Follow these instructions only AFTER the IPAS is approved and the Search Committee has had its initial meeting. You will receive an email when both these have happened. This replaces the 1-75 form. Contact HR if you have problems with any part of this process.

1. Print out (or open) the IPAS approval email. (Required to complete this process.)

2. Log into BengalWeb and locate the Talent Management System channel, and click on Access Talent Management System.

3. Welcome page opens. Mouse over the Recruit tab and select Job Posting Request from the drop down menu.

4. Click on Create New Request. The Create Requisition Request screen will appear. Fill in the request using the following information (Note: This system calls creating a new job a “Requisition Request”.) Note: Highlighted steps below contain information that will show up in the advertising for the position, visible to candidates.

   - **Job Title:** Click in the Classification box to open a search window. Type in the Classification Code (found in IPAS email) and hit Search. Click on bold Title to fill the box and return to the main page.

   - **Display Job Title:** A longer, more specific job title. This will appear in the advertised Job Posting.

   - **Division:** Department posting the job. Click in box, then enter key word from the Division name in the IPAS email; click Search. Click on the bold Title to select the correct department.

   - **Location:** Where the job is located. Click in box to see locations. Click to select.

   - **Contact Phone:** YOUR extension, used by HR to call if they have any questions about this posting. Candidates will NOT see this number.

   - **Employment Type:** Choose ONE from drop down, then click on Full or Part Time button.

   - **Compensation:** Type in amounts from IPAS email. If only one number, type that number in both boxes. Do NOT use the dollar sign. Only visible to candidate if next box is checked.

   - **Advertise Salary in Job Posting:** If you do NOT check this box, job posting will state “Salary commensurate with Experience.” If you DO check this box, applicants can see Compensation amounts entered above.

   - **PCN:** Position Control Number, from IPAS email.

   - **IPAS#:** From IPAS email.

   - **IPAS Approval Date:** From IPAS email. Format ##/##/## (month/day/year) or click calendar con.

   - **Appointment Type:** Choose Regular Appointment. (An Emergency Hire is rare. If you are not sure, contact your HR consultant.)

   - **Close Date** (Optional): A hard and fast date; automatically removes the job posting from the website on that date. You must contact HR to change it.
- **Priority Consideration Date** (Optional): Tells applicants you will give priority consideration to those who apply before this date.

- **Open Until Filled**: Recommended. Don’t check this box if you provided a Close Date (above).

- **Position Type**: Select from drop down list. *Note: Classified Staff cannot be hired using this system.

- **Tenure Track**: Select Yes or No.

- **Primary Purpose**: What do you want this position to accomplish? What is the purpose of the position? Hiring manager/Search Committee writes this. *Note: 2000 character limit.*

- **Key Responsibilities**: What will the person hired be doing in this position? Hiring manager/Search Committee writes this. *Note: 2000 character limit.*

- **Minimum Qualifications**: Without these qualifications, an applicant CANNOT be considered for the position. Hiring manager/Search Committee writes this. *Note: 2000 character limit.*

- **Preferred Qualifications**: An applicant without these qualifications CAN still be considered for the position. Hiring manager/Search Committee writes this. *Note: 2000 character limit.*

- **Application Materials to be Submitted**: The documents you want candidates to submit. Resume, Cover Letter, and Reference List are required. Other documents might include Teaching Philosophy, Publication List, or Unofficial Transcript. Hiring Manager/Search Committee decides this.

- **Recruitment Sources**: External places you want this job advertised, paid for by your department. Contact HR or EEO/AA for assistance. Hiring Manager/Search Committee decides these.

- **Index Code to Charge for Advertising**: Index to charge advertising costs to for listings above.

- **Search Committee Members**: Enter first and last names of those who have been contacted, agreed, and been approved by EEO/AA office to serve on Search Committee.

- **Department Contact For Advertising**: Name of person who will be reviewing and approving the advertising copy.

6. **Submit Request**: Review the entries and when you are ready, click Submit Request. *You cannot change the Requisition/Job Request once it has been submitted.* If you need to change something, contact HR. Once request is submitted, page will revert to Requisition Requests page. You will see the new request listed with a Pending status.

**Additional Information:**
- While a Requisition/Job Request is Pending, clicking the Trash Can icon will delete the entry.
- Status will change to Accepted once HR has opened the request. Accepted requests cannot be deleted, but are assigned a Requisition ID, which HR uses as the Posting Number.
- HR reviews the document for errors, sets up the Approval Chain, and sends the Requisition to the first person in Approval Chain.
- Click on the small magnifying glass to view the request.
- Click on the copy icon to copy the request. You can edit the copy that opens.