W Uther bookmarks You a Break Stop Record Add Comment THE UNIVERSITY OF SOUTHERN MISSISSIPPI. Search ् 🗆 🔅 11111 Internal Job Postings Requipition Requests Welcom 200 Manage Requisition Your Int s In Progress Review Applicants View transcript (0 approved training selection(s)) (Registered for 0 training selection(s)) BERREN PITT Recruiting Dashboard Hiring Dashboard ur Action Ite No Pending Actions Powered by Comerstone OnDemand, Inc. @2000-2018 All Rights Reserved. Terms - Privacy - Cookies - Feedback cornerstone へ 🍓 📼 🦟 dッ) 12:06 PM 4/12/2018 🛤 🙋 🌖 🔕 🕫 🔼 📑 🖪 O Type here to search 导

Step 1: From Login screen hover over Recruit and select Requisition Request

Step 2: From Requisition Request you can "+ Create New Request" or "copy" a previous request.

Recruit I	nternal Job Posting:							
	Requisit	ion Requests®						
	+ Create New F	lequest					1	
	Job Title	All Statuses 🔻 🔍 Sear	rch					
	Job Title	Request Reviewers	Submitted	Status	Requisition ID	Options		_
	Custodian I	Recruiter Recruiting, Kent Johnson, Angela Hendershot	4/11/2018 10:00 AM	Accepted	req2	B 20 <		
						(1 Result)	N	

Step 3: Here we will Create New Request

	MISSISSIPPI.				D GIA	
ecruit Internal Job Postin	JS					
Requisi	tion Requests					
Create New	Request All Statuses Q. Se	arch				
			Status	Requisition ID	Options	
Job Title	Request Reviewers	Submitted	Status		51002255	
Job Title Custodian I	Request Reviewers Recruiter Recruiting, Kent Johnson, Angela Hendershot	Submitted 4/11/2018 10:00 AM	Accepted	req2	1 Result)	

Step 4: Create Requisition Request page appears. Click on the notepad next to "Position" to select job title.

THI SO	UNIVERSITY OF UTHERN MISSIS	SIPPI.			Search	Q . O
Home Recruit	Internal Job Postings					
	A Requisition Requests					
	Create Requisition	Request				
			Genera	al D		
	Please complete all fields prior to su a custom template does not exist, se Reviewers and Interviewers.	bmitting the requisition reque elect the Default Template. Be s	st. When selecting the Re sure to select your own na	quisition Template, choose the te ime as the Hiring Manager and Ir	implate that most closely matches the opportunity. If nterviewer, You may also add additional Applicant	
	"Each requisition must have a valid l added in order to make the requisiti users should have access to the requ	Requisition Facility Location Ad on searchable in many location uisition, the requisition will be a	dress to be searchable wi ns on the Career Site. Wh available if one or more o	th geolocation. Geolocation is po en location constraints are consid f the requisition locations falls wi	owered by Google: Additional location(s) can be dered when determining whether internal Recruiting thin the user's constraints.	
	Job Title 😰	Position	Ø			
	Requisition Template	Please Select	a			

(II) Pause Record	G Stop Record Add Comment	requisition request. Wh	hen selecting the Requisition Template, choose the template that most closely matches the opportunity. If
-	Neviewers and interviewers.	- Provide and the second se	
	*Each requisition must have a valid Requisition added in order to make the requisition users should have access to the requisit	uisition Facility Location Address searchable in many locations on t ion, the requisition will be availab	to be searchable with geolocation. Geolocation is powered by Google: Additional location(s) can be the Career Site. When location constraints are considered when determining whether internal Recruiting ible if one or more of the requisition locations falls within the user's constraints.
	Job Title 🕖	Position	F
	Requisition Template 🔞	Please Select	D I I I I I I I I I I I I I I I I I I I
	Display Job Title		
	Division	Division	0
	Location	Location	0
	Address	No Address 📝	
	Contact Phone		
	Employment Type	Please Select	V O Full Time Part Time
	Compensation	Please Select 🔻	
	Range	То	
	Budget Position Number(E&G only)		

Step 5: Search for desired position title from list provided. You will be able to adjust the "Display Title" in the Requisition Request. If the desired title is not found in the position directory contact your HR Partner.

grounds	Q Search	
Title 🗣	ID ¢	Parent \$
AA/EEO Director	USM-000001	The University of Southern Mississippi (usm)
Academic & Training Coordinator	USM-000002	The University of Southern Mississippi (usm)
Academic Advising Coordinator	USM-000003	The University of Southern Mississippi (usm)
Academic Advisor	USM-000004	The University of Southern Mississippi (usm)
Academic Counselor - Athletics	USM-000005	The University of Southern Mississippi (usm)
Academic Program Liaison	USM-000006	The University of Southern Mississippi (usm)
Academic Services Coordinator	USM-000007	The University of Southern Mississippi (usm)
Academic Support & Advising Sp	USM-000008	The University of Southern Mississippi (usm)
Academic Tech Support	USM-000009	The University of Southern Mississippi (usm)
Academic Tutor	USM-000010	The University of Southern Mississippi (usm)
		(871 Results) 1 2 3 4 5 + ++

Step 6: Click to select desired position title.

Title ID		
grounds	Q Search	
Title 🗢	ID≑	Parent ≎
Athletic Fields Groundskeeper	USM-000147	The University of Southern Mississippi (usm)
Grounds Foreman	USM-000398	The University of Southern Mississippi (usm)
Groundskeeper	USM-000399	The University of Southern Mississippi (usm)
Groundskeeper II	USM-000400	The University of Southern Mississippi (usm)
Senior Groundskeeper Foreman	USM-000702	The University of Southern Mississippi (usm)
		(5 Results)

Step 7: Example shown is with "Default Requisition Template" meaning that the specific position description is not loaded for this job title. Add Requisition Details to the page. See Supplemental Step 8 if the position you selected does not come up with "Default Requisition Template".

· · · · · ·	
Requisition Template	Default Requisition Template ×
Display Job Title	Groundskeeper
Division	GP Physical Plant ×
Location	Gulf Park ×
Address	730 East Beach Boulevard, Long Beach, 🕼 MS 39560 USA
Contact Phone	228-555-1212
Employment Type	Regular Employee 🔻 🖲 Full Time 🔘 Part Time
Compensation	Hourly Wage 🔻
Range	10.1 To 10.1
Budget Position Number(E&G only)	34556
Budget String #	8887978
Incumbent Name	New Position
FTE	1.0 🔻
Position Type	Staff 🔹
Grant Funded	Select V
FLSA Status	Non-Exempt v
Full/Part	Select V
Display Salary In Posting	Select V
Posting Open Until	
	External Internal
	品 沙 純 硕 乂 盹 命 り・C・ 図 40 0・用・ ➡ aA Aa ℡ 店 店

Step 8: In the "Default Requisition Template" you will need to add the specific position description for this job requisition and posting. The shell or layout is provided to keep a standard format for all University job postings. Use Font Name **Segoe UI** and **size 3** to make text uniform. Click the icon "Paste from Word" to strip the formatting from your job description and paste under each heading – Job Summary, Primary Duties & Responsibilities in the Description box, and Minimum Qualifications and Preferred Qualifications in the Qualifications box. Please leave these headings as they are (Preferred Qualifications can be removed if not applicable). This information will be joined with other position details when the Requisition is posted. Use the heading "Special Instructions to Applicant" to highlight important details to applicants such as scheduled hours or additional attachments to include with application. This heading is not required.



Step 9: Add Hiring Manager & Reviewers that need to have access to move candidates through the requisition/hiring process. Please note that if your committee members need to participate in the candidate review they will also need to be added here as Reviewers.

Users listed as 'Reviewers' are	given access to all submissions. The 'Hiring Manager' is the primary reviewer and can be used as a dynamic role for emails and approvals.
Hiring Manager	Smith, Pamela (w983325)
Reviewer(s)	m ^{Add} Reviewer(s)
Applicant Interviewer(s)	
Users listed as 'Interviewers' a	re only given access to submissions that are scheduled for interviews. These users can be selected in any applicant status with the 'Interview
Interviewer(s)	+ Add Interviewer(s)
Interviewer(s) Openings	+ Add Interviewer(s)
Interviewer(s) Openings Target Hire Date	Add Interviewer(s) On Going (Target hire date of first opening)

Step 10: Add # of openings, target hire date and then submit request.

Supplemental Step 8: When you select a position that has a specific Requisition Template some position details will be set to a default setting and the job description will be populated for you. You can still make minor edits to the job description here. If significant changes are needed you should consult your HR Partner.

		General 🕄	
Please complete all fields prior to su a custom template does not exist, su Reviewers and Interviewers.	ubmitting the requisition request. Whe elect the Defau <mark>l</mark> t Template. Be sure to	in selecting the Requisition Template, choose the template that n select your own name as the Hiring Manager and Interviewer. Yo	nost closely matches the opportunity. If u may also add additional Applicant
"Each requisition must have a valid added in order to make the requisit users should have access to the req	Requisition Facility Location Address t ion searchable in many locations on t uisition, the requisition will be availabl	o be searchable with geolocation. Geolocation is powered by Go he Career Site. When location constraints are considered when de le if one or more of the requisition locations falls within the user?	ogle. Additional location(s) can be etermining whether internal Recruiting s constraints.
Job Title 😰	Custodian I (USM-000249)	×	
Requisition Template 🕖	Please Select	Fr	
Display Job Title			
Division	Division	D	
Location	Location	۵	
Address	No Address 📝		
Contact Phone			
Employment Type	Please Select	Full Time Part Time	E Steps Recorder - Recording
			(III) Pause Record 🛛 🔘 Stop Re
Compensation	Please Select 🔻		

Create Requisition Request

Se	lect Requisition	Template		Х	
Please complete All Tai a culturi terricitate due Residucer and intervie Defau	ult Requisition Template				es the opportunity Jifficial Applicant
Title			Description		Construction in the last
added in order to mak	todian I		Custodian I		er internal Recruiting
users should have acce	0			(1 Result)	
Job Title ?					
Requisition Templa				Cancel	
Display Job Title					

Supplemental Step 8 cont: Review and complete requisition details that pulled up based on the

Requisition Template.

			General 😯	
Please complete all fields prior to su a custom template does not exist, s Reviewers and Interviewers.	Ibmitting the requisition request W elect the Default Template. Be sure	/hen sele to select	cting the Requisition Template, choose the template that mo your own name as the Hiring Manager and Interviewer. You	ost closely matches the opportunity. If may also add additional Applicant
"Each requisition must have a valid added in order to make the requisit users should have access to the req	Requisition Facility Location Addres ion searchable in many locations or usition, the requisition will be avail	is to be s n the Cai able if oi	earchable with geolocation. Geolocation is powered by Goo eer Site. When location constraints are considered when det he or more of the requisition locations falls within the user's	gle. Additional location(s) can be ermining whether internal Recruiting constraints.
Job Title 🕖	Custodian I	×		
Requisition Template 🔞	Custodian I	×		
Display Job Title	Custodian I			
Division	Physical Plant	×		
Location	Location	C		
Address	USA 🕜			
Contact Phone				

Supplemental Step 8 cont: Job Description loaded from Requisition Template review for accuracy.

	Job Summary
Description	Performs manual cleaning of the assigned building using proper methods and materials in cleaning and care for the building area and equipment. Participates in the care, cleaning, and general housekeeping of University buildings and grounds and participates in other areas of Physical Plant operations or special events as assigned.
	Primary Job Duties & Responsibilities
	Adheres to University and department policies, procedures, and regulations
	Minimum Ideal
	Minimum Qualifications
Qualifications 😰	HS Diploma or general education degree & one year of custodial or related experience.
	Preferred Qualifications
	HS Diploma or general education degree & three years of custodial or related
	experience.
	Pause Record 🙆 Stop Rev

Go back to Step 9 above on page 5 of this document.