

How to Create a Faculty Requisition Request in Cornerstone

Create Requisition Request

General ?

Please complete all of the fields below. Your Requisition Request will not be approved unless the appropriate fields are completed. If you have any questions, please contact humanresourcesdepartment@utoledo.edu When selecting the Requisition Template, choose the template that most closely matches the opportunity. If a custom template does not exist, select the Default Template. Be sure to select the appropriate Hiring Manager and also list him/her as an Interviewer. You may also add additional Applicant Reviewers and Interviewers. Please ensure you have attached the appropriate 8-month hold waiver (if applicable) and any other documents needed to fulfill your request.

*Each requisition must have a valid Requisition Facility Location Address to be searchable with geolocation. Geolocation is powered by Google. Additional location(s) can be added in order to make the requisition searchable in many locations on the Career Site. When location constraints are considered when determining whether internal Recruiting users should have access to the requisition, the requisition will be available if one or more of the requisition locations falls within the user's constraints.

Job Title ?

Requisition Template ?

E-Class

Location

Address

No Address

Department

Employment Type

 Full Time Part Time

Compensation

Range

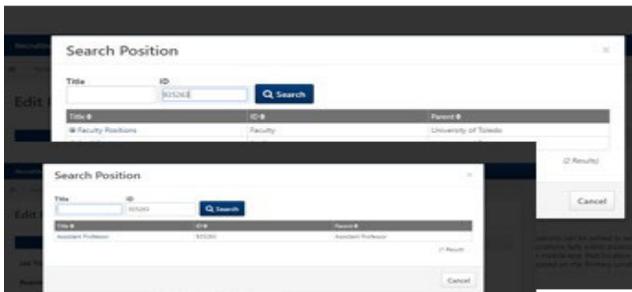
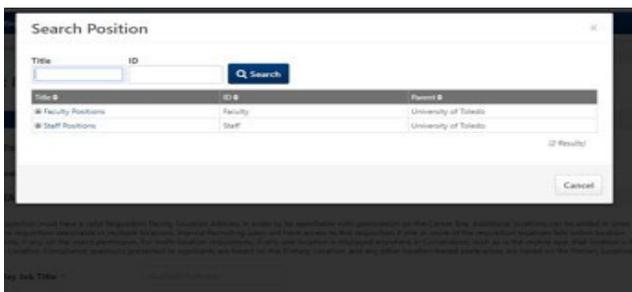
 To

Job Title is driven by the PCN Number: The Job ID is the PCN Number. To quick search put your PCN in the Job ID and click search. PCN must be correct and budgeted prior to starting action.

Select: HSC College

Salary Range will populate from Banner.

Update, to show the expected Salary Range to Hire within. If you are short budget: move budget prior to submitting, Or note where add'l budget will come from in comment box.



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Reason for Opening

Position Control Number (PCN)

Supervisor PCN

FTE:

Hours Per Week:

Bargaining Unit:

Shift:

Work Hours Start

Work Hours End

Budget Amount:

Labor Distribution

Org #

Administration

College

Division

Comments (Internal Use Only)

-Select the reason position is open
 - PCN will pull in from Banner; but can be changed here if needed
 -Enter the Immediate Supervisor's PCN

FTE = 1 and Hours Per Week = 40
 Bargaining Unit: BU Exempt
 Shift: select 1
 Work hours: enter 8 and 5 for faculty positions as a placeholder

The budget amount and Labor Distribution will pull in from Banner.
 If correction is needed either: work with budget to correct then start the request, Or note in the Labor Distribution Box
 Org# will pull in from Banner – can be changed if needed

Select: N/A / Coll Medicine, Life Sciences / Clinical Affairs and COM

In Comment Box Enter the following in the following Order:

1. Search Committee Chair Name
2. If there is a search committee member who is NOT a UT Employee: List Name and Email
3. Search End Date or Open Until Filled
4. Rank Planning to Hire at i.e. Assistant/Associate Professor , Or Open Rank
5. If Insufficient Budget to cover new hire, Note where other funding is coming from
6. Prior PCN if a pcn was eliminated
7. Exemption from Salary Recapture is requested and from what PCN
8. Other notes as needed

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If external advertising becomes necessary, please indicate advertising sources (department funded):

College must list all places they will be advertising and will need to place these ads.

Search Waiver Request (Select from below) - Staff

N/A

Search Waiver Request (Select from below) - Faculty

N/A

Do you have your search waiver justification ready to attach below?

N/A

Individual identified for position if requesting not to post:

Requested End Date (if applicable)

Float

N/A

On Call

N/A

Rotate

N/A

Travel

N/A

Weekend/Holiday

N/A

Select N/A for faculty positions

For faculty search waiver requests:

The approved search waiver request form and justification needs to be attached, based on the waiver, enter the information here

Please list the employees that should be included as part of the approval process (ex: Budget Rep.)

List of Approvers for Faculty Positions:

- Approver 1: Senior Assoc Dean, Finance/Admin OR Senior Business Mgr: Bryan Pyles OR David Walczak
- Approver 2: Diversity & Inclusion: New Associate Dean
- Approver 3: Budget Office Approvals
 - List budget analyst with the OR backup to the college Patty Pertz OR Toi Fisher
- Approver 4: Faculty Affairs: Tori Buckley, Wafaa Hanna, Joan Duggan

Note:

In the Cornerstone process, approvals happen at the very end of the workflow. Once all approvals have been obtained, the job ad will automatically post to the UT Employment Career Site.

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Applicant Reviewer(s): Enter the Hiring Manager (immediate supervisor), and add the following: search committee members, college business manager, department chair, and others who may need access to review applicants and their statuses.

Applicant Interviewer(s): Add the following: search committee members and others who will interview applicants. Interviewers will only see the applicants selected to be interviewed. Cornerstone has Outlook scheduling for those selected to interview.

Applicant Reviewer(s) ?

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

Reviewer(s)

+ Add Reviewer(s)

Applicant Interviewer(s) ?

Users listed as 'Interviewers' are only given access to submissions that are scheduled for interviews. These users can be selected in any applicant status with the 'Interview' type.

Interviewer(s)

+ Add Interviewer(s)

ATTACHMENTS ?

Attach up to ten (10) documents. + Add Attachment

Document Title	Upload User	Upload Date	Options
Openings	<input type="text"/>	<input type="checkbox"/> On Going	
Target Hire Date	<input type="text"/>	<input type="checkbox"/> (Target hire date of first opening)	

Attachments: Please use the titles below for required documents.

1. Approval to hire
2. Advertisement (with the list of all locations planning to advertise)
3. Job Description
4. Faculty Search Waiver and Justification (if applicable)

Openings: Is the number of positions you have open

On Going would be selected if you have continuous openings, such as part-time faculty positions.

Target Hire Date is your estimated hire date, does not impact advertisement or posting.

Click: Submit Request

**If requisition is declined, Faculty Affairs will note the reasons in comments and return to*

Cancel

Submit Request