MyTrack Training: Job Requisition

FIELD REFERENCES
GENERAL REQUISITION INFORMATION

Recruitment Reason:
- Select the recruitment reason.
- If you select Direct Appointment, complete the next field.

Direct Appointment Type (if applicable):
- Select the Direct Appointment type.
- You must also download, complete, and attach the direct appointment form in the documents section.

Internal Search Requested (if applicable):
- If you are requesting an internal search be conducted, select yes.

These fields will be populated from the PD that was previously created.

MyTrack Training: Job Requisition

POSITION BUDGET

These fields will be populated from the PD that was previously created.	**POSITION BUDGET** Budgeted Salary: Position Funding: Index: Account Code: Org: Percentage: Program: Activity: Fund: Explanation (if needed):
Anticipated Start Date: • Indicate the date you anticipate the successful candidate will be starting.	Anticipated Start Date.:* dd mmm yyyy 📅

POSITION DETAILS

These fields will be populated from the PD that was previously created.	VP Area:* Position/Department Summary: School/College/Admin Unit: Division/Admin Sub Unit: Minimum Qualifications: Department or Program: Timesheet Org: Professional Competencies: Reports to position: Type of Position: Preferred Qualifications: Appointment Type: Duration: FLSA Exempt?:

JOB DUTIES

These items will be populated from the PD that was previously created.	**JOB DUTIES** % of time Duties / Responsibilities Essential / Incidental

REQUIRED BACKGROUND CHECKS

MyTrack Training: Job Requisition

These items will be populated from the PD that was previously created.	In addition to a criminal background check, this position requires further checks selected below.
	Education Verification: ○ Yes ○ No
	Employment Verification: ○ Yes ○ No
	Credit Checks: ○ Yes ○ No
	Motor Vehicle Report: ○ Yes ○ No
	Professional License & Certification: ○ Yes ○ No
	E-Verify: ○ Yes ○ No
	Medicare Exclusion: ○ Yes ○ No
	Child Care Licences: ○ Yes ○ No

SEARCH COMMITTEE

Search Administrator:
- Enter in the search administrator for this requisition.

Search Committee Members:
- Click add Search committee member.
- Search for the member you want to add, then click add next to that person's name.

Search Administrator:*

No user selected

Search committee members:
Add Search committee member

Recipient — Remove all
No Search committee member selected.
Search committee member information:

First name: ___ Last name: ___ Team: ___ Search

First name | Last name | Team

SELECTION CRITERIA

- Here you can add selection criteria for the position.
- You can search for criteria or use the filters.
- You can filter by level (work type) and/or you can filter by group (minimum, preferred, competencies)
- Click the Add button to add the criteria to the requisition.
- Click done at the bottom of the pop-up to return to the main screen.

SELECTION CRITERIA

Add

There are no items to show

Selection criteria: ___ Level: All Group: All — Clear | Search

Selection criteria	Level	Group	
Minimum Qualifications	OA - Professional	Minimum	Add
Preferred Qualifications	OA - Professional	Preferred	Add
Professional Competencies	OA - Professional	Professional	Add
Minimum Qualifications	OA - Executive	Minimum	Add
Preferred Qualifications	OA - Executive	Preferred	Add
Professional Competencies	OA - Executive	Professional	Add
Minimum Qualifications	Classified - Entry-Level	Minimum	Add
Preferred Qualifications	Classified - Entry-Level	Preferred	Add

ADVERTISING DETAILS

Job Posting Location:
- Select the posting location for this position.
- This will allow candidates to search for jobs by primary location.

Posting Department:
- Type out the name of the department posting the position as you would like it to appear on the job posting.

Job Posting Location:* Select

Select
Eugene, OR
Portland, OR
Charleston, OR
Other-Site

Posting Department:* ___

MyTrack Training: Job Requisition

Advertised Salary Range: • This a text field. • Provide the range for the advertised salary for this position. • If the position is being advertised without a salary range, provide explanation.	Advertised Salary Range:* [ ]

ADVERTISING DETAILS

|	
Position Salary Grade/Band: • This item will be populated from the PD that was previously created. • You can use the value in this field to help set a range above.	Position Salary Grade/Band: No position salary grade/band selected.
Application Review Begins: • This a text field. • Provide the date on which application review will begins, and a closing date, if applicable.	Application Review Begins: [ ]
Job Posting Summary: • Enter the summary for the job as you would like it to appear on the main careers page. • This field should be brief.	Job Posting Summary (Careers Page):* [ ]
Special Instructions to Applicants: • If your job requires certain materials be submitted beyond the resume, please enter those requirements here. • You may also use this field for any supplemental questions that may be required.	Special Instructions to Applicants: [ ]
Additional Sourcing Sites: • Enter additional sites or print locations where you will be advertising this job opening.	All jobs will be posted on the UO Careers site. Please list any additional sites you would like this job posted on. The department is responsible for the cost of posting to all other sites. Additional Sourcing Sites: [ ]

MyTrack Training: Job Requisition

HUMAN RESOURCES ONLY

| These fields will be entered/adjusted as necessary by Human Resources. | **HUMAN RESOURCES ONLY**   **Number of Positions to Hire**

Recruitment process:*   Positions:

                                 Position no

                       1

Team: |

USERS

| *Hiring Manager Proxy:*
• You may select additional hiring manager(s) for the job here. Additional managers can be added with view only privileges or full view/update capability (determine applicant outcomes).
• If any of your additional managers can determine an applicant outcome, the first selection made by ANY user will be saved without requiring confirmation by any other manager. | Hiring Manager Proxy (if needed):
Add Hiring Manager Proxy (if needed)

Recipient   Privileges   Remove all
         No Hiring Manager Proxy (if needed) selected.
Hiring Manager Proxy (if needed) information: |

| These fields will auto-populate from the PD.
• You may change them if necessary.
• The Unit Director/Head field is located below the approval process field.
• These users will receive notifications about the requisition. | HR Administrator (Unit):   🔍 ✎
         No user selected.

Hiring Manager:*   🔍 ✎
         No user selected

Unit Director/Head:*   🔍 ✎
         No user selected. |

| *Approval Process:*
• Select the appropriate approval process.
• If you are recruiting for a position in CAS, select CAS Faculty/Staff
• If you are recruiting for a funding contingent position, select Funding Contingent Positions (all).
• Enter in the appropriate users for the approval process selected. | Approval process:*   [None ▾]

None
CAS Faculty/Staff
Classified
Faculty (all)
Funding Contingent Positions (all)
Officers of Administration
Test

1. Budget Authority: 🔍 ✎
         No user selected

2. VP/Proxy: 🔍 ✎
         No user selected

3. Recruiter (Central HR):   🔍 ✎
         No user selected |

# MyTrack Training: Job Requisition

Complete the Job Requisition

Saving the Job Requisition
- Save a draft can be used when you need to save the Requisition you are working on without starting the approval process.
- Submit will save and begin the approval process on your Job Requisition.
- Submit and exit will save and begin the approval process and exit your screen back to the home screen.
- Cancel will exit the Job Requisition without saving.
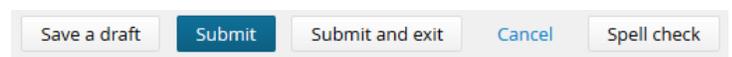
Notes Tab
- You can add notes about the position description using the notes tab.
- Select "note" and add your note.
- Notes can be emailed directly to users.
- You can attach files to your notes.
- Notes remain with the position description and are visible to anyone who can access the position description.
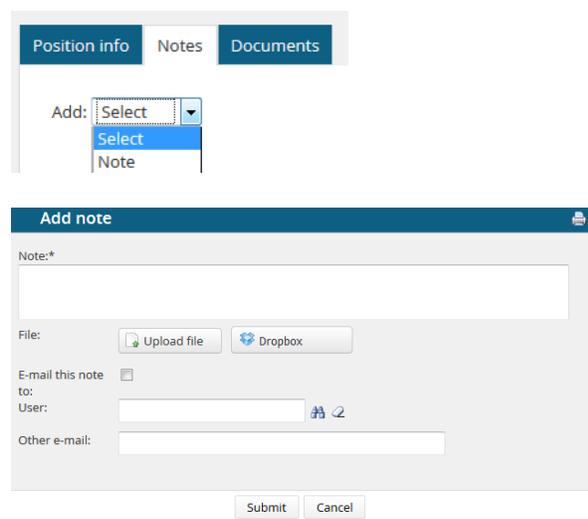
Documents Tab
- Upload a document by clicking on the blue tab Documents at the top of the Job Requisition page.
- Select from the drop down options "Document from a file"

- You may select a Document Category.
- Title your document (optional).
- Click "Upload file" and select the file you would like to upload.
- Click "save and close" to return to the Position Info tab to complete your Job requisition.
- Documents remain with the requisition and are visible to anyone who can access the requisition.

6