Creating a Requisition in NEOED

**HUMAN RESOURCES
LAMAR UNIVERSITY**

1   Navigate to **https://login.neoed.com/**

2   Click "**Login with SSO**"

Username

Password

All fields are required

Log In

Forgot your username or password?

Login with SSO

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

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

NEOED

< Back to Login Page

Login With SSO

Employer Code

Continue

4   Click "**Continue**"

NEOED

< Back to Login Page

Login With SSO

Employer Code

Lamar

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

LH   Lamar Hr   Onboarding

DT   DW Test

DW   Dynesha Washington

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.

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

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

Home Or~~g~~ [Filter by Home Org Name]	Home Org Code	Department Name	Department Code
🔍 Search	🔍 Search	🔍 Search	🔍 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		

Select a Home Org/Department   Cancel

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

Select a Home Org/Department   Cancel

Home Org Name	Home Org Code	Department Name	Department Code
🔍 Human Re ✕	🔍 Search	🔍 Search	🔍 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 #

[Assigned when requisition is saved]

* Home Org/Department

Human Resources ⊗

* Job Description ⓘ

Find a class spec

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

Working Title

Desired Start Date

MM/DD/YYYY

Find a hiring manager

Job Type

- Make selection -

List Type

- Make selection -

Position ⓘ

Find a position

Number of Vacancies

0

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

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

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.

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 🗓

Press Enter to open the datepicker for Desired Start Date. Date is required. Date format 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

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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

Click here or press enter to view hiring manager in a window.

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.

18 ALSO, please add any person in the **Hiring Manger 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.

19 Select the "**Job Type**" that is appropriate for the position you are requesting.
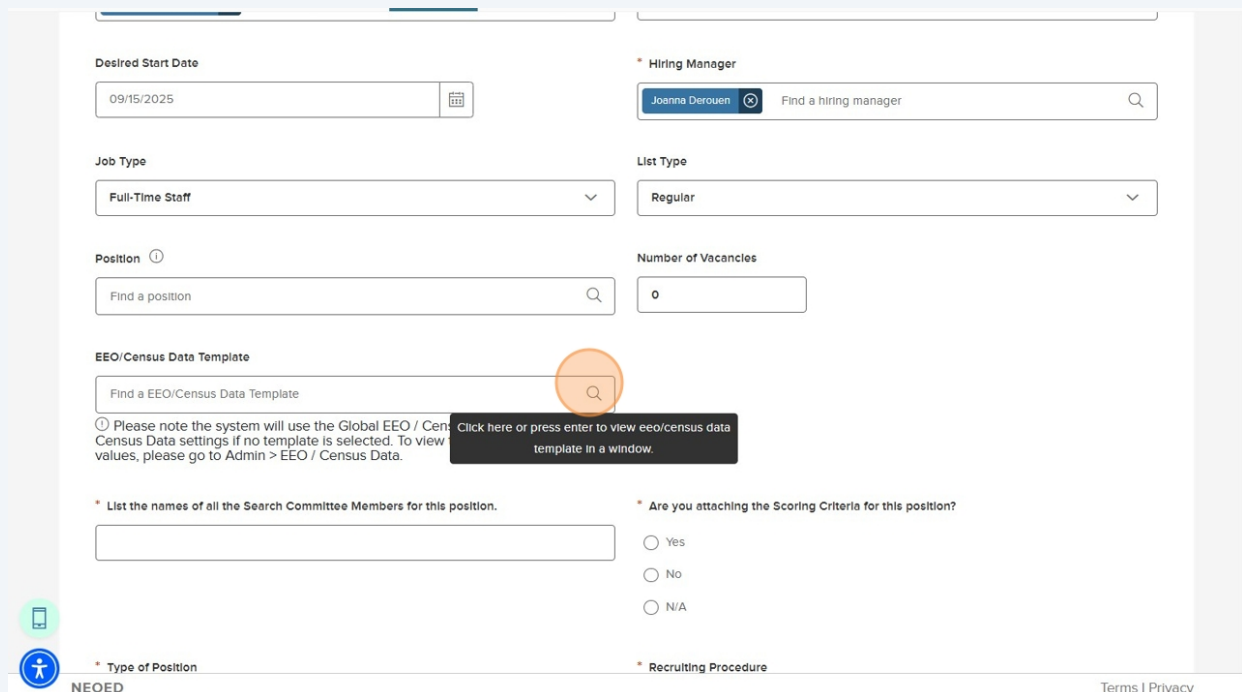
20   For "**List Type**", *ALWAYS* select **"Regular"**.

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

Full-Time Staff

List Type

- Make selection -

🔍

- Make selection -

Regular

Promotional Only

Departmental Promotional Only

Regular and Promotional

Position ⓘ

Find a position

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?

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21   Leave "**EEO"** Field **Blank**.

Desired Start Date

09/15/2025

* Hiring Manager

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 / Cen... Census Data settings if no template is selected. To view ... values, please go to Admin > EEO / Census Data.

Click here or press enter to view eeo/census data template in a window.

* 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

* Recruiting Procedure

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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 -

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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.

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, Dynehsa 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 - ⌄

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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.

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

Joanna Derouen, Dynehsa Washington, and Saral Esparza

Are you attaching the Scoring Criteria for this position?

○ Yes
◉ No
○ N/A

* Type of Position

- Make a selection -   ∧

🔍 |

- Make a selection -

Reclassification

New Position

Replacement

Pooled Position

Payroll ID

- Make a selection -   ∨

FUND

* Recruiting Procedure

- Make a selection -   ∨

Position Group

Salary Grade

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

   • Select **O**pen (Internal & External Applicant) for this position to be posted to our career website.

   • Select **O**pen (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.

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

| Joanna Derouen, Dynehsa Washington, and Saral Esparza |

Are you attaching the Scoring Criteria for this position?
- ◯ Yes
- ● No
- ◯ N/A

* Type of Position
Replacement

Position Class

E-Class

Payroll ID
- Make a selection -

FUND

ACCOUNT

* Recruiting Procedure
- Make a selection -

🔍 |

- Make a selection -

Open (Internal & External Applicants)

Open (Internal Only)

Posting Waiver

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PROGRAM

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

NOTE: NOT Required for Student or Pooled Positions.

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

NOTE: NOT Required for Student or Pooled Positions.

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, Dynehsa 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 - ⌄

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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, Dynehsa 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 - ∨ |

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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, Dynehsa 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 - ∧ |

| Q | |

- Make a selection -

MS - Monthly Salary

BW - Bi-Weekly

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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.

Joanna Derouen, Dynehsa 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

MS - Monthly Salary ⌄

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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, Dynehsa 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

| MS - Monthly Salary ∨ |

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| |

FUND

| |

ORG

| |

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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, Dynehsa 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

| MS - Monthly Salary ∨ |

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| |

FUND

| |

ORG

| | |

ACCOUNT

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

NOTE: NOT Required for Student or Pooled Positions.

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

NOTE: NOT Required for Student or Pooled Positions.

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

NOTE: NOT Required for Student or Pooled Positions.

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

NOTE: NOT Required for Pooled Positions.

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

NOTE: NOT Required for Pooled Positions.

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

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

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.

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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41 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

42 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

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

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.

45 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.

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.