Bates

Our online recruitment tool, CyberRecruiter, allows us the ability to create "Requisitions" for new positions online. Below you will find instructions to guide you through the process of creating a new requisition as well as some helpful hints and answers to anticipated questions.

CyberRecruiter is best supported by Internet Explorer.

For security purposes, CyberRecruiter times out after 20 minutes of inactivity. If you are in the process of creating a req and you walk away from your computer for more than 20 minutes, you will lose the data you have entered. In order to prevent timing out, you will want to gather the following pieces of information and have them ready to create the requisition:

1. Position title and anticipated start date of the position
2. Name and termination date of the incumbent (enter N/A if a new position)
3. Who you would like the application materials be sent (electronically) to?
4. Name of the supervisor/hiring manager for this position.
5. Exempt/non-exempt status
6. # of hours per week/weeks per year of the position and employment status associated with these hours
7. Names of search committee chair and search committee members
8. Position justification
9. 90-day waiver approval (If position has been vacant for less than 90 days, a waiver must be approved by the senior management team prior to the creation of a requisition.)
10. Job description
11. Required qualifications
12. Requested advertising areas

Visit the login page at: https://www.vscyberhosting2.com/batescr/ and login by entering the username and password that you have been given for CyberRecruiter.

1. Select the "Requisitions" tab at the upper left of your screen.
2. Select "Create New Requisition".
3. You will now have two options.
   a. If you have created a requisition for this position in CyberRecruiter in the past, you may "Copy Prior Requisition" as the basis for your new requisition.   You will review the previous requisition and make changes where appropriate. This does require some attention to detail to ensure that you make changes where appropriate.
   b. If this is a position that you have not previously created in CyberRecruiter, you will want to select "Create New Requisition."
4. At your next screen, you will be asked for information about the Division and Department that this position is in. *If you have selected the "Copy Prior Requisition", option, this information should already be filled in. If you have "Created New Requisition", you will need to enter this information.*
5. Your screen should now be a fillable form asking for specific information about the position you would like to fill. *Fields with an * next to them are required fields.*

Helpful Hints:

- ❖ At the end of most of the requisition screens, you will be given the option to click "Continue" at the bottom of the screen. This will allow you to move on to the next step of the requisition. *If you have not completed all of the required fields, you will not be able to move on to the next step in the requisition process.*
- ❖ If you have any questions while creating a requisition, please contact Amie Parker, Employment Manager, at 753-6956.

What happens after I submit my requisition online?

1. Your requisition will automatically be routed online to Human Resources for the following:
   a. Determination of compensation range. ***The hiring manager is responsible for verifying the compensation range once the approval process is complete. All offers of employment must be approved by Melani McGuire, Compensation Manager <u>prior to being discussed with a candidate</u>. Melani can be reached at 786-8265.***
   b. Creation of employment ad (with approval by Affirmative Action Office)
   c. Forwarding for appropriate approvals.
2. You will be notified that your position has been approved and that advertising has begun.
3. The individual(s) that you have designated will be notified of their CyberRecruiter username, password and instructions for reviewing applications submitted for this position. *If you would like search committee members to have access to the CyberRecruiter database, please contact the Employment Manager.*