

The Department Hiring Manager/SuperUser/HM Assistant will initiate Recruitment Request.

Please fill out all information completely. Missing information will delay the approval and announcement process.

1. **Login to YourFuture:** <http://yourfuture.sdbor.edu/hr>, you must use your SNAP username and password
2. **Begin New Action:** Recruit New Faculty (for new or existing faculty position).

Begin New Action

14 Records

▲ Action	▼ Action Description
CSA - 1. Establish a New Position Start Action	This action is primarily for hiring managers to establish a new CSA position that currently does not exist.
CSA - 2. Employee Update/Review a Position Start Action	This action is primarily for CSA employees to review current CSA positions and update the position as applicable to ensure the position of record reflects the current duties performed.
CSA - 3. Institutional Update/Review a Position Start Action	This action is primarily for hiring managers to review current CSA positions and update the position as applicable to the departmental or institutional needs.
CSA - 4. Recruit an Existing Position Start Action	This action allows the hiring manager to recruit a CSA position that exists without having to go through the workflow of creating or updating a position.
CSA - 7. Compensation Adjustment Request Start Action	This action is used by hiring managers and institution HR to request out-of-class pay, additional duty pay, or New Hire Outside of Scale for CSA Employees.
CSA - 8. Temp - Recruit Position Start Action	This action allows the hiring manager to begin recruitment for a temporary CSA position.
Faculty - Recruit Position Start Action	This action allows the hiring manager to begin recruitment for a faculty position.

3. **Select Faculty Type:** Choose the highest classification if a range is advertised.
 - a. Search for classification.
 - b. Choose “Select Title and Continue” on next screen.
 - c. Verify proper classification and continue to Requisition Form link.

Choose Title to Assign (Faculty)

You may associate this Position Description with one of the titles below by choosing **Select Title and Continue**. You may view the job summary by clicking View Summary; use this feature to assure the correct Classification Title or to choose from multiple search results.

1 Record

▲ Title	
Clinical Assoc Professor - 9	
Select Title and Continue	View Summary

Search Faculty Titles

Position Class:	<input type="text"/>	Position Classification Title:	Clinical Assoc Professor - 9
SEARCH		CLEAR RESULTS	

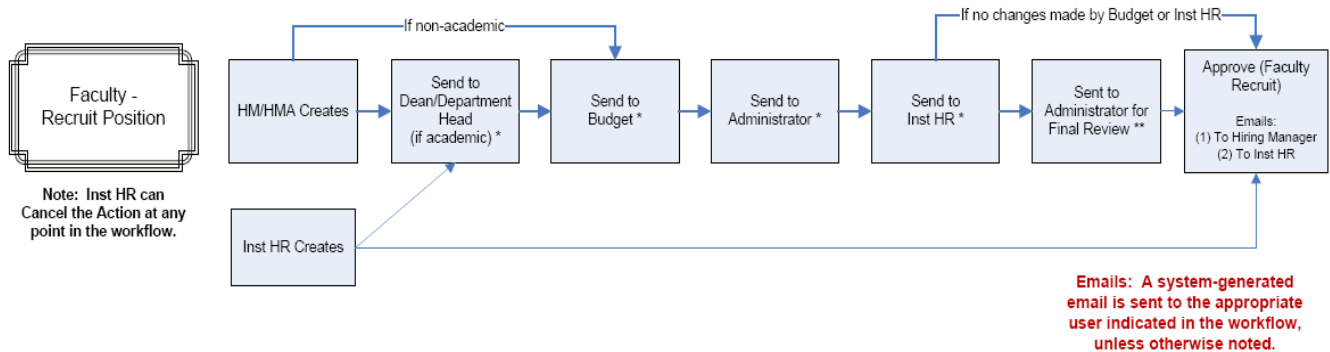
4. **Requisition Form:** Fill in all fields in order to avoid delays.
 - a. Working Title: Position title that will appear in the advertisement.
 - b. Physical Location: Select city.
 - c. Home Location: Select the proper University for your needs.
 - d. Organization (Department) Address: Enter address of department.
 - e. Organization: Select from drop down list.
 - f. Hiring Manager's User Account: Select the hiring manager(consult your HR partner if the name does not appear on the list).
 - g. Text for Ad: Enter the advertisement text to appear online.
 - h. Department Description and Cultural Expectations: (Optional) Enter information about your department or program you want to appear in the ad which would appeal to job seekers.
 - i. Scope of Search:
 - i. External – open to all applicants.
 - ii. Internal – open only to current employees (temporary employees not qualified).
 - j. If Internal, Define Scope of Search: scope of employees qualified to apply – consult your HR partner if necessary.

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- k. Advertised Salary: Enter salary range to appear in the advertisement (or “Competitive and Commensurate with Rank, Qualifications, and Experience”).
 - l. Additional Departmental Users: List any other users that would need access to the Position Information.
 - m. What is the Overall Purpose of the Position: This information will not appear in the advertisement, it is considered by administrators as part of the approval process.
 - n. Appointment Percent: Percentage of time (note: a 9 month, full time faculty would still be 100%)
 - o. Action Type:
 - i. Current Vacancy: A current employee is leaving
 - ii. New Position: A new position is being created
 - iii. Replacement: A replacement for an employee on sabbatical or leave of absence, etc,
 - p. Appointment Type: Consult your HR partner for more information.
 - i. Regular: Regular employee
 - ii. Temporary: Temporary position
 - q. Duration of Term: Enter the number of months for faculty appointment.
 - r. Proposed Rank: If advertising a range, choose highest rank to be advertised.
 - s. Salary: include range of possible ranks and field.
(ex: Associate Professor – Professor – Economics)
 - t. Justification for Position: **this field may be used by the President to approve the requisition so include the information shown, even if entered elsewhere:**
 - i. Name of previous incumbent or New Position if it is new.
 - ii. Name of the Supervisor.
 - iii. The Oklahoma Salary Survey for this position(May not be necessary at all campuses)
 - iv. Explanation of why the position needs to be filled.

5. Available Funding Source

- a. Add New Entry – enter ALL information to avoid delays.
 - iii. Fund: Enter the FOAPAL string for the fund source.
 - iv. Organization: Select the organization
 - v. Account: Enter the FOAPAL string for the account.
 - vi. Program: Enter the FOAPAL string for the program.
 - vii. Activity: Enter the FOAPAL string for the activity.

- viii. Available Dollars: the funds available from this fund source
 - ix. Percent: the percentage of the position funded by this source
 - x. Hiring Manager Comments: Comments which will be seen by the Budget Office.
- b. Add Entry to enter.
- c. Repeat steps a & b until the position is fund sources total 100%.
6. **Action History**: If you add a note **be sure** to click “Add Notes.” These notes show in the Action History.
7. **Route**: Send to either Dean/Dept. Head or Administration depending on organization chart.



Dean/Department Head or Administration Review

1. Review funding and position data.
2. Return if not approved or missing data.
3. Route to Budget or Admin if approved (depending on organization chart).

Budget Review

1. Review funding sources and ensure accurate and available.
2. Contact the department or return if inaccurate or incomplete.
3. Route to Human Resources if approved.

Human Resources Review/ President’s Approval

1. HR partner review Pending Actions for Faculty Recruiting requests for their area and route them to the proper administrators/President for approval.
2. Once approved, the HR Partner will post the position using “Create Posting From Position.”