How To Create A Requisition
To get started, go to jobs.ua.edu/hr and log in using your MyBama username and password. Once you are logged in, click “Manage Position Descriptions & Create Requisitions.”
To find your position description:

1. Use the “clear” button to clear your search history.
2. Sort by using search fields. (Search using only one field at a time works best!) Click “search”.

We suggest searching by **position number** or by **department**, not both. You can also search by the **employee name**.

To create your requisition, click on **create a requisition from PD**.

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<table>
<thead>
<tr>
<th>PD No.</th>
<th>Classification Title</th>
<th>Working Title</th>
<th>Position Number</th>
<th>Position Class Code</th>
<th>Employee Name</th>
<th>Supervisor Name</th>
<th>Date modified</th>
<th>Approval status</th>
</tr>
</thead>
<tbody>
<tr>
<td>PD-249</td>
<td>Office Associate II</td>
<td>99999</td>
<td>R0153</td>
<td></td>
<td></td>
<td></td>
<td>11 Apr 2014</td>
<td>Approved</td>
</tr>
<tr>
<td>PD-4628</td>
<td>Test Position</td>
<td>99999</td>
<td>95150</td>
<td></td>
<td></td>
<td></td>
<td>6 Jun 2018</td>
<td>Approved</td>
</tr>
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<td>PD-4820</td>
<td>Office Associate II</td>
<td>99999</td>
<td>R0153</td>
<td></td>
<td></td>
<td></td>
<td>17 Apr 2014</td>
<td>Approved</td>
</tr>
</tbody>
</table>

Be sure to clear your search before entering new criteria!!
Once you have selected “Create Requisition From PD” the requisition card will appear.
- The first thing you will need to fill out is the **Type of Search**.
- Most searches will be regular.
- A **regular** search is open to the public and anyone can apply.
- Other search types are available. Contact your recruiter for details and/or approval.
Next you will notice the **Positions** section. This section should pre-populate with the correct information.

- If you are recruiting for multiple positions, you can add additional position number slots. Type the total number of positions needed and mark them as “new” or “replacement.” You will then need to type a unique position number in each additional slot.

- If any positions are replacements, you will need to provide the former employee’s name and position number in the box below the Positions section. (Note: multiple names/numbers can be listed here.)
In next section you will need to list the account number which will fund your position (FOAPAL.)
Underneath that you will need to identify if the source of funding is state or grant funds. FOAP

Please note: Incomplete or inaccurate data in the funding section may result in the request being declined

Identify where the funding for this position is coming from:

For example - 11000-200007-601410 $35090 is permanently budgeted or 11000-200007-700001 temp position funding through 9/30 from operating

Indicate the source of funding (State / Grant etc.):

If your position requires a pre-employment drug screen, you will need to provide the department's billing information for the drug screen charge in the box below. Chart-Fund-Org-Account-Program. (FOAP)

DEPARTMENT REQUIRED BACKGROUND CHECKS

Drug Screen:* Yes
MVR:* No
Physical:* No
Background check:* Standard plus Federal (convictions in federal court)

If this position requires a drug screen, please complete the department's billing information below for the drug screen charge.

Chart-Fund-Org-Account-Program:

(X-XXXX-XXXXX-748043-XXX)
Committee Details:
• If your job does not need a search committee, please select NO and skip the remaining portion of the section.

• If you have a search committee, please select YES. You will need to provide the name of your committee chair and the other committee members.

• To add names, click the magnifying glass next to each field. The name should appear in the field. The employee’s MyBama email address should appear underneath.

Note: search committees should be diverse in race and gender.
Once you have added all members of the search committee, please complete the box below the committee details listing the sex and race of each employee on the committee. You will need to do this with all committee members. If you need assistance with this, please contact your recruiter.

The next section is **Special Instructions to Human Resources**. In this box you can add a note about your requisition. For example; if you are advertising your job and would like it posted longer than the minimum posting time frame to match your advertisement you can notify your recruiter using this box.
Once you have read the “Notice to Recruiters,” you will need to click the button labeled “yes” to complete the hiring manager certification section.

The position description should be reviewed for accuracy prior to creating your requisition. Any edits or changes to the position description must be submitted and approved prior to the job posting. By selecting “yes” in the Position Description Certification section, you are confirming that the position description has been reviewed.
**Advertising Details:** If you are advertising your job outside jobs.ua.edu website, please select **YES** for external job announcements and list the names of the newspapers, journals, listservs, job boards, and websites where you plan to advertise your job.

External job announcements:*  
[ ] Yes  [ ] No

For more information about advertising guidelines, example ad copy wording and advertising resources go to the [Guidelines for Advertising Jobs](#) website.

The department will need to provide the advertising wording in the box below.

Once the position is posted, the department should email a copy or screenshot of their external advertisement to their recruiter.

**Ad copy wording:**
Once you have completed the requisition you will need to select the appropriate approvals for the approval process.

Please contact your recruiter for more information regarding your department’s specific approval process.

Once the approvers have been entered, you will need to select the requisition status as “pending approval.”

Click Save & submit to submit the requisition to the first approver. This will cause the screen to disappear from your view.

Save – saves the document, but does not initiate the approval process.

Save a draft – saves the requisition as a draft only. It does not initiate the approval process.

If an alternate individual needs access to the requisition and applicants, they will need to be listed as an “alternate hiring manager” in this box. This does not include members of the search committee.
For more information please contact your recruiter.