TEACHERS COLLEGE
COLUMBIA UNIVERSITY

Create a Job Description (to add headcount):

1. Click on **'Manage job descriptions and create a new requisition'** from your main menu or side menu.

2. At the top left corner click the link **'New Job description'**

3. Complete all mandatory fields on the form marked by an **'*'** [asterisk]

4. Select from the drop down menu the **'Approval Process'** which applies to the position you are creating.

5. Once complete, click **'Save & Exit'** at the bottom of the page, this will trigger the approval process as previously selected.

6. When the Job Description has been approved by all parties in the 'Approval Process' queue, you will receive an email.

Hints

If you have questions regarding some mandatory fields on this form, feel free to contact your HR representative for advice or assistance.*

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Create a Requisition from an approved Job Description:

1. Click on **'Manage job descriptions and create a new requisition'** from your main menu or side menu.

2. Click on **'Create requisition from a job description'** in Job Description menu.

3. Complete all blank mandatory fields on the form marked by an **'*'** [asterisk].

4. Select from the drop down menu the **'Approval Process'** which applies to the position you are requesting.

5. Click **'Save'** and move on to the **'Posting'** tab (top of form), to post the job in the TC website.

6. Select **'Add posting channels'** complete all mandatory fields marked by an **'*'** [asterisk] in the posting tab. Once mandatory fields are complete, click **'Save'**.

Hints

Job will appear in TC website after the posting has been completed and saved.*

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Creating offer to applicant (For pooled positions only)

1. Click on **'Jobs open'** from your main menu or side menu.

2. Select job you are creating offer for. Click **'View Job'**. On the top left corner, click **'View applications'**.

3. Select applicant to be hired, click on the **'View applications'** link.

4. Under the applications tab click on the **'no offer'** link to populate the offer card, once prompted to the offer card, complete all fields marked with an **'*'** [asterisks].

5. Click on **'Merge Document'** at bottom of offer card, here you will gather your offer letter and make sure to add the 'pay rate and pay day notice' to all offers as this form is mandatory by the state of New York. Once letters are selected accordingly, click the merge button.

6. Select Approval Process- For pooled positions, the process selected from the drop down menu, should always be **'NONE'**.

7. Once documents are merged **'Save and Exit'** out of offer card. Go back to applicant card and next to 'no offer' on the left side you will see a link to **'New',** click **'New'** and **'Send Contingent online offer'** review the email, change the 'From' email to hiring manager email, click **'Move now'** and offer email will be sent to applicant.

Hints

When applicant completes and accepts the offer, the hiring manager will receive the update via email.

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6. Select Approval Process- For FT/PT employees, the approval process should always be 'HR Team'. Selecting this option will alert the HR team to send out the 'Contingent Online Offer' and the 'Background check' for Professional employees.

Hints

When applicant completes and accepts the offer, the hiring manager will receive the update via email.