Faculty Processing

Step 1: Create Position

Step 2: Evergreen (if needed)

Step 3: Job Requisition

Create Position

- Search Sup Org position will be created under
  (Do not need to cut and paste 3 questions in instruction area)
- Select Create New Position
- Enter Job Posting Title
  o Example: Professor
- Availability Date
  o Current date
- Earliest Hire Date
  o Current date
- Job Family
  o Blank
- Job Profile
  o Only enter one – NOTE – make sure select correct title code see chart
- Job Description Summary
  o Leave blank
- Job Description
  o Cut and paste Pre-Hire ad approved by DOF – provided by Dept Admin
- Location
  o College Station TAMU
- Time Type
  o Full time – always create at full time. If part-time that will be determined at Hire.
- Worker Type
  o Employee
- Worker Sub Type
  o Faculty
- Comments
  o Enter Pre-Hire ID only
- Qualifications
  o leave blank
Create Job Requisition

- Select Sup Org
- Click under Staffing to select the appropriate position
- Select Job Change / Create Job Requisition
- Next screen – click OK – confirm Worker Type indicates Employee
- Recruiting Information
  - Reason – New Hire / Previously Approved
  - Replacement For – leave blank
  - Recruiting Instructions – Select C. Post Internal and External
    ▪ **If you are linking an Evergreen requisition to the job req, the recruiting instruction will be “Do not post”**
  - Recruiting State Date – current date
  - Target Hire Date – current date
  - Target End Date – leave blank
- Job Details – confirm all is what you entered when Creating Position (will auto pull info)
  - Justification
    ▪ Enter Pre-Hire ID
  - **Link Evergreen if needed**
  - Questionnaire
    ▪ Internal Career Site – Primary: Default Primary Questionnaire
    ▪ Internal Career Site – Secondary: Leave blank
    ▪ External Career Site – Primary: Default Primary Questionnaire
    ▪ External Career Site – Secondary: Leave blank
  - Worker Sub-Type
    ▪ Faculty
  - Time Type
    ▪ Full time
  - Primary Location
    ▪ College Station TAMU
  - Additional Locations
    ▪ Leave blank
  - Additional Job Posting Locations
    ▪ Leave blank
  - Scheduled Weekly Hours
    ▪ 40
  - Work shift
    ▪ Leave blank
- Qualifications
  - Leave as it from Create Position – blank
- Organization
Click through

- Attachments
  - None
- Compensation
  - Scroll down to Salary and click “X”. This will zero out the Total Base Pay to indicate job posting as commensurate
  - Do not enter Allowance, etc here
- Review & Submit
  - Comments – Enter Pre-Hire ID
- Routing for Job Requisition
  - Recruiting Coordinator submit
  - Recruiting Partner review and approve
  - Department head
  - Executive Approver (Damon)
  - Recruiting Partner to post internal and external

Create Evergreen

- Select sub org
- Click on actions – job change – create evergreen requisition
- Next screen – click OK – confirm Worker Type indicates employee
- Recruiting Information
  - Recruiting Instruction – Post externally and internally (Evergreen)
  - Recruiting Start Date – current date
  - Target Hire Date – leave blank
  - Target End Date – leave blank
- Job Details
  - Job Posting Title: This will be reflected on the posting. List how you want the position to be advertised (Open Rank/Assistant, Associate, or Full Professor, etc.)
  - Justification: Pre-Hire ID
  - Job Profile: Title of position you are recruiting for
  - Additional Job Profiles: Enter titles of all possible options you could hire based on your Pre-Hire ID/Ad. (Professor, Assistant Professor, Associate Professor, etc.)
  - Job Description
    - Copy and paste ad
  - Additional Job Description
    - Leave blank
  - Worker Sub-Type
    - Faculty
- **Time Type**
  - Full time
- **Primary Location**
  - College Station TAMU
- **Additional Locations**
  - Leave blank
- **Additional Job Posting Locations**
  - Leave blank
- **Scheduled Weekly Hours**
  - 40
- **Work shift**
  - Leave blank
- **Link to Job Requisitions**
  - Link as needed
- **Questionnaire:**
  - Internal Career Site – Primary: Default Primary Questionnaire
  - Internal Career Site – Secondary: Leave blank
  - External Career Site – Primary: Default Primary Questionnaire
  - External Career Site – Secondary: Leave blank

- **Organization**
  - Click through
- **Attachments**
  - None
- **Summary**
  - Confirm details are correct. Add pre-hire ID in comments. Submit
- **Routing for Evergreen**
  - Recruiting Coordinator submits
  - Recruiting Partner posts

**Link to the External Career Site:**

https://tamus.wd1.myworkdayjobs.com/TEES_External