. This approval flow will reflect the needed approvals designated for your position type which will be assigned by the Recruiter.

The screenshot shows the 'Edit Requisition' page for 'HR Recruiter (202500029)'. The 'APPROVALS' tab is active, and the 'Save & Continue to Next Step' button is highlighted with an orange circle. Below the tab bar, the 'Approval Workflow' section displays a table of approvers.

	Recruiters	Approvers	Status	Due Date	Comments	
1		Joanna Derouen, + 2	Pending...			
2	HRG	Paul Peddy, + 1	Pending...			

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Once you are at the **ATTACHMENTS** tab, upload the updated **Job Description** and **Scoring Criteria**.

**NOTE:** If the Scoring Criteria has not been created at this time, your Recruiter will reach out to request it later in the hiring process. Also, please make sure you work with your HRG on an updated job description prior to Creating this Requisition.

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## Edit Requisition

HR Recruiter (202500029)

1. CREATE ✓ 2. APPROVALS ✓ 3. ATTACHMENTS ✓

### Add Attachments

Click here to upload or press enter to open file uploader. Supported file types are doc, docx, gif, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf, xls, xlsx. The maximum allowed size is 10 MB.

Drag and drop file here, or [click here to upload](#)

Supported file types are doc, docx, gif, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf, xls, xlsx

The maximum allowed file size is 10MB.

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**46** Click, "**Save and Submit**" once you added your attachments.

**NOTE:** After this is submitted, the first approval in the workflow will receive an email and a task in their dashboard to approve. The listed Hiring Manager(s) will also receive notifications as each Approver has completed their approval. Once ALL approvals are completed, your job can be posted to the Career website.

The screenshot shows a web application interface for editing a requisition. At the top, there's a dashboard header with a search bar and user profile. Below it, a navigation menu includes Home, Tasks, People, Performance, Training, Recruiting (active), Onboard, and Reports. The main content area is titled 'Edit Requisition' for 'HR Recruiter (202500029)'. It features three steps: 1. CREATE (checked), 2. APPROVALS (checked), and 3. ATTACHMENTS (active). The 'Add Attachments' section contains a large dashed box with an upload icon, instructions to drag and drop files or click to upload, supported file types (doc, docx, gif, jpe, jpeg, jpg, pdf, png, ppt, pptx, rtf, xls, xlsx), and a 10MB file size limit. Action buttons 'Cancel', 'Save & Close', and 'Save & Submit' are located at the top right of the form.