Silkroad Recruiting:

Requisition Creation & Approval

Training for Requisition Creators
(FOR SECURITY PURPOSES, WHEN SILKROAD RECRUITING IS INACTIVE FOR 60 MINUTES, YOU WILL BE TIMED OUT. THE SYSTEM WILL TAKE YOU TO YOUR LOGIN PAGE. LOGIN WITH SINGLE SIGN ON AND CONTINUE).
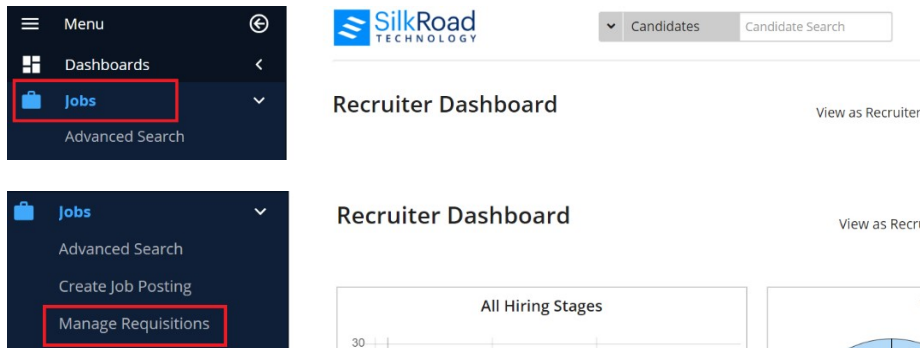
How to Create a Job Requisition in Silkroad Recruiting:

The navigation bar on the left-hand side of the Silkroad Recruiting homepage should be used to access menu items and navigate within Silkroad Recruiting.
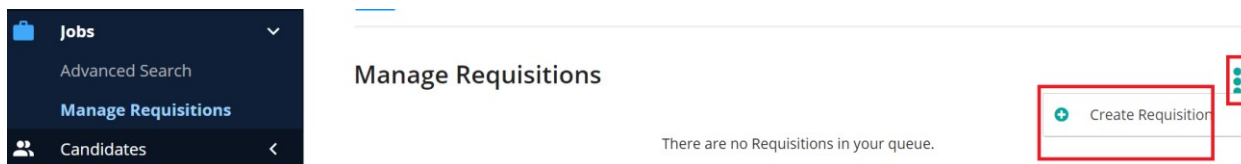
- **Step 1**: To begin creating a requisition, login to Silkroad Recruiting. Click on the hamburger icon on the top left of the screen to expand the navigation bar.

- **Step 2**: Under the **Jobs** Menu options, click on **Manage Requisitions.**

- **Step 3:** Once you click on **Manage Requisitions**, click the ellipses located on top right of screen and select **Create Requisition.**

Requisition Creation Process

## Table of Contents for Silkroad Recruiting's Job Requisition Fields:

**All fields in red text are mandatory fields and must be completed during requisition creation process.

Requisition Fields:	Action Required (Y/N):	Additional Detail:
Requisition Administration		
Requisition Creator	N	Automatically defaults to the name of the individual creating the requisition.
Requisition Administrator	N	Click on drop down arrow and choose: Human Resource Officer.
Job Creator	N	Click on drop down arrow and choose: Human Resource Officer.
Requisition Information		
Job Template	N	There are currently no job templates loaded in the system.
Hiring Workflow	N	XU only utilizes one workflow, the 'Default Workflow.' This will pre-populate for every requisition.
Internal Job Title	y	Type in the job title for the position (add position number after title).
Posted Job Title	y	Type in the job title for the position (add position number after title).
Tracking Code	N	**Leave blank**
Number of Positions	N	If more than one position is available, please enter the correct number of positions.
Position Type	y	'Full-Time/Regular' is the default. If the position is 'Part-Time' or 'Temporary' please select from the drop-down provided.
Job Level	N	No selection required.
Duration	N	Regular/At-Will/Permanent' is the default. If the position is 'Fixed Term' or 'Temporary' please make the appropriate selection from the drop-down provided.
Expected Start Date	y	Select the expected start date by clicking on the calendar icon.
Location Details		
Job Location Code	y	Type and select the appropriate location: • Campus for Cincinnati, • Columbus, or • Cleveland
Country	y	Should pre-populate based on the selection for the 'Job Location Code'
City	y	Should pre-populate based on the selection for the 'Job Location Code'
State	y	Should pre-populate based on the selection for the 'Job Location Code'
Zip/Postal Code	y	Should pre-populate based on the selection for the 'Job Location Code'
Compliance		
EEOC Job Category	N	No action required.
EEO Group	N	No action required.
Positions Requirements		
Travel	N	No action required, unless a position requires travels.
Per Diem Included	N	No action required, defaults to 'No.'
Salary Minimum	N	Do not enter salary information into this field.
Salary Maximum	N	Do not enter salary information into this field.

Salary Type	N	No action required, defaults to 'Annually.'
Salary Currency	N	No action required, defaults to 'USD (US Dollar).'
Level of Education	y	A selection is required based on the minimum qualifications for the position.
Years of Experience	y	A selection is required based on the minimum qualifications for the position.

Budgeting Details

Department	y	In the text box provided, begin to type in the department name that the position reports to. Once you begin to type in the name of the department, the department name should appear. Click on the department name to select.
Budgeted Salary	y	Type in the budgeted salary. (Preferred format= 35,000). For existing positions, contact your HR Business Partner. For new positions, contact the Budget Office.
Budgeted Currency	N	No action required, defaults to 'USD (US Dollar).'
Budgeted Quarter	N	No action required.
Budgeted Year	N	No action required, defaults to current year.

Description/Skills

Job Description	y	Copy and paste the drafted job advertisement directly from Microsoft Word into Silkroad Recruiting. DO NOT INPUT THE POSITION DESCRIPTION.

Internal Fields

Notes on Position	N	If there are notes that you want to share with the approvers for the position enter the notes in this field. If the position is hourly, indicate the hourly rate here. For focused searches enter the name of person to fill position, hourly or annual salary and hire date.

Custom Fields

Type of Position Action	y	Select the appropriate position action from the dropdown.
If replacing an existing FTE...	y	If the position is replacing an existing FTE, please provide the name of the person that is being replaced.
Position Reports to...	y	Type the full name of the supervisor position will report to.
Supervisor Title	y	Type the title of the supervisor.
EEO Job Category	N	Do not complete - **HR** use only
Recruitment Sources	y	Type the recruitment sources/job boards where the position should be advertised. Positions will be added to the XU website automatically.
Search Committee Members	y	Type in the names of search committee members. Please make sure to indicate the search committee chair.
Position Grade	y	Type position grade (for faculty positions, type n/a)
Banner Position Number	y	Type in the Banner Position Number for the position. For information, contact your HR Business Partner or the Budget Office.
Position FTE	y	Type in the Position FTE. (Example: 1.0, 0.80, or 0.50). All temporary, fixed-term and grant positions FTE are "0".

Division	Y	Select "division" from the drop down option.
Department Org Number	Y	Type 5 digit department org.
eClass	Y	Select "eClass" from the drop down option.
Weekly Working Hours	Y	Type in the number of weekly working hours. Example: 37.50. For Adjuncts, type 16.5.
College (faculty only)	Y/N	Select "college" from drop down option for faculty positions only.

Select "**Save and Route for Approval**".

❌ Cancel   ▶▶ Save and Route for Approval   🖫 Save
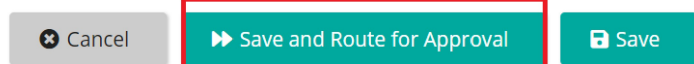
==YOU ARE NOT DONE!!! COMPLETE "REQUISITION APPROVAL SETTINGS" SECTION BELOW.==

Requisition Approval Process:

What is Requisition Approval Process in SilkRoad Recruiting?

During the creation of the requisition, the Requisition Creator will input the individuals that will be responsible for approving the Requisition prior to the position being posted. These individuals are known as the requisition approvers.

The approval request is sent via email to the approvers and includes the details of the requisition, the names and approval status of other approvers and an option to approve or reject approval request.

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Who will be Responsible for Approving a Requisition in SilkRoad Recruiting?
The following will have responsibility approving a requisition:

Staff/Admin Approvers:

Approver No. 1 (HR Business Partner)
Approver No. 2 (Department Head)
Approver No. 3 (Division Head)
Approver No. 4 (Budget)

Faculty Approvers:

Approver No. 1 (HR Business Partner)
Approver No. 2 (Department Head)
Approver No. 3 (Dean)
Approver No. 4 (Provost)
Approver No. 5 (Budget)

All approvers will be required for requisition approval.

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Steps on How to Request an Approval:

Once all of the mandatory fields have been completed, the requisition is ready to go through the requisition approval process.

- Submit the requisition for approval by entering the names for each person and department for Provost and Budget that will be responsible for approving the requisition.
- Each approver will be emailed automatically in sequence to approve the requisition.
- The "Review in Sequence" and "Send Approval Emails" checkbox is automatically checked as the default.
  - "Review in Sequence" means that Approver No. 2 will not be emailed until Approver No. 1 has approved the requisition. Approver No. 3 will not be emailed until Approver No. 2 has approved the requisition.
- It is very important that the Approvers are entered as listed above.
- If additional reviewers are required, the system allows up to 10 approvers. Approvers must have a SilkRoad account.

Step 1: Enter names of each Approver in the correct sequence. For Provost and Budget, enter the word Provost or Budget. See screenshots of Requisition Approval Settings below.

Requisition Approval Settings

Assign up to 10 approvers for the requisition. When reviewing in sequence, sort the approvers using the drag and drop vertical arrows.

Approvers	Pro
	Users
Administrator	
	Provost
Review In Sequence	☑
Send Approval Emails	☑

Requisition Approval Settings

Assign up to 10 approvers for the requisition. When reviewing in sequence, sort the approvers using the drag and drop vertical arrows.

Approvers [   ]

Remove All

5 / 10

1 ↕ Approver No. 1 - Name of HR Business Partner	x
2 ↕ Approver No. 2 - Name of Department Head	x
3 ↕ Approver No. 3 - Name of Division Head	x
4 ↕ Approver No. 4 - Provost (Academic Departments Only)	x
5 ↕ Approver No. 5 - Budget	x

Administrator   Layemi Cline-Bailey

Review In Sequence   ☑

Send Approval Emails   ☑

Step 2: Once all of the names has been entered, click "Save" to start the Requisition Approval Process

🖫 Save

- SilkRoad Recruiting system will automatically send the first email requesting the approval to the HR Business Partner.
- No further action is required for the Requisition Creator if all reviewers approve the requisition.

What happens if a Requisition is REJECTED?

If a requisition is rejected, the approver will email the Requisition Creator with the specified reason for the rejection (i.e. Budgeted Salary is only $45,000 not $50,000).
Comments sent from the Approver to the Requisition Creator will not be tracked within SilkRoad Recruiting.

> **Important Note:** As a Requisition Creator it is very important to consistently check your email inbox for emails about the requisition being rejected to ensure the process keeps moving.

Steps to Correcting a Rejected Requisition:

Step 1: The Requisition Creator will login to SilkRoad Recruiting to correct the field(s) that the approver has requested.

- Select **Manage Requisition** from the **Jobs** menu option
- On the **Manage Requisition** screen, locate the rejected requisition which should have a red circle icon under Approval Status.
- Right click on the ellipses and select Edit. (See Below)
- Edit the field(s) that the approver requested to be changed.

- Click "Save and Route for Approval".

Step 2: Change the Approval Status and Resend the Approval Request to the Approver who rejected the requisition.

- In the Requisition Approvals section, right click ellipses of the person who rejected the requisition and select
  Edit.

- Change Approval Status from **Rejected with Reason** to **Waiting for Response.**
- Click "Save" – Note: if this is not done, the requisition will not be resent.

- In the Requisition Approvals section, right click on ellipses of the Approver and select "Send Email".

The process is the same for all Approvers that reject a requisition approval whether it is rejected by the Department Head, Division Head or Budget.

> **Important Note:** When a requisition is rejected, the requisition approval process is suspended until the requisition has been approved by the reviewer that rejected the requisition.

What happens once the Requisition has been approved by all Approvers?

Once a requisition has been approved by all Approvers, an email will automatically be sent to the Job Creator on the requisition, which is Human Resources. Human Resources will post the position within 3 business days of receiving the notice that all reviewers have approved the requisition.

When the position has been posted the Requisition Creator will receive an email from Silkroad Recruiting Customer Support confirming that the position has been posted.

From: SilkRoad Recruiting Customer Support [mailto:openhire_generated@silkroadtech.com]
Sent: Tuesday, January 10, 2020 9:22 **AM**
To: Requisition Creator's Email Here
Cc: Cline-Bailey, Nike'; HR
Subject: Job Requisition – Director of First Impressions 123456 : Posted

Name of Requisition Creator

The job requisition for the Director of First Impressions 123456 position and has been created and assigned to "HR".

The Tracking Code for the job is 789 and has been associated with "Staff" category.