

Creating a Student Requisition in Taleo

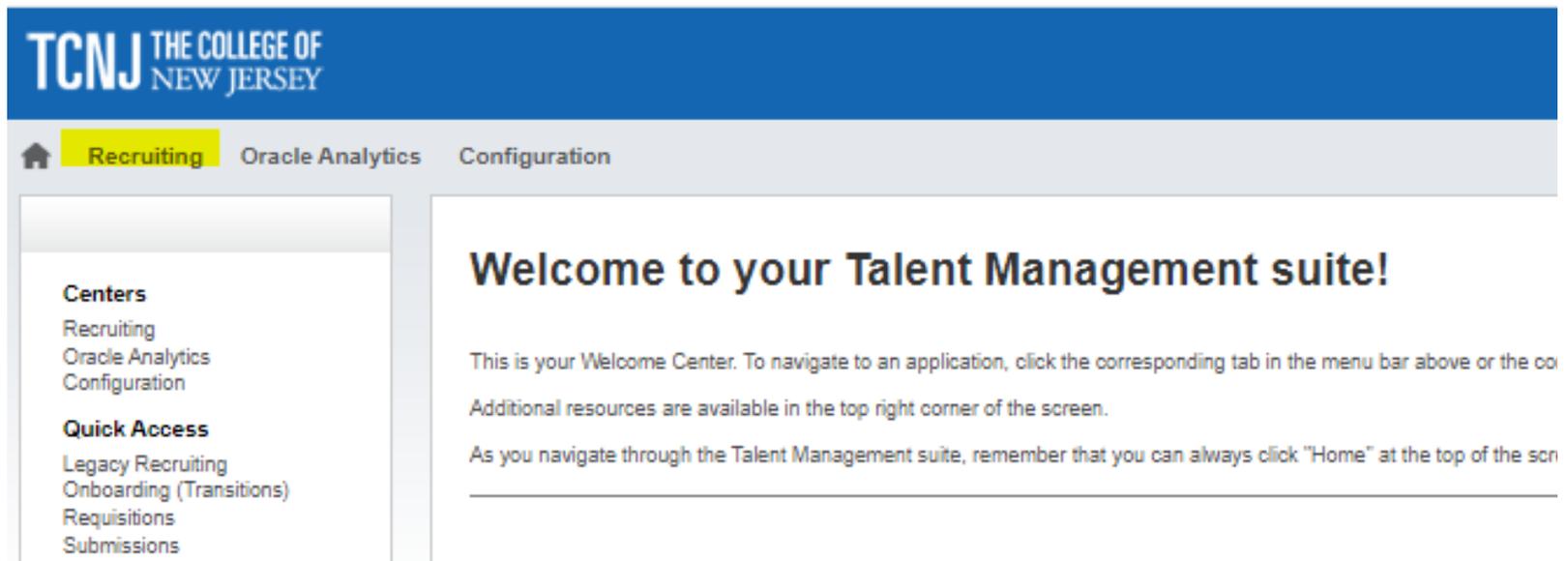
1. Go to TCNJ today and log into Taleo under “All Apps”



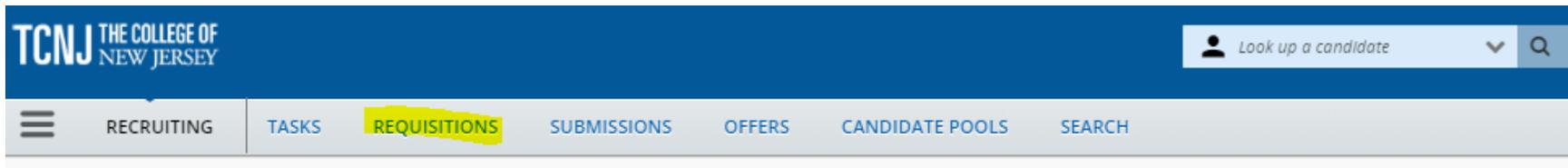
TCNJ Today

A-Z Directory

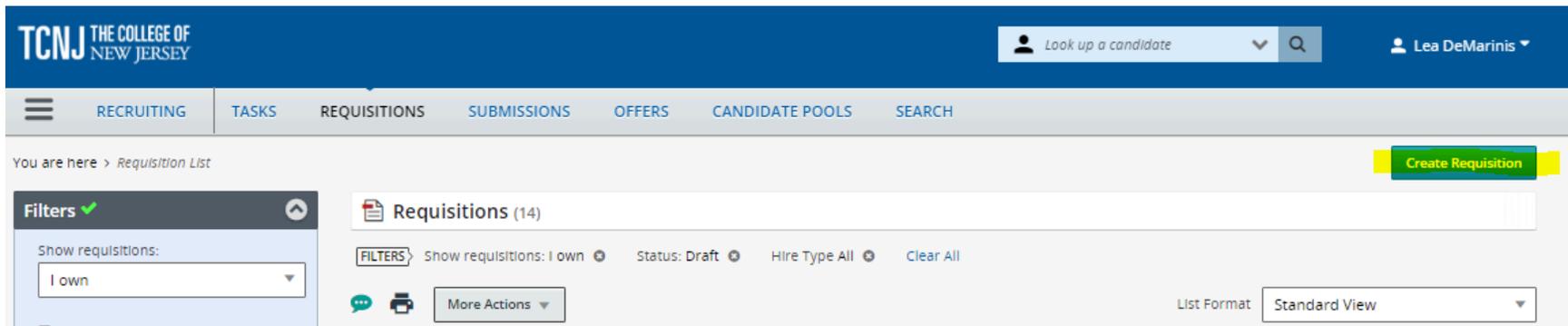
2. Click on the **Recruiting** on the top toolbar



3. Click on **Requisitions** in the top toolbar



4. Select **Create Requisition**



5. Select **Use a template**, then click **Next**

TCNJ THE COLLEGE OF NEW JERSEY

Look up a candidate

Lea DeMarinis

RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List > Create Requisition

Back to Requisition List

Create New Requisition

Please select how to create your requisition

- Use a template
- Start from the beginning

Cancel Next

6. Select **Student Workers and Work Study**, then click **Student Worker and Work Study Req File**. Then click **Next**.

TCNJ THE COLLEGE OF NEW JERSEY

Look up a candidate

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RECRUITING TASKS REQUISITIONS SUBMISSIONS OFFERS CANDIDATE POOLS SEARCH

You are here > Requisition List > Create Requisition

Back to Requisition List

Create New Requisition - Find a template

1 Basic Information 2 Find Template 3 Specify Attributes 4 Complete and Save

Please specify the hire type for the requisition you are creating. Note that this information cannot be changed once the requisition is created.

Hire Type *

- Staff
- Faculty and Adjuncts
- Temporary
- Student Workers and Work Study

Select the style for this requisition type *

- Student Worker and Work Study Req File
- Generic- *Do Not Use
- Pipeline - General

Cancel Next

7. Click on the magnifying glass to pull up the list of template options

The screenshot displays the 'Create New Requisition - Find a template' page in the TCNJ HR system. The page features a blue header with the TCNJ logo and navigation tabs for RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. A user profile for Lea DeMarinis is visible in the top right. The breadcrumb trail indicates the current location: 'You are here > Requisition List > Create Requisition'. A 'Back to Requisition List' button is located in the top right corner. The main content area shows a progress bar with four steps: 'Basic Information' (completed with a green checkmark), 'Find Template' (current step with a blue circle containing the number 2), 'Specify Attributes' (step 3), and 'Complete and Save' (step 4). Below the progress bar, there is a 'Select Template *' label and a search input field with a magnifying glass icon highlighted in yellow. At the bottom of the page, there are 'Previous', 'Cancel', and 'Next' buttons.

8. To find a template, type in your department name, then click on **Apply Filters**. Click on **Select** under the Action category to open the template. **Note - This action pre-fills the COA information later on in the requisition process.**

The screenshot shows a 'Find Template' window with a search interface. On the left, a 'Filters' sidebar contains fields for Organization, Location, Job Field, Keyword, Name (containing 'human resources'), Job Code, and Recruiter. Below these are 'Apply Filters' and 'Clear All' buttons. The main area displays '1 Requisition templates are available.' and a table with one row: English, Human Resources Student Worker-Office of Human Resources-PSTU0073, STUDNTRATE_PSTU0073, Student Worker / Work Study, and a 'Select' button. A 'Cancel' button is at the bottom right of the window.

Language	Name	Job Code	Job Field	Action
English	Human Resources Student Worker-Office of Human Resources-PSTU0073	STUDNTRATE_PSTU0073	Student Worker / Work Study	Select

9. The template name will populate in the Select Template field. Click **Next**.

The screenshot displays the 'Create New Requisition - Find a template' interface. At the top, the TCNJ logo and navigation menu are visible. The breadcrumb trail indicates the current location: 'You are here > Requisition List > Create Requisition'. A 'Back to Requisition List' button is present in the top right. The main content area features a progress bar with four steps: 'Basic Information' (marked with a green checkmark), 'Find Template' (the current step, marked with a blue circle and a white arrow pointing to the dropdown below), 'Specify Attributes' (marked with a white circle), and 'Complete and Save' (marked with a white circle). Below the progress bar, the 'Select Template *' dropdown menu is open, showing the selected template: 'STUDNTRATE_PSTU0073-Human Resources Student Worker-Office of Huma...'. At the bottom of the page, there are three buttons: 'Previous', 'Cancel', and 'Next'. The 'Next' button is highlighted in green, indicating it is the recommended action.

10. Click on the magnifying glass to bring up a list of Hiring Managers or begin to type in your name. **Click Next.**

Note: The hiring manager will be listed as the timecard approver in Oracle Cloud

The screenshot shows the 'Create New Requisition' process in Oracle Cloud. The breadcrumb trail is 'You are here > Requisition List > Create Requisition'. The current step is 'Specify Attributes', which is highlighted with a blue circle containing the number '3'. The previous steps, 'Basic Information' and 'Find Template', are marked with green checkmarks. The final step, 'Complete and Save', is marked with a white circle containing the number '4'. A 'Back to Requisition List' button is located in the top right corner. The main content area contains a validation instruction: 'Please validate the information below according to the requisition you are creating. Once satisfied, click "Next"'. The 'Requisition Structure' section includes the following fields: 'Hire Type' (Student Workers and Work Study), 'Requisition Style' (Student Worker and Work Study Req File), 'Template Used' (STUDNTRATE_PSTU0073-Human Resources Student Worker-Office of Human Resources-PSTU0073), and 'Job Field' (Student Worker / Work Study). The 'Specify Attributes' section includes: 'Hiring Manager' (Name of Direct Supervisor of Student / Time Card Approver), 'Organization' (...VP for Operations > VP of Human Resources > Office of Human Resources), and 'Location' (...NJ_Ewing Township > Administrative Services Building · Human Resources). A note below the location field states '0 Other Locations are selected'. At the bottom, there are 'Previous', 'Cancel', and 'Next' buttons. The 'Next' button is highlighted in yellow.

11. **IDENTIFICATION:** Use a descriptive name to update the requisition title. Include the academic year (ex. Research Assistant 25-26). Select the Job Type (**Campus Employment - On Campus OR On Campus Summer Position**). Update the Number of Openings and specify the hours per week (**can not exceed 15 hours during the academic year, or 35 hours during breaks**).

Requisition Info Cancel Done

Show fields required to: * Save Request Approval Post Language: English (Base) Collapse All Save

Requisition Structure

Identification

When new hire(s) are identified please complete the following New Hire Equipment Request form. The request will go directly to Information Technology for processing:
<https://tcnj.teamdynamix.com/TDClient/Requests/TicketRequests/NewForm?ID=38652>

Note: The Requisition Title will appear on the job posting.

Requisition Title *
HR Office Assistant 24-25

Job Type *
Campus Employment - On Ca...

Number of Openings
 4 Unlimited

Hours per Week *
15

12. **STRUCTURE:** This section will pre populate based on the requisition template that was selected.

Structure

[Modify Structure](#)

Hire Type: Student Workers and Work Study

Requisition Template Used:

Primary Location *	Organization	Job Field *
Country : United States	Business Unit : The College of New Jersey	Job Family : Student Worker / Work Study
State/Province : New Jersey	Cabinet Level : Office of the VP for Operations	
City : NJ_Ewing Township	School / Division : VP of Human Resources	
Work Location : 2000 Pennington Rd, Ewing Township, 08628	Department : Office of Human Resources	

13. **OWNERS:** Enter Lea DeMarinis as the Recruiter. You may add a Hiring Manager Assistant to assist with creating and sending offer letters (optional). You may add a collaborator to view the requisition and applicant details (optional).

Owners

Instructions:
 Hiring Manager = Supervisor of Position;
 Hiring Manager Asst = Designee that helps track requisition updates for records purposes (ex. Manager or Assistant within area)
 Recruiter= Please refer to this link: <https://hr.tcnj.edu/need-assistance/>
 Collaborators= Search Committee Members

The College of New Jersey is composed of people with diverse backgrounds, perspectives, and experiences. Our goal is to continually build upon our efforts to ensure that all perspectives can be expressed. Please keep this in mind when selecting collaborators (search committee members) to help represent a diverse group.

Recruiter * Hiring Manager * Hiring Manager Assistant

Collaborators

[Add Collaborators](#)

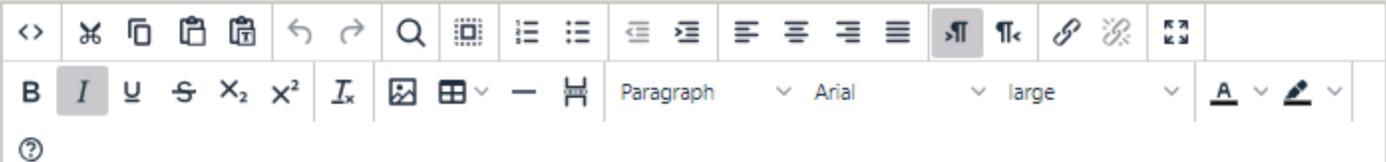
First Name	Last Name	Email	Title
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14. **JOB DESCRIPTION:** Fill in the necessary details to complete this section with the provided template.

Job Description

External Description

Description - External *



To enrich education through diversity, The College of New Jersey is an Equal Opportunity Employer. The College has a strong commitment to achieving diversity among faculty and staff, and strongly encourages women and members of underrepresented groups to apply.

The Office DEPARTMENT NAME is seeking candidates for Student Employment Job Title.

ADD BRIEF DESCRIPTION OF THE POSITION.

Main Responsibilities: (List 5-7 main responsibilities using bullets)

-
-
-
-

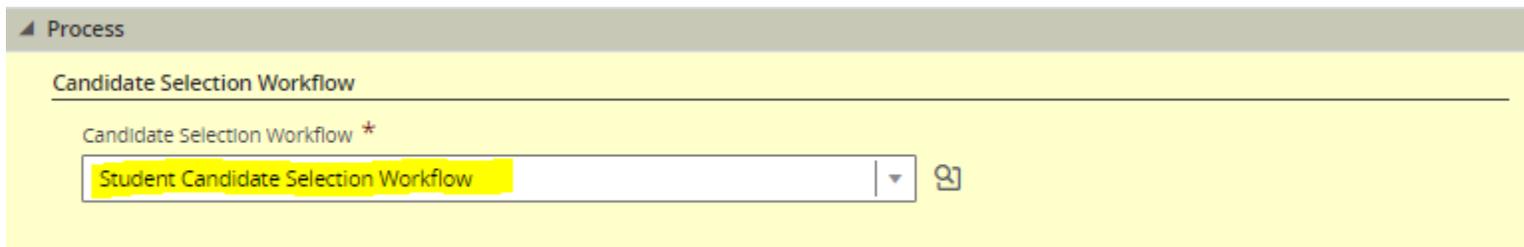
Learning Objectives: (What skills the student will be developing through this position)

-
-
-

Preferred Qualifications: (List 3 preferred qualifications using bullets)

Qualification #1

15. **PROCESS:** Ensure that **Student Candidate Selection Workflow** is selected.



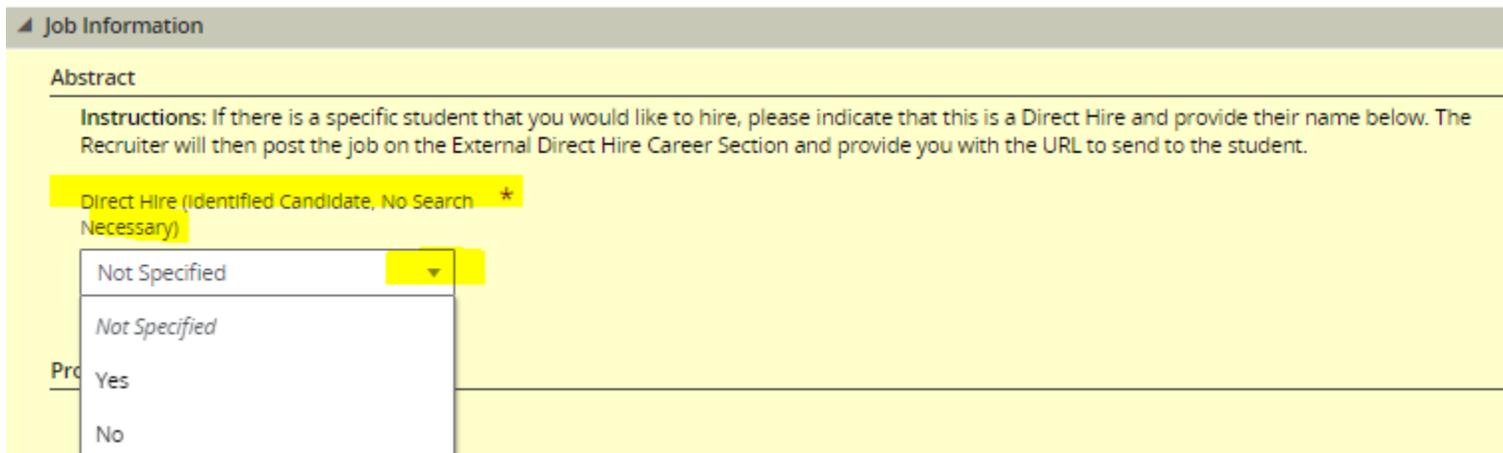
Process

Candidate Selection Workflow

Candidate Selection Workflow *

Student Candidate Selection Workflow

16. **JOB INFORMATION:** Select from the drop down menu if you plan to hire a pre-selected student candidate directly or not.



Job Information

Abstract

Instructions: If there is a specific student that you would like to hire, please indicate that this is a Direct Hire and provide their name below. The Recruiter will then post the job on the External Direct Hire Career Section and provide you with the URL to send to the student.

Direct Hire (Identified Candidate, No Search Necessary) *

Not Specified

Not Specified

Yes

No

17. **PROFILE:** Select how long to post this position on the student employment careers website. Fill in the hourly rate or stipend amount. **Note: current minimum wage is \$15.49 per hour.* Stipend positions must be pre-approved by the department before creating a requisition.

Profile

Position
PSTU0073 - Human Res... | ▼

How many days do you want this job posted on the Student Employment Career Site? *

14 Days (Code = "1") ▼

Hourly Rate (Enter \$0 if this is not applicable) *

15.13

Must adhere to NJ Department of Labor minimum wage requirements.

Stipend: Semester or Year (put N/A if not applicable) *

N/A ▼

Total Stipend Amount (Put \$0 if N/A) *

\$0

18. If this position is working directly with minors or special populations, **select Yes**. If this position requires the employee to drive, **select Yes**. Either one of these details will require a background check in the onboarding process.
19. Follow the Payroll Calendar to select **Start Dates and End Dates**. You can find the payroll schedule at <https://payroll.tcnj.edu/payroll-schedules/>. **Note: the start and end dates of a position must fall on a biweekly Saturday “start date” to allow payment processing.*

Does this position work with minors or special populations? If yes, Human Resources will conduct a background check *

No

Contact Department (Email Address) *

hr@tcnj.edu

Does this job require driving a College of New Jersey vehicle? *

No

Start Date *

Sep 7, 2024

End Date *

May 31, 2025

It is imperative that the start and end dates correspond to the payroll pay periods which can be found by clicking [here](#).

20. An HR recruiter will be able to adjust the Questionnaire section on your behalf, if necessary. Select specific questions to be “required” to help with your pre-screening, if desired.

Questionnaire

Questions

This requisition uses 0 of the 7 questions from the corresponding prescreening model. [Apply Model](#)

<input type="checkbox"/>	Order	Question	Answer	Required	Asset	N/A
<input type="checkbox"/>	1	Are you legally eligible to work in the United States? Single Answer	Yes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
			No	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	2	Will you require immigration-related sponsorship from TCNJ? (*Please note that in compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification document form upon hire.) Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	3	Do you have any relatives who presently work at The College of New Jersey? Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	4	If you answered "Yes" to the previous question, please provide their name and relationship. If "No", please say "N/A." Text Answer				
<input type="checkbox"/>	5	Please review the job advertisement and familiarize yourself with the job duties. Are you able to perform job duties of the position for which you are applying? Single Answer	Yes	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
			No	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
<input type="checkbox"/>	6	Are you a current TCNJ Undergraduate/Graduate student or enrolled in the upcoming semester? Single Answer	Yes	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>
			No	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

21. **BUDGET:** Use the dropdown menus to indicate if the position is grant-funded or not. The template selected in step #8 will auto-fill the budget details. If the budget details are incorrect, you may need to select a new template, OR **select Yes** to the section budget/compensation question.

Budget

Compensation

Grant Funded *

No

Is the costing different than the previous Incumbent and/or different from the default position costing? *

No

Budget

For additional information on the new chart of accounts, click [here](#).

Entity	Fund Code	Category
TCNJ	100000	325
Program	Activity	Location
0000	0000	0000
Org		
2500		

22. **BUDGET:** If the position is grant-funded OR requires different COA details, fill in the following fields. You may consult with your department’s budget manager for the correct information. **Note: Be sure to include the percentage of cost associated with the grant-funding code, or the COA information included.*

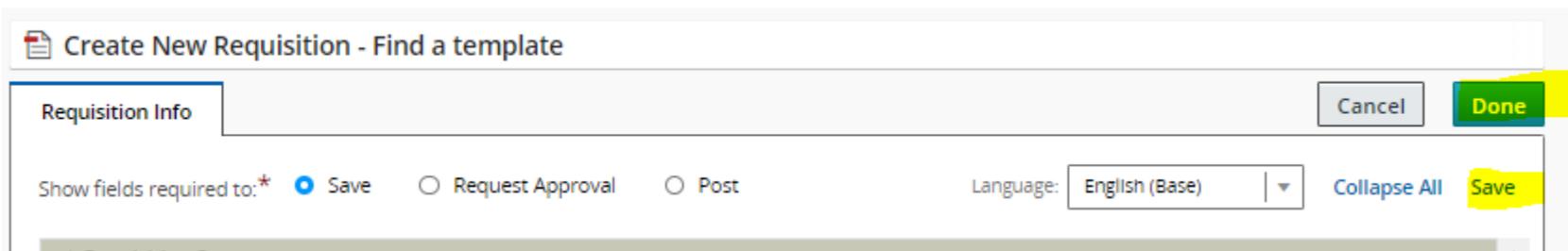
Budget

For additional information on the new chart of accounts, click [here](#).

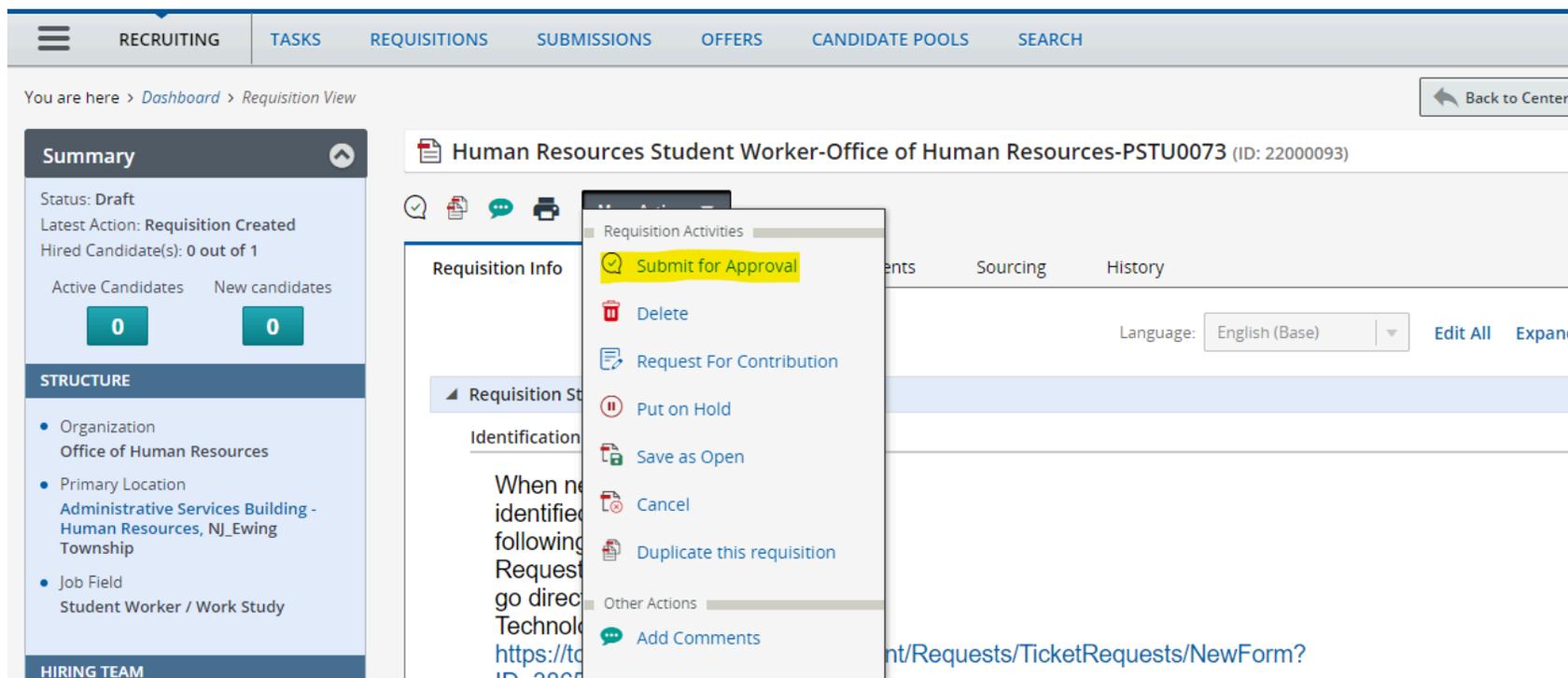
Entity TCNJ	Fund Code 100000	Category 325
Program 0000	Activity 0000	Location 0000
Org 2500		

Percent Allocated (2) <input type="text" value="100"/>	Entity (2) <input type="text" value="TCNJ"/>	Account (2) <input type="text"/>
Fund Code (2) <input type="text"/>	Organization (2) <input type="text"/>	Category (2) <input type="text"/>
Program (2) <input type="text"/>	Activity (2) <input type="text"/>	Location (2) <input type="text"/>
Project (2) <input type="text"/>	Org (2) <input type="text"/>	Expenditure Type (2) <input type="text"/>
Task (2) <input type="text"/>	Award (2) <input type="text"/>	Funding Source (2) <input type="text"/>

23. Scroll to the top of the page and click the save button and revisit any questions you may have missed. Click the blue Done button when complete.



24. Click the **More Actions** drop down menu, and then **Submit for Approval**.



25. Required approvers for student positions include yourself and your direct supervisor. **For grant positions, you will add Jeanette Vega.* Add your initials to the comment section and then click **Submit for Approval**.

The screenshot displays the TCNJ HR system interface. The top navigation bar includes the TCNJ logo, a search bar with the requisition number 22000093, and the user name Samantha Gardocki. The main navigation menu contains: RECRUITING, TASKS, REQUISITIONS, SUBMISSIONS, OFFERS, CANDIDATE POOLS, and SEARCH. The left sidebar shows the Office of Human Resources with details for Primary Location (Administrative Services Building - Human Resources, NJ_Ewing Township) and Job Field (Student Worker / Work Study). The HIRING TEAM section lists the Hiring Manager (Daum, Melanie), Recruiter (Gardocki, Samantha), and User Group (Main Group). The JOB INFORMATION section shows the Hire Type (Student Workers and Work Study).

The main content area shows a list of approvers:

1	Samantha Gardocki	Approved	-
2	Melanie Daum	Pending	▼
3	Jennifer Golembeski	Pending	▼

Below the list are two checkboxes:

- Add the approvers to the list of collaborators defined for this requisition
- Add the approvers to the list of my frequent collaborators

The **Comment to Approvers *** section contains a text area with the initials "SG" circled in red. Below the text area, it indicates "Characters remaining : 998".

At the bottom, there is an "After the approval process, assign to *" dropdown menu set to "Samantha Gardocki" and a "Submit for Approval" button.

26. Once your requisition is approved, the recruiter will be notified, and contact you once the posting is ready for students to apply.