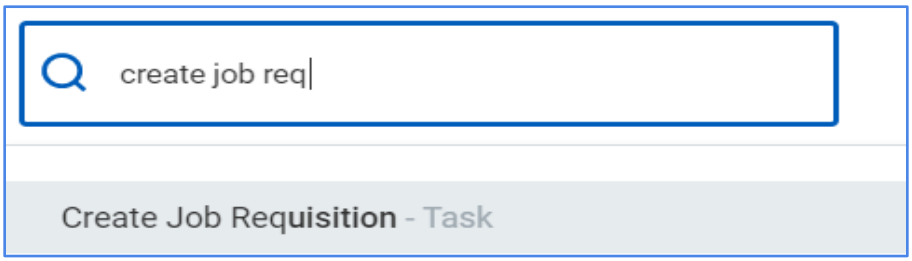
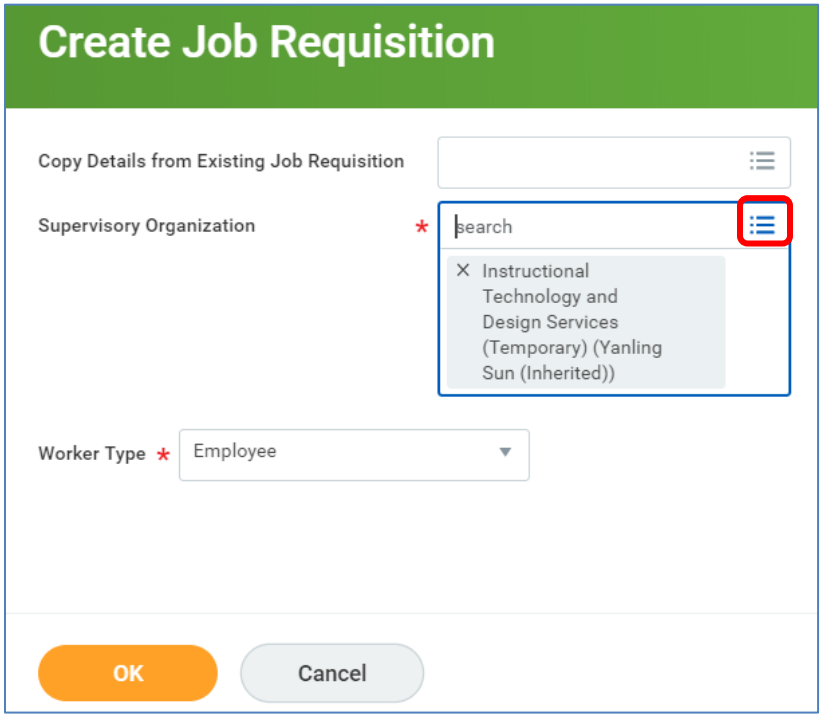
Create a Job Requisition for an Adjunct/Temporary Worker

The Create Job Requisition process should be used to **post/advertise** an Adjunct or Temporary (per diem) position. A new position **should not** be created for this type of opening. Prior to initiating this process, verify that funding is available for the position by contacting the Office of Budget and Planning.

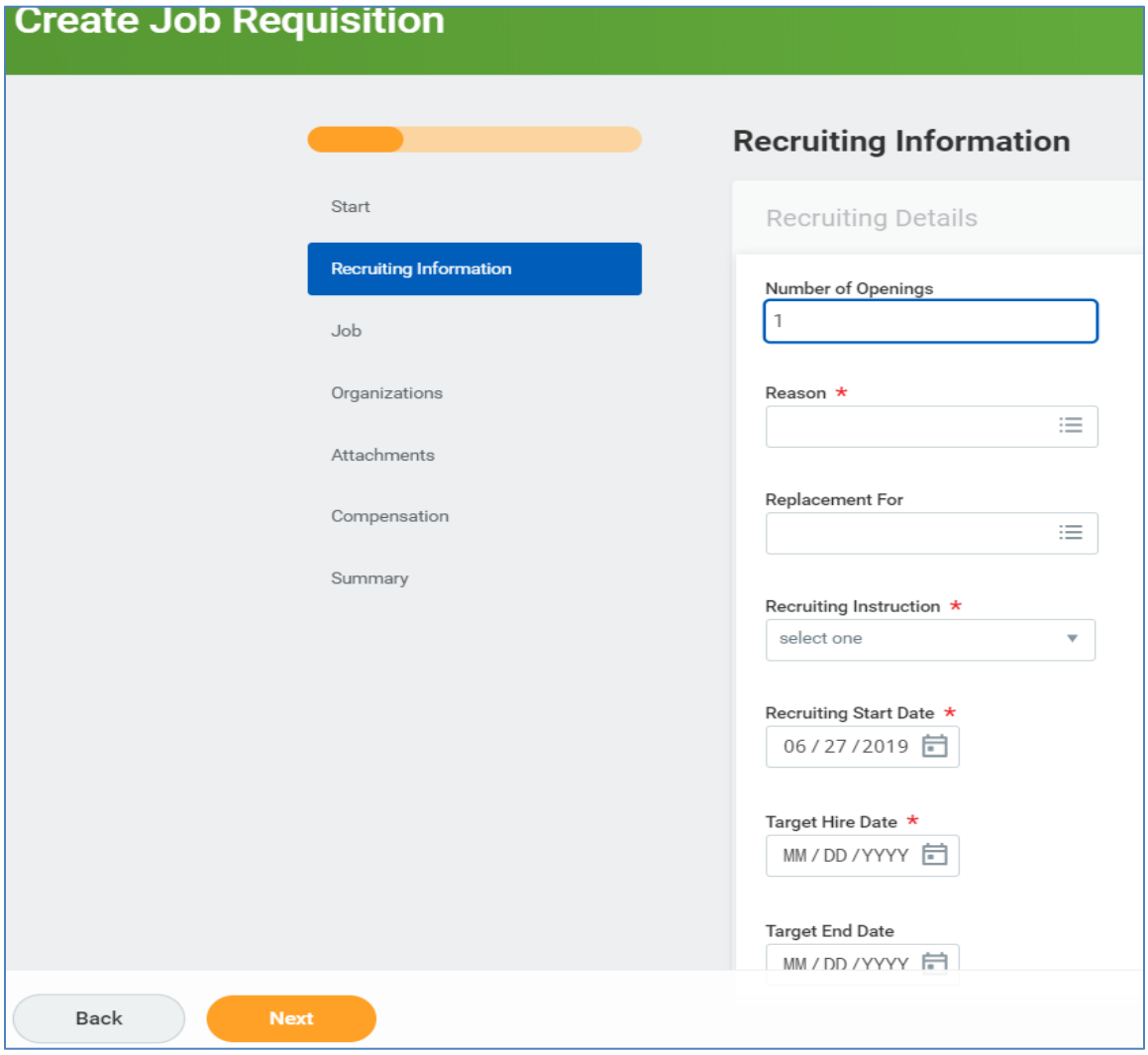
1) Enter **Create Job Req** into the *Search* bar and select **Create Job Requisition–Task.**



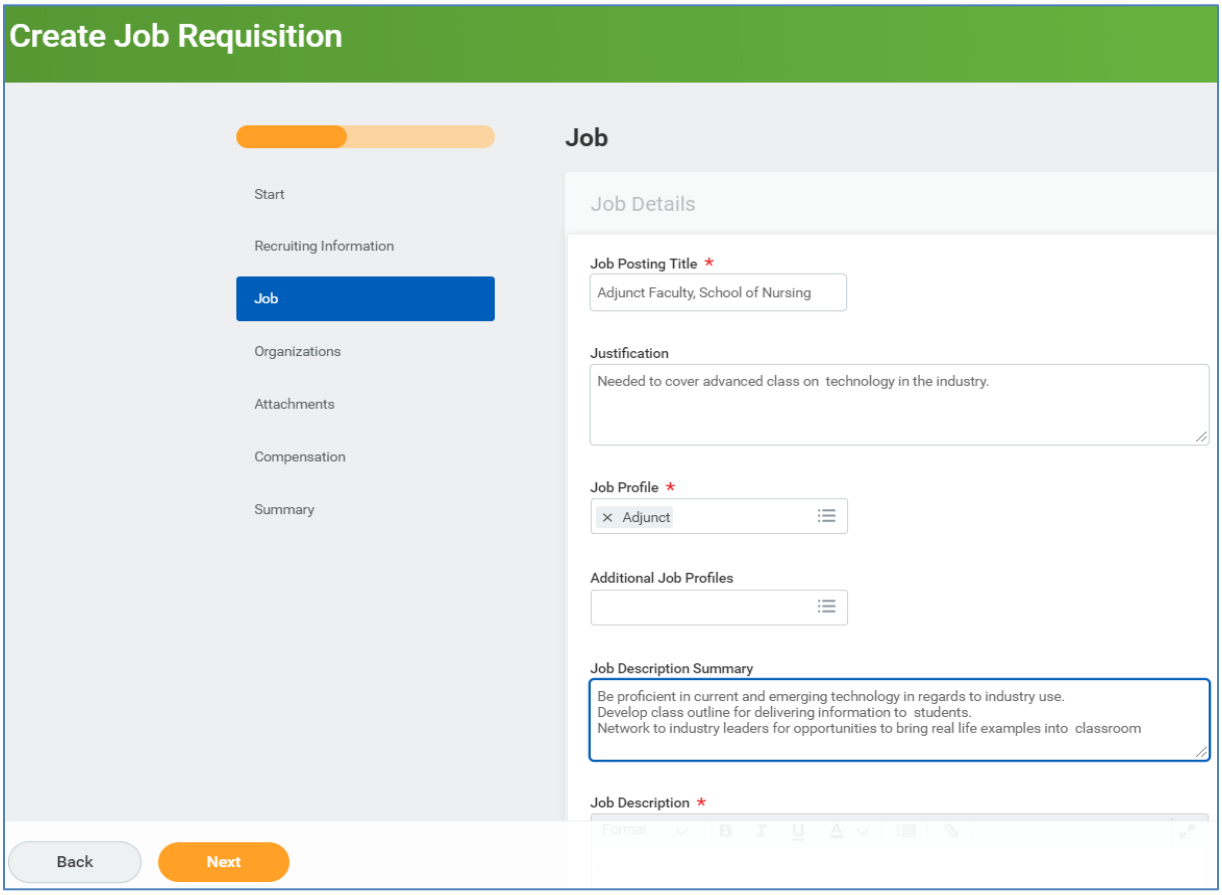
2) Click the **prompt icon** for the **Supervisory Organization** and select the **Temporary organization** for the Hiring Manager. If there is no temporary organization listed for the specific hiring manager, contact the Service Desk to have one created.
3) Select **Employee** in the *Worker Type* field.
4) Click the **OK** button.



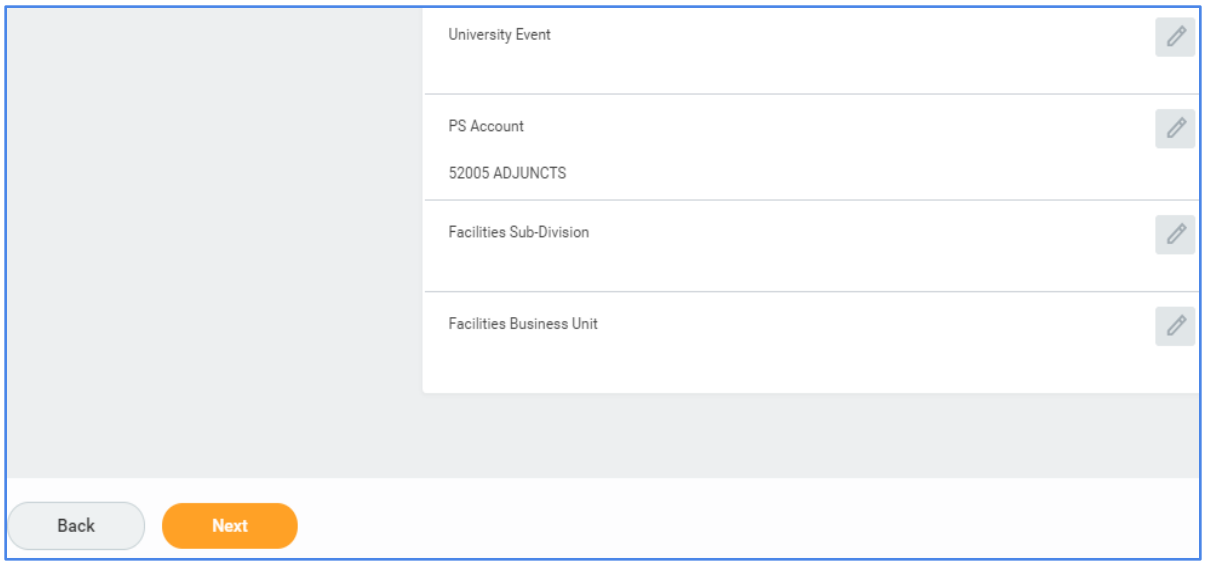
5) In the **Recruiting Information** section, click the pencil icon to complete the fields. Click the **checkmark** to save.
    - **Number of Openings**: Number of openings being recruited.
    - **Reason**: Select the appropriate option:
        - Direct Hire – Direct Appointment approved by the Compliance and Labor Relations Office and Vice President for Human Resources and bypasses standard recruitment procedures.
        - Recruiting – Standard post/fill process OR Standard post/recruitment process OR Standard post/advertise process.
        - Conversion – DO NOT select (if prompted). This is for HR only.
    - **Replacement For**: N/A for this process.
    - **Recruiting Instruction**: Select how this requisition should be advertised.
    - **Recruiting Start Date**: Use the current date.
    - **Target Hire Date**: The anticipated date of when the new hire should start in the position. For Faculty positions, use the first day of the term in which they will start.
    - **Target End Date**: The contract end date for the vacancy. This is required for Temp and Adjunct requisitions.
6) Click **Next**.



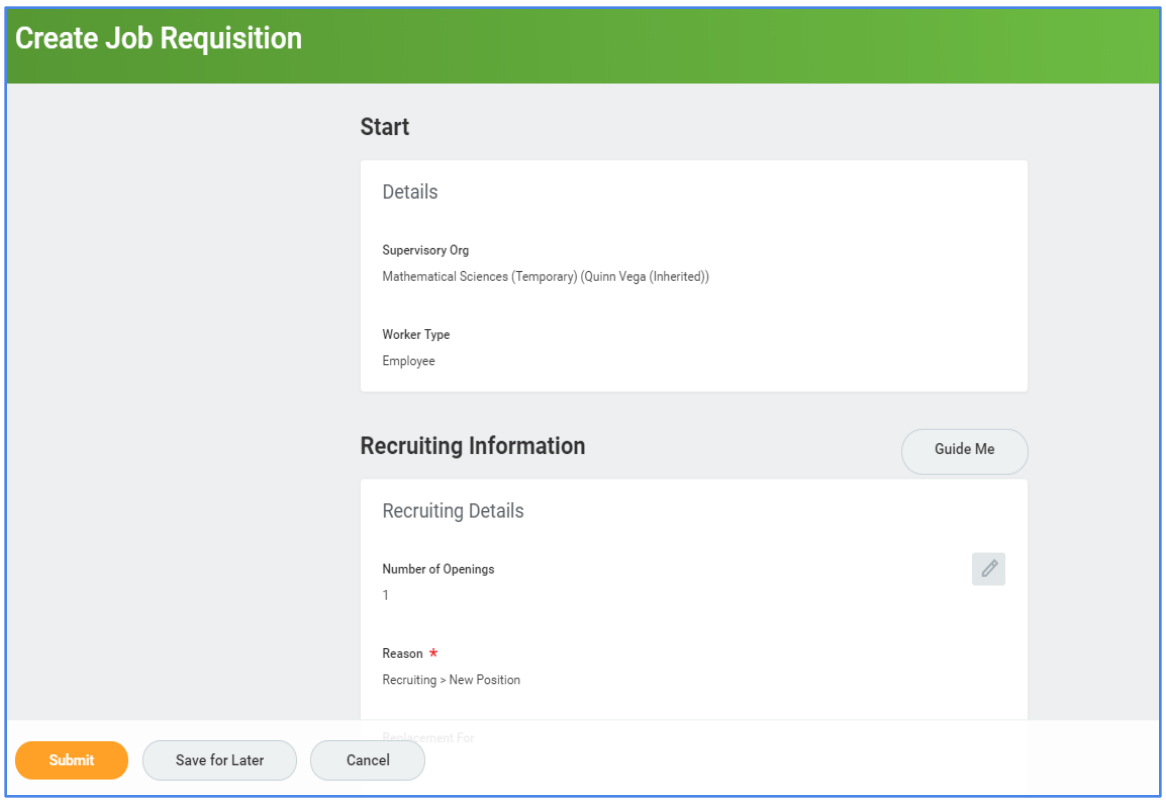
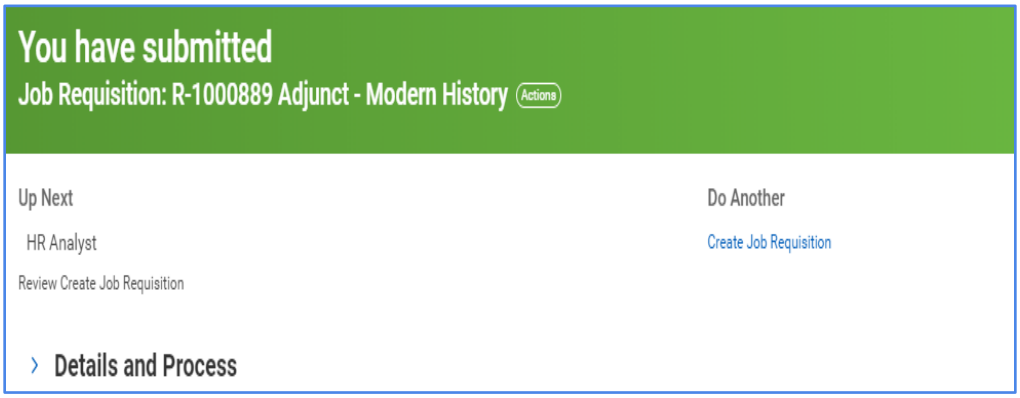
7) On the *Job* tab, enter a descriptive title that reflects the discipline to be displayed on the job boards in the **Job Posting Title** field. (For example; Adjunct Faculty - School of Nursing)
8) **Justification**: This field should include the justification or comments for requesting the position.
9) In the **Job Profile** field, type “Temp” or “Adjunct” and hit Enter. Select the appropriate job profile from the results.
10) **Additional Job Profiles** leave blank.
11) Enter the overall duties and expectations for this requisition in the **Job Description Summary** field.
12) Complete the **Job Description** field with specific job duties and requirements. The data in this field will be displayed in the job posting.
13) The **Additional Job Description** field should contain what needs to be included in the application (i.e., resume/CV and separate cover letter). These details will also be included in the job posting.
14) In the **Worker Sub-Type** field, select **Worker Types** and select **Fixed Term-Adjunct (Fixed Term)** or **Fixed Term-Temporary (Fixed Term)**.
15) Click in the **Time Type** field and select **Part Time**.
16) In the **Primary Location** field, select the general site from which this position will primarily work.
17) **Primary Job Posting Location** will default in as Montclair, NJ.
18) **Scheduled Weekly Hours** defaults in as 35.
19) **Work Shift** field should be left blank.
20) Click the **Next** button.



21) On the *Organizations* tab, complete the **Cost Center** and **Fund** fields with the appropriate data.
22) In the **PS Account** field, enter **52005** or **Adjuncts** for an adjunct position, or enter **55005** or **Temporary** for temporary employees.
23) Click the **Next** button.



24) On the *Attachments* tab, click the **Next** button as no attachments are needed.
25) On the *Compensation* tab, the hourly pay for temps will default in as the current minimum wage. Click the pencil icon and adjust the rate, if needed. For adjuncts, leave this field blank.
26) Click **Next**.
27) On the *Summary* tab, review all information and confirm it is correct. To edit information, click the **pencil icon** in the upper right corner of the corresponding section.
28) When all information is confirmed, click the **Submit** button to send this request through approvals and onto Recruiting.



The confirmation screen displays, confirming the request was successfully submitted.