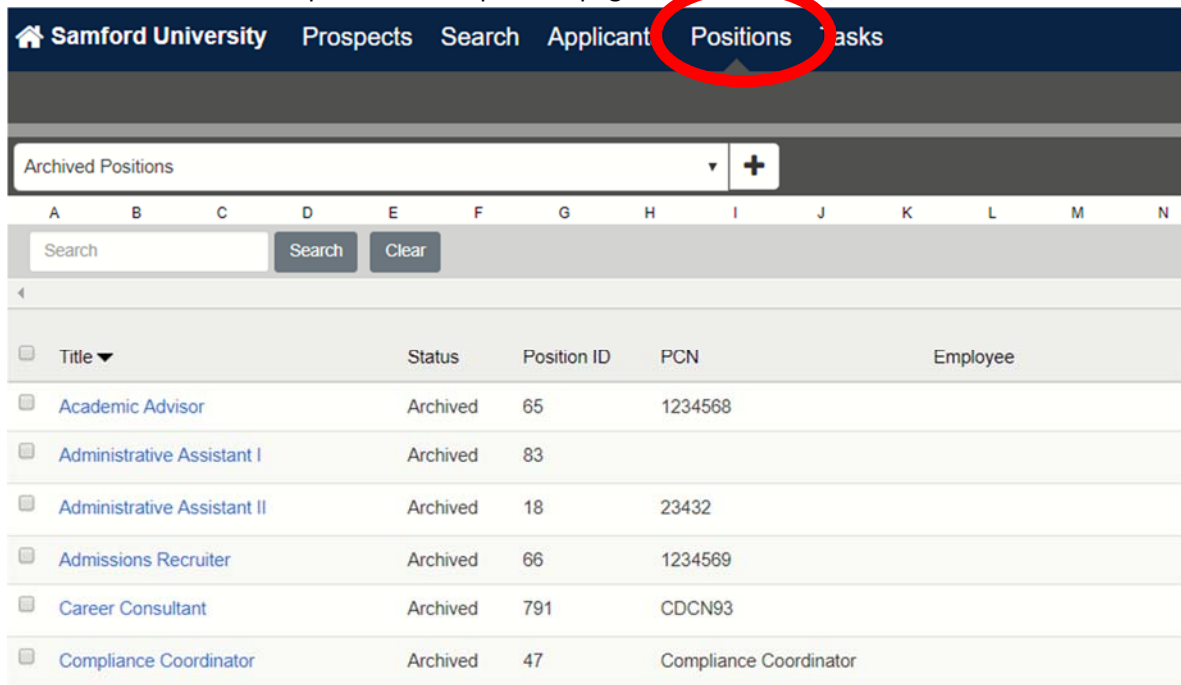# HireTouch - Staff Position Requisition

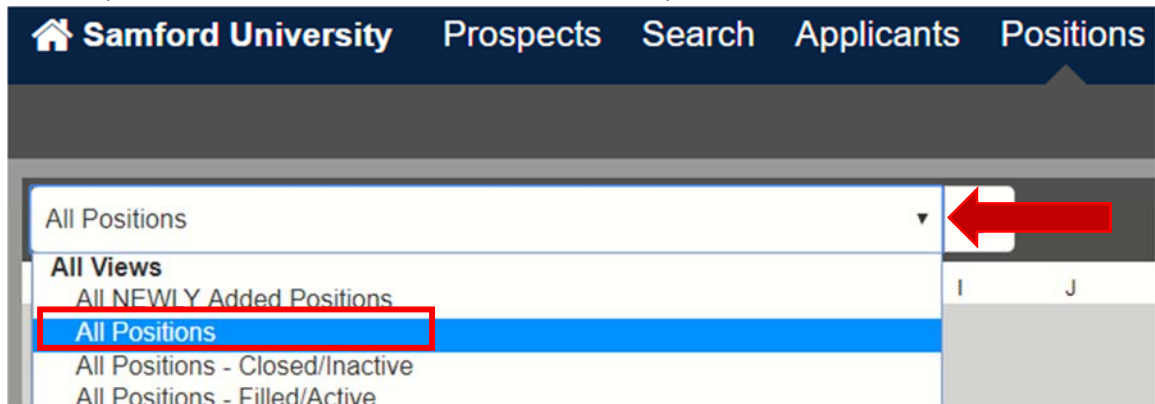1. Log on to the **Portal**
2. Under the HR/Payroll section select **HireTouch Managers**
3. Click on the **POSITIONS** option at the top of the page.

4. Be sure you choose the **All Positions** filter from the drop down filter menu.

5. *****IMPORTANT STEP*** If you are requisitioning to fill an existing position, click on the title of the position from the list shown. Then skip to step 8 of these instructions.**

HireTouch - Staff Position Requisition

6. **Only if** this is to be a brand new position that does not exist, select **Add Position**.
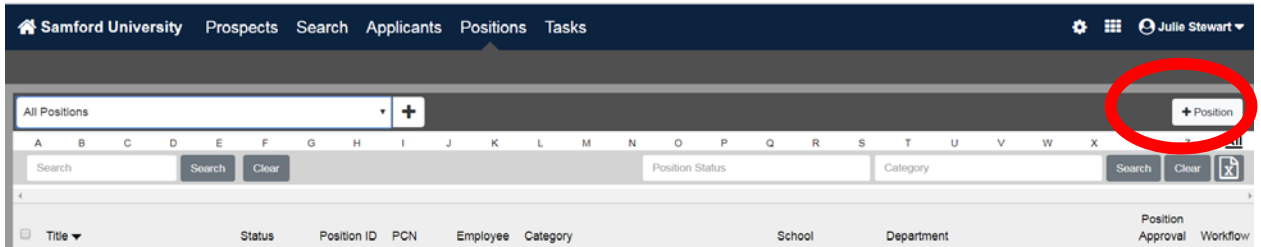
7. If this is a **brand new position**, choose the Staff Template that most closely fits your needs from the **Choose a Template** Box. **If you are requisitioning a current position, skip to STEP 8.**
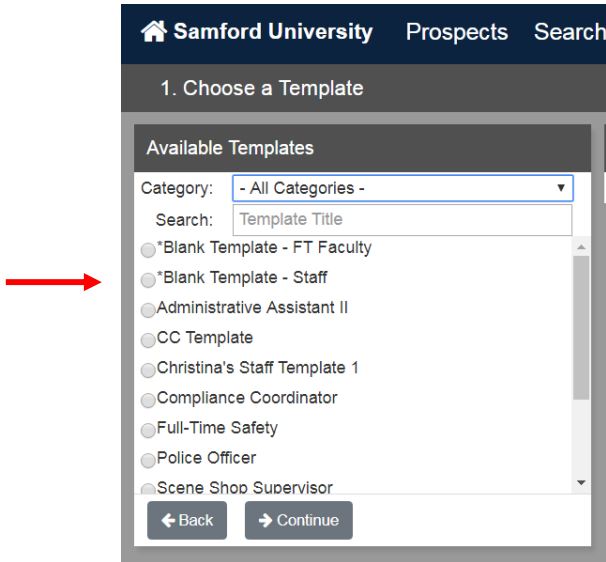
8. For both new and replacement position, you will choose **FORMS** and then **POSITION FORMS**
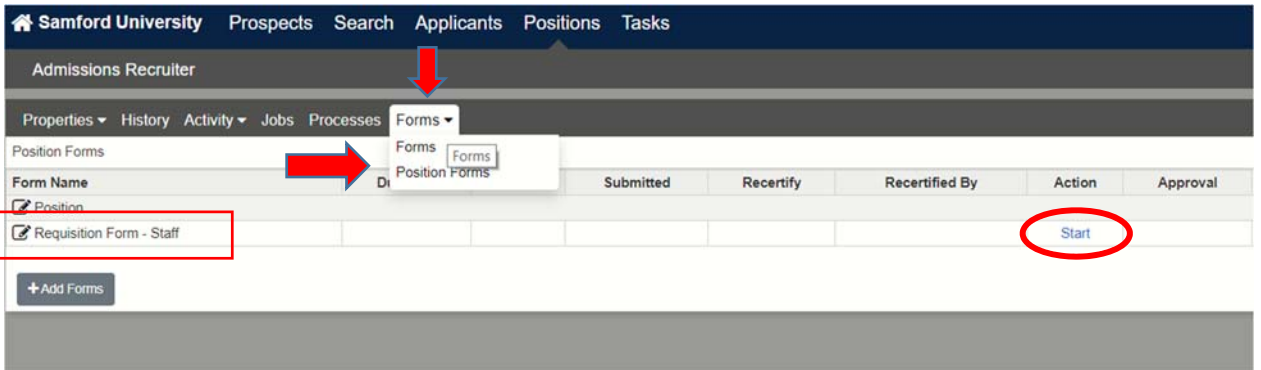
9. Locate the **Requisition Form- Staff** and under **ACTION**, choose **START** or **CONTINUE** depending on which is available

10. You will be asked for much of the same information as on the paper requisition form. *Please note this information will be used for the job posting as well as the eventual employment form. Be certain you are completing this form using the correct information. Please do not just rush through the form as it will take additional time later to correct the information.*

    a. If a committee will be used, this should be indicated.
        i. Members of the committee should be selected at this time if known.
    b. Note: The **Directory Title** is limited to exactly 30 characters. If this is a replacement position where the title will be changing, update this now.
    c. The field labeled simply as **Title** does not have the same character limit and will be what is used for the posting.
    d. If the Desired Start Date is entered as tomorrow (earliest available) this indicates the hire is needed as soon as possible since no hire should be made until the requisition is fully approved and the job has been posted for the required amount of time.
    e. The **Hiring Manager** will be the person who moves the applicants through the hiring process.
    f. The **Supervisor** should always be entered, even if it is the same as the **Hiring Manager**. This information will be used to complete the job offer letter.
    g. Indicate whether this job is to be posted internally only (open only to existing Samford employees) or should this be posted to the public job board.
    h. **HireTouch will automatically send reference check emails to the references the applicant has listed following the first interview unless you select Manual Reference Check on the requisition.**
    i. Select the documents you wish to require from an applicant.
        i. Resume and Cover Letter are the minimum requirements.
        ii. Applicants cannot complete the process unless all required documents have been uploaded.
    j. Pay particular attention to the days/hours this positon will work and any special shifts that may be required.
    k. The FOAPAL is required even if it is the same as what is displayed for existing positions.
    l. If additional FOAPAL lines are needed, click on the **ADD ROW** option.

11. **Note:** Not all sections of the requisition are to be completed for every position. If a replacement is being requisitioned, skip section 4 but complete section 5.
12. If this is a new position, you will complete section 4 but skip section 5.
13. List job duties in bullet format.
14. Distinguish preferred from required qualifications.
    a. *Be sure these qualifications are defensible as necessary to perform the essential functions of the job.*
15. Be sure to include some measurable required qualifications along with the skills, attributes and abilities.
    a. Samford Standards should be followed for positions where approved standards exist. Contact HR if you need a copy of the standards for the following positions:
        i. Administrative Assistant Standards
        ii. Academic Advisor Standards
16. *Remember that your chosen candidate will be measured against your requirements listed.*
17. Select Pre-Screening questions to assist you in your search. For example: If your job requires a bachelor's degree, make that a question so you don't have to look through resumes where the candidate does not have one.

      a. Again, be sure any pre-screening question matches a required qualification and that the qualification is defensible as necessary to perform the job. Applicants will not be able to complete the application process if they do not pass the prescreening questions.
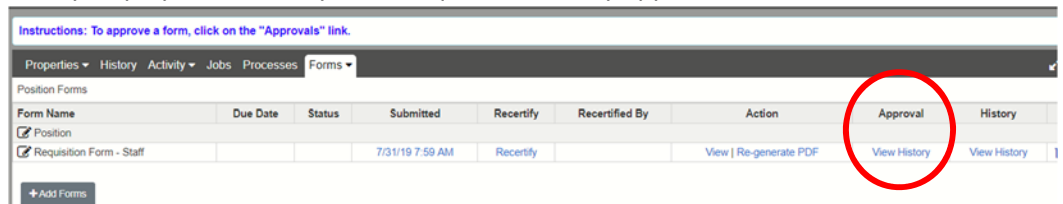
18. The person completing the requisition should be selected as the first Approval Category, Initiator.

Title	Name
Initiator	Approver: ▼
HR Initial	Approver: Vines, Lisa ▼
Hiring Manager	Approver: Hiring Mgr, Samford ▼

19. Using the drop down arrow, select the appropriate person for each approval category needed. If the category doesn't apply, HR will generally remove it when they performs the HR INITIAL approval. If you need to select a person for a particular role who is not available from the drop down list, email humanres@samford.edu.

20. Select approvers for as many of the following positions as possible as related to your departmental structure.
    a. Select **Save and Send Task**.

21. To check on the status of your requisition, return to the **Position** option.
    a. Select the name of the position.
    b. Then select **Forms** and **Position Forms** as you did when you began.
    c. This time select the option under the Approval grid to see the status of your requisition.
        i. It may display the number of approvals obtained and total needed

Approval
Continue (6/10)

        ii. It may display View History if the requisition is fully approved

Instructions: To approve a form, click on the "Approvals" link.								
Properties ▾ History Activity ▾ Jobs Processes Forms ▾								
Position Forms								
Form Name	Due Date	Status	Submitted	Recertify	Recertified By	Action	Approval	History
✐ Position								
✐ Requisition Form - Staff			7/31/19 7:59 AM	Recertify		View | Re-generate PDF	View History	View History
+Add Forms								

22. Once all approvals have been obtained, the Employment Coordinator will prepare the Job Posting.

23. You will receive a notice that your job posting is ready to approve once this step has been completed.

24. If this job is to be posted to the public job board, as soon as you approve the job posting, the job will be visible on the public site.

25. If you selected Internal Posting on the requisition, once you approve, the job posting is routed back to HR for posting to the internal site.

SPECIAL INSTRUCTIONS FOR ALL GRANT FUNDED POSITIONS:

1. Be sure to include the required Grant Funded Position Disclosure in the job description.
2. Email HR at humanres@samford.edu so we can add the Grants Office to the approval route.