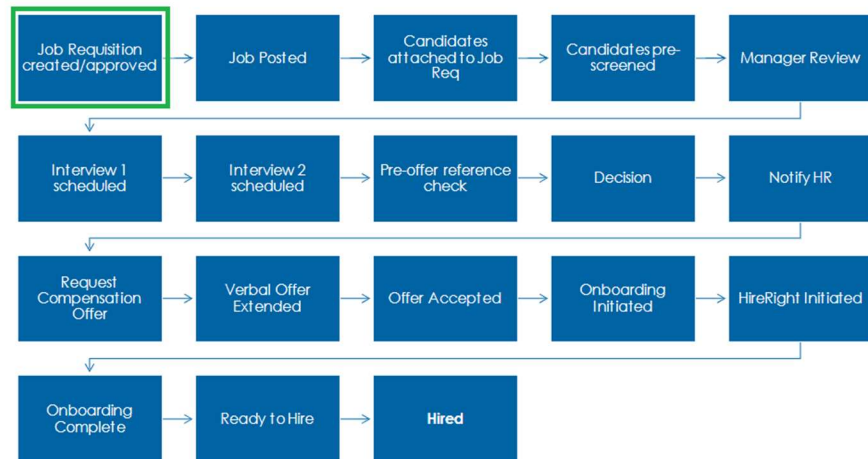# Creating a New Job Requisition in Talent Connect

Overview

This knowledge article documents the process for creating a new Job Requisition in Talent Connect

APPLICANT TRACKING PROCESS FLOW

Job Requisition created/approved → Job Posted → Candidates attached to Job Req → Candidates pre-screened → Manager Review

Interview 1 scheduled → Interview 2 scheduled → Pre-offer reference check → Decision → Notify HR

Request Compensation Offer → Verbal Offer Extended → Offer Accepted → Onboarding Initiated → HireRight Initiated

Onboarding Complete → Ready to Hire → **Hired**

Sections include

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Creating a Job Requisition

Tip: The initial display for creating a job is entirely on the left side of the screen. Clicking the checkerboard-like icon will display the fields on both the left and right side of the screen, allowing you to see more information at one time.

You will need to know the position you are creating a requisition for. Know the position number prior to creating the requisition. If the position exists in JDX or Non-Person Profile but is not in Talent Connect, you may need to wait 24 hours. Once the position has been transferred to Talent Connect, you can create the requisition.

1. From the menu bar, select **Create => Job**
2. In the template field, begin typing the position number. Select the job that is displayed.

   The formatting of the job is

   - Position Number|Job Title|Job Code – Job Title

   After the Job Template is selected, much of the information on the requisition will be populated.

3. Job Folder will default to Pending Approval

4. The Department information will auto-populate based on the information entered into the job description in JDX.

5. Funding – The following fields have been provided to indicate the funding sources for the position:

   - Funding source – Numeric field, no greater than 7 characters (Campus Only)

   - UCI Fund Account – 5-digit numeric field (UCI Health/Health Sciences)

   - Primary KFS Fund Allocation % (UCI Health/Health Sciences)

   - Primary KFS Sub Account (UCI Health/Health Sciences)

   - Primary KFS Project ID (UCI Health/Health Sciences)

   If more than one KFS project will be funding the position, enter the necessary information in the Additional fields provided. Up to three projects may fund a position.

6. **Hiring Information**
   - **Initiator** – The name of the person entering the requisition.
   - **Recruiter** – This information will pre-populate with what is in JDX, this may be overwritten. It can be updated at any time.

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- **Alternate Recruite**r – If an alternate recruiter is indicated, this job will appear on the alternate recruiter's dashboards. They will also receive communications regarding the position.
- **Hiring Manager** – The person to whom this position will report.
- **HRBP or HR Contact**
    - **Campus** – Enter HRBP name.
    - **Health/Health Sciences** – Enter Local HR name.
- **Local HR**
- **Director** – Pre-populated with information provided in JDX.
- **Finance Approver** - This field is required for Health and Health Sciences position.
- **Hiring Committee** – Optional – Enter the names of the individuals that will participate in the hiring process for this position.
- **TA Operations Support** – Optional Field – Click in the space and begin typing the name of the person from TA Operations that will be assisting with the requisition. This may be updated at any time.
- **TA Coordinator** – Optional Field – Click in the space and begin typing the name of the person from TA Operations that will be assisting with the requisition. This may be updated at any time.

7. **Position Information -** Much of this information will be prepopulated with data from JDX.
    - **Job Category (Career Tracks)** - Pre-populated, may be edited by members of TA Operations
8. **Affirmative Action Plan Flags** – Pre-populated from JDX
9. **Job Posting Data**
    - **Req Hire Type** – Select from drop-down menu. Valid options are New, or Replacement
        - If the position is to replace an employee, a box will appear to indicate who the position will be replacing.
    - **Promoted Job** – This indicates that the job will be promoted as one of the top 3 jobs on the career sites.
    - **Career Category** – pre-populated but may be updated from a list of valid options. Indicates the type of career one would pursue with this position. Options include Administrative, Campus/Hospital Support Services, Finance/Accounting, Research/Lab.
    - **Temporary Employment Services** – Indicates whether Temporary Employment Services will be involved. Can be used in a search.
    - **UC Employee Classification:** Indicates the type of UC Employee. Pre-populated with drop-down menu. Valid entries include:
        - Staff: Career
        - Staff: Contract
        - Staff: Floater
        - Staff: Limited
        - Staff: Partial Year Career
        - Staff: Per Diem
        - Staff: Rehired Retiree
        - Student: Casual/Restrict

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- **Position Type** - Pre-populated with drop-down menu. The position Type and UC Employee Classification should agree with each other. Valid entries include:
    - Full-Time
    - Part-Time
    - Temporary
    - Contract
    - Limited
    - Per Diem
    - Temporary Full-Time
    - Temporary Part-Time
    - Temporary Per Diem
- **Position Eligible for Fully Remote Work** – Select either Yes or No.
- **Fully Onsite/ Hybrid/Fully Remote** – Select from the options presented. The selection should agree with Position Eligible for Fully Remote Work.
- **Location** – Pre-populated. May be updated from a list of valid options.
- **Public Transportation Accessible** – Freeform field. May only be updated by Talent Acquisition team members.

10. **General Information**
- **# of Openings** – Indicate the number of openings for this job requisition. If more than one is selected, will need to enter additional position numbers in Multi-Hire Position IDs.
- **Multi-Hire Position IDs** – Required if # of Openings is greater than 1. Enter the position numbers for the other positions included on this requisition.
- **Desired Start Date–** Using the calendar icon on the right, select the preferred date the selected candidate will begin working in the position.
- **Shift** – Pre-populated with information from JDX, may be modified.
- **Typical Hours** – Pre-populated with information from JDX, may be modified.
- **Travel Percentage –** Optional field, select from a list of valid options.
- **Employee Referral Bonus Amount-** Optional field, can enter up to 5 digits. Identifies how much an employee will receive if someone they recommend gets hired to the position.

11. **Additional Settings**
- **Offer Approval List** – Select Manager Hierarchy
- **Offer Template List** – Select from list of valid options the offer template to be used for the offer letter.

12. **Conditions of Employment**
- **Consideration for Work Authorization Sponsorship**– Select from a list of valid options.

13. **Compensation**– Pre-populated with information from JDX.
- **Expected Salary Range Min/Max –** This is also known as the Department range. This may be visible on the job posting.
- **Employee Salary Comp Rate Frequency –** Select from list of valid options. Indicates the rate at which the Expected (aka Department) salary range will be paid. Options are Hourly, Annually.
- **Hiring Bonus –** The amount allowed for a hiring bonus. This field may not exceed 5 characters (including the comma).

- **Compensation Frequency Code –** Indicates the pay frequency, Options are Hourly, Monthly.

14. **Notes**

- **Hiring Manager Notes to HR –** A freeform section that may be used for Hiring Manager to share with HR or the recruiter external posting requests, prescreen questions, availability for interviews, planned interview questions, etc.
- **Recruiter Notes –** Notes from the recruiter regarding this job requisition. These will not be posted to candidates.
- **Recruiting Strategy –** Notes from the recruiter regarding this job requisition. These will not be posted to candidates.

15. **Screening (Job Profile Reference Questions)**

- Select a profile for questions that will be used during the reference check process.

16. Once all required fields have been completed, press **Next.**

17. The information from JDX is presented, showing what will be posted on the Job Boards. Campus and Health Sciences may make changes within this screen but should instead make changes in JDX to ensure those changes are stored for future use. Changes made in Talent Connect are not sent back to JDX. Medical Center users will need to make any modifications in the Non-Person Profile.

18. When you are satisfied with the Job Description, press Finish.

The job requisition has now been entered and will appear on Job Pending Approval Dashboards. It is recommended that you begin the Routing Jobs for Approval step at this time.

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Routing Jobs for Approval

Before a job can be posted on a job site, the job requisition needs to be approved. There are two ways to access the requesting approval page.

- Clicking the Finish button at the end of the initial job creation process, which will launch an Edit Approval List screen.
- After the job is created by clicking into the Approval Tab on the Job Profile, then clicking the Edit button.

Approval routing may include both individuals and Global Approval Lists

1. To add a specific person(s) to the approval list
   - With Person showing in the left selection box in the Add approvers section, click into the Select dropdown and begin typing the person's name. When the name appears, click on the name. They have been added to the approval process.
   - Repeat this as many times as necessary until all names have been added to the approval.
   - You can add a new name by selecting Create Contact from the dropdown and then filling in the person's name and email.

Approval Email	Edit Default Message		
	Note: If you do not customize the default message, the template for this approval type will be used.		
Add Approvers	Person	⌄	-Select- ⇧
Approver			⋮ Email
			No data exists.

Approval Email	Edit Default Message		
	Note: If you do not customize the default message, the template for this approval type will be used.		
Add Approvers	Person	⌄	-Select-
Approver			🔍 Ramon
			-Select-
			— Create Contact —
			Search Results
			Ramona UAT-Agrela | ragrela@uci.edu

| Approval Email	Edit Default Message		
	Note: If you do not customize the default message, the template for this approval type will be used.		
Add Approvers	Person	⌄	-Select-
Approver			
⋮ 👤 Ramona UAT-Agrela			

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To add a predetermined list of approvers

- o Select Global Approval List in the left selection box. Click into the Select dropdown to search for and select the correct global approval list. Note that the global approval list will populate as individual persons, not as a list, so that individuals can be removed or moved within the newly-created list. Repeat to add as many global approval lists as necessary.
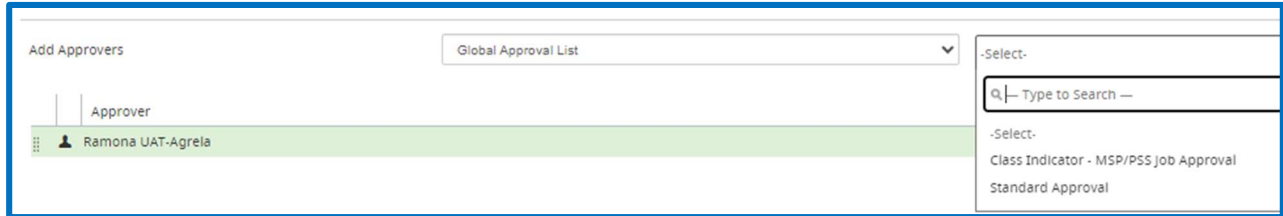
2. The approval order may be moved by clicking on the double row of vertical lines to the left of a person's name and moving the approver to the desired position.
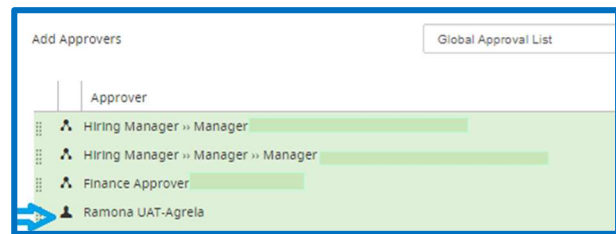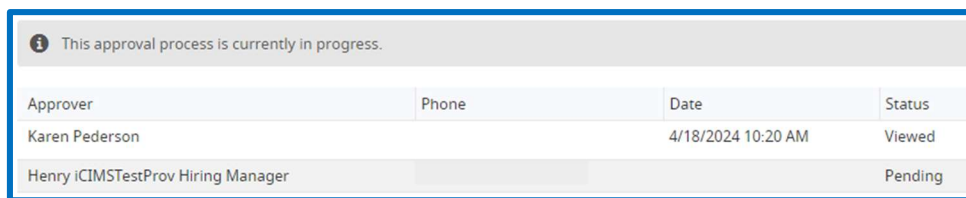
- **Deleting an Approver:** Users can delete individual approvers from the approval list by clicking the red **Delete** icon.
- **Clearing the Approval List:** Users can remove all approvers in one step by clicking the Clear List button.
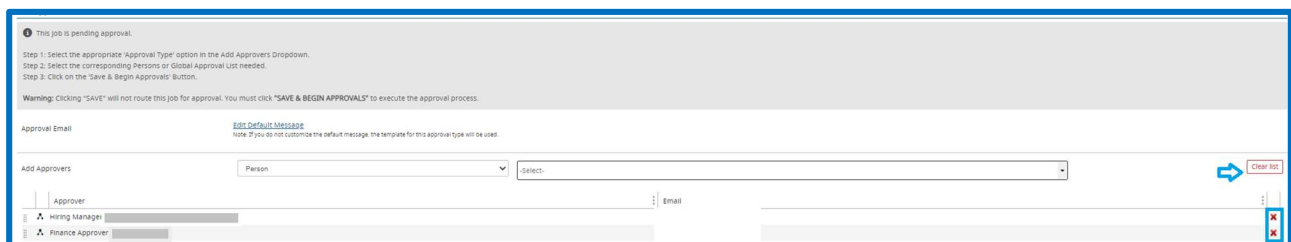
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Tips:

- Adding a new selection to the approver list will not overwrite existing approvers in the list.
- It is possible to add the same individual multiple times in an approval list. An individual who appears multiple times will receive the approval request multiple times.

3. Click the **Save & Begin Approval** button to start the approval process.

4. Click the **OK** button in the popup box to confirm the start of the approval process. The system will automatically email each approver one at a time in the order they are listed. This process will continue until all approvers listed have responded.

5. View the finalized approval process on the Job Profile Approval tab. Each approver will be listed along with the status of their approval.

Tips:

- Resend approval emails as reminders to listed approvers by clicking the Resend button.

- Skip over any listed approvers to advance the approval process by clicking the Skip button.

- The system assigns a status to the approver so that the recruiter knows where the approval stands. These statuses can also be manually changed by users with appropriate permissions. The most common statuses are:
  o **Pending** - Approvers have been assigned, but the approval email has not been sent.
  o **Notified** - Approver has been notified but hasn't yet viewed the email.
  o **Approved** - Job, candidate, offer, or iForm has been approved.
  o **Rejected** - Job, candidate, offer, or iForm approval has been declined.
  o **Skipped** - Recruiter has manually set the status to Skipped so that the process does not stall.
  o **Viewed** - Manager has viewed the approval email.
  o **Unable to Contact** - Email has not reached the recipient.

- When a job is either approved or declined, the approval initiator, the job owner, and the job creator are notified automatically by the system. User admins can use the *Job Approval Notification Recipients* setting to update who receives this notification.

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- If an approved job must be sent back through the approval process, click the Edit icon on the Job Profile Approval tab, click OK if a confirmation screen appears, and then click the Reset Approval button. Click OK to confirm that you want to continue.

- If a rejected job needs to be sent back through the approval process, click the Resume Approval button on the Job Profile Approval tab. If any confirmation screens appear, click OK.

Acting as an Approver for a Job

The job approval process is designed to be simple and easy, even from a mobile phone or tablet. Follow the steps below to review and approve a job.

1. The user serving as an approver will receive a Job Approval Request email with a link to the Job Approval screen.

   - To approve or reject a job from the email, click the appropriate button. Please note that the system cannot capture additional feedback when the job is approved or rejected from the email.

   - **Warning:** The link and/or approval buttons provided in the email to each approver will allow them to approve the job and make comments without logging in. To avoid security concerns, this email should not be forwarded or CCed to others.

2. If the approver wants to review more details about the job, or enter comments go to uci.icims.com , the job will appear on the dashboard in the Jobs Needing Approval widget.

3. Clicking on the link for the job will take the user to dashboard for the job. To review the details, click on the detail tab on the menu ribbon. To approve/decline the job requisition, click on the approval tab on the menu ribbon. Prior to approving/declining, the user can add a note explaining why the position was approved or declined. Only the most recent comment per approver is retained, if applicable.

4. After approving or declining a job, a Thank You: Approval Complete screen displays to let the user know that their decision was received by the system.

Version History

Version	Author	Date
Version 1.0	Karen Pederson	May 24 2024