

## 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**.

A search bar with a magnifying glass icon on the left. The text 'create job req' is entered into the search field. Below the search bar, a dropdown menu is open, showing a single option: '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.

The 'Create Job Requisition' form is shown. It has a green header with the title 'Create Job Requisition'. Below the header, there are several fields:

- 'Copy Details from Existing Job Requisition' with a search icon and a list icon.
- 'Supervisory Organization' with a red asterisk, a search input field containing 'search', and a list icon. A dropdown menu is open below this field, showing a list of organizations: 'Instructional Technology and Design Services (Temporary) (Yanling Sun (Inherited))'.
- 'Worker Type' with a red asterisk and a dropdown menu showing 'Employee'.

At the bottom of the form, there are two buttons: 'OK' (orange) and 'Cancel' (grey).

- 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**.

**Create Job Requisition**

Start

**Recruiting Information**

Job

Organizations

Attachments

Compensation

Summary

**Recruiting Information**

Recruiting Details

Number of Openings  
1

Reason \*

Replacement For

Recruiting Instruction \*  
select one

Recruiting Start Date \*  
06 / 27 / 2019

Target Hire Date \*  
MM / DD / YYYY

Target End Date  
MM / DD / YYYY

Back 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.

**Create Job Requisition**

**Job**

Start

Recruiting Information

**Job**

Organizations

Attachments

Compensation

Summary

**Job Details**

**Job Posting Title \***  
Adjunct Faculty, School of Nursing

**Justification**  
Needed to cover advanced class on technology in the industry.

**Job Profile \***  
× Adjunct

**Additional Job Profiles**

**Job Description Summary**  
Be proficient in current and emerging technology in regards to industry use.  
Develop class outline for delivering information to students.  
Network to industry leaders for opportunities to bring real life examples into classroom

**Job Description \***

Format B I U A

Back Next

- 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.

The screenshot shows a form with four rows of input fields. Each row contains a text field and a pencil icon in the top right corner. The fields are: 'University Event', 'PS Account' (with the value '52005 ADJUNCTS' entered), 'Facilities Sub-Division', and 'Facilities Business Unit'. Below the form are two buttons: 'Back' (light gray) and 'Next' (orange).

- 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.

## Create Job Requisition

**Start**

**Details**

**Supervisory Org**  
Mathematical Sciences (Temporary) (Quinn Vega (Inherited))

**Worker Type**  
Employee

**Recruiting Information** Guide Me

**Recruiting Details**

**Number of Openings** 1 ✎

**Reason \***  
Recruiting > New Position

Replacement For

[Submit](#) [Save for Later](#) [Cancel](#)

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

## You have submitted

Job Requisition: R-1000889 Adjunct - Modern History Actions

<b>Up Next</b>	<b>Do Another</b>
HR Analyst	<a href="#">Create Job Requisition</a>
Review Create Job Requisition	

[> Details and Process](#)